



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

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

## **Board of Directors**

# **Meeting Agenda**

**Date:** December 20<sup>th</sup>, 2018

**Time:** 9:00 am

**Location:** Watershed Room, SNC

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



**Board of Directors**

# **Meeting Agenda**

December 20<sup>th</sup>, 2018 at 9:00 am

1. Chair's Remarks
  2. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
  3. Declaration of Conflict of Interest
  4. Recognition for Years of Service: Carl 5-6
    - a. Elise Lefebvre, 10 years
    - b. Lyman Jones, 20 years
    - c. Naomi Langlois-Anderson, 25 years
    - d. Lorie Henderson, 30 years
  5. SNC Project Update – Powerpoint Presentation: Staff
  6. Update: Provincial Matters: Angela (Powerpoint)
  7. Approval of:
    - a. Board of Directors meeting minutes of November 22<sup>nd</sup>, 2018 7-13
    - b. SNC Standing Committee Meeting Highlights and Minutes: 14-15
      - i. Clean Water Committee meeting minutes of November 26<sup>th</sup>, 2018:  
Jacqueline Kelly Pemberton 16-25
      - ii. Water Response Team meeting minutes of December 3<sup>rd</sup>, 2018:  
Omar 26-28
      - iii. Forestry Committee meeting minutes of December 4<sup>th</sup>, 2018:  
Dave Robertson 29-33
      - iv. Fish and Wildlife Committee meeting minutes of December 4<sup>th</sup>, 2018:  
Fred Schueler 34-38
      - v. Joint Occupational Health and Safety Committee meeting of  
December 5<sup>th</sup>, 2018: Hannah 39-45
  8. New Business:
    - a. Request for Approval: 2018 Audit Planning: Linda 46-51
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b. Request for Approval: SNC Personnel Policy Updates: Carl	52-59
c. Request for Approval: Memorandum of Agreement, City of Ottawa and Conservation Partners: Alison	60-77
d. Request for Approval: Construction of Habitat Project: Carl	78
e. Request for Approval: Conservation Ontario Asset Management Project: Jason	79
f. Request for Approval: Permits Issued: Geoff	80-81
g. Request to Approval: Purchase On-base Annual License and Support: Carl	82
h. Update: 2018 Year End Reports:	
i. Science and Research: Carl	83-91
ii. Property and Approvals: Alison	92-98
iii. Organization Effectiveness: Carl/John	99-101
i. Request for Approval: 2019 Board and Committee Meeting Schedule: Dianne	102-103
j. Update: 2019 Board Conferences: Dianne	104-105
9. Financial Reports	
a. Request for Approval: Monies Received and Disbursement Register for November 2018: Simon	106-111
b. Request for Approval: Transfer of Land Funds to 2019: Linda	112
10. Supplemental Agenda (if any)	
11. Correspondence	
• Letter: Development Approvals Process Support: Steve Clark, Minister, MMAH	113
• Email: MNRF/MECP Transition, Conservation Authorities Act: MNRF	114-115
12. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:	
• January 24 <sup>th</sup> , 2019 – * <i>fourth Thursday</i>	
• February 21 <sup>st</sup> , 2019	
• March 21 <sup>st</sup> , 2019 – <i>Annual General Meeting</i>	

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- April 18<sup>th</sup>, 2019

13. Future Motions of the Board and/or Discussion of SNC Issues

14. Friends of SNC Recognition: Henry Lickers, Environmental Science Officer,  
Mohawk Council of Akwesasne: John

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15. Adjournment

Angela Coleman,  
General Manager/Secretary-Treasurer.

/dm

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**To:** Board of Directors  
**From:** Carl Bickerdike, Team Lead, Corporate Services  
Pat Piitz, Team Lead, Lands  
**Date:** November 27, 2018  
**Subject:** Recognition for Years of Service

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**RECOMMENDATION:**

The Board of Directors recognize and thank Elise Lefebvre, Lyman Jones, Naomi Langlois-Anderson, and Lorie Henderson for their years of service working with South Nation Conservation.

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**DISCUSSION:**

**Elise Lefebvre: 10 Years**

Elise began working at SNC in December of 2008 as our bilingual administrative clerk receptionist. Prior to SNC, Elise worked with the Canadian Bar Association as receptionist, developed skills in patience while a school bus driver, and office clerk for St. Lawrence Valley Midwives. Elise has assumed administrative support for the SNC Septic program and has been of invaluable assistance to all SNC departments and staff.

**Lyman Jones: 20 Years**

Lyman began working at SNC in April 1998 as a GIS Specialist through an employment program (On-Site), after working with Elections Canada and later with Intermap Technologies on the Ministry of Natural Resources Natural Resource Values Information System (NRVIS) Project. Lyman is a graduate of the University of New Brunswick with a B.Sc. in Geology (1975) and a Diploma in Geographic Information Systems from Algonquin College (1996).

Over his 20 years with SNC, Lyman has worked on many key and innovative SNC projects: developing SNC forest compartment maps; the Agricultural Non-Point Source Pollution Project (AGNPs); the Water Resources Information Project (WRIP); the 1998 Ice Storm; Municipal Drain Classification Project; preparation of SNC Generic Regulations mapping, the Fish Habitat Management Plan; GIS analysis for SNC watershed reporting, etc. Lyman has demonstrated patience and determination completing the "behind-the-scene" editing and collating large amounts of raw data into graphic presentations.

**Naomi Langlois-Anderson: 25 Years**

Naomi Langlois-Anderson graduated from Sir Sanford Fleming College in 1993 as a Fish and Wildlife Technician. She started her employment with SNC in October 1993 in the Water Quality department and moved to Fisheries in 1995.

As Senior Fish and Wildlife Technician, Naomi has been involved in a wide array of programs and projects at SNC from our long-term fisheries monitoring activities to the popular maple education program. Naomi has also planned and carried out numerous



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habitat improvement projects over the years which have resulted in great benefits to our local environment.

Naomi's 25 years of experience working with SNC is a great benefit. Her extensive knowledge of past programs and projects is a resource that has proven to be invaluable, and her technical skills combined with an inquisitive, keen and dedicated personality make her an excellent colleague and asset for the Authority.

**Lorie Henderson: 30 Years**

Lorie started her employment at South Nation on December 17<sup>th</sup>, 1988 on a 3 month contract to help out the Information and Education Coordinator. Prior to SNC, Lorie worked for Group Service Medical Insurance Plan in Ottawa as a Claims Advisor, and MDS Laboratories in Cornwall as a data/entry clerk. Her 3 month contract was extended at SNC and she was offered a position as an Administrative Assistant. Lorie has proven to be a definite asset to SNC with 30 years of knowledge and dedication.

Thank you and congratulations.

Carl Bickerdike,  
Team Lead, Corporate Services.

Pat Plitz,  
Team Lead, Property.

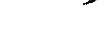
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## Board of Directors Meeting

Meeting No. 10/18  
Thursday, November 22<sup>nd</sup>, 2018 – 9:00 a.m.

Watershed Room, SNC



### Directors Present:

Fernand Dicaire, Prescott Russell, Chair  
Bill Smirle, Stormont Dundas Glengarry, Vice Chair  
Stephen Blais, City of Ottawa  
Michael Brown, City of Ottawa  
George Darouze, City of Ottawa  
Magda Kubasiewicz, City of Ottawa  
Glenn Mackey, Leeds Grenville  
Archie Mellan, Stormont Dundas Glengarry  
François St. Amour, Prescott Russell  
Peggy Taylor, Leeds Grenville

### Regrets:

Doug Thompson, City of Ottawa, Past Chair  
François Landry, Stormont Dundas Glengarry  
Pierre Leroux, Prescott Russell

### Staff Present:

Angela Coleman, General Manager/Secretary-Treasurer  
Carl Bickerdike, Team Lead, Corporate Services  
Ronda Boutz, Team Lead, Special Projects  
Cheyene Brunet, Forestry Technician  
Taylor Campbell, Communications Specialist  
Raymond Co, Engineering Assistant  
Chris Craig, Senior Forestry Technician  
Laura Crites, Planning Assistant  
Philip Duncan, Property and Approvals Assistant II  
Deborah Edwards, Accounting Assistant II  
Brent Harbers, Stewardship Technician  
Kiersti Havekes, GIS Analyst  
Lorie Henderson, Administrative Assistant II  
James Holland, Watershed Planner  
Linda Hutchinson, Director, Organization Effectiveness  
Hannah Jackson, Accounting Analyst  
Omar Kana'n, Water Resources Analyst  
Naomi Langlois-Anderson, Senior Fish and Wildlife Technician  
Elise Lefebvre, Administrative Assistant II  
Tavish MacLeod, Property and Approvals Assistant I  
Dianne MacMillan, Administrative Assistant II  
Sandra Mancini, Team Lead, Engineering



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Alison McDonald, Team Lead, Approvals  
Eric McGill, Corporate Counsel  
Michael Melaney, Hydrogeologist  
John Mesman, Team Lead, Communications and Outreach  
Geoff Owens, Regulations Officer  
Karen Paquette, Fisheries Technician  
Claire-Mérodie Pilault, Water Resources Analyst  
Ryan Robson, Resource Technician  
Kelsey Smith, Communications and Outreach Assistant  
Jason Symington, Environmental Technologist  
Simon Thibeault, Accountant  
Lisa Van De Ligt, Communications Specialist  
Katherine Watson, Water Resources Specialist  
Graham Waugh, Water Resources Engineer

Guests:

Murray Inch, Standing Committee Member  
Lawrence Levere, Chair, Communications Committee  
Megan Beehler, Policy Advisor, Councillor Darouze  
Phil Barnes, Raisin South Nation SWP





**CHAIR'S REMARKS**

Fernand Dicaire, Chair, called the November 22<sup>nd</sup>, 2018 Board of Directors meeting to order at 9:00 a.m.

**APPROVAL OF SNC BOARD OF DIRECTORS AGENDA**

RESOLUTION NO. BD-192/18

Moved by: Bill Smirle

Seconded by: François St. Amour

RESOLVED THAT:

The Members approve the Board of Directors agenda of November 22<sup>nd</sup>, 2018 as submitted.

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.

**APPROVAL OF:**

**a. BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 18<sup>TH</sup>, 2018**

RESOLUTION NO. BD-193/18

Moved by: Michael Brown

Seconded by: Glenn Mackey

RESOLVED THAT:

The Members approve the Board of Directors meeting minutes of October 18<sup>th</sup>, 2018 as submitted.

CARRIED

**b. SNC STANDING COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF:**

**COMMUNICATIONS COMMITTEE MEETING MINUTES OF  
OCTOBER 31<sup>ST</sup>, 2018**

RESOLUTION NO. BD-194/18

Moved by: George Darouze

Seconded by: Michael Brown



RESOLVED THAT:

The Board of Directors approve the actions and recommendations of the Communications Committee meeting minutes of October 31<sup>st</sup>, 2018.

CARRIED

**NEW BUSINESS**

**REQUEST FOR APPROVAL: 2019 BUDGET**

RESOLUTION NO. BD-195/18

Moved by: Michael Brown  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approve the 2019 Budget; and

FURTHER THAT:

If future debates on the 2019 Budget lead to increased demands for funds, the equivalent amounts will be decreased elsewhere in the Budget, therefore not affecting the 2019 Levy amounts; and

FURTHER THAT:

If surplus funds are identified during future debates on the 2019 Budget, the surplus will be directed to the SNC Reserves.

CARRIED

The Board of Directors meeting recessed at 10:31 a.m.

The Chair reconvened the Board of Directors meeting at 10:41 a.m.

**REQUEST FOR APPROVAL: SOUTH NATION CONSERVATION ADMINISTRATIVE BY-LAWS**

RESOLUTION NO. BD-196/18

Moved by: Michael Brown  
Seconded by: Archie Mellan

WHEREAS:

Amendments to the Conservation Authorities Act requires Conservation Authorities to implement administrative by-laws that meet the requirements of s. 19.1 of the Conservation Authorities Act;



AND WHEREAS:

SNC's Administrative Policy Procedures were last updated on November 30, 2012;

AND WHEREAS:

Ault and Ault has drafted new Administrative By-laws for SNC that are consistent with Conservation Ontario's Model By-law;

THEREFORE:

The new SNC Administrative By-laws be approved, and SNC's existing Administrative Policy Procedures be repealed.

CARRIED

**REQUEST FOR APPROVAL: WESTERN CHORUS FROG HABITAT PROJECT**

RESOLUTION NO. BD-197/18

Moved by: François St. Amour  
Seconded by: Glenn Mackey

RESOLVED THAT:

The Board of Directors approve entering into an agreement with Environment and Climate Change Canada to undertake a project on SNC owned lands to create Western Chorus frog habitat, at an approximate value of \$80,500.

CARRIED

**REQUEST FOR APPROVAL: SDG REGIONAL INCENTIVES PROGRAM**

RESOLUTION NO. BD-198/18

Moved by: Bill Smirle  
Seconded by: Archie Mellan

RESOLVED THAT:

The Board of Directors approve entering into an agreement with the United Counties of Stormont, Dundas, and Glengarry to receive \$19,733.95 in funding through the Regional Incentives Program for Improvements at the Oschmann Forest.

CARRIED



**REQUEST FOR APPROVAL: PERMITS ISSUED**

RESOLUTION NO. BD-199/18

Moved by: Peggy Taylor  
Seconded by: Archie Mellan

RESOLVED THAT:

The SNC Board of Directors approve permits 114 through 128 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

CARRIED

**FINANCIAL REPORTS**

**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR OCTOBER 2018**

RESOLUTION NO. BD-200/18

Moved by: Peggy Taylor  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the money received report for October 2018; and

FURTHER THAT:

The Board approve the Disbursement Register of \$ 507,222.04 for October 2018.

CARRIED

**REQUEST FOR APPROVAL: OTTAWA SPECIAL LEVY - BASELINE MONITORING**

RESOLUTION NO. BD-201/18

Moved by: Bill Smirle  
Seconded by: Michael Brown

RESOLVED THAT:

The Board of Directors approve that the City of Ottawa be special levied up to \$44,705, in 2019, for the Ottawa Baseline Monitoring Program.

CARRIED



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

- December 7<sup>th</sup>, 2018 – SNC Christmas Party, Winchelsea, Winchester
- December 20<sup>th</sup>, 2018
- January 24<sup>th</sup>, 2019 - \* fourth Thursday
- February 21<sup>st</sup>, 2019
- March 21<sup>st</sup>, 2019 – Annual General Meeting

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

Michael Brown, City of Ottawa requested a future Board report regarding a policy for legal matters to general Council.

**ADJOURNMENT**

RESOLUTION NO. BD-202/18

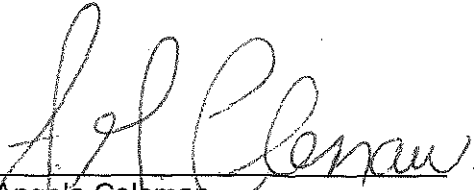
Moved by: François St. Amour  
Seconded by: Glenn Mackey

RESOLVED THAT:

The Board of Directors meeting of  
November 22<sup>nd</sup>, 2018 be adjourned at  
11:45 a.m.

CARRIED

\_\_\_\_\_  
Fernand Dicaire,  
Chair.

  
\_\_\_\_\_  
Angela Coleman,  
General Manager/Secretary-Treasurer.

/dm

Review by: CB.



**To:** Board of Directors  
**From:** Ronda Boutz, Team Lead, Special Projects  
Hannah Jackson, Accounting Analyst  
Omar Kana'n, Water Resources Analyst  
**Date:** December 11<sup>th</sup>, 2018  
**Subject:** Approval of SNC Committee Meeting Highlights and Minutes

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**RECOMMENDATION:**

The Board of Directors approve the actions and recommendations of the:

- Clean Water Committee meeting minutes of November 26<sup>th</sup>, 2018
  - Water Response Team meeting of December 3<sup>rd</sup>, 2018
  - Forestry Committee meeting of December 4<sup>th</sup>, 2018
  - Fish and Wildlife Committee meeting of December 4<sup>th</sup>, 2018
  - Joint Occupational Health and Safety Committee meeting of December 5<sup>th</sup>, 2018
- 

**DISCUSSION:**

Clean Water Committee meeting of November 26<sup>th</sup>, 2018

- Approved 2019 meeting schedule
- Reviewed 8 Clean Water Program grant applications:
  - 1 deferred to March 7<sup>th</sup>, 2019 meeting for additional project information from applicant
  - 4 approved for \$3,500 in grants
  - 2 projects placed on the 2018 waiting list, requesting \$8,850 in grants
  - 1 denied
- Approved carry-forward of Ottawa Ash Tree Replacement Program grant funding for distribution to approved projects in 2019 as they are completed
- Approved 1 Ottawa Rural Clean Water Program grant for a Forest Management Plan at a maximum grant of \$375
- Approved the Eastern Ontario Water Resources Program (EOWRP) financial statement for the period of January 1 – November 15<sup>th</sup>, 2018
- Approved interim EOWRP project reports and carry-forward of approved funding to complete the following projects in 2019:
  - North Castor River Catchment Study
  - UCPR Stormwater Management Project
  - Low Impact Development
  - Best Management Practices: Outreach and Education
  - St. Lawrence River Hazard Mapping Project

Water Response Team meeting of December 3<sup>rd</sup>, 2018

- Approved lifting the level 1 low water conditions in the Upper South Nation Region
  - Reviewed watershed conditions report which includes:
    - Current watershed conditions (Water Levels, Stream Flows, Precipitation Accumulation)
-



- Short term weather forecast
- Summarized the 2018 low water timeline from July till December.
- Discussed various practises in water conservation that may help during extreme weather such as controlled tile drainage.
- Recommended holding first WRT meeting next June 2019

Forestry Committee meeting of December 4<sup>th</sup>, 2018

- Approved 2019 meeting schedule
- Received updates on:
  - Maple Syrup Education Program
  - Ottawa Ash Tree Replacement Program
  - 2018 Year End report
  - 2019 Budget
- Recommended Andre Brisson of Russell Township for "Friends of SNC" recognition

Fish and Wildlife Committee meeting of December 4<sup>th</sup>, 2018

- Approved 2019 meeting schedule
- Discussed SNC programs and activities related to invasive species
- Received updates on:
  - OPG Biodiversity Project
  - North Castor River Catchment Study
  - Leitrim Wetland Restoration
  - 2018 Year End report

Joint Occupational Health and Safety Committee meeting of December 5<sup>th</sup>, 2018

- Approved 2019 meeting schedule
- Reviewed and commented on 5 incident reports:
  - 3 related to vehicle damage
  - 1 related to a vehicle and trailer becoming stuck and requiring a tow
  - 1 related to a near miss between an SNC vehicle and another vehicle
- Received updates on:
  - SNC fire drill results
  - Health and Safety training plan
  - Draft Standard Operating Procedures (SOP) template and SOP for Weather Exposure
- Reviewed and commented on SNC office and shop workplace inspections

*R. Boutz*  
Ronda Boutz,  
Team Lead, Special Projects.

*Omar Kana'n*  
Omar Kana'n,  
Water Resources Analyst.

*Hannah Jackson*  
Hannah Jackson,  
Accounting Analyst.



**To:** Board of Directors  
**From:** Linda Hutchinson, Director, Organization Effectiveness  
**Date:** December 4<sup>th</sup>, 2018  
**Subject:** Request for Approval: 2018 Audit Planning

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**RECOMMENDATION:**

The Board of Directors receive and file the 2018 Audit Planning report and the attached letter from Collins Barrow Chartered Accountants.

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**BACKGROUND:**

Collins Barrow Chartered Accountants were engaged as the Authority's auditor in February 2018.

**DISCUSSION:**

The planning letter outlines the auditor's independence, and responsibilities of both the auditor and Board of Directors.

The audit planning letter attached to this report is a communication requirement as per *Canadian Auditing Standards*. If the Board of Directors have questions about the audit process, they are encouraged to contact Collins Barrow.

Collins Barrow will be on site early February 2019 for the 2018 audit and will present the draft 2018 audited Financial Statement at the Annual General Meeting scheduled for the March 21<sup>st</sup>, 2019 Board meeting.

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

Compliance with Budget: The audit fees are included in the 2018 budget, pages 100 and 101.

SNC Policy Adherence: As per Auditing best practices.

Linda Hutchinson,  
Director, Organization Effectiveness.

/dm

Attachment: 2018 Audited Planning Letter





**Collins Barrow WCM LLP**  
475 Main Street  
PO Box 390  
Winchester, ON K0C 2K0  
T: 613.774.2854  
F: 613.774.2586  
TF: 1.800.268.0019  
E: winchester@collinsbarrow.com  
www.collinsbarrow.com

November 28, 2018

South Nation River Conservation Authority  
38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0

Attention: Members of the Board of Directors  
Dear Sir / Madam:

**Re: Audit of the Financial Statements of South Nation River Conservation Authority**

This report is intended solely for the use of the Board of Directors and should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

We have been engaged to express an audit opinion on the financial statements of South Nation River Conservation Authority ("the organization") for the year ended December 31, 2018. Canadian Auditing Standards ("CAS") require that we communicate the following information with you in relation to your audit.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

**Auditor Independence**

CAS require communications with audit committees, or other appropriate parties responsible for governance, at least annually, regarding all relationships between the organization and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

We will, through our planning process, identify any potential independence threats and will communicate any concerns we identify. The organization, management and the Board of Directors have a proactive role in this process, and are responsible for understanding the independence requirements applicable to the organization and its auditor. You must also bring to our attention any changes in the threshold status of the organization, any concerns you may have, or any knowledge of situations or relationships between the organization, management, personnel (acting in an oversight or financial reporting role) and our Firm, its partners/principals and audit team personnel that may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;

- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

In accordance with our professional requirements, we advise you that we are not aware of any relationships between the company and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

Accordingly, we hereby confirm that our audit engagement team, our Firm and the other Collins Barrow offices are independent with respect to the company within the meaning of the Code of Professional Conduct Rule 204 of the Chartered Professional Accountants of Ontario.

#### **Fees at Regular Billing Rate**

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable HST, and are due when rendered. Fees for any additional services will be established separately.

#### **Our Responsibilities as Auditor**

As stated in the engagement letter, our responsibility as auditor of your organization is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with Canadian public sector accounting standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain material misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application; and
- Assessing the significant estimates made by management.

As part of our audit, we will obtain a sufficient understanding of the business and internal control structure of the organization to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

The engagement team must undertake a documented planning process prior to commencement of the audit to identify concerns, address independence considerations, assess the engagement team requirements, and plan the audit work and timing. It may be necessary to contact members of the Board of Directors if significant matters arise from planning procedures.

An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the organization's financial statements.

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The engagement team must undertake a documented planning process prior to commencement of the audit to identify concerns, address independence considerations, assess the engagement team requirements, and plan the audit work and timing. It may be necessary to contact members of the Board of Directors if significant matters arise from planning procedures.

An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the organization's financial statements.

### **Board of Directors Members' Responsibilities**

The Board of Directors's role is to act in an objective, independent capacity as a liaison between the auditor, management, and the board of directors to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Board of Directors's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditors as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or the Independent Auditors' Report;
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls;
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same to be passed to directors for approval.

### **Audit Approach**

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of South Nation River Conservation Authority is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

### **Illegal Acts, Fraud, Intentional Misstatements and Errors**

Our auditing procedures, including tests of your accounting records, will be limited to those considered necessary in the circumstances and will not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under CAS, which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor will they necessarily detect such acts or recognize them as such, even if the effect of its consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the Board of Directors.

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It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or the Board of Directors becomes aware of circumstances under which the organization may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

### **Related Party Transactions**

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, directors and their immediate family members and companies with which these individuals have an economic interest.

We will ensure that any related party transactions that are identified during the audit have been represented by management to have been disclosed in the notes to financial statements, recorded in accordance with Canadian public sector accounting standards, and have been reviewed with you. Management is required to advise us if any related party transactions have occurred that have not been disclosed to us. The Board of Directors is required to advise us if they are aware of or suspect any other related party transactions have occurred which have not been disclosed in the financial statements.

### **Significant Accounting Principles and Policies**

The organization's financial statements will be prepared by management using various accounting principles, which have been incorporated into the organization's accounting policies and disclosed in the notes to the financial statements. Where accounting policies have changed from one period to the next, such changes will be noted and the effect of these changes will be disclosed.

The accounting policies adopted may be acceptable policies under Canadian public sector accounting standards; however, alternative policies may also be acceptable under Canadian public sector accounting standards. The organization and the Board of Directors have a responsibility to not adopt extreme or inappropriate interpretations of Canadian public sector accounting standards that may have inappropriate or misleading results. Alternative policies, if adopted, may produce significant changes in the reported results of the operations, financial position and disclosures of the organization.

The Board of Directors has a responsibility to review the accounting policies adopted by the organization, and where alternative policies are available, make determinations as to the most appropriate policies to be adopted in the circumstances. If members of the Audit Committee are concerned that the adoption or change of an accounting policy may produce an inappropriate or misleading result in financial reporting or disclosure, this concern must be discussed with management and the auditors. If the Audit Committee believes that a policy or policies adopted are inappropriate or produce a misleading result in the circumstances, these concerns should be discussed with us directly, either privately or in Audit Committee meetings.

### **Risk-based**

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

### **Materiality**

Materiality is defined as:

*Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.*

Materiality is used throughout the audit and in particular when:

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- (a) Identifying and assessing risk of material misstatement;
- (b) Determining the nature, timing and extent of further audit procedures; and
- (c) Evaluating the effect of uncorrected misstatements, if any, on the financial statements and in forming an opinion on the auditors' report.

#### **Audit Procedures**

The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

In response to our risk assessment and based on our understanding of internal controls, we will use a substantive approach for the audit.

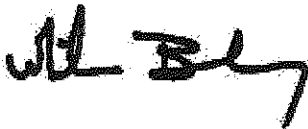
#### **In Closing**

Should any member of the Board of Directors wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

To ensure there is a clear understanding and record of the matters discussed, we ask that members of the Board of Directors sign their acknowledgement in the spaces provided below.

Yours truly,

**COLLINS BARROW WCM LLP**



R. Michael Barclay, CPA, CA, CFP  
Partner  
Phone: 613-774-9894

Acknowledgement of Board of Directors:

We have read and reviewed the above disclosures and understand and agree with the comments therein.  
**South Nation River Conservation Authority**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

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**To:** Board of Directors  
**From:** Carl Bickerdike, Team Lead, Corporate Services  
**Date:** December 10, 2018  
**Subject:** Request for Approval: SNC Personnel Policy Updates

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**RECOMMENDATION:**

The Board of Directors approve the following revised sections of the SNC Personnel Policy:

- Section 7, *Group Insurance and Pension Contributions*
- Section 8, *Absence Due to Illness*

FURTHER THAT: The Personnel Policy change be effective January 1<sup>st</sup>, 2019.

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**DISCUSSION:**

SNC's Personnel Policy must be updated due to:

- SNC becoming a member of the OMERS pension plan
- Upcoming changes to Ontario employment law following Bill 47

Both revised sections were reviewed by our human resources lawyer.

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

Compliance with Budget:

No new budget implications. Implications of OMERS membership have already been approved (BD-168/18).

SNC Policy Adherence:

All matters dealing with Policy revision be brought to the Board of Directors for approval.

Carl Bickerdike,  
Team Lead, Corporate Services.

**Attachments:**

DRAFT SNC Personnel Policy, Section 7, *Group Insurance and Pension Contributions*  
DRAFT SNC Personnel Policy, Section 8, *Absence Due to Illness*.



DRAFT SNC Personnel Policy, # 7 - Group Insurance and Pension Contributions

**Group Insured Benefits Plan**

All Employees must participate in SNC's Group Insured Benefits Plan unless a waiver is obtained or unless they do not meet the eligibility requirements of the Benefits Plan. Enrolment will commence according to the qualifying terms and conditions of the Benefits Plan.

Summer students are not eligible for and do not receive insured group benefits.

Definite term contract Employees must pay 20% of the premium cost for insured group benefits. Such Employees are not eligible for long term disability coverage.

Indefinite or indeterminate Employees must pay 15% of the premium cost for insured group benefits.

The Employees' share of the premiums is deducted from Employees' pay in accordance with SNC's standard payroll practices that may be changed from time to time.

All decisions with respect to entitlement to coverage and eligibility for benefits are at the sole discretion of the Insurance Carrier and SNC's only obligation is to pay its share of the premiums. SNC reserves the right to change carriers and the terms of the benefits.

**Long Term disability (LTD)**

LTD eligibility is at the discretion of SNC's insurance carrier.

SNC will review the situation of an Employee on LTD from time-to-time to determine if the Employee will be able to return to work within a reasonably foreseeable period of time. Should the review determine that a return to work is not possible in the reasonably foreseeable future; the Employee's employment will be administratively terminated on the basis of frustration of contract.

Employees on LTD must submit satisfactory medical certificates from their treating physician at least annually or more frequently as requested by SNC or the insurance carrier to verify the illness/injury and to allow for assessment of the possibility of return to work.

Employees' insured benefit coverage may continue for up to two years following the commencement of LTD leave, at the discretion of the Benefits Plan carrier, provided the Employee

- i. Remains an Employee of SNC, and



- ii. Provides SNC with post-dated cheques to cover the Employee portion of the premiums/contributions for the duration of the leave. Employees who do not provide post-dated cheques will not have benefits coverage.

### **Pension Contributions**

#### **OMERS**

As of January 1, 2019, SNC is an OMERS (Ontario Municipal Employees Retirement System) employer.

An Employee may qualify to participate in the OMERS pension plan, subject to the plan documents and the Employee's satisfaction of the eligibility requirements. If the Employee is eligible for and enrolled in the OMERS pension plan then, as of the date of the Employee's enrolment:

- All OMERS contributions and benefits will be in accordance with and subject to OMERS legislation, plan documents, rules and directives, as amended from time to time;
- The Employee will not be eligible for the 9% contribution to the Employee's GRRSP, TFSA and/or RESP account;
- If the Employee's employment ceases for any reason whatsoever, the Employee's rights and entitlements regarding the OMERS pension plan shall be governed by the terms of the OMERS legislation, plan documents, rules and directives, as amended from time to time.

Eligible continuous full-time employees whose employment begins on or after January 1, 2018, will be enrolled in the OMERS pension plan effective from the first day of employment.

Other-than-continuous full-time employees who wish to join the OMERS pension plan can only opt in if they are eligible, as defined by the OMERS pension plan documents.

Eligible employees whose employment with SNC began prior to January 1, 2019, must either opt into OMERS, or waive their right to participate in OMERS. If they waive their right, they may opt in at a future time subject to plan eligibility requirements. Once an employee is enrolled in OMERS, as per plan rules, they cannot opt out.

#### **RRSP Contributions**

The following only applies to employees who are not enrolled in the OMERS pension plan. Note that summer students are not eligible for contributions.

SNC will contribute up to 9% of the gross salary of eligible employees into SNC's Group





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Registered Retirement Savings Plan (GRRSP). SNC's contribution will be on a matching basis, with the employee contribution made to either the GRRSP or to his/her Tax Free Savings Account (TFSA), or Registered Education Savings Plan (RESP).

The only contributions that can be made on a pre-tax basis by payroll deduction, are those made to the GRRSP (both SNC and employee contribution.)

Change to an employee's contribution options to their GRRSP, TFSA, and RESP will be annual, if requested. It is the employee's responsibility to notify SNC of contribution changes prior to the second Friday in December. Change will be effective the second pay paid in January.

SNC will continue to match an Employee's contributions to his/her GRRSP contributions, to a maximum of 9% of the Employee's pre-leave salary, and to a maximum of one-year, while the employee is either on SNC's Supplemental Unemployment Benefit Plan, or on SNC's LTD plan. To be eligible for matching contributions, the Employee will need to provide evidence that he/she has made his/her GRRSP contributions. Please note that receipt of this benefit may affect the amount of LTD benefits and the employee should contact the Benefits Plan carrier for clarification.

**Please note that it is the employee's responsibility to ensure they have adequate contribution space available in their RRSP. The SNC's matching contributions are subject to the employee's confirmation that they have available room.**

DRAFT SNC Personnel Policy, # 8 - Absence Due to Illness

### **Personal Leave**

Personal leave can be used by employees other than summer students for employee's personal sick leave, family responsibility and/or bereavement leave, as defined by the ESA. SNC goes above and beyond the requirements of the unpaid leaves in the ESA and provides employees other than summer students up to 12 days of paid personal leave per calendar year, accrued on a pro-rated basis at a rate of 1.0 days per month worked. Paid personal leave days may be taken at any time, but if employment is terminated with a negative balance, any used but unearned paid personal leave days will be owed to SNC and may be deducted from the employee's final pay. Note that employees may be required to produce a satisfactory certificate from their treating physician for an absence due to illness/injury in excess of three days or if the absence is otherwise questioned by the SNC.

Summer students are eligible for unpaid leaves in accordance with the ESA.

Family responsibility and bereavement leave are available with respect to family members of employees. "Family member" is as defined by the ESA.

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Sick leave is available to be used by employees due to their own illness, injury or medical emergency.

Employees must advise their supervisor or designate that they wish to take personal leave. If an employee must begin the leave before doing so, then the employee is required to advise their supervisor or designate as soon as possible after beginning the leave. The Employer may require an employee who takes personal leave to provide evidence reasonable in the circumstances that the employee is entitled to the leave.

Unused personal leave may not be carried over to the next calendar year and will not be paid out upon termination of employment.

#### **Short Term Disability (Supplemental Unemployment Benefit (SUB) Plan)**

Short Term Disability benefits are provided through a Supplemental Unemployment Benefit (SUB) plan, registered with Service Canada. SNC's SUB plan meets the requirements of article 37 of the Employment Insurance Regulations and provides supplemental payments to Employment Insurance (EI) benefits during a period of non-work related illness or injury. This plan does not cover absences due to the illness of Employees' family members.

Only the following Employees are eligible for the SUB plan (provided other eligibility criteria are met):

- i. Employees who are employed on an indefinite term basis; and
- ii. Employees who are employed on a fixed term basis for a period that is greater than twelve months.

An Employee who is unable to perform the essential duties of his/her position solely because of non-work related illness or injury is considered to be "totally disabled". Work related illness or injury will be managed through WSIB. The SUB plan is available to totally disabled employees who are in receipt of EI sickness benefits and provides top up payments to a total of 75% of the employee's normal weekly earnings, paid through regular bi-weekly payroll. Employees must provide SNC with proof that they are in receipt of EI.

There is a 2-week waiting period which begins the first week for which benefits would otherwise be payable. During this time any remaining sick days will be used. Employees may then choose to use accrued paid time. However, the use of such time may affect the start of the waiting period and/or the amount of benefits payable following the waiting period. Otherwise the time will be unpaid.

The SUB plan will provide payments up to 75% of normal weekly earnings, and subject to termination as outlined below, when the employee is not in receipt of EI benefits, and:



- has insufficient hours of insurable employment to qualify for EI benefits; or
- has exhausted the EI benefit entitlement

The SUB plan benefit will be terminated upon the earlier of the following:

- i. The conclusion of the period of total disability;
- ii. The date on which the Employee is no longer eligible for SUB plan benefits;
- iii. After 15 weeks of total disability (at which time they may be eligible for Long Term Disability);
- iv. The Employee's receipt of long term disability;
- v. The Employee's retirement, resignation, death or dismissal for cause;
- vi. At the conclusion of the notice period, where notice of termination of employment on a without cause basis has been provided prior to the commencement of an absence due to total disability.

The SUB plan benefits are administered by SNC. SNC will treat an employee's personal health and personal information received in the course of administering this plan as strictly confidential. Appropriate safeguards will be put in place to protect the information. An employee's personal health information will only be used by, and disclosed to, those who are required to have access to such information for the purpose of administering this Policy.

Receipt of SUB plan payments is not automatic. To be eligible, an Employee must provide a satisfactory medical certificate which:

- i. indicates that the Employee is unable to perform the essential duties of his/her position solely because of non-work related illness or injury;
- ii. provides the Employee's anticipated return to work date; and
- iii. is signed by a licensed physician.

When an Employee is in receipt of SUB plan payments, SNC may contact the Employee for additional or updated medical documentation and the Employee may be asked to provide his/her consent so that SNC can contact the Employee's treating licensed physician for additional and/or updated medical documentation to substantiate the current medical condition. Employees are expected to make every reasonable effort to provide SNC with current and complete information required to determine entitlement to SUB plan payments, to comply with the treatment plan recommended by the Employee's licensed physician and to return to work in a timely fashion in accordance with medical recommendations.

Employees will not be eligible for SUB plan payments if they:

- i. Are not under the care of a licensed physician;



- ii. Are in receipt of maternity, parental or compassionate care benefits under the Employment Insurance Act or the illness or injury is covered by the Canada Pension Plan or the Quebec Pension Plan;
- iii. Are in receipt of WSIB benefits or similar benefit;
- iv. Have cosmetic or plastic surgery solely for cosmetic purposes, except where attributable to illness or injury; or
- v. Are engaged in employment or other work for wage or profit while receiving SUB plan payments.

SNC may deny, suspend or discontinue SUB plan payments, or commence recovery of SUB plan payments that have been paid to an Employee when:

- i. The medical evidence provided is incomplete or is not sufficient to support the claim of total disability;
- ii. The Employee refuses to participate in an Independent Medical Examination or fails to attend a scheduled Independent Medical Examination without an explanation that is satisfactory to SNC;
- iii. The Employee fails to comply with his/her licensed physician -recommended treatment plan including but not limited to a failure to return to work on the date specified by the Employee's licensed physician;
- iv. The Employee or his/her licensed physician fails to respond to information requests from SNC within a reasonable period of time;
- v. The available evidence (including non-medical evidence) indicates that the Employee's claim is not valid.

Interrupted periods of total disability will be considered a single period of total disability if the Employee returns to full-time hours and regular work duties for a period of time that is less than two consecutive weeks *if the second or subsequent period of total disability is due to the same or related non-work related illness or injury.*

Employees' insured benefits coverage may continue while the Employee is off work and in receipt of SUB plan payments, at the discretion of the Benefits Plan carrier, provided the Employee (i) remains an Employee of SNC, and (ii) provides SNC with post-dated cheques to cover the Employee portion of the premiums/contributions for the duration of the leave. Employees who do not provide post-dated cheques will not be eligible for continued benefits coverage.

An Employee is expected to return to work once the period of total disability has concluded or if the Employee is no longer eligible for SUB plan payments. The Employee is required to present a medical certificate from his/her treating physician indicating that the Employee is able to perform the essential duties of the job and is fit to return to work prior to his/her return to work.

SNC's contributions for the SUB plan may be reduced if overlapping payments (for



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example from other insurance policies), regardless of origin, pay more than the 75% of an employee's pre-SUB plan gross earnings including EI payments.

Please note that work-related illness/injury should be processed through the Workplace Safety and Insurance Board.



**To:** Board of Directors  
**From:** Alison McDonald, Team Lead, Approvals  
**Date:** November 14<sup>th</sup>, 2018  
**Subject:** Request for Approval: Memorandum of Agreement, City of Ottawa and Conservation Partners

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**RECOMMENDATION:**

The Board of Directors approve the attached Memorandum of Agreement with the City of Ottawa and the Conservation Partners for plan input and review advisory services.

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**DISCUSSION:**

The Conservation Partners (South Nation, Rideau Valley, and Mississippi Valley) have an agreement with the City to provide plan input and review programs. The 2003 agreement between the City and the Conservation Partners was only reviewed a few times over the past 15 years. The agreement requires an update to address the following:

- New (2014) Provincial Policy Statement;
- City of Ottawa official plan;
- Changes to the Conservation Authorities Act;
- Termination of the Conservation Authorities' agreement with the Federal Department of Fisheries and Oceans;
- Transfer of environmental compliance approvals for stormwater management from the Ministry of Environment Conservation and Parks to the City of Ottawa;
- Conservation Authorities' significant role in major plan input; and
- Need for more clarity around roles and responsibilities.

**Consultation**

The Conservation Partners met with key groups in the City's Planning Infrastructure and Economic Development Department (PIED), to discuss roles and responsibilities, duplication of effort, inconsistent terminology with the official plan and the PPS, and recognition of the Conservation Partners' role in plan input. Both parties identified the need to clearly define differences between the Conservation Partners' and the City's focus on interests.

A draft agreement was circulated to City staff; the final draft was prepared based on comments received. City staff concur with the final draft.

**New Memorandum of Agreement**

The new agreement, attached to this report, contains four sections:

1. Statement of purpose;
2. General provisions for the implementation and management of the agreement;
3. Roles and responsibilities; and,
4. Appendices (services, fee schedules, MOU for delegated responsibilities from the



Province of Ontario).

Appendix "A" defines responsibilities for the review of technical reports submitted in support of applications. These reports include: private and municipal servicing; Aggregate Resource Act applications; natural hazards; natural heritage; and stormwater management.

The agreement clearly defines the interests of both parties and eliminates confusion about roles and duplication of effort. Terminology is now consistent with all applicable Provincial and Municipal policies and guidelines. The agreement acknowledges the Conservation Partners' role to provide advice and guidance on technical advisory committees for master servicing studies, environmental assessments, sub-watershed studies, community design plans, environmental management plans, etc. Reference to the Conservation Partners' former role under Section 35 of the Fisheries Act has been deleted.

An annual evaluation clause was included: minor amendments, as agreed upon by both parties, may be made by addendum to the agreement as signed by the General Managers of the Conservation Partners and the General Manager of PIED, City of Ottawa. Major amendments would be reported to the Board of Directors.

This Memorandum of Agreement does not change the role and scope of planning advisory services within the City of Ottawa. It replaces the outdated 2003 agreement and enables both parties to undertake reviews in a focused and efficient manner.

#### **Approval Process**

Upon approval, City staff will report to Planning Committee (early 2019), and recommend approval of the agreement, after which it will be formally signed by the respective parties. This new agreement will come into force and effect on the date that it is signed.

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

Compliance with Budget: Not applicable.

SNC Policy Adherence: The memorandum of agreement will allow staff to continue to provide input on planning applications within the City of Ottawa.

Alison McDonald,  
Team Lead, Approvals.

Attachments: Memorandum of Agreement, City of Ottawa and Conservation Partners



**To:** Board of Directors  
**From:** Pat Piitz, Team Lead, Property  
**Date:** December 11<sup>th</sup>, 2018  
**Subject:** Request for Approval: Construction of Habitat Project

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**RECOMMENDATION:**

The Board of Directors approve Construction of Habitat Project to an upset cost of \$15,000, plus HST.

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**DISCUSSION:**

Staff are seeking approval to request quotes and award a contract(s) for the construction of 10 vernal pools on SNC property under the Western Chorus Frog Habitat project funded by Environment and Climate Change Canada.

The pools will be constructed on two SNC properties, SNC 45 in Clarence-Rockland and SNC 156 in Edwardsburgh Cardinal. Given the spatial distribution of these two properties, staff will request 3 quotes from contractors in both areas; it may be most economical to split the contract and award one for each property.

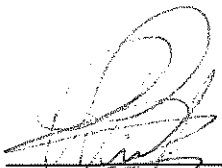
**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget: Project is not in 2018 or 2019 Budget; however, the project was approved by the Board (Resolution No. BD-197/18) and is 100% cost-recovery from Environment and Climate Change Canada funding.

SNC Policy Adherence:

Adherence to SNC Purchasing Policy on page 4, under section C iii): Purchases \$5,000 up to \$15,000.

- Three verbal or written quotes should be secured and recorded;
- If three quotes cannot be obtained, the reasons will be documented;
- Reasons for accepting other than the lowest quotation will be documented. If other than the lowest quotation is accepted, approval by the General Manager, or Director, Organization Effectiveness is required;
- Purchase Order should be authorized by the General Manager, or Director, Organization Effectiveness. All documentation should be attached and filed in the Corporate Services Office.

  
\_\_\_\_\_  
Pat Piitz,  
Team Lead, Property.





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**To:** Board of Directors  
**From:** Jason Symington, Environmental Technologist  
**Date:** November 13, 2018  
**Subject:** Request for Approval: Conservation Ontario Asset Management Project

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**RECOMMENDATION:**

The Board of Directors approve the Conservation Ontario Asset Management Project, at an approximate cost of \$10,000, including HST at 100% cost recovery.

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**DISCUSSION:**

Conservation Ontario has requested SNC to prepare an asset management trend analysis report to analyze historical submissions/funding of the small, rural and northern infrastructure projects (dams, weirs etc.).

The compilation of the information will be used to prepare a preliminary asset management framework and trends analysis from prior projects, and what future major maintenance repairs may be expected for CA's water control structures.

SNC staff will utilize 10 years of information contained in the Water Erosion Control Infrastructure (WECI) database derived from the WEIC Committee's annual review of applications.

This assessment may be utilized to identify those CAs that may need further financial support for their infrastructure asset management and could be used to influence the design of a funding program to support the small, rural and northern WEIC infrastructures.

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

Compliance with Budget:

This project was not included in the 2018 Budget however it is 100% cost recovery.

SNC Policy Adherence:

Expenses related to this project will adhere to SNC's Purchasing Policy

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Jason Symington,  
Environmental Technologist.

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**To:** Board of Directors  
**From:** Geoff Owens – Regulations Officer  
**Date:** December 5, 2018  
**Subject:** Request for Approval: Permits Issued

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**RECOMMENDATION:**

The SNC Board of Directors approve permits 129 through 142 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

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**DISCUSSION:**

SNC staff issue permits in accordance with SNC policies and then presents them to the Board for approval at each Board meeting. The list below indicates the permits that have been issued since November 14<sup>th</sup>, 2018.

#	Permit No.	Landowner	Former Municipality	Lot	Con	Project
129	2018-ALP-R140	Enbridge Gas Distribution Inc.	N. Plantagenet	11	4	Maintenance to Gas Pipeline
130	2018-CUM-R121	Benoit Boisvert	Cumberland	28	6	New House and Septic
131	2018-CUM-R146	City of Ottawa	Cumberland	11	6	Replace Culvert
132	2018-CUM-R147	City of Ottawa	Cumberland	26	5	Replace Culvert
133	2018-CUM-R148	City of Ottawa	Cumberland	21	5	Replace Culvert
134	2018-CUM-R149	City of Ottawa	Cumberland	14	4	Replace Culvert
135	2018-CUM-R150	City of Ottawa	Cumberland	17	4	Replace Culvert
136	2018-CUM-R151	City of Ottawa	Cumberland	13	4	Replace Culvert
137	2018-GLO-R130	Leitrim South Holdings Inc.	Gloucester	22	4	Construct New Channel
138	2018-OSG-R117	Ted Phillips	Osgoode	11	6	Construct Pond
139	2018-EDW-R122	Mark Streit	Edwardsburgh	4	1	Erosion Wall
140	2018-NST-R141	Wendy Van Loon	Roxborough	4	9	Relocate Creek
141	2018-RUS-R132	South Nation Conservation	Russell	12	2	Replace Bridge
142	2018-RUS-R144	Russell Township	Russell	8	9	Install Dock Slab

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**Complaints/Issues:**

Sites visited in 2018 through the regulatory program: 17

Location	Issue	Outcome
Edwardsburgh-Cardinal	Blocked creek	Landowner removed blockage
Nation	Erosion repair no permit	Landowner completed permitting process
Augusta	Road in PSW / excavation in 120 m of a PSW	Working with landowner to resolve
Nation	Tree clearing in PSW	Working with landowner to resolve
Alfred-Plantagenet	"Lake" outlet modified	Landowner going through permitting process
Augusta	Watercourse modifications / Tree clearing in a PSW	Applications provided to resolve issue, site visits August Completed.
North Dundas	Building in regulated area	Buildings to be removed from floodplain.
Ottawa (OSG)	Watercourse banks impacted	Working with responsible parties
Alfred-Plantagenet	Watercourse relocation	Going through permitting process to resolve
North Glengarry	Interference with watercourse	Landowner going through permitting process
South Dundas	Sediment control St. Lawrence	No immediate concern, controls added next day.
Nation	Provincially Significant Wetland Interference	Preliminary site inspection completed.
Ottawa	Fill placed in floodplain	Working with responsible parties
North Dundas	Watercourse being filled	Working with responsible parties
Alfred-Plantagenet	Ditch piped causing flooding	Working with responsible parties
South Dundas	Ditch vegetation removal and crossing Installed	Landowner going through permitting process
Boundary of Alfred-Plantagenet / Clarence-Rockland	Road through LSW and Creek	Working with landowner

Staff will continue to track complaint site visits and will provide a memo email to the Clerk of the municipalities where future visits take place.

  
 Geoff Owens  
 Regulations Officer

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**To:** Board of Directors  
**From:** Carl Bickerdike, Team Lead, Corporate Services  
**Date:** November 30, 2018  
**Subject:** Request for Approval: Purchase Onbase annual license and support

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**RECOMMENDATION:**

The Board of Directors approve the renewal of our annual Onbase software license and support with The OT Group at a cost of approximately \$12,000 plus HST.

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**DISCUSSION:**

The Board of Directors approved the purchase of Onbase, file and electronic content management software, in October 2015. In that report, annual license fees and software support were outlined and estimated at approximately \$12,000. The 2017 license and support fees were \$11,696 plus HST.

Onbase is currently used to manage Section 28 files. Work is underway to make Section 28 applications fully digital and available through our website. Initial work has also been completed on septic and planning modules.

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

Compliance with Budget:

A total of \$43,000 is budgeted under equipment, software fees, repairs and maintenance in the 2019 Budget, pages 94 and 95: \$14,000 is allocated for Onbase.

SNC Policy Adherence:

SNC Purchasing Policy:

- Page 2 (B) purchases over \$10,000 require Board approval.
- Page 4-5 (E) Non-Competitive Purchasing:
  - Amounts over \$10,000 must be approved by the Board
  - Non-competitive purchasing is allowed when:
    - the required purchase is covered by an exclusive right such as a patent, copyright, or exclusive license;
    - it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required;
    - professional or special services are required.

Carl Bickerdike  
Team lead, Corporate Services



**To:** Board of Directors  
**From:** Ronda Boutz, Team Lead, Special Projects  
Sandra Mancini, Team Lead, Engineering  
**Date:** December 14, 2018  
**Subject:** Update: 2018 Science and Research – Year End Report

---

## **RECOMMENDATION:**

The Board of Directors receive and file the 2018 Science and Research – Year End Report.

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## **DISCUSSION:**

The Science and Research Teams support management decision making through the collection, analysis and reporting of scientific data. The Teams work with landowners to implement stewardship projects on private land that improve water quality and forest cover across the jurisdiction. Each year, the Teams undertake a wide variety of environmental, engineering, and research projects which provide cost-effective, professional services, to member Municipalities and partner organizations.

Accomplishments in 2018 include:

### **1. Resource Management**

- Developed annual work plans and budgets for Forestry, Stewardship, and Engineering teams
- Administered 3 SNC Standing Committees: Clean Water; Forestry; and Fish and Wildlife
  - 4 meetings for Clean Water Committee, Forestry Committee, and Fish and Wildlife Committee, and 1 SNC Joint Standing Committee meeting

### **2. SDG County Forests**

- No harvest undertaken on SDG County Forest
- Prepared two silvicultural prescription for 107.3 hectares
- Tree marking in progress on 107.3 hectares
- Completed butternut health assessment on 61.5 hectares
- Annual report prepared and presented to Council
- Property Management
  - Trail maintenance on several forest properties
  - Electrical service installed at Summerstown Forest
  - Decommissioned 2 wells on County Forest
  - Investigate encroachment and completed survey of property boundary (SDG88/91)
  - Investigate unauthorized use of County Forest (SDG 53)
  - Completed asset inventory for County Forest



- Installed signs on six named Forests
- Completed a review of High Conservation Values (published on County website)
- Completed a landscape-level gap analysis of ecological values (available on County website)
- 1 County Council presentation and 2 meetings with Friends of Summertown Trail
- Attended official opening of Alvin Runnalls Forest

### 3. Water

#### Monitoring and Reporting

- Daily monitoring of surface water to provide flood and drought forecasting
- Updated SNC's Daily Planning Cycle to allow quick and easy interpretation of watershed conditions
- Developed tools including gauges along the Ottawa and St. Lawrence Rivers
- Volunteer precipitation gauges throughout the jurisdiction
- Maintenance of rain gauges network to ensure accuracy
- Snow surveying twice a month at 7 stations for 7 months
- Improved data collecting by deploying 15 seasonal loggers to collect stream flows and water levels at streams being modeled
- Repaired and updated SNC's existing stream gauge at the Chesterville dam to measure water levels
- Quality controlled existing snow survey datasets
- Measured bank and road elevations and established metres above sea level (MASL) elevation at stream gauges

#### Water Integration System (WISKI)

- Updated to include the Asset Management module allowing users to customize, import, and assign asset data to their current WISKI environment
- Imported historical groundwater well data for clearer and more cohesive interpretation of records
- Addition of stream gauges and Environmental Canada climate stations with new and up to date parameters
- Met with KISTERS' regional sales manager to discuss potential uses and functions of WISKI to further assist SNC's project goals
- Regular meeting calls with WISKI's hub administrators from Quinte Conservation Authority for troubleshooting and project assistance
- Introduction of Survey123 application for easy data import directly from the field (ie. Snow survey)
- Developed automated graphs for the Low Water Response program
- Attended 3 eastern Ontario CA WISKI Hub meeting
- Improved dataset processing and manipulation

#### Hydrologic Model

- Aquanty Inc. provides the "South Nation Hydrological Prediction System" in April of 2018



- Modelling computer purchased and configured in April of 2018.
- Data visualization software used to visualize, create alerts and explore the data.
- The prediction model completes a daily new 14 day forecast for surface water, groundwater and soil moistures.
- Throughout 2018 the prediction model was used to identify daily, weekly, monthly and seasonal trends.
- Specifically, the prediction model was an integral supporting tool during elevated water levels during the spring melt and during the 2018 low water conditions.

#### Flood Forecasting and Warning

- Updated Flood Contingency Plan
- Updated SNC Flood Forecasting and Warning Procedures
- Updated SNC Flood Forecasting and Warning Emergency Contact List
- Develop stronger relationship with stakeholder to improve the forecasting along the Ottawa and St. Lawrence River
- Reviewed Hydrologic model output and made emergency management decisions
- Issued 10 press releases
- Social Media: 17,711 people reached (16 posts to Facebook and Twitter)
- 3 Eastern Ontario Flood Forecasting and Warning meetings
- Attended the 2018 Flood Forecasting and Warning Workshop and presented SNC's forecasting improvements

#### Low Water Response

- Updated SNC Water Response Team contact list and procedures
- Held 3 meetings with the SNC Water Response Team
- Issued 4 low water condition statements (English and French)
- Created low water condition status maps
- Issued 4 low water memos and press releases (English and French)
- Social Media: 5 posts to Facebook and Twitter
- Documented and provided recommendations to landowners with issues regarding dry wells
- Images of the South Nation River watershed during low water conditions
- Continuous monitoring of low water conditions of the South Nation River watershed (Streamflow, precipitation, and groundwater)

#### Emergency Management

- Delivery the annual Flood Forecasting and Warning training session at SNC's office in March 2018
- Actively participate in Emergency Management meetings and conference calls with the City of Ottawa, United Counties of Stormont Dundas and Glengarry, Leeds and Grenville, and Prescott and Russell
- Attended meetings and conference calls for the Ottawa River Flood Forecasting and warning led by the City of Ottawa Task Force
- Attended several Municipal Emergency Control Group Exercises



- Prepared Request for Quotes for the installation of a generator at SNC's office - installation will take place in 2019

#### Waste Water Discharges

- Provide water levels and recommendations on lagoon discharges to 21 operators
- Forwarded notifications for lagoon discharges to the Casselman Drinking Water Plant

#### Technical Reports Reviews

- Provided technical reviews and recommendation to support the Approvals Team applications including: Stormwater Management reviews; Conservation Authorities Act Permits; Grading Plans, Sediment and Erosion Control Plans, Slope Stability
- Complete site visits to assist municipalities in the assessment of erosion and landslides hazards
- Providing technical support to municipalities and counties to ensure specific and standards are followed to ensure people and property safety.
- Provided data and models to consultants to ensure safe development

#### 4. Monitoring and Restoration

- 4 streams assessments completed with 1026 fish collected from 13 different species, across the Headwaters of the South Nation River
- Benthic invertebrate communities assessed at 12 sites following OBBN protocol
- 21 water temperature loggers deployed in the headwaters of the South Nation Watershed
- Participation in Provincial Monitoring Networks including Provincial Water Quality Monitoring Network (PWQMN), Provincial Groundwater Monitoring Network (PGMN), Ontario Benthos Biomonitoring Network Program (OBBN)
- 8 sample events completed at 13 surface water quality stations in support of PWQMN
- Hourly water levels and one water quality sample event completed on 17 groundwater monitoring wells in support of PGMN
- Provided data analysis and content for the State of the Nation Watershed Report Card (produced every 5 years)
- Provided data analysis and content for the Lower South Nation Subwatershed Report Card
- Invasive species activities in partnership with the Ontario Federation of Anglers and Hunters:
  - Presented invasive species awareness education at all 3 SNC Fish Camps
  - Targeted application of herbicides on Phragmites and Buckthorn at Leitrim Wetland and Bob Graham Conservation Area
  - Delivered Watershed Adventures, attended Port of Johnstown Day, Renegade Bass Tournament, and other local fairs and events
  - Uploaded invasive species observations into EDmaps





Stream Watch Program:

- Completed 5.6 km of stream assessments in Shield's Creek and Findlay Creek
- 11 volunteers (61 hours) engaged to undertake stream monitoring and assessment work in Findlay creek and Shields creek sub watersheds

5. Forest Conservation

- 7 Forest Conservation Working Group meetings
- 18 recommendations presented the SNC Board and approved
- *Protecting and Increasing Forest Cover in the South Nation Jurisdiction* report
- 3 presentations to stakeholder groups on forest conservation

6. Stewardship:

Tree Planting:

- 127,450 seedlings planted in spring 2018
- 1,020 potted trees and shrubs planted through special projects (Leitrim Wetland, Shield's Creek Naturalization, Shield's Creek SHSM Day, Findlay Swale Planting, and Moose Creek Tree Give Away)
- 41 site visits were conducted for spring 2019 planting
- 74 seedling survival assessments completed
- Administered and supervised 2 tree planting contracts, 2 tending contracts and 2 site preparation contracts

Woodlot Advisory Service:

- 11 site visits with landowners were conducted in the United Counties of Prescott and Russell
- 35 site visits with landowners were conducted in the United Counties of Stormont, Dundas and Glengarry
- Awarded 16 eligible landowners, up to \$500 in grants for Forest Management Plans in the United Counties of Stormont, Dundas and Glengarry
  - 986 acres of forest are now managed
- Awarded 24 eligible landowners, up to \$500 in grants for Forest Management Plans in the United Counties of Prescott and Russell
  - 1,377 acres of forest are now managed

Ottawa Ash Tree Replacement Program:

- Developed new pilot program
- 95 applications approved
- \$166,000 grants awarded
- 468 ash trees replaced with native trees (potted or caliper stock)

SNC Clean Water Program:

- Reviewed 37 grant applications
- Awarded 33 grants in the amount of \$48,000; 12 projects on waiting list, requesting



\$39,888 in grants

- Special grant funding of \$11,000 was approved to two projects
  - \$5,000 for A Subsurface Flow Constructed Wetland and Passive Phosphorus Filter for Goat Milk Wastewater
  - \$6,000 for the EcoAction Buffer Demonstration Project

Ottawa Rural Clean Water Program (ORCWP):

- Provided administrative support and liaised with Rideau and Mississippi Valley Conservation Authorities and the City of Ottawa
- Facilitated 1 ORCWP Committee meeting
- Completed 1 progress and 1 annual report to the City of Ottawa
- 71 projects reviewed, 71 projects were approved or conditionally approved (pending available funding) between the 3 partner Conservation Authorities

Eastern Ontario Water Resources Program (EOWRP):

- 8 Special Projects approved as follows:
  - United Counties of Prescott and Russell: Infrastructure Assessment Project completed
  - United Counties of Prescott and Russell: Stormwater Management Project initiated
  - United Counties of Stormont, Dundas & Glengarry: St. Lawrence River Hazard Mapping Project initiated
  - United Counties of Stormont, Dundas & Glengarry: St. Lawrence River Hazard Mapping Project initiated
  - City of Ottawa: McKinnon's Creek Catchment Study final report completed
  - City of Ottawa: Field work completed for North Castor River Catchment Study (field work itemized under Monitoring and Reporting section)
  - City of Ottawa: Low Impact Development Project initiated
  - City of Ottawa: Best Management Practices – Education and Outreach Project initiated

7. Projects

SDG Roadside Tree Project:

- Planted 530 trees (8 species) at 5 sites on County Roads in SDG

Butternut Compensation Project:

- Survival assessment and reporting at the Township of Edwardsburgh Cardinals compensation project site on Blair Road
- Survival assessment and reporting at South Dundas compensation project site at Reveler Conservation Area
- Replanting, tending and watering as required

Watershed Evaluation of Best Management Practices:

- Provided lab technician to Agriculture and Agri-Food Canada to support ongoing



- agricultural best management practices research projects
- Administered service contract with Public Works and Government Services Canada
- Provided plant inventory and technical report of Longtinville sub watersheds.

Species at Risk Benefits Exchange:

- 35 hectares of restored habitat was monitored for rare grassland birds (9 monitoring sessions). Nesting Bobolink were observed on one of the SNC properties
- 43 distinct species observed over 3 different grassland sites
- Continued partnership with the St. Lawrence Parks Commission for a portion of the habitat at the Upper Canada Migratory Bird Sanctuary
- Ongoing grassland maintenance work and re-seeding completed at 3 grassland sites to remain compliant with permits
- Final summary report completed and supplied to Ministry of Natural Resources and Forestry

City of Ottawa Water Environment Strategy (WES):

- Planted 700 potted trees and shrubs along Shield's Creek
- Installed 60 large caliper trees along Shield's Creek to delineate City of Ottawa property boundaries from future development pressures
- Completed 2 erosion control project sin Shield's Creek
- Removed 3 fish migration barriers in Shield's Creek
- 2 cubic yards worth of boulder habitat added to Shield's Creek where complex aquatic habitat was non-existent
- 3 acres of pollinator-friendly wildflower meadow sowed
- Fencing installed along a Shield's Creek pathway for public safety
- Sandbox border guard upgraded in park to reduce sediment spillage into Shield's Creek
- Hosted Eco Day for 30 Hillcrest High School Specialist High Skills Major students at Andy Shield's Park, involved planting 100 shrubs and completing 1 erosion control project along Shield's Creek
- Hosted Eco Day for 30 Notre Dame High School Specialist High Skills Major students at grass buffer demonstration site along South Castor River; involved planting 210 shrubs along the river
- Video completed for grass buffer demonstration project along South Castor River in partnership with Alternate Land Use Services (ALUS), Ontario-East
- 8 sample events completed on 10 City of Ottawa Baseline surface water quality sites

Ontario Power Generation (OPG) Biodiversity Project:

- Designed and constructed Pit & Mound Topography at Larose Forest project site using 120+ salvage-cut Red Pine stumps.
- Planted 1,016 native trees, plants and shrubs with biodiversity increase of 20



species added to Larose Forest.

- Sowed 50 lbs of native grasses.

**AgriRisk:**

- Maintained 11 data collection platforms for transmission of real-time data to WISKI program
- Launched new hydrological model for the South Nation River Watershed
- Launched online internal platform to display hydrological model output

**Findlay Creek Wetland Restoration:**

- 100 elevation points surveyed in wetland to create action plan for slowing surface water flow through the wetland
- 5 natural dams installed in east-west ditch to slow water flows through the Leitrim Wetland and raise water levels in impacted fen ecosystem
- ~80 square meters of invasive glossy buckthorn cut and removed from area around viewing platform and replaced with 100 native trees and shrubs

**Findlay Creek North-South Swale Planting:**

- 450 trees and shrubs planted along North-South Swale in Findlay Creek Village to improve water quality and urban habitat

**Chesterville Shoreline Planting:**

- 100 potted shrubs and forbs planted along shoreline to outcompete invasive species and naturalize waterfront

**Bob Graham Conservation Area Restoration:**

- Planted 783 trees, shrubs and perennials around the ponds and understory within the Bob Graham Conservation Area
- Hosted Eco Day for 30 Seaway High School Specialist High Skills Major students; involved removing invasive buckthorn and completing plantings in Conservation Area

**Low Impact Development:**

- Received three on-site visits from local contractors at the SNC office regarding Stormwater management using permeable pavement design
- Completion of the permeable pavement demonstration site at SNC's parking lot
- SNC hosted the 2018 Low Impact Development Conference in partnership with City of Ottawa, RVCA, and MVCA
- Seeking new Low Impact Development demonstration site near City of Ottawa

**Ottawa River Flood Forecasting and Warning Project:**

- Start-up meeting with MNRF to identify project objectives and goals
- Meeting with partners and stakeholders to discuss projects needs and existing data
- Meeting with municipalities to discuss data records and action taken during the




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time of the flood

- Outreach to 82 landowners along the Ottawa River for property survey
- Surveyed 11 properties for flood elevations and flood extents
- Delineation of a line for the 2017 flood event confirmed for 2019 delivery
- A Flood Forecasting and Warning guide for the Ottawa River incorporating MNRF, SNC, Ottawa River Regulation Planning Board, Rideau Valley Conservation Authority, and Mississippi Valley Conservation Authority confirmed for 2019 delivery

EcoAction Buffer Demonstration Project:

- 4 sites confirmed for 2019 demonstration projects
- 4 Specialist High Skills Major programs confirmed for 2019 delivery

*for*   
\_\_\_\_\_  
Ronda Boutz,  
Team Lead, Special Projects.

*for*   
\_\_\_\_\_  
Sandra Mancini,  
Team Lead, Engineering.



**To:** Board of Directors  
**From:** Alison McDonald, Team Lead, Approvals  
Sandra Mancini, Team Lead, Engineering  
Pat Piitz, Team Lead, Property  
Ronda Boutz, Team Lead, Special Projects  
**Date:** December 14, 2018  
**Subject:** Update: 2018 Property and Approvals – Year End Report

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**RECOMMENDATION:**

The Board of Directors receive and file the update 2018 Property and Approvals – Year End Report.

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**DISCUSSION:**

**Property**

The Property Team is responsible for the safe and efficient management of all South Nation Conservation lands, Conservation Areas (CA), office, workshop, equipment and vehicle assets, and water control infrastructures. The Property Team also provides support services to all SNC Teams on a variety of program deliverables.

Accomplishments in 2018 include:

1. Community Lands

Conservation Areas:

- Completed maintenance and improvements on 14 Conservation Areas, and 35 km of trails, including winter trail grooming on 15 km
- Completed 407+ inspections on 18 maintained facilities
- Completed weekly site visits to all CAs to ensure cleanliness
- Planted trees at Cass Bridge (3), McIntosh Park (3), Jessups Falls (17), and SNC office (17)
- Tree pruning and removals at J.H Tweed, W.E. Burton, and Jessups Falls
- Installed new bridge at J.Henry Tweed CA
- Relocated sign at W.E. Burton
- Refurbished sign at J.Henry Tweed
- New dock ramp at Cass Bridge
- Parking lot upgrades at High Falls, W.E. Burton and Robert Graham CA
- Upgraded laneway at Oak Valley Pioneer Park
- Installed two new benches at Two Creeks CA
- Repaired bench at Reveler CA
- Installed, maintained, and removed 10 partnership docks



Lands:

- Purchase of 80+ acres in Township of Edwardsburgh Cardinal in progress
- Renewed SNC Conservation Lands Tax Incentive Program (411.4 hectares)
- Completed drainage project in Township of Edwardsburgh Cardinal (SNC61)
- Completed drainage project in Township of South Dundas (SNC1)
- Completed well-decommissioning in South Dundas (Williamsburgh Forest)
- Installed SNC property signs

SNC Forest:

- Renewed SNC Managed Forest Tax Incentive Program (3,989 hectares)
- Completed 2018-2023 Five-Year Operating Plan (available on website)
- Completed 2019 Annual Operating Plan
- Completed 39.5-hectare harvest in South Dundas (SNC1)
- Completed 5.6-hectare harvest in Edwardsburgh Cardinal (SNC156)
- Completed 10 harvest inspections
- Completed review of High Conservation Value
- Completed landscape-level gap analysis of ecological values (results were included in the new Forest Management Plan - available on website)
- In-progress - 30.4 hectares of tree marking
- Prepared two silvicultural prescriptions for 47.6 hectares (SNC25; SNC160)
- Completed Butternut Health assessments on 17.2 hectares
- Vernal pool mapping - 3 properties

Vehicles and Equipment:

- Purchased 2018 Chevrolet Equinox LT
- Purchased 2018 Chevrolet Silverado 4X4
- Purchased ATV forestry trailer
- Disposed of Ford Ranger 4X4
- Repaired ATV trailer and 3-ton dump trailer to meet licensing requirements
- General maintenance to maintain safe, reliable fleet

2. Buildings and Infrastructure

Buildings:

- Completed new 3-year contract for building cleaning services
- Completed new 3-year contract for lawn mowing services
- Completed new 3-year contract for snow removal and ice abatement
- Upgrade to boiler room ventilation (TSSA Compliance Order)
- Gas line painting (TSSA Compliance Order)
- Kitchen upgrades - replaced dishwasher; installed water filtration
- Accessibility upgrade – door and cabinet handles
- Accessibility upgrade – automatic washroom doors



- Accessibility upgrade – parking lot painting
- Accessibility upgrade – automatic door (in progress)
- Installed LED parking lot lighting
- Constructed cast-in-place patio
- Installed industrial exterior/interior shelving at workshop
- Maintained safe, clean and efficient office and workshop

Erosion and Water Control:

- Completed annual inspection of all water control structures: November 2018
- Completed annual inspection of Chesterville Dam sluice structure and lifting system (third party audit): April 2018
- Completed fall arrest inspection at Crysler and Chesterville dams: June 2018
- Safety booms constructed and installed at Crysler and Plantagenet: May 2018
- Replacement of gain heater housings
- Installation of safety boom anchors at Russell Weir: May 2018
- Installation of safety boom anchors and new safety booms at High Falls Dam: May 2018.
- Installation of new rail anchors Chesterville Dam: October 2018
- Installation of new life lines (fall arrest system) at Chesterville Dam: October 2018
- Certification of lifting system capacity at Chesterville Dam: December 2018
- Decommissioning generator at Chesterville Dam: December 2018
- Purchase of 5 wooden stop logs for Chesterville Dam: December 2018
- Repair of safety fencing at Chesterville Dam: April 2018
- Completed vegetation removal at Crysler Dyke: October 2018

### 3. Approvals

The Approvals Team ensures people and property are protected from natural hazards, natural heritage is factored into municipal planning decisions, and municipal drinking water sources are safe. Further, the team works very closely with other departments, landowners, partnering Municipalities and all stakeholders to offer support and expertise to support sound development decisions.

2018 accomplishments include:

#### Development Review

Planning:

- SNC's annual Municipal Information Day held in March
- Approximately 350 development applications reviewed
- Over 140 technical reviews completed
- Active member of Municipal Technical Advisory Committees and Development Review Teams





- Planners working in Municipal offices; City of Ottawa once a week
- Updates to the Memorandum of Agreement with City of Ottawa underway
- 38 Property Inquiries

#### Regulations:

- 155 Section 28 permit applications
- 55 Municipal Drain maintenance requests
- 16 Occurrence Complaints with site visit
- SNC provides professional and technical services regarding floodplain within the jurisdiction
  - SNC Staff conduct surveys and collect data to help identify possible flood risk areas.
    - Currently, SNC and the City of Ottawa have a 5-year cost-share agreement to develop floodplain mapping for 15 streams in priority areas within the City. Mapping will be used to update the City's Bylaws.
    - Existing floodplain reports and mapping were reviewed, and a consolidated GIS layer developed. This layer is used in the Municipal by-laws to ensure development takes place in a safe manner

#### Sewage Systems Review

- One septic system information session held in Cornwall
- 400 permits issued
- 150 septic record searches completed
- 65 renovation reviews
- 22 complaints (occurrence)
- Approximately 40% of permits issued were for replacement systems, 40% new construction, 20% tank replacement only
- French septic course offered with 12 participants

#### Source Water Protection

- The South Nation Source Protection Plan came into effect on April 1, 2015
- Assist Municipalities as the Risk Management Office under the Clean Water Act
- Annual reporting submitted to MECP
- Part IV of the *Clean Water Act, 2006* Implementation:
  - Completed 15 Section 59 notices
  - Approximately 30 properties received a Clearance Letter
  - Risk Management Plans - 1 new negotiated and 4 updated for the management of threats
- City of Ottawa – Source Support Agreement
  - 35 verifications for fuel
  - 9 exemptions for Agriculture



#### 4. Projects

##### Casselman to Lemieux:

- Meeting with Nation Municipal staff and presentation to Council
- Updated Crisis Communications Plan
- Sent annual letter to 105 landowners with property within or adjacent to the potential retrogressive landslide area
- Sent annual letter to MPs and MPPs regarding the need for funding to purchase properties from willing sellers
- Applied to the National Disaster Mitigation Program
- Assessed 3 landslide sites

##### Floodplain Mapping:

##### City of Ottawa – Agreement 1

- Completed Open house for Nelson Charlebois, Devine, Marshal Seguin Creeks in early 2018
- Completed McKinnons, McFadden and East Savage Creeks Flood Risk Mapping. Open house to take place in early 2019
- Completed South Bearbrook River Flood Risk Mapping. Open house to take place in early 2019
- Coordinated Hydrology Working Group meetings

##### City of Ottawa – Agreement 2

- Collected background data, land-use reclassification and surveyed public and private infrastructure for Middle Castor River and South Castor River. Retained a consulting company to complete the bathymetry for Middle Castor River.
- Four progress meetings with the City of Ottawa staff and partners
- Worked with peers in Conservation Ontario Flood Business Case and National Floodplain Mapping Committees
- Applied to 2018 National Disaster Mitigation Program for Findlay Creek
- Additional Tools for emergency managers are being completed for Ebbers Creek and Buckles Creek with confirmed delivery for early 2019
- Provided professional opinion to planners and regulation officers on development applications
- Surveyed, modeled, draft report for Ebbers Creek, and Buckles Creek. Open house to take place in early 2019
- Surveyed approximately 12 structures/culverts along Shaws Creek

##### United Counties of Prescott and Russell – Agreement 1

- Worked with peers in Conservation Ontario Flood Business Case and National Floodplain Mapping Committees
- National Disaster Mitigation Program - Additional tools for emergency managers for York Creek, Clarence Creek, and Pilon Creek (delivery for early 2019)
- Provided professional opinion to planners and regulation officers on development



applications

- Applied to the 2018 National Disaster Mitigation Program for South Indian Creek and Lavigne Creek
- Surveyed, modeled, and completed draft report for York Creek. Open house to take place in early 2019.
- Surveyed approximately 4 structures/culverts along Pilon Creek
- Surveyed, modeled, and draft report for Clarence Creek and Pilon Creek
- Open house to take place in early 2019. Hired consultants to conduct bathymetric surveying and modeling for Clarence Creek and Pilon Creek

United Counties of Stormont Dundas Glengarry Stormwater

- Completed the development of a stormwater program to assist local Municipalities with stormwater inspections and maintenance and planning guide

United Counties of Prescott and Russell Stormwater

- Completed draft of Stormwater Management Planning and Design Guidelines
- Completed draft of Maintenance and Monitoring Guidelines
- Held Technical Working Group meeting

United Counties of Prescott and Russell Infrastructure

- Completed Resilience of UCPR Culverts to Climate Change final report, model, and presentation delivered to UCPR

St. Lawrence River Hazard Mapping

- LiDAR acquisition – put out Request for Quotation and conducted conference calls with MNRF
- Successful vendor completed 40% of the LiDAR acquisition along the St. Lawrence River

## 5. Subwatershed Studies

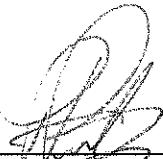
- McKinnon's Creek Catchment Study
  - Completed final report based on 2016/2017 data collected from field; presented final report to Fish and Wildlife Committee and Clean Water Committee
- North Castor River Catchment Study
  - 30 headwater drainage feature sites, including 82 features delineated and assessed
  - 8 baseflow sample events at 10 stations completed
  - 6 streams assessments completed with 1126 fish collected, including 18 different species
  - 8 sites sampled for benthic invertebrate communities using Ontario Benthos Biomonitoring Network protocol
  - 1 YSI multi-parameter water quality Sonde Unit, and 15 water temperature

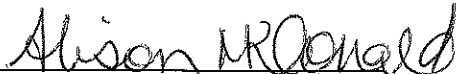



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loggers deployed spring through fall

- Clarence – Cobbs Lake Creeks Catchment Study
  - Completed final report based on 2017 data collected from field
  - Planted 1193 trees and shrubs to control erosion along 988-m of shoreline on 4 properties

*for*   
\_\_\_\_\_  
Ronda Boutz,  
Team Lead, Special Projects.

  
\_\_\_\_\_  
Alison McDonald,  
Team Lead, Approvals.

*for*   
\_\_\_\_\_  
Sandra Mancini,  
Team Lead, Engineering.

  
\_\_\_\_\_  
Pat Piitz,  
Team Lead, Property.



**To:** Board of Directors  
**From:** Carl Bickerdike, Team Lead, Corporate Services  
John Mesman, Team Lead, Communications and Outreach  
**Date:** December 12<sup>th</sup>, 2018  
**Subject:** Update: 2018 Organization Effectiveness - Year End Report

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**RECOMMENDATION:**

The Board of Directors receive and file the 2018 Organization Effectiveness Year End Report as submitted.

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**DISCUSSION:**

1. Corporate Services

The Corporate Services Team is responsible to ensure consistent management practices, cohesive policies, procedures and guidance, and processes for Board of Directors and staff in support of SNC programs and services.

Accomplishments in 2018 include:

- Successful year end, audit, charitable return and budget
- Use of 'Payworks' payroll/time and attendance system to accurately track and budget staff time and costs
- 11 efficient Board Meetings and Annual General Meeting
- Contracts, payroll and benefits administered for over 50 staff and 16 co-ops/interns, and Board and Committee expenses
- 2,877 vendors / 2,001 supplier payments
- 315 invoices prepared, 1,635 payments received and processed
- Provided timely financial reporting for Board Meetings
- Facilitated 64 external meetings in our meeting rooms
- Led the drafting of new model by-laws on behalf of Conservation Ontario

Corporate Services staff contribute significantly to other programs and projects for example:

- Preparation of corporate communications
- Assist in Clean Water Program delivery, SNC Committee coordination, Septic Program coordination and Permits
- Work and liaise with General Manager and Executive to further Authority work

2. Information Management and Technology

The IMT team manage SNC corporate documents, records and data.

Accomplishments in 2018 include:



- Finished upgrade of our network, purchased and installed new backup solution
- Purchased and set up 15 new computers ready for staff use
- Managed new MFIPPA requests with software solution
- Customised file/enterprise content management software for Section 28 files
- Applied for, and received, discounted software worth approximately \$20,000
- Managed IT support with Nova. Facilitated 12 onsite visits by Nova consultant

#### GIS

- Reconfigured geoportal and ESRI software to increase efficiency, including:
  - Management and organization of data
  - Upgraded ArcServer from 10.4 to 10.5.1 and Installed Esri Portal
  - Cached services on the internal Geoportal to improve wait time and efficiency (as well as other internal and external Geoportal improvements)
- Monitored two Algonquin students' postgraduate projects
- Supported floodplain and regulation mapping for numerous projects
- LiDAR Acquisition:
  - Issued RFQ for St. Lawrence River and began data collection
  - Validated data in the field in support of floodplain mapping projects
- Supported municipal partners with GIS data for official plan and zoning bylaws
- Supported the delineation of the 2017 flood event along the Ottawa River

#### 3. Communications and Outreach

The Communications and Outreach Team is responsible for corporate communications and provides support to SNC Programs and Services.

Accomplishments in 2018 include:

##### Presentations and Outreach:

- Attended 41 community events
- Over 320 memos distributed to Municipal Councils
- Hosted 6 Communication Committee meetings

##### Report Reviews:

- Reviewed 10 technical reports

##### Communications Products:

- New Community Lands Geopassport
- Municipal Workplans and Annual Report
- Subwatershed Report Card - Middle South Nation River
- State of the Nation – 5 Year Watershed Report Card
- Ash Tree Replacement Program
- Woodlot Advisory Program Postcards



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- Land Donation Program Postcards
- 5 new interpretive signs

Grant Applications:

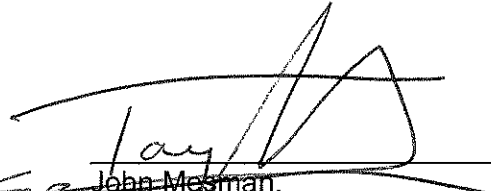
- Over \$162,410 awarded to SNC in 2018 from grant applications led by Communications and Outreach staff
- 25 grants distributed under the Community Environmental Grants and 7 Board of Directors Grants

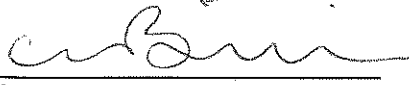
Media Communications:

- Increased followers and insights on social media accounts; on Facebook there was a page 'like' increase of 707
- Issued 54 press releases including, watershed safety statements and flood messages

Education Programs and SNC Events:

- Partnered with Cabane des Gars, Rollin Sugar Shack, Barkleyvale Maple Farm and Proulx Maple and Berry Farm for the 2018 Maple Weekend and interacted with over 400 visitors
- Successful continuation of the Stream of Dreams Program with three murals installed in 2018, one at Mother Theresa in Russell, Roxmore Public School in Avonmore and Centennial 67 in Spencerville. Over 1,000 youth learned about the importance of ensuring healthy waterways.
- 1 SNC annual bus tour, 50 participants
- Annual Friends of SNC Golf Tournament, over 75 players, raising \$6,000 for the redevelopment of the Maple Syrup Education Program
- Delivered 15 Watershed Adventures, with over 350 students
- Hosted three youth fish camps and a youth hunt for young residents of the jurisdiction reaching over 100 youth
- Delivered 3 Specialist High Skills Major Certifications to 150 high school students
- Hosted the 2018 Conservation Areas Workshop in Orillia
- Hosted the Low Impact Development (LID) Conference in Ottawa

  
FOR John Mesman,  
Team Lead, Communications and Outreach.

  
Carl Bickerdike,  
Team Lead, Corporate Services.

000101



**To:** Board of Directors  
**From:** Dianne MacMillan, Administrative Assistant II  
**Date:** December 13<sup>th</sup>, 2018  
**Subject:** Request for Approval: 2019 Board and Committee Meeting Schedule

---

**RECOMMENDATION:**

The Board of Directors approve the 2019 Board of Directors and Standing Committee meeting dates as submitted; and

FURTHER THAT: The Board of Directors contact staff if they wish to join a Standing Committee.

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**DISCUSSION:**

**Board of Directors Meetings**

Board meetings are held the third Thursday, 9:00 a.m., at SNC's Administrative office, unless otherwise indicated.

January 24<sup>th</sup>, 2019 (ROMA Jan 27-29)  
February 21<sup>st</sup>, 2019 (OGRA Feb 24-27)  
March 21<sup>st</sup>, 2019, (SNC AGM)  
April 18<sup>th</sup>, 2019  
May 16<sup>th</sup>, 2019  
June 20<sup>th</sup>, 2019

August 15<sup>th</sup>, 2019 (AMO Aug 18-21)  
September 19<sup>th</sup>, 2019 (OEMC Sep 11-13)  
October 17<sup>th</sup>, 2019  
November 21<sup>st</sup>, 2019 (2020 Budget)  
December 19<sup>th</sup>, 2019

**Standing Committees**

**Forestry Committee: Ronda Boutz, Team Lead, Special Projects**

Meetings will be held at the times noted below, held at SNC's office.

March 7 <sup>th</sup> , 2019	June 4 <sup>th</sup> , 2019, 10 am
· Forestry Committee, 10-12 pm	September 3 <sup>rd</sup> , 2019, 10 am
· Joint Standing Committee, 1-3 pm	December 3 <sup>rd</sup> , 2019, 10 am

**Fish and Wildlife Committee: Michelle Cavanagh, Team Lead, Stewardship**

Meetings will be held at the times noted below, held at SNC's office.

March 7 <sup>th</sup> , 2019	June 4 <sup>th</sup> , 2019, 3 pm
· Joint Standing Committee, 1-3 pm	September 3 <sup>rd</sup> , 2019, 3 pm
· Fish and Wildlife Committee, 3-5 pm	December 3 <sup>rd</sup> , 2019, 3 pm

**Communication Committee: John Mesman, Team Lead, Communications and Outreach**

Meeting will be held at the times noted below, held at SNC's office.





January 30<sup>th</sup>, 2019, 9 am

March 7<sup>th</sup>, 2019

- Joint Standing Committee, 1-3 pm
- Communications Committee, 3-5 pm

May 8<sup>th</sup>, 2019, 9 am

July 10<sup>th</sup>, 2019, 9 am

September 25<sup>th</sup>, 2019, 9 am

Clean Water Committee: Ronda Boutz, Team Lead, Special Projects

Meetings will be held at the times noted below, held at the SNC office.

March 7<sup>th</sup>, 2019

- Clean Water Committee, 9 am
- Joint Standing Committee, 1-3 pm

June 10<sup>th</sup>, 2019, 9 am

September 9<sup>th</sup>, 2019, 9 am

November 25<sup>th</sup>, 2019, 9 am

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

Compliance with Budget:

The SNC budget incorporates funding for:

- Board of Directors meetings - 2019 Budget, page 88-89
- Forestry, Fish and Wildlife, Communications, and Clean Water Committees, 2019 Budget, pages 98-99

SNC Policy Adherence:

Board of Directors and Standing Committee expenditures adhere to the SNC Administration Policy and SNC Standing Committee Terms of Reference.

Dianne MacMillan,  
Administrative Assistant II.



**To:** Board of Directors  
**From:** Dianne MacMillan, Administrative Assistant II  
**Date:** December 13<sup>th</sup>, 2018  
**Subject:** Update: 2019 Conference Listing

---

**RECOMMENDATION:**

The Board of Directors receive and file the 2019 Conference Listing report; and

FURTHER THAT: The Board of Directors coordinate their conference attendance with Dianne MacMillan.

---

**DISCUSSION:**

In 2019 there will be a number of environmental conferences that Board Members may find interesting. (*listing attached*)

The Board of Directors approved the training and development funding available to each Board Member as follows:

- Board of Directors receive payment of per diems for conference attendance days only (not for travel time to and from)
- Directors are allowed approximately \$6,000 for conference costs, meals, accommodations, travel and per diems *during their 4-year term of appointment*
- Conferences hosted in the Province of Ontario, related to Municipal Governance or Conservation Authorities, will not be considered as part of this allocation

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

Compliance with Budget: The SNC budget incorporates funding annually for Board of Directors training and development. (2019 Budget, pages 96-97)

SNC Policy Adherence: Conference expenditures will adhere to the Financial Policies of SNC (ie: signing approvals).

Dianne MacMillan,  
Administrative Assistant II.

Attachments: 2019 Conference Listing



### 2019 Conference Listing

2019	Conference Venue	City
January 27-29	Rural Ontario Municipal Association Sheraton Centre Hotel	Toronto, ON
February 24-27	Ontario Good Roads Association Sheraton Centre Hotel	Toronto, ON
May 26-31	Canadian Water Resources Association Blue Mountain Resort	Collingwood, ON
<i>Pending</i>	Great Lakes and St. Lawrence Cities Initiative Annual Meeting	<i>Pending</i>
July 28-31	Soil and Water Conservation Society	Pittsburgh, PA
August 18-21	Association of Municipalities of Ontario Westin Hotel and Conference Centre	Ottawa, ON
September 11-13	Ontario East Municipal Conference	<i>Pending</i>
<i>Pending</i>	Association française des municipalités de l'Ontario	<i>Pending</i>
November 3-7	American Water Resources Association Sheraton Salt Lake City Hotel	Salt Lake City, UT
<i>Pending</i>	Latornell Conservation Symposium	Alliston, ON



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](http://www.nation.on.ca)

**To:** Board of Directors  
**From:** Simon Thibeault, Accountant  
**Date:** December 10, 2018  
**Subject:** Request for Approval: Monies Received and Disbursement Register for November 2018

---

**RECOMMENDATION:**

The Board of Directors receive and file the money received report for November 2018; and

FURTHER THAT: The Board of Directors approve the Disbursement Register of \$505,239.45 for November 2018.

---

**BACKGROUND:**

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

<b><u>RECEIVED FROM</u></b>	<b><u>November 2018</u></b>
City of Ottawa	587,745.92
Public Works and Government Services Canada	55,750.25
Raisin Region Conservation Authority	39,386.90
Planning Revenue	37,629.26
Government of Canada	29,583.99
Septic Revenue	22,638.00
Land	20,223.19
Township of Edwardsburgh/Cardinal	20,047.00
LID conference	19,374.00
United Counties of Stormont, Dundas & Glengarry	12,387.40
Municipality of South Dundas	8,567.55
Environment Canada	7,053.00
Royal Bank of Canada	4,831.47
Township of Augusta	4,100.00
St. Lawrence Parks Commission	4,000.00
Communication	2,497.50
Other	8,008.38
<b>TOTAL</b>	<b>883,823.81</b>




SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

<b><u>November 2018</u></b>	<b><u>Total</u></b>
Accounts Payable Cheques	97,818.05
Internet Banking	61,200.55
EFT Payment	121,780.87
Payroll	224,439.98
<b>TOTAL \$</b>	<b>505,239.45</b>

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

SNC has approved policies for cheques, internet banking and electronic funds transfers.

  
Simon Thibeault,  
Accountant

Attach.

000107

Number	Code	Account Payable checks	Amount	
18327	ATRE0003	TANER GUNESLI	1,000.00	
18328	CDAS1200	CHESTERVILLE & DISTRICT AGRICULTURAL SOCIETY	300.00	
18329	FERG3000	FERGUSON FOREST CENTRE	1,186.50	
18330	INBI4200	INNOVATIVE BUSINESS INTERIORS INC.	16.95	
18331	JADE3930	JARVIS DESIGN & DISPLAY LTD.	519.80	
18332	MIFI8522	MINISTER OF FINANCE	1,850.50	
18333	NDGR6120	NDT GROUP INC	335.61	
18334	ONPR6505	ONTARIO PROFESSIONAL PLANNERS INSTITUTE	904.00	
18335	OSTW6720	OSGOODE TOWNSHIP MUSEUM	300.00	
18336	PAAN6779	PAUL ANDRE "ANDY" CHARRON	424.15	
18337	QUPR7250	QUINTAN PRODUCTS INC.	980.84	
18338	RECH6980	REJEAN CHARTRAND	307.36	
18339	ROSA2000	ROGER SALMON	186.45	
18340	RUVI7590	RUSSELL & DISTRICT HISTORICAL SOCIETY	300.00	
18341	SODU7960	SOUTH DUNDAS CHAMBER OF COMMERCE	300.00	
18342	TWPE8590	TWIN PEAKS SANITARY SERVICES INC.	169.50	
18343	TUMA7630	TULIPS & MAPLE INC	3,384.52	Low Impact Development (LID) Eastern Ontario Training Conference
18344	TUMA7630	TULIPS & MAPLE INC	3,592.16	Low Impact Development (LID) Eastern Ontario Training Conference
18345	TUMA7630	TULIPS & MAPLE INC	4,543.93	Low Impact Development (LID) Eastern Ontario Training Conference
18346	ALEN0050	ALAIN ENTERPRISES LTD	1,881.45	
18347	BEEH0507	N. BEEHLER ELECTIC LTD.	276.85	
18348	CPSE9977	SYLVIE LEONARD	328.35	
18349	EXTR0050	407 ETR EXPRESS TOLL ROUTE	95.61	
18350	FIRE2650	FIRST REFERENCE INC.	610.20	
18351	KIMS4530	KIM'S MOBILE LOCKSMITH SERVICE	304.76	
18352	LATR5065	LATREMOUILLE	1,039.60	
18353	LEBU7450	LEDUC BUS LINES LTD	395.50	
18354	PEPR1038	ENBRIDGE GAS DISTRIBUTION INC	675.00	
18355	PURO7040	PUROLATOR COURIER LTD.	6.88	
18356	SDGF9016	LINDSAY RODGER	400.00	
18357	SNCW0388	2018-NAT-CW02	5,000.00	
18358	TACO8450	8850160 CANADA INC/TAC OTTAWA	14,898.82	Low impact development parking lot
18359	BRSA0590	BRAZEAU SANITATION INC.	463.30	
18360	BURE0577	BUTLERS RESTAURANT	734.50	
18361	BUSI0578	DESJARDINS CARD SERVICES (STAPLES)	1,069.98	
18362	CIOT0270	CITY OF OTTAWA	6,496.60	Lab Analysis
18363	JOPA3850	R. JOHNSON PAINTING	361.60	
18364	KODI4580	KORU DISTRIBUTION	3,356.10	Water Bottles
18365	LASE5800	LALONDE SERVICE	2,124.40	
18366	NAVA3260	NATION VALLEY NEWS	56.50	
18367	SABO8005	J.F. SABOURIN AND ASSOCIATES INC.	6,299.04	York Creek FPM - Tech Review
18368	TRTO8830	TREE TOP SERVICES	2,316.50	
18369	ATRE004	MARC DOZOIS	732.50	
18370	ATRE005	SHELLEY GROULX	361.99	
18371	ATRE006	ROSS LAING	431.88	
18372	ATRE007	STEPHEN RYAN	5,000.00	Ash Tree Replacement Grant
18373	DDPR1500	D&D MARKET	83.87	
18374	EXTR0050	407 ETR EXPRESS TOLL ROUTE	74.83	
18375	FALE2540	FAT LES'S CHIP STAND	131.08	

000108

18376	GRWI3450	GROW WILD	1,836.25	
18377	JRAD4004	J&R ADAMS LTD.	254.25	
18378	LATR5065	LATREMOUILLE	505.11	
18379	LENE7512	LEXISNEXIS CANADA INC.	228.38	
18380	LLMC5040	LLOYD MCMILLAN EQUIPMENT LTD.	644.10	
18381	NIBE6110	NICOLE BENOIT	360.00	
18382	ONFE6526	ONTARIO FEDERATION OF AGRICULTURE	220.35	
18383	PURO7040	PUROLATOR COURIER LTD.	73.16	
18384	SNCW0389	2018-AUG-CW08	2,000.00	
18385	STLA7850	STORM LANDSCAPING	231.65	
18386	STTO8450	2107898 ONTARIO INC	169.50	
18387	TRTO8830	TREE TOP SERVICES	480.25	
18388	ATRE008	ANDREW OLIVE	2,123.12	
18389	BEEH0507	N. BEEHLER ELECTIC LTD.	1,305.15	
18390	DARE1575	DAN R. EQUIPMENT	3.98	
18391	DSAO2250	DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO	175.00	
18392	GRWI3450	GROW WILD	4,565.20	North Castor Restoration
18393	LEFA5050	LEVAC FABRICATIONS	129.12	
18394	LLMC5040	LLOYD MCMILLAN EQUIPMENT LTD.	1,675.23	
18395	NIBE6110	NICOLE BENOIT	696.00	
18396	OTVA7800	THE OTTAWA VALLEY SEED GROWERS ASSC.	1,130.00	
18397	PRRU7260	PRESCOTT RUSSELL TOURISM	113.00	
18398	STDR8000	STREAM OF DREAMS MURALS SOCIETY	2,179.50	Prepared Fish order
18399	TIEN8530	TIMM ENTERPRISES LIMITED	109.79	
			<hr/>	
			97,818.05	

Internet banking			
20181108	BAMO0650	THE BANK OF MONTREAL	19,223.59
20181122	BAMO0650	THE BANK OF MONTREAL	19,170.19
10003783	BELL0510	BELL CANADA	1,031.69
10005126	BELL0510	BELL CANADA	80.22
10006776	BELL0510	BELL CANADA	375.26
10006779	BELL0510	BELL CANADA	54.15
20181124	COBU1230	COMWAVE BUSINESS CARE	283.07
100079	FIFE2505	FINCH FEED & SEED LTD. PURINA	1,139.61
10000080	HYDR3560	HYDRO ONE	145.14
10000081	HYDR3560	HYDRO ONE	1,789.75
10009570	HYDR3560	HYDRO ONE	29.11
10000082	MACE5505	MACEWEN PETROLEUM INC.	1,906.02
20181108	PAYW0139	Payworks	112,958.56
20181122	PAYW0139	Payworks	111,481.42
10003788	RU207530	RUSSELL TOWNSHIP	165.00
10003793	RU207530	RUSSELL TOWNSHIP	147.00
10006783	RU207530	RUSSELL TOWNSHIP	5.46
10001975	TELU8550	TELUS MOBILITY	1,759.35
10007682	TELU8550	TELUS MOBILITY	1,795.37
10000083	UNIO9003	UNION GAS LIMITED	383.24
20181109	VISA7606	VISA	11,717.33
			<hr/>
			285,640.53

EFT Payments			
7693	BH403432	BRENT HARBERS	33.90
7694	BREN0550	BRENDA'S CORNER	106.50
7695	BUFF0576	BUFFETT TAYLOR & ASSOCIATES INSURANCE AGENCIES INC.	11,742.92
7696	CORN1089	CORNWALL CITY PRESS	33.90
7697	DREN1542	DRENTEX FIELD SERVICES	10,975.35

Findlay Creek/ Greely Riparian plant  
& SD&G Roadside Treeplant

000109

7698	GEOS3035	GEOSYNTHETIC SYSTEMS	1,365.01	
7699	GO406555	GEOFF OWENS	386.57	
7700	INLI4280	INDEPENDENT LINEN SERVICE	113.60	
7701	KP406750	KAREN PAQUETTE	11.92	
7702	LAHO5250	LANNIN HOME BUILDING CENTRE	142.98	
7703	LANN5020	LANNIN'S GARAGE	986.78	
7704	ND206025	TOWNSHIP OF NORTH DUNDAS	85.00	
7705	NL404015	NAOMI LANGLOIS-ANDERSON	521.13	
7706	OGRA7596	ONTARIO GOOD ROADS ASSOCIATION	593.25	
7707	PAGE6820	PAPETERIE GERMAIN STATIONERY INC.	618.03	
7708	RIDE7565	RIDEAU VALLEY CONSERVATION AUTHORITY	80.00	
7709	SM405455	SANDRA MANCINI	167.68	
7710	TC400750	TAYLOR CAMPBELL	304.52	
7711	TJ403700	TIM JACKSON	256.01	
7712	TOTR8350	WEAGANT FARM SUPPLIES LTD.	785.35	
7713	TRCA8650	TRADUCTIONS CATMAC TRANSLATIONS	1,107.42	
7714	BUFF0576	BUFFETT TAYLOR & ASSOCIATES INSURANCE AGENCIES INC.	12,499.87	
7715	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	161.29	
7716	BRAS0525	BRINKMAN & ASSOCIATES REFORESTATION LTD.	9,311.20	Spot Spraying for trees
7717	CHFA1030	CHRISTINE FALARDEAU	350.00	
7718	CYSO1420	CYAN SOLUTIONS LTD	1,341.88	
7719	DF402060	DAVID FITCH	65.02	
7720	EMHA2000	EMOND HARNDEN	1,796.70	
7721	GEOS3035	GEOSYNTHETIC SYSTEMS	727.32	
7722	INLI4280	INDEPENDENT LINEN SERVICE	58.34	
7723	JM405530	JOHN MESMAN	114.90	
7724	LAHO5250	LANNIN HOME BUILDING CENTRE	84.04	
7725	LANN5020	LANNIN'S GARAGE	0.00	
7726	LANN5020	LANNIN'S GARAGE	1,154.02	
7727	LOAU1000	LOCAL AUTHORITY SERVICE LTD	779.17	
7728	MIBL8450	M.R. BLAIS SALES & SERVICES INC	34.97	
7729	MINO5535	KONICA MINOLTA BUSINESS SOLUTION (CANADA), LTD.	1,787.44	
7730	MISE8651	MISTER SEW & SEW	66.67	
7731	NOVA6200	NOVA NETWORKS	1,288.20	
7732	BRAS0525	BRINKMAN & ASSOCIATES REFORESTATION LTD.	40,164.72	Tree Planting/North Castor Restoration
7733	AC401010	ANGELA COLEMAN	1,064.47	
7734	DF402060	DAVID FITCH	141.25	
7735	ELSY1950	ELOQUENT SYSTEMS INC	1,808.00	
7736	IMPR4050	IMPRESSION PRINTING (DIV OF 7780001 ONT INC)	96.05	
7737	JM405530	JOHN MESMAN	4,815.72	
7738	PATO6940	PAUL'S TOOLS RENTAL	514.15	
7739	RIDE7565	RIDEAU VALLEY CONSERVATION AUTHORITY	3,400.00	ORCW claim #08-18 Oct 1-31/2018
7740	SHSI8023	SHANE SIGNS	452.00	
7741	STIN8000	STORM INTERNET SERVICES	110.74	
7742	TC400750	TAYLOR CAMPBELL	617.66	
7743	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	211.88	
7744	TOTR8350	WEAGANT FARM SUPPLIES LTD.	236.98	
7745	VAHO7505	VAN HOUTTE COFFEE SERVICES INC	133.44	
7746	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
7747	AP511501	ANDRE POMMAINVILLE, P.AG.	168.85	
7748	BELL0520	BELL CONFERENCING INC	77.55	
7749	BREN0550	BRENDA'S CORNER	95.00	
7750	COMM1130	UNIVERSAL FIELD SUPPLIES	1,602.33	
7751	CR407480	CHEYENE BRUNET	400.00	
7752	CYSO1420	CYAN SOLUTIONS LTD	402.56	
7753	GEOS3035	GEOSYNTHETIC SYSTEMS	205.10	

000110



7754	INLI4280	INDEPENDENT LINEN SERVICE	83.69
7755	JECA4000	JEAN CLAUDE CAYER ENTERPRISES LTD.	369.51
7756	JM405530	JOHN MESMAN	250.59
7757	LANN5020	LANNIN'S GARAGE	595.65
7758	LC401200	LAURA CRITES	60.47
7759	LM405545	LISA VAN DE LIGT	397.41
7760	RL305012	RENE LALONDE	17.60
7761	SIBA8020	SIMPLY BAKED CATERING INC	457.65
7762	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50
			<hr/> 121,780.87



**To:** Board of Directors  
**From:** Pat Piitz, Team Lead Property  
**Date:** December 11, 2018  
**Subject:** Request for Approval: Transfer of Land Funds to 2019

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**RECOMMENDATION:**

The Board of Directors approve the transfer of unused 2018 land acquisition funds to SNC reserves; and

FURTHER THAT: The Board of Directors approve the transfer of funds from SNC reserves to the 2019 budget to complete pending 2018 land transactions.

---

**DISCUSSION:**

At the October 2018 Board meeting, staff were directed to negotiate the purchase of an 80-acre land parcel in Edwardsburgh-Cardinal (Resolution No. BD-190/18).

Negotiations are expected to be completed in December and conditions of the acquisition will require at least 90 days to execute. Staff seek Board approval to transfer the Land Acquisition funds to 2019 to complete this transaction.


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

Compliance with Budget:

Funds for land acquisitions are included in the 2018 SNC Budget: Community Lands: Lands: Capital Expenses: \$287,513 pages 54-55.

SNC Policy Adherence:

Adheres to SNC Administrative By-laws Section 8.0 Powers of the Board of Directors and consistent with direction and approval of the 2019 SNC Budget (Resolution Number BD-195/18).

  
\_\_\_\_\_  
Pat Piitz,  
Team Lead, Property.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000



Dear Stakeholder,

As you know, our government has launched a broad consultation to gather input on how to increase the supply and mix of housing, speed up development timelines and drive down costs. Feedback from the consultation will inform our Housing Supply Action Plan, to be released this spring. I encourage you to share your ideas by visiting [Ontario.ca/HousingSupply](http://Ontario.ca/HousingSupply) before January 25, 2019.

As part of this consultation, we will be undertaking a fundamental review of all aspects of the development approvals process as it relates to building more housing people can afford, and attracting and retaining new business investments. That is why I have directed my ministry to review the entire provincial approvals process – from the rules for planning all the way to construction.

I am keenly aware of the broad number of permits, approvals and processes that may come into play as part of this exercise, including those that reside with our partner ministries. I am working closely with my Cabinet colleagues on this initiative and our government's goal is a streamlined development process that ensures provincial approvals are in place within one year so building can begin sooner.

To help achieve this ambitious but necessary goal, and following on the successes of our recent Growth Plan Implementation workshops, we want to hear directly from you. That is why, we will be holding a series of targeted consultations focused on the key laws and policies that my ministry administers, and your input will be critical.

In the coming days, you will be invited to participate in one or several discussions focused on the Planning Act, the Provincial Policy Statement, the Building Code and other matters. This detailed review of individual policies and laws is needed to find every barrier and unnecessary step in the process. However, as Minister, I am interested in transformative change, not incremental shifts in policies.

Making Ontario open for business means a fundamental change to the status quo. Our province needs to be a place where businesses can locate and grow, and create jobs and innovate, not spend their time clearing regulatory hurdles and navigating unnecessary red tape.

This is urgent work, and I hope you will make time to participate. I look forward to hearing your important insights and recommendations on how to move forward.

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark  
Minister  
Ministry of Municipal Affairs and Housing

000113



**Subject: FW: Conservation Authorities Act**

To: Council Distribution List  
From: Kim Gavine  
Re: MNRF/MECP Transition

Further to my request for additional information regarding the Orders in Council, I have received correspondence from the Assistant Deputy Minister for the Ministry of Environment, Conservation and Parks.

This will be discussed at our Council meeting on Monday.

\*\*\*\*\*

**From:** Sparks, Susan (MNRF) [<mailto:Susan.Sparks@ontario.ca>] **On Behalf Of** Bateman, Bruce (MNRF)

**Sent:** December 6, 2018 3:59 PM

**To:** Kim Gavine <[KGavine@conservationontario.ca](mailto:KGavine@conservationontario.ca)>

**Cc:** Brown, Craig (MNRF) <[Craig.Brown@ontario.ca](mailto:Craig.Brown@ontario.ca)>; Olijnyk, Mary (MECP) <[Mary.Olijnyk@ontario.ca](mailto:Mary.Olijnyk@ontario.ca)>

**Subject:** Conservation Authorities Act

Dear Ms. Gavine,

As you know, responsibility for the *Conservation Authorities Act* has been transferred from the Ministry of Natural Resources and Forestry (MNRF) to the Ministry of Environment, Conservation and Parks (MECP). I am writing you with further clarification on how responsibilities under the Act have been divided between the two ministries.

Order in Council 1149/2018 and 1158/2018 outline the powers, duties, functions and responsibilities of the Minister of Environment, Conservation and Parks, and Minister of Natural Resources and Forestry respectively.

As outlined in Order in Council 1158/2018, the Minister of Natural Resources and Forestry shall continue to exercise the powers and perform the duties, functions and responsibilities under the *Conservation Authorities Act* associated with the management and control of natural hazards. This includes ensuring dissolution proposals include acceptable provisions for future flood control, directing or taking over conservation authority and municipally owned water control structures in times of emergency, and regulations relating to the management and control of natural hazards.

As outlined by Order in Council 1149/2018, all other powers, duties, functions and responsibilities under the *Conservation Authorities Act* shall be exercised by the Minister of Environment, Conservation and Parks. A new Land and Water Division has been established within the Ministry of Environment, Conservation and Parks to provide dedicated oversight and leadership for programs that have transitioned from the MNRF



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including conservation authorities, species at risk, provincial parks and conservation reserves as well as current MECP staff supporting protection of source water and the ecological health of the Great Lakes and inland waters.

We will now be turning our attention to the details of transferring work processes and confirming processes for manage the ongoing important relationships between MNRF and MECP with respect to the programs that are being transitioned. The two ministries will work together closely to ensure an orderly transition of these responsibilities from one ministry to the other. This process will take some time and, in the meantime, conservation authorities should continue to work with the existing contacts for these programs. More information will be shared with conservation authorities as it becomes available.

Sincerely,  
Bruce Bateman  
Assistant Deputy Minister  
Land and Water Division  
Ministry of Environment, Conservation and Parks  
705-755-1702  
[bruce.bateman@ontario.ca](mailto:bruce.bateman@ontario.ca)

Copy: Craig Brown, A/ADM, Policy Division, Ministry of Natural Resources and Forestry

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**To:** Board of Directors  
**From:** John Mesman, Team Lead, Communications and Outreach  
**Date:** December 12<sup>th</sup>, 2018  
**Subject:** Friends of SNC Recognition: Henry F. Lickers,  
Mohawk Council of Akwesasne

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**RECOMMENDATION:**

The Board of Directors acknowledge Henry F. Lickers, for his ongoing partnership and support of SNC programs.

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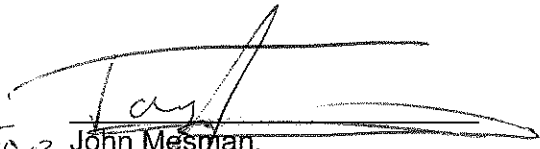
**DISCUSSION:**

There is a long list of agencies and persons to whom Henry provides advice and wisdom on environmental matters. SNC and its staff have been fortunate to share knowledge and experiences (and the occasional bowl of soup) with Henry for more than twenty years.

Some projects that have benefited from his knowledge sharing include: the Black Ash Project, the Medicinal Plant Project, recovery of Species at Risk turtles, eels and American ginseng, and the environmental management of the Port of Johnston expansion.

Henry is a biologist who has spearheaded environmental action in respect to the St. Lawrence River and other environmental concerns. Henry serves as a consultant and advisor to Health and Welfare Canada, the Assembly of First Nations Environmental Committee, the Eastern Ontario Model Forest, the St. Lawrence River Institute, the (Treaty #8) Northern River Basin Study, the (Treaty #8) Great Bear Health Study, the Canadian Environmental Assessment Research Council, the Committee for the Effects on Aborigines in the Great Lakes Environment and the AFN Sustainable Development and Conservation Committee.

SNC is very grateful for the support we've received from Henry and the Mohawk Council of Akwesasne over the years and we look forward to maintaining our strong and successful partnership into the future.

*For*   
John Mesman,  
Team Lead, Communications and Outreach.