



SOUTH NATION  
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## **Board of Directors**

# **Meeting Agenda**

**Date:** February 16<sup>th</sup>, 2023

**Time:** Immediately following the Source Protection Authority meeting

**Location:** Watershed Room, SNC

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



## Board of Directors

# Meeting Agenda

February 16<sup>th</sup>, 2023, immediately following the Source Protection Authority meeting

1. Traditional Land Acknowledgement: John
  2. Chair's Remarks
  3. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
  4. Declaration of Conflict of Interest
  5. Delegation: Boisés Est 4-5
  6. SNC Project Update – PowerPoint Presentation: Staff
  7. Request for Approval:
    - a. Board of Directors Meeting Minutes of January 19<sup>th</sup>, 2023 6-15
  8. New Business:
    - a. Request for Approval: Collection of Maple Sap at the Oschmann Forest: John 16-17
    - b. Request for Approval: Annual Forests Ontario Agreement: Cheyene 18-19
    - c. Request for Approval: Extension of Stumpage Contracts: Caroline 20
    - d. Request for Approval: 2023 SNC Flood Contingency Plan: Kat 21
    - e. Request for Approval: Provincial Offences Officer Appointment: Alison 22
    - f. Update: Update: Timeline Report for Permissions Under Section 28: Alison 23-27
    - g. Update: Planning Activity: James 28-29
    - h. Request for Approval: Permits Issued: Alison 30-31
    - i. Update: On-site Sewage Permits Issued: Alison 32-33
  9. Financial Reports
    - a. Request for Approval: Monies Received and Disbursement Register for January 2023: Johanna 34-37
    - b. Request for Approval: Findlay Creek Boardwalk Extension Construction Tender: Michelle 38-39
  10. Supplemental Agenda (if any)
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11. Correspondence

- a. Municipal Resolutions: SNC Board of Directors Appointments 40-41

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

- March 16<sup>th</sup>, 2023 (SNC AGM)
- April 20<sup>th</sup>, 2023
- May 18<sup>th</sup>, 2023
- June 15<sup>th</sup>, 2023
- July – no scheduled meeting

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

14. Closed

- a. Update: SNC Property Legal Matter: Carl (Verbal)
- b. Request for Approval: Land Acquisition: Pat 42-43
- c. Board of Directors Training: Eric and Kecia Podetz, Emond Harnden, LLP (Verbal)

15. Adjournment

Carl Bickerdike,  
Chief Administrative Officer.

/rb



**To:** Board of Directors  
**From:** Carl Bickerdike, Chief Administrative Officer  
**Date:** February 6<sup>th</sup>, 2023  
**Subject:** Delegation: Boisés Est

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**RECOMMENDATION:**

The Board of Directors receive and file the Boisés Est delegation presentation.

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**DISCUSSION:**

One delegation request was received for the February 16, 2023, Board meeting:

Delegate	Affiliation/Organization	Subject of Delegation
Jean Saint Pierre, Vice-président	Boisés Est	Impacts of the May 21, 2022 derecho and steps to restore significantly damaged our totally destroyed forests

Section 50 of South Nation Conservation's Administrative By-law outlines the delegation process.

Any person or organization who wishes to address the Board of Directors must make a request in writing to the Chief Administrative Officer that is received no less than ten calendar days in advance of the scheduled meeting at which the person or organization wishes to speak. A delegation request must include:

- the name of the individual who will be speaking;
- the name of the organization the individual will be speaking on behalf of;
- a written summary of the issue;
- a written statement identifying the organization's position on the issue; and
- any presentation material the speaker wishes to rely on.

The request shall be reviewed by the Chief Administrative Officer for completeness, relevance, and appropriateness. The Chief Administrative Officer may refuse a delegation request or require modification of the delegation presentation and materials where:

- the request is not submitted within the stated time limits;
- the subject matter is unrelated to or beyond the purview of the Authority's mandate; or
- the issue or subject matter being considered relates to or qualifies as a matter suitable for a closed meeting.

The Chief Administrative Officer shall advise the organization or individual whether they are listed on the meeting agenda and the appropriateness of their presentation and materials no later than two days before the scheduled meeting.

Accepted delegation submissions (including names but excluding personal contact information) form part of the public record and shall be made available to the Board of



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Directors and the public. A maximum of two delegations shall be permitted at any regular meeting of the Authority.

Delegations shall be limited to one speaker whose presentation may not exceed ten minutes except by leave of the Chair. Speakers shall only address the Chair and shall be respectful at all times. Speakers shall not:

- address Directors directly without permission;
- interrupt any speaker or action of the Board, or any other person addressing the Board;
- display or have in possession picket signs or placards in the meeting room;
- repeat what has been said by previous speakers at a meeting;
- speak disrespectfully of any person;
- use offensive language;
- disobey a direction or decision of the Chair; or
- enter into cross debate with the Chair, Directors, Staff, or members of the public.

The Chair has discretion to end a delegation where the information offered is inconsistent with the submission materials or is inappropriate in any manner. Recurring delegations are not permitted unless the Chair determines new, relevant information on the issue has become available.

The Board shall defer any decisions or action on information received from a delegation to a subsequent meeting.

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

Compliance with Budget: Not applicable.

SNC Policy Adherence: Delegations adhere to Section 50 of SNC's Administrative By-laws.

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Carl Bickerdike,  
Chief Administrative Officer.



## BOARD OF DIRECTORS MEETING

Meeting No. 01/23

Thursday, January 19<sup>th</sup>, 2023 - 9:00 a.m.

Watershed Room, SNC

### Directors Present:

Pierre Leroux, Prescott Russell, Chair  
Steve Densham, Stormont Dundas Glengarry, Vice Chair  
Catherine Kitts, City of Ottawa (*electronic participation*)  
Genevieve Lajoie, Prescott Russell  
Bill Smirle, Stormont Dundas Glengarry  
François St. Amour, Prescott Russell  
Deb Wilson, Leeds Grenville

### Regrets:

George Darouze, City of Ottawa, Past Chair  
Archie Mellan, Stormont Dundas Glengarry  
Adrian Wynands, Leeds Grenville

### Staff Present:

Carl Bickerdike, Chief Administrative Officer  
Johanna Barkley, Director of Finance  
Cheyene Brunet, Forestry Technician  
Ronda Boutz, Secretary-Treasurer  
Michelle Cavanagh, Team Lead, Special Projects  
James Holland, Senior Planner  
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure  
Alison McDonald, Managing Director, Approvals  
Eric McGill, Corporate Counsel  
John Mesman, Managing Director, Property, Conservation Lands and Community Outreach  
Pat Piitz, Team Lead, Property  
Kat Watson, Water Resources Specialist





**TRADITIONAL LAND ACKNOWLEDGEMENT**

John Mesman, Managing Director, Property, Conservation Lands and Community Outreach, read an Indigenous land acknowledgement.

**CHAIRS REMARKS**

Pierre Leroux, Chair, called the SNC Board of Directors meeting of January 19<sup>th</sup>, 2023 to order at 9:00 a.m.

**APPROVAL OF SNC BOARD OF DIRECTORS MAIN AND SUPPLEMENTAL AGENDAS**

RESOLUTION NO. BD-001/23

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

RESOLVED THAT:

The Members approve the January 19<sup>th</sup>, 2023 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 DECEMBER 15<sup>TH</sup>, 2022**

RESOLUTION NO. BD-002/23

Moved by: Steve Densham  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Members approve the Board of Directors meeting minutes of December 15<sup>th</sup>, 2022 as submitted.

CARRIED



**NEW BUSINESS**

**BILL 23 UPDATE AND MINISTER'S DIRECTION**

RESOLUTION NO. BD-003/23

Moved by: Genevieve Lajoie  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the update on Bill 23, *More Homes Built Faster Act*, 2022 and Forestry direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees.

CARRIED

**REQUEST FOR APPROVAL: SNC POLICIES – HOUSEKEEPING UPDATE**

RESOLUTION NO. BD-004/23

Moved by: Genevieve Lajoie  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors approve housekeeping updates to South Nation Conservation's policies to reflect new position titles of the Management Team.

CARRIED

**REQUEST FOR APPROVAL: ANNUAL AUTHORITY APPROVALS**

RESOLUTION NO. BD-005/23

Moved by: Bill Smirle  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

WHEREAS the SNC Administrative By-laws designate signing officers for the Authority (s30.1 and 30.2); and

WHEREAS for banking purposes, the Authority's signing officers are one of: Chairman; Vice-Chairman; or Past Chairman; and one of: Chief Administrative Officer, Secretary-Treasurer; or Director of Finance.





BE IT RESOLVED THAT:

1. The signing officers are authorized to borrow up to \$1,000,000 for the operation of the South Nation River Conservation Authority, if required.

2. Staff be authorized to continue the use of alternative signatures, such as the signature stamp for signing cheques up to \$10,000, or other limits requested by the Board of Directors, or any other electronic signatures introduced in conjunction with our accounting software. These tools are in the custody of the Director of Finance. The Director may delegate the use of these tools to his/her delegate.

3. Staff continue to utilize various banking features to make payments more cost efficient for SNC, for example: the use of internet banking, electronic fund transfer (EFT) and/or by other electronic means. All payments are presented regularly to the Board of Directors for approval in the "Monies Received and Disbursement Register for the period".

4. The Royal Bank, Winchester Branch, be the Authority Bank and that signing officers execute the banking services contract; and

FURTHER THAT:

The Chartered Accountants Firm of Baker Tilly REO LLP, Winchester be appointed Auditors at an approximate cost of \$25,500 plus HST; and

FURTHER THAT:

The law firm of Ault & Ault LLP, Winchester be appointed as solicitor for general Authority business, and that Emond Harnden, Ottawa be appointed the Authority's Human Resource legal counsel, at a total approximate cost of \$20,000 plus HST. Where in the best interest of the Authority, staff may engage other specialized legal services.

CARRIED



**REQUEST FOR APPROVAL: CITY OF OTTAWA BEAR BROOK WATERSHED STUDY**

RESOLUTION NO. BD 006/23

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

RESOLVED THAT:

The Board of Directors approve entering into a multi-year contribution agreement with the City of Ottawa for the delivery of a Bear Brook Watershed Study at approximate value of \$800,000.

CARRIED

**UPDATE: 2022 RESOURCE MANAGEMENT – YEAR END REPORT**

RESOLUTION NO. BD-007/23

Moved by: Genevieve Lajoie  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the 2022 Resource Management – Year End Report.

CARRIED

**UPDATE: 2022 PROPERTY AND APPROVALS – YEAR END REPORT**

RESOLUTION NO. BD-008/23

Moved by: Genevieve Lajoie  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the 2022 Property and Approvals – Year End report.

CARRIED

**REQUEST FOR APPROVAL: 2022 ORGANIZATION EFFECTIVENESS – YEAR END REPORT**

RESOLUTION NO. BD-009/23

Moved by: Deb Wilson  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the 2022 Organization Effectiveness Year End Report.

CARRIED



**UPDATE: PLANNING ACTIVITY**

RESOLUTION NO. BD-010/23

Moved by: Genevieve Lajoie  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the Planning Activity update for December 2022.

CARRIED

**REQUEST FOR APPROVAL: PERMITS ISSUED**

RESOLUTION NO. BD-011/23

Moved by: Genevieve Lajoie  
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors approve permits 249 through 258 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

CARRIED

**UPDATE: ON-SITE SEWAGE PERMITS ISSUED**

RESOLUTION NO. BD-012/23

Moved by: Bill Smirle  
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the On-Site Sewage Permits Issued update for December 2022.

CARRIED

The Board of Directors recessed at 9:54 a.m.  
The Board of Directors reconvened at 10:01 a.m.

**FINANCIAL REPORTS**

**REQUEST FOR APPROVAL: 2023 LEVY SCHEDULE AND BUDGET**

RESOLUTION NO. BD-013/23

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



- RESOLVED THAT: The Board of Directors approve the 2023 General and Forest Land Acquisition Levies at \$4,267,127; and
- FURTHER THAT: The City of Ottawa be special levied \$50,000 for the Eastern Ontario Water Resource Program (EOWRP); and
- FURTHER THAT: The City of Ottawa be special levied \$200,000 for the Ottawa Rural Clean Water Program (ORCWP); and
- FURTHER THAT: The City of Ottawa be special levied \$200,000 for Ottawa Ash Tree Replacement (OATRP) projects; and
- FURTHER THAT: The City of Ottawa be special levied \$52,500 for the Ottawa Baseline Monitoring Program; and
- FURTHER THAT: The Board of Directors approve the 2023 Budget as presented.

CARRIED

**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR DECEMBER 2022**

- RESOLUTION NO. BD-014/23      Moved by: Bill Smirle  
Seconded by: Genevieve Lajoie
- RESOLVED THAT: The Board of Directors receive the money received report for December 2022; and
- FURTHER THAT: The Board approve the Disbursement Register of \$718,274.90 for December 2022.

CARRIED

**REQUEST FOR APPROVAL: PURCHASE OF TREE SEEDLINGS**

- RESOLUTION NO. BD-015/23      Moved by: Genevieve Lajoie  
Seconded by: Deb Wilson



RESOLVED THAT:

The Board of Directors approve the purchase of tree seedlings, for the 50 Million Tree Program, over the Counter sales, and Larose Forest planting sites, at an approximate cost of \$170,000, plus HST; and

FURTHER THAT:

The Board of Directors approve the purchase of 2023 tree seedlings from the three Forest Ontario approved nurseries, Ferguson Tree Nursery, Pineneedle Farms, and Sommerville Nurseries Inc., based on availability of required stock.

CARRIED

**Catherine Kitts left the meeting at 10:00 a.m.**

**SUPPLEMENTAL AGENDA**

**REQUEST FOR APPROVAL: CONSERVATION ONTARIO LEVY**

RESOLUTION NO. BD-016/23

Moved by: Genevieve Lajoie  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approve the payment of the 2023 Conservation Ontario Levy of \$35,592, payable in two installments of \$17,796.

CARRIED

**REQUEST FOR APPROVAL: CASTOR RIVER FLOOD HAZARD STUDY –  
CONTRACTED SERVICES**

RESOLUTION NO. BD-017/23

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

RESOLVED THAT:

The Board of Directors approve awarding the hydrologic modelling contract for the Castor River Flood Hazard Study to Company A at an upset limit of \$30,050 plus HST.

CARRIED



### **CLOSED SESSION**

RESOLUTION NO. BD-018/23

Moved by: Bill Smirle  
Seconded by: Steve Densham

RESOLVED THAT:

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

- Update: Legal Impacts of Bill 23

CARRIED

**The Board of Directors meeting recessed at 10:18 a.m. to enter Closed Session.**

### **OPEN SESSION**

RESOLUTION NO. BD-019/23

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

RESOLVED THAT:

The Board of Directors move into open Session.

CARRIED

**The Chair reconvened the Board of Directors Open Session at 10:19 a.m.**

### **UPDATE: LEGAL IMPACTS OF BILL 23**

RESOLUTION NO. BD-020/23

Moved by: Steve Densham  
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the verbal update regarding Legal Impacts of Bill 23.

CARRIED

### **CORRESPONDENCE**

a. Municipal Resolutions: SNC Board of Directors Appointments.

### **DATES OF UPCOMING MEETINGS**

Third Thursday, at 9:00 a.m., unless indicated otherwise:

- February 16<sup>th</sup>, 2023
- March 16<sup>th</sup>, 2023 (SNC AGM)
- April 20<sup>th</sup>, 2023



**FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES**

Bill Smirle requested that an update on Two Creeks Conservation Area be brought to the Board at a future meeting.

**ADJOURNMENT**

RESOLUTION NO. BD-021/23

Moved by: Steve Densham

Seconded by: Bill Smirle


RESOLVED THAT:

The Board of Directors meeting of  
January 19<sup>th</sup>, 2023 be adjourned at 11:02 a.m.

CARRIED

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Pierre Leroux,  
Chair.



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Carl Bickerdike,  
Chief Administrative Officer.

/rb



**To:** Board of Directors  
**From:** John Mesman, Managing Director, Property, Conservation Lands, and Community Outreach  
**Date:** February 7<sup>th</sup>, 2023  
**Subject:** Request for Approval: Collection of Maple Sap at the Oschmann Forest

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**RECOMMENDATION:**

The Board of Directors approve entering into a five-year agreement with Frank Heerkens, a maple syrup producer, to support the management of maple sap collection infrastructure and to purchase the maple sap collected at the Oschmann Forest in North Dundas.

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**DISCUSSION:**

South Nation Conservation (SNC) manages the Oschmann Forest Conservation Area in Ormond as a year-round recreational and interpretive trail site. Property maintenance is completed by SNC through agreement with the Township of North Dundas.

The property (SNC 160) was donated by George Oschmann in 2017 (BD-032/16) and was approved to become the new home of SNC's Maple Education Program in 2018 (BD-015/18 and BD-094/18).

The property was developed, thanks to funding support, to include equipment to demonstrate the production of maple syrup and to sell the collected maple sap (BD-003/19, BD-068/19, and BD-160/19). Over 530 taps are now maintained in the 18-acre maple woodlot.

SNC launched an Expression of Interest in 2020 to members of the Eastern Ontario Maple Syrup Producers Association to seek a partnership to manage some of the infrastructure and sell the maple sap collected (BD-011/2). A three-year agreement was established with Frank Heerkens, a local producer who was able to provide the needed support and provided the highest quote on the sale of maple sap (BD-032/20).

For information, SNC sold the following amounts of maple sap between 2019 and 2022:

Maple Sap and Revenue Collected at the Oschmann Forest		
Year	Gallons	Revenue
2019	7,330	\$4,440.00
2020	8,040	\$3,962.26*
2021	2,450	\$1,451.91
2022	5,500	\$3,304.12

*\*Temporary revenue agreement in 2020, due to the COVID-19 Pandemic, which included a substitution of some revenue for bottled maple syrup.*





After a positive relationship and above-market pricing, SNC and the local maple producer are interested in continuing the partnership at the Oschmann Forest Conservation Area.

Frank Heerkens is a Chesterville resident, owner of Dundas Power Lines, and co-owner of On the Bend Sugar Shack where he maintains 900 maple taps. Frank is an active member of the maple community and has served as President and Vice-President of the Provincial and Eastern Board of the Ontario Maple Syrup Producers Association and has supported SNC and local municipalities in maple syrup production, including at the Oschmann Forest and the Kemptville Campus Education and Community Centre.

SNC staff recommend establishing a 5-year agreement with the same pricing model and updates to allow the producer to support, through separate invoicing, the management of the maple sap collection infrastructure on the property.

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

Compliance with Budget: The Maple Education Program is included in the 2023 SNC Budget under Communications and Outreach: Education and Events, pages 80 and 81.

The management of the Oschmann Forest Conservation Area is included in the 2023 SNC Budget under Property: Conservation Areas, pages 32 and 33.

Revenue collected from the SNC Forest is included in the 2023 SNC Budget under Property: Conservation Lands, pages 34 and 35.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy, including:  
(B) Purchasing Limits/Authorized Buyers – Team Lead's approved limit of up to \$5,000.

(C) Purchasing Limits and Authorizations Required: For purchases from \$500 to \$10,000, competitive quotes will be obtained where practical.

(E) Non-Competitive Purchasing: The Board of Directors must approve any Non-Competitive purchasing over \$25,000.

Programs and Services Category: Category 1 – Mandatory: Conservation Lands

John Mesman  
Managing Director, Property, Conservation Lands, and Community Outreach



**To:** Board of Directors  
**From:** Cheyene Brunet, Forestry Technician  
**Date:** January 24<sup>th</sup>, 2023  
**Subject:** Request for Approval: Annual Forests Ontario Agreement

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**RECOMMENDATION:**

The Board of Directors approve entering into an annual agreement with Forests Ontario for the 50 Million Tree Program at an approximate 2023 amount of \$161,000.

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**DISCUSSION:**

The Forests Ontario: 50 Million Tree Program (50MTP) provides Ontario property owners with a subsidy to plant trees on eligible properties. Funding comes from the Government of Canada via Forests Ontario. Forests Ontario signs Partner Delivery Agent (PDA) agreements with organizations across the province to deliver tree planting under the 50MTP.

South Nation Conservation (SNC) has been a PDA of the 50MTP since the program began in 2008. Prior to 2020, Conservation Ontario signed the PDA agreement with Forests Ontario on behalf of all conservation authorities. New federal funding rules now require each conservation authority sign their own PDA agreement with Forests Ontario.

The \$1.85 per seedling funding is provided to support stock purchase, site preparation, planting, tending, and survival assessments at PDA eligible sites. PDAs are required to deliver the 50MTP as per the approved 2023 Program Guidelines, sign a 15-year agreement with participating landowners, and provide annual reporting on planting projects.

A copy of the Forests Ontario agreement will be posted to the Board members page and to the SNC website in advance of the February 16<sup>th</sup>, 2023 meeting.

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

Compliance with Budget:

The Tree Planting Program is included in the 2023 Budget under Resource Management: Partner Program: Forests on pages 16-17.



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SNC Policy Adherence:

Purchase of seedlings and contracted services to deliver the tree planting program adheres to SNC's Purchasing Policy.

Programs and Services Category: Category 3 – Watershed (Other) Programs: Private Land Stewardship.

*Cheyene Brunet*

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Cheyene Brunet,  
Forestry Technician



**To:** Board of Directors  
**From:** Caroline Goulet, Forester  
**Date:** January 19<sup>th</sup>, 2023  
**Subject:** Request for Approval: Extension of Stumpage Contracts

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**RECOMMENDATION:**

The Board of Directors approve amending stumpage Contract No. 53-2020, for SNC 53, and Contract No. 75-2021, for SNC 75, to extend their completion dates until March 31, 2024.

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**DISCUSSION:**

In the summer of 2020, South Nation Conservation (SNC) entered into a stumpage sale contract with 1704650 Ontario Ltd. (CMT Logging) for SNC Property 53 (Contract No. 53-2020). SNC entered into a second stumpage sale contract with the same company in the summer of 2022 for SNC Property 75 (Contract No. 75-2021). Both contracts are set to expire on March 31, 2023.

The contractor is seeking a one-year extension to both agreements due to unprecedented workloads and scheduling issues caused by the May 21, 2022, derecho storm.

The contracts contain provisions for the extension of completion dates in such circumstances. Staff recommend extending the contracts, without penalty, until March 31, 2024.

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

Compliance with Budget: Revenue from sale of wood is included in the 2023 SNC Budget: Property: Lands \$28,385 pages 34-35 and is based on operational forecasts.

SNC Policy Adherence: In adherence to terms and conditions of Stumpage Sale Contract 53- 2020 and 75-2021.

Programs and Services Category: Category 1 – Mandatory: Conservation Lands

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Caroline Goulet,  
Forester.



**To:** Board of Directors  
**From:** Kat Watson, Water Resources Specialist, Monitoring  
**Date:** February 7<sup>th</sup>, 2023  
**Subject:** Request for Approval: 2023 SNC Flood Contingency Plan

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**RECOMMENDATION:**

The Board of Directors approve the 2023 South Nation Conservation Flood Contingency Plan.

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**DISCUSSION:**

South Nation Conservation (SNC) maintains several Emergency Preparedness Plans, including a Flood Contingency Plan. SNC Emergency Preparedness Plans are reviewed annually, circulated to member municipalities, and posted on the Board Members section of the SNC website. Hard copies are available from staff upon request. Please note, confidential personal information is included in some plans (e.g., after hours contact information).

In addition, emergency contact lists are updated annually and SNC staff sit on Municipal Emergency Management Committees, providing information and technical support on natural hazards.

The 2023 Flood Contingency Plan has been uploaded to the Board's Members for review. This document is circulated to municipalities in English and French. The remaining three plans (Crisis Communications Kit for Landslides, Forest Fire Emergency Plan, and Low Water Response Plan) will be brought to the Board for annual approval at the May 2023 meeting.

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

Compliance with Budget: No impact on the 2023 Budget.

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

Programs and Services Category: Category 1 – Mandatory: Natural Hazards and Conservation Lands management.

Katherine Watson

Water Resources Specialist, Monitoring.

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**To:** Board of Directors  
**From:** Alison McDonald, Managing Director, Approvals  
**Date:** February 8, 2023  
**Subject:** Request for Approval: Provincial Offences Officer Appointment

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**RECOMMENDATION:**

The Board of Directors appoint staff member Stephan Desouches as Provincial Offences Officer to enforce Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses under Section 28 of the *Conservation Authorities Act* and R.R.O. 1990, Reg. 135 Conservation Areas under Section 29 of the *Conservation Authorities Act*.

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**DISCUSSION:**

Section 10 of Ontario Regulation 170/06 and section 14 of R.R.O. 1990, Reg. 135 allow the Board of Directors to appoint Provincial Offences Officers to enforce Section 28 and 29 of the *Conservation Authorities Act* (the "Act").

This appointment will allow Stephan Desouches, Environmental Permitting Officer, to undertake duties pertaining to enforcement under Section 28 and 29 of the Act on an as needed basis to support the Approvals Team.

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

South Nation Conservation's Provincial Offences Officers appointed under Section 28 and/or Section 29 are:

- Sandra Mancini, Team Lead, Engineering
- Monique Sauve, Chief Building Official Part 8 - Septic Systems
- James Holland, Senior Planner
- Eric McGill, Corporate Counsel
- Laura Crites, Planning Technician

Alison McDonald  
Managing Director, Approvals.



**To:** Board of Directors  
**From:** Alison McDonald, Managing Director, Approvals  
**Date:** February 1, 2023  
**Subject:** Update: Timeline Report for Permissions Under Section 28

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**RECOMMENDATION:**

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

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**DISCUSSION:**

South Nation Conservation (SNC) is committed to the following actions as part of Conservation Ontario's Timely Review Taskforce: (1) improve client service and accountability (2) increase speed of approvals; and (3) reduce red tape and regulatory burden.

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

The 2022 Annual Report identifies the number of Section 28 applications (categorized as major and minor) that were completed within the provincial timelines and Conservation Ontario's enhanced timelines.

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

**Timeline Reporting**

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

Within MNRF Timeline		Outside MNRF Timeline	
Major	Minor	Major	Minor
5	178	0	39

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

Major applications are highly complex, requiring full technical review, and must be supported by comprehensive analysis. They also include applications that do not conform to existing Board-approved Section 28 policies.

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

Within CO Timeline			Outside CO Timeline		
Major	Minor	Routine	Major	Minor	Routine
4	112	42	1	47	16



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

### **Permit Timeline Analysis and Improvement**

SNC continues to see higher application volumes, partially due to a jurisdiction expansion along the Ottawa River in 2020 and additional wetland regulations approved in 2022. Staffing challenges and increased complaints and occurrences also contributed to file delays between April-September.

Staff are working to improve database functionality, including the ability to pause files that are in multiple rounds of technical review. More accurate timeline results are expected once this is resolved.

SNC implemented several improvements to streamline permit reviews, including:

- hiring, training, and appointing additional staff, including SNC planners, to support issuing permits;
- updating Section 28 regulation policies to clarify permit requirements;
- updating wetland mapping to improve client service;
- developing a Risk Based Process for permits to be implemented in 2023;
- issuing clearance letters for proposed development within a Plan of Subdivision where wetland impacts were previously assessed; and
- engaging stakeholders who submit large numbers of permits (e.g., municipal roads staff, linear infrastructure) to streamline and pre-approve projects during quieter months.

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

Compliance with Budget: No budget implications.

SNC Policy Adherence: The report on timelines is specified under the SNC Planning and Approvals Client Service Policy. A memorandum on timelines is also provided to Conservation Ontario as part of the Timely Review Taskforce agreement.

Programs & Services Category: Category 1 – Mandatory: *Conservation Authorities Act* Regulations

Alison McDonald,  
Managing Director, Approvals.

Attachment: 2022 Annual Report: Timelines for Permissions Under Section 28





## Memorandum

**To:** Nicholas Fischer, Policy and Planning Officer, Conservation Ontario  
**From:** Alison McDonald, Director, Approvals, South Nation Conservation  
**Date:** February 01, 2023  
**RE:** **2022 Annual Report: Timelines for Permissions Under Section 28**

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

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

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

The 2022 Annual Report identifies the number of Section 28 applications, categorized as major and minor, which were completed within the timelines established by the Province of Ontario and the enhanced timelines established by Conservation Ontario.

The Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF), and Conservation Ontario (CO) service standards are provided on the following page.





## Timeline Reporting

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

Within MNDMNRF Timeline		Outside MNDMNRF Timeline	
Major	Minor	Major	Minor
5	178	0	39

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

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

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

Within CO Timeline			Outside CO Timeline		
Major	Minor	Routine	Major	Minor	Routine
4	112	42	1	47	16

CO service standards are 21 days for minor applications, 28 days for major applications, and 14 days for routine applications. Additional time is provided for resubmissions.



## **Permit Timeline Analysis and Improvement**

SNC continues to see higher application volumes, partially due to a jurisdiction expansion along the Ottawa River in 2020 and additional wetland regulations passed in 2022.

Staffing challenges and increased complaints and occurrences also contributed to delay for files between April-September.

Staff are working to improve database functionality, including the ability to pause files that are in multiple rounds of technical review. Once this is resolved we hope to see more accurate timeline results.

SNC implemented several improvements to streamline permit reviews:

- Hired, trained, and appointed additional staff, including CA Planners, to support issuing permits.
- Updated regulations policies to clarify permit requirements.
- Updated wetland mapping to improve client service.
- Developing a Risk Based Process for permits to be implemented in 2023.
- Issued Clearance Letters for development within a Plan of Subdivision where wetland impacts were previously assessed.
- Engaged stakeholders who submit a large number of permits (i.e., municipal roads staff, linear infrastructure) to streamline and pre-approve projects during quieter months.



**To:** Board of Directors  
**From:** James Holland, Senior Planner  
**Date:** February 7<sup>th</sup>, 2023  
**Subject:** Update: Planning Activity

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**RECOMMENDATION:**

The Board of Directors receive and file the Planning Activity update for January 2023.

---

**DISCUSSION:**

South Nation Conservation ("SNC") staff provide comments on planning applications and technical reviews to support new development. Local municipalities circulate applications to SNC; costs are recovered from applicants according to the Board approved fee schedule.

The list below includes planning applications received in the month of January 2023. Pre-consultations and property inquiries are not included in this list.

#	SNC Number	Landowner Name	Former Municipality	Application
1	SNC-3183-2022	Richard & Nicole Hughes	Casselman	Subdivision
2	SNC-3184-2023	Brian Elder & Voahangy Thorp	Cumberland	Minor Variance
3	SNC-3185-2023	T & P Meyerhans Farm	Cambridge	Consent
4	SNC-3186-2023	Line Manley	Cambridge	Consent
5	SNC-3187-2023	Fermes Des Alouettes Inc.	Russell	Consent
6	SNC-3188-2023	Stephanie Lalonde & William Daigle	South Plantagenet	Consent
7	SNC-3189-2023	Clifford Anderson	Elizabethtown	Consent
8	SNC-3190-2023	William & Heather Griffith	Kitley	Consent
9	SNC-3191-2023	Angela Hay	Elizabethtown	Consent
10	SNC-3192-2023	William Jeffrey McCrady	Elizabethtown	Consent
11	SNC-3193-2023	795195 Ontario Inc.	Russell	Site Plan Control
12	SNC-3194-2023	Eric Clement & Annie Parent	Clarence	Consent
13	SNC-3196-2023	Michel Cote	Clarence	Consent
14	SNC-3197-2023	Scott & Cynthia Groves	Cornwall	Consent
15	SNC-3199-2023	Scott & Cynthia Groves	Cornwall	Consent
16	SNC-3200-2023	Barry & Bruce Holmes	Winchester	Consent
17	SNC-3201-2023	Landolt Farm Inc.	Roxborough	Consent
18	SNC-3202-2023	Rejean Chartrand	Clarence	Consent
19	SNC-3203-2023	Percy Pyper (1997) Ltd.	Gloucester	Consent
20	SNC-3204-2023	Hierarchy Custom Inc.	Cumberland	Consent
21	SNC-3205-2023	Hierarchy Custom Inc.	Cumberland	Consent
22	SNC-3206-2023	Hierarchy Custom Inc.	Cumberland	Consent
23	SNC-3207-2023	Hierarchy Custom Inc.	Cumberland	Consent
24	SNC-3208-2023	Jaime Lorion	Russell	Consent
25	SNC-3211-2023	Alex & Julie Oosterhof	Elizabethtown	Consent



#	SNC Number	Landowner Name	Former Municipality	Application
26	SNC-3212-2023	Corey & Ellen Roth	Yonge	Consent
27	SNC-3213-2023	Corey & Ellen Roth	Yonge	Consent
28	SNC-3214-2023	Denise Marie Semenuk	Cambridge	Consent
29	SNC-3215-2023	Yvan Lalande & Diane Borris	Champlain	Consent
30	SNC-3216-2023	Raymond & Celine Lafrance	Cambridge	Consent
31	SNC-3217-2023	Daniel Larabie & Agathe Charron	North Plantagenet	Consent
32	SNC-3218-2023	Barbara J Lariviere	Maxville	Consent
33	SNC-3219-2023	Marc Trottier	Augusta	Consent
34	SNC-3220-2023	Carleton Corner Farms Ltd.	Finch	Consent

### Technical Reviews

SNC offers professional and technical review services related to natural hazards and on-site private sewage systems. The following table includes the technical reviews received in the month of January 2023. Staff are completing a limited number of hydrogeological report reviews received prior to January 1<sup>st</sup> as part of the Bill 23 transition.

SNC Number	Development Size	Review Type
SNC-3183-2022	Area > 2 ha	Stormwater Management
SNC-3173-2022	Area > 2 ha	Stormwater Management
SNC-3193-2023	Area > 2 ha	Stormwater Management
SNC-3194-2023	Area > 2 ha	Hydrogeological Assessment
SNC-2020-2021	Area < 0.5 ha	Hydrogeological Assessment
SNC-2578-2022	Small Scale Development	Environmental Impact Study
SNC-3207-2023	Area < 0.5 ha	Geotechnical Report
SNC-3153-2022	Area < 0.5 ha	Hydrogeological Assessment

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

Programs & Services Category: Category 1 – Mandatory: Provincially delegated review of natural hazards under the *Planning Act* and related memorandum of understanding.

  
James Holland,  
Senior Planner.



**To:** Board of Directors  
**From:** Alison McDonald, Managing Director, Approvals  
**Date:** February 7<sup>th</sup>, 2023  
**Subject:** Request for Approval: Permits Issued

---

**RECOMMENDATION:**

The Board of Directors approve permits 1 through 6 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

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**DISCUSSION:**

South Nation Conservation ("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 in the month of January 2023.

#	Permit No.	Landowner	Former Municipality	Project
1	2022-CLR-R147	Marc & Stephanie Lacroix	Clarence	Watercourse Alteration
2	2022-GLO-R244	National Capital Commission	Gloucester	Davidson wetland project
3	2022-NDU-R254	SDG County	Winchester	Directional bore
4	2022-EDW-R256	UCLG Manager of Engineering & Operations	Edwardsburgh	Storm sewer outlet replacement
5	2023-NDU-R001	Lynne Leblanc	Mountain	Replace existing deck & adding 3-season sunroom
6	2023-CLR-R008	Spacebuilders Ottawa Ltd.	Clarence	Replace temporary culvert with permanent culvert

**Complaints/Issues:** Sites visited in 2023 through the regulatory program: 1

Municipality	Issue	Outcome
North Glengarry	Report of interference with the existing channel of a watercourse.	Inspection revealed no evidence of interference with the watercourse.

Staff continue to track compliance site visits and provide notice to the municipality where appropriate.

---



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

Programs & Services Category: Category 1 – Mandatory: *Conservation Authorities Act*  
Regulations

Alison McDonald,  
Managing Director, Approvals.



**To:** Board of Directors  
**From:** Alison McDonald, Managing Director, Approvals  
**Date:** February 7<sup>th</sup>, 2023  
**Subject:** Update: On-Site Sewage Permits Received

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**RECOMMENDATION:**

The Board of Directors receive and file the On-Site Sewage Permits Received update for February 2023.

---

**DISCUSSION:**

South Nation Conservation ("SNC") staff issue permits under Part 8 of the Ontario Building Code. The list below includes permits issued in the month of January 2023. Septic system searches and renovation reviews are not included.

#	Permit Number	Landowner Name	Location	Application Type
1	FY-23-01	Rhonda McNish	Mallorytown, ON	New Construction
2	EC-23-01	Kelly Bush	Edwardsburgh-Cardinal, ON	New Construction
3	ND-23-01	Ryan Reaney	Winchester, ON	New Construction
4	AP-23-01	Francis Blanchette	Plantagenet, ON	New Construction
5	CR-23-01	Eric DeChamplain	Bourget, ON	New Construction
6	NA-23-01	Marie-Josée Lambert & Louis Labrèche	Fournier, ON	New Construction
7	CR-23-02	Pierre-Luc Chartrand & Krystal-Dawn Lacroix	Clarence, ON	New Construction
8	SS-23-01	Véronique Henri & Jonathan Fillion	Martintown, ON	New Construction
9	EK-23-01	Katrina Huntington & Gregeory Stainton	Brockville, ON	New Construction
10	CH-23-01	Bois Stéphane Boudrias Inc.	L'Orignal, ON	New Construction
11	CR-23-03	Bouvier Road	Clarence Creek, ON	New Construction
12	AU-23-01	Dave Irish	North Augusta, ON	Leaching Bed
13	SS-23-02	Craig Swerdfeger & Mandy Roach	Osnabrock Center, ON	New Construction
14	ND-23-02	Wouters Poultry Farm Ltd.	Mountain, ON	New Construction
15	RU-23-01	9773690 Canada Inc. / Philippe Clermont	Vars, ON	New Construction
16	SS-23-03	Jody & Tracey Hebert	Cornwall, ON	New Construction
17	EH-23-01	Joffrey Sims & Penny Lynn Odell	Hawkesbury, ON	New Construction
18	CH-23-02	Peggy Feher	L'Orignal, ON	Alteration
19	RU-23-02	Mario Laroche	Limoges, ON	Decommissioning
20	CH-23-03	Nadia Sabry & David	Vankleek Hill, ON	New Construction





SOUTH NATION  
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#	Permit Number	Landowner Name	Location	Application Type
		Hume		
21	NS-23-01	Patrick Blais	Avonmore, ON	New Construction
22	CR-23-04	André Charlebois & Amélie Lecompte	Rockland, ON	New Construction
23	CR-23-05	Barry Labre & Marie-Josée Binette	Rockland, ON	New Construction

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

Programs & Services Category: Category 2 – Municipal Service Agreements: Building Code Part 8 Program Delivery

Alison McDonald,  
Managing Director, Approvals.



**To:** Board of Directors  
**From:** Johanna Barkley, Director of Finance  
**Date:** February 9<sup>th</sup>, 2023  
**Subject:** Request for Approval: Monies Received and Disbursement Register for January 2023

---

**RECOMMENDATION:**

The Board of Directors receive and file the money received report for January 2023; and

FURTHER THAT: The Board approve the Disbursement Register of \$654,402.99 for January 2023.

---

**DISCUSSION:**

The list of major money receipts by customers and customer groups are shown below:

Received From:	January
Ontario Power Generation	90,400.00
Planning Revenue	56,614.72
Land Revenue	37,477.54
Forests Ontario	36,210.45
Nation Municipality	28,763.02
Township of Russell	28,083.33
Septic Revenue	22,224.72
Royal Bank of Canada	20,066.29
Federal Economic Development Agency	12,556.00
Raisin Region Conservation Authority	10,819.63
Fisheries and Oceans Canada	9,944.00
United Counties of Leeds and Grenville	9,011.75
Eco Canada	8,300.00
Other	6,019.79
<b>TOTAL</b>	<b>376,491.24</b>

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

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



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

<u>January 2023</u>	<u>Total</u>
Accounts Payable Cheques	28,186.21
Internet Banking	298,058.20
Electronic Funds Transfer Payment	328,158.58
<b>TOTAL \$</b>	<b>654,402.99</b>

Johanna Barkley,  
Director of Finance

Attachments: Disbursement Register – January 2023

00035

## Disbursement Register -January 2023

<b>Number</b>	<b>Name</b>	<b>Amount</b>
20426	POON7040 POSTAGE ON CALL	1,130.00
20427	PEPR1065 GHJL CONSTRUCTION LTD	1,433.60
20428	PEPR1066 RENE LEPAGE & SUZANNE MARTEL	2,426.88
20429	RUVI7590 RUSSELL & DISTRICT HISTORICAL	300.00
20430	SNCW0483 2022-NDU-CW16	1,000.00 SNCW Grant
20431	D&JM1538 D & J MOTORS LTD	1,860.04
20432	EOPO2250 EOS POSITIONING SYSTEMS INC	4,644.30
20433	EOWR0322 CWC-055/22	3,000.00 EOWR Grant
20434	INDE6480 INDEED CANADA CORP	34.33
20435	MOTI5525 MOREWOOD TIRE SERVICES	45.20
20436	MYPA6550 MYLES PARKER ENTERPRISES LTD	7,369.86
20437	PEPR1067 UNITED COUNTIES OF STORMONT,	1,470.00
20438	SDGF8924 2022-SDGWAS-024	500.00 MFTIP - SDGF Grant
20439	UCPR1261 2022-UCPRWAS-024	500.00 MFTIP - UCPR Grant
20440	UCPR1262 2022-UCPRWAS-031	500.00 MFTIP - UCPR Grant
20441	UCPR1263 2022-UCPRWAS-032	500.00 MFTIP - UCPR Grant
20442	NG206030 TOWNSHIP OF NORTH GLENGARRY	1,472.00 LiDAR Rebate
		<hr/> 28,186.21
<b>Internet Banking</b>		
10000106	KINO4560 KISTERS NORTH AMERICA, INC	1,814.33
10000117	ROBA7530 ROYAL BANK OF CANADA	4,629.20 Service Recognition
10000441	HYDR3560 HYDRO ONE	1,942.67
10001068	BELL0510 BELL CANADA	55.93
10001072	HYDR3560 HYDRO ONE	441.66
10005891	HYDR3560 HYDRO ONE	35.06
10006084	FIFE2505 FINCH FEED & SEED LTD. PURINA	927.96
10006461	MACE5505 MACEWEN PETROLEUM INC.	693.82
10008592	HYDR3560 HYDRO ONE	36.23
10008597	TELU8575 TELUS	1,403.84
10009947	BELL0510 BELL CANADA	1,031.69
10009951	BELL0510 BELL CANADA	212.77
20221231	ROBA7530 ROYAL BANK OF CANADA	59.51
20230103	VISA7601 VISA - LORIE HENDERSON	5,900.00
20230110	BAMO0650 THE BANK OF MONTREAL	5,879.52 Pension
20230110	PAYW0139 PAYWORKS	126,925.78 Pay 1
20230118	VISA7601 VISA - LORIE HENDERSON	53.99
20230118	VISA7609 VISA - DEBORAH EDWARDS	28.25
20230118	VISA7605 VISA - RONDA BOUTZ	1,333.29
20230118	VISA7606 VISA - SANDRA MANCINI	277.47
20230118	VISA7607 VISA - MONIQUE SAUVE	242.08
20230118	VISA7602 VISA - SYLVIE FRACASSI	99.70
20230124	BAMO0650 THE BANK OF MONTREAL	5,626.94 Pension
20230124	PAYW0139 PAYWORKS	137,507.22 Pay 2
20230131	ROBA7530 ROYAL BANK OF CANADA	899.29
		<hr/> 298,058.20
<b>EFT payments</b>		
11411	AIIN0530 AIG INSURANCE COMPANY OF CANADA	118.82
11412	OMER6450 OMERS	36,539.18 Pension
11413	SULI8058 SUN LIFE ASSURANCE COMPANY OF	13,716.75 Group Benefits
11414	BDOD0513 BDO CANADA LLP	1,311.87
11415	BESE0590 BEGG-SEGUIN HARDWARE LIMITED	350.62
11416	BICO0527 BII CONSULTING	9,492.00 OBBN
11417	CALI1040 CANADIAN LINEN & UNIFORM SERVICE	79.10
11418	CAPR1089 CAMOUFLAGE PROPERTY MAINTENANCE	361.60
11419	CB400505 CARL BICKERDIKE	678.67
11420	COAU1115 COOTER'S AUTOMOTIVE	781.48
11421	CRVA1170 CREDIT VALLEY CONSERVATION	1,180.00
11422	FERG3000 FERGUSON FOREST CENTRE	2,249.50
11423	GAAU2950 GARY'S AUTO BODY	3,110.09
11424	GAUD3008 GAUDET MACHINING AND WELDING	395.16

<b>Number</b>	<b>Name</b>	<b>Amount</b>
11425	JECA4000 JEAN CLAUDE CAYER ENTERPRISES LTD.	101.69
11426	JM405530 JOHN MESMAN	2,580.14
11427	KS408030 KELSEY SMITH	947.45
11428	LATR5065 1000224147 ONT INC (LATREMOUILLE	427.10
11429	LLMC5040 LLOYD MCMILLAN EQUIPMENT LTD.	293.80
11430	LOAU1000 LOCAL AUTHORITY SERVICE LTD	1,384.25
11431	MACA5490 MARSH CANADA LIMITED	11,124.00 Pollution Insurance
11432	MIBL8450 M.R. BLAIS SALES & SERVICES INC	966.14
11433	NOVA6200 NOVA NETWORKS	3,384.35
11434	NS206050 TOWNSHIP OF NORTH STORMONT	268.52
11435	RIDE7565 RIDEAU VALLEY CONSERVATION	627.69
11436	RL305012 RENE LALONDE	19.52
11437	SD208015 MUNICIPALITY OF SOUTH DUNDAS	102.83
11438	SSMA8250 SSC MAINTENANCE SERVICES INC	2,590.51
11439	TENA8506 TENAQUIP INDUSTRIAL EQUIPMENT	1,094.25
11440	ASMO0182 ASSOCIATION OF MUNICIPALITIES OF	907.39
11441	ATAI0123 ATEL AIR	1,459.85
11442	BUSI0578 STAPLES COMMERCIAL/TREVIPAY	696.89
11443	CALI1040 CANADIAN LINEN & UNIFORM SERVICE	79.10
11444	CB400505 CARL BICKERDIKE	3,480.24
11445	CORN1089 CORNWALL CITY PRESS	777.15
11446	EAEN2005 EASTERN ENGINES INC	52.41
11447	ENMA2030 ENNS MACEACHERN PACE MALONEY &	3,672.50
11448	FERG3000 FERGUSON FOREST CENTRE	7,205.78 Municipal Giveaway
11449	GRII2750 GRI INC	1,356.00
11450	LANN5020 LANNIN'S GARAGE	1,413.65
11451	LC401200 LAURA CRITES	58.59
11452	LEVA5032 LEVAC PROPANE INC	777.72
11453	MIBL8450 M.R. BLAIS SALES & SERVICES INC	265.55
11454	NOVA6200 NOVA NETWORKS	225.94
11455	RASE7421 RANGARD SECURITY	497.20
11456	STIN8000 STORM INTERNET SERVICES	169.50
11457	WISP8055 WINCHESTER SPRINGS MOBILE WASH	395.50
11458	AULT0138 AULT & AULT LLP, IN TRUST	47,821.74 Land Acquisition
11459	JP2G4560 JP2G CONSULTANTS INC	36,097.85 Findlay Creek Design
11460	RIDE7565 RIDEAU VALLEY CONSERVATION	82,959.84 ORCW Claim 2
11461	COPU1120 COYLE PUBLISHING INC	672.35
11462	ET408090 ERIN THORNE	26.09
11463	JM405530 JOHN MESMAN	369.54
11464	LADR5000 LAPOINTE DRAINAGE LTD.	9,463.75 East York Restoration
11465	ND206025 TOWNSHIP OF NORTH DUNDAS	6,132.00 LiDAR Rebate
11466	NS206050 TOWNSHIP OF NORTH STORMONT	5,280.00 LiDAR Rebate
11467	RIDE7565 RIDEAU VALLEY CONSERVATION	8,881.50 LiDAR Rebate
11468	SD208015 MUNICIPALITY OF SOUTH DUNDAS	2,482.00 LiDAR Rebate
11469	SS208018 TOWNSHIP OF SOUTH STORMONT	353.00 LiDAR Rebate
11470	TEDM5522 TED MORAN & SONS LTD.	2,604.65
11471	TRCA8650 TRANDUCTIONS CATMAC TRANSLATIONS	786.23
11472	UNCO9015 UNITED COUNTIES OF SD&G	4,460.00 LiDAR Rebate
		<hr/> 328,158.58



**To:** Board of Directors  
**From:** Michelle Cavanagh, Team Lead, Special Projects  
**Date:** February 2<sup>nd</sup>, 2023  
**Subject:** Request for Approval: Findlay Creek Boardwalk Extension Construction Tender

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**RECOMMENDATION:**

The Board of Directors approve the construction of the Findlay Creek Boardwalk Extension at an approximate cost of \$850,000 plus HST; and

FURTHER THAT: The Board of Directors delegate authority to the Executive Committee to award the contract.

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**DISCUSSION:**

Staff are seeking approval to request bids and award the contract for the construction of the Findlay Creek Boardwalk Extension.

The Boardwalk Extension project was submitted to the Canada Community Revitalization Fund and approved. In April 2022, the Board of Directors approved entering into a Contribution Agreement with the Federal Economic Development Agency for Southern Ontario to receive \$750,000 for the Findlay Creek Boardwalk Extension Project (BD-070/22).

A formal announcement of the project occurred on January 25, 2023, and a public information session was held on February 1, 2023. The designs and the construction tender are being finalized, with the tender opening planned for late February. Submissions will be reviewed and scored, and a recommendation presented to the Executive Committee for approval.

The project timeline is very tight for construction and the federal funding, with completion required by September 2023. Executive Committee authority to award the contract will mean the tender can be awarded sooner, providing additional time for construction.

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

Compliance with Budget: The Findlay Creek Boardwalk Extension Project is included in the 2023 Budget. The federal funding covers 75% of the costs of the project. The remaining 25% will come from the Findlay Creek Stewardship Fund Reserve that has a current balance of \$254,950.

SNC Policy Adherence: Selection of the vendor will adhere to SNC's Purchasing Policy, (C) Purchasing Limits and Authorizations Required, (v) Purchases over \$100,000, including:

- Goods and services exceeding \$100,000 will be obtained by a formal bid process (ex. Public Tender, Request for Proposal, Prequalification, or other means)
-



acceptable to the Board of Directors) unless the Board of Directors direct otherwise.

- If three bids cannot be obtained, the reasons will be documented.
- Approval of the Board of Directors is required for awarding the contract to the successful bidder. After the project is approved by the Board of Directors, the Board of Directors may Delegate their approval authority to award the contract.
- Reasons for accepting other than the lowest bid, and/or not following the formal bid process must be documented.

Clause 21(1)(f) of the *Conservation Authorities Act* empowers the Board of Directors to enter into agreements for the purchase of materials, employment of labour, and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects. Section 9 of SNC's Administrative By-laws allows the Board of Directors to delegate its powers to the Executive Committee except for certain powers identified in the By-laws and the *Conservation Authorities Act*. The Board of Directors may delegate the power to enter into contracts or agreements as are necessarily incidental to the works approved by the Authority.

Programs & Services Category: Category 1 – Mandatory Programs: Conservation Lands

Michelle Cavanagh,  
Team Lead, Special Projects

*Excerpt from:*

**Ottawa City Council**

**Minutes**

**Meeting #:5**

**Date: January 25, 2023**

10.3 Appointments to South Nation Conservation 2022-2026

ACS-OCC-CCS-0007 - Citywide

**Report Recommendation**

**That, further to the deliberations of the Selection Panel, Council approve the following appointments to South Nation Conservation, all terms to be effective upon Council approval, for the 2022-2026 Term of Council:**

- 1. Linda Payant**
- 2. Jim Bezanson (Reserve Member)**

**Carried**





## The United Counties of Leeds and Grenville

**Resolution No.** CC-014-2023

**Date:** January 19, 2023

Moved by Michael Cameron

Seconded by Herb Scott

**WHEREAS** the United Counties of Leeds and Grenville is apportioned two (2) members of the twelve (12) member South Nation River Conservation Authority Board of Directors in accordance with Order in Council 316-96; and

**WHEREAS** the apportioned members rotate among the Township of Augusta, the Township of Edwardsburgh Cardinal, the Township of Elizabethtown-Kitley, and the Municipality of North Grenville; and

**WHEREAS** the Municipality of North Grenville and the Township of Augusta are scheduled to appoint members for the 2023-2026 term; and

**WHEREAS** the Municipality of North Grenville and the Township of Augusta have passed resolutions requesting Council to appoint a members from their respective municipality;

**NOW THEREFORE BE IT RESOLVED THAT** Counties Council appoints Deb Wilson, Councillor, Municipality of North Grenville, and Adrian Wynands, Councillor, Township of Augusta, to serve on the South Nation River Conservation Authority Board of Directors as the representatives of the United Counties of Leeds and Grenville for a four-year term (2023-2026).

Carried ☒ Defeated ☐

A handwritten signature in black ink, appearing to read "Nancy Peckford", is written over a horizontal line.

Nancy Peckford, Warden