



Raisin Region Conservation Authority

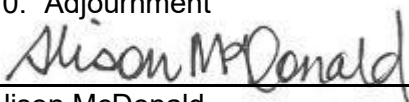
Board of Directors Meeting Agenda

October 2, 2025

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – Power Point Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of September 4, 2025 Board Meeting	1-6
7. New Business	
a) Strategic Action Plan Action Item 3.1 a) New Conservation Area	7-8
b) Strategic Action Plan Action Item 2.1 a) Public Events List	9-10
c) Draft Budget – Overview	11
d) RRCA Fee Policy and Fee Schedules	12-22
e) Seed Mix Purchase for Grassland and Wetland Projects	23
8. Future Meetings	
RRCA Board of Directors starting at 9:00 am - Nov. 6 (TBD), Jan. 8, Feb 5	
9. Upcoming Events	
• TD Tree Days: October 4	
• Gambhir Memorial Forest – Tree planting: October 6	
• Children's Water Festival: October 8/9	
• River Symposium: October 22/23	
• Haunted Drive-thru at Charlottenburgh Park: October 25	

10. Adjournment


Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Laura Grant, Project Manager
Brandon Jacobs, Stewardship Specialist
Matthew Levac, Planning & Regulations Officer
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Source Protection Project Manager
Lisa Van De Ligt, Team Lead, Communications and Stewardship

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 9:06 am.

LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read, recognizing that the meeting is taking place on the traditional territory of the Haudenosaunee peoples, the Mohawks of Akwesasne, original keepers of this land, past and present. The acknowledgement included gratitude for the opportunity to gather and thanks to all generations who have cared for the land for thousands of years.

APPROVAL OF THE AGENDA

RESOLUTION #51/25:

Moved by: Jacques Massie

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 power point presentation.

APPROVAL OF MINUTES

RESOLUTION #52/25:

Moved by: Andrew Guindon

Seconded by: Jacques Massie

THAT the minutes of June 5, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

RESOLUTION #53/25:

Moved by: Andrew Guindon

Seconded by: Adrian Bugelli

THAT the minutes of July 3, 2025, meeting of the Corporate Services Working Group be approved.

CARRIED

RESOLUTION #54/25:

Moved by: Andrew Guindon

Seconded by: Adrian Bugelli

THAT the minutes of July 28, 2025, meeting of the Corporate Services Working Group be approved.

CARRIED

RESOLUTION #55/25:

Moved by: Adrian Bugelli

Seconded by: Andrew Guindon

THAT the minutes of August 21, 2025, meeting of the Corporate Services Working Group be approved.

CARRIED

NEW BUSINESS

RECOMMENDATIONS FROM THE CORPORATE SERVICES WORKING GROUP

RESOLUTION #56/25:

Moved by: Adrian Bugelli

Seconded by: Andrew Guindon

THAT the Board of Directors receive and approve the recommendations of the Corporate Services Working Group, as presented.

CARRIED

STRATEGIC ACTION PLAN – Q3 PROGRESS UPDATE

RESOLUTION #57/25:

Moved by: Carilyne Hebert

Seconded by: Adrian Bugelli

THAT the Board of Directors receive the Strategic Action Plan – Q3 Progress Update.

CARRIED

RESERVE POLICY

RESOLUTION #58/25:

Moved by: Carilyne Hebert

Seconded by: Adrian Bugelli

THAT the Board of Directors receive and approve the Reserve Policy, as presented.

CARRIED

QUARTERLY VARIANCE REPORT

Staff presented the quarterly operations variance report for the period ending June 30, 2025. Additionally, staff will develop a similar report for Capital Projects. Both reports will be presented to the board on a quarterly basis.

WATER CONTROL STRUCTURES – ASSET MANAGEMENT STRATEGY

RESOLUTION #59/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

THAT the Board of Directors receive the water control structure asset management strategy report;

AND BE IT FURTHER resolved that the Board of Directors direct staff to include engineering inspections of water control structures in the 2026 budget.

CARRIED

2026 CAMPING AND MARINA FEES

RESOLUTION #60/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

THAT the Board of Directors approve RRCA Fee Schedule 6 and Fee Schedule 7, effective January 1, 2026, as presented.

CARRIED

TREE PLANTING EXPENDITURES

RESOLUTION #61/25:

Moved by: Martin Lang

Seconded by: Claude McIntosh

THAT the Board of Directors approve the purchase of tree seedlings for the RRCA's 2026 forestry and stewardship services to an upset limit of \$100,000 plus HST.

CARRIED

INVASIVE PHRAGMITES MANAGEMENT AT RRCA CONSERVATION AREAS

RESOLUTION #62/25:

Moved by: Martin Lang

Seconded by: Claude McIntosh

THAT the Board of Directors approve awarding of the invasive phragmites management contracts to Corput & Wagar Weed Control to an upset limit of \$9,150.00 + tax for herbicide application and Amitonte to an upset limit of \$9,663.45 + tax for livestock grazing.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #63/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #64/25:

Moved by: Martin Lang

Seconded by: Lachlan McDonald

THAT the Board of Directors approve entering into an agreement with the Ontario Ministry of Natural Resources for \$60,000 to update floodplain mapping for the Gray's Creek watershed;

AND FURTHER THAT the Board of Directors approve entering into an agreement with the Ontario Ministry of Natural Resources for \$85,000 to update floodplain mapping for the South Raisin River watershed;

AND FURTHER THAT the Board of Directors retroactively approve requesting \$100,000 from the Ontario Ministry of Environment, Conservation, and Parks for student education and entering into an agreement with the funder if funding is secured;

AND FURTHER THAT the Board of Directors retroactively approve requesting \$60,000 from the Ontario Ministry for Seniors and Accessibility for accessibility enhancements at Gray's Creek Conservation Area and entering into an agreement with the funder if funding is secured;

AND FURTHER the Board of Directors approve including \$35,000 in the 2026 RRCA Capital Budget towards accessibility enhancements at Gray's Creek Conservation Area.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Oct. 2, Nov. 6, Jan. 8

CLOSED SESSION

RESOLUTION #65/25:

Moved by: Andrew Guindon

Seconded by: Jacques Massie

THAT the Board of Directors move into Closed Session to discuss the following items:

- a) Proposed or pending acquisition or disposition of land by the Authority
- b) For Discussion: Negotiations, Charlottenburgh Park

CARRIED

RESOLUTION #66/25:

Moved by: Andrew Guindon

Seconded by: Adrian Bugelli

THAT the Board of Directors move to Open Session.

CARRIED

PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE AUTHORITY

RESOLUTION #67/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

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

CARRIED

FOR DISCUSSION: NEGOTIATIONS, CHARLOTTENBURGH PARK

RESOLUTION #68/25:

Moved by: Martin Lang

Seconded by: Claude McIntosh

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

CARRIED

ADJOURNMENT

RESOLUTION #69/25:

Moved by: Andrew Guindon

Seconded by: Jacques Massie

THAT the Board of Directors meeting of September 4, 2025, be adjourned.

CARRIED

Bryan McGillis,
Chair

Alison McDonald,
General Manager / Secretary-Treasurer



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: September 19, 2025
Subject: Strategic Action Plan Action Item 1.3 a) – New Conservation Area

RECOMMENDATION:

THAT the Board of Directors receive a list of RRCA's properties and criteria for designation of lands as conservation areas;

AND FURTHER THAT the Board of Directors direct staff to develop a conservation area business case for select properties, as per the 2025-2028 RRCA Strategic Action Plan action item 1.3 a).

BACKGROUND:

To connect people with nature through positive outdoor experiences, the 2025-2028 RRCA Strategic Action Plan action item 1.3 a) directs staff to "Complete a business case – with location options, timelines, and costing – for the creation of a new Conservation Area." This action item is to be completed in Fall 2025.

DISCUSSION:

The Board-approved Conservation Area Strategy (2024) has established criteria for designation of RRCA lands as conservation areas:

- **Natural Heritage Value:** The RRCA prioritizes lands with high biodiversity, especially areas which support species at risk. The quality and integrity of natural habitats on the lands are also considered. Public access should not reduce the natural heritage value of the lands.
- **Social and Recreational Value:** The potential for providing safe and accessible recreational opportunities for the community is a key factor in the designation of a conservation area. Lands with cultural or historical features that contribute to their significance are particularly important. The scenic and aesthetic value of the land is also considered, as it has the potential to enhance the quality of life for local community members.
- **Geographic Location:** The strategic positioning of RRCA lands in relation to other protected areas and urban centres is considered. Proximity to population centres and the ease of public access for educational and recreational purposes are important factors. Additionally, the RRCA aims to offer equitable distribution of conservation areas across all member municipalities.

- **Economic Feasibility:** The financial implications of managing and maintaining lands as conservation areas, including ongoing stewardship and infrastructure needs, are carefully evaluated.
- **Community Support:** Input and support from local communities, Indigenous peoples, and rightsholders who have interest in the lands are essential considerations.

Staff have reviewed the RRCA's land holdings against the criteria above and will present findings at the Board meeting for discussion. Staff will seek Board direction to move forward with a business case for select properties.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation and Healthy Living

1.3 Connecting people with nature through positive outdoor experiences.

- a) Complete a business case – with location options, timelines, and costing – for the creation of a new Conservation Area.



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 19, 2025
Subject: Strategic Action Plan Action Item 2.1 a) – Public Events List

RECOMMENDATION:

THAT the Board of Directors receive a list of annual priority community events for RRCA staff to participate in, as per the 2025-2028 RRCA Strategic Action Plan action item 2.1 a).

BACKGROUND:

To strengthen relationships with community partners and engage residents, the 2025-2028 RRCA Strategic Action Plan action item 2.1 a) directs staff to “Establish a list of annual priority community events for RRCA staff to participate in”. This action item is to be completed in Fall 2025.

DISCUSSION:

In addition to events hosted by the RRCA, the RRCA also attends various community events to promote its programs and services to residents and partners. Traditionally, the RRCA’s community presence is selected based on the following criteria:

- Relevance to the RRCA’s programs and services;
- Reach throughout the RRCA’s jurisdiction (i.e. balanced distribution throughout the RRCA’s member municipalities);
- Program requirements (e.g. services such as ALUS Ontario East and Raisin-South Nation Source Protection Program with outreach beyond the RRCA jurisdiction);
- Partner support (i.e. strengthen partnerships with member municipalities and partners); and
- Available resources (Note: when resources do not permit RRCA’s in-person attendance, an unstaffed display or program information provided through a partner is considered).

Staff will present a list of proposed annual priority community events at the Board meeting for review and discussion. As new events arise throughout the year, staff will follow the criteria above to gauge RRCA participation.

To embrace meaningful community engagement, the RRCA 2025-2028 RRCA Strategic Plan Staff action item 2.2 a) directs staff to develop a communications plan (deadline: Winter 2026). Staff will include the community events strategy in this plan.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2: Strong Partnerships and Engaged Residents

- 2.1 Strengthening relationships with community partners
 - a) Establish a list of annual priority events for RRCA staff to participate in.
- 2.2. Embracing meaningful community engagement
 - a) Develop a communications plan - including a social media strategy - that establishes priority messages, target audiences, and metrics; provide quarterly Board updates on communication activities and achievements.



Lisa Van De Ligt
Team Lead Communications and Stewardship



To: Board of Directors
From: Alison McDonald, General Manager, Secretary Treasurer
Date: September 21, 2025
Subject: Draft Budget – Overview

RECOMMENDATION:

THAT the Board of Directors accept the 2026 Draft Budget overview, as presented.

BACKGROUND:

Preparation of an annual budget is guided by Conservation Authorities Act Regulations 402/22 (Budget and Apportionment) and 401/22 (Determination of Amounts). These regulations outline the process for annual budgeting as follows:

- Phase 1 – Budget Drafting
- Phase 2 – Approval of the Draft Budget
- Phase 3 – Approval of Amounts Owed (municipal levy)
- Phase 4 – Approval of Final Budget

Staff are preparing an operating budget and a capital and special projects budget. The operating budget is impacted by an estimated 2% cost of living adjustment, scheduled salary grid step increases, and a modest increase to benefit premium costs. This budget will also be affected by reduction of the facility revenue refund.

The presentation will give an overview of the budget schedule, 2025 successes, and 2026 expected impacts. Proposed unbudgeted items will be presented for discussion; staff will take direction on which items to include in the November draft budget.

Staff are forecasting a surplus at 2025-year end due to staffing efficiency in the planning program in addition to great work on grant applications. Recommendations for how the surplus can be used will be brought to the Board for decision; however, staff recommend that a portion be allocated to replenishing strategic reserves with the remainder used to offset 2026 levy requirements.

A handwritten signature in black ink that reads "Alison McDonald".

Alison McDonald
General Manager, Secretary, Treasurer



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

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To: Board of Directors
From: Alison McDonald, General Manager, Secretary Treasurer
Date: September 4, 2025
Subject: RRCA Fee Policy and Fee Schedules

RECOMMENDATION:

THAT the Board of Directors approve the 2026 Fee Schedules, as presented.

BACKGROUND:

The Raisin Region Conservation Authority (RRCA) charges fees to cover program costs for services and products that are not supported through provincial grant funding, which helps reduce the municipal levy. The fees consider staff time, travel, and material costs to provide the service.

DISCUSSION:

Staff have prepared updated Fee Schedules for 2026 as follows:

Schedule	Proposed Changes
Schedule 1: Planning Advisory Service	2-2.5% adjustment on fees.
Schedule 2: Conservation Authorities Act Permits	2-2.5% adjustment on fees.
Schedule 3: Technical & Environmental Reviews	2-2.5% adjustment on fees, Clean Water Act fees specified.
Schedule 4: Mapping and Data Services	2-2.5% adjustment on fees.
Schedule 5: Conservation Lands	Gazebo rental – updated to 1 flat rate Hunting fees – status quo
Schedule 6: Gray's Creek Marina	Approved in September 2025.
Schedule 7: Charlottenburgh Park	Approved in September 2025.
Schedule 8: Stewardship Services	Some adjustments

Planning and Regulations Fees

Successive Minister's Directions have resulted in RRCA fees effectively being frozen since October 2022. RRCA staff are recommending fees be increased in 2026 to keep pace with the cost of living. The proposed 2026 Planning and Regulations Fee Schedule is attached and reflects an approximate 2-2.5% increase applied to each fee.

For reference, the most common fee category in 2024 was a Level 1 Permit at \$255; this fee is proposed to be raised to \$260. Level 2 Permits will increase from \$620 to \$630. Standard site plan reviews will increase from \$1,110 to \$1,135.

To better serve our constituents, developers and municipalities: some wording in the Planning Fee schedule notes has been improved to indicate that certain planning applications which may be subject to concurrent or consecutive applications, shall be processed under a single fee. This would save money if an applicant was required to obtain a Zoning Amendment following a land severance.

Conservation Lands

To streamline our pricing structure, the gazebo rental fee has been consolidated into a single rate, replacing the previous three. Additionally, we plan to enhance donation efforts by installing signage on or near the gazebos within each conservation area. These signs will feature QR codes to facilitate easy and convenient donations from visitors. The potential for encouraging additional donations will be explored by the Corporate Services Working Group in 2026.

Stewardship Services

In 2026, RRCA staff will be delivering additional tree planning services in-house instead of through an external forestry consultant. The fee schedule has been amended to include an RRCA Project Coordination fee to replace an RRCA Administration fee. The final project cost to landowners is expected to be similar to past years.

The proposed fee schedules are attached to this report. The revised fees will take effect on January 1, 2026.



Alison McDonald,
General Manager / Secretary-Treasurer

RRCA Fee Schedule

Adopted October 2, 2025

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 Areas

Schedule 6: Gray's Creek Marina

Schedule 7: Charlottenburgh Park

Schedule 8: Stewardship Services

Schedule 1: Planning Advisory Services

Planning Advisory Service	Fee (\$)
Official Plan and Zoning Bylaw Amendments	
Official Plan Amendment, Standard	775
Official Plan Amendment, Major	2,650
Zoning By-Law Amendment	410
Minor Variance Applications	410
Consent to Sever	
Application for Consent Review and Comments	510
Clearance of Conditions	0
Site Plan Control	
Single Family Residential	425
Minor (under 2 ha)	775
Standard (over 2 ha, under 5 ha)	1,135
Major (over 5 ha)	2,520
Revisions/Amendments	50% Surcharge
Plan of Subdivision / Condominium / Part Lot Control	
Less than 2 ha and/or 10 lots on full municipal services	1,385
Under 10 lots and 2 ha on private services	2,750
Over 10 lots and/or 2 ha on private or full municipal services	4,000
Clearance of Conditions	1,900
Draft Plan Revision (alteration to plan or layout)	1,800
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 3) and shall be charged accordingly.
- Fees are charged per application.
- In the event of concurrent or consecutive planning applications (within 6 months) related to the same development activity, 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)	260
	Level 2	> 100 m ³ - 500 m ³ (0.25 ha - 0.5 ha)	630
	Level 3	> 500 m ³ - 1,000 m ³ (0.5 ha - 1 ha)	1,055
	Level 4	> 1,000 m ³ - 2,000 m ³ (1 ha - 2 ha)	2,035
	Level 5	> 2,000 m ³ (> 2 ha)	2,535
Buildings and Structures			
Single residential dwellings, auxiliary buildings, additions, and similar.	Level 1	≤ 20 m ²	260
	Level 2	20 m ² - 100 m ²	630
	Level 3	100 m ² - 200 m ²	1,055
	Level 4	> 200 m ²	2,035
Multi-residential, commercial, industrial, institutional.	Level 5	Anything other than single family residential structures	2,535
Shoreline Work, and Watercourse Vegetation and Debris Clean-out			
Shoreline alterations, erosion protection, channelization, new or modified watercourses, and similar.	Level 1	≤ 15 m	260
	Level 2	> 15 m - 50 m	630
	Level 3	> 50 m - 500 m	1,055
	Level 4	> 500 m - 1,000 m	2,035
	Level 5	> 1,000 m	2,535
Municipal Drain Maintenance			85
Non-municipal Drain/ Watercourse Clean-out			630
Water Crossings			
Private, Culvert/bridge	Level 1	Private Replacement ≤ 30 m	260
	Level 2	Private Replacement > 30 m	630
	Level 2	Private New Entrance	630
Infrastructure, Culvert/bridge	Level 1	Replacement (like for like, size, and location) ≤ 30 m and ≤ 1 m dia.; Resurfacing	260
	Level 2	Replacement (different size and location) or new ≤ 1 m dia.; Superstructure or abutment works	630
	Level 3	> 1 m dia. - 2 m dia.	1,055
	Level 4	> 2 m dia.	2,035
	Level 5	New Bridge	2,535
Directional Drilling	Level 1	Channel width ≤ 3 m	260
	Level 2	Channel width > 3 m	630
Water Utility Crossing (open cut)	Level 3	Channel width ≤ 3 m	1,055
	Level 4	Channel width > 3 m - 10 m	2,035
	Level 5	Channel width > 10 m	2,535

Docks (pile driven, floating or cantilever docks are not enforced)			
Crib Docks	Level 3	All Crib Construction	1,055
Wetland			
Development and/or interference within or adjacent to a wetland.	Level 1	Minor Review	260
	Level 2	Area affected ≤ 0.5 ha	630
	Level 3	Area affected > 0.5 ha - 1.0 ha	1,055
	Level 4	Area affected > 1.0 ha - 2.0 ha	2,035
	Level 5	Area affected > 2.0 ha	2,535
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			260
Screening fee, Letter of advice			85
Property Inquiries			
Desktop, No Site Visit			260
With Site Visit			510

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 $\leq 10 \text{ m}$.	435
	Development area $\leq 0.5 \text{ ha}$	650
	Development area $> 0.5 \text{ ha} - 2.0 \text{ ha}$	1,380
	Development area $> 2.0 \text{ ha} - 5.0 \text{ ha}$	2,290
	Development area $> 5.0 \text{ ha}$	2,945
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
<i>Aggregate Resources Act</i>	Application Review	3,995
<i>Clean Water Act</i>	Section 59 Review / Clearance Notice	85
<i>Clean Water Act</i>	Risk Management Plan, Minor (3 or fewer activities)	650
<i>Clean Water Act</i>	Risk Management Plan, Major (4 or more activities)	1,380

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	\$75.00 /hr.
	Technical Rate	\$95.00 /hr.
	Specialist Rate	\$110.00 /hr.
	Professional Rate	\$120.00 /hr.
	Management Rate	\$140.00 /hr.

Schedule 5: Conservation Lands

Gazebo Rental	Description	Fee (\$)
Gray's Creek Conservation Area Cooper Marsh Conservation Area	Picnics (family, group/company) and weddings	60.00
Hunting Permit	Description	Fee (\$)
Roxborough Forest	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 play structure and the soccer field area.

Schedule 6: Gray's Creek Marina

Seasonal Dock Rental	May to October	Fee (\$)
17' and under		764.95
Over 17' to 20'		857.80
Over 20'		1078.40
Cancellation Fee	Before June 30	75.00
	June 30 to July 31	125.00
	No refunds after July 31	
Transient Dock Rental	May to October	Fee (\$)
Daily		27.80
Weekly		137.95
Monthly		346.30
Marina Services		Fee (\$)
Daily Launch		16.00
Seasonal Launch		160.00
Storage (Boat Trailers)	During marina season only (monthly rate)	30.00

Notes for Schedule 6

- Seasonal rates are not pro-rated once marina season opens.
- Storage for boat trailers, available in limited quantities.
- Cancellations on or before July 31, refund will be provided (pro-rated basis). Customers also subject to cancellation fee.

Schedule 7: Charlottenburgh Park

Seasonal Camping Lot		Fee (\$)
Basic lot		3,212.50
20-amp lot with water		3,373.15
30-amp lot with water		3,609.65
Cancellation Fee	Before January 5	450.00
	January 5 to April 10	800.00
	April 11 to May 15	1200.00
	No refunds after May 15	
Seasonal boat dock		445.00
Cancellation Fee	Before May 15	75.00
	After May 15	125.00
Additional Vehicle (Seasonal)		66.00
Transient Camping Lot		Fee (\$)
Basic lot		49.40
Basic Lot (Waterfront)		57.50
20-amp lot with water		64.55
30-amp lot with water		67.10
Basic lot (monthly)		See Note
20-amp lot with water (monthly)		See Note
30-amp lot with water (monthly)		See Note
Cabin (daily)		135.00
Cabin (weekly)		See Note
Reservation Fee		14.00
Booking Transaction Fee		4.00
Changes (to reservations)		13.00
Additional vehicle (transient)		14.00
Overnight visitor		18.00
Trailer water dump (external)		23.50
Day Use Fees		Fee (\$)
Beach (age 16 - 64)		12.00
Beach (seniors 65 and older)		10.00
Beach (15 and under)		Free
Vehicle (3 or more occupants)		27.00
Walk-in / cyclist		5.00
Seasonal beach pass		100.00

Day Use Fees (cont'd)		Fee (\$)
Boat launch		16.00
Seasonal boat launch		160.00
Gazebo rental		60.00
Non-profit groups		10.00
School groups (per person)		5.50

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.
- Monthly lot fees are discounted (stay 30 nights, only pay for 26).
- Weekly fee for cabin is discounted (stay 7 nights, only pay for 6).

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 made less than 72 hours 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

- School groups must contact RRCA staff to make arrangements.

Schedule 8: Stewardship Services

Tree planting services		Fee (\$)
Tree planting and tending		Contractor Rate
Tree Seedlings		Nursery Rate
Mowing		\$450/ha + mileage
RRCA Project Coordination (Administration, site visit, tree transportation, cold storage, etc.)		\$1,400/project + mileage
Over the Counter Trees		Fee (\$)
Trees and shrubs		Nursery rate + overhead (30%)
Planting aids		Supplier + overhead (30%)
Handling fee		\$20/order

Notes for Schedule 8

- Landowner subsidies may be available depending on funding secured by RRCA.



Raisin Region Conservation Authority

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Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
Date: September 24, 2025
Subject: Seed Mix Purchase for Grassland and Wetland Projects

RECOMMENDATION:

THAT the Board of Directors approve the purchase of grass seed for the RRCA's 2025 and 2026 stewardship services to an upset limit of \$150,000 plus delivery and HST.

BACKGROUND:

To support landowner stewardship services, the RRCA places bulk seed orders to secure the best rates for grassland and wetland projects. Seed mixes are determined based on site visits, project designs, and future use and are sourced from multiple suppliers offering bulk mixes suitable for the RRCA seed zone. The seed mixes are selected to provide a diversity of species which will lead to greater habitat diversity.

The cost associated with the purchase of seed mixes is fully recovered through landowner contributions and various grants. Several nurseries from across Ontario and western Canada offer native seed mixes: Ontario Native Scape, St. Williams Nursery, DLF Pickseed, Northern Wildflower, Millborn, and Ontario Seed Company. When required, staff also source seed from other suppliers to meet project requirements and species diversification.

DISCUSSION:

Based on funding, 18 upcoming projects require seed mixes to restore 90 acres of habitat. These projects are scheduled to be completed by June 2026. Staff will secure seed mixes from the above-listed nurseries based on lowest price, diversity, availability, to an upset limit of \$150,000 + shipping and HST. Seed orders are subject to change throughout the year based on stock, project modifications, site conditions, acreage, and funding.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

A handwritten signature in black ink, appearing to read 'Brendan Jacobs'.

Brendan Jacobs,
Stewardship Specialist