



SOUTH NATION
CONSERVATION
DE LA NATION SUD

35 rue Victoria Street, Finch, ON K0C 1K0 Tel: 613-984-2948 Fax: 613-984-2972 Toll Free: 1-877-984-2948 www.nation.on.ca

Board of Directors

Supplemental Agenda

Date: June 20th, 2019

Time: 9:00 am

Location: Watershed Room, SNC

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

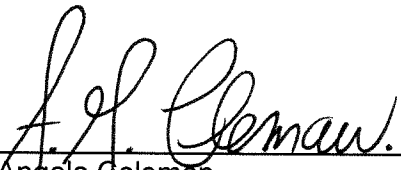


Board of Directors

Supplemental Agenda

June 20th, 2019 at 9:00 am

1. New Business
 - a. Request for Approval: Dam Safety Assessments: Ronda/Sandra 3-4
 - b. Request for Approval: Floodplain Mapping Expenditures: Sandra 5
2. Request for Approval:
 - a. SNC Committee Meeting Highlights and Minutes of: 6
 - i. Leitrim Wetland Advisory Committee meeting minutes of June 14th, 2019: Ronda 7-11
3. Financial Reports
 - a. Request for Approval: Estimated Statement of Operations for May 2019: Linda 12-13
4. Update: Maple Sap Sales Summary: Phil Duncan 14



Angela Coleman,
General Manager/Secretary-Treasurer.

/dm



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
Date: June 17, 2019
Subject: Request for Approval: Dam Safety Assessments

RECOMMENDATION:

The Board of Directors approve entering into an agreement with Company B, for the completion of Dam Safety Assessments for the Casselman and Russell Weirs, at an approximate cost of \$28,700 plus HST.

DISCUSSION:

South Nation Conservation (SNC) has approved funding from the National Disaster Mitigation Program (NDMP) to undertake dam safety assessments at the Casselman and Russell Weirs (BD-052/19). SNC staff requested quotes from 10 engineering companies to complete:

- a) Dam Safety Assessment (DSA) reports for the Casselman Weir and Russell Weir in accordance with Ontario Ministry of Natural Resources *Classification and Inflow Design Flood Criteria – Technical Bulletin (2011)* and in compliance with the *Lakes and Rivers Improvement Act*.
 - i) DSA reports to include estimated lifespan of structure, recommendations for repairs (if required), a cost estimate and timeline for completing repairs.
- b) Update Incremental Hazard Potential (IHP) ratings, if required.

SNC received 2 quotes, the table below provides a summary of the quotes received:

Company	Quote Submitted	Quote Amount (not incl. HST)
Company A	No	-
Company B	Yes	\$28,700.00
Company C	No	-
Company D	No	-
Company E	No	-
Company F	Yes	\$43,128.00
Company G	No	-
Company H	No	-
Company I	No	-
Company J	No	-

The recommendation is to accept the lowest quote.




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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Budget Page: 56-57, Properties – Buildings and Infrastructure – Erosion and Water Control. NDMP funding will match project costs to a maximum of \$18,977.

SNC Policy Adherence: Adherence to SNC Purchasing Policy on page 3, under section C: Purchases \$15,000 up to \$100,000.

- A minimum of three written quotes should be obtained from suppliers;
- If three quotes cannot be obtained, the reasons will be documented;
- Reasons for accepting other than the lowest quotation must be documented. If other than the lowest quotation is accepted, approval by the Chair or Vice Chair is required.



Ronda Boutz,
Team Lead, Special Projects.

000004



To: Board of Directors
From: Sandra Mancini, Team Lead, Engineering
Date: June 17th, 2019
Subject: Request for Approval: Floodplain Mapping Expenditures

RECOMMENDATION:

The SNC Board of Directors approve hiring consultants to complete the hydrology and hydraulic modelling for South Indian and Lavigne Creeks at an approximate amount of \$40,000.00, plus HST

DISCUSSION:

South Nation Conservation (SNC) partnered with the United Counties of Prescott and Russell (UCPR) to complete South Indian and Lavigne Creeks flood risk project.
(Resolution NO. BD-075/19)

Funding from the National Disaster Mitigation Program (NDMP) was obtained under Intake 5. The total project cost is \$207,980. NDMP will provide 50% of project cost and the remaining 50% will be provided by UCPR (\$100,00) and SNC (\$3,990).
(Resolution NO. BD-052/19)

Staff is proposing to hire a consultant to complete the South Indian and Lavigne Creeks hydrology and hydraulic models.

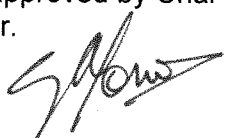
FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

United Counties of Prescott and Russell Floodplain Mapping: Not included in 2019 SNC Budget. SNC funds (\$3,990) will be offset by surplus generated by this project.

SNC Policy Adherence:

The hiring of the consultant will adhere to the SNC Purchasing Policy, page 3, C), (d) Purchases \$15,000 up to \$100,000. A minimum of three written quotations would be obtained from suppliers; if three quotes cannot be obtained, the reasons will be documented; reasons for accepting other than the lowest quotation will be documented and approved by Char or Vice-Chair; Purchase Order will be authorized by a signing officer.



Sandra Mancini,
Team Lead, Engineering.



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
Date: June 17, 2019
Subject: Request for Approval: SNC Committee Meeting Highlights and Minutes

RECOMMENDATION:


The Board of Directors approve the actions and recommendations of the following Committee meeting minutes:

- Leitrim Wetland Advisory Committee meeting minutes of June 14th, 2019

DISCUSSION:

Leitrim Wetland Advisory Committee meeting of June 14th, 2019

- Received updates on:
 - 2018 Work Plan accomplishments
 - 2019 Work Plan
 - 2019 planned field activities
 - 2018 Golder and Associates monitoring summary
 - Status of development activities
 - Activities of the Findlay Creek Community Association



Ronda Boutz,
Team Lead, Special Projects.

Attachments



Leitrim Wetland Advisory Committee (LWAC) Meeting

Friday, June 14th, 2019 – Meeting No. 01/19

Findlay Creek Sales Centre
 118 Helen Rapp Way, Gloucester



Present:

Melissa Cote, Tartan Land Consultants
 Laura Dingle Robertson, Findlay Creek Community Member
 Julia Hamilton, Findlay Creek Community Association Member
 Carol Anne Meehan, Councillor, Ward 22, City of Ottawa
 Wendy Tse, City of Ottawa

Staff Present:

Ronda Boutz, Team Lead, Special Projects
 Katherine Watson, Water Resources Specialist

Regrets:

Bruce Nicol, Tartan Homes
 Bill Smirle, SNC Board Member/LWAC Chair
 Scott Smithers, Ministry of Natural Resources and Forestry
 Alexander Stone, National Capital Commission
 Doug Thompson, SNC Past Chair



CHAIRMAN'S REMARKS

Ronda Boutz chaired the meeting in the absence of Bill Smirle, Committee Chair. Ronda called the Leitrim Wetland Advisory Committee meeting of June 14th, 2019 to order at 10:05 a.m.

APPROVAL OF LEITRIM WETLAND ADVISORY COMMITTEE MEETING AGENDA

RESOLUTION NO. LWAC-001/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee approve the agenda of June 14th, 2019 as submitted.

CARRIED

APPROVAL OF: LEITRIM WETLAND ADVISORY COMMITTEE MEETING MINUTES OF OCTOBER 19th, 2018

RESOLUTION NO. LWAC-002/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee meeting minutes of October 19th, 2018 be approved as presented.

CARRIED

LEITRIM WETLAND PROJECT UPDATE - POWERPOINT

SNC staff provided an update on current, completed and ongoing projects:

- Over 12,000 visitors used the Leitrim Boardwalk in 2018.
- During the Findlay Creek Community clean-up on April 28, 2019, over 60 residents and geocachers collected more than 70 bags of garbage. SNC gave away 100 native shrubs to local residents.
- Stream of Dreams Educational programming is being offered at Vimy Ridge Public School from June 18th to June 25th, 2019.
- The Ministry of Natural Resources and Forestry Land Stewardship and Habitat Restoration project involved blocking the Leitrim Wetland drain at 6 different locations with coconut coir logs. Invasive buckthorn was removed from the site and replaced with native potted trees and shrubs. Staff monitored the project in the spring – site assessed as good condition.



- North Castor Catchment Study continues in 2019 with the collection of baseline water quantity and water quality data.
- Leitrim Boardwalk vandalism continues to be a problem (Councillor Meehan mentioned that she has requested more Community policing).
- Wetland berm is being used as a walking trail – staff will investigate presence of private property signage.

NEW BUSINESS
2018 LEITRIM WETLAND WORK PLAN SUMMARY

SNC staff reviewed all activities completed as part of the 2018 Leitrim Wetland Work Plan.

RESOLUTION NO. LWAC-003/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee receive and file the 2018 Leitrim Wetland Work Plan Summary report.

CARRIED

2019 WORK PLAN UPDATE AND BUDGET

SNC staff presented the 2019 workplan which identifies key activities that will be completed in 2019 in support of Findlay Creek, Leitrim Wetland, and the surrounding community.

Findlay Creek Community Association inquired about wild parsnip control as it is growing in the vacant lot beside Vimy Ridge Public School and along Diamond Jubilee Park. Councillor Meehan mentioned that the City of Ottawa has completed controls in other parts of the City and appropriate signage and education is required.

Members questioned whether SNC has approached other developers in the area for contributions toward a stewardship fund. Ronda confirmed that Regional Group has been contacted and an initial meeting was held. Developments on east side of Bank Street will also be contacted for a potential partnership.

RESOLUTION NO. LWAC-004/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee approve the Leitrim Wetland 2019 Work Plan and Budget.

CARRIED



2019 SNC FIELD WORK UPDATE

SNC staff reviewed 2018 Findlay Creek monitoring results. Monitoring work will continue in 2019.

RESOLUTION NO. LWAC-005/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee receive and file the 2019 Field Work Update.

CARRIED

2018 GOLDER ANNUAL MONITORING SUMMARY

SNC staff provided a summary of findings for 2018 work completed by Golder and Associates in support of surface water quality, ground water quantity, and Leitrim Wetland vegetation monitoring. Monitoring work will continue in 2019.

RESOLUTION NO. LWAC-006/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee receive and file the 2018 Golder Annual Monitoring Summary report.

CARRIED

COMMUNITY ASSOCIATION UPDATE (VERBAL)

Julia Hamilton:

- Findlay Creek Community clean-up was well attended on April 28, 2019 by residents and geocachers; Over 70 bags of garbage collected.
- Several shrubs from SNC were planted in the schoolyard - school would happily take more if they were available.
- School is looking forward to Stream of Dreams Educational programming in June.

Laura Dingle Robertson asked whether the local Park will have aboriginal signage. Melisa confirmed that Algonquin interpretive signage will be installed in Park (to be completed soon). The Committee requested information on the "triangle land". Ronda confirmed that the land donation was accepted by SNC and options are being reviewed. The current interpretive signage has been vandalized and is being replaced.



TARTAN HOMES UPDATE (VERBAL)

Melissa Cote provided an update on the status of the development in Findlay Creek:

- Stage 2 is wrapping up.
- Blais Road intersection will be constructed by end of August.
- Stage 4 school land set aside, but not yet purchased by school board. Subdivision will be registered this summer, and stormwater pond is complete.

CITY OF OTTAWA UPDATE (VERBAL)

Wendy Tse provided an update on the develop status from the City of Ottawa:

- Regional Group – Pathways: Phase 1 and 2 are registered, Phase 3 will be registered this summer, and Idone lands also to be registered this summer.
- East side of Bank Street – Claritage will be registering this fall and Urbandale is already registered.

RESOLUTION NO. LWAC-007/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee receive and file the FCCA, Tartan, and City of Ottawa updates.

CARRIED

NEXT MEETING DATE: 10 am – 118 Helen Rapp Way

- October 18th, 2019, at 10:00 a.m. at Findlay Creek Sales Centre, 118 Helen Rapp Way, Gloucester

ADJOURNMENT


RESOLUTION NO. LWAC-008/19

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee of June 14th, 2019 be adjourned at 11:30 a.m.

CARRIED



 Ronda Boutz,
 Acting Committee Chair.



To: Board of Directors
From: Linda Hutchinson, Director, Organization Effectiveness
Date: June 18th, 2019
Subject: Approval of: Estimated Statement of Operation for
May 31st, 2019

RECOMMENDATION:

The Board of Directors receive and file the report for the Estimated Statement of Operation for the year ending December 31st, 2019, as of May 31st, 2019.

DISCUSSION:

The Net Overall amount represents total expenditures, operating, capital, and project, minus total revenue. The operational budget is defined as the day to day expenses the Authority needs for their normal activities. Expenses for projects are normally for a fixed term period of time. Capital expenditures are defined as per SNC's *Tangible Capital Assets Policy* revised in October 2017. "Tangible" capital assets are goods that have a life expectancy of more than one (1) year, and costs normally over \$5,000, with some exceptions. This Policy can be reviewed at any time, if necessary.

Senior Management, Team and Project Leads are estimating a surplus of \$233,000 at this time. A full review of 2019 estimates will continue until end of year.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget The 2019 budget represents the Board of Directors approved Budget of November 22nd, 2018.

SNC Policy Adherence: SNC approved Policies are adhered to.

Linda Hutchinson,
Director, Organization Effectiveness.

Attachment



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	Current YTD Actuals 2019	Final Budget 2019	Updated Forecast Dec 31 2019
ESTIMATED STATEMENT OF OPERATION			
As of May 31, 2019			
EXPENDITURES			
OPERATING EXPENSE			
Science & Research			
Resource Management	111,216	575,722	549,549
Resource Services	259,943	887,700	1,105,239
Total Science & Research	371,159	1,463,422	1,654,788
Property & Approvals			
Approvals	418,866	1,117,689	997,900
Property	319,306	1,065,997	1,411,028
Total Property & Approvals	738,172	2,183,686	2,408,928
Organization Effectiveness			
Corporate Services	379,714	1,387,056	1,224,045
Information Management and Technology	71,290	219,856	174,856
Communications and Outreach	163,439	501,369	455,014
Total Organization Effectiveness	614,443	2,108,281	1,853,915
TOTAL OPERATING EXPENSE	1,723,774	5,755,389	5,917,631
CAPITAL and PROJECT EXPENSE			
Science & Research			
Capital	-	20,000	-
Projects	133,847	486,798	388,388
Total Science & Research	133,847	506,798	388,388
Property & Approvals			
Capital	34,849	497,076	816,589
Projects	483,804	665,714	1,005,951
Total Property & Approvals	518,653	1,162,790	1,822,540
Organization Effectiveness			
Capital	30,634	70,000	113,913
Projects	-	-	-
Total Organization Effectiveness	30,634	70,000	113,913
TOTAL CAPITAL AND PROJECT EXPENSE	683,135	1,739,588	2,324,841
TOTAL OVERALL EXPENSE	2,406,909	7,494,977	8,242,472
REVENUE			
Other Sources	587,337	2,519,361	3,022,358
General Levy	1,351,645	3,360,323	3,360,323
Special Levy	562,277	532,777	800,853
Forest Land Acquisition	308,523	297,076	584,589
Source Protection	19,270	54,443	54,443
MNR	-	176,409	91,070
TOTAL REVENUE	2,829,051	6,940,389	7,913,636
NET OVERALL	(422,142)	554,588	328,835
Transfer To / (From) Reserve	(30,000)	(132,443)	(139,376)
Cash (Surplus) Beginning of Year	(422,145)	(422,145)	(422,145)
Cash Deficit / (Surplus) End of Year	(874,287)	-	(232,686)



To: Board of Directors
From: Philip Duncan- Property and Approvals Assistant II
Date: June 18, 2019
Subject: Update: Maple Sap Sales Summary

RECOMMENDATION:

The Board of Directors receive and file the Maple Sap Sales Update.

DISCUSSION:

South Nation Conservation's flagship education program launched its 18th season at the new Oschmann Forest Conservation Area, in Ormond. The program was offered over three weeks with nearly 500 tour participants from 9 different organizations taking part in the tour. In 2019, SNC installed a sap collection system featuring a new pumphouse and over 500 taps. 7330 gallons of sap was collected and sold to a local maple syrup producer. This was the first time the bush has been tapped since 2004.

I would like it introduce Frank Heerkens. Born in Tillsonburg, Ontario, Frank moved to Chesterville when he was four and has lived and worked in the area ever since. He started his career as a linesman in 1973, and opened Dundas Power Lines on April 30, 1979. Frank and his family recently celebrated the 40th anniversary of his company in Chesterville. Throughout his life, Maple Syrup has always been a hobby for Frank. In 2003, he started his hobby operation at On The Bend Sugar Shack in Gallingertown. Since then, he has grown the small operation at On the Bend from 300 buckets to over 900 taps on a vacuum system.

Frank has been very active in the Maple community. He is currently the Vice-President of the Ontario Maple Syrup Producers Association, as well as Vice-President for Eastern Ontario chapter. He is the Chair of the membership committee, and also sits on the Finance committee. Frank has been an advocate of SNC's programs and continues to offer support and advice on the management of SNC's maple infrastructure.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Revenue was not included in the 2019 SNC Budget. Revenue will be allocated under Communications and Outreach: Education and Events, pages 100 and 101.

SNC Policy Adherence: Agreement of Sale- SNC Purchasing Policy.

Philip Duncan,
Property and Approvals Assistant II.