



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Meeting Agenda

Date: April 15th, 2021

Time: 9:00 am

Teams Meeting Coordinates:

*Meeting connection information will be provided
48 hours in advance.*





Board of Directors

Meeting Agenda

April 15th, 2021 at 9:00 am

1. Chair's Remarks
 2. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
 3. Declaration of Conflict of Interest
 4. SNC Project Update – Powerpoint Presentation: Staff
 5. Request for Approval:
 - a. Board of Directors Annual General Meeting Minutes of March 18th, 2021 4-18
 - b. SNC Source Protection Authority Meeting Minutes of March 18th, 2021 19-22
 6. New Business:
 - a. Request for Approval: Overview of Amendments to the *Conservation Authorities Act* and Next Steps: Angela 23-24
 - b. Request for Approval: Administrative By-Law Amendment: Eric 25-72
 - c. Request for Approval: Standing Committee Terms of Reference: Ronda/John 73-80
 - d. Request for Approval: Funding Applications: Ronda/Pat/John 81-82
 - e. Request for Approval: Regulations Mapping: Sandra 83-84
 - f. Update: City of Ottawa Expansion Lands: Alison 85-87
 - g. Update: On-site Sewage Permits Issued: Alison 88-89
 - h. Update: Planning Activity: Alison 90-93
 - i. Request for Approval: Permits Issued: Geoff 94-95
 7. Financial Report:
 - a. Request for Approval: Monies Received and Disbursement Register for March 2021: Carl 96-100
 - b. Request for Approval: Contracted Services for Tree Planting: Ronda 101
 8. Supplemental Agenda (if any)
-



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9. Dates of Upcoming Meetings:

- Third Thursday, at 9:00 a.m. unless indicated otherwise:
 - May 20th, 2021
 - June 17th, 2021
 - *July – no meeting*
 - August 19th, 2021 (*AMO Virtual Conference - August 15-18, 2021*)

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

11. Delegation: Healing Lodge

12. Adjournment



Angela Coleman,
General Manager/Secretary-Treasurer.

/dm



**BOARD OF DIRECTORS
 ANNUAL GENERAL MEETING**

Meeting No. 03/21
 Thursday, March 18th, 2021 - 9:00 a.m.

By Electronic Participation



Directors Present:

George Darouze, City of Ottawa, Chair
 Pierre Leroux, Prescott Russell, Vice Chair
 Bill Smirle, Stormont Dundas Glengarry, Past Chair
 Michael Brown, City of Ottawa
 Steve Densham, Stormont Dundas Glengarry
 Dana Farcasiu, Leeds Grenville
 John Hunter, Leeds Grenville
 Gerrie Kautz, City of Ottawa
 Catherine Kitts, City of Ottawa
 Archie Mellan, Stormont Dundas Glengarry
 François St. Amour, Prescott Russell

Regrets:

Guy Desjardins, Prescott Russell

Staff Present:

Angela Coleman, General Manager/Secretary-Treasurer
 Carl Bickerdike, Team Lead, Corporate Services
 Ronda Boutz, Team Lead, Special Projects
 Taylor Campbell, Communications Specialist
 Michelle Cavanagh, Team Lead, Stewardship
 James Holland, Watershed Planner
 Linda Hutchinson, Director, Organization Effectiveness
 Omar Kana'n, Water Resources Specialist, Engineering
 Sandra Mancini, Team Lead, Engineering
 Dianne MacMillan, Administrative Assistant
 Alison McDonald, Team Lead, Approvals
 Eric McGill, Corporate Counsel
 John Mesman, Team Lead, Communications and Outreach
 Geoff Owens, Regulations Officer
 Pat Piitz, Team Lead, Property



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David Scholz, Approvals and Administrative Assistant
Katherine Watson, Water Resources Specialist - Monitoring

Guests:

Phil Barnes, Project Manager, Raisin South Nation
Source Water Protection
Greg Chamberlain, Tribute Express
Scott Hodgson, Baker Tilley
Rachel Putnins, City of Ottawa
Lisa Van De Ligt, Raisin South Nation Source
Water Protection



CHAIRS REMARKS

George Darouze, Chair, called the SNC Board of Directors Annual General Meeting of March 18th, 2021 to order at 9:00 a.m. Chair Darouze welcomed Members to the 2021 Annual General Meeting and conveyed his appreciation to Members for their invaluable support in the past year.

The Chair acknowledged the assistance and expertise of the General Manager regarding the development of the City of Ottawa's Official Plan.

APPROVAL OF SNC BOARD OF DIRECTORS MAIN AND SUPPLEMENTAL AGENDAS

RESOLUTION NO. BD-049/21

Moved by: François St. Amour
Seconded by: Pierre Leroux

RESOLVED THAT:

The Members approve the March 18th, 2021 Board of Directors main and supplemental agendas as submitted.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented project and program updates.

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES OF FEBRUARY 18TH, 2021

RESOLUTION NO. BD-050/21

Moved by: Bill Smirle
Seconded by: Steve Densham

RESOLVED THAT:

The Members approve the Board of Directors meeting minutes of February 18th, 2021 as submitted.

CARRIED



B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF:

- i. Forestry Committee meeting minutes of March 2nd, 2021
- ii. Joint Occupational Health and Safety Committee meeting minutes of March 3rd, 2021
- iii. Clean Water Committee meeting minutes of March 4th, 2021
- iv. Communications Committee meeting minutes of March 4th, 2021
- v. Fish and Wildlife Committee meeting minutes of March 4th, 2021

RESOLUTION NO. BD-051/21	Moved by:	Michael Brown
	Seconded by:	Gerrie Kautz

RESOLVED THAT:	The Board of Directors approve the actions and recommendations of the following Committees meetings:
	<ul style="list-style-type: none"> i. Forestry Committee meeting minutes of March 2nd, 2021 ii. Joint Occupational Health and Safety Committee meeting minutes of March 3rd, 2021 iii. Clean Water Committee meeting minutes of March 4th, 2021 iv. Communications Committee meeting minutes of March 4th, 2021 v. Fish and Wildlife Committee meeting minutes of March 4th, 2021

CARRIED

NEW BUSINESS

REQUEST FOR APPROVAL: 2021 BOARD OF DIRECTORS ELECTIONS (AND PROCEDURES)

RESOLUTION NO. BD-052/21	Moved by:	Bill Smirle
	Seconded by:	François St. Amour



RESOLVED THAT:

The Board of Directors appoint Angela Coleman, General Manager /Secretary-Treasurer as Acting Chair; and

FURTHER THAT:

SNC Administrative By-law 15.3: *'All elections shall be in accordance with the Procedures for Election of Officers (Appendix B)'* and relevant *Conservation Authorities Act* requirements be adhered to.

CARRIED

1. Angela Coleman, Acting Chair, declared all positions vacant, according to SNC's Administrative By-laws.
2. Call for nominations three times for election of Chair (no seconder required)

First call for nominations:

Moved by: Michael Brown

George Darouze be nominated for the position of Chair, South Nation Conservation.

George Darouze, City of Ottawa, accepted the nomination for Chair, South Nation Conservation.

Second call for nominations: None

Third call for nominations: None

Hearing none,

3. RESOLUTION NO. BD-053/21

Moved by:

Michael Brown

Seconded by:

François St. Amour

RESOLVED THAT:

Nominations be closed for the position of Chair.

CARRIED



4. Call for nominations three times for election of Vice Chair (no seconder required).

First Call for Nominations:

Moved by: François St. Amour Pierre Leroux be nominated for position of
Vice Chair, South Nation Conservation.

Pierre Leroux, Prescott Russell, accepted the nomination for Vice Chair, South
Nation Conservation.

Second Call for Nominations: None

Third Call for Nominations: None

Hearing none,

5. RESOLUTION NO. BD-054/21 Moved by: Michael Brown
Seconded by: François St. Amour

RESOLVED THAT: Nominations be closed for the position of Vice
Chair.

CARRIED

6. Approval of the following Motion:

RESOLUTION NO. BD-055/21 Moved by: Dana Farcasiu
Seconded by: Michael Brown

RESOLVED THAT: For the year 2021, and until the Annual
General Meeting of 2022:

- Mr. George Darouze be elected as
Chair of SNC;
- Mr. Pierre Leroux be elected as Vice
Chair of SNC; and
- Mr. Bill Smirle be appointed as Past
Chair of SNC.

CARRIED



REQUEST FOR APPROVAL: CONSERVATION ONTARIO VOTING DELEGATES

RESOLUTION NO. BD-056/21

Moved by: Bill Smirle
Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors appoint the SNC Chair as the Conservation Ontario Voting Delegate for South Nation Conservation, with SNC's Vice Chair as alternate, and General Manager /Secretary-Treasurer as second alternate.

CARRIED

REQUEST FOR APPROVAL: 2020 YEAR END, AUDITED FINANCIAL STATEMENT AND AUDIT LETTERS

RESOLUTION NO. BD-057/21

Moved by: Pierre Leroux
Seconded by: Gerrie Kautz

RESOLVED THAT:

The Board of Directors approve and file the 2020 Draft Audited Financial Statements, Audit Reporting Letter, Letter of Representation, and signatures by Management and Chair; and

FURTHER THAT:

The Board of Directors approve the final 2020 reserve transfer of \$40,161.

CARRIED

REQUEST FOR APPROVAL: 2021 STANDING COMMITTEE MEMBER LISTING

RESOLUTION NO. BD-058/21

Moved by: Archie Mellan
Seconded by: Michael Brown

RESOLVED THAT:

The Board of Directors approve the 2021 Standing Committee Member listing as submitted.

CARRIED



REQUEST FOR APPROVAL: 2020 ANNUAL REPORT

RESOLUTION NO. BD-059/21

Moved by: Catherine Kitts
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors approve the 2020 Annual Report.

CARRIED

REQUEST FOR APPROVAL: 2020 CONSERVATION AREAS VISITOR REPORT

RESOLUTION NO. BD-060/21

Moved by: Steve Densham
Seconded by: Archie Mellan

RESOLVED THAT:

The Board of Directors receive and file the 2020 Conservation Areas Monitoring Report; and

FURTHER THAT:

The Board of Directors recommend that staff continue to monitor Conservation Areas to inform the management of these public spaces.

CARRIED

REQUEST FOR APPROVAL: AGRICULTURE AND AGRI-FOOD CANADA PARTNERSHIP

RESOLUTION NO. BD-061/21

Moved by: Archie Mellan
Seconded by: Gerrie Kautz

RESOLVED THAT:

The Board of Directors approve a partnership with Agriculture and Agri-Food Canada for monitoring and preservation of genetic plant material on South Nation Conservation owned lands, at an approximate amount of \$8,000 plus HST.

CARRIED



REQUEST FOR APPROVAL: FLOOD AND EROSION HAZARDS MAPPING

RESOLUTION NO. BD-062/21

Moved by: Dana Farcasiu
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the Findlay Creek and North Castor River Flood Hazard and Erosion Hazard Mapping reports and associated maps as the best information available to establish flood hazard and regulation limits along the watercourse; 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: MUNICIPAL REQUEST: LOCALLY SIGNIFICANT WETLANDS

RESOLUTION NO. BD-063/21

Moved by: Pierre Leroux
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the Township of Alfred-Plantagenet resolution to consider regulating Locally Significant Wetlands within the Township's jurisdiction; and

FURTHER THAT:

The Board direct staff to meet with the United Counties of Prescott and Russell and the Township of Alfred-Plantagenet to discuss implementation options.

CARRIED



UPDATE: ON-SITE SEWAGE PERMITS ISSUED

RESOLUTION NO. BD-064/21

Moved by: Archie Mellan
Seconded by: Gerrie Kautz

RESOLVED THAT:

The Board of Directors receive and file the On-site Sewage Permits Issued update.

CARRIED

UPDATE: PLANNING ACTIVITY

RESOLUTION NO. BD-065/21

Moved by: Steve Densham
Seconded by: Dana Farcasiu

RESOLVED THAT:

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

CARRIED

REQUEST FOR APPROVAL: PERMITS ISSUED

RESOLUTION NO. BD-066/21

Moved by: Michael Brown
Seconded by: Catherine Kitts

RESOLVED THAT:

The SNC Board of Directors approve permits 19-32 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

CARRIED

FINANCIAL REPORTS

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR FEBRUARY 2021

RESOLUTION NO. BD-067/21

Moved by: Michael Brown
Seconded by: François St. Amour



RESOLVED THAT: The Board of Directors receive and file the money received report for February 2021; and

FURTHER THAT: The Board approve the Disbursement Register of \$ 415,736.99 for February 2021.

CARRIED

REQUEST FOR APPROVAL: DISBURSEMENTS FOR 2021 PARTNERSHIP PROGRAMS

RESOLUTION NO. BD-068/21 Moved by: Archie Mellan
 Seconded by: Bill Smirle

RESOLVED THAT: The Board of Directors approves undertaking and disbursement of funds for the following Partnership Programs in 2021:

Program	2020 Encumbered Funds ¹	2021 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: Eastern Ontario Children's Water Festival	\$2,013	\$0
c) City of Ottawa: South Bear Brook Catchment Study	\$4,620	\$0
d) City of Ottawa: Lagoon Effluent Tree Irrigation and Evapo-transpiration Study	\$3,000	\$0
e) City of Ottawa: The Use of Radionuclides to Identify Vulnerable Fractured Karst Bedrock Aquifers in Eastern Ontario	\$3,000	\$0
f) City of Ottawa: Phase 1: South Nation River Watershed Water Budget Update Plan	\$9,500	\$0
2. UCPR Woodlot Advisory Service	\$0	\$20,000
3. SDG Roadside Tree Program	\$0	\$25,000
4. SDG Woodlot Advisory Service	\$0	\$35,000



5. City of Ottawa Special Levy Programs		
a) Ottawa Ash Tree Replacement Program	\$120,527	\$0
b) Ottawa Rural Clean Water Program	\$153,571	\$0
6. Ontario Power Generation Regional Biodiversity Program – SNC Rivers/Lakes and Woodlands Projects	\$30,954	\$50,000
Total	\$327,203	\$155,000

¹ Funding approved in 2020 and carried forward to 2021 budget for project completion.

CARRIED

SUPPLEMENTAL AGENDA

REQUEST FOR APPROVAL: FUNDING SUBMISSIONS

RESOLUTION NO. BD-069/21

Moved by: Pierre Leroux
 Seconded by: Catherine Kitts

RESOLVED THAT:

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

1. **Great Lakes Observing System – Smart Great Lakes Mini-grants Program:** requesting \$82,956.06 from May 1, 2021 – March 31, 2022 for development and installation of the St. Lawrence River Hydrometric Laboratory.
2. **Canada Nature Fund:** requesting up to \$1,000,000 for land acquisitions to be completed before March 31, 2022.

CARRIED

DATES OF UPCOMING MEETINGS

- Third Thursday, at 9:00 a.m., unless indicated otherwise:
 - April 15th, 2021



- May 20th, 2021
- June 17th, 2021
- *July 2021 – No Meeting*

CLOSED SESSION

The Board of Directors meeting move into Closed Session for the following reports:

- Request for Approval: Land Acquisition
- Request for Approval: Personnel Matter (General Manager's Review: verbal)

RESOLUTION NO. BD-070/21

Moved by: Bill Smirle
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors meeting move into Closed Session for the following reports:

- Update: Land Acquisition
- Update: Personnel Matter (General Manager's Review: verbal)

CARRIED

John Hunter, Leeds Grenville, left the meeting at 11:00 a.m.

The Board of Director meeting recessed at 11:10 a.m.

The Chair reconvened the Board of Directors meeting at 11:17 a.m.

OPEN SESSION

RESOLUTION NO. BD-071/21

Moved by: Gerrie Kautz
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors meeting move into Open Session.

CARRIED



REQUEST FOR APPROVAL: LAND ACQUISITION

RESOLUTION NO. BD-072/21

Moved by: Gerrie Kautz
Seconded by: Pierre Leroux

RESOLVED THAT:

The Board of Directors approve the acquisition of Property 1 to an upset limit as discussed, plus ancillary costs.

CARRIED

Archie Mellan, Stormont, Dundas, and Glengarry, left the meeting at 11:45 a.m.

REQUEST FOR APPROVAL: PERSONNEL MATTER
(GENERAL MANAGER'S REVIEW: VERBAL)

RESOLUTION NO. BD-073/21

Moved by: Bill Smirle
Seconded by: Pierre Leroux

RESOLVED THAT:

The salary evaluation for the General Manager/Secretary-Treasurer, Angela Coleman, for 2019 and 2020 be approved, signed, and filed as presented; and

FURTHER THAT:

After thorough discussion at the February 18th, 2021 SNC Board meeting, and after Board approval March 18th, 2021, of a very positive evaluation for 2019 and 2020, the salary increase for the SNC General Manager/Secretary-Treasurer be 1.5% per year plus COLA for each of the years 2020, 2021, and 2022.

CARRIED



ADJOURNMENT

RESOLUTION NO. BD-074/21

Moved by: Pierre Leroux
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors Annual General Meeting of March 18th, 2020 be adjourned at 11:57 a.m.

CARRIED

George Darouze,
Chair.



Angela Coleman,
General Manager/Secretary-Treasurer.

/dm

SNC Review by: _____



SOUTH NATION SOURCE PROTECTION AUTHORITY MEETING

Thursday, March 18th, 2021 – 11:58 a.m. - Meeting No. 01/21

By Electronic Participation



Directors Present:

George Darouze, City of Ottawa, Chair
 Pierre Leroux, Prescott Russell, Vice Chair
 Bill Smirle, Stormont Dundas Glengarry, Past Chair
 Michael Brown, City of Ottawa
 Steve Densham, Stormont Dundas Glengarry
 Dana Farcasiu, Leeds Grenville
 Gerrie Kautz, City of Ottawa
 Catherine Kitts, City of Ottawa
 François St. Amour, Prescott Russell

Regrets:

Guy Desjardins, Prescott Russell
 John Hunter, Leeds Grenville
 Archie Mellan, Stormont Dundas Glengarry

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 II
 Sandra Mancini, Team Lead, Engineering
 Alison McDonald, Team Lead, Approvals
 John Mesman, Team Lead, Communications and Outreach
 Pat Piitz, Team Lead, Property

Guests:

Phil Barnes, Project Manager, Raisin South Nation SWP
 Greg Chamberlain, Tribute Express
 Rachel Putnins, City of Ottawa
 Lisa Van De Ligt, Raisin South Nation SWP



WELCOME

George Darouze, SNC Source Protection Authority Chair, called the South Nation Source Protection Authority meeting of March 18th, 2021 to order at 11:58 a.m.

APPROVAL OF SOURCE PROTECTION AUTHORITY AGENDA

RESOLUTION NO. SPABD-001/21

Moved by: Gerrie Kautz
Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors approve the South Nation Source Protection Authority agenda of March 18th, 2021 as submitted.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

APPROVAL OF SOURCE PROTECTION AUTHORITY MEETING MINUTES OF JUNE 18TH, 2020

RESOLUTION NO. SPABD-002/21

Moved by: Francois St. Amour
Seconded by: Pierre Leroux

RESOLVED THAT:

The South Nation Source Protection Authority approve the meeting minutes of June 18th, 2020 as submitted.

CARRIED

NEW BUSINESS

PROJECT MANAGER'S UPDATE

Phil Barnes, Project Manager, Raisin South Nation SWP, provided the Members with a Source Water Protection update.



UPDATE: ANNUAL REPORTING TO THE SOURCE PROTECTION AUTHORITY

RESOLUTION NO. SPABD-003/21

Moved by: Pierre Leroux
Seconded by: Catherine Kitts

RESOLVED THAT:

The South Nation Source Protection Authority receive and file the Municipal Annual Reporting to the Source Protection Authority.

CARRIED

UPDATE: ANNUAL REPORTING TO THE MINISTRY OF ENVIRONMENT, CONSERVATION, AND PARKS

RESOLUTION NO. SPABD-004/21

Moved by: Dana Farcasiu
Seconded by: Michael Brown

RESOLVED THAT:

The South Nation Source Protection Authority receive and file the Source Protection Annual Progress Report as attached; and

FURTHER THAT:

The South Nation Source Protection Authority approve the Annual Progress Report for submission to the Ministry of Environment, Conservation, and Parks.

CARRIED

NEXT MEETING

To Be Determined.

ADJOURNMENT

RESOLUTION NO. SPABD-005/21

Moved by: Bill Smirle
Seconded by: Gerrie Kautz



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RESOLVED THAT:

The South Nation Source Protection Authority
meeting of March 18th, 2021 be adjourned
at 12:11 p.m.

CARRIED

George Darouze,
Chair, South Nation SPA.



Angela Coleman,
General Manager/Secretary-Treasurer.

/dm



To: Board of Directors
From: Angela Coleman, General Manager/Secretary-Treasurer
Date: April 8, 2021
Subject: Request for Approval: Overview of Amendments to the *Conservation Authorities Act* and Next Steps

RECOMMENDATION:

The Board of Directors approve the overview of amendments on proclaimed amendments to the *Conservation Authorities Act* and next steps recommended by staff.

DISCUSSION:

Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures)*, 2020 received Royal Assent on December 8, 2020 and introduced several amendments to the *Conservation Authorities Act*. The first amendments were proclaimed on February 2, 2021.

The enacted provisions primarily focus on governance and include the following:

- Requiring 70% of municipally appointed members to be elected officials with the ability for the Minister to permit less than 70% following a participating municipality's application (effective Council term beginning fall 2022);
- Requiring copies of agreements regarding CA Board composition be provided to the Minister (done);
- Granting the Minister the ability to appoint a member from the agricultural sector with limited voting rights (no action to date);
- Requiring CAs to follow generally accepted accounting principles for local governments (current practice);
- Requiring certain CA documents [annual auditor report, meeting agendas and minutes, and board composition agreements] be available to the public (current practice); and
- Repeal of CA power to expropriate land.

Follow-up and next steps:

- Staff have complied with all house-keeping matters listed above;
 - Staff have updated our Administrative Bylaws and will assist with updates to the Conservation Ontario model bylaw template;
 - Staff will review and evaluate all municipal service agreements;
 - Staff will initiate discussions with the Board and Municipalities about programs and services (including discussion of the existing service agreements);
-



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- Staff would like to begin these initiatives in a proactive way, understanding that changes to our Regulations may, or may not, be introduced.
- General Manager, Angela Coleman, has been appointed to the Conservation Ontario Governance Accountability and Transparency Committee.

ADHERENCE TO SNC POLICY:

Many of these requirements are already our current practices. Staff will continue working with member municipalities and the Board to implement any further changes.

Angela Coleman,
General Manager/Secretary Treasurer.



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: April 7th, 2021
Subject: Request for Approval: Administrative By-laws Amendments

RECOMMENDATION:

The Board of Directors approve house-keeping amendments to South Nation Conservation's Administrative By-laws.

DISCUSSION:

On February 2nd, 2021, the Province proclaimed its first phase of amendments to the *Conservation Authorities Act* (the "Act"). These proclaimed amendments primarily address governance, municipal appointees, terms of officers, and public transparency.

Nearly all proclaimed amendments are consistent with the Authority's current Administrative By-laws, traditions, and public accountability practices. However, house-keeping amendments to SNC's Administrative By-laws will ensure clarity and alignment with the language introduced in the Act.

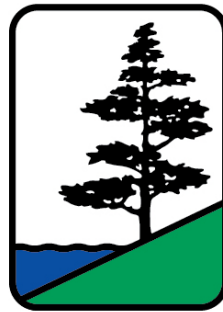
Board Members and Staff are encouraged to review the By-laws on a regular basis to familiarize with good governance practices and the Act's requirements.

IMPLICATIONS TO SNC POLICY:

Section 19.1 of the *Conservation Authorities Act* grants SNC the ability to make and amend its Administrative By-laws. The amended Administrative By-laws (April 2021) will come into force upon approval of the Board of Directors and the current Administrative By-laws (April 2020) will be repealed and replaced.

Eric McGill,
Corporate Counsel.

Attachments: South Nation Conservation Administrative By-laws - April 2021
(as amended)



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Administrative By-laws

April 15, 2021



Revision No.	Board Approval Date	Details
1	November 22, 2018	Resolution BD-196/18 on November 22, 2018 Minutes BD on December 20, 2018
2	April 16, 2020	Resolution BD-039/20 on April 16, 2020 Minutes BD on May 21, 2020
3	April 15, 2021	TBD



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PART I: INTRODUCTION

Purpose

- 1.1 South Nation River Conservation Authority is a non-share corporation established under Section 3 of the *Conservation Authorities Act*.
- 1.2 The Authority's purpose is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in the South Nation River watershed.

Definitions

2. In these By-laws:

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27;

“Annual General Meeting” means the meeting of the Board of Directors held each year containing the necessary agenda items described in Section 50 of these By-laws;

“Authority” means the South Nation River Conservation Authority;

“Board of Directors” means all the Directors, collectively;

“Chair” means the chair as elected by the Board of Directors;

“Conflict of Interest” means when a Director's private interests conflicts with their public duty to the Authority, including pecuniary interest as described in the *Municipal Conflict of Interest Act*;

“Directors” means the Directors appointed to the Authority by the Participating Municipalities;

“Executive Committee” means the Executive Committee appointed by the Board of Directors;

“Levy” means the amount of costs apportioned to Participating Municipalities in accordance with the Act and regulations;

“Majority Vote” means half of the votes plus one;



“Minister” means the Minister as defined in the Act

“Non-matching Levy” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96;

“Officer” means an officer of the Authority empowered to sign contracts, agreements, and other documents on behalf of the Authority and shall include the Chair, Vice-Chair and the Secretary-Treasurer;

“Participating Municipality” means a municipality that is designated by the Act as a Participating Municipality in the Authority;

“Secretary-Treasurer” means Secretary-Treasurer of the Authority with the roles described in the Act;

“Staff” means the employees of the Authority;

“Standing Committee” means an advisory board or committee appointed by the Board of Directors;

“Vice-Chair” means the vice-chair as elected by the Board of Directors;

“Weighted Majority” means the votes of fifty-one (51) per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 Municipal Levies.

By-law review

3. These By-laws will be reviewed every five (5) years to ensure compliance with the Act and any other relevant law.

Conflict with other laws

4. If these By-laws conflicts with any provision of the Act, the *Municipal Conflict of Interest Act*, the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of those acts or regulations prevail.

By-law available to public

- 5.1 The Authority will make these By-laws available to the public on the Authority’s website.



- 5.2 The Authority shall provide these By-laws in alternative formats by request in accordance with *Accessibility for Ontarians with Disabilities Act*.

PART II: GOVERNANCE

Appointments

- 6.1 Participating Municipalities within the jurisdiction of the Authority shall appoint Directors in accordance with Section 14 of the Act and Order in Council 316-96.

- 6.2 Appointments to the Board of Directors are made by the Participating Municipalities. The appointments are:

City of Ottawa	4 appointments
Stormont Dundas Glengarry	3 appointments
Prescott Russell	3 appointments
Leeds Grenville	2 appointments
Past Chair	Automatic appointment

- 6.3 The Past Chair is an automatic appointment to the Board of Directors as per Resolution No. FA-27 (1994). This appointment ensures there is at least one Director with corporate memory on the Board of Directors.
- 6.4 Directors must reside in a Participating Municipality in which the Authority has jurisdiction.
- 6.5 Directors may include elected members of municipal council of a Participating Municipality as well as public representatives.

Terms of Directors

- 7.1 A Director shall be appointed for a term of up to four (4) years, as may be determined by the Participating Municipality that appoints the Director.
- 7.2 A Director's term begins at the first meeting of the Authority following their appointment.
- 7.3 A Director's term ends once their replacement is appointed and attends at the first meeting of the Authority.
- 7.4 A Director may be replaced prior to the end of their term, at the Participating



Municipality's discretion.

7.5 Directors that are eligible may be reappointed.

Powers of the Board of Directors

8. The powers of the Board of Directors include but are not limited to:
- a) approving the creation, membership, and terms of reference of Standing Committees;
 - b) appointing a Secretary-Treasurer;
 - c) terminating the services of the Secretary-Treasurer;
 - d) designating and empowering signing officers to sign contracts, agreements, and other documents on behalf of the Authority;
 - e) approving, establishing, and implementing regulations, policies and programs;
 - f) awarding contracts or agreements where the approval of the Authority is required under the Authority's Purchasing Policy;
 - g) appointing an Executive Committee;
 - h) approving by resolution, any new capital project of the Authority;
 - i) approving by resolution, the method of financing any new capital projects;
 - j) approving details on budget allocations on any new or existing capital projects;
 - k) approving the total budget for the ensuing year;
 - l) approving the levies to be paid by the Participating Municipalities;
 - m) receiving and approving the Financial Statements and Auditor's Report for the preceding year;



- n) authorizing the borrowing of funds on the promissory note of the Authority in accordance with Subsection 3(5) of the Act;
- o) approving by resolution any proposed acquisition or disposition of land, subject to the requirements under the Act;
- p) approving or refusing permission as may be required under any regulations made under Section 28 of the Act;
- q) holding hearings to review permit refusals and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal.

Delegation of powers to Executive Committee

9. The Board of Directors may delegate its powers to the Executive Committee except for the powers described in Clauses 8(c), (f), (i), (k), (l), and (m) of these By-laws and those powers described under Clause 19.1(d) of the Act.

Director accountability

- 10.1 Directors are bound by the Act, the *Municipal Conflict of Interest Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and other applicable legislation.
- 10.2 The Board of Directors is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for the financial soundness of the Authority.
- 10.3 Directors shall:
- a) attend all meetings of the Board of Directors;
 - b) understand the purpose, function, and responsibilities of the Authority;
 - c) be familiar with the Authority's statutory and other legal obligations; and
 - d) work with Staff to set the strategic direction of the Authority.



Relationship between Directors and Staff

- 11.1 The Board of Directors relies on the Secretary-Treasurer to manage the operations of the organization, including the Staff of the Authority.
- 11.2 The Board of Directors shall ensure that a process exists for regular performance evaluations of the Secretary-Treasurer.

Officers

- 12.1 The Chair is an Officer and Director of the Authority and shall:
- a) preside over all meetings of the Board of Directors and Executive Committee;
 - b) call special meetings or emergency meetings if necessary;
 - c) act as a public spokesperson on behalf of the Board of Directors;
 - d) serve as a signing officer of the Authority;
 - e) ensure relevant information and policies are brought to the Authority's attention;
 - f) keep the Board of Directors apprised of significant issues in a timely fashion; and
 - g) perform other duties when directed by resolution of the Board of Directors.
- 12.2 The Vice-Chair is an Officer and Director of the Authority and shall:
- a) attend all meetings of the Board of Directors and Executive Committee;
 - b) carry out assignments as reasonably requested by the Chair;



- c) understand the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until a new Chair is appointed or until the Chair resumes their duties; and
- d) serve as a signing officer for the Authority.

12.3 The Secretary-Treasurer is an employee of the Authority and shall:

- a) fulfil the requirements of the Secretary-Treasurer as defined in the Act;
- b) attend all meetings of the Board of Directors and Executive Committee;
- c) develop effective relationships and ensure good communication with stakeholders;
- d) manage the operations of the Authority including all Staff and programs;
- e) ensure resolutions of the Authority are implemented in a timely fashion;
- f) give all notices required under the Act;
- g) notify the appropriate Participating Municipality when a Director's term is about to end;
- h) ensure accurate record of meetings and accounts of the Authority;
- i) manage financial transactions on behalf of the Authority;
- j) be the custodian of the corporate seal; and
- k) serve as a signing officer for the Authority.

Absence of Chair and Vice-Chair

13. In the event of the absence of the Chair and Vice-Chair at a meeting of the Board of Directors, the Directors shall appoint an acting chair by Majority Vote who, for the purposes of that meeting, has all the powers and shall perform all the duties of the Chair.



Indemnification of Directors, Officers and Staff

14. The Authority undertakes and agrees to indemnify and save harmless its Directors, Officers, Staff, and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Director, Officer or employee in respect of any civil, criminal or administrative action or proceeding to which any such Director, Officer, or employee is made a party by reason of being a Director, Officer, or employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if:
- a) such Director, Officer, or employee acted honestly, in good faith, with a view to the best interests of the Authority, and within the scope of such Director's, Officer's, or employee's duties and responsibilities; and
 - b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Director, Officer, or employee had reasonable grounds for believing that the conduct was lawful.



PART III: TERMS AND APPOINTMENTS

Election of Chair and Vice-Chair

- 15.1 The election of Chair and Vice-Chair shall occur every year at or prior to the Annual General Meeting.
- 15.2 Should a vacancy of Chair or Vice-Chair arise between the Annual General Meetings, elections for such positions will be held at the next regular meeting of the Board of Directors.
- 15.3 All elections shall be in accordance with the Procedures for Election of Officers (Appendix B).

Tenure of Chair and Vice-Chair

- 16.1 The Chair shall hold office for a term of one year and shall serve for no more than two consecutive terms.
- 16.2 The Vice-Chair shall hold office for a term of one year and shall serve for no more than two consecutive terms.
- 16.3 Notwithstanding Sections 16.1 and 16.2 of these By-laws, the Minister may grant permission (on application) for a Chair or Vice-Chair to serve for a term of more than one year or to hold office for more than two consecutive terms.

Eligibility for Chair and Vice-Chair

- 16.4 A Director who is an appointee of the same Participating Municipality as the Chair shall not be nominated for the office of Chair.
- 16.5 A Director who is an appointee of the same Participating Municipality as the Vice-Chair shall not be nominated for the office of Vice-Chair.
- 16.6 Notwithstanding Sections 16.4 and 16.5 of these By-laws, the Minister may grant permission (on application) for a Director appointed by the same Participating Municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.



Appointment of Past Chair

17. The Past Chair may be a municipal appointment as per Board of Directors Resolution No. BD-014/15.

Conservation Ontario Representatives

- 18.1 The Board of Directors may appoint up to three representatives to Conservation Ontario Council consisting of one (1) voting delegate and two (2) alternates.
- 18.2 The voting delegate and alternates shall be registered with Conservation Ontario annually.

Executive Committee

- 19.1 The Authority may appoint an Executive Committee at the first meeting of the Board of Directors each year in accordance with the Section 19 of the Act.
- 19.2 The Chair and Vice-Chair of the Board of Directors shall be the Chair and Vice-Chair of the Executive Committee.
- 19.3 The Chair shall appoint directors to the Executive Committee subject to the approval of the Board of Directors.

Standing Committees

- 20.1 The Authority shall establish such Standing Committees as required by regulation and may establish such other committees as it considers appropriate to study and report on specific matters in accordance with Subsection 18(2) of the Act.
- 20.2 The Board of Directors shall approve the terms of reference for all such Standing Committees. The terms of reference shall include the role, the frequency of meetings, and the number of members required.
- 20.3 Resolutions and policies governing the operation of the Board of Directors shall be observed in Standing Committee meetings.
- 20.4 The Chair, Vice-Chair and Past Chair are ex officio members of all Standing Committees with full voting privileges.
- 20.5 Standing Committees shall report their recommendations and minutes of meetings to the Board of Directors.



- 20.6 The dates of Standing Committee meetings shall be made available to the Board of Directors.
- 20.7 The list of Standing Committees is found in Appendix C, which may be amended from time to time.

Appointment of Directors to Standing Committees

21. The Board of Directors shall appoint Directors to the Standing Committees at or prior to the Annual General Meeting.

Appointment of Auditor

22. The Board of Directors shall appoint an auditor for the coming year by the Annual General Meeting in accordance with Section 38 of the Act.

Financial Statements and Auditor's Report

- 23.1 The Authority shall cause its accounts and transactions to be audited annually by a person licensed under the *Public Accounting Act, 2004* and shall ensure the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.
- 23.2 The Board of Directors shall receive and approve the audited financial statements and Auditor's Report for the previous year by the Annual General Meeting.
- 23.3 The Authority shall make copies of the audited financial statements and Auditor's Report available to Participating Municipalities and the Minister in accordance with Section 38 of the Act.
- 23.4 The Authority shall make the Auditor's Report available to the public on the Authority's website within sixty (60) days of receiving the Auditor's Report.

Appointment of Financial Institution

24. The Board of Directors shall appoint a financial institution to act as the Authority's banker by resolution by the Annual General Meeting



Appointment of Solicitor(s)

25. The Board of Directors shall appoint a solicitor(s) to act as the Authority's legal counsel by resolution.

Borrowing resolution

26. If required, the Board of Directors shall establish a borrowing resolution and such resolution shall be in force until it is superseded by another borrowing resolution.

Levy Notice

27. The Levy due to the Authority shall be communicated to the Participating Municipalities in accordance with the Act and its regulations.

Signing Officers

- 28.1 All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority in accordance with the Authority's Signing Policy.
- 28.2 The signing officers of the Authority include:
- a) Chair;
 - b) Vice-Chair;
 - c) Past Chair;
 - d) Secretary-Treasurer;
 - e) Director Organization Effectiveness; and
 - f) Team Lead Corporate Services.



PART IV: RENUMERATION OF DIRECTORS

Meeting per diem

- 29.1 Directors are allowed expenses and per meeting allowances, subject to approval of the Ontario Municipal Board.
- 29.2 The Authority shall establish a per-diem rate from time to time to be paid to Directors for attendance at meetings of the Board of Directors, Executive Committee and Standing Committees, and at such other business functions as may be from time to time requested by the Chair through the Secretary-Treasurer.

Travel expenses

- 30.1 The Authority shall reimburse Directors' reasonable travel expenses incurred for attending meetings and/or functions on behalf of the Authority.
- 30.2 A per-kilometer rate to be paid for use of a personal vehicle shall be approved by resolution of the Board of Directors from time-to-time.
- 30.3 Requests for reimbursements of travel expenses incurred for attending meetings and/or functions on behalf of the Authority shall be submitted within a timely fashion and shall be consistent with provincial and federal guidelines.

Conference expenses

- 31.1 The budget shall contain funding for Directors to attend conferences.
- 31.2 Per meeting allowances may be paid for days spent attending conferences, but not for travel to and from conferences.



PART V: RECORD RETENTION

Record retention

- 32.1 The Authority shall keep full and accurate records including, but not limited to:
- a) minutes of all meetings of the Authority,
 - b) assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the auditors;
 - c) human resources files for all Staff and Directors as applicable;
 - d) workplace health and safety documents including workplace inspections, workplace accidents, investigations, etc.;
 - e) electronic communications including emails;
 - f) contracts and agreements entered into by the Authority;
 - g) strategic plans and other documents providing organizational direction;
 - h) projects of the Authority;
 - i) technical studies and data gathered in support of programs of the Authority;
 - j) a registry for statements and declarations of interest in accordance with the *Municipal Conflict of Interest Act*;
 - k) legal proceedings involving the Authority; and
 - l) incidents of personal injury or property damage involving the Authority and members of the public.
- 33.2 Records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the Board of Directors from time-to-time.



Records available to the public

- 34.1 The Authority's records shall be made available to the public subject to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.
- 34.2 The Authority shall designate an employee of the Authority to act as head of the Authority for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.

PART VI: MEETINGS OF THE BOARD OF DIRECTORS

Application

35. The meeting procedures of the Board of Directors shall be observed in the meetings of the Executive Committee and Standing Committees, as far as they are applicable.

Rules of procedure

36. The current edition of Robert's Rules of Order shall be determinative in all matters of procedure not specifically dealt with under the Act and these By-laws.

Notice of meeting

- 37.1 The Board of Directors meet the third Thursday of every month at 9:00 A.M. excluding the month of July.
- 37.2 The Board of Directors shall approve a schedule for regular meetings in advance.
- 37.3 The Secretary-Treasurer shall send written notice of regular meetings to all Directors at least three (3) business days in advance of a meeting.
- 37.4 Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.
- 37.5 Notice of all regular meetings, special meetings, or emergency meetings of the Board of Directors shall be made available to the public as soon as possible following delivery to the Directors.



- 37.6 All material and correspondence to be dealt with at the meeting of the Board of Directors shall be submitted to the Secretary-Treasurer ten (10) calendar days in advance of the meeting.

Postponement or cancellation of meeting

- 38.1 The Chair or the Secretary-Treasurer may postpone or cancel a meeting by notice in writing or email delivered to the Directors so as to be received by them at least twelve (12) hours before the hour appointed for the meeting.
- 38.2 The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the Directors from attending a meeting, postpone that meeting by advising as many Directors as can be reached.
- 38.3 Postponement shall not be for any longer than the next regularly scheduled meeting date.

Special meeting

- 39.1 The Chair may call a special meeting of the Board of Directors as necessary after giving three (3) business days written notice to the Directors.
- 39.2 The Chair shall call a special meeting of the Board of Directors at the request of a Director who has fifty per cent (50%) support of the other Directors.
- 39.3 The notice of a special meeting must be signed by one third of the Directors.
- 39.4 Only business stated in the notice of a special meeting shall be considered at the special meeting.

Emergency meeting

- 40.1 An emergency meeting may be called if the notice period for special meetings cannot be accommodated.
- 40.2 Emergency meetings shall deal with matters of imminent risk to life or property damage, legal issues, or property issues.
- 40.3 Emergency meetings may be conducted by conference call, or other means accepted by a majority of the Directors.



- 40.4 Other issues may be discussed at emergency meetings if there is quorum and two thirds of the Directors present approve of the discussion.

Meetings open to the public

41. All meetings of the Board of Directors shall be open to the public subject to Section 51 of these By-laws.

Agenda for meetings

- 42.1 Staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Board of Directors that shall include, but not necessarily be limited to, the following headings:
- Approval of Agenda
 - Approval of Minutes of previous meeting
 - Presentation of written reports (where applicable)
 - Verbal reports (where applicable)
 - New Business
 - Notice of Next Meeting
 - Adjournment
- 42.2 The agenda for special meetings of the Board of Directors shall be prepared as directed by the Chair.
- 42.3 Agendas for meetings shall be forwarded to all Directors at least five (5) calendar days in advance of the meeting.
- 42.4 Agendas for meetings shall be made available to the public on the Authority's website on the same day they are forwarded to Directors.
- 42.5 Agendas for meetings shall be made available in alternative formats upon request in accordance with *Accessibility for Ontarians with Disabilities Act*.

Quorum

- 43.1 At any meeting of the Board of Directors, a quorum consists of one-half of the Directors appointed by the Participating Municipalities.
- 43.2 If no quorum is present one-half hour after the start time for a meeting, the Chair shall:



- a) adjourn the meeting with the minutes reflecting the Directors present and the cause of the adjournment;
 - b) consult the current edition of Robert's Rules of Order to determine what, if any, agenda items may proceed; or
 - c) declare a recess until quorum arrives.
- 43.3 If quorum is lost during a meeting, the Chair shall declare the meeting recessed or adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of these By-laws.
- 43.4 Agenda items may be covered and discussed following loss of quorum, but no formal decisions shall be made by the remaining Directors.
- 43.5 Where the number of Directors who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Directors are not of sufficient number to constitute a quorum, the remaining number of Directors shall be deemed to constitute a quorum, provided such number is not less than two.

Order of business

- 44.1 The business of the Board of Directors shall be taken up in the order it stands on the agenda unless otherwise decided by a Majority Vote of those Directors present.
- 44.2 No Director shall present any matter to the Board of Directors for its consideration unless the matter appears on the agenda or leave is granted to present the matter by the affirmative Majority Vote of the Directors present.

Debate

45. The Authority shall observe the following procedures for discussion/debate on any matter coming before it:
- d) a Director shall be recognized by the Chair prior to speaking;
 - e) where two or more Directors rise to speak, the Chair shall designate the Director who has the floor, who shall be the Director who in the opinion of the Chair was first recognized;



- f) all questions and points of discussion shall be directed through the Chair;
- g) where a motion is presented, it shall be moved and seconded before debate;
- h) no Director shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- i) no Director shall speak more than five (5) minutes without leave of the Chair;
- j) any Director may ask a question of the previous speaker through the Chair;
- k) the Director who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- l) when a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- m) when a motion is under consideration, only one amendment is permitted at a time.

Matters of precedence

46. The following matters shall have precedence over the usual order of business:
- a) a point of order;
 - b) matter of privilege;
 - c) a matter of clarification;
 - d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
 - e) a motion that the question be put to a vote; and
 - f) a motion to adjourn.



Directors attendance

- 47.1 The Authority shall maintain a listing of Director attendance at scheduled meetings of the Board of Directors. The list shall be provided to Participating Municipalities upon request.
- 47.2 Upon a Director's vacancy due to death, incapacity, or resignation the Authority shall request the Participating Municipality that was represented by that Director appoint a replacement.
- 47.3 If a Director is unable to attend a meeting and wishes to bring any additional information or opinion pertaining to an agenda item the Director shall address in writing to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting and the correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

Electronic participation

- 48.1 Directors may participate in a meeting that is open to the public by telephone or other electronic means that permits all participants to communicate adequately with each other during the meeting.
- 48.2 A Director participating in a meeting electronically shall not be counted in determining quorum.
- 48.3 A Director shall not participate electronically in a meeting that is closed to the public.
- 48.4 Notwithstanding Sections 48.2 and 48.3 of these By-laws, during any period where an emergency has been declared to exist, in all or part of an area over which Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the Board of Directors from meeting in person, a Director may participate in meetings electronically and shall have the ability to:
- a) register a vote;
 - b) be counted towards determining quorum; and
 - c) participate in meetings closed to the public.



(See State of Emergency, Sections 57.1.1 - 57.1.4)

Delegations

- 49.1 Any person or organization who wishes to address the Board of Directors shall make a request in writing or email to the Secretary-Treasurer which shall include a brief statement of the issue or matter involved and indicate the name of the proposed speaker.
- 49.2 A request to address the Board of Directors must be received ten (10) calendar days in advance of a scheduled meeting for a delegation to be listed on the agenda.
- 49.3 Any person or organization requesting an opportunity to address the Board of Directors, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by two thirds of Directors present.
- 49.4 Delegations shall be limited to one (1) speaker for not more than ten (10) minutes except by leave of the Chair.
- 49.5 Speakers will be requested not to repeat what has been said by previous speakers at the meeting.
- 49.6 A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation.
- 49.7 The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the Board of Directors.

Annual General Meeting

50. The Authority shall designate one meeting of the Board of Directors each year as the Annual General Meeting and shall include the following items on the agenda, in addition to the normal course of business:
 - d) appointment of the auditor for the upcoming year;
 - e) appointment of Authority Solicitors;
 - f) appointment of Directors to Standing Committees; and



- g) approval of the audited statement for the preceding year.

Closed meeting

51.1 A meeting or part of a meeting of the Board of Directors, Executive Committee, or Standing Committee, may be closed to the public if the subject matter being considered is:

- a) the security of the property of the Authority;
- b) personal matters about an identifiable individual, including Staff;
- c) a proposed or pending acquisition or disposition of land by the Authority;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the Authority;
- f) advice that is subject to solicitor-client privilege;
- g) a matter in respect of which the Board of Directors, Executive Committee, Standing Committee, or other body may hold a closed meeting under another act;
- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) educating or training the Directors;
- j) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- k) a trade secret or scientific, technical, commercial, or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- l) a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.



- 51.2 The Board of Directors shall close a meeting if the subject matter relates to the consideration of a request under *Municipal Freedom of Information and Protection of Privacy Act*.
- 51.3 Before holding a meeting or part of a meeting that is to be closed to the public, the Directors shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting.
- 51.4 The Board of Directors shall reconvene in an open session once matters have been dealt with in a closed meeting.
- 51.5 The Board of Directors shall not vote during a meeting that is closed to the public, unless:
- a) the meeting meets the criteria outlined in these by-laws to be closed to the public; or
 - b) the vote is for a procedural matter or for giving directions or instructions to Officers, Staff, or agents of Authority.
- 51.6 Any materials presented to the Board of Directors during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting.

Voting

- 52.1 Each Director is entitled to one vote.
- 52.2 Exceptions to equal voting may occur if the Authority invokes Provincial Regulation 139/96.
- 52.3 The Chair may participate in the debate on any motion.
- 52.4 A Majority Vote of the Directors present at any meeting is required upon all matters coming before the meeting.
- 52.5 A Director who abstains from voting shall be deemed to have voted neither in favour nor opposed to the question.
- 52.6 On a tie vote, the motion is lost.
- 52.7 Interrelated motions shall be voted on in the order specified in the current edition of Robert's Rules of Order.



- 52.8 A vote shall be by a show of hands or such other means as the Chair may call unless a Director requests a recorded vote.
- 52.9 No question shall be voted upon more than once at any meeting unless a recorded vote is requested.
- 52.10 If a Director present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Director present, except a Director who is disqualified from voting by any Act, shall announce their vote openly answering “yes” or “no” to the question, and the Secretary-Treasurer shall record each vote.
- 52.11 At the meeting of the Board of Directors where the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Directors present and eligible to vote, in accordance with Ontario Regulation 139/96.
- 52.12 Where a question under consideration contains more than one item, upon the request of any Director, a vote upon each item shall be taken separately.
- 52.13 No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect except as provided in the Procedures for Election of Officers (Appendix B).

Notice of motion

- 53.1 Written notice of motion to be made at an Authority meeting shall be given to the Secretary-Treasurer by a Director not less than ten (10) business days prior to the date and time of the meeting.
- 53.2 Recommendations included in reports of Standing Committees that have been included in an agenda for a meeting of the Board of Directors, shall constitute notice of motion for that meeting.
- 53.3 Recommendations included in staff reports that have been included in an agenda for a meeting of the Board of Directors shall constitute notice of motion for that meeting.
- 53.4 Any motion or other business may be introduced for consideration of the Board of Directors provided it is made clear that to delay such motion or other business for the consideration of an appropriate Standing Committee would not be in the best interest of the Authority and that the introduction of the motion or other business



shall be upon an affirmative Majority Vote of the Directors present.

Motion to reconsider

- 54.1 A motion to reconsider a previous motion requires a two-thirds majority vote.
- 54.2 If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

Duties of the Chair

55. During meetings, the Chair shall:
- a) preserve order and decorum;
 - b) decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
 - c) ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Directors;
 - d) receive and submit to a vote all motions presented by the Directors, which do not contravene the rules of order or regulations of the Authority;
 - e) announce the results of the vote on any motions so presented;
 - f) request a motion for adjournment or recess in the case of grave disorder arising during the meeting; and
 - g) adjourn the meeting when business is concluded.

Conduct of Directors

- 56.1 Directors shall maintain a high standard for conduct and always comply with applicable laws and the Authority's Code of Conduct (Appendix A).
- 56.2 No Director at any meeting of the Board of Directors shall:
- a) speak disrespectfully against the Authority, Staff, or any member of the public;



- b) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
 - c) leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
 - d) interrupt a Director while speaking, except to raise a point of order or a question of privilege;
 - e) speak beyond the question(s) under debate;
 - f) resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.
- 56.3 Disciplinary action against a Director who is out of order requires a Majority Vote.
- 56.4 Expulsion of a Director who is out of order requires a two-thirds majority vote.
- 56.5 No person except Directors and Staff shall be allowed to come to the Board of Directors' table during meetings without permission of the Chair.

Minutes of meetings

- 57.1 The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Board of Directors and each Standing Committee.
- 57.2 The recording secretary shall make a record in the form of minutes of the meeting proceedings and shall record all motions considered at the meeting.
- 57.3 If a recording secretary is not present in a closed meeting, the Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.
- 57.4 Minutes of all meetings shall include:
- a) the time and place of the meeting;
 - b) a list of those present;
 - c) all resolutions presented in sequential order;



- d) the name of the mover and seconder of each resolution; and
 - e) voting results.
- 57.6 The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each Director at the same time as agendas for the next meeting are distributed.
- 57.7 After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website.
- 57.8 Minutes shall be made available for review on the Authority's website within 30 days of the meeting.
- 57.9 Minutes shall be made available in alternative formats upon request in accordance with *Accessibility for Ontarians with Disabilities Act*.

State of Emergency

- 57.1.1 During any period where an emergency has been declared to exist, in all or part of an area over which Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the Board of Directors from meeting in person, a Director may participate in meetings electronically and shall have the ability to:
- a) register a vote;
 - b) be counted towards determining quorum; and
 - c) participate in meetings closed to the public.
- 57.1.2 During any period where an emergency has been declared to exist, in all or part of an area over which Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the Board of Directors from meeting in person, any date or timeline requirement established under any Section in these By-laws shall be postponed until such time as the Board of Directors can reasonably address the issue.
- 57.1.3 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, the Board of Directors shall



implement best practices to make meetings open to the public in accordance with subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means to allow the public to participate in meetings electronically.

- 57.1.4 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the Board of Directors from meeting in person, any hearing or appeal dealt with in these By-laws may be conducted electronically with provisions for applicants and their agents to participate, if the Authority decides to hold any such hearing or appeal.

Part VII: CONFLICT OF INTEREST

General

- 58.1 Directors commit themselves to ethical, businesslike, and lawful conduct when acting on behalf of the Authority.
- 58.2 Directors shall avoid Conflicts of Interest and any actions that have the potential to create the perception of a Conflict of Interest.
- 58.3 Directors shall not derive personal financial benefit from the Authority.
- 58.4 No Director shall pay or receive a bribe, kickback, or any other improper payment.

Municipal Conflict of Interest Act

- 59.1 Directors are bound by the *Municipal Conflict of Interest Act*.
- 59.2 These By-laws are intended to assist Directors in understanding their obligations under the *Municipal Conflict of Interest Act*.
- 59.3 Directors are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Disclosure of Conflict of Interest

60. Where a Director, either on their own behalf or while acting for, by, with or through another, has any Conflict of Interest, in any matter and is present at a meeting of



the Board of Directors, Executive Committee, or Standing Committee at which the matter is the subject of consideration, the Director:

- a) shall, prior to any consideration of the matter at the meeting, disclose the Conflict of Interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Influence

61. Where a Director, either on their own behalf or while acting for, by, with or through another, has any Conflict of Interest, in any matter that is being considered by an Officer or employee of the Authority, or by a person or body to which the Authority has delegated a power or duty, the Director shall not use their position in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

Chair's Conflict of Interest

62. Where the Chair discloses a Conflict of Interest with respect to a matter under consideration at a meeting of the Board of Directors, another Director shall be appointed to chair that portion of the meeting by Majority Vote of the Directors present.

Closed meetings

63. Where a meeting is not open to the public, a Director who has declared a Conflict of Interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

Director absent

64. Where the Conflict of Interest of a Director has not been disclosed by reason of their absence from the particular meeting, the Director shall disclose their Conflict of Interest and otherwise comply with Section 60 of these By-laws at the first meeting of the Board of Directors, Executive Committee, or Standing Committee, as the case may be, attended, by the Director after the particular meeting.



Disclosure recorded in minutes

- 65.1 The recording secretary shall record, in reasonable detail, the particulars of any disclosure of Conflict of Interest made by a Director and whether the Director withdrew from the discussion of the matter.
- 65.2 The record of disclosure described in Section 65.1 of these By-laws shall appear in the minutes of that particular meeting.

Declaration

66. At a meeting that a Director discloses a Conflict of Interest under Section 60 of these By-laws, or as soon as possible afterwards, the Director shall file a written statement of the Conflict of Interest and its general nature with the Secretary-Treasurer.

Registry

- 67.1 The Authority shall maintain a registry in which shall be kept:
- a) a copy of each statement filed under Section 60 of these By-laws; and
 - b) a copy of each declaration recorded under Section 66 of these By-laws.
- 67.2 The registry shall be available for public inspection.

Instance of Conflict of Interest

68. Any instance, or alleged instances of Conflict of Interest shall be investigated in accordance with Part VIII of these By-laws.



PART VIII: ENFORCEMENT OF BY-LAWS AND POLICIES

Application

- 69.1 Directors shall respect and adhere to all applicable By-laws and policies
- 69.2 Complainants may indicate concerns regarding a Director's perceived breaches of the By-laws and policies through the informal complaint procedure or the formal complaint procedure.

Informal complaint procedure

- 70.1 The informal complaint procedure provides an opportunity to immediately identify and address behaviours and activities considered to be in contravention of the By-laws and policies.
- 70.2 The Complainant shall:
- a) advise the Director, orally or in writing, that their behaviour or activity contravenes the by-laws and policies;
 - b) request that the Director immediately discontinue the prohibited behaviour or activity;
 - c) keep a written record of the incident including date, time, location, other persons present and any other relevant information;
 - d) advise the Director of their satisfaction or dissatisfaction with the response, if applicable; and
 - e) in the event of a dissatisfactory or no response, consider the need to pursue the matter in accordance with the formal complaint procedure.

Formal complaint procedure

71. The formal complaint procedure is as follows:
- a) The Complainant shall submit to the Secretary-Treasurer a written, dated, signed complaint detailing the relevant alleged contraventions of the by-laws and policies.



- b) Upon receipt of the complaint, the Secretary-Treasurer or designate shall prepare an information package that shall include the following:
 - i. the name of the Complainant;
 - ii. a copy of the By-law and policies that are relevant;
 - iii. such other information or documentation that the Secretary-Treasurer deems relevant.
- c) The Chair shall form a Special Committee to address the complaint. The Special Committee shall consist of two Directors not directly involved in the complaint. In the case where the Chair is involved in the complaint, the Vice-Chair will form the Special Committee.
- d) The information package shall be provided to the Director alleged to be in contravention forthwith and to the Special Committee on appointment.
- e) The Secretary-Treasurer shall submit a brief report to the Board of Directors in a closed meeting at a regularly scheduled meeting of the Board of Directors advising that a complaint was received. The Secretary-Treasurer shall provide the following information subject to any requests to maintain privacy which shall be administered according to applicable privacy legislation:
 - i. the name of the Director alleged to be in contravention;
 - ii. the name of the Complainant;
 - iii. the provision of the By-law or policies allegedly contravened;
 - iv. a summary of the facts constituting the alleged contravention;
 - v. the date of request.
- f) The Special Committee shall complete an investigation of the complaint within thirty (30) calendar days of receipt of the information package or such longer period as it may require not to exceed sixty (60) calendar days. The investigation shall include an opportunity for the affected Director to respond to the allegation(s).
- g) The Special Committee shall provide a report to the Chair (or Vice-Chair as the case may be) following the conclusion of the investigation. The report shall address the validity of the complaint and include written recommendations as to the appropriate measures to be taken by the Board of Directors. The report shall be tabled in a closed meeting at the next regularly scheduled meeting of the Board of Directors.
- h) The Board of Directors shall receive the report and recommendations from



the Special Committee and may determine the appropriate action(s) to be taken, if any, by a Majority Vote.

- i) A copy of the report and recommendations shall be provided to the appointing Participating Municipality.



APPENDIX A: Code of Conduct

Introduction

- A1.1 The Code of Conduct is a general standard that augments the laws that govern the behaviour of Directors and it is not intended to replace personal ethics.
- A1.2 The Code of Conduct is intended to assist Directors in dealing with and confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.
- A1.3 It is the responsibility of every Director to apply good ethical judgement in day-to-day activities and to adhere to both the principles and particulars outlined in this policy.

General

- A2.1 Directors are expected to conduct themselves in a manner that reflects positively on the Authority.
- A2.2 Directors shall serve in a conscientious and diligent manner.
- A2.3 No Director shall use the influence of office for any purpose other than for the exercise of their official duties.
- A2.4 Directors shall:
 - a) uphold the mandate, vision, and mission of the Authority;
 - b) consider the Authority's jurisdiction in its entirety, including their appointing municipality;
 - c) encourage public respect for the Authority and its regulations;
 - d) respect confidentiality;
 - e) approach all Authority issues with an open mind and with consideration for the organization as a whole;
 - f) exercise the powers of a Director when acting in a meeting of the Board of Directors;



- g) respect the democratic process and respects decisions of the Board of Directors, Executive Committee, and Standing Committees;
- h) declare a Conflict of Interest when one exists or may exist; and
- i) conduct oneself in a manner which reflects respect and professional courtesy.

Gifts and benefits

- A3. Directors shall not accept fees, gifts, hospitality, or personal benefits that are connected directly or indirectly with the performance of duties except as authorized by law or the Authority's Personnel Policy.

Confidentiality

- A4.1 Directors shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.
- A4.2 All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.
- A4.3 Directors shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.
- A4.4 Directors shall not permit any persons, other than those who are entitled thereto, to have access to information that is confidential.
- A4.5 In the instance where a Director vacates their position on the Board of Directors they will continue to be bound by *Municipal Freedom and Information and Protection of Privacy Act* requirements.
- A4.6 Care should be exercised in protecting sensitive information including, but not limited to:
- a) matters relating to human resources;
 - b) information about suppliers provided for evaluation that might be useful to other suppliers;
 - c) matters relating to the legal affairs of the Authority;



- d) information provided in confidence from an Aboriginal community, that if released, could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- e) sources of complaints where the identity of the complainant is given in confidence;
- f) items under negotiation;
- g) schedules of prices in tenders or requests for proposals;
- h) appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions; and
- i) information deemed to be "personal information" under *Municipal Freedom and Information and Protection of Privacy Act*.

Use of Authority property

- A5. No Director shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

Work of a political nature

- A6. No Director shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

Conduct at meetings

- A7. Directors shall conduct themselves with decorum at all meetings of the Board of Directors. Respect for delegations and for fellow Directors requires that all Directors show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

Influence on Staff

- A8. Directors shall be respectful of the fact that Staff work for the Authority as a whole and that Staff are charged with making recommendations that reflect their



professional expertise and corporate perspective without undue influence.

Business relations

- A9.1 No Director shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- A9.2 No Director shall act as a paid agent before the Board of Directors, the Executive Committee, or any Standing Committee.

Harassment

- A10.1 It is the Authority's policy that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.
- A10.2 Harassment of another Director, Staff or any member of the public is considered misconduct.
- A10.3 Directors shall follow the Authority's Workplace Harassment and Discrimination Policy as approved from time-to-time.

Breach of Code of Conduct

- A11. Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with Part VIII of these By-laws.



APPENDIX B: Procedure for Election of Officers

Voting

B1.1 Voting shall be by secret ballot.

B1.2 No Director may vote by proxy.

B1.3 In this appendix,

“Majority Vote” means half of the votes plus one.

Acting Chair

B2. The Board of Directors shall appoint a person, who is not a voting Director, as Acting Chair for the purpose of election of Officers.

Scrutineers

B3.1 The Acting Chair shall call a motion for the appointment of one or more persons, who are not Directors or Staff of the Authority, to act as scrutineers.

B3.2 A Director, 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. The Acting Chair shall advise the Directors that the election will be conducted in accordance with the Act as follows:

a) the elections shall be conducted in the following order:

- i. Election of the Chair, who shall be a Director of the Authority;
- ii. Election of the Vice-Chair, who shall be a Director of the Authority; and
- iii. Appointment of the Past Chair, who shall be a Director of the Authority who previously held the position of Chair.



- b) the Acting Chair shall ask for nominations to each position;
- c) only current Directors of the Authority 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 Director nominated shall be asked to accept the nomination. The Director must be present to accept the nomination unless the Director has advised the Secretary-Treasurer 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 Directors by the scrutineers for the purpose of election and the Acting Chair shall ask the Directors to write the name of one individual only on the ballot; and
- 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.



APPENDIX C: List of Standing Committees

1. Clean Water Committee
2. Communications Committee
3. Fish and Wildlife Committee
4. Forestry Committee



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
John Mesman, Team Lead, Communications and Outreach
Date: March 25th, 2021
Subject: Request for Approval: Standing Committee Terms of Reference

RECOMMENDATION:

The Board of Directors approve the revised Standing Committee Terms of Reference and Standing Committee Member application process.

DISCUSSION:

The current Standing Committee Terms of Reference has remained unchanged since its introduction in 2013. As with any terms of reference, it is prudent to periodically review and update to reflect current administrative and functional obligations.

Staff recommend the following updates:

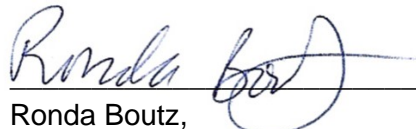
- Update text for consistency with SNC Administrative By-laws as amended;
- Expand on committee member roles and responsibilities for promoting SNC programs and services to member organizations and/or the public;
- Review Committee membership (numbers and gaps in stakeholder representation);
- Specify membership term, recruitment, and selection; and
- Detail on reporting requirements of members and Committee Chair (or designate).

A copy of the revised Term of Reference and accompanying Standing Committee Membership application form is attached.

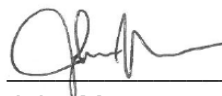
FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Standing Committees are included in the 2021 Budget under Organization Effectiveness: Communications and Outreach: Corporate Communications, pages 86-87.

SNC Policy Adherence: The Standing Committee Terms of Reference adheres to SNC's Administrative By-laws.



Ronda Boutz,
Team Lead, Special Projects.



John Mesman,
Team Lead, Communications and Outreach.

Attachments: Terms of Reference for South Nation Conservation Standing Committees
Standing Committees Membership Application Form



TERMS OF REFERENCE SOUTH NATION CONSERVATION STANDING COMMITTEES

The *Conservation Authorities Act* and SNC's Administrative By-laws grant the SNC Board of Directors (Board) the ability to establish Standing Committees to study and report on specific matters. The Board approves the mandate for each Standing Committee outlining their area of responsibility. The Chair, Vice Chair, and Past Chair are ex-officio members of all SNC Standing Committees with full voting privileges. Standing Committee actions (i.e.: recommendations pertaining to programs and budget items under their mandate), must be approved by the Board prior to execution.

The administrative and operating procedures of all SNC Standing Committees are as follows:

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

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

3. Membership
 - a) 15 members maximum per committee plus 3 ex-officio Board Members:
 - i) Strive for watershed representation, both geographic and functional



- ii) With 75% majority vote of the committee at which quorum is achieved, additional members may be added to the committee, subject to Board approval
 - b) Budgets for travel/per meeting allowances, will not change from the budgeted amount, regardless of committee size.
 - c) Staff support will remain nominally the same, regardless of committee size.
 - d) All committee appointments to be approved annually by the Board by the March Board meeting.
 - e) Any committee member (excluding ex officio members) missing two consecutive meetings without communicating justification, to the Committee Chair, will be removed from the committee.
 - f) Failure to achieve quorum for two consecutive meetings shall trigger an automatic review by the Board on that particular Standing Committee.
 - g) Members failing to attend a meeting without prior notification of regrets will be recorded as absent in the meeting minutes.
 - h) Committee Chair
 - i) To be elected by the Committee
 - ii) Acting Chair to be appointed by Committee if required
 - iii) Chair (or designate) will represent Committee at meetings and events as required
 - iv) Chair will encourage each member to bring ideas on projects, funding, partnerships, etc.
4. Membership Term
- a) Committee members shall be appointed for a term of three (3) years.
 - b) Membership selection will be via an application process:
 - i) Applicants will be required to provide a summary of experience, qualifications, and commitment to fulfilling their role as an SNC Standing Committee member.
 - ii) The Board shall appoint a membership committee to review applications and make recommendations on Standing Committee membership.
 - iii) Selection of committee membership shall be completed in the fall of the third year of term and shall be effective as of Board approval at the following year's Annual General Meeting.
 - c) Committee members may reapply for membership at the end of their term.
 - d) Committee membership is subject to an annual review of member's performance, committee members that do not actively perform their responsibilities may be replaced at the Board's discretion.



5. Quorum
 - a) 50% plus 1 of committee approved by the Board constitutes quorum for all matters relating to financial allocations or major decisions concerning program implementation:
 - i) Ex-officios do not count towards quorum
 - b) Non-financial matters can be dealt with by consensus.

6. Frequency of Meetings and Manner of Call
 - a) Committees to meet 4 times per year, and to include as a minimum:
 - i) Preparation of work plan for upcoming year.
 - ii) Attendance at joint coordinating meeting of all SNC Standing Committees.
 - iii) Review of progress of work plans.
 - iv) Review work completed and evaluate if objectives were met.
 - b) Additional meetings may be held with 75% concurrence of the committee at which there is quorum.
 - c) Committees shall establish meeting dates for the next year at the last meeting of the year.
 - d) Notices of meetings shall be sent by electronic means, or other manner decided on by SNC, a minimum of 14 calendar days prior to the meeting.
 - e) Agendas to be emailed to committee members 4 business days prior to meeting date.
 - f) Conference calls, video conferencing, and/or electronic voting may be utilized by the committee in place of an in-person meeting with concurrence of 75% of the committee .

7. Resources
 - a) Committees shall be assigned an SNC staff person to support the committee and act as liaison with SNC.
 - b) Committee members will be paid a meeting allowance, capped at 80% of Board members meeting allowance, and mileage, at rate established by the Board for SNC.
 - c) The approved budget of SNC will identify the funding resources of each Standing Committee.
 - d) Light refreshments to be served to committees.

8. Reporting
 - a) Chair or designate will bring a report, via the draft meeting minutes of the committee, to Board after each committee meeting.



- b) All motions of committees that require funding shall reference SNC's budget section(s).
 - c) Board will make a final decision on all committee programs and required funding through approval of committee actions in the draft minutes.
 - d) All committee members will engage, at least once per year, with their member organizations, the public, and/or their municipalities to promote their committee and the work it does; members will provide an update to the Committee on these engagements.
9. Communications
- a) Notices of meetings to be sent to media in SNC jurisdiction, as a minimum.
 - b) Press releases on major recommendations of committees or highlights/key issues of programs to be issued after Board approves minutes.
 - c) Approved minutes of Standing Committees to be posted on SNC's website.

10. Committee Mandates

a) Communications Committee

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, First Nations, local environmental groups; and public members-at-large with knowledge of the marketing, communications, and fundraising sectors.



b) Clean Water Committee

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, First Nations, and public members-at-large with knowledge of local water resources.

c) Fish and Wildlife Committee

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 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.



d) Forestry Committee

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.



Standing Committee Member Application Form

In accordance with SNC Administrative By-laws and Standing Committees [Terms of Reference](#). Potential committee members must demonstrate a willingness to attend and participate in committee meetings in a collaborative and constructive manner that promotes tangible outcomes.

Applicant Contact Information

Name: _____ Email: _____
Address: _____ Telephone: _____

Organization (if applicable): _____
Municipality: _____

Standing Committee Selection

Please fill the box(es) of the standing committee(s) you wish to join:

- [Clean Water Committee](#) [Fish and Wildlife Committee](#)
 [Communications Committee](#) [Forestry Committee](#)

Background and Interests

Please attach and submit with this cover sheet a letter (2 pages maximum) outlining the following:

- Summary of your relevant experience and expertise
- Why you are interested in participating on the standing committee(s)
- How you can help communicate recommendations from the standing committee(s) to the public at large and your member organization (if applicable)

Name: _____

Date: _____

Signature: _____



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
Pat Piitz, Team Lead, Property
John Mesman, Team Lead, Communications and Outreach
Date: April 1st, 2021
Subject: Request for Approval: Funding Applications

RECOMMENDATION:

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

1. **2 Billion Tree Program:** requesting \$16,890 for SNC Forests - tree planting on SNC 5 and SNC 7, in fall 2021.
2. **Laféche Wetland Trust Fund:** requesting \$250,000, over 1 year for Land Acquisition.
3. **Stormont Dundas Glengarry Regional Tourism:** requesting \$5,000 over 1 year for Warwick Conservation Area Bridge Replacement.

DISCUSSION:

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

1. 2 Billion Tree Program:

- **Project:** SNC Forests – tree planting on SNC 5 and SNC 7
- **Request:** \$16,890 for 2021
- **Program will fund:** No maximum grant amount, 50% cost-share match required.
- **Purpose:** To plant trees on SNC 5 and SNC 7 to enhance biodiversity and increase carbon sequestration on SNC properties which were selectively harvested in 2020 as part of their 20 Year Forest Management Plan and 5 Year Operating Plan.
- **Deadline:** Expression of Interest: March 25th, 2021 (submitted); Proposal: to be determined.

2. Laféche Wetland Trust Fund:

- **Project:** Land Acquisition
- **Request:** \$ 250,000 over one year
- **Program will fund:** Up to \$250,000, no specific matching fund requirement; funds additional to applicant contribution.
- **Purpose:** To support Board approved wetland acquisitions.
- **Deadline:** open



3. Stormont Dundas Glengarry Regional Tourism Grant:

- **Project:** Bridge Replacement
- **Request:** \$ 5,000 over one year
- **Program will fund:** Up to \$5,000 in one year, no specific matching funds required; project must contribute external funding.
- **Purpose:** To replace the 3rd of 3 pedestrian and equestrian bridges in Warwick Forest Conservation Area directly leading to increased tourism in North Stormont and beyond.
- **Deadline:** March 30, 2021

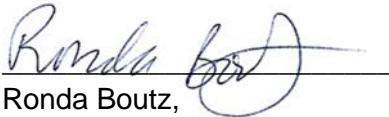
FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

1. **2 Billion Tree Program:** SNC Forest management is included in the 2021 Budget under Property: SNC Forests, pages 36-37. SNC matching funds from staffing included under this budget, 2 Billion Tree Program funding will cover purchase of trees, which is not included in the 2021 Budget.
2. **Laféche Wetland Trust Fund:** Land securement is included in the 2021 SNC Budget under Community Lands, Capital Expense (pages 34 – 35): \$320,883. Including deferred revenue less commitments available funds: \$390,620. Additional sources of funding are being sought.
3. **Stormont Dundas Glengarry Regional Tourism Grant:** Development and maintenance of Conservation Areas is included in the 2021 budget under Community Lands on page 32.

SNC Policy Adherence:

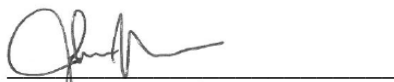
All expenditures will adhere to SNC's Purchasing Policy, including seeking three quotes and required authorizations according to purchasing limits. All work undertaken to complete the projects will adhere to SNC's Health and Safety Policies and Procedures.


Ronda Boutz,

Team Lead, Special Projects.


Pat Piitz,

Team Lead, Property.



John Mesman,

Team Lead, Communications and Outreach.



To: Board of Directors
From: Sandra Mancini, Team Lead, Engineering
Date: March 8th, 2021
Subject: Request for Approval: Regulations Mapping

RECOMMENDATION:

The Board of Directors approve the Floodplain and Regulations Mapping Series Update overview.

DISCUSSION:

Maintaining digitized mapping layers is essential for many of South Nation Conservation's programs. Through the planning and approvals programs for example, floodplain and regulations mapping are used to help municipalities protect people and property from natural hazards.

Section 28 mapping updates are prepared following the protocol developed by the Ministry of Natural Resources and Forestry and Conservation Ontario.

1. Maintenance, defined as additions or modifications to regulation schedules with the intent of improving the regulated area. These minor changes will not require Board approval.

Minor changes to the regulation layer have been continually made to keep it current. These minor changes included wetland boundary modifications and watercourse edits throughout the South Nation jurisdiction.

2. Major Mapping Changes

Major mapping changes have also been made as new studies have been completed. The current floodplain and regulation mapping series now encompass changes including floodplain and erosion hazard mapping studies. These major studies include Cassidy, McCooney, Marshall Seguin, Devine, Nelson Charlebois, Ebbers, York, East York, Buckles, McKinnons, East Savage and McFadden, South Bearbrook, Middle Castor, South Castor, Shaws Creek, and South Indian Creek.

Major mapping changes require Board approval. They have been brought to the Board separately as studies are completed and after public consultation.





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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

The updates are included in the 2021 SNC Budget under Resources Management – Water Response Programs, pages 14-15.

SNC Policy Adherence:

Additions or modifications to regulation maps are prepared following the protocol for updates to Section 28 mapping: Development, Interference with Wetlands and Alterations to Shoreline and Watercourses Regulations prepared by Ministry of Natural Resources and Forestry and Conservation Ontario and adopted by all Conservation Authorities.

Sandra Mancini

Sandra Mancini
Team Lead, Engineering



To: Board of Directors
From: Alison McDonald, Team Lead, Approvals
Date: March 24th, 2021
Subject: Update: City of Ottawa Expansion Lands

RECOMMENDATION:

The Board of Directors receive and file the Update: City of Ottawa Expansion Lands.

DISCUSSION:

The City of Ottawa is currently updating their Official Plan including a much-anticipated urban expansion. This is expected to be the last time the City will physically expand its limits this century.

Over the past several months, developers and City staff identified potential urban expansion areas. These areas were ranked to create recommendations for Committee and City Council consideration. A significant portion of the proposed expansion area is within the South Nation River watershed (see attached Tewin Lands Map). This new community – Tewin – is expected to be home to approximately 40,000 people. The Tewin lands are located south of Highway 417 between Ramsayville Road and Boundary Road.

Within the greater Tewin lands there will be a community area of approximately 445 hectares. The developers indicate they want to build a compact, sustainable, carbon-light community. The area contains natural features such as wetlands and major core natural areas as well as natural hazard constraints including floodplain, unstable slopes, unstable soils, and drainage limitations in the Bearbrook River.

SNC is working with City staff to outline the planning, infrastructure, geotechnical, hydrological, environmental, and ecological considerations, and proponent-financed studies necessary to define the new community area. The timing is exceptional as SNC has floodplain and hazard mapping planned in this area for 2021-2022. A soon to be completed Catchment Study in the area positions SNC to support the City with up-to-date information on watercourses, wetlands, natural heritage features, and hazards.

Council has issued support for the Algonquins of Ontario development, indicating the project will be undertaken in the spirit of reconciliation. SNC has experience working with the First Nation's community through various large projects (i.e., Port of Johnstown), and the Eastern Ontario First Nation's Working Group.



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The Ministry of Municipal Affairs has formally circulated the expansion areas to SNC for comments. Comments will be provided by April 9th, 2021.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

SNC Policy Adherence:

SNC is providing comments to City staff on natural hazards and heritage features within the context of the Provincial Policy Statement, the *Conservation Authorities Act*, and the Memorandum of Understanding for planning services.

SNC is also providing the City with technical and watershed level information based on natural hazard and natural environment work in the area.

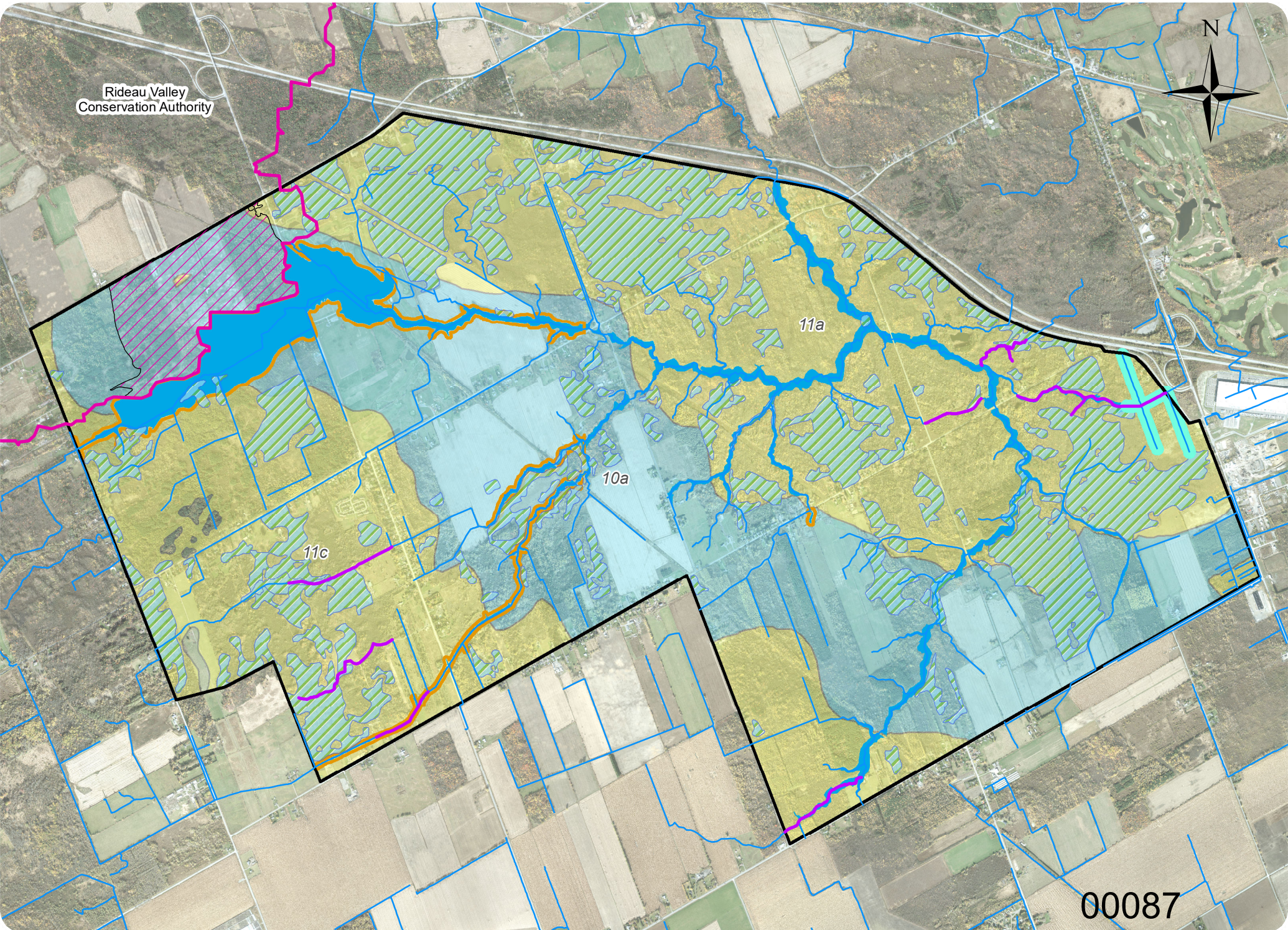
A handwritten signature in black ink that reads "Alison McDonald". The signature is written in a cursive style and is positioned above a horizontal line.

Alison McDonald,
Team Lead, Approvals.

Attachment: Tewin Lands Map

Tewin Lands

Rideau Valley
Conservation Authority



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To: Board of Directors
From: Alison McDonald, Team Lead, Approvals
Date: March 29th, 2021
Subject: Update: On-Site Sewage Permits Issued

RECOMMENDATION:

The Board of Directors receive and file the On-Site Sewage Permits Issued update.

DISCUSSION:

SNC staff issue permits under Part 8 of the Ontario Building Code. The list below includes permits issued in the month of March 2021. Septic system searches and renovation reviews are not included.

#	Permit Number	Landowner Name	Former Municipality
62	CH-21-11	Chantal Dault-Beausoleil	L'Orignal
63	SS-21-05	Glenn Daye	Lunenburg
64	ND-21-07	The Finishing Touch Construction	Winchester
65	ND-21-08	Brent Wallace	Winchester
66	NS-21-03	Maria Faucher	Finch
67	RU-21-08	Caroline Faticia / Francois Landry	Russell
68	SS-21-06	Ben Moore	Ingleside
69	AP-21-03	Daniel / Helene Sarrazin	Lefaivre
70	SD-21-05	Jason McDermott	Brinston
71	CH-21-12	Jesse Deslaurier	L'Orignal
72	SS-21-07	Angel et Patrick Quesnel	St-Andrews West
73	CR-21-20	Christophe Leblanc	Clarence Creek
74	NA-21-06	Stephane / Sonia Racine	Casselman
75	CR-21-21	Jacques Dumas	Bourget
76	CR-21-22	Matthew Taylor	Hammond
77	CH-21-13	Gussie Kelly	Hawkesbury
78	ND-21-09	Parkview Homes	Mountain
79	ND-21-10	Parview Homes	Mountain
80	ND-21-11	Parkview Homes	Mountain
81	ND-21-12	Parkview Homes	Mountain
82	CR-21-23	Denis Tanguay	Rockland
83	SS-21-08	Dennis McManus	Cornwall
84	NA-21-07	Sylvain Racine	St. Isidore



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#	Permit Number	Landowner Name	Former Municipality
85	SD-21-06	Dean Beckstead	Iroquois
86	CR-21-24	Kelly L'Ecuyer	Hammond
87	CR-21-25	Jean-Francois Cheff	Clarence Creek
88	SD-21-07	Teodore Farms Inc	Williamsburg
89	SS-21-09	Stefano Zoppas	Ingleside
90	AP-21-04	Paul Lacombe	Plantagenet
91	CH-21-14	David Cameron	L'Orignal
92	ND-21-13	Jason Sheldrick	Mountain
93	SD-21-08	Henry / Brenda-Lynn Vanderward	Iroquois
94	RU-21-09	Craig Sellars	Embrun
95	RC-21-15 SS	Lawrence Hogeveen	Lunenburg
96	NS-21-04	Matthew McDonald	Maxville
97	CH-21-15	Reid Drouin	L'Orignal
98	CR-21-26	Kelly Shaw	St-Pascal

Staff will continue to track permit applications and associated timelines to ensure timely service delivery.

Alison McDonald,
Team Lead, Approvals.



To: Board of Directors
From: Alison McDonald, Team Lead, Approvals
Date: March 29th, 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 the month of March. Pre-consultations are not included in this list.

#	SNC Number	Landowner Name	Former Municipality	Application
84	SNC-1692-2021	Jean Souligny	South Plantagenet	Severance
85	SNC-1693-2021	Jean Souligny	South Plantagenet	Severance
86	SNC-1694-2021	Not provided	South Gower	Zoning By-Law Amendment
87	SNC-1695-2021	Yves Potvin	Clarence	Site Plan Control
88	SNC-1696-2021	Not provided	Cumberland	Zoning By-Law Amendment
89	SNC-1697-2021	Not provided	Cumberland	Zoning By-Law Amendment
90	SNC-1698-2021	Not provided	Cumberland	Zoning By-Law Amendment
91	SNC-1699-2021	Not provided	Kenyon	Minor Variance
92	SNC-1701-2021	Not provided	Cambridge	Zoning By-Law Amendment
93	SNC-1702-2021	Not provided	Cambridge	Zoning By-Law Amendment
94	SNC-1705-2021	Schuler Farm	Williamsburg	Severance
95	SNC-1706-2021	John / Stephanie Snider	Osnabruck	Severance
96	SNC-1707-2021	Yves Fredette	North Plantagenet	Severance
97	SNC-1708-2021	Ronald / Michelle Fawcett	Winchester	Severance



#	SNC Number	Landowner Name	Former Municipality	Application
98	SNC-1709-2021	Kelly, James / Peter Michaud	Cornwall	Severance
99	SNC-1710-2021	Estelle and Michel Bernard	Rockland	Zoning By-Law Amendment
100	SNC-1713-2021	John Palmer	East Hawkesbury	Severance
101	SNC-1714-2021	John Palmer	East Hawkesbury	Severance
102	SNC-1715-2021	Paul Lalonde Holdings	Gloucester	Site Plan Control
103	SNC-1716-2021	Fritz Pierre	Clarence	Severance
104	SNC-1718-2021	Not provided	SD/G	Official Plan Amendment
105	SNC-1719-2021	Duane Kelly	Winchester	Severance
106	SNC-1720-2021	Gordie / Donna MacDonell	Roxborough	Severance
107	SNC-1721-2021	Dorothy Devries	Matilda	Severance
108	SNC-1722-2021	Jacques / Suzanne Laplante	Cambridge	Severance
109	SNC-1723-2021	Jacques / Suzanne Laplante	Cambridge	Severance
110	SNC-1724-2021	Jacques / Suzanne Laplante	Cambridge	Severance
111	SNC-1725-2021	Eric / Josée Poirier	East Hawkesbury	Severance
112	SNC-1726-2021	Richard Desjardins	Cambridge	Severance
113	SNC-1727-2021	Richard Desjardins	Cambridge	Severance
114	SNC-1728-2021	La Roche Investment Corp.	Clarence	Severance
115	SNC-1729-2021	Estate of Dale Ronald Heusser	Edwardsburgh	Severance
116	SNC-1731-2021	Dean Drevniok	Russell	Site Plan Control
117	SNC-1733-2021	Casselman Developments Ltd.	Cambridge	Zoning By-Law Amendment
118	SNC-1734-2021	Not provided	Cambridge	Zoning By-Law Amendment
119	SNC-1735-2021	Sylvie Lemire	Russell	Site Plan Control
120	SNC-1736-2021	Shawn Lamarche	Clarence	Severance
121	SNC-1737-2021	Not provided	Osgoode	Zoning By-Law Amendment
122	SNC-1739-2021	Guillaume Chamberland	Alfred	Severance
123	SNC-1740-2021	John / Anthony Corvinelli	Russell	Zoning By-Law Amendment



#	SNC Number	Landowner Name	Former Municipality	Application
124	SNC-1741-2021	Barry Cloete	South Gower	Zoning By-Law Amendment
125	SNC-1742-2021	Guy Desjardins	Clarence	Zoning By-Law Amendment
126	SNC-1746-2021	927760 Ontario Inc.	Gloucester	Minor Variance
127	SNC-1747-2021	Eric Blanchard / Melanie Brazeau	Cumberland	Minor Variance
128	SNC-1748-2021	1799449 Ontario Inc.	South Plantagenet	Zoning By-Law Amendment
129	SNC-1749-2021	Haspengow Farm Inc	South Plantagenet	Zoning By-Law Amendment
130	SNC-1750-2021	Martin Cleroux	Cambridge	Zoning By-Law Amendment
131	SNC-1751-2021	2480367 Ontario Inc.	South Plantagenet	Zoning By-Law Amendment
132	SNC-1752-2021	GFL Environmental Inc.	Roxborough	Zoning By-Law Amendment
133	SNC-1753-2021	Cameron Rodger	West Hawkesbury	Severance
134	SNC-1754-2021	Benoit Rochette	Alfred	Severance
135	SNC-1755-2021	2394876 Ontario Inc	Caledonia	Severance
136	SNC-1756-2021	Daniel Lacombe	Cambridge	Severance
137	SNC-1757-2021	Robert Lavigne	Cambridge	Severance
138	SNC-1758-2021	Robert Lavigne	Cambridge	Severance
139	SNC-1759-2021	Wendy / Tim Murphy	Matilda	Severance
140	SNC-1760-2021	Hans Koch	Clarence	Zoning By-Law Amendment
141	SNC-1761-2021	Mario Gern	Winchester	Severance
142	SNC-1762-2021	Madison Mulder Enterprises Inc.	Winchester	Severance
143	SNC-1764-2021	Debra Gaw	South Gower	Severance
144	SNC-1765-2021	Dobbie Farms Inc.	Edwardsburgh	Severance
145	SNC-1766-2021	Charette Holdings Ltd.	Clarence	Site Plan Control
146	SNC-1768-2021	Anne Jocelyn Cox	Augusta	Zoning By-Law Amendment



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 the month of March.

SNC Number	Development Size	Review Type
SNC-1245-2020	Area > 2 ha	Stormwater Management
SNC-6322-2019	Area ≤ 2 ha	Stormwater Management
SNC-1519-2020	Area ≤ 2 ha	Stormwater Management
SNC-1438-2020	Area ≤ 2 ha	Environmental Impact Statement
SNC-4580-2016	Area > than 2 ha	Stormwater Management
SNC-1695-2021	Area < 0.5 ha	Stormwater Management
SNC-1292-2020	Area > 2 ha	Hydrogeological Assessment
SNC-1690-2021	Area > 2 ha	Hydrogeological Assessment
SNC-1715-2021	Area < 0.5 ha	Stormwater Management
SNC-1715-2021	Area < 0.5 ha	Environmental Impact Statement
SNC-1716-2021	Small Scale Development	Environmental Impact Statement
SNC-1245-2020	Area > 2 ha	Stormwater Management
SNC-1450-2020	Small Scale Development	Hydrogeological Assessment
SNC-804-2012	Area > 2 ha	Environmental Impact Statement
SNC-804-2012	Area > 2 ha	Stormwater Management
SNC-1643-2021	Small Scale Development	Hydrogeological Assessment
SNC-1643-2021	Small Scale Development	Environmental Impact Statement
SNC-5376-2017	Area > 2 ha	Stormwater Management
SNC-1731-2021	Area < 0.5 ha	Stormwater Management
SMC-1509-2020	Area > 2 ha	Stormwater Management
SNC-1294-2020	Small Scale Development	Hydrogeological Assessment
SNC-1294-2020	Small Scale Development	Environmental Impact Statement
SNC-5551-2018	Area > 2 ha	Environmental Impact Statement
SNC-5551-2018	Area > 2 ha	Stormwater Management
SNC-1735-2021	Area > 2 ha	Stormwater Management
SNC-1735-2021	Area > 2 ha	Environmental Impact Statement
SNC-1766-2021	Area > 2 ha	Stormwater Management
SNC-1019-2019	Small Scale Development	Hydrogeological Assessment
SNC-1335-2020	Area > 2 ha	Environmental Impact Statement
SNC-5551-2018	Area > 2 ha	Hydrogeological Assessment
SNC-1484-2020	Area ≤ 2 ha	Stormwater Management

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

Alison McDonald

Alison McDonald,
 Team Lead, Approvals.



To: Board of Directors
From: Geoff Owens, Regulations Officer
Date: March 31st, 2021
Subject: Request for Approval: Permits Issued

RECOMMENDATION:

The SNC Board of Directors approve permits 33 – 41 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 March 5th, 2021.

#	Permit No.	Landowner	Former Municipality	Project
33	2021-ALP-R024	United Counties of Prescott Russell	N. Plantagenet	Bridge Rehabilitation
34	2020-CAS-R195	Anthony Eccles	Casselman	Erosion Control and Dock Installation
35	2021-CLR-R021	Jeremy and Lauren Dauphin	Clarence	Construct New 2 Car Garage
36	2020-CUM-R071	City of Ottawa	Cumberland	Municipal Drain Improvement
37	2021-CUM-R013	City of Ottawa	Cumberland	Replace Culvert
38	2021-CUM-R017	City of Ottawa	Cumberland	Replace Culvert
39	2021-OSG-R014	City of Ottawa	Osgoode	Replace Culvert
40	2021-NAT-R003	Nick and Dianne Van De Laar	Cambridge	Erosion Control
41	2021-NAT-R033	Zane Cody	Cambridge	Replace Septic System

Complaints/Issues: Sites visited in 2021 through the regulatory program: 6

Location	Issue	Outcome
South Dundas	Interference with associated Provincially Significant Wetland	Landowner agreed to allow land to re-naturalize and undertake restoration as appropriate based on conditions this Spring/Summer.
Russell	Excavation equipment near the river "Breaking the Rules"	Works appeared to be in-line with Planning and Regulation approvals recently issued.
North Grenville	Interference with associated Provincially Significant Wetland	Landowner agreed to allow land to re-naturalize and undertake restoration as appropriate based on conditions this Spring/Summer
Clarence-Rockland	Construction of building within slope regulated area	Landowner is going through a retro-active permitting process.
North Glengarry	Re-constructed wildlife dam causing water to back up	Working with landowner, Township, and local residents to find a solution.
South Dundas	Shoreline works, no approvals	Working with landowner, Township, and MNRF to find a solution.

Staff will continue to track complaint site visits and will provide a memo email to the Clerk of the municipalities where future visits take place.



Geoff Owens,
Regulations Officer.



To: Board of Directors
From: Carl Bickerdike, Team Lead, Corporate Services
Date: April 6, 2021
Subject: Request for Approval: Monies Received and Disbursement Register for March 2021

RECOMMENDATION:

The Board of Directors receive and file the money received report for March 2021; and

FURTHER THAT: The Board approve the Disbursement Register of \$ 479,136.33 for March 2021.

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

<u>Received From:</u>	<u>March 2021</u>
City of Ottawa	235,070.83
Planning Revenue	59,858.07
Ministry of Natural Resources and Forestry	58,812.50
City of Clarence-Rockland	54,262.33
Township of Russell	49,638.00
Septic Revenue	47,157.55
Corporation of the Nation Municipality	32,483.67
Municipality of South Dundas	28,246.33
Tree planting	24,178.02
Township of Alfred and Plantagenet	21,352.66
Ministry of Environment Conservation and Parks	18,633.10
Township of Edwardsburgh-Cardinal	18,549.67
Municipality of North Grenville	17,225.34
Township of North Stormont	14,365.67
Township of Augusta	12,806.66
Village of Casselman	10,379.00
Lindsay Solar LP	6,733.76
Township of North Glengarry	5,052.33
Royal Bank of Canada	1,795.69
Other	1,679.35
TOTAL \$	718,280.53



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

<u>March 2021</u>	<u>Total</u>
Accounts Payable Cheques	23,720.07
Internet Banking	287,834.57
Electronic Funds Transfer Payment	167,581.69
<hr/>	
TOTAL \$	479,136.33
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Carl Bickerdike,
Team Lead, Corporate Services
Attachment

<u>Number</u>	<u>Code</u>	<u>Name</u>	<u>Amount</u>
19696	BEEH0507	N. BEEHLER ELECTIC LTD.	367.25
19697	CAOR1035	CANADIAN ORGANIC GROWERS	500.00
19698	EMMU2000	EMILY MURPHY NPHC	300.00
19699	PEPR1047	RUSSELL PROPERTIES ONTARIO INC	650.00
19700	MIFI8521	THE MINISTER OF FINANCE	29.87
19701	RON57545	782324 ONTARIO INC.	856.54
19702	BUSI0578	DESJARDINS CARD SERVICES (STAPLES)	341.51
19703	COBA1100	BAKER TILLY REO LLP	11,300.00 Audit
19704	MOTI5525	MOREWOOD TIRE SERVICES	28.25
19705	ONPR6505	ONTARIO PROFESSIONAL PLANNERS INSTI'	16.95
19706	PEPR1048	STONEPILE FARMS	390.00
19707	SDGF9041	2021-SDGWAS-006	500.00 MFTIP - SDGF Grant
19708	SDGF9042	2021-SDGWAS-004	500.00 MFTIP - SDGF Grant
19709	SDGF9043	2021-SDGWAS-003	500.00 MFTIP - SDGF Grant
19710	SDGF9044	2021-SDGWAS-005	500.00 MFTIP - SDGF Grant
19711	SDGF9045	2021-SDGWAS-007	500.00 MFTIP - SDGF Grant
19712	SDGF9046	2021-SDGWAS-008	500.00 MFTIP - SDGF Grant
19713	UCPR1193	2021-UCPRWAS-005	500.00 MFTIP - UCPR Grant
19714	UCPR1194	2021-UCPRWAS-006	500.00 MFTIP - UCPR Grant
19715	UCPR1195	2021-UCPRWAS-007	500.00 MFTIP - UCPR Grant
19716	UCPR1196	2021-UCPRWAS-002	500.00 MFTIP - UCPR Grant
19717	UCPR1197	2021-UCPRWAS-004	500.00 MFTIP - UCPR Grant
19718	UCPR1198	2021-UCPRWAS-003	500.00 MFTIP - UCPR Grant
19719	UCPR1199	2021-UCPRWAS-008	500.00 MFTIP - UCPR Grant
19720	UCPR1200	2021-UCPRWAS-010	500.00 MFTIP - UCPR Grant
19721	CPSE9966	SERGE VAILLANCOURT	689.70
19722	EOMO2012	EASTERN ONTARIO MODEL FOREST	250.00
19723	SNCW0436	DAVID SLOAN	1,000.00 SNC Grant
			<hr/>
			23,720.07

Internet Banking

10000643	SS208018	TOWNSHIP OF SOUTH STORMONT	82.51
10000647	SS208018	TOWNSHIP OF SOUTH STORMONT	82.51
10000650	SS208018	TOWNSHIP OF SOUTH STORMONT	1.63
10001130	TELU8575	TELUS	1,506.07
10002360	CA201030	VILLAGE DE/OF CASSELMAN	464.25
10002364	HYDR3560	HYDRO ONE	30.65
10002367	CA201030	VILLAGE DE/OF CASSELMAN	452.50
10002369	CA201030	VILLAGE DE/OF CASSELMAN	343.82
10004430	FIFE2505	FINCH FEED & SEED LTD. PURINA	431.25
10004431	HYDR3560	HYDRO ONE	1,804.74
10004432	HYDR3560	HYDRO ONE	1,140.42
10004433	HYDR3560	HYDRO ONE	30.03
10004434	HYDR3560	HYDRO ONE	30.22
10004435	MACE5505	MACEWEN PETROLEUM INC.	234.43
10004436	OT206500	CITY OF OTTAWA TAX OFFICE	553.56
10004437	OT206500	CITY OF OTTAWA TAX OFFICE	193.50
10004438	OT206500	CITY OF OTTAWA TAX OFFICE	281.03
10004439	OT206500	CITY OF OTTAWA TAX OFFICE	456.11
10004440	OT206500	CITY OF OTTAWA TAX OFFICE	5.97
10004441	OT206500	CITY OF OTTAWA TAX OFFICE	778.65
10004442	UNIO9003	UNION GAS LIMITED	1,872.17
10005264	BELL0510	BELL CANADA	1,031.69
10005269	BELL0510	BELL CANADA	257.00
10005273	BELL0510	BELL CANADA	54.10

10006958	HYDR3560	HYDRO ONE	510.19
10008467	RU207530	RUSSELL TOWNSHIP	333.16
10008469	RU207530	RUSSELL TOWNSHIP	311.65
10008472	RU207530	RUSSELL TOWNSHIP	135.05
20210311	BAMO0650	THE BANK OF MONTREAL	7,835.12 Pension
20210311	PAYW0139	Payworks	122,785.29 Pay 5
20210325	BAMO0650	THE BANK OF MONTREAL	7,846.00 Pension
20210325	PAYW0139	Payworks	122,390.03 Pay 6
20210326	ROBA7530	ROYAL BANK OF CANADA	160.26
20210331	ROBA7530	ROYAL BANK OF CANADA	1,250.93
20210331	PAYW0139	Payworks	8,384.91
20210322	VISA7601	VISA	3,773.17
			<u>287,834.57</u>

EFT Banking

9749	BS508100	BILL SMIRLE	286.75
9750	COAU1115	COOTER'S AUTOMOTIVE	849.30
9751	COMM1130	UNIVERSAL FIELD SUPPLIES	167.95
9752	EAEN2005	EASTERN ENGINES INC	78.16
9753	EMHA2000	EMOND HARNDEN	636.19
9754	GAAU2950	GARY'S AUTO BODY	476.74
9755	GAUD3008	GAUDET MACHINING AND WELDING	43.67
9756	IRMO4430	IRON MOUNTAIN	508.54
9757	LAHO5250	LANNIN HOME BUILDING CENTRE	11.03
9758	LANN5020	LANNIN'S GARAGE	975.55
9759	LEVA5032	LEVAC PROPANE INC	718.15
9760	MIBL8450	M.R. BLAIS SALES & SERVICES INC	484.76
9761	MOOS5524	MOOSE CREEK CEMENT PRODUCTS	339.00
9762	MS408050	MARTIN STREIT	188.74
9763	NOVA6200	NOVA NETWORKS	3,384.35
9764	QUCO7240	QUINTE CONSERVATION	3,580.00 Database Hosting
9765	RAYP7430	RAYMOND PROVOST CARTAGE CO	1,140.77
9766	SBSI8003	S.B. SIMPSON GROUP INC	356.63
9767	STIN8000	STORM INTERNET SERVICES	169.50
9768	TOTR8350	WEAGANT FARM SUPPLIES LTD.	67.80
9769	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50
9770	BUFF0576	BUFFETT TAYLOR & ASSOCIATES INSURAN	15,907.55 Group benefits
9771	AM405500	ALISON McDONALD	47.20
9772	ATAI0123	ATEL AIR	428.60
9773	CHRE1051	ETCETERA PUBLICATIONS (CHESTERVILLE)	1,411.78
9774	EM405490	ERIC MCGILL	2,116.49
9775	LANN5020	LANNIN'S GARAGE	975.19
9776	LOAU1000	LOCAL AUTHORITY SERVICE LTD	164.54
9777	MOOS5524	MOOSE CREEK CEMENT PRODUCTS	624.89
9778	NOVA6200	NOVA NETWORKS	225.94
9779	NS206050	TOWNSHIP OF NORTH STORMONT	50.00
9780	PIFA7025	PINENEEDLE FARMS	2,802.40
9781	SHSI8023	SHANE SIGNS	197.75
9782	TRCA8650	TRADUCTIONS CATMAC TRANSLATIONS	2,142.70
9783	TREX8670	TRIBUNE EXPRESS	1,351.43
9784	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50
9785	ED202010	TOWNSHIP OF EDWARDSBURG/CARDINAL	707.00
9786	NA206015	THE NATION MUNICIPALITY	7,338.95 Taxes
9787	ND206025	TOWNSHIP OF NORTH DUNDAS	2,195.51 Taxes
9788	NS206050	TOWNSHIP OF NORTH STORMONT	8,741.14 Taxes
9789	SD208015	MUNICIPALITY OF SOUTH DUNDAS	2,387.81 Taxes

9790	LEVE7580	LES VERGERS VILLENEUVE & BLUEBERRY I	316.40
9791	OMER6450	OMERS	32,119.00 Pension
9792	AP206010	TOWNSHIP OF ALFRED & PLANTAGENET	1,823.65 Taxes
9793	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	92.77
9794	BS508100	BILL SMIRLE	28.91
9795	CG403431	CAROLINE GOULET	866.98
9796	COMM1130	UNIVERSAL FIELD SUPPLIES	593.00
9797	COON1088	CONSERVATION ONTARIO	17,591.00 Levy
9798	FERG3000	FERGUSON FOREST CENTRE	31,222.96 2nd Inst for Trees 25%
9799	GD301520	GEORGE DAROUZE	165.20
9800	FERG3000	FERGUSON FOREST CENTRE	5,595.31 Municipal giveaway
9801	GLNE3040	GLENGARRY NEWS	60.00
9802	HOSK3535	HOSKIN SCIENTIFIQUE LTEE.	1,921.00
9803	JAME3850	JACQUES MEILLEUR	2,175.06
9804	JH403536	JAMES HOLLAND	1,417.65
9805	KIMS4530	KIM'S MOBILE LOCKSMITH SERVICE	44.77
9806	LAHO5250	LANNIN HOME BUILDING CENTRE	99.83
9807	LANN5020	LANNIN'S GARAGE	0.00
9808	LANN5020	LANNIN'S GARAGE	1,296.16
9809	LC401200	LAURA CRITES	1,072.25
9810	LEVA5032	LEVAC PROPANE INC	853.33
9811	LLMC5040	LLOYD MCMILLAN EQUIPMENT LTD.	226.00
9812	LOAU1000	LOCAL AUTHORITY SERVICE LTD	199.24
9813	MIBL8450	M.R. BLAIS SALES & SERVICES INC	36.10
9814	MOOS5524	MOOSE CREEK CEMENT PRODUCTS	56.50
9815	NOVA6200	NOVA NETWORKS	486.75
9816	PP407015	PATRICK PIITZ	333.38
9817	SEEM8999	SEAWAY EMBROIDERY	243.23
9818	SIBA8020	SIMPLY BAKED CATERING INC	381.94
9819	TEDM5522	TED MORAN & SONS LTD.	384.20
9820	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	352.33
9821	WIBM9005	WINCHESTER BMR	59.84
9822	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50
			<u>167,581.69</u>



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
Date: March 30th, 2021
Subject: Request for Approval: Contracted Services for Tree Planting

RECOMMENDATION:

The Board of Directors approve an increase to the service contract for 2021 tree planting, to plant approximately 177,000 trees per year, at an approximate amount of \$85,000, plus HST.

DISCUSSION:

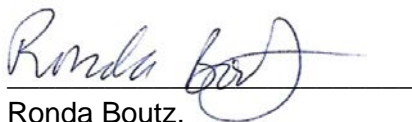
The Board of Directors approved contracted services for 2020-2021 tree planting at the February 2020 Board meeting (Resolution BD-026/20), to an annual upset limit of \$45,000, plus HST. The original budget was based on planting of approximately 120,000 seedlings, as per past program numbers.

In 2021, South Nation Conservation (SNC), reached a new record of tree orders under the 50 Million Tree Program and Highway of Heroes Tree Planting Program, totaling approximately 210,000 seedlings. Of this total, approximately 177,000 seedlings will be planted by a contractor and the remaining 33,000 by SNC staff. Total cost for contracted tree planting services is estimated at \$85,000, plus HST; staff are requesting Board approval for an additional \$40,000, plus HST, to cover planting of the additional seedlings. The extra costs will be paid by property owners and Forests Ontario.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The Tree Planting Program is included in the 2021 under Resource Management: Partner Program: Forests on pages 16-17. Original budget for tree planting contracted services was \$62,000 (based on lower estimated planting numbers), the additional cost will be offset by property owner contributions and additional Forests Ontario subsidies.

SNC Policy Adherence: As per the SNC Purchasing Policy, page 4, section (C), subsection (iv) Purchases \$15,000 up to \$100,000. South Nation Conservation adheres to Best Management Practices for tree planting and site plans are signed by an Ontario Registered Professional Forester.



Ronda Boutz,
Team Lead, Special Projects.
