



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

January 23, 2020

3:00 p.m.

RRCA Administration Office

	Page
1. Call to Order	
2. Approval of Agenda	
3. Declaration of Conflict of Interest	
4. Approval of Minutes	
a) Minutes of November 21, 2019	1-4
5. Business Arising from the Minutes	
a) Meeting with MECP - verbal (Richard)	
6. Election of Chair and Vice-Chair	
The Chair is turned over to the General Manager, for the purpose of the 2020 election of Chair and Vice-Chair.	
7. New Business	
a) 2020 Preliminary Budget - Presentation (Staff)	
b) Appointment of Auditor and Signing Officers (Sandy)	5
c) 2020 RRCA Board of Directors Meeting Schedule (Richard)	6
d) Monthly Activity Summary (Josianne)	7-8
8. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Feb 20 th , Mar 19 th , Apr 16 th	
9. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
NOVEMBER 21, 2019 – 3:00 pm
RRCA ADMINISTRATION BUILDING

PRESENT: Frank Prevost, South Glengarry, Chair
David Smith, South Stormont
Claude McIntosh, City of Cornwall
Carilyne Hebert, City of Cornwall
Martin Lang, South Glengarry
Michel Depratto, North Glengarry

STAFF: Richard Pilon, General Manager / Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Project Manager
Britney Bourdages, Environmental Technician
Sandy Crites, Manager of Finance
Lissa Deslandes, Regulations Officer / Community Liaison
Jessica Herrington, Environmental Technician
Matthew Levac, Resource Technician
Kim MacDonald, Watershed Planner
Pete Sabourin, Manager of Field Operations
Lisa Van De Ligt, Communications Specialist

ABSENT: Bryan McGillis, South Stormont, Vice-Chair

GUEST: Mally McGregor, Ault & Ault
Robert Lefebvre, North Stormont

CALL TO ORDER

Frank Prevost, Chair, called the meeting to order at 3:00 pm

APPROVAL OF AGENDA

RESOLUTION #89/19:

Moved by: Martin Lang
Seconded by: Michel Depratto

THAT the agenda be approved.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

- a. Staff presented project and program updates

APPROVAL OF MINUTES

RESOLUTION #90/19:

Moved by: Carilyne Hebert
Seconded by: Claude McIntosh

THAT the minutes of the October 17, 2019 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

MEETING WITH MECP

Richard informed the Board that the meeting with staff of the Ministry of Environment, Conservation and Parks in Toronto that was tentatively scheduled for November 20, 2019 was postponed to December 10, 2019.

ENVIRONMENT & CLIMATE CHANGE COMMITTEE APPOINTMENT

RESOLUTION #91/19:

Moved by: Carilyne Hebert
Seconded by: Michel Depratto

THAT Phil Barnes be appointed to the City of Cornwall Environment & Climate Change Committee as a representative of the Raisin Region Conservation Authority.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #92/19:

Moved by: Claude McIntosh
Seconded by: David Smith

THAT the Board of Directors approve requesting \$2,000 from Enbridge to support RRCA's Forestry Program.

AND FURTHER THAT the Board of Directors approve requesting \$10,000 from One Tree Planted to support the RRCA's Forestry Program.

AND FURTHER THAT the Board of Directors approve requesting \$3,500 from Tree Canada for Gray's Creek Edible Forest Enhancement.

AND FURTHER THAT the Board of Directors approve requesting \$10,500 from Tree Canada to partner with local schools to plant trees in their schoolyard.

AND FURTHER THAT the Board of Directors approve providing butternut compensation services to a local business for a total of \$18,701.50.

CARRIED

2019 GRANT APPLICATIONS SUMMARY

RESOLUTION #93/19:

Moved by: David Smith
Seconded by: Martin Lang

THAT the Board of Directors receive the 2019 Grant Applications Summary report, as presented.

CARRIED

2020 GRAY'S CREEK MARINA SLIP RENTAL RATES

RESOLUTION #94/19:

Moved by: David Smith
Seconded by: Carilyne Hebert

THAT the Board of Directors approve the 2020 Gray's Creek Marina slip rental rates, as presented.

CARRIED

MUNICIPAL FREEDOM OF INFORMATION

RESOLUTION #95/19:

Moved by: David Smith
Seconded by: Martin Lang

THAT the Board of Directors formally designate the Manager of Finance as Chief Information and Privacy Officer and the Watershed Planner as an Alternate, to process Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requests.

CARRIED

COOPER MARSH CONSERVATORS MEETING MINUTES OF NOVEMBER 7, 2019

RESOLUTION #96/19:

Moved by: David Smith
Seconded by: Carilyne Hebert

THAT the Board of Directors receive the Cooper Marsh Conservators meeting minutes of November 7, 2019, as presented.

CARRIED

OFFICE CLOSURE – CHRISTMAS HOLIDAYS

RESOLUTION #97/19:

Moved by: Martin Lang
Seconded by: Michel Depratto

THAT the Board of Directors approve closing the RRCA office for the Christmas Holidays from December 25, 2019 to January 1, 2020, inclusively.

CARRIED

MONTHLY ACTIVITY SUMMARY

RESOLUTION #98/19:

Moved by: David Smith
Seconded by: Carilyne Hebert

THAT the Board of Directors receive the Monthly Activity Summary report, as presented.

CARRIED

STATEMENT OF OPERATIONS AS OF SEPTEMBER 30, 2019

RESOLUTION #99/19:

Moved by: Martin Lang
Seconded by: Claude McIntosh

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

CARRIED

FUTURE MEETINGS

The next meeting will be held on January 23, 2020.

CLOSED SESSION

RESOLUTION #100/19:

Moved by: Claude McIntosh
Seconded by: David Smith

THAT the Full Authority Meeting move into Closed Session to discuss a possible litigation matter.

CARRIED

RESOLUTION #101/19:

Moved by: Carilyne Hebert
Seconded by: Martin Lang

THAT the Full Authority Meeting move to Open Session.

CARRIED

RESOLUTION #102/19:

Moved by: Claude McIntosh
Seconded by: David Smith

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

CARRIED

ADJOURNMENT

RESOLUTION #103/19:

Moved by: David Smith
Seconded by: Carilyne Hebert

THAT the Board of Directors meeting of November 21, 2019 be adjourned at 4:50 pm.

Frank Prevost
Chair

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

To: Board of Directors
From: Sandy Crites, Manager of Finance
Date: January 7, 2020
Subject: Appointment of Auditors and Signing Officers

RECOMMENDATION:

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

FURTHER, THAT the Chartered Accountants MNP LLP be appointed Auditors for the 2020 calendar year at an upset cost of \$9,400 plus HST.

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 LLP, formally known as Craig Keen Despatie Markel (CKDM), be appointed to provide auditing services for the 2020 calendar year at an upset cost of \$9,400 plus HST.

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

Sandy Crites
Manager of Finance



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

To: Board of Directors
From: Richard Pilon, General Manager
Date: January 15, 2020
Subject: 2020 RRCA Board of Directors Meeting Schedule

RECOMMENDATION:

That the 2020 Raisin Region Conservation Authority Board of Directors meeting schedule be approved, as presented.

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 is as follows:

Raisin Region Conservation Authority Board of Directors Meetings 2020
January 23 rd
February 20 th
March 19 th
April 16 th
May 23 rd
June 18 th
September 10 th (2 nd Thursday)
October 15 th
November 19 th

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

Richard Pilon
General Manager



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

To: Board of Directors
From: Josianne Sabourin, Administrative Assistant
Date: January 15, 2020
Subject: Monthly Activity Summary

RECOMMENDATION:

That the Board of Directors receive the Monthly Activity Summary report, as presented.

DISCUSSION:

The following is a summary of recent and upcoming activities related to RRCA's programs and services for the months of November 2019 to February 2020.

November

- 2 Intact Community Investment webinar
- 5 RRCA Staff meeting
- 5 Conference call with Township of South Stormont and MTO re: planning file
- 7 Cooper Marsh Conservators meeting
- 7 Planning meeting with Township of South Glengarry
- 7 OMAFRA BMP Project teleconference
- 7 SWP Presentation at St. Lawrence College
- 13 Conservation Ontario – Joint Advisory Committee Source Protection teleconference
- 14 Great River Network meeting at the River Institute
- 14 TD Friends of the Environment Foundation photo opportunity at Cooper Marsh
- 18 Source Protection staff meeting at RRCA re: 2020-2021 funding application
- 20 RRCA Lunch & Learn
- 20 Technical Advisory Committee (TAC) meeting in Alexandria
- 21 RRCA Board of Directors meeting
- 21 Pre-consultation meeting with United Counties and Township of South Glengarry
- 25 Source Water Protection Amendments meeting in Kingston
- 25 Clean Water Committee meeting in Finch
- 26 Science Advisory meeting at River Institute
- 27 RRCA Lunch & Learn
- 28 Meeting with Friends of the Summerstown Trails at RRCA re: winter trail grooming
- 28 Planning Presentation to St. Lawrence College Environmental Tech class

December

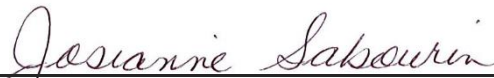
- 3 RRCA Staff meeting
- 3 Environmental Technician Program Advisory Committee meeting at St. Lawrence College
- 8 General Managers meeting in Toronto
- 9 Conservation Ontario Council meeting in Toronto
- 9 Eastern Ontario Health Unit Climate Change Conference at OPG
- 9 Rigaud River Characterization Proposal meeting with COBAVER-VS in Saint-Polycarpe
- 10 Meeting with MECP Ministry Staff in Toronto
- 11 RRCA Dam Inspections
- 11 Source Water Protection Project Managers teleconference
- 12 St. Lawrence River Restoration Council meeting at River Institute
- 13 SDG Warden's Inauguration
- 17 OMAFRA BMP Project webinar
- 18 Enbridge Gas photo opportunity at RRCA
- 18 ALUS PAC Executive meeting at RRCA

January

- 7 RRCA Staff meeting
- 14 Meeting with Township of South Stormont
- 14 Meeting with CAOs from member municipalities at RRCA
- 15 Natural Heritage meeting in Finch
- 16 Cooper Marsh Conservators meeting
- 16 Key changes to the Conservation Authorities Act webinar
- 22 Source Protection Chairs teleconference meeting
- 23 Board of Directors meeting
- 24 Source Protection Committee meeting in Finch
- 28 Technical Advisory Committee (TAC) meeting in Alexandria
- 28 Buffers workshop in Saint-Polycarpe
- 29 Water Quality Working Group meeting at RRCA
- 29 Eutrophication Sub-Working Group meeting at RRCA
- 29 Source Water Climate Change Vulnerability Assessment in Kingston

February

- 2 World Wetland Day in Akwesasne
- 4 RRCA Staff meeting
- 6 Cooper Marsh Conservators meeting
- 12 Source Water Protection Communications teleconference
- 17 Friends of Glengarry Trails Family Day Event
- 20 Board of Directors meeting
- 21 Kemptville Winter Woodlot conference in Kemptville
- 22-23 Eco Farm Day in Cornwall
- 26 RRCA Lunch & Learn



Josianne Sabourin,
Administrative Assistant