

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JANUARY 9, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd 2, Cornwall, ON

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

STAFF: Alison McDonald, General Manager / Secretary -Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Colin Herrewynen, Watershed Planner
Claudia Munafo, Public Information Coordinator
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Martin Lang, South Glengarry

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #01/25:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

ELECTION OF CHAIR AND VICE-CHAIR

The Chair was turned over to the General Manager for the purpose of the election of the 2025 Chair and Vice-Chair.

RESOLUTION #02/25:

Moved by: Carilyne Hebert
Seconded by: Adrian Bugelli

THAT the positions of Chair and Vice-Chair be declared vacant.

CARRIED

ELECTION OF CHAIR

Nominations from the floor were called for the position of Chair for the current calendar year.

Bryan McGillis was nominated by Claude McIntosh.

RESOLUTION #03/2025:

Moved by: Carilyne Hebert
Seconded by: Andrew Guindon

THAT the nominations for the position of Chair be closed.

CARRIED

Bryan McGillis accepted the nomination and was declared Chair by acclamation.

ELECTION OF VICE-CHAIR

Nominations from the floor were called for the position of Vice-Chair for the current calendar year.

Jacques Massie was nominated by Bryan McGillis.

RESOLUTION #04/25:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

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

CARRIED

Jacques Massie accepted the nomination and was declared Vice-Chair by acclamation.

The Chair was turned over to Chair Bryan McGillis

APPROVAL OF MINUTES

RESOLUTION #05/25:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the minutes of the November 28, 2024, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

APPROVAL – 2025 BUDGET AND MUNICIPAL LEVY

The General Manager presented the Board with municipal levy amounts owed (Phase 3) and the final 2025 Budget (Phase 4) for their approval.

RESOLUTION #06/25:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors approve the 2025 Municipal Levy Apportionment Amounts Owed and that municipalities be notified of their 2025 levy;

FURTHER THAT the 2025 Budget of the Raisin Region Conservation Authority be adopted and posted on RRCA's website.

Recorded Votes (PHASE 3)

Carilyne Hebert - City of Cornwall	Yay
Claude McIntosh - City of Cornwall	Yay
Jacques Massie - North Glengarry	Yay
Lachlan McDonald - South Glengarry	Yay
Adrian Bugelli - North Stormont	Yay
Andrew Guindon - South Stormont	Yay
Bryan McGillis - South Stormont	Yay

CARRIED

ANNUAL APPROVALS; MILEAGE RATE, SOLICITOR, AUDITOR

RESOLUTION #07/25:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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

AND FURTHER THAT the Chartered Accountants MNP LLP be appointed Auditors for the 2025 calendar year at an estimated cost of \$22,500 plus fees (5%), plus HST;

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

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

CARRIED

RRCA STRATEGIC PLAN UPDATE

RESOLUTION #08/25:

Moved by: Carilyne Hebert
Seconded by: Jacques Massie

THAT the Board of Directors direct staff to develop a 2025 Strategic Plan workplan;

AND FURTHER THAT the Board of Directors direct staff to seek a strategic planning consultant.

CARRIED

TREE PLANTING EXPENDITURES

RESOLUTION #09/25:

Moved by: Adrian Bugelli
Seconded by: Jacques Massie

THAT the Board of Directors approve the purchase of tree seedlings for the RRCA's 2025 forestry and stewardship services to an upset limit of \$100,000 plus HST.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #10/25:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors approve partnering with Ontario Federation of Anglers and Hunters to host an Invasive Species Summer Technician;

AND FURTHER THAT the Board of Directors approve requesting \$8,000 from TD Friends of the Environment Foundation to enhance pollinator habitat at Gray's Creek Conservation Area;

AND FURTHER THAT the Board of Directors approve requesting up to \$600,000 from Conservation Ontario to support Charlottenburgh Marsh restoration and enhancement;

AND FURTHER THAT the Board of Directors approve requesting up to \$50,000 from the Invasive Species Centre for phragmites management on RRCA conservation lands;

AND FURTHER THAT the Board of Directors approve requesting \$10,000 from TC Energy to support Cooper Marsh Conservation Area outreach;

AND FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2025 RRCA Tree Giveaways;

AND FURTHER THAT the Board of Directors approve requesting \$16,000 from Watersheds Canada to support their Natural Edge Project in the St. Lawrence River Area of Concern;

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

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #11/25:

Moved by: Carilyne Hebert

Seconded by: Claude McIntosh

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

MINISTER'S DIRECTION; PLANNING AND PERMITTING FEES

RESOLUTION #12/25:

Moved by: Jacques Massie

Seconded by: Carilyne Hebert

THAT the Board of Directors receives the report on the Minister's Direction to not charge fees for planning and permitting services.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Feb. 6, Mar 6, Apr 3

ADJOURMENT

RESOLUTION #13/25:

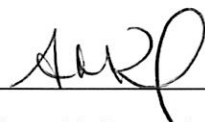
Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors meeting of January 9, 2025 be adjourned at 10:30 am.



Jacques Massie

for Bryan McGillis
Chair



Alison McDonald
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

January 9, 2025 – 9:00 am

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of November 28, 2024	1-4
7. Election of Chair and Vice-Chair	
The Chair is turned over to the General Manager for the purpose of the 2025 election of Chair and Vice-Chair.	
8. New Business	
a) Approval – 2025 Budget and Municipal Levy	5
b) Annual Approvals: Mileage Rate, Solicitor, Auditor	6-7
c) RRCA Strategic Plan Update	8
d) Tree Planting Expenditures	9-10
e) Grant Submissions	11-13
f) Conservation Areas Update	14-15
g) Minister's Direction; planning and permitting fees	16-26
9. Future Meetings	
RRCA Board of Directors starting at 9:00 am - Feb 6, Mar 6, Apr 3	
10. Adjournment	

Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
November 28, 2024

RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

PRESENT: Bryan McGillis, South Stormont, Chair
Jacques Massie, North Glengarry, Vice-Chair
Lachlan McDonald, South Glengarry
Claude McIntosh, City of Cornwall

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

GUEST: Mike Tarnowski, Prescott & Russell

REGRETS: Carilyne Hebert, City of Cornwall
Andrew Guindon, South Stormont
Andrian Bugelli, North Stormont
Martin Lang, South Glengarry

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 3:10 pm.

LAND ACKNOWLEDGMENT

The Board of Directors acknowledged the gathering on traditional territory of the Haudenosaunee peoples, the Mohawks of Akwesasne, original keepers of this land, past and present.

APPROVAL OF AGENDA

RESOLUTION #84/24:

Moved by: Lachlan McDonald
Seconded by: Claude McIntosh

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #85/24:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the minutes of the October 24, 2024, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

UPDATE – WATERSHED-BASED RESOURCE MANAGEMENT STUDY AND CONSERVATION AREA STUDY

RESOLUTION #86/24:

Moved by: Lachlan McDonald
Seconded by: Jacques Massie

THAT the Board of Directors approve the RRCA’s Watershed-Based Resource Management Strategy and Conservation Area Strategy;

AND FURTHER THAT the Board direct staff to post the Strategies on the RRCA’s website.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #87/24:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors retroactively approve requesting \$33,500 from the Government of Ontario to enhance the Fly Creek Flood Control;

AND FURTHER THAT the Board of Directors retroactively approve requesting \$4,500 from Ontario Power Generation to support the RRCA Tree Giveaway and Family Fishing Day;

AND FURTHER THAT the Board of Directors approve requesting up to \$25,000 from Conservation Ontario for tree planting on RRCA properties;

AND FURTHER THAT the Board of Directors approve requesting up to \$120,000 from the Government of Canada for summer student employment subsidies;

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

CARRIED

STATEMENT OF OPERATIONS

Staff provided the Statement of Operations as of September 30, 2024.

DRAFT BUDGET – APPROVAL FOR CONSULTATION

RESOLUTION #88/24:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors approve the 2025 Draft Budget for circulation to member municipalities for review, as presented;

AND FURTHER THAT the 2025 Draft Budget be posted on the RRCA’s website.

CARRIED

FUTURE BOARD OF DIRECTORS MEETINGS

RESOLUTION #89/24:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the Raisin Region Conservation Authority Board of Directors hereby approve the revised meeting schedule to take effect for 2025, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors at (9:00 am) – Jan. 9th, Feb. 6th, Mar. 6th

CLOSED SESSION

RESOLUTION #90/24:

Moved by: Jacques Massie
Second by: Claude McIntosh

THAT the Board of Directors Meeting move into Closed Session to discuss a personnel matter.

CARRIED

RESOLUTION #91/24:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors meeting move into open session.

CARRIED

RESOLUTION #92/24:

Moved by: Jacques Massie
Seconded by: Claude McIntosh

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

CARRIED

ADJOURNMENT

RESOLUTION #93/24:

Moved by: Lachlan McDonald
Seconded by: Jacques Massie

THAT the Board of Directors meeting of November 28, 2024, be adjourned at 5:10 pm.

Bryan McGillis
Chair

Alison McDonald
General Manager / Secretary-Treasurer



To: Board of Directors
From: Alison McDonald, General Manager, Secretary-Treasurer
Date: December 20, 2024
Subject: Approval - 2025 Budget and Municipal Levy

PHASE 3 RECOMMENDATION:

THAT the Board of Directors approve the 2025 Municipal Levy Apportionment Amounts Owed and that municipalities be notified of their 2024 levy.

PHASE 4 RECOMMENDATION:

THAT the 2025 Budget of the Raisin Region Conservation Authority be adopted and posted on RRCA's website.

BACKGROUND:

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

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

The draft budget was approved on November 28, 2024, and was circulated to member municipalities for a 30-day consultation period. No comments were received.

Staff prepared the final 2025 budget and associated amounts owed (municipal levy). During the year-end review it was noted that the equipment reserve will be significantly lower than budgeted in 2024. At the meeting, staff will provide capital levy options to fund this reserve.

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

Alison McDonald
General Manager, Secretary-Treasurer



To: Board of Directors
From: Sandy Crites, Finance Officer
Date: December 20, 2024
Subject: Annual Approvals: Mileage Rate, Solicitor, Auditor

RECOMMENDATION:

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

AND FURTHER THAT the Chartered Accountants MNP LLP be appointed Auditors for the 2025 calendar year at an estimated cost of \$22,500 plus fees (5%), plus HST;

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

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

DISCUSSION:

The RRCA Board of Directors Administrative Bylaw requires yearly resolutions from the Board of Directors for the following appointments:

Authority's Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority. Signing officers will be appointed each year by resolution at the Annual Meeting.

Signing Officers will include the Chair, Vice-Chair, General Manager, and the Finance Officer.

Authority's Auditor

The Authority shall cause its accounts and transactions to be audited annually by a person licensed under the Public Accounting Act, 2004. The Authority will ensure the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Staff recommend MNP LLP be appointed to provide auditing services for the 2025 calendar year at an estimated cost of \$22,500 plus fees (5%), plus HST.

Authority's Solicitor

The Board of Directors shall appoint a solicitor(s) to act as the Authority's legal counsel by resolution.

Staff is recommending the law firm of Ault & Ault LLP continue as solicitor for general Authority business. Specialized legal advice will be obtained from other firms when necessary.

Mileage Rate

The Authority will establish a per-kilometer rate to be paid for use of a personal vehicle using the current Canada Revenue Agency approved rate. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.



Sandy Crites
Finance Officer



To: Board of Directors
From: Alison McDonald, General Manager, Secretary-Treasurer
Date: December 17, 2024
Subject: RRCA Strategic Plan Update

RECOMMENDATION:

THAT the Board of Directors direct staff to develop a 2025 Strategic Plan workplan;

AND FURTHER THAT the Board of Directors direct staff to seek a strategic planning consultant.

DISCUSSION:

The Raisin Region Conservation Authority's (RRCA) Strategic Plan was last updated in 2002. The development of a Strategic Plan was included in the draft 2025 RRCA Budget as a priority project.

Staff have reviewed several recent, local strategic plans at the County, municipal, and non-profit levels. Based on this review staff are proposing:

- The General Manager will lead the project including preparation of the report; a consultant will facilitate a session with the board and potentially a session with staff;
- Consultation will be focused on Board, staff, municipalities, and partners; public engagement was completed during the Watershed Strategy development in 2024;
- The plan would have a four-year timeline with potential for a refresh/update in 2027 depending on Board member turnover.

Staff are looking for feedback and suggestions from the Board on the proposed process, recommended consultants, and overall vision. A tentative date will be selected for the facilitated session.

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

Alison McDonald,
General Manager / Secretary-Treasurer



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: December 17, 2024
Subject: Tree Planting Expenditures

RECOMMENDATION:

THAT the Board of Directors approve the purchase of tree seedlings for the RRCA's 2025 forestry and stewardship services to an upset limit of \$100,000 plus HST.

BACKGROUND:

To increase local forest cover, the Raisin Region Conservation Authority (RRCA) has planted over 1.3 million trees in the jurisdiction through public and private landowner partnerships.

The RRCA places an annual bulk tree seedling stock order to secure the best rates for local projects. The trees are allocated to the RRCA services under Forests Canada's 50 Million Tree Program, ALUS and other stewardship programming, Over-the-Counter sales, tree giveaways, community tree planting events, contracted services, and more.

The tree stock quantities are determined based on site visits, tree planting plans, and past demand. Trees are sourced from multiple nurseries that offer seedlings in bulk that are suitable for the RRCA seed zone. The majority of the trees are planted under Forests Canada's 50 Million Tree Program, which have approved stock from three Ontario nurseries: Ferguson Tree Nursery, Pineneedle Farms, and Sommerville Nurseries Inc. When needed, staff will also source stock from other local nurseries to meet stock requirements and species diversification.

DISCUSSION:

The RRCA is on track to plant 65,000 trees in 2025. The cost associated with the purchase of seedlings is fully recovered through a variety of sources, such as subsidies, grants, and landowner contributions:

- 50 Million Tree Program
 - Forests Canada provides a \$2.50/tree subsidy to cover the costs of seedling purchase, site preparation, planting, tending, and future survival assessments.
 - Additional secured external funding and landowner contributions offset the remainder of the project costs.
- Tree seedling sales
 - The RRCA offers native tree and shrub seedlings for purchase. Orders will be accepted until March 31, 2025.
- Tree giveaways
 - In 2025, the RRCA will be holding its 26th annual Tree Giveaway providing up to 5,000 free trees to residents in the RRCA's jurisdiction. External funding is secured to offset the cost of this initiative. Member municipalities have the opportunity to fund additional trees for their residents.
- ALUS, Community tree planting events, contracted services, etc.
 - Secured funding and landowner contributions offset the cost of these programs and services.

Staff have secured preliminary tree orders from Forests Canada's approved nurseries based on lowest price, stock availability, and shipping. Tree orders are subject to change throughout the year based on landowner requests and secured funding.



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: December 17, 2024
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve partnering with Ontario Federation of Anglers and Hunters to host an Invasive Species Summer Technician;

AND FURTHER THAT the Board of Directors approve requesting \$8,000 from TD Friends of the Environment Foundation to enhance pollinator habitat at Gray's Creek Conservation Area;

AND FURTHER THAT the Board of Directors approve requesting up to \$600,000 from Conservation Ontario to support Charlottenburgh Marsh restoration and enhancement;

AND FURTHER THAT the Board of Directors approve requesting up to \$50,000 from the Invasive Species Centre for phragmites management on RRCA conservation lands;

AND FURTHER THAT the Board of Directors approve requesting \$10,000 from TC Energy to support Cooper Marsh Conservation Area outreach;

AND FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2025 RRCA Tree Giveaways;

AND FURTHER THAT the Board of Directors approve requesting \$16,000 from Watersheds Canada to support their Natural Edge Project in the St. Lawrence River Area of Concern;

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

BACKGROUND:

To support and enhance RRCA 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 2024 grant application requests:

- Requested: \$1,471,055
- Approved: \$1,133,280
- Pending: \$214,690
- Not approved: \$123,085

DISCUSSION:

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

1. Project Title: Invasive Species Summer Technician

- **Funder:** Ontario Federation of Anglers and Hunters (OFAH)
- **Request:** n/a (funding would offset the technician salary)
- **Summary:** OFAH applies for funding to station Invasive Species Summer Technicians throughout Ontario. OFAH is seeking funding to support the salary of an Invasive Species Technician hosted by the RRCA for up to 16 weeks.
- **Submission Deadline:** n/a

2. Project Title: Pollinator habitat enhancement at Gray's Creek Conservation Area – Phase 2

- **Funder:** TD Friends of the Environment Foundation
- **Request:** \$8,000
- **Summary:** Funding will support the continuation of a pollinator and native species garden in Gray's Creek Conservation Area which will refresh the RRCA's administration office flower beds.
- **Submission Deadline:** January 15, 2025

3. Project Title: Cooper Marsh Conservation Area Restoration and Enhancement

- **Funder:** Conservation Ontario
- **Request:** up to \$600,000
- **Summary:** A joint funding application will be submitted by Conservation Ontario on behalf of Conservation Authorities to Environment and Climate Change Canada under their Nature Smart Climate Solutions Fund. The funding will support restoration and enhancements of Charlottenburgh Marsh.
- **Submission Deadline:** n/a

4. Project Title: Phragmites Management Plan for RRCA Conservation Areas

- **Funder:** Invasive Species Centre – Invasive Phragmites Control Fund
- **Request:** up to \$50,000
- **Summary:** Funding will support phragmites mapping, management planning, and control on RRCA's conservation lands.
- **Submission Deadline:** February 12, 2025

5. Project Title: Cooper Marsh Visitors Centre Outreach

- **Funder:** TC Energy
- **Request:** \$10,000
- **Summary:** Funding will support outreach enhancements at the RRCA's Cooper Marsh Visitors Centre.
- **Submission Deadline:** n/a

6. Project Title: 2025 RRCA Tree Giveaways

- **Funder:** Enbridge
- **Request:** \$3,000
- **Summary:** Funding will support the 2025 RRCA Tree Giveaways.
- **Submission Deadline:** n/a

7. Project Title: Natural Edge Project Support in the St. Lawrence River Area of Concern

- **Funder:** Watersheds Canada
- **Request:** \$16,000
- **Summary:** Watershed Canada is seeking RRCA support to promote their Natural Edge Project, co-host a community workshop, and establish four riparian plantings on agricultural land.
- **Submission Deadline:** n/a



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: December 19, 2024
Subject: Conservation Areas Update

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 us an update on the RRCA's three Conservation Areas:

Gray's Creek Conservation Area

- 2024 Visitation (up to Dec. 10): 110,000
- Marina will re-open April 28 to October 3, 2025*
- Three Marina Attendants to be recruited
- Biodiversity garden underway to replace the administration office flower beds (supported by TD Friends of the Environment Foundation)

Charlottenburgh Park Conservation Area

- 2024 Visitation (up to Dec. 10): 25,500
- Campground to re-open on May 16, 2025 to October 13, 2025*
- Nine summer staff to be recruited
- Funding secured under the St. Lawrence River Remedial Action Plan to replace the wetland interpretive signage along trails

Cooper Marsh Conservation Area

- 2024 Visitation (up to Dec. 10): 34,000
- Visitors Centre to re-open May 2 to August 29, 2025*
- One summer staff to be recruited
- New self-guided tour and interpretive signage project complete (supported by TC Energy)
- Upcoming outreach:
 - February 1, 2025 event: World Wetlands Day in partnership with Mohawk Council of Akwesasne
 - March 10-14, 2025: March Break activities held in partnership with River Institute
- Funding secured under St. Lawrence River Remedial Action Plan for wetland outreach (e.g. World Wetlands Day event, Visitors Centre enhancements), biological inventories, and habitat enhancements

*Dates are subject to change based on available staffing resources.



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Phil Barnes, Team Lead, Watershed Management
Date: December 16, 2024
Subject: Minister's Direction: Planning and Permitting Fees

RECOMMENDATION:

THAT the Board of Directors receives the report on the Minister's Direction to not change fees for planning and permitting services.

BACKGROUND:

Section 21.2 of the *Conservation Authorities Act* permits conservation authorities to charge fees for planning and permitting services. Section 21.3 of the *Conservation Authorities Act* provides that the Minister (of Natural Resources) has the authority to give a written direction to an authority to not change the amount of any fee it charges.

The RRCA's current fee policy is derived from two previous board motions, 24/12 and 34/13.

RRCA motion 24/12, March 15, 2012, stated: *"The fee schedule be increased based on the cost-of-living percentage and that it be reviewed on a yearly basis"*.

RRCA motion 34/13, April 18, 2013, stated: *"Raise the fees to match the average fee employed by other Eastern Ontario Conservation Authorities, more specifically overlapping jurisdictions. This would promote a beneficiary pay system and minimize municipal levies."*

DISCUSSION:

Fees charged by the RRCA for planning and permitting reviews are intended to offset the operational costs associated with these mandatory services. The fees charged are in-line with those charged by neighbouring and overlapping Conservation Authorities. In October 2024, the Board of Directors had approved a 4% increase in fees to keep pace with the cost of living.

The last time the fees were officially increased was October 20, 2022. Since then, the Minister has issued Directions for a fee freeze in 2023 and 2024 calendar years. On December 12, 2024, the Minister further extended the direction for 2025 calendar year. As such, the RRCA (and all other Conservation Authorities) may only charge the fees which were in place on December 31, 2022. The Minister has noted that the direction is intended to support less costly approvals to help increase housing supply and affordability in Ontario.

RRCA staff have updated the fees in the 2025 Fee Schedule to revert them back to the rates approved in 2022 as per the Minister's Direction. A special note has been included in the fee schedule as follows:

Special Note regarding Planning Advisory Services, Conservation Authorities Act Permits and Technical & Environmental Reviews

On December 12, 2024, the Minister of Natural Resources directed Ontario's Conservation Authorities to not change the amount for fees charged related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This direction is intended to support less costly approvals to help increase housing supply and affordability in Ontario. This extends previous directions issued in 2023 and 2024.

The fees charged by the Raisin Region Conservation Authority for these services will continue to align with the rates approved by the Board of Directors in 2022.



Phil Barnes, P.Eng.
Team Lead, Watershed Management

Attachment: Minister's Direction on Fees

**Ministry of Natural
Resources**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère des Richesses
naturelles**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



December 12, 2024

TO: Conservation authorities as listed in the Attachment A “Extension of Minister’s Direction to Not Change Fees”

SUBJECT: Extension of Minister’s direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this “Direction”)**

WHEREAS section 21.2 of the *Conservation Authorities Act* permits a conservation authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee;

AND WHEREAS subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a conservation authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

AND WHEREAS subsection 21.2 (10) of the *Conservation Authorities Act* provides that a conservation authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

AND WHEREAS section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix “A” of this Direction (the “**conservation authorities**” or each, a “**conservation authority**”) are hereby directed as follows:

Fee Changes Prohibition

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a conservation authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
 - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
 - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
 - c. Section 8: programs and services related to conservation authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
 - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
 - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

Application

4. This Direction, applies to all conservation authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

Effective Date and Term

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").

Amendments

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
Minister of Natural Resources



The Honourable Graydon Smith
Minister of Natural Resources
December 12, 2024

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

R.R. #3
71108 Morrison Line
Exeter ON N0M 1S5
Brian Horner
bhorner@abca.on.ca

Cataraqui Region CA

Box 160
1641 Perth Road
Glenburnie ON K0H 1S0
David Ellingwood
dellingwood@crca.ca

Catfish Creek CA

R.R. #5
8079 Springwater Road
Aylmer ON N5H 2R4
Dusty Underhill
generalmanager@catfishcreek.ca

Central Lake Ontario CA

100 Whiting Avenue
Oshawa ON L1H 3T3
Chris Darling
cdarling@cloca.com

Credit Valley CA

1255 Old Derry Rd
Mississauga ON L5N 6R4
Quentin Hanchard
quentin.hancard@cvc.ca

Crowe Valley CA

Box 416
70 Hughes Lane
Marmora ON K0K 2M0
Tim Pidduck
tim.pidduck@crowevalley.com

Essex Region CA

Suite 311
360 Fairview Ave West
Essex ON N8M 1Y6
Tim Byrne
tbyrne@erca.org

Ganaraska Region CA

Box 328
2216 County Road 28
Port Hope ON L1A 3V8
Linda Laliberte
llaliberte@grca.on.ca

Grand River CA

Box 729
400 Clyde Road
Cambridge ON N1R 5W6
Samantha Lawson
slawson@grandriver.ca

Grey Sauble CA

R.R. #4
237897 Inglis Falls Road
Owen Sound ON N4K 5N6
Tim Lanthier
t.lanthier@greysauble.on.ca

Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Chandra Sharma
csharma@hrca.on.ca

Hamilton Region CA

P.O. Box 81067
838 Mineral Springs Road
Ancaster ON L9G 4X1
Lisa Burnside
lisa.burnside@conservationhamilton.ca

Kawartha Region CA

277 Kenrei (Park) Road
Lindsay ON K9V 4R1
Mark Majchrowski
mmajchrowski@kawarthaconservation.com

Kettle Creek CA

R.R. #8
44015 Ferguson Line
St. Thomas ON N5P 3T3
Elizabeth VanHooren
elizabeth@kettlecreekconservation.on.ca

Lake Simcoe Region CA

Box 282
120 Bayview Parkway
Newmarket ON L3Y 3W3
Rob Baldwin
r.baldwin@lsrca.on.ca

Lakehead Region CA

Box 10427
130 Conservation Road
Thunder Bay ON P7B 6T8
Tammy Cook
tammy@lakeheadca.com

Long Point Region CA

4 Elm Street
Tillsonburg ON N4G 0C4
Judy Maxwell
jmaxwell@lprca.on.ca

Lower Thames Valley CA

100 Thames Street
Chatham ON N7L 2Y8
Mark Peacock
mark.peacock@ltvca.ca

Lower Trent Region CA

R.R. #1
714 Murray Street
Trenton ON K8V 5P4
Rhonda Bateman
rhonda.bateman@lrc.on.ca

Maitland Valley CA

Box 127
1093 Marietta Street
Wroxeter ON N0G 2X0
Phil Beard
pbeard@mvca.on.ca

Mattagami Region CA

100 Lakeshore Road
Timmins ON P4N 8R5
David Vallier
david.vallier@timmins.ca

Mississippi Valley CA

10970 Highway 7
Carleton Place ON K7C 3P1
Sally McIntyre
smcintyre@mvc.on.ca

Niagara Peninsula CA

250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2
Leilani Lee-Yates
llee-yates@npca.ca

Nickel District CA

199 Larch St
Suite 401
Sudbury ON P3E 5P9
Carl Jorgensen
carl.jorgensen@conservationsudbury.ca

North Bay-Mattawa CA

15 Janey Avenue
North Bay ON P1C 1N1
Robin Allen
robin.allen@nbmca.ca

Nottawasaga Valley CA

8195 Line 8
Utopia ON L0M 1T0
Doug Hevenor
dhevenor@nvca.on.ca

Otonabee Region CA

250 Milroy Drive
Peterborough ON K9H 7M9
Janette Loveys Smith
jsmith@otonabeeconservation.com

Quinte Region CA

R.R. #2
2061 Old Highway #2
Belleville ON K8N 4Z2
Brad McNevin
bmcnevin@quinteconservation.ca

Raisin Region CA

PO Box 429
18045 County Road 2
Cornwall ON K6H 5T2
Alison MacDonald
alison.macdonald@rrca.on.ca

Rideau Valley CA

Box 599
3889 Rideau Valley Dr.
Manotick ON K4M 1A5
Sommer Casgrain-Robertson
sommer.casgrain-robertson@rvca.ca

Saugeen Valley CA

R.R. #1
1078 Bruce Road #12, Box #150
Formosa ON N0G 1W0
Erik Downing
e.downing@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East
Sault Ste. Marie ON P6A 6J8
Corrina Barrett
cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0
Carl Bickerdike
cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent
Strathroy ON N7G 3P9
Ken Phillips
kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue
Vaughan ON L4K 5R6
John MacKenzie
john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road
London ON N5V 5B9
Tracey Annett
annett@thamesriver.on.ca

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
FEBRUARY 6, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

- PRESENT: Jacques Massie, North Glengarry, Vice-Chair
Andrew Guindon, South Stormont
Carilyne Hebert, City of Cornwall
Claude McIntosh, City of Cornwall
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
- STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Resource Specialist
Lisa Van De Ligt, Team Lead, Communications and Stewardship
- REGRETS: Bryan McGillis, South Stormont, Chair
Adrian Bugelli, North Stormont

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Vice-Chair Jacques Massie, who acted as Chair for the meeting.

LAND ACKNOWLEDGMENT

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

PPROVAL OF AGENDA

RESOLUTION #14/25

Moved by: Andrew Guindon
Seconded by: Martin Lang

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #15/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

That the minutes of January 9, 2025, meeting of the Raisin Region Conservation Authority BE APPROVED with a minor correction to the list of attended staff, specifically the addition of Alison McDonald and the removal of Richard Pilon.

CARRIED

NEW BUSINESS

2025 Committee Appointments

RESOLUTION #16/25:

Moved by: Carilyne Hebert

Seconded by: Claude McIntosh

That representatives be appointed to various Committees and Associations for 2025, as follows:

Source Protection Committee

Bryan McGillis

Source Protection Management Committee

Bryan McGillis

Jacques Massie

Claude McIntosh

Alison McDonald

Conservation Ontario Council

Bryan McGillis – Voting Delegate

Jacques Massie – First Alternate

Alison McDonald - Second Alternate

St. Lawrence River Restoration Council

Lisa Van De Ligt

Brendan Jacobs (Alternate)

City of Cornwall Environment & Climate Change Committee

Lisa Van De Ligt

South Glengarry Environment Committee

Lissa Deslandes

Friends of the Glengarry Trails Association

Mathew Levac

CARRIED

ANNUAL REPORT ON PERMIT STATISTICS, TIMELINES & COMPLIANCE

RESOLUTION #17/25:

Moved by: Lachlan McDonald

Seconded by: Andrew Guindon

THAT the Board of Directors receives the Annual Report on Permit Statistics, Timelines and Compliance and that the Board of Directors direct staff to post the report on the RRCA website.

CARRIED

REMEDIAL ACTION PLAN: CONTRACTED SERVICES

RESOLUTION #18/25:

Moved by: Carilyne Hebert

Seconded by: Martin Lang

THAT the Board of Directors approve contracting the Mohawk Council of Akwesasne to support water quality improvement projects in the St. Lawrence River Area of Concern to an upset limit of \$55,000.

CARRIED

2025 FLOOD CONTINGENCY PLAN

RESOLUTION #19/25:

Moved by: Andrew Guindon

Seconded by: Lachlan McDonald

THAT the Board of Directors receives the RRCA's 2025 Flood Contingency Plan.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #20/25:

Moved by: Carilyne Hebert

Seconded by: Martin Lang

THAT the Board of Directors approve requesting up to \$250,000 from Conservation Ontario under the Resilient Agricultural Landscape Program to support agriculture stewardship.

AND FURTHER THAT the Board of Directors approve requesting up to \$3,000 from Ontario Power Generation to deliver an outreach workshop at the Saunders Hydro Dam Visitor Centre.

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

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Mar. 6, Apr. 3, May 1

CLOSED SESSION

RESOLUTION #21/25:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move into Closed Session to discuss a land matter.

CARRIED

RESOLUTION #22/25:

Moved by: Carilyne Hebert
Seconded by: Martin Lang

THAT the Board of Directors Meeting move into Open Session.

CARRIED

RESOLUTION #23/25:

Moved by: Martin Lang
Seconded by: Andrew Guindon

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

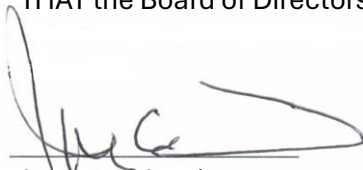
CARRIED

ADJOURNMENT

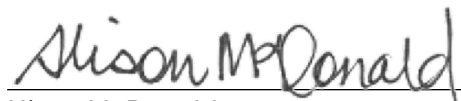
RESOLUTION #24/25:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors Meeting of February 6, 2025, be adjourned.



Jacques Massie
Chair



Alison McDonald
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

February 6, 2025 – 9:00 am

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – Power Point Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of January 9, 2025	1-6
7. New Business	
a) 2025 Committee Appointments	7-9
b) Annual Report on Permit Statistics, Timelines, and Compliance	10-13
c) Remedial Action Plan: Contracted Service	14-15
d) 2025 Flood Contingency Plan	16-23
e) Grant Submissions	24-25
8. Future Meetings	
RRCA Board of Directors starting at 9:00 am - Mar 6, Apr 3, May 1	
9. Closed Session	
a) Proposed or pending acquisition or disposition of land by the Authority	
10. Adjournment	

Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JANUARY 9, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Colin Herrewynen, Watershed Planner
Claudia Munafò, Public Information Coordinator
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Martin Lang, South Glengarry

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #01/25:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

ELECTION OF CHAIR AND VICE-CHAIR

The Chair was turned over to the General Manager for the purpose of the election of the 2025 Chair and Vice-Chair.

RESOLUTION #02/25:

Moved by: Carilyne Hebert
Seconded by: Adrian Bugelli

THAT the positions of Chair and Vice-Chair be declared vacant.

CARRIED

ELECTION OF CHAIR

Nominations from the floor were called for the position of Chair for the current calendar year.

Bryan McGillis was nominated by Claude McIntosh.

RESOLUTION #03/2025:

Moved by: Carilyne Hebert
Seconded by: Andrew Guindon

THAT the nominations for the position of Chair be closed.

CARRIED

Bryan McGillis accepted the nomination and was declared Chair by acclamation.

ELECTION OF VICE-CHAIR

Nominations from the floor were called for the position of Vice-Chair for the current calendar year.

Jacques Massie was nominated by Bryan McGillis.

RESOLUTION #04/25:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

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

CARRIED

Jacques Massie accepted the nomination and was declared Vice-Chair by acclamation.

The Chair was turned over to Chair Bryan McGillis

APPROVAL OF MINUTES

RESOLUTION #05/25:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the minutes of the November 28, 2024, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

APPROVAL – 2025 BUDGET AND MUNICIPAL LEVY

The General Manager presented the Board with municipal levy amounts owed (Phase 3) and the final 2025 Budget (Phase 4) for their approval.

RESOLUTION #06/25:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors approve the 2025 Municipal Levy Apportionment Amounts Owed and that municipalities be notified of their 2025 levy;

FURTHER THAT the 2025 Budget of the Raisin Region Conservation Authority be adopted and posted on RRCA's website.

Recorded Votes (PHASE 3)

Carilyne Hebert - City of Cornwall	Yay
Claude McIntosh - City of Cornwall	Yay
Jacques Massie - North Glengarry	Yay
Lachlan McDonald - South Glengarry	Yay
Adrian Bugelli - North Stormont	Yay
Andrew Guindon - South Stormont	Yay
Bryan McGillis - South Stormont	Yay

CARRIED

ANNUAL APPROVALS; MILEAGE RATE, SOLICITOR, AUDITOR

RESOLUTION #07/25:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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

AND FURTHER THAT the Chartered Accountants MNP LLP be appointed Auditors for the 2025 calendar year at an estimated cost of \$22,500 plus fees (5%), plus HST;

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

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

CARRIED

RRCA STRATEGIC PLAN UPDATE

RESOLUTION #08/25:

Moved by: Carilyne Hebert
Seconded by: Jacques Massie

THAT the Board of Directors direct staff to develop a 2025 Strategic Plan workplan;

AND FURTHER THAT the Board of Directors direct staff to seek a strategic planning consultant.

CARRIED

TREE PLANTING EXPENDITURES

RESOLUTION #09/25:

Moved by: Adrian Bugelli
Seconded by: Jacques Massie

THAT the Board of Directors approve the purchase of tree seedlings for the RRCA's 2025 forestry and stewardship services to an upset limit of \$100,000 plus HST.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #10/25:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors approve partnering with Ontario Federation of Anglers and Hunters to host an Invasive Species Summer Technician;

AND FURTHER THAT the Board of Directors approve requesting \$8,000 from TD Friends of the Environment Foundation to enhance pollinator habitat at Gray's Creek Conservation Area;

AND FURTHER THAT the Board of Directors approve requesting up to \$600,000 from Conservation Ontario to support Charlottenburgh Marsh restoration and enhancement;

AND FURTHER THAT the Board of Directors approve requesting up to \$50,000 from the Invasive Species Centre for phragmites management on RRCA conservation lands;

AND FURTHER THAT the Board of Directors approve requesting \$10,000 from TC Energy to support Cooper Marsh Conservation Area outreach;

AND FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2025 RRCA Tree Giveaways;

AND FURTHER THAT the Board of Directors approve requesting \$16,000 from Watersheds Canada to support their Natural Edge Project in the St. Lawrence River Area of Concern;

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

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #11/25:

Moved by: Carilyne Hebert

Seconded by: Claude McIntosh

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

MINISTER'S DIRECTION; PLANNING AND PERMITTING FEES

RESOLUTION #12/25:

Moved by: Jacques Massie

Seconded by: Carilyne Hebert

THAT the Board of Directors receives the report on the Minister's Direction to not charge fees for planning and permitting services.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Feb. 6, Mar 6, Apr 3

ADJOURMENT

RESOLUTION #13/25:

Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors meeting of January 9, 2025 be adjourned at 10:30 am.

Bryan McGillis
Chair

Alison McDonald
General Manager / Secretary-Treasurer



To: Board of Directors
From: Alison McDonald, General Manager, Secretary-Treasurer
Date: January 24, 2025
Subject: 2025 Committee Appointments

RECOMMENDATION:

That representatives be appointed to various Committees and Associations for 2025, as follows:

Source Protection Committee

Bryan McGillis

Source Protection Management Committee

Bryan McGillis
Jacques Massie
Claude McIntosh
Alison McDonald

Conservation Ontario Council

Bryan McGillis – Voting Delegate
Jacques Massie – First Alternate
Alison McDonald – Second Alternate

St. Lawrence River Restoration Council

Lisa Van De Ligt
Brendan Jacobs (Alternate)

City of Cornwall Environment & Climate Change Committee

Lisa Van De Ligt

SDG Community Forestry Working Group

Lisa Van De Ligt

South Glengarry Environment Committee

Lissa Deslandes

Friends of the Glengarry Trails Association

Matt Levac

DISCUSSION:

The Raisin Region Conservation Authority (RRCA) appoints members to various internal and external committees, as follows:

Source Protection Committee

Source Protection Committees (SPC) were established for each of the 19 Source Protection Regions in Ontario. The committees are made up of municipal, public and sector representatives appointed by the Source Protection Authority (SPA). The committees are responsible for preparing Assessment Reports and Source Protection Plans to meet the requirements of the *Clean Water Act, 2006*. The SPC also reviews Annual Reporting to the Ministry of Environment, Conservation and Parks (MECP).

The Raisin-South Nation SPC is made up of 15 members plus a chairperson appointed by the province. There are additional (non-voting) liaison members representing the Raisin Region SPA, the South Nation SPA, MECP, and the Eastern Ontario Health Unit. In the past, the Raisin Region SPA liaison representative on this committee has been the RRCA Chair.

Source Protection Management Committee

A Source Protection Management Committee (SPMC) has been established to provide guidance on the overall administration and coordination of source protection activities, as required. This Committee meets on an as needed basis.

The SPMC is made up of the General Manager, Chair, Vice-Chair and a third member from the RRCA and South Nation Conservation. The committee is chaired by the Chair of the RRCA.

Conservation Ontario Council

Conservation Ontario (CO) is the umbrella organization which represents all 36 conservation authorities in Ontario. Conservation Ontario is governed by a six-member elected Board of Directors. The Council is comprised of appointed and elected municipal officials from the 36 Conservation Authorities Boards of Directors and Conservation Authorities staff.

Meetings are held in Toronto or via Zoom, four times per year.

St. Lawrence River Restoration Council

The St. Lawrence River Restoration Council (SLRRC) was established in 1998 to complete remedial actions and address the beneficial use impairments in the St. Lawrence River (Cornwall) Area of Concern. The SLRRC is comprised of members from local organizations, general public, industry, municipalities, the River Institute, the RRCA, the Mohawk Council of Akwesasne, Environment Canada and Climate Change, the Ministry of Northern Development, Mines, Natural Resources and Forestry, and MECP.

City of Cornwall Environment & Climate Change Committee

The primary mandate of this Committee is to provide a local perspective on climate change initiatives with respect to greenhouse gas emission targets as well as provide a framework to work towards climate change goals, strategic direction and priority actions.

SDG Community Forestry Working Group

The United Counties of SDG Community Forestry Working Group assists in the development of the recreational Forest-Use Policy for SDG County Forests. The Terms of Reference includes a member from the RRCA.

South Glengarry Environment Committee

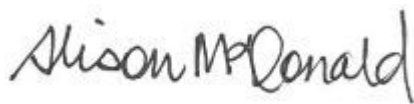
The Township of South Glengarry Environment Committee (EC) is a group of citizens and Councillors who discuss and review information regarding environmental matters in the Township of South Glengarry. The EC will also provide advice on environmental matters per Council's request. The EC shall assist the Corporation of South Glengarry to green their operations and infrastructure and be good stewards of the environment. The RRCA was invited to participate in this committee in 2025 as a non-voting, advisory member.

The Committee typically meets five (5) times each year during the evening at a Township facility.

The Friends of Glengarry Trails Association

The Friends of Glengarry Trails Association (FGTA), established in 1999, is a non-profit organization dedicated to creating and maintaining recreational trails in North Glengarry. Developed with provincial funding, support from the Township, and the Raisin Region Conservation Authority (RRCA), the trails are maintained year-round by volunteers and funded through memberships and fundraising.

The FGTA operates under a volunteer Board of Directors, including representatives from the Township of North Glengarry (2) and the RRCA (1). Board members meet monthly to ensure trail safety, financial compliance, and adherence to non-profit regulations.



Alison McDonald,
General Manager / Secretary-Treasurer



To: Board of Directors
From: Lissa Deslandes, Regulations Officer
Date: January 22, 2025
Subject: Annual Report on Permit Statistics, Timelines, and Compliance

RECOMMENDATION:

THAT the Board of Directors receives the Annual Report on Permit Statistics, Timelines and Compliance and that the Board of Directors direct staff to post the report on the RRCA website.

BACKGROUND:

Ontario Regulation 42/24 requires Conservation Authorities (CAs) to publish an annual report on permit statistics, review timelines, and compliance.

The authority shall prepare and publish an annual report that outlines statistics on permits, including reporting on its level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act, respecting the application for and issuance of permits, including any associated timelines. (O. Reg. 42/24, s. 1.)

CAs have been provided a standard template for reporting to ensure consistency across the province. The report must be received by the Board of Directors and published to the website. Conservation Ontario compiles a report amalgamating individual CA reports. The first such report will be presented to Conservation Ontario Council in April 2025.

DISCUSSION:

Annual reports will include statistics based on the calendar year (January 1 to December 31). The first annual report, however, is based on the period of April 1 (the effective date of the new regulation) to December 31, 2024.

The RRCA's Annual Report is attached to this board report.

ANALYSIS:

- With a few minor exceptions, the RRCA was compliant with the new regulatory requirements.
- The average permit processing time was eight calendar days.
- For the purposes of Annual Reporting this includes weekends and statutory holidays.
- The total number of permits issued in 2024 was lower compared to 2023. This reflects slower development and fewer municipal drain clean-out reviews (these reviews were removed from CA mandates in April 2024).
- A comparison of 2024 data and 2023 data is presented below.

Table 1: Comparison of permitting data 2024 and 2023

	Apr 1 to Dec 31 2024	Jan 1 to Dec 31 2024	Jan 1 to Dec 31 2023
Total Permits Issued (Overall)	58	81	111
Total Major Permits Issued	7	12	11
Total Minor Permits Issued	51	69	100
Permit timelines (major) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	7 (100%)	12 (100%)	11 (100%)
Permit timelines (major) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0	0	0
Permit timelines (minor) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	50 (98%)	66 (96%)	100 (100%)
Permit timelines (minor) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	1	3	0
Overall Average Permit Review Timeline:	8 days	8 days	8 days
Average Major Permit Review Timeline:	11days	11 days	11days
Average Minor Permit Review Timeline:	7 days	8 days	7 days



Lissa Deslandes
Regulations Officer

Attachment:
RRCA Annual Permit Reporting, April 1 to December 31, 2024.

RRCA Annual Permit Reporting, April 1 to December 31, 2024

Conservation Authority:	Raisin Region C.A.
Annual Reporting – Permit Statistics	
Total Permits Issued (Overall) (January 1 ¹ – December 31):	58
Total Major Permits Issued (January 1 ¹ – December 31):	7
Total Minor Permits Issued (January 1 ¹ – December 31):	51
Total Applications Subject to Minister’s Order (Minister’s Review):	0
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	56 (of 58) 1 minor permit was a retroactive permit, the work had already been completed, an internal miscommunication on payment details delayed notification. 1 major permit was 7 days late in notification, we were working collaboratively with the applicant’s consultant and waiting for a final report.
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	7
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	50
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	1
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	1 minor retroactive permit was delayed being issued due to miscommunication on payment details. The work had already been completed. Internal processes have been updated to prevent this type of variance.
PERMIT TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline ():	8 calendar days
PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS) Average Major Permit Review Timeline:	11 calendar days

¹ Note: For the first Annual Report using this framework will only capture permits issued from April 1 – December 31, 2024.

<p>PERMIT TIMELINES (AVERAGE - MINOR - 30 DAYS) Average Minor Permit Review Timeline:</p>	<p>7 calendar days</p>
<p align="center">Annual Reporting - Compliance with O. Reg. 41/24</p>	
<p>MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)</p>	<p>Yes</p>
<p>MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)</p>	<p>Yes</p>
<p>ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:</p>	<p>0</p>
<p>ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:</p>	<p>0</p>



To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
Date: January 29, 2025
Subject: Remedial Action Plan: Contracted Service

RECOMMENDATION:

THAT the Board of Directors approve contracting the Mohawk Council of Akwesasne to support water quality improvement projects in the St. Lawrence River Area of Concern to an upset limit of \$55,0000.

BACKGROUND:

The St. Lawrence River at Cornwall/Akwesasne 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 ecological impairments 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 St. Lawrence River offers many ecological, recreational, and economic beneficial water uses. When human activity negatively interferes with the use or enjoyment of a water use, it's called a Beneficial Use Impairment (BUI). This may include changes to the chemical, physical, or biological integrity of the ecosystem. For the St. Lawrence River AOC to be "delisted", or removed from the list of AOCs, there can no longer be any BUIs. Recognizing that it is not feasible to restore all BUIs completely due to human influences having permanent impacts on the natural environment, a set of "delisting criteria" have been set for each BUI. These are measurable environmental conditions that need to be achieved before the BUI can be considered restored and the AOC delisted.

As approved by the Board, the RRCA applied for funding from Environment and Climate Change Canada (ECCC), now known as the Canada Water Agency (CWA), and the Ministry of the Environment Conservation and Parks, in February and May 2024 respectively, to support finalizing a Eutrophication Strategy to improve water quality in the AOC and work with the local agriculture community to establish best management practices. Funding was awarded and the agreements were signed in November 2024 and January 2025 respectively.

DISCUSSION:

As some deliverables outlined in the funding agreements involves working with, and within, the community of Akwesasne, support from the Mohawk Council of Akwesasne's (MCA) Environment Program is essential. The RRCA has a strong and effective relationship with MCA having partnered on numerous passed projects and outreach activities.

The RRCA is seeking MCA's support for the following agreement deliverables to an upset limit of \$55,000:

- Assist in the drafting and review of the "Eutrophication Strategy for the St. Lawrence River Area of Concern at Cornwall/Akwesasne";
- Consult the community on the development of bio-cultural criteria associated with BUI #8 – Eutrophication and Undesirable Algae;
- Hold one (1) lunch and learn workshop in Akwesasne, promoting culturally appropriate agricultural best practices (including harvesting and gathering protocols);
- Promote shoreline naturalization within Akwesasne and complete twelve (12) shoreline restoration projects; and
- Offer agricultural advisory services (soil testing) to the Akwesasne community.



Brendan Jacobs
Stewardship Specialist



To: Board of Directors
From: Jason Symington, Resource Specialist
Date: January 23, 2025
Subject: 2025 Flood Contingency Plan

RECOMMENDATION:

THAT the Board of Directors receives the RRCA's 2025 Flood Contingency Plan.

BACKGROUND:

Under the *Conservation Authorities Act*, O. Reg. 686/21 s.2 mandates that conservation authorities provide flood forecasting and warning programs and services. Specific guidance for flood forecasting and warning programs is provided in the *Provincial Flood Forecasting and Warning Program - Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources and Forestry (2023)*, which states that conservation authorities should develop flood contingency plans.

DISCUSSION:

The RRCA's Flood Contingency Plan is an emergency guide outlining the steps to take during a flood-related emergency. The plan provides a framework for managing current and escalating flood situations, with key components typically including:

- Definition of the various types of flood messages.
- Definition of the roles and responsibilities of various governmental parties during a flooding event, notably the CA, provincial agencies, and municipalities.
- Contact information for all those involved in the relevant FFW program; and
- Contact information for the persons or agencies that can provide additional information on the flood event, who can help secure provincial and/or CA resources, and who can request the declaration of a provincial flood emergency.

This plan will be shared with the RRCA's municipal and provincial partners involved in flood hazard management.

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

Jason Symington
Resource Specialist
Attachment: RRCA's 2025 Flood Contingency Plan

Raisin Region Conservation Authority Flood Contingency Plan

2025



18045 County Road 2
PO Box 429
Cornwall, ON K6H 5T2

January 20, 2025

Final Plan

Table of Contents

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4	Flood messages	2
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5.1	RRCA flood forecasting and warning website	4
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6	RRCA flood forecasting and warning contacts	5

Suggested Citation

Raisin Region Conservation Authority Flood Contingency Plan, 2025.

For Internal Use

Primary Author(s): Jason Symington

1 Purpose

The purpose of this document is to summarize Raisin Region Conservation Authority's (RRCA) flood warning and flood contingency procedures for external partners. This document is reviewed annually and re-issued to the RRCA's flood warning contacts prior to spring melt.

2 Background

In Ontario, flood forecasting and warning is a responsibility of the Ministry of Natural Resources and Forestry (MNRF). Conservation authorities (CAs), where they exist, are delegated the MNRF's flood forecasting and warning responsibilities and are required to provide flood forecasting and warning programs and services as set out in subsection 2(2) of O. Reg. 686/21 under the Conservation Authorities Act.

The goal of Ontario's flood forecasting and warning program is to reduce the risk of property damage, injury, and loss of life due to flooding. Program guidelines are set out in the *Provincial Flood Forecasting and Warning Program - Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources and Forestry* (2023). The RRCA's flood forecasting and warning program are based on these guidelines.

3 Flood roles and responsibilities

3.1 Raisin Region Conservation Authority

The RRCA provides flood forecasting and warning services for its jurisdictional area. This consists of:

- Forecasting stream flows or water levels
- Preparing flood messages as outlined in section 4 of this document
- Distributing flood messages to flood emergency contacts
- Liaising as needed with emergency response officials
- Maintaining two-way communication with provincial flood forecasting and warning staff
- Where owned or authorized under agreement; monitor, operate and maintain water control structures in accordance with established operating plans.

3.2 Municipalities

Municipalities are mandated to have an emergency management program by the Emergency Management and Civil Protection Act. As such, municipalities are responsible for:

- Ensuring that the RRCA has up-to-date contact information for relevant staff
- Receiving flood messages from the RRCA
- Liaising with the RRCA as needed
- Coordinating flood response, which may include:
 - Closing roads

- Sharing flood messages internally
- Communicating with residents and businesses
- Declaring a municipal emergency or requesting provincial assistance

3.3 Provincial government

In the case of a flood emergency, the province may have many responsibilities and will coordinate directly with municipalities. However, in the scope of flood forecasting and warning specifically, provincial responsibilities include:

- Receiving flood messages from the RRCA and updating the [province's online flood conditions map](#)
- Issuing provincial-level flood messaging to the RRCA

4 Flood messages

The RRCA fulfills the “flood warning” portion of its flood forecasting and warning responsibilities by issuing flood messages. The primary target for flood messages is municipal staff and others who have a role in flood response. However, messages are also issued to other interested parties and the media.

4.1 Types of flood messages

The RRCA issues four types of flood messages, as defined by provincial guidelines. The types of messages and their meanings are outlined in the table below.

Table 1: The types of flood messages issued by the RRCA

Message type	Description
Watershed Condition Statement: Water Safety	Flooding is not expected – the lowest severity of message and indicate a period of potentially dangerous river conditions. They are usually issued prior to spring break-up, when minor overbank flows are forecast as conditions warrant, or as a general reminder of the potential for high flows and unsafe conditions.
Watershed Condition Statement: Flood Outlook	Advanced notice of potential flood conditions. May be issued when a major storm is forecast, when above normal snowpack conditions exist and snowmelt is imminent, or when general watershed conditions suggest high runoff potential and unsafe river, lake or bank conditions.
Flood Watch	Indicates that the potential for flooding exists within specific watercourses and municipalities. Municipalities, Indigenous communities, emergency services and individual landowners in flood-prone areas should take appropriate preparations and monitor conditions.

Flood Warning	Indicates that flooding is imminent or already occurring in specific watercourse or municipalities. Municipalities, Indigenous communities, and individuals should take appropriate action to deal with flood conditions, including municipal officials issuing warnings to residents and businesses that may be at risk of flooding.
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5 Where to find flood information

Flood messages will be distributed directly to a contact list including municipal staff, provincial staff, emergency responders, and the media. Flood messages are also posted immediately online on the RRCA’s flood forecasting and warning website and sent for posting on the provincial government’s flood website. Flood messages are also shared on the RRCA’s social media accounts as soon as possible; however, outside of normal business hours there may be a delay in sharing flood messaging on social media.

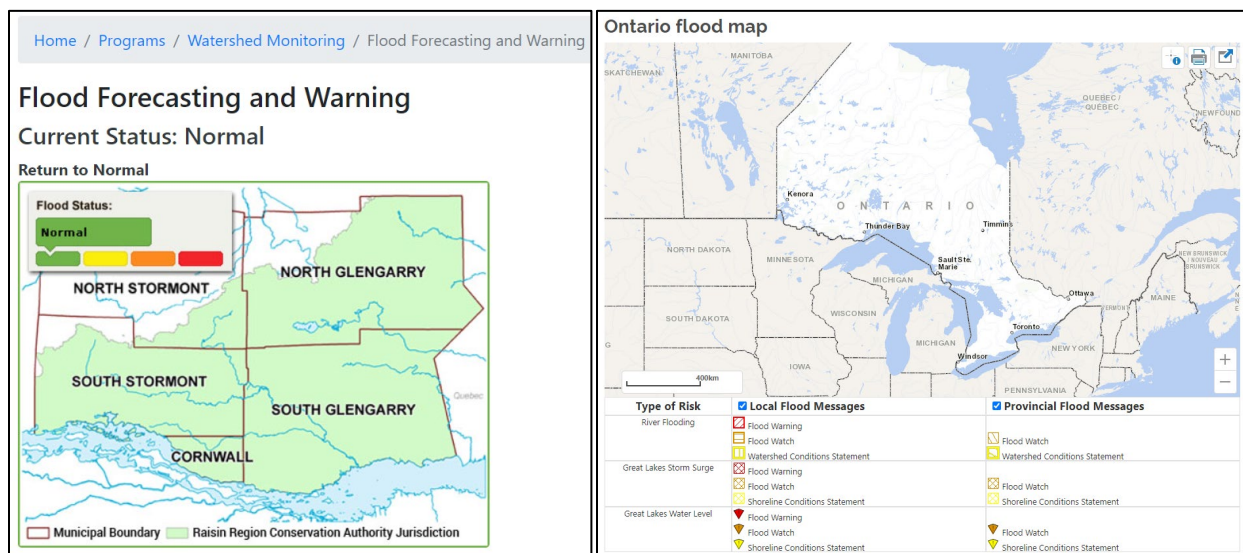
5.1 RRCA flood forecasting and warning website

The RRCA flood forecasting and warning website is kept up-to-date at all times, including outside of business hours and overnight. The latest flood message and an archive of past flood messages can be found at <https://rrca.on.ca/flood-forecasting.php>.

5.2 Online provincial flood map

Flood messages in effect throughout eastern Ontario can be found online on the provincial government’s flood map website: <https://www.ioapplications.lrc.gov.on.ca/webapps/swmc/flood-forecasting-and-warning-program/>

Figure 1: Screenshot of the RRCA flood forecasting and warning website (left) and the online provincial flood map (right)



6 RRCA flood forecasting and warning contacts

Table 2: Contact information for RRCA flood forecasting and warning staff

Flood forecasting and warning role	Contact name and job title	Office phone number	Cell phone number	Email address
Flood program coordinator and primary flood duty officer	Jason Symington Resource Specialist	(613) 938-3611 x239	(613) 360-4636	jason.symington@rrca.on.ca
Alternate flood duty officer	Phil Barnes Team Lead, Watershed Management	(613) 938-3611 x240	(613) 360-7650	phil.barnes@rrca.on.ca
Flood communications coordinator	Lisa Van De Ligt Team Lead, Communications & Stewardship	(613) 938-3611 x223	(613) 930-5459	lisa.vandeligt@rrca.on.ca
Field operations coordinator	Pete Sabourin Team Lead, Field Operations	(613) 933-8208	(613) 360-1239	pete.sabourin@rrca.on.ca
Alternate Contact	Alison McDonald General Manager / Secretary-Treasurer	(613) 938-3611 x222	(613) 551-8927	alison.mcdonald@rrca.on.ca



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: January 24, 2025
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting up to \$250,000 from Conservation Ontario under the Resilient Agricultural Landscape Program to support agriculture stewardship.

AND FURTHER THAT the Board of Directors approve requesting up to \$3,000 from Ontario Power Generation to deliver an outreach workshop at the Saunders Hydro Dam Visitor Centre.

AND FURTHER THAT the Board of Directors approve entering into an agreement with 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 2025 grant application requests submitted to date:

- Requested: \$37,000
- Approved: \$0
- Pending: \$37,000
- Not approved: \$0

DISCUSSION:

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

1. Project Title: Resilient Agricultural Landscape Program (RALP)

- **Funder:** Conservation Ontario
- **Request:** up to \$250,000
- **Summary:** The purpose of the RALP Marginal Lands Initiative is to create or enhance natural features on marginal agricultural lands to reduce Greenhouse Gas Emissions, sequester carbon, and increase Ecosystem Goods and Services. Conservation Ontario is the administrator of the RALP Marginal Lands Initiative and have invited agri-environmental organizations to submit proposals for the 2025-2026 fiscal year.
- **Submission Deadline:** February 28, 2025

2. Project Title: March Break Outreach at the Saunders Hydro Dam Visitor Centre

- **Funder:** Ontario Power Generation
- **Request:** up to \$3,000
- **Summary:** OPG requested the RRCA's support to deliver an environmental education workshop at the Saunders Hydro Dam Visitors Centre.
- **Submission Deadline:** n/a



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
APRIL 3, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Project Coordinator
Cheyenne Brunet, Stewardship Coordinator (A)
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Claudia Munafo, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Resource Specialist
Lisa Van De Ligt, Team Lead, Communications and Stewardship

REGRETS: Jacques Massie, North Glengarry, Vice-Chair

GUEST: Mally MacGregor, Ault & Ault

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 9:20 am.

LAND ACKNOWLEDGEMENT

The Land Acknowledgement was read at the beginning of the SPA meeting which preceded this meeting.

APPROVAL OF AGENDA

RESOLUTION #25/25

Moved by: Carilyne Hebert
Seconded by: Martin Lang

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #26/25:

Moved by: Andrew Guindon

Seconded by: Carilyne Hebert

That the minutes of February 6, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

ST. LAWRENCE RIVER STRATEGY – MEMORANDUM OF UNDERSTANDING

RESOLUTION #27/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

THAT the Board of Directors approve the signing of the St. Lawrence River Strategy Memorandum of Understanding.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #28/25:

Moved by: Lachlan McDonald

Seconded by: Claude McIntosh

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #29/25:

Moved by: Adrian Bugelli

Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$7,000 from TD Bank Group to host a TD Tree Days event.

AND FURTHER THAT the Board of Directors approve requesting \$6,500 from Ducks Unlimited Canada to support a wetland restoration and enhancement project.

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

CARRIED

CORRESPONDENCE

- a) OGRA Delegation Request – Charlottenburgh Park Lease Renewal
- b) Congratulatory letter to MPP Quinn

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – May 1, Jun 5, Sept 4

CLOSED SESSION

RESOLUTION #30/25:

Moved by: Adrian Bugelli
Seconded by: Carilyne Hebert

THAT the Board of Directors Meeting move into Closed Session to discuss negotiations, Charlottenburgh Park legal advice.

RESOLUTION #31/25:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #32/25:

Moved by: Carilyne Hebert
Seconded by: Martin Lang

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

CARRIED

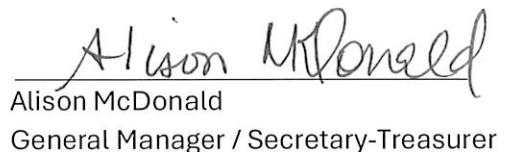
ADJOURNMENT

RESOLUTION #33/25:

Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors Meeting of April 3, 2025 be adjourned.


Bryan McGillis
Chair


Alison McDonald
General Manager / Secretary-Treasurer



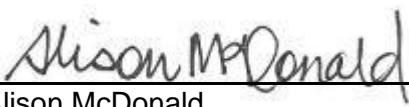
Raisin Region Conservation Authority

Board of Directors Meeting Agenda

April 3, 2025 – immediately following the SPA meeting

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – Power Point Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of February 6, 2025	1-4
7. New Business	
a) St. Lawrence River Strategy – Memorandum of Understanding	5-13
b) Conservation Areas Update	14-15
c) Grant Submissions	16-17
8. Correspondence	
a) OGRA Delegation Request – Charlottenburgh Park Lease Renewal	18-19
b) Congratulatory letter to MPP Quinn	20-21
9. Future Meetings	
RRCA Board of Directors starting at 9:00 am - May 1, Jun 5, Sept. 4	
10. Closed Session	
a) For Discussion: Negotiations, Charlottenburgh Park Legal Advice	
11. Adjournment	



Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
FEBRUARY 6, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

- PRESENT: Jacques Massie, North Glengarry, Vice-Chair
Andrew Guindon, South Stormont
Carilyne Hebert, City of Cornwall
Claude McIntosh, City of Cornwall
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
- STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Resource Specialist
Lisa Van De Ligt, Team Lead, Communications and Stewardship
- REGRETS: Bryan McGillis, South Stormont, Chair
Adrian Bugelli, North Stormont

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Vice-Chair Jacques Massie, who acted as Chair for the meeting.

LAND ACKNOWLEDGMENT

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

PPROVAL OF AGENDA

RESOLUTION #14/25

Moved by: Andrew Guindon
Seconded by: Martin Lang

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #15/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

That the minutes of January 9, 2025, meeting of the Raisin Region Conservation Authority BE APPROVED with a minor correction to the list of attended staff, specifically the addition of Alison McDonald and the removal of Richard Pilon.

CARRIED

NEW BUSINESS

2025 Committee Appointments

RESOLUTION #16/25:

Moved by: Carilyne Hebert

Seconded by: Claude McIntosh

That representatives be appointed to various Committees and Associations for 2025, as follows:

Source Protection Committee

Bryan McGillis

Source Protection Management Committee

Bryan McGillis

Jacques Massie

Claude McIntosh

Alison McDonald

Conservation Ontario Council

Bryan McGillis – Voting Delegate

Jacques Massie – First Alternate

Alison McDonald - Second Alternate

St. Lawrence River Restoration Council

Lisa Van De Ligt

Brendan Jacobs (Alternate)

City of Cornwall Environment & Climate Change Committee

Lisa Van De Ligt

South Glengarry Environment Committee

Lissa Deslandes

Friends of the Glengarry Trails Association

Mathew Levac

CARRIED

ANNUAL REPORT ON PERMIT STATISTICS, TIMELINES & COMPLIANCE

RESOLUTION #17/25:

Moved by: Lachlan McDonald

Seconded by: Andrew Guindon

THAT the Board of Directors receives the Annual Report on Permit Statistics, Timelines and Compliance and that the Board of Directors direct staff to post the report on the RRCA website.

CARRIED

REMEDIAL ACTION PLAN: CONTRACTED SERVICES

RESOLUTION #18/25:

Moved by: Carilyne Hebert

Seconded by: Martin Lang

THAT the Board of Directors approve contracting the Mohawk Council of Akwesasne to support water quality improvement projects in the St. Lawrence River Area of Concern to an upset limit of \$55,000.

CARRIED

2025 FLOOD CONTINGENCY PLAN

RESOLUTION #19/25:

Moved by: Andrew Guindon

Seconded by: Lachlan McDonald

THAT the Board of Directors receives the RRCA's 2025 Flood Contingency Plan.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #20/25:

Moved by: Carilyne Hebert

Seconded by: Martin Lang

THAT the Board of Directors approve requesting up to \$250,000 from Conservation Ontario under the Resilient Agricultural Landscape Program to support agriculture stewardship.

AND FURTHER THAT the Board of Directors approve requesting up to \$3,000 from Ontario Power Generation to deliver an outreach workshop at the Saunders Hydro Dam Visitor Centre.

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

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Mar. 6, Apr. 3, May 1

CLOSED SESSION

RESOLUTION #21/25:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move into Closed Session to discuss a land matter.

CARRIED

RESOLUTION #22/25:

Moved by: Carilyne Hebert
Seconded by: Martin Lang

THAT the Board of Directors Meeting move into Open Session.

CARRIED

RESOLUTION #23/25:

Moved by: Martin Lang
Seconded by: Andrew Guindon

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

CARRIED

ADJOURNMENT

RESOLUTION #24/25:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors Meeting of February 6, 2025, be adjourned.

Jacques Massie
Chair

Alison McDonald
General Manager / Secretary-Treasurer



To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
Date: March 19, 2025
Subject: St. Lawrence River Strategy – Memorandum of Understanding

RECOMMENDATION:

THAT the Board of Directors approve the signing of the St. Lawrence River Strategy Memorandum of Understanding.

BACKGROUND:

The St. Lawrence River at Cornwall/Akwesasne 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 ecological impairments 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 St. Lawrence River offers many ecological, recreational, and economic beneficial water uses. When human activity negatively interferes with the use or enjoyment of a water use, it's called a Beneficial Use Impairment (BUI). This may include changes to the chemical, physical, or biological integrity of the ecosystem. For the St. Lawrence River AOC to be "delisted", or removed from the list of AOCs, there can no longer be any BUIs. Recognizing that it is not feasible to restore all BUIs completely due to human influences having permanent impacts on the natural environment, a set of "delisting criteria" have been set for each BUI. These are measurable environmental conditions that need to be achieved before the BUI can be considered restored and the AOC delisted.

A new community-based initiative, the River Strategy, has recently been established by the Mohawks of Akwesasne and the River Institute to bring together communities and organizations throughout the St. Lawrence River watershed to continue collaboration once the BUIs have been addressed.

DISCUSSION:

The River Strategy provides a detailed framework for organizations and communities wishing to work together to improve the health of the St. Lawrence River and surrounding tributaries through a collaborative approach. A Memorandum of Understanding (MOU) has recently been developed to ensure that River Strategy partners understand and agree to the principals of the framework. The MOU outlines the River Strategy's guiding principles, roles and responsibilities of the membership, and decision-making process.

The RRCA has supported the development of the River Strategy initiative since its onset in May 2021 by attending various meetings. Participation in the River Strategy continues to connect with RRCA with local partners on collaborative stewardship efforts for the St. Lawrence River watershed.

Following this report, staff will sign the St. Lawrence River Strategy Memorandum of Understanding to demonstrate RRCA's commitment to the initiative.



Brendan Jacobs
Stewardship Specialist

Attached: River Strategy



St Lawrence Kahnekarónnion (River) Strategy

Memorandum of Understanding

INTENTION:

The purpose of this document is to articulate the roles and responsibilities of the members of the Kahnekarónnion (River) Strategy and speak into existence the unity and shared values guiding their relationships, drawing on principles and knowledge from Haudenosaunee Teachings.

PREAMBLE:

Akwe:kon enska entitewahwehnon:ni ne onkwa'nikon:ra tanon teiethinonhwera:ton ne oneka'shon:ah, tsi kahnekaronnion, kanientara'ko:wa, kanientarahere, tsi iohonwa:taien tanon ne ohwentsiakonhshon iotnekahtenkionhakie. Tsi she:kon wa:tons ionkwaha'tanawenhsta... eh kati'niihtonhak ne onkwa'nikon:ra.

We bring our minds together as one and give thanks for water; the rivers, the lakes, the oceans, and that clean water keeps running all over the earth. It keeps our thirst quenched... now our minds are one.

KAHNEKARÓNNIION (RIVER) STRATEGY

The purpose of the Kahnekarónnion (River) Strategy Collective is to facilitate inclusive and equitable communication and collaboration along the St. Lawrence River and beyond.

To achieve increased communication and collaboration, the River Strategy Collective cultivates a community agreed-upon, value-informed space for people and organizations from across the region to gather, connect with each other, share knowledge and information, and identify opportunities to work together towards shared goals for the river.

SIGNATORIES

Anyone with an interest in the river can become a member of the Kahnekarónnion (River) Strategy Collective, for example, community groups, non-profit organizations, municipalities, academic institutions, industry, government agencies, researchers, and anyone that has love for the river. It is important to remember that everyone has a place here and their thoughts and insights are valuable to the mission. As non-Indigenous allies, you are agreeing to comply with the guiding principles as well as the roles and responsibilities articulated hereafter. For Indigenous signatories, your signature is to comply with the guiding principles and agree to the articulation of roles and responsibilities for allies.

GUIDING PRINCIPLES

Drawing from the Akwesasne Task Force on the Environment Research Advisory Committee, the Kahnékarónnion (River) Strategy is founded on the principles of *skennen*, *kanikonriio* and *kasastensera*.

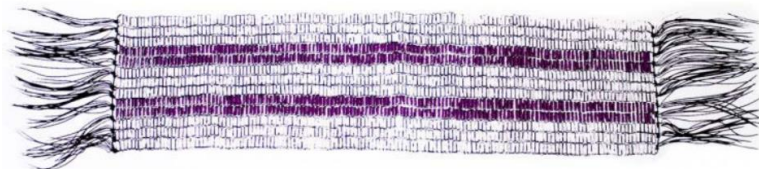
Skennen (Peace): The community will embody a holistic (mental, emotional, physical, and spiritual) understanding to ensure a peaceful relationship amongst each other and creation. Conflict will arise, but we must hold our responsibilities to care for each other and all of creation through striving for unity and a path toward righteousness and reason. Where necessary, we enact peace through education, public opinion, and political action.

Kanikonriio (Good Mind): This is described as "the shared ideology of the people using their purest and most unselfish minds." We will cultivate a community that puts their minds and emotions in harmony with creation, which are all part of our family. There is equity here for everyone, where our contributions are valued, acknowledged, and celebrated. There is no place for oppressive systems here in any form.

Kasastensera (Power): There is power in this community. We are stronger together. The power flows from carrying Kanikonriio to use rational, relational, and reciprocal thinking and actions to channel the inherent goodwill of our community to work towards peace, justice, and unity, which will prevent the abuse of all of creation – human and non-human alike.

These are collectively the principles of righteousness that demand a rejection of prejudice, privilege, and superiority from our minds. We must recognize that we are part of creation and that we all carry roles and responsibilities to each other where we reason from a place that ensures the holistic health and rights of Akwe:kon (Everyone) are protected for future generations.

The **Kaswentha (Two Row Wampum)** already embodies these principles as a treaty without paper or signatures. The Kaswentha belt graphically represents the parties of the agreement with rows of purple wampum, separated by white wampum. One purple row represents Dutch ships, while the other row represents Haudenosaunee canoes. The separation symbolizes mutual respect for each party's autonomy in perpetuity. As we are composed of Haudenosaunee and non-Haudenosaunee, we must ensure that our worldviews are respected here, which is made possible through careful negotiation and intentions.



[Image from Univeristy of Waterloo](#)

ROLES & RESPONSIBILITIES OF NON-INDIGENOUS ALLIES:

The roles and responsibilities of Kahnekarónnion (River) Strategy Collective non-Indigenous members, as allies, build on these foundational Teachings of the Haudenosaunee and include calls to action, for justice, and to affirm rights for everyone living on *Anowarah':ne [Turtle Island]*, such as those outlined in documents such as within the “Final Report of the Truth and Reconciliation Commission of Canada: Honouring the Truth, Reconciling for the Future,” “Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls,” and the “United Nations Declaration of Indigenous Peoples.” Part of fulfilling these roles and responsibilities is a reflection on what it means to be an ally with Indigenous Communities, which have been articulated into 9 principles below. It is important to remember that there is no one-size-fits-all approach to allyship and that the right approach will change over time, so flexibility is needed. Further, consent, like learning, is a continual process.

LEARN

Learn about the true history of *Anowarah':ne* as well as Indigenous history of and around Kaniatarowanenneh (St. Lawrence River). Learn about and celebrate Indigenous Peoples’ history, cultures, pride, and diversity (MMIWG Final Report, 2019). Remember, it is not the responsibility of Indigenous Communities to educate non-Indigenous people, and learning is an ongoing process (Swiftwolfe et al., 2019). Commit to ongoing learning through participation through readings, events, and training when available that are told by Indigenous Peoples.

LISTEN

Listen to Indigenous peoples – they are the experts of their reality, which is diverse and context-specific (Jonas, 2021) – and build direct lines of communication with Indigenous Peoples (i.e. cultivate meaningful relationships and community). Listen to the truths shared by Indigenous Communities, and acknowledge the burden of human and Indigenous rights violations, and how they impact Indigenous Communities and Indigenous women, girls, and 2SLGBTQQIA people today (MMIWG Final Report, 2019).

REFLECT

Move forward with humility and the critical self-reflection of on-going learning. Remember that discomfort is part of the journey – the process of learning and reflection is not about being comfortable, you may need to learn biases or make mistakes in the process – accountability is an expression of care and opportunity for growth (Jonas, 2021). Similarly, be critical of motivations – engaging or supporting Indigenous Communities is not an opportunity to “further one’s own self-interest, nor are they there as extra-curricular activities” (Swiftwolfe et al., 2019).

ACKNOWLEDGE & RESPECT

Acknowledge you are a guest on these land and waters due to the forced dispossession of Indigenous Peoples who have a long history of caring for them. Further, there are many nations that exist across Turtle Island (Swiftwolfe et al., 2019) that have diverse cultural protocols and traditions that emerged from thousands of years of relationship-building with the lands and waters.

Acknowledge and respect the value of every person and every community, as well as the right of Indigenous Peoples and Indigenous women, girls, and 2SLGBTQQIA people to generate their own, self-determined solutions (MMIWG Final Report, 2019).

It is also important to respect that many Indigenous Peoples have to act as advocates on a wide range of issues that affect them and their communities. Being involved is often not a choice with an option to opt out, and pressures on time and energy can lead to being spread thin in many directions (*10 Ways to Be an Ally to First Nations Communities*, 2022). Therefore, think before you ask for an Indigenous Person to contribute their time and energy and when possible compensate for expertise.

ACCOUNTABILITY

Being a strong ally involves more than just tolerance; it means actively working to break down barriers and supporting others in every relationship and encounter in which you participate (MMIWG Final Report, 2019). However, when working with Indigenous Peoples, ensure the community is centered in your mind and actions because harm can be done unintentionally, which you are accountable to. This requires a continuous process of consent and checking in, which is a way to be responsible for yourself and to identify when to take a step back. Saviors are not needed here; solidarity is (*10 Ways to Be an Ally to First Nations Communities*, 2022).

SPEAK OUT

Confront and speak out against racism, sexism, ignorance, homophobia, and transphobia, and teach or encourage others to do the same, wherever it occurs: in your home, in your workplace, or in social settings. Denounce and speak out against violence against Indigenous Peoples and Indigenous women, girls, and 2SLGBTQQIA people (MMIWG Final Report, 2019).

BUILD RELATIONSHIPS

Create time and space for building relationships based on respect as human beings, supporting and embracing differences with kindness, love, and respect. Learn about Indigenous principles of being in good relationships specific to those Nations or Communities in your local area and work, and put them into practice in all of your relationships with Indigenous Peoples (MMIWG Final Report, 2019). For example, reflect on the guiding principles within this strategy when working with Haudenosaunee Communities.

GIVE BACK

Where appropriate, use your labor, resources, and skills to actively support Indigenous Peoples to achieve their goals and carry out their initiatives (*10 Ways to Be an Ally to First Nations Communities*, 2022). There are many different ways to give back to Indigenous communities and one of the current calls is in the name of “Land Back!” This concept is described by Riley Yesno (2024) as, “[A] slogan that originated online and has been proliferated by Indigenous Youth, especially. It emphasizes material restitution for Indigenous Peoples over symbolic gestures.” Expanding on this, Piertos et al. (2021) state, “Land Back is about reclaiming Indigenous spheres of influence and sovereignty and extending our values to result in better stewardship of ecological, political, and economic systems.” These beautiful and complex expressions of Land Back can be intimidating, but it is a concept that emerged from

community organizing and sought to address historical harms towards a transformed and hopeful future.

HOLD INSTITUTIONS ACCOUNTABLE

Help hold all powerful institutions accountable to act on existing calls to justice and uphold their obligations and commitments to Indigenous Peoples (MMIWG Final Report, 2019). A daunting ask from allies and yet a reminder to reject hyper-individualism and lean into community. To embody this principle, we must act from our various places and experiences in the world, hence positionality. Positionality simply being a reflection of how a person understands their place in the world and acts as an opportunity to deconstruct harmful ideas and reflect on why you are here to be an ally.

Bringing all of these principles together will take time and mistakes will be made. Yet, let us be kind and patient with each other while also being accountable - the greatest expression of love by a community. These principles of allyship are expressed towards Indigenous People and can be extended to the land because the land is part of us as a relative. Remember, damage on the land is damage on Indigenous People and their culture, so is **HEALING**.

DECISION MAKING

The decision-making process for the River Strategy will build on the values and principles described above and will follow a consensus-based approach. Consensus-based decision making is a collaborative process which entails the entire group contributing to a decision, while respecting the group and individual members. The goal is to consider the best interest of the collective, while also considering individual ideas (Horn-Miller, 2014).

WRITER POSITIONALITY

I am Abraham Francis – Kaniienkehaka (Mohawk) from Akwesasne and Wakeneniothrónon (Deer Clan). I consider myself an Akwesasronon Ecologist and have had the wonderful opportunity to help in the creation of this MOU, which is inspired by so many different experiences across my life. In particular, I have thought of this process of creating a wampum belt, which is a living agreement that requires a shared understanding, renewal, and dynamic interpretation. In particular, I hope to express the roles and responsibilities of various dimensions of the River Strategy Community, which has been brought together through our shared love for the Kaniatarowenneh (St. Lawrence River) and all of creation. This document is firmly rooted in Haudenosaunee Teachings because it is part of respecting the culture that emerged from this landscape that can help us maintain healthy relationships with each other and creation.

Date document last revised: November 1, 2024

Signatory Print Name: _____

Organization (if applicable): _____

Signature: _____

Definitions:

Inclusive

Inclusion refers to the notion of belonging, feeling welcome and valued. It also speaks to a capacity to engage and succeed in a given institution, program, or setting. Inclusion calls for recognizing, reducing, and removing barriers to participation created by social disadvantage or oppression, and can result in the reimagination of an institution, program, or setting (Adapted from McGill University Equity, Diversity & Inclusion (EDI) Strategic Plan 2020-2025).

Equitable

Unlike the notion of equality, equity is not about sameness of treatment. It speaks to fairness and justice in process and in results. Equitable outcomes often require differential treatment and resource redistribution to achieve a level playing field among all individuals and communities. This requires recognizing and addressing barriers to opportunities for all to thrive (Adapted from McGill University Equity, Diversity & Inclusion (EDI) Strategic Plan 2020-2025).

2SLGBTQIA+

This acronym represents individuals who are two-spirited, lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and all other sexual orientations and genders.

Haudenosaunee

Refers to the Haudenosaunee (alternatively known as the Iroquois) Confederacy, which is an alliance of six nations connected by the Kainarekowa (Great Law). Each nation has its own identity and language. These nations are known as: Cayuga, Seneca, Onondaga, Oneida, Mohawk, and Tuscarora. The original homelands of these communities are primarily in the northeastern *Anowarah':ne* along the Great Lakes and St. Lawrence River region.

Anowarah':ne (Turtle Island)

An English translation of a name used by many Indigenous Peoples for the continent commonly known as North America.

Indigenous Peoples

The term 'Indigenous' is an umbrella-term with diverse meanings and applications that vary across imposed settler- and post-colonial-state boundaries. The term on a global level for Indigenous People works to build community between different Indigenous Communities around the world (Francis, 2019).

REFERENCES

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- Jonas, S. (2021, September 30). Want to be an ally to Indigenous people? Listen and unlearn, say 2 community workers. CBC. <https://www.cbc.ca/news/canada/montreal/how-can-you-be-a-better-ally-to-indigenous-people-1.6189749>.
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- Pieratos, N. A., Manning, S. S., & Tilsen, N. (2021). Land back: A meta narrative to help indigenous people show up as movement leaders. *Leadership*, 17(1), 47-61.
- National Museum of the American Indian. (2009). Haudenosaunee Guide for Educators. <https://americanindian.si.edu/sites/1/files/pdf/education/HaudenosauneeGuide.pdf>
- Indigenous Peoples: Language Guidelines (UBC-2018, version 2.0)



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: March 19, 2025
Subject: Conservation Areas Update

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 us an update on the RRCA's three Conservation Areas:

Gray's Creek Conservation Area

- 2025 Visitation (up to March 17): 8,193 (2024 total: 113,000)
- Marina will re-open April 28 to September 28, 2025*
- Three Marina Attendants have been recruited
- Biodiversity garden underway to replace the administration office flower beds (supported by TD Friends of the Environment Foundation)

Charlottenburgh Park Conservation Area

- 2025 Visitation (up to March 17): 1,574 (2024 total: 26,000)
- Campground to re-open on May 16, 2025 to October 13, 2025
- Nine summer staff have been recruited
- Funding secured under the St. Lawrence River Remedial Action Plan to replace the wetland interpretive signage along trails

Cooper Marsh Conservation Area

- 2025 Visitation (up to March 17): 2,633 (2024 total: 34,500)
- One summer staff (i.e. Nature Interpreter) recruited
- Visitors Centre to re-open May 2 to August 29, 2025*
 - Weekend guided walks offered by Nature Interpreter
 - Lending library available (e.g. binoculars, dip nets, species identification guides)
- Past outreach summary:
 - February 1, 2025 event: World Wetlands Day in partnership with Mohawk Council of Akwesasne (200+ attendees)
 - March 11-14, 2025: March Break activities held in partnership with River Institute (189 participants)
- Upcoming outreach held in partnership with River Institute:
 - Eco Friends Summer Day Camp
 - July 21-25 and July 28-August 1
 - School workshops
- Funding secured under St. Lawrence River Remedial Action Plan for wetland outreach (e.g. World Wetlands Day event, Visitors Centre enhancements), biological inventories, and habitat enhancements

*Dates are subject to change based on available staffing resources.



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: March 19, 2025
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting up to \$7,000 from TD Bank Group to host a TD Tree Days event;

AND FURTHER THAT the Board of Directors approve requesting \$6,500 from Ducks Unlimited Canada to support a wetland restoration and enhancement project;

AND FURTHER THAT the Board of Directors approve entering into an agreement with 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 2025 grant application requests submitted to date:

- Requested: \$188,640
- Approved: \$29,100
- Pending: \$159,540
- Not approved: \$0

Below is a summary of the 2024 grant application requests:

- Requested: \$1,471,055
- Approved: \$1,136,280
- Pending: \$160,190
- Not approved: \$123,085

DISCUSSION:

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

1. Project Title: TD Tree Days

- **Funder:** TD Bank Group
- **Request:** up to \$7,000
- **Summary:** Since 2018, the RRCA has partnered with TD Bank Group to host TD Tree Days, a community tree planting event, and proposes to partner with TD again in 2025.
- **Submission Deadline:** April 25, 2025

2. Project Title: Gauthier Wetland Enhancement Project

- **Funder:** Ducks Unlimited Canada
- **Request:** up to \$6,500
- **Summary:** Ducks Unlimited Canada (DUC)'s support will be allocated towards a RRCA wetland restoration and enhancement project on privately-owned land within Charlottenburgh Marsh. The purpose of the Gauthier Wetland Enhancement Project is to create open water habitat and increase habitat availability and diversity for fish and various focal wildlife species. This wetland enhancement project is an initiative under the St. Lawrence River Remedial Action Plan financially supported by the provincial and federal government.
- **Submission Deadline:** N/A



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship

Date: February 21, 2025

Subject: OGRA Delegation Request – Charlottenburgh Park Lease Renewal

Content for website submission form <https://goodroads.ca/conference/delegation/>

Prepared by: Township of South Glengarry and Raisin Region Conservation Authority

MINISTRY / PARTY: Tourism, Culture and Gaming

HAVE YOU SPOKEN WITH THE MINISTRY ABOUT THIS ISSUE PREVIOUSLY? No.

ISSUE TO BE DISCUSSED (max. 1,000 characters; at 877 characters):

Charlottenburgh Park is located along the St. Lawrence River in the Township of South Glengarry in eastern Ontario. The Park is managed by one of the Township's valued partners, Raisin Region Conservation Authority (RRCA). This 235-acre Conservation Area is leased from the St. Lawrence Parks Commission (SLPC), a government agency overseen by the Ministry of Tourism, Culture, and Gaming.

The current 20-year lease agreement for Charlottenburgh Park expires on April 30, 2026. The lease agreement includes a 20-year renewal option. In 2023, the RRCA advised the SLPC in writing of its intent to renew the agreement; however, a new agreement has not been negotiated. To seamlessly continue offering excellent service at this highly visited eco-tourism destination, we are seeking provincial support to enter early negotiation to finalize the 20-year renewal agreement with SLPC.

ISSUE RATIONALE (max 2,000 characters; at 1,994 characters):

SLPC contracted the RRCA from 2002-2006 to restore Charlottenburgh Park, which was a campground operated by the SLPC until 1990. Following the 1990 closure, the Park was vandalized, buildings and roads fell into disrepair, and the beach and campground became overgrown. The RRCA not only restored the Park's infrastructure and recreation potential, but it also enhanced valuable woodland and coastal wetland habitat. This restoration supports international environmental initiatives including the St. Lawrence River Remedial Action Plan and the Canada-Ontario Great Lakes Basin Ecosystem Agreement. Through a collaborative effort, RRCA and its municipal partners brought together federal, provincial, municipal, partner, and local investments to help restore this beautiful waterfront attraction for the benefit of residents and tourists.

In 2006, the SLPC entered into a lease agreement with the RRCA to manage the Park, which features a campground, trails, boat launch, and the only publicly accessible beach in South Glengarry. The Park is enjoyed by over 27,000 visitors annually and provides summer employment experience for local youth who are instrumental in supporting the Park's services.

The local municipalities and Conservation Authority have invested over \$5 million to date in Charlottenburgh Park; these investments were made based on the negotiated lease and 20-year renewal term. The Park revenue is redirected into the local economy through investments in Park enhancements, offsets municipal Conservation Authority levies, and covers the SLPC rent (10% of gross annual revenue).

In 2023, the RRCA advised the SLPC in writing about its intent to renew the agreement as capital investments were needed at the Park. Although several meetings took place between the RRCA and SLPC, a new agreement has not been negotiated. Early renewal discussions are imperative for the RRCA to strategically plan for the 2026 Park operations and asset management planning for major improvements.

Name: Kelli Campeau
Title: General Manager of Corporate Services/Clerk
Municipality: Township of South Glengarry
E-mail: kcampeau@southglengarry.com
Phone: 613.347.1166 ext. 2102

Supporting Information:

- RRCA jurisdiction map
- Charlottenburgh Park trail map



Raisin Region Conservation Authority

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

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

March 10, 2025

Mr. Nolan Quinn, M.P.P
120 Second Street West
Cornwall, ON
K6J 1G5

Re: Congratulations on your re-election as MPP for Stormont–Dundas–South Glengarry

Dear MPP Quinn,

On behalf of the Raisin Region Conservation Authority (RRCA), we would like to congratulate you on your recent re-election as MPP for Stormont–Dundas–South Glengarry. We look forward to continuing to work with you on our shared priorities for natural resource management within the substantial area shared by your constituency and our watershed jurisdiction.

Ontario's easternmost conservation authority, the RRCA supports its five member municipalities in a 1,680 km² jurisdiction home to approximately 86,500 residents. Our programs and services include supporting safe and sustainable development, protecting people and property from natural hazards such as flooding and erosion, conserving environmentally significant lands, protecting municipal drinking water at the source, fostering landowner stewardship, and providing recreation and eco-tourism opportunities.

Ontario's internationally recognized conservation authority model means municipalities work together with nature's own systems for the benefit of our environment, residents, and economy. For RRCA's municipalities, this means rapid access to experts for *Planning Act* file reviews, a dependable Drinking Water Source Protection Plan, peace of mind for developers, nearly 1.3 million trees planted since 1994, the operation of eight water control structures, three publicly-accessible Conservation Areas beloved by the community – Cooper Marsh, Gray's Creek, and Charlottenburgh Park – and much more.

The RRCA's accomplishments are made possible thanks to the strong support from our community, corporate, Indigenous, and government partners. In recent years alone, the RRCA has implemented numerous initiatives thanks to funding provided by the Government of Ontario.

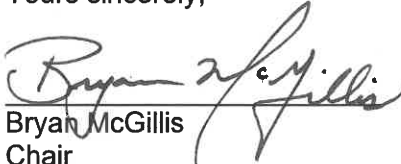


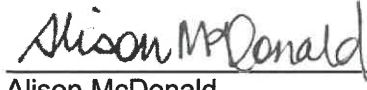
Within your constituency, these include significant enhancements to flood hazard mapping for the Eastman Municipal Drain in the Township of South Stormont and City of Cornwall; improvements to water control structures like the large-scale Fly Creek Flood Control in the City of Cornwall; strengthening of shorelines through erosion control projects and tree planting; mapping of invasive phragmites for future management; updates to the local Drinking Water Source Protection Plan; major rehabilitation of the ring dykes and pumps at Cooper Marsh Conservation Area in South Glengarry, and the implementation of numerous agriculture best management practices to improve the health and resilience of our watersheds.

We would be pleased to meet with you at your convenience to discuss how we can continue our collaboration on our shared goals for the resilience and sustainability of our region. We also wanted to note that our Board recently submitted an Ontario Good Roads conference delegation request through the municipality of South Glengarry related to Charlottenburgh Park lease agreement.

Your office may contact Josianne Sabourin at (613) 938-3611 ext. 221 or Josianne.Sabourin@rrca.on.ca to arrange a meeting.

Yours sincerely,


Bryan McGillis
Chair


Alison McDonald
General Manager / Secretary Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
MAY 1, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Project Coordinator
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Matthew Levac, Planning & Regulations Officer
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications and Stewardship

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

RESOLUTION #34/25

Moved by: Adrian Bugelli
Seconded by: Martin Lang

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #35/25:

Moved by: Jacques Massie

Seconded by: Andrew Guindon

That the minutes of April 3, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

STATEMENT OF OPERATIONS

The Finance Officer presented the Board with the Statement of Operations for the period ending March 31, 2025.

FLEET VEHICLE – LEASE BUYOUT

RESOLUTION #36/25:

Moved by: Martin Lang

Seconded by: Adrian Bugelli

THAT the Board of Directors approve buying out the Blazer lease at a cost of \$26,258.78.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Jun 5 (Cooper Marsh), Sept 4, Oct. 2

CLOSED SESSION

- a) Financial information supplied in confidence to the Authority
- b) Proposed or pending acquisition or disposition of land by the Authority
- c) Personnel Matters

RESOLUTION #37/25:

Moved by: Jacques Massie

Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move into Closed Session to discuss items (a), (b) & (c) mentioned above.

CARRIED

RESOLUTION #38/25:

Moved by: Jaques Massie
Seconded by: Martin Lang

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #39/25:

Moved by: Claude McIntosh
Seconded by: Carilyne Hebert

THAT the Board direct staff to bring a report on the formation of a finance working group to the next meeting.

CARRIED

RESOLUTION #40/25:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

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

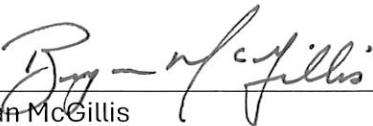
CARRIED

ADJOURNMENT

RESOLUTION #41/25:

Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors Meeting of May 1, 2025 be adjourned.



Bryan McGillis
Chair



Alison McDonald
General Manager / Secretary-Treasurer



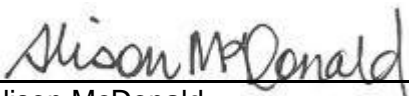
Raisin Region Conservation Authority

Board of Directors Meeting Agenda

May 1, 2025

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – Power Point Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of April 3, 2025	1-3
7. New Business	
a) Statement of Operations	4
b) Fleet Vehicle – Lease Buyout	5
8. Future Meetings	
RRCA Board of Directors starting at 9:00 am - Jun 5 (Cooper Marsh), Sept. 4, Oct 2	
10. Closed Session	
a) Financial information supplied in confidence to the Authority	
b) Proposed or pending acquisition or disposition of land by the Authority	
c) Personnel matter	
11. Adjournment	



Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
APRIL 3, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Project Coordinator
Cheyenne Brunet, Stewardship Coordinator (A)
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Claudia Munafo, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Resource Specialist
Lisa Van De Ligt, Team Lead, Communications and Stewardship

REGRETS: Jacques Massie, North Glengarry, Vice-Chair

GUEST: Mally MacGregor, Ault & Ault

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 9:20 am.

LAND ACKNOWLEDGEMENT

The Land Acknowledgement was read at the beginning of the SPA meeting which preceded this meeting.

APPROVAL OF AGENDA

RESOLUTION #25/25

Moved by: Carilyne Hebert
Seconded by: Martin Lang

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #26/25:

Moved by: Andrew Guindon
Seconded by: Carilyne Hebert

That the minutes of February 6, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

ST. LAWRENCE RIVER STRATEGY – MEMORANDUM OF UNDERSTANDING

RESOLUTION #27/25:

Moved by: Claude McIntosh
Seconded by: Carilyne Hebert

THAT the Board of Directors approve the signing of the St. Lawrence River Strategy Memorandum of Understanding.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #28/25:

Moved by: Lachlan McDonald
Seconded by: Claude McIntosh

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #29/25:

Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$7,000 from TD Bank Group to host a TD Tree Days event.

AND FURTHER THAT the Board of Directors approve requesting \$6,500 from Ducks Unlimited Canada to support a wetland restoration and enhancement project.

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

CARRIED

CORRESPONDENCE

- a) OGRA Delegation Request – Charlottenburgh Park Lease Renewal
- b) Congratulatory letter to MPP Quinn

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – May 1, Jun 5, Sept 4

CLOSED SESSION

RESOLUTION #30/25:

Moved by: Adrian Bugelli
Seconded by: Carilyne Hebert

THAT the Board of Directors Meeting move into Closed Session to discuss negotiations, Charlottenburgh Park legal advice.

RESOLUTION #31/25:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #32/25:

Moved by: Carilyne Hebert
Seconded by: Martin Lang

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

CARRIED

ADJOURNMENT

RESOLUTION #33/25:

Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT the Board of Directors Meeting of April 3, 2025 be adjourned.

Bryan McGillis
Chair

Alison McDonald
General Manager / Secretary-Treasurer

STATEMENT OF OPERATIONS
For the period ending March 31, 2025

	31-Mar-25		24%		
	Final Budget 2025	Updated Forecast Mar 31	Actual as of Mar 31	% of Updated Forecast	Variance Budget vs Forecast
REVENUE					
Provincial	846,957	763,278	297,468	39%	-83,679
Federal	382,500	416,937	0	0%	34,437
Authority Generated	1,188,530	1,209,559	107,182	9%	21,029
Partners	709,982	751,436	98,942	13%	41,454
Reserve	0	0	0	0%	0
Municipal	967,596	971,256	241,899	25%	3,661
TOTAL REVENUE	4,095,564	4,112,466	745,490	18%	16,901
EXPENDITURES					
Watershed Monitoring					
Flood Forecasting & Low Water Response	63,230	63,207	14,579	23%	-23
Surface Water Quality Monitoring	6,909	7,112	1,404	20%	202
Groundwater Quality Monitoring	5,882	5,866	1,614	28%	-16
Watershed Management					
Fly Creek System	263,421	229,888	54,145	24%	-33,533
Garry River System	59,436	59,431	12,349	21%	-4
Long Sault Water Diversion	4,925	4,925	780	16%	0
St. Andrews Dyke	2,073	2,074	453	22%	1
Special Projects	143,006	142,920	7,156	5%	-86
Watershed Planning & Regulations					
Plan Input & Review - Natural Hazards	169,519	132,919	39,255	30%	-36,601
Plan Input & Review - Source Protection	5,276	5,281	1,223	23%	5
CA Regulations	193,717	187,527	45,825	24%	-6,190
Source Water Protection	340,275	340,527	36,685	11%	253
Watershed Stewardship					
Forestry Programs	130,762	141,710	6,763	5%	10,948
ALUS Program	445,915	440,781	31,825	7%	-5,134
St. Lawrence River Remedial Action Plan	549,872	538,538	77,192	14%	-11,335
Contracted Services	40,282	37,293	3,623	10%	-2,989
Conservation & Recreation					
Cooper Marsh Conservation Area	97,593	115,287	20,244	18%	17,694
Gray's Creek Conservation Area	81,425	82,342	11,456	14%	917
Gray's Creek Marina	176,281	178,853	22,576	13%	2,572
Charlottenburgh Park	572,276	584,213	65,702	11%	11,937
Conservation Lands	82,934	83,190	13,154	16%	257
Corporate Services					
Administration and Finance	430,903	431,991	115,503	27%	1,088
Communications	114,202	111,450	23,384	21%	-2,752
Information Management	42,450	40,599	9,873	24%	-1,851
Vehicle & Equipment	73,000	73,000	14,760	20%	0
TOTAL EXPENDITURE	4,095,564	4,040,924	631,522	16%	-54,640
Net surplus (deficit)	0	71,541			71,541



To: Board of Directors
From: Alison McDonald, General Manager
Date: April 25, 2025
Subject: Fleet Vehicle – Lease Buyout

RECOMMENDATION:

THAT the Board of Directors approve buying out the Blazer lease at a cost of \$26,258.78.

BACKGROUND:

The RRCA has a fleet vehicle lease ending May 10, 2025. This vehicle is used for transporting staff and materials to events around the watershed.

To lease the same new vehicle would be \$742.62 per month (36-month term). We would also incur a cost to repair minor scratches on the current vehicle (~\$5000). Smaller vehicles were priced out including a hybrid option. Rates were similar (\$723.91 per month).

Staff like the current vehicle and require a specific amount of space to transport to the ALUS and RRCA display booths. The current vehicle is more cost effective for this purpose than the half-ton trucks. The vehicle also already has RRCA decals, and a set of winter tires on rims.

DISCUSSION:

After reviewing the potential lease rates and considering the impacts of tariffs in the future, the consensus from Team Leads was to buy out our existing lease at a cost of \$26,258.78. We anticipate the vehicle will last many years and be easy to repair.

This cost was not included in the 2025 budget. We propose to temporarily fund the purchase from cash reserves to avoid incurring interest on a loan (rates were 4.79% through TD Bank). Vehicle costs are tracked by department code and charged back to programs; cost-recovery to the reserve would take approximately two years.

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

Alison McDonald
General Manager

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JUNE 5, 2025

COOPER MARSH VISITORS CENTRE
20020 County Rd. 2, Summerstown, ON

- PRESENT: Bryan McGillis, South Stormont, Chair
Andrew Guindon, South Stormont
Jacques Massie, North Glengarry
Carilyne Hebert, City of Cornwall
Claude McIntosh, City of Cornwall
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
- STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Annabelle Beaudry, Nature Interpreter
Scott Braithwaite, Project Coordinator
Cheyene Brunet, Stewardship Coordinator (A)
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brandon Jacobs, Stewardship Specialist
Caroline Kupczyk, Conservation Technician
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Source Protection Project Manager
Lisa Van De Ligt, Team Lead, Communications and Stewardship
- REGRETS: Adrian Bugelli, North Stormont
- GUEST: Jamie Pollock, MNP

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

RESOLUTION #42/25

Moved by: Martin Lang
Seconded by: Claude McIntosh

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #43/25:

Moved by: Andrew Guindon
Seconded by: Carilyne Hebert

That the minutes of May 1, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

2024 FINANCIAL STATEMENT

Jamie Pollock from MNP presented the 2024 Audited Financial Statement.

RESOLUTION #44/25:

Moved by: Claude McIntosh
Seconded by: Martin Lang

THAT the Board of Directors approve a net transfer from reserves of (\$145,111) and,

THAT special benefitting area surpluses and deficits be added to, or taken from the appropriate reserves as part of end of year municipal levies settlements; and,

THAT the Board of Directors approve the 2024 Financial Statements

CARRIED

STATEMENT OF OPERATIONS

The General Manager presented the Board with the Statement of Operations for the period ending April 30, 2025

RRCA STRATEGIC ACTION PLAN – FINAL REPORT

RESOLUTION #45/25:

Moved by: Jacques Massie
Seconded by: Martin Lang

THAT the Board of Directors approve the 2025 Strategic Action Plan Final Report.

CARRIED

FORMATION OF CORPORATE SERVICES WORKING GROUP

Following a discussion among members regarding interest and suitability for participation, the Board appointed three members to serve on the Corporate Services Working Group. The members appointed to this group are Lachlan McDonald, Martin Lang and Jacques Massie.

RESOLUTION #46/25:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors appoint three members to sit on the Corporate Services Working Group to begin working on the topics included in this report.

CARRIED

2024 RRCA ANNUAL REPORT

RESOLUTION #47/25:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

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

CARRIED

WETLAND ESTABLISHMENT AND ENHANCEMENT PROJECTS

RESOLUTION #48/25:

Moved by: Martin Lang
Seconded by: Carilyne Hebert

THAT the Board of Directors approve contracting 2025-26 fiscal year wetland establishment and enhancement projects to ARL Land Improvements Limited, Edwin's Excavating Services, Pasco Excavation Inc., and Mike Redpath Dragline Services to a combined upset limit of \$1,200,000 plus tax.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #49/25:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$250,000 from the Federation of Canadian Municipalities to support tree planting projects in partnership with its member municipalities;

AND FURTHER THAT the Board of Directors approve requesting \$8,000 from the River Institute to provide technical support towards their project to develop and evaluate nature-based solutions for coastlines protection and stabilization in the Upper St. Lawrence River;

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

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Sept 4, Oct. 2, Nov. 6

ADJOURNMENT

RESOLUTION #50/25:

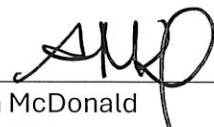
Moved by: Carilyne Hebert

Seconded by: Andrew Guindon

THAT the Board of Directors Meeting of June 5, 2025 be adjourned.



Bryan McGillis
Chair



Alison McDonald
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

June 5, 2025

Cooper Marsh Visitor's 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 – Power Point Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of May 1, 2025	1-3
7. New Business	
a) 2024 Financial Statements	4-32
b) Statement of Operations	33
c) RRCA Strategic Action Plan – Final Report	34-75
d) Formation of Corporate Services Working Group	76-78
e) 2024 RRCA Annual Report	79
f) Wetland Establishment and Enhancement Projects	80-81
g) Grant Submissions	82-83
8. Future Meetings	
RRCA Board of Directors starting at 9:00 am - Sept. 4, Oct 2, Nov. 6	
9. Adjournment	

Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
MAY 1, 2025

RRCA ADMINISTRATION BUILDING
18045 County Rd. 2, Cornwall, ON

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Project Coordinator
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Matthew Levac, Planning & Regulations Officer
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications and Stewardship

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

RESOLUTION #34/25

Moved by: Adrian Bugelli
Seconded by: Martin Lang

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #35/25:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

That the minutes of April 3, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

STATEMENT OF OPERATIONS

The Finance Officer presented the Board with the Statement of Operations for the period ending March 31, 2025.

FLEET VEHICLE – LEASE BUYOUT

RESOLUTION #36/25:

Moved by: Martin Lang
Seconded by: Adrian Bugelli

THAT the Board of Directors approve buying out the Blazer lease at a cost of \$26,258.78.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Jun 5 (Cooper Marsh), Sept 4, Oct. 2

CLOSED SESSION

- a) Financial information supplied in confidence to the Authority
- b) Proposed or pending acquisition or disposition of land by the Authority
- c) Personnel Matters

RESOLUTION #37/25:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move into Closed Session to discuss items (a), (b) & (c) mentioned above.

CARRIED

RESOLUTION #38/25:

Moved by: Jaques Massie

Seconded by: Martin Lang

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #39/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

THAT the Board direct staff to bring a report on the formation of a finance working group to the next meeting.

CARRIED

RESOLUTION #40/25:

Moved by: Claude McIntosh

Seconded by: Lachlan McDonald

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

CARRIED

ADJOURNMENT

RESOLUTION #41/25:

Moved by: Adrian Bugelli

Seconded by: Lachlan McDonald

THAT the Board of Directors Meeting of May 1, 2025 be adjourned.

Bryan McGillis
Chair

Alison McDonald
General Manager / Secretary-Treasurer



To: Board of Directors
From: Alison McDonald, General Manager
Sandy Crites, Finance Officer
Date: May 28, 2025
Subject: 2024 Financial Statements

RECOMMENDATION:

THAT the Board of Directors approve a net transfer from reserves of (\$145,111) and,

THAT special benefitting area surpluses and deficits be added to, or taken from the appropriate reserves as part of end of year municipal levies settlements; and,

THAT the Board of Directors approve the 2024 Financial Statements.

BACKGROUND:

The firm of MNP LLP Chartered Accountants completed an audit of the financial statements of RRCA in May 2025 and met with the General Manager and Finance Officer on May 15, 2025. Jamie Pollock of MNP LLP will attend the June Board of Directors meeting to present the draft audited Financial Statements and answer questions.

DISCUSSION:

Enclosed is a copy of the 2024 draft Financial Statements and the Audit Findings Report.

Staff are proposing that the net deficit of (\$145,111) be transferred from reserves. Specifically (\$80,587) to be transferred from the operating reserve and (\$64,524) transferred from the special benefitting reserves.

Details of the operating deficits are reflected in the draft Financial Statements Document on page 9 (Note 7).

Handwritten signature of Sandy Crites in black ink.

Sandy Crites
Finance Officer

Handwritten signature of Alison McDonald in black ink.

Alison McDonald
General Manager / Secretary-Treasurer

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

FINANCIAL STATEMENTS

December 31, 2024

RAISIN REGION CONSERVATION AUTHORITY

December 31, 2024

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FINANCIAL STATEMENTS	
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Statement of Operations	2
Statement of Change in Net Financial Assets	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 11
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Segmented Disclosure - Schedule 3	14

DRAFT - FOR BOARD APPROVAL

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
the Raisin Region Conservation Authority

Opinion

We have audited the financial statements of Raisin Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario
June 5, 2025

Chartered Professional Accountants
Licensed Public Accountants

RAISIN REGION CONSERVATION AUTHORITY
STATEMENT OF FINANCIAL POSITION

As at December 31, 2024

	2024	2023
NET FINANCIAL ASSETS		
Assets		
Cash	\$ 881,885	\$ 1,338,890
Restricted cash (Note 3)	227,801	217,700
Accounts receivable	220,013	205,930
	1,329,699	1,762,520
 Liabilities		
Accounts payable	81,131	120,036
Deferred revenue (Note 4)	593,181	653,401
Employee post-retirement benefits (Note 5)	72,252	75,530
	746,564	848,967
Net Financial Assets	583,135	913,553
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 1)	21,584,236	21,737,017
Prepaid expenses	43,864	15,908
Non-Financial Assets	21,628,100	21,752,925
ACCUMULATED SURPLUS		
Accumulated Surplus (Schedule 2)	\$ 22,211,235	\$ 22,666,478

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS

For the year ended December 31, 2024

	(Note 8) BUDGET 2024	ACTUAL 2024	ACTUAL 2023
REVENUE			
Municipal levies	\$ 948,212	\$ 948,212	\$ 921,537
Government grants	757,695	745,582	501,838
Authority generated			
Contributions and fees	916,963	1,104,331	1,046,697
Charlottenburgh park	550,000	599,528	579,524
Marina	160,000	148,623	145,062
Interest income	30,000	72,889	99,491
Rental income	11,161	12,000	12,000
Equipment charges	88,452	119,289	120,839
Donations		4,344	87,487
Gain (loss) on disposal of tangible capital assets	-	1,700	(6,839)
	3,462,483	3,756,498	3,507,636
EXPENDITURES			
Watershed Monitoring	86,003	90,616	81,758
Watershed Management	305,595	484,002	490,881
Watershed Planning & Regulations	617,722	625,751	523,568
Watershed Stewardship	719,690	1,010,994	613,038
Conservation and Recreation	984,668	1,249,397	1,021,640
Corporate Services	513,723	679,789	773,221
Vehicle and Equipment Usage	63,000	71,192	71,608
	3,290,401	4,211,741	3,575,714
NET (DEFICIT) SURPLUS FOR THE YEAR	172,082	(455,243)	(68,078)
ACCUMULATED SURPLUS, beginning of year	22,666,478	22,666,478	22,734,556
ACCUMULATED SURPLUS, end of year	\$ 22,838,560	\$ 22,211,235	\$ 22,666,478

RAISIN REGION CONSERVATION AUTHORITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31, 2024

	(Note 8) BUDGET 2024	ACTUAL 2024	ACTUAL 2023
Net (deficit) surplus for the year	\$ 172,082	\$ (455,243)	\$ (68,078)
Amortization of tangible capital assets	-	297,636	293,632
Acquisition of tangible capital assets	(247,790)	(144,855)	(294,846)
(Gain) loss on disposal of tangible capital assets	-	(1,700)	6,839
Proceeds on disposal of tangible capital assets	-	1,700	4,500
Change in prepaid expenses	-	(27,956)	58
Decrease in net financial assets	(75,708)	(330,418)	(57,895)
Net financial assets, beginning of year	913,553	913,553	971,448
Net financial assets, end of year	\$ 837,845	\$ 583,135	\$ 913,553

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS

For the year ended December 31, 2024

	2024	2023
CASH (USED IN) FROM OPERATING ACTIVITIES		
Net deficit for the year	\$ (455,243)	\$ (68,078)
Items not affecting cash or equivalent		
Amortization expense	297,636	293,632
(Gain) loss on disposal of tangible capital assets	(1,700)	6,839
Changes in non-cash working capital balances		
Accounts receivable	(14,083)	(112,192)
Accounts payable	(38,905)	(138,102)
Deferred revenue	(60,220)	88,712
Employee post-retirement benefits	(3,278)	(2,826)
Prepaid expenses	(27,956)	58
	(303,749)	68,043
CASH USED IN FINANCING ACTIVITIES		
Increase in restricted cash	(10,101)	(16,677)
CASH USED IN CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	1,700	4,500
Acquisition of tangible capital assets	(144,855)	(294,846)
	(143,155)	(290,346)
DECREASE IN CASH	(457,005)	(238,980)
CASH, beginning of year	1,338,890	1,577,870
CASH, end of year	\$ 881,885	\$ 1,338,890

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

1. NATURE OF OPERATIONS

Raisin Region Conservation Authority (the "Authority") was established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for its member municipalities within its area of jurisdiction. The Authority's area of jurisdiction includes areas in the City of Cornwall, and the Townships of North Glengarry, South Glengarry, North Stormont and South Stormont. The Authority is a registered charitable organization and is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Revenue recognition

Municipal levies are recognized in the financial statements as revenues in the period in which they are levied.

Government transfers are recognized as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User charges and fees are recognized as revenue when services are performed, reasonable estimates of the amounts can be made and collection is reasonable assured.

(b) Cash and equivalent

The Authority considers deposits in banks, certificates of deposit and short-term investments with original maturities of 90 days or less as cash and equivalent.

(c) Reserves

Reserves for future expenditures and contingencies are established as required at the discretion of the board of the Authority. Increases or decreases in these reserves are made by appropriations to or from general operations.

(d) Deferred revenue

Deferred revenue represents levies and grants that have been collected but the related expenditures have not been incurred. These amounts will be recognized as revenues in the period in which the expenditure takes place.

(e) Employee benefits

Employee benefits include vacation entitlement and sick leave benefits. Vacation and sick leave benefits are accrued in accordance with the Authority's personnel policy. The Authority accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS) as a defined contribution plan.

The Authority provides post-retirement benefits in the form of employer paid group insurance premiums commencing on retirement and payable until the attainment of age 65. The annual cost of the benefit obligation will be charged as a program expenditure.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25 to 50 years
Flood control structures	100 years
Office equipment	5 years
Machinery and equipment	10 years
Vehicles	5 years
Leasehold improvements	40 years

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(g) Financial instruments

The Authority recognizes its financial instruments when the Authority becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

All financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs are added to the carrying amount for those financial instruments subsequently measured at amortized cost.

All financial assets are tested annually for impairment. Management considers recent collection experience for the financial assets, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. Any impairment which is not considered temporary is recorded in the statement of operations. Write-downs of financial assets at amortized costs to reflect losses in value are not reversed for subsequent increases in value.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Significant estimates include estimated useful life of tangible capital assets, the valuation of allowances for doubtful accounts receivable, and future employment benefits. Actual results could differ from these estimates.

(i) Contributed services

Volunteers contribute significant time to the governance and delivery of the Authority's programs. Due to the difficulty in determining the fair value of these contributions, contributed services are not recognized in the financial statements.

(j) Equipment charges

The Authority charges the programs with the costs of equipment used by the programs, based on standard hourly rates. The amounts charged are recorded in Schedule 3 as revenue for Equipment Usage and the actual equipment expenses are included as equipment operating costs.

(k) Contaminated sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met: a) an environmental standard exists; b) contamination exceeds the environmental standard; c) the organization is directly responsible or accepts responsibility for the liability; d) future economic benefits will be given up; and e) a reasonable estimate of the liability can be made.

3. RESTRICTED CASH

Restricted cash represents funding received from the Province for Source Water Protection purposes and can only be used for expenditures designated under that program.

4. DEFERRED REVENUE

Deferred revenue represents funds received from the Province of Ontario and other sources for specific purposes. The balances and transactions are summarized as follows:

	Provincial Funding	Source Water Protection	Forestry and Other	Charlottenburgh Park	Total 2024	Total 2023
Balance, beginning of year	\$ 354,387	\$ 217,700	\$ 43,614	\$ 37,700	\$ 653,401	\$ 564,689
Grants received	1,006,572	334,345	10,000	-	1,350,917	1,049,479
Funds received	-	-	3,374	513,137	516,511	196,878
Interest earned	-	5,600	-	-	5,600	8,900
Revenue recognized	(1,096,222)	(329,844)	(36,240)	(470,942)	(1,933,248)	(1,166,545)
Balance, end of year	\$ 264,737	\$ 227,801	\$ 20,748	\$ 79,895	\$ 593,181	\$ 653,401

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

4. DEFERRED REVENUE (Continued)

The provincial funding consists of specific programs as follows:

		ALUS	WECI and MNR	Section 39	MECP	Total 2024	Total 2023
Balance, beginning of year	\$	186,615	\$ -	\$ 20,796	\$ 146,976	\$ 354,387	\$ 276,828
Grants received		599,844	62,691	85,037	259,000	1,006,572	699,667
Revenue recognized		(568,629)	(62,691)	(84,574)	(380,328)	(1,096,222)	(622,108)
Balance, end of year	\$	217,830	\$ -	\$ 21,259	\$ 25,648	\$ 264,737	\$ 354,387

5. EMPLOYEES' POST-RETIREMENT BENEFITS (OTHER THAN PENSIONS)

The Authority's employee benefits plan consists of employer-paid group insurance premiums for extended health care and dental care, as well as life insurance coverage. Benefits commence on retirement and are payable for five years, or until the employee reaches the age of sixty-five, if earlier.

The valuation was based on a number of assumptions about future events such as inflation rates, interest rates, medical and dental inflation rates, wage and salary increases, and employee turnover and mortality.

The accrued benefit obligation as at December 31, 2024 comprises of the following components:

	2024	2023
Accrued benefit obligation, beginning of year	\$ 75,530	\$ 78,356
Adjustment for post-retirement benefits relating to prior years' service	(6,488)	(6,156)
Interest accrued	3,210	3,330
Accrued benefit obligation, end of year	\$ 72,252	\$ 75,530

6. PENSION AGREEMENT

The Authority is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Authority does not recognize any share of the OMERS pension deficit of \$2.9 billion (2023 - \$4.2 billion) in these financial statements.

The employer amount contributed to OMERS for 2024 was \$164,654 (2023 - 125,247) for current service and is included as an expenditure on the statement of operations.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

7. OPERATING SURPLUSES AND DEFICITS

The operating surplus for the fiscal year ending December 31, 2024 was \$(145,111), of which a surplus of \$(80,587) was transferred to the operating reserve, and a net surplus of \$(64,524) was transferred to special benefiting reserves.

	(Note 8) BUDGET 2024	ACTUAL 2024	ACTUAL 2023
Net (deficit) surplus for the year	\$ 172,082	\$ (455,243)	\$ (68,078)
Reserves used for operations and capital	260,090	242,662	158,400
Funds transferred to reserves	(184,382)	(82,033)	(82,492)
Acquisition of tangible capital assets	(247,790)	(144,855)	(294,846)
Amortization expense		297,636	293,632
(Gain) loss on sale of tangible capital assets	-	(1,700)	6,839
Proceeds on sale of tangible capital assets	-	1,700	4,500
Post retirement benefit	-	(3,278)	(2,826)
(Deficit) surplus before year-end transfers	-	(145,111)	15,129
Transfer from (to) special benefiting reserves	-	64,524	(7,245)
Transfer from (to) operating reserves	-	80,587	(7,884)
Net (deficit) surplus for the year	\$ -	\$ -	\$ -

The individual special benefiting areas transferred to (from) reserves at year-end are as follows:

	2024	2023
Charlottenburgh park	\$ (53,256)	\$ (11,380)
Fly Creek pumping station	9,508	6,865
Garry River system	(6,964)	(470)
Gray's Creek conservation area	(246)	4,330
Gray's Creek marina	(15,216)	5,821
Long Sault water diversion	1,233	1,561
St. Andrews dyke	417	518
	\$ (64,524)	\$ 7,245

8. BUDGET FIGURES

The 2024 budget amounts that were approved on January 18, 2024 were established for operating and reserve purposes and are based on a project-oriented basis, the costs of which may be carried out over one or more years.

9. LEASE COMMITMENT

The Authority is committed to minimum annual payments under operating leases as follows:

2025	\$ 5,916
------	----------

The Authority leases Charlottenburgh Park from the St. Lawrence Parks Commission ("SLPC") under a 20 year lease that commenced in 2006. Under the terms of the lease, the Authority is required to pay the SLPC ten percent of the park receipts over \$29,077 each year. In the current year, a payment of \$54,280 (2023 - \$52,404) was made to the SLPC.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

10. OPERATING EXPENDITURES BY OBJECT

Operating expenditures by object are summarized as follows:

	(Note 8) BUDGET 2024	ACTUAL 2024	ACTUAL 2023
Wages and benefits	\$ 1,992,659	\$ 2,103,182	\$ 1,912,990
Supplies, materials and services	504,317	754,436	531,306
Vehicle and equipment	120,453	179,639	139,551
Insurance and financial	73,050	131,307	133,503
Programs	421,758	520,119	414,591
Utilities	106,200	123,132	80,796
Repairs and maintenance	71,964	102,290	69,345
Amortization		297,636	293,632
	\$ 3,290,401	\$ 4,211,741	\$ 3,575,714

11. SEGMENTED INFORMATION

Certain allocation methodologies are employed in the preparation of segmented financial information. Government grants, user charges, transfers from other funds, and other revenues are allocated to the specific program or service they relate to. Expense allocations are both internal and external. Activity based costing is used to allocate internal support costs to departments. These costs include the net expenditures for departments, such as human resources, information systems, finance and others, commonly referred to as overhead.

The Authority records its activities into six main program areas which are reported in Schedule 3 to the financial statements.

Watershed Monitoring

Watershed monitoring costs and revenues are those required to assess watershed health and provide advance warning to municipalities and the general public of potential flood and drought conditions. The main activities include surface water and ground water monitoring (quality and quantity), flood forecasting and warning, and low water response.

Watershed Management

Watershed management costs and revenues are those required to operate and maintain water control structures designed for flood control, municipal water supply, and recreation. The main activities include the management of the Fly Creek System, Garry River System, Long Sault Water Diversion, and St. Andrews Dyke.

Watershed Planning and Regulations

Watershed planning and regulations costs and revenues are those required to support sustainable development through technical advice on development projects and implementation of source water protection plans. The main activities include plan input and review, conservation authority regulations, and source water protection.

Watershed Stewardship

Watershed stewardship costs and revenues are those required to enhance, restore and protect watershed health through public and private partnerships. The main activities include forestry services, ALUS program, and various other stewardship projects as funding becomes available.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2024

11. SEGMENTED INFORMATION (Continued)

Conservation and Recreation

Conservation and recreation costs and revenues are those required to manage public green spaces owned/leased by the Authority. The main activities include Cooper Marsh Conservation Area, Gray's Creek Conservation Area, Gray's Creek Marina, and Charlottenburgh Park.

Corporate Services

Corporate services include costs to manage the authority and support staff, partners, and the public. The main activities include administration, finance, communications, information management, vehicles and equipment.

12. RISK MANAGEMENT

In the normal course of operations, the Authority is exposed to a variety of financial risks which are actively managed by the Authority.

The Authority's financial instruments consist of cash, restricted cash, accounts receivable, and accounts payable.

The Authority's exposure to and management of risk has not changed materially from December 31, 2023.

Credit Risk

Credit risk arises from the possibility that the entities to which the Authority provides services to may experience difficulty and be unable to fulfil their obligations. The Authority is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Authority does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Authority is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash. Changes in variable interest rates could cause unanticipated fluctuations in the Authority's operating results.

Liquidity Risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they become due. The Authority requires working capital to meet day-to-day operating activities. Management expects that the Authority's cash flows from operating activities will be sufficient to meet these requirements.

RAISIN REGION CONSERVATION AUTHORITY

TANGIBLE CAPITAL ASSETS

Schedule 1

As at December 31, 2024

	Land	Buildings	Flood Control Structures	Office Equipment	Machinery and Equipment	Vehicles	Leasehold Improvements	Total 2024	Total 2023
Cost									
Balance, beginning of year	\$ 7,069,110	\$ 2,251,005	\$ 15,916,981	\$ 222,196	\$ 342,254	\$ 130,758	\$ 2,493,430	\$ 28,425,734	\$ 28,174,994
Additions during the year	-	63,724	44,398	-	29,307	-	7,426	144,855	294,846
Disposals during the year	-	-	-	-	1,980	17,941	-	19,921	44,106
Balance, end of year	\$ 7,069,110	\$ 2,314,729	\$ 15,961,379	\$ 222,196	\$ 369,581	\$ 112,817	\$ 2,500,856	\$ 28,550,668	\$ 28,425,734
Accumulated Amortization									
Balance, beginning of year	\$ -	\$ 1,243,897	\$ 3,920,303	\$ 216,995	\$ 325,889	\$ 45,964	\$ 935,669	\$ 6,688,717	\$ 6,427,852
Amortization during the year	-	50,420	166,550	4,478	4,717	9,043	62,428	297,636	293,632
Amortization on disposals	-	-	-	-	1,980	17,941	-	19,921	32,767
Balance, end of year	\$ -	\$ 1,294,317	\$ 4,086,853	\$ 221,473	\$ 328,626	\$ 37,066	\$ 998,097	\$ 6,966,432	\$ 6,688,717
Net book value									
December 31, 2023	\$ 7,069,110	\$ 1,007,108	\$ 11,996,678	\$ 5,201	\$ 16,365	\$ 84,794	\$ 1,557,761	\$ 21,737,017	
December 31, 2024	\$ 7,069,110	\$ 1,020,412	\$ 11,874,526	\$ 723	\$ 40,955	\$ 75,751	\$ 1,502,759	\$ 21,584,236	

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

ACCUMULATED SURPLUS

Schedule 2

For the year ended December 31, 2024

	2024	2023
Deficits		
Operating surplus (Note 7)	\$ -	\$ -
Employee post-retirement benefits (Note 5)	(72,252)	(75,530)
Total deficits	(72,252)	(75,530)
Reserves		
Working capital	125,000	125,000
Operating	330,881	467,060
Equipment	20,560	50,000
Charlottenburgh Park	6,885	75,423
Gray's Creek Marina	1,567	19,880
Long Sault Water Diversion	24,328	23,095
St. Andrews Dyke	9,968	9,550
Gray's Creek Conservation Area	(3,133)	2,781
Garry River system	819	8,846
Fly Creek pumping station	161,788	196,678
River clean up	7,773	10,478
Gambhir forest	3,022	2,700
Cooper's Marsh	9,793	13,500
Total reserves	699,251	1,004,991
Equity in tangible capital assets		
Tangible capital assets	21,584,236	21,737,017
ACCUMULATED SURPLUS	\$ 22,211,235	\$ 22,666,478

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

SEGMENTED DISCLOSURE

Schedule 3

For the year ended December 31, 2024

	Watershed Monitoring	Watershed Management	Watershed Planning & Regulations	Watershed Stewardship	Conservation and Recreation	Corporate Services	Vehicle and Equipment Usage	2024	2023
REVENUE									
Municipal levies	\$ 69,859	\$ 279,823	\$ 194,848	\$ -	\$ 94,785	\$ 308,897	\$ -	\$ 948,212	\$ 921,537
Government grants	-	106,886	202,889	409,263	26,544	-	-	745,582	501,838
Authority generated	29,221	-	42,203	662,418	973,156	236,417	119,289	2,062,704	2,084,261
	99,080	386,709	439,940	1,071,681	1,094,485	545,314	119,289	3,756,498	3,507,636
EXPENDITURES									
Wages and benefits	78,088	260,244	565,920	304,167	628,251	266,512	-	2,103,182	1,912,990
Supplies, materials and services	6,389	3,312	40,354	310,743	234,745	158,149	744	754,436	531,306
Vehicle and equipment	3,322	12,192	12,866	7,246	100,707	9,594	33,712	179,639	139,551
Insurance and financial Programs	660	5,525	3,404	365	12,605	101,752	6,996	131,307	133,503
Utilities	-	4,000	1,397	377,398	137,324	-	-	520,119	414,591
Repairs and maintenance	1,271	27,101	1,515	1,080	57,263	34,902	-	123,132	80,796
Amortization	886	5,078	295	9,995	16,073	49,266	20,697	102,290	69,345
	-	166,550	-	-	62,429	59,614	9,043	297,636	293,632
	90,616	484,002	625,751	1,010,994	1,249,397	679,789	71,192	4,211,741	3,575,714
NET SURPLUS (DEFICIT) FOR THE YEAR	\$ 8,464	\$ (97,293)	\$ (185,811)	\$ 60,687	\$ (154,912)	\$ (134,475)	\$ 48,097	\$ (455,243)	\$ (68,078)

Raisin Region Conservation Authority

2024 Audit Findings

Report to the Board of Directors

December 31, 2024

H. James Pollock, CPA, CA, LPA

T: 613.209.8253

E: jamie.pollock@mnp.ca



Overview

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of Raisin Region Conservation Authority (the "Organization") as at December 31, 2024 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

As auditors, we report to the shareholders on the results of our examination of the financial statements of the Organization as at and for the year ended December 31, 2024. The purpose of this Report is to assist you, as members of the Board of Directors, in your review of the results of our audit.

This Report is intended solely for the information and use of the Board of Directors and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Engagement Status

We have substantially completed our audit of the financial statements of the Organization which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Board of Directors;
- The Board of Directors' review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

Independent Auditor's Report







We expect to have the above procedures completed and to release our Independent Auditor's Report on June 5, 2025.




Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the shareholders of the Organization. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

Audit Reporting Matters

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

Significant Audit, Accounting and Reporting Matters

Area		Comments
	Changes from Audit Service Plan	There were no deviations from the Audit Service Plan previously presented to you.
	Final Materiality	Final materiality used for our audit was \$190,000 for December 31, 2024, and \$180,000 for December 31, 2023.
	Identified or Suspected Fraud	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	Identified or Suspected Non-Compliance with Laws and Regulations	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	Matters Arising in Connection with Related Parties	No significant matters arose during the course of our audit in connection with related parties of the Organization.
	Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates	<p>The application of Canadian public sector accounting standards allows and requires the Organization to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your Organization's accounting practices.</p> <p>The accounting policies used by the Organization are appropriate and have been consistently applied.</p>

Area		Comments
	Financial Statement Disclosures	The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.
	Significant Deficiencies in Internal Control	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency we have not detected significant deficiencies in internal controls..
	Matters Arising From Discussions with Management	There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p>Management override of controls</p> <p>There is a presumed risk of management override of controls in all entities</p>	MNP will test adjusting journal entries posted by management throughout the year based on criteria set by the audit engagement team.
<p>Grants and deferred revenue</p> <p>Risk that revenue is not complete due to management bias to defer revenue</p>	Fraud risk in completeness of program revenue is addressed through work performed in deferred revenue.
<p>Expenses</p> <p>Risk in existence of payables due to management bias to reduce surplus</p>	Fraud risk on existence of expenses surrounding year end cut off is addressed through work performed in accounts payable.
<p>Accounts Payable and Accrued Liabilities</p> <p>Risk of overstating payables to reduce surplus due to management bias</p>	Assign more experienced MNP staff to this section of the file and increase sample size for testing existence of payables using a higher risk factor.
<p>Accounts Receivable</p> <p>Risk of understating receivables to decrease surplus due to bias</p>	Increase subsequent receipt testing by using a higher risk factor.

Other Areas

Area	Comments
Auditor Independence	We confirm to the Board of Directors that we are independent of the Organization. Our letter to the Board of Directors discussing our independence is included as part of the additional materials attached to this report.
Management Representations	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
Summary of Significant Differences	Several significant differences were proposed to management with respect to the December 31, 2024 financial statements.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,



Chartered Professional Accountants
Licensed Public Accountants

encls

June 5, 2025

Board of Directors
Raisin Region Conservation Authority
18045 County Rd. 2
P. O. Box 429
Cornwall, ON K6H 5T2

Dear Sirs/Mesdames:

We have been engaged to audit the financial statements of Raisin Region Conservation Authority (the "Organization") as at December 31, 2024 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the Organization and its related entities or persons in financial reporting oversight roles at the Organization and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
- (d) Economic dependence on a client; and
- (e) Provision of non-assurance services in addition to the audit engagement.

We are not aware of any relationship between the Organization and MNP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2024 to June 5, 2025.

We hereby confirm that MNP is independent with respect to the Organization within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario as of June 5, 2025.

This report is intended solely for the use of Board of Directors, management and others within the Organization and should not be used for any other purposes. We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,



**Chartered Professional Accountants
Licensed Public Accountants**

June 5, 2025

Board of Directors
Raisin Region Conservation Authority
18045 County Rd 2
P.O. Box 429
Cornwall, ON K6H 5T2

Management Recommendation Letter - December 31, 2024 fiscal year

Dear Members:

We have recently completed the 2024 financial statement audit of the Raisin Region Conservation Authority (the “Organization”) which we identified matters that may be of interest to the Board of Directors as follows:

Reserves and Reserve Fund Policy

The Organization does not have a policy to outline the reasons or the targeted amounts for reserves and reserve funds. We recommend that Management and the Board of Directors create a reserve and reserve fund policy with a minimum or maximum target level for each reserve and reserve fund and a timeline to reach each targeted level. This process would assist in determining the appropriate level of reserves and reserve funds required to finance future capital projects and what remaining reserves could be used for future operating purposes. We would be pleased to assist Management with this endeavor.

Management’s Response

The Board and staff identified the following recommendation in the new Strategic Action Plan Section 3.1 c) (to be approved at the June meeting):

Develop a long-term financial plan that includes an asset maintenance/replacement strategy and an infrastructure reserve policy. (2026, Q3).

This recommendation will be incorporated into the workplan for the Corporate Services Working Group.

Five Year Operating and Capital Financial Plan

We recommend that the Organization develop a five-year operating and capital financial plan based on their updated reserve and reserve fund policy and their asset management plan. This financial plan would utilize the financial information from each of these plans and consolidate the information into a single document. This document would ultimately provide information on the forecasted revenue and expenditures and if any debt would be required for the next five years. This document would also consider the level of federal and provincial grants, user fees and municipal levies that the Organization would require to fund future operations and capital projects. The five-year financial plan should align with any strategic plan that the Organization develops.

Management's Response

The Board and staff identified the following recommendation in the new Strategic Action Plan Section 3.1 c) (to be approved at the June meeting):

Develop a long-term financial plan that includes and asset maintenance/replacement strategy and an infrastructure reserve policy. (2026, Q3).

This recommendation will be incorporated into the workplan for the Corporate Services Working Group.

Budgeting Process

The organization's 2024 actual expenditures, excluding amortization, exceed budgeted expenditures by 19% for the year whereas the actual revenue only exceeded the budgeted revenues by 8.5%. This resulted in an operating deficit for the year. We recommend that Management reviews the budgeting process to determine if the budgeted expenditures are too low based on historical actual amounts or where annual expenditures could be reduced. This process could reveal that additional revenues may be required to be raised from government grants, user fees or municipal levies.

Management's Response

Staff did a thorough review of the 2024 budget in the fall. We identified under budgeted items and errors which were corrected for the 2025 budget.

We also reviewed staffing levels and reduced FTEs in some program areas based on workload requirements.

Communication of Financial information and Grant Agreements

It is our understanding that not all financial discussions and government agreements are forwarded to the Finance Officer on a timely basis based on our auditing walkthroughs of the various accounting cycles. These grant agreements should be shared with the Finance Officer to ensure that the financial information is processed more accurately and timely for the Organization and the Board of Directors. This would result in more relevant and reliable financial information for stakeholders throughout the fiscal year. This process should reveal if any specific programs are operating at a surplus or deficit position during the year and what corrective action may be required to reverse any deficits or reallocation of surpluses before year-end.

Management's Response

The grant agreements are being shared between project leads and the finance office; however, there is still a gap in understanding the multi-year fluctuation in deferred revenue.

We are moving forward with more in-person meetings to ensure everyone understands the agreements, the deferred revenues, and where to allocate subsidies.

Allocation of Payroll

Payroll expenses related to specific funding programs are not being allocated to the appropriate program throughout the fiscal year, making it difficult to monitor expenses incurred for each specific program or project. This could result in errors in recording of the appropriate revenue or deferred revenue during the year. This could create misleading financial information that certain programs are operating at a surplus or deficit position resulting in incorrect management decisions being made.

Management's Response

We will revisit the payroll process and will move to a more responsive allocation of staff time. We have taken steps to improve staff timesheets to assign time to the proper business area. We have also improved the accuracy of staff time allocation to program areas in the 2025 budget.

Recording Reserve Transfers

Not all transfers with reserves were recorded based on the approved budget during the year but only at year-end during the audit process. We recommend that all budgeted transfers be recorded immediately in the fiscal year once the annual budget is approved. This would ensure that these financial transactions are already presented in internal financial reports providing more accurate financial information.

Management's Response

We will record any reserve transfers identified as part of the reserve/asset management plan once the budget is approved.

We will revisit any other transfers at year end depending on program surplus.

Monthly bank reconciliations and non-routine journal entries

The General Manager should review and initial the monthly bank reconciliations and non-routine journal entries prepared by the Finance Officer. This will strengthen the internal controls of the Organization. This would also give the General Manager more awareness of the financial transactions occurring in the Organization during the year.

Management's Response

The General Manager signs off on bank reconciliation and payroll.

We agree with the recommendation to sign off on non-routine journal entries and will implement this recommendation starting in June.

Budgeting for Amortization Expense

Annual amortization expense should be budgeted as required by Ontario Regulation 284/09 and presented on the financial statements. The budgeted amount can be presented in a separate report rather than part of the annual budget. Annual amortization expense does not have an impact on the annual operating surplus or deficit but would make actual expenditures more comparable to budgeted expenditures on the financial statements according to Canadian Public Sector Accounting Standards (PSAS).

RECOMMENDATIONS FROM PRIOR YEAR

Accounting for Grant Revenue

The accounting for program or project grant revenue mainly occurs when the funds are received. This causes some program grant revenue to be recorded in the fiscal year following when the program expenses are incurred and reported. The grant revenue should be estimated and accrued based on the funding agreements in place, and if specific program expenses have already been incurred. Any known funds received subsequent to year-end should be accrued as accounts receivable as of December 31st. This would result in the Organization reporting programs and projects' revenues and expenses in the same fiscal period. Spending under each program should be tracked by program leads and periodically reviewed by the Finance Officer. Any funds that were received but not spent should be recorded as deferred revenue and recognized as revenue in the year the related expenses are incurred.

Management's Response

We will be placing all funds received in a deferred account until year end, then recognizing the actual revenue against work completed. Any grants that will be received after year end for work done in the year will be set up as a receivable.

Team Leads and Project Leads will meet regularly with the Finance Officer and GM to ensure the deferred revenues are correct.

Action Taken:

This recommendation is currently being addressed by Management in 2025.

We would be pleased to discuss with you further any matters mentioned in this letter at your convenience.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to any third party who uses this communication.

Sincerely,

Chartered Professional Accountants Licensed Public Accountants

cc: Ms. Alison McDonald, General Manager/Secretary-Treasurer
Ms. Sandy Crites, Finance Officer

STATEMENT OF OPERATIONS
For the period ending April 30, 2025

	30-Apr-25			% of Year 33%	
	Final Budget 2025	Updated Forecast Apr 30	Actual as of Apr 30	% of Updated Forecast	Variance Budget vs Forecast
REVENUE					
Provincial	846,957	763,278	298,468	39%	-83,679
Federal	382,500	416,937	160,000	38%	34,437
Authority Generated	1,188,530	1,209,559	178,911	15%	21,029
Partners	709,982	751,436	104,255	14%	41,454
Reserve	0	0	0	0%	0
Municipal	967,596	971,256	322,532	33%	3,661
TOTAL REVENUE	4,095,564	4,112,466	1,064,166	26%	16,901
EXPENDITURES					
Watershed Monitoring					
Flood Forecasting & Low Water Response	63,230	63,527	18,611	29%	297
Surface Water Quality Monitoring	6,909	7,112	1,801	25%	202
Groundwater Quality Monitoring	5,882	5,866	1,934	33%	-16
Watershed Management					
Fly Creek System	263,421	238,388	69,536	29%	-25,033
Garry River System	59,436	59,411	15,619	26%	-24
Long Sault Water Diversion	4,925	4,925	960	19%	0
St. Andrews Dyke	2,073	2,074	581	28%	1
Special Projects	143,006	142,920	9,180	6%	-86
Watershed Planning & Regulations					
Plan Input & Review - Natural Hazards	169,519	131,919	49,959	38%	-37,601
Plan Input & Review - Source Protection	5,276	5,281	1,569	30%	5
CA Regulations	193,717	187,527	58,228	31%	-6,190
Source Water Protection	340,275	340,527	81,172	24%	253
Watershed Stewardship					
Forestry Programs	130,762	141,710	12,518	9%	10,948
ALUS Program	445,915	440,781	41,090	9%	-5,134
St. Lawrence River Remedial Action Plan	549,872	538,538	103,620	19%	-11,335
Contracted Services	40,282	37,293	8,476	23%	-2,989
Conservation & Recreation					
Cooper Marsh Conservation Area	97,593	115,987	25,998	22%	18,394
Gray's Creek Conservation Area	81,425	82,252	17,020	21%	827
Gray's Creek Marina	176,281	180,273	31,236	17%	3,992
Charlottenburgh Park	572,276	586,213	89,326	15%	13,937
Conservation Lands	82,934	90,690	16,293	18%	7,757
Corporate Services					
Administration and Finance	430,903	426,023	147,340	35%	-4,880
Communications	114,202	111,450	35,616	32%	-2,752
Information Management	42,450	40,599	12,666	31%	-1,851
Vehicle & Equipment	73,000	73,000	18,725	26%	0
TOTAL EXPENDITURE	4,095,564	4,054,287	869,071	21%	-41,277
Net surplus (deficit)	0	58,179			58,179



To: Board of Directors
From: Alison McDonald, General Manager, Secretary-Treasurer
Date: May 22, 2025
Subject: RRCA Strategic Action Plan – Final Report

RECOMMENDATION:

THAT the Board of Directors approve the 2025 Strategic Action Plan Final Report;

AND FURTHER THAT the Board of Directors direct staff to prepare the Strategic Action Plan and post it on the website.

DISCUSSION:

The Raisin Region Conservation Authority's (RRCA) Strategic Plan was last updated in 2002. The development of a Strategic Plan was included in the draft 2025 RRCA Budget as a priority project.

Staff kicked off the project with Linton Consulting on February 20th. The attached Final Report from Linton contains the overview of context, objectives, collaborative approach, and highlights of the feedback from consultation.

The report also summarizes the Goals and Strategic Priorities and Actions that will be used by staff to create a final Strategic Action Plan.

We are looking for Board approval of the Strategic Action Plan Content included in the attached Final Report. We will use that content to create a polished, public facing document to be shared publicly in the next few months.

Staff will bring quarterly updates on the status of each strategic action starting in September.

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

Alison McDonald,
General Manager / Secretary-Treasurer



Raisin Region
Conservation Authority

Raisin Region Conservation Authority

Setting Priorities & Achieving Results: Strategic Action Plan

Draft Final Report

May 22, 2025

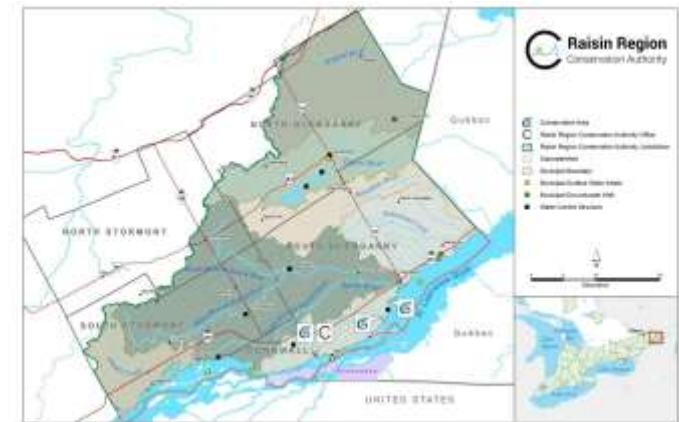
1.0 Introduction	p3
1.1 Context & Objectives	
1.2 Collaborative Approach	
1.3 What We Heard: Highlights	
2.0 Strategic Action Plan Content	p9
2.1 Introduction	
2.2 Goals	
2.3 Strategic Priorities & Actions	
Appendix: Questionnaire Results	p16

1.0 Introduction

- 1.1 Context & Objectives
- 1.2 Collaborative Approach
- 1.3 What We Heard: Highlights

Context

- ❑ Established in 1963, the core mandate of the Raisin Region Conservation Authority (RRCA) is flood control, plan review, habitat management and enhancement, water quality monitoring and reporting and pollution prevention.
- ❑ The RRCA has an 8-member Board of Directors representing five member municipalities: the Townships of North Glengarry, South Glengarry, North Stormont, South Stormont, and the City of Cornwall.
- ❑ The RRCA vision is “Working with our community for a better environment and healthy future” and its mission is “To guide our community in the protection, enhancement and restoration of our natural environment through programs that balance human, environmental and economic needs for a sustainable future.”
- ❑ With the current Strategic Plan dating back to 2002, the time is right for a new strategic plan to provide direction for the next few years.



Your Requirements

- ❑ The RRCA is “seeking an experienced and innovative facilitator for stakeholder, partner, and public consultation and engagement”. This project must achieve the following outcomes:
 - Conduct a kickoff meeting with RRCA senior management to clearly define objectives, scope, expectations, roles, and timelines.
 - Facilitate Session 1 (half-day) with staff (19) and the Board (8) to conduct a SWOT analysis and establish preliminary goals and goal statements; produce summary report.
 - Facilitate Session 2 (half-day) with senior staff and the Board to refine goals and goal statements and develop strategic priorities and measurable actions (with performance indicators); produce summary report.
 - Propose staff engagement strategy and support staff in implementing.
 - Propose partner engagement strategy and support staff in implementing.
 - Propose public consultation strategy (including survey template) and support staff in implementing.
 - Develop a Progress Tracker Template to measure success in achieving priorities and actions.
 - Develop Final Report and Executive Summary for Board approval.
 - Support staff in building a final Strategic Action Plan product.

Approach Highlights

- ❑ The Strategic Action Plan is Board’s direction to RRCA staff. It is important that staff, partners, and the public all have an opportunity to be involved in this process.
- ❑ Phase 2: Engagement was focused on collecting and summarizing input from:
 - RRCA Board – 1:1 interviews.
 - General Manager and Team Leads – 1:1 interviews.
 - Public questionnaire – 282 responses.
 - Partner questionnaire – 23 responses
 - Staff questionnaire – 11 responses.
 - Session 1 (March 20) with the Board and all RRCA staff for the morning session and the Board and senior team for the afternoon session.
 - Session 2 (April 17) with the Board and the senior team.



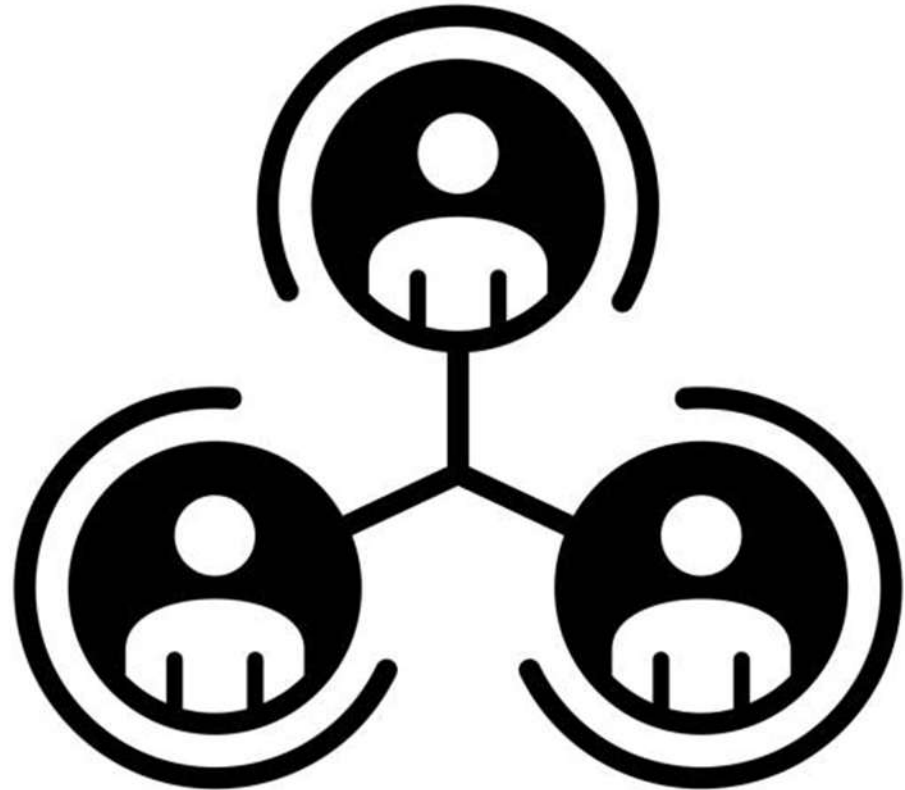
Public Questionnaire Highlights

- ❑ An online questionnaire was created to capture valuable input from residents on RRCA services and future priorities. The link to this questionnaire was shared on RRCA and member municipality website and social media pages.
- ❑ The questionnaire was live between March 27 – April 12, and 282 residents participated.
- ❑ Detailed results are included in the Appendix, however some of the highlights include:
 - To the question *“How familiar are you with what the RRCA does?”*, almost 70% selected either *“very familiar”* or *“familiar”*.
 - The most important RRCA programs and services to *“you and your family”* were *“protecting drinking water and “protecting environmentally sensitive areas”*.
 - The top response to *“what the RRCA should focus on achieving in the next 4-7 years”* was *“planting trees / preserving trees & forests”*.



Partner Questionnaire Highlights

- ❑ An online questionnaire was created to capture input from RRCA's partners. The link to this questionnaire was emailed to all partners with 25 partners participating.
- ❑ Detailed results are included in the Appendix, however some of the highlights include:
 - 83% of respondents indicated that they thought the “RRCA does a good job of engaging them”.
 - 87% of respondents indicated that they were either “very familiar” or “familiar” with what the RRCA does.
 - 95% of respondents indicated that they were either “extremely satisfied” or “satisfied” with the work of the RRCA.
 - When asked “what are the top three positive comments you hear about the RRCA or its programs?”, the top two response were “positive comments about staff” and “technical expertise”.
 - When asked “what you would like to see the RRCA achieve in the next 4-7 years?”, the top two responses (20%) were “community engagement / public education” and “stronger partnerships / more collaboration”.



Staff Questionnaire Highlights

- ❑ An online questionnaire was created to capture input from RRCA employees. The link to this questionnaire was emailed to all staff with 11 staff participating.
- ❑ Detailed results are included in the Appendix, however some of the highlights include:
 - The top two responses to the question “*What three things do you think that the RRCA does really well?*” was “*conservation areas/trails*” followed by “*customer service*”.
 - The responses to the question “*Rate the current level of motivation & enthusiasm among those staff members with whom you frequently work.*” were “*exceptional*” at 55%, “*good*” at 27%, “*fair*” at 18%, and “*poor*” at 0%.
 - The responses to the question “*Rate your opportunities for growth, learning and career development.*” were “*exceptional*” at 37%, “*good*” at 27%, “*fair*” at 27%, and “*poor*” at 9%.



2.0 Strategic Action Plan Content

- 2.1 Introduction
- 2.2 Goals
- 2.3 Strategic Priorities & Actions

Project Key Success Factors

- ❑ During the 1:1 interviews with Board Members and the senior team, we asked about key project success factors. There was widespread agreement that the Strategic Action Plan needed to accomplish the following outcomes:
 - **Meaningful staff participation** to ensure that everyone feels like they are part of the process.
 - **Practical and realistic** by ensuring that we are not making promises or setting expectations that we cannot achieve.
 - **Measurable actions** to enable the effective tracking of progress.
 - **Build a shared vision** and achieve common ground among Board Members and staff.



Goals & Goal Statements

- ❑ The following goals and goal statements were developed in Session 1 and confirmed in Session 2. These outcome-based objectives describe why the RRCA does what it does. They are meant to be easily understood, inspiring, and within the RRCA's sphere of authority.

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

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

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

- a) Review RRCA land stewardship initiatives to ensure they are aligned with the SDG Counties' Natural Heritage System Study. (2026, Q3)
- b) Collaborate with local partners and all levels of government to develop strong science-based strategies for the St. Lawrence River and tributaries. (ongoing)
- c) Expand our involvement in supporting private property ecosystem enhancements. (ongoing)

1.2: Protect from flooding and erosion hazards.

- a) Improve the online geoportal by expanding available data and making it more user-friendly. (2025, Q4)
- b) Improve permitting process to ensure people and property are safe from water related hazards. (2026, Q1)
- 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)
- d) Acquire state of the art floodplain mapping for four priority watersheds as identified in the RRCA Flood Priority Report. (2028, Q3)

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. (2025, Q4)
- b) Negotiate new lease for Charlottenburgh Park. (2026, Q2)
- c) Implement maintenance standards for all RRCA properties based on an asset maintenance/replacement strategy. (2028, Q1)

Goal 2: Strong Partnerships & Engaged Residents

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

2.1: Strengthening our relationships with community partners.

- a) Establish a list of annual priority community events for RRCA staff to participate in. (2025, Q4)
- 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)
- 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)
- d) Partner with a member municipality on a “one-window” development application pilot project. (2026, Q4)

2.2: Embracing meaningful community engagement.

- a) Develop a communications plan - including a social media strategy - that establishes priority messages, target audiences, and metrics; provide quarterly Board updates on communication activities and achievements. (2026, Q1 / ongoing)
- 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)
- c) Develop a RRCA Achievements online dashboard on the RRCA website to profile RRCA achievements. (2027, Q2)

Goal 3: Financial Stability

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

3.1: Demonstrating financial accountability.

- 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)
- b) Provide detailed statement of operations at monthly Board meetings. (2025, Q3 / ongoing)
- c) Develop a long-term financial plan that includes an asset maintenance/replacement strategy and an infrastructure reserve policy. (2026, Q3)

3.2: Diversifying our revenue sources.

- a) Submit joint grant application with the Township of North Glengarry to rehabilitate Garry River water infrastructure. (2025, Q2)
- b) Investigate the feasibility of creating an RRCA Foundation. (2026, Q2)
- c) Investigate grant management technology to improve the grant application process. (2027, Q1)

Goal 4: Organizational Excellence

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

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

- a) Enhance the Frequently Asked Questions checklist to support front-line staff in responding to common inquiries. (2025, Q4)
- b) Refresh and document Standard Operating Procedures, including health & safety and the purchasing process. (2026, Q4)
- c) Provide technology training (e.g. artificial intelligence, cyber security) for staff as required. (2026, Q4)
- d) Improve file/document management system and process and identify who is responsible for ongoing file management. (2028, Q2)
- e) Complete a main office space optimization plan including physical layout with options, timelines and estimated costs. (2026, Q3)

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

- 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)
- b) Enhance opportunities for training and professional development by developing annual career planning/development plans for RRCA employees. (2025, Q4)
- c) Introduce an annual Board-staff session to celebrate wins and encourage collaboration. (2025, Q4 / ongoing)
- d) Enhance onboarding process for board members and staff. (2026, Q3)
- e) Review and update the Employee Manual including employee benefits. (2026, Q4)

Appendix: Questionnaire Results

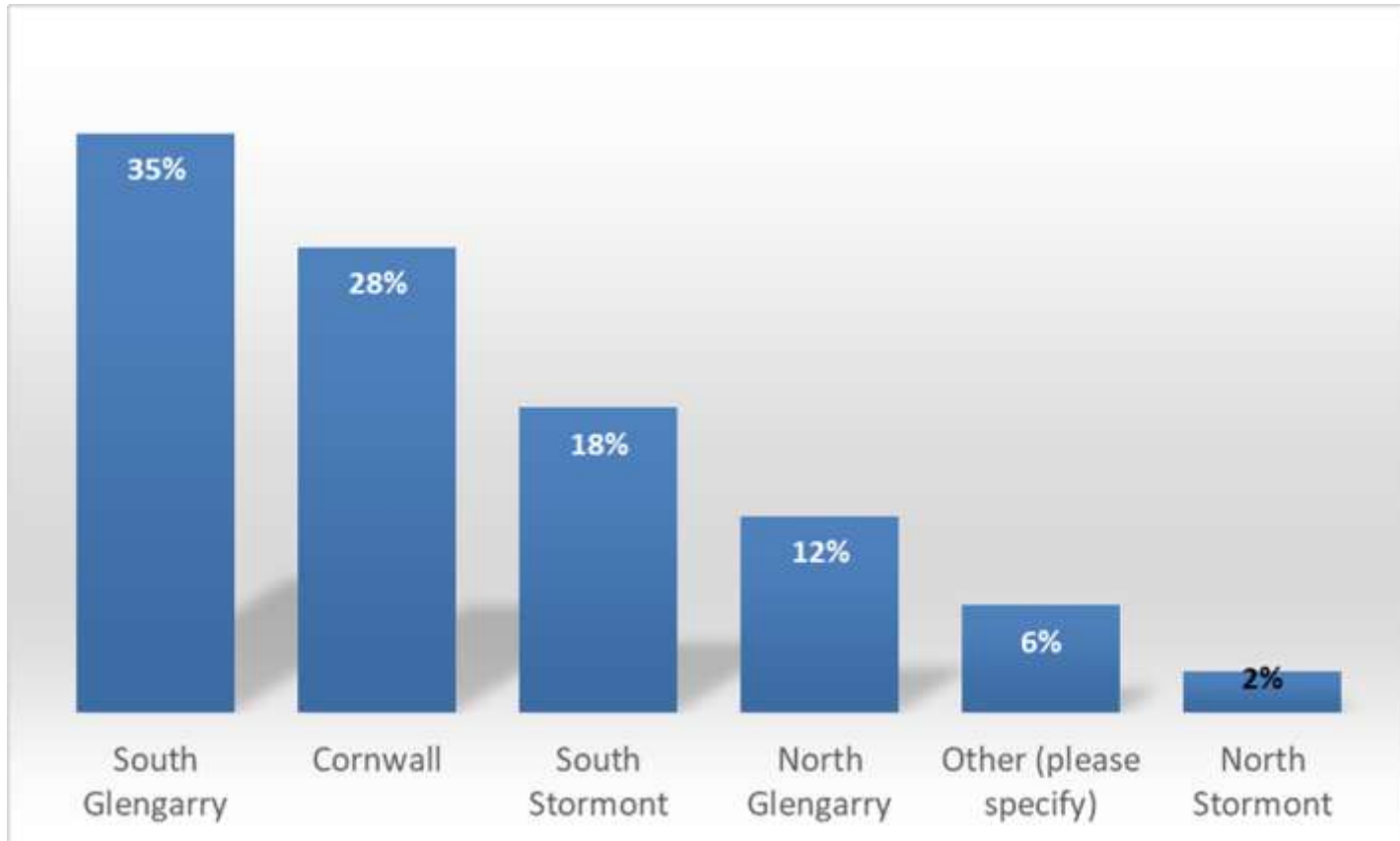
- Public Questionnaire
- Partner Questionnaire
- Staff Questionnaire

Introduction

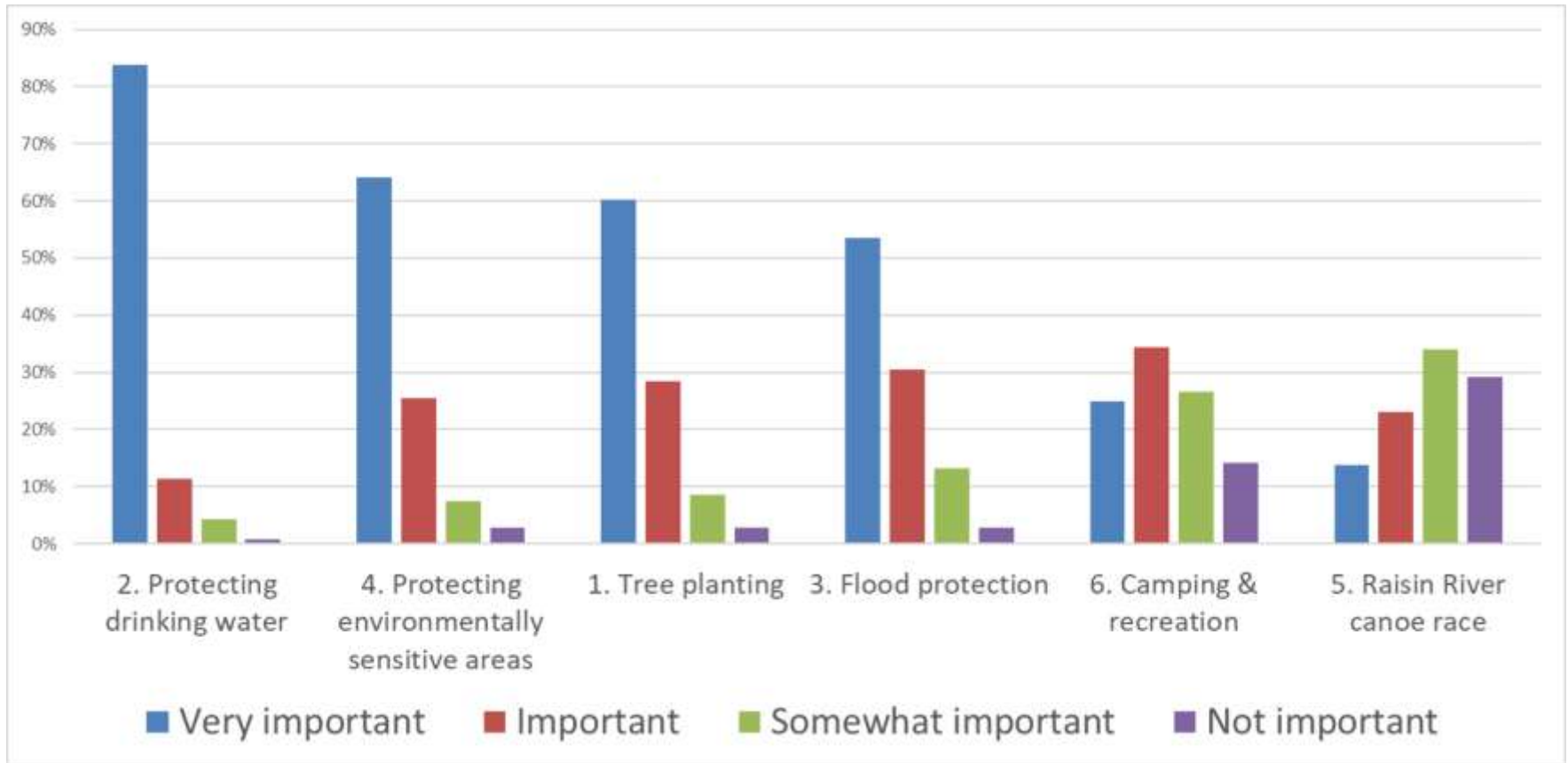
- ❑ An online questionnaire was created to capture basic input/feedback from residents on services and future priorities. The link to this questionnaire was shared on the RRCA and member municipalities' websites and social media.
- ❑ The questionnaire was publicly available between March 27 – April 12 with 282 respondents.



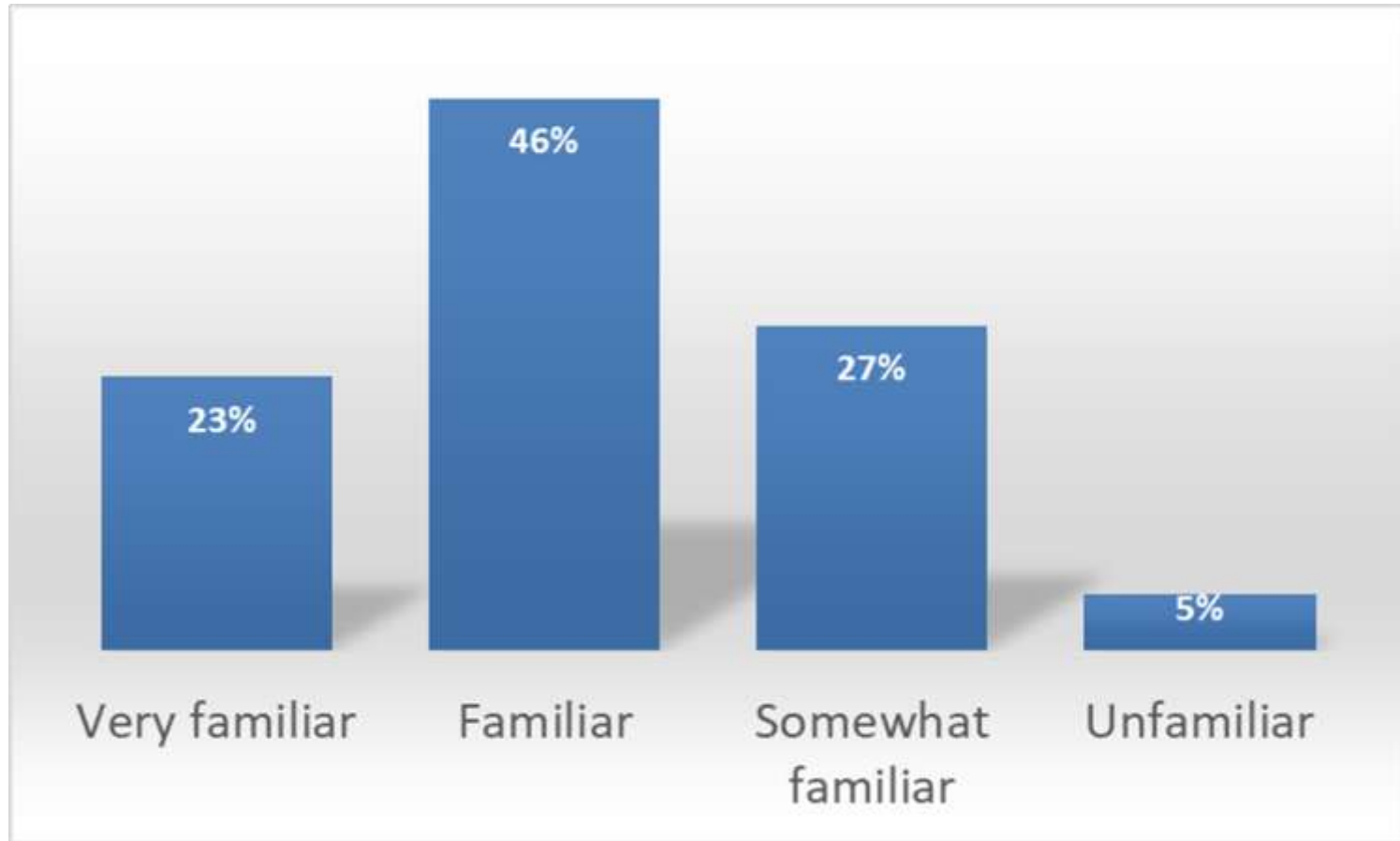
1. Where do you live?



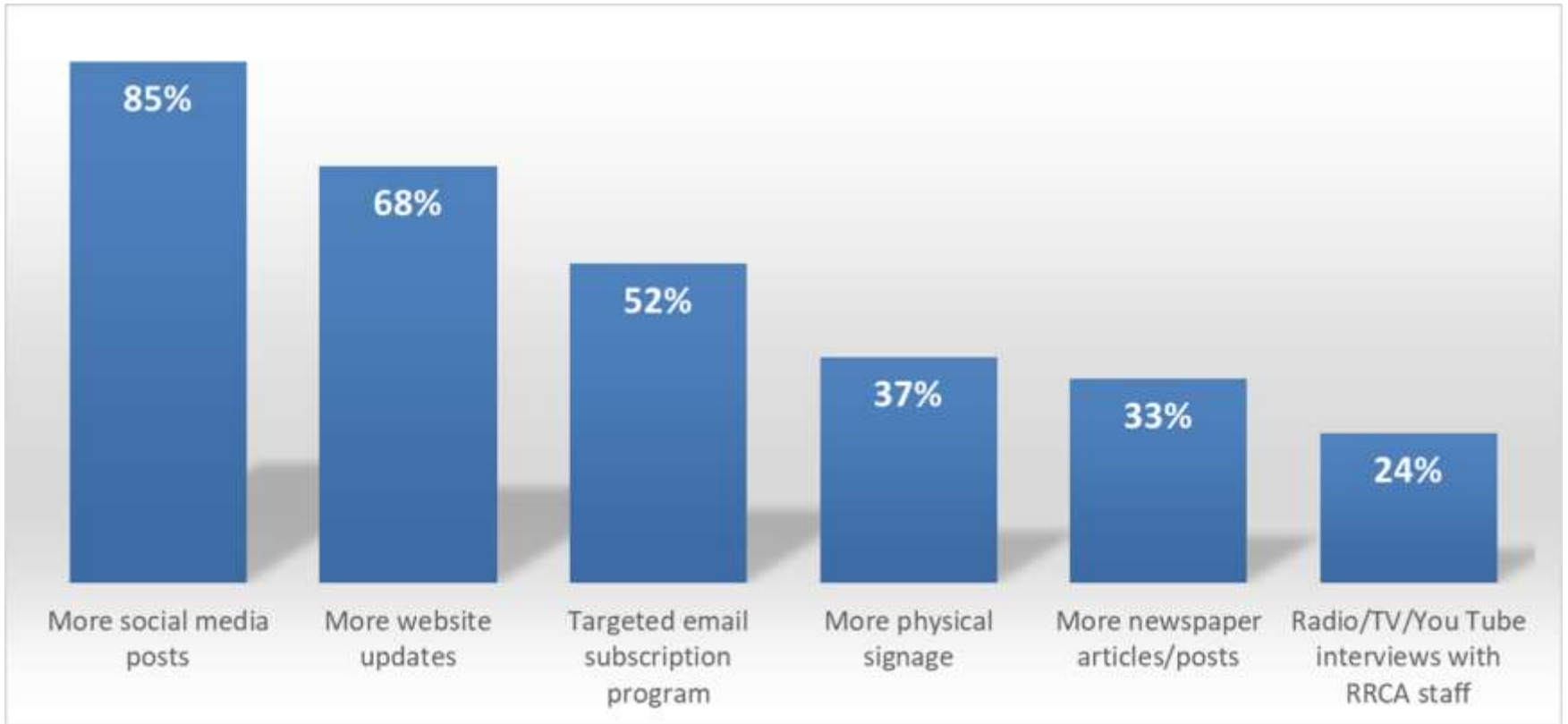
2. Of the following RRCA programs/ activities, how important are each of our services to you and your family?



3. How familiar are you with what the RRCA does?



4. What could the RRCA do to increase awareness of their programs and activities?



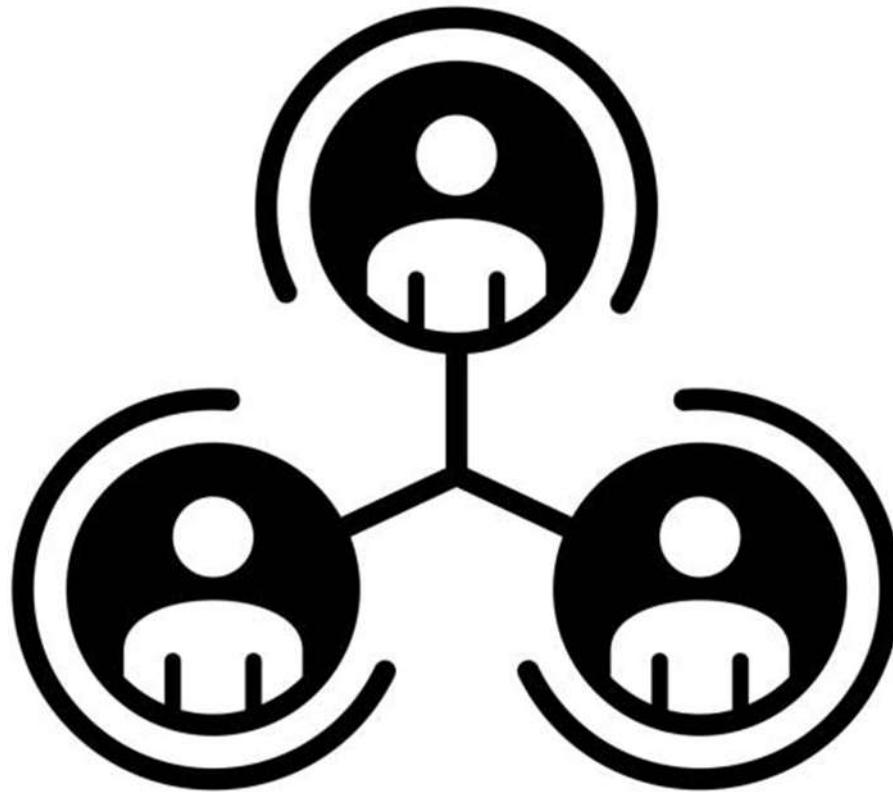
5. When you think about our region's natural environment, what should the RRCA focus on achieving in the next 4-7 years?

Top Responses (729 Open Field Responses):

- Plant trees / preserve trees / forests – 105 (14.4%)
- Flooding / water management / protect wetlands – 86 (11.8%)
- Habitat / wildlife / species at risk protection – 34 (4.7%)
- Drinking water – 24 (3.3%)
- Outdoor experiences maintain / improve – 23 (3.2%)

Introduction

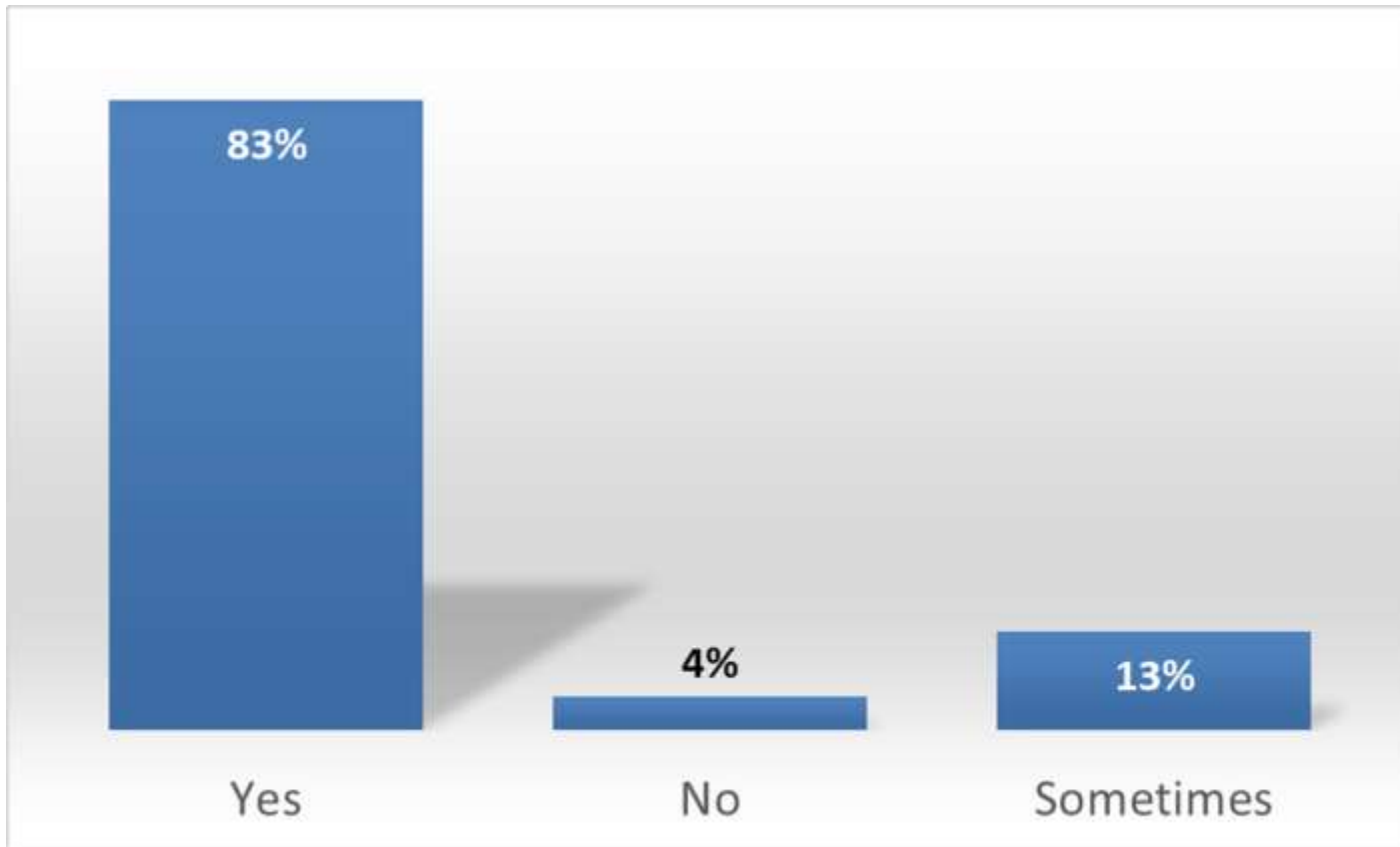
- ❑ An online questionnaire was created to capture input from RRCA partners with 23 responding.



1. What organization are you part of?

- Township of South Stormont
- Township of South Glengarry (3)
- Township of North Glengarry (2)
- Township of North Stormont
- Cornwall (2)
- United Counties of Prescott and Russell
- United Counties of SDG (2)
- MECP (2)
- South Nation CA (2)
- Rideau Valley CA
- St. Lawrence College
- Citizens for Marshland Conservation Inc (CMC)
- Conservation Ontario
- River Institute

2. Do you feel that RRCA does a good job of engaging you as a partner?



3. What three things do you think the RRCA does really well?

Top Responses (62 Open Field Responses):

- Communications / public education – 12 (19.4%)
- Good collaboration / partnerships – 10 (16.1%)
- Protection from flooding / water management – 6 (9.7%)
- Conservation areas / campgrounds / trails – 5 (8.1%)
- Community events / canoe race - 5 (8.1%)

4. What are the top three complaints you hear about the RRCA or its programs?

Top Responses (44 Open Field Responses):

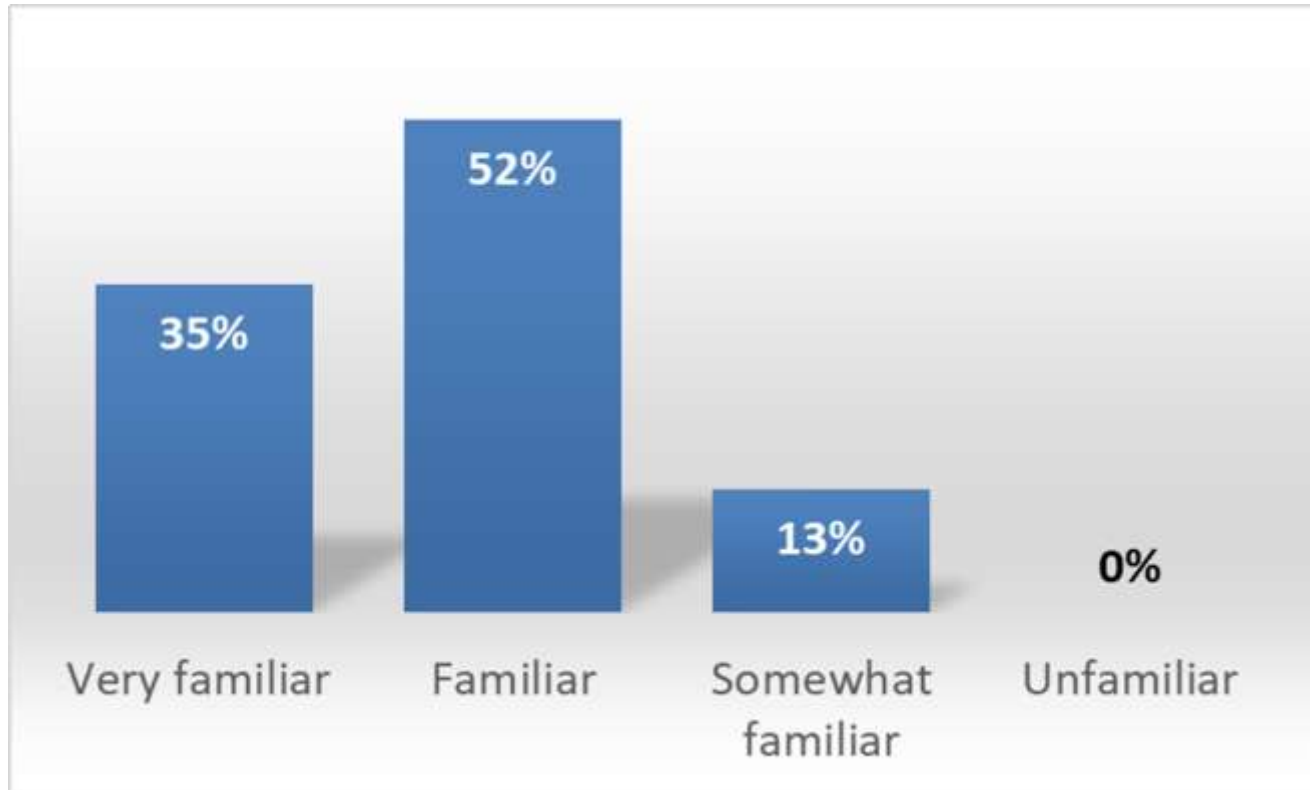
- No complaints / N/A – 12 (27.3%)
- Permit delays / complaints – 3 (6.8%)
- Application conditions / restrictions – 3 (6.8%)
- Lack of awareness of RRCA mandate – 3 (6.8%)

5. What are the top three positive comments you hear about the RRCA or its programs?

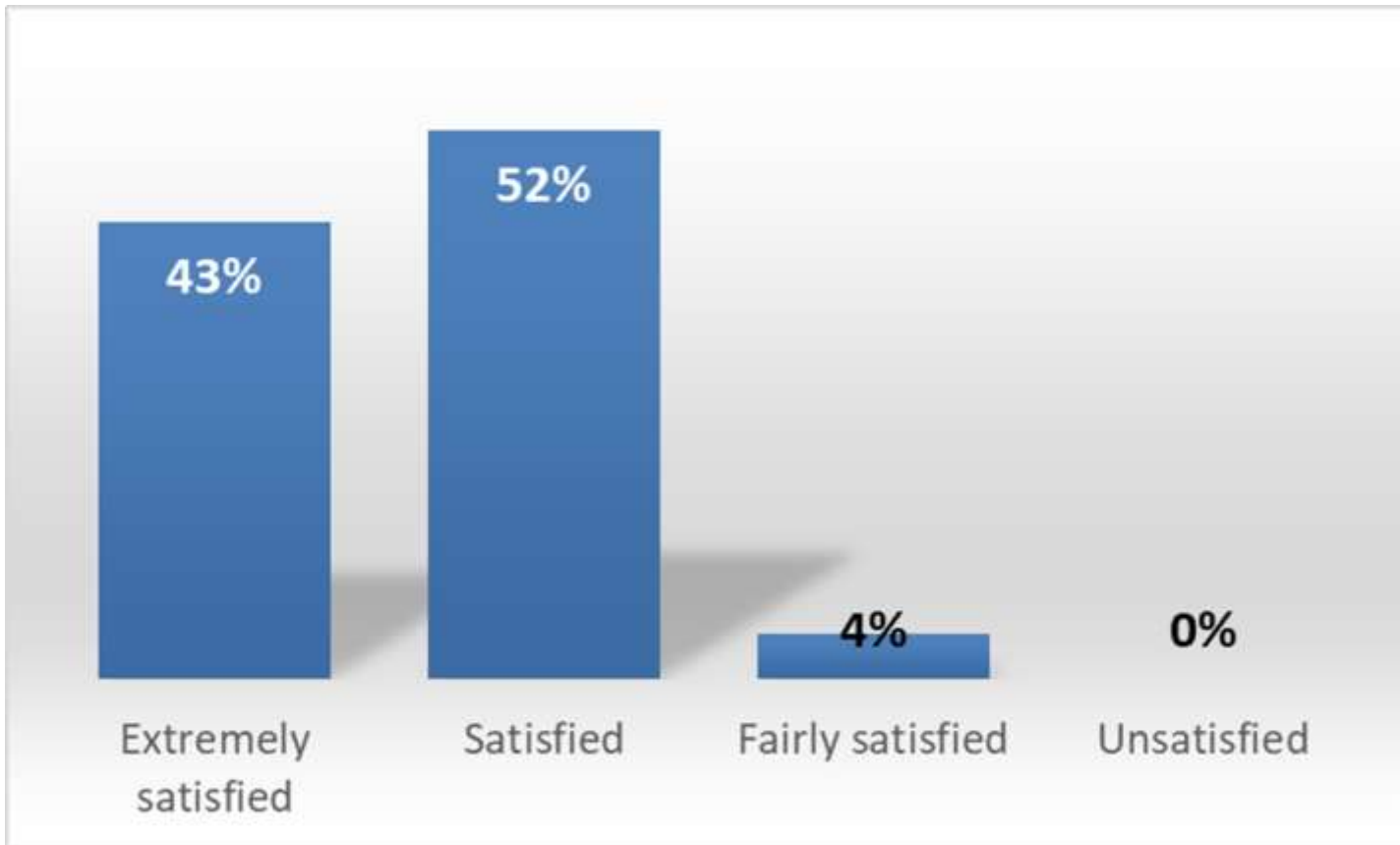
Top Responses (55 Open Field Responses):

- Positive comments about staff – 10 (18.2%)
- Technical expertise – 8 (14.5%)
- Strong partnerships / collaborative – 4 (7.3%)
- Tree giveaway – 4 (7.3%)
- Cooper Marsh – 4 (7.3%)

6. How familiar are you with what the RRCA does?



7. How satisfied are you with the work of the RRCA?



8. What processes, procedures or rules frustrate you and/or limit your ability to work with the RRCA to achieve positive results?

Top Responses (37 Open Field Responses):

- None / N/A / can't think of any – 26 (70%)
- All others were one-offs

9. What would you like to see the RRCA achieve in the next 4-7 years?**Top Responses (45 Open Field Responses):**

- Community engagement / public education – 9 (20%)
- Stronger partnerships / more collaboration – 9 (20%)
- More trees / protect trees – 3 (6.7%)
- Funding / sustainable finances – 3 (6.7%)
- Improved / more enforcement – 2 (4.4%)

Introduction

- ❑ An online questionnaire was created to capture input from RRCA employees with 11 responding.



1. What three things do you think that the RRCA does really well?

Top Responses (32 Open Field Responses):

- Conservation areas / trails – 9 (28.1%)
- Customer service – 7 (21.9%)
- Communication / engagement / promotion – 6 (18.8%)
- Community events – 6 (18.8%)
- Collaboration / partnerships – 3 (9.4%)
- Teamwork / staff morale – 2 (6.3%)

2. If you were the General Manager for a day, what two changes would you make?

Top Responses (20 Open Field Responses):

- Explore new revenue opportunities – 4 (20%)
- More team building / staff recognition – 3 (15%)
- Focus communications on core mandate – 2 (10%)
- Create succession plan – 2 (10%)
- More community involvement / use volunteers – 2 (10%)
- Infrastructure reserve fund / asset management – 2 (10%)

3. What are the top three complaints you hear about the RRCA or its programs?

Top Responses (30 Open Field Responses):

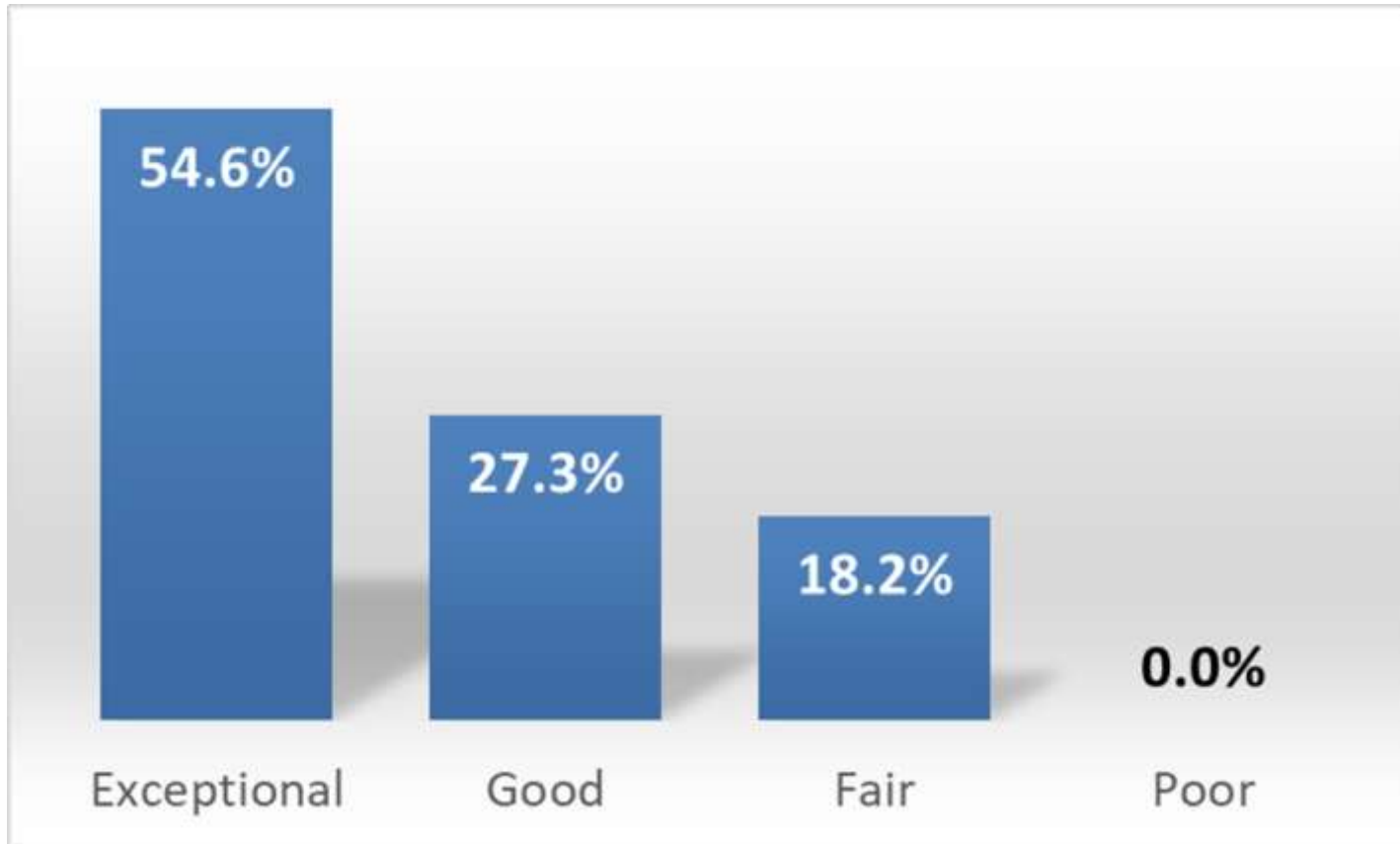
- Complaints because of confusion of RRCA's mandate / scope – 6 (20%)
- RRCA not stopping development / land clearing – 5 (16.7%)
- Lack of response from staff – 4 (13.3%)
- "Red tape" / rules / "hurdles" – 2 (6.7%)

4. What are the top three positive comments you hear about the RRCA or its programs?

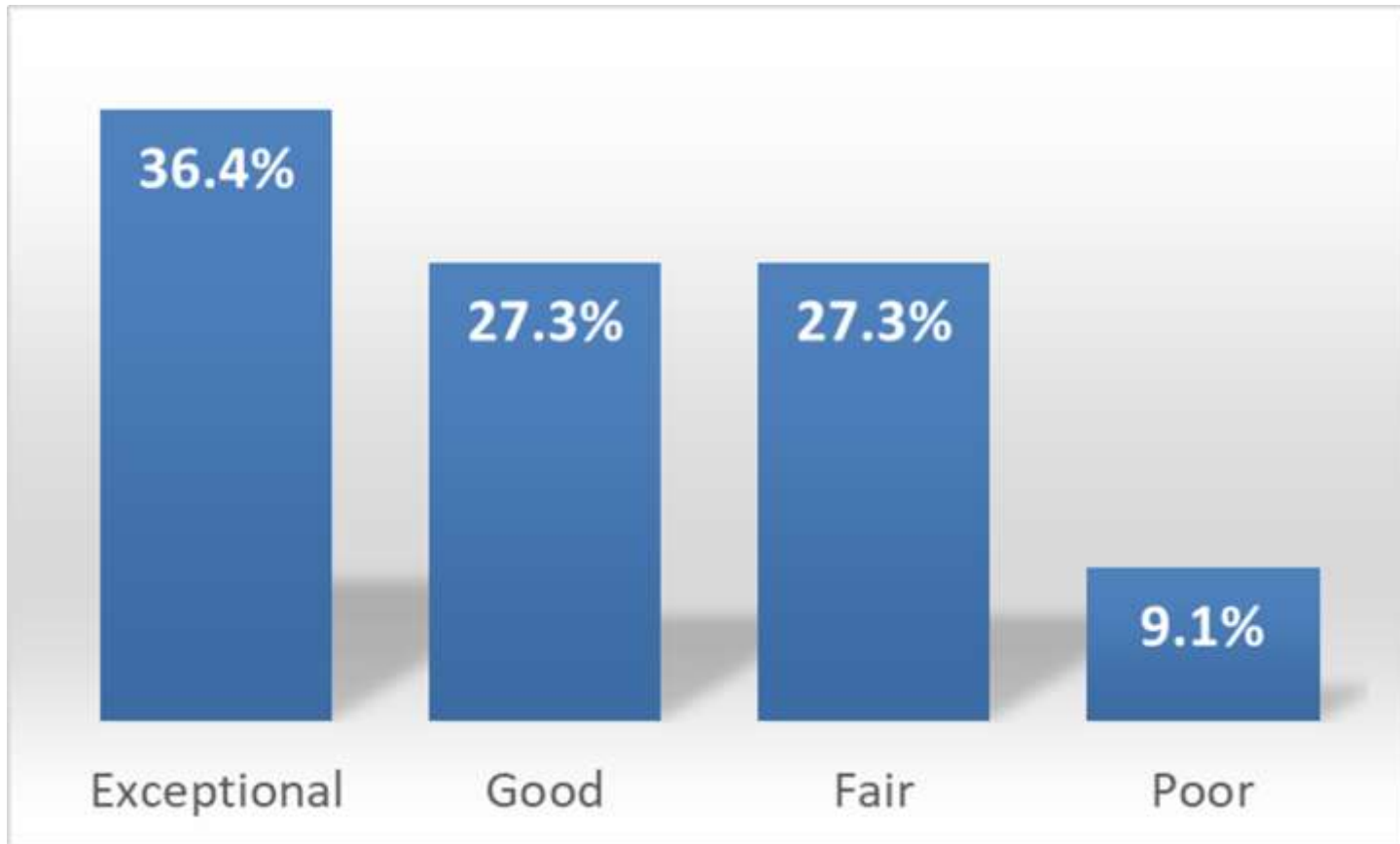
Top Responses (29 Open Field Responses):

- Conservation areas / trails / picnic areas – 10 (34.5%)
- Good customer service / good staff – 8 (27.5%)
- Canoe race – 2 (10.3%)
- Charlottenburg Park – 2 (6.9%)

5. Rate the current level of motivation and enthusiasm among staff members that you regularly work with.



6. Rate your opportunities for growth, learning and career development.



7. What processes, procedures or rules frustrate you and/or limit your ability to be effective in your job.

Top Responses (24 Open Field Responses):

- Purchasing / procurement policy / procedures – 4 (16.7%)
- Difficulty enforcing rules at conservation areas – 3 (12.5%)
- Succession planning – 2 (8.3%)
- Accounting / budget process / system – 2 (8.3%)
- File / document management / sharing – 2 (8.3%)
- Limited funds for infrastructure projects – 2 (8.3%)

8. What would you like to see the RRCA achieve in the next 4-7 years?

Top Responses (32 Open Field Responses):

- Additional conservation area(s) – 7 (21.9%)
- Asset management / infrastructure plan – 3 (9.4%)
- Alternative revenue / foundation – 3 (9.4%)
- Sustainable / long-term funding – 2 (6.3%)



To: Board of Directors
From: Alison McDonald, General Manager, Secretary-Treasurer
Date: May 22, 2025
Subject: Formation of a Corporate Services Working Group

RECOMMENDATION:

THAT the Board of Directors appoint three members to sit on the Corporate Services Working Group to begin working on the topics included in this report.

DISCUSSION:

During the strategic plan process several Corporate Services topics were identified for review and update. A report was brought to the Board in May to recommend the formation of a working group that would include staff and board members.

The working group will make recommendations to the Board on the following action items:

1. Reserve Policy (2025, Q3)
2. Preliminary 2026 Budget Direction (2025, Q4)
3. Investigate the feasibility of a foundation (2026 Q1)
4. Develop a long-term financial plan including asset maintenance/replacement strategy (2026 Q3); and develop a five-year operating and capital financial plan based on the reserve fund policy and asset management plan (2026, Q4)

The corporate services staff will sit on the working group. This includes the General Manager; Finance Officer; and Executive Assistant. Three Board Members are needed to sit on the working group.

The working group will meet bi-monthly until October to prepare for the Q3 deliverables. In 2026 it is expected that there would only be 2-3 meetings required.

A Terms of Reference is attached for approval as required by our Administrative Bylaw.

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

Alison McDonald,
General Manager / Secretary-Treasurer

Terms of Reference for Corporate Services Working Group

1. Purpose

The Authority shall temporarily form a Corporate Services Working Group to make recommendations to the Board on the following items:

1. Reserve Policy (2025, Q3)
2. Preliminary 2026 Budget Direction (2025, Q4)
3. Investigate the feasibility of a foundation (2026 Q1)
4. Develop a long-term financial plan including asset maintenance/replacement strategy (2026 Q3)
5. Develop a five-year operating and capital financial plan based on the reserve fund policy and asset management plan (2026, Q4)

The working group will be dissolved once the tasks are completed, unless the Board wishes to either make the working group a permanent committee or add additional tasks.

2. Membership

The Corporate Services Working Group shall consist of three Board Members and three staff – the General Manager, Executive Assistant, and Finance Officer. The General Manager will chair the meetings, and the Executive Assistant will take minutes of the meetings.

Appointment of Board Members to the Corporate Services Working Group shall be made by Board resolution.

3. Meeting Procedures

Resolutions and policies governing the operation of the Authority shall be observed in all Corporate Services Working Group meetings.

The Corporate Services Working Group shall report to the Board, presenting Committee recommendations through approval of the minutes.

4. Frequency of Meetings

Meetings shall be scheduled by the General Manager based on availability. The Corporate Services Working Group shall meet bi-monthly prior to the 2026 budget process and less frequently post-budget. Meetings will be held in person with an option to attend virtually.

5. Enabling Section of the Administrative By-law (September 2024):

13. Advisory Boards and Other Committees

The Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The Board of Directors shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the Board of Directors, presenting any recommendations made by the advisory board or committee.



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 23, 2025
Subject: 2024 RRCA Annual Report

RECOMMENDATION:

THAT the Board of Directors approve the 2024 RRCA Annual Report.

BACKGROUND:

The RRCA's 2024 Annual Report summarizes the previous year's accomplishments, project updates, Board of Directors membership, and financials for partners and stakeholders.

DISCUSSION:

A draft copy will be circulated to Board Members for review in advance of the June meeting. Below are highlights from the Report:

- Appointment of new RRCA General Manager
- 215 applications reviewed for safe and sustainable development
- Updated flood hazard mapping for the Eastman Drain in Cornwall and South Stormont
- 173,500 visitors logged at RRCA's three Conservation Areas
- Conservation Area enhancements
- RRCA's first land donation through Canada's Ecological Gifts Program
- Hosted provincial funding announcement to ALUS for wetland restoration and creation
- 52,000 trees planted and hosted community tree planting events
- 2024 Financials and Board of Directors Membership

Once approved, staff will distribute copies of the Report to member municipalities, local MPs and MPPs, partners and stakeholders, and to the public at community events.

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

Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
Scott Braithwaite, Project Coordinator
Date: June 5, 2025
Subject: Wetland Establishment and Enhancement Projects

RECOMMENDATION:

THAT the Board of Directors approve contracting 2025-26 fiscal year wetland establishment and enhancement projects to ARL Land Improvements Limited, Edwin's Excavating Services, Pasco Excavation Inc., and Mike Redpath Dragline Services to a combined upset limit of \$1,200,000 plus tax.

BACKGROUND:

The Raisin Region Conservation Authority (RRCA) will be supporting the creation and enhancement of wetland habitat in eastern Ontario through a variety of programs and partnerships. Wetland projects will be delivered under multiple initiatives, including the St. Lawrence River Remedial Action Plan (RAP) projects and the ALUS Ontario East program. These initiatives are planned to be completed in fiscal year 2025-26 and will serve to improve water quality, reduce flood risks, increase habitat diversity, and promote biodiversity.

The RRCA currently has active funding agreements with Environment and Climate Change Canada (ECCC) and the Ministry of Environment, Conservation, and Parks (MECP) to enhance Charlottenburgh Marsh under the RAP. ECCC and MECP's contributions are outlined in their respective agreements with the RRCA and are included in the Board-approved 2025 RRCA Budget.

Additional funding for wetland projects is anticipated to be awarded to the RRCA in 2025 under the ALUS program. ALUS, originally an acronym for Alternative Land Use Services, is an innovative community-developed and farmer-delivered program that produces, enhances, and maintains ecosystem services on agricultural lands. Locally, ALUS Ontario East operates within the jurisdictions of the South Nation and Raisin Region Conservation Authorities and several adjacent areas. The program is led by the local Partnership Advisory Committee (PAC) with assistance from its legal entity, the RRCA. ALUS Ontario East's contributions are included in the Board-approved 2025 RRCA Budget. The ALUS Ontario East contributions toward wetland projects are reviewed and approved by the program's PAC.

We anticipate additional wetland projects will be implemented through additional programs or other funding streams as they become available throughout the 2025-26 fiscal year.

DISCUSSION:

To support planned wetland projects and following the RRCA’s Purchasing Policy, a public tender was issued to pre-qualify contractors based on hourly rates, availability, and demonstrated experience in wetland establishment and enhancement.

A Request for Quotations (RFQ) was posted to the RRCA website on May 12, 2025 and advertised in the Cornwall Standard-Freeholder on May 15, 2025. The RFQ’s closing date was May 22, 2025 at 9:00am EDT.

Quotes received are as follows:

Contractor	Maximum Hourly Rate*
ARL Land Improvements Limited	\$885 + Tax
Edwin’s Excavating Services	\$490 + Tax
Pasco Excavation Inc.	\$450 + Tax
Mike Redpath Dragline Service	\$805 + Tax

*The hourly rates listed do not include costs associated with specialized equipment that may be required for specific site conditions, nor do they include transportation costs.

Based on the quotes received and the contractors’ prior experience, staff recommend selecting ARL Land Improvements Limited, Edwin’s Excavating Services, Pasco Excavation Inc., and Mike Redpath Dragline Services to undertake the wetland establishment and enhancement work to a combined upset limit of \$1,200,000 plus tax.

The selected contractors will be assigned to projects based on geographic location, availability, project needs, experience, and rate. The contracts will only be awarded to a project once all grant funding has been secured to fully offset the costs.



Brendan Jacobs
Stewardship Specialist



Scott Braithwaite
Project Coordinator



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 23, 2025
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting up to \$250,000 from the Federation of Canadian Municipalities to support tree planting projects in partnership with its member municipalities;

AND FURTHER THAT the Board of Directors approve requesting \$8,000 from the River Institute to provide technical support towards their project to develop and evaluate nature-based solutions for coastlines protection and stabilization in the Upper St. Lawrence River;

AND FURTHER THAT the Board of Directors approve entering into an agreement with 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 approves an amount that is different than the RRCA's original request, staff will adjust the workplan accordingly prior to accepting the funding.

Secured funding may provide RRCA revenue for several years after the funding agreement was signed (e.g. Remedial Action Plan multi-agreements signed in 2024-25). Staff are generally on-track with the fundraising goals forecasted in the 2025 RRCA Budget.

Below is a summary of the 2025 grant application requests submitted to date:

- Requested: \$206,540
- Approved: \$63,040
- Pending: \$143,500
- Not approved: \$0

DISCUSSION:

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

1. **Project Title:** Enhancing Forest Cover in the RRCA Jurisdiction

- **Funder:** Federation of Canadian Municipalities, Green Municipal Fund (GMF)
- **Request:** up to \$250,000 (funding up to 50% of eligible costs)
- **Summary:** GMF's Growing Canada's Community Canopies initiative funds tree planting initiatives across Canada. The RRCA intends to partner with its member municipalities to support their tree planting plans in parks and other municipally owned properties.
- **Submission Deadline:** September 18, 2025

2. **Project Title:** Nature-Based Solutions to Protect and Stabilize Upper St. Lawrence River Coastlines

- **Funder:** River Institute
- **Request:** \$8,000
- **Summary:** The River Institute has requested the RRCA's support (e.g. partner coordination, technical guidance, field work, etc.) for their project that aims to develop and evaluate nature-based solutions for coastlines protection and stabilization in the Upper St. Lawrence River.
- **Submission Deadline:** N/A



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship

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

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

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

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF THE AGENDA

RESOLUTION #51/25: Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a power point presentation.

APPROVAL OF MINUTES

RESOLUTION #52/25:

Moved by: Andrew Guindon

Seconded by: Jacques Massie

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

CARRIED

RESOLUTION #53/25:

Moved by: Andrew Guindon

Seconded by: Adrian Bugelli

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

CARRIED

RESOLUTION #54/25:

Moved by: Andrew Guindon

Seconded by: Adrian Bugelli

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

CARRIED

RESOLUTION #55/25:

Moved by: Adrian Bugelli

Seconded by: Andrew Guindon

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

CARRIED

NEW BUSINESS

RECOMMENDATIONS FROM THE CORPORATE SERVICES WORKING GROUP

RESOLUTION #56/25:

Moved by: Adrian Bugelli

Seconded by: Andrew Guindon

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

CARRIED

STRATEGIC ACTION PLAN – Q3 PROGRESS UPDATE

RESOLUTION #57/25:

Moved by: Carilyne Hebert
Seconded by: Adrian Bugelli

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

CARRIED

RESERVE POLICY

RESOLUTION #58/25:

Moved by: Carilyne Hebert
Seconded by: Adrian Bugelli

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

CARRIED

QUARTERLY VARIANCE REPORT

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

WATER CONTROL STRUCTURES – ASSET MANAGEMENT STRATEGY

RESOLUTION #59/25:

Moved by: Claude McIntosh
Seconded by: Carilyne Hebert

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

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

CARRIED

2026 CAMPING AND MARINA FEES

RESOLUTION #60/25:

Moved by: Claude McIntosh
Seconded by: Carilyne Hebert

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

CARRIED

TREE PLANTING EXPENDITURES

RESOLUTION #61/25:

Moved by: Martin Lang

Seconded by: Claude McIntosh

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

CARRIED

INVASIVE PHRAGMITES MANAGEMENT AT RRCA CONSERVATION AREAS

RESOLUTION #62/25:

Moved by: Martin Lang

Seconded by: Claude McIntosh

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

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #63/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #64/25:

Moved by: Martin Lang

Seconded by: Lachlan McDonald

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

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

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

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

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

CARRIED

FUTURE MEETINGS

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

CLOSED SESSION

RESOLUTION #65/25:

Moved by: Andrew Guindon

Seconded by: Jacques Massie

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

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

CARRIED

RESOLUTION #66/25:

Moved by: Andrew Guindon

Seconded by: Adrian Bugelli

THAT the Board of Directors move to Open Session.

CARRIED

PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE AUTHORITY

RESOLUTION #67/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

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

CARRIED

FOR DISCUSSION: NEGOTIATIONS, CHARLOTTENBURGH PARK

RESOLUTION #68/25:

Moved by: Martin Lang

Seconded by: Claude McIntosh

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

CARRIED

ADJOURNMENT

RESOLUTION #69/25:

Moved by: Andrew Guindon


Seconded by: Jacques Massie

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

CARRIED



Bryan McGillis,
Chair



Alison McDonald,
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

September 4, 2025

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – Power Point Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of June 5, 2025 Board Meeting	1-4
b) Minutes of July 3, 2025 Corporate Services Working Group	5-6
c) Minutes of July 28, 2025 Corporate Services Working Group	7-8
d) Minutes of August 21, 2025 Corporate Services Working Group	9-10
7. New Business	
a) Recommendations from the Corporate Services Working Group	11-13
b) Strategic Action Plan – Q3 Progress Update	14-15
c) Reserve Policy	16-26
d) Quarterly Variance Report	27-28
e) Water Control Structures – Asset Management Strategy	29-38
f) 2026 Camping and Marina Fees	39-41
g) Tree Planting Expenditures	42-43
h) Invasive Phragmites Management at RRCA Conservation Areas	44-46
i) Conservation Areas Update	47-48
j) Grant Submissions	49-51
8. Correspondence	
a) MECP Transition Letter from Kirsten Service	52
b) Order in Council: Conservation Executive Position and MECP Transition	53


9. Future Meetings

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

10. Closed Session

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

11. Adjournment

A handwritten signature in black ink that reads "Alison McDonald". The signature is written in a cursive, slightly slanted style.

Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JUNE 5, 2025

COOPER MARSH VISITORS CENTRE
20020 County Rd. 2, Summerstown, ON

- PRESENT: Bryan McGillis, South Stormont, Chair
Andrew Guindon, South Stormont
Jacques Massie, North Glengarry
Carilyne Hebert, City of Cornwall
Claude McIntosh, City of Cornwall
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
- STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Annabelle Beaudry, Nature Interpreter
Scott Braithwaite, Project Coordinator
Cheyene Brunet, Stewardship Coordinator (A)
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brandon Jacobs, Stewardship Specialist
Caroline Kupczyk, Conservation Technician
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Source Protection Project Manager
Lisa Van De Ligt, Team Lead, Communications and Stewardship
- REGRETS: Adrian Bugelli, North Stormont
- GUEST: Jamie Pollock, MNP

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

RESOLUTION #42/25

Moved by: Martin Lang
Seconded by: Claude McIntosh

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #43/25:

Moved by: Andrew Guindon
Seconded by: Carilyne Hebert

That the minutes of May 1, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

2024 FINANCIAL STATEMENT

Jamie Pollock from MNP presented the 2024 Audited Financial Statement.

RESOLUTION #44/25:

Moved by: Claude McIntosh
Seconded by: Martin Lang

THAT the Board of Directors approve a net transfer from reserves of (\$145,111) and,

THAT special benefitting area surpluses and deficits be added to, or taken from the appropriate reserves as part of end of year municipal levies settlements; and,

THAT the Board of Directors approve the 2024 Financial Statements

CARRIED

STATEMENT OF OPERATIONS

The General Manager presented the Board with the Statement of Operations for the period ending April 30, 2025

RRCA STRATEGIC ACTION PLAN – FINAL REPORT

RESOLUTION #45/25:

Moved by: Jacques Massie
Seconded by: Martin Lang

THAT the Board of Directors approve the 2025 Strategic Action Plan Final Report.

CARRIED

FORMATION OF CORPORATE SERVICES WORKING GROUP

Following a discussion among members regarding interest and suitability for participation, the Board appointed three members to serve on the Corporate Services Working Group. The members appointed to this group are Lachlan McDonald, Martin Lang and Jacques Massie.

RESOLUTION #46/25:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors appoint three members to sit on the Corporate Services Working Group to begin working on the topics included in this report.

CARRIED

2024 RRCA ANNUAL REPORT

RESOLUTION #47/25:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

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

CARRIED

WETLAND ESTABLISHMENT AND ENHANCEMENT PROJECTS

RESOLUTION #48/25:

Moved by: Martin Lang
Seconded by: Carilyne Hebert

THAT the Board of Directors approve contracting 2025-26 fiscal year wetland establishment and enhancement projects to ARL Land Improvements Limited, Edwin's Excavating Services, Pasco Excavation Inc., and Mike Redpath Dragline Services to a combined upset limit of \$1,200,000 plus tax.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #49/25:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$250,000 from the Federation of Canadian Municipalities to support tree planting projects in partnership with its member municipalities;

AND FURTHER THAT the Board of Directors approve requesting \$8,000 from the River Institute to provide technical support towards their project to develop and evaluate nature-based solutions for coastlines protection and stabilization in the Upper St. Lawrence River;

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

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Sept 4, Oct. 2, Nov. 6

ADJOURNMENT

RESOLUTION #50/25:

Moved by: Carilyne Hebert

Seconded by: Andrew Guindon

THAT the Board of Directors Meeting of June 5, 2025 be adjourned.

Bryan McGillis
Chair

Alison McDonald
General Manager / Secretary-Treasurer

CORPORATE SERVICES WORKING GROUP

JULY 3, 2025 AT 9:00 AM

RRCA ADMINISTRATION OFFICE, 18045 COUNTY RD 2, CORNWALL, ON

The purpose of the working group is to collaborate with management to provide recommendations to the Board on accounting, finance, and human resources-related processes, and to ensure these areas operate effectively, transparently, and in alignment with organizational policies and best practices.

PRESENT: Alison McDonald, General Manager (Chair)
Sandy Crites, Finance Officer
Josianne Sabourin, Executive Assistant
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
Jacques Massie, North Glengarry

The first meeting of the Corporate Services Working Group was held on July 3, 2025, at the RRCA Administration Office.

AGENDA ITEMS

1. Background and context
2. Scope issues and deliverables
3. Asset Management Plan overview
4. Reserve history (5-10 years)
5. Reserve policy example
6. Review budget components
7. General updates and meeting schedules

DISCUSSION:

During the meeting, several key topics were discussed. Emphasis was placed on strengthening the organization's financial foundation, highlighting the need for a reserve policy, comparing expenses to revenue, and emphasizing the need for a comprehensive long-term financial plan focused on capital development and reserve management. Additionally, it was noted that the existing Asset Management Plan covers only water control structures.

Staff updated the working group on several HR initiatives, including the review of RRCA's Employee Manual, the re-establishment of the Health & Safety Committee, and the development of a comprehensive staff onboarding checklist and training program. Additionally, they reported that the audited financial statements have been submitted to the province and uploaded to RRCA's website. A new template and process for journal entries have been implemented to enhance financial documentation, and collaboration is underway for pre-budget meetings with municipalities.

RECOMMENDATIONS:

1. The monthly Statement of Operations Report will be replaced with a quarterly Variance Report which will be broken down by program areas, will show net requirements, and will include a staff report with explanation of any significant variances.
2. Staff will create a draft reserve policy based on recommendations provided by the working group as follows:
 - o Create reserves for each asset with some flexibility to move money around when required
 - o Review the allocation of revenue from the Park and Marina - set amount to be transferred to reserve with and excess going back to general levy
3. Staff will create a preliminary 2026 budget that includes estimates for capital requirements under asset management; when the asset management plan is fully updated in 2026 it will be used to refine these estimates and inform the 2027 budget.
 - a. Staff will use the insurance breakdown to start assigning asset management categories.
4. Preliminary direction was given to staff to ensure that the levy can fully fund all core (Category 1) programs without relying on grants.
5. Direction was given to ensure any surplus facility revenue is only allocated back to the levy the following year.
6. Staff will ensure the recommendations from the Water Control Structure Asset Management Plan (engineering review of water control structures) are included in the 2026 budget.
7. The budget will refer to levy increases using dollar amounts and not a percentage.
8. Explore more staff sharing opportunities with the Counties.

ACTIONS:

1. Lachlan to provide guideline for reserves from the municipality.
2. Staff will bring a draft reserve policy to the July 28th meeting.
3. Staff will prepare a first draft of the 2026 budget with staffing costs
4. Staff will complete a preliminary 2026 budget recommendation for the August 21st meeting and will include estimates for planning support and succession planning.
5. Staff will coordinate and schedule presentations to municipalities before the draft budget is circulated (Dec).

NEXT MEETING: July 28 at 9:00 am

CORPORATE SERVICES WORKING GROUP

JULY 28, 2025 AT 9:00 AM

RRCA ADMINISTRATION OFFICE, 18045 COUNTY RD 2, CORNWALL, ON

The Corporate Services Working Group collaborates with management to provide recommendations to the Board on accounting, finance, and human resources-related processes, and to ensure these areas operate effectively, transparently, and in alignment with organizational policies and best practices.

PRESENT: Alison McDonald, General Manager (Chair)
Sandy Crites, Finance Officer
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
Jacques Massie, North Glengarry

ABSENT: Josianne Sabourin, Executive Assistant

AGENDA ITEMS

1. Review the Draft Reserve Policy
2. Draft recommendations for named reserves and reserve target amounts
3. Review preliminary budget direction
4. Review next steps and meeting dates

DISCUSSION:

A PowerPoint presentation was delivered by staff.

The Working Group offered comments on the investment of reserves and agreed that the interest should be allocated based on the percentage invested from each individual reserve. Sandy confirmed that approximately 50% of the reserve funds are invested in a three-tiered laddered GIC. There was some discussion of opportunities to invest additional funds short term (1-year). The Working Group also discussed borrowing from reserves in relation to the SUV purchase; in the future this could be recommended to wash out in the year-end surplus/deficit verses borrowing from reserves.

Charlottenburgh Park revenue was discussed and the Group agreed that the first priority be funding the reserve; once the target balance was reached there should be flexibility for the Board to either use the revenue to invest in other reserves or offset future levy requirements. There was a suggestion to use the 2025 operating surplus to re-establish the \$70,000 that was taken from Park revenue to refund the 2025 levy.

Several reserves were combined where they had similar purpose (see recommendations). The water control structure reserves were segregated based on municipality. There was discussion on the Martintown Dam; an update on ownership was requested for the next meeting. Gray's Creek Marina and Conservation Area were merged into one reserve and there was discussion on the need to quantify tree management needs in the capital plan.

Overall there was discussion about funding a 10-year Capital Plan and what needs to be invested year-over-year through the operating budget verses planned transfers to reserves.

Lachlan recommended connecting with Tyler Nelson (South Dundas) regarding practical approaches for developing the Asset Management Plan.

The Working Group also reviewed preliminary 2026 budget impacts and discussed deliverables for the next meeting.

RECOMMENDATIONS:

1. The Working Capital, Operating, and River Clean Up reserves will be amalgamated into one General Reserve.
2. The Equipment Reserve will include equipment and fleet.
3. The Long Sault Diversion reserve and St. Andrews Dyke reserve will be combined. The target balance for this reserve will be reviewed with the municipality following engineering assessment in 2026.
4. The Gray's Creek reserve and Gray's Creek Marina reserve will be combined.
5. Ghambir Forest reserve can be reviewed based on donations from the family.
6. The Fly Creek reserve will be reviewed with City of Cornwall staff to determine the target balance.
7. The targeted reserve balances will be reviewed once the 10-year Capital Plan is complete (2027).
8. Costs related to floodplain mapping will be included in the operating budget and will not have a dedicated reserve fund.

ACTIONS:

1. Sandy to provide an estimate of the investment income/return from the last three years and seek an opinion on investing in additional short-term funds.
2. Alison to send the Auditor's recommendations with the minutes from the meeting.
3. Alison to provide an update on the Martintown Dam (ownership, age, history) at the next meeting.
4. Alison to engage with the Team Leads and respective municipalities on the target balances for the Garry River reserve and the Fly Creek reserve.
5. Alison to determine the amount of funding needed in 2026-2028 for investment in Charlottenburgh Park.
6. Alison to bring back final Reserve Policy (circulated with the minutes for review and comments).
7. Sandy to bring the 2025 operating surplus/deficit update to the August 21st meeting.

NEXT MEETING: August 21st at 9:00 am

CORPORATE SERVICES WORKING GROUP

AUGUST 21, 2025 AT 9:00 AM

RRCA ADMINISTRATION OFFICE, 18045 COUNTY RD 2, CORNWALL, ON

The Corporate Services Working Group collaborates with management to provide recommendations to the Board on accounting, finance, and human resources-related processes, and to ensure these areas operate effectively, transparently, and in alignment with organizational policies and best practices.

PRESENT: Alison McDonald, General Manager (Chair)
Sandy Crites, Finance Officer
Josianne Sabourin, Executive Assistant
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
Jacques Massie, North Glengarry

AGENDA ITEMS

1. General updates
2. Final draft reserve policy
3. Quarterly variance
4. Preliminary 2026 budget

DISCUSSION:

A PowerPoint presentation was delivered by staff.

Staff summarized the recommendations from the last two Working Group meetings; this summary will be presented at the September Board of Directors meeting. Recommendations from today's meeting will be added to the summary.

Members were advised that budget presentations to municipalities are booked with the City of Cornwall, Township of North Glengarry, and Township of North Stormont.

The review of the employee manual is nearing completion; a summary highlighting the major changes will be prepared and presented to the board at an upcoming meeting.

An update on the Martintown Dam was provided, informing members the dam was reconstructed in 1984 by RRCA and the local roads department. Based on records from the Ministry of Natural Resources, their opinion was the RRCA is the owner/operator of the dam. The SDG Counties bridge is integrated with the dam; RRCA will connect with the United Counties to discuss asset management responsibilities. Further updates will follow as these initiatives progress.

The draft reserve policy was review including the recommended changes from MNP. An updated draft will be forwarded to the auditors for their information. Staff scheduled meetings with the auditors in October for a pre-audit and booked the full audit for February (provided our books are closed and all documentation is ready on our end).

A new sample of the Quarterly Variance Report was presented to the working group. This version builds off the old Statement of Operations and details surplus or deficit figures by department and program.

Additionally, it incorporates notes highlighting significant differences between budgeted and forecasted amounts. It was suggested that a similar report for capital projects be prepared.

There is a forecasted year end surplus of \$83,714. Staff provided an overview of the surplus and recommended that it be used to re-establish reserves or fund projects where reserves are currently low. The Board of Directors would have the final authority to determine the allocation of the surplus, based on staff recommendations.

The Charlottenburgh Park lease was discussed with a request for guidance regarding ongoing negotiations between the RRCA and SLPC.

Staff provided an update on the 2025 Strategic Action Plan deliverables, confirming the group is on track. An overview of the 2026 deliverables was presented, with plans to discuss these in detail with the Corporate Services Working Group in the new year.

RECOMMENDATIONS:

1. Update draft reserve policy to set target reserve amounts as follows:
 - a. General Benefitting Reserve be set at \$1,200,000
 - b. Equipment Reserve bet set at \$125,000
 - c. Charlottenburgh Park Reserve would stay at \$80,000 but would be reviewed once an agreement is in place with SLPC
2. New quarterly variance report should clearly indicate if numbers are actuals or forecasted
3. Update the Forecast column on the variance report to: Progress/Completed
4. Staff to provide more detail in the variance report on any significant changes from the budget
5. Unbudgeted transactions (i.e. the 2025 SUV purchase) should be recorded immediately not left until year end
6. Staff should include Capital Budget items in the quarterly variance report
7. At the October board meeting, staff will deliver a presentation outlining completed initiatives, ongoing activities, and upcoming projects
8. Staff to include more details in the 2026 budget presentation and ensure the formatting is easy to read

ACTIONS:

1. Alison to provide a new draft reserve policy to MNP
2. Alison to contact financial staff at Township of North Glengarry for examples of updated budget format.
3. Alison met with CAO from North Glengarry who recommended that the Garry River reserve be eliminated; they will add this to their asset management plan. Any operational costs can be budgeted for in-year.

NEXT MEETING: TBD - 2026



To: Board of Directors
From: Alison McDonald, General Manager
Date: August 22, 2025
Subject: Recommendations from the Corporate Services Working Group

RECOMMENDATION:

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

BACKGROUND:

The Corporate Services Working Group provides recommendations to the Board on accounting, finance, and human resources-related processes and to ensure these areas operate effectively, transparently, and in alignment with organizational policies and best practices.

DISCUSSION:

The Group met three times to discuss a range of strategic topics, including several HR initiatives, the development of a reserve policy, and the importance of establishing a comprehensive long-term financial plan focused on capital development and reserve management. Additional discussions covered Charlottenburgh Park, asset management, succession planning, and key deliverables from the Strategic Action Plan.

The working group members provided recommendations, which have been compiled into a summarized list for review and approval. Once approved, staff will implement the recommendations.

Summary of Recommendations

Reserve Policy

1. Staff will create a draft reserve policy based on the following recommendations provided by the working group:
 - a. The Working Capital, Operating, and River Clean Up reserves will be amalgamated into one General Reserve.
 - b. The Equipment Reserve will include equipment and fleet.
 - c. The Long Sault Diversion reserve and St. Andrews Dyke reserve will be combined. The target balance for this reserve will be reviewed with the municipality following engineering assessment in 2026.
 - d. The Gray's Creek reserve and Gray's Creek Marina reserve will be combined.
 - e. Ghambir Forest reserve can be reviewed based on donations from the family.
 - f. The Fly Creek reserve will be reviewed with City of Cornwall staff to determine the target balance.

- g. Costs related to floodplain mapping will be included in the operating budget and will not have a dedicated reserve fund.
2. The target reserve balances will be reviewed once the 10-year Capital Plan is complete (2027).
3. Revenue from the Park and Marina to be transferred to reserve; once the reserve is fully funded, the Board can decide to use excess to offset the general levy. This will have an impact on the 2026 levy requirement but should be offset in future years.
4. Update draft reserve policy to set target reserve amounts as follows:
 - a. General Benefitting Reserve be set at \$1,200,000.
 - b. Equipment Reserve bet set at \$125,000.
 - c. Charlottenburgh Park Reserve to be reviewed once an agreement is in place.
5. That the Garry River reserve be closed at the request of North Glengarry; all operating expenses for these structures will be budgeted in-year.

2026 Budget

6. Preliminary 2026 budget to include estimates for capital requirements under asset management.
7. Staff must ensure that levy can full fund all core (Category 1) programs without relying on grants.
8. Staff will ensure the recommendations from the Water Control Structure Asset Management Plan (engineering review of water control structures) are included in the 2026 budget.
9. The budget will use dollar amounts (not percentages) when referring to levy increases.
10. Staff to include more details in the 2026 budget presentation and ensure the formatting is easy to read.
11. Unbudgeted transactions (i.e. the 2025 SUV purchase) should be recorded immediately not left until year end.
12. At the October board meeting, staff will deliver a presentation outlining completed initiatives, ongoing activities, and upcoming projects to prepare for draft budget approval in November.

Statement of Operations

13. That the monthly Statement of Operations be replaced with a Quarterly Variance Report
 - a. New quarterly variance report will indicate if numbers are actual or forecasted.
 - b. Update the Forecast column on the variance report to: Progress/Completed.
14. Staff should include capital budget items in the quarterly variance report.

15. Staff to provide more detail in the variance report on any significant changes from the budget.

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal 3: Financial Stability

3.1 Demonstrating financial accountability

- c) 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 resources-related processes.



Alison McDonald, General Manager



To: Board of Directors
From: Alison McDonald, General Manager
Date: August 8, 2025
Subject: Strategic Action Plan – Q3 Progress Update

RECOMMENDATION:

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

BACKGROUND:

The 2025 Strategic Action Plan was approved by the Board at the June meeting. Since then, staff have created workplans and assigned tasks for each strategic action.

Staff will bring quarterly updates to the Board on the progress for each strategic action.

DISCUSSION:

The communications team has finalized a public version of the Strategic Action Plan for the public. The Plan will be circulated to Board members, member municipalities, and partners.

Staff have prepared workplans to accompany the Strategic Action Plan priorities. Staff have prioritized the following actions as they have deliverables by the end of this year:

Goal 1: Environmental Conservation & Healthy Living

- Improve the online geoportal by expanding available data and making it more user-friendly (in-progress).
- Complete a business case - with location options, timelines, and costing – for the creation of a new conservation area (in-progress).
- Establish a list of annual priority community events for RRCA staff to participate in (in-progress).

Goal 2: Strong Partnerships & Engaged Residents

- 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 (in-progress).

Goal 3: Financial Stability

- 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 (complete).
- Provide detailed statement of operations at monthly Board meetings (complete).

- Submit joint grant application with the Township of North Glengarry to rehabilitate Garry River water infrastructure (complete).

Goal 4: Organizational Excellence

- Enhance the Frequently Asked Questions checklist to support front-line staff in responding to common inquiries (in-progress).
- Enhance opportunities for training and professional development by developing annual career planning/development plans for RRCA employees (in-progress).
- Introduce an annual Board-staff session to celebrate wins and encourage collaboration (in-progress).

RELATIONSHIP TO THE STRATEGIC PLAN:

This report summarizes the quarterly progress on the Strategic Actions.



Alison McDonald,
General Manager



To: Board of Directors
From: Alison McDonald, General Manager
Date: August 8, 2025
Subject: Reserve Policy

RECOMMENDATION:

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

BACKGROUND:

A Corporate Services Working Group was formed in June as part of the Strategic Action Plan; one of the deliverables of this group was the development of a Reserve Policy for Board approval. The Working Group met three times over the summer to prepare a draft Reserve Policy based on examples from local Conservation Authorities (Catarqui), neighbouring municipalities, and the Municipal Finance Officers training material.

DISCUSSION:

The Raisin Region Conservation Authority (RRCA) uses reserves as part of a financial system that includes an annual operating budget, 10-year capital forecast, regular variance reporting, and an annual third-party audit. Reserves are used to fund capital projects and to address needs that are not anticipated by operating budgets.

The purpose of this policy is to establish consistent standards and guidelines for the management and accounting of reserves. In addition, it delineates the responsibilities of Conservation Authority staff for the management and administration of reserves.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 3: Financial Stability

3.1 Demonstrating financial accountability

- c) 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 resources-related processes.

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

Alison McDonald,
General Manager

Attachment: Raisin Region Conservation Authority Reserve Policy prepared July 24, 2025



Raisin Region
Conservation Authority

Reserve Policy

July 24, 2025



Contents

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Policy Statement

The Raisin Region Conservation Authority (RRCA) uses reserves as part of a financial system that includes an annual operating budget, 10-year capital forecast, regular variance reporting, and an annual third-party audit.

Reserves are used to fund capital projects and to address needs that are not anticipated by operating budgets.

RRCA may establish a reserve for any purpose for which it has the authority to spend money.

Definitions

In this policy the following definitions are used:

Board means the Board of the RRCA.

Conservation Authority means RRCA.

Deferred revenue means revenue that is considered a liability on the Conservation Authority's financial statements, until such time it becomes relevant to current operations. Deferred revenue is set aside for specific purposes by legislation, regulation, or agreement. Deferred revenue shall not attract interest, unless otherwise specified by a funding provider.

Department means a functional unit within RRCA's annual operating budget.

Discretionary reserve means a reserve that is created and managed at the discretion of the Conservation Authority. Discretionary reserves shall attract interest.

General Levy means the funds that are levied across all RRCA participating municipalities for operating purposes on an annual basis.

General Manager means the General Manager, Secretary/Treasurer.

Obligatory Reserve means a reserve that is required by legislation, regulation, or agreement to be segregated from the Conservation Authority's general revenues. Obligatory reserves can only be used for their prescribed purpose. Obligatory reserves shall attract interest.

Reserve means funds that have been set aside for future purposes for which the Conservation Authority has the authority to spend money.

Special Levy means funds that are levied to a RRCA participating municipality for a defined purpose.

Purpose

The purpose of this policy is to establish consistent principles, standards and guidelines for the maintenance, management, and accounting of reserves. In addition, it delineates the responsibilities of Conservation Authority staff for the management and administration of reserves.

As a responsible steward of public funds, RRCA shall:

- a) Ensure that monies are set aside for RRCA's long-term goals to be available when needed;
- b) Adhere to statutory requirements, strategic goals and other policies of the Conservation Authority;
- c) Promote financial stability and flexibility;
- d) Provide for major capital expenditures and projects in RRCA's 10-year capital forecast; and,
- e) Take advantage of financial opportunities.

Where applicable, the specific purpose of each reserve is included in Schedule 'A' to this policy.

Responsibilities

Board Members

Board members shall:

- a) Develop and evaluate policies, ensure that practices and procedures are in place to maintain the financial integrity of the Conservation Authority; and,
- b) Approve transactions to and from reserves through the budget process or by specific resolution.

General Manager

The General Manager shall:

- a) Ensure the principles and mandatory requirements contained in this policy are applied consistently across all departments.
- b) Develop and update this policy as necessary and report to the Board; and,
- c) Report to the Board the reserve balances and forecast as part of the year end audit process.

Finance Officer

The Finance Officer shall:

- a) Ensure that the principles and requirements contained in this policy are applied consistently across all departments;
- b) Perform the transfers to and from reserves as authorized by the Board;
- c) Recommend strategies for the adequacy of reserve levels; and,
- d) Invest reserves for a term that will not exceed the expected date of need, and in accordance with Board direction.

Team Leads

The Team Leads that prepare operating budgets and oversee capital projects shall:

- a) Provide the General Manager with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle reserves;
- b) Consult with the General Manager when transfers to reserves are required; and,
- c) Consult with the General Manager when reserve funds are required for unbudgeted transactions.

Establishment of Reserves

Board Approval

Reserves can be established through a Board resolution to amend Schedule 'A' to this policy:

- a) In conjunction with the annual operating budget or 10-year capital forecast which is approved by the Conservation Authority; or,
- b) At other times of the year.

Information Requirements

The establishment of a new reserve will address the following information:

- a) Reserve name;
- b) Intended purposes;
- c) Funding sources;
- d) Desired minimum reserve balance; and,
- e) Conditions and/or restrictions that would require the funds to be managed as deferred revenue or as an obligatory reserve.

To achieve maximum flexibility, when establishing a reserve, the intended purposes should be defined in general terms (e.g. “facilities” rather than “administration building” or “outdoor centre”).

The Finance Officer will establish tracking procedures to ensure that funds in the reserve that are earmarked for a specific project are easily identifiable to management and the Board.

Approval of Funding Allocations to and From Reserves

Approval of funding to and from reserves will be approved by the Board through a report with recommendations from the General Manager.

Closing Reserves

If the purpose or purposes for which the reserve was created have been accomplished and the reserve is determined to be no longer necessary, then staff will prepare a report to the Board with recommendations regarding:

- a) The closure of the reserve;
- b) The disposition or reallocation to another reserve of any remaining funds; and,
- c) Necessary amendments to Schedule ‘A’ to this policy.

A Board resolution is required to close a reserve.

Management of Annual Operating Surpluses/Deficits

Year-end General Levy

- a) Subject to a Board resolution under Section 6 of this policy, RRCA shall transfer funds to and from reserve to achieve an overall zero balance between actual revenues and expenses in the sum of all operating departments which are primarily funded by General Levy.
- b) Year-end General Levy surpluses shall normally be allocated as follows:
 - a. Funds shall be transferred from the operating accounts to the General Reserve, depending on the balance of those reserves and anticipated needs; and,
 - b. Any remaining surplus will be transferred from the operating accounts to other reserves, with consideration for the latest 10-year Capital Forecast and a prioritization of needs.
 - c. For Charlottenburgh Park, the operating surplus will be used as follows:
 - i. To fund the Charlottenburgh Park reserve to the target level;

- ii. Once the reserve is fully funded, the surplus can be allocated to other reserves or used to offset the municipal levy requirements for the following year based on Board direction.
- c) Year-end General Levy deficits shall normally be addressed as follows:
 - a. Funds shall be transferred to the operating accounts from the Operating Reserve; and,
 - b. If necessary, any remaining operating deficit will be addressed using funds from other reserves, with consideration for the latest 10-year Capital Forecast and a prioritization of needs.

Interest Allocation

- a) Reserves may be invested in accordance with Board direction. Earnings shall be credited to each separate reserve from which the funds were invested.
- b) Where multiple reserves are included in one bank account, interest shall be allocated to reserves on an annual basis based on the percentage invested from each reserve.
- c) Deferred revenue shall not be invested and is not allocated interest, unless otherwise specified by a funding provider.

Minimum Reserve Balances

- a) A target balance for a reserve may be identified in Schedule 'A' to this policy.
- b) The Finance Officer will review the desired minimum balances annually with the Leadership Team and will seek approval from the Board for any proposed changes.

Temporary Reserve Borrowing

Temporary borrowing to cover a reserve short-term deficit, interim servicing requirements, or internal financing may be permitted, when justified, adequately supported and documented, and authorized through a Board resolution.

However, borrowing from reserves is conditional on the following:

- a) Borrowing must not adversely affect the intended purpose of the reserve; and,
- b) A plan to repay the reserve within a reasonable timeframe is required and must be documented.

Annual Reporting

- a) Year-end audit and audited financial statements - balances of reserves will be presented with note disclosure and comparative figures to meet Canadian Public Sector Accounting Board reporting standards.
- b) Reporting to RRCA participating municipalities and other agencies may be required related to grants or other contributed funds.
- c) A summary reserve schedule will be included with the Board report regarding proposed funding allocations to and from reserves on an annual basis.

Name	Purpose(s)	Reserve Type	Funding Source(s)	Current Balance	Target Balance	Rationale for Target Balance
General Benefiting	<p>To reduce or eliminate annual deficits related to unexpected operating revenue shortfalls and/or spikes in expenses.</p> <p>To fund corporate studies, capital projects, and miscellaneous corporate priorities including river maintenance where natural hazards could be impacted.</p> <p>Financial buffer to ensure smooth day-to-day operations, maintain fiscal stability.</p>	Discretionary	General Levy, Grants, Operating Surplus	\$463,652.76	\$1,200,000	Financial stabilization for three months of operating expenses
Equipment	To fund capital purchases of equipment including fleet vehicles.	Discretionary	General Levy, Operating Surplus, and facility revenue	\$40,560	\$125,000	To support a 10-year replacement plan for equipment and vehicles
Charlottenburgh Park	To fund capital projects, land improvement, or initiatives related to the facility	Discretionary	Charlottenburgh Park Surplus	\$6,885.29	\$80,000	Total amount needed for upgrades to the park (20 years) – <i>to be reviewed once contract is complete</i>

Long Sault Diversion and St. Andrew's Dyke	To fund capital projects or initiatives related to the water control structure	Discretionary	General Levy, Grants, Operating Surplus	\$34,295.57	\$50,000	Fund 10-year Capital Plan
Gray's Creek	To fund capital projects, land improvement, or initiatives related to the Marina, Administration Building, and Conservation Area	Discretionary	Surplus revenue from the Marina, Donations, General Levy, Grants, Operating Surplus	(\$1,565.71)	\$250,000	Fund 10-year Capital Plan
Gambhir Forest	To fund capital projects or initiatives related to Gambhir Forest property	Obligatory	Donations (Gambhir Family)	\$3,022	\$5,000	\$1,500 per year donated from Dr. Gambhir
Cooper Marsh	To fund capital projects, land improvement, or initiatives related to Cooper Marsh	Discretionary	Donations, General Levy, Grants	\$9,793	\$200,000	Fund 10-year Capital Plan
Fly Creek	To fund capital projects, land improvement, or initiatives related to Fly Creek	Discretionary	City of Cornwall Special Benefitting Levy	\$161,787.89	\$500,000	Need to meet with Cornwall to discuss plan to fund reserve for capital projects

Quarterly Variance Report
For the period ending June 30, 2025

	Final Budget 2025	Updated Forecast Jun 30	Actual as of Jun 30	% of Progress Completed
<u>REVENUE</u>				
Provincial	846,957	764,944	314,467	41%
Federal	382,500	422,500	165,563	39%
Authority Generated	1,188,530	1,203,940	566,206	47%
Partners	709,982	725,720	148,729	20%
Reserve	0	0	0	0%
Municipal	967,596	966,122	483,798	50%
TOTAL REVENUE	4,095,564	4,083,226	1,678,763	41%
<u>EXPENDITURES</u>				
Watershed Monitoring				
Flood Forecasting & Low Water Response	63,230	63,527	28,368	45%
Surface Water Quality Monitoring	6,909	7,112	3,141	44%
Groundwater Quality Monitoring	5,882	5,866	2,666	45%
Watershed Management				
Fly Creek System	263,421	226,417	105,123	46%
Garry River System	59,436	59,461	25,425	43%
Long Sault Water Diversion	4,925	4,925	1,458	30%
St. Andrews Dyke	2,073	2,074	874	42%
Watershed Planning & Regulations				
Plan Input & Review	169,519	130,419	75,350	58%
CA Regulations	193,717	189,037	89,952	48%
Source Water Protection	340,275	340,714	145,521	43%
Watershed Stewardship				
Forestry Programs	130,762	116,393	139,654	120%
ALUS Program	445,915	440,781	65,911	15%
St. Lawrence River Remedial Action Plan	549,872	538,538	155,622	29%
Contracted Services	40,282	37,293	17,724	48%
Special Projects	143,006	141,920	13,805	10%
Conservation & Recreation				
Cooper Marsh Conservation Area	97,593	99,287	43,974	44%
Gray's Creek Conservation Area	81,425	82,252	30,591	37%
Gray's Creek Marina	176,281	180,273	56,300	31%
Charlottenburgh Park	572,276	576,213	197,525	34%
Conservation Lands	82,934	89,846	29,948	33%
Corporate Services				
Administration and Finance	430,903	434,023	179,939	41%
Communications	114,202	114,260	55,238	48%
Information Management	42,450	40,599	19,047	47%
Vehicle & Equipment	73,000	73,000	24,442	33%
TOTAL EXPENDITURE	4,090,288	3,994,231	1,507,597	38%
Net surplus (deficit)	0	83,714		

	Watershed Monitoring	Watershed Management	Watershed Planning & Regulations	Watershed Stewardship	Conservation & Recreation	Corporate Services
<u>REVENUE</u>						
Provincial	16,144.00	34,972.00	360,075.65	298,250.00	0.00	55,602.00
Federal	0.00	82,500.00	0.00	251,000.00	83,436.50	5,563.00
Authority Generated	0.00	0.00	163,000.00	43,956.57	782,000.00	215,483.84
Partners	0.00	59,333.34	0.00	553,724.54	65,540.00	47,122.00
Municipal	59,877.31	252,555.50	184,132.10	0.00	106,108.29	364,922.34
	<u>76,021.31</u>	<u>429,360.84</u>	<u>707,207.75</u>	<u>1,146,931.11</u>	<u>1,037,084.79</u>	<u>688,693.18</u>
<u>EXPENDITURES</u>						
	<u>76,504.66</u>	<u>434,797.09</u>	<u>665,451.04</u>	<u>1,133,005.63</u>	<u>1,027,870.89</u>	<u>661,882.71</u>
	<u>76,504.66</u>	<u>434,797.09</u>	<u>665,451.04</u>	<u>1,133,005.63</u>	<u>1,027,870.89</u>	<u>661,882.71</u>
Surplus/Deficit	-483.35	-5,436.25	41,756.71	13,925.48	9,213.90	26,810.47

Explanation of Significant Differences

Salary costs in Watershed Planning and Regulations are down due to the vacancy in Planning
 Expenses in Forestry Programs are up due to the reliance on consultants (SNC and external); this is offset by a decrease in RRCA salary
 Some capital projects have been paused due to the decrease in reserves; these will be revaluated in the fall based on surplus
 Two sewage pumps failed at Charlottenburgh Park and needed to be replaced immediately
 We received a WSIB refund in the amount of \$27,000
 Received funding for all student positions from Canada Summer Jobs



To: Board of Directors
From: Phil Barnes, Team Lead, Watershed Management
Date: September 4, 2025
Subject: Water Control Structures – Asset Management Strategy

RECOMMENDATION:

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

And further that; the Board of Directors direct staff to include engineering inspections of water control structures in the 2026 budget.

BACKGROUND:

Ontario Regulation 686/21 required all conservation authorities to prepare asset management plans for water control and erosion control infrastructure which the authority owns and operates.

Structures and facilities that the RRCA owns and operates include:

- 1. Long Sault Diversion
- 2. St. Andrews Dyke
- 3. Fly Creek Flood Control
- 4. Martintown Dam

The three dams in North Glengarry (Loch Garry, Middle Lake, and Mill Pond) are not owned by the authority; however, these structures are subject to regular inspections and maintenance is planned and forecasted as needed. The municipality of North Glengarry has included these structures in their asset management planning.

DISCUSSION:

An internal review of the RRCA’s structures and their respective components was completed in 2024 (see attached report). RRCA staff are qualified to review most asset components.

The following items in the RRCA’s review are noted for external Engineering Inspection.

Structure	Component	Current Condition
Long Sault Diversion	Concrete Inlet Structure	Good
	Valve and assembly	Good
	Culvert under road	Good
St. Andrew’s Dyke	Berm structure	Good

Fly Creek	Building – Outer	Good
	Diesel Generator	Good
	Transfer Switch	Fair
	Main Pumps x 3	Good
	Main Motors x 3	Good
	Motor Control Panels x 3	Good
	Main Motor Control Center	Good
	Pond / Wetland / Channels etc.	Good
	Outlet Pipe	Good
	Overflow Culvert	Good
	3000m Box Culvert	Good
	Martintown Dam	Dam Structure
Dam Spillway		Good
Energy Dissipators		Good

External engineering inspections will evaluate the structural, mechanical, and electrical components of the water control structures. Based on these assessments, maintenance activities, repairs, and replacement schedules will be prioritized to ensure the structures function properly and protect people and property from natural hazards.

This process also provides a clear understanding of future costs, allowing for accurate budgeting, better infrastructure reserve planning, and stronger grant applications.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 3: Financial Stability

3.1 Demonstrating financial accountability

- c) Develop a long-term financial plan that includes an asset maintenance/replacement strategy and an infrastructure reserve policy.



Phil Barnes, P.Eng.
Team Lead, Watershed Management

Attachment:
Raisin Region Conservation Authority. November 2024. Asset Management Plan for Water Control Infrastructure, Pursuant to O. Reg. 686/21.

Asset Management Plan for Water Control Infrastructure

Pursuant to O. Reg. 686/21



18045 County Road 2
PO Box 429
Cornwall, ON K6H 5T2

November 26, 2024

Final Report

Abstract

The Raisin Region Conservation Authority was established and operates under the *Conservation Authorities Act*. This act and the regulations under the act are subject to revisions from time to time. Ontario Regulation 686/21 made under the *Conservation Authorities Act* requires the preparation of an Asset Management Plan for water control and erosion control infrastructure for which the authority owns and operates.

This document serves as the Raisin Region Conservation Authority's Asset Management Plan for the following structures: Long Sault Diversion, St. Andrew's Dyke, Fly Creek and Martintown Dam.

Suggested Citation

Raisin Region Conservation Authority. November 2024. Asset Management Plan for Water Control Infrastructure, Pursuant to O. Reg. 686/21.

For Internal Use

Primary Author(s): Phil Barnes.

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Introduction

Ontario Regulation 686/21, Mandatory Programs and Services highlights the requirement for the Raisin Region Conservation Authority (RRCA) to prepare several documents by the December 31, 2024. One of these documents is an Asset Management Plan for water control and erosion control infrastructure which the authority owns and operates.

This document serves as the Asset Management Plan for the following structures: Long Sault Diversion, St. Andrew's Dyke, Fly Creek and Martintown Dam. The RRCA operates the Garry River Dams (Loch Garry Dam, Kenyon Dam/Middle Lake Dam, and Mill Pond/Alexandria Dam) on behalf of the Township of North Glengarry under agreement. As such, the RRCA is not required to prepare asset management plans for these structures. Nonetheless, these structures are subject to regular inspections and maintenance is planned and forecasted as needed.

This document is not subject to public consultation or provincial approval. Provincial guidelines for the preparation of this document, outside of the text of this regulation, has not been provided. The structure and content of the documents is left to the discretion of each Conservation Authority.

Regulatory References

Section 5 of Ontario Regulation 686/21 is quoted below.

Infrastructure

5. (1) Subject to subsection (3), an authority shall provide programs and services that support the operation, maintenance, repair and decommissioning of the following types of infrastructure the authority owns or manages:

1. Any water control infrastructure, the purpose of which is to mitigate risks to life and damage to property resulting from flooding or to assist in flow augmentation.
2. Any erosion control infrastructure.

(2) Programs or services provided under subsection (1) shall include the following components:

1. The development and implementation of an operational plan on or before December 31, 2024.
2. The development and implementation of an asset management plan on or before December 31, 2024.
3. The undertaking of any technical or engineering studies necessary to ensure the proper operation and maintenance of the infrastructure to which the program or service applies.

(3) If an authority enters into an agreement with an owner of infrastructure mentioned in paragraph 1 or 2 of subsection (1) to manage the infrastructure on the owner's behalf, the authority shall provide the programs and services to operate, maintain, repair and decommission the infrastructure only in accordance with its obligations under the agreement.

(4) An authority may update the plans mentioned in paragraphs 1 and 2 of subsection (2), from time to time, as the authority considers it advisable.

O.Reg. 686/21, s. 5.

Assets and Components

The Raisin Region Conservation Authority owns and operates the following water control structures: Long Sault Diversion, St. Andrew's Dyke, Fly Creek Flood Control System, and Martintown Dam.

An itemized list of asset components for each structure has been prepared. The current condition, the replacement or major maintenance indicator, and the estimated timeline for replacement or maintenance for each component has been prepared.

Current Condition

The current condition of each asset's components has been established based on recent (2024) evaluations and inspections and has been categorized as either Good, Fair, or Poor as follows:

1. Good
 - The component is functioning as intended; and/or,
 - The component has recently been replaced or refurbished; and/or,
 - The component is still operating within its expected lifespan.
2. Fair
 - The component is showing signs that it is subject to failure (within 2-years); and/or,
 - The component is showing signs that it may be subject to maintenance.
3. Poor
 - The component has been evaluated as not meeting the requirements of the structure; and/or,
 - The component may be subject to imminent failure or has already failed.

Replacement / Major Maintenance Indicator

The Replacement/Major Maintenance Indicator is based on one of three options:

1. Engineering Inspection

- The RRCA will by the end of 2026 undertake the services of an engineering firm to review the condition of the asset and provide a recommendation on the state of the asset and provide a maintenance and replacement schedule with costing.
- This is typically assigned to high-cost or major components where a qualified professional is better suited to provide an expert opinion.

2. 10-Year Plan

- The RRCA will by the end of 2026 review and document the condition of the asset and determine a maintenance and replacement schedule with costing.
- The 10-year plan will be updated as needed and officially reviewed after 5-years.
- This is typically assigned to components where RRCA staff have the expertise to evaluate the condition and life expectancy.

3. As required

- The RRCA will replace or provide maintenance to the component when required.
- This is typically assigned to consumable components; those that have relatively low replacement low cost; or those components which are ancillary to the overall function of the structure.

Estimated Timeline

The timeline for replacement or major maintenance has been estimated based on 2024 evaluation and inspections of the components and categorized as follows: 15 Years+, 10 Years, 5 Years, 2 Years or by a listed replacement year (e.g. 2025).

Long Sault Diversion

Component	Current Condition	Replacement / Major Maintenance Indicator	Estimated Timeline
Concrete Inlet Structure	Good	Engineering Inspection	15 Years+
Metal Screen at Inlet	Good	Engineering Inspection	15 Years+
Valve and assembly	Good	Engineering Inspection	15 Years+
Metal grating above opening	Good	Engineering Inspection	15 Years+
Staff gauge	Good	As required	10 Years
Cluvert under road	Good	Engineering Inspection	15 Years+
Fencing	Good	10-Year Plan	10 Years
Wooden deck at outlet	Good	10-Year Plan	10 Years
Flow monitor and accessories	Good	As required	2 Years
Computer	Good	As required	2 Years
Signage	Good	As required	5 Years

St. Andrew's Dyke

Component	Current Condition	Replacement / Major Maintenance Indicator	Estimated Timeline
Berm structure	Good	Engineering Inspection	15 Years+
Culverts	Fair	10-Year Plan	2025
Flap gates	Fair	10-Year Plan	2025

Fly Creek

Component	Current Condition	Replacement / Major Maintenance Indicator	Estimated Timeline
Building – Shell	Good	Engineering Inspection	15 Years+
Building – Roof	Good	10-Year Plan	15 Years+
Building – Doors and openings	Good	10-Year Plan	15 Years+
Building – Lighting / Heating	Good	10-Year Plan	15 Years+
Building – Exhaust System	Fair	10-Year Plan	5 Years
Diesel Generator	Good	Engineering Inspection	15 Years+
Diesel Fuel System	Good	10-Year Plan	5 Years
Diesel Generator Accessories (Battery etc.)	Good	As required	2 Years
Transfer Switch	Fair	Engineering Inspection	5 Years
Dewatering pump, motor, valve	Fair	10-Year Plan	2025
Main Pumps x 3	Good	Engineering Inspection	5 Years
Main Motors x 3	Good	Engineering Inspection	5 Years
Motor Control Panels x 3	Good	Engineering Inspection	5 Years
SCADA system / HMI Controls	Good	10-Year Plan	5 Years
Main Motor Control Center	Good	Engineering Inspection	5 Years
Internet / LAN / Firewall Hardware	Good	As required	5 Years
Remote Access Computer	Good	As required	5 Years
Security Cameras	Good	As required	5 Years
Pond / Wetland / Channels etc.	Good	Engineering Inspection	5 Years
Outlet Pipe	Good	Engineering Inspection	15 Years+
Overflow Culvert	Good	Engineering Inspection	15 Years+
3000m Box Culvert	Good	Engineering Inspection	15 Years+
Inlet Grate	Good	10-Year Plan	15 Years+
Fencing and Gate	Good	10-Year Plan	15 Years+
Roadway	Good	10-Year Plan	15 Years+
Signage	Good	As required	5 years

Martintown Dam

Component	Current Condition	Replacement / Major Maintenance Indicator	Estimated Timeline
Dam Structure	Good	Engineering Inspection	15 Years+
Dam Spillway	Good	Engineering Inspection	15 Years+
Energy Dissipators	Good	Engineering Inspection	15 Years+
Stop Logs	Good	10-Year Plan	5 Years
Decking	Good	10-Year Plan	15 Years+
Fencing	Good	10-Year Plan	15 Years+
Gantry	Good	10-Year Plan	15 Years+
Signage	Poor	As required	2026

Summary

All of the RRCA water control structures are generally in good condition. Most of the components for these assets are also in good condition. The following assets have been flagged as being Fair or Poor:

1. St. Andrew's Dyke Culverts and Flap Gates (Scheduled to be refurbished in 2025)
2. Fly Creek Transfer Switch (Recommended to be inspected in 2025)
3. Fly Creek Building Exhaust System (Recommended to be inspected in 2025)
4. Fly Creek dewatering pump (Scheduled to be restored in 2025)
5. Martintown Dam Signage (Recommended to be replaced in 2026)

Recommendations

1. By the end of 2026, contract an Engineering firm to review the components of each structure where the RRCA does not have the internal capacity to evaluate the condition.
2. By the end of 2026, evaluate the condition of the various components for each structure which the RRCA has the internal capacity to do so, and prepare a 10-Year budget/forecast for maintenance activities and replacement.
3. Continue annual monitoring and inspection of each facility's components and update the asset management strategy as required.
4. Budget for future component replacements and refurbishments as indicated in this report.
5. Undertake the maintenance work as identified in this report.
6. Review and update this document as required.



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, Administrative Assistant
Date: August 13, 2025
Subject: 2026 Camping and Marina Fees

RECOMMENDATION:

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

BACKGROUND:

The RRCA operates both Charlottenburgh Park and Gray's Creek Marina. Rates for these facilities are reviewed annually and adjusted based on comparison with neighbouring facilities.

DISCUSSION:

To keep with the cost of living and to remain comparable with rates used by similar facilities in the area, staff is proposing a 4% increase to most of the 2025 Charlottenburgh Park Camping fees and a 3% increase to most of the 2025 Gray's Creek Marina Fees. Other fees are increased by a flat rate.

The following tables shows the proposed rates for each facility (HST included).

Schedule 6: Gray's Creek Marina

Seasonal Dock Rental	May to October	2025 Fee (\$)	Proposed 2026 Fee (\$)
17' & Under		742.65	764.95
Over 17' to 20'		832.80	857.80
Over 20'		1047.00	1078.40
Cancellation Fee	Before June 30	60.00	75.00
	June 30 to July 31	115.00	125.00
	No refunds after July 31		
Transient Dock Rental	May to October	2025 Fee (\$)	Proposed 2026 Fee (\$)
Daily		27.00	27.80
Weekly		133.95	137.95
Monthly		336.20	346.30
Marina Services		2025 Fee (\$)	Proposed 2026 Fee (\$)
Daily Launch		15.00	16.00
Seasonal Launch		150.00	160.00
Storage (Boat Trailers)	During marina season only (monthly rate)		30.00

Notes for Schedule 6:

- Seasonal rates are not pro-rated once marina season opens.
- Storage for boat trailers available in limited quantities. Location – upper compound near Rogers tower. Owner can only access during office hours and must be accompanied by staff member.
- For cancellations on or before July 31 customers are provided a refund on a pro-rated basis but are subject to the cancellation fee.

Schedule 7: Charlottenburgh Park

Seasonal Camping Lot		2025 Fee (\$)	Proposed 2026 Fee (\$)
Basic Lot		3,088.95	3212.50
20 amp lot w/water		3,243.40	3373.15
30 amp lot w/water		3,470.80	3609.65
Cancellation Fee	Before January 4	450.00	450.00
	January 4 to April 10	800.00	800
	April 11 to May 17	1,200.00	1200.00
	No refunds after May 17		
Seasonal Boat Dock		425.00	445.00
Cancellation Fee			75.00
			125.00
Additional Vehicle (seasonal)		63.55	66.00
Transient Camping Lot		2025 Fee (\$)	Proposed 2026 Fee (\$)
Basic Lot		47.50	49.40
Basic Lot - Waterfront			57.50
20 amp lot w/water		62.05	64.55
30 amp lot w/water		64.50	67.10
Basic Lot (monthly)		See Note	See Note
Basic Lot - Waterfront (Monthly)		See Note	See Note
20 amp lot w/water (monthly)		See Note	See Note
30 amp lot w/water (monthly)		See Note	See Note
Cabin (daily)		126.60	135.00
Cabin (weekly)		See Note	See Note
Reservation Fee		14.00	14.00
Booking Transaction Fee		4.00	4.00
Changes (Reservations)			13.00
Additional Vehicle (transient)		13.00	14.00
Overnight Visitor		17.00	18.00
Trailer Water Dump (external)		22.00	23.50
Day Use Fees		2025 Fee (\$)	Proposed 2026 Fee (\$)
Beach Adult (age 16 – 65)		11.00	12.00
Beach Senior (age 65+)		9.00	10.00
Beach Minor (age 15 & under)		Free	Free
Vehicle (3 or more occupants)		27.00	27.00
Walk-in/Cyclist		4.00	5.00
Seasonal Beach Pass		95.00	100.00

Day Use Fees (cont'd)		2025 Fee (\$)	Proposed 2026 Fee (\$)
Boat Launch		15.00	16.00
Seasonal Boat Launch		150.00	160.00
Gazebo Rental		50.00	60.00
Non-profit Groups		8.00	10.00
School Groups (per person)		5.00	5.50

Notes for Schedule 7

Seasonal Camping

- Seasonal Camping Lot fees do not include hydro. Hydro deposit (\$300) required at beginning of the season.
- Monthly lot fees are discounted (stay 30 nights, only pay for 26).
- Weekly fee for cabin is discounted (stay 7 nights, only pay for 6).
- New fees added: Seasonal boat dock cancellation fees, Basic – Waterfront, Changes (Reservations).
- Day-use fees: changed to allow kids under the age of 16 free of charge.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

1.3 Connecting people with nature through positive outdoor experiences.

Goal 3: Financial Stability

3.2 Diversifying our revenue sources.

Josianne Sabourin

Josianne Sabourin,
Administrative Assistant



To: Board of Directors
From: Cheyene Brunet, Stewardship Coordinator (A)
Date: August 7, 2025
Subject: Tree Planting Expenditures

RECOMMENDATION:

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

BACKGROUND:

To increase local forest cover, the Raisin Region Conservation Authority (RRCA) has planted over 1.35 million trees in the jurisdiction through public and private landowner partnerships.

The RRCA places an annual bulk tree seedling stock order to secure the best rates for local projects. The trees are allocated to the RRCA services under Forests Canada's 50 Million Tree Program, ALUS and other stewardship programming, Over-the-Counter sales, tree giveaways, community tree planting events, contracted services, and more.

The tree stock quantities are determined based on site visits, tree planting plans, and past demand. Trees are sourced from multiple nurseries that offer seedlings in bulk that are suitable for the RRCA seed zone.

The majority of the trees are planted under Forests Canada's 50 Million Tree Program, which have approved stock from three Ontario nurseries: Ferguson Tree Nursery, Pineneedle Farms, and Sommerville Nurseries Inc. When needed, staff will also source stock from other local nurseries to meet stock requirements and species diversification.

The total cost of tree orders so far in 2025 is \$74,782 for 50,400 trees.

DISCUSSION:

RRCA staff anticipate supporting the planting of 60,000 seedlings across the jurisdiction through the various spring planting programs in 2026; the cost for this number of trees is

estimated to be \$100,000. The cost associated with the purchase of seedlings is fully recovered through a variety of sources such as subsidies, grants, and landowner contributions:

- Full-Service Program
 - Forests Canada provides a \$2.50/tree subsidy to cover the costs of program coordination and delivery, site preparation/tending (if required), seedlings, planting and survival assessments.
 - Additional secured external funding and landowner contributions offset the remainder of the project costs.
 - Site visits are underway for 2026 projects.

- Tree seedling sales
 - The RRCA offers native tree and shrub seedlings for purchase.
 - The current fee is nursery stock price, plus a 30% service fee.
 - Approximately 100 landowners participate per year; with a combined annual sale of approximately 8,900 seedlings.

- Tree giveaways
 - In 2026, the RRCA will be holding its 27th annual Tree Giveaway providing up to 5,000 free trees to residents in the RRCA's jurisdiction. External funding is secured to offset the cost of this initiative. Member municipalities have the opportunity to fund additional trees for their residents.

- ALUS, Community tree planting events, contracted services, etc.
 - Secured funding and landowner contributions offset the cost of these programs and services.

Staff will secure preliminary tree orders from Forests Canada approved nurseries (Ferguson Tree Nursery, Pineneedle Farms, Somerville Seedlings and PRT) based on lowest price, stock availability, and shipping to an upset limit of \$100,000. Tree orders are subject to change throughout the year based on landowner requests and secured funding.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living



Cheyene Brunet,
Stewardship Coordinator (A)



To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
Scott Braithwaite, Project Coordinator
Date: August 14, 2025
Subject: Invasive Phragmites Management at RRCA Conservation Areas

RECOMMENDATION:

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

BACKGROUND:

Invasive Phragmites is a highly aggressive species of grass that has become one of Ontario's most problematic invasive plants. Once established, this invasive plant can be extremely difficult and costly to control. In Eastern Ontario, Phragmites has become a common sight along roadways, in ditches, and natural areas – including all three of the RRCA's Conservation Areas.

Since 2023, the RRCA has collaborated with a number of partners to control invasive Phragmites at Cooper Marsh. Nurse sites for two moth species were established in 2023 at sites approved by the Canadian Food Inspection Agency.

In 2024, the RRCA and other members of the Eastern Ontario Phragmites Working Group received funding through the Ontario Phragmites Action (OPA) program. This funding supported a collaborative initiative to map invasive Phragmites in Eastern Ontario, including at the RRCA's Conservation Areas.

In January 2025, the Board of Directors approved the RRCA's application for additional funding under the OPA program. The RRCA was awarded \$29,540 from this fund to support expansion of mapping efforts and management of invasive Phragmites in Eastern Ontario. The Invasive Phragmites Mapping and Management project will be completed by December 2025.

DISCUSSION:

This initiative is being undertaken as a pilot project to assess the efficacy of different invasive Phragmites control methods on RRCA-managed lands.

In consultation with partners, the goal is to determine which strategies are most effective and practical in the context of our ecosystems, available resources, and long-term management objectives. By trialing multiple approaches, the RRCA will gain valuable insights to guide future control efforts. All control activities for this project will be undertaken in fall 2025.

Two control methods have been selected for this project:

- Livestock Grazing** – Livestock grazing offers a non-chemical option to reduce Phragmites biomass while minimizing potential impacts on surrounding water and soil quality. Goats can access and consume dense stands of Phragmites, weakening the plants over time and reducing seed production. In September 2025, livestock will be allowed to graze on approximately 1 acre of invasive Phragmites located southeast of the Main Marsh at Cooper Marsh.
- Herbicide Application** –The Ontario Invasive Plant Council recommends herbicide application as a control technique, as it can address infestations more quickly and thoroughly than most mechanical/manual methods. In September 2025, herbicide will be applied by a licensed contractor to approximately 13.5 acres of invasive Phragmites located at Cooper Marsh (West Marsh berm and roadside) and Gray’s Creek (adjacent to Conservation Rd and central parking lot). Certain walking trails at Cooper Marsh and Gray’s Creek will be closed to the public while spraying operations are underway and for a period of at least 12 hours afterwards. The public will be notified of the work through notices and temporary on-site signage.

Following the RRCA’s Purchasing Policy, three quotes from qualified contractors were sought for each control method.

Quotes received are as follows:

Project Component	Contractor	Cost
Herbicide Application	Corput & Wagar Weed Control	\$9,150.00 + Tax (\$600.00/ac)
	SJM	\$10,125.00 + Tax (\$750.00/ac)
	Greenshield Pest Control Inc.	Did not submit a quote
	Drentex	Did not submit a quote
Livestock Grazing	Amitonte	\$9,663.45 + Tax (15 days grazing – approx. 1 ac)
	The Big Crunch Grazing	\$16,272.00 + Tax (9 days grazing – approx. 2-3 ac)
	Goats in the City	Did not submit a quote

Staff recommend selecting the following contractors to undertake the invasive Phragmites management work:

- Herbicide Application: Corput & Wagar Weed Control to an upset limit of \$9,150.00 + tax.
- Livestock Grazing: Amitonte to an upset limit of \$9,663.45 + tax.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living



Brendan Jacobs
Stewardship Specialist



Scott Braithwaite
Project Assistant



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: August 14, 2025
Subject: Conservation Areas Update

RECOMMENDATION:

THAT the Board of Directors receives 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

- 2025 Visitation (up to August 25, 2025): 86,492 (2024 total: 113,000)
- Marina open from April 28 to September 28, 2025
- Three Marina Attendants recruited
- Phase 1 completed to turn RRCA's administration office flower beds into a native plant demonstration site; phase 2 is underway (supported by TD Friends of the Environment Foundation)
- TD Tree Days, an annual community tree planting event supported by TD Bank Group, will take place on October 4, 2025
- Security review completed with OPP; additional lighting and surveillance signage to be added
- Meeting with Seaway Valley Soccer Club to discuss parking concerns and current agreement

Charlottenburgh Park Conservation Area

- 2025 Visitation (up to August 25, 2025): 22,890 (2024 total: 26,000)
- Campground open from May 16, 2025 to October 13, 2025
- Nine summer staff were recruited
- Funding secured under the St. Lawrence River Remedial Action Plan to replace the wetland interpretive signage along trails
- Looking into additional lighting for the docks; to be added in 2026
- Replaced two sewage pumps for the main bathroom area

Cooper Marsh Conservation Area

- 2025 Visitation (up to August 25, 2025): 26,123 (2024 total: 34,500)
- One summer staff (i.e. Nature Interpreter) recruited
- Visitors Centre open from May 2 to August 29, 2025
 - Weekend guided walks offered by Nature Interpreter
 - Lending library available (e.g. binoculars, dip nets, species identification guides)
- Spring/summer outreach held in partnership with River Institute:
 - Eco Friends Summer Day Camp
 - July 21-25 and July 28-August 1 (fully subscribed; 42 total campers)
 - School and public workshops: ~550 participants
- Funding secured under St. Lawrence River Remedial Action Plan for wetland outreach (e.g. World Wetlands Day event, Visitors Centre enhancements), biological inventories, and habitat enhancements (e.g. creation of open-water habitat)

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.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: August 14, 2025
Subject: Grant Submissions

RECOMMENDATION:

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

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

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

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

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

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 2025 grant application requests:

- Requested: \$594,540
- Approved: \$204,540
- Pending: \$390,000
- Not approved: \$0

DISCUSSION:

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

1. Project Title: Flood Plain Mapping – Gray’s Creek

- **Funder:** Ontario Ministry of Natural Resources
- **Request:** \$60,000 (1:1 matching funds required; matching funds from the City of Cornwall, SDG and RRCA were included in the 2025 RRCA Budget)
- **Summary:** The funding will support updated flood mapping for the Gray’s Creek watershed. This area was identified as a priority update area in a previous flood risk study. The work will be spread over 3 budget years, with a final deliverable in 2027.
- **Submission Deadline:** Funding secured – pending agreement approval

2. Project Title: Flood Plain Mapping – South Branch Raisin River

- **Funder:** Ontario Ministry of Natural Resources
- **Request:** \$85,000 (1:1 matching funds required; matching funds from the City of Cornwall, SDG and RRCA were included in the 2025 RRCA Budget)
- **Summary:** The funding will support updated flood mapping for the South Raisin River watershed. This area was identified as a priority update area in a previous flood risk study. The work will be spread over 3 budget years, with a final deliverable in 2027.
- **Submission Deadline:** Funding secured – pending agreement approval

3. Project Title: Engaging students in St. Lawrence River watershed stewardship activities

- **Funder:** Ontario Ministry of Environment, Conservation, and Parks (MECP)
- **Request:** \$100,000
- **Summary:** Staff were approached to submit a two-year proposal to support MECP with developing a prototype framework to strengthen the connection between school educational objectives and stewardship actions for the Great Lakes and St. Lawrence River watershed.
- **Submission Deadline:** n/a (retroactive approval)

4. Project Title: Enhancing Access to Nature at Gray's Creek Conservation Area

- **Funder:** Ontario Ministry for Seniors and Accessibility - Enhancing Access to Spaces for Everyone (EASE) Grant
- **Request:** \$60,000 (staff are seeking Board approval to include \$35,000 in the 2026 RRCA Capital Budget to be allocated to this project)
- **Summary:** The funding will enhance accessibility to nature at RRCA Gray's Creek Conservation Area for older adults and those with disabilities. Specifically, it will enhance ease of access to the RRCA's newly established native plant gardens and administration building and add an accessible seating area adjacent to the administration building.
- **Submission Deadline:** August 14, 2025 (retroactive approval)

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

1.2: Protect from flooding and erosion hazards.

- d) Acquire state of the art floodplain mapping for four priority watersheds as identified in the RRCA Flood Priority Report.

1.3: Connecting people with nature through positive outdoor experiences.

Goal 2: Strong Partnerships & Engaged Residents

2.2: Embracing meaningful community engagement.

Goal 3: Financial Stability

3.2: Diversifying our revenue sources.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



Order in Council 862/2025

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

PURSUANT TO the prerogative of His Majesty The King in Right of Ontario to appoint persons to serve His Majesty's Government of Ontario in the discharge of its executive obligations and responsibilities,

Hassaan Basit

be appointed Deputy Minister and Chief Conservation Executive, Cabinet Office, effective August 4, 2025, to serve at the pleasure of the Lieutenant Governor in Council for a period not exceeding three years from the effective date of this appointment.

Premier and President of the Council

Approved and Ordered: June 26, 2025

Updated: July 11, 2025
Published: July 11, 2025

June 27, 2025

**MEMORANDUM TO: Conservation Authority General Managers or Chief
Administrative Officers, Conservation Authority Partners
and Interested Parties**

**FROM: Kirsten Service, Director Conservation & Source
Protection Branch, MECP**

**RE: Transition of Conservation Authority Program from the
Ministry of Natural Resources to the Ministry of the
Environment, Conservation and Parks**

Good morning,

I am writing to advise you that the responsibility for the province's conservation authority program has now transitioned from the Minister of Natural Resources to the Minister of the Environment, Conservation and Parks (MECP) through Orders in Council. Moving forward, the Minister of Natural Resources no longer has legislative duties or functions under the *Conservation Authorities Act* but retains leadership for natural hazard management policy and operations.

Staff supporting the important work of administering this portfolio and delivering on the government's priorities for conservation authorities will be moving to a newly created section named the Conservation Authorities Section within the Conservation and Source Protection Branch in MECP's Land and Water Division.

Stakeholders can continue to reach out to ministry staff as they have done in the past on conservation authority matters via ca.office@ontario.ca.

We thank you for your ongoing support during this time of transition. Please do not hesitate to reach out to me if you have any questions.

Sincerely,



Kirsten Service, Director
Conservation and Source Protection Branch
Ministry of Environment, Conservation and Parks

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

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Brandon Jacobs, Stewardship Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications and Stewardship

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF THE AGENDA

RESOLUTION #70/25:

Moved by: Jacques Massie

Seconded by: Adrian Bugelli

THAT the agenda be approved as presented, with the addition of a Closed Session item, following Delegations/Presentations.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a power point presentation.

CLOSED SESSION

RESOLUTION #71/25: Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors move into Closed Session to discuss personnel matters.

CARRIED

RESOLUTION #72/25: Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors move to Open Session.

CARRIED

RESOLUTION #73/25: Moved by: Andrew Guindon
Seconded by: Martin Lang

THAT the Chair be authorized to finalize the General Manager’s performance review.

CARRIED

APPROVAL OF MINUTES

RESOLUTION #74/25: Moved by: Adrian Bugelli
Seconded by: Jacques Massie

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

CARRIED

NEW BUSINESS

STRATEGIC ACTION PLAN ACTION ITEM 1.3 A) NEW CONSERVATION AREA

RESOLUTION #75/25: Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

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

CARRIED

STRATEGIC ACTION PLAN ACTION ITEM 2.1 A) PUBLIC EVENTS LIST

RESOLUTION #76/25:

Moved by: Carilyne Hebert

Seconded by: Andrew Guindon

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

CARRIED

DRAFT BUDGET - OVERVIEW

RESOLUTION #77/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

THAT the Board of Directors accept the 2026 draft budget overview.

CARRIED

RRCA FEE POLICY AND FEE SCHEDULE

RESOLUTION #78/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

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

CARRIED

SEED MIX PURCHASE FOR GRASSLAND AND WETLAND PROJECTS

RESOLUTION #79/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

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

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Nov. 6 (TBD), Dec. 4, Jan 8, Feb 5

ADJOURNMENT

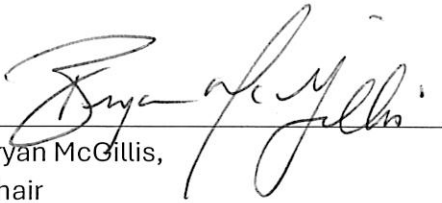
RESOLUTION #80/25:

Moved by: Martin Lang

Seconded by: Lachlan McDonald

THAT the Board of Directors meeting of October 2, 2025, be adjourned.

CARRIED



Bryan McGillis,
Chair



Alison McDonald,
General Manager / Secretary-Treasurer



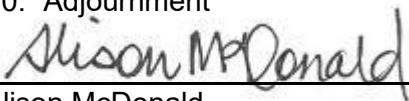
Raisin Region Conservation Authority

Board of Directors Meeting Agenda

October 2, 2025

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

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



Alison McDonald
General Manager / Secretary-Treasurer

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

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

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

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF THE AGENDA

RESOLUTION #51/25:

Moved by: Jacques Massie

Seconded by: Andrew Guindon

THAT the agenda be approved as presented.

CARRIED

STRATEGIC ACTION PLAN – Q3 PROGRESS UPDATE

RESOLUTION #57/25:

Moved by: Carilyne Hebert
Seconded by: Adrian Bugelli

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

CARRIED

RESERVE POLICY

RESOLUTION #58/25:

Moved by: Carilyne Hebert
Seconded by: Adrian Bugelli

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

CARRIED

QUARTERLY VARIANCE REPORT

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

WATER CONTROL STRUCTURES – ASSET MANAGEMENT STRATEGY

RESOLUTION #59/25:

Moved by: Claude McIntosh
Seconded by: Carilyne Hebert

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

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

CARRIED

2026 CAMPING AND MARINA FEES

RESOLUTION #60/25:

Moved by: Claude McIntosh
Seconded by: Carilyne Hebert

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

CARRIED

TREE PLANTING EXPENDITURES

RESOLUTION #61/25:

Moved by: Martin Lang
Seconded by: Claude McIntosh

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

CARRIED

INVASIVE PHRAGMITES MANAGEMENT AT RRCA CONSERVATION AREAS

RESOLUTION #62/25:

Moved by: Martin Lang
Seconded by: Claude McIntosh

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

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #63/25:

Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #64/25:

Moved by: Martin Lang
Seconded by: Lachlan McDonald

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

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

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

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

ADJOURNMENT

RESOLUTION #69/25:

Moved by: Andrew Guindon

Seconded by: Jacques Massie

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

CARRIED

Bryan McGillis,
Chair

Alison McDonald,
General Manager / Secretary-Treasurer



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

RECOMMENDATION:

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

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

BACKGROUND:

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

DISCUSSION:

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

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

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

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

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation and Healthy Living

1.3 Connecting people with nature through positive outdoor experiences.

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



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead Communications and Stewardship
Date: September 19, 2025
Subject: Strategic Action Plan Action Item 2.1 a) – Public Events List

RECOMMENDATION:

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

BACKGROUND:

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

DISCUSSION:

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

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

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

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

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2: Strong Partnerships and Engaged Residents

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



Lisa Van De Ligt
Team Lead Communications and Stewardship



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

RECOMMENDATION:

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

BACKGROUND:

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

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

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

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

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

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

Alison McDonald
General Manager, Secretary, Treasurer



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2 Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

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

RECOMMENDATION:

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

BACKGROUND:

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

DISCUSSION:

Staff have prepared updated Fee Schedules for 2026 as follows:

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

Planning and Regulations Fees

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

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

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

Conservation Lands

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

Stewardship Services

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

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



Alison McDonald,
General Manager / Secretary-Treasurer

RRCA Fee Schedule

Adopted October 2, 2025

Index

Schedule 1: Planning Advisory Services

Schedule 2: Conservation Authorities Act Permits

Schedule 3: Technical & Environmental Reviews

Schedule 4: Mapping and Data Services

Schedule 5: Conservation Areas

Schedule 6: Gray's Creek Marina

Schedule 7: Charlottenburgh Park

Schedule 8: Stewardship Services

Schedule 1: Planning Advisory Services

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

Notes for Schedule 1

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

Schedule 2: Conservation Authorities Act Permits

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

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

Notes for Schedule 2

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

Schedule 3: Technical & Environmental Reviews

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

Schedule 4: Mapping and Data Services

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

Schedule 5: Conservation Lands

Gazebo Rental	Description	Fee (\$)
Gray's Creek Conservation Area Cooper Marsh Conservation Area	Picnics (family, group/company) and weddings	60.00
Hunting Permit	Description	Fee (\$)
Roxborough Forest	Residents of RRCA Member Municipalities	100.00
	Other Ontario Residents	150.00
	Out of Province Residents	200.00

Notes for Schedule 5

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

Schedule 6: Gray's Creek Marina

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

Notes for Schedule 6

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

Schedule 7: Charlottenburgh Park

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

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

Notes for Schedule 7

Seasonal Camping

- Seasonal Camping Lot fees do not include hydro.
- A \$300 hydro deposit required at beginning of the season.
- Hydro costs are based on actual usage plus a 12% administration fee.
- Hydro rebates will be equally distributed among users.
- Monthly lot fees are discounted (stay 30 nights, only pay for 26).
- Weekly fee for cabin is discounted (stay 7 nights, only pay for 6).

Transient Camping

- Payment in full by credit card is required at time of booking, including a non-refundable reservation fee and booking transaction fee.
- Monthly rates based on a rate for 26 nights.
- Transient camping cancellations made less than 72 hours prior to arrival will result in a one-night camping charge.

Cabin

- Payment in full by credit card is required at time of booking, including a non-refundable reservation fee and booking transaction fee.
- A refundable \$250 cabin damage deposit, subject to condition of cabin after departure, will be required at the time of booking.
- Cabin reservations are subject to a two-night minimum stay policy for the period of Jun 30 to August 30.
- There are no refunds for cabin cancellations 24 hours or less days prior to arrival.

Day Use

- School groups must contact RRCA staff to make arrangements.

Schedule 8: Stewardship Services

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

Notes for Schedule 8

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



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

RECOMMENDATION:

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

BACKGROUND:

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

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

DISCUSSION:

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

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

A handwritten signature in black ink, appearing to read 'Brendan Jacobs', written over a horizontal line.

Brendan Jacobs,
Stewardship Specialist

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
NOVEMBER SPECIAL MEETING
MINUTES
VIRTUALLY – VIA TEAMS

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 1:30 pm.

APPROVAL OF THE AGENDA

RESOLUTION #81/25:

Moved by: Carilyne Hebert

Seconded by: Lachlan McDonald

THAT the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

CLOSED SESSION

RESOLUTION #82/25:

Moved by: Adrian Bugelli

Seconded by: Andrew Guindon

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

- a) Proposed or pending acquisition or disposition of land by the Authority
- b) Personal matters about an identifiable individual, including staff of the Authority

CARRIED

RESOLUTION #83/25:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the Board of Directors move to Open Session.

CARRIED

PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE AUTHORITY

RESOLUTION #84/25:

Moved by: Martin Lang
Seconded by: Andrew Guindong

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

CARRIED


ADJOURNMENT

RESOLUTION #85/25:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

THAT the Board of Directors special meeting of November 5, 2025, be adjourned.

CARRIED



Bryan McGillis,
Chair



Alison McDonald,
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority
Board of Directors Special Meeting Agenda

November 5, 2025 at 1:30 pm

Virtual via Teams

1. Call to Order
2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Closed Session
 - a) Proposed or pending acquisition or disposition of land by the Authority
 - b) Personal matters about an identifiable individual, including staff of the Authority
5. Adjournment

A handwritten signature in black ink that reads "Alison McDonald". The signature is written in a cursive, flowing style.

Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
DECEMBER 4, 2025 MEETING
MINUTES
RRCA ADMINISTRATION BUILDING

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Executive Assistant
Sandy Crites, Finance Officer
Phil Barnes, Team Lead, Watershed Management
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Carilyne Hebert, City of Cornwall

CALL TO ORDER

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

APPROVAL OF THE AGENDA

RESOLUTION #86/25: Moved by: Jacques Massie
Seconded by: Adrian Bugelli

THAT the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #87/25: Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the minutes of October 2, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

RESOLUTION #88/25:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

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

CARRIED

NEW BUSINESS

UPDATE: BILL 68 AND PROPOSED REGIONAL CONSOLIDATION OF CONSERVATION AUTHORITIES

RESOLUTION #89/25:

Moved by: Claude McIntosh
Seconded by: Martin Lang

THAT the Board of Directors receive the update on proposed regional consolidation and amendments to the Conservation Authorities Act and provide input and direction on formal submissions.

CARRIED

DRAFT BUDGET – APPROVAL FOR CONSULTATION

RESOLUTION #90/25:

Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors approve the 2026 Draft Budget for circulation to member municipalities for review, as presented, and

FURTHER THAT the 2026 Draft Budget be posted on RRCA's website.

CARRIED

MEMORANDUM OF UNDERSTANDING WITH STORMONT, DUNDAS, AND GLENGARRY COUNTY FOR IT SERVICES

RESOLUTION #91/25:

Moved by: Martin Lang
Seconded by: Lachlan McDonald

THAT the Board of Directors approve entering the Memorandum of Understanding with SDG County for IT Services.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #92/25:

Moved by: Martin Lang
Seconded by: Lachlan McDonald

THAT the Board of Directors retroactively approve the following requests:

1. \$360,985 from the Ontario Ministry of Environment, Conservation, and Parks for Cooper Marsh Conservation Area and Lakeview Marsh enhancements and restoration;
2. \$4,500 from Ontario Power Generation to support the 2026 RRCA Tree Giveaway and Family Fishing Day events;
3. \$120,235 from Environment and Climate Change Canada for Lakeview Marsh enhancements and restoration;
4. \$74,545 from the Ontario Ministry of Environment, Conservation, and Parks for Lakeview Marsh enhancements and restoration;
5. \$95,132 from the Government of Canada for summer student employment subsidies;

FURTHER THAT the Board of Directors approve partnering with Ontario Federation of Anglers and Hunters to host up to two invasive species technicians in 2026;

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

CARRIED

2026 TREE PLANTING AND SPOT SPRAY CONTRACTS

RESOLUTION #93/25:

Moved by: Lachlan McDonald

Seconded by: Andrian Bugelli

THAT the Board of Directors approve awarding 2026 tree planting and tending contracts to SJM Tree Planting and Heritage Reforestation Inc. to a combined upset limit of \$38,000 plus HST.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Jan. 15, Feb 5, Mar 5

ADJOURNMENT

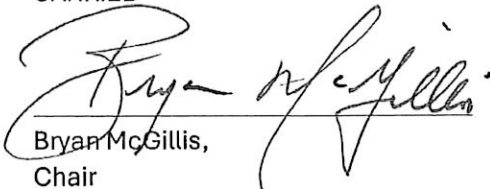
RESOLUTION #94/25:


Moved by: Jacques Massie

Seconded by: Adrian Bugelli

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

CARRIED


 Bryan McGillis,
 Chair


 Alison McDonald,
 General Manager / Secretary-Treasurer



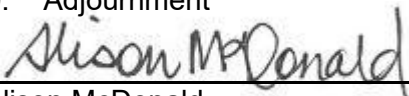
Raisin Region Conservation Authority

Board of Directors Meeting Agenda

December 4, 2025

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Approval of Minutes	
a) Minutes of October 2, 2025 Board Meeting	1-4
b) Minutes of November 5, 2025 Special Board Meeting	5-6
6. New Business	
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b) Draft Budget – Approval for Consultation	15-17
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d) Grant Submissions	38-40
e) 2026 Tree Planting and Spot Spray Contracts	41-42
8. Future Meetings	
RRCA Board of Directors starting at 9:00 am - Jan. 15, Feb 5, Mar 5	
9. Adjournment	



Alison McDonald
General Manager / Secretary-Treasurer

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

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Brandon Jacobs, Stewardship Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications and Stewardship

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF THE AGENDA

RESOLUTION #70/25: Moved by: Jacques Massie
Seconded by: Adrian Bugelli

THAT the agenda be approved as presented, with the addition of a Closed Session item, following Delegations/Presentations.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a power point presentation.

CLOSED SESSION

RESOLUTION #71/25: Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors move into Closed Session to discuss personnel matters.

CARRIED

RESOLUTION #72/25: Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors move to Open Session.

CARRIED

RESOLUTION #73/25: Moved by: Andrew Guindon
Seconded by: Martin Lang

THAT the Chair be authorized to finalize the General Manager’s performance review.

CARRIED

APPROVAL OF MINUTES

RESOLUTION #74/25: Moved by: Adrian Bugelli
Seconded by: Jacques Massie

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

CARRIED

NEW BUSINESS

STRATEGIC ACTION PLAN ACTION ITEM 1.3 A) NEW CONSERVATION AREA

RESOLUTION #75/25: Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

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

CARRIED

STRATEGIC ACTION PLAN ACTION ITEM 2.1 A) PUBLIC EVENTS LIST

RESOLUTION #76/25:

Moved by: Carilyne Hebert

Seconded by: Andrew Guindon

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

CARRIED

DRAFT BUDGET - OVERVIEW

RESOLUTION #77/25:

Moved by: Claude McIntosh

Seconded by: Carilyne Hebert

THAT the Board of Directors accept the 2026 draft budget overview.

CARRIED

RRCA FEE POLICY AND FEE SCHEDULE

RESOLUTION #78/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

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

CARRIED

SEED MIX PURCHASE FOR GRASSLAND AND WETLAND PROJECTS

RESOLUTION #79/25:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

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

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Nov. 6 (TBD), Dec. 4, Jan 8, Feb 5

ADJOURNMENT

RESOLUTION #80/25:

Moved by: Martin Lang

Seconded by: Lachlan McDonald

THAT the Board of Directors meeting of October 2, 2025, be adjourned.

CARRIED

Bryan McGillis,
Chair

Alison McDonald,
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
NOVEMBER SPECIAL MEETING
MINUTES
VIRTUALLY – VIA TEAMS

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

STAFF: Alison McDonald, General Manager / Secretary-Treasurer

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 1:30 pm.

APPROVAL OF THE AGENDA

RESOLUTION #81/25: Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

CLOSED SESSION

RESOLUTION #82/25: Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

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

- a) Proposed or pending acquisition or disposition of land by the Authority
- b) Personal matters about an identifiable individual, including staff of the Authority

CARRIED

RESOLUTION #83/25:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the Board of Directors move to Open Session.

CARRIED

PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE AUTHORITY

RESOLUTION #84/25:

Moved by: Martin Lang
Seconded by: Andrew Guindong

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

CARRIED

ADJOURNMENT

RESOLUTION #85/25:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

THAT the Board of Directors special meeting of November 5, 2025, be adjourned.

CARRIED

Bryan McGillis,
Chair

Alison McDonald,
General Manager / Secretary-Treasurer



To: Board of Directors
From: Alison McDonald, General Manager
Date: November 27, 2025
Subject: Update: Bill 68 and Proposed Regional Consolidation of Conservation Authorities

RECOMMENDATION:

THAT the Board of Directors receive the update on proposed regional consolidation and amendments to the Conservation Authorities Act and provide input and direction on formal submissions.

BACKGROUND AND DISCUSSION:

Ontario Provincial Conservation Agency (Bill 68)

On November 6, 2025, the Government of Ontario introduced Bill 68 *Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2)* ("Bill 68"). The Bill was expedited through the Legislative Assembly of Ontario and received royal assent on November 27th.

Schedule 3 of Bill 68 amended the *Conservation Authorities Act* to create a new crown corporation: the Ontario Provincial Conservation Agency.

- **Centralized Oversight:** The Agency will provide leadership and oversight of conservation authorities, including managing the transition to consolidated regional CAs.
- **Governance:** It will be overseen by the Minister and governed by a provincially appointed board, with authority to issue directives on strategy, budgeting, and performance measurement.
- **Directive Powers:** The Minister may issue directions to the Agency, which in turn can issue binding or non-binding directives to conservation authorities.
- **Digital Modernization:** The Agency will lead development of digital strategies and shared services, including a single provincial permitting platform.
- **Cost Recovery:** The Agency is authorized to recover its costs, including from CAs. Ministry staff have indicated that initial operating costs will be covered by the province.

Analysis:

Municipalities, including SDG County, questioned the necessity of creating a provincial agency to oversee conservation authorities. The province has legislative authority to direct CA

operations, as demonstrated by recent changes to budgeting, program categories, administrative bylaws, planning review scope, board composition, and mandatory inventories, plans, and strategies.

There is ongoing concern that Agency costs could eventually be added to municipal levies. While MECP staff have indicated that the province will cover Agency expenses for the first few years, the long-term funding model is unknown. Partners have also expressed concern that the Agency's oversight and authority could reduce the scope and effectiveness of conservation authority board governance.

Staff recommend submitting comments to the Agency emphasizing:

1. The Agency should be fully funded by the province.
2. Collaboration with municipalities, CAs, and stakeholders is essential to achieve outcomes without eroding local governance.
3. The Agency Board of Directors should include municipal and CA representatives from urban and rural communities across the province.

ERO #025-1257: proposed boundaries for the regional consolidation of conservation authorities

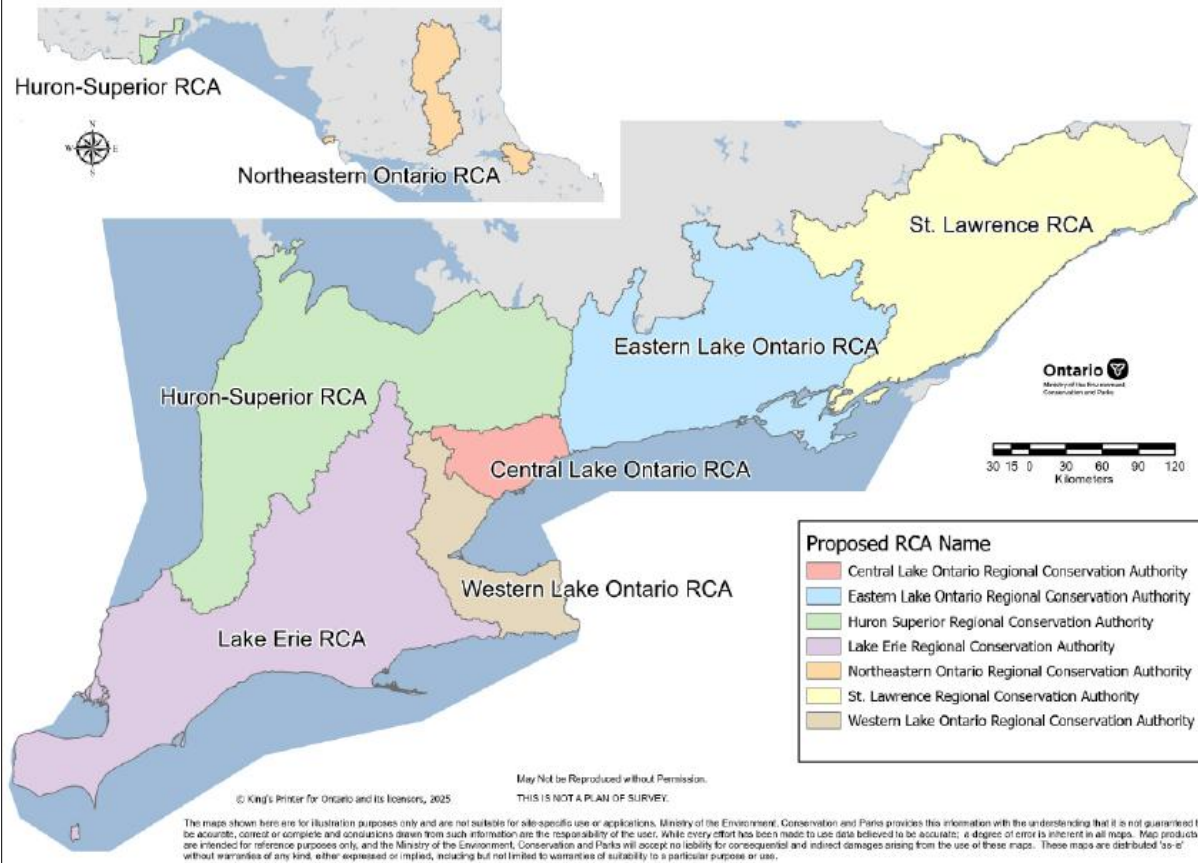
On November 7, 2025, the Ministry of the Environment, Conservation and Parks posted a proposal on the Environmental Registry of Ontario (ERO) titled "Proposed boundaries for the regional consolidation of Ontario's conservation authorities". The proposal recommends consolidating Ontario's 36 conservation authorities into seven regional authorities, each operating as an independent organization under municipal oversight.

The proposal includes the Raisin Region Conservation Authority (RRCA) within the St. Lawrence Regional Conservation Authority ("SLRCA") along with Cataraqui, Mississippi Valley, Rideau Valley, and South Nation. The proposed jurisdiction would include 46 municipalities including 10 upper-tier and single-tier municipalities.

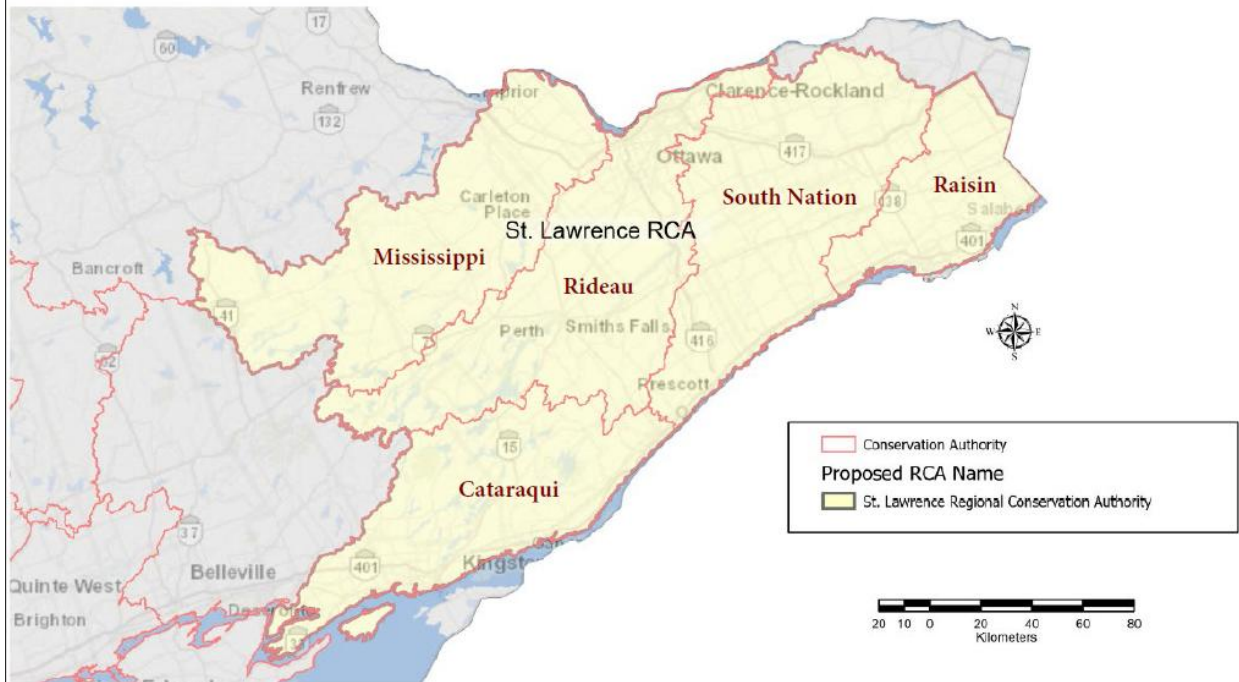
The proposal is open on the ERO for a 45-day consultation period ending December 22, 2025. Consultation topics include delineation of regional CA boundaries, the governance model for regional CA boards of directors, and strategies to ensure program and service continuity during the governance transition to regional CAs.

On November 21st, staff issued a press release directing the public to the ERO posting for comments.

PROPOSED 7 REGIONAL CONSERVATION AUTHORITIES (RCA)



PROPOSED ST. LAWRENCE REGIONAL CONSERVATION AUTHORITY



Provincial Reasons for Proposed Changes

The province has outlined several reasons for consolidating conservation authorities:

- **Inconsistent Service Standards:** Each CA currently operates with different policies, customer service standards, fees, processes, and staffing capacity, which can result in uncertainty and delays for builders, landowners, and farmers seeking permits.
- **Technology Disparities:** Variations in tools and data systems compromise province-wide flood risk management and evidence-based decision-making.
- **Duplicate Corporate Functions:** Municipalities are required to fund overlapping administrative functions, diverting resources from frontline conservation and service delivery.
- **Limited Transparency:** Lack of performance monitoring and reporting.

Insights from Provincial Information Sessions:

- Ontario's population is projected to grow by more than six million people over the next 20 years, increasing pressures from climate change, development, and infrastructure demands.
- The proposed changes aim to strengthen the capacity and influence of CAs in watershed management, flood protection, and transparent service delivery.
- With centralized tools and resources, CAs can operate more consistently and efficiently, improving services for municipalities and permit applicants while aligning with provincial priorities on housing, economic growth, and resilient infrastructure.

Implementation Timeline:

The new regional CA framework is expected to take effect after the 2026 municipal elections. Current CA Boards will remain in place until regional authorities are formally constituted. Details regarding municipal governance and the division of responsibilities between the Agency and regional boards have not yet been provided.

Analysis: Common Issues and Concerns

Big Benefits Come From 'Small' Offices

RRCA currently delivers among the fastest permit timelines in Ontario - averaging six calendar days in 2025, with routine permits often issued within 24 hours. Staff maintain close collaboration with municipal planners, building officials, and infrastructure teams, attending meetings with developers to expedite projects. Our permitting costs are comparatively low, and analysis shows our levy provides exceptional value due to tailored programs, lean corporate services, working managers, and efficient staff-sharing agreements (e.g., drinking water risk management, forestry planning, County IT).

Municipal Representation, Control and Liability

Municipal representation and watershed scale decision-making are essential to effective natural hazard management and local accountability. Under the proposed model, current municipal representatives would have a smaller voice within a 46-member region, raising concerns about responsiveness to local watershed issues. The proposal does not yet include cost estimates, risk analysis, or transition planning tailored to Ontario's diverse watersheds.

Local Service

Our speed and personalized customer service is a great benefit to residents and municipal partners. Staff are highly accessible through walk-ins, meetings, events, and site visits. Consolidation could cause service delays as new teams, processes, and expectations are established. Given the geographic size of the proposed region, the feasibility of maintaining local offices is unclear, creating uncertainty for in-person access and field inspections.

CAs are organized along watershed boundaries to address natural hazard and resource issues specific to their drainage basins. Local familiarity with the watershed is fundamental for timely and accurate permitting decisions; centralization could impact responsiveness and negatively impact housing and infrastructure timelines.

Amalgamation Costs

Merging five CAs would require extensive integration across staffing structures, compensation frameworks, union environments, corporate policies, information systems, financial systems, communications, branding, facilities, fleet, asset management, performance measurement, government relations, and strategic planning. Transition funding should be provided by the province to ensure municipalities do not bear these costs.

CA Assets and Reserves

MECP staff have indicated that land title would reside with the proposed regional CA, not the province. However, legal, administrative, and financial risks remain regarding title transfers and liability for conservation lands. Information is needed on how budgets will be developed within regional CAs, given the program variation between watersheds and tax bases.

Alternative Proposals

The province has indicated they are interested in hearing feedback on the regions including alternative proposals, including smaller regions based on additional criteria.

Staff can recommend additional criteria including:

1. Financial fairness (levies, reserves, grants, assets)
2. Operational effectiveness (customer service, travel times, management and supervision)
3. Governance effectiveness (ability for the board to meet, work together, and represent their residents)
4. Existing partnerships (staff sharing agreements in place)
5. Regulatory differences (Ottawa river vs. St. Lawrence River)

Engagement and Next Steps

Following the release of the proposals, staff have actively engaged with conservation authorities and municipal stakeholders through:

- MECP pre-announcement call
- Conservation Ontario General Managers meeting
- MECP Information Sessions
- Conservation Ontario Council
- SDG County Council Meeting
- SDG Planners Meeting
- ALUS Ontario East Program Advisory Committee
- Eastern GMs meetings (3)
- Regional Engagement Session with MECP (December 5th)
- Eastern Drainage Supers of Ontario (December 10th)

Staff are proposing to draft an ERO comment letter based on board discussions and upcoming engagement opportunities.



Alison McDonald
General Manager, Secretary/Treasurer

Attached: SDG County Resolution on CAs



United Counties of
Stormont, Dundas & Glengarry

7a)

RESOLUTION

MOVED BY Councillor Densham

RESOLUTION NO 2025- 159

SECONDED BY

DATE November 17, 2025

WHEREAS the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses;

AND WHEREAS the municipalities within Stormont, Dundas and Glengarry (SDG) established South Nation Conservation (SNC) in 1947 and the Raisin Region Conservation Authority (RRCA) in 1963;

AND WHEREAS local municipalities currently provide between 25% and 50% of total conservation authority funding, while the Province of Ontario provides approximately 3%;

AND WHEREAS municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable service standards, and ensuring fair and predictable costs for ratepayers;

AND WHEREAS conservation authorities collectively own and manage thousands of acres of land, much of which was donated by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities;

AND WHEREAS Bill 68 (Schedule 3) proposes the creation of the Ontario Provincial Conservation Agency, a Crown corporation that would assume governance responsibilities and consolidate Ontario's 36 conservation authorities into seven regional authorities, with municipal cost apportionment yet to be defined;

AND WHEREAS the Province already possesses the authority to establish overarching legislation, regulations, and standards through the Conservation Authorities Act and the Ministry of the Environment, Conservation and Parks;

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Stormont, Dundas and Glengarry calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local

representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands;

AND FURTHER THAT while the United Counties of SDG supports provincial goals for consistent permit approval processes, shared services, and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs;

AND FURTHER THAT the United Counties of SDG supports efforts to balance expertise, capacity, and program delivery across the province, and requests that the Province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives.

AND FURTHER THAT a copy of this resolution be sent to the Ontario Minister of Environment, Conservation, and Parks, to the local MP and MPPs, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, and all municipalities and Conservation Authorities in Ontario.

CARRIED

DEFEATED

DEFERRED



WARDEN

Recorded Vote:

Councillor Bergeron	_____
Councillor Broad	_____
Councillor Densham	_____
Councillor Fraser	_____
Councillor Guindon	_____
Councillor Landry	_____
Councillor MacDonald	_____
Councillor McDonald	_____
Councillor McGillis	_____
Councillor St. Pierre	_____
Councillor Williams	_____
Warden Lang	_____



To: Board of Directors
From: Alison McDonald, General Manager, Secretary Treasurer
Date: October 24, 2025
Subject: Draft Budget – Approval for Consultation

RECOMMENDATION:

THAT the Board of Directors approve the 2026 Draft Budget for circulation to member municipalities for review, as presented; and,

FURTHER THAT the 2026 Draft Budget be posted on RRCA's website.

BACKGROUND:

The preparation of the annual budget is governed by the Conservation Authorities Act Regulations 402/22 (Budget and Apportionment) and 401/22 (Determination of Amounts). These regulations outline the following phased process for annual budgeting:

- **Phase 1 – Draft Budget Preparation:** October 2025
- **Phase 2 – Draft Budget Approval:** December 2025
- **Phase 3 – Approval of Municipal Levy Amounts:** January 2026
- **Phase 4 – Final Budget Approval:** January 2026

Staff have completed the draft 2026 budget and seek Board approval to circulate it to member municipalities for the required 30-day consultation period. A detailed draft budget presentation, including operating expenses and revenue breakdowns by program area, was provided in advance for review.

Please note: The provincial proposal to consolidate local Conservation Authorities by the end of 2026 will be addressed in a separate report titled “**Update: Bill 68 and Proposed Regional Consolidation of Conservation Authorities.**”

DISCUSSION:

The draft budget is divided into two components:

- **Operating** – Planned revenues and estimated costs for day-to-day operations.
- **Capital/Projects** – Planned expenditures for asset acquisition, replacement, or maintenance (life cycle over one year) and special projects.

Operating Budget

The proposed operating budget for 2026 is \$4,311,515.15 with 24% of the budget funded by municipal levy. This is a levy increase of \$51,815.07 compared to 2025.

Key drivers and changes include:

- **Salary and Benefits:** Increased due to salary step progression and a 2.2% cost-of-living adjustment. Benefit costs are projected to rise by 10% (~\$10,500).
- **Insurance and Utilities:** Insurance costs remain stable; utilities have increased slightly.
- **Staffing:** Levels remain consistent except for a new Risk Management Advisor position, fully cost-recovered through municipal agreements (Category 2). Vacant positions (e.g., Watershed Planner) have been restructured and filled within existing resources.
- **Seasonal Workforce:** Applications submitted for Canada Summer Job Grants to support seasonal staffing.
- **Planning & Regulations:** Revenues remain stable, but cost recovery is negatively impacted by the ongoing fee freeze (since 2023) and the elimination of natural heritage planning review agreements.
- **IT Services:** Transitioning from mixed internal/external support to a consolidated contract with SDG Counties, reducing staff workload with similar costs.
- **Operational Efficiencies:** Strong performance at parks, WSIB rebates, and staffing efficiencies have generated an operating surplus, which will help offset 2026 levy requirements and refresh reserves under the new Reserve Policy.

Staff continue to pursue grants and funding opportunities for Category 1 and 3 services. Confirmed funding sources include:

- Flood Hazard Identification and Mapping Program
- Remedial Action Plan Program
- Source Water Protection partnerships
- ALUS Canada collaborations

Staff have proposed to **remove** items from the 2025 operating budget including:

- Organizational Review (2026 Strategic Action): \$50,000
- 0.5 FTE for succession planning: \$60,000
- Marina dredging: \$50,000

Staff have proposed to **add** one item following Board direction in October:

- Lakeview Marsh, Conservation Area Development: \$50,000

Capital Budget

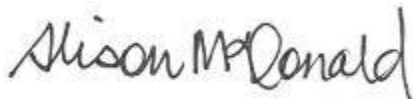
The proposed capital/project budget for 2026 is \$273,500. Key highlights include:

- Cornwall Fly Creek Pump Retrofit Study
- Improvements to Cooper Marsh and Gray's Creek
- Potential Land Acquisition
- Martintown Dam Lifting System
- Hazardous Tree Management
- Asset Maintenance at Charlottenburgh Park

The capital/project budget is 42% funded by municipal levy with the remaining balance coming a mix of reserves and provincial grants.

Staff have proposed to **defer** one item to a future budget year:

- Engineering Assessment of Water Control Structures – \$75,000



Alison McDonald
General Manager, Secretary, Treasurer



To: Board of Directors
From: Phil Barnes
Date: November 28, 2025
Subject: Memorandum of Understanding with Stormont, Dundas and Glengarry County for IT Services

RECOMMENDATION:

THAT the Board of Directors approve entering the Memorandum of Understanding with SDG County for IT Services.

BACKGROUND:

The Raisin Region Conservation Authority's IT Services includes management of the authority's computers, devices, operating systems, software, and firewall; management of offline backups; and cyber security. Historically, IT support was provided by in-house staff as a secondary duty. Last year, an independent contractor provided cyber security support.

DISCUSSION:

The RRCA has an opportunity to partner with the United Counties of SDG whereby the Counties can provide IT services to the RRCA.

The RRCA and SDG Counties serve the local municipalities and their residents with the common goal of providing efficient services with respect to sustainable development, environmental stewardship, and public safety. RRCA and SDG Counties are funded by the same residents they serve. Given this shared responsibility and common funding it is logical for SDG Counties to provide IT Services to RRCA.

The Counties have a team of dedicated IT professionals who competently deliver IT services to their organization and local municipalities. This collaboration ensures consistency, cost-effectiveness, and improved service delivery.

Services will be provided on a full cost recovery basis. The annual cost to the RRCA for the first year of service is \$30,000 (plus HST). A draft memorandum of understanding outlining the terms and conditions of service is attached.

RELATIONSHIP TO STRATEGIC PLAN:

Goal

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

A handwritten signature in black ink, appearing to read "Phil Barnes", written in a cursive style.

Phil Barnes, P.Eng.

Team Lead, Watershed Management

Attachment:

Draft Memorandum of Understanding for Service Agreement for IT Services

Memorandum of Understanding
(or Service Agreement)
For
IT Services Between:

United Counties of Stormont Dundas and Glengarry (SDG Counties)

And

Raisin River Conservation Authority (RRCA)

1. Introduction

- 1 The Raisin River Conservation Authority (RRCA) and The United Counties of Stormont, Dundas and Glengarry (SDG Counties) both serve the same local municipalities and their residents with the common goal of providing efficient services with respect to sustainable development, environmental stewardship and public safety.
- 2 RRCA and SDG Counties are funded by the same residents they serve. Given this shared responsibility and common funding source it is logical for SDG Counties to provide IT Services to RRCA. SDG Counties currently provides IT Services to the local municipalities and supporting RRCA is an extension of services we already provide. This collaboration ensures consistency, cost-effectiveness and improved service delivery for the communities we serve.
- 3 The purpose of this MoU is to put in place clear arrangements and practices that will promote an effective and cooperative working relationship between the RRCA and SDG Counties ensuring reliable, secure and cost-effective IT support that enhances efficiency and service delivery.

2. Memorandum of Understanding (MoU)

- 1 This MoU between the RRCA and SDG Counties (the parties), is effective from January 3, 2026, and shall remain in force for a period of five years, until December 31, 2031; unless otherwise terminated according to the termination clause.
- 2 The MoU shall be reviewed annually to address any necessary adjustments or modifications.
- 3 The MoU may be terminated by either party by providing 6 months written notice to the other party.
- 4 If SDG Counties terminates this MoU, SDG Counties will assist RRCA with the orderly termination of services, including timely transfer of the services to another designated provider.
- 5 If RRCA terminates the MoU, the transfer of services will be treated as a project and a Statement of Work will be prepared by the SDG Counties and approved by RRCA.
- 6 This MoU will automatically renew for an additional five-year term commencing immediately after the initial term unless either party

provides the other with at least six (6) months written notice of its intention not to renew.

- 7 This MoU is not intended to create a binding contract. Its purpose is to establish a collaborative framework for the provision of IT Services by SDG Counties to RRCA, fostering cooperation between the parties to achieve agreed upon performance targets.

3. Accountability and Transparency

- 1 To ensure clear direction, SDG Counties Director of IT Services is accountable for the delivery of the IT Service.
- 2 The RRCA General Manager and SDG Counties Director of IT Services will meet quarterly to review the delivery of the IT Service.
- 3 Service delivery performance will be reported on a regular basis as agreed to and will be an integral part of the annual review of the IT Service.

4. Cost Recovery

- 1 Services will be provided on a full cost recovery basis. The cost for the first year of service is \$30,000.00 plus applicable HST. This amount will be adjusted each year based on Consumer Price Index (CPI) as calculated by SDG Counties Finance Department.
- 2 The resources required to deliver these services will be reviewed annually. Any resulting cost adjustment will be made only if necessary and agreed to by both parties in writing.
- 3 Costs incurred for special projects and work outside the agreed scope will be invoiced at the prevailing rates. Prior to commencing such work, a scope of work will be provided and must be agreed to in writing.
- 4 Third party costs and all costs for hardware, software and other services are the responsibility of RRCA.

5. Services

- 1 IT Support Desk: Any issues related to in scope services will be addressed through the support desk (i.e. Windows issues, email, hardware issues). The initial attempt to fix the issue will be made remotely. If the issue cannot be resolved remotely, either the equipment can be delivered to the SDG Counties building, or an SDG Counties IT staff member can go to the RRCA offices.

- 2 Employee onboarding/offboarding: Performing IT tasks related to employees like creating or disabling computer and email accounts.
- 3 Hardware life cycle management: Source and deploy new computer and related equipment. Securely dispose of end-of-life equipment. Provide list of equipment to be replaced annually for budget consideration.
- 4 Backups: SDG Counties IT will manage the current backup system.
- 5 Network management: ensure network devices are updated regularly and make configuration changes when required.
- 6 Application Support: assist with setting up business applications. Support from software vendor may be required to resolve issues. Deployment of patches and updates is considered part of the Service. RRCA will need to maintain software support contracts with the vendors of applications.
- 7 Projects involving enhancements, new components, major upgrade or the replacement of an IT system will be treated as a project under separate arrangements. SDG Counties does not guarantee the availability of resources to complete major projects. In such cases, SDG Counties IT will be consulted to ensure that any new system aligns with the IT environment.

6. Minimum Standards

In order to be supported by SDG Counties IT, the following requirements must be met:

- 1 All computer equipment must be running a supported version of Microsoft Windows Operating Systems, and have the latest Microsoft Service Packs and Critical Updates installed. Limited support can be provided for Mac or Linux systems on a best effort basis.
- 2 All software must be genuine, licensed and vendor supported.
- 3 The environment must have a currently licensed, up-to-date and vendor supported server-based antivirus solution protecting all computers.
- 4 The environment must have a currently licensed, vendor supported server-based backup solution that can be monitored, and send notifications on job failures and successes.
- 5 All supported devices must have the Counties IT systems management client installed to allow for remote administration.

- 6 The environment must have a currently licensed, Vendor Supported Hardware Firewall between the Internal Network and the Internet.
- 7 There must be a mechanism in place to allow secure external access to systems in order to facilitate remote support.

*Note that costs required to bring the environment up to these Minimum Standards are the responsibility of RRCA.

7. Exclusions

Services rendered under this MoU do not include:

- 1 Parts, equipment, software or 3rd party labour not covered by vendor/manufacturer warranty or support.
- 2 The cost of any parts, equipment, or shipping charges of any kind.
- 3 The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
- 4 The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees of any kind.
- 5 The cost to bring RRCA's environment up to minimum standards required for Services.
- 6 The cost of RRCA staff time to assist in the delivery of Services.
- 7 Failure due to acts of god(s), building modifications, power failures or other adverse environmental conditions or factors.
- 8 Service and repair made necessary by the alteration or modification of equipment other than that authorized by SDG Counties, including alterations, software installations or modifications of equipment made by RRCA employees or anyone other than the Counties IT staff.
- 9 Project Services, work outside the scope of core tasks will be considered a project.

8. Coverage

- 1 Remote Service desk support and management of RRCA networks and systems will be provided by the Counties through remote means between the hours of 8:00 am - 4:30 pm Monday through Friday, excluding public and Counties-designated holidays.
- 2 Regular maintenance of systems may occur during scheduled periods of time outside of normal working hours where systems may become

unavailable during the maintenance window. This includes on-site exchange of equipment.

- 3 Support for special events outside of normal business hours will be considered a project and provided depending on resource availability.

9. Support and Escalation

- 1 Any RRCA staff member or designate may submit a request for support with the Service Desk.
- 2 RRCA will provide a list of staff that are authorized to request IT services outside of normal working hours.
- 3 Any requests that have cost or security implications will be reviewed with the RRCA designated contact before being enacted.
- 4 Service Desk Requests may be opened via email to the Service Desk, or by phone if email is unavailable. Each call will be assigned a Service Desk Request Number for tracking purposes.
- 5 The Counties will respond to RRCA's Service Desk Requests according to the targets set out in Appendix C, and under the provisions of Appendix B. Out of normal hours or on holidays, the Counties will respond on a best effort basis.
- 6 The escalation process, where RRCA is dissatisfied with the resolution or speed thereof, is detailed in Appendix D.

10. Onsite Services

- 1 In some cases, it will not be possible to resolve issues and problems remotely. In such cases an onsite visit by a Counties IT technician will be required. Any items that are deemed to be Impact A and B, as defined in Appendix C, that require onsite support will be dealt with according to the response and resolution times outlined.
- 2 A Counties IT Technician can visit RRCA site on a regular time and day each month. Service Desk Requests that cannot be resolved remotely and are coded as C, D and E shall be handled during this onsite visit. These onsite support visits shall be coordinated with the RRCA Contact or designate, who shall ensure that the Technician has access to hardware, software and staff required to complete the work.

11. Authentication and Authorization

- 1 Where Service Desk requests are made to add new users, to change or grant new access permissions, approval will be required to ensure that RRCA authorizes access to services, files and folders.
- 2 Counties IT will ensure that these types of requests are appropriately authorized and documented in the service desk system so that requests can be audited.

12. Work Orders

- 1 Work Orders are used to track work that is not a break-fix type of request. Work Orders typically require discussion and negotiation with the RRCA about what is required to determine the most appropriate solution. Work Orders may involve hardware, software and 3rd party costs being charged to the Participant.
- 2 When Work Orders are requested, Counties IT will agree to an estimated completion date with the RRCA. This information will be added to the work order in the Service Desk system.
- 3 Any costs required to fulfill a Work Order, such as the purchase of a new PC, will be reviewed and approved by the RRCA Contact prior to procurement.
- 4 Note that in some cases Work Orders may be out of scope of the Service. In such cases, RRCA will require project services to cover the requirement. In cases where it is not clear whether a Work Order is in or out of scope, Counties IT staff will refer to the Counties IT Director to resolve with RRCA Contact.

13. Poor Performance and Dispute Resolution

- 1 RRCA and SDG Counties agrees that in the event that services are interrupted by reason of an Excusable Delay (defined in Appendix F), that such delays shall not constitute poor performance.
- 2 Should performance of the Counties IT not be to the RRCA's satisfaction, the RRCA Contact should first discuss the problem with the Counties IT Director.
- 3 If performance is not satisfactorily resolved, the RRCA Contact may escalate the concern to the RRCA General Manager which shall then discuss the performance directly with SDG Counties CAO, who will work

with the Counties IT Director and RRCA to resolve the issue satisfactorily.

- 4 Any issue that cannot be resolved between RRCA General Manager and SDG Counties CAO can be brought to the RRCA Board or SDG Counties Council for review.

14. Ongoing Service Management

- 1 The Counties IT Director will meet with the RRCA General Manager on a quarterly basis to review services, work completed, work planned, and issues. The performance metrics and KPI's documented in Appendix E will also be reviewed.
- 2 For annual budget planning the Counties IT Director will work with RRCA's Management Team as required.

15. Annual Review

- 1 The RRCA General Manager and SDG Counties IT Director shall meet annually to review the performance of the SDG Counties IT Service and to discuss any amendments to this MoU. KPIs and metrics in Appendix E will be used to support the annual review process.
- 2 Any of the Appendices may be amended to reflect changes in service provision during the annual review.

16. Independent Contractors

- 1 When independent contractors are required to perform work related to IT Services, RRCA is responsible for entering into any necessary agreements with the contractor. SDG Counties IT will assist with procurement of a contractor and will monitor or supervise the work to ensure it meets required standards.

17. Confidentiality and Privacy

- 1 SDG Counties shall provide the IT Service in accordance with all applicable privacy legislation and will maintain appropriate security procedures to protect personal and other Confidential Information provided by the RRCA to the Counties.
- 2 SDG Counties will comply with the RRCA's direction in updating or destroying personal information provided by the RRCA to SDG Counties.

- 3 Each party shall keep confidential all Confidential Information and documentation relating to the other party. Each party shall not disclose or divulge information to any third party unless otherwise required by law.
- 4 SDG Counties will only use the Confidential Information for the purposes of discharging its responsibilities under this MoU. SDG Counties will divulge such Confidential Information only to the necessary employees, agents and contractors on a strict need to know basis in connection with such purposes.
- 5 SDG Counties will take appropriate action to ensure that all persons who are given access to any Confidential Information are bound by the obligations of this Privacy and Confidentiality clause.
- 6 RRCA agrees that, if they inadvertently receive from SDG Counties any data relating to another customer of SDG Counties or SDG Counties itself, in any form, the RRCA shall immediately advise SDG Counties, and shall make no use of the data for its own benefit.
- 7 SDG Counties and RRCA shall keep confidential any personal information that either party may be privy to as a part of delivering or receiving the services outlined in this MoU.
- 8 The terms of this Section shall survive termination of this MoU.

18. Insurance

The Counties shall maintain insurance for the duration of the contract as follows:

- 1 Municipal Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000.00 per occurrence / \$5,000,000.00 annual aggregate for any negligent acts or omissions by SDG Counties relating to their obligations under this MoU. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.
- 2 Professional Liability insurance covering the work and services described in this MoU for an amount not less than five million (\$5,000,000) per occurrence. If such insurance is issued on a claims made basis, coverage

shall be maintained for a period of two years subsequent to conclusion of services provided under this MoU or contain a 24 month extended reporting period.

- 3 Cyber Liability for an amount of not less than \$1,000,000 Per Claim / Aggregate. If such insurance is written on a claims made basis, the insurance shall be maintained for not less than 2 years or contain a 24 month extended reporting period.
- 4 Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.
- 5 Workplace Safety Insurance Board Certificate Clearance or its equivalent.
- 6 Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of SDG Counties.
- 7 RRCA shall maintain insurance on their assets and operations.
- 8 The Policies shown above shall not be cancelled unless the Insurer notifies SDG Counties in writing at least thirty (30) days prior to the effective date of the cancellation.

19. Indemnification

- 1 The Counties shall defend, indemnify and save harmless RRCA, the Board, officers, employees and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by SDG Counties, their officers, employees, agents, or others who SDG Counties is legally responsible.

Appendix A: Parties to the MoU

United Counties of Stormont Dundas and Glengarry

Per: Maureen Adams

SDG Counties Contact: Michel St-Onge

Phone: 613.662.3665

Email: mstonge@sdgcounties.ca

Raisin River Conservation Authority

Per: Alison McDonald

RRCA Contact:

Phone:

Email:

DRAFT

Appendix B: In Scope Services

The following table documents the services covered in this MoU, and in some cases identify services explicitly not included in the scope of the MoU.

This may be amended separate from this overall MoU with the approval of the Governance Committee.

Description	Frequency	Included
General		
IT helpdesk service (requests submitted via phone, email or online). Requests will be tracked and monitored in helpdesk system.	Ongoing	Yes
Document software and hardware changes	As performed	Yes
Quarterly reports and other KPI's upon work accomplished and work in progress	Quarterly	Yes
Inventory tracking and maintenance	Ongoing	Yes
Microsoft 365		
Manage user accounts, including email	Ongoing	Yes
Monitor WINS replication	Ongoing	Yes
Set up and maintain groups	Ongoing	Yes
Administer backup system	Ongoing	Yes
Check status of backups	Daily/Weekly	Yes
Devices		
Specification and procurement of devices and other hardware	As needed	Yes
Manage desktops and laptops	Ongoing	Yes
Manage network and multi-function printers	Ongoing	Yes
Manage desktop printers	Ongoing	Yes
Manage other networked devices, as listed: - Scanners - Security cameras	Ongoing	Yes
PC Refresh	As Required	Yes
Fax devices		Yes
Phone handsets		Yes
Audio / Visual		Yes
Bulk New PC installations (> 5 PC's)		No
Large PC moves (> 5 PC's)		No
Consumables (print cartridges, etc)		No

Description	Frequency	Included
SCADA		No
Building Automation Systems		No
Network		
Specification and procurement of network devices and software	As needed	Yes
Network configuration and administration	Ongoing	Yes
Performance monitoring / capacity planning	Ongoing	Yes
Check router logs	As needed	Yes
Monitor switches, hubs and internet connectivity – ensuring availability	Ongoing	Yes
Maintain office connectivity to the Internet	Ongoing	Yes
Phone services (extensions, connections)		Yes
Network drops and cabling (co-ordinated by Counties IT, contracted out)		No
Security		
Specification and procurement of security hardware and software	As needed	Yes
Maintain PC O/S versions up to date, and patched	Ongoing	Yes
Configure firewall and remote access rules	Ongoing	Yes
Monitor firewall logs	As needed	Yes
Configure antivirus solution	Ongoing	Yes
Confirm that antivirus definition and antispayware updates have occurred.	Weekly	Yes
Create new directories, shared and security groups, new accounts, disable / delete old accounts, manage account policies	Ongoing	Yes
Permissions and file system management	Ongoing	Yes
Set up new users including login restrictions, passwords, security, applications	Ongoing	Yes
Set up and change security for users and applications	Ongoing	Yes
Monitor for security breaches and unusual activity among users	Ongoing	Yes
Applications		
Provide Exchange services (email, calendaring, messaging)	Ongoing	Yes

Description	Frequency	Included
Ensure backup, antivirus applications are installed and functioning correctly	Ongoing	Yes
Ensure productivity applications (e.g. Office, Adobe) are functioning appropriately	Ongoing	Yes
Maintain and upgrade Microsoft Office and other productivity solutions	Ongoing	Yes
Liaison with 3rd party vendors for the installation and support of business specific systems as required (e.g. GIS, Finance)	Ongoing	Yes
Liaison with 3rd party vendors for the resolution of application problems and issues	Ongoing	Yes
Liaison with 3rd party vendors for the planning and implementation of system updates, upgrades and enhancements	Ongoing	Yes
New solutions		No
Training		
Identify training needs and opportunities	Ongoing	Yes
Advice on training options	Ongoing	Yes
Training delivery		No
Strategy & Planning		
IT Strategic planning	Ongoing	Yes
Work with RRCA staff and management to identify and plan required systems upgrades and enhancements	Ongoing	Yes
Work with RRCA staff and management to identify and evaluate new technology opportunities	Ongoing	Yes
Advice upon annual technology budget requirements	Ongoing	Yes
Advice on business solution procurement	Ongoing	Yes
Project estimation, SOW development	Ongoing	Yes
Project implementation services	As needed	No

Appendix C: Service Levels

The following table identifies the targets of response and resolution times for each impact level. If an alteration to the impact level is required it will be done with agreement between the Counties IT Director (or delegate) and RRCA contact (or delegate).

Issue	Impact Code	Target Response Time	Target Resolution Time	Escalation threshold
Service not available (all users and business critical functions unavailable)	A	Within 30 minutes	98% within 4 hours	4 hours
Significant degradation of service (large number of users or business critical functions affected)	B	Within 1 hour	98% within 7 hours	1 working day
Limited degradation of service (limited number of users (less than 3) or functions affected, business can continue)	C	Within 4 hours	95% within 2 days	2 working days
Small service degradation (business process can continue, one user affected)	D	Within 1 working day	95% within 5 working days	5 working days
Work order / new request (e.g. new PC, new network connection, moves, adds and changes, new system function)	E	Within 1 working day	95% within agreed completion date	5 working days New equipment will depend on vendor delivery times.

Appendix D: Service Request Escalation

Where a request is not resolved within the escalation threshold, the Service Desk system will automatically flag IT staff, who will contact the RRCA to determine a suitable approach to resolving the problem. This may involve a work-around until a more complete solution can be found.

The RRCA Contact may also contact the IT Director directly to escalate concerns and to discuss progress.

Appendix E: Performance KPIs

#	Area	Measure
KPI 1	IT Service Availability	% of IT service availability
KPI 2	Incident Performance	% of resolutions within targets
KPI 3	Work Order Performance	% of work orders within target
KPI 4	Customer Satisfaction (actual measures to be determined)	% of customers satisfied
KPI 5	Project Performance	% of project milestones met
KPI 6	Overall satisfaction	RRCA assessment of satisfaction

Appendix F: Definitions

1. PC: Means a personal computer (desktop computer, laptop, notebook)
2. Device: Means a user based computing device, including tablet, smartphone, laptop
3. User: Means an end user of computing resources and/or IT support – typically represented by a login, an email address / account.
4. Services: Include, but are not limited to, application services, support services, strategy and planning services.
5. IT Service Catalogue: A database or structured document with information about all live services, including those available for deployment, includes information about deliverables, contact points, and request processes.
6. Anti Virus: Means anti-virus software, which is software used to prevent, detect and remove malware (of all descriptions), such as: computer viruses, malicious browser add-ons, hijackers, ransomware, keyloggers, backdoors, rootkits, trojan horses, worms, dialers, fraud tools, adware and spyware.
7. Excusable Delay: Means the inability to provide Services under this MoU by reason of fire, earthquake, explosion, flood, other natural disaster or act of God, participant actions, government entities, war, riot, telecommunications or power interruption, unavailability or failure of third party services that could not be foreseen, or any other cause beyond the reasonable control of the Counties.
8. Confidential Information: Means all confidential or proprietary data and information in any form disclosed by either party to the other whether before or after the Effective Date and includes, but is not limited to,

secrets, trade events, ideas, trade processes, systems, plans, product information, customer information, business and financial information, all data and information concerning either party's software programs and services including the source code, specifications, computer codes, documentation, or any part or component thereof, and any and all proprietary information and information received from third parties to whom a duty of confidence is owed. Confidential Information does not include information that: (i) is in the public domain, or that falls into the public domain other than by disclosure or other acts of the persons to whom the Confidential Information was given in confidence or through the fault of the same persons; (ii) is already in the rightful possession of the receiving party prior to its receipt from the disclosing party; (iii) is independently developed by the receiving party without reference to the Confidential Information of the disclosing party; or (iv) is rightfully obtained by the receiving party from a third party.

9. SOW: Means Statement of Work (SOW), which is a document, that describes project work to be undertaken, including scope and a quotation of costs to complete the work. The SOW must be agreed and authorized by both parties before work can begin.

Appendix G: Project Services

1. Should a request fall outside the scope of a Work Order, it will be considered a Project.
2. The Counties will work with the Participant to develop a Statement of Work (SOW) that shall document the scope of work, project approach and provide estimates for time and costs required to complete the work.
3. The following template will be used for Projects:

Section	Content
RRCA Project Owner	RRCA's Project Sponsor / Leader
Title	Project title
Background	Outline about the initiative, what problems its solving, key goals and objectives
Scope of Work	Describe the scope of the project, what the project will implement. Specifics about what is NOT in scope tend to be useful.

Section	Content
Tasks	Outline the key tasks, clearly articulate who's accountable for each task
Schedule / Milestones	Outline the project schedule, document the key milestones, and when they will be achieved
Deliverables	Document the key project deliverables
Timeframe	Document the implementation timeframe, with clearly defined target date
Location of Work	Document where the work will be completed (e.g. onsite, remotely)
Project Controls	Document how project decision making will be handled (e.g. scope changes, etc.)
Acceptance Criteria	Document how the Participant will review and sign off on the completed project.
Estimated Costs	Documented estimated costs
Approval	Sign off from both parties to agreed SOW

DRAFT



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: November 18, 2025
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors retroactively approve the following requests:

1. \$360,985 from the Ontario Ministry of Environment, Conservation, and Parks for Cooper Marsh Conservation Area and Lakeview Marsh enhancements and restoration;
2. \$4,500 from Ontario Power Generation to support the 2026 RRCA Tree Giveaway and Family Fishing Day events;
3. \$120,235 from Environment and Climate Change Canada for Lakeview Marsh enhancements and restoration;
4. \$74,545 from the Ontario Ministry of Environment, Conservation, and Parks for Lakeview Marsh enhancements and restoration;
5. \$95,132 from the Government of Canada for summer student employment subsidies;

FURTHER THAT the Board of Directors approve partnering with Ontario Federation of Anglers and Hunters to host up to two invasive species technicians in 2026;

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

BACKGROUND:

To support and enhance the RRCA's programs and services, staff investigate funding and partnership opportunities and submit grant applications. Some funding opportunities are recurring annual grants and some are 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 2025 grant applications made to date:

- Requested: \$1,695,281
- Approved: \$899,540
- Pending: \$940,741
- Not approved: \$0

DISCUSSION:

The following funding opportunities were identified as potential sources of revenue for RRCA programs and projects:

1. Project Title: Restoring Provincially Significant Wetlands Within the St. Lawrence River (Cornwall/Akwesasne) AOC

- **Funder:** Ontario Ministry of Environment, Conservation and Parks – Wetland Conservation Partner Program
- **Request:** \$360,985
- **Summary:** The funding will support environmental enhancements and restoration at Cooper Marsh Conservation Area and Lakeview Marsh (e.g. invasive species management, berm maintenance, creation and enhancement of open water habitat).
- **Submission Deadline:** October 8, 2025 (retroactive approval)

2. Project Title: 2026 Family Fishing Day and Tree Giveaway Events

- **Funder:** Ontario Power Generation – Community Investment Program
- **Request:** \$4,500
- **Summary:** Funding will support the 2025 RRCA Tree Giveaway and Family Fishing Day events hosted by the RRCA.
- **Submission Deadline:** November 12, 2025 (retroactive approval)

3. Project Title: Lakeview Marsh Enhancements and Restoration

- **Funder:** Environment and Climate Change Canada – Habitat Stewardship Fund
- **Request:** \$120,235
- **Summary:** The funding will support environmental enhancements and restoration at Lakeview Marsh (e.g. invasive species management, creation of open water habitat) with the goal of improving habitat quality for the Blanding's turtle.
- **Submission Deadline:** November 13, 2025 (retroactive approval)

4. Project Title: Lakeview Marsh Enhancements and Restoration

- **Funder:** Ontario Ministry of Environment, Conservation and Parks – Species Conservation Program
- **Request:** \$74,545
- **Summary:** The funding will support environmental enhancements and restoration at Lakeview Marsh (e.g. invasive species management, creation of open water habitat) with the goal of improving habitat quality for the Blanding's turtle.
- **Submission Deadline:** November 27, 2025 (retroactive approval)

5. Project Title: Summer Staff Employment

- **Funder:** Government of Canada – Canada Summer Jobs
- **Request:** \$95,132
- **Summary:** The funding request will offset wages of up to 18 summer employees at the RRCA's three Conservation Areas (Gray's Creek Marina, Charlottenburgh Park, Cooper Marsh Visitors Centre) and RRCA main office.

- **Submission Deadline:** December 11, 2025 (retroactive approval – submitted November 20, 2025)

6. Project Title: Invasive Species Technician

- **Funder:** Ontario Federation of Anglers and Hunters
- **Request:** n/a
- **Summary:** The Ontario Federation of Anglers and Hunters (OFAH) partners with organizations throughout the province to host invasive species technicians. Technicians receive their salaries directly from OFAH. The RRCA has hosted an OFAH invasive species technician since 2024 and proposes to host up to two technicians for up to 16 weeks in 2026.
- **Submission Deadline:** December 11, 2025

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

- 1.0: Embracing a science-based approach to watershed management and environmental stewardship.
- 1.3: Connecting people with nature through positive outdoor experiences.

Goal 2: Strong Partnerships and Engaged Residents

- 2.2: Embracing meaningful community engagement.

Goal 3: Financial Stability

- 3.2: Diversifying our revenue sources.



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Cheyene Brunet, Stewardship Coordinator (A)
Date: November 18, 2025
Subject: 2026 Tree Planting and Spot Spray Contracts

RECOMMENDATION:

THAT the Board of Directors approve awarding 2026 tree planting and tending contracts to SJM Tree Planting and Heritage Reforestation Inc. to a combined upset limited of \$38,000 plus HST.

BACKGROUND:

To increase local forest cover, the Raisin Region Conservation Authority (RRCA) has planted over 1.35 million trees in its watershed through public and private landowner partnerships. Today, most trees are planted under the RRCA's full-service tree planting program, tree seedling sales, tree giveaways, and community tree planting events. The RRCA is on track to plant 60,000 trees in 2026.

The RRCA provides comprehensive tree-planting services for landowners and member municipalities undertaking large-scale initiatives such as afforestation, riparian, windbreak, and restoration plantings. Working closely with landowners, RRCA offers personalized planting plans and a range of services, including site planning, seedling purchase, site preparation, planting, tending, and assessments.

All tree planting costs are 100% cost-recovered through landowner contributions and secured subsidies (e.g., Forests Canada, ALUS Canada and Forests Canada). The RRCA is on track to plant 36,000 in spring 2026 through this initiative in partnership with 35 local landowners.

DISCUSSION:

To support planned tree planting and tending, staff circulated a request for quotes to eight contractors on October 31, 2025 with a closing date of November 7, 2025 at 4:30pm EDT. Staff received five quotes for tree planting and four quotes for tending (i.e. pesticide application).

The table below outlines the received quotes:

Contractor	Price per tree seedling (planting)	Price per tree seedling (tending)	Total Cost per Tree (planting + pesticide)
SJM Tree Planting	\$0.52	\$0.44	\$0.96
Kestrel Silviculture LTD.	\$1.28	No Bid	No spray
Stick & Hero Woodland Restoration	\$0.72	\$0.34	\$1.06
Heritage Restoration Inc.	\$0.46	\$0.46	\$0.92
Brinkman Reforestation Ltd.	\$0.66 - \$1.74	\$0.34	\$1.00+
Mufferaw Forestry	No Bid	No Bid	No Bid
AC Trees	No Bid	No Bid	No Bid
Allumette Forestry Inc.	No Bid	No Bid	No Bid

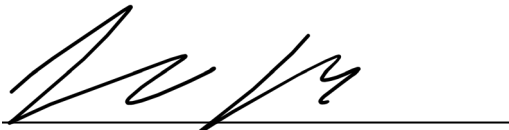
Contractors were asked to identify the maximum number of trees they could plant in a 4-week (28-day) period, and the maximum number of trees they could spot spray prior to June 1st.

Based on cost, capacity, and proven experience, staff recommend awarding SJM Tree Planting (capacity: 12,000 trees) and Heritage Reforestation Inc. (capacity: 25,000 trees) the tree planting and pesticide application contracts to a combined upset limit of \$38,000 plus HST.

The selected contractors will be assigned to site-specific projects based on geographic location, availability, project needs, and experience. Staff will monitor the planting progress throughout the spring and reallocate trees between contractors, if needed, to ensure the trees are planted in the shortest amount of time possible.

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living



Cheyene Brunet,
Stewardship Coordinator (A)