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**CONSERVATION**  
DE LA NATION SUD

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## **Board of Directors**

# **Meeting Agenda**

**Date:** October 17<sup>th</sup>, 2019

**Time:** 9:00 am

**Location:** Watershed Room, SNC

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



## Board of Directors

# Meeting Agenda


October 17<sup>th</sup>, 2019 at 9:00 am

1. Chair's Remarks
  2. Approval of SNC Board of Directors Main and Supplemental Agendas
  3. Declaration of Conflict of Interest
  4. SNC Project Update – Powerpoint Presentation: Staff
  5. Request for Approval:
    - a. Board of Directors Meeting Minutes of September 19<sup>th</sup>, 2019 4-15
    - b. SNC Committee Meeting Highlights and Minutes of: 16
      - i. Joint Occupational Health and Safety Committee meeting minutes of September 18<sup>th</sup>, 2019: Ronda/Hannah 17-21
      - ii. Communications Committee meeting minutes of September 25<sup>th</sup>, 2019: John 22-27
  6. New Business:
    - a. Update: Upcoming Meeting with the Minister of the Environment, Conservation, and Parks: Angela 28-29
    - b. Request for Approval: 2020 Levy: Linda 30-32
    - c. Request for Approval: Planning and Approvals Fee Administration Policy: Alison/Eric 33-39
    - d. Update: Provincial Policy Statement Draft Review Policies: Alison 40-42
    - e. Update: Proposed Changes to the Ontario Building Code: Monique/Eric 43
    - f. Update: Municipal Memorandums of Agreement: John 44-45
    - g. Request for Approval: Memorandum of Agreement: Raisin Region Conservation Authority: Sandra 46
    - h. Request for Approval: Flood Risk Mapping: Sandra 47-48
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- i. Request for Approval: UCPR Roadside Tree Planting Agreement: Ronda 49
- j. Update: Forest Cover Working Group: Alison 50
- k. Update: Planning Activity: Alison 51-53
- l. Request for Approval: Permits Issued: Geoff 54-55
- 7. Financial Reports
  - a. Request for Approval: Funding Applications: Pat 56-57
  - b. Request for Approval: Flood Forecasting Expenditures: Graham 58
  - c. Request for Approval: Vehicle Purchase and Disposal: Pat 59
  - d. Request for Approval: Monies Received and Disbursement Register for September 2019: Simon 60-64
- 8. Supplemental Agenda
- 9. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:
  - November 28<sup>th</sup>, 2019 – *Fourth Thursday - 2020 Budget Presentation*
  - December 19<sup>th</sup>, 2019
  - January 23<sup>rd</sup>, 2020 – *Fourth Thursday* (ROMA: January 19-21)
  - February 20<sup>th</sup>, 2020 (OGRA: February 23-25)
- 10. Future Motions of the Board and/or Discussion of SNC Issues
- 11. Adjournment

  
Angela Coleman,  
General Manager/Secretary-Treasurer.

/dm



## BOARD OF DIRECTORS MEETING

Meeting No. 07/19  
Thursday September 19<sup>th</sup>, 2019 – 9:00 a.m.

Watershed Room, SNC

### Directors Present:

Bill Smirle, Stormont Dundas Glengarry, Chair  
George Darouze, City of Ottawa, Vice Chair  
Michael Brown, City of Ottawa  
Steve Densham, Stormont Dundas Glengarry  
Dana Farcasiu, Leeds Grenville  
Gerrie Kautz, City of Ottawa  
Daniel Lafleur, Prescott Russell  
Archie Mellan, Stormont Dundas Glengarry  
Stéphane Sarrazin, Prescott Russell  
Peggy Taylor, Leeds Grenville

### Regrets:

Stephen Blais, City of Ottawa  
Pierre Leroux, Prescott Russell  
Doug Thompson, City of Ottawa, Past Chair

### Staff Present:

Angela Coleman, General Manager/Secretary-Treasurer  
Carl Bickerdike, Team Lead, Corporate Services  
Ronda Boutz, Team Lead, Special Projects  
Taylor Campbell, Communications Specialist  
Laura Crites, Planning Assistant  
Nirali Gosai, Engineering Assistant II  
Brent Harbers, Watershed Biologist  
Lorie Henderson, Administrative Assistant II  
James Holland, Watershed Planner  
Carley Hutchinson, Stewardship Student  
Linda Hutchinson, Director, Organization Effectiveness  
Delaney Jacobs, GIS Technician  
Omar Kana'n, Water Resources Specialist - Engineering  
Naomi Langlois-Anderson, Senior Fish and Wildlife Technician  
Dianne MacMillan, Administrative Assistant II  
Sandra Mancini, Team Lead, Engineering  
Alison McDonald, Team Lead, Planning  
Eric McGill, Corporate Counsel  
Hannah McMillan, Accounting Analyst  
Michael Melaney, Hydrogeologist  
John Mesman, Team Lead, Communications and Outreach  
Geoff Owens, Regulations Officer



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Karen Paquette, Fisheries Technician  
Pat Piitz, Team Lead, Property  
Kelsey Smith, Stewardship and Outreach Assistant  
Jason Symington, Environmental Technologist  
Simon Thibeault, Accountant  
Katherine Watson, Water Resources Specialist - Monitoring  
Graham Waugh, Water Resources Engineer  
Bradley Wright, Watershed Planner

Guests:

Murray Inch, Standing Committee Member  
Jacqueline Kelly-Pemberton, Chair, Clean Water Committee  
Dave Robertson, Chair, Forestry Committee



### **CHAIRS REMARKS**

Bill Smirle, Chair, called the SNC Board of Directors meeting of September 19<sup>th</sup>, 2019 to order at 9:00 a.m. The Chair updated Members on the following:

- SNC bus tour: outstanding job by staff; excellent comments from attendees
- OPG visit: Tour and video in Larose Forest
- Conservation Ontario Meeting: September 30<sup>th</sup>, 2019
- Association of Municipalities of Ontario Conference, Ottawa: Meetings with Municipal Affairs and Housing and Ministry of Natural Resources and Forestry. Plans to schedule a meeting with Ministry of the Environment, Conservation and Parks.
- Board of Directors discretionary fund: \$300 annually

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

RESOLUTION NO. BD-132/19

Moved by: Michael Brown  
Seconded by: Stéphane Sarrazin

RESOLVED THAT:

The Board of Directors approve the September 19<sup>th</sup>, 2019 main and supplemental agendas as submitted.

CARRIED

### **DECLARATION OF CONFLICT OF INTEREST**

Peggy Taylor, Leeds Grenville, declared a Conflict of Interest regarding Main Agenda Item #6. i.: Request for Approval: Funding (Stream of Dreams).

### **SNC PROJECT UPDATE – POWERPOINT PRESENTATION**

Staff presented project and program updates.

George Darouze, City of Ottawa, Vice Chair, joined the meeting at 9:30 a.m.

### **REQUEST FOR APPROVAL:**

#### **A. BOARD OF DIRECTORS MEETING MINUTES OF AUGUST 15<sup>TH</sup>, 2019**

RESOLUTION NO. BD-133/19

Moved by: George Darouze  
Seconded by: Dana Farcasiu



The Members approve the Board of Directors meeting minutes of August 15<sup>th</sup>, 2019 as submitted.

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

**RESOLUTION NO. BD-134/19**

Moved by:	Michael Brown
Seconded by:	Daniel Lafleur

RESOLVED THAT: The Board of Directors approve the actions and recommendations of the Forestry Committee meeting minutes of September 3<sup>rd</sup>, 2019.

b. Fish and Wildlife Committee Meeting of September 3<sup>rd</sup>, 2019

**RESOLUTION NO. BD-135/19**

Moved by:	Dana Farcasiu
Seconded by:	Stéphane Sarrazin

RESOLVED THAT: The Board of Directors approve the actions and recommendations of the Fish and Wildlife Committee meeting minutes of September 3<sup>rd</sup>, 2019.

c. Water Response Team Meeting of September 5<sup>th</sup>, 2019

**RESOLUTION NO. BD-136/19**

Moved by:	Steve Densham
Seconded by:	Gerrie Kautz

RESOLVED THAT: The Board of Directors approve the actions and recommendations of the Water Response Team meeting minutes of September 5<sup>th</sup>, 2019.

CARRIED

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RESOLUTION NO. BD-137/19      Moved by:                  Archie Mellan  
Seconded by:                  Peggy Taylor

CARRIED

## UPDATE: COMPENSATION REVIEW

CARRIED

CARRIED

## CARRIED





**UPDATE: FISHERIES ACT AMENDMENTS**

RESOLUTION NO. BD-141/19

Moved by: Dana Farcasiu  
Seconded by: Peggy Taylor

RESOLVED THAT:

The Board of Directors receive and file the *Fisheries Act* Amendments update; and

FURTHER THAT:

The Board of Directors direct staff to send letters to local Members of Parliament and member Municipalities seeking support for the previous streamlined approach with the Department of Fisheries and Oceans.

CARRIED

The Board of Directors meeting recessed at 10:30 a.m.  
The Chair reconvened the Board of Directors meeting at 10:43 a.m.

**UPDATE: MEETING WITH ONTARIO'S SPECIAL ADVISOR ON FLOODING**

RESOLUTION NO. BD-142/19

Moved by: Archie Mellan  
Seconded by: George Darouze

RESOLVED THAT:

The Board of Directors receive and file the Ontario's Special Advisor on Flooding meeting update.

CARRIED

**UPDATE: FLOOD HAZARD MAPPING OPEN HOUSES SCHEDULE**

RESOLUTION NO. BD-143/19

Moved by: Dana Farcasiu  
Seconded by: Michael Brown

RESOLVED THAT:

The Board of Directors receive and file the Flood Hazard Mapping Open Houses Schedule; and

FURTHER THAT:

The East York Creek and Castor River final report, with feedback received at the



upcoming October 9<sup>th</sup> Open House, be brought to the November Board of Directors meeting for approval.

CARRIED

**REQUEST FOR APPROVAL: CHESTERVILLE DAM MAINTENANCE UPDATE**

RESOLUTION NO. BD-144/19

Moved by: Dana Farcasiu  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors approve contracts for dam maintenance, repairs, and assessments for the Chesterville Dam at an approximate cost of \$180,000, plus HST.

CARRIED

**REQUEST FOR APPROVAL: PURCHASE OF PLOTTER PRINTER**

RESOLUTION NO. BD-145/19

Moved by: Stéphane Sarrazin  
Seconded by: Gerrie Kautz

RESOLVED THAT:

The Board of Directors approve the purchase of a plotter printer at an approximate cost of \$11,000 plus HST.

CARRIED

**REQUEST FOR APPROVAL: FUNDING APPLICATIONS**

Peggy Taylor, Leeds Grenville, having declared a Conflict of Interest (Stream of Dreams), did not participate in the debate, or vote, regarding this report.

RESOLUTION NO. BD-146/19

Moved by: Dana Farcasiu  
Seconded by: Daniel Lafleur

RESOLVED THAT:

The Board of Directors approve the submission of funding applications to:  
1. Canada-Ontario Job Grant: Application submitted requesting \$2,500 to offset training costs.



2. Natural Science and Engineering  
Research Council of Canada (NSERC):  
Application submitted requesting \$10,000 for  
Stream of Dreams Environmental Education  
Program expansion; and

FURTHER THAT:

The Board of Directors approve entering into  
an agreement with Canada-Ontario Job Grant  
to receive grant funding in the amount of  
\$2,500 to offset training costs in  
September 2019.

CARRIED

**REQUEST FOR APPROVAL: 2020 FEE SCHEDULES**

RESOLUTION NO. BD-147/19

Moved by: George Darouze  
Seconded by: Peggy Taylor

RESOLVED THAT:

The Board of Directors approve the 2020 Fee  
Schedules as presented.

CARRIED

**UPDATE: PLANNING ACTIVITY**

RESOLUTION NO. BD-148/19

Moved by: Dana Farcasiu  
Seconded by: Daniel Lafleur

RESOLVED THAT:

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

CARRIED

**REQUEST FOR APPROVAL: PERMITS ISSUED**

RESOLUTION NO. BD-149/19

Moved by: Stéphane Sarrazin  
Seconded by: George Darouze

RESOLVED THAT:

The SNC Board of Directors approve permits  
140-162 issued under Ontario Regulation 170/06



Development, Interference with Wetlands and  
Alterations to Shorelines and Watercourses.

CARRIED

**FINANCIAL REPORT**

**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER  
FOR AUGUST**

RESOLUTION NO. BD-150/19

Moved by: Peggy Taylor  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the  
money received report for August 2019; and

FURTHER THAT:

The Board approve the Disbursement  
Register of \$ 805,643.64 for August 2019.

CARRIED

**SUPPLEMENTAL AGENDA**

**NEW BUSINESS**

**UPDATE: SNC TREE PLANTING PROGRAM**

RESOLUTION NO. BD-151/19

Moved by: Stéphane Sarrazin  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the  
SNC Tree Planting Program update.

CARRIED

**REQUEST FOR APPROVAL: CANADIAN EXPERIENCES FUND**

RESOLUTION NO. BD-152/19

Moved by: Dana Farcasiu  
Seconded by: Peggy Taylor

RESOLVED THAT:

The Board of Directors approve entering into



an agreement with FedDev Ontario to receive \$31,500 in funding through the Canadian Experiences Fund.

CARRIED

### **FINANCIAL REPORT**

#### **APPROVAL OF: ESTIMATED STATEMENT OF OPERATIONS FOR AUGUST 31, 2019**

RESOLUTION NO. BD-153/19

Moved by: Stéphane Sarrazin  
Seconded by: Peggy Taylor

RESOLVED THAT:

The Board of Directors receive and file the report for the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2019 as of August 31, 2019.

CARRIED

### **CORRESPONDENCE**

- Casselman to Lemieux Landslide: Minister of Natural Resources and Forestry, Hon. John Yakabuski
- SNC letter to Minister of the Environment, Conservation, and Parks
- Letter from Minister of the Environment, Conservation, and Parks

**Daniel Lafleur, Prescott Russell, left the meeting at 11:31 a.m.**

**Bill Smirle, Chair left the meeting at 11:31 a.m.**

**George Darouze, Vice Chair, assumed the position of Chair for the remainder of the meeting.**

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

- October 17<sup>th</sup>, 2019
- November 28<sup>th</sup>, 2019 – Fourth Thursday - 2020 Budget Presentation
- December 19<sup>th</sup>, 2019
- January 23<sup>rd</sup>, 2019 – Fourth Thursday



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

Michael Brown, City of Ottawa, provided a synopsis of the American Water Works Association ("AWWA") Annual Conference he attended.

### **CLOSED SESSION**

The Board of Directors meeting moved into Closed Session for the following report:

- Update: 2019 Land Acquisitions

RESOLUTION NO. BD-154/19

Moved by: Peggy Taylor  
Seconded by: Michael Brown

RESOLVED THAT:

The Board of Directors meeting move into Closed Session.

CARRIED

### **OPEN SESSION**

RESOLUTION NO. BD-155/19

Moved by: Dana Farcasiu  
Seconded by: Stéphane Sarrazin

RESOLVED THAT:

The Board of Directors meeting move into Open Session.

CARRIED

### **UPDATE: 2019 LAND ACQUISITIONS**

RESOLUTION NO. BD-156/19

Moved by: Dana Farcasiu  
Seconded by: Stéphane Sarrazin

RESOLVED THAT:

The Board of Directors receive and file the 2019 Land Acquisitions update.

CARRIED

### **ADJOURNMENT**

RESOLUTION NO. BD-157/19

Moved by: Stéphane Sarrazin  
Second by: Peggy Taylor



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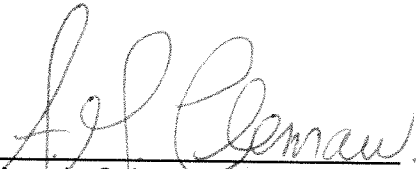
RESOLVED THAT:

The Board of Directors meeting of  
September 19<sup>th</sup>, 2019 be adjourned  
at 11:54 a.m.

CARRIED

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Bill Smirle,  
Chair.



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Angela Coleman,  
General Manager/Secretary-Treasurer.

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George Darouze,  
Vice Chair.

/dm



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Review by SNC



**To:** Board of Directors  
**From:** Ronda Boutz, Team Lead, Special Projects  
John Mesman, Team Lead, Communications and Outreach  
**Date:** October 4<sup>th</sup>, 2019  
**Subject:** Request for Approval: SNC Committee Meeting Highlights and Minutes

**RECOMMENDATION:**

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

- Joint Occupational Health and Safety Committee meeting minutes of September 18<sup>th</sup>, 2019
- Communications Committee meeting minutes of September 25<sup>th</sup>, 2019

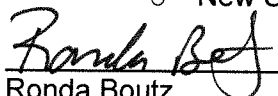
**DISCUSSION:**

Joint Occupational Health and Safety Committee meeting minutes of September 18<sup>th</sup>, 2019

- Received updates on:
  - Health and Safety Actions Items
  - Staff training
  - Workplace Inspections of the SNC Shop and Office
- Reviewed three incident reports:
  - Staff received verbal harassment from a contractor
  - Vehicle damage was discovered during a daily vehicle circle check
  - Concern regarding fumes from paint used on the boiler room floor
- Date change for the next meeting: November 26<sup>th</sup>, 2019 at 1:00 p.m.

Communications Committee Meeting of September 25<sup>th</sup>, 2019

- Received updates on:
  - 2019 Youth Fish Camp Program
  - Friends of SNC Golf Tournament 2019 Fundraising Totals
  - Community Environmental Grant Distribution
  - Social Media and Website Update
  - Beyond Vision 2020 Strategic Plan
- Communications Committee made the following recommendations for approval:
  - Community Environmental Grants in the amount of \$300 each to:  
Festival Western Optimiste de Wendover and  
the Boises Est Wood and Forest Exhibition
  - Communications Committee 2020 Meeting Schedule
  - Directing funds raised at SNC Golf Tournament to future  
upgrades at the Oschmann Forest
  - New SNC Fundraising Plan

  
Ronda Boutz,  
Team Lead, Special Projects.

  
John Mesman,  
Team Lead, Communications and Outreach.

Attachments

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JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

September 18, 2019 – 1:00 p.m. – Meeting 03/19  
Heritage Room, SNC

**Present:** Ronda Boutz, Management Co-Chair  
Hannah Jackson, Worker Co-Chair  
David Fitch, Property (Worker)  
Brent Harbers, Stewardship (Worker)  
Eric McGill, Approvals (Worker)  
Deborah Edwards, Corporate Services (Worker)  
Elise Lefebvre, Corporate Services (Worker)  
Bill Smirle, SNC Chair (Management)  
Rene Lalonde, Program Representative (Worker)  
Doug Thompson, SNC Past Chair (Management)  
Pat Piitz, Team Lead, Property (Management)

**Regrets:** Angela Coleman, (Management)  
Linda Hutchinson, (Management)  
Monique Sauve, Approvals (Worker)

Ottawa



Augusta

EDWARDSBURGH  
CARDINAL



North  
Grenville



Nation



Champlain



**CALL TO ORDER**

Ronda Boutz, Management Co-Chair, called the Joint Occupational Health and Safety Committee meeting of September 18<sup>th</sup>, 2019 to order at 1:05 p.m.

**APPROVAL OF AGENDA**

RESOLUTION NO. JOHS-027/19      Moved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety agenda of September 18<sup>th</sup>, 2019 be approved as submitted.

CARRIED

**APPROVAL OF MINUTES OF PREVIOUS MEETING MINUTES: JUNE 18<sup>TH</sup>, 2019**

RESOLUTION NO. JOHS-028/19      Moved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety meeting minutes of June 18<sup>th</sup>, 2019 be approved as amended:

- Minutes of June 18<sup>th</sup>, 2019: Under 'Call to Order':  
Change the date of March 6<sup>th</sup>, 2019 to June 18<sup>th</sup>, 2019.

CARRIED

**HEALTH AND SAFETY ACTION ITEMS**

The Committee were provided with an updated table of the Health and Safety Action Items.

RESOLUTION NO. JOHS-029/19      Moved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety Committee receive and file the Updated Health and Safety Action Items chart.

CARRIED

**NEW BUSINESS**

**HEALTH AND SAFETY TRAINING UPDATE**

Hannah provided The Health and Safety Training Update.

RESOLUTION NO. JOHS-030/19      Moved by: Consensus



RESOLVED THAT:

The Joint Occupational Health and Safety Committee receive and file the update; and

FURTHER THAT:

A report will be brought back for the November 26<sup>th</sup>, 2019 meeting.

CARRIED

**WORK PLACE INSPECTIONS**

**a. SHOP**

RESOLUTION NO. JOHS-031/19

Moved by: Consensus

RESOLVED THAT:

The JOHS Committee receive and file the Workplace Inspection – SNC Shop report; and

FURTHER THAT:

Required actions be added to the Health and Safety Action Items table.

CARRIED

**b. OFFICE**

RESOLUTION NO. JOHS-032/19

Moved by: Consensus

RESOLVED THAT:

The JOHS Committee receive and file the Workplace Inspection – SNC Office report; and

FURTHER THAT:

Required actions be added to the Health and Safety Action Items table.

CARRIED

**ACCIDENT / INCIDENT REPORTS**

**INCIDENT #1**

Staff member received verbal harassment from a contractor while following-up on an encroachment of SNC land.



RESOLUTION NO. JOHS-033/19      Moved by: Consensus

RESOLVED THAT                      The Joint Occupational Health and Safety Committee receive and file the Incident Report on SNC land that was being trespassed on; and

FURTHER THAT:                      The JOHS Committee concur with the Supervisor's recommendation: All land trespass and encroachment should be dealt with by SNC Management. Staff should only engage with other party if they have been directed by Management, or, if they have been training on Section 29 of the *Conservation Authorities Act*.

CARRIED

**INCIDENT #2**

Unreported vehicle damage (a quarter size hole in the rear bumper) was discovered by staff while completing a daily "circle check" of the vehicle.

RESOLUTION NO. JOHS-034/19      Moved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety Committee receive and file the Incident Report on damage to SNC vehicle #18; and

FURTHER THAT:                      JOHS Committee concur with the Supervisor's recommendation: That staff followed the correct procedure to report the damage when discovered during the vehicle inspection; and

FURTHER THAT:                      A reminder be sent to staff regarding incident reporting and daily vehicle circle checks.

CARRIED



**INCIDENT #3**

Staff was painting the floor of the boiler room; a co-worker was concerned that the smell of the fumes could affect the painter.

RESOLUTION NO. JOHS-034/19      Moved by: Consensus

RESOLVED THAT:      The Joint Occupational Health and Safety Committee receive and file the Incident Report on paint fumes; and

FURTHER THAT:      The JOHS Committee concur with the Supervisor's recommendation: The Safety Data Sheet was not obtained for the specific paint product. Work was being undertaken in accordance with similar product recommendation with the exception of protective eyewear. Recommendation: Obtain Safety Data Sheet and wear all personal protective equipment as recommended.

CARRIED

**DATE OF NEXT MEETING**


- November 26<sup>th</sup>, 2019 at 1:00 p.m., SNC Office, Heritage Room


**ADJOURNMENT**

RESOLUTION NO. JOHS-035/19      Moved by: Consensus

RESOLVED THAT:      The Joint Occupational Health and Safety Committee meeting of September 18<sup>th</sup>, 2019 be adjourned at 1:35 p.m.

CARRIED

  
Ronda Boutz,  
Management Co-Chair.

  
Hannah McMillan,  
Worker Co-Chair

/el



## COMMUNICATIONS COMMITTEE MEETING

Wednesday September 25, 2019 – 9:00 a.m.  
South Nation Conservation



**Present:**

Charles Armstrong, Public Citizen  
Gerry Boyce, Public Citizen  
Murray Inch, Public Citizen  
Gerrie Kautz, Board of Directors  
Tim Jackson, Public Citizen  
Lawrence Levere, Past Board Member  
Fran Patenaude, Public Citizen  
Cindy Saucier, Councillor, Russell  
Bill Smirle, Board of Directors, Chair, ex-officio  
Karen Switzer-Howse, Public Citizen  
Peggy Taylor, Chair, Communications Committee  
Doug Thompson, Board of Directors, Past Chair, ex-officio  
Tom Van Dusen, Public Citizen  
Byron Vienneau, Public Citizen

**Absent:**

Gary Barton, Public Citizen

**Staff:**

John Mesman, Team Lead, Communications  
Taylor Campbell, Communications Specialist  
Karen Paquette, Fisheries Technician  
Kelsey Smith, Stewardship and Outreach Assistant



**CHAIR'S REMARKS**

Peggy Taylor, Committee Chair, called the September 25, 2019 Communications Committee meeting to order at 9:00 a.m.

**APPROVAL OF COMMUNICATIONS COMMITTEE AGENDA AND SUPPLEMENTAL AGENDAS**

RESOLUTION NO. CMN-038/19

Moved by: Lawrence Levere

Seconded by: Fran Patenaude

RESOLVED THAT:

The Members approve the Communications Committee main and supplemental agendas of September 25, 2019 as submitted.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

There were no Declarations of Conflict of Interest.

**COMMUNICATIONS PROJECT UPDATE: POWERPOINT PRESENTATION**

Staff presented project and program updates.

**APPROVAL OF COMMUNICATIONS COMMITTEE MEETING MINUTES OF JULY 10, 2019**

RESOLUTION NO. CMN-039/19

Moved by: Byron Vienneau

Seconded by: Fran Patenaude

RESOLVED THAT:

The Members approve the Communications Committee meeting minutes of July 10<sup>th</sup>, 2019 as submitted.

CARRIED

**Committee took a break at 10:25 am.**

**The Chair reconvened the meeting at 10:35 am.**



## 2019 YOUTH FISH CAMP PROGRAM UPDATE

Approved by: Doug Thompson  
Seconded by: Charles Armstrong

The Communications Committee receive and file the 2019 Youth Fish Camp Program report.

**FRIENDS OF SNC GOLF TOURNAMENT 2019 FUNDRAISING TOTALS**

Moved by: Lawrence Levere  
Seconded by: Fran Patenaude

The Communications Committee receive and file the 2019 Friends of SNC Golf Tournament update; and

The Communications Committee approves directing funds toward future upgrades at the Oschmann Forest to support SNC's Maple Syrup Education Program.

### COMMUNITY ENVIRONMENTAL GRANTS BREAKDOWN

Moved by: Charles Armstrong  
Seconded by: Byron Vienneau

The Communications Committee receive and file the update of the 2019 Community Environmental Grant Recipients.

## Communications Committee Meeting Minutes

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

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## RESOLUTION NO. CMN-043/19

RESOLVED THAT:

CARRIED

## RESOLUTION NO. CMN-044/19

RESOLVED THAT:

CARRIED

## RESOLUTION NO. CMN-045/19

RESOLVED THAT:

CARRIED

## RESOLUTION NO. CMN-046/19

RESOLVED THAT:

CARRIED



**ROADMAP UPDATE: BEYOND VISION 2020 STRATEGIC PLAN**

RESOLUTION NO. CMN-047/19

Moved by:

Charles Armstrong

Seconded by:

Doug Thompson

RESOLVED THAT:

The Communications Committee receive and file  
SNC's Beyond Vision 2020 Strategic Plan Update.

CARRIED

**ROUNDTABLE DISCUSSION**

- The Communications Committee discussed the following topics:
  - Correspondence letters between MECP, Conservation Ontario and SNC
  - Partner discussions on proposed CA Act changes
  - Communications Work plan to year end, and budget implications for 2020
  - Different ways and opportunities to recognize recurring volunteers and Friends of SNC; discussion around past 70<sup>th</sup> Anniversary event and 2017 Open House as a potential annual event

**CORRESPONDENCE**

- Letter from Minister of the Environment, Conservation and Parks
- SNC Media Response
- SNC letter to Minister of the Environment, Conservation and Parks
- Letter from Michael Brown



**NEXT MEETING:**

- Wednesday, January 29, 2020, 9:00 a.m., SNC

**ADJOURNMENT:**

RESOLUTION NO. CMN-048/19      Moved by: Doug Thompson

RESOLVED THAT:      The Communications Committee meeting of  
September 25, 2019 be adjourned at 12:30 p.m.

CARRIED

\_\_\_\_\_  
Peggy Taylor,  
Committee Chair

/KS

\_\_\_\_\_  
John Mesman,  
Team Lead, Communications



**To:** Board of Directors  
**From:** Angela Coleman, General Manager/Secretary-Treasurer  
**Date:** October 10, 2019  
**Subject:** Update: Upcoming Meeting with Minister of Environment, Conservation, and Parks

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**RECOMMENDATION:**

The Board of Directors receive and file the update concerning the upcoming meeting with the Minister of Environment, Conservation, and Parks.

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**DISCUSSION:**

**Background Correspondence:**

- Please see attached the most recent correspondence from Minister Yurek;
- In September, we provided a letter from the Chair to Minister Yurek;
- The Minister invited South Nation Conservation ("SNC") to a meeting;
- All Conservation Authorities have been granted similar meetings;
- A request for regional meetings was made by Conservation Ontario: to date, the Minister's office maintained individual meetings;
- Staff requested a joint meeting between the 3 Conservation Authorities within the City of Ottawa (Mississippi, Rideau, and South Nation Conservation). A decision from the Minister's office has not yet been received on this request.

**Toronto meeting:**

- A meeting is tentatively scheduled for November 14, 2019 at 2:00 p.m. in Toronto;
- Attendance is being confirmed; however, inviting local MPPs, interested elected officials, and the General Manager is recommended;
- A Minister's briefing has been prepared by SNC for the meeting and is being circulated to the Eastern Ontario Conservation Authorities, Conservation Ontario, and Board Members.

**Local meeting:**

- Staff propose a local meeting on November 7, 2019 at 1:00 p.m. at our office;
- Local elected officials, and CAOs (or their delegates) will be invited;
- The Minister's briefing will form the basis for the discussion.

Angela Coleman,  
General Manager/Secretary-Treasurer.



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Ottawa

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Angus

EC



North  
Grenville



**From:** Minister, MECP (MECP) <[Minister.MECP@ontario.ca](mailto:Minister.MECP@ontario.ca)>  
**Sent:** September 25, 2019 5:15 PM  
**To:** Angela Coleman <[acoleman@nation.on.ca](mailto:acoleman@nation.on.ca)>  
**Cc:** [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca)  
**Subject:** meeting invitation

Ms. Angela Coleman  
General Manager/Secretary Treasurer  
South Nation Conservation

Dear Ms. Coleman,

Through the changes in the *More Homes, More Choice Act*, we are working to focus conservation authorities on their core mandate and to help them to function in a more transparent and open way with municipalities.

Please accept this invitation to meet with staff in my office and ministry officials to have a discussion about the programs and services provided by your conservation authority.

Meetings will held from September 30, 2019 to October 25, 2019, for 90-minute durations. Please contact Kathleen Camacho, Project Assistant, at (416) 314-3880 or [glo@ontario.ca](mailto:glo@ontario.ca) to make arrangements. If you cannot attend a meeting in person at my office, please let us know so that we can make arrangements for either a video-conference or tele-conference.

I look forward to productive discussions.

Jeff Yurek  
Minister of the Environment, Conservation and Parks.



**To:** Board of Directors  
**From:** Linda Hutchinson, Director, Organization Effectiveness  
**Date:** October 9<sup>th</sup>, 2019  
**Subject:** Request for Approval: 2020 Levy

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**RECOMMENDATION:**

The Board of Directors approve the 2020 General and Forest Land Acquisition Levy at approximately \$3,478,942; and

FURTHER THAT: The City of Ottawa be special levied \$50,000 for their share of the Eastern Ontario Water Resource Program (EOWRP) projects; and

FURTHER THAT: The City of Ottawa be special levied \$200,000 for the Ottawa Rural Clean Water Program (ORCWP) projects; and

FURTHER THAT: The City of Ottawa be special levied \$200,000 for the Ottawa Ash Tree Replacement (OATRP) projects; and

FURTHER THAT: The City of Ottawa be special levied \$39,700 for the Ottawa Baseline Monitoring Program.

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**BACKGROUND:**

- SNC's levy is based on the Municipal assessment.
- Ministry of the Environment, Conservation and Parks (MECP) provides assessment value.
- *Conservation Authorities Act: s. 27*
  - The Board can determine if a project benefits one Municipality, several, or all. The Board can then decide on a percentage to charge each Municipality for special project levies. This percentage is appealable to the Mining and Lands Tribunal.
  - The Board may establish a minimum levy.
- Regulations under the *Conservation Authorities Act* allow weighted votes based on amount of general levy paid.
  - The Regulations allow Ottawa 50% of the general levy vote.
  - SNC Tradition is to have one person, one vote, on the levy.
- SNC levy in 2019 was \$5.61 /\$100,000.
- City of Ottawa budget direction for 2020 is 2% cost of living
- City of Ottawa growth estimate for 2020 is 1.5%

**2020 Levy:**

- General and Forest Land Acquisition Levy is based on an estimated 1.5% growth, plus 2% cost of living adjustment.
- The EOWRP levy from the City of Ottawa remains unchanged at \$50,000 for special water quality projects in the City of Ottawa.



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- The ORCWP levy from the City of Ottawa remains unchanged at \$200,000, the ORCWP term is 2016-2020. SNC collects this levy on behalf of the three Conservation Authorities in Ottawa.
- The OATRP levy from the City of Ottawa remains unchanged at \$200,000 for Ottawa Ash Tree Replacement projects introduced in 2018.
- Using the assessment values provided by MECP for the prior year, 2019, the SNC levy in 2020 is estimated, at this point, at \$5.58/\$100,000.

Linda Hutchinson,  
Director, Organization Effectiveness.

Enclosure: 2020 SNC Levy Schedule

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Municipality	Total 2019 General and Forest Land Acquisition	2020 General	2020 Forest Land Acquisition	Total 2020 General and Forest Land Acquisition	Total Dollar Change
Ottawa	\$2,873,511	\$2,720,023	\$240,469	\$2,960,492	\$86,981
Russell	\$131,139	\$127,776	\$11,296	\$139,072	\$7,934
Clarence-Rockland	\$122,248	\$116,083	\$10,263	\$126,345	\$4,097
The Nation	\$87,902	\$85,201	\$7,532	\$92,733	\$4,831
North Dundas	\$85,292	\$83,000	\$7,338	\$90,337	\$5,045
South Dundas	\$79,481	\$75,580	\$6,682	\$82,262	\$2,781
Alfred Plantagenet	\$58,078	\$55,802	\$4,933	\$60,735	\$2,657
Edwardsburgh/Cardinal	\$46,872	\$49,937	\$4,415	\$54,351	\$7,480
North Grenville	\$47,188	\$44,889	\$3,969	\$48,858	\$1,670
Augusta	\$36,576	\$34,509	\$3,051	\$37,560	\$984
North Stormont	\$37,644	\$37,234	\$3,292	\$40,525	\$2,881
Casselman	\$28,832	\$27,177	\$2,403	\$29,580	\$748
North Glengarry	\$13,815	\$13,335	\$1,179	\$14,514	\$699
South Stormont	\$7,612	\$7,259	\$642	\$7,900	\$289
Elizabethtown-Kitley	\$635	\$590	\$52	\$642	\$7
Champlain	\$575	\$548	\$48	\$597	\$21
<b>Total</b>	<b>\$3,657,399</b>	<b>\$3,478,942</b>	<b>\$307,563</b>	<b>\$3,786,505</b>	<b>\$129,106</b>

Special Levy Ottawa - Ottawa Rural Clean Water Program	\$200,000
Special Levy Ottawa - Ottawa Ash Tree Replacement Program	\$200,000
Special Levy Ottawa - Eastern Ontario Water Resources Program	\$50,000
Special Levy Ottawa - Baseline Monitoring Program	\$39,700
<b>TOTAL ALL LEVY</b>	<b>\$4,276,205</b>

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**To:** Board of Directors  
**From:** Alison McDonald, Team Lead, Planning  
**Date:** October 8, 2019  
**Subject:** Request for Approval: Planning and Approvals Fee Administration Policy

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**RECOMMENDATION:**

The Board of Directors approve the South Nation Conservation Planning and Approvals Fee Administration Policy.

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**DISCUSSION:**

In April 2019, Conservation Ontario ("CO") Council endorsed the CO Client Service and Streamlining Initiative. The initiative identifies Conservation Authority ("CA") actions that can assist the Province as it seeks to increase housing supply while protecting people, property, and the environment. CO has asked CAs to draft fee administration policies relating to planning review and permits. CA's designated High Growth, SNC included, are required to make their fee administration policies available online as soon as possible.

The SNC Planning and Approvals Fee Administration Policy (the "Policy") is drafted using the template provided by CO. The template was developed with input from the CO Timely Review and Approvals Taskforce, of which SNC was a member. The Policy outlines the process for determining and implementing SNC's fee schedule for permits and planning review. Notable elements of the Policy include the following:

- i. commitment to design the fee schedule in accordance with the user-pay and cost recovery principals;
- ii. providing notice of significant changes to the fee schedule and commenting opportunity to municipal partners, neighbouring CAs, and the public;
- iii. refusing refunds following the initiation of the planning review or permitting process;
- iv. notification that non-payment may result in an application being deemed incomplete; and
- v. establishment of a fee appeal process.

The Policy will be uploaded to the SNC website upon approval.

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

Compliance with Budget: Compliant with SNC Budget.

SNC Policy Adherence: This Policy clarifies how planning and approvals fees are administered.

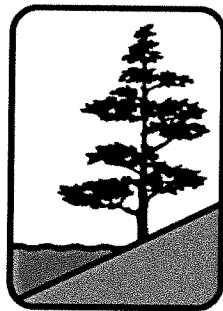
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Alison McDonald,  
Team Lead, Planning.

**Attachments:** SNC Planning and Approvals Fee Administration Policy, October 2019

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**Planning and Approvals  
Fee Administration Policy**

**October 2019**

## Revisions

Revision No.	Board Approval Date	Details
-	---	---
-	---	---



## 1. Purpose

- 1.1 The purpose of this policy is to outline the process for determining and implementing SNC's fee schedules for planning review and permits.
- 1.2 This document has been prepared in conformity with the *Conservation Authorities Act* and the Policies and Procedures for the Charging of Conservation Authority Fees (Ministry of Natural Resources, June 13, 1997).

## 2. Fees

- 2.1 Section 21 (m.1) of the *Conservation Authorities Act* empowers SNC to set rates, charge fees, and collect fees for services rendered.
- 2.2 SNC charges fees for:
  - a) permits under Section 28 of the *Conservation Authorities Act*;
  - b) planning reviews;
  - c) legal inquiries;
  - d) property inquiries; and
  - e) services provided under contracts or agreements.
- 2.3 SNC applies the user-pay principle with the objective of making programs and services self-sufficient and reducing levy requirements.
- 2.4 The fee schedule is designed to recover costs associated with administering and delivering the services.
- 2.5 SNC will consider the following when developing or reviewing its fee schedule:
  - a) the fees of neighbouring Conservation Authorities;
  - b) the level of fees charged by other local municipalities, provincial ministries, and other local agencies that charge for similar services; and
  - c) the complexity of applications and the level of effort required to administer the application.

## 3. Costs used for calculation of fees

- 3.1 Costs used for the calculation of the fee schedule include, but are not limited to:
  - a) Staff salaries and related expenses;



- b) consultants;
- c) compliance costs;
- d) office space;
- e) vehicle costs;
- f) equipment and software;
- g) legal expenses;
- h) insurance;
- i) maintenance and development of public resources (website); and
- j) administrative costs.

#### **4. Collection of fees**

##### **4.1 Payment of fees can be made:**

- a) in person at the SNC Administrative Office during posted business hours;
- b) via the telephone during posted business hours;
- c) via mail; or
- d) via a participating municipal approval authority.

##### **4.2 Payments by credit card are subject to a 3% convenience charge.**

##### **4.3 Fees are collected based on the approved fee schedule in effect on the date the application was accepted as complete.**

#### **5. Non-payment**

##### **5.1 SNC may withhold service until payment is provided.**

##### **5.2 Non-payment may result in an application being deemed incomplete.**

#### **6. Refunds**

##### **6.1 No refunds will be provided for applications that are withdrawn after SNC has initiated the work, planning review, or permitting process.**



## **7. Notice of fee changes**

- 7.1 SNC shall provide notice to Participating Municipality and neighbouring conservation authorities in the event of significant changes to the fee schedule:
- 7.2 Notice shall be delivered via email or standard mail at least 30 days prior to the significant changes to the fee schedule take effect.
- 7.3 The public and common users of the services shall be notified via postings on the SNC website at least 30 days prior to the significant changes to the fee schedule take effect.
- 7.4 Written comments will be accepted any time prior to the significant changes to the fee schedule taking effect.
- 7.5 The annual application of inflationary costs (cost of living adjustments) to fee schedules shall not require notice.

## **8. Appeals**

- 8.1 Any person who considers that SNC has charged a fee that is contrary to the fees set out in the fees schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to SNC in accordance with the procedures set out in this policy and request the fee be changed.
- 8.2 An applicant may request a review of a fee by the General Manager/Secretary-Treasurer.
- 8.3 The applicant shall specify the fee and provide written reasons for the review.
- 8.4 The General Manager/Secretary-Treasurer shall provide a written decision within 7 Business Days that orders:
  - a) the applicant pay the fee in the amount originally charged;
  - b) the fee, as originally charged, be varied; or
  - c) no fee be charged for the program or service.
- 8.5 The decision of the General Manager/Secretary-Treasurer is final.

## **9. Public availability**

- 9.1 The fee schedule and this policy shall be made available on the SNC website.
- 9.2 SNC shall provide the fee schedule and this policy in alternative formats by request in accordance with the *Ontarians with Disabilities Act*.



## 10. Review

- 10.1 This policy shall be reviewed on a regular basis.
- 10.2 The fee schedule shall be reviewed on an annual basis.

## 11. Definitions

- 11.1 In this policy:

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day, and any other day on which SNC has elected to be closed for business.

“Participating Municipality” means a municipality that is designated by the *Conservation Authorities Act* as a Participating Municipality in SNC;

“SNC” means the South Nation River Conservation Authority;

“Staff” means the employees of SNC;





**To:** Board of Directors  
**From:** Alison McDonald, Team Lead, Planning  
**Date:** October 4<sup>th</sup>, 2019  
**Subject:** Update: Provincial Policy Statement Draft Review Policies

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**RECOMMENDATION:**

The SNC Board of Directors receive and file the following update on the Provincial Policy Statement Review.

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**DISCUSSION:**

The Ministry of Municipal Affairs and Housing is consulting on proposed changes to the Provincial Policy Statement (PPS) to support the Housing Supply Action Plan. The PPS sets out the minimum policy requirements; municipalities, as the primary decision-makers, implement the PPS locally. The consultation closes on October 21, 2019.

The provincial government is proposing policy changes to encourage the development of an increased mix and supply of housing; protect the environment and public safety; reduce barriers and costs for development and provide greater predictability; support rural, northern and Indigenous communities; and, support the economy and job creation.

South Nation Conservation (SNC) has delegated provincial authority for Section 3.1 of the PPS in planning review. There are currently no major changes proposed for this section (Protecting Public Health and Safety) pending the ongoing review by the Province's Special Advisor on flooding. Policies are maintained around natural heritage which supports our Natural Features Project with the two United Counties.

SNC also comments on planning reviews from an environmental watershed perspective. The proposed changes strengthen policies around climate change, stormwater management, and propose a voluntary management approach for managing local or regionally significant wetlands. This is consistent with SNC's local approach to wetland regulation.

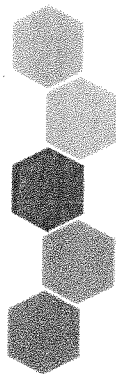
**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget: Not applicable.

SNC Policy Adherence: Staff ensure all plan review comments are consistent with the PPS.

Alison McDonald,  
Team Lead, Planning.





# PROVINCIAL POLICY STATEMENT (PPS) REVIEW

## ONTARIO'S LAND USE PLANNING SYSTEM

### WHAT IS THE PPS?

- The Provincial Policy Statement (PPS) is the primary provincial land use policy document that sets out minimum requirements that apply across Ontario
- The Planning Act requires that all land use planning decisions "shall be consistent with" the PPS
- Municipalities are the primary decision-makers for local communities and implement provincial policies, including the PPS, through official plans and other planning decisions
- Municipalities may build on, but not conflict with, PPS policies to reflect local context
- PPS policies are intended to help protect what matters most by providing policy direction related to growth and development, the use and management of resources, and the protection of the environment and public health and safety

### GOVERNMENT COMMITMENT TO REVIEW THE PPS

- In early 2019, engagement on the PPS was undertaken as part of the Increasing Housing Supply Consultations
- Input received helped to inform the development of the **More Homes, More Choice: Ontario's Housing Supply Action Plan**, released in May 2019
- Through the Action Plan, the government signaled its intention to review the PPS

### HOW CAN I LEARN MORE & PROVIDE FEEDBACK?

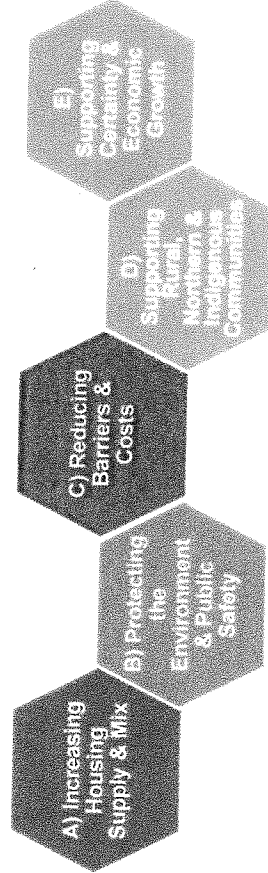
For details on specific policy changes, the draft PPS is available online at: [ero.ontario.ca/notice/019-0279](http://ero.ontario.ca/notice/019-0279)

If you are interested in providing written feedback during the 90-day consultation period (July 22, 2019 – Oct 21, 2019), you may do so by either:

- Submitting comments through the Environmental Registry of Ontario at: [ero.ontario.ca/notice/019-0279](http://ero.ontario.ca/notice/019-0279)
- Emailing [planningconsultation@ontario.ca](mailto:planningconsultation@ontario.ca)

## PROPOSED PPS POLICY AREAS

The government is proposing PPS changes to reflect Ontario's changing needs across 5 key areas:



### QUESTIONS FOR CONSIDERATION

The government wants your feedback on the PPS draft policies and would like your views on the following questions:

- Do the proposed policies effectively support goals related to increasing housing supply, creating and maintaining jobs, and red tape reduction while continuing to protect the environment, farmland, and public health and safety?
- Do the proposed policies strike the right balance? Why or why not?
- How do these policies take into consideration the views of Ontario communities?
- Are there any other policy changes that are needed to support key priorities for housing, job creation, and streamlining of development approvals?
- Are there other tools that are needed to help implement the proposed policies?

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# PROVINCIAL POLICY STATEMENT (PPS) REVIEW



## A Increasing Housing Supply & Mix

A stable housing market with sufficient supply will help make housing more attainable and affordable for the people of Ontario. It will also attract new investment and create investment-ready communities that are attractive to employers and provide workers with places to live

The PPS draft policies would:

- Increase land supply requirements that municipalities must meet:
  - Increase planning horizon from 20 to 25 years
  - Increase housing land supply from 10 to 12 years
  - Allow higher minimum requirement for serviced residential land (5 years) for upper- and single-tier municipalities
- Update provincial guidance to support land budgeting (i.e. Projection Methodology)
- Increase flexibility for municipalities related to the phasing of development form
- Add flexibility to the process for settlement area boundary expansions (e.g. allow minor adjustments subject to specific tests, highlight that study requirements should be proportionate to the size/scale of development)
- Support the development of housing to meet current and future housing needs, and add reference to housing options and market-based needs
- Require transit-supportive development and prioritize intensification, including potential air rights development, in proximity to transit, including corridors and stations
- Support municipalities in achieving affordable housing targets by requiring alignment with Housing and Homelessness Plans
- Broaden PPS policies to enhance support for development of long-term care homes

## D Supporting Rural, Northern & Indigenous Communities

Rural, northern and Indigenous communities are vital to Ontario's continued prosperity and overall well-being

The PPS draft policies would:

- Allow flexibility for communities by clarifying perceived barriers to sewage and water servicing policies for lot creation and development in rural settlement areas
- Enhance municipal engagement with Indigenous communities on land use planning to help inform decision-making, build relationships and address issues upfront in the approvals process
- Promote an agricultural systems approach to enhance agricultural protections to support critical food production and the agricultural sector as a significant economic driver

## B Protecting the Environment & Public Safety

The Made-in-Ontario Environment Plan includes a commitment to review land use policies that are critical to managing the impacts of a changing climate. Planning for extreme weather events helps protect people and property and makes financial sense

The PPS draft policies would:

- Enhance direction to prepare for impacts of a changing climate
- Enhance stormwater management policies to protect water and support climate resiliency
- Promote the on-site local reuse of excess soil
- Maintain current policies related to natural and human made hazards which directs development away from hazardous areas including flood-prone areas in order to protect public health and safety, while work by the Special Advisor on flooding is underway
- Maintain current policies that require municipalities in southern Ontario to identify natural heritage systems, and provide flexibility as to how to achieve this outcome
- Provide a new, voluntary management approach for managing local or regionally-significant wetlands
- Maintain protections for the Greenbelt

## E Supporting Certainty & Economic Growth

Economic opportunities and continued investment are vital to supporting jobs and the continued economic well-being of all Ontarians. Supporting jobs is a key priority of Ontario's Open for Business agenda

The PPS draft policies would:

- Encourage municipalities to facilitate conditions for economic investment
- At the time of official plan review or update, encourage municipalities to assess locally-identified employment areas to ensure designations are appropriate
- Provide municipalities with greater control over employment area conversions to support the forms of development and job creation that suit the local context (current and future)
- Provide enhanced direction for land use compatibility and stronger protection for major facilities such as manufacturing and industrial uses where non-employment uses are planned nearby (i.e. buffering uses from new sensitive uses)

## C Reducing Barriers & Costs

A streamlined land use planning and development process which protects what is important – while reducing barriers and costs – supports economic growth and investment and the continued prosperity of Ontarians

The PPS draft policies would:

- Require municipalities to take action to fast-track development applications for certain proposals (e.g. housing)
- Allow mineral aggregate operations to use rehabilitation plans to demonstrate that extraction will have no negative impacts
- Align policies and definition of cultural heritage with recent changes to the Ontario Heritage Act
- Refocus PPS energy policies to support a broad range of energy types and opportunities for increased energy supply
- Ground mounted solar would be permitted in prime agricultural and specialty crop areas as an on-farm diversified use
- Make minor changes to streamline development approvals and support burden reduction

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**To:** Board of Directors  
**From:** Monique Sauve, Lead Inspector - Part VIII - OBC - Septic Systems  
**Date:** October 3, 2019  
**Subject:** Update: Proposed Changes to the Ontario Building Code

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**RECOMMENDATION:**

The Board of Directors receive this update on the Provincial government's proposed changes to the Ontario Building Code.

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**DISCUSSION:**

The Ministry of Municipal Affairs and Housing ("MMAH") has opened public consultation regarding evaluating and updating the Ontario Building Code (the "OBC"). The *Building Code Act* and OBC govern the construction of new buildings and the renovation of existing buildings. South Nation Conservation is a principal authority under the OBC with the Septic Program administering Part VIII of the OBC – Private Sewage Systems – on behalf of thirteen participating municipalities.

The most significant proposed change is the establishment of a new administrative authority to deliver building services on a cost recovery basis, funded by the building sector. To achieve full cost-recovery, the administrative authority will charge an additional, fee on municipal building permit applications. The levy will be calculated as a percentage of the estimated construction value; anticipated to be 0.016%. Municipalities will be able to enter into agreements with the administrative authority to deliver full or partial building services on their behalf. The stated goal is to deliver services more efficiently and promote a consistent approach to OBC interpretation and application.

MMAH is also considering implementing continuing professional development requirements for all qualified building code professionals. This would be implemented along with an enforcement and compliance process for building code professionals that includes a mandatory code of conduct and a formal complaints process.

Further, MMAH is proposing an administrative penalty framework (in addition to court applications) to enhance principal authorities' powers to address non-compliance and contraventions.

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

Compliance with Budget: Not applicable at this time.

SNC Policy Adherence: Staff will monitor and provide updates regarding any changes to the OBC.

*Monique Sauvé*

Monique Sauve,  
Lead Inspector - Part VIII - OBC Septic Systems.



**To:** Board of Directors  
**From:** John Mesman, Team Lead, Communications and Outreach  
**Date:** October 7, 2019  
**Subject:** Update: Municipal Memorandums of Agreement

---

**RECOMMENDATION:**

The Board of Directors receive and file the summary of Memorandums of Agreement with partner Municipalities.

---

**DISCUSSION:**

South Nation Conservation (SNC) regularly works with member municipalities through agreements to provide cost-effective, streamlined services to municipalities and residents.

When completing work on behalf of municipal partners, municipalities provide Council Resolutions to support a delegated authority or responsibility and SNC enters into agreement to complete associated work and recover costs.

Some examples of current municipal agreement types include:

- Conservation Area Management
- Municipal Parks and Trails
- Docks and Boat Launches
- Forest Management
- Forestry Programs
- Projects on Municipal Land
- Butternut Compensation
- Floodplain Mapping
- Planning Advisory and Technical Review Services
- Sewage System Inspection Program
- Clean Water Act (Part IV): Risk Management Office

Recent communication from the Province has emphasized the need to have agreements in place with municipalities to undertake work on their behalf.

SNC has approximately 75 agreements with municipalities and regularly works with its partners to review and update memorandums of agreement.

Updates will be presented to the SNC Board of Directors for approval.



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

Compliance with Budget:

Revenue associated with municipal agreements are included in the Draft 2020 SNC Budget.

SNC Policy Adherence:

Agreements will adhere to all SNC Policies.

John Mesman,  
Team Lead, Communications and Outreach

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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

**To:** Board of Directors  
**From:** Sandra Mancini, Team Lead, Engineering  
**Date:** October 3<sup>rd</sup>, 2019  
**Subject:** Request for Approval: Memorandum of Agreement: Raisin Region Conservation Authority

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**RECOMMENDATION:**

The Board of Directors approve entering into a Memorandum of Agreement with the Raisin Region Conservation Authority to complete the St. Lawrence River Hazard Mapping.

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**DISCUSSION:**

To complete the St. Lawrence River Hazard Mapping Project, South Nation Conservation (SNC) partnered with the Town of Prescott; Augusta Township; Township of Edwardsburgh Cardinal; United Counties of Leeds and Grenville; Township of South Dundas; Township of South Stormont; United Counties of Stormont, Dundas and Glengarry; Parks of the St. Lawrence; Raisin Region Conservation Authority (RRCA); and Ontario Power Generation.

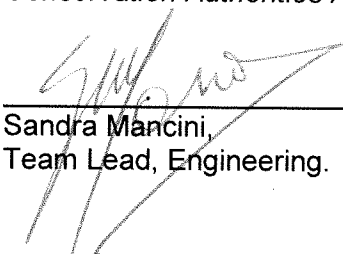
The project included the acquisition of high-resolution LiDAR imagery and delineation of the 1:100 year flood line, based on the St. Lawrence River Flood Levels Inland Water Directorate, Environment Canada (July 1993). The study extends from the west end of Augusta Township to the east end of the Township of South Stormont. A portion of the study area is within the RRCA's jurisdiction.

In order to complete the project, a Memorandum of Agreement with RRCA is required. SNC would delineate the draft flood line and RRCA would be responsible for the review and approval of the flood line within their jurisdiction.

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

Compliance with Budget: St. Lawrence River – Hazard Mapping Project is included in the 2019 SNC Budget under Approvals – Projects: St. Lawrence – Hazard Mapping, pages 74 and 75. Federal funding was obtained for this project.

SNC Policy Adherence: Ministry of Natural Resources and Forestry's Natural Hazards Technical Guide (MNR, 2002, Conservation Ontario Guidelines (2005), and SNC policies regarding Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation" – Ontario Regulation 170/06 Pursuant to Section 28 of the *Conservation Authorities Act*.

  
Sandra Mancini,  
Team Lead, Engineering.

000046



**To:** Board of Directors  
**From:** Sandra Mancini, Team Lead, Engineering  
**Date:** October 10<sup>th</sup>, 2019  
**Subject:** Request for Approval: Flood Risk Mapping

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**RECOMMENDATION:**

The Board of Directors approve the East York Creek, and Castor River Flood Risk Mapping reports and associated maps as the best information available to establish flood and regulation limits along the three watercourses; and

FURTHER THAT: The reports and maps be used by South Nation Conservation's planning and regulations programs and other watershed management activities effective immediately.

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**DISCUSSION:**

Residents from the East York Creek, and Middle Castor River areas were invited to the open house hosted by South Nation Conservation Authority (SNC) at the Russell Township municipal office on October 9<sup>th</sup>, 2019.

Invitations were sent to 150 property owners and 21 stakeholders (ex: SNC member municipalities, utility companies, school boards, First Nation Councils, provincial and federal government, etc.). Public notice of the meeting was published in Russell Villager, local newspaper, 20 days before the meeting, and promoted via SNC's website, social media, and a press release.

There were approximately 25 visitors consisting of landowners, developers, consultants and politicians. Visitors met with staff, one-on-one, to view proposed maps, and property-specific information on computer displays.

The following verbal and written feedback was provided:

- Attendees found the event informative and valued the personal interaction with staff;
- Questions asked included:
  - What is floodplain;
  - What is erosion;
  - Is my property in a floodplain;
  - Is my property in the regulated area;
  - How would this affect current/future development in the area;
  - What are the natural hazards regulations and what does it mean;
  - Can I build a shed in the regulated area;
  - Why is floodplain bigger/smaller on my lot;
  - When will the regulations be passed; and
  - Will I be able to develop my land.



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None of the public feedback received implicates the SNC regulation limit. The 1:100 year flood lines delineated for these reaches are suitable for use in the SNC regulation limits mapping (referred to in Section 2 of Ontario Regulation 170/06) and in municipal land use planning and development approval processes under the *Planning Act*.

Upon Board approval, the mapping will be sent to the Ministry of Natural Resources and, Forestry (MNR) and the City of Ottawa.

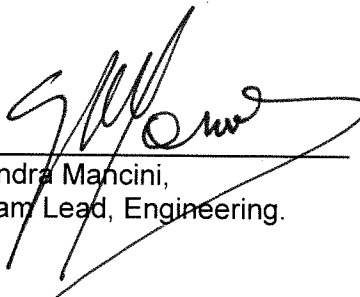
**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget:

These projects were included in the 2019 SNC Budget under Property and Approvals Projects, Page 72 and 73.

SNC Policy Adherence:

MNR's Natural Hazards Technical Guide (MNR, 2002, Conservation Ontario Guidelines (2005), and SNC Policies regarding Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation" – Ontario Regulation 170/06 Pursuant to Section 28 of the *Conservation Authorities Act* of Ontario



Sandra Mancini,  
Team Lead, Engineering.

000048





**To:** Board of Directors  
**From:** Ronda Boutz, Team Lead, Special Projects  
**Date:** October 4, 2019  
**Subject:** Request for Approval: UCPR Roadside Tree Planting Agreement

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**RECOMMENDATION:**

The Board of Directors approve entering into an agreement with the United Counties of Prescott and Russell for a 2019 Roadside Tree Planting program.

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**DISCUSSION:**

The United Counties of Prescott and Russell (UCPR) are interested in piloting the Roadside Tree Planting program in UCPR this fall. South Nation Conservation (SNC) currently delivers this program to the United Counties of Stormont, Dundas and Glengarry.

SNC would provide the following services as part of the Roadside Tree Planting program:

- Initial site inspection, in conjunction with UCPR staff, to assess suitability of the proposed site;
- Prepare planting plan for the site which considers soil suitability, utility obstructions, and right-of-way width;
- Work with UCPR to contact landowners adjacent to the planting site; and
- Coordinate site preparation and planting.

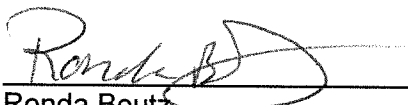
Delivery of the Roadside Tree Planting program would be 100% cost-recovery for SNC. The budget for the pilot site is approximately \$7,500.

Staff are requesting Board approval to enter into agreement with UCPR to deliver this pilot program.

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

Compliance with Budget: Funding to undertake this pilot is from the 2019 UCPR Woodlot Advisory Service (funded annually by UCPR). Funding is included in the 2019 Budget under Science and Research: Stewardship: Forests on pages 22-23.

SNC Policy Adherence: All program expenditures would adhere to SNC's Purchasing Policy. Field work completed by SNC staff will adhere to SNC's Health and Safety Policies and Procedures.

  
Ronda Boutz,  
Team Lead, Special Projects.



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**To:** Board of Directors  
**From:** Alison McDonald, Team Lead, Approvals  
**Date:** October 10, 2019  
**Subject:** Update: Forest Cover Working Group

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**RECOMMENDATION:**

The Board of Directors receive and file the update on the Forest Cover Working Group.

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**DISCUSSION:**

The Board of Directors approved a Forest Conservation Special Levy in 2017; this levy supported work of the Agricultural Forest Cover Committee (2017), and Forest Conservation Working Group (2018). *Protecting and Increasing Forest Cover in the South Nation Jurisdiction* was a report produced by the Working Group in 2018. This report contained recommended actions that would protect or increase the forest cover in our region. Tree canopy policies and tree conservation by-laws were included as a municipal recommendation in this report.


On March 31st, 2019, Bill 68 came into effect and amended the *Municipal Act* to require municipalities to adopt and maintain policies detailing how the municipality will protect and enhance the tree canopy and natural vegetation. All local municipalities worked with SNC to update or create policies around protecting and enhancing tree cover. Some municipalities rely on existing official plan policy, and some have created new policies to address known gaps in their policy framework.

Two municipalities have Council direction to draft tree conservation by-laws and have engaged SNC staff in the drafting and review. One municipality recently circulated the draft by-law to local agricultural organizations on SNC's recommendation. This by-law was drafted by municipal staff. Staff have given preliminary feedback on the by-law and requested more clarification on the parameters for permit review.

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

Compliance with Budget: Not applicable.

SNC Policy Adherence: Not applicable.

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

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000050



**To:** Board of Directors  
**From:** Alison McDonald, Team Lead, Approvals  
**Date:** October 3<sup>rd</sup>, 2019  
**Subject:** Update: Planning Activity

---

**RECOMMENDATION:**

The Board of Directors receive and file the Planning Activity update as presented.

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**DISCUSSION:**

SNC staff provide comments on planning applications and technical reviews to support planning applications. Applications are sent to SNC by local Municipalities; costs are recovered according to the Board approved fee schedule.

The list below includes planning applications received in September. Pre-consultations are not included in this list.

#	SNC Number	Landowner Name	Former Municipality	Application
1	SNC-6624-2019	Erika Morin	Vankleek Hill	Severance
2	SNC-6625-2019	Allensite Farms Inc. / Murray Allen	Longueuil	Severance
3	SNC-6626-2019	Diane & Denise Guindon	Plantagenet	Severance
4	SNC-6627-2019	Riverdown Holsteins Inc.	Osgoode	Severance
5	SNC-6629-2019	Sara and Vern Janes	Matilda	Severance
6	SNC-6630-2019	Robert Pap	Clarence	Minor Variance
7	SNC-6631-2019	Denis and Laura Villeneuve	Osnabruck	Severance
8	SNC-6632-2019	Charlene Molson	Augusta	Severance
9	SNC-6633-2019	Estate of Mary Rupp	Kenyon	Severance
10	SNC-6634-2019	Ray and Diane Scisons	Smiths Falls	Severance
11	SNC-6635-2019	Dennis and Mary Fife	Finch	Severance
12	SNC-6636-2019	Joseph Kensley and Leona McGillis Kensley	Cornwall	Severance
13	SNC-6637-2019	Vriend Construction / Chris Vriend	Winchester	Minor Variance



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#	SNC Number	Landowner Name	Former Municipality	Application
14	SNC-6638-2019	Dean Ford Patterson	Osgoode	Severance
15	SNC-6639-2019	Not provided	Russell	Zoning By-Law Amendment
16	SNC-6642-2019	Marlene Cruickshank	Matilda	Severance
17	SNC-6644-2019	Immobilia Properties Inc. / André Jr. Dupuis	Clarence	Minor Variance
18	SNC-6645-2019	Ray and Diane Scissons	Smiths Falls	Severance
19	SNC-6647-2019	Alain Potvin	Clarence	Severance
20	SNC-6649-2019	Not provided	Clarence	Zoning By-Law Amendment
21	SNC-6650-2019	André Lefebvre	North Plantagenet	Subdivision
22	SNC-6651-2019	Greely Family Farms Inc.	Osgoode	Severance
23	SNC-6653-2019	Michel Benoit Lacasse and Lise Cecile Lacasse	Clarence	Severance
24	SNC-6657-2019	Leo and Donald Jobin	Clarence	Severance
25	SNC-6658-2019	Estate of François Rozon	East Hawkesbury	Severance
26	SNC-6660-2019	Marcel Huot	Cambridge	Severance
27	SNC-6661-2019	Marcel Huot	Cambridge	Severance
28	SNC-6663-2019	Sue MacPhail	Cornwall	Severance
29	SNC-6665-2019	Tomlinson Development Corporation	Gloucester	Severance
30	SNC-6667-2019	Greely Family Farms Inc.	Osgoode	Severance
31	SNC-6668-2019	Greely Family Farms Inc.	Osgoode	Severance
32	SNC-6669-2019	Kathleen O'Driscoll	Osgoode	Severance

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### Technical Reviews

SNC offers professional and technical review services in engineering, hydrogeology, biology, and private servicing. The following table includes the technical reviews completed in September.

#	SNC Number	Development Size	Review Type
1	SNC-6501-2019	Area ≤ 2ha	Stormwater Review
2	SNC-5376-2017	Area ≤ 2ha	Stormwater Review
3	SNC-6593-2019	Area ≤ 2ha	Stormwater Review
4	SNC-4950-2017	Area ≤ 2ha	Stormwater Review
5	SNC-5538-2018	Area ≤ 2ha	Stormwater Review
6	SNC-6486-2019	Area ≤ 2ha	Stormwater Review
7	SNC-6672-2019	Area ≤ 2ha	Stormwater Review
8	SNC-6391-2019	Area < 0.5ha	Stormwater Review
9	SNC-6673-2019	Area > 2ha	Stormwater Review
10	SNC-6671-2019	Small Scale Development	Stormwater Review
11	SNC-6585-2019	Small Scale Development	Environmental Impact Assessment
12	SNC-6501-2019	Area ≤ 2ha	Environmental Impact Assessment
13	SNC-6660-2019	Small Scale Development	Environmental Impact Assessment
14	SNC-6585-2019	Small Scale Development	Geotechnical Review
15	SNC-6162-2018	Area < 0.5ha	Hydrogeological review

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

Alison McDonald,  
Team Lead, Planning.



**To:** Board of Directors  
**From:** Geoff Owens – Regulations Officer  
**Date:** October 4, 2019  
**Subject:** Request for Approval: Permits Issued

## RECOMMENDATION:

The SNC Board of Directors approve permits 163 - 178 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

## 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 September 6, 2019.

#	Permit No.	Landowner	Former Municipality	Project
163	2018-ALP-R028	Philippe Henrard	N. Plantagenet	Watercourse Alteration
164	2019-ALP-R210	Twp. Alfred-Plantagenet	Plantagenet	Municipal Drain Improvement
165	2019-ALP-R220	Andre Michaud	N. Plantagenet	Install Pool
166	2019-AUG-R202	Harold Selleck	Augusta	Erosion Control
167	2019-CUM-R176	City of Ottawa	Cumberland	Culvert Replacement
168	2019-GLO-R222	Scott Winfield	Gloucester	Construct Single-Family Dwelling and Septic System
169	2019-OSG-R213	Hamid Mottaghi	Osgoode	Construct Septic System
170	2019-OSG-R218	City of Ottawa	Osgoode	Install a Monitoring Well
171	2019-EDW-R208	Edwin Macmillan	Cardinal	Install Pool
172	2019-EDW-R215	Nancy Theede	Edwardsburgh	Demolish Existing Cottage, Replace Septic System, Rebuild Home
173	2019-NAT-R201	Celyne Laflamme	Cambridge	Erosion Control
174	2019-NAT-R206	Nicholas Bergeron	Cambridge	Construct Garage
175	2019-NDU-R219	South Nation Conservation	Chesterville	Concrete Repairs

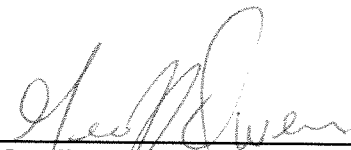
176	2019-NST-R101	Hanspeter Tanner	Finch	Install Culvert
177	2019-RUS-R159	Mathieu Corriveau	Russell	Construct Residential Dwelling
178	2019-RUS-R217	Jean-Pierre Bergeron	Russell	Construct House and Septic

### Complaints/Issues:

Sites visited in 2019 through the regulatory program: 11

Location	Issue	Outcome
Clarence-Rockland	Excavation within SNC regulated area	Landowner going through retroactive permit process
Russell	Large scale soil dumping across from Quarry	No regulated area, will review with Planning and Township staff.
North Dundas	Watercourse section filled in without permit (from 2018, follow up meeting 2019)	Landowner going through retroactive permit process
North Dundas	Development project started without permit	Landowner going through retroactive permit process
Alfred-Plantagenet	Watercourse interference (from 2018 follow up Spring site visit)	Landowner is saying they will continue to co-operate to resolve
South Dundas	Tree clearing associated PSW	Landowner agreed not to cut into PSW
Augusta	Road through PSW	Road removed outside licensed aggregate pit, area working with MNRF and landowner.
Nation	Works within a regulated landslide area	Technical team determining requirements for next steps
Edwardsburg-Cardinal	Watercourse Clean-Out	Landowner going through retroactive permit process
Edwardsburgh-Cardinal	Interference with a PSW	Return site visit with landowner scheduled to determine next steps.
North Dundas	Building located in a Floodplain	Return Site visit, building not relocated as requested, will follow up 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.

000055



**To:** Board of Directors  
**From:** Pat Piitz, Team Lead, Property  
**Date:** October 2, 2019  
**Subject:** Request for Approval: Funding Applications

---

**RECOMMENDATION:**

The Board of Directors approve the submission of funding applications to:

1. **Wildlife Habitat Canada:** requesting \$30,000 for habitat restoration on SNC Community Lands.
2. **One Tree Planted:** requesting \$10,000 for habitat restoration on SNC Community Lands.

---

**DISCUSSION:**

External funding programs have been identified by staff as potential sources of revenue for South Nation Conservation (SNC) projects. The following grant applications have been submitted; SNC is seeking retroactive approval from the Board:

1. **Wildlife Habitat Canada (WHC): SNC submission in partnership with the Ontario Heritage Trust**

- **Project:** Habitat Restoration and Invasive Species Control: Gamble Property
- **Request:** \$30,000
- **Program will fund:** Up to 50% of project costs.
- **Purpose:** To restore habitat lost due to Emerald Ash Borer infestation and invasive Buckthorn. Project will include creating satellite plantings of tolerant hardwoods after removal of dead ash and removal and eradication of buckthorn.
- **Deadline:** October 16, 2019 (retroactive approval).

2. **One Tree Planted:**

- **Project:** Habitat Restoration: Gamble Property
- **Request:** \$10,000\*
- **Program will fund:** Up to \$0.80/tree for each tree planted.
- **Purpose:** To restore habitat lost due to Emerald Ash Borer infestation, native trees will be planted to replace dead or dying ash trees.
- **Deadline:** no deadline, application submitted in tandem with the WHC; (retroactive approval).






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\*Funding would contribute towards SNC's required 50% match to the WHC application.

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

Compliance with Budget: No impact on the 2019 budget. Subject to approval of the 2020 Budget, SNC's contribution would be staff time and equipment under the Property: Community Lands.

SNC Policy Adherence: All project expenditures will adhere to SNC's Purchasing Policy, including seeking three quotes and required authorizations according to purchasing limits. All work undertaken to complete the projects will adhere to SNC's Health and Safety Policies and Procedures. Complies with SNC Forest Policy (BD-166/12) and the SNC Forest Management Plan.

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

000057



**To:** Board of Directors  
**From:** Graham Waugh, Water Resources Engineer  
**Date:** October 3<sup>rd</sup>, 2019  
**Subject:** Request for Approval: Flood Forecasting Expenditures

**RECOMMENDATION:** The SNC Board of Directors approve hiring consultants to complete the following tasks:

1. Calibration of flood forecasting model at an upset limit of approximately \$20,000.00, plus HST.
2. Upgrade the SNC GeoPortal Website to facilitate real-time flood forecasting updates at an upset limit of approximately \$20,000.00, plus HST.

**DISCUSSION:** South Nation Conservation (SNC) has partnered with the City of Ottawa to complete an Emergency Management Toolkit for flood forecasting.

Funding from the National Disaster Mitigation Program (NDMP) was obtained for the City of Ottawa Emergency Management Toolkit Project under Intake 5. The project must be completed by March 31<sup>st</sup>, 2020.

Staff is proposing to hire consultants to complete the following tasks for this project:

1. Calibration of flood forecasting model
2. Upgrade the SNC GeoPortal Website to facilitate real-time flood forecasting updates

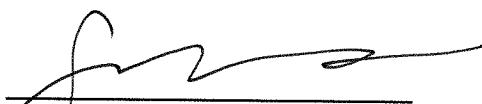
**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

**Compliance with Budget:**

The City of Ottawa Emergency Management Toolkit Project is not included in the 2019 budget as project funding was secured in April 2019. SNC funds will be offset by the 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 Chair or Vice-Chair; Purchase Order will be authorized by a signing officer.

  
Graham Waugh,  
Water Resources Engineer.



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**To:** Board of Directors  
**From:** Pat Piitz, Team Lead Property  
**Date:** October 9<sup>th</sup>, 2019  
**Subject:** Request for Approval: Vehicle Purchase and Disposal

**RECOMMENDATION:**

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

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

**DISCUSSION:**

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

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

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

In addition, staff recommend that the Board approve disposal of a 2012 Mazda C3. The vehicle is seven years old and the odometer reading is 202,553 kilometers. Disposals will be scheduled at the end of the field season.

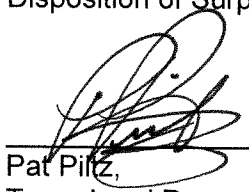
**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget:

Vehicle purchase is included in the 2019 SNC Budget under Property: Vehicles and Equipment – Capital Expense: \$30,000 pages 52-53.

SNC Policy Adherence:

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

  
Pat Piitz,  
Team Lead Property.

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**To:** Board of Directors  
**From:** Simon Thibeault, Accountant  
**Date:** October 2, 2019  
**Subject:** Request for Approval: Monies Received and Disbursement Register for September 2019

**RECOMMENDATION:**

The Board of Directors receive and file the money received report for September 2019; and

FURTHER THAT: The Board approve the Disbursement Register of \$ 470,247.73 for September 2019.

**BACKGROUND:**

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

**RECEIVED FROM**

**September 2019**

City of Ottawa	239,440.50
Ministry of Natural Resources	91,070.44
Township of Russell	43,713.00
HST/GST Report	39,776.59
Septic Revenue	34,472.02
Corporation of the Nation Municipality	29,300.00
Township of North Dundas	28,430.66
Planning Revenue	27,052.50
Municipality of South Dundas	26,493.00
Township of Alfred and Plantagenet	19,603.66
Corporation of the Municipality of North Grenville	16,016.33
Township of North Stormont	12,548.00
Village of Casselman	9,807.00
Ottawa Carleton District School Board	7,824.01
Royal Bank of Canada	5,562.55
Canadian Parks and Recreation Association	5,167.83
Corporation of the Township of North Glengarry	4,605.00
Township of South Stormont	2,538.00
Communication	1,399.60
Land	2,147.50
Other	5,095.17
<b>TOTAL \$</b>	<b>652,063.36</b>

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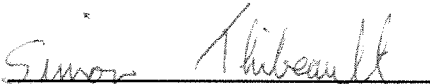
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**September 2019**

	<b><u>Total</u></b>
Accounts Payable Cheques	99,692.88
Internet Banking	32,472.33
Electronic Funds Transfer Payment	90,431.82
Payroll	247,650.70
<b>TOTAL \$</b>	<b>470,247.73</b>

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

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

  
Simon Thibeault,  
Accountant.

Attachment

000061

Number	Code	Accounts Payable checks	Amount
18917	AOFF0180	ASSOCIATION OF FUNDRAISING PROFESSIONALS	365.00
18918	ATRE0095	2018-EAB-036	1,500.00 Ash Tree Grant
18919	ATRE0096	2019-EAB-037	999.99 Ash Tree Grant
18920	ATRE0097	2019-EAB-004	500.00 Ash Tree Grant
18921	ATRE0098	2018-EAB-071	2,500.00 Ash Tree Grant
18922	BRSA0590	BRAZEAU SANITATION INC.	791.00
18923	BUSI0578	DESJARDINS CARD SERVICES (STAPLES)	749.57
18924	CANT1020	CANADIAN TIRE ROADSIDE ACCEPTANCE LTD.	1,174.47
18925	CR201050	CITY OF CLARENCE - ROCKLAND	380.00
18926	DASI1610	DAVE'S RELIABLE SIGNS	7,684.00 Property Identification Signs
18927	DDPR1500	D&D MARKET	454.82
18928	DHFE1580	D & H FENCING	103.96
18929	HIVA3430	HILL & VALLEY WATER SYSTEMS	5,638.70 Water Treatment System
18930	LASE5800	LALONDE SERVICE	3,983.25 Grass cutting May - Aug
18931	MOTI5525	MOREWOOD TIRE SERVICES	28.25
18932	RON57545	782324 ONTARIO INC.	377.34
18933	ROSA2000	ROGER SALMON	1,102.88
18934	SPBR8250	SPRING BREEZE YARD CARE LTD.	565.00
18935	TRTO8830	TREE TOP SERVICES	932.25
18936	VIDA8990	VINCENT DAGENAIS GIBSON LLP	3,047.05 Professional Services, Legal
18937	ATRE0062	2018-EAB-034	943.85 Ash Tree Grant
18938	CLHB1058	CLHB EXPLORATION SVC LP C3191	46,049.20 LiDAR - St Lawrence Hazard Mapping
18939	EAST2010	EASTERN ONTARIO GRAPHICS LTD.	135.60
18940	PEPR1040	WELLS & SONS CONSTRUCTION LTD	960.00
18941	PR207531	UNITED COUNTIES OF PRESCOTT & RUSSELL	360.00
18942	RU207530	RUSSELL TOWNSHIP	772.45
18943	ATRE0099	2019-EAB-046	1,630.94 Ash Tree Grant
18944	ATRE0100	2018-EAB-070	4,000.00 Ash Tree Grant
18945	ATRE0101	2019-EAB-040	1,000.00 Ash Tree Grant
18946	ATRE0102	2019-EAB-017	5,000.00 Ash Tree Grant
18947	AULT0138	AULT & AULT	333.03
18948	CANT1020	void	0.00
18949	COCO1270	COTNAM HOLDINGS	14.00
18950	HIVA3430	HILL & VALLEY WATER SYSTEMS	716.42
18951	JRAD4004	J&R ADAMS LTD.	194.02
18952	KIMS4530	KIM'S MOBILE LOCKSMITH SERVICE	42.04
18953	MCFE5570	MC GEE FENCING INC	898.35
18954	MJEN5430	MUNICIPAL ENGINEERS ASSOCIATION	40.96
18955	OSTW6720	OSGOODE TOWNSHIP MUSEUM	100.00
18956	PURO7040	PUROLATOR COURIER LTD.	67.46
18957	SDGF9035	2019-SDGWAS-020	500.00 MFTIP - SDG Grant
18958	SNCW0408	2019-NAT-CW10	1,000.00 Clean Water - Grant
18959	TRTO8830	TREE TOP SERVICES	2,057.03
			99,692.88
		<b>Internet Banking</b>	
20190912	BAMO0650	THE BANK OF MONTREAL	8,346.84
20190926	BAMO0650	THE BANK OF MONTREAL	8,346.84
10001000	BELL0510	BELL CANADA	54.14
10001001	BELL0510	BELL CANADA	198.86
10001003	BELL0510	BELL CANADA	80.21
10001006	BELL0510	BELL CANADA	1,031.69
20190930	COBU1230	COMWAVE BUSINESS CARE	180.45
10001013	FIFE2505	FINCH FEED & SEED LTD. PURINA	492.51
10000993	HYDR3560	HYDRO ONE	93.28
10000997	HYDR3560	HYDRO ONE	1,907.94
10007842	HYDR3560	HYDRO ONE	31.55
10008107	HYDR3560	HYDRO ONE	36.04
10001007	MACE5505	MACEWEN PETROLEUM INC.	1,390.19
20190912	PAYW0139	Payworks	121,943.66 Pay 19
20190926	PAYW0139	Payworks	118,456.00 Pay 20
20190930	PAYW0139	Payworks	7,251.04 Board
20190930	ROBA7530	ROYAL BANK OF CANADA	770.05
10001005	TELU8550	TELUS MOBILITY	1,649.07
10001008	UNIO9003	UNION GAS LIMITED	6,312.80
20190917	VISA7604	VISA	1,549.87
			280,123.03
		<b>EFT Payment</b>	
8551	AC401010	ANGELA COLEMAN	1,753.56
8552	BUFF0576	BUFFETT TAYLOR & ASSOCIATES INSURANCE AGENCIES INC.	14,785.70
8553	CG403431	CAROLINE GOULET	11.68
8554	COAU1115	COOTER'S AUTOMOTIVE	676.86
8555	COMM1130	UNIVERSAL FIELD SUPPLIES	433.92
8556	DF402060	DAVID FITCH	167.33
8557	EMHA2000	EMOND HARNDEN	348.04
8558	INLI4280	INDEPENDENT LINEN SERVICE	58.34
8559	JH403536	JAMES HOLLAND	611.32
8560	LANN5020	LANNIN'S GARAGE	2,421.45
8561	LOAU1000	LOCAL AUTHORITY SERVICE LTD	723.20

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8562	MCHR5580	McCONNELL HR CONSULTING INC.	4,152.75	Professional Services
8563	MIBL8450	M.R. BLAIS SALES & SERVICES INC	88.80	
8564	ML404030	MIKE LEGER	725.12	
8565	MS408050	MARTIN STREIT	54.80	
8566	NOVA6200	NOVA NETWORKS	517.30	
8567	OTFA6540	OTTAWA FASTENER SUPPLY LTD	82.85	
8568	PIRI7030	PIERRE RICHER PLUMBING INC.	124.62	
8569	RIDE7565	RIDEAU VALLEY CONSERVATION AUTHORITY	8,200.00	ORCW claim #05-19 Jul 1-31/2019
8570	RL305012	RENE LALONDE	18.56	
8571	SIBA8020	SIMPLY BAKED CATERING INC	319.23	
8572	TRCA8650	TRADUCTIONS CATMAC TRANSLATIONS	648.82	
8573	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
8574	AM405500	ALISON McDONALD	545.84	
8575	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	0.00	
8576	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	918.51	
8577	COPU1120	COYLE PUBLISHING INC	960.50	
8578	CORN1089	CORNWALL CITY PRESS	209.73	
8579	LANN5020	LANNIN'S GARAGE	647.72	
8580	NS206050	TOWNSHIP OF NORTH STORMONT	474.58	
8581	SM405455	SANDRA MANCINI	211.75	
8582	TJ403700	TIM JACKSON	340.90	
8583	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
8584	AC401010	ANGELA COLEMAN	629.98	
8585	AGJO0107	AGRICOM	27.00	
8586	CH403550	CARLEY HUTCHINSON	12.50	
8587	CR407480	CHEYENE BRUNET	459.95	
8588	DF402060	DAVID FITCH	161.59	
8589	INLI4280	INDEPENDENT LINEN SERVICE	83.69	
8590	KS408030	KELSEY SMITH	303.57	
8591	LANN5020	LANNIN'S GARAGE	423.35	
8592	MIBL8450	M.R. BLAIS SALES & SERVICES INC	72.39	
8593	SIBA8020	SIMPLY BAKED CATERING INC	1,775.80	
8594	TOTR8350	WEAGANT FARM SUPPLIES LTD.	209.05	
8595	AB500610	ARCHIE BYERS	16.24	
8596	AB500700	ALAIN BERTRAND	41.76	
8597	AC501045	ALVIN CLUFF-CLYBURN	34.22	
8598	AD501060	ACHILLE DROUIN	37.12	
8599	AM305650	ARCHIE MELLAN	95.12	
8600	BC501025	BRUCE CLARKE	80.74	
8601	BS508100	BILL SMIRLE	0.00	
8602	BS508100	BILL SMIRLE	473.13	
8603	BV510500	BYRON VIENNEAU	154.28	
8604	CH503570	CYRIL HOLMES	92.80	
8605	CS507990	CINDY SAUCIER	85.49	
8606	DC501050	DOUG CULVER	45.59	
8607	DF304830	DANA FARCASIU	133.40	
8608	DL305000	DANIEL LAFLEUR	62.18	
8609	DR507570	DAVID ROBERTSON	162.40	
8610	DT308550	DOUG THOMPSON	0.00	
8611	DT308550	DOUG THOMPSON	1,017.96	
8612	EF502130	EDWARD FIELDS	42.80	
8613	FA501250	FRANCOIS ALLARD	69.60	
8614	FS301100	FRED SCHUELER	75.40	
8615	FS308320	FRANCOIS ST AMOUR	62.64	
8616	GB500450	GERRY BOYCE	40.48	
8617	GD301520	GEORGE DAROUZE	162.40	
8618	GK504160	GERHARD KAUTZ	71.92	
8619	GM305150	GLENN MACKAY	155.44	
8620	GR301300	GLEN RUNIONS	47.56	
8621	JH505440	JACK HOOGENBOOM	24.36	
8622	JP504545	JACQUELINE KELLY-PEMBERTON	38.28	
8623	LB500650	LLOYD BENEDICT	52.78	
8624	LL302050	LAWRENCE LEVERE	85.38	
8625	LS508160	LARRY SMITH	46.40	
8626	MB302060	MICHAEL BROWN	70.76	
8627	MC501020	MALCOLM CLARK	34.80	
8628	MC501030	MAURICE CHABOT	77.72	
8629	NR507563	NORMAND RIOPEL	89.90	
8630	NT308510	NORM TINKLER	46.40	
8631	PL505200	PIERRE LEROUX	46.40	
8632	PT308500	MARGARET TAYLOR	149.18	
8633	RB500500	RAY BEAURGARD	30.16	
8634	RB508040	RUSSELL BENNETT	81.20	
8635	SD301050	STEVEN DENSHAM	25.52	
8636	SS301140	STEPHANE SARRAZIN	167.50	
8637	TO505850	TERRY OTTO	61.36	
8638	TV308900	TOM VANDUSEN	83.17	
8639	BURE0577	BUTLERS RESTAURANT	331.40	
8640	CG403431	CAROLINE GOULET	155.81	
8641	CHRE1051	ETCETERA PUBLICATIONS (CHESTERVILLE) INC	381.49	
8642	COMM1130	UNIVERSAL FIELD SUPPLIES	745.80	
8643	INLI4280	INDEPENDENT LINEN SERVICE	29.39	

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8644	KW409005	KATHERINE WATSON	137.19
8645	LAHO5250	LANNIN HOME BUILDING CENTRE	230.43
8646	LANN5020	LANNIN'S GARAGE	165.55
8647	OK403800	OMAR KANA'N	401.69
8648	OTFA6540	OTTAWA FASTENER SUPPLY LTD	165.25
8649	PATO6940	PAUL'S TOOLS RENTAL	194.32
8650	PD401702	PHILIP DUNCAN	1,453.13
8651	PIRI7030	PIERRE RICHER PLUMBING INC.	330.98
8652	RIDE7565	RIDEAU VALLEY CONSERVATION AUTHORITY	6,153.25 ORCW claim #06-19 Aug 1-31/2019
8653	RL305012	RENE LALONDE	37.12
8654	RR407565	RYAN ROBSON	14.68
8655	SIBA8020	SIMPLY BAKED CATERING INC	284.76
8656	TC400750	TAYLOR CAMPBELL	65.99
8657	VAHO7505	VAN HOUTTE COFFEE SERVICES INC	127.88
8658	OMER6450	OMERS	28,370.12
			90,431.82 Pension Plan

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