



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Supplemental Agenda

Date: September 21st, 2023

Time: 9:00 a.m.

Location: SNC Watershed Room
SNC Office
38 Victoria Street
Finch, ON K0C 1K0





Board of Directors

Supplemental Agenda

September 21st, 2023, at 9:00 a.m.

1. New Business
 - a. SNC Committee Meeting Highlights and Minutes of:
 - i. Clean Water Committee meeting minutes of September 18th, 2023: Ronda 3
4-9
 - b. Update: Estimated Statement of Operations for August 31st, 2023: Johanna 10-11
 - c. Request for Approval: Vehicle Purchase and Disposal: John 12-13
 - d. Request for approval: SNC's Website Development Project: Erin 14-15
2. Closed Session
 - a. Request for Approval: Labour Relations and Personal Matters about Identifiable Individuals (Compensation Review): Carl
 - i. Recommendations of the Compensation Review Committee: Employees 16-19
 - ii. Recommendations of the Compensation Review Committee: Board of Directors 20-21

Carl Bickerdike,
Chief Administrative Officer.

/rb



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
John Mesman, Managing Director, Property, Conservation Lands, and
Community Outreach
Date: September 10, 2023
Subject: Request for Approval: SNC Committee Meeting Highlights and Minutes

RECOMMENDATION:

The Board of Directors approve the actions and recommendations of the following Committees meetings:

- i. Clean Water Committee meeting minutes of September 18th, 2023
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DISCUSSION:

Clean Water Committee Meeting: September 18th, 2023

- The Clean Water Committee recommended the following for Board of Directors approval:
 - 2023 Eastern Ontario Water Resources Financial Statement as of August 31st, 2023
 - Reviewed 3 Clean Water Program grant applications
 - 2 approved for a total of \$6,000 in grants
 - 1 project placed on the 2023 Waiting List, requesting \$5,000
 - 1 Ottawa Rural Clean Water Program project approval deadline extended to June 30th, 2024
 - Recommendation to the Board to consider that the Chair of the new Watershed Advisory Committee be appointed by Committee members, instead of being a Board appointment

- The Clean Water Committee received updates on:
 - SNC Standing Committees

Ronda Boutz,
Secretary-Treasurer.

Attachments



CLEAN WATER COMMITTEE MEETING

Monday, September 18th, 2023
 10:00 a.m. – Meeting 03/23

SNC Watershed Room, SNC Office



Present:

Bill Smirle, SNC Board Member, Acting Committee Chair
 Russell Bennett, Farmer
 Michel Kearney, City of Ottawa
 Genevieve Lajoie, Prescott and Russell
 René Lalonde, Farmer
 Marc Laflèche, Ontario Soil & Crop Improvement Association
 Yves Laviolette, Prescott and Russell
 André Pommainville, Farmer
 Tara Redpath, City of Ottawa
 Terrence Sauvé, Ontario Ministry of Agriculture, Food and Rural Affairs
 François St. Amour, SNC Board Member
 Doug Thompson, Public Citizen
 Adrian Wynands, SNC Board Member

Regrets:

Ray Beauregard, Eastern Ontario Water Resources Program
 George Darouze, SNC Past Chair, ex-officio
 Steve Densham, SNC Vice Chair, ex-officio
 Pierre Leroux, SNC Chair, ex-officio
 Glenn Mackey, Farmer
 Jacqueline Kelly-Pemberton, Farmer, Committee Chair

Absent:

Alan Kruszel, Ontario Soil & Crop Improvement Association
 David Lapen, Agriculture and Agri-Food Canada

Staff Present:

Ronda Boutz, Secretary-Treasurer



CHAIRS REMARKS

Bill Smirle, Acting Committee Chair, called the Clean Water Committee meeting of September 18th, 2023 to order at 10:00 a.m.

APPROVAL OF CLEAN WATER COMMITTEE AGENDA

RESOLUTION NO. CWC-021/23

Moved by:

Doug Thompson

Seconded by:

Adrian Wynands

RESOLVED THAT:

The Members approve the September 18th, 2023
2023 Clean Water Committee agenda as
submitted.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

SNC PROJECT UPDATE

Staff presented slides on project and program updates.

COMMUNITY ENGAGEMENT: ROUNDTABLE

- Genevieve Lajoie – provided update on drinking water issues experienced this summer in Casselman, Municipality is exploring options for an alternate water source
- Yves Laviolette – attended recent agricultural bus tour and congratulated Committee member, Marc Lafleche, on his recent award from Assemblée de la francophone de l'Ontario for his engagement over the years
- Tara Redpath – provided an update on the upcoming Ottawa Rural Clean Water Program 2022 Annual Report scheduled for the October 5th Agriculture and Rural Affairs Committee meeting
- Terrance Sauvé – attended a soil compaction day to learn about hosting a similar event in French for eastern Ontario and western Quebec agricultural producers
- Doug Thompson – approached by a resident regarding concerns about people dumping materials within a wetland, directed to SNC regulations staff for follow-up
- Adrian Wynands – provided update on his presentation to Augusta Township as Deputy Mayor and SNC's Board representative; including a Category 3 agreement requirement which was approved later in the same meeting by Council
- Bill Smirle – continues to provide regular updates to North Dundas Council as their representative on SNC's Board. Bill also informed the Committee that his and François St. Amour's appointments to the SNC Board, as public representatives, are two of only a few approved across the Province



REQUEST FOR APPROVAL:

CLEAN WATER COMMITTEE MEETING MINUTES OF JUNE 26TH, 2023

RESOLUTION NO. CWC-022/23

Moved by: Michel Kearney
Seconded by: Russell Bennett

RESOLVED THAT:

The Members approve the Clean Water Committee meeting minutes of June 26th, 2023 as submitted.

CARRIED

BUSINESS ARISING FROM MINUTES

2023-CLR-CW06 C & D

RESOLUTION NO. CWC-023/23

Moved by: Doug Thompson
Seconded by: François St. Amour

RESOLVED THAT:

Projects 2023-CLR-CW07D be considered a separate project from 2023-CLR-CW06C and be reviewed and rated as such.

CARRIED

RESOLUTION NO. CWC-024/23

Moved by: Genevieve Lajoie
Seconded by: Rene Lalonde

RESOLVED THAT:

2023-CLR-CW06C Clean Water Diversion

The Clean Water Committee approve funding at a grant rate of 50% to a maximum grant of \$5,000.00; and

FURTHER THAT:

2023-CLR-CW06D Buffer

2023-CLR-CW06D, Buffer project requesting 50% to a maximum grant of \$5,000.00, be placed on a waiting list to be re-considered at a future meeting if funding is available.

CARRIED



NEW BUSINESS

**REQUEST FOR APPROVAL: EASTERN ONTARIO WATER RESOURCES PROGRAM 2023
FINANCIAL STATEMENT – AS OF AUGUST 31ST, 2023**

RESOLUTION NO. CWC-025/2023

Moved by: Yves Lavolette
Seconded by: André Pomainville

RESOLVED THAT:

The Clean Water Committee approve the 2023 Eastern Ontario Water Resources Program Financial Statement as of August 31st, 2023.

CARRIED

REQUEST FOR APPROVAL: EXTENSION TO PROJECT APPROVAL DEADLINE

RESOLUTION NO. CWC-026/2023

Moved by: Adrian Wynands
Seconded by: Tara Redpath

RESOLVED THAT:

The Clean Water Committee approve the extending project deadline for the following project below:

05 22 2381 DDA – Wetland Restoration Project, grant approved at a grant rate of 50% to a maximum grant of \$5,000.00; project deadline extension to June 30th, 2024.

CARRIED

UPDATE: SUMMARY OF CLEAN WATER PROGRAM APPLICATIONS

A report summarizing Clean Water Program grant applications was provided for information purposes.

CLEAN WATER PROGRAM PROJECT APPLICATIONS

RESOLUTUION NO. CWC-027/23

Moved by: Doug Thompson
Seconded by: François St. Amour



RESOLVED THAT:

The Clean Water Committee approves funding to the following project:

Project Code	Project Type	Grant %	Grant Amount	Rating
2023-RUS-CW11	Well Decommissioning	100	\$1,000.00	22.9
Total Approved			\$1,000.00	

CARRIED

UPDATE: SNC STANDING COMMITTEES

RESOLUTION NO. CWC-028/23

Moved by: Doug Thompson
 Seconded by: Michel Kearney

RESOLVED THAT:

The Clean Water Committee recommend that the Board of Directors allow the Chair of the new Watershed Advisory Committee be nominated by committee members and approved by the Board, rather than a sole appointment made by the Board of Directors.

CARRIED

RESOLUTION NO. CWC-029/23

Moved by: Genevieve Lajoie
 Seconded by: Marc Lafleche

RESOLVED THAT:

The SNC Standing Committees receive and file the update on the South Nation Conservation Standing Committees.

CARRIED

SUPPLEMENTAL AGENDA

None

CORRESPONDENCE

a. Letter: Fred Schueler & Aleta Karstad, RE: New Committee Structure



DATE OF NEXT MEETING

- November 27th, 2023 at 9:00 a.m.

ADJOURNMENT

RESOLUTION NO. CWC-/23


Moved by: André Pommainville

RESOLVED THAT:

The Clean Water Committee meeting of
September 18th, 2023 be adjourned at 11:46 a.m.

CARRIED

Bill Smirle,
Acting Committee Chair.



Ronda Boutz,
Secretary-Treasurer.

/lh



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: September 19, 2023
Subject: Update: Estimated Statement of Operations for August 31st, 2023

RECOMMENDATION:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31st, 2023, as of August 31st, 2023, update.

DISCUSSION:

The Net Overall amount represents total expenditures, operating, capital, and project, minus total revenue. The operational budget is the day-to-day expenses the Authority requires for normal activities. Expenses for projects are normally for a fixed term period. Capital expenditures are as per SNC's *Tangible Capital Assets Policy* revised in August 2021. "Tangible" capital assets are goods that have a life expectancy of more than one (1) year, and costs normally over \$5,000, with some exceptions. This Policy can be reviewed at any time, if necessary.

Currently, Senior Management, Team, and Project Leads are estimating a surplus of \$107,000. A full review of 2023 revenues and expenditures will continue through to the end of 2023.

The final 2023 reserve transfer will be presented to the Board along with the audited financial statements at the March 2024 board meeting.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget

The 2023 budget represents the Board of Directors approved Budget of January 19th, 2023.

SNC Policy Adherence:

SNC approved Policies are adhered to.

Johanna Barkley,
Director of Finance.

Attachments: Estimated Statement of Operations



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ESTIMATED STATEMENT OF OPERATIONS As of August 31, 2023	Current YTD Actuals 2023	Final Budget 2023	Updated Forecast Dec 31 2023
EXPENDITURES			
OPERATING EXPENSE			
Resource Management			
Water Response Programs	36,458	527,110	137,691
Partner Programs	292,807	876,180	1,891,697
Landowner Stewardship Outreach	293,520	410,880	437,826
Total Resource Management	622,785	1,814,170	2,467,214
Property & Approvals			
Property	905,541	1,133,169	1,399,680
Approvals	1,022,095	1,621,247	1,558,732
Total Property & Approvals	1,927,636	2,754,416	2,958,412
Corporate & Community Services			
Corporate Services	776,685	1,193,327	1,287,504
Information Management and Technology	67,172	179,420	181,241
Communications and Outreach	211,816	301,063	392,482
Total Corporate & Community Services	1,055,673	1,673,810	1,861,227
TOTAL OPERATING EXPENSE	3,606,094	6,242,396	7,286,853
CAPITAL and PROJECT EXPENSE			
Resource Management			
Capital	0	5,000	5,000
Projects	196,714	765,543	1,014,215
Total Resource Management	196,714	770,543	1,019,215
Property & Approvals			
Capital	1,880,094	1,833,300	3,064,449
Projects	743,273	452,215	1,502,790
Total Property & Approvals	2,623,367	2,285,515	4,567,239
Corporate & Community Services			
Capital	-	25,000	25,000
Projects	-	-	-
Total Corporate & Community Services	-	25,000	25,000
TOTAL CAPITAL AND PROJECT EXPENSE	2,820,081	3,081,058	5,611,454
TOTAL OVERALL EXPENSE	6,426,175	9,323,454	12,898,307
REVENUE			
Other Sources	2,812,845	4,063,753	7,334,744
General Levy	2,524,948	3,920,525	3,920,525
Special Levy	1,012,321	522,500	1,013,275
Forest Land Acquisition	319,804	383,500	383,500
Source Protection	87,744	118,456	118,456
MNRF (Regular)	91,070	91,070	91,070
TOTAL REVENUE	6,848,732	9,099,804	12,861,570
NET OVERALL	(422,557)	223,650	36,737
Transfer To / (From) Reserve	(650)	(223,650)	(143,625)
Cash Deficit / (Surplus) End of Year	(423,207)	1	(106,888)



To: Board of Directors
From: John Mesman, Managing Director, Property, Conservation Lands, and
Community Outreach
Date: September 18, 2023
Subject: Request for Approval: Vehicle Purchase and Disposal

RECOMMENDATION:

The Board of Directors approve the purchase of a Crossover-type vehicle at an upset limit of approximately \$30,000 plus HST; and

FURTHER THAT: The Board of Directors approve disposal of a surplus vehicle.

DISCUSSION:

SNC endeavours to provide a safe, economical, environmentally friendly, and practical fleet to meet the needs of all departments. Vehicles are maintained and serviced regularly to maximize life cycles. Acquisition date, mileage, depreciation, and maintenance records are used to develop a replacement schedule for the SNC vehicles. Following the vehicle replacement schedule, staff recommend the purchase of a new vehicle and disposal of a vehicle at end-of-life cycle.

With the addition of new municipalities to the Sewage System Inspection Program (SSIP), demand on the fleet has increased.

Staff will seek quotes from local dealers based on available in-stock vehicles and municipal/fleet pricing.

Crossover-type vehicles have proven adequate to meet the equipment and passenger needs of multiple SNC program including the septic program.

In addition, staff recommend that the Board approve disposal of a 2015 Chevrolet Equinox. The vehicle is eight years old, and the odometer reading is 266,313 kilometers.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

This purchase is not in 2023 Budget and would be funded from the general reserve for a total of \$30,000.

The 2023 Budget includes \$50,000 for vehicle acquisition (Vehicles and Equipment – Capital Expense: pages 36-37) which is allocated to the purchase of an Electric Vehicle (EV). If the EV does not arrive by year end, the \$50,000 will be moved to the 2024 Budget.

Vehicle cost for the SSIP is recovered through user fees. A vehicle transfer to the SSIP is included in the 2023 Budget under Approvals: Sewage System Reviews – Capital Expense: \$20,000, pages 48-49.



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SNC Policy Adherence:

Vehicle acquisition will follow SNC Purchasing Policy: Section C(iv) – purchase \$15,000 to \$100,000. Vehicle disposition will follow SNC Purchasing Policy: Section H – Disposition of Surplus Goods.

John Mesman,
Managing Director, Property, Conservation Lands, and Community Outreach



To: Board of Directors
From: Erin Thorne, Communications Specialist
Date: September 15, 2023
Subject: Request for Approval: SNC's Website Development Project

RECOMMENDATION:

That Board of Directors delegate authority to the Executive Committee to award a contract to design and create the new South Nation Conservation website, with an upset limit as budgeted.

DISCUSSION:

South Nation Conservation's (SNC) website was created in 2013 on Drupal 7, an open-source website platform, and is managed by SNC with website hosting from Nova Networks (BD-178/13).

Drupal 7 support is being discontinued in November 2023 and, after a review, it was decided to transition to a new, more user-friendly, website platform (BD-199/22).

SNC is currently accepting proposals from web design firms to support the design and creation of a new SNC website, along with quotes for continued web hosting and support.

The creation of a new website will help address increased traffic, server issues, accessibility, ease of access, and will integrate additional website tools.

The new SNC website will continue to be available in English and French, will have improved mobile functionality, improved navigation and search abilities, improved website calendar options, integration of online mapping tools, and ability for online form submission and payment options.

Website development will be consistent with SNC's corporate brand guidelines, the *Access for Ontarians with Disabilities Act*, and requirements from the *Conservation Authorities Act* update.

Website redevelopment planning has taken place in 2023 and SNC has issued a Request for Proposals for website development and host services in September 2023. Bidders will be able to submit their proposals until September 25th, 2023.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: SNC's website redevelopment was included in the 2023 SNC Budget under: Communications and Outreach: Media and Communications Products, pages 85-86.

Contracted services required to support the website redevelopment will be included in the Draft 2024 Budget for consideration.



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SNC Policy Adherence: Website redevelopment will adhere to SNC's Brand Design Guide.

All expenditures will adhere to SNC's Purchasing Policy. Request for Proposals for the website redevelopment and hosting will be issued in accordance with SNC's Purchasing Policy, (C) Purchasing Limits and Authorizations Required, (iii) Purchases \$10,000 up to \$25,000, and (iv) Purchases \$25,000 to \$100,000, including:

- Reasons for accepting other than the lowest quotation must be documented. If other than the lowest quotation is accepted, approval by the Chair or Vice Chair is required;
- A board resolution must be obtained before the order is made.

Programs and Services Category: General Operating: Governance

Erin Thorne,
Communications Specialist.