



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

May 21, 2020

3:00 p.m.

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1. Call to Order	
2. Approval of Agenda	
3. Declaration of Conflict of Interest	
4. Approval of Minutes	
a) Minutes of April 16, 2020	1-3
5. New Business	
a) COVID-19 Update - verbal (Richard)	
b) 2019 Financial Statements (Sandy / Ian Murphy)	4-5
c) Fly Creek Pumping Station Maintenance and Repairs (Phil)	6-7
d) Grant Applications Summary (Lisa)	8
6. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Jun 18 th , Sep 17 th , Oct 15 th , Nov 19 th	
7. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
APRIL 16, 2020 – 3:00 pm
TELECONFERENCE

PRESENT: Bryan McGillis, South Stormont, Chair
Martin Lang, South Glengarry, Vice-Chair
Frank Prevost, South Glengarry
David Smith, South Stormont
Robert Lefebvre, North Stormont
Claude McIntosh, City of Cornwall
Carilyne Hebert, City of Cornwall

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Sandy Crites, Manager of Finance
Phil Barnes, Project Manager
Lisa Van de Ligt, Communications Specialist

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 3:00 pm

Josianne Sabourin did a roll call of Board Members and Staff

The Chair requested a moment of silence for Mike Depratto

APPROVAL OF AGENDA

RESOLUTION #31/20: Moved by: Frank Prevost
Seconded by: Claude McIntosh

THAT the agenda be approved with the addition of 5 e) Investing in Canada's Infrastructure Program (ICIP).

CARRIED (based on vote roll call)

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #32/20: Moved by: Martin Lang
Seconded by: David Smith

THAT the minutes of the February 20, 2020 meeting of the Raisin Region Conservation Authority, the Electronic Poll of March 16, 2020 and the Electronic Poll of April 6, 2020 be approved.

CARRIED (based on vote roll call)

NEW BUSINESS

COVID-19 UPDATE

Richard Pilon provided an update on COVID-19.

RRCA OPERATIONS AND BUSINESS CONTINUITY

RESOLUTION #33/20:

Moved by: David Smith
Seconded by: Claude McIntosh

THAT the Board of Directors receive the RRCA Operations and Business Continuity report, as presented.

CARRIED (based on vote roll call)

DISEASE OUTBREAK POLICY

RESOLUTION #34/20 :

Moved by: Carilyne Hebert
Seconded by: Frank Prevost

THAT the Disease Outbreak Policy be approved, and

THAT the RRCA Health and Safety Manual be updated to include the Disease Outbreak Policy.

CARRIED (based on vote roll call)

GRANT SUBMISSIONS

RESOLUTION #35/20:

Moved by: Claude McIntosh
Seconded by: Martin Lang

THAT the Board of Directors approve requesting \$198,450 from Environment and Climate Change Canada for the St. Lawrence River Cornwall/Akwesasne Area of Concern Restoration Strategy;

AND FURTHER, THAT the Board of Directors approve requesting \$5,700 from TD Bank Group to host a TD Tree Days event in partnership with the City of Cornwall.

CARRIED (based on vote roll call)

INVESTING IN CANADA'S INFRASTRUCTURE PROGRAM (ICIP)

Phil Barnes presented an update on the Investing in Canada's Infrastructure Program (ICIP) funding application for repairs and maintenance to the Fly Creek Pumping Station, and the requirement in obtaining support from the City of Cornwall.

FUTURE MEETINGS

RRCA Board of Directors – May 21st, June 18th (3:00 p.m. start for all meetings)

ADJOURNMENT

RESOLUTION #36/20:

Moved by: David Smith
Seconded by: Martin Lang

THAT the Board of Directors meeting of April 16, 2020 be adjourned at 3:40 pm.

Bryan McGillis
Chair

Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

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To: Board of Directors
From: Sandy Crites, Manager of Finance
Date: May 14, 2020
Subject: 2019 Financial Statements

RECOMMENDATION:

That the Board of Directors approve a net transfer to reserves of \$119,667; 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 2019 Financial Statements.

BACKGROUND:

The firm of MNP LLP Chartered Accountants completed an audit of the RRCA in February 2020 and met with the General Manager and Manager of Finance on May 8, 2020. Ian Murphy of MNP LLP will attend the May Board of Directors meeting to present the draft audited Financial Statements and answer questions.

DISCUSSION:

Enclosed is a copy of the following documents from the 2019 Audit:

- Draft audited Financial Statements
- Audit Reporting Letter

We are proposing that the operating surplus of \$119,667 be transferred to reserves (\$13,282 to be transferred to the operating reserve and \$106,385 surplus from special benefitting levies to be transferred to special benefitting reserves). Details of the beginning and end of year reserve balances are reflected in the draft Financial Statements Document on page 9 (Note 7).

We are also proposing that reserves be maintained for various programs and projects as reflected on Page 13 (Schedule 2) of the Financial Statement document. Special benefitting area surpluses and deficits would be added to or taken from these reserves as part of end of year municipal levies settlements.



Sandy Crites
Manager of Finance



To: Board of Directors
From: Phil Barnes, Project Manager
Date: May 11, 2020
Subject: Fly Creek Pumping Station Maintenance and Repairs

RECOMMENDATION:

That the Board of Directors receive the updated operations and maintenance manual for Fly Creek;

And further, that the Board of Directors direct staff to complete the recommended repairs to the Fly Creek facility in a timely fashion;

And further, that the Board of Directors direct staff to prepare an asset management policy for the facility.

BACKGROUND:

The Fly Creek flood control system was a phased construction project throughout the 1980s and 1990s. The total cost was around \$20 Million. The project was made possible through heavy investment from the province and the municipality. The system is estimated to save annual flood damages in the range of \$0.5 Million to \$2.0 Million (in 2018 dollars, updated from TSH 1991).

In recent years, operation costs have increased due to failing components (pumps, motors, control system) as well as maintenance requirements on channels and inlet structures.

A complete operations and maintenance procedures review was undertaken in 2018. The purpose was to pro-actively identifying faults in the system and addressing them before catastrophic failure occurs. The review included all electrical systems, pumping systems, backup generating system, operating procedures, pond maintenance, channel maintenance and an assessment of provincial compliance approval conformity.

The following items were recommended for action:

1. Implement a maintenance and inspection program of all components.
2. Refurbish Pump #1.

3. Refurbish Pump #2.
4. Monitor gasket leak of Pump #3.
5. Replace Soleplates for Pump #1, Pump #2, Pump #3.
6. Clean motor windings for Motor #1, Motor #2, Motor #3.
7. Overhaul Motor #3.
8. Repair hour meters on Pump #2 and Pump #3 motor control cabinets.
9. Retrieve dewatering pump and service / repair.
10. Reinstate wetland valve/pump actuator.
11. Repair seepage issue with wetland.
12. Repair automatic transfer switch (not turning off diesel engine upon restored power).
13. Implement human control interface on SCADA system.
14. Implement alarm notifications on SCADA system.
15. Calibrate ultrasonic depth transmitter.
16. Repair flashing on main air inlet.
17. Repair or replace surveillance camera; install interior monitoring cameras.
18. Recondition the pond overflow to ensure proper operation.

DISCUSSION:

Some of the work requiring action has been completed (Pump 1 refurbishment, Soleplate 1 replacement, Motor 3 overhauled and cleaned). Most of the remaining work has been costed and scheduled. The timelines may be accelerated based on funding opportunities (i.e. Investing in Canada Infrastructure Green stream, and the Water and Erosion Control Infrastructure Program).

A new operations and maintenance manual has been prepared to ensure maintenance is proactively carried out.

Staff have also attended preliminary training on Asset Management practices and will be drafting an asset management policy and an asset management plan for the facility.



Phil Barnes, P.Eng.
Project Manager



Raisin Region Conservation Authority

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To: Board of Directors
From: Lisa Van De Ligt, Communications Specialist
Date: May 12, 2020
Subject: Grant Applications Summary

RECOMMENDATION:

That the Board of Directors receive the Grant Applications Summary report, as presented.

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.

DISCUSSION:

Below is a summary of the 2019 Grant Applications submitted to support the RRCA's programs and services:

- Requested: \$1,108,650
- Approved: \$386,352
- Pending: \$0
- Not approved: \$722,986

Below is a summary of the 2020 Grant Applications submitted to date:

- Requested: \$543,277
- Approved: \$45,000
- Pending: \$493,277
- Not approved: \$5,000

Approved grant highlights: Ministry of Environment, Conservation and Parks support towards the Raisin Region Eutrophication Strategy and Evaluation of 3 Coastal Wetlands within the Cornwall Area of Concern; and TC Energy support towards enhancements at Cooper Marsh.

A handwritten signature in cursive script, reading "Lisa Van De Ligt".

Lisa Van De Ligt,
Communications Specialist