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

## **Communications Committee**

# **Meeting Agenda**

**Date:** Thursday, March 4<sup>th</sup>, 2021

**Meeting Time:** 1:00 p.m.





## Communications Committee

# Meeting Agenda

March 4<sup>th</sup>, 2021 – 1:00 p.m.

1. Chair's Remarks
2. Approval of Communications Committee Agenda (Supplemental Agenda)
3. Declaration of Conflict of Interest
4. Communications Project Update – Powerpoint Presentation: Staff
5. Approval of:
  - a. Communications Committee virtual meeting minutes of February 10<sup>th</sup>, 2021 3-8
6. New Business
  - a. Election of Committee Chair: John 9-12
  - b. 2021 Communications Committee Membership: John 13-14
  - c. Request for Approval: Homeowner's Conservation Guidebook: Taylor 15-27
  - d. Update: Municipal Information Day: Kelsey 28
  - e. Request for Approval: Seek Quotes for 2021 Golf Tournament: Taylor 29-31
  - f. Request for Approval: 2021 Youth Fish Camps: Karen 32-33
  - g. Request for Approval: 2020 Annual Report: Kelsey 34-35
7. Supplemental Agenda
  - a. Update: Natural Heritage System Consultation Update: Taylor
8. Roundtable Discussion
  - a. Community Engagement Activities
  - b. Recommendations for 'Friends of SNC'
9. Correspondence
10. Date of Next Meeting:
  - a. June 16<sup>th</sup>, 2021
11. Adjournment

John Mesman,  
Team Lead, Communications and Outreach.

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**COMMUNICATIONS COMMITTEE MEETING**

Wednesday, February 10<sup>th</sup>, 2021 – 9:00 a.m.  
 Meeting 01/21



- Present:** Peggy Taylor, Chair, Communications Committee  
 Charles Armstrong, Public Citizen  
 Gary Barton, Public Citizen  
 Gerry Boyce, Public Citizen  
 Murray Inch, Public Citizen  
 Tim Jackson, Public Citizen  
 Gerrie Kautz, Board of Directors  
 Lawrence Levere, Public Citizen  
 Cindy Saucier, Councillor, Russell  
 Tom Van Dusen, Public Citizen  
 Byron Vienneau, Public Citizen  
 Bill Smirle, Board of Directors, Past Chair, ex-officio
- Regrets:** George Darouze, Board of Directors, Chair, ex-officio  
 Pierre Leroux, Board of Directors, Vice Chair, ex-officio
- Absent:** Karen Switzer-Howse, Public Citizen  
 Fran Patenaude, Public Citizen
- Staff:** Taylor Campbell, Communications Specialist  
 John Mesman, Team Lead, Communications  
 Karen Paquette, Fisheries Technician  
 Kelsey Smith, Stewardship and Outreach Assistant  
 Carl Bickerdike,



**CHAIR'S REMARKS**

Peggy Taylor, Committee Chair, called the February 10<sup>th</sup>, 2021 Communications Committee meeting to order at 9:07 a.m.

**APPROVAL OF COMMUNICATIONS COMMITTEE AGENDA**

RESOLUTION NO. CMN-001/21      Moved by: Bill Smirle  
Seconded by: Tim Jackson

RESOLVED THAT:                      The Members approve the Communications Committee agenda of February 10<sup>th</sup>, 2021 as submitted.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

There were no Declarations of Conflict of Interest.

**COMMUNICATIONS PROJECT UPDATE: POWERPOINT PRESENTATION**

Staff presented project and program updates.

**APPROVAL OF:**

**A. COMMUNICATIONS COMMITTEE VIRTUAL MEETING MINUTES OF SEPTEMBER 9<sup>TH</sup> AND 28<sup>TH</sup> 2020**

RESOLUTION NO. CMN-002/21                      Moved by: Byron Vienneau  
Seconded by: Charles Armstrong

RESOLVED THAT:                      The Members approve the Communications Committee virtual meeting minutes of September 9<sup>th</sup> and 28<sup>th</sup>, 2020 as submitted.

CARRIED



**NEW BUSINESS**

**UPDATE: 2020 CONSERVATION AREA VISITOR REPORT**

RESOLUTION NO. CMN-003/21      Moved by: Gerrie Kautz  
Seconded by: Tim Jackson

RESOLVED THAT:                      The Communications Committee receive and file the  
2020 Conservation Areas Visitor Report Summary;  
and

FURTHER THAT:                      The Communications Committee direct staff to create  
an annual Conservation Area Monitoring Report for  
the SNC Board of Directors.

CARRIED

**UPDATE: ART FOR TREES AUCTION PROCEEDS**

RESOLUTION NO. CMN-004/21      Moved by: Tom Van Dusen  
Seconded by: Byron Vienneau

RESOLVED THAT:                      The Communications Committee receive and file an  
update on the 2020 Art for Trees online art auction.

FURTHER THAT:                      The Communications Committee approve allocating  
funds raised from the 2020 Art for Trees online art  
auction to the 2021 Community Free Tree  
Giveaways.

CARRIED

**UPDATE: OTTAWA AND ST. LAWRENCE RIVER VIRTUAL FIELD TRIP**

RESOLUTION NO. CMN-005/21      Moved by: Murray Inch  
Seconded by: Lawrence Levere

RESOLVED THAT:                      The Communications Committee receives and files  
Ottawa and St. Lawrence River Virtual Field Trip  
report.

CARRIED





**REQUEST FOR APPROVAL: COMMUNITY ENVIRONMENTAL GRANTS PROGRAM UPDATE**

RESOLUTION NO. CMN-009/21      Moved by: Byron Vienneau  
 Secoded by: Murray Inch

RESOLVED THAT:                      The Communications Committee receive and file the update on the 2020 Community Environmental Grants Program; and

FURTHER THAT:                      The Communications Committee recommend that the Board of Directors approve amendments to the Community Environmental Grants Program to allow applications for certain community environmental projects in 2021.

CARRIED

**SUPPLEMENTAL AGENDA**

**UPDATE: SNC SOCIAL MEDIA/WEBSITE STATISTICS**

RESOLUTION NO. CMN-010/21      Moved by: Charles Armstrong  
 Secoded by: Tom Van Dusen

RESOLVED THAT:                      The Communications Committee receive and file the 2020 Social Media and Website Overview update.

CARRIED

**ROUNDTABLE DISCUSSION**

**A. COMMUNITY ENGAGEMENT ACTIVITIES**

- Cindy has been recently elected to Eco East's Board of Directors and shared an update on some of the different citizen advisory groups available. An update was also provided on the tree planting collaboration between Eco East and SNC to plant an extra 1,000 trees in the Russell area.



- Bill has been meeting with the Township of North Dundas and has shared details on SNC's tree planting services, including the Municipal Tree Giveaway and the Ash Tree program.
- Byron mentioned a new covered building that was built by the river in Alfred Plantagenet that would work if we will be able to meet in person for the summer committee meeting.
- Gerry Boyce was looking for an update on the new Conservation Area coming in Augusta Township and what the next steps were. Staff hope to bring a Board Report in April with details, including approval for a preferred name: the Mill Run Conservation Area.
- Murray Inch mentioned that even though Oak Valley is not groomed in the winter, a neighbour has been keeping the trail clean for residents to take advantage of the park. This brought up that the Reveler Conservation Area parking lot will be plowed for residents later this week after many people have been walking the trails.
- Tom Van Dusen asked if the Art Auction was something that would be happening again, staff mentioned that it was a great success and something that will be done again in the future. However, SNC might focus a fall event solely on wood working this year.

**B. RECOMMENDATIONS FOR 'FRIENDS OF SNC'**

There were no recommendations for 'Friends of SNC' at this time.

**DATE OF NEXT MEETING:**

- March 4<sup>th</sup>, 2021

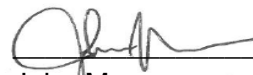
**ADJOURNMENT:**

RESOLUTION NO. CMN-011/21      Moved by: Tom Van Dusen  
Seconded by: Bill Smirle

RESOLVED THAT:                    The Communications Committee meeting of  
February 10<sup>th</sup>, 2021 be adjourned at 11:15 a.m.

CARRIED

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

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





**To:** Communications Committee  
**From:** John Mesman, Team Lead, Communications  
**Date:** February 22, 2021  
**Subject:** Request for Approval: Election of Committee Chair

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**RECOMMENDATION:**

The Committee Members appoint John Mesman, Team Lead, Communications as the Acting Committee Chair; and

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

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**DISCUSSION:**

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

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

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

Compliance with Budget:

No impact on the 2021 SNC Budget.

SNC Policy Adherence:

The Election of Committee Chair adheres to the SNC Standing Committees Terms of Reference and the SNC Administrative By-laws.

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John Mesman,  
Team Lead, Communications.



### **Election Procedures**

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

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

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



## **Appendix A**

### **Procedures for Election of Officers**

#### **Voting**

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

#### **Acting Chair**

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

#### **Scrutineers**

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

#### **Election Procedures**

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



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

### **Majority Vote required**

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

### **Tie vote**

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



**To:** Communications Committee  
**From:** John Mesman, Team Lead, Communications  
**Date:** February 21, 2021  
**Subject:** Request for Approval: 2021 Committee Membership

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**RECOMMENDATION:**

The Communications Committee recommends the following Committee membership to the Board of Directors for 2021:

- Charles Armstrong, Public Citizen
- Gerry Boyce, Public Citizen
- Gary Barton, Public Citizen
- Murray Inch, Public Citizen
- Tim Jackson, Public Citizen
- Gerrie Kautz, Board Member
- Doug Thompson, Past Board Member
- Cindy Saucier, Councillor, Russell
- Peggy Taylor, Past Board Member
- Tom Van Dusen, Van Dusen Communications
- Byron Vienneau, Public Citizen
- George Darouze, SNC Chair, ex-officio
- Pierre Leroux, SNC Vice Chair, ex-officio
- Bill Smirle, SNC Past Chair, ex-officio

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**DISCUSSION:**

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

- 15 members maximum per Committee, plus 3 ex officio Board Members
  - i. strive for watershed representation, both geographic and functional
  - ii. with 75% majority vote of the Committee at which quorum is achieved, additional Members may be added to the Committee, subject to Board approval.
- Budgets for travel/per meeting allowances will not change from the budgeted amount, regardless of committee size
- Staff support will remain nominally the same, regardless of Committee size
- All Committee appointments to be approved annually by the Board of Directors at the March Board meeting
- Any Committee Member (including ex officio members) missing two consecutive meetings without communicating justification, to the Committee Chair, will be removed from the Committee.



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

Compliance with Budget:

Committee expenses are included in the approved 2021 SNC Budget, under Communications and Outreach, pages 94-95 (SNC Standing Committees).

SNC Policy Adherence:

SNC Committee's adhere to SNC Policies and Standing Committee Terms of Reference.

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John Mesman,  
Team Lead, Communications.



**To:** Communications Committee  
**From:** Taylor Campbell  
**Date:** February 24, 2021  
**Subject:** Request for Approval: Homeowner's Conservation Guidebook

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**RECOMMENDATION:**

The Communications Committee recommend that the Board of Directors approve SNC's Homeowner's Conservation Guidebook to be provided to new homeowners.

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**DISCUSSION:**

Subdivision agreements can require builders to create environmental guidebooks to the satisfaction of their Conservation Authority to be provided to every new homeowner.

South Nation Conservation (SNC) reviews 3-5 guides every year on behalf of municipalities and developers and this new "Homeowner's Guidebook to Environmental Sustainability" would streamline efforts and provide consistent, best messaging and SNC branding. A similar product was produced by SNC in the past for the Findlay Creek Village.

New homeowners may be unaware of their environmental surroundings, nearby recreational opportunities, or best environmental practices. Content within the Guidebook includes:

- Highlighting the environmental and social importance of local natural areas such as forests, wetlands, ponds, rivers, and streams.
- Tips for native gardening, nature trail etiquette, living with wildlife, and proper lawn maintenance such as maintaining buffers near wetlands or watercourses.
- Guidance on when to obtain a permit from the Conservation Authority for development projects.
- Additional resources and links to help people stay informed and get involved.

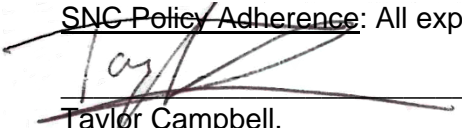
The guide may be edited as needed for future and would be provided to builders so that they can include specific information related to the new community, including area maps and important natural features.

Draft version included within the Committee package, to be updated with final comments.

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

Compliance with Budget: Communications products are included in the 2021 Budget under Communications & Outreach, Media & Communications Products, pages 92 and 94.

~~SNC Policy Adherence:~~ All expenditures have adhered to SNC's Purchasing Policy.

  
Taylor Campbell,  
Communications Specialist.

Attachments: Homeowner's Guidebook to Environmental Sustainability

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# Homeowner's Guidebook to **Environmental Sustainability**

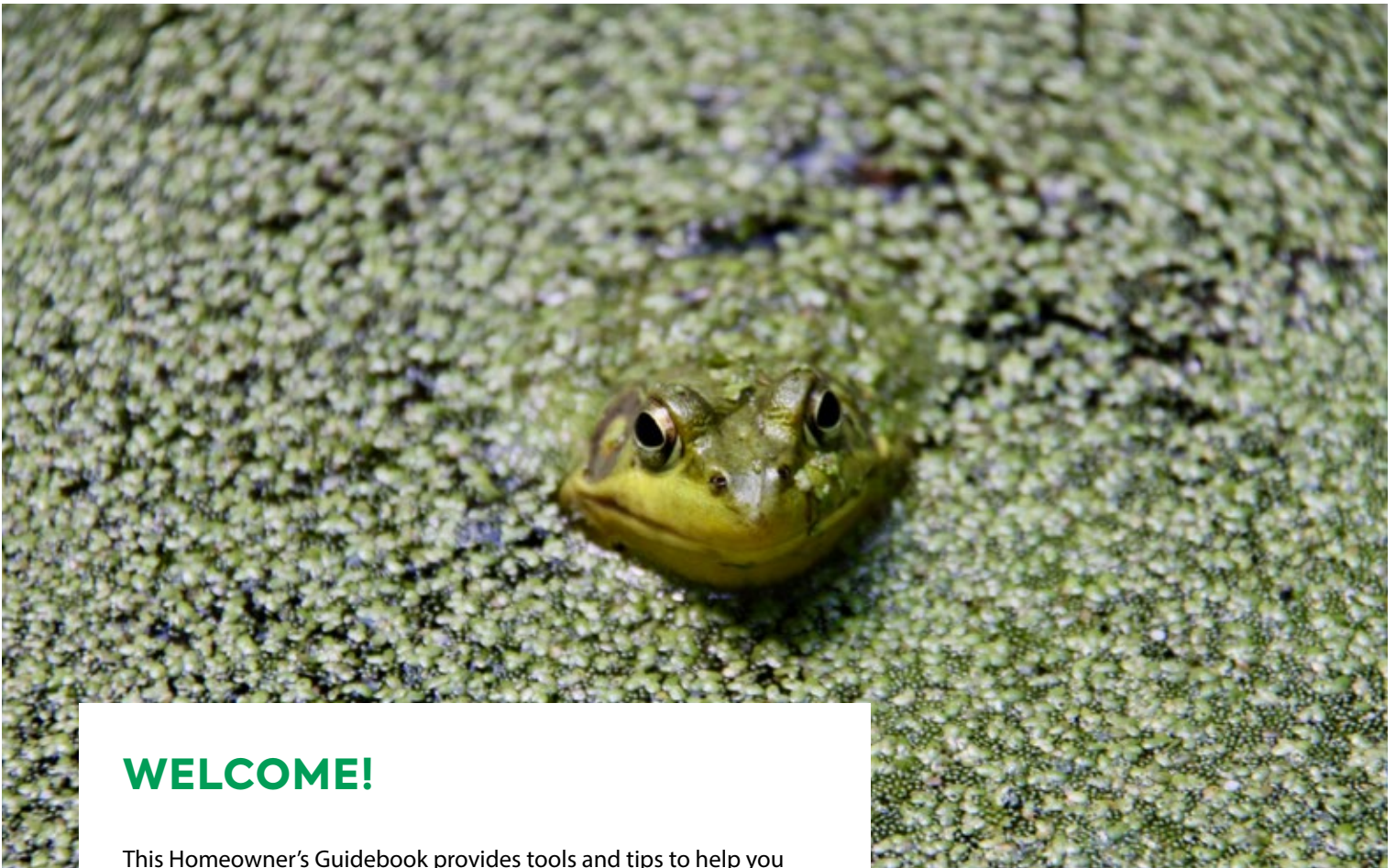


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## WELCOME!

This Homeowner's Guidebook provides tools and tips to help you to understand and protect the natural environment and features in your community. As a homeowner, you can have a positive impact on your local environment and contribute to a vibrant and sustainable neighbourhood.

Just outside your doorstep there are many natural features that play an important role in maintaining a healthy environment. They also provide opportunities for exploration and enjoyment which can lead to a greater appreciation and respect for your local ecosystem.

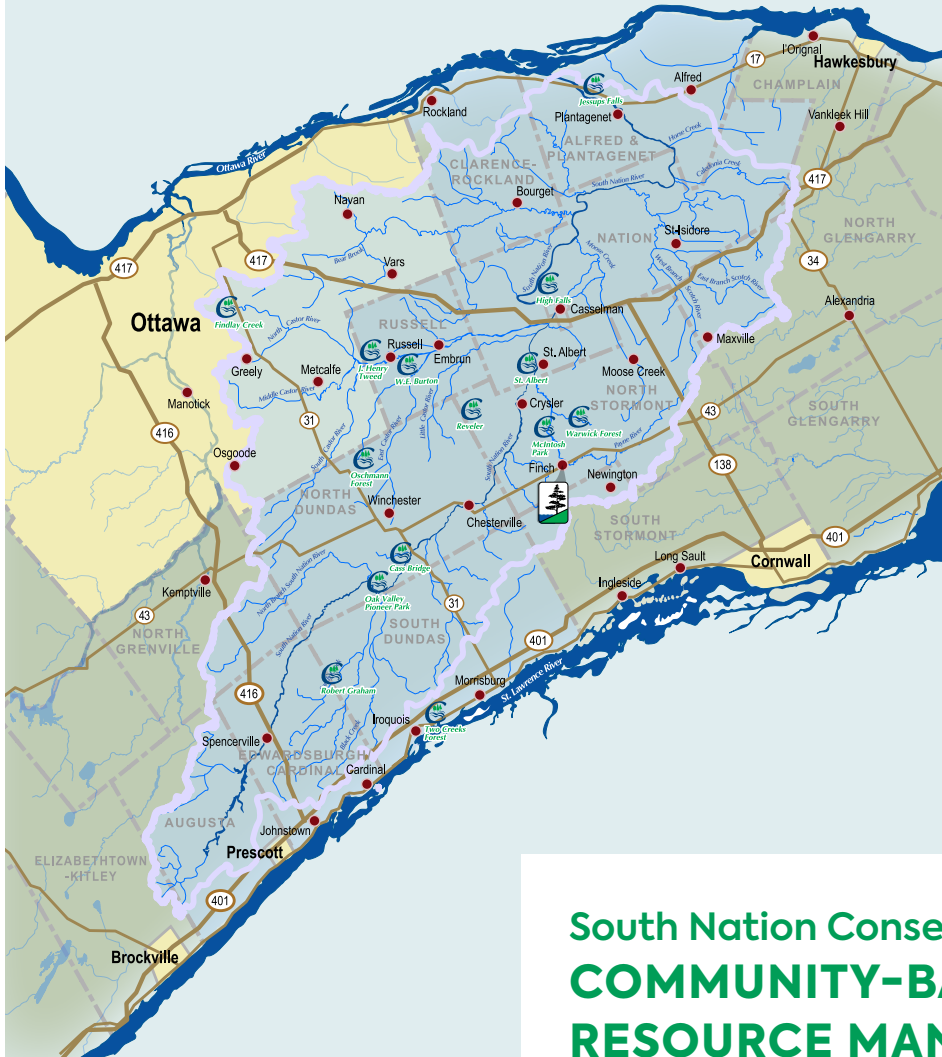
This guide will provide you with information on how you can protect the local environment as a homeowner and learn about important natural features in your area.

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## South Nation Conservation Jurisdiction



## South Nation Conservation: COMMUNITY-BASED NATURAL RESOURCE MANAGEMENT

South Nation Conservation (SNC) is one of Ontario's 36 local Conservation Authorities.

Working on behalf of the province and its municipal partners, SNC protects and restores the local environment, protects people and property from natural hazards (such as flooding and erosion), supports sustainable development activities, and provides outdoor natural spaces.

SNC's Eastern Ontario watershed jurisdiction is 4,441 square-kilometers made up of 16 member municipalities surrounding the South Nation River, which begins north of Brockville near the St. Lawrence River and flows northeast for 175 kilometers, emptying into the Ottawa River near Plantagenet.



## PLAN YOUR DEVELOPMENT PROJECTS WITH SNC

Is your home located near a river, stream, floodplain, wetland, slope or shoreline?

To protect both people and property from natural hazards and our ecologically sensitive areas, certain home improvement or construction projects within these areas may require permission from your local Conservation Authority before proceeding. This could include building a deck, garage, shed, dock, or addition to your home.

### NOT SURE IF YOU NEED A PERMIT FROM THE CONSERVATION AUTHORITY?

SNC offers free consultation.  
Please contact us at 1-877-984-2948  
or [info@nation.on.ca](mailto:info@nation.on.ca) to speak with staff.

SNC also conducts septic system inspections and issues septic permits on behalf of all regions within the United Counties of Prescott and Russell, the United Counties of Stormont, Dundas and Glengarry (except for North Glengarry and South Glengarry), and the City of Cornwall.



## NATURAL AREAS IN YOUR NEIGHBOURHOOD



Wetlands



Streams



Ponds



Forests



Grasslands



## Wetlands

Wetlands are important features on the landscape. These are areas where water saturates the ground throughout the year, creating a productive and diverse environment that is home to interesting and unique plants and wildlife. Wetlands also provide numerous beneficial services for our communities, including:

- ▶ Naturally filtering water to protect and improve water quality.
- ▶ Storing water to reduce flood risks and alleviate droughts.
- ▶ Providing habitat for various plant and wildlife populations.
- ▶ Offering recreation and educational opportunities for community residents.



## Streams

Streams collect and convey surface water and are valuable aquatic ecosystems. The area adjacent to a stream is called the riparian zone and it plays a crucial role in maintaining healthy waterways. A naturalized, vegetated riparian zone with lots of native trees and shrubs acts as a buffer by:

- ▶ Absorbing nutrients and contaminants from runoff before they enter the stream.
- ▶ Reducing soil erosion and trapping sediments.
- ▶ Providing shelter, food, and safe pathways for wildlife.



## Ponds

There are three different types of ponds:

1. **On-line:** built by dredging or damming a stream
2. **Bypass:** built by redirecting only some of the flow from the stream
3. **Offline:** not connected to a river or stream

Each type has distinct qualities, but they all provide habitat for wildlife. On-line ponds are strongly discouraged as they can have a negative ecological impact on the stream. Offline ponds are important breeding habitat for amphibians such as frogs and salamanders because they are usually fish free.

Healthy ponds are surrounded by a variety of native vegetation that provide shade to cool the water, filter runoff, and provide food and spawning areas for wildlife.



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It is essential that the pond has native aquatic vegetation as well, which can be submerged, emergent (half-in and half-out of the water), and floating. These plants provide oxygen, food, and shelter for the wildlife and insects using the pond.



## Forests

Our forests are an essential part of a healthy environment. We depend on them for our survival, from the air we breathe to the wood we use. Trees filter our air and water, prevent flooding and erosion, and provide food and habitat for wildlife.

A healthy forest has a variety of tree species of different sizes, diverse plants growing in the understory, and dead and decaying trees and plant material on the forest floor. These forests are rich in biodiversity, which means there are a lot of plants and animals that live in or use the forest. It's this biodiversity that makes the forest resilient so that we can enjoy its benefits for many generations.

Forests provide many economic, recreational, cultural, and social benefits for our communities. It turns out that spending time in a forest can have a very positive effect on your health, both physically and mentally. Research has found that spending as little as 40 minutes walking in a forest will lower your blood pressure and pulse rate, reduce stress, depression, anger, and boost your energy levels.



## Grasslands

Native grasslands are valuable ecosystems that are often overlooked. They can be home to rare species of plants, animals, and insects that are not found in any other community type. They play an important role on the landscape, with many benefits like forests and some unique benefits as well. Grasslands provide ecological services such as:

- ▶ Improving the quality of air, soil, and water.
- ▶ Reducing erosion.
- ▶ Providing nectar and warm sunny places for pollinating insects such as bees and butterflies to feed.
- ▶ Creating nesting habitat and shelter for ground nesting birds, snakes, and small mammals.
- ▶ Creating habitat linkages between forested areas for wildlife.





## Protecting the Local Environment: **HOW YOU CAN DO YOUR PART**

Everyone in the community can contribute to keeping our natural features vibrant and healthy. The following are just some of the ways that you as a homeowner can have a positive impact.



**Buffers**



**Native gardening**



**Living with wildlife**



**Nature trail etiquette**



## Buffers

If you live next to a stream, pond, river, or wetland, it's important to maintain a vegetated natural buffer between your property and the neighboring natural feature. Natural buffers can be made up of native trees, shrubs, and plants. Here are some tips for maintaining a buffer:

- ▶ Do not cut down trees or mow the vegetation right to the edge of your property. Maintaining a natural buffer will help keep excess nutrients, such as lawn fertilizer, from entering the watercourse or wetland.
- ▶ If you do need to cut a tree near a shoreline, consider leaving the stump in the ground to help maintain slope stability and reduce erosion.
- ▶ Participate in your municipality's yard waste collection or compost program, but do not maintain a compost pile near a watercourse or wetland. This could spread seeds from invasive species, and many plants can regrow from clippings and take over natural spaces.
- ▶ Leave wildflowers, native plants, and river rocks along your property or shoreline as they provide important habitat for wildlife.
- ▶ Never dump wastewater, chemicals, or oil directly down a storm drain or in waterways. Storm drains lead directly to fish habitat and may have significantly harmful effects on the environment and aquatic animals. Check your municipality's website for upcoming hazardous waste disposal days.
- ▶ To ensure the protection of the buffer, and to avoid contaminating natural areas, dogs should remain leashed and cats should remain indoors. Cats are also considered the number one direct threat to birds in urban areas.



## Native Gardening

Gardening is a popular activity, and it can also add colour and curb appeal to your home. Native flowering plants, shrubs and trees offer some extra benefits to homeowners and to wildlife:

- ▶ Native plants provide better food for pollinators and beneficial insects.
- ▶ Native plants and trees require less watering, pesticides, fertilizers, and maintenance as they are adapted to the local climate, insects, and diseases.
- ▶ Always plant native trees and shrubs to protect your local ecosystem's native biodiversity.



Consider installing a rain barrel at a downspout from your roof to collect rainwater. You can minimize your water consumption when you use water from a rain barrel to water flowers and vegetables.

Practice organic gardening by avoiding the use of pesticides that can disrupt ecosystems and impact human health.





## Living with Wildlife

Wildlife depend on the natural spaces in our communities, and it can be fun and exciting to experience the occasional encounter. Here are some simple tips on having a positive encounter with wildlife:

- ▶ Do not feed, approach, or handle wildlife as it can result in an injury to the animal or person.
- ▶ As an exception, birds and bats can be safely attracted to your yard by hanging bird feeders and bat houses. Remember to routinely clean up fallen seeds as they can attract unwanted visitors like skunks and raccoons.
- ▶ Keep your garbage stored and secure to keep wildlife away.
- ▶ Turn off unnecessary outdoor lights at night and never direct light into natural areas as it disturbs wildlife.
- ▶ Install fencing around your garden to keep rabbits from ruining your vegetables.

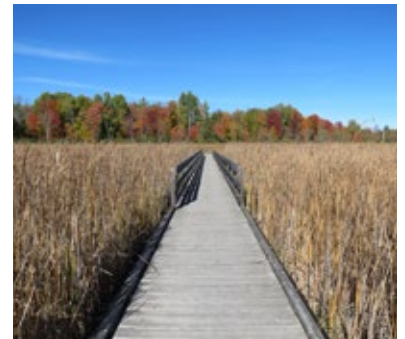


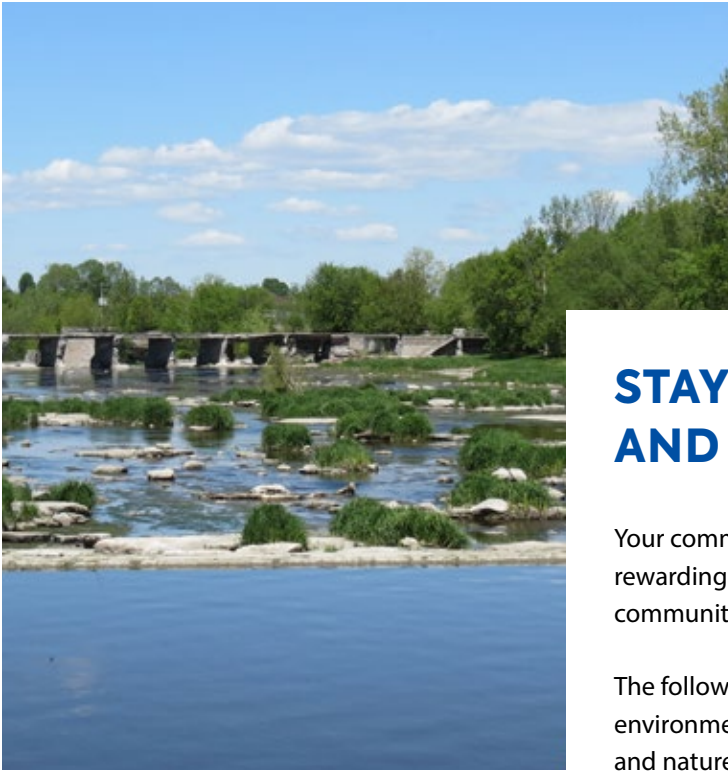
## Nature Trail Etiquette

Accessing naturalized recreational trails connects residents with their local environment and instills a commitment to responsible outdoor recreation that promotes a respect for nature and the green spaces in which we collectively enjoy. Getting outside can also be a relaxing and grounding experience and is beneficial to your physical and mental well-being.

Following a few simple guidelines can help keep the experience pleasant for everyone:

- ▶ To respect other trail users and to ensure the protection of our ecologically significant public land, people and their pets are reminded to stay on marked, maintained trails.
- ▶ Properly dispose your garbage in waste bins or take it home with you.
- ▶ Pets should always be leashed and be sure to pick up after them.
- ▶ Do not pick wildflowers; leave them for the next visitor to enjoy.
- ▶ Nature trails are often not maintained for bicycle use or motorized vehicles, unless otherwise stated.
- ▶ Avoid obstructive behaviour and keep the noise down. People often get outdoors to enjoy the solitude.





## STAY INFORMED AND GET INVOLVED

Your community has lots to offer and getting involved can be a very rewarding experience. With your help, the natural features in your community can be preserved and enjoyed well into the future.

The following resources provide more information about environmental stewardship, native gardening, wildlife interaction, and nature-related recreational and volunteer opportunities:

→ **South Nation Conservation**

Resources on environmental stewardship and local nature recreation opportunities.

[www.nation.on.ca](http://www.nation.on.ca)

→ **Ontario Invasive Plant Council**

A non-profit organization that provides leadership and expertise on invasive plant issues. The “Grow Me Instead” guide identifies invasive garden plants and provides suitable native alternatives.

[www.ontarioinvasiveplants.ca](http://www.ontarioinvasiveplants.ca)

→ **CanPlant Native Plant Database**

This database is an easy-to-use resource that includes detailed information to help anyone identify ecologically appropriate native plant species for restoration, gardening, and landscape design.

[www.can-plant.ca](http://www.can-plant.ca)

→ **Hinterland Who’s Who**

For over 50 years Hinterland Who’s Who has been connecting Canadians to wildlife through short videos that showcase a variety of wildlife species. A section of the website is dedicated to children with resources to explore, learn and get involved.

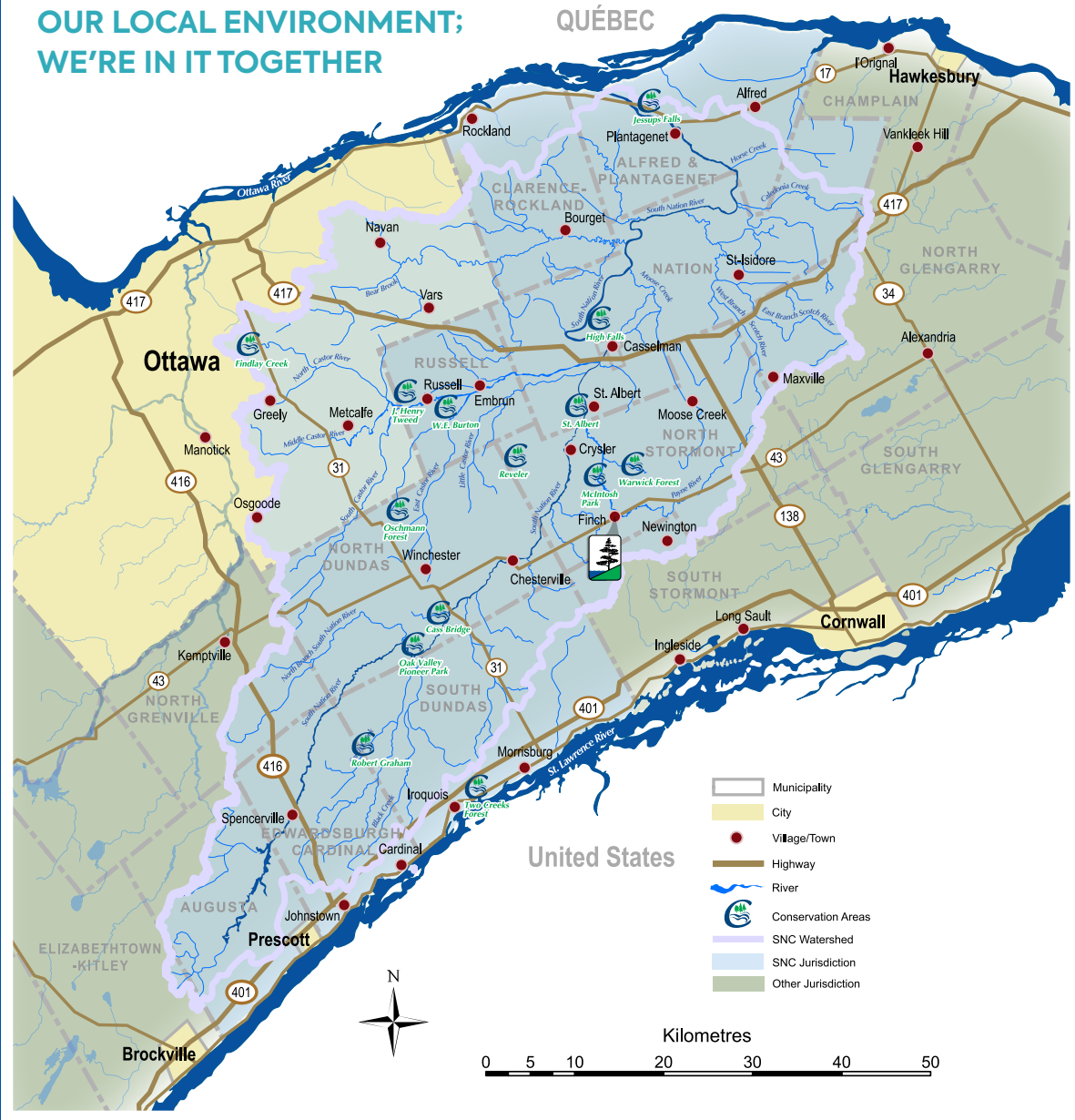
[www.hww.ca](http://www.hww.ca)

→ **Ottawa–Carleton Wildlife Centre**

The centre provides education on wildlife through school programs and community presentations to foster an appreciation for the natural world and the important role all species play in a healthy ecosystem.

[www.wildlifeinfo.ca](http://www.wildlifeinfo.ca)

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**CONTACT US**

South Nation Conservation  
38 Victoria Street  
Finch, Ontario  
K0C 1K0

Phone: 1.877.984.2948  
Email: [info@nation.on.ca](mailto:info@nation.on.ca)  
Web: [nation.on.ca](http://nation.on.ca)



/SouthNationConservation

/SouthNationCA

/SouthNationCA

@southnationca



**To:** Communications Committee  
**From:** Kelsey Smith, Stewardship and Outreach Assistant  
**Date:** February 22, 2021  
**Subject:** Update: Municipal Information Day

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**RECOMMENDATION:**

The Communications Committee receive and file SNC's plan to host a virtual 2021 Municipal Information Day.

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**DISCUSSION:**

South Nation Conservation (SNC) has been hosting a Municipal Information Day for partner municipalities since 2011. On this day, we invite our municipal partners to the office to learn more about SNC's programs and projects. This information day is targeted towards planning and building staff – but anyone is welcome to sign up and often includes politicians and other municipal recreation and economic development staff.

Topics often include floodplain mapping, tree planting services, partner project updates, permit activity and science and research, with approximately 75 participants.

The event was scheduled in 2020 for March 26<sup>th</sup> and needed to be cancelled due to the COVID-19 Pandemic.

This year, SNC will be hosting a virtual Municipal Information Day on April 15<sup>th</sup> to engage with partners and talk about the recent programs and projects, and to reflect on 2020.

This year's topics include: Adapting to COVID-19, the Natural Heritage System Study, Septic and Regulations Program Updates, Floodplain Mapping Updates, Record Conservation Area Use and Tree Planting Season, and Municipal Agreement Requirements.

Hosting it online will hopefully allow for more participants to join in on this information day. The revised virtual meeting will be via Microsoft Teams from 8:45 am to 12:15 pm, on a reduced half-day schedule.

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

Compliance with Budget: Municipal Information Day is included in the approved 2021 SNC budget under Communications and Outreach – Education and Events on pages 94-95.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy. For purchases from \$200 - \$5,000, competitive quotes will be obtained where practical.

*Kelsey Smith*

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Kelsey Smith,  
Stewardship and Outreach Assistant



**To:** Communications Committee  
**From:** Taylor Campbell, Communications Specialist  
**Date:** February 23, 2021  
**Subject:** Request for Approval: Seek Quotes for 2021 Golf Tournament

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**RECOMMENDATION:**

The Communications Committee recommend to the Board of Directors that staff proceed with tentatively planning a golf tournament in Fall 2021, including seeking quotes for a venue in the jurisdiction.

Further that the Committee direct staff to provide an update at the next meeting.

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**DISCUSSION:**

Due to the COVID-19 Pandemic, the Committee directed South Nation Conservation (SNC) to cancel its annual Friends of SNC Golf Tournament last year (CMN-037/20).

Although the golf tournament has traditionally been considered a fundraising event, the cancellation of the tournament last year (and other in-person meetings and events) meant staff, municipal and community partners missed valuable face-to-face networking opportunities.

Golf courses will be open for the 2021 season and staff are seeking approval from the Committee to proceed with tentatively planning the Friends of SNC Golf Tournament and seeking quotes for a venue in the jurisdiction.

SNC recognizes the current economic hardships faced by local businesses and acknowledges the potential for less fundraising revenue, but still considers the revenue neutral event worthwhile as it may be one of the only opportunities this year to safely bring some staff, municipal and community partners together outdoors.

Staff would follow the Committee approved tournament format from 2017 (CMN-013/17) of 18 holes, morning shotgun start, and breakfast included, but this may be modified to comply with any COVID-19 public health and safety measures enforced by the golf course.

Staff would also proceed with the new Committee approved registration fee of \$120 per person to issue donation receipts (CMN-036/19), and new Committee approved sponsorship packages from March 2020 (CMN-026/20).

The tournament may not proceed if deemed not viable or may be cancelled by staff in the event of an emergency declaration, lockdown, stay at home order, or other circumstances relating to COVID-19. Cancellation clauses will be negotiated with the venue. As per SNC's Purchasing Policy, the contract would be awarded to the lowest quote received.

An update on the golf tournament including venue selection will be provided at the next Committee meeting in June.

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

Compliance with Budget: Funding for the 2021 Friends of SNC Golf Tournament is included in the 2021 Budget under Communications and Outreach: Education and Events, pages 90 and 91.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy. For purchases from \$200 - \$5000, competitive quotes will be obtained where practical.

A handwritten signature in black ink, appearing to read 'Taylor Campbell', written over a horizontal line.

Taylor Campbell,  
Communications Specialist.

Attachment: New Committee Approved Sponsorship Packages from March 2020



## Friends of SNC Golf Tournament: Sponsorship Packages

March 2020



Black Maple Sponsor: \$1,500

- 1 exclusive opportunity
- Exclusive recognition as the tournament's title sponsor on the event poster, promotional items, in press releases and dedicated signage onsite
- 1 exclusive hole sponsorship
- 1 foursome in the tournament

Sugar Maple Sponsor: \$1,000

- Logo recognition on promotional items, in press releases and on dedicated signage onsite
- 1 exclusive hole sponsorship
- 1 foursome in the tournament

Red Maple Sponsor: \$500

- 1 exclusive hole sponsorship with logo recognition
- Logo recognition on promotional items and special mention in press releases
- Breakfast buffet for 4

Silver Maple Sponsor: \$250

- 1 shared hole sponsorship

Raffle Prize Sponsor:

- Donate a larger-sized item to be raffled off at the tournament to raise funds

Door Prize Sponsor:

- Donate a door prize worth at least \$25 to be drawn at the tournament



**To:** Communications Committee  
**From:** Karen Paquette, Fisheries Technician  
**Date:** February 22, 2021  
**Subject:** Request for Approval: 2021 Youth Fish Camps

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**RECOMMENDATION:**

The Communications Committee recommend that the Board of Directors approve SNC's planned delivery of the 2021 recreational fishing programs, subject to local public health restrictions.

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**DISCUSSION:**

Recreational fishing programs promote sustainable angling practices and encourage residents to explore fishing opportunities at Conservation Areas within SNC's jurisdiction.

SNC's annual Youth Fish Camps were cancelled in 2020 due to the COVID-19 Pandemic and educational video content was produced in place (CMN-039/20).

2021 marks the thirteenth anniversary of SNC's annual Youth Fish Camps; this year staff recommend hosting 5 fish camps (2 days each), with enhanced health and safety guidelines, restricting the use of volunteers and reducing the number of camp participants.

Below are the proposed dates for the 2021 Fish Camps:

- July 7 and 8, 2021 at Cass Bridge Conservation Area, Winchester
- July 14 and 15, 2021 at High Falls Conservation Area, Casselman
- July 21 and 22, 2021 at Jessup's Falls Conservation Area, Plantagenet
- August 4 and 5, 2021 at High Falls Conservation Area, Casselman
- August 11 and 12, 2021 at Cass Bridge Conservation Area, Winchester

Should it be preferred, staff may also consider a one-day camp format based on the above schedule should it be favoured in reducing COVID-19 exposure and contact.

Program delivery will include fish identification, fish anatomy/biology, angling strategies, proper catch and release techniques, care and maintenance of fishing equipment, and fishing safety/regulations.





Revised program delivery would include:

- Screening of participants and instructors,
- Reducing number of participants per camp to approximately 10,
- Maintaining a ratio of 5 participants per instructor,
- Additional PPE, cleaning of equipment and sanitization,
- Each participant provides their own, dedicated set of tackle, line, and rods,
- All other equipment would solely be used by instructors,
- Use the same instructors on Day 1 and Day 2 of camps to reduce risk,
- Run program without volunteers (i.e. Ottawa Flyfishers, Water Rangers, etc.),
- Separate bagged lunches and snacks will be provided,
- Additional seating and rotational programming to support outdoor learning with physical distancing measures.

Work Plans and program materials would need to identify enhanced precautionary measures to manage risks and comply with SNC's COVID-19 Standard Operating Procedures. Advice from health authorities will support final decisions.

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

Compliance with Budget: Youth Fish Camps are included in the approved 2021 SNC budget under Communications and Outreach – Education and Events on pages 94-95.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy. For purchases from \$200 - \$5,000, competitive quotes will be obtained where practical.

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Karen Paquette,  
Fisheries Technician.



**To:** Communications Committee  
**From:** Kelsey Smith, Stewardship and Outreach Assistant  
**Date:** February 23, 2021  
**Subject:** Request for Approval: 2020 Annual Report

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**RECOMMENDATION:**

That the Communications Committee recommend that the Board of Directors approve the 2020 Annual Report.

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**DISCUSSION:**

Annual reports are an important way of highlighting SNC's programs, services, and accomplishments throughout the preceding year, as well as providing partners and stakeholders with information regarding financial performance, Board of Directors membership, and project updates.

Highlights from the 2020 Annual Report are summarized below:

- **Featured Topics:** Planning and Development Record Development Files and Review Timelines, Reconciliation and Climate Change Tree Planting, Going Virtual Amid the Pandemic and the SNC Jurisdiction Expansion in the City of Clarence-Rockland.
- **Conservation Areas:** Over 177,000 visitors connected with nature at SNC Conservation Areas. Site improvements included: new culverts installed at Robert Graham CA to alleviate seasonal flooding, parking lot expansion at High Falls CA, hazard tree management in W.E. Burton CA and restoration work began at J. Henry Tweed thanks to a new three-year partnership with Ontario Power Generation (OPG).
- **Use of SNC Lands:** Sustainable timber harvests, hunting and trapping programs, as well as apiculture, maple syrup and agriculture uses.
- **Forestry and Stewardship Initiatives:** Statistics on SNC's tree planting program, Woodlot Advisory Service, Clean Water Programs and Forest Stewards.
- **Select Project / Program Updates:** Community Free Tree Pick-Ups, SNC's Septic Program, Online Art Auction, New Conservation Area in Augusta Township, Tree Donations to Frontline Workers and Community Environmental Grants.
- Financial summary and Board of Directors membership.

Printed copies of the 2020 Annual Report will be available in both English and French to be distributed through the year and posted on SNC's website.

The Draft 2020 Annual Report will be circulated prior to the meeting.



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

Compliance with Budget: Funding for completing the design and layout of the 2020 Annual Report is included in the 2021 SNC Budget under Communications and Outreach – Media and Communications Products, on pages 94-95.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy. For purchases of \$200 up to \$5,000 competitive quotes will be obtained where practical.

*Kelsey Smith*

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Kelsey Smith  
Stewardship and Outreach Assistant

Attachment: Draft 2020 Annual Report (this will be circulated prior to the meeting)