



# Raisin Region Conservation Authority Full Authority Meeting Agenda

November 16, 2017

**\*\* 3:00 p.m. \*\***

RRCA Administration Office

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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 October 19, 2017	1-3
5. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
6. Business Arising From the Minutes	
7. New Business	
a) Drain Assessment Project Update (Matt)	4
b) Fly Creek Pump Repair Update (Phil)	5
8. Financial Reports	
a) Statement of Operations as of September 30, 2017 (Sandy)	6-7
9. Future Meetings	
RRCA Full Authority starting at 3:00 p.m. – Jan 18 <sup>th</sup> , Feb 15 <sup>th</sup> , Mar 15 <sup>th</sup>	
10. Adjournment	

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Richard Pilon  
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY  
FULL AUTHORITY MINUTES  
OCTOBER 19, 2017 – 3:00 P.M.  
RRCA ADMINISTRATION BUILDING

PRESENT: Frank Prevost, South Glengarry, Chair  
Alton Blair, North Stormont, Vice-chair  
Ian McLeod, South Glengarry  
Michel Depratto, North Glengarry  
Tammy Hart, South Stormont  
David Smith, South Stormont  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall

STAFF: Richard Pilon, General Manager/Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Sandy Cites, Manager of Finance  
Phil Barnes, Project Manager  
Chris Critoph, Manager of Environmental Services  
Normand Genier, Forestry Specialist  
Brendan Jacobs, Fish and Wildlife Biologist  
Kim MacDonald, Manager of Planning & Regulations  
Lissa Deslandes, Regulations Officer / Communications Coordinator  
Matthew Levac, Planning & Regulations Assistant  
Pete Sabourin, Manager of Field Operations

**CALL TO ORDER**

Frank Prevost, Chair, called the meeting to order at 3:04 p.m.

**APPROVAL OF AGENDA**

RESOLUTION #65/17:

Moved by: Ian McLeod  
Seconded by: Tammy Hart

THAT the agenda be approved as presented.

CARRIED

**PECUNIARY INTEREST**

No pecuniary interest was declared.

**APPROVAL OF MINUTES**

RESOLUTION #66/17:

Moved by: Alton Blair  
Seconded by: Carilyne Hebert

THAT the minutes of the September 21, 2017 meeting of the Raisin Region Conservation Authority, be approved.

CARRIED

**DELEGATIONS / PRESENTATIONS**

- a) Staff presented project and program updates.

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**CORNWALL SEDIMENT STRATEGY UPDATE**

RESOLUTION #67/17:

Moved by: David Smith  
Seconded by: Alton Blair

THAT the Board of Directors receive and file the Cornwall Sediment Strategy Long Term Monitoring Committee report, as presented.

CARRIED

**HUNTING ON RRCA PROPERTY**

RESOLUTION #68/17:

Moved by: Michel Depratto  
Seconded by: Tammy Hart

THAT the Board of Directors approve the 2018 hunting fees for Roxborough Forest, as presented.

CARRIED

**COOPER MARSH CONSERVATORS AGREEMENT**

RESOLUTION #69/17:

Moved by: Ian McLeod  
Seconded by: Carilyne Hebert

THAT the Board of Directors approve signing an agreement with the Cooper Marsh Conservators.

CARRIED

**FINANCIAL REPORTS**

**STATEMENT OF OPERATIONS AS OF AUGUST 31, 2017**

RESOLUTION #70/17:

Moved by: David Smith  
Seconded by: Alton Blair

THAT the Board of Directors receive and file the Statement of Operations Report, as presented.

CARRIED

**FUTURE MEETINGS**

RRCA Full Authority – Nov. 16<sup>th</sup>, Jan. 18<sup>th</sup>, Feb. 15<sup>th</sup> (3:00 p.m. start for all meetings)

**CLOSED SESSION**

RESOLUTION #71/17:

Moved by: Alton Blair  
Seconded by: Ian McLeod

THAT the Full Authority Meeting move into Closed Session to review personnel matters.

CARRIED

RESOLUTION #72/17:

Moved by: Ian McLeod  
Seconded by: Michel Depratto

THAT the Full Authority Meeting move to Open Session.

CARRIED

RESOLUTION #73/17:

Moved by: Tammy Hart  
Seconded by: David Smith

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

CARRIED

**ADJOURNMENT**

RESOLUTION #74/17:

Moved by: Alton Blair  
Seconded by: David Smith

THAT the Full Authority meeting of October 19, 2017 be adjourned at 4:54 pm.

CARRIED

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Frank Prevost  
Chair

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Richard Pilon  
General Manager / Secretary-Treasurer



**To:** Board of Directors  
**From:** Matthew Levac, Planning & Regulations Technician / GIS Specialist  
**Date:** November 8, 2017  
**Subject:** Drain Assessment Project Update

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**RECOMMENDATION:**

That the Board of Directors receive and file the Drain Assessment Project Update report, as presented.

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**BACKGROUND:**

In late 1990's, a Municipal Drain Classification System was developed by the Department of Fisheries and Oceans (DFO), Conservation Authorities and other partners to strike a balance between the requirements of the Federal Fisheries Act, Conservation Authorities Act and the Drainage Act in order to streamline the review and approval process related to impacts of drain maintenance activities.

In 2016, funding was provided to the Raisin Region Conservation Authority (RRCA) to assess watercourses that had no associated classification. A total of 76 watercourse segments were reviewed within the Raisin Region watershed. Following the review, an assessment report was prepared and submitted to DFO.

**DISCUSSION:**

In 2017, a total of 28 segments were sampled, totaling approximately 16 km of watercourse in the Pattingale subwatershed. The assessment involved sampling watercourses on private and public property. Sampling involved general observations to determine the fluvial conditions. Data was collected, populated and reported, as well as stored to the RRCA's geographic information system.

Findings identify that 53% of the watercourses sampled have been converted to a tile drainage system. Another 36% of the watercourses are considered intermittent and the remaining 11% are permanent flowing.

In the coming weeks staff will finalize reporting to DFO. The information submitted will provide DFO with data to assign a class to the watercourse, facilitating review of future proposed drainage works.

A handwritten signature in black ink, appearing to read 'Matthew Levac', written over a horizontal line.

Matthew Levac  
Planning & Regulations Technician / GIS Specialist



**To:** Board of Directors  
**From:** Phil Barnes, Project Manager  
**Date:** November 8, 2017  
**Subject:** Fly Creek Pump Repair Update

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**RECOMMENDATION:**

That the Board of Directors approve the immediate repair of the Fly Creek Pump at a cost of \$34,000.00;

And further, that the Board of Directors direct staff to seek emergency funds from the WECCI program to offset the costs.

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**BACKGROUND:**

A pump at the Fly Creek Pumping Station was previously identified as urgently needing repairs. The contractor's costs to repair were originally expected to be \$12,000.00. The budget for the project was set at \$15,000.00. There was an expectation that 50% of the cost would be covered through a Water and Erosion Control (WECCI) program grant. The Board of Directors approved the project on June 15, 2017.

The pump has been removed and brought to the contractor's site for proper inspection. The inspection revealed that wear and tear was much more excessive than expected. The revised estimate for repairs is \$29,642.00. This would bring the total budget for the project to \$34,000.00. A replacement pump would cost \$60,000 with a lead time of 30 weeks delivery. Repairing the existing pump will take approximately 6 to 8 weeks.

Currently, emergency WECCI funding has only been confirmed for \$4,000. We have advised the MNRF as to the change in scope of the project, and they have suggested additional funds may be available in January 2018 as other projects return unspent funds.

The pump is critical to the operation of the Fly Creek Pumping Station which provides flood damage protection to the City of Cornwall. It is recommended that the pump be repaired immediately, with 50% of the cost covered by the City of Cornwall as special benefiting, and that WECCI retroactive funding for the remaining 50% be sought to the extent possible. Shortfalls in the 50% WECCI funding portion would be covered from the Infrastructure reserve.

A handwritten signature in black ink, appearing to read 'Phil Barnes', is written over a horizontal line.

Phil Barnes, P.Eng.  
Project Manager



## Raisin Region Conservation Authority

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**To:** Board of Directors  
**From:** Sandy Crites, Manager of Finance  
**Date:** November 8, 2017  
**Subject:** Statement of Operations as of September 30, 2017

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### RECOMMENDATION:

That the Board of Directors receive and file the Statement of Operations report, as presented.

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### DISCUSSION:

The RRCA Statement of Operations for the year ending December 31, 2017, as of September 30, 2017 is attached.

A handwritten signature in blue ink, appearing to read 'Sandy Crites', written over a horizontal line.

Sandy Crites  
Manager of Finance

STATEMENT OF OPERATIONS  
For the period ending September 30, 2017

	Final Budget 2017	Updated Forecast Dec 31, 2017	Actual as of Sep 30, 2017	% of Updated Forecast
<b><u>REVENUE</u></b>				
Municipal	777,169	777,169	657,466	85%
MNR	164,721	164,721	164,721	100%
Provincial	377,310	345,986	103,107	30%
Federal	33,462	48,462	28,570	59%
Authority Generated	862,388	1,003,086	1,003,086	100%
<b>TOTAL REVENUE</b>	<b>2,215,050</b>	<b>2,339,424</b>	<b>1,956,950</b>	<b>84%</b>
<b><u>EXPENDITURES</u></b>				
<b>Watershed Management</b>				
Watershed Studies	27,971	27,371	19,317	71%
Source Water Protection	242,390	242,390	167,731	69%
Flood Forecasting & Warning	60,661	60,661	46,520	77%
Flood Control Structures	282,307	295,282	242,743	82%
<b>Environmental Services</b>				
Plan Input & Review	162,878	169,693	116,832	69%
CA Regulations	71,777	75,305	53,826	71%
<b>Stewardship Programs</b>				
ALUS	84,438	104,438	87,527	84%
Tributary	171,014	185,349	134,287	72%
Forestry	156,503	123,503	89,176	72%
Provincial Monitoring	7,055	8,668	5,570	64%
Conservation & Communication	15,000	15,000	10,779	72%
<b>Conservation &amp; Education</b>				
Cooper Marsh	81,422	153,422	125,128	82%
Gray's Creek Conservation Area	69,294	69,294	53,068	77%
Gray's Creek Marina	151,416	161,511	123,125	76%
Charlottenburgh Park	369,147	368,799	277,597	75%
<b>Corporate Services</b>				
Administration	149,793	155,074	126,506	82%
Staff & Board Expenses	41,000	37,000	17,824	48%
Supplies & Maintenance	88,851	88,851	59,100	67%
General	47,275	47,775	47,600	100%
<b>Vehicle &amp; Equipment</b>	<b>(65,142)</b>	<b>(49,961)</b>	<b>(44,217)</b>	<b>89%</b>
<b>TOTAL EXPENDITURE</b>	<b>2,215,050</b>	<b>2,339,424</b>	<b>1,760,039</b>	<b>75%</b>
Net surplus (deficit)	0.00	0.00		