



# Raisin Region Conservation Authority

## Board of Directors Meeting Agenda

November 16, 2023

**3:00 p.m.**

### **Following the Raisin Region Source Protection Authority Meeting**

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

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	Page
1. Call to Order	
2. Approval of Agenda	
3. Declaration of Conflict of Interest	
4. Approval of Minutes	
a) Minutes of October 19, 2023	1-3
5. New Business	
a) 2024 Draft Budget - Presentation (Richard)	
b) Fly Creek Pump 2 Repair (Phil)	4
c) Grant Submissions (Lisa)	5-6
d) Cooper Marsh Conservation Area Update (Lisa)	7-8
6. Financial Reports	
a) Statement of Operations as of September 30, 2023 (Sandy)	9-10
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Jan 18 <sup>th</sup>	
8. Closed Session	
a) Personnel Matter (Richard)	
9. Adjournment	

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Richard Pilon  
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY  
BOARD OF DIRECTORS  
MINUTES  
OCTOBER 19, 2023

RRCA ADMINISTRATION BUILDING  
18045 County Rd 2, Cornwall, ON

PRESENT: Bryan McGillis, South Stormont, Vice-Chair  
Lachlan McDonald, South Glengarry  
Andrew Guindon, South Stormont  
Jacques Massie, North Glengarry  
Adrian Bugelli, North Stormont

STAFF: Richard Pilon, General Manager  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Team Lead, Watershed Management  
Scott Braithwaite, Project Assistant  
Sandy Crites, Finance Officer  
Lissa Deslandes, Regulations Officer  
Laura Grant, Project Manager  
Colin Herrewynen, Watershed Planner  
Brendan Jacobs, Stewardship Specialist  
Matthew Levac, Planning and Regulations Officer  
Vincent Pilon, Communications Specialist  
Pete Sabourin, Team Lead, Field Operations

REGRETS: Martin Lang, South Glengarry, Chair  
Carilyne Hebert, City of Cornwall  
Claude McIntosh, City of Cornwall

GUEST: Jim Hendry, Forester

**CALL TO ORDER**

Bryan McGillis, Vice-Chair, called the meeting to order at 3:15 pm

**APPROVAL OF AGENDA**

RESOLUTION #69/23:

Moved by: Andrew Guindon  
Seconded by: Lachlan McDonald

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 #70/23:

Moved by: Andrew Guindon  
Seconded by: Jacques Massie

THAT the minutes of the September 21, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

## **NEW BUSINESS**

### **RRCA 2024 FEE SCHEDULES**

RESOLUTION #71/23:

Moved by: Lachlan McDonald  
Seconded by: Adrian Bugelli

THAT the Board of Directors approve the RRCA 2024 Fee Schedules, as presented.

CARRIED

### **GRAY'S CREEK HAZARD TREE ABATEMENT (PHASE 2)**

RESOLUTION #72/23:

Moved by: Jacques Massie  
Seconded by: Lachlan McDonald

THAT the Board of Directors approve awarding the Gray's Creek Hazard Tree Abatement (Phase 2) contract to St. Lawrence Tree Service for a total price of \$46,000 + HST.

CARRIED

### **GRANT SUBMISSIONS**

RESOLUTION #73/23

Moved by: Adrian Bugelli  
Seconded by: Andrew Guindon

THAT the Board of Directors retroactively approve requesting \$2,000 from Ontario Power Generation for the 2024 RRCA Tree Giveaway and Family Fishing Day events.

CARRIED

**FINANCIAL REPORTS**

**STATEMENT OF OPERATIONS AS OF AUGUST 31, 2023**

RESOLUTION #74/23

Moved by: Jacques Massie  
Seconded by: Lachlan McDonald

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

CARRIED

**FUTURE MEETINGS**

RRCA Board of Directors – Nov 16<sup>th</sup>, Jan 18<sup>th</sup>

**ADJOURMENT**

RESOLUTION #75/23:

Moved by: Andrew Guindon  
Seconded by: Adrian Bugelli

THAT the Board of Directors meeting of October 19, 2023, be adjourned at 4:37 pm.

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Bryan McGillis  
Vice-Chair

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Richard Pilon  
General Manager / Secretary-Treasurer



**To:** Board of Directors  
**From:** Phil Barnes, Team Lead, Watershed Management  
**Date:** November 2, 2023  
**Subject:** Fly Creek Pump 2 Repair

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**RECOMMENDATION:**

THAT the Board of Directors direct staff to secure the services of a qualified company to diagnose and repair Pump 2 at the Fly Creek Pumping Station

And FURTHER THAT funds for the repairs be taken from the Fly Creek reserve fund

And FURTHER THAT staff apply to the provincial Water and Erosion Control Infrastructure (WECI) program for possible retro-active funding.

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**BACKGROUND:**

The Fly Creek Pumping Station is a vital piece of flood control infrastructure operated by the RRCA. The pumping station relies on three high-lift pumps and motors to effectively manage water levels. Three pumps running simultaneously is an operating condition that is often used in the spring during snowmelt and precipitation events.

The provincial Water and Erosion Control Infrastructure (WECI) program is a matching grant fund available to Conservation Authorities to offset the costs associated with flood control structures. Funding applications are generally received in March, and funds are allocated in June. If there are unspent funds in the program, a second call for funding may be posted in December or January.

**DISCUSSION:**

Pump 2 is currently and unexpectedly out of service and requires maintenance. At the present time, it is unknown if the issue is with the motor or the pump. Staff is recommending the pump and/or motor be repaired as soon as possible to ensure the Fly Creek pumping station can operate as designed. The repair costs are currently not known but may be as high as \$15,000.00.

The Fly Creek capital reserve has sufficient funds to support this expenditure. Staff will endeavour to recover as much money as possible through the provincial WECI program.

A handwritten signature in black ink, appearing to read "Phil Barnes".

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



**To:** Board of Directors  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** November 3, 2023  
**Subject:** Grant Submissions

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**RECOMMENDATION:**

THAT the Board of Directors approve requesting \$150,000 from Ontario Power Generation for the Cooper Marsh Biodiversity Project.

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.

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: \$605,815
- Approved: \$217,565
- Pending: \$2,000
- Not approved: \$386,250

**DISCUSSION:**

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

**1. Project Title: Cooper Marsh Biodiversity Project**

- **Funder:** Ontario Power Generation
- **Request:** \$150,000
- **Summary:** Funding will continue to support biodiversity enhancements and community outreach initiatives at Cooper Marsh Conservation Area.
- **Submission Deadline:** November 30, 2023

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

- **Funder:** TD Friends of the Environment Foundation
- **Request:** \$8,000
- **Summary:** Funding will support the creation of a pollinator and native species garden in Gray's Creek Conservation Area which will enhance the RRCA's office flower beds.
- **Submission Deadline:** January 15, 2023



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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:** November 9, 2023  
**Subject:** Cooper Marsh Conservation Area update

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**RECOMMENDATION:**

THAT the Board of Directors receive the Cooper Marsh Conservation Area update, as presented.

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**BACKGROUND:**

Cooper Marsh Conservation Area is one of the three Conservation Areas owned and managed by the Raisin Region Conservation Authority (RRCA). It is a 663-acre property that is part of the larger Charlottenburgh Marsh – one of the most significant wetlands in Ontario. Cooper Marsh features viewing blinds and towers, and a five-kilometre system of boardwalks and nature trails.

The RRCA and Ducks Unlimited Canada (DUC) have been partners in conservation for over 30 years to manage and maintain the earthen dykes at Cooper Marsh which were designed to improve wildlife habitat.

At the September 2022 RRCA Board of Directors meeting, the Board approved the renewal of Conservation Agreements with DUC for Cooper Marsh Conservation Area for a term of ten years. The Agreements outline the water levels to be maintained in the impoundments and commitment to maintain and manage the habitat. DUC is responsible for the ongoing maintenance of the infrastructure in coordination with the RRCA.

**DISCUSSION:**

In the Fall of 2022, DUC secured funding to maintain and repair the earthen dykes at Cooper Marsh Conservation Area to ensure they continue to function as designed (e.g. adding fill and gravel, grading, seeding). These dykes form part of the Cooper Marsh trail network, which have been closed while under maintenance. The work is anticipated to be completed in spring / summer 2024.



DUC has requested the use of the Cooper Marsh Conservation Area parking lot as a staging area for equipment from November 20, 2023 to mid-January, 2024 to facilitate access for upcoming dyke maintenance work. As such, the Conservation Area will need to be closed during this time frame.

Staff will ensure the public and partners are notified of the required temporary closure. Following the completion of the project, it is anticipated that significant dyke maintenance work will not be required for another 10 years.

A handwritten signature in cursive script, reading "Lisa Van De Ligt". The signature is written in black ink and is positioned above a solid horizontal line.

Lisa Van De Ligt,  
Team Lead, Communications and Stewardship



## 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:** Sandy Crites, Finance Officer  
**Date:** November 8, 2023  
**Subject:** Statement of Operations as of September 30, 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 September 30, 2023 is attached.

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

Sandy Crites  
Finance Officer

STATEMENT OF OPERATIONS  
For the period ending September 30, 2023

	Final Budget 2023	Updated Forecast Sep 30, 2023	Actual as of Sep 30, 2023	% of Updated Forecast
<b><u>REVENUE</u></b>				
Provincial	621,564	693,312	507,636	73%
Federal	419,243	370,243	160,000	43%
Authority Generated	1,055,322	1,070,322	984,961	92%
Partners	771,913	835,829	568,199	68%
Reserve	30,000	30,000	0	0%
Municipal	892,515	892,515	670,151	75%
<b>TOTAL REVENUE</b>	<b>3,790,556</b>	<b>3,892,220</b>	<b>2,890,947</b>	<b>74%</b>
<b><u>EXPENDITURES</u></b>				
<b>Watershed Monitoring</b>				
Flood Forecasting & Low Water Response	68,215	66,544	48,783	73%
Surface Water Quality Monitoring	4,204	8,056	7,025	87%
Groundwater Quality Monitoring	7,269	3,315	1,884	57%
<b>Watershed Management</b>				
Fly Creek System	263,849	260,361	180,004	69%
Garry River System	68,470	66,863	44,723	67%
Long Sault Water Diversion	8,885	6,529	1,151	18%
St. Andrews Dyke	3,683	3,183	452	14%
<b>Watershed Planning &amp; Regulations</b>				
Plan Input & Review	197,613	207,113	133,160	64%
CA Regulations	228,529	229,137	126,716	55%
Source Water Protection	323,947	323,947	196,394	61%
<b>Watershed Stewardship</b>				
Forestry Programs	105,547	101,247	141,831	140%
ALUS Program	343,433	343,433	215,527	63%
St. Lawrence River Remedial Action Plan	395,648	467,248	193,151	41%
Contracted Services	4,781	4,781	2,608	55%
Special Projects	50,000	50,000	12,672	25%
<b>Conservation &amp; Recreation</b>				
Cooper Marsh Conservation Area	260,222	261,360	239,908	92%
Gray's Creek Conservation Area	64,741	64,457	47,257	73%
Gray's Creek Marina	153,299	147,516	123,319	84%
Charlottenburgh Park	575,144	591,019	473,490	80%
Conservation Lands	80,576	80,576	9,835	12%
<b>Corporate Services</b>				
Administration and Finance	377,568	391,791	278,634	71%
Communications	98,466	101,635	67,798	67%
Information Management	43,467	43,529	30,214	69%
Vehicle & Equipment	63,000	63,000	40,697	65%
<b>TOTAL EXPENDITURE</b>	<b>3,790,556</b>	<b>3,886,640</b>	<b>2,617,234</b>	<b>67%</b>
Net surplus (deficit)	0	5,580		