



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

June 4, 2026

Cooper Marsh Visitors Centre, 20020 County Rd 2, Summerstown, 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 – PowerPoint Presentation (Staff)	
b) Allan MacDonald, Glengarry County Archives	
6. Approval of Minutes	
a) Minutes of May 7, 2026	1-4
7. New Business	
a) RRCA Records Retention Policy	5-41
b) 2027 Budget Direction	42
c) Appointment of Members to Regional Transition Committee	43
d) Strategic Action Plan – 2026/Q2 Progress Update	44-55
e) 2026-2027 Stewardship Project Expenditures	56-57
f) Workplace Violence and Harassment	58-69
g) Gray's Creek Conservation Area – User Agreements	70-72
h) Lakeview Marsh – Endorsement of Proposed Conservation Area Names	73-74
i) Grant Submissions	75-76
8. Future Meetings	
RRCA Board of Directors starting at 9:00 am – Sep 3, Oct 1, Nov, 5	
9. Adjournment	

Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MAY 7, 2026 MEETING
MINUTES
RRCA ADMINISTRATION BUILDING, 18045 COUNTY RD. 2, CORNWALL, ON

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Executive Assistant
Sandy Crites, Finance Officer
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Stewardship and Planning Coordinator
Laura Grant, Project Manager
Claudia Munafo, Public Information Coordinator
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Claude McIntosh, City of Cornwall

GUEST: Jamie Pollock, MNP

CALL TO ORDER

Jacques Massie, Chair, called the meeting to order at 9:00 am

APPROVAL OF THE AGENDA

RESOLUTION #38/26: Moved by: Andrew Guindon
Seconded by: Bryan McGillis

THAT the agenda be approved as amended to include the Summary of Temporary Restrictions.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #39/26:

Moved by: Andrew Guindon
Seconded by: Bryan McGillis

THAT the minutes of April 2, 2026, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

2025 AUDITED FINANCIAL STATEMENTS

Jamie Pollock from MNP presented the 2025 Audited Financial Statement.

RESOLUTION #40/26:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors approve the 2025 Financial Statements,

AND FURTHER THAT the Board of Directors approve allocation of the year-end net surplus, authorizing a transfer of \$72,329 to Operating Reserves and \$27,013 to Special Benefitting Reserves.

CARRIED

Martin Lang excused himself from the meeting at 9:40 am due to a prior commitment.

QUARTERLY VARIANCE REPORT

RESOLUTION #41/26:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors receives the Quarterly Capital and Operating Variance Reports as of March 31, 2026.

CARRIED

SUMMARY OF TEMPORARY RESTRICTIONS

RESOLUTION #42/26:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors receives the Summary of Temporary Restrictions.

CARRIED

TRANSITION WORKING GROUP UPDATE

RESOLUTION #43/26:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors receives the Transition Working Group Update.

CARRIED

2025 RRCA ANNUAL REPORT

RESOLUTION #44/26:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

THAT the Board of Directors approve the 2025 RRCA Annual Report .

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #45/26:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

THAT the Board of Directors receives the Conservation Areas Update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #46/26:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

THAT the Board of Directors retroactively approve requesting:

- \$29,900 from the Ontario Ministry of Natural Resources for an engineering assessment of the Fly Creek Flood Control, and
- \$10,000 from the Ontario Ministry of Natural Resources for upgrades to the remote monitoring system at Fly Creek Flood Control

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

CARRIED

CORRESPONDENCE

Staff provided statistics from this year's Raisin River Canoe Race.

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Jun 4 (Cooper Marsh), Sep 3, Oct 1

CLOSED SESSION

RESOLUTION #47/26: Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

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

- a) For Discussion: Negotiations, Charlottenburgh Park
- b) Personal matters about an identifiable individual, including staff of the Authority

CARRIED

RESOLUTION #48/26: Moved by: Lachlan McDonald
Seconded by: Carilyne Hebert

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #49/26: Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors approves entering into a lease agreement renewal at Charlottenburgh Park for the 2026 season.

CARRIED

ADJOURNMENT

RESOLUTION #50/26: Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors meeting of May 7, 2026, be adjourned.

CARRIED

Jacques Massie,
Chair

Alison McDonald,
General Manager / Secretary-Treasurer



To: Board of Directors
From: Vincent Pilon, Communications Specialist
Josianne Sabourin, Executive Assistant
Date: May 25, 2026
Subject: RRCA Records Retention Policy

RECOMMENDATION:

THAT the Board of Directors approve the Draft 2026 RRCA Records Retention Policy.

BACKGROUND

As part of our ongoing efforts to strengthen organizational efficiency, we recently undertook an initiative to better organize RRCA's records and files.

RRCA's current retention policy dates back to 1989. Since then, there have been significant changes in how we create, store, and manage records, particularly with the shift to digital systems and evolving regulatory expectations. A revised records retention policy will help ensure RRCA's historical and organizational records are accessible, easily identified, and protected.

Additionally, the Glengarry Archives has also offered to archive our historical materials. This would provide a valuable opportunity to preserve records of long-term significance in a professional and secure manner.

DISCUSSION

The Records Retention Policy would:

- Apply consistently to all organizational records, regardless of format, medium, or storage method (including physical and digital records)
- Help identify which records hold historical value and should be archived
- Provide clear direction on how records, reports, and files are classified, stored, maintained, or destroyed
- Ensure that documents are retained for appropriate periods and disposed of in a consistent and compliant manner

In addition, the updated policy will support the negotiation of an agreement with the Glengarry Archives for the potential transfer and long-term stewardship of RRCA archival records.

By establishing these guidelines, we can ensure that both our day-to-day operational records and our historically significant materials are managed effectively and responsibly.

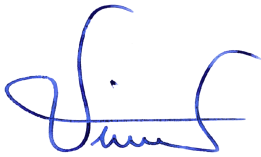
Updating our retention policy will position the organization to better manage information, reduce risk, and preserve its history. A potential partnership with the Glengarry Archives further enhances the organization's ability to protect its legacy while maintaining efficient and compliant records management practices moving forward.

A draft Records Retention Policy is attached for the Board's review and approval. Following consultation with Glengarry Archives staff, a proposed agreement and any recommended policy updates will be brought forward to the Board for consideration and approval.

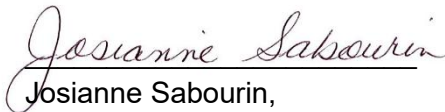
RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

4.1: Continuously improving day-to-day operations to become more effective, efficient, and customer focused.



Vincent Pilon,
Communications Specialist



Josianne Sabourin,
Executive Assistant

Attachment: Draft 2026 RRCA Retention Policy



Raisin Region Conservation Authority Draft Records Retention Policy

May 28, 2026

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1 Policy Statement

The Raisin Region Conservation Authority (RRCA) maintains a Records Retention Policy as a valuable tool to manage records and information created or received by the organization. It is a strategic business resource to support sound decision-making, corporate accountability and good governance. The policy protects personal and confidential information, while capturing and preserving corporate memory and history. The policy improves efficiencies, strengthens shared knowledge and mitigates risk.

2 Definitions

In this policy the following definitions are used:

RRCA means the Raisin Region Conservation Authority.

Accountability means the staff person(s) identified as data custodians and stewards. Often, this is the administrators and business unit or program accountable for ensuring the official record series is managed throughout its lifecycle. They have the primary interest or ownership of the records as the official holder of the original records. Senior management of the business unit or program is accountable for retention and disposition.

Disposition means how records are handled at the end of their lifecycle. The Records Retention Schedule identifies three types of disposition: archive, destroy or permanent.

Archive refers to a collection of selections of historical records kept to preserve information about, or the function of, an organization. Also, a place where historical records and materials are preserved.

Destroy refers to records that must be irretrievably deleted or destroyed, beyond future recognition or recovery, when they reach the end of their retention period. Methods of destruction for physical records include shredding, and separation before disposal. Digital files are destroyed by removing any existing copies, on any interface or storage solution, and may involve the use of software.

Permanent means a disposition classification of records that are kept until the RRCA or its legal successor no longer exists.

Note:

- All paper/tangible records will be converted into a digital record, which will then be retained in accordance with RRCA's Retention Schedule.
- The original format of the record can be changed (i.e., physical to digital), but the original format of the record will determine the appropriate retention period.
- Digital record retention is undertaken to the best of RRCA's control; however, the unintentional destruction of the record that results from data loss or corruption is not in the control of RRCA's record retention.

File Naming Convention (FNC) means a framework for naming files in a way that describes what they contain and how they relate to other files. The FNC provides metadata/properties (i.e., date, file type, version, etc.) that support the identification of the appropriate retention period.

Personal Information means recorded information (factual or subjective) related to an identifiable individual (i.e., by name, home address, phone number, birth date, race, colour, etc.). Records of identifiable individuals are protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation.

Records means a collection of information created, received, and maintained as evidence of information, business decisions or actions, regardless of format (paper, books, maps, electronic, audio, video, image, etc.). Also, the output of a process or proof of service. Records have legal, operational or historical value.

Transitory Records means records that are useful for a short time only, communicate information that is temporary, are used to prepare a subsequent record, or have minor importance.

Note:

- includes personal messages, general notices and announcements, copies of documents and emails, reference materials, drafts and working documents to prepare final official records, etc.;
- should be deleted or destroyed when they are no longer useful;
- can be destroyed at any time before the approved retention period; and
- are not the same as duplicate records that are maintained by an office when duplicate records are needed for a business purpose.

Convenience Records means copies or duplicates of original records made subsequent to the creation or receipt of the original record. Convenience copies should be tracked and destroyed or disposed of no later than the retention period of the original official document.

Records Management means the discipline responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Record Series means groups of related records categorized by similar organizational function. This functional approach aims to:

- Eliminate duplication by gathering records of related functions together, rather than separating them across programs or departments.
- Separate business functions from organizational structure so changes in organizational structure do not impact record series.
- Reduce silos of information.

Retention (Period) specifies the total length of time (period) that records must be kept. The retention period begins when a file or set of records is closed. Criteria for closing a file are based on a trigger event (defined below).

Note: In the policy, retention is stated in the following terms:

- Current Calendar Year (CCY): ends December 31st

- Current Fiscal Year (CFY): ends March 31st per Government of Ontario fiscal calendar (provincial funding, etc.)
- Permanent: until RRCA or its legal successor no longer exists
- Superseded or obsolete: replaced by a more current record (such as a new policy or procedure), or withdrawn from circulation

Trigger Event means the criteria that initiates the closing of a record. Sometimes the trigger event is the completion of a project or the resolution of an issue when there is no further activity on the file. In other cases, the trigger event is more concrete, such as the termination of an employee or business contract or superseding of a policy. For ongoing files, the end of a calendar or fiscal year may be treated as the trigger event that closes a file pertaining to that year.

3 Purpose

RRCA manages records and information created or received by the organization in accordance with all relevant federal and provincial policies, legislation, regulations, and professional standards. Legislation includes the *Conservation Authorities Act (CA Act)*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Ontario Employment Standards Act (ESA)*, the *Ontario Occupational Health and Safety Act (OHSA)*, the *Income Tax Act (ITA)*, and others. The Records Retention Policy applies to all records regardless of format or medium of storage. The policy and schedule ensure that official records no longer needed by the organization are discarded at appropriate times.

All records created by RRCA or in the organization's possession are the property of RRCA and are managed as a corporate resource.

4 Responsibilities

4.1 Board Members

Board members shall:

- a) ensure that practices and procedures are in place to maintain the integrity of records held by RRCA; and
- b) abide by all corporate policies and procedures regarding records retention and disposition.

4.2 General Manager

The General Manager or delegate shall:

- a) oversee the policy for accountability, retention, and disposition of RRCA's official records; and
- b) develop and execute appropriate processes and procedures regarding records retention and disposition.

4.3 All Staff

All RRCA staff shall abide by all corporate policies and procedures regarding records retention and disposition.

5 Organization and Storage

RRCA's official records are organized and stored in a manner that ensures efficient administration of the organization's operations. Folders, documents and records are named in a consistent and logical manner according to RRCA's record management and file naming convention policies. This ensures that RRCA's records can be located/sourced efficiently and accurately, providing continuity and accuracy in external inquires and internal business practices.

6 Confidentiality

Records containing confidential information should be labeled and stored to limit access only to those employees or other individuals with authorization to view such records.

7 Closing Files

Once a trigger event occurs, a file is closed and the retention period begins. Retention periods are reviewed by Corporate Services and approved by the RRCA Board.

In a commitment to accurate file retention, in alignment with industry, provincial and federal guidelines, retention periods and their schedules are reviewed as necessary to meet appropriate standards.

8 Process Management

Corporate Services determines the processes to execute the required disposition of records at the end of a record's retention period. Corporate Services may provide technological solutions to automate the disposition of records, where applicable. The appropriate entities/divisions will execute the disposition of records at the end of the retention period. For records that do not have an automated disposition process, the respective entities/divisions are responsible to dispose of records. For archive records and those to be retained permanently, approval is required from senior management of the business unit or program accountable for the official record series. Approval is subject to record type (i.e., digital records or physical files), but all disposition methods are to align with the policies or guidelines established by Corporate Services.

9 Documentation

Destroyed records must be documented by a permanent certificate of destruction that identifies what records were destroyed and when.

10 Destruction of Records

All legal requirements and operational guidelines must be met before records are destroyed. If the record has reached its retention timeline, it shall be destroyed, unless a MFIPPA request has been filed or in process of legal action, while still maintaining accordance with FIPPA, MFIPPA and RRCA policies or guidelines.

11 Periodic Review

Table 1. Record Series and Retention Timeframes should be reviewed every two years to determine if the record series require revision and if the timeframes meet applicable legislation and the organization's requirements.

RRCA archive records should be reviewed every five years to determine if they remain relevant and corporately significant. If not, they should be destroyed.

Table 1. Records Retention Schedule: Administration & Governance

Record Series	Accountability	Retention Period	Disposition
Administrative Management			
Annual Reports	GM's Office	Permanent	Permanent
Annual Business and Work Plans	GM's Office	CCY + 7 years	Destroy
Directories, Contacts and Memberships	GM's Office	CCY + 1 year after Superseded or Obsolete	Destroy
Blank Forms and Templates	GM's Office	1 year after Superseded or Obsolete	Destroy
External Meetings and Committees	GM's Office	CCY + 4 years	Destroy
Internal Meetings and Committees	GM's Office	CCY + 4 years	Destroy
Office Administration Final records of general office administrative functions and subjects not covered elsewhere.	GM's Office	CCY + 2 years	Destroy
Governance			
Administrative By-law Including final documents of development, updates and version(s) of the Administrative By-Law.	GM's Office	Permanent	Permanent
Board Administration and Orientation	GM's Office	CCY + 8 years	Destroy
Board Agendas, Minutes and Resolutions	GM's Office	Permanent	Permanent
Closed Meetings – In Camera Sessions	GM's Office	Permanent	Permanent
Hearing Board	GM's Office	Permanent	Permanent
Source Protection Authority Meetings, Minutes and Resolutions	GM's Office	Permanent	Permanent
Orders in Council and Articles of Incorporation Provincial proclamation of RRCA watershed jurisdiction, letters patent.	GM's Office	Permanent	Permanent

Record Series	Accountability	Retention Period	Disposition
Legal and Risk Management			
Accident and Incident Reporting On RRCA properties; in buildings, structures or vehicles; involving staff or public.	Corporate Services	15 years after resolution of matter or incident - unless involves a minor, then 15 years after minor turns 18	Destroy
Agreements and Contracts Decisions/ final documents for agreements, contracts, service level agreements, licenses between RRCA and external organizations.	Corporate Services/ various	CCY + 7 years after expiry of agreement/contract	Destroy
Business Continuity – Disaster Preparedness and Recovery Planning	Administrator Corporate Services	CCY + 2 years after superseded	Destroy
Consent Releases and Waivers Including insurance and liability waivers, hold harmless agreements, subscription consents, parental and consent release forms.	Corporate Services	CCY + 15 years	Destroy
Freedom of Information (FOI) & Protection of Privacy Documents related to the completion of requests for information submitted under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	FOI Officer	T/E + 5 years (T/E = Completion of request, closure of file or expiry of appeal period)	Destroy
Insurance Administration	Corporate Services	CCY + 15 years	Destroy
Legal Documents - Other <i>Provincial Offences Act</i> court documents, evidence, briefs, solicitor-client advice, legal counsel opinion used in litigation and prosecution. May also include tribunal documentation, court enforcement documents, etc. NOTE: Matters related to Hearings and Violations are filed under Planning & Regulations/S28 Regulations/Permits & Hearings	Corporate Services	Litigation: 15 Years from Settlement, Resolution or Expiry of Appeal Prosecution: 10 Years from Settlement, Resolution or Expiry of Appeal	Destroy
MOUs – External Organizations Includes institutions, organizations, private businesses, etc.	Corporate Services	CCY + 7 years after memoranda expires	Destroy

Record Series	Accountability	Retention Period	Disposition
MOUs - Municipal (CA Act)	Corporate Services	CCY + 15 years after memoranda expires	Destroy
Section 29 Infractions - CA Lands Records relating to violations of section O. Reg 109, R.R.O. 1990, made under section 29 of the <i>Conservation Authorities Act</i> . Ticket records, collection of fines, banning letters, etc.	Field Operations	T/E+ 10 years (T/E = issue resolved)	Permanent
Statements of Claim Includes potential and filed claims against or by RRCA	Corporate Services	Permanent	Permanent
Plans, Policies, Procedures			
Corporate Policies Records related to developing corporate policies	Originator	10 years after Superseded or Obsolete	Destroy
Corporate / Strategic Plans Documentation related to planning, development and publication of corporate and strategic plans e.g., Strategic Plan, Watershed Strategy, Conservation Area Strategy, etc.	Originator	Permanent	Permanent
Departmental SOPs & Business Plans	Originator	10 years after Superseded or Obsolete	Destroy
Program Reference Material and Resources Background reports, program design, program reviews, reference documents, etc.	Originator	Superseded or Obsolete	Destroy

Table 2. Records Retention Schedule: Asset Management

Record Series	Accountability	Retention Period	Disposition
Capital Assets & Works			
Asset Register Includes assets such as land, structures and equipment, computers, equipment, vehicles, and any other large physical purchases. May contain description of asset, appraisals, purchasing information, location, etc.	Corporate Services	CCY + 15 years after equipment replaced or asset disposed of	Archive
Capital Asset Plan Documents related to the capital asset plan as required under the asset management program recommended for CAs by the Federation of Municipalities (FCM).	Corporate Services	CCY + 15 years after superseded or obsolete	Archive
Capital Works –Improvements, Construction and Renovations Records relating to development, construction and renovation RRCA facilities, and conservation areas. Includes specifications, guidelines, final master architectural and structural engineering drawings/plans, land appraisals, etc.	Corporate Services Watershed Management Field Operations	CCY + 15 years after building/facility disposed of	Archive

Table 3. Records Retention Schedule: Conservation Lands, Facilities and Equipment

Record Series	Accountability	Retention Period	Disposition
Security			
Corporate Security - Physical Records relating to the physical security of buildings, facilities, and other areas, including fire alarm systems, use of locks, security personnel, etc.	Corporate Services	CCY + 6 years after system replaced	Destroy
Electronic Monitoring and Surveillance Records Includes video/audio security information, IT data and network back-ups, building access records, web traffic, computer logins, trail counters, trail cameras, etc.	Corporate Services	Various As per Corporate Policy	Destroy
Operations and Maintenance - Routine			
Buildings Records relating to monitoring and scheduling of building structure maintenance and internal property systems; and monitoring and maintaining components of property systems (heating/cooling systems, plumbing, elevating devices, etc.).	Corporate Services Field Operations	CCY + 7 years after contract completed or warranties expired	Destroy
Equipment & Vehicles Records relating to operation, maintenance and leases of/for general office equipment (telephones, cell phones, printers, etc.); vehicles (owned and leased); and other equipment (monitoring, landscaping, etc.).	Corporate Services	CCY +7 years after equipment replaced or disposed of or lease end	Destroy
Dams, Weirs, Flood and Erosion Control Structures Documenting maintenance of watershed dams and weirs including work orders, inspection checklists, repair history, inspection logs, maintenance records, etc.	Watershed Management	Permanent	Permanent

Record Series	Accountability	Retention Period	Disposition
Operations and Maintenance – Conservation Areas			
Inspections, Schedules and Reports Documents related to routine maintenance inspections, schedules and reports of conservation lands. Includes drinking water system sampling analysis.	Field Operations	CCY + 5 years after file closed or inspection completed.	Archive
Maintenance and Repairs - Routine Documents related to routine operations and maintenance of conservation areas: trails and minor bridge maintenance, snow plowing, grass cutting, hazard tree removal, etc. Includes communications related to work planning, work orders, price lists, estimates, repair history, etc.	Field Operations	CCY + 10 years after file closed or work order completed	Archive
Conservation Areas			
Access Permits for Conservation Lands Applications and permits for activities conducted on conservation lands (i.e., research, trapping, external consultants working on behalf of a municipality).	Communications and Stewardship Field Operations Corporate Services	CCY +5 years after permit expires	Destroy
Conservation Area Facility Rentals Documents related to rental agreements such as gazebo rentals, slip rentals and seasonal agreements	Corporate Services	CCY + 7 years	Destroy
Annual Pass Documentation related to annual season pass holders.	Corporate Services	CCY + 7 years	Destroy

Record Series	Accountability	Retention Period	Disposition
Partnerships Community partnerships such as Friends groups, libraries, arts, culture, nature organizations, etc.	Corporate Services	CCY + 7 years after partnership terminated	Destroy
Conservation Lands			
Conservation Lands Management Planning Documentation related to the strategic and master planning for conservation areas.	Field Operations Communications and Stewardship	Permanent	Permanent
Easements and Agreements Documentation related to RRCA or external encumbrances and agreements, including easements.	Corporate Services Field Operations Communications and Stewardship	Permanent	Permanent
Land Acquisition and Disposition Documentation related to the purchase and sale of land including correspondence, consultant procurement and deliverables, legal records.	Corporate Services Field Operations Communications and Stewardship	Permanent	Permanent
Plan Review Proponent documentation related to projects that directly or indirectly impact conservation lands owned or managed by RRCA.	Watershed Management Field Operations Communications and Stewardship	Permanent	Permanent

Table 4. Records Retention Schedule: Financial Management

Record Series	Accountability	Retention Period	Disposition
Accounts Processing			
Accounts Payable	Corporate Services	CCY + 7 years	Destroy
Accounts Receivable	Corporate Services	CCY + 7 years	Destroy
Capital Asset Accounting Documents related to financial accounting for capitalization, disposal, and amortization of fixed assets.	Corporate Services	Permanent	Permanent
General Ledger and Trial Balance	Corporate Services	CCY + 8 years after all administrative actions are completed	Destroy
Auditing			
Auditing Preparation	Corporate Services	CCY +7 years	Destroy
Financial Audited Statements	Corporate Services	Permanent	Permanent
Bank Administration	Corporate Services	CCY + 7 years	Destroy
Bank Statements and Reconciliations	Corporate Services	CCY + 7 years	Destroy
Investments	Corporate Services	CCY + 7 years from end of the last tax year they relate to	Destroy
Budgets – Operating and Capital	Corporate Services	CCY + 10 years after all administrative actions are completed	Destroy
Financial Reports Internal reports – monthly variance and forecasts. Other reports related to surplus, variance, etc.	Corporate Services	CCY+ 7 years	Destroy

Record Series	Accountability	Retention Period	Disposition
Annual Tax Returns	Corporate Services	CCY + 7 years	Destroy
Charity Registration			
Registration for RRCA Charitable Status	Corporate Services	Permanent	Permanent
Funding (incl. Friends groups)			
Administration – Fundraising	Corporate Services	CCY + 7 years	Destroy
Donors, Donations and Recognition Monetary, in-kind and ecological land gifts.	Corporate Services	CCY + 7 years	Destroy
Grants and Subsidies – Applications/ Proposals Applications for grants and subsidies from federal, provincial, municipal, business, private or other sources.	Corporate Services	CCY + 8 years	Destroy
Grants and Subsidies – Approved Final grants and subsidies received and/or approved from federal, provincial, municipal, corporate, private, or other sources.	Corporate Services	CCY + 9 years following the final receipt of grant and reporting requirements are completed.	Destroy
Municipal Apportionments and General Levies Allocations for municipal apportionment received from MNR.	Corporate Services	Permanent	Permanent
Reserve Funds Administration of reserve funds.	Corporate Services	CCY + 7 years	Destroy
Special-Benefiting Levies Applications and special benefit levies from municipalities.	Corporate Services	CCY + 7 years	Destroy
Purchasing and Procurement Management			
Procurement Card Management – Visa and Fleet Car	Corporate Services	CCY + 7 years	Destroy

Record Series	Accountability	Retention Period	Disposition
<p>Tendered Purchases Records relating to the tendering process, including prequalification, requests for proposals (RFPs), requests for quotes (RFQs), request for information (RFIs), venter responses, proposals, tender submissions, sole source information, vendor evaluation criteria, proof of WSIB, proof of insurance and evaluation of vendor performance. May include records dealing with unsuccessful bids.</p>	Corporate Services	CCY + 7 years	Destroy
Taxes			
<p>Harmonized Sales Tax (HST/GST/PST)</p>	Corporate Services	CCY + 7 years	Destroy
<p>Property Taxes Documentation relating to property taxes and rebates, and tax incentives for Managed Forest (MFTIP) and Conservation Lands (CLTIP).</p>	Corporate Services	<p>Property Tax CCY + 7 years</p> <p>MFTIP/CLTIP CCY + 7 years after plan expiry</p>	Destroy

Table 5. Records Retention Schedule: Flood Forecasting and Low Water Response

Record Series	Accountability	Retention Period	Disposition
Flood Contingency and Dam Emergency Preparedness Plans	Watershed Management	Permanent	Permanent
Climate and Streamflow Data	Watershed Management	Permanent	Permanent
Dam Safety Reviews	Watershed Management	Permanent	Permanent
Flood Event Records	Watershed Management	Permanent	Permanent
Water Event Photos	Watershed Management	Permanent	Permanent
Low Water Records	Watershed Management	Permanent	Permanent
Flood Contact Lists	Watershed Management	CCY + 15 years	Destroy
Mapping Flood Hazard Maps Flood Risk Mapping Inundation Mapping Spills Mapping	Watershed Management	Permanent	Permanent
Flood Operations Manual	Watershed Management	CCY +15 years after superseded or obsolete	Archive

Table 6. Records Retention Schedule: Human Resources Management

Record Series	Accountability	Retention Period	Disposition
Attendance and Time Off			
Leaves and Absenteeism Related Documentation Records related to employee leaves (pregnancy, parental, sick, bereavement or any other leave covered under the ESA), absenteeism, vacation and other requests for time off. Records may include timesheets, reports and general program information.	Corporate Services (Human Resources)	CCY + 7	Destroy
Compensation and Benefits			
Benefits and Pension Employee benefit and pension program information.	Corporate Services (Human Resources)	Superseded or obsolete + 7 years	Destroy
Job Evaluations and Compensation Job evaluations, job descriptions, compensation reviews, including the program administration guidelines etc.	Corporate Services (Human Resources)	Superseded or obsolete + 11 years	Destroy
Pay Equity	Corporate Services (Human Resources)	Permanent	Permanent
Employee Management			
Accessibility Management Multi-year Accessibility Plan, Accessibility Reports & Audits, Correspondence to and from Provincial Ministries, Inspections and Compliance.	Corporate Services (Human Resources)	CCY + 15 years	Archive
Disability Management STD applications, medical notes, communication logs, tracking etc.	Corporate Services (Human Resources)	CCY + 25 years	Destroy

Record Series	Accountability	Retention Period	Disposition
Employee Files Records relating to the employment history of all RRCA employees. Resume, employee contracts, pension and benefit enrollment; training and development, performance appraisals, commendations, disciplinary letters, terminations, etc.	Corporate Services (Human Resources)	Termination, resignation or retirement of employee +50 years	Destroy
Written Agreements to Work Excess Hours Includes Average Overtime Pay or other agreements under the ESA	Corporate Services (Human Resources)	TE + 10 years (TE = last day work performed under the agreement)	Destroy
Labour and Employee Relations			
Exit Interviews	Corporate Services (Human Resources)	CCY + 7 years after resignation or retirement	Destroy
Human Rights, Violence and Harassment Complaints and Investigations	Corporate Services (Human Resources)	CCY + 10 years after investigation/case completed	Destroy
Occupational Health and Safety			
Accident & Incident Reports/Investigations Both internal (staff) and external (public)	Corporate Services (Human Resources)	CCY + 10 years after investigation/case completed	Destroy
Construction Project OHS Documents	Corporate Services (Human Resources)	CCY + 5 years after the project ends	Destroy
Fire Monitoring, Safety Plans & Other Prevention Programs Documentation relating to Authority's responsibility for fire monitoring and safety plans of	Corporate Services (Human Resources)	CCY + 10 years after superseded	Destroy

Record Series	Accountability	Retention Period	Disposition
RRCA facilities; and other prevention programs (e.g. personal protective equipment)			
First Aid Training	Corporate Services (Human Resources)	Superseded or obsolete	Destroy
Internal Safety Communications Fact sheets (ticks, heat/cold stress, etc.), safe work procedures, etc.	Corporate Services (Human Resources)	Superseded or obsolete	Destroy
Joint Health and Safety Committee (JHSC) Documentation	Corporate Services (Human Resources)	CCY + 7 years	Destroy
Ministry of Labour (MOL) Documents related to reporting, investigations, orders, critical injuries, field visit reports, etc.	Corporate Services (Human Resources)	CCY + 10 years	Destroy
OHS Training Documents E.g., working at heights, confined spaces, chain saw operation, etc.	Corporate Services (Human Resources)	Superseded or obsolete	Destroy
Physical Demands Descriptions (PDD)	Corporate Services (Human Resources)	CCY + 10 years after position no longer exists	Destroy
Safety Data Sheets (SDS) - WHMIS	Corporate Services (Human Resources)	CCY + 3 years after superseded	Destroy
Workplace Hazard / Risk Assessments	Corporate Services (Human Resources)	CCY + 7 years	Destroy
WSIB Reporting Employee WSIB claims, forms, correspondence, statistical reports and supporting documentation,	Corporate Services	CCY + 50 years after termination of employment	Destroy

Record Series	Accountability	Retention Period	Disposition
appeals and tribunal information, modified work programs, return to work plans.	(Human Resources)		
Organizational Design			
Organization Development Changes to and final organizational structure/chart including development, staff positions/titles, hierarchy of reporting relationships, authority and responsibility.	Corporate Services (Human Resources)	2 years after superseded or obsolete	Archive
Payroll Administration			
Payroll Administration (HR) Regular entry and reconciliation of employee payroll details and related reports. Attendance, timesheets and payroll deductions (CPP, EI, income tax, benefits). Documents relating to annual summaries of year-end reporting to government such as to CRA, Workers' Compensation, OMERS reports, etc.	Corporate Services (Human Resources)	CCY + 10 years	Destroy
Payroll Bookkeeping (Finance) Includes payroll financial reports (registers and ledgers)	Corporate Services (Human Resources)	CCY + 7 years	Destroy
Records of Employment, T4 Statements Documents relating to records of employment of staff for purpose of Employment Insurance EI benefits, and employer copies of T4/T4A statements of remuneration per calendar year.	Corporate Services (Human Resources)	CCY + 7 years	Destroy

Record Series	Accountability	Retention Period	Disposition
Recruitment and Selection			
Staffing Competitions Documentation relating to hiring for specific authority positions. Records include job posting/ads and recruitment selection process including resumes under consideration, interview questions and notes, evaluations, etc.	Corporate Services (Human Resources)	CCY + 6 years after position staffed	Destroy
Staff Training and Development			
Orientation Program Development, delivery and checklists for onboarding of new staff.	Corporate Services (Human Resources)	CCY + 2 years after superseded or obsolete	Destroy
Professional Development & Training Records Documentation relating to the development, delivery, and reporting of employee training provided.	Corporate Services (Human Resources)	CCY + 2 years after all administrative actions completed	Destroy

Table 7. Records Retention Schedule: Information Technology

Record Series	Accountability	Retention Period	Disposition
Geographic Information Systems (GIS)			
Databases Current active geospatial vector and raster datasets.	Corporate Services	Permanent	Permanent
Imagery Includes digital ortho-imagery of RRCA jurisdiction, metadata, calibration information, and derivatives, and possibly other remotely sensed data such as satellite images, bathymetry, and LiDAR datasets.	Corporate Services	Permanent	Permanent
Internal and External Geo-Applications	Corporate Services	T/E + 7 years (T/E = application decommissioned)	Destroy
Projects GIS projects supporting RRCA programs including map documents, analytical datasets, reference materials, etc.	Corporate Services	CCY + 15 years	Archive
Reference Spatial Data Legacy geospatial datasets and related attributes.	Corporate Services	CCY + 7 years	Archive
Network Management			
Backup and Security Of RRCA electronic information systems.	Corporate Services	CCY + 4 years	Destroy
Firmware Drivers and firmware patches for network equipment servers, workstations, printers, etc.	Corporate Services	Automated log files kept until overridden User created files = CCY + 2 years	Destroy
Servers and Virtual Machines May contain server maintenance routines, troubleshooting guidance, upgrades, etc.	Corporate Services	Automated log files kept until overridden	Destroy

Record Series	Accountability	Retention Period	Disposition
		User created files = CCY + 2years	
Records Information Management			
Classification and Records Retention Schedule Records relating to the development and implementation of the records classification structure and the retention and disposition schedule initiatives.	Corporate Services	CCY + 10 years after record retention schedule is superseded or obsolete	Destroy
Records Destruction Certificates Records documenting the disposal of electronic and hardcopy records.	Corporate Services	CCY + 20 years after record destroyed	Destroy

Table 8. Records Retention Schedule: Communications and Education

Record Series	Accountability	Retention Period	Disposition
Audio Visual – Corporate Corporate photographs, videos, and recorded audio including consent forms commissioned/photographed by Marketing Communications.	Communications and Stewardship	Permanent	Permanent
Audio Visual – Department/Program Specific Photographs, videos, and recorded audio including consent forms commissioned by departments or programs.	Applicable Department or Program Staff	CCY + 10 years	Archive
Celebrations and Recognition - Corporate Includes event information for employee service and recognition awards, corporate anniversaries, etc.	Communications Corporate Services (Human Resources)	CCY + 10 years	Archive
Creative Services Graphics Products developed using graphic design tools and software e.g., ads, brochures, booklets, signage, swag, etc.	Communications and Stewardship	CCY + 4 years after superseded or obsolete	Archive
Corporate Identity and Branding Planning, development, administration (logos, brand guidelines, etc.). Excludes final templates and forms (see Administration & Governance / Forms & Templates).	Communications and Stewardship	CCY + 10 years after superseded or obsolete	Archive
Electronic Newsletters – External	Communications and Stewardship	CCY + 3 years	Destroy
Electronic Newsletter Consents	Communications and Stewardship	T/E + 15 years (T/E = withdrawal of consent)	Destroy

Record Series	Accountability	Retention Period	Disposition
<p>Events, In Class/Online Training, Webinars, Presentations, Speaking Engagements Conservation area, community outreach, etc. Documents related to planning, speaking notes, event outline. <i>EXCLUDES</i> final Board presentations filed by Corporate Secretariat.</p>	Communications and Stewardship	CCY + 10 years	Destroy
<p>Internal Crisis Communications Corporate plans and materials for internal audiences related to crisis communications.</p>	Communications and Stewardship	CCY +5 years	Destroy
<p>Intranet Site Content</p>	Communications and Stewardship	Superseded or obsolete	Archive
<p>Marketing / Social Media and Campaigns Marketing/communications plan development, execution and evaluation including strategies, tactics, orders, etc. Includes social media campaigns and content distribution across platforms (Instagram, etc.)</p>	Communications and Stewardship	CCY + 5 years	Archive
<p>Media Relations and Monitoring Key messages for media response, misinformation management, media releases/advisories, media contact lists, images, etc.</p>	Communications and Stewardship	CCY + 7 years	Archive
<p>Website Content & Redevelopment</p>	Communications and Stewardship	Superseded or obsolete	Destroy
<p>Web Form Data May contain personal information i.e., job applications, contest entries, program intake forms.</p>	Communications and Stewardship	Quarterly within each calendar year	Destroy
<p>Web and Social Media Analytics</p>	Communications and Stewardship	CCY + 7 years	Archive

Table 9. Records Retention Schedule: Monitoring and Inventory

Record Series	Accountability	Retention Period	Disposition
Data Includes aquatic and terrestrial ecology monitoring and inventory; surface water quality and quantity; ELC mapping	Watershed Management	Permanent	Permanent
Field Sheets Digital documentation related to the forms and data sheets used in all inventories and monitoring programs.	Watershed Management	Superseded or Obsolete	Destroy
Monitoring Program Scheduling	Watershed Management	CCY + 3 years	Destroy
Reporting Documentation relating to technical and non-technical reporting of inventory and monitoring data. This includes, but is not limited to, watershed report cards, characterization reports, etc.	Watershed Management	Permanent	Permanent

Table 10. Records Retention Schedule: Planning and Development

Record Series	Accountability	Retention Period	Disposition
Guidance and Reference Materials			
CA Policy Positions Records relating to opinions from CA staff across Ontario regarding challenging regulation matters.	Watershed Management	CCY + 20 years	Destroy
Provincial Natural Hazard Guides Records relating to provincial technical documents providing guidance and standards for hazard identification.	Watershed Management	Superseded or Obsolete + 20 years	Destroy
Plan Input			
Aggregates Documents relating to RRCA input on aggregate/ resource mining developments.	Watershed Management	Permanent	Permanent
Comprehensive Zoning Bylaws Records relating to municipal assistance in Comprehensive Zoning By-Law updates, including Zoning maps.	Watershed Management	Permanent	Permanent
Municipal Planning/Official Plans/Secondary Plans Documented records of RRCA input to municipalities including Official Plans, Secondary Plans, Comprehensive Zoning By-Laws and other approved policy documents, including comments to the Ministry of Municipal Affairs & Housing.	Watershed Management	Permanent	Permanent
Studies – RRCA Input Documents relating to RRCA input on municipal studies.	Watershed Management	Permanent	Permanent

Record Series	Accountability	Retention Period	Disposition
Plan Review			
Applications Requests for formal municipal planning act approvals across the watershed.	Watershed Management	Permanent	Permanent
Applications – no comments Requests for formal municipal planning act approvals across the watershed.	Watershed Management	CCY + 7 years	Destroy
Environmental Assessments Records relating to studies of environmental issues and impacts as part of assessments within RRCA watershed.	Watershed Management	Superseded or Obsolete + 20 years	Destroy
Legislative and Policy Reviews Records relating to input on provincial policy plans and certain municipal policies (e.g., Site Alteration By-laws, entrance setback requirements).	Watershed Management	Permanent	Permanent
Master Drainage Plans Records relating to municipal documents referenced during technical reviews for planning applications.	Watershed Management	Superseded or Obsolete + 20 years	Destroy
Section 28 Regulations			
Complaints Documented complaints regarding potential contravention of Section 28 regulations.	Watershed Management	Regulation Superseded or Obsolete + 7 years	Destroy
Enforcement Records relating to violations and investigations.	Watershed Management	Permanent	Permanent
Generic Regulation Documentation related to development of individual	Watershed Management	Until superseded or obsolete	Archive

Record Series	Accountability	Retention Period	Disposition
Conservation Authority Regulations under Section 28.			
Sec 28 Permits and Hearings Documentation related to permit applications, permits denied and appealed by applicants, and subsequent Hearings and Mining & Lands Tribunal appeals.	Watershed Management	Permanent	Archive (Destroy files after 10 years if no permit issued)
Property Inquiries			
Data Requests Documents detailing the requested data and what was provided by RRCA.	Watershed Management	CCY + 20 years	Destroy
General Development/ Legal Inquiries Requests for information regarding property for sale and legal or real-estate inquiries involving property transfers.	Watershed Management	CCY + 10 years	Destroy
General Development/ Legal Inquiries with Violation	Watershed Management	Permanent	Permanent
Potential Development Proposed developments and/or site alteration activities, and pre-application consultations to assist in determining requirements for a complete application (permitting). May include Planning-related inquiries.	Watershed Management	CCY + 10 years	Destroy
Permitted Development	Watershed Management	Permanent	Permanent

Table 11. Records Retention Schedule: Outreach, Restoration and Stewardship

Record Series	Accountability	Retention Period	Disposition
Landowner Contacts NOTE: may contain personal information.	Communications and Stewardship	Superseded or Obsolete + 5 years	Destroy
Restoration and Stewardship Project and Program Records Includes permits, project documentation, decision correspondence, site assessment and other reports; concept and planting plans, mapping; monitoring project photos/videos (excluding images of people), site photos pre, during, post; other performance monitoring-related data, funding provided to landowners.	Communications and Stewardship	Permanent	Permanent
Education – In-Class Program Documents -	Communications and Stewardship	Superseded or Obsolete + 5 years	Destroy
Volunteer Management			
Volunteers Database Documentation relating to volunteers' recruitment, hours of service and nature of assignment(s) with RRCA. Signed documents for confidentiality, waivers, personal information use, training, and emergency contact info may also be included.	Communications and Stewardship	CCY + 3 year after volunteer's services no longer required or available. If volunteer left before turning 18, 3 years after turning 18.	Destroy

Table 12. Records Retention Schedule: Source Water Protection

Record Series	Accountability	Retention Period	Disposition
Assessment Reports, Source Protection Plan, Explanatory Document, Amendments of the Regulation, Annual Progress Reports and Forms	Watershed Management	Permanent	Permanent
Background Technical Studies and Models Foundational technical studies, models and updates for groundwater studies, water budgets, etc.	Watershed Management	Permanent	Permanent
Municipal Documents and Risk Management Notices/Plans/Correspondence; Ministry Inspection Reports	Watershed Management	Superseded or obsolete + 15 years	Destroy
Notices, Orders, Provincial Letters, Technical Communications	Watershed Management	Permanent	Permanent
Ontario Transfer of Payment Agreement Including budgeting and progress reports	Corporate Services	Permanent	Permanent
Provincial Documents, Technical Bulletins and Rule Guides/Updates	Watershed Management	Superseded or obsolete + 15 years	Destroy
Source Protection Committee and Working Groups	Corporate Services	Permanent	Permanent
SWP Photos	Watershed Management	Permanent	Permanent



Raisin Region Conservation Authority

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

Tel: 613-938-3611 www.rca.on.ca

To: Board of Directors
From: Alison McDonald, General Manager, Secretary/Treasurer
Date: May 29, 2026
Subject: 2027 Budget Direction

RECOMMENDATION:

THAT the Board of Directors direct staff to prepare the 2027 Draft Budget for review at the September Board of Directors meeting.

BACKGROUND:

The Transition Working Group was established in March 2026 to address current priorities related to Conservation Authority (CA) consolidation. The Working Group met on April 21, 2026, to discuss several transition-related items including the proposed budget schedule and Board composition following the upcoming election.

The province has advised Conservation Authorities that the 2027 Budget must be completed prior to December 31, 2026. Considering the upcoming election and consolidation transition period, staff are proposing an accelerated budget schedule to ensure a predictable and reasonable budget is in place for all existing and future member municipalities.

DISCUSSION:

Proposed Budget Schedule:

- September: Draft budget for Board approval; 30-day consultation period
- October: Final budget approval and issuance of levy notice

Staff will aim to maintain a largely status quo budget while ensuring that both operational and capital requirements are adequately addressed. Factors influencing the 2027 Budget include:

- Potential for a few staff retirements next year; we will work with neighbouring CAs to plan for these departures while ensuring growth opportunities for existing staff.
- Decrease in Remedial Action Plan (RAP) funding.
- Change to Conservation Lands (new properties coming online, some properties retiring).

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

4.1: Continuously improving day-to-day operations to become more effective, efficient, and customer focused.

Alison McDonald,
General Manager, Secretary-Treasurer



To: Board of Directors
From: Alison McDonald, General Manager, Secretary/Treasurer
Date: May 27, 2026
Subject: Appointment of Members to Regional Transition Committee

RECOMMENDATION:

THAT the Board of Directors approve the appointment of Alison McDonald and Andrew Guindon to the Regional Transition Committee;

AND FURTHER THAT the Board Appointee on the Transition Committee be given a monthly honorarium equivalent to the Chair.

BACKGROUND:

The Ontario Provincial Conservation Agency (OPCA) is coordinating the transition to Regional Conservation Authorities. As part of this process, OPCA will be appointing a Project Executive (PE) and establish a Transition Committee for each regional authority. The PE will chair the Transition Committee, which will work collaboratively to develop a transition plan to be implemented by the new Regional Authority.

The Transition Committee will include the GM (or designate) and one elected official from each predecessor authority, along with any additional members appointed by OPCA as it considers advisable. The City of Ottawa has indicated they may seek an additional appointment. OPCA will provide resources, tools, and guidance to support transition planning and may require the submission or progress reports. Where a transition plan is not developed within the timelines set by OPCA, the Agency may prepare the transition plan on behalf of the Committee.

DISCUSSION:

The Transition Working Group met on April 21st and reviewed a detailed overview of the Transition Committee and Transition Plans. The Working Group nominated Andrew Guindon as the Board representative, which requires approval by the Board.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

4.1: Continuously improving day-to-day operations to become more effective, efficient, and customer focused.

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

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

To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 21, 2026
Subject: Strategic Action Plan – 2026/Q2 Progress Update

RECOMMENDATION:

THAT the Board of Directors receive the Strategic Action Plan – 2026/Q2 Progress Update.

BACKGROUND:

The 2025-2028 RRCA Strategic Action Plan was approved by the Board in June 2025. A public version of the Plan was circulated to Board members, member municipalities, and partners. Staff have created workplans and assigned tasks for each strategic action.

DISCUSSION:

Attached is a progress tracker of the strategic action items.

Given the upcoming organizational transition associated with conservation authority amalgamations, select Strategic Action Items have been paused, especially where staff anticipate these initiatives will ultimately be guided at the regional level.

Pausing these items will allow staff to focus resources on maintaining core services, supporting staff and governance transition planning, and responding to evolving provincial direction. This approach will help ensure future strategic priorities are aligned with provincial objectives and the future Regional Conservation Authority.

RELATIONSHIP TO THE STRATEGIC PLAN:

This report summarizes the quarterly progress on the 2025-2028 RRCA Strategic Action Plan.

A handwritten signature in black ink that reads "Lisa Van De Ligt". The signature is written in a cursive style and is positioned above a horizontal line.

Lisa Van De Ligt,
Team Lead, Communications and Stewardship

2025-2028 Strategic Action Plan

PROGRESS TRACKER

May 28, 2026



Raisin Region
Conservation Authority

[Back to Agenda](#)

Goal 1: Environmental Conservation & Healthy Living

Protect people and property from water hazards; support environmental conservation and safe drinking water; and provide exceptional outdoor experiences.

Goal 2: Strong Partnerships & Engaged Residents

Pursue meaningful and creative opportunities to collaborate with our partners and engage our residents.

Goal 3: Financial Stability

Build a strong financial foundation to support infrastructure renewal and operational excellence.

Goal 4: Organizational Excellence

A cohesive team achieving positive results in a respectful and professional working environment.



Goal 1: Environmental Conservation & Healthy Living



1.1 Embracing a science-based approach to watershed management and environmental stewardship.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Review RRCA land stewardship initiatives to ensure they are aligned with the SDG Counties’ Natural Heritage System Study.	2026/Q3	Lisa	10%	Preliminary internal discussions completed.
b) Collaborate with local partners and all levels of government to develop strong science-based strategies for the St. Lawrence River and tributaries.	ongoing	Lisa	n/a	Collaboration ongoing.
c) Expand our involvement in supporting private property ecosystem enhancements.	ongoing	Lisa	n/a	Involvement ongoing.

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Goal 1: Environmental Conservation & Healthy Living



1.2 Protect from flooding and erosion hazards.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Improve the online geoportal by expanding available data and making it more user-friendly.	2025/Q4	Jason	50%	Jason is reviewing the new ArcGIS Online hosting protocols and will be assessing the migration of data to that platform.
b) Improve permitting process to ensure people and property are safe from water related hazards.	2026/Q1	Phil	60%	Phil will prepare a list of action items that can be prioritized to facilitate this.
c) Develop an outreach plan to provide valuable training for land development professionals working in lands near municipal drinking water systems and adjacent to and within RRCA regulated areas.	2026/Q4	Lisa	20%	Preliminary communications discussions completed; funding secured for outreach material.
d) Acquire state of the art floodplain mapping for four priority watersheds as identified in the RRCA Flood Priority Report.	2028/Q1	Laura	25%	Laura is managing FHIMP projects for two priority watersheds to be completed in 2027. Two additional watersheds require funding commitments from RRCA and partners.

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Goal 1: Environmental Conservation & Healthy Living



1.3: Connecting people to nature through positive outdoor experiences.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Complete a business case - with location options, timelines, and costing – for the creation of a new conservation area.	2025/Q4	Lisa	100%	In March 2026, Board approved Lakeview Marsh as a Conservation Area under Active Restoration. A long-term master plan (including costing) for the Conservation Area will be developed following completion of site restoration activities and public consultation.
b) Negotiate new lease for Charlottenburgh Park.	2026/Q2	Alison	99%	Lease extension for 2026 confirmed; updated lease on hold pending regional consolidation.
c) Implement maintenance standards for all RRCA properties based on the asset maintenance/replacement strategy.	2027/Q1	Alison	0%	Asset Management Planning on hold pending regional direction.

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Goal 2: Strong Partnerships & Engaged Residents

2.1 Strengthening our relationships with community partners.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Establish a list of annual priority community events for RRCA staff to participate in.	2025/Q4	Lisa	100%	Approved by RRCA Board in October 2025.
b) Introduce annual working sessions with the Algonquin Nation and the Mohawks of Akwesasne to identify needs/priorities and explore partnering opportunities for the upcoming year.	2026/Q4	Lisa	10%	Preliminary internal discussions completed.
c) Facilitate annual engagement sessions with each member municipality to identify their needs/priorities and explore partnering opportunities (including Category 2 agreements) for the upcoming year.	2025/Q3	Alison	100%	Met with each CAO and delivered presentations to Council on request. These engagement sessions will continue every year.
d) Partner with a member municipality on a “one-window” development application pilot project.	2026/Q4	Phil/Alison	25%	Ongoing work with SDG for consent applications and plans of subdivision, screening and payment processing. On hold pending regional direction.

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Goal 2: Strong Partnerships & Engaged Residents

2.2 Embracing meaningful community engagement.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
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.	2026/Q1 ongoing	Lisa	n/a	Approved by the Board in April 2026.
b) Review the use of RRCA spaces and identify opportunities to enhance community use of these spaces; establish community use policies and rates.	2026/Q3	Josianne	20%	Preliminary internal discussions completed.
c) Develop a RRCA Achievements online dashboard on the RRCA website to profile RRCA achievements.	2027/Q2	Lisa	1%	Preliminary internal discussions completed.

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Goal 3: Financial Stability

3.1 Demonstrating financial accountability.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Form a board sub-committee - Corporate Services Working Group - to work with RRCA management to review and provide recommendations to the Board on accounting/finance and human resource-related processes.	2025/Q3	Alison	100%	Completed the Reserve Policy and updated budget presentation. Working group currently on hold.
b) Provide detailed statement of operations at monthly Board meetings.	2025/Q3 ongoing	Sandy	n/a	New quarterly variance report introduced. Capital budget variance was introduced in May 2026.
c) Develop a long-term financial plan that includes an asset maintenance/replacement strategy and an infrastructure reserve policy.	2026/Q3	Alison	15%	Engineering review of authority owned structures to establish baseline repair/scheduling/reserve strategy on hold pending regional direction.

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Goal 3: Financial Stability



3.2 Diversifying our revenue sources.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Submit joint grant application with the Township of North Glengarry to rehabilitate Garry River water infrastructure.	2025/Q2	Jason	100%	Application was submitted but was ultimately not successful.
b) Investigate the feasibility of creating an RRCA Foundation.	2026/Q2	Sandy	1%	To be discussed with the Corporate Services Working Group. On hold pending regional direction.
c) Investigate grant management technology to improve the grant application process.	2027/Q1	Lisa	50%	Grant management technology being explored. On hold pending regional direction.

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Goal 4: Organizational Excellence

4.1 Continuously improving day-to-day operations to become more effective, efficient, and customer focused.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Enhance the Frequently Asked Questions checklist to support front-line staff in responding to common inquiries.	2025/Q4	Josianne/Claudia	75%	Josianne researching FAQ's from other CAs. Claudia has gathered questions. Need to be reviewed.
b) Refresh and document Standard Operating Procedures, including health & safety and the purchasing process.	2026/Q4	Josianne	65%	Updated the Violence and Harassment Policy and Procedure, Fire Safety Plan, approved a Health and Safety Policy and Procedures (Leadership & Commitment, Communications, and First Aid), developed a Human Resources SOP, created a Disposal of Surplus Good Procedure, and Records Retention Policy
c) Provide technology training (e.g. artificial intelligence, cyber security) for staff as required.	2026/Q4	Phil	75%	AI Guidelines finalized and discussed at staff meeting. Additional training to be completed by SDG. Tech guidance included in new Employee manual. Transferred IT cybersecurity and management to SDG Counties.
d) Improve file/document management system and process and identify who is responsible for ongoing file management.	2028/Q2	Alison/Josianne	30%	Developed a File Retention Policy and draft file naming procedure. Organizing and archiving digital and physical file
e) Complete a main office space optimization plan including physical layout with options, timelines and estimated costs.	2026/Q3	Alison	25%	Determining MNRF requirements for leased space moving forward. Modifying ground floor storage spaces.

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Goal 4: Organizational Excellence

4.2 Empowering our team and fostering a culture of excellence, inclusion, and professionalism.

ACTIONS	TARGET DATE	LEAD	% COMPLETE	COMMENTS
a) Complete an organizational review to clarify roles/responsibilities; identify skillset gaps and duplication of effort; enable succession planning; support effective career path and professional development; and identify opportunities to achieve enhanced operational effectiveness.	2026/Q2	Alison	25%	Reviewing succession plans for 2027 budget. Complete organization review is on hold pending regional direction.
b) Enhance opportunities for training and professional development by developing annual career planning/development plans for RRCA employees.	2025/Q4	Alison/Team Leads	100%	Training plans completed for most staff. Team Leads meet in January to develop project assignments.
c) Introduce an annual Board-staff session to celebrate wins and encourage collaboration.	2025/Q4 ongoing	Alison	n/a	Staff recognition event at the February AGM.
d) Enhance onboarding process for board members and staff.	2026/Q3	Lisa/Josianne	100%	Staff on-boarding updated and documented in HR Standard Operating Procedure.
e) Review and update the Employee Manual including employee benefits.	2026/Q4	Alison	100%	Final draft presented to the board in March 2026.

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Raisin Region Conservation Authority

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

To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
 Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 26, 2026
Subject: 2026-2027 Stewardship Project Expenditures

RECOMMENDATION:

THAT the Board of Directors approve entering into an agreement with South Nation River Conservation Authority to provide cost-share funding under the Resilient Agriculture Landscape Program;

AND FURTHER THAT the Board of Directors delegate authority to the General Manager to approve project expenditures for projects funded through the Resilient Agriculture Landscape Program, ALUS Ontario East, and the Wetlands Conservation Partner Program to an upset limit of \$1,460,000 for the 2026–2027 fiscal year.

BACKGROUND:

The Raisin Region Conservation Authority (RRCA) has secured funding through the Resilient Agricultural Landscape Program (RALP), ALUS Ontario East, and the Wetlands Conservation Partnership Program (WCPP) to support stewardship projects in eastern Ontario during the 2026–2027 fiscal year (see Table 1).

The RALP funding is locally administered by South Nation Conservation (SNC) on behalf of the Eastern Ontario Farm Stewardship Collaborative.

Table 1:

Funding Source	Board Approval	Est. Amount Available for Project Establishment
Resilient Agricultural Landscape Program (RALP) – SNC	Seeking approval	\$500,000
ALUS Ontario East – ALUS Canada (various funding sources)	Annual program offered by RRCA	\$700,000
Wetlands Conservation Partner Program (WCPP) - MECP	Res #92/25	\$260,000
Total Funds		\$1,460,000

DISCUSSION:

These funding sources will offset the cost of stewardship projects to improve water quality, reduce flood risks, stabilize soils, manage invasive species, increase habitat diversity, and promote biodiversity on private and RRCA properties (e.g. Lakeview Marsh property and Cooper Marsh Conservation Area).

Specifically, the funds will primarily be allocated to:

- Establishment, restoration, or enhancement of wetlands and wetland-related, projects, such as riparian zones;
- Tree and shrub planting;
- Grasslands creation; and
- Management and control of invasive species.

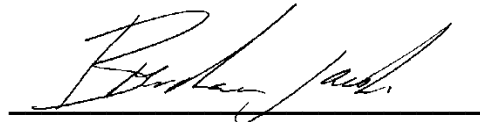
All costs associated with these stewardship projects will be fully recovered through the grant funding and landowner contributions.

Due to the short project implementation window, staff are seeking approval from the RRCA Board of Directors to delegate authority to the General Manager to approve expenditures associated with the funding sources identified in Table 1, to an upset limit of \$1,460,000.

All procurement will be conducted in accordance with the RRCA's Purchasing Policy.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living



Brendan Jacobs
Stewardship Specialist / ALUS Coordinator



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



Raisin Region Conservation Authority

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

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

To: Board of Directors
From: Josianne Sabourin, Executive Assistant
Date: May 26, 2026
Subject: Workplace Violence and Harassment

RECOMMENDATION:

That the Board of Directors approve the Workplace Violence and Harassment Policy and receive the Workplace Violence and Harassment Prevention, Reporting and Investigation Procedure, as presented.

BACKGROUND:

Following a review of the Employee Manual with legal counsel, it was identified that the existing Workplace Violence and Harassment Policy was outdated and required clearer, updated language. It was also recommended that the policy be removed from the manual and established as a separate, stand-alone policy.

DISCUSSION:

A revised Workplace Violence and Harassment Policy and supporting procedure have been developed to address the identified gaps. The policy reflects RRCA's commitment to maintaining a respectful and safe workplace, while the procedure outlines clear steps for preventing, reporting, and responding to concerns.

These documents incorporate updated language and current requirements, and fit within RRCA's overall health and safety program, including the need to assess risks related to workplace violence. They provide a clear and consistent approach for staff moving forward.


Supporting documents are available on RRCA's internal server, and Board members have already received a secure link for reference.

Following approval, staff will proceed with communication, training, and completion of workplace violence risk assessments.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

- 4.1 b): Refresh and document Standard Operating Procedures, including health and safety and the purchasing process.



Josianne Sabourin
Executive Assistant

Attachments: Workplace Violence and Harassment Policy
Workplace Violence and Harassment Prevention, Reporting, and Investigation
Procedure.



WORKPLACE VIOLENCE AND HARASSMENT POLICY STATEMENT

The Raisin Region Conservation Authority (RRCA) is committed to providing a safe, healthy, inclusive, and respectful work environment in which all individuals are treated with dignity and respect. RRCA has zero tolerance for workplace violence, workplace harassment, workplace sexual harassment, and discrimination, including conduct related to protected grounds under the Ontario Human Rights Code.

Workplace violence is defined as the exercise of physical force against a worker that causes or could cause physical injury, an attempt to exercise such force, or a statement or behaviour that could reasonably be interpreted as a threat to exercise physical force.

Workplace harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. This includes workplace sexual harassment, which involves unwelcome conduct or advances based on sex, sexual orientation, gender identity, or gender expression

This policy applies to all individuals in the workplace, including employees, supervisors, managers, students, volunteers, contractors, consultants, clients, and members of the public.

RRCA will take every reasonable precaution to protect workers from workplace violence and harassment, including risks arising from interactions with the public, third parties, and domestic violence that may expose a worker to physical injury in the workplace.

RRCA has established a Workplace Violence and Harassment Policy, supported by formal procedures, to prevent, identify, assess, and address incidents and complaints. This includes processes for reporting concerns, summoning immediate assistance, conducting investigations, and implementing appropriate corrective actions.

RRCA is committed to investigating all incidents and complaints of workplace violence, harassment, sexual harassment, and discrimination in a fair, objective, and timely manner.

All workplace parties share responsibility for maintaining a safe and respectful workplace:

- The Board of Directors and General Manager are responsible for ensuring that this policy and associated programs are implemented and compliant with applicable legislation.
- Supervisors and Team Leads are responsible for promoting a respectful workplace, responding to concerns, and taking reasonable precautions to protect workers.
- Workers are responsible for complying with this policy, reporting incidents or concerns, and refraining from engaging in prohibited behaviour.

All workplace parties are expected to comply with this policy and will be held accountable for failing to do so.

RRCA will not tolerate any form of reprisal against individuals who report concerns or participate in an investigation in good faith.

Any violation of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment or contracts. All decisions will be made in accordance with applicable legislation and following a fair and objective process.

This policy is supported by the Workplace Violence and Harassment Prevention, Reporting and Investigation Procedure, which outlines detailed processes, roles, and responsibilities.

This policy will be reviewed at least annually and updated as necessary to ensure ongoing compliance with the Occupational Health and Safety Act and other applicable legislation.

RRCA Chair

Date



Workplace Violence and Harassment, Prevention Reporting and Investigation Procedure

Date of Issue:	Review date:
Written by: Josianne Sabourin	Date: March 30, 2026
Reviewed by: JHSC	Date: May 26, 2026
Approved by: Alison McDonald	Date:

ABREVIATIONS	
RRCA	The Raisin Region Conservation Authority (employer)
JHSC	Joint Health and Safety Committee
OHSA	Occupational Health and Safety Act

RELATED DOCUMENTATION	
Internal	Workplace Violence and Harassment Policy
	Workplace Violence and Harassment Reporting Form
External	Occupational Health & Safety Act
	Ontario Human Rights Code

PURPOSE

This procedure supports the Workplace Violence and Harassment Policy by outlining how RRCA will prevent workplace violence and harassment, respond to incidents, conduct investigations, and support affected workers.

This procedure establishes RRCA’s workplace violence and harassment program in accordance with the Occupational Health and Safety Act and the Ontario Human Rights Code. This includes the prevention, identification, reporting, investigation, and resolution of incidents and complaints involving workplace violence, workplace harassment, workplace sexual harassment, and discrimination related to protected grounds.

SCOPE

This procedure applies to all RRCA workers, including employees, supervisors, managers, students, volunteers, contractors, consultants, clients, and members of the public.



It applies to conduct that occurs:

- At all RRCA workplaces and worksites
- While performing work-related duties
- During work-related travel
- At work-related meetings, training sessions, or events
- Through work-related communications, including telephone, electronic, or social media

DEFINITIONS

Workplace:

Any place where a worker performs work or work-related activities on behalf of RRCA, including physical locations, off-site assignments, work-related travel and work-related events.

Workplace Violence:

The exercise of physical force against a worker that causes or could cause physical injury; an attempt to exercise physical force; or a statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force.

Workplace Harassment:

Engaging in a course of vexatious comment or conduct against a worker in a workplace, including through electronic or virtual means, that is known or ought reasonably to be known to be unwelcome. A single serious incident may constitute workplace harassment if it has a lasting harmful effect.

Workplace harassment does not include reasonable management action taken in good faith.

Workplace Sexual Harassment:

Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the conduct is known or ought reasonably to be known to be unwelcome; or

Making a sexual solicitation or advance by a person in a position to grant or deny a benefit, where the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Discrimination:

Any form of unequal treatment, whether intentional or not, based on a protected ground under the Ontario Human Rights Code that results in disadvantage, exclusion, or adverse impact.

RRCA recognizes that workplace harassment and discrimination may overlap and will be addressed accordingly.



RESPONSIBILITIES

The Board of Directors is responsible for:

- ensuring RRCA maintains compliant policies and procedures
- addressing escalated complaints, including those involving the General Manager
- approving the engagement of an external investigator where appropriate
- acting in a manner that supports confidentiality, fairness, and legal compliance

The General Manager is responsible for:

- implementing and maintaining this program
- ensuring workplace violence risk assessments are conducted and reviewed at least annually
- ensuring workers receive appropriate information, instruction, and training
- ensuring investigations are conducted in an objective and impartial manner by a person with appropriate knowledge, training, and experience
- ensuring appropriate corrective actions are taken
- ensuring compliance with legislative requirements
- reporting to the Board of Directors as required

Team Leads are responsible for:

- responding promptly to reports and concerns
- assessing and addressing immediate safety risks
- taking every precaution reasonable in the circumstances to protect workers
- implementing interim measures where required
- escalating concerns to the General Manager
- maintaining confidentiality to the extent possible
- preventing and addressing reprisals

The Joint Health and Safety Committee or Health and Safety Representative is responsible for:

- participating in workplace violence risk assessments and being advised of results
- providing recommendations related to prevention measures

The JHSC does not investigate individual harassment complaints.

Workers are responsible for:

- complying with this procedure
- reporting incidents or concerns promptly
- participating in investigations when required
- following safe work practices
- refraining from reprisals

WORKPLACE VIOLENCE RISK ASSESSMENT



- RRCA will conduct formal, documented workplace violence risk assessments that consider the nature of the workplace, type of work, and working conditions.

Risk assessments will be reviewed:

- At least annually
- When workplace conditions change
- Following incidents or new information

Results will be shared with the Joint Health and Safety Committee or Health and Safety Representative, and appropriate measures and procedures will be implemented to eliminate or reduce identified risks.

EMERGENCIES REQUIRING IMMEDIATE ASSISTANCE

Workers can summon immediate assistance in situations of workplace violence or risk by:

- Calling 911 in an emergency
- Contacting their supervisor, Team Lead, or General Manager
- Using available communication devices (e.g., phones, radios)

Emergency contact information will be communicated to all workers and kept accessible

GENERAL PREVENTION MEASURES

All workers (including Team Leads and General Manager) are expected to contribute to a respectful and safe workplace. Workers are encouraged to:

- Remain calm and respectful
- Avoid escalating situations
- Remove themselves from unsafe environments
- Seek assistance promptly

Workers must not engage in aggressive, threatening, or violent behaviour, including:

- Insult or provoke others
- Attempt to physically restrain someone
- Engage in physical confrontation

Violent behaviour is unacceptable from anyone, including employees, clients, contractors, or members of the public.

Working with the public

When interacting with upset or aggressive individuals, workers should:

- Practice active listening
- Maintain calm and neutral communication
- Remove themselves from escalating situations and seek assistance

Risk factors may include:



- Working alone or in low numbers
- Working with the public
- Working late or early hours
- Enforcement or regulatory duties
- Isolated or remote locations

Handling Cash

Workers handling cash should:

- Stay aware of surroundings
- Avoid displaying or counting cash in public view
- Prioritize personal safety over money

In the event of a robbery:

- Do not argue or resist
- Comply with demands
- Do not chase the perpetrator
- Contact police when safe
- Report the incident to a supervisor

Responding to potential violence

Workers should:

- Maintain calm behaviour
- Allow personal space
- Avoid confrontation
- Avoiding telling someone to “calm down”
- Seek assistance when needed

If immediate danger exists:

- Move to a safe location
- Call 911
- Report the incident

Abusive communications

Workers receiving abusive or threatening communications should:

- Remain calm
- Advise the individual the behaviour is unacceptable
- End the interaction if necessary
- Report the incident

REPORTING

Reporting workplace violence

All incidents, threats, or risks of workplace violence must be reported as soon as reasonably possible.

Reporting workplace harassment and discrimination

A worker who experiences or witnesses workplace harassment is encouraged to report the concern as soon as possible.

- A worker is not required to confront the individual before making a report.
- Complaints involving protected grounds will be addressed in accordance with both the Occupational Health and Safety Act and the Ontario Human Rights Code.

Reports may be made to:

- A supervisor or Team Lead
- The General Manager
- An alternate designate where the supervisor is involved
- Complaints should be documented in writing and include details such as the date, time, individuals involved, description of the conduct, and any witnesses or supporting information.

Emergencies should be reported to emergency services first.

Information sharing – risk of violence

Where RRCA is aware that an individual has a history of violent behaviour and workers may encounter that individual, RRCA will provide information necessary to protect worker safety. Any personal information disclosed will be limited to what is reasonably necessary.

Domestic violence

Where RRCA becomes aware, or ought reasonably to be aware, that domestic violence may expose a worker to physical injury in the workplace, RRCA will take every reasonable precaution to protect the worker.

Initial response

Upon receiving a report, RRCA will:

- acknowledge the concern
- assess immediate safety risks
- implement interim measures where required to protect workers

INVESTIGATION PROCEDURE

RRCA will investigate all incidents and complaints of workplace violence, workplace harassment, workplace sexual harassment, and discrimination.

Investigations will:

- be conducted in an objective and impartial manner
- be conducted by a person with appropriate knowledge, training, and experience
- be completed in a timely manner appropriate to the circumstances



- Investigations may include:
- interviews with involved parties and witnesses
- review of relevant documents and evidence

Where discrimination is alleged, investigations will consider obligations under the Ontario Human Rights Code, including whether workplace practices contributed to adverse impacts.

RRCA may conduct investigations internally or engage an external investigator where appropriate.

Investigation results and communication

RRCA will inform the complainant and respondent, in writing:

- that the investigation has been completed
- whether the policy was violated
- whether corrective action has been or will be taken

Corrective action

Where a violation is substantiated, RRCA will take appropriate corrective action, which may include:

- training or education
- coaching or monitoring
- reassignment
- discipline, up to and including termination

Corrective action may also address systemic or workplace factors contributing to discrimination or harassment.

Confidentiality

All information related to reports and investigations will be kept confidential to the extent possible, and will only be disclosed where necessary to:

- conduct an investigation
- take corrective action
- comply with legal obligations
- protect worker safety

No reprisal

RRCA prohibits any form of reprisal against workers who report concerns or participate in investigations in good faith.

Any reprisal will be treated as a serious violation and will result in disciplinary action.

RECORD MANAGEMENT

RRCA will maintain secure records of all reports, investigations, and outcomes in accordance with legal and privacy requirements.



REVIEW

This procedure will be reviewed at least annually and updated as necessary to ensure compliance with legislative requirements.

UPDATES CHANGES - TRACKING	
DETAILS OF UPDATES/CHANGES	DATE UPDATED/CHANGED



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 21, 2026
Subject: Gray's Creek Conservation Area – User Agreements

RECOMMENDATION:

THAT the Board of Directors approve renewing the Gray's Creek Conservation Area soccer field user agreement with the Cornwall District Soccer League and approve entering into an agreement with the Seaway Valley Soccer Club.

BACKGROUND:

In 2013, the RRCA Board of Directors gave permission to the Cornwall District Soccer League to create soccer fields and two parking lots at Gray's Creek Conservation Area. The RRCA and the League entered into an agreement outlining the terms and conditions of the use of the fields. The annual soccer field use begins in May and ends in September. The League is responsible for scheduling, field maintenance, insurance coverage, and ensuring players park in designated parking areas.

DISCUSSION:

In addition to the Cornwall District Soccer League, the Seaway Valley Soccer Club now shares the Gray's Creek soccer fields. Both organizations work together to coordinate field use and share maintenance costs.

Staff recently met with both organizations to discuss the upcoming season, challenges and solutions (e.g. parking), and terms of the agreements. The existing agreement with the Cornwall District Soccer League requires minor updates (e.g. insurance requirements). A user agreement is required with the Seaway Valley Soccer Club.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

- 1.3: Connecting people with nature through positive outdoor experiences.

Goal 2: Strong Partnerships and Engaged Residents

- 2.1: Strengthening relationships with community partners

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

Lisa Van De Ligt,
Team Lead, Communications and Stewardship

Attachment: Draft User Agreement - Cornwall District Soccer League / Seaway Valley Soccer Club

**Gray's Creek Conservation Area – Soccer Fields
User Agreement**

Between

Raisin Region Conservation Authority (RRCA)

and

Seaway Valley Soccer Club (SVSC) / Cornwall District Soccer League (CDSL)

This Agreement outlines the terms under which the SVSL/CDSL may use the soccer fields at the RRCA's Gray's Creek Conservation Area.

1. Term of Use

- Field use is permitted from the first Monday in May 2026 to the last Monday in September 2026, unless otherwise approved in writing by RRCA.
- No use outside these dates is permitted without prior written approval.
- Other than the Seaway Valley Soccer Club (SVSC) and Cornwall District Soccer League (CDSL), the RRCA will not enter into a field use agreement with other soccer leagues or organizations, unless agreed upon by SVSC and CDSL.

2. Permitted Use & Scheduling

- Fields may be used for soccer-related activities only, including practices, league games, and tournaments.
- Typical use includes weekday evenings, Sundays, and occasional Saturdays.
- All schedules and tournament requests must be submitted to and approved by RRCA.

3. Weather & Safety

- RRCA may cancel field use due to unsafe or unsuitable conditions.
- SVSL/CDSL is responsible for cancelling activities in cases of inclement weather or unsafe field conditions.
- Fields must not be used where there is risk of injury or damage to property.

4. Field Maintenance

- SVSL/CDSL is responsible for field setup, routine maintenance, and minor repairs.
- Maintenance must avoid damage to RRCA lands and not interfere with other uses.

5. Parking

- SVSL/CDSL will inform teams and tournament organizers of designated parking areas.

6. Alcohol

- Alcohol is prohibited unless a valid liquor licence is obtained; and prior written RRCA approval is granted.
- Licence documentation must be provided to RRCA before the event.

7. Liability & Damages

- SVSL/CDSL will be responsible for any damage resulting from soccer activities promoted by SVSL/CDSL on RRCA soccer fields.
- This includes risks associated with soccer activities (e.g. balls leaving the field)

8. Indemnification

SVSL/CDSL agrees to indemnify and hold harmless RRCA from all claims, damages, or liabilities arising from soccer activities conducted by SVSL/CDSL, including games and sanctioned practices.

9. Insurance

General liability insurance protecting and naming both the SVSL/CDSL and the RRCA with cross liability coverage including bodily injury, property damage, personal injury, tenant’s legal liability, and non-owned automobile liability. Such policies shall be written on a comprehensive basis with coverage for any one occurrence or claim on less than Five Million Dollars (\$5,000,000.00) or such higher limits as the RRCA may reasonably require from time to time.

Raisin Region Conservation Authority (RRCA)

Name: _____
 Title: _____
 Signature: _____
 Date: _____

Seaway Valley Soccer Club (SVSC) / Cornwall District Soccer League (CDSL)

Name: _____
 Title: _____
 Signature: _____
 Date: _____



Raisin Region Conservation Authority

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

To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 21, 2026
Subject: Lakeview Marsh – Endorsement of Proposed Conservation Area Names

RECOMMENDATION:

THAT the Board of Directors endorse the three proposed names for the Conservation Area presently known as Lakeview Marsh and direct staff to undertake a public vote in collaboration with the Township of South Stormont.

BACKGROUND:

The 2025–2028 Raisin Region Conservation Authority (RRCA) Strategic Action Plan directed staff to “complete a business case with location options, timelines, and costing for the creation of a new Conservation Area.” After assessing available locations, the Board directed staff to prepare a business case for establishing a new Conservation Area at the RRCA-owned property known as Lakeview Marsh, which was donated to the RRCA by the Township of South Stormont.

At the March 2026 Board meeting, the Board approved the designation of the properties commonly known as Lakeview Marsh as a Conservation Area under Active Restoration and that a long-term master plan for the Conservation Area be developed following completion of site restoration activities and public consultation. The Board also directed staff to engage with partners regarding property restoration plans and to collaborate on the official naming of the Conservation Area.

DISCUSSION:

Phase 1 of the Conservation Area development is focused on site restoration, engagement, and naming of the site. Since March, staff have advanced discussions with project partners and initiated restoration priorities, including invasive species management, site cleanup, and hydrological assessments.

Staff are recommending the official naming of the Conservation Area be completed in partnership with the property donor, the Township of South Stormont. Staff further recommend conducting a public vote on the preferred name from three options endorsed by the RRCA Board of Directors and the Township of South Stormont Council.

The three recommended naming options are:

- **Lakeview Marsh Conservation Area** – recognizes the Provincially Significant Wetland located on the property.
- **Brownell Marsh Conservation Area** – recognizes Joseph Brownell, the first known owner of the property.
- **Limestone Ridge Conservation Area** – recognizes the site’s historic limestone extraction dating back to the 1700s, where limestone from the quarry was used in wharf, port, bridge, building, and road construction projects from Montreal to Prescott. A narrow-gauge railway known as the Donkey Line once crossed the property, transporting limestone blocks from the quarry to barges along the canal.


Following the public vote and formal endorsement of the selected name, on-site signage will be installed, and a public signage unveiling event will be held in collaboration with the Township later this summer. Funding for the establishment of the new Conservation Area was included in the approved 2026 Budget.

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



Raisin Region Conservation Authority

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

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

To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 21, 2026
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors retroactively approve requesting:

- Up to \$20,000 from the Department of Fisheries and Oceans Canada to classify unrated drains; and
- \$26,000 from the River Institute to support research to improve adoption and effectiveness of agricultural best management practices;

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

BACKGROUND:

To support and enhance the RRCA's programs and services, staff consistently investigate funding and partnership opportunities and submit grant applications when applicable. Funding opportunities may be annual grants typically secured by the RRCA or new funding opportunities. When a funder offers a different funding amount than the RRCA's original request, staff will adjust the workplan accordingly prior to accepting the funding.

Below is a summary of the 2026 grant application requests to date:

- Requested: \$237,124
- Approved: \$124,706
- Pending: \$91,118
- Not approved: \$21,300

DISCUSSION:

The following funding opportunities were identified by staff as a potential source of revenue for RRCA programs and projects:

1. Project Title: Classification of Unrated Drains within the RRCA Jurisdiction

- **Funder:** Department of Fisheries and Oceans Canada (DFO)
- **Request:** up to \$20,000
- **Summary:** Watercourses in Ontario can be designated as Municipal Drains under the *Drainage Act, 1990*. These Municipal Drains are classified into several categories to facilitate the review and approval of drain maintenance activities with respect to fish and fish habitat. DFO is seeking support to classify unrated drains, with prioritization given to upcoming drain maintenance projects.
- **Submission Deadline:** May 29, 2026 (retroactive approval)

2. Project Title: Supporting Research to Improve Adoption and Effectiveness of Agricultural Best Management Practices

- **Funder:** River Institute
- **Request:** \$26,000
- **Summary:** The River Institute is seeking the RRCA's support for research focused on improving the adoption and effectiveness of agricultural best management practices (BMPs). The RRCA's proposed role includes summarizing previous BMP projects, engaging with the local agricultural community, and providing input into the development of decision-making models and tools.
- **Submission Deadline:** n/a (retroactive approval)

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

1.1 Embracing a science-based approach to watershed management and environmental stewardship.

Goal 2: Strong Partnership and Engaged Residents

2.1 Strengthening relationships with community partners.

Goal 3: Financial Stability

3.2: Diversifying our revenue sources.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship