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## Communications Committee

# Meeting Agenda

**Date:** Tuesday, February 21<sup>st</sup>, 2023

**Time:** 9:00 am

**Location:** Virtual: Microsoft Teams



## Communications Committee

### Meeting Agenda

Tuesday, February 21<sup>st</sup>, 2023 at 9:00 am

1. Chair's Remarks
2. Approval of Communications Committee Agenda (Supplemental Agenda)
3. Declaration of Conflict of Interest
4. SNC Project Update – PowerPoint Presentation: Staff
5. Approval of Communications Committee Meeting Minutes:
  - a. November 30<sup>th</sup>, 2022 3-8
6. New Business:
  - a. Request for Approval: Election of Committee Chair – John 9-12
  - b. Request for Approval: 2023 Committee Membership – John 13-14
  - c. Request for Approval: Maple Education Program Update – Arielle 15-16
  - d. Request for Approval: Community Environmental Grants Program Update – Kelsey 17-22
  - e. Request for Approval: Community Environmental Grants – Kelsey 23-31
  - f. Request for Approval: Category 3 Program Business Case Development – John 32-36
  - g. Request for Approval: 2022 Annual Report – Kelsey 37-38
7. Supplemental Agenda
  - a. 2022 Annual Report Draft
  - b. Update: Land Securement Strategy
8. Roundtable Discussion
  - a. Community Engagement Activities
  - b. Recommendations for 'Friends of SNC'
9. Correspondence
10. Date of Next Meeting:
  - Joint Standing Committee Meeting: Thursday, March 23<sup>rd</sup>, 2023 at 1:00pm
  - Communications Committee Meeting: Thursday, March 23<sup>rd</sup>, 2023 at 3:00pm
11. Adjournment

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



## **COMMUNICATIONS COMMITTEE MEETING**

Wednesday, November 30, 2022 – 9:00 a.m.  
Meeting 05/22

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**Present:** Charles Armstrong, Public Citizen, Committee Chair  
Murray Inch, Public Citizen  
Tim Jackson, Public Citizen  
Cindy Saucier, Public Citizen  
Bill Smirle, SNC Board Member  
Karen Switzer-Howse, Public Citizen  
Byron Vienneau, Public Citizen  
Doug Thompson, Public Citizen

**Regrets:** Gerry Boyce, Public Citizen  
George Darouze, Board of Directors, Past Chair, ex-officio  
Steve Densham, Board of Directors, Vice Chair, ex-officio  
Pierre Leroux, Board of Directors, Chair, ex-officio  
Tom Van Dusen, Public Citizen

**Staff:** Carl Bickerdike, Chief Administrative Officer  
John Mesman, Managing Director, Property, Conservation Lands  
and Community Outreach  
Erin Thorne, Communications Specialist  
Kelsey Smith, Stewardship & Outreach Assistant  
Arielle Noonan, Stewardship & Outreach Assistant



**CHAIR'S REMARKS**

Charles Armstrong, Committee Chair, called the November 30<sup>th</sup>, 2022, Communications Committee meeting to order at 9:12 a.m.

**APPROVAL OF COMMUNICATIONS COMMITTEE MAIN AGENDA**

RESOLUTION NO. CMN-036/22      Moved by: Doug Thompson  
Seconded by: Cindy Saucier

RESOLVED THAT:      The Members approve the Communications Committee agenda of November 30<sup>th</sup>, 2022, as submitted.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None.

**COMMUNICATIONS PROJECT UPDATE: POWERPOINT PRESENTATION**

Staff presented project and program updates.

**The Communications Committee meeting recessed at 10:13 am.  
The Chair reconvened the Communications Committee meeting at 10:25 am.**

**APPROVAL OF:**

**COMMUNICATIONS COMMITTEE MEETING MINUTES OF SEPTEMBER 28<sup>TH</sup>, 2022**

RESOLUTION NO. CMN-037/22      Moved by: Karen Switzer-Howse  
Seconded by: Doug Thompson

RESOLVED THAT:      The Members approve the Communications Committee meeting minutes of September 28<sup>th</sup>, 2022.

CARRIED



**NEW BUSINESS**

**UPDATE: BILL 23, MORE HOMES BUILT FASTER ACT, 2022**

RESOLUTION NO. CMN-038/22      Moved by: Doug Thompson  
Seconded by: Tim Jackson

RESOLVED THAT:      The SNC Standing Committees receive and file the update on Bill 23, *More Homes Built Faster Act, 2022* and proposed amendments to the *Conservation Authorities Act*.

CARRIED

**REQUEST FOR APPROVAL: PROGRAMS AND SERVICES WORK PLAN FOR MUNICIPAL ENGAGEMENT**

RESOLUTION NO. CMN-039/22      Moved by: Bill Smirle  
Seconded by: Byron Vienneau

RESOLVED THAT:      The Standing Committees approve the Programs and Services Work Plan for Municipal Engagement as presented.

CARRIED

**UPDATE: SOCIAL MEDIA AND WEBSITE**

RESOLUTION NO. CMN-040/22      Moved by: Karen Switzer-Howse  
Seconded by: Tim Jackson

RESOLVED THAT:      The Communications Committee receive and file the social media and website update.

CARRIED

**Bill Smirle left the committee meeting at 11:25 am.**

**APPROVAL: SNC WEBSITE REDEVELOPMENT PROJECT**

RESOLUTION NO. CMN-041/22      Moved by: Doug Thompson  
Seconded by: Byron Vienneau



RESOLVED THAT:

The Communications Committee recommend that the Board of Directors approve the SNC Website Redevelopment Project and associated budget considerations in the Draft 2023 SNC Budget.

CARRIED

**UPDATE: FINDLAY CREEK BOARDWALK EXTENSION – PROJECT CONSULTATIONS**

RESOLUTION NO. CMN-042/22

Moved by: Doug Thompson

Seconded by: Tim Jackson

RESOLVED THAT:

The Communications Committee receive and file the update on the Open House and public consultations for the Findlay Creek Boardwalk Extension Project.

CARRIED

**UPDATE: SNC APPROVED GRANTS SUMMARY (2018-2022)**

RESOLUTION NO. CMN-043/22

Moved by: Karen Switzer-Howse

Seconded by: Cindy Saucier

RESOLVED THAT:

The Communications Committee receive and file the SNC Approved Grants Summary (2018 – 2022) update.

CARRIED

**APPROVAL: COMMUNITY ENVIRONMENTAL GRANTS**

RESOLUTION NO. CMN-044/22

Moved by: Byron Vienneau

Seconded by: Doug Thompson

RESOLVED THAT:

The Communications Committee recommend that the Board of Directors approval of the Community Environmental Grants in the amount of \$300 to:

- L'école St. Viateur

CARRIED



**UPDATE: 2022 YEAR END REPORT**

RESOLUTION NO. CMN-045/22

Moved by: Tim Jackson

Seconded by: Karen Switzer-Howse

RESOLVED THAT:

The Communications Committee receive and file the 2022 Communications and Outreach Year End Report.

CARRIED

**APPROVAL: COMMUNICATIONS COMMITTEE MEETING SCHEDULE 2023**

RESOLUTION NO. CMN-046/22

Moved by: Murray Inch

Seconded by: Cindy Saucier

RESOLVED THAT:

The Communications Committee approve the 2023 Communications Committee meeting schedule as presented.

CARRIED

**ROUNDTABLE DISCUSSION**

**A. COMMUNITY ENGAGEMENT ACTIVITIES**

Cindy Saucier provided an update on Eco East's new Board of Directors and shared details on their planned community outreach and activities.

Tim Jackson provided an update on SNC's geocaching program, including site maintenance recently completed.

Doug Thompson provided an update from the Greely Community Association, including details on the Greely Winter Carnival which will be taking place on January 21<sup>st</sup>, 2023.

Murray Inch provided an update on the Oak Valley Pioneer Park Conservation Area, including the Fall Field Day which went well and ongoing tree management, including contacting Bell Canada about ash trees on road allowance.

Byron Vienneau provided supportive comments on 2023 municipal Council presentations.



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

The Committee had no recommendations for 'Friends of SNC' at this time.

**DATE OF NEXT MEETING:**

Wednesday, February 22<sup>nd</sup> at 9:00 am.

**ADJOURNMENT:**

RESOLUTION NO. CMN-047/22

Moved by: Doug Thompson

Seconded by: Byron Vienneau

RESOLVED THAT:

The Communications Committee meeting of  
November 30<sup>th</sup>, 2022 be adjourned at 12:25 p.m.

CARRIED

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Charles Armstrong,  
Committee Chair.

/ks

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John Mesman,  
SNC Managing Director of Conservation  
Lands and Community Outreach.





**To:** Communications Committee  
**From:** John Mesman, Managing Director, Property, Conservation Lands and Community Outreach  
**Date:** February 13, 2023  
**Subject:** Request for Approval: Election of Committee Chair

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**RECOMMENDATION:**

The Committee Members appoint John Mesman, Managing Director, Property, Conservation Lands and Community Outreach as Acting Committee Chair; and

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

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**DISCUSSION:**

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

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

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

Compliance with Budget:

No impact on the 2023 SNC Budget.

SNC Policy Adherence:

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

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



### **Election Procedures**

1. Election Chair declares the position vacant, according to *SNC's Administrative Bylaws*
  2. Call for nominations 3 times for election of Chair (no seconder required)
  3. Approval of the following motion:
    - Moved by:
    - Seconded by:
      - That for the year 2023, and until the Joint Standing Committee Meeting of 2024,
        - That Mr./Ms. \_\_\_\_\_ be elected as Chair of the Communications Committee
  4. Chair assumes their office
- 

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

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



## **Appendix A**

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

#### **Voting**

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

#### **Acting Chair**

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

#### **Scrutineers**

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

#### **Election Procedures**

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



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

#### **Majority Vote required**

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

#### **Tie vote**

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



**To:** Communications Committee  
**From:** John Mesman, Managing Director, Property, Conservation Lands and Community Outreach  
**Date:** February 13, 2023  
**Subject:** Request for Approval: 2023 Committee Membership

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**RECOMMENDATION:**

The Communications Committee recommends the following Committee membership to the Board of Directors for 2023:

- |                                       |  |
|---------------------------------------|--|
| - Charles Armstrong, Public Citizen   | - Cindy Saucier, Councillor, Russell         |
| - Gerry Boyce, Public Citizen         | - Tom Van Dusen, Van Dusen Communications    |
| - Murray Inch, Public Citizen         | - Byron Vienneau, Public Citizen             |
| - Tim Jackson, Public Citizen         | - Pierre Leroux, SNC Chair, ex-officio       |
| - Doug Thompson, Past Board Member    | - Steve Densham, SNC Vice Chair, ex-officio  |
| - Karen Switzer-Howse, Public Citizen | - George Darouze, SNC Past Chair, ex-officio |

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**DISCUSSION:**

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

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



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

Compliance with Budget:

Committee expenses are included in the approved 2023 SNC Budget, under Communications and Outreach, pages 78-79 (SNC Standing Committees).

SNC Policy Adherence:

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

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



**To:** Communications Committee  
**From:** Arielle Noonan, Stewardship and Outreach Assistant  
**Date:** February, 13, 2023  
**Subject:** Request for Approval: Maple Education Program Update

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**RECOMMENDATION:**

The Communications Committee approve the revised Maple Education outreach initiatives and recommend that the Board of Directors approve postponing the on-site tours for the Maple Education Program at the Oschmann Forest Conservation Area.

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**DISCUSSION:**

SNC's flagship education program delivered its 18<sup>th</sup> year in 2019 at the new program venue located in the Oschmann Forest Conservation Area, in North Dundas.

In 2020, program delivery was postponed due to the COVID-19 Pandemic (CMN-05/20).

In 2021, staff hosted a Maple Weekend event at the Oschmann Forest, delivered a Maple Education-focused social media campaign, and created multiple Maple Education videos that provided classrooms with virtual tools to introduce their students to key components and learnings from the Maple Education Program (CMN-008/21).

The program provides Kindergarten to Grade 12 students a hands-on learning experience through the process of maple syrup production as it has evolved from Indigenous discovery and traditions through to modern day production techniques.

In 2022, staff once again hosted a Maple Weekend event at the Oschmann Forest, delivered a Maple Education-focused social media campaign, and visited North Dundas District High School to help the school create their own maple sap collection demonstration site on school property.

**On-Site Maple Program Tours**

SNC will not be able to proceed with on-site program tours in 2023 in the same manner as the pre-pandemic Maple Program due to available staff resources.

Staff will return to working with high schools and through Specialist High Skills Major certifications and training opportunities, like those delivered at the North Dundas District High School.

In lieu of the return to the pre-pandemic program, staff recommend the following revisions to the 2023 Maple Education Program:



### **Free Access to Maple Education Videos**

SNC will provide the public with free access to 2021 Maple Education videos to promote maple syrup education and demonstration. The video series was produced through a paid partnership with the Ottawa Catholic School Board.

The videos take students on a virtual tour of the Oschmann Forest and includes some teachable moments from SNC's Maple Education Program, which aligns with Ontario's education curriculum requirements.

The video provides educational content for students while leaving enough to the imagination to entice people to get out and safely participate, if possible, in self-guided tours at maple syrup demonstration sites.

### **Maple Weekends**

Staff will plan to host one Maple Weekend day-event and promote any initiatives planned by the Eastern Chapter of the Ontario Maple Syrup Producers Association.

This day will be held on the weekend and will feature staff on site to welcome the public to the Oschmann Forest, offer promotional and educational information, and provide warm drinks to visitors.

### **Maple Education Social Media Campaign**

Staff will coordinate a social media campaign to promote Maple Weekend days, future on-site educational programming and the self guided bilingual Maple Education trail featured at the Oschmann Forest.

The campaign will include maple syrup production facts and identify some natural heritage contributions of First Nations Traditional Knowledge and the local maple syrup industry.

Staff will communicate updated program plans to schools and share details on the educational video as a chance to provide a 'sweet' virtual tour of the Oschmann Forest.

SNC will also continue to offer the Maple Magic kit, a classroom-based maple syrup adventure, for schools that are interested in bringing aspects of the program into their classrooms.

### **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 86 and 87.

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

*Arielle Noonan*

Arielle Noonan,  
Stewardship and Outreach Assistant.





**To:** Communications Committee  
**From:** Kelsey Smith, Stewardship and Outreach Assistant  
**Date:** February 13, 2023  
**Subject:** Request for Approval: Community Environmental Grants Program Update

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**RECOMMENDATION:**

The Communications Committee recommend that the Board of Directors approve amendments to the Community Environmental Grants Program to allow applications for community garden and tree planting projects.

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**DISCUSSION:**

SNC's Community Environmental Grants Program encourages and supports community events across the jurisdiction that promote recreational use of our rivers, protect the environment, or celebrate our natural heritage.

In 2020, the Communications Committee approved temporary program amendments to allow community funding to be directed to community tree planting projects during the COVID-19 Pandemic (CMN-036/20).

This amendment allowed the Committee to distribute all of 2020-2021 program funds, plant over 80 large native trees in community parks in each of SNC's member municipalities while supporting a variety of safe environmental projects.

The new program guidelines have allowed many tree planting projects to take place throughout the jurisdiction. Staff recommend keeping with the amended Program's guidelines and eligibility criteria for the coming years to accommodate applicants who may be interested in one of the following environmental initiatives in their communities, in partnership with SNC:

**Community Environmental Event  
(including Agri-Environmental, Heritage, and River Criteria):**

- Funding up to \$300 to help host a community project or event (through any of the existing funding categories).

**Tree and Shrub Planting:**

- Funding up to \$300 to help plant a native caliper-sized tree, or several potted stock trees or shrubs in a public community space.

**Community Garden:**

- Funding up to \$300 to help create or upgrade a community garden in a public community space.

Visibility requirements will remain unchanged: an SNC banner must be displayed throughout the activity, and SNC's logo must be displayed on promotional products.

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SNC staff will provide support to tree planting projects, including providing advice on suitable trees species, planting locations, and recommending available stock.

Program updates will not replace existing grant categories or conditions, the update offers additional eligible funding categories.

SNC will provide an annual report to the Committee on program subscription.

The below chart shows the number of grants awarded from 2018 – 2022:

Year	Number of Grants
2018	25
2019	18
2020	25
2021	19
2022	17

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

Compliance with Budget: Funding for Community Environmental Grants is included in the 2023 SNC Budget under Communications and Outreach: Partnership Development on pages 90-91.

SNC Policy Adherence: Disbursement of Community Environmental Grants is compliant with the Purchasing Policy – Purchasing Limits/Authorized Buyers – Team Lead’s approved limit of up to \$5,000.

*Kelsey Smith*

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Kelsey Smith,  
Stewardship and Outreach Assistant

Attachments: Draft Program Guidelines: Community Environmental Grants



## Community Environmental Grants Application Form

*Draft Amendments to Guidelines – February 13, 2023*

SNC believes in providing opportunities for the public to enjoy, learn from, and experience the River and to help protect and restore the local environment across our 4,441 square-kilometer jurisdiction in Eastern Ontario.

The Community Environment Grants program has traditionally encouraged and supported events that promote recreational use of our rivers, protect the environment, or celebrate the history of our natural heritage.

Due to the COVID-19 Pandemic, SNC amended the program guidelines for 2021 to accommodate applications for certain community environmental projects deemed appropriate by local public health officials.

Non-Profit organizations, community groups and municipalities are welcome to apply for a grant of up to \$300 for their activity. After-the-fact requests for funding are not eligible.

### **Eligible Grant Categories:**

#### Community Environmental Outreach Grant

The event must promote protection of our natural environment or recreational use of our natural resources.

#### Agri-Environmental Grant

The agricultural initiative must include an environmental component (i.e. promotion of beneficial management practice).

#### Heritage Grant

The event must preserve or promote natural heritage features and/or environmental related history within the SNC jurisdiction.

#### Tree and Shrub Planting

Applicants may receive up to \$300 to help plant a native caliper-sized tree, or several potted stock trees or shrubs in a public community space.

Please provide SNC with suggestive locations, property ownership and permission. Should your application be successful, SNC will work with applicants to secure locates, confirm appropriate species and stock, and will work with applicants to plant trees. Applicants or property owners must be able to maintain trees and water weekly.



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#### Community Garden

Applicants may receive up to \$300 to help create a community garden in a public community space. Please provide quotes and specifications for your project when applying, including property ownership and permission. Applicants must be able to manage and oversee project without on-site support of SNC staff.

General conditions for approved grants are outlined on page 3 of this Application Form.

Applicants are required to submit a one-page letter with this Application Form detailing how their event meets one or more of the eligible categories.

Be sure to include all necessary contact information, location, any additional funding sources, project partners, how SNC grant funding would be spent, and any quotes or project specifications obtained.

The letter must also outline which measures will be taken to protect people and manage risks from COVID-19 while undertaking any work related to the project. The most current public health guidelines from your local health unit must be followed.

For more information or to apply to the Community Environmental Grants Program:

South Nation Conservation  
**Attn: Communications & Outreach Department**  
38 Victoria St., P.O. Box 29, Finch, ON, K0C 1K0  
Phone: 1-877-984-2948  
Fax: (613) 984-2872  
Email: [info@nation.on.ca](mailto:info@nation.on.ca)  
[www.nation.on.ca](http://www.nation.on.ca)



**General Conditions for Approved Community Environmental Grants:**

1. Community Environmental Grants are open to non-profit organizations and member municipalities within the SNC jurisdiction, and the proposed activity must also be within the SNC jurisdiction.
2. Proposed activities must take place following the most current public health guidelines and must respect physical distancing and limits on gatherings.
3. Applications are considered on a first-come, first-served basis. SNC reserves the right to limit grants to one per applicant per category.
4. Applicants must submit a signed application form and one-page letter to South Nation Conservation outlining:
  - a. The activity, location, and all necessary contact information,
  - b. How the activity meets the criteria of one or more of the Community Environmental Grant categories, and
  - c. Other funds applied and/or approved for the activity and how SNC funds will be spent.

Application letter and signed form must be received at least 5 business days prior to the scheduled activity.

5. The activity must allow for the involvement of the public and/or schools as participants.
6. Promotion of the activity must be done either through print, radio, online media, or any other means of advertising. Promotional products must be approved by SNC before using and must include the SNC logo. Copies of promotional materials must be provided within the final report submitted to SNC following project completion.
7. The South Nation Conservation banner, or flag, or roll-up must be featured prominently for the duration of the activity. It is the Applicant's responsibility to coordinate receiving and returning the banner/flag/roll-up to South Nation Conservation's office in Finch.
8. Waste must be properly disposed of in an environmentally friendly manner following the activity (recycling, compost, etc.).
9. It is the responsibility of the Applicants to arrange proper insurance coverage for the activity. South Nation River Conservation Authority, as Sponsor of the activity, accepts no liability and/or negligence to the Applicant or third parties, nor is it liable to participants of the activity (and activities related to the project).



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10. Applicants must provide final written report to South Nation Conservation describing the success of the activity with photos and any press coverage, which must be provided to SNC no later than six weeks following the activity.
11. Cheques will be issued after the activity has taken place and once all conditions applied by South Nation Conservation have been met.
12. SNC may, at its discretion, choose to waive some conditions of grant approval.
13. In cases where the grant is intended for a permanent or ongoing initiative, the conditions for acknowledgement of South Nation Conservation may be revised accordingly.

I (We) have read and understand the above provisions and agree to follow the Community Environmental Grant conditions as outlined. I (We) understand that grant funds will not be provided unless all conditions are met to the satisfaction of South Nation Conservation.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**To:** Communications Committee  
**From:** Kelsey Smith, Stewardship and Outreach Assistant  
**Date:** February 8, 2023  
**Subject:** Request for Approval: Community Environmental Grants

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**RECOMMENDATION:**

The Communications Committee recommends the Board of Directors approval of the Community Environmental Grant in the amount of \$300 to:

- Eco East
- Rockland Community Garden
- The River Institute
- Poutmasters
- St. Albert Optimist Club

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**DISCUSSION:**

In March 2020, the Communications Committee approved amendments to SNC's Community Environmental Grants Program to allow applications for tree and shrub planting and community garden development in response COVID-19 related event cancellations (CMN-036/20).

The attached application form has been used to support the following \$300 grant options:

- Community Environmental Outreach Grant
- Agri-Environmental Grant
- Heritage Grant
- Tree and Shrub Planting
- Community Garden

To note: the program was oversubscribed in 2020, was fully allocated in 2021 and was undersubscribed in 2022.



The following applications for the amended Community Environmental Grants Program have been received:

### **Eco East**

Eco East is a volunteer environmental organization dedicated to education, community projects and enhancing and protecting the local environment within the watershed.

The organization has acquired a canoe which they plan on putting above the weir in Russell by the SNC sign.

Funding from this grant will help cover the cost of soil and plants to go into the canoe as a pollinator garden.

### **Rockland Community Garden**

The Rockland Community Builder was recently provided land for Rockland's first Community Garden. The group has a project plan, began fundraising within the community, and will commence building activities this spring.

Funding from this grant will go towards the creation of the garden as an accessible space for everyone within the community.

### **The River Institute**

St. Lawrence River Institute of Environmental Sciences is requesting support for the 2023 Eastern Ontario Children's Water Festival in Maitland, Ontario taking place May 4 and 5 at the Maitland Tower grounds, and in Casselman taking place May 10 and 11 at the Ferme Drouin. The Eastern Ontario Children's Water Festival is a full day, environmental education program designed to complement the Ontario Curriculum.

Funding from this grant will go towards facility rental, transportation, Water Discovery Centre supplies and maintenance, volunteer beverages and food.

### **Poutmasters**

The Poutmasters Fishing Derby has taken place on the Castor River from Metcalfe to Casselman for the past 20 years and has grown to become an expected annual outdoor event. For the seventh year, and after a 4-year hiatus, the Kin Club of Russell will administer and run this Russell Township tradition from May 12 -14, 2023.

Funding from this grant will go towards the promotion of the event and to support post-event clean up activities along the Castor River.





### **St. Albert Optimist Club**

The St. Albert Optimist Club is applying for two events taking place this spring.

The first event is a youth fishing event along the South Nation River in St. Albert on May 13, 2023. The funding from this grant will go towards purchasing fishing equipment for participants to use at the event.

The second application is for a tree planting at St. Albert Elementary School on Earth Day. The funding will be used to purchase a tree for the school yard.

Below is a summary of Community Environmental Grant Funding for 2023:

<b>Community Environmental Grant Money Dispersed (2023)</b>	<b>Community Environmental Grant Money Under Review</b>	<b>Remaining Funds</b>
\$0	\$2,100	\$7,900

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

Compliance with Budget: Funding for Community Environmental Grants is included in the 2023 SNC Budget under Communications and Outreach: Partnership Development on pages 90-91.

SNC Policy Adherence: Disbursement of Community Environmental Grants is compliant with the Purchasing Policy – Purchasing Limits/Authorized Buyers – Team Lead's approved limit of up to \$5,000.

*Kelsey Smith*

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Kelsey Smith,  
Stewardship and Outreach Assistant.

Attachments: Community Environmental Grant - Application Letters

Dear Kelsey Smith,

This letter serves as our grant application for the Environmental grant program available to community groups. Eco-East is a volunteer environmental organization dedicated to education, community projects and enhancing and protecting the local environment within the watershed. We also plant trees and planted close to 1,000 trees last year and plan to do the same this year.

We have acquired a canoe which we plan on putting above the weir in Russell near your sign. This was already approved and was discussed at Russell Township. We are seeking an environmental grant of \$300 to help cover the cost of soil and plants to go into the canoe as a pollinator garden. One of our members was a volunteer as part of the David Suzuki Foundation Butterfly Way project. We felt this would be a nice addition to the area, look attractive and attract beneficial pollinators. This will be something the whole community can enjoy as well as the birds, bees and butterflies.

We could have an official opening of the garden and display your banner but the fact that it is below the SNC sign will also show our collaboration. Any social media or news coverage would highlight your contribution.

Please also find the filled out application for the community environmental grant attached.

Thank you for your consideration,

Thaila Riden,  
Chair of Habitat Regeneration Group  
Eco-East



Dear South Nation Conservation,

I am writing to apply for the South Nation Conservation Community Environmental Grant program, specifically in the Community Garden category.

In October 2022, we were provided land by the City of Clarence-Rockland, located in Alain Potvin Park at 1245 Docteur Corbeil Blvd in Rockland, ON to develop Rockland's first community garden! You can check out our website [here](#) to read about our vision, guiding principles, and plans.

We have a project plan, have begun fundraising within our community, and will commence building activities this spring.

To date, we have achieved over \$14,000 in fundraising, \$10,000 of that being from the Mayor's own community development budget. A significant amount of funds will go to creating an accessible space for those with limited mobility, including ground preparation, an entrance, a pathway, and special raised garden beds. We would earmark SNC's contribution to help create this accessible space, which we believe will be unique to many existing community gardens.

Our estimate to get the garden built is over \$24,000 (which does not include local donations we've secured for soil, mulch, and compost), so to ensure we can build the basic needs to launch the garden by this summer, we continue seeking local sponsorships and applying for grants.

Thank you for your consideration - your contribution will help us achieve success!

Sincerely,

Stephanie Marcil  
Community Building Coordinator  
Rockland Community Garden

**Contact details:**

Email: [rocklandgarden22@gmail.com](mailto:rocklandgarden22@gmail.com)

Sara Lacombe, President's phone: 613-796-1076

Stephanie Marcil, Community Building Coordinator's phone: 613-240-8450



February 2, 2023

South Nation Conservation  
39 Victoria St., P.O. Box 29  
Finch, ON K0C 1K0

**Attn: Communications & Outreach Department**

I am writing to you on behalf of the St. Lawrence River Institute of Environmental Sciences to request support for the 2023 Eastern Ontario Children's Water Festival in Maitland, Ontario taking place May 4 and 5 at the Maitland Tower grounds, and in Casselman taking place May 10 and 11 at the Ferme Drouin. This festival provides hands-on activities for elementary and high schools within the South Nation Conservation Authority boundaries. This educational and outreach event would fit best the Community Environmental Outreach Grant.

The Eastern Ontario Children's Water Festival is a full day, environmental education program designed to complement the Ontario Curriculum. The purpose of the Festival is to educate young people about the value and fragility of our water resources. The Festival features approximately twenty-five, hands-on Water Discovery Centres that address five different water-related themes: Water Conservation, Water Protection, Water Attitude, Water Technology, and Water Science. Many topics are presented under these themes such as groundwater, wells, septic systems, hydropower, contaminants in rivers and lakes, invasive species, beach health, among others.

The Water Festival events will follow provincial and school board Covid-19 restrictions and regulations implemented at the time of the event. Registrations will be limited to the maximum number of people allowed on sites. In the case where no public events are allowed, the Water Festival will be hosted virtually via live streaming platforms, downloaded videos, and virtual activities, like the 2021 and 2022 festival.

Since the onset of the Water Festival in 2010, nearly 5,000 youth has participated in this innovative festival. A key component to the Festival's success is the invaluable partnerships created with local high schools, community groups, environmental organizations, various levels of government, and local organizations like your own.

In addition to the numerous staff time required to coordinate and deliver the Water Festivals, expenses towards the facility rental, transportation, Water Discovery Centre supplies and maintenance, volunteer beverages and food, etc. are also incurred. The South Nation Conservation's sponsorship will be allocated towards the expenses listed above. As a sponsor, the South Nation Conservation will be mentioned in promotional material, and the River Institute's website.

Current fundraising efforts for the 2023 Eastern Ontario Children's Water Festivals currently underway. Funding requests have been made or will be submitted to the following companies and group: Grenville Mutual Insurance, Greenfield Ethanol, Ontario Power Generation, TransCanada Pipelines, etc.

The River Institute would be proud to include the South Nation Conservation on our sponsor list for the Eastern Ontario Children's Water Festival.

Thank you very much for your consideration.

Cristina Charette, M.Sc  
Education Coordinator and Biologist  
River Institute  
Tel: (613) 936-6620  
E-mail: [ccharette@riverinstitute.ca](mailto:ccharette@riverinstitute.ca)



Kin Club of Russell  
1 Birch Court, Russell  
ON, K4R 1B8  
613-445-6483

January 24, 2023

**Attn. South Nation River Grants Program**  
South Nation Conservation  
Communications Dept.  
38 Victoria St., P.O. Box 29, Finch, ON, K0C 1K0  
Phone: 1-877-984-2948 Fax: (613) 984-2872

The Poutmasters Fishing Derby has taken place on the Castor River from Metcalfe to Casselman for the past 20 years and has grown to become an expected annual outdoor event. For the seventh year, and after a 4-year hiatus, the Kin Club of Russell will administer and run this Russell Township tradition from May 12 -14, 2023.

The Poutmasters tournament provides a means for new residents to meet existing citizens within our communities and foster new relationships that lead to strengthening and building other community events. This function has consistently registered approximately 350 participants every year for the last 10 years. Again this year, we will be requesting your sponsorship for this township tradition.

The South Nation Conservation has been and will continue to be prominently promoted during this ongoing established event, see <http://poutmasters.com/home.htm>. Advertising will be at an all time high this year.

The grant money will be used to assist in the promotion of the event, along with the costs of ensuring clean up the length of the Castor river is completed.

With so many high school students requiring volunteer hours, this event provides them a viable avenue to complete their obligation. Through their volunteering, we as a community have the ability to inform young adults about the sensitivity of our environment as well as foster potential community group volunteers for the future.

The Kin Club of Russell, as a non-profit organization ([www.kincanada.ca](http://www.kincanada.ca)) will ensure, all profits will be returned to our community. As many service organizations, we see the need to give back to our community, residents and events.

Our club looks forward to your continued support.

Sincerely,

Marie-Louise Doyle  
Doug Anthony, HRF  
Kin Club of Russell – Poutmasters Co-Chairs

00029

Le 14 février 2023

Bonjour,

J'aimerais soumettre une demande pour un projet répondant à l'objectif

Community Activity Grant

Le club optimiste de St Albert désire organiser une partie de pêche pour nos jeunes qui aura lieu sur la propriété au bord de la rivière Nation de notre membre optimiste Alain Laflèche.

Cette activité aura lieu le samedi 13 mai de 10h à 13h au 31 rue Mélissa à St Albert.

Avec votre octroi de 300\$, nous planifions acheter de l'équipement pour la pêche pour nos participants et participantes. Plusieurs de nos jeunes seront initiés à cette activité récréative de plein air avec la collaboration de d'autres membres de notre club.

Cette activité respectera les normes sanitaires du temps et nous afficherons votre logo Conservation de la Nation sur le babillard électronique annonçant l'activité et exposerons votre bannière lors de l'événement.

Si vous désirez plus de détails, vous pouvez communiquer avec moi.

Carole Prévost

Présidente 2021-2023

613.698.8910

optimistestalbert@gmail.com

00030

Le 14 février 2023

Bonjour,

J'aimerais soumettre une demande pour un projet répondant à l'objectif

Tree and shrub planting

Avec votre octroi de 300\$, nous planifions acheter un arbre qui sera planté dans la cour de l'école primaire St Albert. Nous voulons souligner la Journée de la Terre le 22 avril.

Au début des années 1990, un arbre a été planté par Robert Gratton qui siégeait sur le conseil d'administration de votre organisation. Aujourd'hui, cet arbre procure de l'ombre pour le carré de sable dans la cour de l'école. Nous voulons démontrer aux élèves l'importance de penser au futur de notre planète et que la plantation d'un arbre sera appréciée dans l'avenir.

Cette activité respectera les normes sanitaires du temps et nous afficherons votre logo Conservation de la Nation sur le babillard électronique annonçant l'activité et exposerons votre bannière lors de l'événement.

Si vous désirez plus de détails, vous pouvez communiquer avec moi.

Carole Prévost

Présidente 2021-2023

Club optimiste St Albert

optimistestalbert@gmail.com

613.698.8910

00031



**To:** Standing Committees  
**From:** Ronda Boutz, Secretary-Treasurer  
John Mesman, Managing Director, Property, Conservation Lands,  
and Community Outreach  
**Date:** February 13, 2023  
**Subject:** **Request for Approval: Category 3 Program Business Case Development**

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**RECOMMENDATION:**

The Communications Committee approve the development of Business Cases for “Category 3: Other Programs and Services an authority determines are advisable”.

Further that the Communications Committee recommend that the Board of Directors support the development of Category 3 Programs and Service agreements for Private Land Stewardship and the Land Securement Program

Further that Committee members be directed to provide feedback on the Business Cases and provide stakeholder testimonials.

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**DISCUSSION:**

The *Conservation Authorities Act* was updated through the *Protect, Support, and Recover from COVID-19 Act* on December 8, 2020 with the first phase of regulations [*Transition Plan and Agreements Regulation (O.Reg. 687/21)*] released on October 1, 2021 which required Conservation Authorities to have a transition plan in place by December 31<sup>st</sup>, 2021 and to create an inventory of programs and services by February 28<sup>th</sup>, 2022.



South Nation Conservation’s (SNC) Transition Plan (BD-197/21) and Programs and Services Inventory (BD-023/22) outlined current programs and services that SNC intends to deliver in the future, along with their approximate costs and sources of funding.

Environmental Stewardship and Outreach and Conservation Lands Securement Programs included in the inventory were created to help address environmental concerns within the watershed and are regularly reviewed by Standing Committees and approved by the Board of Directors annually. In addition to municipal levy, each program includes external funding.





Per the *Conservation Authorities Act*, programs are divided into the following categories:

- **Category 1: Mandatory programs and services** required by regulation. These programs are funded through municipal levy and include:
  - Programs and services related to the risk of natural hazards;
  - Programs and services related to the conservation and management of lands owned or controlled by the authority;
  - Programs and services related to the authority's duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*; and
  - Programs and services related to the authority's duties, functions and responsibilities under an Act prescribed by the regulations.
- **Category 2: Municipal programs and services** provided at the request of a municipality. These programs can be funded through government and other agency grants and/or municipal funding under a memorandum of understanding or agreement with the municipality.
- **Category 3: Other programs and services** the conservation authority determines are advisable. These programs can be funded through self-generated revenue, user fees, government and other agency grants, donations, etc. Any use of municipal levy requires an agreement and would be subject to cost apportionment.

SNC's Standing Committees support the administration and development of most of the SNC Programs and Services within Category 3, including the following:

- Forest Land Acquisition Program
- Tree Planting Program
- Clean Water Program
- Landowner Stewardship Projects
- Environmental Education and Outreach Programs

These programs are supported through a combination of municipal levy, grants, fundraising, and user fees. On average (1990 to 2022) SNC has secured \$2 for every \$1 of municipal levy used. Memorandums of Understanding (MOU) are now required with each participating municipality to use municipal levies to support these programs, as of January 1, 2024.

Standing Committees will provide stakeholder input and confirmation of public support for environmental stewardship by supporting the development of business cases and completing municipal outreach in 2023, ahead of negotiating municipal MOUs (BD-026/22, BD-127/22).

The Standing Committee Work Plan for Category 3 Programs and Services is attached.



Staff are developing a “Watershed Programs and Services: 2024 and Beyond” Business Case for programs that SNC plans to deliver into the future. The following consolidated information will be included:

- Organizational Summary
- Background Information
  - o South Nation River Watershed Characteristics and Conditions
  - o *Conservation Authorities Act* Requirements
  - o Standing Committee Overview
- Current Watershed Programs and Services
  - o Tree Planting Program
  - o Clean Water Program
  - o Habitat Restoration
  - o Education and Outreach
  - o Land Acquisition
- Watershed Programs and Services: 2024 and Beyond
  - o Private Land Stewardship
  - o Land Securement Program
- Watershed Program Budgets
  - o Summary Budget
  - o Proposed Municipal Apportionment

SNC Standing Committees are encouraged to provide feedback on:

- Current program delivery levels, community interest, and program subscription
- Changing environmental conditions, including water quality and forest conservation
- Program impacts on the community and the environment
- Program funding models and sources of funding

A draft business case will be circulated to committee members by email to provide feedback. Updates will be provided to the Board of Directors at the March 2023 Annual General Meeting.



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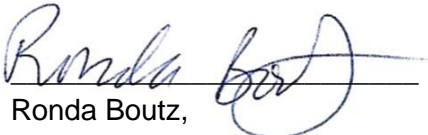
**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget:

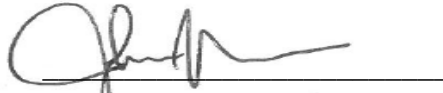
No impact on the 2022 Budget.

SNC Policy Adherence:

Subsection 21.1.2(2) of the *Conservation Authorities Act* enables SNC to provide other programs and services, under an agreement with municipalities within its area of jurisdiction, where the municipality has agreed to provide cost apportionment to support the identified programs and/or services.



Ronda Boutz,  
Secretary-Treasurer.



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

Attachment: SNC Programs and Services Work Plan for Municipal Engagement



## SNC Programs and Services Work Plan for Municipal Engagement

Engagement Activity	SNC Lead	Committee Engagement	Timeline
<b>CATEGORY 1</b>			
Prescribed under the Act, no engagement required for mandated programs and services.	Management Team	None required, direct any inquiries to the SNC Management Team	Ongoing
<b>CATEGORY 2</b>			
SNC's Management Team routinely meets with municipalities to discuss opportunities to support municipal programs and services. Agreements/Memorandums of Understanding are approved as program/service delivery is negotiated.	Management Team	None required, direct any inquiries to the SNC Management Team	Ongoing
<b>CATEGORY 3</b>			
Development of business cases for each type of program and service proposed as of January 2024.	Ronda Boutz and John Mesman	Provide testimonials and/or any local data. Committee review and approval of business cases.	February 2023
Meetings with key municipal staff to discuss business case and municipal apportionment required.	Management Team	Committee updates and discussion.	March – April 2023
Category 3 program and services package to Board of Directors for approval prior to engaging with municipal councils.	Ronda Boutz and John Mesman	Committee support at Board of Directors meeting.	March 2023
Presentations to Councils to request approval to enter into a Category 3 agreements.	Ronda Boutz and John Mesman	Attendance and co-presentation of programs and services package.	April – July 2023
Category 3 agreements prepared and signed.	Ronda Boutz, Eric McGill, and John Mesman	Updates provided to Committee, Terms of Reference Updates following approval.	August – November 2023



**To:** Communications Committee  
**From:** Kelsey Smith, Stewardship and Outreach Assistant  
**Date:** February 14, 2023  
**Subject:** Request for Approval: 2022 Annual Report

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**RECOMMENDATION:**

That the Communications Committee recommend that the Board of Directors approve the 2022 Annual Report.

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**DISCUSSION:**

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

Highlights from the 2022 Annual Report are summarized below:

- **Featured Topics:** SNC's 75<sup>th</sup> Anniversary, Safe Septic Inspection Program, Indigenous Connections and SNC's Development Approvals Programs.
- **Conservation Areas:** Over 152,000 recorded visitors, site improvements at J. Henry Tweed, McIntosh Park and clean up from the May Derecho storm.
- **Use of SNC Lands:** Sustainable timber harvests, hunting and trapping programs, apiculture, maple syrup and agriculture uses.
- **Forestry and Stewardship Initiatives:** Statistics on SNC's tree planting program, Woodlot Advisory Service, Clean Water Programs and Forest Steward, SNC's Land Securement Program and Grasslands Stewardship.
- **Select Project / Program Updates:** Youth Opportunities, Roadside Pollinator Garden, Free Trees for Local Communities, and SNC's New CAO.
- Financial summary and Board of Directors membership.

Printed copies of the 2022 Annual Report will be available in both English and French to be distributed through the year and posted on SNC's website. Following SNC's Annual General Meeting in March 2023, copies will also be distributed to partner municipalities and Conservation Authorities in Ontario.

The Draft 2022 Annual Report will be circulated prior to the meeting for feedback.



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

Compliance with Budget: Funding for completing the design of the 2022 Annual Report is included in the 2023 SNC Budget under Communications and Outreach: Media and Communications Products, on pages 84-85.

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

*Kelsey Smith*

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Kelsey Smith  
Stewardship and Outreach Assistant

Attachment: Draft 2022 Annual Report (to be circulated prior to the meeting)