



# Raisin Region Conservation Authority

## Board of Directors Meeting Agenda

September 21, 2023

**3:00 p.m. at Cooper Marsh Visitors Centre - 20020 County Rd 2, South Glengarry**

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	Page
1. Call to Order	
2. Approval of Agenda	
3. Declaration of Conflict of Interest	
4. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
5. Approval of Minutes	
a) Minutes of July 13, 2023	1-2
b) Electronic Poll of July 26, 2023	3
6. New Business	
a) 2024 Camping and Marina Fees (Josianne)	4-5
b) Section 28 Permit Extension for Rogers Communication (Lissa)	6
c) Grant Submissions (Lisa)	7-8
d) Conservation Areas Update (Lisa)	9-10
7. Financial Reports	
a) Statement of Operations as of July 31, 2023 (Sandy)	11-12
8. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Oct 19 <sup>th</sup> , Nov 16 <sup>th</sup>	
9. Closed Session	
a) Property Matter (Lisa)	
10. Adjournment	

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Richard Pilon  
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY  
BOARD OF DIRECTORS  
MINUTES  
JULY 13, 2023

VIRTUALLY - TEAMS

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

STAFF: Lisa Van De Ligt, Acting General Manager  
Josianne Sabourin, Administrative Assistant

REGRETS: Carilyne Hébert, City of Cornwall  
Richard Pilon, General Manager/Secretary-Treasurer

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:00 pm

Lisa Van De Ligt has been delegated the role of Acting General Manager while Richard Pilon is on vacation.

**APPROVAL OF AGENDA**

RESOLUTION #52/23:

Moved by: Lachlan McDonald  
Seconded by: Andrew Guindon

That the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF MINUTES**

RESOLUTION #53/23:

Moved by: Bryan McGillis  
Seconded by: Adrian Bugelli

That the minutes of the June 15, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

## **FUTURE MEETINGS**

RRCA Board of Directors – Sept 21<sup>st</sup>, Oct 19<sup>th</sup>, Nov 16<sup>th</sup>

## **CLOSED SESSION**

RESOLUTION #54/23:

Moved by: Andrew Guindon  
Seconded by: Lachlan McDonald

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

CARRIED

RESOLUTION #55/23:

Moved by: Adrian Bugelli  
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open session.

CARRIED

RESOLUTION #56/23:

Moved by: Bryan McGillis  
Seconded by: Andrew Guindon

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

CARRIED

## **ADJOURMENT**

RESOLUTION #57/23:

Moved by: Bryan McGillis  
Seconded by: Claude McIntosh

THAT the Board of Directors meeting of July 13, 2023, be adjourned at 3:15 pm

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Martin Lang  
Chair

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Lisa Van De Ligt  
Acting General Manager

Electronic Poll  
RAISIN REGION CONSERVATION AUTHORITY  
JULY 26, 2023 – 10:32 A.M.

EMAIL TO: Martin Lang, South Glengarry, Chair  
Bryan McGillis, South Stormont, Vice-Chair  
Lachlan McDonald, South Glengarry  
Andrew Guindon, South Stormont  
Andrian Bugelli, North Stormont  
Jacques Massie, North Glengarry  
Carilyne Hébert, City of Cornwall  
Claude McIntosh, City of Cornwall

FROM: Richard Pilon, General Manager / Secretary-Treasurer

**CONTRACT AWARD FOR FLY CREEK ROOF REPLACEMENT**

RESOLUTION #58/23:

Moved by: Lachlan McDonald  
Seconded by: Andrew Guindon

THAT the Board of Directors approve awarding of the Fly Creek roof replacement to DeSaulniers Construction Limited for a total price of \$31,000 + HST.

CARRIED

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Marting Lang  
Chair

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Richard Pilon  
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](http://www.rrca.on.ca)

**To:** Board of Directors  
**From:** Josianne Sabourin, Administrative Assistant  
**Date:** September 6, 2023  
**Subject:** 2024 Camping and Marina Fees

## RECOMMENDATION:

That the Board of Directors approve RRCA Fee Schedule 6 and Fee Schedule 7, effective January 1, 2024, 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 5% increase to most of the 2023 Charlottenburgh Park Camping fees and a 4% increase to most of the 2023 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	2023 Fee (\$)	Proposed 2024 Fee (\$)
17’ & Under		686.65	714.11
Over 17’ to 20’		769.95	800.75
Over 20’		968.05	1,006.77
Cancellation Fee	Before June 30	50.00	55.00
	June 30 to July 31	100.00	110.00
	No refunds after July 31		
Transient Dock Rental	May to October	2023 Fee (\$)	Proposed 2024 Fee (\$)
Daily		24.95	25.95
Weekly		123.85	128.80
Monthly		310.85	323.28
3 Months	Available after June 30	404.10	No longer available
Marina Services		2023 Fee (\$)	Proposed 2024 Fee (\$)
Daily Launch		12.00	13.00
Seasonal Launch		120.00	130.00

#### Note for Schedule 6

- 3-month rental after June 30 was a trial and will no longer be available.

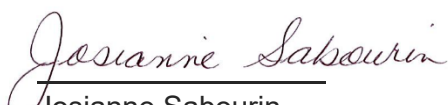
## Schedule 7: Charlottenburgh Park

Seasonal Camping Lot		2023 Fee (\$)	Proposed 2024 Fee (\$)
Basic Lot		2,801.75	2,941.84
20 amp lot w/water		2,941.85	3,088.94
30 amp lot		2,998.20	3,148.11
30 amp lot w/water		3,148.10	3,305.51
Seasonal Boat Dock		375.00	400.00
Additional Vehicle (seasonal)		57.70	60.50
Cancellation Fee	Before January 4	400.00	450.00
	January 4 to April 10	750.00	800.00
	April 11 to May 17	1,150.00	1,200.00
Transient Camping Lot		2023 Fee (\$)	Proposed 2024 Fee (\$)
Basic Lot		43.10	45.25
20 amp lot w/water		56.30	59.10
30 amp lot		56.80	59.65
30 amp lot w/water		58.50	61.45
Basic Lot (monthly)		1,120.55	1,176.65
20 amp lot w/water (monthly)		1,463.71	1,537.00
30 amp lot (monthly)		1,476.93	1,550.65
30 amp lot w/water (monthly)		1,521.00	1,597.05
Cabin (daily)		114.79	120.55
Cabin (weekly)		688.76	723.20
Reservation Fee		14.00	14.00
Booking Transaction Fee		4.00	4.00
Additional Vehicle (transient)		10.00	12.00
Overnight Visitor		15.00	17.00
Trailer Water Dump (external)		20.00	22.00
Day Use Fees		2023 Fee (\$)	Proposed 2024 Fee (\$)
Beach (adult)		10.00	10.00
Beach (seniors 65 or older)		8.00	8.00
Beach (12 and under)		Free	Free
Vehicle (3 or more occupants)		27.00	27.00
Walk-in/Cyclist		3.00	3.00
Seasonal Beach Pass		85.00	90.00
Boat Launch		12.00	13.00
Seasonal Boat Launch		120.00	130.00
Gazebo Rental		50.00	50.00
Non-profit Groups		7.00	7.00
School Groups (per person)		5.00	5.00

### Notes for Schedule 7

#### Seasonal Camping

- Seasonal Camping Lot fees do not include hydro.
- A \$300 hydro deposit required at beginning of the season.

  
 Josianne Sabourin,  
 Administrative Assistant



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Tel: 613-938-3611 Fax: 613-938-3221 [www.rrca.on.ca](http://www.rrca.on.ca)

**To:** Board of Directors  
**From:** Lissa Deslandes, Regulations Officer  
**Date:** September 8, 2023  
**Subject:** Section 28 Permit Extension for Rogers Communication

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### RECOMMENDATION:

That the Board of Directors approve a one-year extension on O. Reg 175/06 permit #2023-PT-073-SDG for Rogers Communication to Install Rogers Communication owned conduits on various rural roads within Stormont, Dundas and Glengarry.

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### BACKGROUND:

The RRCA is responsible for the administration of the Fill, Construction and Alteration to Waterways Regulations made under Section 28 of the *Conservation Authorities Act*. A permit is required for activities in the RRCA's regulated areas that involve the placing or dumping of fill, the construction of buildings/structures and the straightening, changing, diverting or interfering in any way with the existing channel of a watercourse.

Conservation Authority Board of Directors must approve Section 28 permits that require an extension as staff may only issue 2-year permits.

### DISCUSSION:

Rogers Communication is applying for a 3-year permit from the RRCA to install Rogers Communication owned conduits on various rural roads within Stormont, Dundas and Glengarry. This work will provide enhanced broadband services to rural residents. Work will be completed within the county or municipal road right of way with the exception of individual conduits to each home upon homeowner approval.

The project is expected to extend over three years. The project will be completed by the end of 2026.

A handwritten signature in cursive script, reading "Lissa Deslandes".

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Lissa Deslandes,  
Regulations Officer



**To:** Board of Directors  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** September 8, 2023  
**Subject:** Grant Submissions

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**RECOMMENDATION:**

THAT the Board of Directors approve requesting up to \$55,000 from Environment and Climate Change Canada to support Tree Swallow Monitoring within the St. Lawrence River Area of Concern.

FURTHER THAT the Board of Directors approve requesting up to \$45,000 from the Regional Tourism Organization for summer student employment.

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

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**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 2023 grant applications submitted to date:

- Requested: \$593,815
- Approved: \$202,665
- Pending: \$90,900
- Not approved: \$300,250



## DISCUSSION:

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

**Project Title:** Tree Swallow Monitoring within St. Lawrence River Area of Concern

- **Funder:** Environment and Climate Change Canada (ECCC)
- **Request:** up to \$55,000
- **Summary:** ECCC requested RRCA support to evaluate the presence of Polychlorinated biphenyl (PCB) in the St. Lawrence River Area of Concern. The RRCA will construct and install Tree swallow nesting boxes throughout Gray's Creek Conservation Area. RRCA staff will collect eggs and submit to ECCC for PCB analysis to assess trends in local wildlife. Tree swallow boxes will also be installed and monitored at Cooper Marsh Conservation Area as a reference site. The RRCA will work with ECCC to obtain the appropriate permits required for this research. This research will support the Remedial Action Plan (RAP) Beneficial Use Impairment (BUI) #1 – Restrictions on Fish and Wildlife Consumption.
- **Submission Deadline:** n/a

**Project Title:** Summer Student Employment

- **Funder:** Regional Tourism Organization (Region 9)
- **Request:** up to \$45,000
- **Summary:** Funding will offset costs of employing 9 summer students at the Gray's Creek Marina, Charlottenburgh Park, Cooper Marsh Visitors Centre, and RRCA Administration.
- **Submission Deadline:** n/a



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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 8, 2023  
**Subject:** Conservation Areas Update

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**RECOMMENDATION:**

THAT the Board of Directors receive the Conservation Areas update, as presented.

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**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 a combined 25 km of trails.

**DISCUSSION:**

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

Charlottenburgh Park Conservation Area

- Visitation update
  - 2023 (to September 7): 25,505
  - 2022: 25,000
- Campground open May 19 to October 9
  - Seasonal campsites: 80
  - Transient campsites: 127
- 9 summer staff employed.


Gray's Creek Conservation Area

- Visitation update
  - 2023 (to September 7): 58,988
  - 2022: 107,000
- Marina open May 1 to September 30
- 3 Marina Attendants employed
- Self-guided arboretum tour launched (funding secured by TD Friends of the Environment Foundation)
- Picnic shelter replacement planned for October
- Hazard tree management underway

Phase	Status
1	Complete
2	Request for Quotation issued publicly on September 8, 2023. Additional information to be presented to Board in October.
3	To be determined
<b>Tree replacement</b>	Spring 2024

Cooper Marsh Conservation Area

- Visitation update
  - 2023 (to September 7): 32,000
  - 2022: 48,000 visitors
- Visitors Centre open May 3 to September 1
- 1 summer staff employed
- Outreach: guided walks, lending library, workshops
- Hazard tree removal in picnic area; tree placement to take place this fall
- Select trail closures due to earthen dyke repairs coordinated and supported by Ducks Unlimited Canada
- On-going Cooper Marsh Biodiversity Project (funding secured from Environment and Climate Change Canada and Ontario Power Generation)
  - European buckthorn management complete
  - Grassland enhancements underway
  - Wildlife habitat enhancements to take place this winter



Lisa Van De Ligt,  
Team Lead, Communications and Stewardship



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**To:** Board of Directors  
**From:** Sandy Crites, Finance Officer  
**Date:** September 15, 2023  
**Subject:** Statement of Operations as of July 31, 2023

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### RECOMMENDATION:

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

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### DISCUSSION:

The RRCA Statement of Operations for the year ending December 31, 2023, as of July 31, 2023 is attached.

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

Sandy Crites  
Finance Officer

STATEMENT OF OPERATIONS  
For the period ending July 31, 2023

	Final Budget 2023	Updated Forecast Jul 31, 2023	Actual as of Jul 31, 2023	% of Updated Forecast
<b><u>REVENUE</u></b>				
Provincial	621,564	693,312	359,909	52%
Federal	419,243	370,243	160,000	43%
Authority Generated	1,054,302	1,043,322	636,710	61%
Partners	771,913	835,829	450,732	54%
Reserve	30,000	30,000	0	0%
Municipal	893,535	893,535	446,768	50%
<b>TOTAL REVENUE</b>	<b>3,790,556</b>	<b>3,866,240</b>	<b>2,054,118</b>	<b>53%</b>
<b><u>EXPENDITURES</u></b>				
<b>Watershed Monitoring</b>				
Flood Forecasting & Low Water Response	68,215	66,444	38,034	57%
Surface Water Quality Monitoring	4,204	8,056	6,287	78%
Groundwater Quality Monitoring	7,269	3,315	1,489	45%
<b>Watershed Management</b>				
Fly Creek System	263,849	260,361	145,160	56%
Garry River System	68,470	66,796	36,185	54%
Long Sault Water Diversion	8,885	6,529	935	14%
St. Andrews Dyke	3,683	3,183	359	11%
<b>Watershed Planning &amp; Regulations</b>				
Plan Input & Review	197,613	207,113	107,796	52%
CA Regulations	228,529	229,137	93,297	41%
Source Water Protection	323,947	323,947	155,368	48%
<b>Watershed Stewardship</b>				
Forestry Programs	105,547	101,247	97,670	96%
ALUS Program	343,433	343,433	197,543	58%
St. Lawrence River Remedial Action Plan	395,648	467,248	171,559	37%
Contracted Services	4,781	4,781	2,050	43%
Special Projects	50,000	50,000	7,106	14%
<b>Conservation &amp; Recreation</b>				
Cooper Marsh Conservation Area	260,222	260,444	218,784	84%
Gray's Creek Conservation Area	64,741	64,457	36,268	56%
Gray's Creek Marina	153,299	152,566	84,312	55%
Charlottenburgh Park	575,144	572,310	307,081	54%
Conservation Lands	80,576	80,576	7,454	9%
<b>Corporate Services</b>				
Administration and Finance	377,568	381,791	217,997	57%
Communications	98,466	101,608	56,135	55%
Information Management	43,467	43,529	23,690	54%
Vehicle & Equipment	63,000	63,000	32,579	52%
<b>TOTAL EXPENDITURE</b>	<b>3,790,556</b>	<b>3,861,871</b>	<b>2,045,138</b>	<b>53%</b>
Net surplus (deficit)	0	4,368		