



**Raisin Region Conservation Authority  
Full Authority Meeting  
Agenda**

January 18, 2018

**\*\* 3:00 p.m. \*\***

RRCA Administration Office

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	Page
1. Call to Order	
2. Approval of Agenda	
3. Declaration of Conflict of Interest	
4. Approval of Minutes	
a) Minutes of November 16, 2017	1-3
5. Business Arising From the Minutes	
6. Election of Chair and Vice-Chair	
The Chair is turned over to the General Manager / Secretary-Treasurer, for the purpose of the election of the 2018 Chair and Vice-Chair.	
7. Closed Session	
a) Personnel Matter (Richard)	
8. New Business	
a) Appointment of Auditor (Sandy)	4
b) Fly Creek Inspection, Operations & Maintenance Procedures Review (Phil)	5-6
c) 2018 Draft Budget - Presentation (Richard/Sandy)	
9. Future Meetings	
RRCA Full Authority starting at 3:00 p.m. – Feb 15 <sup>th</sup> , Mar 15 <sup>th</sup> , Apr 19 <sup>th</sup>	
10. Adjournment	

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Richard Pilon  
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY  
FULL AUTHORITY MINUTES  
NOVEMBER 16, 2017 – 3:00 P.M.  
RRCA ADMINISTRATION BUILDING

PRESENT: Frank Prevost, South Glengarry, Chair  
Alton Blair, North Stormont, Vice-chair  
Ian McLeod, South Glengarry  
Tammy Hart, South Stormont  
David Smith, South Stormont  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Sandy Cites, Manager of Finance  
Phil Barnes, Project Manager  
Chris Critoph, Manager of Environmental Services  
Normand Genier, Forestry Specialist  
Brendan Jacobs, Fish and Wildlife Biologist  
Kim MacDonald, Manager of Planning & Regulations  
Lissa Deslandes, Regulations Officer / Communications Coordinator  
Matthew Levac, Planning & Regulations Assistant  
Pete Sabourin, Manager of Field Operations

REGRETS: Michel Depratto

**CALL TO ORDER**

Frank Prevost, Chair, called the meeting to order at 3:03 p.m.

**APPROVAL OF AGENDA**

The Board requested to add a closed session, after item number 9, to discuss personnel matters.

RESOLUTION #75/17:

Moved by: Ian McLeod  
Seconded by: Tammy Hart

THAT the agenda be approved, as amended.

CARRIED

**PECUNIARY INTEREST**

No pecuniary interest was declared.

**APPROVAL OF MINUTES**

RESOLUTION #76/17:

Moved by: Alton Blair  
Seconded by: David Smith

THAT the minutes of the October 19, 2017 meeting of the Raisin Region Conservation Authority, be approved.

CARRIED

**DELEGATIONS / PRESENTATIONS**

- a) Staff presented project and program updates.

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**DRAIN ASSESSMENT PROJECT UPDATE**

RESOLUTION #77/17:

Moved by: Carilyne Hebert  
Seconded by: David Smith

THAT the Board of Directors receive and file the Drain Assessment Project Update report, as presented.

CARRIED

**FLY CREEK PUMP REPAIR UPDATE**

RESOLUTION #78/17:

Moved by: Tammy Hart  
Seconded by: Carilyne Hebert

THAT the Board of Directors approve the immediate repair of the Fly Creek Pump at a cost of \$34,000.00;

AND FURTHER, THAT the Board of Directors direct staff to seek emergency funds from the WECl program to offset the costs.

CARRIED

**FINANCIAL REPORTS**

**STATEMENT OF OPERATIONS AS OF SEPTEMBER 31, 2017**

RESOLUTION #79/17:

Moved by: David Smith  
Seconded by: Alton Blair

THAT the Board of Directors receive and file the Statement of Operations Report, as presented.

CARRIED

**FUTURE MEETINGS**

RRCA Full Authority – Jan. 18<sup>th</sup>, Feb. 15<sup>th</sup>, Mar. 15<sup>th</sup> (3:00 p.m. start for all meetings)

**CLOSED SESSION**

RESOLUTION #80/17:

Moved by: Alton Blair  
Seconded by: Tammy Hart

THAT the Full Authority Meeting move into Closed Session to discuss personnel matters.

CARRIED

RESOLUTION #81/17:

Moved by: David Smith  
Seconded by: Ian McLeod

THAT the Full Authority Meeting move to Open Session.

CARRIED

RESOLUTION #82/17:

Moved by: Alton Blair  
Seconded by: Ian McLeod

THAT the Board of Directors receive the verbal update regarding personnel matters, as presented.

CARRIED

**ADJOURNMENT**

RESOLUTION #83/17:

Moved by: Claude McIntosh  
Seconded by: David Smith

THAT the Full Authority meeting of November 16, 2017 be adjourned at 4:40 pm.

CARRIED

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Frank Prevost  
Chair

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Richard Pilon  
General Manager / Secretary-Treasurer

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## Raisin Region Conservation Authority

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**To:** Board of Directors  
**From:** Sandy Crites, Manager of Finance  
**Date:** January 11, 2018  
**Subject:** Appointment of Auditors

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### RECOMMENDATION:

That the Chartered Accountants Firm of Craig Keen Despatie Markel be appointed Auditors for 2018 at an approximate cost of \$9,200 plus HST.

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### DISCUSSION:

The RRCA Administrative Policies require yearly resolutions from the Board of Directors for the appointment of the Authority's auditor.

In 2013, the firm Craig Keen Despatie Markell (CKDM) was awarded the contract to provide auditing services to the RRCA for a five-year period commencing in 2013 at the quoted price indicated in their proposal dated April 5, 2013. Staff is recommending that CKDM be appointed to provide auditing services for 2018 at an approximate cost of \$9,200 plus HST.

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

Sandy Crites  
Manager of Finance



**To:** Board of Directors  
**From:** Phil Barnes, Project Manager  
**Date:** January 11, 2018  
**Subject:** Fly Creek Inspection, Operations & Maintenance Procedures Review

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**RECOMMENDATION:**

That the Board of Directors approve a review of the Fly Creek Pumping Station Operations and Maintenance Procedures including the inspection of pump #1 and pump #2 at a cost of \$12,500.00;

And further, that the Board of Directors direct staff to seek funding from the Water and Erosion Control Infrastructure (WECI) program and other Climate Change Adaptation Grants to offset the costs.

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**BACKGROUND:**

The Fly Creek Flood Control System provides vital flood protection for approximately 25% of the City of Cornwall. The system includes a pumping station, stormwater retention pond, 3 km of box culvert, 2 km of open channel and other gabion structures. The system was a phased construction project throughout the 1980s and 1990s.

**DISCUSSION:**

In recent years, operation costs have increased due to failing components (pumps, motors, control system) as well as maintenance requirements on channels and inlet structures. Current operating procedures including the water-levels that determine when pumps automatically turn on and off should be reviewed to prevent future equipment failures.

It is recommended that a complete operations and maintenance procedures review be performed to prolong the life-span of the current equipment. Such a review with a preventative maintenance schedule will minimize overall expenditures through pro-actively identifying faults in the system and addressing them before catastrophic failure occurs.

The scope of the review should include all electrical systems, pumping systems, backup generating system, operating procedures, pond maintenance, channel maintenance and an assessment of provincial compliance approval conformity. As one pump is currently being repaired, it is suggested that the other two pumps be removed and inspected on site to assess their current state. Operating procedures would also be reviewed to ensure adaptation to climate change. It is anticipated that the review will identify annual, bi-annual and long-term maintenance schedules that will help with accurate annual operations budgeting.

The review, inspection and report is estimated to cost \$12,500.00. Funding would be sought through the Water and Erosion Control Infrastructure (WECI) program and other Climate Change Adaptation Grants. Shortfalls from sources of funding would be covered 50% by the City of Cornwall as special benefiting and 50% from RRCA's Infrastructure reserve.

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

Phil Barnes, P.Eng.  
Project Manager