

RAISIN REGION CONSERVATION AUTHORITY  
BOARD OF DIRECTORS  
FEBRUARY 5, 2026 MEETING  
MINUTES  
SOUTH GLENGARRY STATION 1 (GLEN WALTER) FIRE HALL, SOUTH GLENGARRY, ON

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer  
Josianne Sabourin, Executive Assistant  
Sandy Crites, Finance Officer  
Phil Barnes, Team Lead, Watershed Management  
Scott Braithwaite, Stewardship & Planning Coordinator  
Lissa Deslandes, Regulations Officer  
Brendan Jacobs, Stewardship Specialist  
Matthew Levac, Planning & Regulations Officer  
Laura Grant, Project Manager  
Vince Pilon, Communications Specialist  
Pete Sabourin, Team Lead, Field Operations  
Jason Symington, Project Manager  
Mike Tessier, Skilled Labourer  
Lisa Van De Ligt, Team Lead, Communications & Stewardship

**CALL TO ORDER**

Bryan McGillis, Chair, called the meeting to order at 9:00 am

**APPROVAL OF THE AGENDA**

A minor change was made to the title of item j) to read as follows: Award of Flood Mapping Project Contracts.

RESOLUTION #01/26:

Moved by: Adrian Bugelli

Seconded by: Lachlan McDonald

THAT the agenda be approved as amended.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

## **DELEGATIONS / PRESENTATIONS**

Staff presented Project Updates through a PowerPoint presentation.

## **ELECTION OF CHAIR AND VICE-CHAIR**

The Chair was turned over to the General Manager for the purpose of the election of the 2026 Chair and Vice-Chair.

RESOLUTION #02/26:

Moved by: Andrew Guindon

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.

Jacques Massie was nominated by Andrew Guindon.

RESOLUTION #03/2026:

Moved by: Adrian Bugelli

Seconded by: Bryan McGillis

THAT the nominations for the position of Chair be closed.

CARRIED

Jacques Massie 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.

Carilyne Hebert was nominated by Claude McIntosh.

Carilyne Hebert declined the nomination.

Andrew Guindon was nominated by Bryan McGillis.

RESOLUTION #04/26:

Moved by: Martin Lang

Seconded by: Jacques Massie

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

CARRIED

Andrew Guindon accepted the nomination and was declared Vice-Chair by acclamation.

Following the election of the new Chair, and with the consent of the newly elected Chair, the former Chair Bryan McGillis continued to preside for the remainder of the meeting.

**APPROVAL OF MINUTES**

RESOLUTION #05/26:

Moved by: Adrian Bugelli

Seconded by: Lachlan McDonald

THAT the minutes of December 4, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

**NEW BUSINESS**

**END-OF-YEAR VARIANCE REPORT**

RESOLUTION #06/26:

Moved by: Lachlan McDonald

Seconded by: Adrian Bugelli

THAT the Board of Directors receive the End-of-Year Variance reports as of December 31, 2025, as presented.

CARRIED

**APPROVAL – 2026 BUDGET AND MUNICIPAL LEVY**

The General Manager presented the Board with municipal levy amounts owed (Phase 3) and the final 2026 Budget (Phase 4) for their approval.

RESOLUTION #07/26:

Moved by: Adrian Bugelli

Seconded by: Andrew Guindon

THAT the Board of Directors approve the 2026 Municipal Levy Apportionment Amounts Owed and that municipalities be notified of their 2026 levy;

AND FURTHER THAT the 2026 Budget of the Raisin Region Conservation Authority be adopted and posted on RRCA’s website.

**Recorded Votes (PHASE 3)**

Carilyne Hebert - City of Cornwall (25.00%)	Yes
Claude McIntosh - City of Cornwall (25.00%)	Yes
Jacques Massie - North Glengarry (10.57%)	Yes
Lachlan McDonald - South Glengarry (11.02%)	Yes
Adrian Bugelli - North Stormont (1.43%)	Yes
Andrew Guindon - South Stormont (7.98%)	Yes
Bryan McGillis - South Stormont (7.98%)	Yes
Martin Lang, South Glengarry (11.02%)	Yes

CARRIED

UPDATE: PROPOSED REGIONAL CONSOLIDATION OF CONSERVATION AUTHORITIES

RESOLUTION #08/26:

Moved by: Lachlan McDonald  
Seconded by: Claude McIntosh

THAT the Board of Directors receive the update on proposed regional consolidation including the Environmental Registry submission.

CARRIED

ANNUAL APPROVALS: MILEAGE RATE, SOLICITOR, AUDITOR

RESOLUTION #09/26:

Moved by: Lachlan McDonald  
Seconded by: Adrian Bugelli

THAT for banking purposes, the Authority signing officers be one of: Chair or Vice-Chair; and one of General Manager or Finance Officer. Any of the above may sign for all other purposes which fall within their signing limit and/or there is a Board Resolution, or is part of the approved budget;

AND FURTHER THAT the Chartered Accountants MNP LLP be appointed Auditors for the 2026 calendar year at an estimated cost of \$20,000 plus fees (5%), plus HST;

AND FURTHER THAT the firm of Ault & Ault LLP be appointed as the RRCA's Solicitor for general Authority business;

AND FURTHER THAT the RRCA use the Canada Revenue Agency's approved per-kilometer rate, paid per Canada Revenue Agency guidelines.

CARRIED

2026 COMMITTEE APPOINTMENTS

RESOLUTION #10/26:

Moved by: Adrian Bugelli  
Seconded by: Lachlan McDonald

THAT representatives be appointed to various Committees and Associations for 2026, as follows:

**Source Protection Committee**

Jacques Massie

**Source Protection Management Committee**

Jacques Massie

Andrew Guindon

Claude McIntosh

Alison McDonald

**Conservation Ontario Council**

Jacques Massie – Voting Delegate  
Andrew Guindon – First Alternate  
Alison McDonald – Second Alternate

**St. Lawrence River Restoration Council**

Lisa Van De Ligt  
Brendan Jacobs (Alternate)

**City of Cornwall Environment & Climate Change Committee**

Lisa Van De Ligt

**SDG Community Forestry Working Group**

Lisa Van De Ligt

**South Glengarry Environment Committee**

Lissa Deslandes

**Friends of the Glengarry Trails Association**

Matt Levac

CARRIED

APPROVAL – HEALTH AND SAFETY POLICY

RESOLUTION #11/26:

Moved by: Claude McIntosh  
Seconded by: Adrian Bugelli

THAT the Board of Directors approve the Health and Safety Policy, as presented.

CARRIED

STRATEGIC ACTION PLAN – 2026/Q1 PROGRESS UPDATE

RESOLUTION #12/26:

Moved by: Martin Lang  
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Strategic Action Plan – 2026/Q1 Progress Update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #13/26:

Moved by: Carilyne Hebert  
Seconded by: Andrew Guindon

THAT the Board of Directors retroactively approve the following requests:

- \$50,000 from Canada Water Agency to support preparing assessment reports for the St. Lawrence River (Cornwall / Akwesasne) Area of Concern;
- \$11,800 from the Invasive Species Centre to monitor and manage invasive species on RRCA conservation lands;
- \$8,000 from TD Friends of the Environment Foundation to enhance wildlife observation opportunities at Cooper Marsh Conservation Area;
- \$3,000 from TC Energy for the 2026 tree giveaways;
- \$17,875 from the Invasive Species Centre to manage invasive Phragmites at RRCA conservation areas;

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

CARRIED

CONSERVATION AREA UPDATE

RESOLUTION #14/26:

Moved by: Andrew Guindon

Seconded by: Martin Lang

THAT the Board of Directors receive the Conservation Areas Update.

CARRIED

AWARD OF FLOOD MAPPING PROJECT CONTRACTS

RESOLUTION #15/26:

Moved by: Andrew Guindong

Seconded by: Carilyne Hebert

THAT the Board of Directors approve awarding the contract for the Gray’s Creek Flood Mapping Project to Kontzamanis Graumann Smith MacMillan Inc. (KGS Group), with an upset limit of \$78,263.53 (including taxes);

AND FURTHER THAT the Board of Directors approve awarding the contract for the South Branch of the Raisin River Flood Mapping Project to Kontzamanis Graumann Smith MacMillan Inc. (KGS Group), with an upset limit of \$119,126.05 (including taxes).

CARRIED

STAFF RECOGNITION: YEARS OF SERVICE

RESOLUTION #16/26:

Moved by: Andrew Guindon

Seconded by: Martin Lang

That the Raisin Region Conservation Authority Board of Directors congratulate Lisa Van De Ligt, Vincent Pilon, Mike Tessier, Phil Barnes, and Lissa Deslandes for their years of service at the RRCA.

CARRIED

**FUTURE MEETINGS**

RRCA Board of Directors starting at 9:00 am – Mar 5, Apr 2, May 7

The newly elected Chair thanked the former Chair Bryan McGillis for his dedicated service, commitment, and contributions to the board over the last couple of years.

The General Manager presented the former Chair with a framed print of the RRCA Watershed as a token of appreciation for his years of service.

**ADJOURNMENT**

RESOLUTION #17/26:

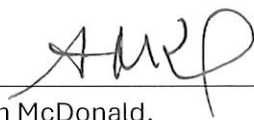
Moved by: Martin Lang

Seconded by: Andrew Guindon

THAT the Board of Directors meeting of February 5, 2026, be adjourned.

CARRIED

  
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Bryan McGillis,  
Former Chair

  
\_\_\_\_\_  
Alison McDonald,  
General Manager / Secretary-Treasurer