



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

April 18, 2024 – 3:00 p.m.

Following the Raisin Region Source Protection Authority Meeting

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

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of March 21, 2024	1-4
7. New Business	
a) 2023 Financial Statements (Richard/Sandy)	5-24
b) Grass Cutting Tender (Pete)	25-26
c) 2023 RRCA Annual Report (Lisa)	27
8. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – May 16 th , Jun 20 th , Sep 19 th , Nov 21 st	
9. Closed Session	
a) Personnel Matter	
10. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
March 21, 2024

RRCA ADMINISTRATION BUILDING
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager
Josianne Sabourin, Administrative Assistant
Sandy Crites, Finance Officer
Phil Barnes, Team Lead, Watershed Management
Colin Herrewynen, Watershed Planner
Brendan Jacobs, Stewardship Specialist
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Resource Specialist
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Adrian Bugelli, North Stormont

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 3:00 pm

LAND ACKNOWLEDGMENT

The Board of Directors acknowledged the gathering on traditional territory of the Haudenosaunee peoples, the Mohawks of Akwesasne, original keepers of this land, past and present.

APPROVAL OF AGENDA

RESOLUTION #29/24:

Moved by: Andrew Guindon

Seconded by: Martin Lang

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

CLOSED SESSION

RESOLUTION #30/24:

Moved by: Carilyne Hebert
Seconded by: Jacques Massie

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

CARRIED

RESOLUTION #31/24:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open Session.

CARRIED

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #32/24:

Moved by: Claude McIntosh
Seconded by: Martin Lang

THAT the minutes of the February 15, 2024, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

CONSERVATION AUTHORITIES ACT AND REGULATORY CHANGES

RESOLUTION #33/24:

Moved by: Claude McIntosh
Seconded by: Martin Lang

THAT the Board of Directors receive the report on *Conservation Authorities Act* and Regulatory Changes, as presented.

AND FURTHER, THAT the Board of Directors approve the Interim Policy Guidelines for the Administration and Implementation of Regulation 41/24.

AND FURTHER, THAT the Board of Directors approve the Transitional Procedures and Guidelines.

AND FURTHER, THAT the Board of Directors appoint Philip (Phil) Barnes, Lissa Deslandes, and Matthew (Matt) Levac as Officers for the purposes of administering and enforcing Parts VI and VII of the *Conservation Authorities Act*, as amended, and Ontario Regulation 41/24.

AND FURTHER, THAT the Board of Directors appoint Philip (Phil) Barnes, Lissa Deslandes, Matthew (Matt) Levac, and Pierre (Pete) Sabourin as Officers for the purposes of administering and enforcing Section 29 of the *Conservation Authorities Act*, as amended.

AND FURTHER, THAT the Board of Directors delegate authority for the following activities:

1. Issuance and extension of permits delegated to the following staff: Philip (Phil) Barnes, Lissa Deslandes, and Matthew (Matt) Levac.
2. Issuance of Notices of Intent to Cancel (permits) to the General Manager.
3. Hearings under Section 28.1 (permits), Section 28.1.2 (mandatory permits, and zoning orders), and Section 30.4 (stop orders) to the Board of Directors.
4. Administrative Reviews to the General Manager.
5. Customer Service Concerns to the General Manager.

CARRIED

MAJOR OPEN SPACE DESIGNATION

RESOLUTION #34/24:

Moved by: Lachlan McDonald
Seconded by: Martin Lang

THAT the Board of Directors receive the report on Major Open Space Designation;

AND FURTHER, THAT the Board of Directors approve properties for consideration of Major Open Space Designation with the following Roll Numbers:

040600101215766, 041101600265200, 041600000648000, 041600000647000, 041600000119000, 041600000085000, 041600000097000, 041600000087000, 041600000648000, 041600000647000, 011600000312000, 011100000040500, 010600002009000, 011100000539000, 011101100070100, 010100602380000, 010100101698801, 010100601464000, 010100600074000.

CARRIED

INSTREAM BARRIER REMOVALS

RESOLUTION #35/24:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors receive the report on Instream Barrier Removals, as presented.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #36/24:

Moved by: Lachlan McDonald

Seconded by: Martin Lang

THAT the Board of Directors approve requesting up to \$10,000 from the Department of Fisheries and Oceans Canada to support the classification of unrated municipal drains;

AND FURTHER, THAT the Board of Directors approve requesting up to \$25,000 from the Invasive Species Centre to develop an invasive species management plan for RRCA's conservation areas;

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

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #37/24:

Moved by: Andrew Guindon

Seconded by: Claude McIntosh

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

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Apr 18th, May 16th, Jun 20th

ADJOURMENT

RESOLUTION #38/24:

Moved by: Martin Lang

Seconded by: Claude McIntosh

THAT the Board of Directors meeting of February 15, 2024, be adjourned at 4:52 pm.

Bryan McGillis
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Richard Pilon, General Manager
Sandy Crites, Finance Officer
Date: April 11, 2024
Subject: 2023 Financial Statements

RECOMMENDATION:

THAT the Board of Directors approve transferring the operating surplus of \$15,129 to reserves and,

THAT special benefitting area surpluses and deficits be added to, or taken from the appropriate reserves as part of end of year municipal levies settlements; and,

THAT the Board of Directors approve the 2023 Financial Statements.

BACKGROUND:

The firm of MNP LLP Chartered Professional Accountants (MNP LLP) completed an audit of the financial statements of the Raisin Region Conservation Authority in March 2023 and met with the General Manager and Finance Officer on April 4, 2024. Jamie Pollock of MNP LLP will attend the April Board of Directors meeting to present the draft audited Financial Statements and answer questions.

DISCUSSION:

Enclosed is a copy of the RRCA draft 2023 Financial Statements.

Staff are proposing that the operating surplus of \$15,129 be transferred to reserves (\$7,884 to be transferred to the operating reserve and \$7,245 to be transferred to special benefitting reserves). Details of the operating surpluses and deficits are reflected in the draft Financial Statements Document on page 9 (Note 7).

Staff are also proposing that reserves be maintained for various programs and projects as reflected on Page 13 (Schedule 2) of the Financial Statement document. Special benefitting area surpluses and deficits are added to or taken from these reserves as part of end of year municipal levies settlements.

Handwritten signature of Richard Pilon in black ink.

Richard Pilon
General Manager / Secretary-Treasurer

Handwritten signature of Sandy Crites in black ink.

Sandy Crites
Finance Officer

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

FINANCIAL STATEMENTS

December 31, 2023

RAISIN REGION CONSERVATION AUTHORITY

December 31, 2023

CONTENTS

	Page
MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS	
INDEPENDENT AUDITOR'S REPORT	
FINANCIAL STATEMENTS	
Statement of Financial Position	1
Statement of Operations	2
Statement of Change in Net Financial Assets	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 11
Tangible Capital Assets - Schedule 1	12
Accumulated Surplus - Schedule 2	13
Segmented Disclosure - Schedule 3	14

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

MANAGEMENT'S RESPONSIBILITY

To the Board of Directors of
the Raisin Region Conservation Authority

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Raisin Region Conservation Authority's Board of Directors is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial statements. The Board of Directors fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

MNP LLP is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

General Manager

Finance Officer

DRAFT - FOR BOARD APPROVAL

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
the Raisin Region Conservation Authority

Opinion

We have audited the financial statements of Raisin Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

Chartered Professional Accountants
Licensed Public Accountants

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION

As at December 31, 2023

	2023	2022
NET FINANCIAL ASSETS		
Assets		
Cash	\$ 1,338,890	\$ 1,577,870
Restricted cash (Note 3)	217,700	201,023
Accounts receivable	205,930	93,738
	1,762,520	1,872,631
Liabilities		
Accounts payable	120,036	258,138
Deferred revenue (Note 4)	653,401	564,689
Employee post-retirement benefits (Note 5)	75,530	78,356
	848,967	901,183
Net Financial Assets	913,553	971,448
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 1)	21,737,017	21,747,142
Prepaid expenses	15,908	15,966
Non-Financial Assets	21,752,925	21,763,108
ACCUMULATED SURPLUS		
Accumulated Surplus (Schedule 2)	\$ 22,666,478	\$ 22,734,556

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS

For the year ended December 31, 2023

	(Note 8) BUDGET 2023	ACTUAL 2023	ACTUAL 2022
REVENUE			
Municipal levies	\$ 921,535	\$ 921,537	\$ 903,992
Government grants	1,073,307	501,838	602,354
Authority generated			
Contributions and fees	1,073,562	1,046,697	776,883
Charlottenburgh park	550,000	579,524	583,763
Marina	160,000	145,062	149,065
Interest income	15,000	99,491	22,301
Rental income	11,161	12,000	12,000
Equipment charges	84,492	120,839	99,536
Donations	-	87,487	164,249
Loss on disposal of tangible capital assets	-	(6,839)	-
	3,889,057	3,507,636	3,314,143
EXPENDITURES			
Watershed Monitoring	79,689	81,758	79,370
Watershed Management	344,886	490,881	469,694
Watershed Planning & Regulations	750,089	523,568	377,819
Watershed Stewardship	899,410	598,577	446,038
Conservation and Recreation	1,133,982	1,021,640	1,066,774
Corporate Services	498,009	787,681	657,812
Equipment Usage	84,492	71,609	79,943
	3,790,557	3,575,714	3,177,450
NET (DEFICIT) SURPLUS FOR THE YEAR	98,500	(68,078)	136,693
ACCUMULATED SURPLUS, beginning of year	22,734,556	22,734,556	22,597,863
ACCUMULATED SURPLUS, end of year	\$ 22,833,056	\$ 22,666,478	\$ 22,734,556

RAISIN REGION CONSERVATION AUTHORITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31, 2023

	(Note 8) BUDGET 2023	ACTUAL 2023	ACTUAL 2022
Net (deficit) surplus for the year	\$ 98,500	\$ (68,078)	\$ 136,693
Amortization of tangible capital assets	-	293,632	284,391
Acquisition of tangible capital assets	(342,300)	(294,846)	(470,950)
Loss on disposal of tangible capital assets	-	6,839	-
Proceeds on disposal of tangible capital assets	-	4,500	-
Change in prepaid expenses	-	58	(3,607)
(Decrease) increase in net financial assets	(243,800)	(57,895)	(53,473)
Net financial assets, beginning of year	971,448	971,448	1,024,921
Net financial assets, end of year	\$ 727,648	\$ 913,553	\$ 971,448

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS

For the year ended December 31, 2023

	2023	2022
CASH FROM OPERATING ACTIVITIES		
Net (deficit) surplus for the year	\$ (68,078)	\$ 136,693
Items not affecting cash or equivalent		
Amortization expense	293,632	284,391
Loss on disposal of tangible capital assets	6,839	-
Changes in non-cash working capital balances		
Accounts receivable	(112,192)	(35,043)
Accounts payable	(138,102)	151,736
Deferred revenue	88,712	88,097
Employee post-retirement benefits	(2,826)	(3,972)
Prepaid expenses	58	(3,607)
	68,043	618,295
CASH (USED IN) FROM FINANCING ACTIVITIES		
(Increase) decrease in restricted cash	(16,677)	62,167
CASH USED IN CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	4,500	-
Acquisition of tangible capital assets	(294,846)	(470,950)
	(290,346)	(470,950)
(DECREASE) INCREASE IN CASH	(238,980)	209,512
CASH, beginning of year	1,577,870	1,368,358
CASH, end of year	\$ 1,338,890	\$ 1,577,870

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

1. NATURE OF OPERATIONS

Raisin Region Conservation Authority (the "Authority") was established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for its member municipalities within its area of jurisdiction. The Authority's area of jurisdiction includes areas in the City of Cornwall, and the Townships of North Glengarry, South Glengarry, North Stormont and South Stormont. The Authority is a registered charitable organization and is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Revenue recognition

Municipal levies are recognized in the financial statements as revenues in the period in which they are levied.

Government transfers are recognized as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User charges and fees are recognized as revenue when services are performed, reasonable estimates of the amounts can be made and collection is reasonable assured.

(b) Cash and equivalent

The Authority considers deposits in banks, certificates of deposit and short-term investments with original maturities of 90 days or less as cash and equivalent.

(c) Reserves

Reserves for future expenditures and contingencies are established as required at the discretion of the board of the Authority. Increases or decreases in these reserves are made by appropriations to or from general operations.

(d) Deferred revenue

Deferred revenue represents levies and grants that have been collected but the related expenditures have not been incurred. These amounts will be recognized as revenues in the period in which the expenditure takes place.

(e) Employee benefits

Employee benefits include vacation entitlement and sick leave benefits. Vacation and sick leave benefits are accrued in accordance with the Authority's personnel policy. The Authority accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS) as a defined contribution plan.

The Authority provides post-retirement benefits in the form of employer paid group insurance premiums commencing on retirement and payable until the attainment of age 65. The annual cost of the benefit obligation will be charged as a program expenditure.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25 to 50 years
Flood control structures	100 years
Office equipment	5 years
Machinery and equipment	10 years
Vehicles	5 years
Leasehold improvements	40 years

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(g) Financial instruments

The Authority recognizes its financial instruments when the Authority becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

All financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs are added to the carrying amount for those financial instruments subsequently measured at amortized cost.

All financial assets are tested annually for impairment. Management considers recent collection experience for the financial assets, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. Any impairment which is not considered temporary is recorded in the statement of operations. Write-downs of financial assets at amortized costs to reflect losses in value are not reversed for subsequent increases in value.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Significant estimates include estimated useful life of tangible capital assets, the valuation of allowances for doubtful accounts receivable, and future employment benefits. Actual results could differ from these estimates.

(i) Contributed services

Volunteers contribute significant time to the governance and delivery of the Authority's programs. Due to the difficulty in determining the fair value of these contributions, contributed services are not recognized in the financial statements.

(j) Equipment charges

The Authority charges the programs with the costs of equipment used by the programs, based on standard hourly rates. The amounts charged are recorded in Schedule 3 as revenue for Equipment Usage and the actual equipment expenses are included as equipment operating costs.

(k) Contaminated sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met: a) an environmental standard exists; b) contamination exceeds the environmental standard; c) the organization is directly responsible or accepts responsibility for the liability; d) future economic benefits will be given up; and e) a reasonable estimate of the liability can be made.

3. RESTRICTED CASH

Restricted cash represents funding received from the Province for Source Water Protection purposes and can only be used for expenditures designated under that program.

4. DEFERRED REVENUE

Deferred revenue represents funds received from the Province of Ontario and other sources for specific purposes. The balances and transactions are summarized as follows:

	Provincial Funding	Source Water Protection	Forestry	Charlottenburgh Park	Total 2023	Total 2022
Balance, beginning of year	\$ 276,828	\$ 192,158	\$ 38,418	\$ 57,285	\$ 564,689	\$ 476,592
Grants received	709,667	339,812	-	-	1,049,479	609,926
Funds received	-	-	22,358	174,520	196,878	285,189
Interest earned	-	8,900	-	-	8,900	4,111
Revenue recognized	(622,108)	(323,170)	(27,162)	(194,105)	(1,166,545)	(811,129)
Balance, end of year	\$ 364,387	\$ 217,700	\$ 33,614	\$ 37,700	\$ 653,401	\$ 564,689

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

5. EMPLOYEES' POST-RETIREMENT BENEFITS (OTHER THAN PENSIONS)

The Authority's employee benefits plan consists of employer-paid group insurance premiums for extended health care and dental care, as well as life insurance coverage. Benefits commence on retirement and are payable for five years, or until the employee reaches the age of sixty-five, if earlier.

The valuation was based on a number of assumptions about future events such as inflation rates, interest rates, medical and dental inflation rates, wage and salary increases, and employee turnover and mortality.

The accrued benefit obligation as at December 31, 2023 comprises of the following components:

	2023	2022
Accrued benefit obligation, beginning of year	\$ 78,356	\$ 82,328
Adjustment for post-retirement benefits relating to prior years' service	(6,156)	(7,471)
Interest accrued	3,330	3,499
Accrued benefit obligation, end of year	\$ 75,530	\$ 78,356

6. PENSION AGREEMENT

The Authority is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Authority does not recognize any share of the OMERS pension deficit of \$4.2 billion (2022 - \$6.7 billion) in these financial statements.

The employer amount contributed to OMERS for 2023 was \$125,247 (2022 - 107,537) for current service and is included as an expenditure on the statement of operations.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

10. SEGMENTED INFORMATION

Certain allocation methodologies are employed in the preparation of segmented financial information. Government grants, user charges, transfers from other funds, and other revenues are allocated to the specific program or service they relate to. Expense allocations are both internal and external. Activity based costing is used to allocate internal support costs to departments. These costs include the net expenditures for departments, such as human resources, information systems, finance and others, commonly referred to as overhead.

The Authority records its activities into six main program areas which are reported in Schedule 3 to the financial statements.

Watershed Monitoring

Watershed monitoring costs and revenues are those required to assess watershed health and provide advance warning to municipalities and the general public of potential flood and drought conditions. The main activities include surface water and ground water monitoring (quality and quantity), flood forecasting and warning, and low water response.

Watershed Management

Watershed management costs and revenues are those required to operate and maintain water control structures designed for flood control, municipal water supply, and recreation. The main activities include the management of the Fly Creek System, Garry River System, Long Sault Water Diversion, and St. Andrews Dyke.

Watershed Planning and Regulations

Watershed planning and regulations costs and revenues are those required to support sustainable development through technical advice on development projects and implementation of source water protection plans. The main activities include plan input and review, conservation authority regulations, and source water protection.

Watershed Stewardship

Watershed stewardship costs and revenues are those required to enhance, restore and protect watershed health through public and private partnerships. The main activities include forestry services, ALUS program, and various other stewardship projects as funding becomes available.

Conservation and Recreation

Conservation and recreation costs and revenues are those required to manage public green spaces owned/leased by the Authority. The main activities include Cooper Marsh Conservation Area, Gray's Creek Conservation Area, Gray's Creek Marina, and Charlottenburgh Park.

Corporate Services

Corporate services include costs to manage the authority and support staff, partners, and the public. The main activities include administration, finance, communications, information management, vehicles and equipment.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

11. RISK MANAGEMENT

In the normal course of operations, the Authority is exposed to a variety of financial risks which are actively managed by the Authority.

The Authority's financial instruments consist of cash, restricted cash, accounts receivable, and accounts payable.

The Authority's exposure to and management of risk has not changed materially from December 31, 2022.

Credit Risk

Credit risk arises from the possibility that the entities to which the Authority provides services to may experience difficulty and be unable to fulfil their obligations. The Authority is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Authority does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Authority is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash. Changes in variable interest rates could cause unanticipated fluctuations in the Authority's operating results.

Liquidity Risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they become due. The Authority requires working capital to meet day-to-day operating activities. Management expects that the Authority's cash flows from operating activities will be sufficient to meet these requirements.

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

TANGIBLE CAPITAL ASSETS

Schedule 1

As at December 31, 2023

	Land	Buildings	Flood Control Structures	Office Equipment	Machinery and Equipment	Vehicles	Leasehold Improvements	Total 2023	Total 2022
Cost									
Balance, beginning of year	\$ 6,910,531	\$ 2,209,282	\$ 15,910,251	\$ 221,688	\$ 342,254	\$ 133,098	\$ 2,447,890	\$ 28,174,994	\$ 27,704,044
Additions during the year	158,579	55,207	6,730	508	-	28,282	45,540	294,846	470,950
Disposals during the year	-	13,484	-	-	-	30,622	-	44,106	-
Balance, end of year	\$ 7,069,110	\$ 2,251,005	\$ 15,916,981	\$ 222,196	\$ 342,254	\$ 130,758	\$ 2,493,430	\$ 28,425,734	\$ 28,174,994
Accumulated Amortization									
Balance, beginning of year	\$ -	\$ 1,198,216	\$ 3,754,638	\$ 212,516	\$ 321,641	\$ 66,939	\$ 873,902	\$ 6,427,852	\$ 6,143,461
Amortization during the year	-	47,826	165,665	4,479	4,248	9,647	61,767	293,632	284,391
Amortization on disposals	-	2,145	-	-	-	30,622	-	32,767	-
Balance, end of year	\$ -	\$ 1,243,897	\$ 3,920,303	\$ 216,995	\$ 325,889	\$ 45,964	\$ 935,669	\$ 6,688,717	\$ 6,427,852
Net book value									
December 31, 2022	\$ 6,910,531	\$ 1,011,066	\$ 12,155,613	\$ 9,172	\$ 20,613	\$ 66,159	\$ 1,573,988	\$ 21,747,142	
December 31, 2023	\$ 7,069,110	\$ 1,007,108	\$ 11,996,678	\$ 5,201	\$ 16,365	\$ 84,794	\$ 1,557,761	\$ 21,737,017	

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RAISIN REGION CONSERVATION AUTHORITY

ACCUMULATED SURPLUS

Schedule 2

For the year ended December 31, 2023

	2023	2022
Deficits		
Operating surplus (Note 7)	\$ -	\$ -
Employee post-retirement benefits (Note 5)	(75,530)	(78,356)
Total deficits	(75,530)	(78,356)
Reserves		
Working capital	125,000	125,000
Operating	467,060	450,084
Equipment	50,000	50,000
Charlottenburgh Park	75,423	101,803
Gray's Creek Marina	19,880	30,051
Long Sault Water Diversion	23,095	16,534
St. Andrews Dyke	9,550	6,532
Gray's Creek Conservation Area	2,781	(19,041)
Garry River system	8,846	16,316
Fly Creek pumping station	196,678	216,813
River clean up	10,478	10,478
Gambhir forest	2,700	21,200
Cooper's Marsh	13,500	40,000
Total reserves	1,004,991	1,065,770
Equity in tangible capital assets		
Tangible capital assets	21,737,017	21,747,142
ACCUMULATED SURPLUS	\$ 22,666,478	\$ 22,734,556

DRAFT - FOR BOARD APPROVAL

RAISIN REGION CONSERVATION AUTHORITY

SEGMENTED DISCLOSURE

Schedule 3

For the year ended December 31, 2023

	Watershed Monitoring	Watershed Management	Watershed Planning & Regulations	Watershed Stewardship	Conservation and Recreation	Corporate Services	Equipment Usage	2023	2022
REVENUE									
Municipal levies	\$ 63,545	\$ 312,114	\$ 133,762	\$ 21,911	\$ 53,758	\$ 336,447	\$ -	\$ 921,537	\$ 903,992
Government grants	-	310,663	-	31,175	160,000	-	-	501,838	602,354
Authority generated	27,895	-	228,379	773,951	724,585	208,612	120,839	2,084,261	1,807,797
	91,440	622,777	362,141	827,037	938,343	545,059	120,839	3,507,636	3,314,143
EXPENDITURES									
Wages and benefits	70,104	273,591	469,873	257,757	526,535	315,130	-	1,912,990	1,607,891
Office	1,118	-	22,017	-	276,385	203,589	-	503,109	583,970
Vehicle and equipment	4,006	8,926	4,069	3,068	95,766	3,979	19,737	139,551	118,122
Insurance and financial	-	-	-	-	6,461	161,721	7,978	176,160	113,734
Programs	6,530	42,700	27,609	337,752	-	-	-	414,591	294,450
Utilities	-	-	-	-	44,395	36,401	-	80,796	84,062
Repairs and maintenance	-	-	-	-	10,331	10,307	34,247	54,885	90,830
Amortization	-	165,664	-	-	61,767	56,554	9,647	293,632	284,391
	81,758	490,881	523,568	598,577	1,021,640	787,681	71,609	3,575,714	3,177,450
NET SURPLUS (DEFICIT) FOR THE YEAR	\$ 9,682	\$ 131,896	\$ (161,427)	\$ 228,460	\$ (83,297)	\$ (242,622)	\$ 49,230	\$ (68,078)	\$ 136,693

DRAFT - FOR BOARD APPROVAL



To: Board of Directors
From: Pete Sabourin, Team Lead, Field Operations
Date: April 2, 2024
Subject: Grass Cutting Tender

RECOMMENDATION:

That the Board of Directors award the procurement of grass cutting services to EC Works, as presented.

BACKGROUND:

Tenders were called for grass cutting of RRCA parks and facilities for the 2024 and 2025 seasons. The RRCA sites were added to the Township of South Glengarry’s grass cutting procurement document and the closing date was March 18, 2024.

DISCUSSION:

Four (4) submissions were received for the following six (6) properties:

- R1 – Fly Creek Pond and Pumping Station (3.16 ac)
- R2 – Gray’s Creek Conservation Area (19.9 ac)
- R3 – Charlottenburgh Park (15.77 ac)
- R4 – Cooper Marsh Conservation Area (8.28 ac)
- R5 – Loch Garry Dam (0.41 ac)
- R6 – Middle Lake Dam (0.36 ac)

The results of the tenders are summarized as follows and based on price per cut:

Bidder	R-1	R-2	R-3	R-4	R-5	R-6	Total
Cut by Me	80	420	300	200	60	60	1120
EC Works	75	450	300	200	50	50	1125
Green Acres Snow Removal	45	400	400	200	20	20	1085
Toni Armenti Property Management	300	1195	895	595	95	95	3175

The method of work (scope) is described in the tender document as follows:

- The successful bidder is to establish a cutting and trimming program in cooperation with, and acceptable to, the Team Lead, Field Operations. A pre-season meeting will be required to ensure that all specified areas are cut. The cutting program is to include priorities such as special times and certain days for cutting. The height of the grass should not exceed 4" at any time. Typically, a cutting frequency of every seven (7) days is required.
- The contractor is responsible for the supply of all equipment and labour to complete the work assigned.
- The contractor must be able to vary working hours to suit the weather and have sufficient capacity to meet cutting requirements.

RRCA staff have reviewed and evaluated the tender documents. Based on references, experience, and review of crews and equipment, staff are recommending the contract be awarded to EC Works.

The tender document includes an option to extend the contract for a third year, if agreeable by both parties. If the contract is extended, the price will be adjusted by the Consumer Price Index (CPI).



Pete Sabourin
Team Lead, Field Operations



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: April 11, 2024
Subject: 2023 RRCA Annual Report

RECOMMENDATION:

THAT the Board of Directors approve the 2023 RRCA Annual Report, as presented.

BACKGROUND:

The RRCA's 2023 Annual Report summarizes the previous year's accomplishments, project updates, Board of Directors membership, and financials for partners and stakeholders.

DISCUSSION:

A draft copy will be circulated to Board Members for review in advance of the April meeting. Below are some of the highlights from the Report:

- RRCA's 60th anniversary celebrations
- RRCA hosted 50th Raisin River Canoe Race
- 161,500 visitors logged at our 3 conservation areas
- Conservation Area enhancements and protection
 - Cooper Marsh: 10.4-acre expansion, significant ring dyke refurbishment
 - Gray's Creek: hazard tree management, new arboretum tour
- 63,500 trees planted and hosted community tree planting events
- 267 applications reviewed for safe and sustainable development
- 2023 Financials and Board of Directors Membership

Once approved, staff will circulate copies of the Report to member municipalities, local MPs and MPPs, various partners and stakeholders and will have additional copies to handout at events throughout the year.

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

Lisa Van De Ligt,
Team Lead, Communications and Stewardship