



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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

Clean Water Committee

Meeting Agenda

**** PLEASE NOTE DATE AND START TIME**

Date: Thursday, March 5th, 2020

Time: 9:30 a.m.

Location: Watershed Room, SNC

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

**** Committee Members Lunch: 12:00 p.m.**

**** Joint Standing Committee meeting: 1:00 pm**




Clean Water Committee

Meeting Agenda

Thursday, March 5th, 2020 at 9:30 a.m.

Page No.

1. Welcome and Chair's Remarks
2. Approval of Agenda (Supplemental Agenda)
3. Declarations of Conflict of Interest
4. Approval of:
 - a. Clean Water Committee Meeting Minutes of November 25th, 2019 3-11
5. Business Arising from Minutes (if any)
6. Staff Update – PowerPoint
7. Community Engagement
8. New Business
 - a. Request for Approval: Election of Committee Chair: Ronda 12-15
 - b. Request for Approval: 2020 Clean Water Committee Membership: Ronda 16-17
 - c. Request for Approval: Clean Water Committee Mandate: Ronda 18
 - d. Request for Approval: Eastern Ontario Water Resources Program 2019 Financial Statement – as of December 31st, 2019: Ronda 19-20
 - e. Request for Approval: 2020 Eastern Ontario Water Resources Program: Ronda 21-27
 - f. Update: 2019 Clean Water Program Summary: Ronda 28-30
 - g. Update: 2020 Clean Water Committee Work Plan: Ronda 31-34
 - h. Request for Approval: 2020 Clean Water Program Guidelines and 2020 Structure: Ronda 35-36
9. Supplemental Agenda (if any)
10. Committee Recommendation for Friends of South Nation
11. Correspondence
12. Confirm Committee Representation at March 19th, 2020 Board Meeting
13. Next Meeting – June 8th, 2020 at 9:00 am at SNC Office, Watershed Room
14. Adjournment


Ronda Boutz,
Team Lead, Special Projects.



CLEAN WATER COMMITTEE MEETING

Meeting No. 04/19
Monday November 25th, 2019 – 9:30 a.m.

Watershed Room, SNC

Members Present:

Ray Beauregard, Acting Committee Chair
Russell Bennett
Michel Kearney
Alan Kruszel
Marc Laflèche
Lawrence Levere
Glenn Mackey
Gib Patterson
André Pommainville
Tara Redpath
Norman Riopel
Terrence Sauvé
Bill Smirle, SNC Chair (ex-officio)
François St. Amour
Norm Tinkler
Doug Thompson, SNC Past Chair (ex-officio)

Regrets:

Jack Hoogenboom
Elizabeth Holmes
Jacqueline Kelly-Pemberton, Committee Chair
René Lalonde
David Lapen
Adrian Wynands

Staff Present:

Ronda Boutz, Team Lead, Special Projects
Lorie Henderson, Administrative Assistant
Geoff Owens, Regulations Officer
Jason Symington, Environmental Technologist
Katherine Watson, Water Resources Specialist

Guests:

Brendan Jacobs, Ontario East Alternative Lands Use Service Inc.
Chris Kinsley, Ph.D., P.Eng. University of Ottawa

Ottawa



Augusta

EC EDWARDSBURGH
CARDINAL



North
Grenville



ation



Champlain



CHAIRS REMARKS

Ray Beauregard, Acting Committee Chair, called the Clean Water Committee meeting to order at 9:30 a.m. and welcomed everyone.

APPROVAL OF CLEAN WATER COMMITTEE MEETING AGENDA & SUPPLEMENTAL AGENDA

RESOLUTION NO. CWC-042/19

Moved by: François St. Amour
Seconded by: André Pommerville

RESOLVED THAT:

The Clean Water Committee approves the November 25th, 2019 agenda and supplemental agenda as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

REQUEST FOR APPROVAL:

CLEAN WATER COMMITTEE MEETING MINUTES OF SEPTEMBER 9th, 2019

RESOLUTION NO. CWC-043/19

Moved by: Norm Tinkler
Seconded by: Lawrence Levere

RESOLVED THAT:

The Clean Water Committee approve the meeting minutes of September 9th, 2019 as submitted.

CARRIED

STAFF UPDATE - POWERPOINT PRESENTATION

The Committee viewed the draft EcoAction video.

Bill Smirle and Doug Thompson joined the meeting at 9:45 a.m.

NEW BUSINESS

SPECIAL PROJECT – A SUBSURFACE FLOW CONSTRUCTED WETLAND PASSIVE PHOSPHORUS FILTER FOR GOAT MILK WASTEWATER – FINAL REPORT

RESOLUTION NO. CWC-044/19

Moved by: Doug Thompson
Seconded by: Marc Laflèche



RESOLVED THAT:

The Clean Water Committee approve the final report and payment of \$6,000.00 to the University of Ottawa for the Special Project – A Subsurface Flow Constructed Wetland Passive Phosphorus Filter to Goat Milk Wastewater.

CARRIED

Terrence Sauvé and Alan Kruszel joined the meeting at 10:00 a.m.

**REQUEST FOR APPROVAL: EASTERN ONTARIO WATER RESOURCES PROGRAM 2019
FINANCIAL STATEMENT – AS OF OCTOBER 31, 2019**

RESOLUTION NO. CWC-045/19

Moved by: Glenn Mackey
Seconded by: Russell Bennett

RESOLVED THAT:

The Clean Water Committee approve the Eastern Ontario Water Resources Program Financial Statement as of October 31, 2019;

AND FURTHER THAT:

The Clean Water Committee approves carrying-forward the Eastern Ontario Children's Water Festival grant of \$2,031.00 to the 2020 Budget for allocation upon project completion.

CARRIED

EASTERN ONTARIO WATER RESOURCES PROGRAM INTERIM REPORT

**PROJECT UPDATE: ENHANCEMENT OF IN-LAND CLIMATE DATA MONITORING IN
EASTERN ONTARIO**

RESOLUTION NO. CWC-046/19

Moved by: Alan Kruszel
Seconded by: Andre Pommainville

RESOLVED THAT:

The Clean Water Committee receive and file the Project Update: Enhancement of in-land climate data monitoring in Eastern Ontario;

AND FURTHER THAT:

The Clean Water Committee approve the final



report and payment of the 2019 expenses for the Project Update: Enhancement of in-land climate data monitoring in Eastern Ontario project.

CARRIED

UPDATE: LOW IMPACT DEVELOPMENT PROJECT

RESOLUTION NO. CWC-047/19

Moved by: François St. Amour
Seconded by: Lawrence Levere

RESOLVED THAT:

The Clean Water Committee approve expenditures of approximately \$1,461 for the Larose LID Demonstration Site in 2019;

AND FURTHER THAT:

The Committee approve to carry forward remaining funds of approximately \$19,539 to the 2020 budget for project completion.

CARRIED

VARS-WINCHESTER ESKER WEATHER STATION PROJECT UPDATE

RESOLUTION NO. CWC-048/19

Moved by: Alan Kruszel
Seconded by: Marc Laflèche

RESOLVED THAT:

The Clean Water Committee approve the final report and expenditures of \$8,801 for the the Vars-Winchester Esker Weather Station Project in 2019.

CARRIED

GW-SW INTERACTION CONSTRAINT MAPPING STUDY UPDATE

RESOLUTION NO. CWC-049/19

Moved by: Russell Bennett
Seconded by: Doug Thompson

RESOLVED THAT:

The Clean Water Committee approve expenditures of approximately \$2,109 for the Groundwater-Surface Water Interaction Constraint Mapping Project;



AND FURTHER THAT:

The Clean Water Committee approve to carry forward remaining funds of approximately \$5,000 to the 2020 budget for project completion.

CARRIED

NORTH CASTOR CATCHMENT STUDY UPDATE

RESOLUTION NO. CWC-050/19

Moved by: Michel Kearney
Seconded by: François St. Amour

RESOLVED THAT:

The Clean Water Committee approve expenditures of approximately \$3,820 for the North Castor River Catchment Study in 2019;

AND FURTHER THAT:

The Clean Water Committee approve to carry forward remaining funds of approximately \$16,500 to the 2020 budget for projection completion.

CARRIED

INTERIM REPORT: BMP: OUTREACH AND EDUCATION

RESOLUTION NO. CWC-051/19

Moved by: Glenn Mackey
Seconded by: Gib Patterson

RESOLVED THAT:

The Clean Water Committee approve the final report and 2019 expenditures, of \$4,092 for the BMP: Outreach and Education project.

CARRIED

The Clean Water Committee meeting recessed at 11:00 a.m.
The Acting Committee Chair reconvened the Clean Water Committee meeting at 11:10 a.m.

AGRI-ACTION ENVIRONMENTAL STEWARDSHIP TOUR – FINAL REPORT

RESOLUTION NO. CWC-052/19

Moved by: Andre Pommerville
Seconded by: Terrence Sauvé

RESOLVED THAT:

The Clean Water Committee approve the final



report and 2019 expenditures for the Agri-Action
Environmental Stewardship Tour.

CARRIED

OTTAWA RURAL CLEAN WATER GRANT APPLICATION

RESOLUTION NO. CWC-053/19

Moved by: Alan Kruszel
Seconded by: François St. Amour

RESOLVED THAT:

05 19 2283 DDA Forest Management Plan

The Clean Water Committee approve funding at a
grant rate of 75% to a maximum grant of \$243.00.

CARRIED

2018-APL-CW05A- FUEL STORAGE PROJECT UPDATE

Committee reviewed revised project design for proposed fuel storage.

RESOLUTION NO. CWC-054/19

Moved by: Alan Kruszel
Seconded by: Doug Thompson

RESOLVED THAT:

The Clean Water Committee approve funding at a
grant rate of 50% to a maximum grant of \$375.00.

CARRIED

REQUEST FOR APPROVAL: 2018 CLEAN WATER GRANT PROGRAM GRANT FUNDS

RESOLUTION NO. CWC-055/19

Moved by: Doug Thompson
Seconded by: Alan Kruszel

RESOLVED THAT:

The Clean Water Committee approves the
reallocation of any surplus 2018 Clean Water
Committee Program grant funds to the 2019 Clean
Water Program for 2019 applications as per the
approval rating criteria.

CARRIED

SUPPLEMENENTAL AGENDA

SUMMARY OF CLEAN WATER PROGRAM GRANT APPLICATIONS

Ronda Boutz, Team Lead, Special Projects provided the Committee with an updated summary
of the 2019 Clean Water Program Grant Applications for information only.



CLEAN WATER PROGRAM PROJECT APPLICATIONS

The Clean Water Committee reviewed all the 2019 Clean Water Program grant applications on the agenda and rated them accordingly.

RESOLUTION NO. CWC-056/19

Moved by: Norm Tinkler
Seconded by: Gib Patterson

RESOLVED THAT:

The Clean Water Committee approves funding to the following projects:

Project Code	Project Type	Grant %	Grant Request	Rating
2019-NAT-CW20B	Septic System	50%	\$2,000.00	25.4
2019-NGL-CW18	Septic System	50%	\$2,000.00	23.9
2019-NAT-CW19	Well Decommissioning	100%	\$1,000.00	21.9
2019-NAT-CW20A	Well Decommissioning	100%	\$1,000.00	21.9
Total Requested			\$6,000.00	

AND FURTHER THAT:

The Clean Water Committee placed the following project on a waiting list be re-considered at a future date if funding becomes available:

Project Code	Project Type	Grant %	Grant Request	Rating
2019-NAT-CW17	Streambank Erosion	50%	\$5,000.00	21.3
Total			\$5,000.00	

CARRIED

RESOLUTION NO. CWC-057/19

Moved by: Lawrence Levere
Seconded by: Doug Thompson

RESOLVED THAT:

The Clean Water Committee approves funding to the following projects that were on the 2019 waiting list:

Project Code	Project Type	Grant %	Grant Request	Rating
2019-CLR-CW07	Streambank Erosion	50%	\$4,125.00	21.4



Project Code	Project Type	Grant %	Grant Request	Rating
2019-NAT-CW17	Streambank Erosion	50%	\$5,000.00	21.3
2019-NAT-CW16B	Streambank Erosion	50%	\$5,000.00	20.6
2019-APL-CW08	Streambank Erosion	50%	\$3,125.00	19.9
2019-RUS-CW04	Cover Crop		\$1,000.00	19.3
Total			\$18,250.00	

CARRIED

REQUEST FOR APPROVAL: 2020 CLEAN WATER COMMITTEE MEETING SCHEDULE

RESOLUTION NO. CWC-058/19

Moved by: Alan Kruszel
Seconded by: Doug Thompson

RESOLVED THAT:

The Clean Water Committee approves the 2020 Committee meeting schedule as presented.

CARRIED

ROUNDTABLE: COMMUNITY ENGAGEMENT

Lawrence Levere advised the Committee Members that attending other Standing Committee and Board meetings was a great way to keep informed on all the great work being done at SNC.

COMMITTEE RECOMMENDATION FOR FRIENDS OF SOUTH NATION

The Clean Water Committee will continue to forward any recommendations to staff for "Friends of the South Nation".

CONFIRM COMMITTEE REPRESENTATION AT DECEMBER 19th, 2019 BOARD MEETING

Jacqueline Kelly Pemberton confirmed her attendance to the December 19th, 2019 Board of Directors Meeting.

NEXT MEETING

Clean Water Committee – March 5th, 2020 at 9:30 a.m., Watershed Room, SNC Office.

Lunch – All Standing Committees – March 5th, 2020 at 12:00 p.m., Watershed Room, SNC Office.

Joint Standing Committee – March 5th, 2020 at 1:00 p.m., Watershed Room, SNC Office.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

ADJOURNMENT

RESOLUTION NO. CWC-059/19

Moved by: Glenn Mackey


RESOLVED THAT:

The Clean Water Committee meeting of
November 25th, 2019 be adjourned at
12:08 p.m.

CARRIED

Ray Beauregard,
Acting Committee Chair.

/lh



Ronda Boutz,
Team Lead, Special Projects.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

38 rue Victoria Street, Finch, ON M0C 1K0 Tel: 613-984-2948 Fax: 613-984-2872 Toll Free: 1-877-984-2948 www.nation.on.ca

To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 25th, 2020
Subject: Request for Approval: Election of Committee Chair

RECOMMENDATION:

The Committee Members appoint Ronda Boutz, Team Lead, Special Projects as the Acting Committee Chair; and

FURTHER THAT: SNC Administrative By-law 15.3: *'All elections shall be in accordance with the Procedures for Election of Officers'* be adhered to.

DISCUSSION:

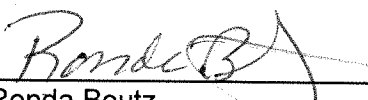
As per the South Nation Conservation (SNC) Standing Committees Terms of Reference, each Standing Committee must appoint a Chair annually.

As Election Chair, I will solicit nominations from Committee Members for the Chair position. If only one nomination is made, there will be a motion to approve the nominated Chair. If multiple nominations are made for these positions, I will conduct a vote using the procedures outlined in Appendix A.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on the 2020 SNC Budget.

SNC Policy Adherence: The Election of Committee Chair adheres to the SNC Standing Committees Terms of Reference and the SNC Administrative By-law.


Ronda Boutz,
Team Lead, Special Projects.

000012



Election Procedures

1. Election Chair declares the position vacant, according to *SNC's Administrative By-law*
 2. Call for nominations 3 times for election of Chair (no seconder required)
 3. Approval of the following motion:
 - Moved by:
 - Seconded by:
 - That for the year 2020, and until the Joint Standing Committee Meeting of 2021
 - That Mr./Ms. _____ be elected as Chair of the Clean Water Committee
 4. Chair assumes their office
-

SNC Election Procedures if there is more than one candidate for Chair

1. Election Chair declares the position vacant, according to *SNC's Administrative By-laws*
2. Election procedures for Chair
 - Nominations require no seconder
 - Election chair calls for nominations from the floor
 - If a nominee does not wish to accept, they should decline immediately
 - If there are no further nominations from the floor, election chair asks if there are any further nominations
 - If none are forthcoming, the election chair declares nominations closed
 - Where a vote is required, ballots will be distributed and scrutineer(s) appointed
 - Announcement of results
3. Chair assumes their office



Appendix A

Procedures for Election of Officers

Voting

- B1.1 Voting shall be by secret ballot.
- B1.2 No Member may vote by proxy.
- B1.3 "Majority Vote" means half of the votes plus one.

Acting Chair

- B2.0 The Committee shall appoint a person, who is not a voting Member, as Acting Chair for the purpose of the election of Committee Chair.

Scrutineers

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

Election Procedures

- B4.0 The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:
 - a) the election shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Committee;
 - b) the Acting Chair shall ask for nominations;
 - c) only current Members of the Committee who are present may vote;
 - d) nominations shall be called three (3) times and will only require a mover;
 - e) the closing of nominations shall require both a mover and a seconder;



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

Majority Vote required

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

Tie vote

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



To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 25th, 2019
Subject: Request for Approval: 2020 Clean Water Committee Membership

RECOMMENDATION:

The Clean Water Committee recommends to the Board of Directors to add five additional members to the Committee to bring total membership (not including ex-officio members) to 20 members for 2020;

And further that the Clean Water Committee recommends the following Clean Water Committee membership to the Board of Directors for 2020:

- | | |
|-------------------------------------|---|
| • Jackie Pemberton, Committee Chair | • André Pommainville |
| • Ray Beauregard | • Tara Redpath |
| • Russell Bennett | • Normand Riopel |
| • Elizabeth Holmes | • Terrence Sauvé |
| • Jack Hoogenboom | • François St. Amour |
| • Michel Kearney | • Norm Tinkler |
| • Alan Kruszel | • Adrian Wynands |
| • Marc Lafèche | • Bill Smirle, SNC Chair, (ex-officio) |
| • René Lalonde | • George Darouze, SNC, Vice Chair, (ex-officio) |
| • David Lapen | • Doug Thompson, SNC, Past Chair, (ex-officio) |
| • Lawrence Levere | |
| • Glenn Mackey | |
| • Gib Patterson | |

DISCUSSION:

According to the 2016 Standing Committees Terms of Reference Committee Membership will consist of:

- 15 members maximum per Committee, plus 3 ex officio Board Members
 - i. strive for watershed representation, both geographic and functional.
 - ii. with 75% majority vote of the Committee at which quorum is achieved, additional Members may be added to the Committee, subject to Board approval.
- Budgets for travel/per meeting allowances will not change from the budgeted amount, regardless of committee size.
- Staff support will remain nominally the same, regardless of Committee size.

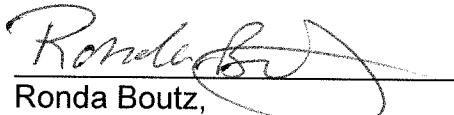


- All Committee appointments to be approved annually by the Board of Directors at the March Board meeting.
- Any Committee Member (including ex officio members) missing two consecutive meetings without communicating justification, to the Committee Chair, will be removed from the Committee.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Committee expenses for the Committee are included in the approved 2020 SNC Budget, under Communications and Outreach – Corporate Communications, pages 88-99 (SNC Standing Committees). Funding is also included under Resource Management: Partner Programs: Water, pages 18-19, for expenses related to members representing the Eastern Ontario Water Resources Program and Ottawa Rural Clean Water Program.

SNC Policy Adherence: SNC Committees adhere to SNC's Administrative By-laws and Standing Committee Terms of Reference.


Ronda Boutz,
Team Lead, Special Projects.

/lh



To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 25, 2020
Subject: Request for Approval: Clean Water Committee Mandate

RECOMMENDATION:

The Clean Water Committee review the draft Clean Water Committee mandate and provide feedback to staff; and

FURTHER THAT: The Clean Water Committee recommends a Clean Water Committee mandate to the Board of Directors.

DISCUSSION:

The South Nation Conservation Standing Committees Terms of Reference references a mandate for each committee; to date, there is no Board of Directors approved mandate for any of the Standing Committees.

Staff have drafted a mandate for the Clean Water Committee and are requesting feedback on the proposed wording. Final standing committee mandates will be brought to the Board of Directors for approval at their March 19th meeting.

Clean Water Committee Mandate (draft)

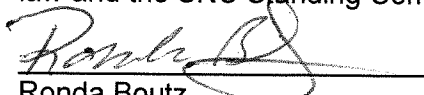
The Clean Water Committee will provide South Nation Conservation (SNC) with stakeholder input on water quality/quantity programs and related research and stewardship projects. The Committee will review and make recommendations for cost-share grant approvals under the Clean Water Program, Ottawa Rural Clean Water Program (ORCWP) and Eastern Ontario Water Resources Program (EOWRP), as per each Program's approved guidelines and grant structure. Committee members will help increase public awareness of SNC's landowner stewardship initiatives and cost-share grant programs, support the creation of partnerships and build community support with the public, stakeholder groups, government agencies, academics and other environmental organizations. Committee members will also serve as program representatives helping to liaise between SNC and interested program applicants.

Stakeholder representation may include, but is not limited to, the following: agricultural organizations; Partner Programs (ORCWP and EOWRP); provincial and federal agricultural departments; agri-businesses; local environmental groups; local farmers, and public members-at-large with knowledge of local water resources.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact to SNC's 2020 Budget.

SNC Policy Adherence: SNC Standing Committees adhere to SNC's Administrative By-law and the SNC Standing Committees Terms of Reference.


Ronda Boutz,
Team Lead, Special Projects.



To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 21, 2020
Subject: Request for Approval: Eastern Ontario Water Resources Program
2019 Financial Statement – as of December 31st, 2019

RECOMMENDATION:

The Clean Water Committee approve the Eastern Ontario Water Resources Program Financial Statement for the period of January 1 – December 31, 2019.

DISCUSSION:

The 2019 Eastern Ontario Water Resources Program Financial Statement, as of December 31, 2019, is attached.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Funding for the Eastern Ontario Water Resources Program was included in the 2019 Budget under Science and Research: Stewardship: Water on pages 24-25.

SNC Policy Adherence: All expenditures for the Eastern Ontario Water Resources Program (EOWRP) adhere to the SNC Purchasing Policy and the approved EOWRP Budget.

Ronda Boutz,
Team Lead, Special Projects.

Attachments: 2019 Financial Statement – as of December 31st, 2019



Eastern Ontario Water Resources Program / Programme des ressources en eau de l'Est de l'Ontario

2019 Financial Statement – as of December 31st, 2019

Revenue:

United Counties of Prescott-Russell	\$25,000.00
City of Ottawa	\$50,000.00
Carry-over of unspent 2018 dollars	\$52,392
TOTAL REVENUE	\$127,392

Expenses:	2019 Budget	Expenses as of Dec. 31, 2019	Carry-over to 2020 Budget ⁶
1. EOWRP Project Management¹	\$4,608	\$4,608	\$0
2. EOWRP Committee²	\$1,265	\$1,237	\$28
3. 2018 EOWRP Special Projects³			
a) UCPR: Stormwater Management Project	\$6,607	\$6,607	\$0
b) North Castor Catchment Study	\$19,427	\$19,427	\$0
c) Low Impact Development Project	\$21,000	\$2,263	\$18,737
d) BMP Outreach and Education	\$4,092	\$4,092	\$0
4. 2019 EOWRP Special Projects⁴			
a) UCPR: Floodplain Mapping	\$25,000	\$25,000	\$0
b) North Castor Catchment Study – additional deliverables	\$20,320	\$5,320	\$15,000
5. 2019 EOWRP Projects⁵			
a) Eastern Ontario Children's Water Festival	\$2,031	\$0	\$2,031
b) Vars-esker weather station and data collection platform	\$8,801	\$8,801	\$0
c) Development of groundwater/surface water interaction constraint mapping	\$7,109	\$3,985	\$3,124
d) Enhancement of in-land climate data monitoring in Eastern Ontario	\$3,047	\$3,047	\$0
e) Tournee d'intendance environnementale Agri-Action environmental stewardship tour	\$4,103	\$4,103	\$0
TOTAL	\$127,392	\$88,490	\$38,902

¹ South Nation Conservation provides project management services to EOWRP to facilitate the Project Grants; this includes developing project application materials, coordinating call for proposals, administering grants to approved projects. Funding from City of Ottawa 2019 EOWRP contribution.

² EOWRP funding from previous year surplus to support meeting expenses for appointed EOWRP members on the Clean Water Committee. Surplus funds at year end are carried forward to the next year's budget for Committee support.

³ EOWRP Special Projects identified by the EOWRP funding contributor, approved in 2018 and to be completed in 2019, funds carried forward to respective projects in 2019 budget for payment.

⁴ EOWRP Special Projects in 2019 identified by the EOWRP funding contributor.

⁵ City of Ottawa earmarked \$25,000 of their \$50,000 2019 contribution for grants to be allocated through a grant proposal submission. Projects reviewed and approved at the June 10, 2019 meeting.

⁶ Unspent funds carried forward to 2020 Budget to the same line items for project completion.



To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 25, 2020
Subject: Request for Approval: 2020 Eastern Ontario Water Resources Program

RECOMMENDATION:

The Clean Water Committee approves status quo for 2020 for the Eastern Ontario Water Resources Program (EOWRP) Application Form, Guidelines, and Rating System; and

FURTHER THAT: the Clean Water Committee approves issuing a 2020 call for EOWRP grant proposals to be submitted for consideration at the June 8th, 2020 Clean Water Committee; and

FURTHER THAT: Staff provide the final 2020 EOWRP budget to the Clean Water Committee at the June 8th, 2020 meeting.

DISCUSSION:

1. EOWRP Funding Application and Project Proposal Guidelines

Based on past Committee discussions, Eastern Ontario Water Resources Program (EOWRP) grants were reintroduced to the Program in 2019; funding is from a portion of the City of Ottawa's annual contribution to EOWRP.

The Clean Water Committee approved the Eastern Ontario Water Resources Program (EOWRP) application form, guidelines and rating system at their March 7th, 2019 meeting. Staff are recommending status quo on all these documents for 2020. Copies are attached for the Committee's reference.

Staff are recommending a call for grant proposals be issued in early April 2020 with a submission deadline of May 27th, 2020. Grant proposals would be reviewed by the Clean Water Committee at the June 8th, 2020 meeting. The Committee would score each submission, as per the rating system, following presentation of all proposals by the project applicants.

2. EOWRP 2019 Budget

City of Ottawa and SNC staff met in December 2019; the City wishes to continue completing catchment studies, with SNC, for areas where there is development pressure. Staff are working on finalizing a work plan and budget for a South Bear Brook Catchment Study, this would be a two-year project (2020/2021). A portion of the City's annual EOWRP contribution would support the study, the remaining funds would be available for allocation to EOWRP grant proposals.

The City of Ottawa approval of the EOWRP funding, via Special Levy, is pending approval from the City's Finance and Economic Development Committee and Council (expected in late April/early May 2020).



SOUTH NATION
CONSERVATION
DE LA NATION SUD

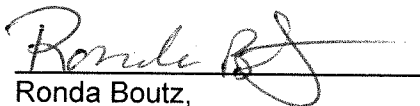
The United Counties of Prescott and Russell have confirmed a \$25,000 contribution to a floodplain mapping special project in 2020.

A copy of the draft 2020 EOWRP budget is attached for the Committee's review. A final budget will be brought back to the June 8th, 2020 meeting once the South Bear Brook Catchment Study work plan and budget are complete and the 2020 Special Levy funding is confirmed.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Funding for the Eastern Ontario Water Resources Program is included in the 2019 Budget under Resource Management: Partner Programs: Water on pages 18-19.

SNC Policy Adherence: All expenditures for the Eastern Ontario Water Resources Program (EOWRP) adhere to the SNC Purchasing Policy and the approved EOWRP Budget.



Ronda Boutz,
Team Lead, Special Projects.

Attachments: EOWPR Funding Application
EOWRP Project Proposal Guidelines
2020 Draft EOWRP Budget

000022



SOUTH NATION
CONSERVATION
DE LA NATION SUD

EOWRP Funding Application

Item	Description
1	Applicant:
	Name of Lead Applicant:
	Name(s) of Partners:
2	Contact Information:
	Administrative Contact: Name and Contact Info
	Signing Authority name(s) and position(s)
	Legal Name of Lead Applicant
3	Name of Proposed Project:
4	EOWRP Funding Request:
5	Project Description:
6	EOWRMS Recommendations Addressed: (Reference ID# from EOWRP Recommendations Summary Table circulated with the call for Proposal)
7	Potential for Regional impact on protecting water resources, including applicability and transferability to EOWRMS Study Area:

000023



8	Project Location(s):				
9	Deliverables Schedule:				
	Description of Deliverables <i>Note: Written deliverables for the general public must be Bilingual – English and French</i>	Bilingual			Delivery Date
		Yes	No	N/A	
	10	Detailed Budget			
Expenditure (provide detailed breakdown)		EOWRP Funding	Lead/Partner Funding	Total	
			Total		



EOWRP Project Proposal Guidelines

Proponents wishing to submit project proposals for EOWRP funding must complete the EOWRP Funding Application. Proposals must address recommendations from the Eastern Ontario Water Resources Management Study (www.nation.on.ca/resources/science-research/technical-reports).

The application form must be received by South Nation Conservation, by the date indicated in the call for proposals. For more information, contact Ronda Boutz at rboutz@nation.on.ca or 1-877-984-2948.

Clean Water Committee (CWC) members submitting project proposals will abstain from the EOWRP project proposal review and approval process.

Project proposals will be reviewed by the CWC based on the project rating system below.

EOWRP Rating System:

Criteria	Available Points	Points Awarded
1. Relevance to EOWRMS goals and recommendations (e.g. impact on protecting water resources and achieving EOWRMS recommendations)	10	
2. Project location and applicability and transferability to other areas within the EOWRMS Study Area	5	
3. % of project budget that is EOWRP funds and allocation of funding to overall project budget (e.g. admin, staffing, materials and supplies, etc.)	5	
TOTAL	20	

EOWRP Approved Projects:

EOWRP projects are required to report to the CWC periodically with progress reports and must provide a final report.

Final approved project reports will present the EOWRMS recommendation addressed, a summary of results associated with the project deliverables, a detailed budget, and future recommendations if applicable. The final report will be no longer than 3 pages in length, additional information can be provided to the CWC during the meeting.

Satisfactory invoices will be required for all projects completed and records available on request for audit purposes.

Payment terms are such that funding will be provided after the project is complete (final report provided to the EOWRP). Interim billing will only be considered on a case-by-case basis, proponents must request interim payment at time of application and provide justification for the request.



2020 Draft EOWRP Budget

		2020 Budget
Revenue:		
a)	United Counties of Prescott-Russell	\$25,000
b)	City of Ottawa	\$50,000
c)	Carry-over of 2019 encumbered funds	\$38,902
TOTAL REVENUE		\$113,902
Expenses:		
d)	EOWRP Project Management and Outreach	\$4,815
e)	EOWRP – Committee Representative Expenses	\$1,000
f)	EOWRP Grants	
	i) 2019: Eastern Ontario Children's Water Festival	\$2,031
	ii) 2019: Development of groundwater/surface water interaction constraint mapping	\$3,124
	iii) 2020 Project Grants	\$25,000
g)	EOWRP Special Projects	
	i) 2019: North Castor Catchment Study	\$15,000
	ii) 2019: Low Impact Development Project	\$18,737
	iii) 2020: UCPR Floodplain Mapping	\$25,000
	iv) 2020: South Bear Brook Catchment Study	\$19,195
TOTAL EXPENSES		\$113,902

Budget Notes

a) United Counties of Prescott-Russell (P&R)

P&R approved a 2020 EOWRP contribution of \$25,000 to a Floodplain Mapping Special Project.

b) The City of Ottawa

The City of Ottawa has budgeted \$50,000 to EOWRP for 2020. Approximately \$19,195 has been earmarked for a Special Project (South Bear Brook Catchment Study, see budget note g), the remaining funds will be allocated as EOWRP grants (\$25,000), Committee expenses (\$1,000), and project management including costs associated with the call for grant proposals (\$4,815). This funding is subject to City approval of the 2020 Special Levies.

c) Carry-over of 2019 encumbered funds

This encumbered 2019 funding has been carried into the 2020 budget. A total of \$38,874 is encumbered to two EOWRP Special Projects and two EOWRP grants for projects approved in 2019 for 2020 completion. The remaining \$28 is surplus from Committee meeting expenses, this amount has been carried forward and allocated to Committee meeting expenses in 2020.



d) **Project Management**

South Nation Conservation is retained as the project manager for EOWRP to provide the following services: facilitation of the EOWRP reports to the Clean Water Committee; coordination of project proposals and payments for approved projects, reporting to EOWRP funders, and preparation of financial statements (as banker for EOWRP). This line item also includes expenses related to issuing a call for project proposals.

e) **EOWRP – Committee Representative Expenses**

This item includes payment of volunteer EOWRP Clean Water Committee representatives (per diem and mileage) to attend meeting and presentations related to EOWRP business.

f) **EOWRP Grants**

Approximately \$25,000 is available in 2020 for allocation to project proposals approved by the Clean Water Committee as per the EOWRP guidelines and rating system. Encumbered 2019 funds for two EOWRP projects is also included in this line item.

g) **EOWRP Special Projects**

EOWRP funding partners have earmarked funding to EOWRP Special Projects as follows:

2019 Special Projects – 2020 completion		2019 Funds
City of Ottawa: North Castor Catchment Study		\$15,000
City of Ottawa: Low Impact Development Project		\$18,737
TOTAL		\$33,737
2020 Special Projects		2020 Funds
UCPR: Floodplain Mapping		\$25,000
City of Ottawa: South Bear Brook Catchment Study		\$19,195
TOTAL		\$44,195



To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 25, 2020
Subject: Update: 2019 Clean Water Program Summary

RECOMMENDATION:

The Clean Water Committee receive and file the Update: 2019 Clean Water Program Summary report.

DISCUSSION:

The following report summarizes grant applications and completed project statistics for the 2019 Clean Water Program. A comparison of completed projects from 2015 to 2019 is also included for the Committee's information.

1. Applications

The following is a summary of Clean Water Program applications reviewed by the Clean Water Committee in 2019.

Meeting Date	# Applications	# Approved	# Deferred or Waiting List	# Denied	Approved Grants
March 7 th	1*	1	0	0	\$5,000
June 10 th	9	5	3	1	\$7,000
Sept. 9 th	10	9	1	0	\$24,000
Nov. 25 th	5	4	1	0	\$6,000
Waiting List	0	5	-5	0	\$18,250
Total	25	24	0	1	\$60,250

*Special Project for Composting, deferred from November 26, 2018 meeting.

2. Approved Projects

Approved projects have approximately 1-year from approval date to be completed and final paperwork submitted for grant payment. Encumbered funding not paid out in the approval year is carried forward to the next budget year for payment upon project completion. The following table summarizes approved, paid, projects are not proceeding, and projects that will be completed in 2020.

Year	Approved	Grants Paid	Not Proceeding ¹	2020 Completion
2018	\$68,309	\$39,762	\$13,922	\$8,000
2019	\$60,250	\$23,850	\$0	\$42,250
Total	\$128,559	\$63,612	\$13,922	\$50,250

¹ Projects that did not proceed are summarized in the table below.



Project Type	Grant	Reason for Not Proceeding
Buffer	\$592	3 rd party contractor plowed buffer.
Septic System	\$2,000	Landowner deceased, Estate did not return inquiries for final paperwork.
Well Decommissioning	\$750	Unknown, message via Program Rep that they were not proceeding.
Well Decommissioning	\$750	
Well Decommissioning	\$1,000	Unable to contact landowner, final paperwork never submitted.
Well Decommissioning	\$1,000	
Well Decommissioning	\$1,000	
Well Decommissioning	\$1,000	
Well Decommissioning	\$1,000	Landowner sold the property
Livestock Access Restriction	\$4,830	Landowner unable to finance their portion of the project costs.

3. Completed Projects (2015 – 2019) Statistics

Staff compiled the number of completed projects per project type for the 2015 to 2019 Program years; the following tables summarize number of projects and amount of grants paid out by year, by project type.

The most popular project types were well decommissioning, septic system replacements/repairs, and streambank erosion control. Streambank erosion control has the highest in grants paid out, well decommissioning and septic systems are the next highest. Staff will have graphics available at the Committee meeting to provide a visual summary of the tables below.

Number of Completed Clean Water Program Projects (2015-2019)

Type of Project	2015	2016	2017	2018	2019	Total
Manure Storage	1	1	1	1	1	5
Milkhouse Wastewater	0	1	1	0	0	2
Barnyard Runoff Control	0	0	0	0	0	0
Clean Water Diversion	0	0	0	0	1	1
Fuel Storage	0	0	0	0	1	1
Chemical Storage	0	0	0	0	0	0
Watercourse Fencing	1	0	0	0	0	1
Buffers	1	0	0	0	0	1
Streambank Erosion	6	4	3	6	2	21
Control Tile Drainage	1	0	0	1	0	2
Cover Crops	0	0	0	0	5	5
Well Decommission	5	7	11	9	13	45
Septic Systems	5	10	3	3	2	23
Special Projects	0	0	0	0	2	2
TOTAL	20	23	19	20	29	109



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Grant Amounts for Completed Clean Water Program Projects (2015-2019)

Type of Project	2015	2016	2017	2018	2019	Total
Manure Storage	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	40,000
Milkhouse Wastewater	\$0	\$5,000	\$5,000	\$0	\$0	\$10,000
Barneyard Runoff Control	\$0	\$0	\$0	\$0	\$0	\$0
Clean Water Diversion	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Fuel Storage	\$0	\$0	\$0	\$0	\$375	\$375
Chemical Storage	\$0	\$0	\$0	\$0	\$0	\$0
Watercourse Fencing	\$4,415	\$0	\$0	\$0	\$0	\$4,415
Buffers	\$429	\$0	\$0	\$0	\$0	\$429
Streambank Erosion	\$26,500	\$14,726	\$10,499	\$28,034	\$10,000	\$89,759
Control Tile Drainage	\$2,770	\$0	\$0	\$5,000	\$0	\$7,770
Cover Crops	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Well Decommissioning	\$4,970	\$6,500	\$10,500	\$8,850	\$12,387	\$43,207
Septic Systems	\$8,000	\$20,000	\$6,000	\$6,000	\$4,000	\$44,000
Special Projects	\$0	\$0	\$0	\$0	\$12,000	\$12,000
TOTAL	\$55,084	\$54,226	\$39,999	\$55,884	\$56,762	\$261,955

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Not applicable, report for information purposes only.

SNC Policy Adherence: Not applicable, report for information purposes only.

Ronda Boutz,
Team Lead, Special Projects.

000030



To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 21, 2020
Subject: Update: 2020 Clean Water Committee Work Plan

RECOMMENDATION:

That the Clean Water Committee receives and files the 2020 Clean Water Committee Work Plan update; and

FURTHER THAT: the Committee provide comments for consideration on the 2021 Work Plan deliverables.

DISCUSSION:

The following deliverables identified in the 2020 SNC Budget are items that will be brought to the Clean Water Committee in 2020.

- SNC Clean Water Program
 - 4 meetings
 - 25 grants
 - 2020 Clean Water Program budget attached
- Ottawa Rural Clean Water Program (ORCWP)
 - Administrative support
 - Liaise with City of Ottawa and Conservation Authority Partners
 - 1 interim report and 1 final report
 - 1 meeting of Program steering committee
 - 60 grants between the three Conservation Authority Partners
- Eastern Ontario Water Resources Program (EOWRP)
 - EOWRP administrative support and delivery through SNC Clean Water Committee
 - Liaise with EOWRP funding partners
 - Review and approve proposals for EOWRP grants (City of Ottawa funding only)
- Catchment Studies
 - North Castor River Catchment Study
 - Final report
 - South Bear Brook Catchment Study
 - Conduct field monitoring activities
 - Begin Year 1 Catchment Study report, to be completed in early 2021



SOUTH NATION
CONSERVATION
DE LA NATION SUD

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Above deliverables are consistent with the 2020 SNC Budget. Details can be found on the following pages:

- Resource Management: Partner Programs: Water, pages 18-19
 - Clean Water Program, Ottawa Rural Clean Water Program, and Eastern Ontario Water Resources Program
- Approvals: Projects: Subwatershed Studies, pages 68-69
 - North Castor River Catchment Study and South Bear Brook Catchment Study

SNC Policy Adherence: All expenditures related to the above deliverables adhere to SNC's Purchasing Policy.

Ronda Boutz,
Team Lead, Special Projects.

Attachments: 2020 Clean Water Program Budget



APPENDIX A
2020 CLEAN WATER PROGRAM BUDGET

Revenue		
a	SNC Levy	\$108,000
b	2018 and 2019 Projects Carry-forward	\$50,250
c	Total Phosphorus Management	\$0
TOTAL		\$158,250
Expenses		
d	2020 Project Grants	\$60,000
e	2018 Project Payouts	\$8,000
f	2019 Special Projects	\$42,250
g	2020 Special Projects	\$15,000
h	Communications	\$500
i	Staffing/Program Representatives	\$32,500
TOTAL		\$158,250

BUDGET NOTES:

Revenue

a) SNC Levy

SNC will contribute \$108,000 to the Clean Water Program in 2020 from the general levy.

b) 2018 and 2019 Projects Carry-forward

Approved projects have approximately 12 months from date of approval to be completed. One project (\$8,000 grant) from 2018 was granted an extension and will be completed in 2020. A total of 12 projects, approved in 2019, still need to be completed, including one Special Project; funding (\$42,250) is encumbered to pay the approved amounts to these projects upon completion.

c) Total Phosphorus Management (TPM)

There are no active TPM agreements in 2020; \$0 revenue in budget.

Expenses

d) 2020 Project Grants

A total of \$60,000 is available for allocation to eligible projects in 2020. Project applications are reviewed and rated using a Project Rating System, to rank project priorities for funding.



e) 2018 Project Payouts

One 2018 approved project (\$8,000) was granted an extension for completion in 2020.

f) 2019 Projects Payouts

A total of 13 projects, approved in 2019, still need to be completed; funding (\$42,250) is encumbered to pay the approved amounts to these projects upon completion.

g) 2020 Special Projects

A total of \$15,000 has been allocated for Special Projects, funding will be used to leverage external funding to complete project(s) that will improve water quality.

h) Communications

A total of \$500 has been budgeted to support Program promotion or communication activities.

i) Staffing/Program Representatives

A total of \$32,500 has been budgeted for Staff and Program Representatives salaries, benefits and expenses related to the delivery of the Clean Water Program.

This line item reflects the staff recovery from the Ottawa Rural Clean Water Program for site visits and files management (application to payment for approved projects).



To: Clean Water Committee
From: Ronda Boutz, Team Lead, Special Projects
Date: February 21, 2020
Subject: Request for Approval: 2020 Clean Water Program Guidelines and Structure

RECOMMENDATION:

The Clean Water Committee recommends to the Board of Directors to approve the status quo for 2020 for the Clean Water Program Guidelines, Grant Structure, application review process and all project Rating Sheets.

DISCUSSION:

Guidelines and Rating Sheets

Staff are recommending status quo for all Guidelines and Rating Sheets; Committee members are asked to bring any suggested revisions to the meeting. Copies of the rating sheets are uploaded on the members page.

Grant Structure

Staff are also recommending status quo for the grant structure and review of applications for 2020. The current grant structure is as follows:

Eligible Project Types	Grant Rate ¹	Grant Max.
Buffer Strips ²	50%	\$5,000
Clean Water Diversion/Barnyard Runoff Control	50%	\$5,000
Controlled Tile Drainage Structures	50%	\$5,000
Cover Crops	\$50/acre/year up to a maximum of 20 acres	
Fertilizer, Chemical and Fuel Storage/Handling	50%	\$1,000
Livestock Access Restriction to Waterways – labour by applicant – labour by contractor	100% 75%	\$5,000
Manure Storages	50%	\$8,000
Milkhouse Wastewater Treatment/Disposal – stand-alone project: – if combined with Manure Storage:	50% 50%	\$5,000 \$2,000
Well Decommissioning	100%	\$1,000
Septic System Upgrade/Replacement	50%	\$2,000
Stream Bank Erosion Control ³	50%	\$5,000

¹Grant rates may vary if applicant receives funding from other sources.

²May be eligible for a performance incentive of \$150/acre/year, max. 10 acres.

³Stream bank erosion grant may vary if project qualifies as a "Special Project", contact Program Staff for details.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

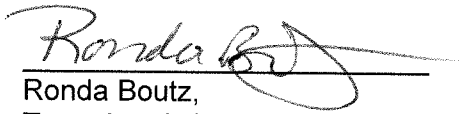
Staff recommend status quo for review/approval of applications, as follows:

- A project must achieve a minimum rating score of 21.5 points to be considered for grant funding at the June and September 2020 Committee meetings
- Any surplus grant funding available at the November 2020 Committee meeting will be allocated, in order of project ranking (high to low), to projects achieving a score of 15 points or more.

FINANCIAL IMPLICATIONS/COMPLIANCE TO SNC POLICY:

Compliance with Budget: SNC 2020 Budget includes funding for Grants under Resource Management: Partner Programs: Water, pages 18-19.

SNC Policy Adherence: Allocation of grants adheres to SNC's Purchasing Policy, signing limits.


Ronda Boutz,
Team Lead, Special Projects.

000036