



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

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38 rue Victoria Street, Finch, ON K0C 1K0 Tel: 613-984-2948 Fax: 613-984-2872 Toll Free: 1-877-984-2948 [www.nation.on.ca](http://www.nation.on.ca)

## **Board of Directors**

# **Meeting Agenda**

**Date:** January 18<sup>th</sup>, 2024

**Time:** 9:00 a.m.

**Location:** Watershed Room, SNC

**Address:** 38 Victoria Street, Finch, ON K0C 1K0





## Board of Directors

# Meeting Agenda

January 18<sup>th</sup>, 2024, at 9:00 a.m.

1. Traditional Land Acknowledgement: John
  2. Chair's Remarks
  3. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
  4. Declaration of Conflict of Interest
  5. Request for Approval:
    - a. Board of Directors Meeting Minutes of December 14<sup>th</sup>, 2023 4-13
  6. Request for Approval:
    - a. Request for Approval: 2024 Levy and Budget: Carl 14-16
  7. Closed Session:
    - a. Board of Directors Training: Warren A. Leroy, Ault & Ault LLP
  8. New Business:
    - a. Request for Approval: 2024 Conservation Ontario Levy: Carl 17-18
    - b. Request for Approval: Annual Authority Approvals: Johanna 19-20
    - c. Request for Approval: Final Transition Report to the Ministry of Natural Resources and Forestry: Ronda 21-22
    - d. Request for Approval: Funding Submissions: Naomi/Kat 23-24
    - e. Request for Approval: Woodlot Storm Recovery Program Expenditures: Caroline 25-26
    - f. Request for Approval: Monies Received and Disbursement Register for December 2023: Donna 27-31
    - g. Update: Planning Activity: James 32-33
    - h. Update: Permits Issued: Alison 34
    - i. Update: Enforcement of Ontario Regulation 170/06: Alison 35
    - j. Update: On-site Sewage Permits Received: Monique 36
  9. Supplemental Agenda (if any)
  10. SNC Project Update – PowerPoint Presentation: Staff
  11. Correspondence
    - a. Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees 37-40
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12. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:
  - January 18<sup>th</sup> (2024 Final Budget, ROMA Jan 21<sup>st</sup>-23<sup>rd</sup>)
  - February 15<sup>th</sup>
  - March 21<sup>st</sup> (AGM)
13. Future Motions of the Board and/or Discussion of SNC Issues
14. Adjournment

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Carl Bickerdike,  
Chief Administrative Officer.

/rb

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**BOARD OF DIRECTORS MEETING**

Meeting No. 12/23  
 Thursday, December 14<sup>th</sup>, 2023

Watershed Room, SNC



**Present:** Pierre Leroux, Prescott and Russell, Chair  
 Steve Densham, Stormont Dundas Glengarry, Vice Chair  
 George Darouze, City of Ottawa, Past Chair (*electronic participation*)  
 Catherine Kitts, City of Ottawa (*electronic participation*)  
 Genevieve Lajoie, Prescott Russell  
 Matthew Luloff, City of Ottawa (*electronic participation*)  
 Linda Payant, City of Ottawa  
 Bill Smirle, Stormont Dundas Glengarry  
 François St. Amour, Prescott Russell  
 Deb Wilson, Leeds Grenville  
 Adrian Wynands, Leeds Grenville

**Regrets:** Tom Smyth, Stormont Dundas Glengarry

**Staff Present:** Carl Bickerdike, Chief Administrative Officer  
 Johanna Barkley, Director of Finance  
 Ronda Boutz, Secretary-Treasurer  
 Cheyene Brunet, Forester (Associate)  
 Chris Craig, Senior Forestry Technician  
 Deborah Edwards, Accounting Assistant  
 Caroline Goulet, Forester  
 James Holland, Senior Planner  
 Hannah Jackson, Accounting and Human Resources Specialist  
 Naomi Langlois-Anderson, Sr Fish and Wildlife Technician  
 Elise Lefebvre, Administrative Assistant  
 Tavish MacLeod, Forestry Assistant  
 Alison McDonald, Managing Director, Approvals  
 Katherine Watson, Coordinator - Early Warning Systems and Watershed Plans

**Guests:** Owen Murdoch, Councillor Darouze's Assistant, City of Ottawa (*electronic participation*)



**TRADITIONAL LAND ACKNOWLEDGEMENT**

Ronda Boutz, Secretary-Treasurer, read an Indigenous land acknowledgement.

**CHAIRS REMARKS**

Pierre Leroux, Chair, called the SNC Board of Directors meeting of December 14<sup>th</sup>, 2023 to order at 9:00 a.m.

**APPROVAL OF SNC BOARD OF DIRECTORS MAIN AND SUPPLEMENTAL AGENDAS**

RESOLUTION NO. BD-212/23

Moved by: Bill Smirle  
Seconded by: François St. Amour

RESOLVED THAT:

The Members approve the December 14<sup>th</sup>, 2023 main and supplemental agendas as submitted.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

There were no Declarations of Conflict of Interest.

**Catherine Kitts joined the meeting virtually at 9:05 a.m.**

**Matt Luloff joined the meeting virtually at 9:06 a.m.**

**SNC PROJECT UPDATE – POWERPOINT PRESENTATION**

Staff presented project and program updates.

**REQUEST FOR APPROVAL:**

**A. BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 16<sup>TH</sup>, 2023**

RESOLUTION NO. BD-213/23

Moved by: Adrian Wynands  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Members approve the Board of Directors Meeting minutes of November 16<sup>th</sup>, 2023 as submitted.

CARRIED



**B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF:**

- i. Clean Water Committee meeting minutes of November 27<sup>th</sup>, 2023
- ii. Joint Occupational Health and Safety Committee meeting minutes of November 29<sup>th</sup>, 2023
- iii. Leitrim Wetland Advisory Committee meeting minutes of December 1<sup>st</sup>, 2023

RESOLUTION NO. BD-214/23

Moved by: Deb Wilson

Seconded by: Bill Smirle

RESOLVED THAT:

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

- i. Clean Water Committee meeting minutes of November 27<sup>th</sup>, 2023
- ii. Joint Occupational Health and Safety Committee meeting minutes of November 29<sup>th</sup>, 2023
- iii. Leitrim Wetland Advisory Committee meeting minutes of December 1<sup>st</sup>, 2023

CARRIED

**NEW BUSINESS**

**RECOGNITION: YEARS OF SERVICE**

RESOLUTION NO. BD-215/23

Moved by: Bill Smirle

Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors recognize and thank Naomi Langlois-Anderson, Chris Craig, Deborah Edwards, Elise Lefebvre, Katherine Watson, Cheyene Brunet, James Holland, Caroline Goulet, and Tavish MacLeod for their years of service working with South Nation Conservation.

CARRIED

**George Darouze joined the meeting virtually at 9:59 a.m.**



**REQUEST FOR APPROVAL: PURCHASING POLICY UPDATE**

RESOLUTION NO. BD-216/23

Moved by: Adrian Wynands  
Seconded by: Matt Luloff

RESOLVED THAT:

The Board of Directors approve the Purchasing Policy as updated.

CARRIED

**REQUEST FOR APPROVAL: FUNDING SUBMISSION**

RESOLUTION NO. BD-217/23

Moved by: George Darouze  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors approves the submission of the following funding applications:

1. **Community Emergency Preparedness Grant:** requesting \$32,775 for a Flood Forecasting and Warning Surveillance Project.
2. **Climate-Resilient Coastal Communities Program:** requesting \$1,030,965 for a Climate Change Risk Assessment and Adaptation Action along the St. Lawrence River project.

CARRIED

**REQUEST FOR APPROVAL: 2024 TREE PLANTING PROGRAM EXPENDITURES**

RESOLUTION NO. BD-218/23

Moved by: Steve Densham  
Seconded by: Smirle

RESOLVED THAT:

The Board of Directors delegate authority to the Executive to award tree planting contracts at an approximate cost of \$90,000 plus HST; and

FURTHER THAT:

Tree planting contracts may be awarded to multiple contractors and be reallocated between contractors, if necessary, to meet planting deadlines and to allow for contractor capacity; and



FURTHER THAT:

The Board of Directors approve the purchase of tree seedlings, for the 50 Million Tree Program, Municipal Tree Giveaways, Over the Counter sales, and the Woodlot Storm Recovery Program at approximately \$130,000, plus HST; and

FURTHER THAT:

The Board of Directors approve the purchase of 2024 tree seedlings from the three Forest Ontario approved nurseries, Ferguson Tree Nursery, Pineneedle Farms, and Sommerville Nurseries Inc., based on availability of required stock.

CARRIED

**REQUEST FOR APPROVAL: 2024 STUDENT AND RECENT GRADUATE HIRING PROGRAM**

RESOLUTION NO. BD-219/23

Moved by: Adrian Wynands  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approve the student and recent graduate hiring program, at an approximate cost of \$117,572 (pending successful fundraising efforts and approval of the 2023 budget); and

FURHTER THAT:

The Board of Directors approve applying for additional grants received in the past, including but not limited to:

- Agriculture and Agri-Food Canada- Youth Employment and Skills Program: \$5,000
- Canada Parks and Recreation – Green Job Initiative Program: \$5,000
- ECO Canada – Internship Program: \$30,000
- National Trust Canada-Young Canada Works program: \$5,000
- Service Canada-Canada Summer Jobs: \$10,000

CARRIED





**REQUEST FOR APPROVAL: 2023 AUDIT PLANNING**

RESOLUTION NO. BD-220/23

Moved by: Deb Wilson  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors receive and file the Draft 2023 Audit Planning letter attached from Baker Tilly; and

FURTHER THAT:

The Chair sign the 2023 Audit Planning and Engagement letters.

CARRIED

**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR NOVEMBER 2023**

RESOLUTION NO. BD-221/23

Moved by: Steve Densham  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors receive and file the money received report for November 2023; and

FURHTER THAT:

The Board approve the Disbursement Register of \$ 785,562.25 for November 2023.

CARRIED

**UPDATE: PLANNING ACTIVITY**

RESOLUTUION NO. BD-222/23

Moved by: Deb Wilson  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors receive and file the Planning Activity update for November 2023.

CARRIED



**UPDATE: PERMITS ISSUED**

RESOLUTION NO. BD-223/23

Moved by: Adrian Wynands  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors receive and file the update on permits issued under Ontario Regulation 170/06 for November 2023.

CARRIED

**UPDATE: ENFORCEMENT OF ONTARIO REGULATION 170/06**

RESOLUTION NO. BD-224/23

Moved by: Steve Densham  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the update on reported regulations concerns for the month of November 2023.

CARRIED

**UPDATE: ON-SITE SEWAGE PERMITS RECEIVED**

RESOLUTION NO. BD-225/23

Moved by: George Darouze  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors receive and file the On-Site Sewage Permits Received update for November 2023.

CARRIED

**The Board of Directors recessed for a break at 10:31 a.m.  
The Board of Directors reconvened at 10:36 a.m.**



**SUPPLEMENTAL AGENDA**

**UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR NOVEMBER 30<sup>TH</sup>, 2023**

RESOLUTION NO. BD-226/23

Moved by: Genevieve Lajoie  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2023, as of November 30<sup>th</sup>, 2023 update.

CARRIED

**UPDATE: REGULATIONS MAPPING**

RESOLUTION NO. BD-227/23

Moved by: George Darouze  
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors receive and file the Floodplain and Regulations Mapping Series Update Overview.

CARRIED

**CLOSED SESSION**

RESOLUTION NO. BD-228/23

Moved by: Genevieve Lajoie  
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors move into Closed Session for the following:

- Request for Approval: Land Acquisition
- Update: Legal Matter (verbal)

CARRIED

**The Board of Directors convened closed session at 10:40 a.m.**



**OPEN SESSION**

RESOLUTION NO. BD-229/23

Moved by: Bill Smirle  
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors move into open session.

CARRIED

**The Board of Directors reconvened open session at 10:51 a.m.**

**REQUEST FOR APPROVAL: LAND ACQUISITION**

RESOLUTION NO. BD-230/23

Moved by: George Darouze  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors accept the land donation for Property 1 (North Dundas).

CARRIED

**UPDATE: LEGAL MATTER (VERBAL)**

RESOLUTION NO. BD-231/23

Moved by: Adrian Wynands  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board approve the Chair and Chief Administrative Officer to sign an amending agreement with Elizabethtown-Kitley to transfer responsibility for Part 8 of the Building Code back to the Municipality, effective January 1<sup>st</sup>, 2024.

CARRIED

**CORRESPONDENCE3**

a. Annual Letters RE: Potential Retrogressive Landslide Area (English versions)

**DATES OF UPCOMING MEETINGS**

Third Thursday, at 9:00 a.m. unless indicated otherwise:

- January 18<sup>th</sup> (2024 Final Budget, ROMA Jan 21st-23rd)
- February 15<sup>th</sup>
- March 21<sup>st</sup> (AGM)



**FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES**

None.

**ADJOURNMENT**

RESOLUTION NO. BD-232/23

Moved by: Adrian Wynands

Seconded by: Deb Wilson


RESOLVED THAT:

The Board of Directors meeting of November 16<sup>th</sup>,  
2023 be adjourned at 10:54 a.m.

CARRIED

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Pierre Leroux,  
Chair.



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Carl Bickerdike,  
Chief Administrative Officer.

/rb



**To:** Board of Directors  
**From:** Carl Bickerdike, Chief Administrative Officer  
**Date:** January 11, 2024  
**Subject:** Request for Approval: 2024 Levy Schedule and Budget

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**RECOMMENDATION:**

The Board of Directors approve the 2024 General and Capital Levies at \$4,489,413; and

FURTHER THAT: the Board of Directors approve the 2024 Budget as presented.

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**BACKGROUND:**

The Board of Directors received the proposed 2024 general levy and approved the Ottawa Special Levies at the October Board meeting (Res. No. BD-174/23). In November 2023, staff presented the draft 2024 Budget and directed staff to update the final draft to reflect a \$50,000 capital levy (Res. No. BD-196/23). Both the updated draft 2024 Budget and proposed levies were circulated to member municipalities following the November meeting.

The 2024 Budget reflects the Board's budget direction of a 2.5% plus growth levy increase, plus a \$50,000 capital levy. The 2024 Levy Schedule is attached.

Comments from member municipalities were requested prior to the January 18<sup>th</sup>, 2024 Board meeting. To date, no comments have been received.

The 2024 Budget is a policy document. All purchases are subject to SNC's Purchasing Policy and Board approval at future meetings. New programs must be duly debated and approved by the Board.

Ontario Regulation 402/22 under the *Conservation Authorities Act* requires a weighted majority vote to approve apportionment and that the vote be recorded. A municipality shall not have a weighted vote of more than 50% of the total weighted value for all of the votes unless the municipality appoints more than 50% of the members the Authority's Board of Directors.

The following table summarizes the apportionment of votes by appointed Board members. Only members present can vote for their respective percentage, it cannot be combined with an absent member. A weighted majority of 51% of the present members carries the vote.



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Weighted Vote Apportionment:

<b>Upper Tier</b>	<b>Apportionment of Votes</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Member 4</b>
Leeds and Grenville	<b>7.7%</b>	3.87%	3.87%		
Ottawa	<b>50.0%</b>	12.50%	12.50%	12.50%	12.50%
Prescott and Russell	<b>29.1%</b>	9.698%	9.698%	9.698%	
Stormont, Dundas, and Glengarry	<b>13.2%</b>	4.388%	4.388%	4.388%	
	<b>100%</b>				

Copies of the 2024 Budget and PowerPoint presentation have been uploaded to the Members webpage.

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Carl Bickerdike,  
Chief Administrative Officer.

Attachments: 2024 SNC Levy Schedule



## 2024 SNC Levy Schedule

Municipality	2024 General	2024 Capital Levy	Total 2024 General and Capital Levy
Ottawa	3,401,603	38,311	3,439,914
Clarence-Rockland	202,227	2,278	204,505
Russell	185,861	2,093	187,954
The Nation	109,160	1,229	110,389
North Dundas	108,197	1,219	109,416
South Dundas	91,454	1,030	92,484
Alfred and Plantagenet	69,758	786	70,544
Edwardsburgh/Cardinal	60,755	684	61,439
North Grenville	57,595	649	58,244
North Stormont	48,202	543	48,745
Augusta	41,596	468	42,064
Casselman	36,229	408	36,637
North Glengarry	16,410	185	16,595
South Stormont	8,981	101	9,082
Elizabethtown - Kitley	709	8	717
Champlain	676	8	684
<b>Total</b>	<b>4,439,413</b>	<b>50,000</b>	<b>4,489,413</b>

**Special Levies** (Board Res. No. 174/23)

Ottawa Rural Clean Water Program	200,000
Ottawa Tree Replacement Program	200,000
Eastern Ontario Water Resources Program	72,150
Ottawa Baseline Monitoring Program	46,000
<b>Total Special Levies</b>	<b>518,150</b>

**Grand Total – All Levies**

**5,007,563**





**To:** Board of Directors  
**From:** Carl Bickerdike, Chief Administrative Officer  
**Date:** January 11<sup>th</sup>, 2024  
**Subject:** Request for Approval: Conservation Ontario Levy

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**RECOMMENDATION:**

The Board of Directors approve the payment of the 2024 Conservation Ontario Levy of \$36,493, payable in two installments of \$18,246.50.

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**DISCUSSION:**

Each year SNC must pay a levy to Conservation Ontario (CO). CO helps to further the work of Conservation Authorities (CA) at the provincial level.

CO levy is determined by placing all CAs on a mathematical regression curve, using a three-year average of gross revenues to determine placement. The larger a CA's revenue, the larger their levy payment, but at a lower marginal rate.

SNC's 2024 CO levy apportionment of \$36,493 represents a 2.53% increase over 2023, whereas CO's total levy request from all CAs increased by 3.27% from 2023 to 2024.

**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget:

Total levy of \$36,492 is included in the 2024 Budget under Corporate and Community Services: Corporate Services: Administration, pages 78-79.

SNC Policy Adherence:

SNC Purchasing Policy will be followed with a Purchase Order signed by a signing officer.

Programs and Services Category: Category 1 – Mandatory: Administration

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Carl Bickerdike,  
Chief Administrative Officer.

Attachment: 2024 Levy Apportionment Schedule from Conservation Ontario

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**2024 Levy Apportionment Schedule from Conservation Ontario**

<b>Conservation Authority</b>	<b>3 Year Average Revenue</b>	<b>2022 Revenue</b>	<b>2021 Revenue</b>	<b>2020 Revenue</b>	<b>2023 Levy</b>	<b>2024 Levy</b>	<b>Total2024 Levy</b>
Ausable Bayfield	3,704,318	3,813,467	3,655,754	3,643,733	26,102	26,532	\$ 1,420,000.00
Cataraqui Region	4,446,989	5,004,137	4,382,818	3,954,013	28,174	31,501	
Catfish Creek	1,633,981	2,308,305	1,286,351	1,307,287	19,186	19,980	
Central Lake Ontario	7,139,346	7,922,119	7,042,707	6,453,211	35,548	37,094	
Credit Valley	34,991,889	35,813,760	36,990,344	32,171,564	92,626	93,755	
Crowe Valley	1,076,710	1,149,742	1,081,487	998,900	18,576	18,763	
Essex Region	9,503,922	12,312,401	8,112,368	8,086,996	38,435	42,510	
Ganaraska Region	3,385,888	3,426,311	3,524,694	3,206,658	25,651	25,421	
Grand River	35,904,595	48,007,585	30,179,515	29,526,685	86,521	88,349	
Grey Sauble	2,720,719	2,906,732	2,641,780	2,613,644	23,173	22,922	
Halton	32,751,870	39,302,895	30,337,742	28,614,972	86,788	92,804	
Hamilton	15,768,346	15,827,402	16,070,405	15,407,231	58,267	57,154	
Kawartha	3,270,973	3,388,404	3,253,076	3,171,440	24,944	25,312	
Kettle Creek	2,438,579	2,777,499	2,454,150	2,084,089	22,626	23,547	
Lake Simcoe Region	17,622,340	24,208,351	15,557,657	13,101,013	57,074	70,577	
Lakehead Region	1,936,635	2,277,957	1,824,617	1,707,331	20,779	22,092	
Long Point Region	5,033,913	5,680,904	5,292,598	4,128,236	30,734	31,788	
Lower Thames Valley	4,415,848	5,112,265	4,239,618	3,895,661	27,768	30,204	
Lower Trent	2,270,499	2,492,206	2,297,012	2,022,278	22,166	22,717	
Maitland Valley	3,688,004	4,033,168	3,794,228	3,236,617	26,498	26,577	
Mattagami Region	965,128	1,162,232	916,597	816,554	18,084	18,801	
Mississippi Valley	4,482,058	4,585,163	4,907,533	3,953,478	29,655	28,722	
Niagara Peninsula	12,186,181	13,454,507	12,688,464	10,415,571	50,173	52,013	
Nickel District	1,941,889	1,877,695	2,224,428	1,723,545	21,954	21,417	
North Bay-Mattawa	3,599,298	3,563,390	4,539,328	2,695,175	28,617	26,815	
Nottawasaga Valley	5,343,923	5,817,864	5,630,558	4,583,348	31,432	32,168	
Otonabee	3,363,709	3,889,121	3,148,296	3,053,711	24,661	26,747	
Quinte	4,082,812	5,302,118	4,259,048	2,687,271	27,823	29,534	
Raisin Region	2,586,365	2,859,830	2,599,456	2,299,809	23,049	23,786	
Rideau Valley	10,909,295	11,455,426	10,802,377	10,470,082	45,453	45,068	
Saugeen	4,487,504	5,223,739	4,322,982	3,915,790	28,004	30,515	
Sault Ste Marie	731,127	806,262	738,268	648,852	17,551	17,739	
South Nation	7,097,330	8,071,598	7,055,877	6,164,514	35,591	36,493	
St. Clair Region	9,027,252	9,018,053	9,898,914	8,164,790	42,134	39,787	
Toronto and Region	95,141,563	165,664,972	159,124,875	137,800,872	118,240	121,083	
Upper Thames River	16,957,579	16,721,216	17,238,805	16,912,717	60,942	59,713	
					<b>1,375,000</b>	<b>1,420,000</b>	



**To:** Board of Directors  
**From:** Johanna Barkley, Director of Finance  
**Date:** January 9<sup>th</sup>, 2024  
**Subject:** Request for Approval: Annual Authority Approvals

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**RECOMMENDATION:**

WHEREAS the SNC Administrative By-laws designate signing officers for the Authority (s30.1 and 30.2); and

WHEREAS for banking purposes, the Authority's signing officers are one of: Chairman; Vice-Chairman; or Past Chairman; and one of: Chief Administrative Officer, Secretary-Treasurer; or Director of Finance

**BE IT RESOLVED THAT:**

1. The signing officers are authorized to borrow up to \$1,000,000 for the operation of the South Nation River Conservation Authority, if required.
2. Staff be authorized to continue the use of alternative signatures, such as the signature stamp for signing cheques up to \$25,000, or other limits requested by the Board of Directors, or any other electronic signatures introduced in conjunction with our accounting software. These tools are in the custody of the Director of Finance. The Director may delegate the use of these tools to his/her delegate.
3. Staff continue to utilize various banking features to make payments more cost efficient for SNC, for example: the use of internet banking, electronic fund transfer (EFT) and/or by other electronic means. All payments are presented regularly to the Board of Directors for approval in the "Monies Received and Disbursement Register for the period".
4. The Royal Bank, Winchester Branch, be the Authority Bank and that signing officers execute the banking services contract.

AND FURTHER THAT the Chartered Accountants Firm of Baker Tilly REO LLP, Winchester be appointed Auditors at an approximate cost of \$31,000 plus HST; and

FURTHER THAT the law firm of Ault & Ault LLP, Winchester be appointed as solicitor for general Authority business, and that Emond Harnden, Ottawa be appointed the Authority's Human Resource legal counsel, at a total approximate cost of \$20,000 plus HST. Where in the best interest of the Authority, staff may engage other specialized legal services.

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**DISCUSSION:**

The South Nation River Conservation Authority Administrative By-law requires annual resolutions for the appointment of the Authority's auditor and financial institution and the borrowing resolution.

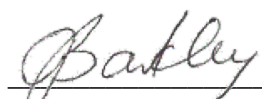
Also included are resolutions for the Authority's signing officers, confirming the use of alternate signing tools and the appointment of Authority solicitors including approximate cost.

The Authority's general counsel, Ault & Ault, will be consulted and advice sought when selecting specialized legal services.

**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget: The dollar amounts noted have been included in the 2024 Budget under Corporate Services, pages 78 to 81.

SNC Policy Adherence: SNC's Administrative By-laws require the Board of Directors annually appoint or confirm the Authority's auditor, financial institution, solicitor(s), and borrowing authorization. SNC's Purchasing Policy section E) requires Board of Director approval for non-competitive purchasing over \$25,000 when professional or special services are required such as: auditors or accounting fees, legal fees, appraiser fees, banking fees, or any other special service.

  
\_\_\_\_\_  
Johanna Barkley,  
Director of Finance.



**To:** Board of Directors  
**From:** Ronda Boutz, Secretary-Treasurer  
**Date:** January 10, 2024  
**Subject:** Request for Approval: Final Transition Report to the Ministry of Natural Resources and Forestry

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**RECOMMENDATION:**

The Board of Directors approve the Final Transition Report for submission to the Ministry of Natural Resources and Forestry.

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The province implemented the first phase of *Conservation Authorities Act* regulations in October 2021. The regulations require each conservation authority have a transition plan in place by December 31<sup>st</sup>, 2021, and create an inventory of programs and services by February 28<sup>th</sup>, 2022. These documents initiate consultations with member municipalities prior to the Transition Date of January 1<sup>st</sup>, 2024.

The Board approved South Nation Conservation's (SNC) Transition Plan on November 18<sup>th</sup>, 2021 (BD-197/21). Staff circulated the Transition Plan to member municipalities and the province and posted it on SNC's website. The Board approved SNC's Programs and Services Inventory (the "Inventory") on February 17<sup>th</sup>, 2022 (BD-023/22). The Inventory lists the programs and services SNC currently delivers and intends to deliver in the future. Staff circulated the Inventory to member municipalities and the province and held a municipal presentation regarding the Inventory on February 24<sup>th</sup>, 2022.

Regulations require SNC provide quarterly updates as consultations take place and the Inventory is refined. A total of six progress reports are to be submitted on the following dates:

- July 1, 2022 [submitted]
- October 1, 2022 [submitted]
- January 1, 2023 [submitted]
- April 1, 2023 [submitted]
- July 1, 2023 [submitted]
- October 1, 2023 [submitted]

Regulations also require SNC provide a final transition report within 30 days after the transition date (January 1<sup>st</sup>, 2024). This final report will be submitted to the Ministry of Natural Resources and Forestry (MNRF) and copied to participating municipalities.

The final report includes:

- comments and feedback submitted by participating municipalities;
  - a summary of any changes to the SNC Programs and Services Inventory; and
  - an update on cost apportioning agreements with participating municipalities.
-



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Copies of the draft reporting documents will be uploaded to the Member's webpage for the Board's review prior to the meeting.

**ADHERENCE TO SNC POLICY:**

Ontario Regulation 687/21 requires SNC submit a final version of the programs and services inventory, and confirmation of Category 3 Watershed Programs and Services Agreements to MNR and participating municipalities prior to January 31, 2024. Staff will bring these documents to the Board prior to submission.

Ronda Boutz,  
Secretary-Treasurer.



**To:** Board of Directors  
**From:** Kat Watson, Coordinator, Early Warning Systems and Watershed Plans  
Naomi Langlois-Anderson, Sr. Fish & Wildlife Technician  
**Date:** January 11<sup>th</sup>, 2024  
**Subject:** Request for Approval: Funding Submissions

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**RECOMMENDATION:**

The Board of Directors approves the submission of the following funding applications:

1. **Climate-Resilient Coastal Communities Program:** requesting up to \$720,000 for an *Enhancing Operational Flood Hazard Modelling, Mapping, and Alerting in the South Nation River Watershed* project.
  2. **Honda Canada Foundation:** requesting \$50,000 for the Two Creeks Forest Conservation Area Restoration project.
- 

**DISCUSSION:**

External funding programs have been identified by staff as potential sources of revenue to further South Nation Conservation (SNC) programs and services. The following grant applications will be submitted:

**1. Flood Hazard Identification Funding: Regional Modelling Stream**

- **Project:** Enhancing operational flood hazard modelling, mapping, and alerting in the South Nation River Watershed
- **Request:** \$720,000
- **Program will fund:** Up to \$720,000; no matching funds required, however, considered a benefit in the project criteria.
- **Purpose:** This project will leverage existing tools (South Nation River Hydrogeosphere Model) to enhance flood risk prediction and mapping for the South Nation River watershed utilizing state-of-the-art modelling, data, and data delivery technology. SNC will collaborate with Aquanty Inc to build on SNC's innovative flood forecasting tool, recently acquired Lidar and updated landcover to assess local and regional flood risk and to develop the tools
- **Deadline:** January 24<sup>th</sup>, 2024

**2. Honda Canada Foundation:**

- **Project:** Two Creeks Forest Conservation Area Restoration
  - **Request:** \$50,000
  - **Program will fund:** \$50,000+ to charitable, non-profit organizations and other tax exempt, national institutions in the fields of family, environment, engineering and education. No matching funds required.
  - **Purpose:** To support work necessary to re-open the Two Creeks Forest
-



Conservation Area. Remove hazard trees and low-quality pulp tree species, replant with native trees, shrubs and plants, resurface trails, and replace one footbridge.

- **Deadline:** No deadline.

**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget:

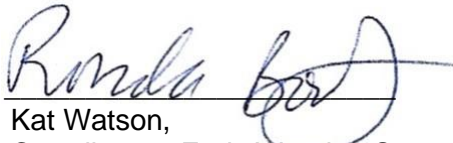
1. **Flood Hazard Identification Funding: Regional Modelling Stream:** Project is not included in the draft 2024 Budget. If approved, SNC's contribution will be consultant and staffing resources in 2024 to 2027 budgets.
2. **Honda Canada Foundation:** This project is included in the Draft 2024 Budget under Property, Conservation Lands, Conservation Areas, pages 34-35.

SNC Policy Adherence:

All expenditures will adhere to SNC's Purchasing Policy, including seeking quotes and required authorizations according to purchasing limits. All work undertaken to complete the projects will adhere to SNC's Health and Safety Policies and Procedures.

Programs and Services Category:

Category 1 – Mandatory Programs: Natural Hazards Management and Conservation Lands Management.

For:   
Kat Watson,  
Coordinator, Early Warning Systems  
and Watershed Plans.

For:   
Naomi Langlois-Anderson,  
Sr. Fish & Wildlife Technician





**To:** Board of Directors  
**From:** Caroline Goulet, Forester  
**Date:** January 10, 2024  
**Subject:** Request for Approval: Woodlot Storm Recovery Program Expenditures

**RECOMMENDATION:**

The Board of Directors approve the following expenditures under the Woodlot Storm Recovery Program:

Project Code	Vendor	Invoice Amount (HST included)
1. SRPR010A	Justintimber Tree Services	\$29,380.00
2. SRPR077A	Bisson Services	\$31,640.00
		<b>\$61,020.00</b>

**BACKGROUND:**

South Nation Conservation (SNC) is delivering the Woodlot Storm Recovery Program to assist private woodlot owners affected by the May 2022 derecho storm. Partners include Natural Resources Canada (NRCan) through the 2 Billion Tree Program; the United Counties of Prescott and Russell (UCPR); and the City of Ottawa.

SNC's Forestry Team completes private woodlot site visits to eligible property owners to assess recovery needs and prepare individual site plans for work. Eligible projects fall into two categories: (1) landowners who completed restoration work on their woodlots and are eligible for reimbursement; and (2) landowners who will rely on SNC forestry staff expertise to complete woodlot restoration via contractors.

Below is a summary of transactions under the Program to date:

- 118 site visits completed
- 13 landowner reimbursements paid
- 19 individual vendors paid for recovery work by landowners or SNC
- 15 vendors provided estimated unit costs for proposed recovery work to be coordinated by SNC

**DISCUSSION:**

Approximately 14 landowners planned to retain contracted services and submit expenses for reimbursement to expedite recovery work in their woodlots. Quotes were reviewed for eligibility by SNC staff prior to signing project agreements with the landowners.

Clarification to landowners on the ineligibility of the Harmonized Sales Tax (HST) for reimbursement resulted in some concerns from applicants who are not eligible for HST reimbursement through the Canadian Revenue Agency.



To ease financial barriers, SNC can provide direct payment of invoices to contractors for eligible work in lieu of reimbursement to the landowner. SNC will recover costs, including the net of SNC's HST rebate, through the Program's external funding partners.

There are a two significant recovery projects with invoices above \$25,000 that require Board approval. As work was coordinated by the landowner, multiple quotes were not obtained. Invoices were reviewed by Forestry Staff and in their professional opinion, unit costs for work are reasonable and comparable with similar work completed on other recovery projects.

**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget: The Woodlot Storm Recovery Program is included in the 2024 Budget under Resource Management: Landowner Stewardship and Outreach, pages 16-17; and Resource Management: Partner Programs: Forests, pages 18-19.

SNC Policy Adherence: Vendor payments adhere to SNC's Purchasing Policy:

- section (C)iv – purchases \$25 000 up to \$100 000
  - if three quotes cannot be obtained, the process and the reasons will be documented

See Discussion section above for details.

Programs and Services Category: Category 2 – Municipal Agreements: Forestry Services

Caroline Goulet,  
Forester.



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38 rue Victoria Street, Finch, ON K0C 1K0 Tel: 613-984-2948 Fax: 613-984-2872 Toll Free: 1-877-984-2948 [www.nation.on.ca](http://www.nation.on.ca)

**To:** Board of Directors  
**From:** Donna Ferguson, Accounting Technician  
**Date:** January 11<sup>th</sup>, 2023  
**Subject:** Request for Approval: Monies Received and Disbursement Register for December 2023

**RECOMMENDATION:**

The Board of Directors receive and file the money received report for December 2023; and

FURTHER THAT: The Board approve the Disbursement Register of 869,509.20 for December 2023.

**DISCUSSION:**


The list of major money receipts by customers and customer groups are shown below:

Received From:	December
Conservation Ontario	235,925.62
City of Ottawa	253,581.08
City of Ottawa	165,599.67
GFL Environmental Inc	120,000.00
Tree Revenue	75,297.34
Ontario Power Generation INC.	56,500.00
Ministry of Natural Resources & Forestry	55,691.17
United Counties of Prescott & Russell	39,690.00
Planning Revenue	30,473.04
Royal Bank of Canada	20,877.11
Septic Revenue	20,586.24
Raisin Region Conservation Authority	9,731.62
Other	516.78
Land Revenue	302.40
<b>TOTAL</b>	<b>1,084,772.07</b>

**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

SNC has approved Policies for cheques, internet banking and electronic funds transfer.

<b>December 2023</b>	<b>Total</b>
Accounts Payable Cheques	61,233.14
Internet Banking	334,323.38
Electronic Funds Transfer Payment	473,952.68
<b>TOTAL</b>	<b>869,509.20</b>

  
Donna Ferguson,  
Accounting Technician

Attachments: Disbursement Register – December 2023

Disbursement Register - December 2023

<b>Number</b>	<b>Name</b>	<b>Amount</b>
20718	AMAP0160 AMBROSIA APIARIES	1,200.00
20719	ATRE0387 2023-EAB-057	3,175.00 Ash Tree Grant
20720	CPSE9956 LINDA PARROTT	420.00
20721	MOKI5455 MOREWOOD KITCHENS	7,881.75 Refacing existing cabinets - Sample room
20722	POON7040 POSTAGE ON CALL	1,130.00
20723	SDGF8915 2023-SDGWAS-001	350.00 MFTIP Grant (reissued)
20724	AMBL0180 A.M.B. LIFT INC	953.44
20725	ATRE0381 2023-EAB-059	500.00 Ash Tree Grant
20726	ATRE0388 2023-EAB-045	500.00 Ash Tree Grant
20727	ATRE0389 2023-EAB-062	3,500.00 Ash Tree Grant
20728	ATRE0390 2023-EAB-052	4,276.75 Ash Tree Grant
20729	BEEH0507 N. BEEHLER ELECTIC LTD.	4,616.41
20730	CPSE9955 JEAN-PIERRE KINGSLEY	36.00
20731	EXTR0050 407 ETR EXPRESS TOLL ROUTE	65.39
20732	HALA3480 HAVEKES LAND IMPROVEMENT	11,865.00 Wetland Pond construction
20733	HARV3450 HARVEX AGROMART INC	453.26
20734	HESA3500 HEARTSAFE EMERGENCY MEDICAL SOLUTIONS	593.25
20735	IBWS4065 IBW SURVEYORS	3,534.64
20736	MOTI5525 MOREWOOD TIRE SERVICES	1,941.34
20737	PURO7040 PUROLATOR COURIER LTD.	11.69
20738	SDGF8905 2023-SDGWAS-019	500.00 MFTIP Grant
20739	SDGF8906 2023-SDGWAS-020	500.00 MFTIP Grant
20740	CPSE9947 HEATHER CHAPMAN	1,039.36
20741	CPSE9948 MATTHEW LINTON	1,039.36
20742	CPSE9949 SHANNON BURCHILL	1,039.36
20743	CPSE9950 ROBERT NASH EXCAVATING	1,039.36
20744	CPSE9951 GREGORY STANTON	1,039.36
20745	CPSE9952 TIM BEALE	215.04
20746	CPSE9953 ROBERT DENTZ	1,039.36
20747	CPSE9954 JOHN MARSH	1,015.00
20748	DUFE1995 DUNDAS FEDERATION OF AGRICULTURE	300.00
20749	EXTR0050 407 ETR EXPRESS TOLL ROUTE	29.27
20750	FALE2540 FAT LES'S CHIP STAND	260.58
20751	FRPE3650 FRIENDS OF PETRIE ISLAND	300.00
20752	GENE2040 GENEQ INC.	3,513.17
20753	OPFA6550 ONTARIO PROFESSIONAL FORESTERS ASSOCIATION	60.00
20754	SNCW0497 2023-APL-CW15	1,000.00 Well Decommissioning Grant
20755	CA201030 VILLAGE DE/OF CASSELMAN	300.00
		<hr/> 61,233.14
	<b>Internet Banking</b>	
10002721	BELL0510 BELL CANADA	1,031.69
10002726	HYDR3560 HYDRO ONE	31.34

10003026	HYDR3560	HYDRO ONE	32.46
10005349	MACE5505	MACEWEN PETROLEUM INC.	1,676.88
10005356	UNIO9003	ENBRIDGE	1,516.27
10005361	HYDR3560	HYDRO ONE	314.93
10005856	HYDR3560	HYDRO ONE	1,337.45
10006317	TELU8575	TELUS	2,100.84
10006322	BELL0510	BELL CANADA	55.91
10006327	BELL0510	BELL CANADA	235.46
20231205	DOLE2050	DOUG LEISURE	346.03
20231212	BAMO0650	THE BANK OF MONTREAL	4,612.18 Pension
20231212	PAYW0139	PAYWORKS	145,422.07 Pay 25
20231213	FIFE2505	FINCH FEED & SEED LTD. PURINA	1,070.25
20231218	VISA7602	VISA - SYLVIE FRACASSI	72.74
20231218	VISA7605	VISA - RONDA BOUTZ	400.96
20231219	VISA7606	VISA - SANDRA MANCINI	970.85
20231219	VISA7613	VISA - CARL BICKERDIKE	1,916.63
20231219	VISA7614	VISA - JOHN MESMAN	2,574.60
20231219	VISA7615	VISA - ALISON MCDONALD	1,207.71
20231228	BAMO0650	THE BANK OF MONTREAL	4,284.44 Pension
20231228	PAYW0139	PAYWORKS	157,170.82 Pay 26
20231229	PAYW0139	PAYWORKS	4,699.53 Board Payroll #4
20231231	ROBA7530	ROYAL BANK OF CANADA	1,241.34
			<hr/>
			334,323.38

**EFT Banking**

12394	BISE1850	BISSON SERVICES	30,510.00 Tree Cutting
12395	COON1088	CONSERVATION ONTARIO	10,061.87 2023 ESRI Usage
12396	OMER6450	OMERS	44,950.02 Pension
12397	SRPR1003	SRPR-013A	26,000.00 Storm Recovery Grant
12398	VSMA7695	VS MARKETING	10,362.10 Websit Development
12399	AIIN0530	AIG INSURANCE COMPANY OF CANADA	153.12
12400	SULI8058	SUN LIFE ASSURANCE COMPANY OF CANADA	21,756.69 Group Benefits
12401	LAPL5015	LAPLANTE CHEVROLET BUICK GMC	36,633.71 Vehicle - Equinox
12402	AN406010	ARIELLE NOONAN	33.79
12403	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	1,178.86
12404	BRSA0590	BRAZEAU SANITATION INC.	226.00
12405	BS508100	BILL SMIRLE	84.38
12406	BUSI0578	STAPLES COMMERCAIL/TREVIPAY	743.33
12407	CALI1040	CANADIAN LINEN & UNIFORM SERVICE CORP	79.10
12408	CATR1280	J. CARTY'S TREE SERVICE LTD.	5,085.00 Tree Cutting & storm cleanup
12409	CL404032	CLAIRE LEMAY	1,048.43
12410	COAU1115	COOTER'S	2,997.47
12411	COMM1130	UNIVERSAL FIELD SUPPLIES	781.61
12412	COPU1120	COYLE PUBLISHING INC	672.35
12413	CRAU0100	CRYSLER AUTO VALUE	121.75
12414	DEPO1550	DELTA POWER EQUIPMENT	29.52

12415	EL404028	ELISE LEFEBVRE	75.00	
12416	FIRE2650	FIRST REFERENCE INC.	1,412.50	
12417	GAGN3000	GAGNE & FILS EXCAVATION LTEE	457.25	
12418	HOSK3535	HOSKIN SCIENTIFIQUE LTEE.	1,806.87	
12419	JB400502	JOHANNA BARKLEY	85.45	
12420	JECA4000	JEAN CLAUDE CAYER ENTERPRISES LTD.	212.43	
12421	JRAD4004	J&R ADAMS LTD.	203.18	
12422	JUTR4575	JUSTINTIMBER TREE SERVICE	7,345.00	Deracho Storm Cleanup
12423	KS408030	KELSEY SMITH	2,956.91	
12424	LANN5020	LANNIN'S GARAGE	1,135.96	
12425	LAPL5015	LAPLANTE CHEVROLET BUICK GMC	219.95	
12426	LATR5065	1000224147 ONT INC (LATREMOUILLE TOOL SALES RENT	608.62	
12427	MB400504	MEGAN BEEHLER	222.78	
12428	MS408002	MONIQUE SAUVE	29.90	
12429	NOVA6200	NOVA NETWORKS	1,328.21	
12430	OGRA7596	GOOD ROADS	1,954.90	
12431	PIRI7030	PIERRE RICHER PLUMBING INC.	36.16	
12432	RIDE7565	RIDEAU VALLEY CONSERVATION AUTHORITY	460.00	
12433	RL305012	RENE LALONDE	92.48	
12434	SHSI8023	SHANE SIGNS	310.75	
12435	SRPR1002	SRPR-002A	3,000.00	Storm Recovery Grant
12436	THRI8250	RIVER INSTITUTE	4,000.00	
12437	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
12438	AHGE0560	AHYDTECH GEOMORPHIC LTD	12,995.00	Castor River Watershed Hydroloaic Model
12439	BISE1850	BISSON SERVICES	10,170.00	Tree Cutting
12440	CATR1280	J. CARTY'S TREE SERVICE LTD.	14,125.00	Storm Cleanup
12441	JUTR4575	JUSTINTIMBER TREE SERVICE	14,690.00	Deracho Storm Cleanup
12442	OTMA6560	1311339 ONTARIO LIMITED O/A OT MANAGED SERVICES	16,883.67	2024 Annual Software Maintenance
12443	PAEN6680	PALMER ENVIRONMENTAL CONSULTING GROUP INC	10,033.84	Bear Brook Geomorphology Consulting
12444	AK300800	ALAN KRUSZEL	20.40	
12445	AW309255	ADRIAN WYNANDS	489.60	
12446	BS508100	BILL SMIRLE	208.79	
12447	BV510500	BYRON VIENNEAU	10.88	
12448	DT308550	DOUG THOMPSON	81.60	
12449	DW309200	DEBORA WILSON	192.99	
12450	FS308320	FRANCOIS ST AMOUR	293.76	
12451	GD301520	GEORGE DAROUZE	95.20	
12452	GL304950	GENEVIEVE LAJOIE	106.08	
12453	GM305150	GLENN MACKAY	91.12	
12454	LP305780	LINDA PAYANT	146.88	
12455	PL505200	PIERRE LEROUX	217.60	
12456	RB500500	RAY BEAURGARD	34.00	
12457	RB508040	RUSSELL BENNETT	95.20	
12458	SD301050	STEVEN DENSHAM	44.88	
12459	TS308450	THOMAS SMYTH	49.50	
12460	JP2G4560	JP2G CONSULTANTS INC	10,763.82	Findlay Creek Boardwalk Consulting
12461	RIDE7565	RIDEAU VALLEY CONSERVATION AUTHORITY	17,447.20	FHIMP Project ON22-019
12462	AQIN0890	AQUANTY INC	10,170.00	Bear Brook Watershed Tile Drains HSG Model

Bear Brook Watershed High Resolution Imagery

12463	ASMO0182	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	932.25	
12464	BH403432	BRENT HARBERS	845.72	
12465	BISE1850	BISSON SERVICES	2,599.00	
12466	BUSI0578	STAPLES COMMERCIAL/TREVIPAY	2,515.52	
12467	CALI1040	CANADIAN LINEN & UNIFORM SERVICE CORP	39.55	
12468	CAPR1070	CANOE PROCUREMENT GROUP OF CANADA	1,207.63	
12469	EMHA2000	EMOND HARNDEN	602.86	
12470	FM405465	FARHAD MANSOURI	500.00	
12471	GAGN3000	GAGNE & FILS EXCAVATION LTEE	1,404.06	
12472	JM405530	JOHN MESMAN	2,523.93	
12473	KW409005	KATHERINE WATSON	754.94	
12474	LANN5020	LANNIN'S GARAGE	1,569.21	
12475	LAPL5015	LAPLANTE CHEVROLET BUICK GMC	4,870.60	
12476	LATR5065	1000224147 ONT INC (LATREMOUILLE TOOL SALES RENT	1,534.09	
12477	LC401200	LAURA CRITES	419.58	
12478	MISO4560	MIKE & SONS TREE EXPERTS	10,848.00	Remove storm damage & trees over/closeto trails
12479	NL404015	NAOMI LANGLOIS-ANDERSON	171.73	
12480	NOVA6200	NOVA NETWORKS	3,384.35	
12481	PAEN6680	PALMER ENVIRONMENTAL CONSULTING GROUP INC	1,772.41	
12482	PAGE6820	PAPETERIE GERMAIN STATIONERY INC.	452.89	
12483	QUPR7250	QUINTAN PRODUCTS INC.	50.85	
12484	RB400512	RONDA LYNNE BOUTZ	145.20	
12485	RIDE7565	RIDEAU VALLEY CONSERVATION AUTHORITY	440.00	
12486	SEEM8999	SEAWAY EMBROIDERY	6,152.57	Clothing & Embroidery Logo
12487	SRPR1005	SRPR-049A	8,620.00	Storm Recovery Grant
12488	SRPR1006	SRPR-026A	7,731.63	Storm Recovery Grant
12489	SSMA8250	SSC MAINTENANCE SERVICES INC	2,590.51	
12490	STCO8010	STANTEC CONSULTING LTD.	16,819.70	SWM/Drainage, FP Mapping Peer Reviews
12491	STWO8250	STORMWOOD SERVICES	3,107.50	
12492	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	48.86	
12493	THRE7560	THE REVIEW	210.18	
12494	THRE8090	THOMSON REUTERS CANADA	883.05	
12495	TRCA8650	TRADUCTIONS CATMAC TRANSLATIONS	1,001.58	
12496	ATAI0123	ATEL AIR	1,401.82	
12497	CALI1040	CANADIAN LINEN & UNIFORM SERVICE CORP	39.55	
12498	CIOT0270	CITY OF OTTAWA	3,286.03	
12499	COCO3250	CORNERSTONE CONVENIENCE STORE - 10592056 CANAC	19.95	
12500	GEIN3035	GESTION INTEGREE DES FORETS AET INC	1,619.24	
12501	MS408003	MICHELLE CAVANAGH	1,218.87	
12502	NOVA6200	NOVA NETWORKS	247.35	
12503	SRPR1007	SRPR-059A	1,110.92	
12504	STIN8000	STORM INTERNET SERVICES	169.50	
12505	JMCO4030	J & M CONTRACTING CORP	36,773.59	High Falls Washroom Contract
			<u>473,952.68</u>	



**To:** Board of Directors  
**From:** James Holland, Senior Planner  
**Date:** January 18<sup>th</sup>, 2024  
**Subject:** Update: Planning Activity

**RECOMMENDATION:**

The Board of Directors receive and file the Planning Activity update for December 2023.

**DISCUSSION:**

South Nation Conservation (“SNC”) staff provide comments on planning applications and technical reviews to support new development. Municipalities circulate applications to SNC; costs are recovered from applicants according to the Board approved fee schedule.

The list below includes planning applications received in the month of December 2023. Pre-consultations and property inquiries are not included in this list.

#	SNC Number	Landowner	Former Municipality	Application
365	SNC-3607-2023	Carolle Hamel	Edwardsburgh	Consent
366	SNC-3608-2023	Mary-Ann Zandbelt	Osgoode	Consent
367	SNC-3611-2023	Susan & Alain Leduc	Roxborough	Consent
368	SNC-3612-2023	Susan & Alain Leduc	Roxborough	Consent
369	SNC-3613-2023	487822 Ontario Ltd	Finch	Consent
370	SNC-3614-2023	Johnstown Self-Storage Inc.	Edwardsburgh	Site Plan Control
371	SNC-3617-2023	John & Linda Morrow	Roxborough	Consent
372	SNC-3619-2023	Charles Thivierge	Clarence	Consent
373	SNC-3620-2023	Francois Froulx & Melanie Martel	S. Plantagenet	Consent
374	SNC-3621-2023	Shawn & Natalie Luimes	Matilda	Consent
375	SNC-3622-2023	Parrish & Heimbecker Ltd.	Winchester	Section 59 Clearance

**Technical Reviews**

SNC offers professional and technical review services related to natural hazards and on-site private sewage systems.





The following table includes the technical reviews received in the month of December.

SNC Number	Development Size	Review Type
SNC-3614-2023	Development area < 0.5 hectares	Stormwater
SNC-3173-2022	Development area > than 2 hectares	Stormwater

Staff will continue to track applications and associated timelines to ensure timely reviews.

Programs & Services Category: Category 1 – Mandatory: Provincially delegated review of natural hazards under the *Planning Act* and related memorandum of understanding.

James Holland,  
Senior Planner



**To:** Board of Directors  
**From:** Alison McDonald, Managing Director, Approvals  
**Date:** January 18<sup>th</sup>, 2024  
**Subject:** Update: Permits Issued

**RECOMMENDATION:**

The Board of Directors receive and file the update on permits issued under Ontario Regulation 170/06 for December 2023.

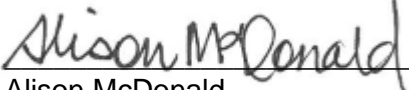
**DISCUSSION:**

South Nation Conservation (“SNC”) staff issue permits under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. in accordance with Board of Directors approved Regulation Policies.

The table below lists the permits issued in the month of December 2023.

#	Project No.	Landowner	Former Municipality	Project
181	2023-CUM-R133	City of Ottawa (ROW)	Cumberland	Bore & Conduit
182	2023-CLR-R156	City of Ottawa (ROW)	Clarence	Bore & Conduit (Multiple)
183	2023-CLR-R159	City of Ottawa (ROW)	Clarence	Bore & Conduit (Multiple)
184	2023-CLR-R160	City of Ottawa (ROW)	Clarence	Bore & Conduit
185	2023-CLR-R161	City of Ottawa (ROW)	Clarence	Bore & Conduit
186	2023-CUM-R162	City of Ottawa (ROW)	Cumberland	Bore & Conduit
187	2023-CLR-R169	City of Ottawa (ROW)	Clarence	Bore & Conduit
188	2023-CLR-R170	City of Ottawa (ROW)	Clarence	Bore & Conduit (Multiple)
189	2023-OSG-R171	City of Ottawa (ROW)	Osgoode	Directional Drill & Conduit
190	2023-EDW-R194	Township of Edwardsburgh Cardinal	Edwardsburgh	Dock Pad & Erosion Control
191	2023-NAT-R196	The Nation Municipality (ROW)	Cambridge	Directional Drill & Conduit (Multiple)
192	2023-ALP-R204	Township of Alfred and Plantagenet	Alfred	Stage & Slab Construction
193	2023-GLO-R206	Simon Elliot	Gloucester	Storage Shed Construction
194	2023-EDW-R212	Township of Edwardsburgh Cardinal	Edwardsburgh	Culvert Replacements (Multiple)

Programs & Services Category: Category 1 – Mandatory: Administration of Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06.

  
Alison McDonald,  
Managing Director, Approvals



**To:** Board of Directors  
**From:** Alison McDonald, Managing Director, Approvals  
**Date:** January 18<sup>th</sup>, 2024  
**Subject:** Update: Enforcement of Ontario Regulation 170/06

**RECOMMENDATION:**

The Board of Directors receive and file the update on reported regulation concerns for the month of December 2023.

**DISCUSSION:**

South Nation Conservation (“SNC”) staff administer and enforce Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06. SNC relies on members of the public and municipal partners to assist in identifying and reporting potential offences.

Staff evaluate reported concerns for priority response based on potential adverse impacts to people and property, and the risk of exacerbating natural hazards.

The list below describes the reported concerns received in the month of December 2023.

#	File No.	Municipality	Description
45	ENF2023-SST-02	South Stormont	Reported interference with a Provincially Significant Wetland

The table below provides a summary of staff enforcement and compliance actions undertaken to date in 2023.

Summary of Staff Enforcement and Compliance Actions 2023	
Site visits	35
Files resolved	17
Concerns referred to correct agency	11
Provincial offences charges laid	0

Programs & Services Category: Category 1 – Mandatory: Administration and Enforcement of Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06.

Alison McDonald,  
 Managing Director, Approvals.



**To:** Board of Directors  
**From:** Monique Sauvé, Chief Building Official  
**Date:** January 18<sup>th</sup>, 2024  
**Subject:** Update: On-Site Sewage Permits Received

**RECOMMENDATION:**

The Board of Directors receive and file the on-site sewage permits received update for December 2023.

**DISCUSSION:**

South Nation Conservation (“SNC”) staff issue permits under Part 8 of the Ontario Building Code on behalf of seventeen municipalities. The list below includes permits received in the month of December 2023. Septic system searches and renovation reviews are not included.

#	Permit Number	Landowner(s)	Description	Location
457	AP-23-20	Sharon St-Hilaire	New Construction	Alfred Plantagenet
458	AP-23-21	Marcel & Carolle Laviolette	New Construction	Alfred Plantagenet
459	AU-23-47	Susan & David Conlin	System Replacement	Augusta
460	CR-23-52	Bernard & Myriam Levesque	System Replacement	Clarence Rockland
461	CR-23-53	Jacqueline Gendron	System Replacement	Clarence Rockland
462	EK-23-38	Dorothy Hall	System Replacement	Elizabethtown-Kitley
463	NA-23-34	Cedric Labelle Genevieve Henrie	New Construction	Nation
464	NS-23-24	Jacynthe & Fabien Baker	New Construction	North Stormont
465	NS-23-25	Justin Lafrance	System Replacement	North Stormont
466	SD-23-38	James Becksted	New Construction	South Dundas
467	SD-23-39	Ryan Devries	Tank	South Dundas
468	SD-23-40	Johanna & Brian Kronstal	Leaching Bed	South Dundas
469	SS-23-35	Dale Wells	New Construction	South Stormont
470	CR-23-51	Noah's Custom Country Homes Inc.	New Construction	Clarence Rockland

Staff will continue to track permit applications and associated timelines to ensure timely service delivery.

Programs & Services Category: Category 2 – Municipal Service Agreements: Building Code Part 8 Program Delivery

*Monique Sauvé*

Monique Sauvé,  
Chief Building Official.

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley St W  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel.: 416-314-2301

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Tél.: 416-314-2301



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

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**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