Raisin Region Conservation Authority

Board of Directors Meeting Agenda

October 8, 2026

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

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1.	Chair's remarks	
2.	Call to Order	
3.	Land Acknowledgement	
4.	Approval of Agenda	
5.	Closed Session	
	a) Proposed or pending acquisition or disposition of land by the Authority	
6.	Declaration of Conflict of Interest	
7.	Approval of Minutes	
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8.	New Business	
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	i) RRCA Achievements (Staff presentation)	
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9.	Correspondence:	
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	b) Letter from Minister Todd McCarthy: Approval of Raisin South Nation Source Protection Plan and Associated Assessment Reports	48-49

10. Future Meetings – TBC

11. Adjournment

Lisa Van De Ligt, General Manager / Secretary-Treasurer (A)

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
SEPTEMBER 3, 2026 MEETING
MINUTES
RRCA ADMINISTRATION BUILDING, 18045 County Rd. 2, Cornwall, ON

PRESENT: Jacques Massie, North Glengarry, Chair
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
Adrian Bugelli, North Stormont

STAFF: Lisa Van De Ligt, General Manager / Secretary-Treasurer (A)
Josianne Sabourin, Executive Assistant
Sandy Crites, Finance Officer
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Stewardship and Planning Coordinator
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations

REGRETS: Bryan McGillis, South Stormont
Claude McIntosh, City of Cornwall
Carilyne Hebert, City of Cornwall

ABSENT: Andrew Guindon, South Stormont

GUEST: Sommer Casgrain-Robertson, Project Executive, St. Lawrence River Regional CA
Alison McDonald, Project Executive, Eastern Lake Ontario Regional CA

CALL TO ORDER

Jacques Massie, Chair, called the meeting to order at 9:05 am

APPROVAL OF THE AGENDA

RESOLUTION #70/26: Moved by: Martin Lang
Seconded by: Adrian Bugelli

THAT the agenda be approved, as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

None

APPROVAL OF MINUTES

RESOLUTION #71/26: Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the minutes of July 23, 2026, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

RESOLUTION #72/26: Moved by: Adrian Bugelli
Seconded by: Martin Lang

THAT the minutes of August 13, 2026 E-Poll of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

UPDATE – 2026 COMMITTEE APPOINTMENT

RESOLUTION #73/26: Moved by: Lachlan McDonald
Seconded by: Adrian Bugelli

THAT the Board of Directors approve appointing Lisa Van De Ligt as the RRCA representative on the Source Protection Management Committee and the Conservation Ontario Council, replacing Alison McDonald.

CARRIED

UPDATE – RESERVE POLICY (REVISED)

RESOLUTION #74/26: Moved by: Lachlan McDonald
Seconded by: Adrian Bugelli

THAT the Board of Directors approve the proposed amendments to the Reserve Policy, including Schedule A;

AND FURTER THAT the Board of Directors approve closing the following reserves:

- Long Sault Diversion
- St. Andrew's Dyke
- Working Capital
- River Clean-Up
- Gray's Creek Marina

AND FURTHER THAT the Board of Directors approve reallocating the remaining funds from the Long Sault Diversion Reserve and St. Andrew's Dyke Reserve to the combined Long Sault Diversion and St. Andrew's Dyke Reserve;

AND FURTHER THAT the Board of Directors approve reallocating the remaining funds from the Working Capital Reserve and River Clean-Up Reserve to the General Benefitting Reserve;

AND FURTHER THAT the Board of Directors approve reallocating the remaining funds from Gray's Creek Marina Reserve to the Gray's Creek Reserve.

AND FURTHER THAT the Board of Directors approve closing the Charlottenburgh Park Reserve and reallocating the remaining funds including 2026 surplus to the Gray's Creek Reserve at the end of 2026.

CARRIED

QUARTERLY VARIANCE REPORTS

RESOLUTION #75/26: Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors receive the Quarterly Capital and Operating Variance Reports as of June 30, 2026.

CARRIED

DRAFT 2027 BUDGET

RESOLUTION #76/26: Moved by: Martin Lang
Seconded by: Lachlan McDonald

THAT the Board of Directors approve the 2027 Draft Budget for circulation to member municipalities for review, as presented and,

FURTHER THAT the 2027 Draft Budget be posted on RRCA's website.

CARRIED

UPDATE – CONSULTATION ON PROPOSED GOVERNANCE REGULATIONS FOR REGIONAL CONSERVATION AUTHORITIES AND THE ONTARIO PROVINCIAL CONSERVATION AGENCY

RESOLUTION #77/26: Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors receive the update on ERO proposal #026-0740 regarding "Consultation on Proposed Governance Regulations for Regional Conservation Authorities and the Ontario Provincial Conservation Agency" and provide input and direction to submit comments.

CARRIED

UPDATE – RECORDS MANAGEMENT

RESOLUTION #78/26: Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors receive the records management update.

CARRIED

PHRAGMITES MANAGEMENT AT RRCA CONSERVATION AUTHORITIES

RESOLUTION #79/26: Moved by: Martin Lang
Seconded by: Lachlan McDonald

THAT the Board of Directors approve awarding of the invasive Phragmites management contract to Wagar & Corput Weed Control Inc. to an upset limit of $34,220.00 + HST for herbicide treatment at Cooper Marsh, Gray's Creek, and Limestone Ridge.

CARRIED

2027 TREE PLANTING EXPENDITURES

RESOLUTION #80/26: Moved by: Martin Lang
Seconded by: Lachlan McDonald

THAT the Board of Directors approve the purchase of trees for the RRCA's 2027 forestry and stewardship services to an upset limit of $150,000 plus HST.

CARRIED

UPDATE – LIMESTONE RIDGE CONSERVATION AREA

RESOLUTION #81/26: Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors receive and file an update on the public vote regarding the naming of South Stormont's first conservation area as Limestone Ridge Conservation Area.

CARRIED

UPDATE – REMEDIAL ACTION PLAN PROJECTS

RESOLUTION #82/26: Moved by: Martin Lang
Seconded by: Lachlan McDonald

THAT the Board of Directors receive the Remedial Action Plan projects update.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Oct 8 (proposed), Nov. 5

ADJOURNMENT

RESOLUTION #83/26:

Moved by: Martin Lang
Seconded by: Lachlan McDonald

THAT the Board of Directors meeting of September 3, 2026, be adjourned.

CARRIED

Jacques Massie, Chair	Lisa Van De Ligt General Manager / Secretary-Treasurer (A)

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, General Manager, Secretary Treasurer (A)
Date: October 1, 2026
Subject: Update: Conservation Authority Consolidation and Transition Period

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RECOMMENDATION:

THAT the Board of Directors receive the update on the consolidation of conservation authorities and associated transition period.

BACKGROUND

On February 1, 2027, Ontario's 36 conservation authorities will be consolidated into nine Regional Conservation Authorities. Locally, the Mississippi Valley Conservation Authority (MVCA), Rideau Valley Conservation Authority (RVCA), South Nation Conservation (SNC), and Raisin Region Conservation Authority (RRCA) will be amalgamated to form the new St. Lawrence River Regional Conservation Authority (SLRRCA).

The Ontario Provincial Conservation Agency (OPCA) is coordinating the transition to the Regional Conservation Authorities by February 1. As part of this process, OPCA has appointed a Project Executive (PE) and established a Transition Committee for each Regional Conservation Authority. Each committee consists of two representatives from each existing conservation authority: the General Manager/CAO and one Board member. The PE will chair the Transition Committees, which will work collaboratively to develop a transition plan for implementation by the new Regional Authority.

At the June and July 2026 Board meetings, Andrew Guindon and Lisa Van De Ligt were appointed to represent RRCA on the Transition Committee.

DISCUSSION

Transition Committee

Transition Committee meetings will be taking place monthly from September to January. The Committee for the SLRRCA held it's first meeting on September 11 and reviewed Terms of Reference for the Committee and an overview of the transition process and timeline. The next Committee meeting will take place October 9, 2026.

RRCA Board Membership

Pursuant to the *Conservation Authorities Act,* current Board members will continue to serve on their respective Conservation Authority Boards following the October 2026 municipal elections until their municipalities appoint replacement representatives, regardless of the election results.

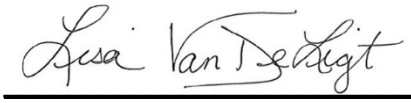
A request will be sent to municipal clerks requesting that current Board members continue to serve on the Board until consolidations in February 2027. Current Board members have been actively involved in transition planning and possess valuable knowledge of Conservation Authority operations, governance, and financial matters. Retaining this experience throughout the transition period will support continuity and informed decision-making.

The attached letter from the Ontario Provincial Conservation Agency, received on September 9, 2026, provides information regarding Conservation Authority governance in light of the upcoming municipal elections.

RRCA Transition Working Group

In March 2026, the Board approved the establishment of a Transition Working Group to help ensure a smooth, legally compliant, efficient, and strategically aligned consolidation process for the RRCA. The Working Group will meet as needed and receive updates, as appropriate, until the new Regional Conservation Authority is established.

As per the Terms of Reference, the Transition Working Group consists of three Board Members including the Chair and Vice Chair and three staff. Lachlan McDonald was appointed as the third Board Member with Martin Lang as the alternate.



Lisa Van De Ligt
General Manager / Secretary, Treasurer (A)

Attachment: Ontario Provincial Conservation Agency letter, September 9, 2026

Ontario

Ontario Provincial Conservation Agency

l'Agence ontarienne de protection de la nature

September 9, 2026

Dear Conservation Authority CAOs and GMs:

We have received several inquiries regarding CA board governance in light of the upcoming municipal election and would like to provide clarification. Specifically, we have heard concerns related to a potential "lame duck" status of municipal council members during the election period and resulting impacts for CA board responsibilities including the approval of 2027 budgets.

These concerns appear to stem from Section 275 of the *Municipal Act, 2001*, which establishes that if less than three quarters of the members of an outgoing council are returning, the outgoing council is restricted from specific actions, including making expenditures or incurring liabilities.

It is important to note that CAs are independent organizations and for that reason, this provision of the Act does not apply to CA's budgets or expenditures. In addition, Section 14(4.2) of the *Conservation Authorities Act* sets out that a municipal council member remains a member until they are replaced. This means that existing board members continue to hold their responsibilities as members of the conservation authority board, including participating in the budget process.

For these reasons, the municipal election this October will not affect the current composition or operation of CA boards. Existing board members will remain in their positions throughout the fall and until consolidation in February 2027.

To be clear, whether a current board member chooses not to seek re-election or is unsuccessful in their re-election, does not affect the CA board prior to consolidation. Current board membership remains unchanged until that time.

We hope this clarification is helpful and addresses any questions that may have arisen. We would also like to take this opportunity to thank you for your ongoing support and collaboration as we continue our transition planning.

Sincerely,

Hassaan Basit
CEO
Ontario Provincial Conservation Agency

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, General Manager, Secretary-Treasurer (A)
Date: September 25, 2026
Subject: Approval: 2027 Budget and Municipal Levy

RECOMMENDATION:

THAT the Board of Directors approve the 2027 Municipal Levy Apportionment Amounts Owed and that participating municipalities be notified of their 2027 levy;

AND FURTHER THAT the 2027 RRCA Budget be adopted and posted on RRCA's website;

AND FURTHER THAT the 2027 RRCA Budget be shared with the RRCA's participating municipalities, Ministry of Environment, Conservation, and Parks, and Ontario Provincial Conservation Agency.

BACKGROUND:

The annual budget is prepared in accordance with *Conservation Authorities Act* Regulations 402/22 (Budget and Apportionment) and 401/22 (Determination of Amounts).

The draft budget was approved on September 3, 2026 for circulation to member municipalities for review. No formal comments have been received to date.

DISCUSSION:

At the October meeting, the Board will vote on the final phases of the budget process include Phase 3 – Approval of Amounts Owed and Phase 4 – Approval of Final Budget.

Staff will send the final 2027 budget presentation for review prior to the meeting.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 3: Financial Stability

- 3.1: Demonstrating financial accountability.

Lisa Van De Ligt
General Manager / Secretary-Treasurer (A)

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: Phil Barnes, Manager of Watershed Management (A)
Date: September 26, 2026
Subject: 2027 RRCA Fee Policy and Fee Schedules

RECOMMENDATION:

THAT the Board of Directors approve the 2027 Fee Schedules, as presented.

BACKGROUND:

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

DISCUSSION:

Staff have prepared updated Fee Schedules for 2027 as follows:

Schedule	Proposed Changes
Schedule 1: Planning Advisory Service	No change
Schedule 2: Conservation Authorities Act Permits	No change
Schedule 3: Technical & Environmental Reviews	No change
Schedule 4: Mapping and Data Services	No change
Schedule 5: Conservation Lands	~3.0% increase
Schedule 6: Gray's Creek Marina	~3.0% increase
Schedule 7: Stewardship Services	~3.0% increase

Planning and Regulations Fees

The 2027 Planning and Regulations Fee Schedules (Schedules 1-4) remain unchanged from the previous year. This schedule complies with the Minister of the Environment, Conservation and Parks' direction issued on March 10, 2026, requiring conservation authorities not to change fees charged for programs and services related to reviewing and commenting on planning and development proposals, land use planning policies, or permits issued under the *Conservation*

Authorities Act. This direction is in effect from March 10, 2026, to February 28, 2027. Accordingly, no increases have been applied to Planning and Regulations fees for 2027.

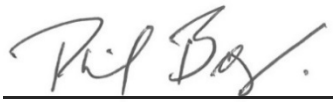
Conservation Lands, Gray's Creek Marina, and Stewardship Services

Fees for Conservation Land, Gray's Creek Marina, and Stewardship Services (Schedules 5-7) are not subject to the Minister's fee freeze and have been increased by approximately 3.0%. The increase reflects the 3.0% Cost of Living Allowance (COLA) incorporated into the 2027 budget and supports alignment between the Authority's fee structure and overall budget planning. Services secured in 2026 for the 2027 calendar year will be subject to the 2027 Fee Schedules.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Financial Stability

3.1: Demonstrating financial accountability



Phil Barnes,
Manager of Watershed Management (A)

RRCA Fee Schedule

Adopted October 8, 2026

Index

Schedule 1: Planning Advisory Services

Schedule 2: Conservation Authorities Act Permits

Schedule 3: Technical & Environmental Reviews

Schedule 4: Mapping and Data Services

Schedule 5: Conservation Lands

Schedule 6: Gray's Creek Marina

Schedule 7: Stewardship Services

Note – This fee schedule complies with the Minister of the Environment, Conservation and Parks' direction issued March 10, 2026 to not change the amount of a fee it charges for programs and services related to reviewing and commenting on planning and development related proposals or land use planning policies or for permits issued by conservation authorities. Effective March 10, 2026 to February 28, 2027.

Schedule 1: Planning Advisory Services

Planning Advisory Service	Fee ($)
Official Plan and Zoning Bylaw Amendments	
Official Plan Amendment, Standard	775
Official Plan Amendment, Major	2,650
Zoning By-Law Amendment	410
Minor Variance Applications	410
Consent to Sever	
Application for Consent Review and Comments	510
Clearance of Conditions	0
Site Plan Control	
Single Family Residential	425
Minor (under 2 ha)	775
Standard (over 2 ha, under 5 ha)	1,135
Major (over 5 ha)	2,520
Revisions/Amendments	50% Surcharge
Plan of Subdivision / Condominium / Part Lot Control	
Less than 2 ha and/or 10 lots on full municipal services	1,385
Under 10 lots and 2 ha on private services	2,750
Over 10 lots and/or 2 ha on private or full municipal services	4,000
Clearance of Conditions	1,900
Draft Plan Revision (alteration to plan or layout)	1,800
Draft Plan Extension (original comments to lapse)	100% of current fee
File re-activation fee (dormant 2 years +)	50% of current fee

Notes for Schedule 1

- All fees are payable at the time the application is made.
- All invoiced fees must be received prior to the release of written comments.
- An application is not deemed ‘complete’ and/or processed until the applicable fees have been received by the RRCA.
- Planning fees are separate from Technical and Environmental Review Fees (Schedule 3) and shall be charged accordingly.
- Fees are charged per application.
- In the event of concurrent or consecutive planning applications (within 6 months) related to the same development activity, one fee (the highest) applies.
- The RRCA reserves the right to charge additional fees where a review requires a substantially greater level of effort or requires additional site visits.

Schedule 2: Conservation Authorities Act Permits

Application Type			Fee ($)
Site Alterations, Fill, Grading			
The addition or removal of material, displacement of material, grading, etc. including septic beds.	Level 1	≤ 100 m³ (0.25 ha)	260
	Level 2	> 100 m³ - 500 m³ (0.25 ha - 0.5 ha)	630
	Level 3	> 500 m³ - 1,000 m³ (0.5 ha - 1 ha)	1,055
	Level 4	> 1,000 m³ - 2,000 m³ (1 ha - 2 ha)	2,035
	Level 5	> 2,000 m³ (> 2 ha)	2,535
Buildings and Structures			
Single residential dwellings, auxiliary buildings, additions, and similar.	Level 1	≤ 20 m²	260
	Level 2	20 m² - 100 m²	630
	Level 3	100 m² - 200 m²	1,055
	Level 4	> 200 m²	2,035
Multi-residential, commercial, industrial, institutional.	Level 5	Anything other than single family residential structures	2,535
Shoreline Work, and Watercourse Vegetation and Debris Clean-out			
Shoreline alterations, erosion protection, channelization, new or modified watercourses, and similar.	Level 1	≤ 15 m	260
	Level 2	> 15 m - 50 m	630
	Level 3	> 50 m - 500 m	1,055
	Level 4	> 500 m - 1,000 m	2,035
	Level 5	> 1,000 m	2,535
Municipal Drain Maintenance			85
Non-municipal Drain/ Watercourse Clean-out			630
Water Crossings			
Private, Culvert/bridge	Level 1	Private Replacement ≤ 30 m	260
	Level 2	Private Replacement > 30 m	630
	Level 2	Private New Entrance	630
Infrastructure, Culvert/bridge	Level 1	Replacement (like for like, size, and location) ≤ 30 m and ≤ 1 m dia.; Resurfacing	260
	Level 2	Replacement (different size and location) or new ≤ 1 m dia.; Superstructure or abutment works	630
	Level 3	> 1 m dia.- 2 m dia.	1,055
	Level 4	> 2 m dia.	2,035
	Level 5	New Bridge	2,535
Directional Drilling	Level 1	Channel width ≤ 3 m	260
	Level 2	Channel width > 3 m	630
Water Utility Crossing (open cut)	Level 3	Channel width ≤ 3 m	1,055
	Level 4	Channel width > 3 m - 10 m	2,035
	Level 5	Channel width > 10 m	2,535

Docks (pile driven, floating or cantilever docks are not enforced)			
Crib Docks	Level 3	All Crib Construction	1,055
Wetland			
Development and/or interference within or adjacent to a wetland.	Level 1	Minor Review	260
	Level 2	Area affected ≤ 0.5 ha	630
	Level 3	Area affected > 0.5 ha - 1.0 ha	1,055
	Level 4	Area affected > 1.0 ha - 2.0 ha	2,035
	Level 5	Area affected > 2.0 ha	2,535
Other Fees			
Modifications or revisions – amended or resubmitted after approval			50% surcharge
Applying for a permit after the project has started (retroactive permit)			50% surcharge
Reactivation of applications left dormant for one year			50% surcharge
Section 28 Development Review Hearing			260
Screening fee, Letter of advice			85
Property Inquiries			
Desktop, No Site Visit			260
With Site Visit			510

Notes for Schedule 2

1. All fees are payable at the time the application is made.
2. All invoiced fees must be received prior to the release of written comments.
3. An application is not deemed ‘complete’ and/or processed until the applicable fees have been received by the RRCA.
4. Where multiple application types are proposed in one application, the RRCA reserves the right to determine the fee based on each individual project proposal.
5. Acceptance of an application as complete does not imply permission will be granted. Permission will be forthcoming only if submissions address statutory requirements and conform to approved RRCA policies in effect at the time an application is made or where allowances are granted by the Authority’s Executive Committee or RRCA Board.
6. Permit Fees are separate from Planning Fees (Schedule 1), and Technical Review Fees (Schedule 3) and shall be charged accordingly.
7. A property inquiry fee may be deducted from a permit application fee should a complete permit application be received within one calendar year.

Schedule 3: Technical & Environmental Reviews

Report Review	Description	Fee ($)
Floodplain, geotechnical, hydrologic, environmental impact studies, stormwater management, grading and drainage, aquatic and fish habitat, groundwater and terrain analysis, private servicing, etc.	Small-scale development. Area affected is ≤ 15 m² or linear extent ≤ 10 m.	435
	Development area ≤ 0.5 ha	650
	Development area > 0.5 ha - 2.0 ha	1,380
	Development area > 2.0 ha - 5.0 ha	2,290
	Development area > 5.0 ha	2,945
Major Projects	Projects with a high level of environmental concern that require the Authority to attend meetings and respond to inquiries and concerns.	Hourly Rate
Revisions		50% Surcharge
Aggregate Resources Act	Application Review	3,995
Clean Water Act	Section 59 Review / Clearance Notice	85
Clean Water Act	Risk Management Plan, Minor (3 or fewer activities)	650
Clean Water Act	Risk Management Plan, Major (4 or more activities)	1,380

Schedule 4: Mapping and Data Services

General Services	Description	Fee ($)
Paper and Digital Maps	Full Sheet (digital or hard copy)	$35.00 + Admin. Fee
	Up to 11x17 photocopy or scan	Admin. Fee
	Administrative Fee	$65.00
Other Maps	Customized	$100.00 /hr.
Documents and Reports	Photocopying / Scanning ≤ 50 pages	$0.65 /pg.
	Photocopying / Scanning > 50 pages	$0.60 /pg. + Admin. Fee
Staff Time	Assistant Rate	$75.00 /hr.
	Technical Rate	$95.00 /hr.
	Specialist Rate	$110.00 /hr.
	Professional Rate	$120.00 /hr.
	Management Rate	$140.00 /hr.

Schedule 5: Conservation Lands

Gazebo Rental	Description	Fee ($)
Gray's Creek Conservation Area Cooper Marsh Conservation Area	Picnics (family, group/company) and weddings	62
Hunting Permit	**Description**	**Fee ($)**
Roxborough Forest	Residents of RRCA Member Municipalities	103
	Other Ontario Residents	155
	Out of Province Residents	206

Notes for Schedule 5

- Rental at Gray's Creek Conservation Area does not include play structure and the soccer field area.

Schedule 6: Gray's Creek Marina

Seasonal Dock Rental	May to October	Fee ($)
17' and under		787.90
Over 17' to 20'		883.50
Over 20'		1110.75
Cancellation Fee	Before June 30	77
	June 30 to July 31	128
	No refunds after July 31	
Transient Dock Rental	**May to October**	**Fee ($)**
Daily		28.65
Weekly		142.10
Monthly		356.70
Marina Services		**Fee ($)**
Daily Launch		16.50
Seasonal Launch		165
Storage (Boat Trailers)	During marina season only (monthly rate)	31.00

Notes for Schedule 6

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

Schedule 7: Stewardship Services

Tree planting services		Fee ($)
Tree planting and tending		Contractor Rate
Tree Seedlings		Nursery Rate
Mowing		$465/ha + mileage
RRCA Project Coordination (Administration, site visit, tree transportation, cold storage, etc.)		$1,440/project + mileage
Over the Counter Trees		**Fee ($)**
Trees and shrubs		Nursery rate + overhead (30%)
Planting aids		Supplier + overhead (30%)
Handling fee		$21/order

Notes for Schedule 7

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

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: September 10, 2026
Subject: Update: RRCA Purchasing Policy

RECOMMENDATION:

That the Board of Directors approve the revised RRCA Purchasing Policy, as presented.

BACKGROUND

The current Purchasing Policy was last revised in 2018 and staff are proposing updates to purchasing authority limits to reflect increases in procurement costs and evolving operational requirements. Revising these limits will help ensure purchasing authorities align with the practices and thresholds adopted by other eastern Ontario conservation authorities.

DISCUSSION

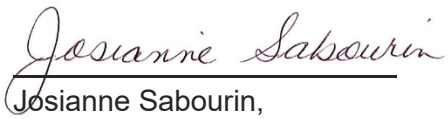
Attached is the revised Purchasing Policy, which incorporates updated purchasing limits similar with those currently in place at the Mississippi Valley Conservation Authority (MVCA) and Rideau Valley Conservation Authority (RVCA).

The proposed revisions are intended to establish consistency across the participating authorities and to facilitate operational continuity throughout the transition and consolidation process. The table below summarizes the proposed changes to purchasing approval limits, including the establishment of a separate approval authority for the Executive Assistant position to reflect its higher purchasing responsibilities.

Authorized Buyers	Approval Limit	Previous Approval Limit
Board of Directors	Over $100,000	Over $10,000
General Manager / Secretary-Treasurer	Up to $50,000 (not budgeted); Up to $100,000 (budgeted)	Up to $10,000
Department Managers/ Leads and Finance Officer	Up to $5,000 (not budgeted); Up to $10,000 (budgeted)	Up to $3,000
Executive Assistant	Up to $1,000	Up to $200
General Staff	Up to $500	Up to $200

RELATIONSHIP TO STRATEGIC PLAN:

Goal 3: Financial Stability
3.1 Demonstrating financial accountability



Josianne Sabourin,
Executive Assistant

Attachment: RRCA Purchasing Policy (Revised)

Raisin Region
Conservation Authority

Draft Purchasing Policy

Rev. 5: October 8, 2026

Revision #	Effective Date	RRCA Board of Directors Resolution No.
Original	November 17, 1983	N/A
1	May 10, 1988	58/88
2	May 14, 1992	80/92
3	May 21, 2015	41/15
4	June 21, 2018	52/18
5	October 8, 2026	

General

When buying goods and services, staff are to produce the required quality and quantity of goods and services at the most favorable costs to the Authority within the financial controls outlined in this Policy.

Purchasing Limits / Authorized Buyers

Limits for all purchase approvals are as follows:

Authorized Buyers	Purchasing Limits*
Board of Directors	~~Over $10,000~~ Over $100,000
General Manager	~~Up to $10,000~~ Up to $50,000 (not budgeted), up to $100,000 (budgeted)
~~Program Managers~~ Program Managers and Finance Officer	~~Up to $3,000~~ Up to $5,000 (not budgeted), up to $10,000 (budgeted)
New: Executive Assistant	$1,000
All other regular staff	Up to $500
~~All other contract staff *~~	~~Up to $200~~

*Dollar amounts are the total cost before taxes.

Purchasing Limits and Authorizations Required

When three quotations are not available and/or the lowest bid was not selected, the reasons must be documented.

Competitive procurement may be waived where only one supplier exists, compatibility with existing systems is required, professional services are needed, utilities are being procured, no compliant bids were received, or emergency circumstances exist. Non-competitive purchases exceeding $50,000 shall be reported to the Board.

Purchases up to ~~$500~~ $1,000

- No quotations required
- Approval of the appropriate Authorized Buyer is required

Purchases between ~~$500 and $3,000~~ $1,000 and $10,000

- Three quotes are required
- Approval of the appropriate Program Manager and Finance Officer is required up to $5,000 (not budgeted) and up to $10,000 (budgeted)
- Approval of the General Manager is required if the expenditure is over $5,000 and was not included in the approved annual RRCA budget

Purchases between $10,000 and ~~$50,000~~ $100,000

- Three written quotes are required
- Approval of the General Manager is required up to $50,000 (not budgeted) and up to $100,000 (budgeted)
- Board approval is required if the expenditure is over $50,000 and was not included in the approved annual RRCA budget

Purchases over ~~$50,000~~ $100,000

- Goods and services exceeding $100,000 will be obtained by a formal bid process (Public Tender, Request for Proposal, Prequalification, or other means acceptable to the Board of Directors) unless the Board of Directors direct otherwise
- Approval of the Board of Directors is required for awarding the contract to the successful bidder

Disposal of Surplus Goods

The General Manager or his or her delegate has the authority to sell, exchange, or otherwise dispose of goods declared as surplus that is estimated less than $10,000, except for real property, and where it is cost effective and in the best interest of the RRCA to do so.

Items or groups of items may:

- Be offered to other public agencies
- Be sold by external advertisement, formal request, auction or public sale
- Be advertised internally to employees for sale with sealed bids to be received with award to the highest bidder
- Obsolete or surplus goods may be sold or traded to the original supplier or others in that line of business where it is determined that a higher net return will be obtained
- A reserve price may be established where it is deemed appropriate
- Individual goods estimated to be $10,000 or more will be brought to the Board of Directors for their approval before disposing of them

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: Vincent Pilon, Communications Specialist
Date: September 29, 2026
Subject: Draft Agreement Between RRCA and Glengarry County Archives

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RECOMMENDATION:

THAT the Board of Directors approve entering into an agreement with the Glengarry County Archives to transfer archival RRCA records into the custody of the Archives.

BACKGROUND

As part of ongoing efforts to improve organizational efficiency and records management, staff undertook a reorganization of RRCA records and files.

Concurrently, an opportunity emerged to partner with the Glengarry County Archives to preserve records of historical and corporate significance. Such a partnership would support the long-term preservation and accessibility of RRCA's archival materials through professional archival practices.

County Archivist Allan MacDonald presented information on this opportunity to the Board of Directors at its June 4, 2026, meeting.

At its September 3, 2026, meeting, the Board received a draft list of records recommended for transfer to the Archives for consideration and feedback.

Following the Board's consideration of the proposed records, staff have prepared a draft agreement with the Glengarry County Archives for the Board's approval.

DISCUSSION

Staff recommend that the Board approve entering into an agreement with the Glengarry County Archives. The agreement would support the long-term preservation and accessibility of RRCA's historical records while contributing to efficient and effective records management practices.

A copy of the draft agreement is attached to this report for the Board's consideration. The proposed agreement identifies the RRCA records recommended for transfer to the Archives and establishes the terms governing their transfer and custody.

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

Attachment: Draft agreement between the RRCA and Glengarry County Archives

AGREEMENT

THIS AGREEMENT dated the DAY OF 2026.

BETWEEN:

Raisin Region Conservation Authority
(hereinafter called the "Authority")

OF THE FIRST PART

- and -

The Glengarry County Archives,
as represented by the County Archivist,
(hereinafter called the "Archives")

OF THE SECOND PART

WHEREAS the Authority is the owner of a certain Collection of corporate records and desires to give the said Collection to the Archives.

AND WHEREAS the object of the Archives is to acquire by gift or in any other manner material belonging to or having a bearing on the history of Glengarry County.

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained and for other good and valuable consideration the receipt and sufficiency of which is acknowledged by each of the parties hereto, the parties covenant and agree each with the other as follows:

ARTICLE ONE

INTERPRETATION

1.01 Specific Definitions - Whenever used in this Agreement, unless there is something in the subject matter or context inconsistent therewith, the following words and terms shall have the respective meanings ascribed to them as follows:

(a) Agreement - "Agreement" means this agreement entitled "Agreement" and all instruments supplemental hereto or in amendment or confirmation thereof;

(b) Archivist - "Archivist" means the County Archivist;

(c) Collection - "Collection" means the Raisin Region Conservation Authority Collection, as described in Schedule A;

ARTICLE TWO

COLLECTION

2.01 Physical Property Warranty – The Authority represents and warrants that it has exclusive title to the Collection, that the Collection is free from any encumbrances.

2.02 Physical Transfer – The Authority shall make all arrangements for the physical transfer of the Collection including packaging and transport.

ARTICLE THREE

OBLIGATIONS OF THE ARCHIVES

3.01 Preservation, Selection and Maintenance - The Archives shall select, preserve and maintain the records in accordance with archival practice.

ARTICLE FOUR

RESTRICTIONS ON ACCESS AND USE

4.01 Restricted Material – All Collection records shall be subject to the Ontario Municipal Freedom of Information and Protection of Privacy Act. Requests for access will be administered by the Archives.

4.02 Access of Archivist - The Archivist shall have access to the Restricted Material for the purpose of arranging, describing, and storing such material in accordance with archival procedure.

ARTICLE FIVE

COPYRIGHT AND OWNER'S NAME

5.01 Copyright Transferred – The Authority acknowledges and agrees that insofar as the Authority owns copyright in the materials comprising the Collection, such copyright is transferred to the Archives.

5.02 Intellectual Property Warranty - The Authority represents and warrants that to the best of its knowledge, it has exclusive title to the Intellectual Property Rights in the Collection subject to the Intellectual Property Rights of third parties that may exist in segments that are contained within the Collection.

ARTICLE SIX

GENERAL

6.01 Counterparts - This Agreement may be executed in counterparts, and each counterpart when so executed and delivered shall be deemed original.

6.02 No Joint Venture - This Agreement does not create an employment, agency, partnership, or joint venture relationship between the Authority and the Archives. The Archives shall have no authority to assume or create any obligation whatsoever, express or implied, in the name of the Authority, nor to bind the Authority in any manner whatsoever. The Archives shall have no authority to enter into any contract of sale, service, employment or otherwise on behalf of the Authority.

6.03 Notice - All written notices, consents and approvals (hereinafter in this section called a "Notice") permitted or required to be given hereunder shall be deemed to be sufficiently and duly given and delivered personally, in the case of the Authority, to its authorized representative and in the case of the Archives to the County Archivist or, in the case of either party, sent in a prepaid registered letter deposited in a post office in Canada or transmitted by facsimile or other form of recorded communication tested prior to transmission, if the Authority is addressed as follows:

Raisin Region Conservation Authority
18045 Cty Rd 2, Box 429, Cornwall, Ontario
K6H 5T2

and if the Archives is addressed as follows:

Glengarry County Archives
28 Kenyon St. E.
Alexandria, Ontario Box 69
K0C 1A0
Attention: County Archivist

Any notice so given or made shall be deemed to have been given or made and received on the date of delivery or on the third business day following the date of mailing of the same or on the day of transmission by facsimile or other form of recorded communication service of the same, as the case may be. Either party from time to time by notice in writing given pursuant to the terms hereof may change its address for the purpose of this Agreement. In the event of actual or threatened disruption of postal service, notice shall be delivered or sent by facsimile or other form of recorded communication.

6.04 Further Assurances - The parties agree to do or cause to be done all acts or things necessary to implement and carry into effect this agreement to its full extent.

6.05 Successors and Assigns - This Agreement shall enure to the benefit of and be binding upon the Archives and the Authority and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties have duly executed and delivered this agreement as of the date first written above.

Glengarry County Archives

_____
Name: Allan MacDonald
Title: County Archivist

Raisin Region Conservation Authority

_____
Name: Lisa Van De Ligt
Title: General Manager / Secretary Treasurer (A)
I have authority to bind the Corporation

Schedule A – RRCA Records Transfer List

- RRCA Annual Reports
- Authority Board Meeting Agendas, Minutes, and Resolutions
- Source Protection Authority Meeting Agendas, Minutes, and Resolutions
- Orders-in-Council and Articles of Incorporation
- Corporate/Strategic Plans
- Financial Audited Statements
- Media Releases
- Drinking Water Source Protection (DWSP) Source Protection Plan
- DWSP Public Reports
- Watershed Management/Stewardship Reports
- Corporate Audio/Visual Records
- Miscellaneous (i.e., Other records deemed to be appropriate for transfer by both the Archives and RRCA General Manager)

Raisin Region Conservation Authority
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To: Board of Directors
From: Scott Braithwaite, Stewardship and Planning Coordinator
Brendan Jacobs, Stewardship Specialist
Date: September 16, 2026
Subject: St. Lawrence River Remedial Action Plan Strategies

RECOMMENDATION:

THAT the Board of Directors support the guiding principles and priority goals of the Watershed Health Strategy and Coastal Wetlands Action Plan, developed under the St. Lawrence River Remedial Action Plan.

BACKGROUND:

The St. Lawrence River at Cornwall was designated an Area of Concern (AOC) in 1987 by the International Joint Commission, under the Great Lakes Water Quality Agreement between Canada and the United States which included the development of a Remedial Action Plan (RAP). A RAP is a required cleanup plan for all designated AOCs in the Great Lakes / St. Lawrence River. These plans focus on restoring Beneficial Use Impairments (BUIs) that resulted from historic human activity. The RRCA is part of the coordinated efforts with government, Indigenous community, and industry partners to address identified environmental challenges through the RAP.

The RRCA currently has active agreements with the Canada Water Agency (CWA) and the Ontario Ministry of Environment, Conservation, and Parks (MECP) to carry out three RAP projects. As part of the current deliverables, the RRCA was tasked with the development of two plans: the Watershed Health Strategy, and Coastal Wetlands Action Plan.

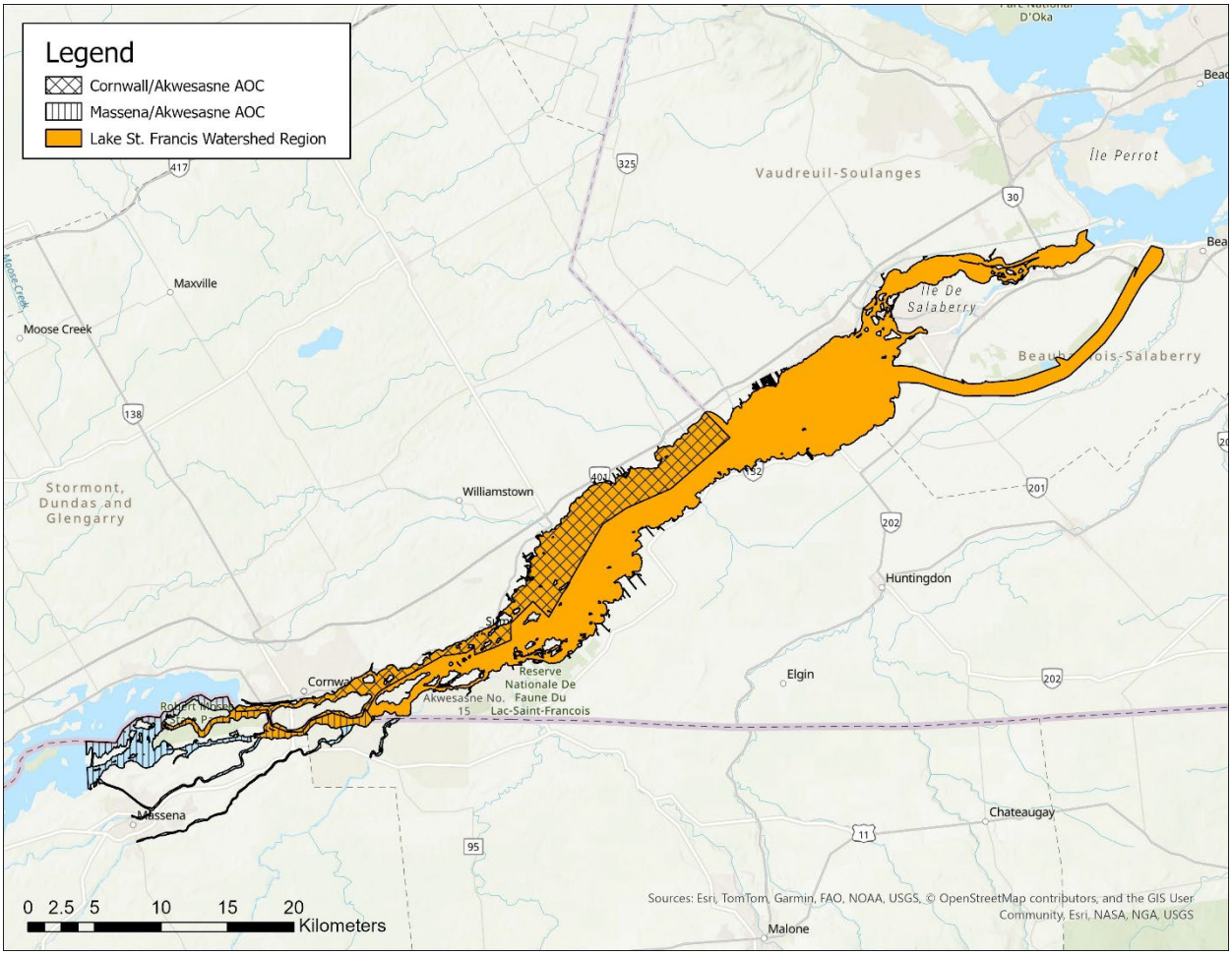
The Watershed Health Strategy and Coastal Wetlands Action Plan are intended to build upon the work completed through the RAP and provide a framework for continued regional action following the completion of the RAP and delisting of the AOC. Staff are seeking the Board's endorsement of the draft guiding principles and priority goals for each plan to provide guidance to staff and project partners as the documents are finalized.

The plans are not intended to establish new RRCA programs or financial commitments. Rather, they provide a regional framework that can be used by RRCA and other partners to guide future collaboration and support funding applications for projects that contribute to improved watershed health and wetland protection.

DISCUSSION:

The draft Watershed Health Strategy and Coastal Wetlands Action Plan are being drafted through consultation with government agencies, Mohawk Council of Akwesasne, the St. Lawrence River Institute of Environmental Sciences, and other regional partners. The priority goals identified in each draft plan reflect issues that have been documented through the RAP process and incorporate recognized Best Management Practices (BMPs) for watershed and wetland management. The goals outlined below do not represent RRCA-specific responsibilities or commitments, but rather shared regional priorities that can be advanced by any organization with a role in watershed health or coastal wetland protection.

Both draft plans apply to the reach of the St. Lawrence River between the Moses-Saunders Power Dam upstream and the Beauharnois Hydropower Generating Station downstream, and its contributing watersheds. This focus area is referred to as the Lake St. Francis watershed region within the plans.



Watershed Health Strategy

The Watershed Health Strategy adopts a broad watershed-based approach that aims to address the underlying factors that influence nutrient conditions and overall water quality within the Lake St. Francis watershed region. As a guiding principle, the Strategy identifies a set of targets that represent the desired conditions for a healthy and resilient watershed. The targets provide measurable benchmarks that can be used to track watershed condition over time. The draft watershed health targets include the following:

Total Phosphorus
The mean annual Total Phosphorus (TP) concentration in the Lake St. Francis watershed region should not exceed 0.02 mg/L in waters between the two-meter nearshore contour and the open channel.
The mean annual Total Phosphorus (TP) concentrations at the mouth/nearshore areas of Lake St. Francis watershed region tributaries should not exceed 0.03 mg/L.
Benthic Community
The Hilsenhoff Biotic Index (HBI) at the mouth/nearshore areas of Lake St. Francis tributaries should not exceed 5.00.

Additional watershed health targets are currently in development through consultation with the RAP Water Quality Working Group and Akwesasne Biocultural Working Group.

To support achievement of these desired conditions, the RAP partners identified the following draft priority goals:

Knowledge and Data Gaps
Address identified knowledge and data gaps through monitoring, analysis, data acquisition, and community discussions
Watershed Health Best Management Practices
Increase opportunities for agricultural operations to access the knowledge required to make informed decisions regarding agricultural BMPs, leading to increased uptake in the Lake St. Francis watershed region
Increase community knowledge and learning opportunities of Biocultural practices and activities, leading to increased uptake of Biocultural practices in the Lake St. Francis watershed region
Increase opportunities for community members to access the knowledge required to make informed decisions regarding natural heritage BMPs, leading to increased implementation and resiliency in the Lake St. Francis watershed region

Increase collaboration with community partners to implement Best Management Practices in the Lake St. Francis watershed region
Infrastructure
Increase septic system and well functionality and integrity in the Lake St. Francis watershed region, leading to reduced point sources of nutrient contamination
Reduce combined sewer overflow nutrient inputs into the Lake St. Francis watershed region
Reduce stormwater runoff from hardened surfaces through the implementation of green infrastructure BMPs
Land Acquisition
Continue land securement of ecologically significant properties by government and environmental non-profit organizations to protect and preserve watershed health
Regional Collaboration
Improved inter-jurisdictional communication, relationships, coordination, and resource sharing within the Lake St. Francis watershed region
Identify Lake St. Francis watershed region-specific and other regional priorities that tie into the goals/objectives of the St. Lawrence River Strategy Collective and the Watershed Health Strategy

Coastal Wetlands Action Plan

This Plan provides a long-term vision for the preservation and restoration of coastal wetlands within the Lake St. Francis watershed region. The guiding principle of the Coastal Wetlands Action Plan is to protect the number, form, and function of coastal wetlands, with an overarching goal of “no net loss” of coastal wetland area or cultural and ecological value.

The RAP partners identifies the following draft priority goals to support this principle:

Knowledge and Data Gaps
Address knowledge and data gaps through monitoring, analysis, data acquisition, and community discussions
Maintain an up-to-date understanding of wetland boundaries and ecological condition
Strengthen the incorporation of Indigenous knowledge, perspectives, and cultural values into the understanding and stewardship of coastal wetlands
Wetland Restoration
Restore and enhance the ecological function of degraded coastal wetlands within the Lake St. Francis watershed region

Increase the habitat diversity, connectivity, and resilience of coastal wetlands within the Lake St. Francis watershed region
Wetland Regulation
Continue to protect coastal wetlands through land-use planning and regulatory approaches which maintain their form, function and value
Wetland Education
Increase public awareness and understanding of the ecological and cultural value of coastal wetlands
Increase private landowner awareness and participation in the protection and stewardship of coastal wetlands
Land Securement
Continue land securement of ecologically significant properties by government and environmental non-profit organizations to protect and preserve coastal wetlands

Implementation of the actions identified in the plans would be subject to funding availability and partner participation. Potential funding sources may include programs such as the Great Lakes Local Action Fund, Great Lakes Freshwater Ecosystem Initiative, ALUS, Nature Smart Climate Readiness Program, Wetland Conservation Partner Program, and other funding programs.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation and Healthy Living

1.1. Embracing a science-based approach to watershed management and environmental stewardship.
1.2. Protecting from flooding and erosion hazards.
1.3. Connecting people with nature through positive outdoor experiences.

Goal 2: Strong Partnerships and Engaged Residents

2.1. Strengthening relationships with community partners.

Scott Braithwaite

Scott Braithwaite
Stewardship and Planning Coordinator

Brendan Jacobs
Stewardship Specialist

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: Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: September 24, 2026
Subject: Update: Conservation Areas

RECOMMENDATION:

THAT the Board of Directors receive the Conservation Areas update.

BACKGROUND:

The RRCA owns and manages three Conservation Areas which enable residents and visitors to step into nature through various amenities such as park and picnic areas, wildlife viewing blinds and platforms, a marina, campground, interpretive centre, and trails.

DISCUSSION:

Below is an update on the RRCA's three Conservation Areas:

Gray's Creek Conservation Area

- 2026 visitation (to September 29): 97,500 visitors (2025 total: 128,500)
- The Marina closed for the season on September 27, 2026
- Marina operations were supported by a full-time office staff member and two part-time summer staff
- Hazardous tree removal throughout the trail network is planned for fall
- The Cornwall District Soccer League and Seaway Valley Soccer Club seasons have now concluded
- "No parking" signs were installed along the Gray's Creek roadway to improve traffic management
- Staff are exploring funding opportunities to support future dock repairs and marina infrastructure improvements
- Facility enhancements were completed, including replacement of the washroom access stairs and upgrades to the marina building

Cooper Marsh Conservation Area

- 2026 Visitation (up to September 29): 41,000 (2025 total: 42,500)
- One summer staff (i.e. Nature Interpreter) recruited
- Visitors Centre closed for the season on August 28, 2026
- Lower viewing deck improvements are planned, including installation of interlocking brick

Charlottenburgh Park

- 2026 visitation (to September 29): 28,000 visitors (2025 total: 29,000)
- Eleven seasonal staff were recruited to support park operations
- The park is scheduled to close for the season on October 13, 2026
- Preparations continue for the transition of park operations to the St. Lawrence Parks Commission (SLPC)
    - RRCA and SLPC staff have participated in several coordination meetings to support a smooth operational transition
    - Communications have been provided to seasonal campers regarding future park operations under SLPC management
    - RRCA and SLPC co-hosted a camper appreciation barbecue
    - RRCA staff met with SLPC Information Technology and Maintenance staff to review park infrastructure, systems, and operational requirements
- The final transfer of Charlottenburgh Park operations to the SLPC is scheduled for November 15, 2026

RRCA was successful in receiving Canada Summer Jobs funding for all above mentioned summer student positions and also included two Conservation Lands Technicians, Office Assistant, and two Invasive Species Technicians in partnership with the Ontario Federation of Anglers and Hunters.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

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

Goal 2: Strong Partnerships & Engaged Residents

- 2.2: Embracing meaningful community engagement.

Pete Sabourin,
Team Lead, Field Operations

Lisa Van De Ligt,
General Manager / Secretary-Treasurer (A)

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: Laura Grant, Project Manager
Claudia Munafo, Public Information Coordinator
Date: September 24, 2026
Subject: Update: Limestone Ridge Conservation Area

RECOMMENDATION:

THAT the Board of Directors receive the update regarding the restoration activities at Limestone Ridge Conservation Area.

BACKGROUND:

At the March 2026 Board meeting, the Board approved designating Limestone Ridge Conservation Area 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.

Over the past decade, staff and community members have observed a decline in biodiversity at the property. This decline appears to be linked to the spread of invasive species, as well as alterations to site hydrology. As a result, significant ecological restoration is required as part of the property's early development.

Restoration work at the property is currently underway. Currently funded by the Wetlands Conservation Partner Program (WCPP), the RRCA is conducting invasive species management, specifically targeting invasive Phragmites and common buckthorn. The hydrology assessment for the site began in spring 2026 including a review of background information, historical photos, mapping, and monthly water level measurements. Below is a summary of staff progress to date.

DISCUSSION:

Hydrology Assessment

The construction of the St. Lawrence Seaway in the 1950s altered much of the land in the region and resulted in increased industrial activity in the vicinity of the Site. The topography across the Site generally slopes from south to north towards the South Branch of the Raisin River.

The Lakeview Marsh Provincially Significant Wetland (PSW) is in the central portion of the property. It appears that the construction of the railway berms provided physical constraints to

hold water on this low-lying land, resulting in the development of the marsh over time. The east and west portions of the marsh are connected by a culvert crossing the former spur line. A second culvert is located at the north boundary of the marsh, which crosses the active CN railway, with flow continuing north through the adjacent property before discharging into the South Branch of the Raisin River west of Richmond Drive.

The water levels in the marsh appear to be influenced by seasonal variability with lower levels observed during the drier summer months. Historical photos between 1929 and present day were observed to assess site conditions. The amount of open water in the marsh varied slightly in the photos that were analysed with the most open water visible between May 2006 and November 2012. Photos show the presence of beavers at the north culvert between 2006 and 2009, which may have increased water levels during that time. It's possible that the absence of beavers in recent years is connected to the appearance of less open water in the marsh.

Invasive Species Management

In addition to the change in hydrology impacting wetland habitat at Limestone Ridge, the growing presence of invasive species has had negative impacts on the site, resulting in a loss of biodiversity and habitat quality. Funded by the WCPP, the RRCA conducted an invasive species inventory, with a specific focus on common buckthorn and invasive *Phragmites* to inform management efforts to restore the area. Thirteen aces of buckthorn and 6.5 acres of Invasive phragmites will be managed at the property this fall.

Next Steps

Since *Phragmites* requires high water uptake due to high metabolic rates, monoculture stands can lower water levels since water is transpired at a faster rate compared to native vegetation. A decline in the *Phragmites* density and spatial distribution should result in changes to the water cycle on-site, resulting in more stable water levels in the marsh. Staff will continue monitoring water levels and invasive Phragmites populations and will continue to seek funding opportunities to continue restoration work at the site.

RELATIONSHIP TO THE 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.

L Grant

Laura Grant, P.Geo.,
Project Manager

Claudia Munafo

Claudia Munafo,
Public Information Coordinator

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, General Manager/Secretary-Treasurer (A)
Date: September 30, 2026
Subject: Recognition for Years of Service: Phil Barnes, Sandy Crites, Josianne Sabourin

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RECOMMENDATION:

That the Raisin Region Conservation Authority Board of Directors congratulate Phil Barnes, Sandy Crites, and Josianne Sabourin for their years of service at the RRCA.

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20 Years

Phil Barnes

Phil joined the RRCA in 2006 and has supported the RRCA in a wide range of capacities, contributing to engineering, watershed planning, regulatory review, Canoe Race coordinator, and IT support. He is known for his ability to navigate complex processes with practical, client-focused solutions and often provides office morale boosts.

As a licensed Professional Engineer, Phil is committed to high standards of integrity, thoughtfulness, and excellence in his work. His contributions include mentoring junior staff and co-op students, supporting colleagues across disciplines, and helping raise the profile of the RRCA within the local community.

20 Years

Sandy Crites

As a graduate of Computer Programming, Sandy held several positions across different sectors before finding her long-term home at the RRCA. Since joining the RRCA in 2007 as an Accounting Assistant, Sandy has progressed to the role of Finance Officer, where she is responsible for the Authority's financial management and reporting functions.

Over the years, she has developed extensive knowledge of the organization and its operations. While finance has been her primary focus, Sandy has also gained valuable field experience through her involvement in the Provincial Groundwater Monitoring Program (PGMN), demonstrating her versatility and commitment to supporting the Authority wherever needed.

30 Year

Josianne Sabourin

Josianne joined the RRCA in 1997 as a part-time Secretary. The role quickly turned into a full-time position following the significant demands created by the 1998 Ice Storm.

Over her nearly three decades with the Authority, Josianne has contributed to a wide range of programs and operations. Her responsibilities have included monitoring the Garry River dam system, coordinating the Raisin River Canoe Race, and, since 2018, managing Charlottenburgh Park and Gray's Creek Marina. In these roles, she has also played an important part in mentoring seasonal staff and students. More recently, Josianne has assumed increased responsibilities in Human Resources and has been instrumental in enhancing and updating the Authority's Health and Safety program.

A former Board member once described Josianne as a "do-ologist," a fitting reflection of her willingness to take on new challenges and support the organization wherever needed. She is recognized for her strong work ethic, commitment to exceptional customer service, and dedication to assisting both colleagues and the communities served by the RRCA.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

- 4.2: Empowering our team and fostering a culture of excellence, inclusion, and professionalism.
  c) Introduce an annual Board–staff session to celebrate wins and encourage collaboration.

Lisa Van De Ligt,
General Manager / Secretary-Treasurer (A)

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, General Manager/Secretary-Treasurer (A)
Date: September 30, 2026
Subject: Recognition of the RRCA Board of Directors

RECOMMENDATION:

THAT the Raisin Region Conservation Authority thank and formally recognize the current Board of Directors for their years of dedicated service, leadership, and commitment to the Authority, its staff, member municipalities, and the watershed communities it serves.

BACKGROUND

The purpose of this report is to formally recognize and express appreciation for the dedication, leadership, and service of the Raisin Region Conservation Authority (RRCA) Board of Directors, both past and present, as the Authority transitions to a new regional governance structure under the ongoing consolidation of conservation authorities.

DISCUSSION

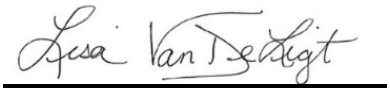
Since its establishment in 1963, the Raisin Region Conservation Authority (RRCA) has benefited from the leadership and guidance of dedicated municipal representatives serving on its Board of Directors. Board Members have played a vital governance role in setting strategic direction, ensuring accountability, and supporting the programs and services that have contributed to the health and sustainability of the watershed and its communities.

Through periods of regulatory change, environmental challenges, and organizational growth, the Board has provided steady leadership and served as a strong advocate for the Authority. Board Members have also been valued supporters of RRCA staff, providing guidance, insight, and encouragement that have helped the organization achieve its goals and deliver meaningful benefits across the jurisdiction.

As the RRCA prepares to close this chapter of its governance history, staff thank all the individuals who have served on its Board of Directors. Their dedication, leadership, and commitment have been instrumental in the Authority's success.

Below are the years of service for the members currently serving on the Board:

Board Member	Municipality	Years of Service
Jacques Massie	North Glengarry	7
Andrew Guindon	South Stormont	4
Bryan McGillis	South Stormont	19
Carilyne Hebert	City of Cornwall	12
Claude McIntosh	City of Cornwall	12
Martin Lang	South Glengarry	8
Lachlan McDonald	South Glengarry	4
Andrian Bugelli	North Stormont	4



Lisa Van De Ligt,
General Manager / Secretary-Treasurer (A)

Raisin Region Conservation Authority
18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2 Tel: 613-938-3611 **www.rrca.on.ca**

Proposed Governance Regulations for Regional Conservation Authorities and the Ontario Provincial Conservation Agency (ERO #026-0740)

Submitted to Public Input Coordinator: ca.office@ontario.ca

Organization Name: Raisin Region Conservation Authority
Date: September 12, 2026

Address: 18045 County Road 2, Cornwall, Ontario K6H 5T2
Email Address: Lisa.VanDeLigt@rrca.on.ca
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The Raisin Region Conservation Authority (RRCA) appreciates the opportunity to comment on the Ministry of the Environment, Conservation and Parks' proposed governance regulations. RRCA's comments are limited to the proposed regulation on the method determining the number of members appointed to regional conservation authorities. These comments were prepared in consultation with RRCA's Board of Directors, staff, and municipal and conservation partners.

RRCA supports the province's objective of establishing a single, consistent formula across the province to determine regional conservation authority membership. However, the RRCA recommends the province consider the geographic scale of a regional conservation authority, the number of communities represented, or the practical ability of Board members to effectively communicate with the communities they represent.

A municipality with a relatively smaller population may encompass a substantial portion of a conservation authority's geographic area and contain significant natural assets, infrastructure, hazard areas, and other conservation authority programs and services. The current proposed allocation approach may create potential representation and communications challenges where a single Board member is responsible for representing multiple lower-tier municipalities across a large geographic area.

For example, while the province's supplemental document associated with the ERO posting currently indicates that the United Counties of Stormont, Dundas and Glengarry (SDG) would have two seats on the proposed St. Lawrence River Regional Conservation Authority (SLRRCA) Board; identified mapping errors suggest that SDG's representation could instead be reduced to one seat. SDG represents approximately 20% of the SLRRCA geographical area. If SDG were represented by only one Board member, that individual would be responsible for representing and communicating the interests of six lower-tier municipalities across a large and geographically diverse area. This presents a significant practical governance challenge.

Recommendation: Consider Geographic Area in Allocation Formula

To balance population, geographic scale, number of participating municipalities, and effective governance, the RRCA recommends that the province consider a population-based approach that also includes a geographic weighting factor. This approach would ensure appropriate representation of municipalities with large geographic representation and lower populations.

Weighted voting already provides an effective mechanism for recognizing differences in population and financial contribution when municipalities are making decisions about their financial responsibilities to a conservation authority. It also allows the Board allocation itself to focus on effective watershed-based representation without creating disproportionate representation based solely on population or financial contribution.

Conclusion

RRCA supports the province's objective of establishing a single, consistent provincial formula for determining membership on regional conservation authority boards. However, RRCA recommends that the formula provide sufficient flexibility to recognize the geographic scope of each conservation authority, the number of municipalities and communities represented, and the practical ability of Board members to effectively engage with and represent the communities they serve.

The RRCA also encourages the province to correct and verify current conservation authority jurisdiction mapping before finalizing any allocation of board members. Accurate jurisdictional data is fundamental to ensuring that the final formula produces fair and defensible results.

Lisa Van De Ligt
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Ministry of the Environment, Conservation and Parks

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Ontario

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October 2, 2026

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Dear Mr. McGillis, Mr. Densham, Ms. McDonald and Mr. Bickerdike:

I am pleased to inform you that the Ministry of the Environment, Conservation and Parks has approved the updated Raisin South Nation source protection plan and associated Raisin River and South Nation assessment reports. These updates will take effect on the day a notice of this decision is posted on the Environmental Registry.

When the initial plans were approved in 2014, an order was given under section 36 of the *Clean Water Act, 2006,* governing the future review of the plans, with an amended order issued on July 22, 2019, outlining the specific requirements. The amended order allowed for the Raisin Region Conservation Authority, the lead source protection authority for the region, along with the affected municipalities, to determine if the required updates could be completed and submitted as future amendments to the assessment reports and source protection plans under section 34 of the *Clean Water Act, 2006*.

Thank you for the submission of your updated plans. I am advised that the set of updates required have been completed and submitted to the ministry for approval. With the approval of these updates, compliance with the amended section 36 Order has been achieved.

To ensure your source protection plans remain current and continue to protect sources of drinking water, future updates to the plans can be made through locally initiated amendments under section 34 of the act. This would include updates to reflect new or expanding drinking water systems, new scientific or technical information, revisions to policies to address implementation challenges and any other updates that are necessary to ensure your source protection plans are achieving their objective to ensure that activities cease to be, or never become, significant threats to sources of drinking water.

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I appreciate the dedication of the local municipalities, source protection authorities and committees, and all our partners and stakeholders for their work and contributions to these updates. Our strong protection framework will continue to help ensure that Ontario's drinking water is held to high safety standards and that sources of drinking water in the province are protected for future generations.

Sincerely,

Todd McCarthy
Minister of the Environment, Conservation and Parks

c: Jason Symington, Project Manager, Raisin-South Nation Source Protection
Leo Luong, Director, Great Lakes and Inland Waters Branch, MECP