



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

April 19, 2018

**Immediately following the  
Source Protection Authority Meeting  
at 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 March 15, 2018	1-2
5. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
6. Business Arising From the Minutes	
7. New Business	
a) 2017 Financial Statements (Richard)	3
b) Grass Cutting Tender (Pete)	4-5
c) Great Lakes Guardian Community Fund – Shoreline Restoration (Chris)	6
8. Future Meetings	
RRCA Full Authority starting at 3:00 p.m. – May 17 <sup>th</sup> , Jun 21 <sup>st</sup> , Sep 20 <sup>th</sup>	
9. Adjournment	

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Richard Pilon  
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY  
FULL AUTHORITY MINUTES  
MARCH 15, 2018 – 3:00 P.M.  
RRCA ADMINISTRATION BUILDING

PRESENT: Frank Prevost, South Glengarry, Chair  
Tammy Hart, South Stormont, Vice-chair  
Ian McLeod, South Glengarry  
David Smith, South Stormont  
Michel Depratto, North Glengarry  
Alton Blair, North 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  
Lissa Deslandes, Regulations Officer / Communications Coordinator  
Normand Génier, Forestry Specialist  
Pete Sabourin, Manager of Field Operations

**CALL TO ORDER**

Frank Prevost, Chair, called the meeting to order at 3:00 p.m.

**APPROVAL OF AGENDA**

RESOLUTION #27/18:

Moved by: Carilyne Hebert  
Seconded by: Claude McIntosh

THAT the agenda be approved.

CARRIED

**PECUNIARY INTEREST**

Frank declared pecuniary interest for item 9 b) and Tammy was asked to Chair the meeting for that matter.

**APPROVAL OF MINUTES**

RESOLUTION #28/18:

Moved by: Michel Depratto  
Seconded by: Tammy Hart

THAT the minutes of the February 15, 2018 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**CLOSURE OF THE ONTARIO TREE SEED PLANT**

RESOLUTION #29/18:

Moved by: Ian McLeod  
Seconded by: Tammy Hart

THAT the Board of Directors endorse a letter from the RRCA to the Minister of Natural Resources and Forestry against the closure of the Ontario Tree Seed Plant (OTSP) and allow the signing and sharing of online petitions on RRCA social networks.

CARRIED

**FUTURE MEETINGS**

RRCA Full Authority – Apr. 19<sup>th</sup>, May 17<sup>th</sup>, Jun 21<sup>st</sup> (3:00 p.m. start for all meetings)

**CLOSED SESSION**

RESOLUTION #30/18:

Moved by: Michel Depratto  
Seconded by: David Smith

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

CARRIED

RESOLUTION #31/18:

Moved by: Ian McLeod  
Seconded by: Michel Depratto

THAT the Full Authority Meeting move to Open Session.

CARRIED

RESOLUTION #32/18:

Moved by: Carilyne Hebert  
Seconded by: Ian McLeod

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

CARRIED

**ADJOURNMENT**

RESOLUTION #33/18:

Moved by: Michel Depratto  
Seconded by: David Smith

THAT the Full Authority meeting of February 15, 2018 be adjourned at 4:47 pm.

CARRIED



**To:** Board of Directors  
**From:** Sandy Crites, Manager of Finance  
**Date:** April 8, 2018  
**Subject:** 2017 Financial Statements

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**RECOMMENDATION:**

That the Board of Directors approve a net transfer from reserves of \$1,872;

And further, 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 further, that the Board of Directors approve the 2017 Financial Statements.

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**BACKGROUND:**

The firm of CKDM Chartered Accountants completed an audit of the RRCA in February 2018 and met with the General Manager and Manager of Finance on March 4, 2018. Ian Murphy of CKDM will attend the April Full Authority meeting to present the draft audited Financial Statements and answer questions.

**DISCUSSION:**

Enclosed is a copy of the following documents from the 2017 Audit:

- Draft audited Financial Statements
- Audit Reporting Letter

We are proposing net transfers from reserves of \$1,872 (\$76,150 to be transferred from the operating reserve, \$20,675 surplus from special benefitting levies to be transferred to special benefitting reserves and the equipment usage surplus of \$53,603 to be transferred to the equipment reserve). Details of the beginning and end of year reserve balances are reflected in the draft Financial Statements Document on page 13 (Note 8).

We are also proposing that reserves be established for various programs and projects as reflected on Page 7 (Schedule 2) of the Financial Statement document. Special benefitting area surpluses and deficits would be added to or taken from these reserves as part of end of year municipal levies settlements.

A handwritten signature in black ink, appearing to read 'Sandy Crites'.

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Sandy Crites  
Manager of Finance



# 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](http://www.rrca.on.ca)

**To:** Board of Directors  
**From:** Pete Sabourin, Manager of Field Operations  
**Date:** April 6, 2018  
**Subject:** Grass Cutting Tender

## RECOMMENDATION:

That the Board of Directors award the procurement of grass cutting services to Storm Landscaping, as presented.

## BACKGROUND:

Tenders were called for grass cutting of RRCA parks and facilities for the 2018 season. The RRCA sites were added to the Township of South Glengarry's grass cutting procurement document and the closing date was March 21, 2018.

## DISCUSSION:

Five (5) submissions were received for the following six (6) properties:

- R1 – Fly Creek Pond and Pumping Station (2 ac)
- R2 – Gray's Creek Conservation Area (16.3 ac)
- R3 – Charlottenburgh Park (10.8 ac)
- R4 – Cooper Marsh Conservation Area (8.5 ac)
- R5 – Loch Garry Dam (0.31 ac)
- R6 – Middle Lake Dam (0.26 ac)

The results of the tenders are summarized as follows and based on price per cut:

Bidder	R-1	R-2	R-3	R-4	R-5	R-6	Total Area
KM Lawn	100.00	400.00	220.00	240.00	50.00	50.00	1,060.00
Power Lawn Care	89.00	945.00	590.00	325.00	25.00	25.00	1,999.00
Cut by Me	80.00	380.00	200.00	200.00	40.00	40.00	940.00
Storm Landscaping	50.00	375.00	190.00	160.00	35.00	35.00	845.00
Roger Salmon & Sons	50.00	407.50	237.60	178.50	25.00	22.50	921.10

The method of work (scope) is described in the tender document as follows:

- The successful bidder is to establish a cutting and trimming program in cooperation with, and acceptable to, the Manager of Field Operations. A pre-season meeting will be required to ensure that all specified areas are cut. The cutting program is to include priorities such as special times and certain days for cutting. The height of the grass should not exceed 4" at any time. Typically, a cutting frequency of every seven (7) days is required.
- The contractor is responsible for the supply of all equipment and labour to complete the work assigned.
- The contractor must be able to vary working hours to suit the weather and have sufficient capacity to meet cutting requirements.

RRCA staff have reviewed and evaluated the tender documents. The Manager of Field Operations has met with the lowest bidder to inspect the equipment to be used to determine its suitability to perform the necessary work. The lowest bidder is the recommended contractor.

There are sufficient budget amounts in the respective accounts for this procurement. The total price for the tender calculated at 20 cuts per site is \$16,900 plus HST.



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Pete Sabourin  
Manager of Field Operations



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**To:** Board of Directors  
**From:** Chris Critoph, Manager of Environmental Services  
**Date:** April 12, 2018  
**Subject:** Great Lakes Guardian Community Fund – Shoreline Restoration

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### RECOMMENDATION:

That the Board of Directors authorize the entry into a Grant Funding Agreement under the Great Lakes Guardian Community Fund with the Province of Ontario for the Shoreline Restoration Project.

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### BACKGROUND:

The Raisin Region Conservation Authority recently received notice from the Great Lakes Guardian Community Fund that our proposal for a Shoreline Restoration Project was successful and will be contributing \$23,930 towards its implementation.

### DISCUSSION:

The purpose of this Project is to improve the riparian cover and downstream water quality within two degraded reaches of the Beaudette River and South Branch of the Raisin River. Budget and project activity details will be presented at the April Full Authority Meeting.

Prior to execution of the agreement between the Raisin Region Conservation Authority and the Minister of the Environment and Climate Change, a copy of our Board's resolution authorizing the Conservation Authority to enter into a Grant Funding Agreement with the Province of Ontario is required.

A handwritten signature in black ink, appearing to read "Chris Critoph".

Chris Critoph  
Manager of Environmental Services