



SOUTH NATION
CONSERVATION
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Clean Water Committee

Meeting Agenda

Date: September 18th, 2023

Time: 10:00 a.m.

Location: Watershed Room, SNC

Address: 38 Victoria Street, Finch, Ontario K0C 1K0

PLEASE NOTE: THE MEETING START TIME IS 10:00 A.M.

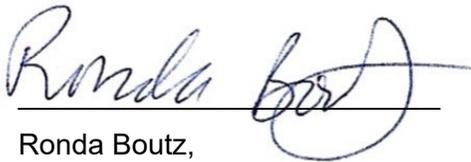


Clean Water Committee

Meeting Agenda

September 18th, 2023 at 10:00 a.m.

1. Chair's Remarks
2. Approval of Clean Water Committee Agenda (Supplemental Agenda)
3. Declaration of Conflict of Interest
4. SNC Project Update – PowerPoint Presentation: Staff
5. Community Engagement: Roundtable
6. Request for Approval: Approval of Clean Water Committee meeting minutes of June 26th, 2023 3-8
7. Business Arising from Minutes
 - a. 2023-CRL-CW06 C & D: Andre 9-10
8. New Business:
 - a. Request for Approval: Eastern Ontario Water Resources Program 2023 Financial Statement – as of August 31st, 2023: Ronda 11-12
 - b. Request for Approval: Extension to Project Approval Deadline: Lorie 13
 - c. Summary of Clean Water Program Grant Applications: Ronda 14-16
 - d. Clean Water Program Project Applications: Reps 17
 - e. Update: SNC Standing Committees: Ronda 18-22
9. Supplemental Agenda (if any)
10. Correspondence
 - a. Letter: Fred Schueler & Aleta Karstad RE: New Committee Structure 23-24
11. Date of Next Meeting:
 - November 27th, 2023 at 9:00 a.m.
12. Adjournment



Ronda Boutz,
Secretary-Treasurer.

/lh



CLEAN WATER COMMITTEE MEETING

Monday, June 26th, 2023, 1:00 p.m. – Meeting 02/23

SNC Watershed Room, SNC Office



Present: Jacqueline Kelly-Pemberton, Farmer, Committee Chair
 Ray Beauregard, Eastern Ontario Water Resources Program
 Russell Bennett, Farmer
 Michel Kearney, City of Ottawa
 Marc Laflèche, Ontario Soil & Crop Improvement Association
 Genevieve Lajoie, Prescott and Russell
 René Lalonde, Farmer
 Yves Laviolette, Prescott and Russell
 Glenn Mackey, Farmer
 André Pommainville, Farmer
 Tara Redpath, City of Ottawa (*electronic participation*)
 Terrence Sauvé, Ontario Ministry of Agriculture, Food and Rural Affairs (*electronic participation*)
 François St. Amour, SNC Board Member
 Doug Thompson, Public Citizen
 Adrian Wynands, SNC Board Member

Regrets: George Darouze, SNC Past Chair, ex-officio
 Steve Densham, SNC Vice Chair, ex-officio
 Alan Kruszel, Ontario Soil & Crop Improvement Association
 David Lapen, Agriculture and Agri-Food Canada
 Pierre Leroux, SNC Chair, ex-officio
 Bill Smirle, SNC Board Member

Guests: Alanna Akkermans, St. Lawrence River Institute
 Mélanie Ayotte, St. Lawrence River Institute

Staff Present: Ronda Boutz, Secretary-Treasurer
 Lorie Henderson, Administrative Assistant
 Jason Symington, Water Resource Specialist, Engineering
 Katherine Watson, Water Resource Specialist, Monitoring



CHAIRS REMARKS

Jackie Pemberton, Committee Chair, called the Clean Water Committee meeting of June 26th, 2023 to order at 1:00 p.m., and thanked the Committee members for agreeing to the change in meeting date.

APPROVAL OF CLEAN WATER COMMITTEE AGENDA

RESOLUTION NO. CWC-014/23

Moved by: Glenn Mackey

Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the June 26th, 2023 Clean Water Committee agenda as submitted.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

François St. Amour, Adrian Wynands and Jackie Pemberton declared a conflict of interested on Agenda Item 8a., Items i-ii.

SNC PROJECT UPDATE

Staff presented slides on project and program updates.

Genevieve Lajoie joined the meeting at 1:00 p.m.

Terrance Sauve joined the meeting virtually at 1:06 p.m.

COMMUNITY ENGAGEMENT: ROUNDTABLE

- Adrian Wynands mentioned that he updates his Council Members on the grants received under the Clean Water Grant Program.
- Genevieve Lajoie mentioned that Casselman is establishing a new Environmental Committee and it will follow what programs are in existence at SNC and incorporate them into their programming where possible.
- Genevieve Lajoie also mentioned that she has been involved with Eco East and hopes to develop some type of partnership regarding tree planting.



REQUEST FOR APPROVAL:

CLEAN WATER COMMITTEE MEETING MINUTES OF FEBRUARY 27th, 2023

RESOLUTION NO. CWC-015/23

Moved by: Russell Bennett

Seconded by: Andre Pommainville

RESOLVED THAT:

The Members approve the Clean Water Committee meeting minutes of February 27th, 2023 as submitted.

CARRIED

Doug Thompson joined the meeting at 1:14 p.m.

NEW BUSINESS

UPDATE: EASTERN ONTARIO WATER RESOURCES PROGRAM PROPOSALS

A report summarizing Eastern Ontario Water Resources Program (EOWRP) proposals was provided for information purposes.

Genevieve Lajoie, Adrian Wynands, François St. Amour and Jackie Pemberton declared a conflict of interest and did not participate in the discussion, rating or voting on the Eastern Ontario Water Resources Program Grant Proposals.

Jackie Pemberton also stepped down as Committee Chair and Ray Beauregard assumed the duty of Committee Chair.

RESOLUTION NO. CWC-016/2023

Moved by: Glenn Mackey

Seconded by: Michel Kearney

RESOLVED THAT:

The Committee approve funding 2 projects as per table below:

Proposal	Amount Request	Approved Grant
Eastern Ontario Children's Water Festival	\$4,000.00	\$4,000.00
Modelling Water Systems on Farms in the Bear Brook Watershed	\$15,000.00	\$15,000.00
Total	\$19,000.00	\$19,000.00

CARRIED



Jackie Pemberton resumed the position of Committee Chair.

OTTAWA RURAL CLEAN WATER PROJECT APPLICATIONS

RESOLUTION NO. CWC-017/23

Moved by: François St. Amour
Seconded by: Yves Laviolette

RESOLVED THAT:

05 23 2407 DDA Forest Management Plan
The Clean Water Committee approve funding at a grant rate of 75% to a maximum grant of \$600.00; and

FURTHER THAT:

05 23 2425 DDA Forest Management Plan
The Clean Water Committee approve funding at a grant rate of 75% to a maximum grant of \$750.00; and

FURTHER THAT:

05 23 2426 DDA Forest Management Plan
The Clean Water Committee approve funding at a grant rate of 75% to a maximum grant of \$750.00.

CARRIED

François St. Amour left the meeting at 2:40 p.m.
Ray Beauregard left the meeting at 3:00 p.m.

UPDATE: SUMMARY OF CLEAN WATER PROGRAM APPLICATIONS

A report summarizing Clean Water Program grant applications was provided for information.

RESOLUTUION NO. CWC-018/23

Moved by: Doug Thompson
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Clean Water Committee defer projects **2023-CLR-CW06C & 6D** to the September 18th, 2023 meeting so additional information can be obtained.

CARRIED

RESOLUTUION NO. CWC-019/23

Moved by: Genevieve Lajoie
Seconded by: Rene Lalonde



RESOLVED THAT:

The Clean Water Committee approves funding to the following projects:

Project Code	Project Type	Grant %	Grant Amount	Rating
2023-NAT-CW07	Well Decommissioning	100	\$1,000.00	24.3
2023-NST-CW08	Well Decommissioning	100	\$1,000.00	24.0
2023-NAT-CW09	Well Decommissioning	100	\$1,000.00	24.0
2023-AUG-CW04A	Manure Storage	50	\$8,000.00	23.3
2023-AUG-CW02	Well Decommissioning	100	\$1,000.00	22.9
2023-NST-CW10B	Well Decommissioning	100	\$1,000.00	22.9
2023-NDU-CW05B	Septic System	50	\$2,000.00	22.6
2023-NDU-CW03	Well Decommissioning	100	\$1,000.00	22.6
2023-AUG-CW04B	Milkhouse Wastewater	50	\$5,000.00	22.3
2023-CLR-CW06A	Manure Storage	50	\$8,000.00	21.9
2023-NST-CW10A	Well Decommissioning	100	\$1,000.00	21.8
Total Approved			\$30,000.00	

AND FURTHER THAT:

The Clean Water Committee placed the following projects on a waiting list to be re-considered at a future meeting if funding is available:

Project Code	Project Type	Grant %	Grant Request	Rating
2023-CLR-CW06B	Milkhouse Wastewater	50	\$5,000.00	20.9
2023-NDU-CW05A	Well Decommissioning	100	\$1,000.00	20.6
2023-NDU-CW01	Erosion Control	50	\$5,000.00	16.4
Total Requested			\$11,000.00	

CARRIED

SUPPLEMENTAL AGENDA

None

CORRESPONDENCE

None

DATE OF NEXT MEETING



- September 18th , 2023 at 9:00 a.m.

ADJOURNMENT

RESOLUTION NO. CWC-020/23

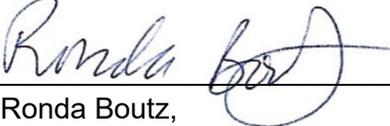
Moved by: Adrian Wynands

RESOLVED THAT:

The Clean Water Committee meeting of June 26^h,
2023 be adjourned a 3:10 p.m.

CARRIED

Jacqueline Kelly-Pemberton,
Committee Chair.



Ronda Boutz,
Secretary-Treasurer.

/lh

FOR OFFICE USE:	Project Code: <u>2023-CLR-CW060</u> Project Type: <u>Clean Water Diversion Barnyard Runoff Control</u>
	Total Project Cost: \$ <u>44,821.00</u> Grant Rate: <u>50</u> %
	Grant Requested: \$ <u>5,000.00</u>
	Program Representative: <u>Andrie Pommainville</u>

4. Other Sources of Funding

Have you applied for or received other funds for this project?

Yes No

If yes, indicate source: _____

Amount: \$ _____

source: _____

Amount: \$ _____

5. Existing Situation

(Please ensure writing is legible)

What is the water quality impact from your current situation? The barn facility was destroyed by the Derecho storm from May 21.2022. Before the storm, the farm was meeting the requirements to runoff water, now due to the total lost, we have to start over and plan accordingly to runoff water with new drainage pipes around the new facilities.

Name of adjacent watercourse: _____

river or stream

wetland

Municipal drain

private ditch

6. Proposed Project

(Please ensure writing is legible)

Describe the work you are planning to do. Please refer to the project guidelines for details on what is required for your project.

Installation of a drainage pipe around the new barn facility to divert rain water to the ditch. A construction of a berm to protect the ditch as per the minor variance requirement. he berm will have 75 meters in length, protecting the ditch between the farm and the adjacent neighbors.

Total estimated cost (excluding taxes): \$ 44,821 (An itemized quote must accompany your application)

FOR OFFICE USE:	Project Code: <u>2023-CLR-CW06D</u> Project Type: <u>Buffer Strip</u>
	Total Project Cost: \$ <u>12,700.00</u> Grant Rate: <u>50 %</u>
	Grant Requested: \$ <u>5,000.00</u>
	Program Representative: <u>Andre Pommerville</u>

4. Other Sources of Funding

Have you applied for or received other funds for this project?

Yes No

If yes, indicate source: _____

Amount: \$ _____

source: _____

Amount: \$ _____

5. Existing Situation

(Please ensure writing is legible)

What is the water quality impact from your current situation?

We had a buffer strips/berm already for the previous manure storage of 300ft long. We had to remove it for the construction of the new manure storage. +165 ft along ditch

Name of adjacent watercourse: _____

river or stream

wetland

Municipal drain

private ditch

6. Proposed Project

(Please ensure writing is legible)

Describe the work you are planning to do. Please refer to the project guidelines for details on what is required for your project.

Reinstate and extend the buffer strips/berm for a total of 465ft long. Please see attached document as per guidelines for the Nutrient Management Strategy Approval with Action Required as per the Ministry of Agriculture, Food and Rural Affairs.

Total estimated cost (excluding taxes): \$ 12 700.00 (An itemized quote must accompany your application)



To: Clean Water Committee
From: Ronda Boutz, Secretary-Treasurer
Date: September 11, 2023
Subject: Request for Approval: Eastern Ontario Water Resources Program 2023
Financial Statement – as of August 31st, 2023

RECOMMENDATION:

The Clean Water Committee approve the 2023 Eastern Ontario Water Resources Program Financial Statement as of August 31st, 2023.

DISCUSSION:

The 2023 Eastern Ontario Water Resources Program Financial Statement, as of August 31st, 2023, is attached.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Funding for the Eastern Ontario Water Resources Program is included in the 2023 Budget under Resource Management: Partner Programs: Water on pages 18-19.

SNC Policy Adherence: All expenditures for the Eastern Ontario Water Resources Program (EOWRP) adhere to the SNC Purchasing Policy and the approved EOWRP Budget.

Programs and Services Category: Category 2 – Municipal Agreements

Ronda Boutz,
Secretary-Treasurer.

Attachments: 2023 Financial Statement – as of August 31st, 2023



2023 Financial Statement – as of August 31st, 2023

United Counties of Prescott-Russell	\$25,000
City of Ottawa	\$50,000
Carry-over of 2022 dollars	\$23,046
TOTAL REVENUE	\$98,046

Expenses:		2023 Budget	Expenses to August 31 st , 2023	Expenses Estimated to Dec. 31 st , 2023
1.	EOWRP Project Management¹	\$4,250	\$2,000	\$4,250
2.	EOWRP Committee²	\$1,750	\$1,074	\$1,750
3.	2022 EOWRP Special Projects³			
	a) Advancing Early Warning Tools in the SNR Watershed	\$20,000	\$0	\$20,000
4.	2023 Special Projects⁴			
	a) Bear Brook Watershed Plan	\$25,000	\$0	\$25,000
	b) UCPR: Floodplain Mapping	\$25,000	\$0	\$25,000
5.	2023 Grants⁵			
	a) Eastern Ontario Children's Water Festival	\$4,000	\$0	\$4,000
	b) Modelling Water Systems on Farms in the Bear Brook Watershed	\$15,000	\$0	\$15,000
	c) Unallocated funds	\$3,046	\$0	\$3,046
	TOTAL EXPENSES	\$98,046	\$3,074	\$98,046

¹ South Nation Conservation provides project management services to EOWRP to facilitate the Project Grants; this includes developing project application materials, coordinating call for proposals, administering grants to approved projects. Funding from City of Ottawa 2023 EOWRP contribution.

² Meeting expenses for appointed EOWRP members on the Clean Water Committee.

³ EOWRP grants approved in 2022 and to be completed in 2023.

⁴ EOWRP Special Projects in 2023 identified by the EOWRP funding contributors.

⁵ City of Ottawa earmarked \$22,046 of their \$50,000 contribution for 2023 grants to be allocated through a grant proposal submission. Projects reviewed and approved at the June 26, 2026 meeting.



To: Clean Water Committee
From: Lorie Henderson, Administrative Assistant
Date: August 16, 2023
Subject: Request for Approval: Extension to Project Approval Deadline

RECOMMENDATION:

The Clean Water Committee approve extending project deadline for the following project below:

05 22 2381 DDA – Wetland Restoration Project, grant approved at a grant rate of 50% to a maximum grant of \$5,000.00; project deadline extension to June 30th, 2024.

DISCUSSION:

05 22 2381 DDA – Wetland Restoration Project

This Wetland Restoration Project was approved on September 12th, 2022 under the Ottawa Rural Clean Water Program with a completion deadline of September 30th, 2023.

The landowner recently notified Brent Harbers, Program Representative, to advise him of delays with his contractor, planned work can not be completed by the original approval deadline. The landowner is requesting for an extension to June 30th, 2024.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Clean Water Program and Ottawa Rural Clean Water Program funding is included in the approved 2023 Budget under Resource Management: Partner Programs: Water on pages 18-19.

SNC Policy Adherence: Allocation of grants adheres to SNC's Purchasing Policy, signing limits.

Programs and Services Category: Category 2 – Municipal Agreements

Lorie Henderson,
Administrative Assistant.



To: Clean Water Committee
From: Ronda Boutz, Secretary-Treasurer
Date: September 11, 2023
Subject: Summary of Clean Water Program Grant Applications

RECOMMENDATION:

No recommendation, this report is for information purposes.

DISCUSSION:

As per the Committees decision at the February 27th, 2023 meeting; projects have been rated under the 2023 rating sheets. A project must achieve a minimum rating score of 21.5 points to be allocated funding at the June 2023 Committee meetings. To be eligible for funding consideration, a project must achieve a minimum rating score of 15 points.

A list of project applications and approvals to date is attached for the Committee's information. As per the approved Clean Water Program budget, a total of \$60,000 is available for grants.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Clean Water Program is included in the approved 2023 Budget under Resource Management: Partner Programs: Water on pages 18-19.

SNC Policy Adherence: Allocation of grants adheres to SNC's Purchasing Policy, signing limits.

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



Ronda Boutz,
Secretary-Treasurer.

Attachments: Summary of 2023 Clean Water Program Applications



Summary of 2023 Clean Water Program Applications

Table 1: Projects Approved at June 26th, 2023 meeting

Project Code	Project Type	Grant %	Grant Request	Rating
2023-NAT-CW07	Well Decommissioning	100	\$1,000.00	24.3
2023-NST-CW08	Well Decommissioning	100	\$1,000.00	24.0
2023-NAT-CW09	Well Decommissioning	100	\$1,000.00	24.0
2023-AUG-CW04A	Manure Storage	50	\$8,000.00	23.3
2023-AUG-CW02	Well Decommissioning	100	\$1,000.00	22.9
2023-NST-CW10B	Well Decommissioning	100	\$1,000.00	22.9
2023-NDU-CW05B	Septic System	50	\$2,000.00	22.6
2023-NDU-CW03	Well Decommissioning	100	\$1,000.00	22.6
2023-AUG-CW04B	Milkhouse Wastewater	50	\$5,000.00	22.3
2023-CLR-CW06A	Manure Storage	50	\$8,000.00	21.9
2023-NST-CW10A	Well Decommissioning	100	\$1,000.00	21.8
Total Requested			\$30,000.00	

Table 2: 2023 Clean Water Program Waiting List

Project Code	Project Type	Grant %	Grant Request	Rating
2023-CLR-CW06B	Milkhouse Wastewater	50	\$5,000.00	20.9
2023-NDU-CW05A	Well Decommissioning	100	\$1,000.00	20.6
2023-NDU-CW01	Erosion Control	50	\$5,000.00	16.4
Total Requested			\$11,000.00	

Table 3: New Clean Water Program Applications – September 18th, 2023

Project Code	Project Type	Grant %	Grant Request	Rating
2023-RUS-CW11	Well Decommissioning	100	\$1,000.00	
Total Requested			\$1,000.00	



Table 4: Summary of 2023 Clean Water Program Grant Funding – as of September 11th, 2023

Applications	Total Grants Requested
2023 grant budget	\$60,000.00
2022 grant funds – surplus from projects not proceeding	\$0.00
2023 grant funds available	\$60,000.00
Projects applications approved at June 26 th meeting	\$30,000.00
Total funding available for September 18th meeting	\$30,000.00
New applications for September 18 th Meeting	\$1,000.00
Potential Surplus/(Deficit) after September 18th meeting	\$29,000.00
2023 Waiting List as of June 26 th , 2023	\$11,000.00

FOR OFFICE USE:	Project Code: <u>2023-RUS-LW11</u>	Project Type: <u>Well Decommission</u>
	Total Project Cost: \$ <u>1,200.00</u>	Grant Rate: <u>100%</u>
	Grant Requested: \$ <u>1,000.00</u>	
	Program Representative: <u>Andre Pommerville</u>	

4. Other Sources of Funding

Have you applied for or received other funds for this project?

Yes No

If yes, indicate source: _____

Amount: \$ _____

source: _____

Amount: \$ _____

5. Existing Situation

(Please ensure writing is legible)

What is the water quality impact from your current situation? LACK of water

WELL FAILED - drilled well

Name of adjacent watercourse: _____

river or stream

wetland

Municipal drain

private ditch

6. Proposed Project

(Please ensure writing is legible)

Describe the work you are planning to do. Please refer to the project guidelines for details on what is required for your project.

DECOMMISSION FAILED WELL - will dig
new well

Total estimated cost (excluding taxes): \$ 1200 ~~1356.00~~ (An itemized quote must accompany your application)



To: SNC Standing Committees
From: Ronda Boutz, Secretary-Treasurer
 John Mesman, Managing Director, Property, Conservation Lands, and
 Community Outreach
Date: August 29th, 2023
Subject: Update: SNC Standing Committees

RECOMMENDATION:

The SNC Standing Committees receive and file the update on the South Nation Conservation Standing Committees.

BACKGROUND:

The Board of Directors approved a work plan to review the South Nation Conservation (SNC) Standing Committees at the August 2022 Board meeting (BD-127/22). The work plan included a review of current Standing Committees, recommendations for Committees moving forward, and drafting updates for the Committees Terms of Reference.

Staff undertook a review of the Standing Committees for the past 5 years (2018-2022); the following provides a summary of the review findings provided to the Board of Directors at their August 2023 meeting.

Staff will provide additional information on the review at each Standing Committee's September 2023 meeting.

SUMMARY OF STANDING COMMITTEES REVIEW:

Membership

As per the current Terms of Reference, Committees can have up to 15 members with additional membership at the discretion of the Board. Membership does not include the Board Executive who are ex-officio members of all Standing Committees.

The following table summarizes Committee membership between 2018-2022. These numbers include Board members that are not ex-officio.

	2018	2019	2020	2021	2022
Clean Water*	22	23	21	17	16
Communications	14	15	15	14	13
Fish and Wildlife	15	17	17	17	14
Forestry	17	19	17	17	15

* The Clean Water Committee and Eastern Ontario Water Resources Committee merged in 2015 and accounts for the higher number of members.



Attendance

A review of Committee attendance for the past five years (2018-2022) offers insight into pre, during, and post the COVID-19 pandemic conditions, noting that most of the meetings during 2020-2021 occurred through a virtual platform.

Generally, meeting attendance was around 75% for all Committees, except Forestry which was slightly lower at 63%. Individual member attendance varied, with some at 100% attendance and others as low as 20% attendance.

During this period, only one meeting (Fish and Wildlife Committee) was cancelled when quorum could not be achieved. However, there were several occurrences, with various Committees, that required repeated contact from Staff or Committee Chairs to confirm member attendance to establish quorum.

Community Engagement

A primary function of each Committee is to promote SNC programs and services to member's communities and affiliated organizations. Community engagement is a standing agenda item for all Committees; members are asked to report any engagement or partnership opportunities that they have been involved with since the previous meeting.

A review of the number of Committee members compared to the number of members that provided community engagement reports was used to determine an approximate rate of return on member community engagement.

Communications had the highest membership engagement at 25% rate of return, Forestry and Fish and Wildlife had 13% and 12% respectively, with Clean Water with the lowest rate of return at 6%. These community engagements include updates from Board members, which account for approximately 16% the engagement over the 5-year period.

Agendas and Committee Business

The Clean Water Committee agendas primarily focus on review and approval of grant applications for the Clean Water Program, Ottawa Rural Clean Water Program, and Eastern Ontario Water Resources Program. The Communications Committee agendas focus on review and approval of communication products, education and outreach, and community environmental grants. Generally, agendas for these Committees do not overlap with the other Standing Committees.

The Fish and Wildlife and Forestry Committees generally receive updates on programs and projects and provide input on annual work plans. Most agenda items are 'receive and file', with a few 'requests for approval'. Agendas for these two Committees had significant overlap between 2018-2022 and fourteen reports went to both Committees in the same meeting month. Several attempts were made in the past to merge these two Committees, through joint meetings, without success.

Updates related to the Act and Committee membership were brought to all Standing Committees; this accounts for six separate reports between 2018-2022.



Joint Standing Committees Meeting

In 2014, the Board updated the Standing Committees Terms of Reference to include an annual joint meeting of all Standing Committees. The purpose was to provide an opportunity for cross discussions and networking between Committees. The meeting is typically held in March of each year.

Attendance at the annual joint meeting has been declining throughout 2018-2022. The 2021 joint meeting was cancelled due to the COVID-19 pandemic.

The table below summarizes the attendance to the Joint Standing Committee meeting by Committee and Board members between 2018-2022.

	2018 (in-person)	2019 (in-person)	2020 (in-person)	2022 (virtual)	
Committee	% Attendance	% Attendance	% Attendance	% Attendance	Avg % Attendance
Board of Directors	8.3%	33.3%	25.0%	25.0%	22.9%
Clean Water	60.6%	20.2%	25.3%	20.2%	31.6%
Communications	83.3%	60.6%	60.6%	22.7%	56.8%
Fish and Wildlife	62.5%	50.0%	68.8%	12.5%	48.4%
Forestry	47.1%	35.3%	29.4%	17.6%	32.4%

Note: 2021 meeting cancelled because of the pandemic.

Annual Committee Costs

SNC provides volunteer Committee members with per diem, mileage, and a light lunch at each meeting. Annual cost for each Committee averaged \$7,300 pre pandemic (2018-2019) with the annual cost decreasing to \$3,100 during the pandemic (2020-2022) due to virtual and hybrid meetings. These costs do not include staff time.

DISCUSSION:

Recent amendments to the *Conservation Authorities Act* require SNC to develop prescribed plans, policies, and strategies by December 31st, 2024. Two of the strategies – the Conservation Area Strategy and Watershed-based Resource Management Strategy – require public stakeholder engagement during development and for future updates. SNC has relied on Standing Committees to provide stakeholder input on these types of documents and has continued to secure meaningful participation, interest, feedback, and implementation support on SNC strategies and plans.



While the Standing Committees serve a valuable role to SNC, the current structure and makeup of Committees does not fully align with SNC's future needs. The review's findings suggest there are opportunities for efficiencies through restructuring the Committees.

Staff recommend that the four Standing Committees be dissolved, and a new Watershed Advisory Committee be established for 2024 and beyond. One Committee with additional and diverse stakeholder membership will be more effective and will eliminate redundancies, streamline input, reduce staff time, and manage budget expectations.

Updates to the Standing Committee structure will help reduce the staffing and administrative resources required to manage over 16 committee meetings per year. Staff time is currently required to preparing meeting agendas, staff reports, meeting facilitation, committee member engagement, and meeting minutes.

Proposed Watershed Advisory Committee

The proposed Watershed Advisory Committee membership would reflect the diversity of the existing Committees, with some members appointed from identified sector/partner organizations, and others selected through a public application process. The Committee would meet four times per year, once each quarter.

A sub-committee of the Watershed Advisory Committee could be appointed to review grant applications and recommend grant approvals to the Board for the Clean Water Program, Ottawa Rural Clean Water Program, and Eastern Ontario Water Resources Program. This sub-committee would meet 2-3 times per year as required for funding allocation.

The Community Environmental Grants (up to \$300 each), currently approved by the Communications Committee, can be administered and approved at the staff level. Staff would provide a summary of approved grants to the Watershed Advisory Committee at their quarterly meeting. This would streamline the process and eliminate the need for electronic voting between Committee meetings for time-sensitive requests for project and event support.

Next Steps

The Board of Directors supported the recommendation to move to one Standing Committee. Staff will bring a Watershed Advisory Committee Terms of Reference to the Board for approval at their September 2023 meeting. The updated Terms of Reference will replace the current SNC Standing Committee Terms of Reference; effective January 1st, 2024. Watershed Advisory Committee membership recruitment would be completed in Fall 2023.



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact to the 2023 Budget, the 2024 draft Budget will reflect the revised Standing Committees structure.

SNC Policy Adherence: Subsection 18 (2) of the *Conservation Authorities Act* allows SNC to establish advisory boards as it considers appropriate. Standing Committees are governed in accordance with SNC's Administrative By-laws and the SNC Standing Committees Terms of Reference.

Programs and Services Category: General Operating: Governance

Ronda Boutz,
Secretary-Treasurer.

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



Fragile Inheritance/Héritage Fragile

6 St-Lawrence St
Bishops Mills
RR2 Oxford Station
Ontario K0G 1T0

5 September 2023

SNC Fish & Wildlife Committee,

Our model for a single, overall, Watershed Advisory Committee would be largely on-line, with staff & board soliciting comments and advice about projects and policy. The episodic meetings of the present committees limit the commentary and help that can be provided by committee members, and take up a lot of staff time in giving the presentations to each of the committees, which are pretty widely overlapping with the presentations they give to the Board.

The effectiveness of the present system has been compromised, from our point of view, by the restriction of communications with the committee members to BCC:, and by the minimal MNR-style official minutes. We've tried to offset this last with Aleta's notes taken during the meetings, but after some meetings we've failed to get these processed and sent around.

We're worried that there would be too many issues for a single Watershed Advisory Committee to deal with at in-person meetings, and suggest that such a committee largely operate more like a facebook group, with staff or members posting issues or questions on a blog-like website, sending e-mail notices of each such post, and then have a chat-like discussion among those who wish to comment. This would preserve what each participant has contributed for staff & board consideration.

Another thing that would improve communication with a committee would be to expand the reporting pdfs, that have recently been been being sent around with the agendas, to include paragraphs about the programmes & activities, as well as the images - basically the things the staff say when

they give the presentations. This could be done once a month for the Board, and circulated to all the Advisory Committee members.

Something we do when we're running meetings is to have the meeting be the composition of the minutes by expansion of the agenda - the agenda is projected on a screen, and the discussion, motions, and commitments to action are typed in as the meeting goes along. This results in minutes that can be mailed out as soon as the meeting is over, rather than waiting for them to come around just before the next meeting of the group, and preserves the points of view which were collapsed into the formal passage of motions.

Fred Aleta