



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Joint Standing Committees

Meeting Agenda

Date: March 5th, 2020

**** Luncheon:** 12:00 p.m.

**** Meeting Time:** 1:00 – 3:00 p.m.

Location: SNC Meeting Rooms

Address: 38 Victoria Street, Finch

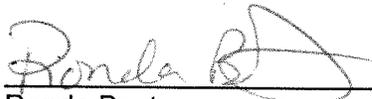


Joint Standing Committees

Meeting Agenda

March 5th, 2020 – 1:00 p.m.

1. Welcome – Bill Smirle, SNC Chair
2. General Manager's Comments
3. Approval of Joint Standing Committee Agenda
4. Approval of Joint Standing Committee meeting minutes of March 7th, 2019 3-6
5. Standing Committee Chair's Remarks
 - a. Clean Water Committee: Jacqueline Kelly Pemberton
 - b. Forestry Committee: Dave Robertson
 - c. Fish and Wildlife Committee: Fred Schueler
 - d. Communications Committee: Peggy Taylor
6. Standing Committee Terms of Reference Review: Ronda Boutz 7-10
7. Update: Environmental Planning Study – Engagement
 - Activities: John Mesman 11-12
8. Natural Features Project: Partner County Planning Study
 - Information: John/Alison 13
9. Housekeeping: Ronda Boutz and John Mesman (verbal)
 - a. Members Page
 - b. Social Media Platforms
 - c. Volunteer Paperwork for Per Diem/Mileage
10. Closing Remarks: Bill Smirle, SNC Chair
11. Adjournment



Ronda Boutz,
Team Lead, Special Projects.

for: 

John Mesman,
Team Lead, Communications.

/dm



Joint Standing Committee Meeting

Thursday March 7th, 2019: 1:00 – 3:00 p.m.
 South Nation Conservation Meeting Rooms



Present

SNC Board of Directors:

Bill Smirle, Interim Chair
 Doug Thompson, Past Chair
 Stéphane Sarrazin, Director
 Peggy Taylor, Director

Committee Members:

Jacqueline Kelly-Pemberton, Committee Chair, Clean Water
 Russell Bennett
 Jack Hoogenboom
 Glenn Mackey

Fred Schueler, Committee Chair, Fish and Wildlife
 Malcolm Clark
 Stéphane Dubuc
 Susan Gallinger
 Cyril Holmes
 Aleta Karstad
 Glen Runions
 Larry E. Smith

Dave Robertson, Committee Chair, Forestry
 Alain Bertrand
 Achille Drouin
 Dorothy Hamilton
 Tony Ricard

Lawrence Levere, Committee Chair, Communications
 Gerry Boyce
 Murray Inch
 Tim Jackson
 Glen Runions
 Cindy Saucier
 Tom Van Dusen
 Byron Vienneau
 Charles Armstrong

Staff Present:

Angela Coleman, General Manager/Secretary-Treasurer
 Ronda Boutz, Team Lead, Special Projects



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Cheyene Brunet, Forestry Technician
Taylor Campbell, Communications Specialist
Chris Craig, Senior Forestry Technician
Linda Hutchinson, Director, Organization Effectiveness
Elise Lefebvre, Administrative Assistant II
Dianne MacMillan, Administrative Assistant II
Sandra Mancini, Team Lead, Engineering
Alison McDonald, Team Lead, Approvals
John Mesman, Team Lead, Communications and Outreach
Holly Nyenkamp, Communications and Outreach Assistant
Pat Piitz, Team Lead, Property
Ryan Robson, Resource Technician
Kelsey Smith, Stewardship and Outreach Assistant



WELCOME:

Bill Smirle, SNC Interim Chair, opened the Joint Standing Committee meeting of March 7th, 2019 at 1:00 p.m. and welcomed Committee Members.

APPROVAL OF JOINT STANDING COMMITTEE AGENDA

RESOLUTION NO. JSC-001/19

Moved by: Doug Thompson
Seconded by: Jacqueline Kelly Pemberton

RESOLVED THAT:

The Committee Members approve the Joint Standing Committee agenda for March 7th, 2019 as presented.

CARRIED

APPROVAL OF JOINT STANDING COMMITTEE MEETING MINUTES OF MARCH 1st, 2018

RESOLUTION NO. JSC-002/19

Moved by: Lawrence Levere
Seconded by: Doug Thompson

RESOLVED THAT:

The Committee Members approve the Joint Standing Committee meeting minutes of March 1st, 2018 as presented.

CARRIED

STANDING COMMITTEE CHAIR'S REMARKS:

- Jacqueline Kelly Pemberton, Clean Water Committee
- Dave Robertson, Forestry Committee
- Fred Schueler, Fish and Wildlife Committee
- Lawrence Levere, Communications Committee

The Committee Chairs provided an overview of their Committee programs and projects.

RESOLUTION NO. JSC-003/19

Moved by: Peggy Taylor
Seconded by: Doug Thompson

RESOLVED THAT:

The Committee Members receive and file the verbal updates of the Standing Committee Chairs.

CARRIED



BEYOND 2020

John Mesman, Team Lead, Communications and Outreach lead a visioning exercise with Committee Members.

HOUSEKEEPING

Ronda Boutz, Team Lead, Special Projects reminded attendees to fill and return the email survey and if there are any issues with website access to Members pages, to contact Dianne MacMillan.

CLOSING REMARKS

Bill Smirle, Interim Chair, thanked all Committee Members for attending the Joint Standing Committee meeting day, and their continued work for SNC programs and projects.

ADJOURNMENT

RESOLUTION NO. JSC-004/19

Moved by: Glenn Mackey

RESOLVED THAT:

The Joint Standing Committee meeting of March 7th, 2019 be adjourned at 2:32 p.m.

CARRIED

Bill Smirle,
SNC Interim Chair.



Ronda Boutz,
Team Lead, Special Projects.



To: Joint Standing Committees
From: Ronda Boutz, Team Lead, Special Projects
John Mesman, Team Lead, Communications and Outreach
Date: February 19, 2020
Subject: Standing Committee Terms of Reference Review

RECOMMENDATION:

The Joint Standing Committees provide feedback on the Standing Committee Terms of Reference review.

DISCUSSION:

The Standing Committee Terms of Reference (ToR) was developed in 2013 and has remain status quo since. As with any terms of reference, its prudent to periodically review and update them to reflect any administrative or functional changes over time.

Staff are proposing a review of the ToR in 2020 with a report to the Board on any recommended revisions. Staff have identified several items for consideration:

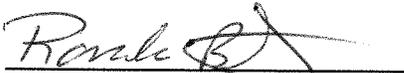
- Update text for consistency with new SNC Administrative By-law (November 2018)
- Expand on committee member roles and responsibilities for promoting SNC programs and services to member organizations and/or the public
- Review Committee membership (numbers and gaps in stakeholder representation)
- Membership term, recruitment, and selection
- Expand on reporting requirements of members and Committee Chair (or designate)
- Add committee mandates to ToR

Staff are seeking feedback from the Committee Chairs on the above and any other suggestions regarding the attached ToR.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Standing Committees are included in the 2020 Budget under Organization Effectiveness: Communications & Outreach: Corporate Communications, pages 88-89.

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


Ronda Boutz,
Team Lead, Special Projects.


John Mesman,
Team Lead, Communications and Outreach.

Attachments: Terms of Reference for South Nation Conservation Standing Committees



TERMS OF REFERENCE FOR SOUTH NATION CONSERVATION (SNC) STANDING COMMITTEES

According to SNC's Administrative Policy, the Board of Directors (Board) may establish standing committees to study and report on specific matters. The Board will approve a mandate for each standing committee which will outline their area of responsibility. The Chair, Vice Chair and Past Chair are ex officio members of all SNC standing committees with full voting privileges. Standing committee actions (i.e. recommendations pertaining to programs and budget items under their mandate) must be approved by the Board prior to execution of these actions.

The following Terms of Reference sets out the administrative and operating procedures of all SNC standing committees.

1. Role
 - a) To promote and advocate for South Nation Conservation and its role in watershed management
 - b) To provide stakeholder feedback and/or expert knowledge regarding implementation of programs and services under the committee's mandate
 - c) To make recommendations to the Board on policies and programs that relate to their mandate

2. Responsibilities
 - a) Provide input to budgets and programs within their mandate at such a time that coincides with the draft budgeting schedule of SNC
 - b) Review annual work plans, as per approved budget, for presentation to March Board meeting
 - c) Annually review committee's mandate and evaluate effectiveness of programs under this mandate
 - d) Make recommendations for program implementation to Board
 - e) Communicate results of program achievements to the public
 - f) Assist with fundraising initiatives by actively identifying funding sources and advocating for projects partnerships

3. Membership
 - a) 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,

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subject to Board approval

- b) Budgets for travel/per meeting allowances, will not change from the budgeted amount, regardless of committee size
 - c) Staff support will remain nominally the same, regardless of committee size
 - d) All committee appointments to be approved annually by the Board by the March Board meeting
 - e) Any committee member (excluding ex officio members) missing two consecutive meetings without communicating justification, to the Committee Chair, will be removed from the committee
 - f) Failure to achieve quorum for two consecutive meetings shall trigger an automatic review by the Board on that particular standing committee
 - g) Members failing to attend a meeting without prior notification of regrets will be recorded as absent in the meeting minutes.
 - h) Committee Chair
 - i) To be elected by the Committee
 - ii) Acting Chair to be appointed by Committee if required
 - iii) Chair (or designate) will represent Committee at meetings and events as required
 - iv) Chair will encourage each member to bring ideas on projects, funding, partnerships, etc.
4. Quorum
- a) 50% plus 1 of committee approved by the Board constitutes quorum for all matters relating to financial allocations or major decisions concerning program implementation
 - i) Ex-officios do not count towards quorum
 - b) Non-financial matters can be dealt with by consensus
5. Frequency of Meetings and Manner of Call
- a) Committees to meet 4 times per year, and to include as a minimum:
 - i) preparation of work plan for upcoming year
 - ii) attendance at joint coordinating meeting of all SNC Standing Committees
 - iii) review of progress of work plans
 - iv) review work completed and evaluate if objectives were met
 - b) Additional meetings may be held with 75% concurrence of the committee at which there is quorum
 - c) Committees shall establish meeting dates for the next year at the last meeting of the year
 - d) Notices of meetings shall be sent by electronic means, or other manner



decided on by SNC, a minimum of 14 calendar days prior to the meeting

- e) Agendas to be emailed to committee members 4 business days prior to meeting date
 - f) Conference calls, video conferencing, and/or electronic voting may be utilized by the committee in place of an in-person meeting with concurrence of 75% of the committee
6. Resources
- a) Committees shall be assigned an SNC staff person to support the committee and act as liaison with SNC
 - b) Committee members will be paid a meeting allowance, capped at 80% of Board members meeting allowance, and mileage, at rate established by the Board for SNC
 - c) The approved budget of SNC will identify the funding resources of each standing committee
 - d) Light refreshments to be served to committees
7. Reporting
- a) Chair or designate will bring a report, via the draft meeting minutes of the committee, to Board after each committee meeting
 - b) All motions of committees that require funding shall reference SNC's budget section(s)
 - c) Board will make a final decision on all committee programs and required funding through approval of committee actions in the draft minutes
 - d) All committee members will engage, at least once per year, with their member organizations, the public, and/or their municipalities to promote their committee and the work it does; members will provide an update to the Committee on these engagements
8. Communications
- a) Notices of meetings to be sent to media in SNC jurisdiction, as a minimum
 - b) Press releases on major recommendations of committees or highlights/key issues of programs to be issued after Board approves minutes
 - c) Approved minutes of standing committees to be posted on SNC's website



To: Joint Standing Committees
From: John Mesman, Team Lead, Communications and Outreach
Date: February 26, 2020
Subject: Update: Environmental Planning Study – Engagement Activities

RECOMMENDATION:

The Joint Standing Committees receive information on the environmental planning study being conducted by SNC on behalf of the United Counties of Stormont, Dundas and Glengarry (SDG) and the United Counties of Prescott Russell (UCPR); and

FURTHER THAT: the Joint Standing Committees receive information on planned engagement activities for Fall 2020.

DISCUSSION:

South Nation Conservation (SNC) manages natural resources through partnerships with its member municipalities and works to protect people and property from natural hazards and support sustainable development through environmental reviews.

SNC works with a multi-stakeholder team to provide timely input and technical advice on planning applications and policy documents to provide a holistic, watershed perspective to municipal planning and support provincial policy direction for natural heritage and hazards.

UCPR and SDG are working with SNC to complete a review of their County Official Plan's natural heritage systems schedules and environmental planning policies to ensure they are complete, up-to-date, focused, and appropriately scoped.

SNC began this project in Fall 2019 and has been working with municipal partners in 2020; a final report and updates will be provided to partner Counties in 2021.

The attached letter includes additional project information that will be shared with stakeholders and residents in Fall 2020. Project results and recommendations will be shared publicly for feedback this fall through:

- Online Interactive Story Map and Web Surveys
- Stakeholder Meetings
- Public Open Houses

A presentation on SNC's role in municipal planning and environmental technical review services has been prepared for Committee information. Project details are being shared to inform public consultations in Fall 2020.



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

The Planning Study is included in the 2020 SNC Budget under Approvals: Projects, pages 72 and 73.

SNC Policy Adherence:

The Planning Study is undertaken through joint agreement with the United Counties of Stormont, Dundas and Glengarry and the United Counties of Prescott and Russell.

This project was included as a committee recommendation from SNC's Forest Conservation Initiative.

John Mesman,
Team Lead, Communications and Outreach.

Attachments: Partner County Planning Study Information

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Natural Features Project – Partner County Planning Study Information



Our natural environment is a network of interconnected features such as forests, rivers, wetlands and agricultural lands. This network is referred to as a Natural Heritage System.



The Province requires municipalities to identify Natural Heritage Systems and preserve the diversity and connectivity of these features. This requirement is translated into policies that inform development, stewardship actions, climate change resiliency, sub-watershed studies, and conservation efforts.



The United Counties of Prescott and Russell (UCPR) and Stormont, Dundas and Glengarry (SDG) both identify natural heritage systems in their Official Plan schedules and protect the ecological integrity of these areas through environmental policies. The intent of these policies is to protect the natural environment; however, a targeted review is needed to determine if the policies are effective, implementable, and appropriate. The Counties have also identified a need to redefine the important linkages within the natural system (e.g. watercourses, wetlands, public lands, lands with environmental protection).



South Nation Conservation (SNC) has a long history of working with municipal partners to collect ecological data, manage public lands, engage the public on environmental issues, and deliver environmental approvals on the ground. This practical experience puts SNC in an ideal position to identify environmental planning opportunities, gaps, challenges, and areas for clarification.



This project will deliver practical, implementable, and locally focused policy modifications to improve and refine the existing environmental planning framework. Practically, this will include Official Plan Amendments and updated schedules that are locally focused and consistent with provincial policy requirements.



SNC is currently collecting background data and working to define core areas and linkages on the landscape. SNC is currently working with 14 municipalities on this review and will be looking for input from the public on the proposed updates in the fall.



Sincerely,



John Mesman,
 Team Lead, Communications
jmesman@nation.on.ca

Alison McDonald,
 Team Lead, Planning
amcdonald@nation.on.ca