



# Raisin Region Conservation Authority

## Board of Directors Meeting Agenda

January 18, 2024

**3:00 p.m.**

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. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
5. Approval of Minutes (November 16, 2023)	1-4
6. Election of Chair and Vice-Chair	
The Chair is turned over to the General Manager, for the purpose of the 2024 election of Chair and Vice-Chair.	
7. New Business	
a) 2024 Budget – Presentation (Richard)	
b) Minister’s Direction on Planning, Development and Permitting Fees (Richard)	5-9
c) 2024 RRCA Board of Directors Meeting Schedule (Richard)	10
d) Appointment of Auditor and Signing Officers (Sandy)	11
e) Cooper Marsh Biodiversity Project – Ponds and Channels (Brendan)	12-13
f) Grant Submissions (Lisa)	14-15
g) Conservation Areas Update (Lisa)	16-17
8. Future Meetings - RRCA Board of Directors starting at 3:00 p.m. – Feb 15 <sup>th</sup> , Mar 21 <sup>st</sup> , Apr 18 <sup>th</sup>	
9. Closed Session	
a) Personnel Matter (Richard)	
10. Adjournment	

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Richard Pilon  
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY  
BOARD OF DIRECTORS  
MINUTES  
NOVEMBER 16, 2023

RRCA ADMINISTRATION BUILDING  
18045 County Rd 2, Cornwall, ON

PRESENT: Martin Lang, South Glengarry, Chair  
Bryan McGillis, South Stormont, Vice-Chair  
Lachlan McDonald, South Glengarry  
Andrew Guindon, South Stormont  
Jacques Massie, North Glengarry  
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  
Vincent Pilon, Communications Specialist  
Pete Sabourin, Team Lead, Field Operations  
Lisa Van De Ligt, Team Lead, Communications & Stewardship

**CALL TO ORDER**

Martin Lang, Chair, called the meeting to order at 3:10 pm

**APPROVAL OF AGENDA**

RESOLUTION #76/23:

Moved by: Jacques Massie  
Seconded by: Andrew Guindon

That the agenda be approved as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF MINUTES**

RESOLUTION #77/23:

Moved by: Lachlan McDonald  
Seconded by: Andrew Guindon

THAT the minutes of the October 19, 2023, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

## **NEW BUSINESS**

### **2024 DRAFT BUDGET - PRESENTATION**

RESOLUTION #78/23:

Moved by: Bryan McGillis  
Seconded by: Jacques Massie

THAT the Board of Directors of the Raisin Region Conservation Authority approve the 2024 Budget as Draft for circulation to member municipalities for review, as presented.

FURTHER THAT the 2024 Draft Budget be posted on RRCA's website.

CARRIED

### **FLY CREEK PUMP 2 REPAIR**

RESOLUTION #79/23:

Moved by: Claude McIntosh  
Seconded by: Lachlan McDonald

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.

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

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

CARRIED

### **GRANT SUBMISSIONS**

RESOLUTION #80/23

Moved by: Adrian Bugelli  
Seconded by: Andrew Guindon

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.

CARRIED

COOPER MARSH CONSERVATION AREA UPDATE

RESOLUTION #81/23:

Moved by: Carilyne Hebert  
Seconded by: Jacques Massie

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

**FINANCIAL REPORTS**

STATEMENT OF OPERATIONS AS OF SEPTEMBER 31, 2023

RESOLUTION #82/23

Moved by: Bryan McGillis  
Seconded by: Carilyne Hebert

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

CARRIED

**FUTURE MEETINGS**

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

**CLOSED SESSION**

RESOLUTION #83/23

Moved by: Andrew Guindon  
Seconded by: Carilyne Hebert

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

CARRIED

RESOLUTION #84/23

Moved by: Claude McIntosh  
Seconded by: Bryan McGillis

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #85/23

Moved by: Andrew Guindon  
Seconded by: Jacques Massie

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

CARRIED

**ADJOURMENT**

RESOLUTION #86/23:

Moved by: Andrew Guindon  
Seconded by: Bryan McGillis

THAT the Board of Directors meeting of November 16, 2023, be adjourned at 4:36 pm.

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Martin 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:** Richard Pilon, General Manager  
**Date:** January 5, 2024  
**Subject:** Minister's Direction on Planning, Development and Permitting Fees

## RECOMMENDATION:

That the Board of Directors receive the Minister's Direction on Planning, Development and Permitting Fees, as presented.

## BACKGROUND:

Attached is a *Minister's Direction* for conservation authorities regarding fee changes associated with Planning, Development and Permitting Fees.

This latest *Direction* extends the previous *Direction* that was issued on December 22, 2022, which prohibited conservation authorities from changing the fee amounts it charges for programs and services related to planning, development, and permitting. The new *Direction* is effective from January 1 to December 31, 2024.

The Board of Directors approved the 2024 Fee Schedules in October 2023. The *Minister's Direction* refers to Schedules 1, 2 and 3. RRCA's 2024 fee schedules will therefore be revised as follows:

Schedule	Changes
Schedule 1: Planning Advisory Service	Status Quo
Schedule 2: Conservation Authorities Act Permits	Status Quo
Schedule 3: Technical & Environmental Reviews	Status Quo
Schedule 4: Mapping and Data Services	Approved in October 2023
Schedule 5: Conservation Lands	Approved in October 2023
Schedule 6: Gray's Creek Marina	Approved in September 2023
Schedule 7: Charlottenburgh Park	Approved in September 2023
Schedule 8: Stewardship Services	Approved in October 2023

Richard Pilon  
General Manager



December 13, 2023

**TO:** All Conservation Authorities

**SUBJECT:** Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees

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I am writing with regards to conservation authority fees for the 2024 year. As you are aware, a Minister's Direction ("Direction") was issued on December 28, 2022, directing conservation authorities not to change fees for programs and services associated with planning, development and permitting for the 2023 calendar year. I have provided a copy of this previous direction for your reference.

Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction that extends the previous Direction for the upcoming year (attached to this letter as Attachment A). The Direction will be in effect from January 1, 2024 to December 31, 2024 and applies to fees for the same programs and services specified in the Direction that was in effect for 2023.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at 705-761-4831 or [jennifer.keyes@ontario.ca](mailto:jennifer.keyes@ontario.ca).

Sincerely,

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

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

**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 and Forestry 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, 2024 (the "**Effective Date**").

7. The term of this Direction is the period from the Effective Date to December 31, 2024 (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 and Forestry**



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 13, 2023



# 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:** Richard Pilon, General Manager  
**Date:** January 4, 2024  
**Subject:** 2024 RRCA Board of Directors Meeting Schedule

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## RECOMMENDATION:

That the 2024 Raisin Region Conservation Authority Board of Directors meeting schedule be approved, as presented.

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## BACKGROUND:

The RRCA Board of Directors typically meets at 3:00 p.m. on the third Thursday of each month, except for July, August and December.

The proposed meeting schedule for 2024 is as follows:

Raisin Region Conservation Authority Board of Directors Meetings 2024
January 18 <sup>th</sup>
February 15 <sup>th</sup>
March 21 <sup>st</sup>
April 18 <sup>th</sup>
May 16 <sup>th</sup>
June 20 <sup>th</sup>
September 19 <sup>th</sup>
October 17 <sup>th</sup>
November 21 <sup>st</sup>

A handwritten signature in black ink, appearing to be 'R. Pilon', written over a horizontal line.

Richard Pilon  
General Manager



## Raisin Region Conservation Authority

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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:** Sandy Crites, Finance Officer  
**Date:** January 4, 2024  
**Subject:** Appointment of Auditor and Signing Officers

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### RECOMMENDATION:

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

FURTHER, THAT the Chartered Accountants MNP LLP be appointed Auditor for the 2024 calendar year at an estimated cost of \$14,000 plus fees (5%), plus HST.

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### DISCUSSION:

The RRCA Board of Directors Administrative Bylaw requires yearly resolutions from the Board of Directors for the appointment of the Authority's auditor and signing officers.

Staff is recommending that the firm of MNP be appointed to provide auditing services for the 2024 calendar year at an estimated cost of \$14,000 plus fees (5%), plus HST.

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

Sandy Crites  
Finance Officer



**To:** Board of Directors  
**From:** Brendan Jacobs, Stewardship Specialist  
Scott Braithwaite, Project Assistant  
**Date:** January 11, 2024  
**Subject:** Cooper Marsh Biodiversity Project – Ponds and Channels

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### **RECOMMENDATION:**

THAT the Board of Directors approve awarding of the Cooper Marsh Conservation Area ponds and channels contract to Pasco Excavation Inc. at a rate of \$700 + HST per hour to an upset limit of \$49,500.

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### **BACKGROUND:**

Cooper Marsh Conservation Area is a Class 1, provincially significant wetland and is part of the greater Charlottenburgh Marsh. Beginning in the 1980s, the addition of ring dykes led to the creation of three impoundments at the Marsh: Main, East, and West. In the Main and East impoundments, cattail overgrowth eventually led to a decrease in open water habitat. To enhance the habitat diversity within these areas of the Marsh, cattail-resistant ponds and channels were created between 2014 and 2019. These enhancements improved wetland bird breeding habitat by creating more open water.

As part of the Cooper Marsh Biodiversity Project, the RRCA intends to create additional ponds and channels within the Main Marsh to further enhance habitat diversity. The Cooper Marsh Biodiversity Project is funded by Environment and Climate Change Canada (ECCC) in partnership with Conservation Ontario (CO) and Ontario Power Generation (OPG).

### **DISCUSSION:**

The creation of ponds and channels at Cooper Marsh Conservation Area is part of the Cooper Marsh Biodiversity Project. The work is scheduled to commence in the winter of 2024 (January to March) and will include the excavation of 0.3 hectares of new ponds and channels.

The upset budget limit for the work is \$49,500, which will be funded by ECCC/CO and OPG.

Following the RRCA's Purchasing Policy, staff sought quotes from three local contractors who are qualified to complete the work. A site visit was held with the contractors on November 27, 2023 to discuss and view project details prior to their quote submissions.

Quotes received are as follows:

<b>Restoration Activity</b>	<b>Contractor</b>	<b>Hourly Cost</b>
Ponds and channels excavation (0.3 hectares)	Pasco Excavation Inc.	\$700.00 + HST
	Entreprises S. Besner Inc.	\$990.00 + Quebec taxes
	Mike Redpath Dragline Services	Did not submit a quote

Based on the quotes received and the contractor's prior knowledge of the project site, staff recommend selecting Pasco Excavation Inc. to create new ponds and channels at Cooper Marsh at a rate of \$700 + HST per hour to an upset limit of \$49,500.

Staff have acquired the appropriate permits for the project and will be on-site to supervise the work.



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Brendan Jacobs  
Stewardship Specialist



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Scott Braithwaite  
Project Assistant



**To:** Board of Directors  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** January 11, 2024  
**Subject:** Grant Submissions

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**RECOMMENDATION:**

THAT the Board of Directors retroactively approve requesting \$82,576 from the Government of Canada for summer staff employment.

FURTHER THAT the Board of Directors retroactively approve requesting \$11,657 from the Government of Canada to host an invasive species technician in partnership with Ontario Federation of Anglers and Hunters.

FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2024 RRCA Tree Giveaways.

FURTHER THAT the Board of Directors approve requesting up to \$1,500 from Ontario Power Generation to deliver an outreach workshop at the Saunders Hydro Dam Visitor Centre.

FURTHER THAT the Board of Directors approve entering into an agreement with funders and partners, 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 final summary of the 2023 submitted grant applications:

- Requested: \$945,292
- Approved: \$409,042
- Pending: \$150,000
- Not approved: \$386,250

## DISCUSSION:

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

### 1. **Project Title:** Summer Staff Employment

- **Funder:** Government of Canada – Canada Summer Jobs
- **Request:** \$82,576
- **Summary:** Funding will offset wages of employing 14 summer staff at the RRCA's three Conservation Areas (e.g., Gray's Creek Marina, Charlottenburgh Park, Cooper Marsh Visitors Centre) and RRCA main office.
- **Submission Deadline:** January 10, 2024 (retroactive approval)

### 2. **Project Title:** Invasive Species Technician

- **Funder:** Government of Canada – Canada Summer Jobs in partnership with Ontario Federation of Anglers and Hunters
- **Request:** \$11,657
- **Summary:** Funding will support hosting an invasive species technician for up to 16 weeks in partnership with Ontario Federation of Anglers and Hunters.
- **Submission Deadline:** January 10, 2024 (retroactive approval)

### 3. **Project Title:** 2024 RRCA Tree Giveaways

- **Funder:** Enbridge
- **Request:** \$3,000
- **Summary:** Funding will support the 2024 RRCA Tree Giveaways.
- **Submission Deadline:** February 2024

### 4. **Project Title:** March Break Outreach at the Saunders Hydro Dam Visitor Centre

- **Funder:** Ontario Power Generation
- **Request:** up to \$1,500
- **Summary:** OPG requested the RRCA's support to deliver an environmental education workshop at the Saunders Hydro Dam Visitors Centre.
- **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:** January 11, 2024  
**Subject:** Conservation Areas Update

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**RECOMMENDATION:**

THAT the Board of Directors receive the Conservation Areas update.

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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 trails.

**DISCUSSION:**

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

Gray's Creek Conservation Area

- 2023 Visitation: 90,000 (2022: 107,000)
- Marina will re-open April 29 to September 29, 2024
- Three Marina Attendants to be recruited
- Gazebo replacement planned for spring 2024
- Hazard tree management underway

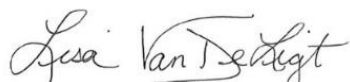
Phase	Status
1	Complete
2	In progress and to be completed in February
3	To be determined
<b>Tree replacement</b>	Fall 2024

### Charlottenburgh Park Conservation Area

- 2023 Visitation: 28,000 (2022: 25,000)
- Campground to re-open on May 17, 2024 to October 14, 2024
- Nine summer staff to be recruited

### Cooper Marsh Conservation Area

- 2023 Visitation: 45,000 (2022: 48,000)
- Visitors Centre to re-open May – August
- One summer staff to be recruited
- TC Energy funding secured to support interpretive sign replacement
- Upcoming outreach:
  - February 3, 2024 event: World Wetlands Day in partnership with Mohawk Council of Akwesasne
  - March 11-15, 2024: potential March Break activities held in partnership with River Institute
- On-going Cooper Marsh Biodiversity Project
  - Funding secured from Environment and Climate Change Canada (January 2022-March 2024) and Ontario Power Generation (2021-2023)
  - European buckthorn management deliverables complete
  - Grassland enhancement deliverables in progress; site preparation complete, seeding will occur in late winter/early spring
  - Long-term management plan deliverable in progress
  - Wildlife habitat enhancement deliverables underway and to be finalized this winter (e.g., duck box installation, pond and channel enhancement)
  - Additional Ontario Power Generation funding application submitted for 2024-2026 to enhance woodland habitat
- Select trail closures due to earthen dyke repairs coordinated and supported by Ducks Unlimited Canada (DUC)
  - 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.
  - The main parking lot was temporarily closed to visitors on November 20 to accommodate some of the dyke restoration work. The parking lot will be re-opened mid-January 2024.



Lisa Van De Ligt,  
Team Lead, Communications and Stewardship