



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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

Board of Directors

Annual General Meeting Agenda

Date: March 21st, 2024

Time: 9:00 am

Location: Watershed Room, SNC

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





Board of Directors

Annual General Meeting Agenda

March 21st, 2024 at 9:00 am

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. Section 28 Hearing Minutes of February 15th, 2024 4-6
 - b. Board of Directors Meeting Minutes of February 15th, 2024 7-14
 6. Approval of Consent Agenda:
 - a. Request for Approval: Monies Received and Disbursement Register for February 2024: Hannah 15-19
 - b. Update: Permits Issued: Alison 20-21
 - c. Update: Enforcement of Ontario Regulation 170/06: Alison 22-23
 - d. Update: Planning Activity: James 24-26
 - e. Update: On-site Sewage Permits Received: Alison 27-28
 7. New Business:
 - a. Request for Approval: 2024 Board of Directors Elections (and Procedures): Carl 29-32
 - b. Request for Approval: Conservation Ontario Voting Delegates: Ronda 33
 - c. Request for Approval: 2023 Year End, Audited Financial Statement and Audit Letters: Johanna 34-36
 - d. Request for Approval: 2023 SNC Annual Report: John 37-38
 - e. Request for Approval: Watershed Advisory Committee Membership: Ronda/John 39-41
 - f. Request for Approval: Accounting Software: Johanna 42-43
 - g. Request for Approval: Deposit Interest and Bank Service Fees Agreements: Johanna 44
 - h. Request for Approval: Funding Submission: Michelle 45
 - i. Request for Approval: Forestry Stewardship Council Ecological Goods and Services Certification: Pat 46
 - j. Update: 2023 Conservation Areas Visitor Report: Kyle 47-48
 - k. Request for Approval: Findlay Creek Boardwalk Revitalization Project: Michelle 49-50
 - l. Request for Approval: Sewage System Inspector Appointment: Alison 51
 - m. Request for Approval: Locally Significant Wetland Mapping Project: Brent 52-53
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- n. Update: Ontario Regulation 41/24 and the Proclamation of Amendments to the *Conservation Authorities Act*: Alison 54-56
- o. Request for Approval: Transition Policies and Procedures for Ontario Regulation 41/24: Eric 57-65
- p. Request for Approval: Delegation of Powers Relating to the Issuance and Cancellation of Permits: Eric 66
- q. Request for Approval: Appointment of Provincial Offences Officers: Alison 67-68
- 8. Supplemental Agenda (if any)
- 9. Correspondence (if any)
- 10. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:
 - April 18th, 2024
 - May 16th, 2024
 - June 20th, 2024
 - July – no scheduled meeting
- 11. Future Motions of the Board and/or Discussion of SNC Issues
- 12. Closed
- a. Request for Approval: Land Acquisition: Pat 69-70
- 13. Adjournment

Carl Bickerdike,
Chief Administrative Officer.

/rb



BOARD OF DIRECTORS SECTION 28 HEARING

Thursday, February 15th, 2024 - 9:30 a.m.

Watershed Room, SNC



Directors Present:

Pierre Leroux, Prescott Russell, Chair
 Steve Densham, Stormont Dundas Glengarry, Vice Chair
 George Darouze, City of Ottawa, Past Chair
 Genevieve Lajoie, Prescott Russell
 Linda Payant, City of Ottawa
 Tom Smyth, Stormont Dundas Glengarry
 François St. Amour, Prescott Russell
 Deb Wilson, Leeds Grenville
 Adrian Wynands, Leeds Grenville

Regrets:

Catherine Kitts, City of Ottawa
 Matt Luloff, City of Ottawa
 Bill Smirle, Stormont Dundas Glengarry

Management Present:

Carl Bickerdike, Chief Administrative Officer
 Ronda Boutz, Secretary-Treasurer
 Michelle Cavanagh, Team Lead, Special Projects
 Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
 Alison McDonald, Managing Director, Approvals
 John Mesman, Managing Director, Property, Conservation Lands and Community Outreach

Guests:

Waren A. Leroy, Ault & Ault LLP
 Dannie Villeneuve, 2023-CLR-R010 permit applicant



ROLL CALL

<u>Members:</u>	<u>Present</u>	<u>Regrets</u>
Pierre Leroux	X	
Steve Densham	X	
George Darouze	X	
Catherine Kitts		X
Genevieve Lajoie	X	
Mathew Luloff		X
Linda Payant	X	
Bill Smirle		X
Tom Smyth	X	
François St. Amour	X	
Deb Wilson	X	
Adrian Wynands	X	
	Present: 9	Regrets: 3

CHAIRS REMARKS

Pierre Leroux, Chair, called the SNC Board of Directors Section 28 Hearing of February 15th, 2024 to order at 9:30 a.m.

Chair Leroux stated the applicant's name and location of proposed development; and provided the following reminders:

- Directors must be present for entire Hearing to deliberate and render a vote
- Directors may ask questions, through the Chair, during staff and applicant presentations
- Hearing is being recorded as part of the Minutes
- Applicant's rights under the *Canada Evidence Act*
- No new information will be presented that was not submitted prior to the Hearing

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

PRESENTATION OF STAFF INFORMATION:

Alison McDonald and Sandra Mancini presented the following information to the Tribunal:

- a. Staff Report – 2023-CLR-R010
- b. SNC Engineering review
- c. Lascelles revised grading and drainage plan 2023-CLR-R010

PRESENTATION OF APPLICANT INFORMATION:

The applicant, Dannie Villeneuve, provided the following in the agenda package:

- a. Revised application 2023-CLR-R010
- b. Letter of rationale 2023-CLR-R010

Ms. Villeneuve had no additional comments on the information provided.



DELIBERATION AND DECISION

RESOLUTION NO. TRIB-001/24

Moved by: Steve Densham
Seconded by: Adrian Wynands

RESOLVED THAT:

That the Board of Directors approve application 2023-CLR-R010 made under Ontario Regulation 170/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, under Section 28 of the Conservation Authorities Act with the following conditions:


- a. The reconstruction must meet the flood proofing requirements found within the Ministry of Natural Resources Technical Guide - River and Stream Systems: Flooding Hazard Limit (2002);
- b. The applicant must demonstrate the reconstruction will have no negative impacts on the control of flooding on surrounding properties;
- c. The lowest opening into the dwelling be set at the 100-year flood elevation plus wave uprush;
- d. The proposed elevation for the septic's outlet be higher than the 100-year flood elevation;
- e. A 6-meter erosion access allowance be created; and
- f. Staff also recommend The Applicant establish an emergency plan with the City of Clarence-Rockland to ensure in the event of a flood, access routes are clearly marked, and any other issues have been adequately addressed.

CARRIED

ADJOURNMENT

Chair Leroux adjourned the Board of Directors Section 28 Hearing of February 15th, 2024 at 9:49 a.m.

Pierre Leroux,
Chair.



Carl Bickerdike,
Chief Administrative Officer.

/rb



BOARD OF DIRECTORS MEETING

Meeting No. 02/24
 Thursday, February 15th, 2024 – 9:54 a.m.

Watershed Room, SNC



Directors Present:

Pierre Leroux, Prescott Russell, Chair
 Steve Densham, Stormont Dundas Glengarry, Vice Chair
 George Darouze, City of Ottawa, Past Chair
 Genevieve Lajoie, Prescott Russell
 Linda Payant, City of Ottawa
 Bill Smirle, Stormont Dundas Glengarry
 Tom Smyth, Stormont Dundas Glengarry
 François St. Amour, Prescott Russell
 Deb Wilson, Leeds Grenville
 Adrian Wynands, Leeds Grenville

Regrets:

Catherine Kitts, City of Ottawa
 Mathew Luloff, City of Ottawa

Staff Present:

Carl Bickerdike, Chief Administrative Officer
 Ronda Boutz, Secretary-Treasurer
 Michelle Cavanagh, Team Lead, Special Projects
 Phillip Dagenais, Water Resources Specialist, Monitoring
 Donna Ferguson, Accounting Technician
 Caroline Goulet, Forester
 James Holland, Senior Planner
 Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
 Alison McDonald, Managing Director, Approvals
 Eric McGill, Corporate Counsel
 John Mesman, Managing Director, Property, Conservation Lands and Community Outreach

Guests:

Owen Murdoch, Councillor Darouze's Assistant, City of Ottawa



TRADITIONAL LAND ACKNOWLEDGEMENT

John Mesman, Managing Director, Property, Conservation Lands and Community Outreach, read an Indigenous land acknowledgement.

CHAIRS REMARKS

Pierre Leroux, Chair, called the SNC Board of Directors meeting of February 15th, 2024 to order at 9:54 a.m.

APPROVAL OF SNC BOARD OF DIRECTORS MAIN AND SUPPLEMENTAL AGENDAS

RESOLUTION NO. BD-019/24

Moved by: George Darouze
Seconded by: Deb Wilson

RESOLVED THAT:

The members approve the February 15th, 2024 Board of Directors main and supplemental agendas with the following amendments:

- Main Agenda Item # 7f., Timeline Report for Permissions Under Section 28 be removed and replaced with Supplemental Agenda Item #1 a.
- Supplemental Agenda item 2 a. Closed Session: Land Donation be moved to follow item 12.a in the main agenda.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented project and program updates.

Bill Smirle joined the meeting at 10:06 a.m.

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES JANUARY 18TH, 2024

RESOLUTION NO. BD-020/24

Moved by: Bill Smirle
Seconded by: George Darouze



RESOLVED THAT:

The Members approve the Board of Directors meeting minutes of January 18th, 2024 as submitted.

CARRIED

NEW BUSINESS

REQUEST FOR APPROVAL: FUNDING SUBMISSIONS

RESOLUTION NO. BD-021/24

Moved by: Adrian Wynands
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors approves the submission of a funding application to the Tourism Growth Program requesting \$250,000 for the Revitalization of the Findlay Creek Boardwalk.

CARRIED

REQUEST FOR APPROVAL: WATER AND EROSION INFRASTRUCTURE PROJECT EXPENDITURE

RESOLUTION NO. BD-022/24

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

RESOLVED THAT:

The Board of Directors approve retaining A.M.B. Lift Inc. services the Chesterville Dam – Log Lifter Restoration Phase 2 project at approximately \$48,000 plus HST.

CARRIED

REQUEST FOR APPROVAL: WOODLOT STORM RECOVERY PROGRAM DISBURSEMENTS

RESOLUTION NO. BD-023/24

Moved by: George Darouze
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors approve undertaking and disbursement of funds for the Woodlot Storm Recovery Program to an upset limit of \$500,000 for 2024; and



FURTHER THAT:

The Board of Directors delegate authority to the Chief Administrative Officer to approve eligible expenditures above \$25,000.

CARRIED

REQUEST FOR APPROVAL: 2024 SNC FLOOD CONTINGENCY PLAN

RESOLUTION NO. BD-024/24

Moved by: Genevieve Lajoie
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve the 2024 South Nation Conservation Flood Contingency Plan.

CARRIED

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR JANUARY 2024

RESOLUTION NO. BD-025/24

Moved by: George Darouze
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file the money received report for January 2024; and

FURTHER THAT:

The Board approve the Disbursement Register of \$879,778.42.

CARRIED

UPDATE: PERMITS ISSUED

RESOLUTION NO. BD-026/24

Moved by: George Darouze
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the update on permits issued under Ontario Regulation 170/06 for January 2024.

CARRIED



UPDATE: PLANNING

RESOLUTION NO. BD-027/24

Moved by: Genevieve Lajoie
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors receive and file the Planning Activity update for January 2024.

CARRIED

UPDATE: ENFORCEMENT OF ONTARIO REGULATION 170/06

RESOLUTION NO. BD-028/24

Moved by: Steve Densham
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors receive and file the update on reported regulation concerns for the month of January 2024.

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS ISSUED

RESOLUTION NO. BD-029/24

Moved by: Linda Payant
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the on-site sewage permits received update for January 2024.

CARRIED

UPDATE: 2024 CONFERENCES

RESOLUTION NO. BD-030/24

Moved by: George Darouze
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the 2024 Conferences report; and



FURTHER THAT:

The Board of Directors coordinate their conference attendance with the Secretary-Treasurer.

CARRIED

SUPPLEMENTAL AGENDA

UPDATE: TIMELINE REPORT FOR PERMISSIONS UNDER SECTION 28

RESOLUTION NO. BD-031/24

Moved by: Adrian Wynands
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors receive and file the Timeline Report for Permissions Under Section 28 of the *Conservation Authorities Act*.

CARRIED

REQUEST FOR APPROVAL: ADMINISTRATIVE BY-LAWS UPDATE

RESOLUTION NO. BD-032/24

Moved by: George Darouze
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve amendments to South Nation Conservation's Administrative By-laws.

CARRIED

CORRESPONDENCE

None.

DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M. UNLESS INDICATED OTHERWISE:

- March 21st, 2024 (SNC AGM)
- April 18th, 2024
- May 16th, 2024
- June 20th, 2024
- July – no scheduled meeting

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

None.



CLOSED SESSION

RESOLUTION NO. BD-033/24

Moved by: George Darouze
Seconded by: Adrian Wynands

RESOLVED THAT:

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

- a. Main Agenda Item #12 Request for Approval: Land Disposition.
- b. Supplemental Agenda item # 2 a. Request for Approval: Land Donation.

CARRIED

The Board of Directors convened closed session at 10:56 a.m.

OPEN SESSION

RESOLUTION NO. BD-034/24

Moved by: Genevieve Lajoie
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors move into open Session.

CARRIED

The Board of Directors reconvened open session at 11:02 a.m.

REQUEST FOR APPROVAL: LAND DISPOSITION

RESOLUTION NO. BD-035/24

Moved by: Genevieve Lajoie
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve the disposition of subject lands to the United Counties of Prescott-Russell for the purpose of rehabilitation of County Road 16.

CARRIED

REQUEST FOR APPROVAL: LAND DONATION

RESOLUTION NO. BD-036/24

Moved by: Deb Wilson
Seconded by: Tom Smyth



RESOLVED THAT:

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

CARRIED

ADJOURNMENT

RESOLUTION NO. BD-037/24

Moved by: George Darouze
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors meeting of February 15th, 2024 be adjourned at 11:03 a.m.

CARRIED

Pierre Leroux,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb



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To: Board of Directors
From: Hannah Jackson, Accounting and Human Resources Specialist
Date: March 11th, 2024
Subject: Request for Approval: Monies Received and Disbursement Register for February 2024

RECOMMENDATION:

The Board of Directors receive and file the money received report for February 2024; and

FURTHER THAT: The Board approve the Disbursement Register of \$700,082.50 for February 2024.

DISCUSSION:

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

Received From:	February
City of Ottawa	295,391.08
United Counties of Prescott and Russell	204,018.46
Government of Canada	68,307.35
Planning Revenue	64,862.63
Natural Resources Canada	51,273.50
Septic Revenue	37,310.91
Mississippi Valley Conservation Authority	22,600.00
Royal Bank of Canada	21,433.55
Other	11,478.23
Lindsay Solar LP	11,074.00
Fisheries and Oceans Canada	9,983.55
Township of Russell	8,785.75
Tree Revenue	4,094.90
Ministry of Environment Conservation and Parks	3,597.48
Conservation Ontario	1,653.60
Land	1,437.20
Forests Ontario	400.00
TOTAL	817,702.19



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

Payment Made:	February
Accounts Payable	79,864.80
Internet Banking	344,858.15
Electronic Funds Transfer Payment	275,359.55
TOTAL	700,082.50

Hannah Jackson,
Accounting and Human Resources Specialist
Attachments: Disbursement Register – February 2024

Disbursement Register - February 2024

Number	Name		Amount
20770	INDE6480	INDEED CANADA CORP	852.80
20771	PEPR1075	BRIAN & DEBORAH BURNETT	30.00
20772	PURO7040	PUROLATOR COURIER LTD.	81.55
20773	SRPR1014	SRPR-010A	1,065.20 Storm Recovery Grant
20774	ZZZZ9944	JENNIFER LEMIRE	48.00
20775	ATRE0392	2024-EAB-002	1,500.00 Ash Tree Grant
20776	COOS4010	COG OSO CHAPTER	678.00
20777	EOMO2012	EASTERN ONTARIO MODEL FOREST	100.00
20778	MOTI5525	MOREWOOD TIRE SERVICES	992.14
20779	PEPR1076	VALECRAFT HOMES (2019 LTD)	1,405.00
20780	UNCO9000	UNITED COUNTIES OF S.D. & G.	50.00
20781	APPR0960	APPROVED PROFESSIONALS - EVENTS	565.00
20782	BOES0650	BOISES EST	91.00
20783	CHUB4530	CHUBB LIFE INSURANCE COMPANY OF CANADA	4.62
20784	OTCW0346	THOMAS SCHOENI	450.00
20785	PURO7040	PUROLATOR COURIER LTD.	78.08
20786	ROCO1010	ROBINSON CONSULTANTS	1,277.18
20787	SRPR1022	SRPR-081A	19,727.75 Storm Recovery Grant
20788	UNCO9000	UNITED COUNTIES OF S.D. & G.	50.00
20789	SUHY8065	SURGENOR HYUNDAI	<u>50,818.48</u> 2024 Hyundai EV
			79,864.80

Internet Banking

10001078	UNIO9003	ENBRIDGE	1,053.12
10001082	HYDR3560	HYDRO ONE	1,635.41
10001086	HYDR3560	HYDRO ONE	1,746.63
10001990	BELL0510	BELL CANADA	236.61
10001993	BELL0510	BELL CANADA	55.89
10002656	HYDR3560	HYDRO ONE	37.10
10003671	FIFE2505	FINCH FEED & SEED LTD. PURINA	322.45
10005663	BELL0510	BELL CANADA	55.89
10005664	BELL0510	BELL CANADA	1,031.69
10005665	FIFE2505	FINCH FEED & SEED LTD. PURINA	237.29
10005666	HYDR3560	HYDRO ONE	1,746.63
10005667	HYDR3560	HYDRO ONE	1,635.41
10005668	HYDR3560	HYDRO ONE	29.89
10005669	HYDR3560	HYDRO ONE	37.10
10005670	MACE5505	MACEWEN PETROLEUM INC.	782.43
10005909	TELU8575	TELUS	1,880.14
10006540	NG206030	TOWNSHIP OF NORTH GLENGARRY	262.91
10006545	NG206030	TOWNSHIP OF NORTH GLENGARRY	262.91
10006547	NG206030	TOWNSHIP OF NORTH GLENGARRY	274.34
20240206	BAMO0650	THE BANK OF MONTREAL	4,720.94 Pension
20240206	PAYW0139	PAYWORKS	147,523.50 Pay 3
20240220	BAMO0650	THE BANK OF MONTREAL	4,746.44 Pension
20240220	PAYW0139	PAYWORKS	151,091.38 Pay 4
20240220	VISA7601	VISA - LORIE HENDERSON	185.01
20240220	VISA7605	VISA - RONDA BOUTZ	1,175.36
20240220	VISA7606	VISA - SANDRA MANCINI	1,417.98
20240220	VISA7609	VISA - DEBORAH EDWARDS	7,244.89
20240220	VISA7613	VISA - CARL BICKERDIKE	3,783.02
20240220	VISA7614	VISA - JOHN MESMAN	2,154.70
20240220	VISA7615	VISA - ALISON MCDONALD	3,484.56
20240229	ROBA7530	ROYAL BANK OF CANADA	1,663.19

20240229 KINO4560 KISTERS NORTH AMERICA, INC 2,343.34

344,858.15

EFT Banking

12583	CALI1040	CANADIAN LINEN & UNIFORM SERVICE CORP	39.55
12584	LANN5020	LANNIN'S GARAGE	1,059.15
12585	LAPL5015	LAPLANTE CHEVROLET BUICK GMC	339.19
12586	LM505530	LAWRENCE McDERMOTT	500.00
12587	NL404015	NAOMI LANGLOIS-ANDERSON	33.28
12588	OGRA7596	GOOD ROADS	1,683.70
12589	OMER6450	OMERS	45,330.54 Pension
12590	PAEN6680	PALMER ENVIRONMENTAL CONSULTING GROUP INC	5,056.75 Professional Services
12591	SONU8045	SOMERVILLE NURSERIES INC	220.00
12592	ALEN0050	ALAIN ENTERPRISES LTD	1,881.45
12593	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	1,010.21
12594	CALI1040	CANADIAN LINEN & UNIFORM SERVICE CORP	39.55
12595	CHRE1051	ETCETERA PUBLICATIONS (CHESTERVILLE) INC	279.68
12596	COAU1250	COOTERS AUTOMOTIVE/1000263733 ONT INC	1,457.55
12597	CORN1089	CORNWALL CITY PRESS	225.75
12598	EAEN2005	EASTERN ENGINES INC	908.07
12599	EVEN2250	EVB ENGINEERING	2,952.69
12600	GAAU2950	GARY'S AUTO BODY	316.40
12601	JRAD4004	J&R ADAMS LTD.	93.00
12602	LANN5020	LANNIN'S GARAGE	349.60
12603	MIBL8450	M.R. BLAIS SALES & SERVICES INC	77.47
12604	NASE6250	NATIONVIEW SERVICE CENTRE LTD	2,377.77
12605	PAEN6680	PALMER ENVIRONMENTAL CONSULTING GROUP INC	7,093.01 Professional Services
12606	SRPR1015	SRPR-062A, SRPR-062B, SRPR-062C	10,280.40 Storm Recovery Grant
12607	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	569.98
12608	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50
12609	RWTO4000	R.W. TOMLINSON LIMITED	25,390.08 Contract Services
12610	BUSI0578	STAPLES COMMERCIAL/TREVIPAY	76.72
12611	CALI1040	CANADIAN LINEN & UNIFORM SERVICE CORP	39.55
12612	COAU1115	COOTER'S	505.42
12613	EAEN2005	EASTERN ENGINES INC	1,306.27
12614	EM405490	ERIC MCGILL	2,210.28
12615	EMHA2000	EMOND HARNDEN	712.47
12616	FIMA2440	RAM KRISHNA INC (FINCH MARKET)	67.85
12617	GAAU2950	GARY'S AUTO BODY	2,285.93
12618	LEVA5032	LEVAC PROPANE INC	1,936.33
12619	NOVA6200	NOVA NETWORKS	247.35
12620	QUCO7240	QUINTE CONSERVATION	3,851.15
12621	SHSI8023	SHANE SIGNS	257.64
12622	SRPR1016	SRPR-045A	4,425.00 Storm Recovery Grant
12623	SRPR1017	SRPR-074A	5,200.00 Storm Recovery Grant
12624	SRPR1018	SRPR-054A	414.96 Storm Recovery Grant
12625	SRPR1019	SRPR-057A	15,750.00 Storm Recovery Grant
12626	FERG3000	FERGUSON FOREST CENTRE	8,800.44 Trees
12627	JMCO4030	J & M CONTRACTING CORP	5,610.31 Contract Services
12628	LANN5020	LANNIN'S GARAGE	135.20
12629	LAPL5015	LAPLANTE CHEVROLET BUICK GMC	470.42
12630	PAEX6850	PASCO EXCAVATION INC	2,034.00
12631	SIBA8020	SIMPLY BAKED CATERING INC	510.76
12632	SSMA8250	SSC MAINTENANCE SERVICES INC	2,654.37
12633	STIN8000	STORM INTERNET SERVICES	169.50
12634	TEDM5522	TED MORAN & SONS LTD.	403.51
12635	BUSI0578	STAPLES COMMERCIAL/TREVIPAY	119.68

00018

12636	CALI1040	CANADIAN LINEN & UNIFORM SERVICE CORP	39.55
12637	CATR1280	J. CARTY'S TREE SERVICE LTD.	11,300.00 Contract Services
12638	CG403431	CAROLINE GOULET	500.00
12639	COCA1080	COMPSYCH CANADA LTD	2,380.60
12640	LANN5020	LANNIN'S GARAGE	425.00
12641	LLMC5040	LLOYD MCMILLAN EQUIPMENT LTD.	452.00
12642	MIBL8450	M.R. BLAIS SALES & SERVICES INC	601.23
12643	NOVA6200	NOVA NETWORKS	3,384.35
12644	PP407015	PATRICK PIITZ	120.06
12645	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	357.96
12646	TRCA8650	TRADUCTIONS CATMAC TRANSLATIONS	893.37
12647	PAEX6850	PASCO EXCAVATION INC	<u>84,750.00</u> Contract Services
			275,359.55



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: March 21st, 2024
Subject: Update: Permits Issued

RECOMMENDATION:

The Board of Directors receive and file the update on permits issued under Ontario Regulation 170/06 for February 2024.

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 February 2024.

#	Project No.	Landowner	Former Municipality	Project
12	2023-NAT-R183	1550890 Ontario Inc	Cambridge	Sanitary Forcemain & Watermain Installation
13	2023-NAT-R216	Casselman Development Inc	Cambridge	Emergency Pond Overflow
14	2023-CLR-R219	Edward Brake	Clarence	Raising Existing Retaining Wall
15	2023-AUG-R205	Kent Henderson	Augusta	Dock Replacement
16	2024-AUG-R031	Elias Antabi	Augusta	Septic, House & Garage Construction
17	2024-SDU-R036	Trans-Northern Pipelines Inc (ROW)	Matilda	Pipeline Maintenance
18	2024-SDU-R039	Trans-Northern Pipelines Inc. (ROW)	Williamsburg	Pipeline Maintenance
19	2024-SDU-R040	Trans-Northern Pipelines Inc. (ROW)	Williamsburg	Pipeline Maintenance
20	2024-SDU-R041	Trans-Northern Pipelines Inc (ROW)	Williamsburg	Pipeline Maintenance
21	2024-CUM-R043	City of Ottawa	Cumberland	Road Maintenance
22	2024-CUM-R044	City of Ottawa	Cumberland	Road Maintenance
23	2024-CUM-R047	City of Ottawa	Cumberland	Road Resurfacing
24	2024-CUM-R048	City of Ottawa	Cumberland	Road Resurfacing
25	2024-OSG-R049	City of Ottawa	Osgoode	Road Resurfacing



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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: March 14th, 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 February 2024.

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 February 2024.

#	File No.	Municipality	Description
5	ENF2024-ALP-01	Alfred and Plantagenet	Reported interference with a provincially significant wetland
6	ENF2024-EDW-01	Edwardsburgh Cardinal	Reported interference with a watercourse
7	ENF2024-ALP-02	Alfred and Plantagenet	Concern not within SNC’s area of jurisdiction

The table below provides a summary of staff enforcement and compliance actions undertaken to date in 2024.

Summary of Staff Enforcement and Compliance Actions 2024	
Site visits	6
Files resolved	8
Concerns referred to correct agency	2
Provincial offences charges laid	0



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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: James Holland, Senior Planner
Date: March 14th, 2024
Subject: Update: Planning Activity

RECOMMENDATION:

The Board of Directors receive and file the Planning Activity update for February 2024.

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 February 2024. Pre-consultations and property inquiries are not included in this list.

#	SNC Number	Landowner	Former Municipality	Application
34	SNC-3659-2024	Lalonde/Landon Holdings Inc	Russell	Site Plan Control
35	SNC-3660-2024	Geraldine Mcglone	Matilda	Consent
36	SNC-3661-2024	Luis & Carolyn Zelayeta	Williamsburg	Consent
37	SNC-3662-2024	Conseil des écoles publiques de l'Est de l'Ontario	Cumberland	Site Plan Control
38	SNC-3667-2024	13038441 Canada Inc	Osnabruck	Site Plan Control
39	SNC-3668-2024	Amy Porteous	Kenyon	Site Plan Control
40	SNC-3669-2024	Nathan Aaron Systma	Younge	Consent
41	SNC-3670-2024	Al Blair Construction	Roxborough	Consent
42	SNC-3671-2024	2856069 Ontario Ltd	Cumberland	Minor Variance
43	SNC-3672-2024	Claude Lemay	Clarence	Consent
44	SNC-3673-2024	Claude Lemay	Clarence	Consent
45	SNC-3674-2024	Al Blair Construction	Finch	Consent
46	SNC-3675-2024	Franciscus And Christine Martens	Matilda	Consent
47	SNC-3676-2024	Joe & Brenda Fraser	Mountain	Consent
48	SNC-3677-2024	Marie-Louise Bossel	Mountain	Consent
49	SNC-3678-2024	Roma Roy	North Plantagenet	Consent
50	SNC-3679-2024	Roma Roy	North Plantagenet	Consent
51	SNC-3680-2024	Roma Roy	North Plantagenet	Consent
52	SNC-3681-2024	Danick Desjardins	Cambridge	Consent
53	SNC-3682-2024	Danick Desjardins	Cambridge	Consent
54	SNC-3683-2024	Danick Desjardins	Cambridge	Consent



#	SNC Number	Landowner	Former Municipality	Application
55	SNC-3686-2024	Ahmad Hassani	Osgoode	Consent
56	SNC-3687-2024	Ahmad Hassani	Osgoode	Consent
57	SNC-3688-2024	1738408 Ontario Inc	Osnabruck	Subdivision
58	SNC-3689-2024	William & Kimberly Morrow	Matilda	Consent
59	SNC-3690-2024	Pierre & Lynda & Janelle Charlesbois	Clarence	Consent
60	SNC-3691-2024	Sylvie Legault & Stephane Gendron	North Plantagenet	Consent
61	SNC-3692-2024	Michel & Denise Beauchamp	Clarence	Consent
62	SNC-3693-2024	1799499 Ontario Inc & Jean Souigny	South Plantagenet	Consent
63	SNC-3694-2024	Ferme Deliduc Inc	Alfred	Consent
64	SNC-3695-2024	La Corporation Episcopale Catholique Romaine d'Ottawa	Cambridge	Consent
65	SNC-3696-2024	Karen Sheldrick	Russell	Consent
66	SNC-3697-2024	1590574 Ontario Inc	Russell	Consent
67	SNC-3699-2024	Richard & Christine Guindon	North Plantagenet	Consent
68	SNC-3700-2024	Richard & Christine Guindon	North Plantagenet	Consent
69	SNC-3701-2024	Richard & Christine Guindon	North Plantagenet	Consent
70	SNC-3702-2024	Richard & Christine Guindon	North Plantagenet	Consent
71	SNC-3703-2024	Kostantina Skotidakis	East Hawkesbury	Consent
72	SNC-3704-2024	Kostantina Skotidakis	East Hawkesbury	Consent
73	SNC-3705-2024	Kostantina Skotidakis	East Hawkesbury	Consent
74	SNC-3706-2024	Francois & Chantal Drouin	South Plantagenet	Consent
75	SNC-3707-2024	G& E Reno Construction Inc	Finch	Zoning By-Law Amendment
76	SNC-3708-2024	Josie Amyot & Alanna Boivin	Osgoode	Consent
77	SNC-3709-2024	Bretzler Farms Ltd	Finch	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 February.

SNC Number	Development Size	Review Type
SNC-1500-2020	Development area > than 2 hectares	Stormwater
SNC-2936-2022	Development area > than 2 hectares	Stormwater
SNC-2936-2022	Development area > than 2 hectares	Geotechnical



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SNC Number	Development Size	Review Type
SNC-3309-2023	Development area > than 2 hectares	Stormwater
SNC-3315-2023	Development area ≤ 2 hectares	Stormwater
SNC-3668-2024	Development area ≤ 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: Monique Sauvé, Chief Building Official
Date: March 14th, 2024
Subject: Update: On-Site Sewage Permits Received

RECOMMENDATION:

The Board of Directors receive and file the on-site sewage permits received update for February 2024.

DISCUSSION:

South Nation Conservation (“SNC”) staff issue permits under Part 8 of the Ontario Building Code on behalf of sixteen municipalities. The list below includes permits received in the month of February 2024. Septic system searches and renovation reviews are not included.

#	Permit Number	Landowner(s)	Description	Location
19	AU-24-03	Raymond & Rebecca Foster	New Construction	Augusta
20	CH-24-02	Steven Boehler & Ute Beffert	System Replacement	Champlain
21	CH-24-03	Janis Goad	System Replacement	Champlain
22	CH-24-04	2745-7886 Québec Inc.	New Construction	Champlain
23	CR-24-03	Jocelyn & Krystina Chartrand	New Construction	Clarence-Rockland
24	CR-24-04	Francois Cholette Stephanie Lavoie	New Construction	Clarence-Rockland
25	CR-24-05	Zachary & Vickie Leclerc	New Construction	Clarence-Rockland
26	CR-24-06	Lavoie Farm Equipment Inc.	New Construction	Clarence-Rockland
27	CT-24-01	Hardeep Dhoot	Decommission	City of Cornwall
28	EC-24-01	Gillian Szollos	New Construction	Edwardsburgh Cardinal
29	EC-24-02	Harold Selleck	New Construction	Edwardsburgh Cardinal
30	EC-24-03	Tyler Martel	New Construction	Edwardsburgh Cardinal
31	FY-24-01	Mark Benoit	New Construction	Front of Yonge
32	NA-24-02	5041962 Ont. Inc (Vadnais)	New Construction	Nation
33	NA-24-03	Sylvain Lamadeleine Nathalie Meilleur	New Construction	Nation
34	NA-24-04	Pondoir Prescott Sec	New Construction	Nation
35	NA-24-05	Royal Thibert	New Construction	Nation



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#	Permit Number	Landowner(s)	Description	Location
36	NA-24-06	Luc Morris Guylaine Paquette	System Replacement	Nation
37	NS-24-03	Tammy Rutley	System Replacement	North Stormont
38	NS-24-04	Justin Joustra	System Replacement	North Stormont
39	RU-24-04	Jamie Lorion	New Construction	Russell
40	RU-24-05	1503893 Ontario Inc.	New Construction	Russell
41	RU-24-06	Leor Pomeranc	New Construction	Russell
42	SD-24-03	Bob's Carpentry Services Ltd. (Matthew Stuckless)	New Construction	South Dundas
43	SS-24-02	Shashank Gupta	New Construction	South Stormont
44	SS-24-03	Taylor Letford & Samantha Renaud	System Replacement	South Stormont
45	SS-24-04	Andrew Harbers	Other	South Stormont
46	SS-24-05	Ben Moore	Tank	South Stormont

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 Sauv ,
Chief Building Official.



To: Board of Directors
From: Carl Bickerdike, Chief Administrative Officer
Date: March 6th, 2024
Subject: Request for Approval: 2024 Board of Directors Elections (and Procedures)

RECOMMENDATION:

The Board of Directors appoint Carl Bickerdike, Chief Administrative Officer, as Acting Chair; and

FURTHER THAT: Section 16.3 of South Nation Conservation's Administrative By-laws state: "All elections shall be in accordance with the Procedures for Election of Officers (Appendix B)" and relevant *Conservation Authorities Act* requirements be adhered to.

DISCUSSION:

The Chair and Vice-Chair are appointed annually in accordance with the *Conservation Authorities Act* and South Nation Conservation's Administrative By-laws. Each may hold office for a one-year term and serve no more than two consecutive terms.

As Acting Chair, Mr. Bickerdike will solicit nominations from Board Members for the Chair and then the Vice-Chair positions (one following the other). Directors who are the appointees of the same municipality as the Chair are ineligible for nomination for the position of Chair. Directors who are the appointees of the same municipality as the Vice Chair are ineligible for nomination for the position of Vice Chair.

If only one nomination is made for each respective position, there will be a global motion to approve the nominated Chair, nominated Vice-Chair, appointment of Past-Chair (*de facto*), and the appointment of the Executive Committee in one global motion of the Board. If multiple nominations are made for these positions, Mr. Bickerdike will conduct separate votes and subsequent affirming motions on each position using the procedures outlined in Appendix B.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

SNC Policy Adherence: Election procedures must adhere to the *Conservation Authorities Act* and South Nation Conservation's Administrative By-laws.

Carl Bickerdike,
Chief Administrative Officer.

Attachments: SNC Election Procedures
SNC Administrative By-laws [February 15, 2024] Appendix B: Procedure
for Election of Officers



Election Procedures for Global Motion

1. Acting Chair declares all positions vacant, according to SNC's Administrative By-laws
 2. Call for nominations 3 times for election of Chair (no seconder required)
 3. Closing of nominations (requires mover and seconder)
 4. Call for nominations 3 times for election of Vice-Chair (no seconder required)
 5. Closing of nomination (requires mover and seconder)
 6. Approval of the following motion:
 - Moved by:
 - Seconded by:
 - That for the year 2024, and until the Annual General Meeting of 2025,
 - i. _____ be elected as Chair of SNC,
 - ii. _____ be elected as Vice-Chair of SNC,
 - iii. _____ be appointed as Past Chair of SNC, and
 - iv. The Chair, Vice-Chair, and Past Chair be appointed the Executive Committee of SNC.
 7. Chair, Vice-Chair, Past Chair assume their offices
-

Election Procedures if there is more than one candidate for Chair and/or Vice-Chair

1. Acting Chair declares all positions vacant, according to SNC's Administrative By-laws
2. Election procedures for Chair, Vice-Chair
 - Nominations require no seconder
 - Acting Chair calls for nominations from the floor
 - If a nominee does not wish to accept, they should decline immediately
 - If there are no further nominations from the floor, Acting Chair asks if there are any further nominations
 - If none are forthcoming, the Acting Chair declares nominations closed (mover and seconder required)
 - Where a vote is required, ballots will be distributed, and scrutineer(s) appointed (as per Appendix A)
 - Announcement of results
3. Repeat Section 2 for Vice-Chair
4. Motion for Appointment of the immediate Past Chair to the Board of Directors, as stipulated in SNC's Administrative By-laws
5. Chair, Vice-Chair, Past Chair assume their offices



South Nation Conservation Administrative By-laws

APPENDIX B: Procedure for Election of Officers

Voting

- B1.1 Voting shall be by secret ballot.
- B1.2 No vote can be cast by proxy.
- B1.3 In this appendix, "Majority Vote" means half of the votes plus one.

Acting Chair

- B2. The Board of Directors shall appoint a person, who is not a voting Director, as Acting Chair for the purpose of election of Officers.

Scrutineers

- B3.1 The Acting Chair shall call a motion for the appointment of one or more persons, who are not Directors or Staff of the Authority, to act as scrutineers.
- B3.2 A Director, who will not stand for election, may be appointed as an additional scrutineer if requested.
- B3.3 All ballots shall be destroyed by the scrutineers after the vote.

Election procedures

- B4. The Acting Chair shall advise the Directors that the election will be conducted in accordance with the Act as follows:
 - a) the elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Director of the Authority;
 - ii. Election of the Vice-Chair, who shall be a Director of the Authority; and
 - iii. Appointment of the Past Chair, who shall be a Director of the Authority who previously held the position of Chair.
 - b) the Acting Chair shall ask for nominations to each position;
 - c) only current Directors of the Authority who are present may vote;
 - d) nominations shall be called three (3) times and will only require a mover;
 - e) the closing of nominations shall require both a mover and a seconder;



- f) each Director nominated shall be asked to accept the nomination. The Director must be present to accept the nomination unless the Director has advised the General Manager/Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination;
- g) if there is only one nominee, the individual shall be declared into the position by acclamation.
- h) in the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames,
- i) upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Directors by the scrutineers for the purpose of election and the Acting Chair shall ask the Directors to write the name of one individual only on the ballot,
- j) the scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected by Majority Vote.

Majority Vote required

- B5.1 A Majority Vote shall be required for election.
- B5.2 If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed.
- B5.3 In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Tie vote

- B6.1 Should there be a tie vote between two remaining candidates, new ballots shall be distributed, and a second vote held.
- B6.2 Should there still be a tie after the second ballot a third vote shall be held.
- B6.3 Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: March 6th, 2024
Subject: Request for Approval: Conservation Ontario Voting Delegates

RECOMMENDATION:

The Board of Directors appoint the Past Chair as the Conservation Ontario Council voting delegate; and

FURTHER THAT: The Board of Directors appoint the Vice-Chair as first alternate and Chief Administrative Officer as second alternate.

DISCUSSION:

The Association of Conservation Authorities of Ontario (Conservation Ontario) is a non-profit association that represents Ontario's 36 conservation authorities. Conservation Ontario is governed by a six-member elected board and is directed by a Council comprised of directors and staff from the 36 conservation authorities.

South Nation Conservation must pass a resolution each year to appoint one voting delegate and two alternates to Conservation Ontario Council.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact to Budget.

SNC Policy Adherence: South Nation Conservation's Administrative By-laws permit the appointment of one voting delegate and two alternates to Conservation Ontario Council. Conservation Ontario's By-laws require the voting delegate and alternates be registered with Conservation Ontario annually.

Ronda Boutz,
Secretary-Treasurer.



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: March 14th, 2024
Subject: Request for Approval: 2023 Year End, Audited Financial Statements and Audit Letters

RECOMMENDATION:

The Board of Directors approve and file the 2023 Draft Financial Statements, Audit Reporting Letter, Letter of Representation and signatures by Management and Chair; and

FURTHER THAT: The Board of Directors approve the 2023 reserve transfer to the Operating Reserve of \$300,485.

DISCUSSION:

Audit: The following documents for the 2023 Audit, will be uploaded to the Member's webpage prior to the meeting.

Appendix "A": South Nation River Conservation Authority 2023 DRAFT Audited Financial Statements.

Appendix "B": Audit Report Letter

Appendix "C": SNC Letter of Representation

The audited financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards. The audit statements and various letters have been reviewed and approved by staff. Ben Mann, Baker Tilly, will be presenting the audited financial statements and audit reporting letter at the meeting.

Surplus: The Financial Statements are prepared on accrual basis. When SNC purchases capital assets they are recorded as an asset on the Statement of Financial Position and annual depreciation is recorded as an expense on the Statement of Operations.

SNC budgets on a cash flow basis, where capital assets are recorded as an outflow at the time of purchase.

Using the example of land purchase. For budgeting purposes, the purchase of land is recorded as a cash outflow at the time purchase at the fair market value. Donated property and other sources of funds are recorded as cash inflow.

On the Financial Statements, the value of any donated property and funds from other sources is recorded as revenue on the Statement of Operations, but the value of the land is a Tangible Capital Asset on the Statement of Financial Position.



The following is a summary of the 2023 Surplus for Financial Statements reconciled to Budget Surplus.

2023 Surplus Reconciliation	Amount
Financial Statements, Net Surplus (page 5)	3,006,860
Less: Net change in Capital Assets Acquired During the Year	(3,060,946)
Plus: Non-cash Expenses - Depreciation	332,942
Net Transfers (To)/From Reserves	21,629
Net Budget Surplus/(Deficit)	300,485

Reserve: Funds are transferred to and from reserves to:

- meet budget provision,
- set up specific reserve for future use,
- bring back into operations previous amounts set aside for specific purposes, and
- meet organizational requirements.

Summary of Reserve Transactions in 2023	Amount
Net Planned Transactions to Reserves	(7,152)
Net Operations Transactions to Reserves ¹	(107,365)
Net Capital Transactions from Reserves ²	316,514
Interest Earned During the Year	(180,368)
Net Change in Reserves in 2023	21,629

¹ Amounts transferred to reserves for operations are projects that were budgeted but not completed in 2023, and planned to be completed in 2024, including the Finance software program (\$20,000), purchase of the electric vehicle (\$50,000) and upgrades to the log lifter at the Chesterville Dam (\$37,365).

² Amounts transferred from reserves for capital projects completed in 2023 including the Ice Management Plan at the Chesterville Dam (\$33,577), vehicle purchases (\$32,937), and the Leitrim Boardwalk Extension (\$250,000).

Operating Reserve: Staff recommend transferring the surplus of \$300,485 to the operating reserve. The operating reserve is a cumulative of surpluses from past years that would be available in the future, as approved by the Board.

The surplus is attributed to successful fundraising for land acquisition and various natural hazards projects, as well as an increase in interest revenues.

Several opportunities have been identified for external funding support to advance key priorities of the Authority; these were not included in the 2024 Budget. To secure external funds, matching contributions may be required. Board approval will be sought for use of any reserve funds if required.



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The audit fees are included in the 2023 Budget under Corporate Services: Financial Management and Reporting, pages 72-73.

SNC Policy Adherence: The 2023 Audit complies with SNC's Administrative By-laws and *Conservation Authorities Act* requirements.

Program and Services Category: General Operations – Financial Management

Johanna Barkley,
Director of Finance.



To: Board of Directors
From: John Mesman, Managing Director, Property, Conservation Lands,
and Community Outreach
Date: March 8th, 2023
Subject: Request for Approval: 2023 SNC Annual Report

RECOMMENDATION:

That the Board of Directors approve the 2023 SNC Annual Report; and

FURTHER THAT: The Board of Directors direct staff to circulate copies to member municipalities, local MPs and MPPs, Conservation Authorities, and various stakeholders.

DISCUSSION:

Annual reports are an important way to highlight South Nation Conservation's (SNC) programs, services, and accomplishments throughout the preceding year. The report also provides partners and stakeholders with information regarding financial performance, Board of Directors membership, program implementation, and project updates.

Highlights from the 2023 Annual Report are summarized below:

- **Featured Topics:**
Findlay Creek Boardwalk Extension, Ducks Unlimited Canada Partnership, Woodlot Storm Recovery Program, Development Approvals Programs, Forest Conservation Initiative Fundraising, Pollinator Habitat, Invasive Species Management (European Water Chestnut), and Recap on SNC's 75th Anniversary.
- **Conservation Areas and Use of SNC Lands:**
Over 190,000 recorded visitors, site improvements at the High Falls, Warwick Forest, Oschmann Forest, Mill Run, and Jessup's Falls Conservation Areas. Sustainable timber harvests, hunting and trapping programs, apiculture, maple syrup and agriculture uses.
- **Conservation Land Securement**
A total of 270 acres of land from 4 properties were secured through partial purchase and donation in South Dundas (20 acres), North Stormont (101 acres), North Dundas (72 acres), and Clarence Rockland (77 acres).
- **Environmental Stewardship Initiatives:**
Tree Planting Programs (198,000 trees planted), Woodlot Advisory Service, Clean Water Programs and Grasslands Stewardship.



- **Natural Hazard Management – Protecting People and Property:**
Milestone year for natural hazard mapping with new floodplain maps created for the Bear Brook, Castor River, and South Branch of the South Nation River.
New Land Cover and Watercourse mapping updates also completed.
- **Corporate Services:**
Financial summary and Board of Directors membership.

A copy of the 2023 Annual Report will be uploaded to the Member's webpage prior to the meeting. Printed copies will be available in both English and French to be distributed through the year and posted on SNC's website.

Following SNC's 2024 Annual General Meeting, copies will also be distributed to member municipalities, partner agencies and Conservation Authorities in Ontario.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Funding for completing the design of the 2023 Annual Report is included in the 2024 SNC Budget under Communications and Outreach: Media and Communications Products, on pages 88-89.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy. For purchases of \$500 up to \$10,000 competitive quotes will be obtained where practical.

Programs and Services Category: General Operating: Governance

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



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
John Mesman, Managing Director, Property, Conservation Lands, and
Community Outreach
Date: March 6, 2024
Subject: Request for Approval: Watershed Advisory Committee Membership

RECOMMENDATION:

The Board of Directors approve the South Nation Conservation Watershed Advisory Committee Membership as presented, including adding one additional seat for First Nations/Métis; and

FURTHER THAT: The Board of Directors appoint two Directors to the Watershed Advisory Committee; and

FURTHER THAT: The Board of Directors appoint the Committee Chair.

DISCUSSION:

The newly formed South Nation Conservation (SNC) Watershed Advisory Committee will provide stakeholder input on SNC programs and services, and the development of watershed plans and strategies.

Members will help foster public awareness of SNC's programs and services including natural hazard programs; conservation lands; and stewardship and outreach initiatives. The Committee will also support partnerships and build relationships with the public, stakeholder groups, government agencies, academics, and environmental organizations.

As per the Board approved Terms of Reference (BD-159/23), members will hold a four-year term, with appointments synchronized with municipal council terms. Membership selection shall include a mix of sector nominations and public applications. The Board appointed a three Directors (Linda Payant, Bill Smirle, and Deb Wilson) to a selection committee at the January 2024 meeting (BD-016/24).

A public call for Committee applications was issued in December 2023. A total of 28 applications were received, 11 from previous Standing Committee members and the remaining 17 from new candidates. An additional 9 sector organizations and 3 First Nations/Métis communities were identified for consideration.

The selection committee met four times in February and March to review applications, interview candidates, and finalize recommendations to the Board for Committee membership. The recommended membership list is attached for the Board's consideration.



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In addition to the recommended members, the Board needs to appoint two representatives to the Committee.

As per the Terms of Reference, the Board will also appoint the Chair of the Watershed Advisory Committee.

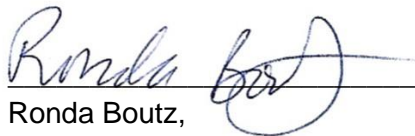
FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Expenses for the Watershed Advisory Committee, including member per diem and mileage, is included in the 2024 Budget under Corporate Services: Governance, pages 76-77.

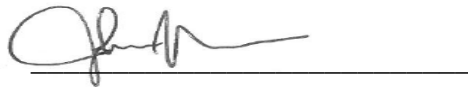
SNC Policy Adherence: Subsection 18 (2) of the *Conservation Authorities Act* allows SNC to establish advisory boards as it considers appropriate.

The Watershed Advisory Committee is governed in accordance with SNC's Administrative By-laws and the Committee Terms of Reference.

Programs and Services Category: General Operating: Governance



Ronda Boutz,
Secretary-Treasurer.



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

Attachments: SNC Watershed Advisory Committee Membership [Draft]

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2024-2026 SNC Watershed Advisory Committee Membership List [Draft]

	Member Name	Affiliation	Sector Representation
1	Kayla Sunday	Mohawks of Akwesasne	First Nations
2	TBC	Algonquins of Pikwakanagan	First Nations
3	Erica Louttit	Miitig Healing Lodge	First Nations/Métis
4	Jordan Graham	Member at Large	Public
5	Sarah Burger	Member at Large	Public
6	Erika Sheridan	Member at Large	Public
7	Pamela O'Donnell	Member at Large	Public
8	Murray Inch*	Volunteers of Oak Valley Pioneer Park	Public (environmental)
9	Fred Schueler*	Fragile Inheritance Natural History	Public (environmental)
10	Cindy Saucier*	Member at Large	Public (environmental)
11	Emilie DeRochie	River Institute	Partner Organization
12	Larissa Holman	Ottawa River Keeper	Partner Organization
13	Jackie Pemberton*	Member at Large	Agriculture
14	Alain Jacquement	Member at Large	Agriculture
15	Glenn Mackey*	ALUS - Ontario East	Agriculture
16	Jean Saint-Pierre	Boisé Est	Forestry
17	Dorothy Hamilton*	Ontario Woodlot Association – SDG Chapter	Forestry
18	Matt Alkerton	Member at Large	Hunting/Trapping
19	Greg Faaren	St. Lawrence Parks Commission	Tourism/Recreation
20	Peter Young	United Counties of Stormont, Dundas and Glengarry	Municipal
21	Louis Prevost	United Counties of Prescott and Russell	Municipal
22	TBC	Leeds and Grenville Municipalities	Municipal
23	TBC	City of Ottawa	Municipal
24	TBC	SNC Board of Directors	SNC
25	TBC	SNC Board of Directors	SNC

*Member of a former SNC Standing Committee

Note: Board Executive (Chair, Vice Chair, and Past Chair) are *ex-officio members* of all SNC Standing Committee.



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: March 13th, 2024
Subject: Request for Approval: Accounting Software

RECOMMENDATION:

The Board of Directors approve entering into an agreement with Vendor B to complete the implementation of Microsoft Dynamics software at an approximate cost of \$116,745 plus HST.

BACKGROUND:

South Nation Conservation’s (SNC) financial records are managed in SAGE 300 and budgeting is maintained through Sage Budgeting and Planning, along with several custom-built tools. As of December 31, 2023, the Sage Budgeting and Planning Tool is no longer supported.

Staff researched replacement budgeting software and received quotes in excess of \$20,000 with annual licensing of approximately \$10,000. The replacement offers limited opportunity to improve business processes.

Microsoft Dynamics would be the best full solution to meet all SNC’s current and future accounting and budgeting needs. Microsoft Dynamics is a cloud-based Enterprise Resource Planning (ERP) software that is part of the Microsoft Suite and provides the following benefits:

- Seamlessly integrates with other Microsoft programs used by the Authority
- Automates many accounting and budgeting processes
- Lowers the cost of future network hardware replacements
- Increases SNC’s resilience and improves business continuity
- Allows for the integration of SNC’s Asset Management Plan
- Connects with SharePoint for future file management solutions

Written proposals were solicited from three vendors specialising in Microsoft Dynamics ERP. The proposals and customized demonstrations were scored on the following factors: technical understanding and delivery, price, and allotted time for the project.

Below is a summary of the proposals received:

Vendor	Score (max 100)	Price (not including HST)	Estimated Hours Allocated to Project
A	70.4	\$50,320 - \$70,300	260 - 380
B	83.4	\$116,745	508
C	62.9	\$168,561	813



Vendor B completed a thorough scoping of the work, including an analysis of SNC's needs and demonstrated a high degree of accuracy in their proposal.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The implementation of a new accounting software is included in the 2024 budget under Corporate Services: Information Management, in the amount of \$40,000. It is proposed an additional \$80,000 could come from the 2023 budget surplus, which includes \$20,000 of budgeted amounts from 2023 that was not utilized during the year.

SNC Policy Adherence: Selection of the vendor adheres to SNC's Purchasing Policy, (C) Purchasing Limits and Authorizations Required, (v) Purchases over \$100,000 including:

- A formal Request for Proposal obtained from potential suppliers
- Board approval to be obtained before completing the order
- Reason for not accepting the lowest bid be documented

Program and Services Category: General Operations – Financial Management

Johanna Barkley,
Director of Finance.



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: March 14th, 2024
Subject: Request for Approval: Deposit Interest and Bank Service Fees Agreements

RECOMMENDATION:

The Board of Directors approves entering into agreements with Royal Bank of Canada for deposit interest and bank services fees.

DISCUSSION:

Royal Bank of Canada (RBC) is South Nation Conservation’s (SNC) current financial institution.

Some banking services agreements are due for renewal. RBC and SNC staff have negotiated renewals for agreements relating to (1) interest on funds held at the financial institution and (2) services fees.

Deposit Interest: Interest earned on funds held at the financial institution is calculated based on the daily end of business day balance. Any interest earned is deposited in SNC’s account monthly. The negotiated interest rates are as follows:

Interest Rate	Note
• 0% for the first \$99,999.99 in funds	no change
• prime less 2.25% for funds between \$100,000.00 to \$999,999.99	no change
• prime less 1.90% for funds over \$1,000,000.00	previous agreement: prime less 1.95%

Bank Fees: Fees for various services are at the same or a reduced rate of the previous agreement.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Interest earned, and banking fees are included in the 2024 Budget under Corporate Services: Financial Management and Reporting, pages 80-81.

SNC Policy Adherence: Banking fees and investment fees are special services that do not require a competitive purchasing process as per SNC’s Purchasing Policy, section (E) Non-Competitive Purchasing.

Program and Services Category: General Operations – Financial Management

Johanna Barkley,
 Director of Finance.



To: Board of Directors
From: Michelle Cavanagh, Team Lead, Special Projects
Date: March 14th, 2024
Subject: Request for Approval: Funding Submission

RECOMMENDATION:

The Board of Directors approves the funding submission to the Invasive Species Action Fund requesting \$25,000 to complete invasive terrestrial plant monitoring and control work on South Nation Conservation properties.

DISCUSSION:

The Invasive Species Centre recently announced a call for proposals geared towards on-the-ground management and monitoring of invasive species. The program is supported by the Ontario Ministry of Natural Resources and Forestry. Program details are as follows:

Invasive Species Action Fund:

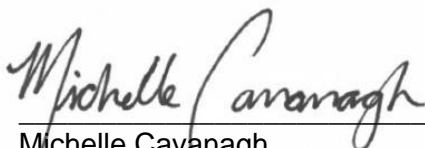
- **Project:** Monitoring and Control of Invasive Plants on Conservation Lands
- **Request:** \$25,000
- **Program will fund:** Up to \$25,000; 50% matching funds required.
- **Purpose:** This project will support the management of SNC properties and the removal of invasive species that negatively impact our conservation lands.
- **Deadline:** April 11th, 2024.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Invasive species control on SNC property is included in the 2024 Budget under Property, Conservation Lands, Lands, pages 36-37.

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: Conservation Lands Management.


Michelle Cavanagh,
Team Lead, Special Projects



To: Board of Directors
From: Pat Piitz, Team Lead, Property
Date: March 14, 2024
Subject: Request for Approval: Forestry Stewardship Council Ecological Goods and Services Certification

RECOMMENDATION:

The Board of Directors approve applying for Forest Stewardship Council Ecological Goods and Services Certification for South Nation Conservation properties.

DISCUSSION:

South Nation Conservation (SNC) forest management activities have been certified under the Forest Stewardship Council (FSC) for twenty years. SNC has also recently attained certification under the Sustainable Forestry Initiative (SFI). Certification assures the public that the forests under SNC management are managed sustainably and meet international standards of performance.

SNC has an opportunity to attain FSC certification for the Ecological Goods & Services (EG&S) provided by SNC land holdings. These services are the result of many ecosystem enhancement projects undertaken by SNC and its partners. EG&S are the many and varied benefits to humans provided by the healthy ecosystems that comprise the SNC Forest including, but not limited to, clean air; clean water; aquifer recharge; flood attenuation; recreational opportunities; and wildlife habitat.

If successful, SNC would be the first organization in Canada to attain this Certification. The benefits of EG&S Certification are:

- improved stakeholder relations;
- strengthened commitment to sustainable forest management;
- documentation and verification of monitoring project success; and
- assistance in marketing and financing SNC environmental enhancement projects.

SNC would work under the umbrella of the Eastern Ontario Model Forest (EOMF), to assemble existing project documentation with EOMF providing administrative support.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Forest Certification is included in the 2024 SNC Budget under Conservation Lands: Lands on pages 36-37.

SNC Policy Adherence: Adheres to SNC Forest Management Policy.

Programs and Services Category: Category 1 – Mandatory: Conservation Land Management

Pat Piitz,
Team Lead Property.



To: Board of Directors
From: Kyle Macrae, Conservation Lands Assistant
Date: March 1st, 2024
Subject: Update: 2023 Conservation Areas Visitor Report

RECOMMENDATION:

The Board of Directors receive and file the 2023 Conservation Areas Monitoring Report; and

FURTHER THAT: The Board of Directors recommend that staff continue to monitor Conservation Areas to inform the management of these public spaces.

DISCUSSION:

South Nation Conservation (SNC) manages 14 day-use parks and 6 river access points through agreements with municipalities throughout the SNC jurisdiction. These spaces help people safely step outdoors and into nature, with an added benefit of helping people connect to and experience their local environment.

Over 190,000 visitors were recorded at parking lots and trail monitoring sites in 2023.

SNC staff inspect Conservation Areas weekly, when open to the public, to complete monitoring and maintenance activities to ensure an enjoyable and safe user experience.

Additional maintenance was completed at Conservation Areas where trails, access points, and off-trail areas were damaged. Restoration efforts were undertaken to protect forest health and biodiversity. Remediation efforts were also required following severe wind and ice storms.

Recorded visitation was up from 2022 and double the average pre-pandemic numbers (2014 - 2019). This number is expected to increase in 2024 with the opening of the Mill Run Conservation Area in the Township of Augusta and the recently completed boardwalk expansion in Findlay Creek in the City of Ottawa.

Conservation Areas with the highest visitation in 2023 were:

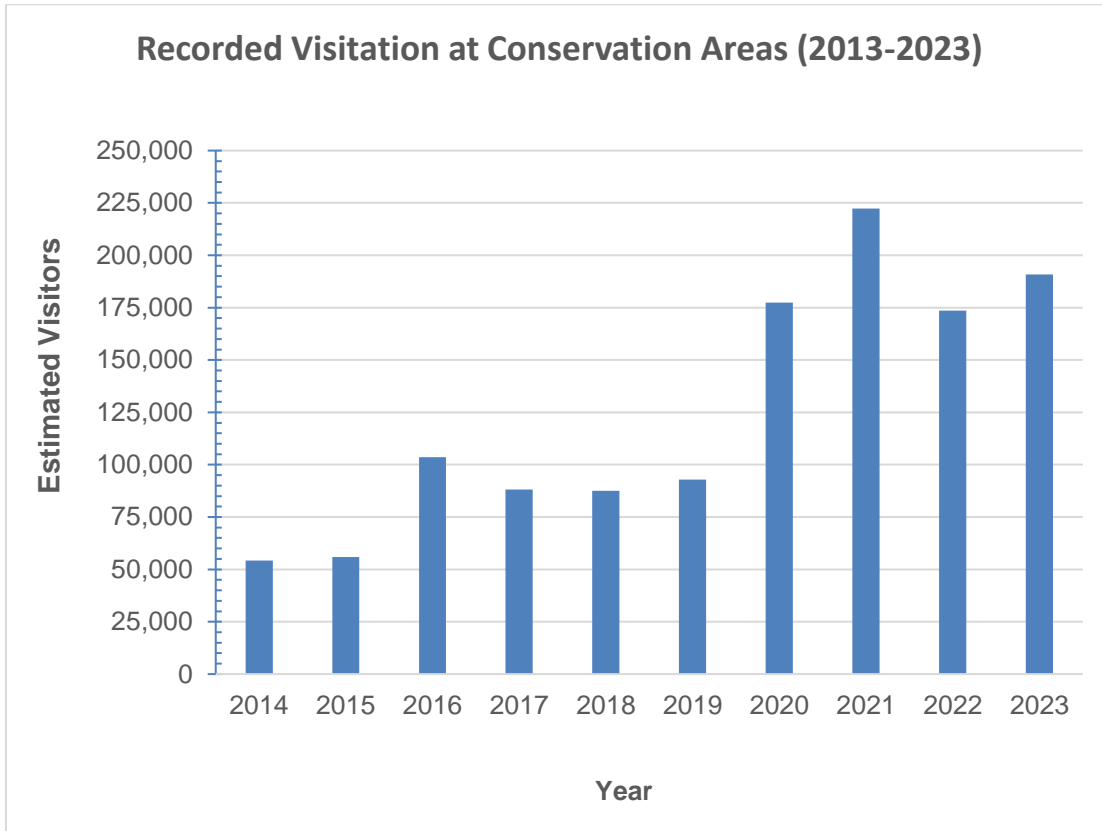
Year-Round Sites:

W.E. Burton – 40,755
J. Henry Tweed – 34,926
Robert Graham Forest – 7,972

Seasonal Sites:

High Falls – 22,150
Findlay Creek – 19,052
Jessup's Falls – 18,022

A summary of total recorded visitors at monitored sites through recent years is provided in the following graph.



The Conservation Area Monitoring Program began in 2013 and was enhanced to include all public areas in 2015 (BD-022/15). A copy of the 2023 SNC Conservation Areas Monitoring Report will be uploaded to the Member's webpage prior to the meeting. The Monitoring Report compares visitor trends to resource needs and includes staff observations and recommendations on continued Conservation Area management.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Costs associated with the Conservation Area management is included in the 2024 SNC Budget under Conservation Lands: Conservation Areas on pages 34-35.

SNC Policy Adherence: All expenditures adhere to SNC's Purchasing Policy.

Programs and Services Category: Category 1 – Mandatory: Conservation Lands

Kyle Macrae,
Conservation Lands Assistant.



To: Board of Directors
From: Michelle Cavanagh, Team Lead, Special Projects
Date: March 8th, 2024
Subject: Request for Approval: Findlay Creek Boardwalk Revitalization Project

RECOMMENDATION:

The Board of Directors approve entering into agreement with the Federal Economic Development Agency of Southern Ontario to accept \$200,000 towards the Findlay Creek Boardwalk Revitalization Project, for work over 2024-2025; and

FURTHER THAT: The Board of Directors approve reallocating the Ottawa Tree Replacement Program surplus of \$221,500 towards the Findlay Creek Boardwalk Revitalization Project; and

FURTHER THAT: The Board of Directors approve hiring Jp2g Consultants Inc. to complete the designs and construction contract management for the project at a cost of approximately \$92,365 plus HST.

DISCUSSION:

South Nation Conservation's (SNC) Findlay Creek Boardwalk Revitalization Project was approved for funding from the Government of Canada for \$200,000. A contribution agreement with the Federal Economic Development Agency of Southern Ontario (FedDev) is required to accept the funding.

The project will rebuild the original Findlay Creek Boardwalk to improve accessibility and cohesion with the boardwalk extension completed in 2023. The original boardwalk was constructed in 2012 and is approximately 325 metres long. It has reached the point in its lifespan where it requires more frequent structural repairs, and a complete replacement is warranted.

FedDev requires a matching contribution of \$200,000 for the project to receive funding. It is recommended to reallocate surplus in the Ottawa Tree Replacement Program to this project. The Program was undersubscribed during the pandemic years, resulting in the surplus. With the reallocation, there is still approximately \$100,000 available for cost-share grants to landowners in 2024.

The total cost for the rebuild of the boardwalk is estimated at approximately \$700,000 and additional matching funding will be required. Staff will continue to seek additional funding sources to offset the cost. Any additional matching funding contributions from SNC will be brought to the Board for approval.

Jp2g Consultants Inc. completed the design and construction contract management for the Findlay Creek Boardwalk Extension project. It is recommended to sole source the design



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and construction contract management for the Revitalization Project to Jp2g Consultants Inc. to save costs and time. The existing designs from the Extension Project will be adapted to ensure a seamless connection between the two sections of boardwalk. Jp2g Consultants Inc. has the necessary experience and information to successfully complete the work and is very familiar with the site.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: This project is not included in the 2024 Budget. Matching funding will be allocated from surplus in the Ottawa Tree Replacement Program.

SNC Policy Adherence: Clause 21(1)(n) of the *Conservation Authorities Act* enables SNC to collaborate and enter into agreements with municipalities, organizations, and individuals for the purpose of accomplishing its objectives.

SNC's Purchasing Policy, Section (E) Non-Competitive Purchasing states that the Board of Directors must approve any non-competitive purchases over \$25,000.

Programs & Services Category: Category 1 – Mandatory Programs: Conservation Lands

Michelle Cavanagh,
Team Lead, Special Projects



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: March 6th, 2024
Subject: Request for Approval: Sewage System Inspector Appointment

RECOMMENDATION:

The Board of Directors appoint Ricky Latulippe as Sewage System Inspector pursuant to section 6.2 of the *Building Code Act* to enforce the provisions of the *Building Code Act* and the building code related to sewage systems in municipalities where enforcement has been delegated to South Nation Conservation via agreement.

DISCUSSION:

South Nation Conservation (SNC) administers the provisions of the *Building Code Act* (the "Act") and the building code related to sewage systems on behalf of sixteen municipalities. This role is delegated under agreement with the municipalities in accordance with the Act.

To fulfill this role, SNC appoints a chief building official and sewage system inspectors pursuant to section 6.2 of the Act to administer and enforce the provisions of the Act and the building code related to sewage systems. SNC currently has one chief building official and two sewage system inspectors.

Staff recommend appointing Ricky Latulippe as Sewage System Inspector to support the Sewage System Inspection Program. Mr. Latulippe is trained in the legislation; has successfully completed the On-site Sewage Installer Course and the General Legal Powers and Duties Course administered by the Humber Institute of Technology; and is qualified to carry out the position's duties.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

SNC Policy Adherence: Section 6.2 of the *Building Code Act* enables SNC to appoint sewage system inspectors to enforce the provisions of the *Building Code Act* and the building code related to sewage systems in those municipalities where enforcement has been delegated to SNC via agreement.

Programs and Services Category: Category 2 – Municipal Programs and Services:
Sewage System Inspection Program

Alison McDonald,
Managing Director, Approvals



To: Board of Directors
From: Brent Harbers, Watershed Biologist
Date: March 14th, 2024
Subject: Request for Approval: Locally Significant Wetland Mapping Project

RECOMMENDATION:

The Board of Directors approve entering into an agreement with Wildlife Habitat Canada to receive \$45,000 to map Locally Significant Wetlands in the United Counties of Stormont, Dundas and Glengarry; and

FURTHER THAT: The Board of Directors approve entering into a memorandum of understanding with the United Counties of Stormont, Dundas and Glengarry and the Raisin Region Conservation Authority to undertake the project.

DISCUSSION:

South Nation Conservation (SNC) applied to Wildlife Habitat Canada’s (WHC) “Stamp Grant” to support the remote mapping of Locally Significant Wetlands (LSW’s) in the United Counties of Stormont, Dundas and Glengarry (SDG) in October 2023.

The application was successful and SNC will receive \$45,000 to support the Mapping Locally Significant Wetlands in Eastern Ontario Project.

Wildlife Habitat Canada requires matching funding at a 1:1 ratio. SNC will partner with the United Counties of Stormont, Dundas and Glengarry (SDG) and the Raisin Region Conservation Authority (RRCA) to complete the project with the following funding structure:

<i>Partner</i>	<i>Cash</i>
<i>Wildlife Habitat Canada</i>	\$45,000
<i>United Counties of Stormont, Dundas and Glengarry</i>	\$22,500
<i>South Nation Conservation</i>	\$10,000
<i>Raisin Region Conservation Authority</i>	\$12,500
Total	\$90,000

A Memorandum of Understanding between SDG, RRCA, and SNC will be signed for the project. Anticipated start date is April 1, 2024, with the final mapping product completed for March 2025.

SNC staff are experienced from mapping LSW’s in the Township of Alfred and Plantagenet. As a result, SNC is well prepared for this project and the results will contribute to effective conservation of wetlands in SDG County.



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: This project is included in the 2024 Budget under Approvals, Projects, Watershed Studies, pages 68-69.

SNC Policy Adherence: Clause 21(1)(n) of the *Conservation Authorities Act* enables SNC to collaborate and enter into agreements with municipalities, organizations, and individuals for the purpose of accomplishing its objects.

Programs & Services Category: Category 1 – Mandatory: Administration of Part VI of the *Conservation Authorities Act*.



Brent Harbers,
Watershed Biologist



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: March 14th, 2024
Subject: Update: Ontario Regulation 41/24 and the Proclamation of Amendments to the *Conservation Authorities Act*

RECOMMENDATION:

The Board of Directors receive and file the update on Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits and related proclamation of amendments to the *Conservation Authorities Act*.

DISCUSSION:

Effective April 1, 2024, the 36 individual conservation authority regulations under section 28 of the *Conservation Authorities Act* (the “Act”) will be repealed and replaced by O. Reg. 41/24: Prohibited Activities, Exemptions and Permits. Complimentary provisions under Part VI (“Regulation of Areas Over Which Authorities Have Jurisdiction”) and Part VII (“Enforcement and Offences”) of the Act will be proclaimed on the same date.

The purpose of these provincial changes is to streamline approvals under the Act and establish a standardized approach to natural hazards and wetland regulation across the province.

The amendments to the Act and new regulation introduce several changes to the administration and enforcement of permits and regulated areas. South Nation Conservation (SNC) currently administers its Approvals program in a manner consistent with many of the amendments. However, there are several changes that must be made to incorporate the updates and meet the requirements for provincial standardization.

Regulated Areas

The definition of “watercourse” was updated to: “a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs”. This is consistent with the interpretation used by staff in the field when deciding on permit requirements.

The regulated area around wetlands was reduced from 120 metres to 30 metres but this new regulation area applies to all wetlands. This change will require updates to mapping and public consultation. Staff will review this change and propose a schedule for mapping updates to the Board.



Permit Administration

There is a new test for issuing permits. An authority may issue a permit if:

- i. the activity is not likely to affect the control of flooding, erosion, dynamic beaches, or unstable soil or bedrock; and
- ii. the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

There are new restrictions on permit conditions. Conditions must be directly related to mitigating the impact of natural hazards or any public safety risks due to natural hazards.

There are new permit exemptions for certain development activities, including small seasonal docks and non-habitable structures, when they occur outside of wetlands and watercourses. Certain minor repairs and maintenance of municipal drains are also exempt from the regulation where they follow best practices.

Other changes include:

- Pre-consultation must be completed where requested.
- Permit applications must include authorization from the landowner (previously just a best practice) and payment of fee to be considered complete.
- A new administrative review process for applicants to confirm whether a permit application is complete.
- Conservation Authorities (CAs) must develop and maintain a policy and procedure documents with respect to permit applications.
- CAs must make regulation mapping publicly available on their website, review regulation maps annually, and undertake public consultation prior to significant updates.

Minister's Powers

New powers allow the Minister of Natural Resources and Forestry to review and vary the refusal or conditions of a permit upon an applicant's request. The Minister may also order a CA to not issue a permit and issue a permit in their stead.

Enforcement

Officers appointed by CAs can issue stop orders for prohibited activities taking place without a permit.

Fines for offences under the Act are increased. A person is liable on conviction to a fine of not more than \$50,000 or to a term of imprisonment of not more than three months, or to both; and to an additional fine of not more than \$10,000 for each day or part of a day on which the offence occurs or continues.



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A corporation is liable on conviction to a fine of not more than \$1,000,000 and to an additional fine of not more than \$200,000 for each day or part of a day on which the offence occurs or continues.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Resources for implementing regulations under the Act are included in the 2024 Budget under Approvals: Development Review, pages 50-51. Updating wetland mapping for Stormont, Dundas, and Glengarry was included in the 2024 Budget under Approvals: Projects: Watershed Studies, pages 68-69. Updating wetland mapping for other areas of the jurisdiction was not included in Budget, staff continue to seek opportunities for external funding to help offset costs where possible.

SNC Policy Adherence: Updates to SNC Regulatory Policies are discussed in the accompanying Transition Procedures Report.

Programs and Services Category: Category 1 – Mandatory: Administration of Part VI of the *Conservation Authorities Act* (regulation of areas over which SNC has jurisdiction), to be proclaimed April 1, 2024.

Alison McDonald,
Managing Director, Approvals.



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: March 14th, 2024
Subject: Request for Approval: Transition Policies and Procedures for Ontario Regulation 41/24

RECOMMENDATION:

The Board of Directors approve the Transition Procedures and Interim Policy for the Administration and Implementation of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits and related proclaimed amendments to the *Conservation Authorities Act*.

DISCUSSION:

Effective April 1, 2024, the 36 individual conservation authority regulations under section 28 of the *Conservation Authorities Act* (the "Act") will be repealed and replaced by Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits. Complimentary provisions under Part VI ("Regulation of Areas Over Which Authorities Have Jurisdiction") and Part VII ("Enforcement and Offences") of the Act will be proclaimed on the same date.

The proclamation of the new regulatory regime necessitates updates to various South Nation Conservation (SNC) policies and procedures relating to the issuance of permits, including the Section 28 Regulation Policies. Staff recommend implementing interim policies and procedures while a comprehensive review is undertaken.

The attached interim policies and procedures will guide staff in implementing the new regulatory framework as of April 1, 2024, and processing permits received adjacent to the transition date. These interim policies and procedures are modelled on Conservation Ontario template guidelines.

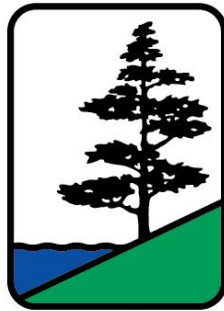
FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

SNC Policy Adherence: The Board of Directors may approve policies from time to time. A comprehensive review of SNC's Section 28 Regulation Policies is underway and a revised draft consistent with the Act, as amended, and O. Reg. 41/24 will be brought to the Board in the coming months.

Programs and Services Category: Category 1 – Mandatory: Administration of Part VI of the *Conservation Authorities Act* (regulation of areas over which SNC has jurisdiction), to be proclaimed April 1, 2024.

Eric McGill,
Corporate Counsel.

Attachments: Interim Policy for the Administration and Implementation of O. Reg. 41/24
Transition Procedures - O. Reg. 41/24



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**Interim Policy for the Administration and
Implementation of Ontario Regulation 41/24**

Part VI of the
Conservation Authorities Act, R.S.O. 1990, c. C.27
&
Ontario Regulation 41/24: Prohibited Activities, Exemptions
and Permits

Effective Date: April 1, 2024

Revisions

Revision No.	Board of Directors Approval Date	Details
1	March 21 st , 2024	Resolution BD-___/24

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Summary

On April 1, 2024, Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits came into effect. The regulation replaces South Nation Conservation's (SNC) previous "Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation – Ontario Regulation 170/06.

The proclamation of the new legislative and regulatory framework necessitates updates to various existing policies and procedures, including South Nation Conservation's Regulation Policies.

Interim Policy

As of April 1, 2024, SNC will review and make decisions on applications for permits in accordance with Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24.

Amendments to the Regulation Policies will be forthcoming to reflect this new framework. SNC will consult with stakeholders and the public during the review and update process as the authority considers advisable in accordance with section 12 of O. Reg. 41/24.

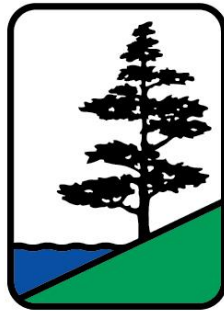
Where discrepancies exist between the text of the legislation or regulation and the information provided within the Regulation Policies and the Interim Policy, the text of the legislation and regulation shall prevail.

Key variances from the processes in the existing Regulation Policies include, but are not limited to:

- 1) Assessing permit applications made under Part VI of the *Conservation Authorities Act* to determine if the proposed works will affect the control of flooding, erosion, dynamic beaches, and unstable soil or bedrock.
- 2) Assessing applications to determine whether the proposed activity would create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.
- 3) Attaching conditions to a permit only if the conditions (1) assist in preventing or mitigating any effects on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock or (2) assist in preventing or mitigating any effects on human health or safety or any damage or destruction of property in the event of a natural hazard.
- 4) Reducing the regulated area around wetlands to 30 metres.

- 5) Recognizing exceptions to permits for specific development activities outlined in section 5 of O. Reg. 41/24, when carried out in accordance with the regulation.
- 6) Applying complete application requirements as outlined in section 7 of O. Reg. 41/24, including requirements for landowner authorization and payment of applicable fee.
- 7) Implementing a new process for applicants to request an administrative review of an application in accordance with section 8 of O. Reg. 41/24.
- 8) Updated definition of watercourse to a “defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs”.
- 9) Implementing new requirement to notify the applicant of whether an application is complete within 21 days (subsection 7 (2), O. Reg. 41/24) and provide the applicant notice of a decision within 90 days following confirmation of a complete application (subsection 28.1 (22), *Conservation Authorities Act*).
- 10) Implementing the pre-submission consultation process in accordance with section 6 of O. Reg. 41/24.
- 11) Implementing enforcement procedures, appeals, and hearing processes described in Parts VI and VII of the *Conservation Authorities Act*.





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Transition Procedures

Parts VI and VII of the
Conservation Authorities Act, R.S.O. 1990, c. C.27
&
Ontario Regulation 41/24 Prohibited Activities, Exemptions
and Permits

Effective Date: April 1, 2024

Revisions

Revision No.	Board of Directors Approval Date	Details
1	March 21 st , 2024	Resolution BD-___/24

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Summary

Effective April 1, 2024, the 36 conservation authority specific regulations (“Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”) under section 28 of the *Conservation Authorities Act* (the “Act”) will be repealed and replaced by O. Reg. 41/24: Prohibited Activities, Exemptions and Permits. Complimentary provisions under Part VI (“Regulation of Areas Over Which Authorities Have Jurisdiction”) and Part VII (“Enforcement and Offences”) of the Act will be proclaimed on the same date.

The administration and enforcement of Parts VI and VII of the Act and of O. Reg. 41/24 is a Mandatory Program and Service under section 21.1.1 of the Act and section 8 of O. Reg. 686/21: Mandatory Programs and Services.

Transition policies and procedures will assist with the implementation of the new regulation and provisions of the Act that come into effect April 1, 2024.

Purpose

The purpose of this document is to guide SNC through the transition from O. Reg. 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses to the implementation of the new O. Reg. 41/24: Prohibited Activities, Exemptions and Permits Regulation.

PERMIT APPLICATIONS

Applications Submitted Before April 1, 2024

Applications for permission to develop in a regulated area or interfere with a wetland or watercourse received prior to April 1, 2024, will be subject to the provisions of O. Reg. 170/06 in effect at the time the application was received.

If the subject application for the proposed works is not within an area regulated under the new regulation (O. Reg. 41/24) and the start date of the proposed work is after April 1, 2024, the applicant will be advised in writing that a permit is not required.

Applications Submitted After April 1, 2024

Applications received on or after April 1, 2024, will be subject to the provisions of O. Reg. 41/24.

Permissions Issued under O. Reg. 170/06

Permits issued prior to April 1, 2024, and have expiry dates beyond April 1, 2024, will remain valid for the duration identified on the permit. Inspections and conditions will continue to be enforced in accordance with O. Reg. 170/06 until the permission expires.

A request for extension of a permit issued before April 1, 2024, that is received prior to April 1, 2024, will be considered in accordance with O. Reg. 170/06

A request for extension of a permit issued before April 1, 2024, that is received after April 1, 2024, will be considered in accordance with O. Reg. 41/24. An applicant requesting an extension will be notified in writing that an extension is not required if the permit is for a development activity or interference is not within a regulated area established under O. Reg. 41/24.

Requests for an extension of the existing permit must be received by the Authority prior to the date of expiry shown on the permission.

REVIEW OF PLANNING APPLICATIONS

Planning Applications Submitted Before April 1, 2024

Plan review will be conducted in accordance with the O. Reg. 686/21: Mandatory Programs and Services, O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act, as well as based on the provisions of O. Reg. 170/06. Plan input activities will note that O. Reg. 41/24 will be in effect April 1, 2024.

Planning Applications Submitted After April 1, 2024

Plan input and review will be conducted in accordance with O. Reg. 686/21: Mandatory Programs and Services, O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act, and the provisions of O. Reg. 21/24: Prohibited Activities, Exemptions and Permits Regulation.

ENFORCEMENT ACTIONS COMMENCED BEFORE APRIL 1, 2024

Violation Notices issued prior to April 1, 2024, will be addressed and remedied in accordance with O. Reg. 170/06.

Violation Notices issued prior to April 1, 2024, for development activity or interference that is no longer within a regulated area established under O. Reg. 41/24 or is otherwise subject to an exception under the same will be revoked by written notice.

Violation notices issued and prosecutions commenced on or after April 1, 2024, will conform with Parts VI and VII of the Act and O. Reg. 41/24.

Legal actions commenced prior to April 1, 2024, may proceed where appropriate under consultation with legal counsel.

Other Agency Approvals

Issuance of a permit does not relieve the applicant from the responsibility of acquiring approval from other agencies or relieve the applicant from compliance with any conditions that other agencies may impose on the work.



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: March 14th, 2024
Subject: Request for Approval: Delegation of Powers Relating to the Issuance and Cancellation of Permits

RECOMMENDATION:

The Board of Directors delegate the issuance, extension, and cancellation of permits under Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24 to the Chief Administrative Officer; Managing Director Natural Hazards and Infrastructure; and Managing Director Approvals pursuant to section 28.4 of the *Conservation Authorities Act*, to be proclaimed April 1, 2024.

DISCUSSION:

On April 1, 2024, Part VI of the *Conservation Authorities Act* (the “Act”) will be proclaimed, resulting in a need for the South Nation Conservation (SNC) Board of Directors to redelegate the power to issue permits in a manner consistent with the legislation.

The staff positions identified in the resolution were originally delegated the power to issue permits in accordance with subsections 3 (3) and 6 (3) of Ontario Regulation 170/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses – to be repealed April 1, 2024 (BD-140/23).

The new section 28.4 of the Act allows the Board to delegate a greater variety of powers relating to permits. In addition to issuing permits, staff may also be delegated the power to extend permits (no greater than a maximum validity period of 60 months) and cancel permits.

The Board will remain responsible for sitting as tribunal for hearings related to permits. Staff will continue to provide monthly updates to the Board on permits issued.

These delegations will allow for the continuation of SNC’s mandatory duties pertaining to the timely administration of Part VI of the Act and the regulations.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

SNC Policy Adherence: Section 28.4 of the *Conservation Authorities Act* – to be proclaimed April 1, 2024 – allows the Board of Directors to delegate its powers relating to the issuance or cancellation of permits under the Act.

Programs & Services Category: Category 1 – Mandatory: Administration of Part VI of the *Conservation Authorities Act* (regulation of areas over which SNC has jurisdiction).

Eric McGill,
Corporate Counsel.



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: March 14th, 2024
Subject: Request for Approval: Appointment of Provincial Offences Officers

RECOMMENDATION:

The Board of Directors appoint the following staff as provincial offences officers in accordance with section 30.1 of the *Conservation Authorities Act*, to be proclaimed April 1, 2024, for the purpose of administering and enforcing Parts VI and VII of the Act, as amended, and Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits:

- Sandra Mancini, Managing Director, Natural Hazards and Infrastructure;
 - Monique Sauve, Chief Building Official Part 8 - Septic Systems;
 - James Holland, Senior Planner;
 - Eric McGill, Corporate Counsel;
 - Laura Crites, Environmental Planner; and
 - Stephan Desouches, Environmental Permitting Officer
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DISCUSSION:

On April 1, 2024, Part VII Enforcement and Offences of the *Conservation Authorities Act* (the "Act") will be proclaimed, resulting in a need to re-appoint South Nation Conservation's (SNC) existing provincial offences officers in a manner consistent with the legislation.

The staff members identified in the resolution were originally appointed in accordance with Ontario Regulation 170/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses – to be repealed April 1, 2024. The new section 30.1 of the Act will allow the SNC to appoint officers for the purpose of ensuring compliance with the Act and its regulations.

As per Conservation Ontario guidelines, these staff members are adequately trained in the relevant legislation – *Conservation Authorities Act*, *Provincial Offences Act*, and *Trespass to Property Act* – and have completed the prerequisite Level 1 Provincial Offences Officer Training.

The appointments will allow for the continuation of SNC's mandatory duties pertaining to the administration and enforcement of Parts VI and VII of the Act.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

SNC Policy Adherence: Section 30.1 of the *Conservation Authorities Act* – to be proclaimed April 1, 2024 – allows the Board of Directors appoint officers for the purposes of ensuring compliance with the *Conservation Authorities Act* and its regulations.



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Programs & Services Category: Category 1 – Mandatory: Administration and enforcement of Part VI (“Regulation of Areas Over Which Authorities Have Jurisdiction”) and Part VII (“Enforcement and Offences”), to be proclaimed April 1, 2024.

Alison McDonald,
Managing Director, Approvals.