



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

Board of Directors

Meeting Agenda

Date: May 21st, 2020

Time: 9:00 am

NOTE:

**Conference call number, and Conference PIN number
will be provided 48 hours in advance**



Board of Directors

Meeting Agenda

May 21st, 2020 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 April 16th, 2020 4-13
 6. New Business:
 - a. Request for Approval: 2019 Year End Audited Financial Statement and Audit Letters: Linda 14-15
 - i. Scott Hodgson, Baker Tilly
 - a. 'Appendix A': South Nation Conservation Authority 2019 *DRAFT* Audited Financial Statement 16-36
 - b. 'Appendix B': Audit Reporting Letter 37-40
 - c. 'Appendix C': SNC Letter of Representation 41-44
 - b. Request for Approval: Standing Committee Mandates and 2020 Standing Committee Member Listing: Ronda/John 45-49
 - c. Request for Approval: 2020 SNC Emergency Preparedness Plans: Sandra 50-116
 - d. Update: Casselman to Lemieux Potential Retrogressive Landslide Area: Angela 117-123
 - e. Update: Operating Procedures During the Pandemic: Ronda 124-126
 - f. Update: Planning Activity: Alison 127-128
 - g. Request for Approval: Permits Issued: Alison 129-130
 - h. Update: Timeline Report for Permissions Under Section 28: Alison 131-133
 - i. Request for Approval: Appointment of Provincial Offences Officer: Alison 134
 - j. Request for Approval: Funding Application: Michelle 135
-



7. Financial Reports

- a. Request for Approval: Monies Received and Disbursement Register for February, March, and April 2020: Carl 136-143
- b. Request for Approval: Disbursements for 2020 Partnership Programs and Special Projects: Ronda 144-148
- c. Update: SNC Insurance Update: Carl 149

8. Supplemental Agenda

9. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:

- June 18th, 2020
- July 2020 – *No Meeting*
- August 20th, 2020 (AMO, August 16th – 19th, 2020 – *Virtual Conference*)
- September 17th, 2020 (OEMC, September 16th – 18th, 2020)
- October 15th, 2020

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

11. Adjournment

Original Signed Copy on File

Angela Coleman,
General Manager/Secretary-Treasurer.

/dm



Board of Directors Meeting

Meeting No. 03/20

Thursday April 16th, 2020 – 9:00 a.m.



Directors Present:

Bill Smirle, Stormont Dundas Glengarry, Chair
George Darouze, City of Ottawa, Vice Chair
Doug Thompson, City of Ottawa, Past Chair
Michael Brown, City of Ottawa
Steve Densham, Stormont Dundas Glengarry
Dana Farcasiu, Leeds Grenville
Gerrie Kautz, City of Ottawa
Daniel Lafleur, Prescott Russell
Pierre Leroux, Prescott Russell
Matt Luloff, City of Ottawa
Archie Mellan, Stormont Dundas Glengarry
François St. Amour, Prescott Russell
Peggy Taylor, Leeds Grenville

Staff Present:

Angela Coleman, General Manager/Secretary-Treasurer
Carl Bickerdike, Team Lead, Corporate Services
Ronda Boutz, Team Lead, Special Projects
Michelle Cavanagh, Team Lead, Stewardship
Linda Hutchinson, Director, Organization Effectiveness
Dianne MacMillan, Administrative Assistant
Sandra Mancini, Team Lead, Engineering
Alison McDonald, Team Lead, Planning
John Mesman, Team Lead, Communications and Outreach
Pat Piitz, Team Lead, Property

Guest:

Kecia Podetz, Employment Law Firm, Emond Harnden



CHAIRS REMARKS

Bill Smirle, Chair, called the SNC Board of Directors meeting of April 16th, 2020 to order at 9:00 a.m. The following topics were discussed:

- Welcome to new Board Member Matt Luloff, Councillor for City of Ottawa.
- Public Access to Meeting: Links to join public Board Meetings online have been posted to the SNC website.
- Virtual Meeting Procedures: The Chair reviewed the virtual meeting procedures.

APPROVAL OF SNC BOARD OF DIRECTORS AGENDA

RESOLUTION NO. BD-038/20

Moved by: George Darouze
Seconded by: Michael Brown

RESOLVED THAT:

The Board of Directors approve the April 16th, 2020 Board of Directors agenda with the following amendments:

- a. Add new Agenda Item, SNC Project Update – Powerpoint Presentation to follow Agenda Item #9
- b. Add new Agenda Item, Closed Session to follow Agenda Item #11

CARRIED

DECLARATION OF CONFLICT OF INTEREST

Peggy Taylor, Leeds Grenville, Declared a Conflict of Interest regarding Agenda Item #5b, ii.: Communications Committee meeting minutes of March 5th, 2020.

REQUEST FOR APPROVAL:

SNC BY-LAW AMENDMENT

RESOLUTION NO. BD-039/20

Moved by: François St. Amour
Seconded by: Steve Densham

WHEREAS:

On March 17, 2020, the Government of Ontario enacted a declaration of emergency



for the Province related to the outbreak of COVID 19;

AND WHEREAS:

On March 26, 2020 the Minister of Environment, Conservation and Parks issued a Minister's Direction pursuant to Subsection 19.1(7) of the *Conservation Authorities Act* to Conservation Authorities regarding the outbreak of COVID 19 (the "Direction");

AND WHEREAS:

The Direction permits Conservation Authorities to amend their administrative by-laws to allow members of Conservation Authorities to fully participate in meetings via electronic means during a state of emergency including the ability to be counted towards quorum and to participate in meetings closed to the public;

AND WHEREAS:

The Direction permits Conservation Authorities to amend their administrative by-laws to postpone date and timeline requirements during a state of emergency;

AND WHEREAS:

Pursuant to Clause 19.1(1)(a) of the *Conservation Authorities Act*, the Authority may make by-laws respecting the meetings of the Authority, including providing for the calling of the meetings and the procedures to be followed at meetings;



THEREFORE:

The Board of Directors approve amending the South Nation Conservation Administrative By-Laws to comply with the Minister's Direction and incorporate meeting procedures applicable during states of emergency.

CARRIED

Steve Densham, Stormont Dundas Glengarry, left the meeting at 9:20 a.m.

Steve Densham, Stormont Dundas Glengarry, re-joined the meeting at 9:22 a.m.

ELECTRONIC MEETING PROCEDURES

RESOLUTION NO. BD-040/20

Moved by: Daniel Lafleur

Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors approve the Electronic Meeting Procedures as outlined in this report.

CARRIED

ANNUAL GENERAL MEETING POSTPONEMENT

RESOLUTION NO. BD-041/20

Moved by: Pierre Leroux

Seconded by: Peggy Taylor

RESOLVED THAT:

The Board of Directors approve the postponement of the Annual General Meeting 2020.

CARRIED

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES OF FEBRUARY 20th, 2020

RESOLUTION NO. BD-042/20

Moved by: Archie Mellan

Seconded by: Doug Thompson



The Members approve the Board of Directors meeting minutes of February 20th, 2020 as submitted.

B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF:

RESOLUTION NO. BD-043/20 Moved by: Gerrie Kautz
Seconded by: Michael Brown

RESOLVED THAT: The Board of Directors approve the actions and recommendations of the Joint Occupational Health and Safety Committee meeting of March 4th, 2020.

ii. Standing Committee Meetings Highlights and Minutes of March 5th, 2020:

- Forestry Committee
- Clean Water Committee
- Joint Standing Committee
- Fish and Wildlife Committee
- Communications Committee

Peggy Taylor, Leeds Grenville, declared a Conflict of Interest regarding the Communications Committee meeting minutes and did not participate in discussions, or vote, regarding the minutes.

RESOLUTION NO. BD-044/20

Moved by:	Daniel Lafleur
Seconded by:	Doug Thompson



RESOLVED THAT:

The SNC Board of Directors approve the actions and recommendations of the March 5th, 2020 Standing Committee meeting minutes of:

- Forestry Committee
- Clean Water Committee
- Joint Standing Committee
- Fish and Wildlife Committee
- Communications Committee

CARRIED

NEW BUSINESS

REQUEST FOR APPROVAL: COVID-19 MANAGEMENT OF CONSERVATION AREAS

RESOLUTION NO. BD-045/20

Moved by: George Darouze

Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the emergency order under the *Emergency Management and Civil Protection Act* to close all outdoor recreational amenities; and

FURTHER THAT:

The Board of Directors approve the temporary closure of some Conservation Areas and the maintenance of some Conservation Areas trails for passive recreation, in accordance with the provincial order which states '*green spaces, trails, ravines and conservation areas that aren't otherwise closed would remain open for walkthrough access, but individuals must maintain the safe physical distance of at least two metres apart from others.*'

CARRIED



REQUEST FOR APPROVAL: FLOOD AND EROSION HAZARDS MAPPING

RESOLUTION NO. BD-046/20

Moved by: Matt Luloff
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the South Indian Creek Flood Hazard and Erosion Hazard Mapping reports and associated maps as the best information available to establish flood hazard and regulation limits along the creek; 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.

CARRIED

UPDATE: PLANNING ACTIVITY

RESOLUTION NO. BD-047/20

Moved by: Peggy Taylor
Seconded by: Gerrie Kautz

RESOLVED THAT:

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

CARRIED

REQUEST FOR APPROVAL: PERMITS ISSUED

RESOLUTION NO. BD-048/20

Moved by: Archie Mellan
Seconded by: Pierre Leroux



RESOLVED THAT:

The SNC Board of Directors approve permits 12 to 42 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

CARRIED

CORRESPONDENCE

- a. Letter: Ministry of Natural Resources and Forestry, 2020-21 Operational Funding
- b. Letter: Conservation Ontario to Minister Yurek

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

- May 21st, 2020
- June 18th, 2020
- *July 2020 – no meeting*
- August 20th, 2020 (AMO, August 16th – 19th, 2020 – Virtual Conference)
- September 17th, 2020 (OEMC, September 16th – 18th, 2020)

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented project and program updates.

François St. Amour and Daniel Lafleur, Prescott Russell, left the meeting at 10:53 a.m.

CLOSED SESSION

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

- Legal Update with Employment Law Firm Emond Harnden

RESOLUTION NO. BD-049/20

Moved by:

Dana Farcasiu

Seconded by:

Michael Brown



RESOLVED THAT:

The Board of Directors meeting move into
Closed Session.

CARRIED

OPEN SESSION

RESOLUTION NO. BD-050/20

Moved by: Matt Luloff
Seconded by: Michael Brown

RESOLVED THAT:

The Board of Directors meeting move into
Open Session.

CARRIED

LEGAL UPDATE WITH EMPLOYMENT LAW FIRM EMOND HARNDEN

RESOLUTION NO. BD-051/20

Moved by: Steve Densham
Seconded by: Matt Luloff

RESOLVED THAT:

The Board of Directors approve senior staff
and the Executive, working together with
Legal, to proceed with an appropriate
contingency and business continuity plan in
response to COVID-19.

CARRIED

Pierre Leroux, Prescott Russell, left the meeting at 11:38 a.m.

ADJOURNMENT

RESOLUTION NO. BD-052/20

Moved by: Steve Densham
Seconded by: Matt Luloff



SOUTH NATION
CONSERVATION
DE LA NATION SUD

RESOLVED THAT:

The Board of Directors meeting of
April 16th, 2020 be adjourned at 11:45 a.m.

CARRIED

Original Signed Copy on File

Bill Smirle,
Chair.

Angela Coleman,
General Manager/Secretary-Treasurer.

/dm

SNC Review by: _____



To: Board of Directors
From: Linda Hutchinson, Director, Organization Effectiveness
Date: May 6th, 2020
Subject: Request for Approval: 2019 Year End, Audited Financial Statement and Audit Letters

RECOMMENDATION:

The Board of Directors approve: 2019 Draft Audited Financial Statements; Audit Reporting Letter, Letter of Representation; and signatures by Management and Chair; and

FURTHER THAT: The Board of Directors approve final 2019 transfer to reserve of \$181,197.

DISCUSSION:

Audit

Enclosed are copies of the following documents from the 2019 Audit.

- Appendix "A": South Nation River Conservation Authority 2019 DRAFT Audited Financial Statements
- Appendix "B": Audit Reporting Letter
- Appendix "C": SNC Letter of Representation

The audited financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards. The audited statements and various letters have been reviewed and approved by staff. Scott Hodgson, Baker Tilly, will be presenting the audited financial statements and audit reporting letter.

Surplus

Staff estimated the 2019 surplus at \$358,874 in the 2020 budget approved in November 2019. The surplus prior to transferring additional monies to the operating reserve was \$506,201 (\$358,874 plus \$147,327).

In the draft audited financial statements, there is a surplus of \$643,617.

Description	Amount	
Statement of Operations - Net Surplus, page 7	\$643,617	
Capital Assets purchased and donated, page 14	(\$866,360)	
Amortization, page 14	\$300,668	
Transfer from reserve - planned and approved, page 6	\$12,960	
Transfer to environmental projects reserve – donations, page 6	(\$6,830)	
Transfer to operating reserve – additional surplus, page 6	(\$147,327)	
Prior year surplus, note 11, page 16	\$422,146	
2019 Surplus in 2020 Budget, note 11, page 16	\$358,874	

Net transfer to reserve (\$141,197)



The surplus is due to staff vacancies and leaves, successful fundraising, new project revenues, and increased staff recoveries. Note, revenues not realized in some project areas were offset by reduced expenditures.

Reserve

Funds are transferred to and (from) reserve to meet budget provisions: to set up specific reserves for future use; and/or bring back into operations previous amounts set aside for specific purposes; and to meet the requirements of the Board.

The 2019 budget included a net transfer of \$132,443 from reserve.

In March 2019, the board approved the following:

RESOLUTION NO. BD-031/19

FURTHER THAT: The Board of Directors approve a 2019 transfer from reserve in the amount of \$40,000 for generator approved in 2018 to be purchased 2019.

The approved 2020 budget provided a 2019 net transfer forecast of \$132,826 from reserve.

The Draft Financial Statement now includes a net transfer to reserve of \$141,197 (\$181,197 - \$40,000).

The reserve transfer change between 2019 budget and 2019 actual is primarily due to increased project revenues and surplus in other program areas.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The audit fee is included in 2019 budget, pages 92-93.

SNC Policy Adherence: As per Administrative By-laws.

Linda Hutchinson,
Director, Organization Effectiveness.

Attachment



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
John Mesman, Team Lead, Communications
Date: May 5th, 2020
Subject: Request for Approval: Standing Committee Mandates and
2020 Standing Committee Member Listing

RECOMMENDATION:

The SNC Board of Directors approve Standing Committee Mandates and 2020 Standing Committee Member listing as submitted.

DISCUSSION:

SNC Standing Committee Mandates

The South Nation Conservation Standing Committees Terms of Reference (ToR) refers to a mandate for each committee; however. Each Standing Committee reviewed a draft mandate at their March 5th, 2020 meeting; recommended mandates for each Committee are attached.

SNC 2020 Standing Committee Member Listing

As per the ToR, Standing Committee membership is annually reviewed and approved by the Board of Directors at their March meeting. Committee membership is a maximum of 15 members plus 3 Board ex-officio members; however, additional members may be added with 75% majority vote of the committee at which there is quorum and is subject to Board approval. The Clean Water Committee is recommending an additional 4 members, and Forestry is recommending 1 additional member, bringing the total membership to 19 and 16 members respectively, plus 3 Board ex-officio members. A listing of recommended membership for each Standing Committee is attached.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The SNC 2020 budget incorporates funding for the Clean Water, Forestry, Fish and Wildlife, and Communications Committee meetings under Communications and Outreach, Corporate Communications pages 88-89.

SNC Policy Adherence: Standing Committees adhere to SNC Administrative By-laws, Part III, sections 20.1 to 21.0, pages 9 and 10.

Ronda Boutz,
Team Lead, Special Projects.

John Mesman,
Team Lead, Communications.

Attachments: SNC Standing Committee Mandates
2020 SNC Standing Committee Membership Listing



SNC Standing Committee Mandates

Communications Committee Mandate

The Communications Committee will provide stakeholder input to the delivery of SNC programs, including but not limited to environmental education and outreach programs, discussion of promotion, special events, fundraising activities and volunteering to represent SNC at public events and outreach activities.

The Committee will review and make recommendations for cost-share grant approvals under the Community Environmental Grants Program, as per approved guidelines.

Committee members will help increase public awareness of SNC's landowner stewardship initiatives, support the creation of partnerships, and build community support with the public, stakeholder groups, government agencies, academics and environmental organizations.

Stakeholder representation may include, but is not limited to, the following: media, teachers, municipal staff and politicians, local environmental groups; and public members-at-large with knowledge of the marketing, communications and fundraising sectors.

Forestry Committee Mandate

The Forestry Committee will provide stakeholder input to SNC's delivery of its forestry stewardship programs and management of SNC Forests, including the 20-Year Forest Management Plan and 5-Year Operating Plans. Committee members will help increase public awareness of SNC's landowner stewardship initiatives, support the creation of partnerships and build community support with the public, stakeholder groups, government agencies, academics and other environmental organizations. Members may also serve as Forest Stewards helping SNC to monitor and report on various SNC owned properties.

Stakeholder representation may include, but is not limited to, the following: local woodlot associations; Counties Forests; First Nations; forest industry; Eastern Ontario Model Forest; Ministry of Natural Resources and Forestry; local environmental groups; local woodlot owners, and public members-at-large with knowledge of local forests and/or the forestry industry.

Fish and Wildlife Committee Mandate

The Fish and Wildlife Committee will provide stakeholder input to SNC's management, monitoring and implementation of habitat restoration and stewardship projects. Committee members will help increase public awareness of SNC's fisheries and wildlife initiatives, support the creation of partnerships and build community support with the public, stakeholder groups, government agencies, academics and other environmental organizations. Committee members will support fish and wildlife educational programs



SOUTH NATION
CONSERVATION
DE LA NATION SUD

delivered to the public, youth, and students, including Youth Fish Camps and the Youth Hunt (a partnership with Delta Waterfowl).

Stakeholder representation may include, but is not limited to, the following: local fish and game clubs, program partners; First Nations; local anglers, hunters, and trappers; provincial and federal departments; local environmental groups; academia/ researchers, and public members-at-large with knowledge of local fisheries and wildlife.

Clean Water Committee Mandate

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 may 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); member municipalities; provincial and federal agricultural departments; agri-businesses; local environmental groups; local farmers, and public members-at-large with knowledge of local water resources.



2020 SNC Standing Committee Member Listing

South Nation Conservation's (SNC) Chair, Vice Chair, and Past Chair are ex-officio members on all SNC Standing Committees.

Fish and Wildlife Committee

- **Frederick Schueler, Committee Chair**
- Malcolm Clark, Russell Fish and Game
- Bruce Clarke, Ottawa Fly Fishers
- Alvin Cluff-Clyburne, Russell Fish and Game Club
- Joffre Côté, MNFR (non-voting)
- Doug Culver, Naturalist & Recreational Angler
- Stéphane Dubuc, Trapper
- Ed Fields, Delta Waterfowl
- Abraham Francis, Mohawks of Akwesasne
- Susan Gallinger, Member at Large
- Cyril Holmes, Grenville Fish and Game Club
- Aleta Karstad, Fragile Inheritance Natural History
- Shawn Landriault, Member at Large
- Kirk Myelde, Member at Large
- Larry Smith, South Nation Archery Supply

Forestry Committee

- **Dave Robertson, Committee Chair**
- François Allard, Private Citizen
- Lloyd Benedict, Mohawks of Akwesasne
- Alain Bertrand, Private Citizen
- Archie Byers, Private Citizen
- Maurice Chabot, Private Citizen
- Ben de Haan, UCSDG
- Dorothy Hamilton, SDG OWA
- Elizabeth Holmes, MNRF (non-voting)
- Steve Hunter, UCPR
- Murray Inch, Private Citizen
- Glenn Mackey, Past Board Member
- Tony Ricard, Private Citizen
- François St. Amour, UCPR
- Ron Toonders, Ag Soil and Crop
- Vacant, Snowmobile Assoc.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Communications Committee

- **Peggy Taylor, Committee Chair**
- Charles Armstrong, Public Citizen
- Gerry Boyce, Public Citizen
- Gary Barton, Public Citizen
- Murray Inch, Public Citizen
- Tim Jackson, Public Citizen
- Gerrie Kautz, Board Member
- Lawrence Levere, Past Board Member
- Fran Patenaude, Public Citizen
- Cindy Saucier, Councillor, Russell
- Karen Switzer-Howse, Public Citizen
- Tom Van Dusen, Van Dusen Communications
- Byron Vienneau, Public Citizen

Clean Water Committee

- **Jackie Pemberton, Committee Chair**
- Ray Beauregard, Beef Farmers of Ontario
- Russell Bennett, Farmer
- Elizabeth Holmes, MNRF (non-voting)
- Jack Hoogenboom, Farmer
- Michel Kearney, City of Ottawa
- Alan Kruszel, OFA
- Marc Laflèche, Farmer
- Rene Lalonde, Farmer
- David Lapen, AAFC
- Lawrence Levere, past Board Member
- Glenn Mackey, past Board Member
- Gib Patterson, ORCWP
- Tara Redpath, City of Ottawa
- Normand Riopel, EOWRP
- Andre Pommainville, Farmer
- Terrence Sauve, OMAFRA
- François St. Amour, EOWRP
- Adrian Wynands, Farmer



To: Board of Directors
From: Sandra Mancini, Team Lead, Engineering
Date: May 11th, 2020
Subject: Request for Approval: 2020 SNC Emergency Preparedness Plans

RECOMMENDATION:

The Board of Directors approve the 2020 SNC Emergency Preparedness Plans.

South Nation Conservation (SNC), has the following Emergency Preparedness Plans:

1. *Crisis Communications Kit for Landslides* [John Mesman];
2. *Forest Fire Emergency Plan* [Pat Piitz];
3. *Flood Contingency Plan* [Sandra Mancini];
4. *Low Water Response Plan* [Sandra Mancini].

SNC Emergency Preparedness Plans are reviewed annually and digital reports are located on the Board Members section of the SNC website. Hard copies are available from staff upon request. Please note, confidential after hours contact information is included in some of these plans.

In addition, SNC staff sit on Municipal Emergency Management Committees and provide information and technical support on natural hazards.

Members are encouraged to contact staff directly with questions.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Compliant with SNC Budget.

SNC Policy Adherence: SNC Emergency Plans adhere to provincial guidelines and relevant Acts.

Sandra Mancini

Sandra Mancini,
Team Lead, Engineering.



To: Board of Directors
From: Angela Coleman, General Manager/Secretary-Treasurer
Date: May 11th, 2020
Subject: Update: Casselman to Lemieux Potential Retrogressive Landslide Area

RECOMMENDATION:

The Board of Directors receive and file the Summary of Actions 2011-2020:
Casselman to Lemieux Potential Retrogressive Landslide Area;

FURTHER THAT: The Board of Directors approves staff submitting letters to the Provincial and Federal governments, on an annual basis, to request funding to purchase the remaining residences in the Casselman to Lemieux Potential Retrogressive Landslide Area on willing vendor basis;

FURTHER THAT: If vendors in the Potential Retrogressive Landslide Area approach the Authority to purchase residences, decisions to purchase be debated by the Board, at the time, in consultation with Nation Municipality, on the merits – considering appropriate advice, market values, budget pressures, and other considerations that the Board deems appropriate; and

FURTHER THAT: Current Residents be copied on the annual Provincial and Federal government funding request letters.

DISCUSSION:

The Casselman to Lemieux Potential Retrogressive Landslide Area (the “Landslide Area”) is a 20 km stretch of the South Nation River between Casselman and Lemieux susceptible to large-scale retrogressive landslides. There are currently 27 residences and several roads in the Nation Municipality within the Landslide Area.

A summary of SNC’s action in the Landslide Area 2011-2020 is attached as well as the Summary Report prepared with financial and administrative support from the Government of Canada through the National Disaster Mitigation Program.

The Landslide Area has been studied over the past three decades in response to several large-scale landslides, occurring most recently in 1971 and 1993. In the years prior to the

1993 Lemieux Landslide, the Authority successfully acquired 28 homes in the former Hamlet of Lemieux, on a willing vendor basis. The Lemieux properties were purchased using funds from the following sources:

SNC	10%
Ministry of Natural Resources	85%
Municipality	5%



Provincial funding for acquisitions of homes within the Landslide Area has not been available since the early 1990s.

The Authority possesses peer reviewed geotechnical reports that indicate a major retrogressive landslide can occur in the Landslide Area at any time without warning, endangering lives and resulting in the loss of buildings, infrastructure, and land. There are currently 27 residences remaining in the Landslide Area.

The Authority faces potential liability concerns regarding this file. The summary highlights the Authority's efforts to mitigate future risk.

Since 2011, staff have presented options to the Board and Municipality for future acquisitions in the Landslide Area. As of the approval of the 2020 SNC Budget, the Board supported a reserve fund to support the purchase of homes in the Landslide Area on a willing vendor basis. The 2020 SNC Budget allocation is \$25,000.

A Summary Report has been prepared for the Working Group including Board Members and the Nation Municipality for review, along with updated Geotechnical Review Guidelines for studies completed within the Landslide Area. Following this review, the report and guidelines will be presented to the Board of Directors.

Original Signed Copy on File

Angela Coleman,
General Manager/Secretary-Treasurer.

Attachment. Summary of Actions 2011-2020: Casselman to Lemieux Potential Retrogressive Landslide Area



Summary of Actions 2011-2020: Casselman to Lemieux Potential Retrogressive Landslide Area

1. November 2011: The Board received a report on capital resource management projects, including, the Casselman to Lemieux potential retrogressive landslide area (the "Area"). A 3% levy increase (\$75,000), for 20 years, to purchase property (on a willing seller basis) was requested and denied. Staff were directed to work with the Municipality and SNC legal counsel to determine an appropriate approach to interact with property owners in the Area and provide free access to engineer studies in the Authority's possession.
2. February 2012: A report was presented to the Board for approval. The work plan included: legal counsel evaluating insurance coverage; communicating with Residents in the Area; seeking funding from MPs and MPPs; evaluating the science used to delineate the Area; and a levy increase of 3% per year to establish a \$300,000 reserve to buy homes on a willing seller basis. Board Resolution BD-015/12 approves all items of the Plan except the levy increase proposal, which staff bring back to the Board.
3. April 2012: Staff and legal counsel from SNC and Municipality met to discuss the Area and create a summary of follow-up items: insurance; methodology for determining the protective zone; providing a list of the properties in the Area; seeking a legal summary; considering market value of the lands; hosting a public meeting to discuss the potential hazard with residents.
4. June 2012: Board discussed the potential retrogressive landslide area as a capital report and declined to fund purchase of homes within the Area on a willing seller basis from SNC Budget but agreed that the Municipality and SNC should meet to discuss the Area and any associated issues and/or concerns.
5. August 2012: SNC acquired a property on Lacroix Road within the Area (SNC 130).
6. December 5, 2012: Residents living within the Area were invited (via a registered letter) to a general, information meeting regarding the Area at the Municipality's office. At this meeting, the Residents were informed that SNC would work with the Municipality to review the existing technical studies and ask technical experts about the state of science of potential retrogressive landslide areas.
7. February 21, 2013 (WECI): A formal request for funding (\$100,000) was made to the MNRF to ensure the existing studies are still applicable or to update the studies and to buy property from landowners.
8. February 25, 2013: Seeking assistance from the Province of Ontario, a joint request was made by the Municipality and SNC to be heard by the Minister at the Ontario Good Roads Association Conference in Toronto. The request was granted (Ministry



of Natural Resources). Representatives from the Municipality and SNC requested support from the Minister. Specifically, the Ministry was asked to fund the purchase of homes in the Area, on a willing seller basis, at a rate of about one home per year until the homes in the area had been purchased. The Minister's representative acknowledged the issue though declined to commit provincial resources to the Area. MPP for P-R, Grant Crack, was in attendance at the meeting.

9. Early 2013: Purchase of Gary Bradley Property in Casselman-Lemieux Area.
10. April 2013: The Municipality and SNC work with experts in the discipline of retrogressive landslide science to complete a literature review of the science studies completed for the area, which were 15 years old at the time. The results were compiled in August 2013.
11. January 2014: SNC and the Municipality held a meeting with local MP, Mr. Pierre Lemieux. The issue of residents living in the Area was acknowledged, but no funding was committed.
12. Spring 2014: Meeting with Municipality, County, SNC, and the Ministère des Transport du Québec (MTQ) to discuss the Area and potential future partnerships, leading to LiDar data acquisition, and further study of the Area.
13. Summer 2014: Information for Emergency Management Plan: SNC has completed the following to update the Municipality's Emergency Management Plan: provided an updated contact list of local geotechnical consultant; added a landslide information webpage to the SNC website; planning files have been organized for all properties with residences in the zone; and full scale maps (zone, residences, structures) have been provided to the Municipality.
14. Summer 2014: An inspection to confirm the structural integrity of the Seguinbourg Berm is being conducted. The Municipality and SNC met with a lawyer to develop a work plan to access the berm should future maintenance be required. Quotes were obtained and approved by the Board for a survey of the berm. The work was completed in the spring of 2015.
15. November 2014: A property on Lacroix Road, within the Area was donated to SNC (SNC 154).
16. November 2014: Presentation made to MNR in Peterborough concerning the current status of homes existing within the Area, outlining the work completed to date and the current situation, in addition to requesting provincial funding to assist with the Area.
17. December 2014: Terms of Reference: Morey Associates Consulting Engineers developed specific Terms of Reference for undertaking geotechnical investigations to update the Potential Retrogressive Landslide Area. Terms of Reference were



peer reviewed by a geotechnical consultant (BGC Engineering).
SNC will meet with the Municipality once the terms of reference are finalized.

18. April 3 & 10, 2014: Two Open Houses were held at the Municipality's office to discuss the findings of the technical review of the science behind the potential retrogressive landslide maps and address concerns of residents.
 - a. Open House #1: Thursday April 3, 4 p.m. – 7 p.m.
30 property owners were invited by registered mail; including those with a residence within the Area and those invited to the 2012 Open House 15 invitees attended (22 residents total).
 - b. Open House #2: Thursday April 10, 4 p.m. – 7 p.m.
Open House was advertised in the local Paper (Le Reflet) and on the Municipality and SNC websites. Six residents attended. At both Open Houses, landowners had an opportunity to speak one-on-one with Municipal or SNC staff to ask questions and express concerns. Most property owners who attended the Open House were seeking information about the Area and recent work completed. Most property owners asked why the open house was being hosted. The response: to remind property owners that they are in a potential landslide zone to inform property owners of the results of a review of the science behind the landslide maps / setback lines to address the concerns of property owners.
Note: MNR was invited to attend both Open Houses but declined the invitation.
19. Spring 2015: LiDAR: The Ministère des Transport du Québec (MTQ) obtained LiDAR (unprocessed) in spring 2014 within Québec, near Eastern Ontario. UCPR and SNC partnered with MTQ to purchase LiDAR for the entire UCPR and a reach along Bear Brook, MTQ will assist with data processing. LiDAR data can be used to support future landslide studies.
20. Fall 2014 – Summer 2015: Field Studies: MTQ and Laval University studied the 1971 South Nation Landslide and the 1993 Lemieux Landslide. On-site geotechnical investigations consisted of cone penetration tests, borehole sampling, installation of piezometer nests and vane tests. SNC assisted with obtaining permissions and preparing the necessary permits.
21. 2015 - Present: Data Management: SNC begins to develop a geospatial database of existing geotechnical data.
22. 2015 - Present: Requests to the Federal and Provincial governments – via the local MPP and MP – are made seeking financial support to purchase homes in the Area or delineate more accurate hazard lines.
23. September 2015: The assessment of the Seguinbourg Berm to confirm the structural integrity was completed. Overall structural integrity of the berm still intact. Minor erosion works recommended.



24. May 9th, 2016: A capital report for the Area was presented to the Board. Board resolution BD-073/16 approved that staff submit letters annually to Provincial and Federal governments to request funding to purchase the remaining residences in the Area and that if vendors in the Area, approach the Authority to purchase residences, decisions to purchase be debated by the Board, at the time, in consultation with Nation Municipality, on the merits.
25. September 2016: Staff submitted a request to the NDMP for \$ 1,250,000.00 (Board resolution BD-123/16). The Municipality elected not to proceed with the Project due to lack of funding.
26. January 9, 2017: (WECl) A report was presented to the Board for approval. As part of the 2017-2018 Water and Erosion Control Infrastructure program (\$5,000) the Seguinbourg Berm Vegetation Assessment would assess the impact of the vegetation growth on the berm and provide removal recommendations if required.
27. April 20, 2017: The annual capital report for the Casselman to Lemieux Potential Retrogressive Landslide Area was presented to the Board for approval.
28. July 2017: SNC sends its annual letter to the local MPP and MP requesting Provincial and Federal financial support to purchase homes in the Area and/or delineate more accurate hazard lines.
29. September 15, 2017: Staff submit a request to the Natural Disaster Mitigation Program seeking \$ 100,000 for a pilot project in the area.
30. September 2017: SNC sends letters to landowners within the Area as a reminder of some of the elements of risk to people and property within the Area, and as a reminder of SNC's annual request for funding support to the Provincial and Federal Governments to purchase property from willing sellers.
31. January 31, 2018: SNC received the Seguinbourg Berm Vegetation Assessment Report prepared by Geofirma Engineering Ltd. The assessment states that the vegetation documented during the site investigation is not considered to be problematic from a berm integrity or stability aspect. It was recommended that a follow-up vegetation assessment be conducted every two years.
32. May 2018 - Present: The Natural Disaster Mitigation Program funding is approved. The pilot project seeks to develop a mitigation/relocation program to provide willing landowners with an opportunity to reduce risks by removing their dwelling from the Area.
33. September 2018: SNC sends the annual letter to landowners within the Area.
34. January 2019: SNC and Municipal staff verify the number of remaining residences in the Area.



35. May 2019: SNC sends letters to landowners within the Area as a reminder of some of the elements of risk to people and property within the area, and as a reminder of SNC's annual request for funding support to the Provincial and Federal Governments to purchase property from willing sellers.
36. April 2020: SNC submits the peer reviewed Guidelines for Geotechnical Studies within the Casselman to Lemieux Potential Retrogressive Landslide Area for technical review.
37. May 2020: The Annual Update: Casselman to Lemieux Potential Retrogressive Landslide Area report presented to the SNC Board of Directors.
38. Summer 2020: SNC the Summary Report and the Guidelines for Geotechnical Studies within the Casselman to Lemieux Potential Retrogressive Landslide Area to the Working Group for review.



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
Date: May 11, 2020
Subject: Update: SNC Operations during the Pandemic

RECOMMENDATION:

The Board of Directors receive and file an update on SNC Operations during the Pandemic.

DISCUSSION:

1. Staff Working from Home

As with many employers, we have moved most of its operations out of the office, to do its part in maintaining social distancing. Most SNC staff are working remotely. SNC has suspended in-person meetings, but remain available to connect with clients by phone, email, or video conferencing.

SNC has ensured its staff are equipped to maintain the continuity of our operations, and SNC remains at full capacity to continue operations and address all issues arising out of COVID-19.

2. Staff Working from Office and Field

In response to the COVID-19 Pandemic, South Nation Conservation (SNC) developed standard operating procedures (SOP) to specifically address protecting staff and the public from transmission of COVID-19 while performing field work and indoor work. Procedures are used in conjunction with other relevant Health and Safety Policies in place.

In addition, all SNC field activities require work plans with detailed job tasks and measures to specifically address COVID-19 transmission (e.g. social distancing, personal protective equipment, hand sanitization, etc.). These documents are updated based on information and direction provided by government and health authorities.

For all work activities, staff travel to work sites in separate vehicles, maintain minimum distances of 2 metres from others, and have their own assigned personal protective equipment. Staff do not share equipment and tools.

This report provides an update on some key field work activities complete to date and planned through June 2020.



Field Operations:

A) Septic and Regulation Inspection Site Visits

SNC's Septic Inspectors and Regulations Officer continue to complete site visits associated with permitting applications. Inspectors conduct the site visit while no one is on-site; if the landowner or contractor wish to attend, they must remain inside their home or vehicle and communicate with inspectors via cellphone. If other contractors or inspectors are on-site at the time of the inspections, physical distancing is maintained. Septic contractors have been made aware of this change in site visit protocols.

SNC continues to support applications and documents submitted electronically or by fax, instead of mailed, if possible.

B) Physical Infrastructure

Water Control Structures

Mandatory inspections are carried out by SNC staff and contractors to ensure safe operations. Safety booms were installed on watercourses following spring dam operations.

SNC Lands and Conservation Areas

Staff continue to conduct field operations (e.g. tree marking, forest inventories, tree risk assessments, trail inspections, etc.) and have worked with contractors to support maintenance and hazard tree work.

SNC trails at Conservation Areas are open for passive recreation (e.g. hiking), except for the Leitrim and Alfred Bog boardwalks. Local health authorities approved SNC to begin work on seasonally closed Conservation Area sites to get them ready for opening, including work at boat launches and installing docks where site closures could be maintained.

Conservation Areas and associated facilities (docks, washrooms, play structures, etc.) will be opened when permitted to do so by health authorities. Signs are included at all Conservation Areas indicating permitted use or closure and COVID-19 precautions (including social distancing).

C) Stewardship and Outreach Programs

Tree Planting Programs

Tree planting program activities were identified as essential services and SNC worked with partner nurseries, tree planting contractors and staff to establish precautionary



operating procedures to reduce the risk of COVID-19 transmission.

SNC completed work at cold storage facilities and delivered tree planting services on public and private land. Tree seedling lifting operations began on April 7th, with deliveries beginning on April 21st; staff completed tree planting activities on May 7th and contractors and forestry staff completed tree planting activities on May 16th. Over 144,000 tree seedlings were planted through Spring 2020.

Municipal Free Tree activities were carried out in some municipalities through online reservations and direct delivery or curbside pick up options through May.

Environmental Stewardship Program Delivery

Programs with site visit requirements scheduled for Summer were postponed to the Fall and programs were adjusted to support delivery without site visits, including:

- Ash Tree Replacement Program
- Woodlot Advisory Service
- Roadside Tree Planting
- Clean Water Programs

Environmental Monitoring and Reporting

Routine maintenance on water quality gauges and provincial groundwater monitoring wells is completed as scheduled and sensors were deployed in various watercourses to support the South Bear Brook Catchment Study.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on 2020 SNC Budget.

SNC Policy Adherence: Field work adheres to the SNC Health and Safety Policy.

Ronda Boutz,
Team Lead, Special Projects.



To: Board of Directors
From: Alison McDonald, Team Lead, Approvals
Date: May 8th, 2020
Subject: Update: Planning Activity

RECOMMENDATION:

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

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 April. Pre-consultations are not included in this list.

#	SNC Number	Landowner Name	Former Municipality	Application
1	SNC-1189-2020	Not provided	Oxford on Rideau	Zoning By-Law Amendment
2	SNC-1188-2020	Not provided	Kenyon	Zoning By-Law Amendment
3	SNC-1187-2020	Rob Robinson	Russell	Site Plan Control
4	SNC-1186-2020	EMB Developments	Russell	Subdivision
5	SNC-1183-2020	JP Bergeron	Cumberland	Site Plan Control
6	SNC-1180-2020	Terresa McIntosh	Mountain	Severance
7	SNC-1179-2020	Terresa McIntosh	Mountain	Severance
8	SNC-1178-2020	Ernest and Georgette Surch	Alfred	Severance
9	SNC-1177-2020	Ernest and Georgette Surch	Alfred	Severance
10	SNC-1175-2020	9167-5637 Quebec Inc.	Longueil	Severance
11	SNC-1174-2020	Gaston Guibord	North Plantagenet	Severance
12	SNC-1173-2020	Ernest Surch	Alfred	Severance
13	SNC-1172-2020	Carleton Corner Farms Ltd.	Russell	Severance
14	SNC-1171-2020	OCS Holdings Group Inc	Russell	Severance
15	SNC-1169-2020	Eric Potvin	Cambridge	Subdivision
16	SNC-1156-2020	Pierre Bernard	Clarence	Severance
17	SNC-1094-2020	Thomas and Leslie Joiner	Cambridge	Severance



#	SNC Number	Landowner Name	Former Municipality	Application
18	SNC-1168-2020	Coopérative Agricole Embrun	Russell	Site Plan Control
19	SNC-1167-2020	Urbandale Corporation	Gloucester	Site Plan Control
20	SNC-1166-2020	Ken Gordon Holdings Inc.	Osgoode	Subdivision
21	SNC-1195-2020	Evergreen Camping and Resort Ltd.	Alfred	Severance
22	SNC-1196-2020	OCS Holdings Group Inc.	Russell	Severance
23	SNC-1197-2020	4020863 Canada Inc.	Cambridge	Severance

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 April 2020.

#	SNC Number	Development Size	Review Type
1	SNC-1152-2020	Area ≤ 2ha	Stormwater Management
2	SNC-6474-2019	Area > 2ha	Stormwater Management
3	SNC-1166-2020	Area > 2ha	Stormwater Management
4	SNC-1183-2020	Area > 2ha	Stormwater Management
5	SNC-1187-2020	Area ≤ 2ha	Stormwater Management
6	SNC-1111-2020	Small Scale Development	Stormwater Management
7	SNC-1143-2020	Small Scale Development	Environmental Impact Statement
8	SNC-5764-2018	Small Scale Development	Environmental Impact Statement

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

Alison McDonald,
Team Lead, Approvals.



To: Board of Directors
From: Alison McDonald, Team Lead, Approvals
Date: May 8, 2020
Subject: Request for Approval: Permits Issued

RECOMMENDATION:

The SNC Board of Directors approve permits 43 – 55 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 April 7th, 2020.

#	Permit No.	Landowner	Former Municipality	Project
43	2020-AUG-R045	Mark Seymour	Augusta	Landscape Renovation
44	2019-AUG-R250	David & Susan Conlin	Augusta	Install Dock
45	2020-AUG-R046	Estate-Charles Owen McDougall	Augusta	Install Dock
46	2020-CAS-R058	Keegan Johnson	Casselman	Install Dock
47	2020-EDW-R029	Brian Fredette And Karen Ruyter	Edwardsburgh	Construct New Home
48	2020-CUM-R052	City of Ottawa	Cumberland	Replace Culvert
49	2020-CUM-R054	City of Ottawa	Cumberland	Replace Culvert
50	2020-GLO-R016	Barrett Co-Tenancy	Gloucester	Modify Local Drainage
51	2020-GLO-R021	Barrett Co-Tenancy	Gloucester	Modify Local Drainage
52	2020-GLO-R043	Andrew Ralph	Gloucester	Pipe Drain Section
53	2020-OSG-R048	City of Ottawa	Osgoode	Replace Culvert
54	2020-OSG-R051	City of Ottawa	Osgoode	Replace Culvert
55	2020-RUS-R018	2404949 Ontario Inc	Russell	New Culvert Crossing

Complaints/Issues: Sites visited in 2020 through the regulatory program: 8

Location	Issue	Outcome
South Dundas	Interference with associated PSW	Landowner agreed to allow land to re-naturalize
Nation	Interference with associated PSW	Ongoing file
Clarence-Rockland	Building in Regulated Area	Landowner agreed to go through permitting process
Augusta	Working around Creek and PSW	Explained to landowner the areas/activities where permits are needed
Clarence-Rockland	Development in Regulated Area and various non SNC issues	Landowner going through permit process. Other issues sent to appropriate agency. Explained what SNC regulates
Casselman	Development in Regulated Area	Ongoing file
Alfred-Plantagenet	Drainage Issue	Met with landowners and Drainage Superintendent – Neighbour agreed to make changes needed
Alfred-Plantagenet	Work Site - Sediment Release Complaint	No evidence of sediment transfer to creek or work in watercourse channel

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.



Alison McDonald,
Team Lead Approvals.



To: Board of Directors
From: Alison McDonald, Team Lead Approvals
Date: May 11, 2020
Subject: Update: Timeline Report for Permissions Under Section 28

RECOMMENDATION:

The Board of Directors receive and file the Timeline Report for Permissions Under Section 28.

DISCUSSION:

South Nation Conservation (SNC), as part of Conservation Ontario's Timely Review Taskforce, committed to the following actions:

- Improve Client Service and Accountability;
- Increase Speed of Approvals; and,
- Reduce Red Tape and Regulatory Burden.

This initiative includes annual reporting on timelines and service standards for Section 28 permits (under the *Conservation Authorities Act*). The reports are provided to SNC's Board of Directors, posted on SNC's website, and submitted to Conservation Ontario.

It was agreed that interim reports would be submitted in May (January – March) and November (April – August) during the first reporting year (2020) to identify issues with reporting templates or internal processes.

The timelines for both Ministry of Natural Resources and Forestry (MNRF) and Conservation Ontario (CO) service standards are provided below.

Timeline Reporting

1. MNRF Reporting Standards, *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities*. (2010) Service Standard.

Within MNRF Timeline		Outside MNRF Timeline	
Major	Minor	Major	Minor
3	22	0	10

The MNRF service standards are 30 (calendar) days for minor applications and 90 days for major applications from the date the application is deemed complete.



Major applications are highly complex, requiring full technical review, and need to be supported by comprehensive analysis or those that do not conform to existing CA Board-approved Section 28 policies.

2. CO Reporting Standards, *Client Service Standards for Conservation Authority Plan and Permit Review Service Standard.*

Within CO Timeline			Outside CO Timeline		
Major	Minor	Routine	Major	Minor	Routine
0	13	4	3	13	2

The CO service standards are 21 days for minor applications, 28 days for major applications, and 14 days for routine applications. There are also additional time allowances for resubmissions.

Permit Timeline Analysis

This first reporting period (January 1 – March 30) provided staff an opportunity to explore and implement numerous improvements to our file tracking system.

Staff note that many files are put on hold by the applicant or delayed due to missing information or requirement for resubmission. SNC's file management software was updated to add the following:

- Ability 'pause' timelines due to CA requests for additional information to address errors or gaps in technical information submitted for review.
- Added "Agreement to Defer" between the applicant and the CA (where applications can be put "on hold" at the applicant's request).
- Added ability to add additional time for re-submissions (as per CO Client Service Standards).
- Added multiple reminders for technical review due dates.

We also note the following timeline considerations for this period:

- Staff required additional time for associated technical reviews as a result of critical timelines associated with the National Disaster Mitigation Program project deliverables. Generally, these delays were coordinated with applicants to ensure good customer service.
- Permitting staff received twice the number of new applications compared to the same time period in 2019. Processing this volume of applications was also impacted by adjustments related to the COVID-19 pandemic.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

- SNC completed a jurisdiction expansion of ~120 km² including areas along the Ottawa River; we received several new permit applications and violation complaints in this area during this period.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No budget implications.

SNC Policy Adherence: The report on timelines is in compliance with the SNC Planning and Approvals Client Service Policy.

A handwritten signature in black ink that reads "Alison McDonald".

Alison McDonald,
Team Lead, Approvals.



To: Board of Directors
From: Alison McDonald, Team Lead Approvals
Date: May 6, 2020
Subject: Request for Approval: Appointment of Provincial Offences Officer

RECOMMENDATION:

The SNC Board of Directors appoint staff member Eric McGill, as Provincial Offences Officer to enforce Ontario Regulation 170/06 "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" made pursuant to Section 28 of the *Conservation Authorities Act*; and

FURTHER THAT the Board of Directors appoint staff member Eric McGill, as Provincial Offences Officers to enforce R.R.O. 1990, Reg. 135 "Conservation Areas" made pursuant to Section 29 of the *Conservation Authorities Act*.

DISCUSSION:

Under clause 28(1)(d) of the *Conservation Authorities Act*, a conservation authority may appoint officers to enforce regulations made under Section 28 and 29 of the *Act*.

The appointment will allow Eric McGill to undertake duties that pertain to enforcement pursuant to Section 28 and 29 of the *Conservation Authorities Act*.

Further, as per provincial guidelines, Eric McGill has completed the appropriate Conservation Authority Compliance Training and is competent to engage in duties regarding enforcement under this appointment.

Alison McDonald,
Team Lead, Approvals.



To: Board of Directors
From: Michelle Cavanagh, Team Lead, Stewardship
Date: May 11th, 2020
Subject: Request for Approval: Funding Application

RECOMMENDATION:

The Board of Directors approve the submission of a funding application to Fisheries and Oceans Canada requesting up to \$10,000 to collect data on unrated municipal drains; and

FURTHER THAT: The Board of Directors approve signing a Purchase Order from Fisheries and Oceans Canada to receive the funds.

DISCUSSION:

Fisheries and Oceans Canada (DFO) has funding available for Conservation Authorities to sample unrated municipal drains in 2020. These are drains that have no associated flow or fisheries information. SNC has received this funding from DFO annually since 2015.

DFO is prioritizing applications based on upcoming drain maintenance projects. SNC is working with municipal drainage superintendents to select drains for sampling in 2020 based on scheduled maintenance work.

The data collected is used by DFO to assign classifications to the municipal drains which streamlines approval of maintenance activities for municipalities. The data is also used by SNC and municipal staff in Planning and Approvals decision making.

The deadline for applications is May 29th, 2020.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

This work is included in the 2020 Budget under Resource Management, Water Response Programs, pages 14 and 15.

SNC Policy Adherence:

All work undertaken to complete the project will adhere to SNC's Health and Safety Policies and Procedures.

Michelle Cavanagh,
Team Lead, Stewardship.



To: Board of Directors
From: Carl Bickerdike, Team Lead, Corporate Services
Date: May 11, 2020
Subject: Request for Approval: Monies Received and Disbursement Register for February, March and April 2020

RECOMMENDATION:

The Board of Directors receive and file the money received report for February, March and April 2020; and

FURTHER THAT: The Board approve the Disbursement Register of \$ 1,429,985.05 for February, March and April 2020.

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

<u>Received From:</u>	<u>February, March & April 2020</u>
City of Ottawa	457,147.94
Forests Ontario	82,350.20
Planning Revenue	78,552.00
Septic Revenue	76,561.50
City of Clarence - Rockland	47,754.67
Township of Russell	46,357.46
HST/GST Report	41,923.16
Corporation of the Nation Municipality	30,910.97
Township of North Dundas	30,112.44
Municipality of South Dundas	27,420.72
Raisin Region Conservation Authority	20,825.95
Township of Alfred and Plantagenet	20,489.34
United Counties of Prescott & Russell	19,607.63
Trees	19,431.41
Township of Edwardsburgh/Cardinal	18,117.13
Corporation of the Municipality of North Grenville	16,572.88
Lindsay Solar LP	15,530.57
Royal Bank of Canada	14,293.66
Land	14,286.98
Township of North Stormont	13,508.33
Township of Augusta	12,519.97
Water and Erosion Control Structure Infrastructure	11,554.09
Agriculture and Agri-Food Canada	11,294.35
Village of Casselman	10,056.18
Fisheries and Oceans Canada	9,424.20
Colleges and Institutes Canada	7,500.00
Communication	5,634.28
Enbridge Gas Inc.	5,000.00
Centrale Hydroelectrique Laplante	4,849.18
Corporation of the Township of North Glengarry	4,838.10
Environmental Careers Organization of Canada	3,750.00
Other	13,402.86
TOTAL \$	1,191,578.15



SOUTH NATION
CONSERVATION
DE LA NATION SUD

<u>February, March & April 2020</u>	<u>Total</u>
Accounts Payable Cheques	201,378.16
Internet Banking	838,719.73
Electronic Funds Transfer Payment	389,887.16
TOTAL \$	1,429,985.05

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

Carl Bickerdike,
Team Lead, Corporate Services
Attachment

Number	Code	Name	Amount
19164	BYCA0430	BYTOWN CATERING	191.81
19165	SOWR8250	SOLOWAY WRIGHT	1,073.50
19166	COCO1270	COTNAM HOLDINGS	83.64
19167	CRAU0100	CRYSLER AUTO VALUE	30.09
19168	DDPR1500	THE FINCH MARKET	280.72
19169	EAON2250	EASTERN ONTARIO CROP ADVISORY COMMITTEE	600.00
19170	GAAU2950	GARY'S AUTO BODY	487.20
19171	GLNE3040	GLENGARRY NEWS	60.00
19172	GRCO3120	GREELY COMMUNITY ASSOCIATION	200.00
19173	HIVA3430	HILL & VALLEY WATER SYSTEMS	841.85
19174	MOTI5525	MOREWOOD TIRE SERVICES	354.82
19175	OPWA6870	ONTARIO PUBLIC WORKS ASS - OTTAWA VALLEY BR	65.00
19176	PUSE3050	PUBLIC SERVICES HEALTH & SAFETY ASSOCIATION	270.07
19177	QUCO7240	QUINTE CONSERVATION	3,200.00 Shared Hosting - WISKI
19178	TUMA7630	TULIPS & MAPLE INC	3,207.17 Envir. Impact Workshop - Caterer
19179	AULT0138	AULT & AULT	1,647.74
19180	BUSI0578	DESJARDINS CARD SERVICES (STAPLES)	346.71
19181	COCO1270	COTNAM HOLDINGS	39.52
19182	EAEN2005	EASTERN ENGINES INC	749.18
19183	ENMA2030	ENNS MACEACHERN PACE MALONEY & ASS.	4,350.50 Appraisal
19184	LLMC5040	LLOYD MCMILLAN EQUIPMENT LTD.	113.00
19185	NIBE6110	NICOLE BENOIT	810.00
19186	OFAU6430	4 OFFICE AUTOMATION LTD	1,180.42
19187	POON7040	POSTAGE ON CALL	1,130.00
19188	RON57545	782324 ONTARIO INC.	1,010.22
19189	SDGF8993	2020-SDGWAS-002	500.00 MFTIP - SDG Grant
19190	SDGF8994	2020-SDGWAS-001	500.00 MFTIP - SDG Grant
19191	SDGF8995	2020-SDGWAS-007	500.00 MFTIP - SDG Grant
19192	SDGF8996	2020-SDGWAS-005	500.00 MFTIP - SDG Grant
19193	SDGF8997	2020-SDGWAS-006	500.00 MFTIP - SDG Grant
19194	SDGF8998	2020-SDGWAS-003	500.00 MFTIP - SDG Grant
19195	SDGF8999	2020-SDGWAS-004	500.00 MFTIP - SDG Grant
19196	UCPR1153	2020-USPRWAS-001	500.00 MFTIP - UCPR Grant
19197	ZZZZ9959	BRIAN BOOTH	22.60
19198	ASMO0182	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	2,599.00
19199	ABWO0090	A BETTER WORLD	1,465.61
19200	BEEH0507	N. BEEHLER ELECTIC LTD.	1,654.32
19201	CDAS1200	CHESTERVILLE & DISTRICT AGRICULTURAL SOCIETY	300.00
19202	COBA1100	BAKER TILLY REO LLP	11,300.00 Audit & Financial Statements
19203	DDPR1500	THE FINCH MARKET	270.24
19204	GAAU2950	GARY'S AUTO BODY	621.50
19205	GRCO3120	GREELY COMMUNITY ASSOCIATION	300.00
19206	JRAD4004	J&R ADAMS LTD.	6,239.70 Installation of Garage Doors at Shop
19207	LLMC5040	LLOYD MCMILLAN EQUIPMENT LTD.	113.00
19208	MIBL8450	M.R. BLAIS SALES & SERVICES INC	31,640.00 New generator at Chesterville Dam
19209	SDGF8992	ALLAN MACDONELL	500.00
19210	SEEM8999	SEAWAY EMBROIDERY	77.97
19211	THRE7560	THE REVIEW	515.28
19212	THRI8250	THE RIVER INSTITUTE	300.00
19213	VBUR7560	VAUGHN BURD	50.00
19214	AQIN0890	AQUANTY INC	19,775.00 Flood forecasting model development
19215	BUSI0578	DESJARDINS CARD SERVICES (STAPLES)	2,428.97
19216	DDPR1500	THE FINCH MARKET	340.50
19217	SABO8005	J.F. SABOURIN AND ASSOCIATES INC.	7,986.28 Technical review of floodplain mapping
19218	UCPR1154	MELANIE BOULET	500.00
19220	DHFE1580	D & H FENCING	5,130.20 Fence installation at Chesterville Dam
19221	LATR5065	LATREMOUILLE	102.78
19222	CLST1250	CLEARWATER STRUCTURES INC.	29,176.49 Final billing Chesterville Dam repairs
19223	COBA1100	BAKER TILLY REO LLP	11,300.00 Audit & Financial Statements
19224	COCO1270	COTNAM HOLDINGS	62.24
19225	CPSE9974	BROCK MCBRIDE	190.00
19226	GAAU2950	GARY'S AUTO BODY	1,491.60
19227	JOFX3860	JOKER FX INC	3,887.20

19228	LEFA5050	LEVAC FABRICATIONS	5,965.72	Bridge replacement - J. Henry Tweed
19229	ATRE0135	CHRIS NICHOL	5,000.00	Ash Tree Grant
19230	ATRE0136	SANDRA REDMOND	5,000.00	Ash Tree Grant
19231	DHFE1580	D & H FENCING	1,678.05	
19232	INAL4180	SPECIAL MARKETS SOLUTIONS INDUSTRIAL	811.08	
19233	MIBL8450	M.R. BLAIS SALES & SERVICES INC	5,650.00	Install generator at Chesterville Dam
19234	PURO7040	PUROLATOR COURIER LTD.	9.23	
19236	ABWO0090	A BETTER WORLD	2,931.22	
19237	BUSI0578	DESJARDINS CARD SERVICES (STAPLES)	351.51	
19238	CEDA2045	CEDARVIEW BUILDERS SUPPLY LTD.	60.06	
19239	EAST2010	EASTERN ONTARIO GRAPHICS LTD.	107.35	
19240	FAFO2506	FARMER'S FORUM	303.97	
19241	JRAD4004	J&R ADAMS LTD.	1,006.55	
19242	NEOP6075	QUADIENT CANADA LTD	677.32	
19243	RON57545	782324 ONTARIO INC.	487.03	
19244	SDGF9040	POPPY BAKTIS & MARK VAN VIET	500.00	
19245	TRTO8830	TREE TOP SERVICES	2,599.00	Chainsaw course
19246	CHMY1060	CHUCK MYERS HEAVY EQUIPMENT	618.68	
19247	COMA1120	CORNWALL MAZDA DIVISION OF 1273613 ONTARIO INC	235.71	
19248	EXTR0050	407 ETR EXPRESS TOLL ROUTE	57.55	
19249	GUIL3350	GUILLEVIN INTERNATIONAL CO.	293.71	
19250	LATR5065	LATREMOUILLE	54.24	
19251	LENE7512	LEXISNEXIS CANADA INC.	121.54	
19252	ZZZZ9958	MICHAEL ARMSTRONG	195.00	
			<hr/>	
			201,378.16	

Internet Banking

10000411	BELL0510	BELL CANADA	1,031.69	
10000417	BELL0510	BELL CANADA	211.12	
10000422	HYDR3560	HYDRO ONE	1,137.90	
10001749	OT206500	CITY OF OTTAWA TAX OFFICE	45.00	
10002082	BELL0510	BELL CANADA	234.95	
10002083	HYDR3560	HYDRO ONE	39.42	
10002084	TELU8550	TELUS MOBILITY	1,641.44	
10002342	BELL0510	BELL CANADA	54.14	
10002343	BELL0510	BELL CANADA	1,031.69	
10002344	FIFE2505	FINCH FEED & SEED LTD. PURINA	214.63	
10002345	HYDR3560	HYDRO ONE	573.51	
10002383	HYDR3560	HYDRO ONE	28.30	
10004853	RU207530	RUSSELL TOWNSHIP	332.50	
10004856	RU207530	RUSSELL TOWNSHIP	122.84	
10004857	RU207530	RUSSELL TOWNSHIP	296.96	
10004862	MACE5505	MACEWEN PETROLEUM INC.	909.91	
10004867	UNIO9003	UNION GAS LIMITED	1,550.08	
10004871	OT206500	CITY OF OTTAWA TAX OFFICE	752.19	
10004873	OT206500	CITY OF OTTAWA TAX OFFICE	5.94	
10004876	HYDR3560	HYDRO ONE	30.08	
10004881	OT206500	CITY OF OTTAWA TAX OFFICE	177.51	
10004885	OT206500	CITY OF OTTAWA TAX OFFICE	257.80	
10004889	OT206500	CITY OF OTTAWA TAX OFFICE	422.93	
10004895	HYDR3560	HYDRO ONE	1,740.17	
10004898	HYDR3560	HYDRO ONE	737.62	
10004903	CA201030	VILLAGE DE/OF CASSELMAN	445.46	
10004908	CA201030	VILLAGE DE/OF CASSELMAN	336.80	
10004913	CA201030	VILLAGE DE/OF CASSELMAN	457.19	
10004916	SS208018	TOWNSHIP OF SOUTH STORMONT	73.61	
10004920	SS208018	TOWNSHIP OF SOUTH STORMONT	73.51	
10004924	FIFE2505	FINCH FEED & SEED LTD. PURINA	860.31	
10004929	BELL0510	BELL CANADA	54.14	
10005754	NG206030	TOWNSHIP OF NORTH GLENGARRY	264.83	
10005760	FIFE2505	FINCH FEED & SEED LTD. PURINA	480.99	
10005763	MACE5505	MACEWEN PETROLEUM INC.	442.37	
10005765	NG206030	TOWNSHIP OF NORTH GLENGARRY	253.79	
10005766	NG206030	TOWNSHIP OF NORTH GLENGARRY	253.79	

10006116	HYDR3560	HYDRO ONE	30.08
10006121	UNIO9003	UNION GAS LIMITED	1,090.69
10006123	HYDR3560	HYDRO ONE	1,831.23
10006124	MACE5505	MACEWEN PETROLEUM INC.	608.97
10007471	BELL0510	BELL CANADA	1,031.69
10007476	HYDR3560	HYDRO ONE	28.47
10007481	BELL0510	BELL CANADA	240.38
10007484	TELU8550	TELUS MOBILITY	1,420.98
10008005	HYDR3560	HYDRO ONE	30.19
10009517	TELU8550	TELUS MOBILITY	1,424.70
10009519	BELL0510	BELL CANADA	54.14
10009521	UNIO9003	UNION GAS LIMITED	1,324.54
10009522	HYDR3560	HYDRO ONE	2,048.37
20200213	BAMO0650	THE BANK OF MONTREAL	8,009.13 Pension
20200213	PAYW0139	Payworks	125,198.65 Pay 4
20200227	VISA7612	VISA	11,697.23
20200228	BAMO0650	THE BANK OF MONTREAL	8,095.35
20200228	PAYW0139	Payworks	128,191.27 Pay 5
20200228	ROBA7530	ROYAL BANK OF CANADA	488.07
20200312	BAMO0650	THE BANK OF MONTREAL	8,017.09 Pension
20200312	PAYW0139	Payworks	126,549.33 Pay 6
20200326	BAMO0650	THE BANK OF MONTREAL	8,017.09 Pension
20200326	PAYW0139	Payworks	127,061.53 Pay 7
20200330	PAYW0139	Payworks	10,486.22 Board Payroll Jan - March
20200331	ROBA7530	ROYAL BANK OF CANADA	665.75
20200409	BAMO0650	THE BANK OF MONTREAL	7,631.01 Pension
20200409	PAYW0139	Payworks	122,475.59 Pay 8
20200417	VISA7601	VISA	6538.53
20200423	BAMO0650	THE BANK OF MONTREAL	7,735.13 Pension
20200423	PAYW0139	Payworks	102,511.52 Pay 9
20200430	ROBA7530	ROYAL BANK OF CANADA	609.70
			<hr/>
			838,719.73

EFT Banking

8990	AM405500	ALISON McDONALD	363.13
8991	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	354.18
8992	BUFF0576	BUFFETT TAYLOR & ASSOCIATES INSURANCE AGENCIE	14,382.82
8993	CH403550	CARLEY HUTCHINSON	34.75
8994	COAU1115	COOTER'S AUTOMOTIVE	1,505.88
8995	CORN1089	CORNWALL CITY PRESS	355.86
8996	GAUD3008	GAUDET MACHINING AND WELDING	613.49
8997	JM405530	JOHN MESMAN	1,009.65
8998	LANN5020	LANNIN'S GARAGE	105.48
8999	LH403640	LINDA HUTCHINSON	88.06
9000	MIBL8450	M.R. BLAIS SALES & SERVICES INC	433.64
9001	NOVA6200	NOVA NETWORKS	225.94
9002	SIBA8020	SIMPLY BAKED CATERING INC	837.90
9003	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	495.42
9004	AC401010	ANGELA COLEMAN	2,952.83
9005	ALEN0050	ALAIN ENTERPRISES LTD	1,881.45
9006	AM405500	ALISON McDONALD	183.61
9007	BS508100	BILL SMIRLE	195.59
9008	CA201030	VILLAGE DE/OF CASSELMAN	565.00
9009	CHRE1051	ETCETERA PUBLICATIONS (CHESTERVILLE) INC	349.51
9010	CR201050	CITY OF CLARENCE - ROCKLAND	983.58
9011	GD301520	GEORGE DAROUZE	188.87
9012	HJ403635	HANNAH JACKSON	254.25
9013	JH403536	JAMES HOLLAND	1,022.44
9014	LANN5020	LANNIN'S GARAGE	459.60
9015	MISE8651	MISTER SEW & SEW	489.63
9016	MS408050	MARTIN STREIT	74.28
9017	NA206015	THE NATION MUNICIPALITY	67.80
9018	NOVA6200	NOVA NETWORKS	4,175.35 Managed services
9019	PP407015	PATRICK PIITZ	108.53

9020	TC400750	TAYLOR CAMPBELL	74.41
9021	VAHO7505	VAN HOUTTE COFFEE SERVICES INC	134.67
9022	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50
9023	COON1088	CONSERVATION ONTARIO	17,754.50 Levy
9024	OMER6450	OMERS	41,341.48 Pension Plan
9025	AM405500	ALISON McDONALD	490.42
9026	CG403431	CAROLINE GOULET	1,073.50
9027	CH403550	CARLEY HUTCHINSON	135.59
9028	CHRE1051	ETCETERA PUBLICATIONS (CHESTERVILLE) INC	336.74
9029	DT308550	DOUG THOMPSON	514.63
9030	EMHA2000	EMOND HARNDEN	2,639.12 Professional Services, Legal
9031	GAUD3008	GAUDET MACHINING AND WELDING	157.30
9032	GK504160	GERHARD KAUTZ	25.96
9033	LANN5020	LANNIN'S GARAGE	159.24
9034	LEVA5032	LEVAC PROPANE INC	566.82
9035	LOAU1000	LOCAL AUTHORITY SERVICE LTD	367.64
9036	ML404030	MIKE LEGER	124.29
9037	PAGE6820	PAPETERIE GERMAIN STATIONERY INC.	786.39
9038	PL505200	PIERRE LEROUX	74.60
9039	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	639.53
9040	AM405500	ALISON McDONALD	374.26
9041	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	683.13
9042	BUFF0576	BUFFETT TAYLOR & ASSOCIATES INSURANCE AGENCIE:	14,433.23
9043	COAU1115	COOTER'S AUTOMOTIVE	885.62
9044	CORN1089	CORNWALL CITY PRESS	206.33
9045	CYSO1420	CYAN SOLUTIONS LTD	416.55
9046	ED202010	TOWNSHIP OF EDWARDSBURG/CARDINAL	634.39 Taxes
9047	FERG3000	FERGUSON FOREST CENTRE	1,629.80
9048	INLI4280	INDEPENDENT LINEN SERVICE	73.69
9049	JM405530	JOHN MESMAN	406.35
9050	KS408030	KELSEY SMITH	38.97
9051	LAHO5250	LANNIN HOME BUILDING CENTRE	140.03
9052	LANN5020	LANNIN'S GARAGE	393.31
9053	LOAU1000	LOCAL AUTHORITY SERVICE LTD	180.09
9054	MS408050	MARTIN STREIT	327.98
9055	NA206015	THE NATION MUNICIPALITY	137.24
9056	ND206025	TOWNSHIP OF NORTH DUNDAS	1,908.62 Taxes
9057	NOVA6200	NOVA NETWORKS	2,459.89
9058	NS206050	TOWNSHIP OF NORTH STORMONT	7,851.15 Taxes
9059	PD401702	PHILIP DUNCAN	164.68
9060	PIRI7030	PIERRE RICHER PLUMBING INC.	216.11
9061	RASE7421	RANGARD SECURITY	169.50
9062	SHSI8023	SHANE SIGNS	67.80
9063	TEDM5522	TED MORAN & SONS LTD.	570.65
9064	CHRE1051	ETCETERA PUBLICATIONS (CHESTERVILLE) INC	406.07
9065	HJ403635	HANNAH McMILLAN	51.80
9066	INLI4280	INDEPENDENT LINEN SERVICE	82.95
9067	LANN5020	LANNIN'S GARAGE	401.88
9068	LEVA5032	LEVAC PROPANE INC	351.96
9069	LOAU1000	LOCAL AUTHORITY SERVICE LTD	225.89
9070	MS408003	MICHELLE CAVANAGH	56.01
9071	NA206015	THE NATION MUNICIPALITY	6,706.83 Taxes
9072	NOVA6200	NOVA NETWORKS	1,164.80
9073	RB400512	RONDA LYNNE BOUTZ	235.41
9074	SD208015	MUNICIPALITY OF SOUTH DUNDAS	1,825.32 Taxes
9075	SIBA8020	SIMPLY BAKED CATERING INC	1,048.08
9076	STIN8000	STORM INTERNET SERVICES	500.70
9077	TC400750	TAYLOR CAMPBELL	371.56
9078	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	599.18
9079	AP206010	TOWNSHIP OF ALFRED & PLANTAGENET	1,717.58 Taxes
9080	EM405490	ERIC MCGILL	231.54
9081	LANN5020	LANNIN'S GARAGE	144.47
9082	OMER6450	OMERS	30,297.44 Pension Plan
9083	PIRI7030	PIERRE RICHER PLUMBING INC.	347.35

9084	FERG3000	FERGUSON FOREST CENTRE	26,046.45	25% deposit for Tree Plant 2020
9085	AB500610	ARCHIE BYERS	16.52	
9086	AB500700	ALAIN BERTRAND	42.48	
9087	AC501045	ALVIN CLUFF-CLYBURNE	34.81	
9088	AK300800	ALAN KRUSZEL	17.70	
9089	AM305650	ARCHIE MELLAN	96.76	
9090	BC501025	BRUCE CLARKE	82.13	
9091	BS508100	BILL SMIRLE	333.65	
9092	BV510500	BYRON VIENNEAU	169.92	
9093	CH503570	CYRIL HOLMES	94.40	
9094	CS507990	CINDY SAUCIER	73.16	
9095	DC501050	DOUG CULVER	46.37	
9096	DF304830	DANA FARCASIU	135.70	
9097	DL305000	DANIEL LAFLEUR	31.62	
9098	DR507570	DAVID ROBERTSON	82.60	
9099	DT308550	DOUG THOMPSON	745.24	
9100	EF502130	EDWARD FIELDS	43.54	
9101	FA501250	FRANCOIS ALLARD	70.80	
9102	FS301100	FRED SCHUELER	153.40	
9103	FS308320	FRANCOIS ST AMOUR	181.72	
9104	GB500420	GARY BARTON	88.74	
9105	GB500450	GERRY BOYCE	47.79	
9106	GD301520	GEORGE DAROUZE	165.20	
9107	GK504160	GERHARD KAUTZ	292.64	
9108	GM305150	GLENN MACKEY	79.06	
9109	GR301300	GLEN RUNIONS	48.38	
9110	KM505350	KIRK MYELDE	76.70	
9111	KS508210	KAREN SWITZER-HOWSE	141.60	
9112	LB500650	LLOYD BENEDICT	53.69	
9113	LL302050	LAWRENCE LEVERE	165.20	
9114	LS508160	LARRY SMITH	47.20	
9115	MB302060	MICHAEL BROWN	143.96	
9116	MC501020	MALCOLM CLARK	35.40	
9117	MT308500	MARGARET TAYLOR	212.40	
9118	NR507563	NORMAND RIOPEL	91.45	
9119	PL505200	PIERRE LEROUX	47.20	
9120	RB500500	RAY BEAURGARD	30.68	
9121	RB508040	RUSSELL BENNETT	82.60	
9122	RT509500	RON TOONDERS	23.60	
9123	SD301050	STEVEN DENSHAM	25.96	
9124	SD501080	STEPHANE DUBUC	41.18	
9125	SL505150	SHAWN LANDRIAULT	35.16	
9126	TJ503700	TIM JACKSON	309.16	
9127	TR507560	TONY RICARD	63.72	
9128	TV308900	TOM VANDUSEN	82.60	
9129	COMM1130	UNIVERSAL FIELD SUPPLIES	302.30	
9130	COPU1120	COYLE PUBLISHING INC	960.50	
9131	CORN1089	CORNWALL CITY PRESS	84.52	
9132	DF402060	DAVID FITCH	429.38	
9133	EMHA2000	EMOND HARNDEN	251.43	
9134	IMPL3960	IMPRIMERIE PLANTAGENET PRINTING	614.27	
9135	LANN5020	LANNIN'S GARAGE	436.91	
9136	OK403800	OMAR KANA'N	156.63	
9137	SM405455	SANDRA MANCINI	360.41	
9138	TM404005	TAVISH MACLEOD	113.00	
9139	TRCA8650	TRADUCTIONS CATMAC TRANSLATIONS	2,535.62	
9140	VAHO7505	VAN HOUTTE COFFEE SERVICES INC	197.39	
9141	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
9142	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	631.38	
9143	BH403432	BRENT HARBERS	16.59	
9144	BUFF0576	BUFFETT TAYLOR & ASSOCIATES INSURANCE AGENCIE:	14,411.36	
9145	BW409200	BRAD WRIGHT	74.88	
9146	COAU1115	COOTER'S AUTOMOTIVE	189.69	
9147	COMM1130	UNIVERSAL FIELD SUPPLIES	1,774.18	

9148	JM405530	JOHN MESMAN	1,295.56	
9149	LANN5020	LANNIN'S GARAGE	460.49	
9150	LEVA5032	LEVAC PROPANE INC	300.37	
9151	NOVA6200	NOVA NETWORKS	2,629.27	
9152	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	289.10	
9153	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
9154	ASMO0182	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	2,599.00	
9155	DREN1542	DRENTEX FIELD SERVICES	3,120.53	Frost seeding
9156	HJ403635	HANNAH McMILLAN	676.87	
9157	LANN5020	LANNIN'S GARAGE	2,014.74	
9158	MIBL8450	M.R. BLAIS SALES & SERVICES INC	164.82	
9159	MS408050	MARTIN STREIT	287.27	
9160	NA206015	THE NATION MUNICIPALITY	1,850.94	
9174	MACA5490	MARSH CANADA LIMITED	92,138.20	Insurance renewal
9175	OMER6450	OMERS	30,775.62	Pension Plan
9176	AM405500	ALISON McDONALD	97.17	
9177	ATAI0123	ATEL AIR	206.23	
9178	COMM1130	UNIVERSAL FIELD SUPPLIES	340.31	
9179	COPU1120	COYLE PUBLISHING INC	508.50	
9180	EM405490	ERIC MCGILL	66.29	
9181	LANN5020	LANNIN'S GARAGE	157.00	
9182	NOVA6200	NOVA NETWORKS	225.94	
9183	SHSI8023	SHANE SIGNS	1,779.75	
9184	TEDM5522	TED MORAN & SONS LTD.	4,633.00	Snow removal
9185	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	21.11	
9186	TRCA8650	TRADUCTIONS CATMAC TRANSLATIONS	1,056.32	
9187	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
9188	CC401060	CHRIS CRAIG	626.58	
9189	LANN5020	LANNIN'S GARAGE	29.00	
9190	NS206050	TOWNSHIP OF NORTH STORMONT	235.82	
9191	RASE7421	RANGARD SECURITY	303.97	
9192	SHSI8023	SHANE SIGNS	1,045.25	
9193	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	212.42	
9194	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
			389,887.16	
GRAND TOTAL			<u>1,429,985.05</u>	



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
Date: May 13th, 2020
Subject: Request for Approval: Disbursements for 2020 Partnership Programs and Special Projects

RECOMMENDATION:

The Board of Directors approves undertaking and disbursement of funds for the following Partnership Programs and Special Projects in 2020:

Program	2019 Encumbered Funds ¹	2020 Funds
1. Eastern Ontario Water Resources Program		
a) United Counties of Prescott and Russell (UCPR) Floodplain Mapping Project	\$0	\$25,000
b) City of Ottawa North Castor River Catchment Study	\$15,000	\$0
c) City of Ottawa: Development of Groundwater/ Surface Water Interaction Constraint Mapping	\$3,124	\$0
d) City of Ottawa Low Impact Development Project	\$18,737	\$0
e) City of Ottawa: Eastern Ontario Children's Water Festival	\$2,013	\$0
2. UCPR Woodlot Advisory Service/Roadside Tree Program	\$0	\$20,000
3. SDG Roadside Tree Program	\$0	\$20,000
4. SDG Woodlot Advisory Service	\$0	\$35,000
5. City of Ottawa Special Levy Programs		
a) Ottawa Ash Tree Replacement Program	\$117,083	\$200,000
b) Ottawa Rural Clean Water Program	\$115,561	\$200,000
c) Eastern Ontario Water Resources Program	\$0	\$50,000
d) Ottawa Baseline Monitoring Program	\$0	\$29,180
6. Ontario Power Generation Regional Biodiversity Program – SNC Rivers/Lakes and Woodlands Projects	\$0	\$75,000
Total	\$271,518	\$654,180

¹ Funding approved in 2019 and carried forward to 2020 budget for project completion.



DISCUSSION/ADHERENCE TO BUDGET:

SNC delivers many Program and special projects on behalf of our member municipalities and partner organizations. SNC has provided program coordination and financial management for many of these Programs for years.

This report provides a breakdown for each program/special project and its associated funds.

1. Eastern Ontario Water Resources Program (EOWRP)

SNC has delivered the EOWRP (formally Eastern Ontario Water Resources Committee) on behalf of its partners since 2003. Several EOWRP projects were approved in 2019 and will be completed in 2020; encumbered funding has been carried forward to the 2020 EOWRP budget. The United Counties Prescott and Russell has confirmed \$25,000 to EOWRP for 2020 to undertake a floodplain mapping project.

EOWRP included in 2020 SNC budget under Resource Management: Partner Programs: Water on pages 18-19. Special projects have a separate budget sheet as per below.

a) UCPR Floodplain Mapping Project

The United Counties Prescott and Russell (UCPR) is providing \$25,000 in 2020 to support floodplain mapping projects within UCPR's jurisdiction. Project included in the 2020 SNC budget under Approvals: Projects: United Counties of Prescott-Russell – Floodplain Mapping on pages 60-61.

b) City of Ottawa North Castor River Catchment Study

The City of Ottawa provided \$20,320 to the North Castor River Catchment Study in 2019; a total of \$5,320 was spent in 2019, the remainder (\$15,000) has been carried forward to complete the project in 2020. Project included in the 2020 SNC budget under Approvals: Projects: Subwatershed Studies on pages 68-69.

c) City of Ottawa: Development of Groundwater/Surface Water Interaction Constraint Mapping

The City of Ottawa provided \$7,109 to the Development of Groundwater/Surface Water Interaction Constraint Mapping Project in 2019; a total of \$3,985 was spent in 2019, the remainder (\$3,124) has been carried forward to complete the project in 2020. Project included in the 2020 SNC budget under Approvals: Projects: Subwatershed Studies on pages 68-69.

d) City of Ottawa Low Impact Development Project

The City of Ottawa provided \$21,000 to the Low Impact Development Project in 2019; a total of \$2,263 was spent in 2019, the remainder (\$18,737) has been carried forward to complete the project in 2020. Project included in the 2020 SNC budget under Resource Management: Projects: Low Impact Development on pages 22-23.



- e) City of Ottawa: Eastern Ontario Children's Water Festival
A total of \$2,013 was approved to the St. Lawrence River Institute of Environmental Science to support the 2020 Eastern Ontario Children's Festival in Casselman. Funding was carried forward for payment in 2020. Project is a EOWRP grant to an external agency, EOWRP funding included under Resource Management: Partner Programs: Water on pages 18-19.

2. UCPR Woodlot Advisory Service (WAS)/Roadside Tree Program

The United Counties of Prescott and Russell (UCPR), is providing \$20,000 for the delivery of WAS in their Counties. The funding will cover free site visits to woodlot owners by a forest technician, grants of up to \$500 for forest management plans, and communications and outreach for the service. Any surplus funding from the WAS program will be directed to Roadside Tree Program sites selected by the County. SNC has delivered the Woodlot Advisory Service in UCPR for the past 9 years.

3. SDG Roadside Tree Program

The United Counties of Stormont, Dundas and Glengarry (SDG) is providing \$20,000 for planting of roadside trees along SDG County roads. Funding will cover SNC staff time to coordinate site selection and planting plans, purchase trees, and contracted services for planting, if required. This is SNC's tenth year delivering the Program for SDG.

4. SDG Woodlot Advisory Service (WAS)

The United Counties of Stormont, Dundas, and Glengarry is providing \$35,000 for the delivery of WAS in their Counties. The funding will cover free site visits to woodlot owners by a forest technician, grants of up to \$500 for forest management plans, and communications and outreach for the service. SNC has delivered the Woodlot Advisory Service, 100% funded by SDG, since 2018.

Programs (2, 3, and 4) – included in 2020 SNC budget under Resource Management: Partner Programs: Forests on pages 16-17. An additional \$5,000 each was approved by SDG for the Woodlot Advisory Service and Roadside Tree Program for 2020, this combined amount of \$10,000 is not included in the 2020 budgeted revenue.

5. City of Ottawa Special Levy Programs

SNC delivers several programs on behalf of the City of Ottawa and in partnership with the Mississippi Valley (MVCA) and Rideau Valley (RVCA) Conservation Authorities. These programs are funded via a Special Levy from the City of Ottawa.

Ottawa Special Levy programs are included in the 2020 SNC Budget under Resource Management: Partner Programs: Forests on pages 16-17 (Ottawa Ash Tree Replacement Program) and Resource Management: Partner Programs: Water (Ottawa Rural Clean Water Program, Eastern Ontario Water Resources Program, and Ottawa Baseline Monitoring Program) on pages 18-19. Please note,



2020 budget does not include all carry over amounts of encumbered 2019 funds and estimates that were included are lower than actual carry over amounts.

a) Ottawa Ash Tree Replacement Program

The Ash Tree Replacement Program was developed and launched in 2018. The Program provides cost-share funding for landowners to remove trees infested with the Emerald Ash Borer (EAB) and replace them with native trees. The Program is delivered City-wide by SNC on behalf of the City, MVCA, and RVCA.

SNC has requested \$200,000 for the 2020 Program. An additional \$117,073 is carried over from 2019 for approved projects, these encumbered funds will be disbursed as projects are completed in 2020.

b) Ottawa Rural Clean Water Program

In addition to the 2020 allocation of \$200,000 from the City of Ottawa, \$115,561 is carried over from 2019 for approved projects, these encumbered funds will be disbursed as projects are completed in 2020.

SNC has delivered the Program, in partnership with RVCA and MVCA, since it started in 2000. As the Program lead, in addition to financial administration, SNC provides coordination for delivery, Program Committee meetings, and communications between the Program partners.

c) Eastern Ontario Water Resources Program (EOWRP)

SNC has requested the City of Ottawa to approve a 2020 Special Levy of \$50,000 to support the Bear Brook Catchment Study (\$19,195); collection of baseline data on the catchment to support future subwatershed planning. The remaining 2020 allocation (\$30,805) will be made available to not-for-profit organizations, municipalities, conservation authorities, and academic institutes to undertake projects that protect water resources in Eastern Ontario. A call for proposals, projects review, and funding allocation will be completed through the Clean Water Committee. A small portion of the funding will support SNC staff to manage the proposals and the grant payment process.

d) Ottawa Baseline Monitoring Program

SNC samples 12 long-term baseline water quality sites across the City of Ottawa that are no longer sampled by the City. In 2020, staff will sample sites from July – December, the request of \$29,180 includes water quality analysis completed by the City's laboratory. SNC has been delivering this Program under a Special Levy since 2019.



**6. Ontario Power Generation Regional Biodiversity Program – SNC
Rivers/Lakes and Woodlands Projects**

SNC was approved under the Ontario Power Generation (OPG) Regional Biodiversity Funding Program for a Lakes/Rivers project at J. Henry Tweed Conservation Area and Woodlands project at SNC's Gamble and Garlandside Road properties. Funding is for \$200,000 over 3 years, 2020 installment is \$75,000.

SNC Lakes/ Rivers and Woodlands project was not specifically included in the 2020 Budget, however, a portion of the revenue is reflected in Resource Management: Projects: Federal and Provincial Grant Programs: pages 28-29.

ADHERENCE TO SNC POLICY:

SNC Policy Adherence:

Expenditures adhere to the SNC Purchasing Policy. Any purchases in the amount of \$10,000 or greater will be brought to the Board for approval.

All field work associated with the above-mentioned programs and projects adheres to SNC's Health and Safety Policy and Procedures.

Ronda Boutz,
Team Lead, Special Projects.



To: Board of Directors
From: Carl Bickerdike, Team Lead Corporate Services
Date: May 11, 2020
Subject: Update: SNC Insurance

RECOMMENDATION:

The Board of Directors receive and file the SNC Insurance Update report.

DISCUSSION:

SNC is part of Conservation Ontario's group insurance program. The insurance provider is Marsh Canada Limited. At the January meeting the Board of Directors approved the renewal of the Authority's insurance with Marsh at an upset limit of approximately \$88,700 including HST, which is the amount in budget (BD-004/20).

In late March, the actual 2020 insurance renewal came in at \$92,138 including HST. This is an 18% increase from the 2019 premium of \$78,043 including HST. The policy was renewed, and the premium paid to Marsh in consultation with the Chair. The forecast has been adjusted accordingly.

According to Marsh reports, large premium increases have been seen across the global insurance market and are attributed to flooding and hurricanes in 2017.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

Total 2020 Budget allocation for insurance in 2020 is \$88,700 including:

- \$82,000 under Corporate Administration (Page 80/81)
- \$1,200 under Sewage Systems Review (Page 52/53)
- \$5,500 under Vehicles and Equipment (Page 40/41).

SNC Policy Adherence:

In accordance with the Purchasing Policy, payment was approved by two Signing Officers.

Carl Bickerdike,
Team Lead Corporate Services.