



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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

Board of Directors

Meeting Agenda

Date: October 19th, 2023

Time: 9:00 a.m.

Location: Watershed Room, SNC

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



Board of Directors

Meeting Agenda

October 19th, 2023 at 9:00 a.m.

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. SNC Project Update – PowerPoint Presentation: Staff
 6. Request for Approval:
 - a. Board of Directors Meeting Minutes of September 21st, 2023 4-14
 - b. SNC Committee Meeting Highlights and Minutes of:
 - i. Joint Occupational Health and Safety Committee meeting minutes of September 20th, 2023: Hannah 15-20
 7. New Business:
 - a. Update: Levy 2024: Johanna 21-23
 - b. Recommendations of the Compensation Review Committee: Salary Grid: Carl 24-25
 - c. Recommendations of the Compensation Review Committee: Board of Directors Renumeration: Carl 26-28
 - d. Request for Approval: Forests Ontario Forests Ontario 50 Million Tree Program Agreement: Cheyene 29
 - e. Request for Approval: 2024 Fee Schedules: Alison/Pat 30-32
 - f. Request for Approval: Funding Submissions: Michelle/Sandra 33-35
 - g. Request For Approval: Monies Received and Disbursement Register for September 2023: Deborah 36-39
 - h. Update: Casselman to Lemieux Retrogressive Landslide Area: Eric 40-46
 - i. Request for Approval: Section 28 Hearing Guidelines Amendments: Eric 47-60
 - j. Update: Planning Activity: James 61-62
 - k. Update: Permits Issued: Alison 63
 - l. Update: Enforcement of Ontario Regulation 170/06: Alison 64
 - m. Update: On-site Sewage Permits Issued: Monique 65-66
 8. Supplemental Agenda
 - a. Request for Approval: Personnel Policy Updates: Carl
 - b. Update: Estimated Statement of Operations for September 30th, 2023: Johanna
 9. Correspondence (if any)
-



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10. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:
 - November 16th, 2023 (2024 Draft Budget)
 - December 14th, 2023 (note: second Thursday of the month)
 - January 18th (2024 Final Budget)
11. Future Motions of the Board and/or Discussion of SNC Issues
12. Closed (if any)
13. Adjournment

Carl Bickerdike,
Chief Administrative Officer.

/rb



BOARD OF DIRECTORS MEETING

Meeting No. 09/23
Thursday, September 21st, 2023

Watershed Room, SNC

Present:

Pierre Leroux, Prescott and Russell, Chair
Steve Densham, Stormont Dundas Glengarry, Vice Chair
George Darouze, City of Ottawa, Past Chair
Catherine Kitts, City of Ottawa
Linda Payant, City of Ottawa
François St. Amour, Prescott Russell
Bill Smirle, Stormont Dundas Glengarry
Tom Smyth, Stormont Dundas Glengarry
Deb Wilson, Leeds Grenville
Adrian Wynands, Leeds Grenville

Regrets:

Genevieve Lajoie, Prescott Russell
Matthew Luloff, City of Ottawa

Staff Present:

Carl Bickerdike, Chief Administrative Officer
Johanna Barkley, Director of Finance
Ronda Boutz, Secretary-Treasurer
Michelle Cavanagh, Team Lead, Special Projects
Donna Ferguson, Accounting Technician
Brent Harbers, Watershed Biologist
James Holland, Senior Planner
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
John Mesman, Managing Director, Property, Conservation Lands, and Community Outreach
Alison McDonald, Managing Director, Approvals
Eric McGill, Corporate Counsel
Pat Piitz, Team Lead, Property
Monique Sauve, Chief Building Official

Guests:

Owen Murdoch, Councillor Darouze's Assistant, City of Ottawa
Murray Inch



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 September 21st, 2023 to order at 9:00 a.m.

APPROVAL OF SNC BOARD OF DIRECTORS MAIN AND SUPPLEMENTAL AGENDAS

RESOLUTION NO. BD-147/23

Moved by: Bill Smirle
Seconded by: George Darouze

RESOLVED THAT:

The Board of Directors approve the September 21st, 2023 Board of Directors main and supplemental agendas with the following amendments:

- Supplemental Agenda Item #1.a.i., SNC Committee Meeting Highlights and Minutes, be included with Main Agenda Item #6 b., SNC Committee Meeting Highlights and Minutes.
- Supplemental Agenda Item 2.a.i-ii., Request for Approval: Labour Relations and Personal Matters about identifiable individuals (Compensation Review) be included with Main Agenda # 7., Closed Session.

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.



Deb Wilson joined the meeting at 9:04 a.m.

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES OF AUGUST 17TH 2023

RESOLUTION NO. BD-148/23

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

RESOLVED THAT:

The Members approve the Board of Directors
Meeting minutes of August 15th, 2023 as submitted.

CARRIED

B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF:

- i. Forestry Committee meeting minutes of September 5th, 2023
- ii. Fish and Wildlife Committee meeting minutes of September 5th, 2023
- iii. Communications Committee meeting minutes of September 13th, 2023
- iv. Clean Water Committee meeting minutes of September 18th, 2023

RESOLUTION NO. BD-149/23

Moved by: George Darouze
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve the actions and
recommendations of the following Committees
meetings:

- i. Forestry Committee meeting minutes of
September 5th, 2023.
- ii. Fish and Wildlife Committee meeting minutes of
September 5th, 2023.
- iii. Communications Committee meeting minutes of
September 13th, 2023.
- iv. Clean Water Committee meeting minutes of
September 18th, 2023.

CARRIED



CLOSED SESSION

RESOLUTION NO. BD-150/23

Moved by: Bill Smirle
Seconded by: Catherine Kitts

RESOLVED THAT:

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

- Update: Land Acquisitions
- Update: Litigation Matter L2022NGL-01 (verbal)
- Request for Approval: Labour Relations and Personal Matters about identifiable individuals (Compensation Review):
 - i. Recommendations of the Compensation Review Committee: Employees
 - ii. Recommendations of the Compensation Review Committee: Board

CARRIED

The Board of Directors convened closed session at 9:31 a.m.

OPEN SESSION

RESOLUTION NO. BD-151/23

Moved by: George Darouze
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors move into open session.

CARRIED

The Board of Directors recessed from closed session with a break at 10:06 a.m.

The Board of Directors reconvened open session at 10:15 a.m.

UPDATE: LAND ACQUISITIONS

RESOLUTION NO. BD-152/23

Moved by:
Seconded by:

RESOLVED THAT:

The Board of Directors receive and file the 2023 Land Acquisition update; and



FURTHER THAT:

The Board of Directors approve staff to proceed with upset limit as discussed.

CARRIED

UPDATE: LITIGATION MATTER L2022-NGL-01 (VERBAL)

RESOLUTION NO. BD-153/23

Moved by: Adrian Wynands
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file the verbal update on Litigation Matter L2022-NGL-01.

CARRIED

REQUEST FOR APPROVAL: LABOUR RELATIONS AND PERSONAL MATTERS ABOUT IDENTIFIABLE INDIVIDUALS (COMPENSATION REVIEW)

RECOMMENDATIONS OF THE COMPENSATION REVIEW COMMITTEE: EMPLOYEES

RESOLUTION NO. BD-154/23

Moved by: Catherine Kitts
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors approve the recommendations of the Compensation Review Committee; and

FURTHER THAT:

The updated Salary Grid and Personnel Policy be brought to the Board for approval in October; and

FURTHER THAT:

The Board of Directors approve the addition of the National Day for Truth and Reconciliation as a Statutory Holiday under the Personnel Policy, on the same terms as Remembrance Day, with immediate effect.

CARRIED

REQUEST FOR APPROVAL: LABOUR RELATIONS AND PERSONAL MATTERS ABOUT IDENTIFIABLE INDIVIDUALS (COMPENSATION REVIEW)

RECOMMENDATIONS OF THE COMPENSATION REVIEW COMMITTEE: BOARD

RESOLUTION NO. BD-155/23

Moved by: Bill Smirle
Seconded by: Deb Wilson



RESOLVED THAT:

The Board of Directors approve the recommendations of the Compensation Review Committee; and

FURTHER THAT:

A full report detailing the changes to Board Compensation along with an outline of Per Diem policy be brought in October for approval.

CARRIED

NEW BUSINESS

REQUEST FOR APPROVAL: PROGRESS REPORT TO THE MINISTRY OF NATURAL RESOURCES AND FORESTRY

RESOLUTION NO. BD-156/23
Seconded by:

Moved by: George Darouze
François St. Amour

RESOLVED THAT:

The Board of Directors approve Progress Report No. 6 for submission to the Ministry of Natural Resources and Forestry.

CARRIED

REQUEST FOR APPROVAL: REQUEST TO MINISTRY FOR TRANSITION DATE EXTENSION

RESOLUTION NO. BD-157/23

Moved by: Linda Payant
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors approve submitting a request to the Ministry of Natural Resources and Forestry for an extension of time beyond the January 1, 2024, transition date to conclude cost apportioning agreements with participating municipalities for Category 3 Watershed Programs and Services.

CARRIED



REQUEST FOR APPROVAL: 2024 LEVY AND BUDGET SCHEDULE

RESOLUTION NO. BD-158/23

Moved by: George Darouze
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors approve the 2024 Levy and Budget Schedule as presented.

CARRIED

REQUEST FOR APPROVAL: WATERSHED ADVISORY COMMITTEE TERMS OF REFERENCE

RESOLUTION NO. BD-159/23

Moved by: George Darouze
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve the establishment of the Watershed Advisory Committee and its Terms of Reference, effective January 1st, 2024, with the following amendment:

- Article 7.2 - The Vice Chair shall be appointed by the Committee for a two-year term.

AND FURTHER THAT:

The Board of Directors dissolve the Clean Water Committee, Communications Committee, Fish and Wildlife Committee, and Forestry Committee effective December 31st, 2023.

CARRIED

REQUEST FOR APPROVAL: OAK VALLEY SHORELINE STABILIZATION PROJECT

RESOLUTION NO. BD-160/23

Moved by: Adrian Wynands
Seconded by: George Darouze

RESOLVED THAT:

The Board of Directors approve entering into a two-year contribution agreement with Environment and Climate Change Canada to receive \$95,000 for the Oak Valley Shoreline Stabilization Project; and



FURTHER THAT:

The Board of Directors approve undertaking the Oak Valley Shoreline Stabilization Project at an approximate cost of \$191,250; and

FURTHER THAT:

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

CARRIED

REQUEST FOR APPROVAL: GEOTECHNICAL SERVICES CONTRACT

RESOLUTION NO. BD-161/23

Moved by: Bill Smirle

Seconded by: George Darouze

RESOLVED THAT:

The Board of Directors approves retaining BGC Engineering Inc. to complete a desktop assessment of the Clarence-Rockland Potential Retrogressive Landslide Area at an approximate cost of \$25,000 plus tax.

CARRIED

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR AUGUST 2023

RESOLUTION NO. BD-162/23

Moved by: Linda Payant

Seconded by: Deb Wilson

RESOLVED THAT:

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

FURHTER THAT:

The Board approve the Disbursement Register of \$869,723.71 for August 2023.

CARRIED

UPDATE: PLANNING ACTIVITY

RESOLUTUION NO. BD-163/23

Moved by: George Darouze

Seconded by: François St. Amour



RESOLVED THAT:

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

CARRIED

REQUEST FOR APPROVAL: PERMITS ISSUED

RESOLUTION NO. BD-164/23

Moved by: Steve Densham
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors receive and file the update on permits issued under Ontario Regulation 170/06 for August 2023.

CARRIED

UPDATE: ENFORCEMENT OF ONTARIO REGULATION 170/06

RESOLUTION NO. BD-165/23

Moved by: Catherine Kitts
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file the update on reported regulations concerns 31 through 39 for the month of August 2023.

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS RECEIVED

RESOLUTION NO. BD-166/23

Moved by: George Darouze
Seconded by: Steve Densham

RESOLVED THAT:

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

CARRIED



SUPPLEMENTAL AGENDA

UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR AUGUST 31ST, 2023

RESOLUTION NO. BD-167/23

Moved by: Adrian Wynands
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31st, 2023, as of August 31st, 2023 update.

CARRIED

REQUEST FOR APPROVAL: VEHICLE PURCHASE AND DISPOSAL

RESOLUTION NO. BD-168/23

Moved by: George Darouze
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve the purchase of a Crossover-type vehicle at an upset limit of approximately \$30,000 plus HST; and

FURTHER THAT:

The Board of Directors approve disposal of a surplus vehicle.

CARRIED

REQUEST FOR APROVAL: SNC'S WEBSITE DEVELOPMENT PROJECT

RESOLUTION NO. BD-169/23

Moved by: George Darouze
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors delegate authority to the Executive Committee to award a contract to design and create the new South Nation Conservation website, with an upset limit as budgeted.

CARRIED



CORRESPONDENCE

a. Memo: Agriculture Vacancy on Source Water Protection Committee

DATES OF UPCOMING MEETINGS

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

- October 19th, 2023 (Latonnell Symposium October 23rd – 24th)
- November 16th, 2023 (2024 Draft Budget)
- December 14th, 2023 (note: second Thursday of the month)

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

None.

ADJOURNMENT

RESOLUTION NO. BD-170/23

Moved by: George Darouze

Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors meeting of September 21st, 2023 be adjourned at 11:13 a.m.

CARRIED

Pierre Leroux,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb



To: Board of Directors
From: Hannah Jackson, Accounting and Human Resources Specialist
Date: October 13, 2023
Subject: Request for Approval: SNC Committee Meeting Highlights and Minutes

RECOMMENDATION:

The Board of Directors approve the actions and recommendations of the following Committees meetings:

- i. Joint Occupational Health and Safety meeting minutes of September 20th, 2023
-

DISCUSSION:

Joint Occupational Health and Safety Committee Meeting: September 20th, 2023

- The Joint Occupational Health and Safety Committee provided recommendations on:
 - Shop Lead
 - Workplace inspections for the SNC office and shop
 - Incident Reports:
 - Minor damage to SNC trailer
 - Minor damage to SNC vehicle

Hannah Jackson,
Accounting and Human Resources Specialist

Attachments



JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Meeting 03/23
Wednesday, September 20th, 2023

Heritage Room, SNC Office



Present: Ronda Boutz, Management Co-Chair
Hannah Jackson, Worker Co-Chair
Bill Smirle, SNC Board Member Rep, ex-officio (Management)
Brent Harbers, Watershed Biologist (Worker)
Carl Bickerdike, CAO (Management)
Deborah Edwards, Accounting Assistant II (Worker)
Eric McGill, Corporate Counsel (Worker)
Elise Lefebvre, Administrative Assistant (Worker) (Online participation)
Michelle Cavanagh, Team Lead, Special Projects (Management)
Monique Sauve, Chief Building Official (Worker) (Online participation)
Pat Piitz, Team Lead, Property (Management)
Todd Baker, Conservation Lands Technician (Worker)

Regrets: George Darouze, SNC Past Chair, ex-officio (Management)
Pierre Leroux, SNC Chair, ex-officio (Management)
Rene Lalonde, Program Representative (Worker)
Ryan Robson, Resource Technician (Worker)
Steve Densham, SNC Vice Chair, ex-officio (Management)



CALL TO ORDER

Ronda Boutz, Management Co-Chair, called the Joint Occupational Health and Safety Committee meeting of September 20th, 2023, to order at 9:02 a.m.

APPROVAL OF AGENDA

RESOLUTION NO. JOHS-037/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety agenda of September 20th, 2023 be approved as submitted.

CARRIED

APPROVAL OF JOINT OCCUPATIONAL HEALTH AND SAFETY MEETING MINUTES OF June 28, 2023

RESOLUTION NO. JOHS-038/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety meeting minutes of June 28th, 2023 be approved as submitted.

CARRIED

BUSINESS ARISING FROM MINUTES

FOR DISCUSSION: ASSIGNING A 'SHOP LEAD'

RESOLUTION NO. JOHS-039/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee approve the verbal recommendation of creating a Microsoft Teams Channel of Health & Safety Tasks needing to be completed at the shop; and

FURTHER THAT: Additional orientation to be added to the orientation plan for new hires of the shop, including important Health & Safety items that are shop specific; and



FURTHER THAT:

Workplans are to be updated to include time and details on putting shop cleaning equipment, putting equipment away in the correct manner, and completing a checklist that all items have been completed prior to leaving the shop.

CARRIED

HEALTH AND SAFETY ACTION ITEMS

RESOLUTION NO. JOHS-040/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee receive and file the updated Health and Safety Action Items list.

CARRIED

NEW BUSINESS

FOR REVIEW: DRAFT SNC EMERGENCY EVACUATION PLAN

RESOLUTION NO. JOHS-041/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee defer the draft SNC Emergency Evacuation Plan to the November 2023 meeting.

CARRIED

WORKPLACE INSPECTIONS

SNC SHOP

RESOLUTION NO. JOHS-042/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee receive and file the Workplace Inspection – SNC Shop report; and

FURTHER THAT:

Actions items identified during the inspection and Committee review be added to the Health and Safety Action Items table.

CARRIED



SNC OFFICE

RESOLUTION NO. JOHS-043/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee receive and file the Workplace Inspection – SNC Office report; and

FURTHER THAT:

Actions items identified during the inspection and Committee review be added to the Health and Safety Action Items table.

CARRIED

ACCIDENT / INCIDENT REPORTS

INCIDENT #1

Dent in SNC trailer.

RESOLUTION NO. JOHS-044/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "A second staff member could have been outside the vehicle, helping to safely direct the driver down the boat ramp. The workplan identifies potential driving hazards and the incident was reported right away"; and

FURTHER THAT:

Annual training will be organized for applicable staff to provide a refresher on use of trailers.

CARRIED

INCIDENT #2

Damage to running board on SNC Truck.

RESOLUTION NO. JOHS-045/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "The hazards were identified prior to the incident, and a second staff person was helping guide the driver. It is understood that this type of minor incident can occur, especially when



the launch require maintenance. It is a municipal boat launch that is completely maintained by the municipality. I agree with the recommendation that this launch should not be used by SNC staff when there is significant erosion that could impact the ability to safely use the ramp.”

CARRIED

DATE OF NEXT MEETING

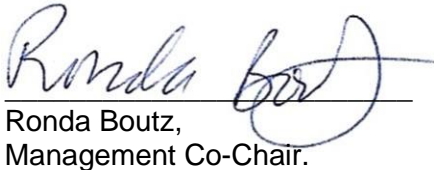
- November 29th, 2023, at 9:00 a.m.

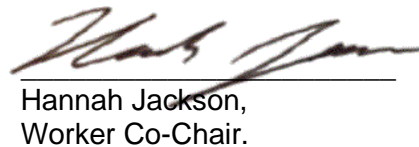
ADJOURNMENT

RESOLUTION NO. JOHS-046/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee meeting of September 20th, 2023 be adjourned at 10:14 a.m.

CARRIED


Ronda Boutz,
Management Co-Chair.


Hannah Jackson,
Worker Co-Chair.

/hj



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: October 11th, 2023
Subject: Update: Levy 2024

RECOMMENDATION:

The Board of Directors receive the proposed 2024 General levy, at approximately \$4,487,634 to review and comment; and

FURTHER THAT: Staff be directed to circulate to member municipalities for their review and comment, prior to final approval of the Board in January 2024; 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 the Ottawa Tree Replacement Program (OTRP); and

FURTHER THAT: The City of Ottawa be special levied \$72,150 for their share of the Eastern Ontario Water Resource Program (EOWRP); and

FURTHER THAT: The City of Ottawa be special levied \$46,000 for the Ottawa Baseline Monitoring Program.

DISCUSSION:

South Nation Conservation's (SNC) levy is based on the Modified Current Value Assessment (MCVA) provided by the Ministry of the Natural Resources and Forestry (MNRF).

Under Sec. 25 and 27 of the *Conservation Authorities Act*, the Board may:

- establish a minimum levy;
- determine if a project benefits one, several, or all municipalities; and
- decide on a percentage to charge each municipality for special projects.

Ontario Regulation 402/22 requires SNC conduct a weighted and recorded levy vote based on the MCVA.

- A weighted majority requires 51% or more of the total weighted value for all the votes cast.
 - Each municipality's total weighted vote is equal to their portion of the MCVA. The maximum weighted vote for any municipality is 50%.
 - Each member from the same municipality's weighted vote shall be equal to the municipality's weighted vote divided by the number of members the municipality appointed to the Board.
 - For example, the City of Ottawa MCVA is greater than 50% of the total MCVA, and there are 4 board members from the city. Thus, each board member's vote is weighted at 12.5% (50 divided by 4).
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SNC growth in assessment from 2023 to 2024 is 2.7%.

2024 Levy:

The General Levy is based on 1.5% increase in growth, plus 2.5% cost of living adjustment (COLA). The Consumer Price Index (CPI) from August 2022 to October 2023 for all items was 4.0% Canada wide and 3.8% for Ontario.

The draft Levy growth and COLA amounts are equivalent to the City of Ottawa budget direction, being our largest contributing member municipality.

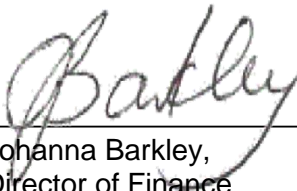
The ORCWP levy from the City of Ottawa remains unchanged at \$200,000. The ORCWP term is 2021-2025. SNC collects this levy on behalf of the three Conservation Authorities in Ottawa.

The OTRP levy from the City of Ottawa remains unchanged at \$200,000. The Ottawa Tree Replacement Program was introduced in 2018.

The EOWRP levy from the City of Ottawa is \$72,150 for water resource improvement projects for the City of Ottawa.

The Ottawa Baseline Monitoring Program is at \$46,000 down from \$52,500 in 2023. This program is water quality monitoring for the City of Ottawa.

Using the assessment values provided by MNRF for the prior year (2023), the SNC General Levy for 2024 is estimated at \$5.93 per \$100,000 in assessment, up from \$5.79 in 2023.



Johanna Barkley,
Director of Finance

Attachment: 2024 SNC Levy Schedule



2024 SNC Levy Schedule

Municipality	Total 2023 General Levy	Total 2024 General Levy	Total Dollar Change
Ottawa	3,277,367.00	3,438,553.00	161,186.00
Clarence-Rockland	191,843.00	204,423.00	12,580.00
Russell	170,003.00	187,880.00	17,877.00
The Nation	105,375.00	110,345.00	4,970.00
North Dundas	102,501.00	109,372.00	6,871.00
South Dundas	89,754.00	92,447.00	2,693.00
Alfred and Plantagenet	67,495.00	70,516.00	3,021.00
Edwardsburgh/Cardinal	59,202.00	61,415.00	2,213.00
North Grenville	55,408.00	58,221.00	2,813.00
North Stormont	47,152.00	48,726.00	1,574.00
Augusta	40,731.00	42,048.00	1,317.00
Casselman	34,233.00	36,622.00	2,389.00
North Glengarry	16,042.00	16,588.00	546.00
South Stormont	8,669.00	9,078.00	409.00
Elizabethtown - Kitley	691.00	717.00	26.00
Champlain	660.00	683.00	23.00
Total	4,267,126.00	4,487,634.00	220,508.00

Special Levies

Ottawa Rural Clean Water Program	200,000.00	200,000.00
Ottawa Ash Tree Replacement Program	200,000.00	200,000.00
Eastern Ontario Water Resources Program	67,000.00	72,150.00
Baseline Monitory Program	42,500.00	46,000.00
Total Special Levies	509,500.00	518,150.00

Grant Total - All Levies	4,776,626.00	5,005,784.00
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To: Board of Directors
From: Carl Bickerdike, CAO
Date: October 13, 2023
Subject: Recommendations of the Compensation Review Committee: Salary Grid

RECOMMENDATION:

The Board of Directors approve the updated salary grid as per the recommendations of the Compensation Review Committee and Board Resolution BD-154/23, effective the first payroll of November 2023.

DISCUSSION:

At the June 2023 Board of Directors meeting, the Compensation Review Committee (the Committee) was formed, consisting of Vice-Chair Steve Densham and Members Adrian Wynands, Bill Smirle, and Linda Payant. The Committee met three times over the summer, undertaking the following:

- Reviewed current employee and Board compensation
- Provided direction on the scope of the survey - staff reached out to 14 partners and similar organisations
- Reviewed summaries of survey results from 8 respondents (two Conservation Authority, four Lower Tier Municipality, two Upper Tier Municipality)
- Considered costed options to make SNC more comparable
- Approved the final package to be brought to the Board for consideration.

As per the recommendations of the Committee and Board Resolution BD-154/23, the updated salary grid is attached. The grid will be effective the first payroll of November 2023 and adjusted for COLA as per policy in the first payroll of July annually. The Chief Administrative Officer may make market-based adjustments salaries from time to time.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

Full costs were outlined in the closed report brought in September 2023.

SNC Policy Adherence:

Powers of the Board of Directors (SNC Administrative By-laws Section 8) include:
e) approving, establishing, and implementing regulations, policies and programs;

Carl Bickerdike,
Chief Administrative Officer.

Attachment: Salary Grid



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Salary Grid

South Nation River Conservation Authority		
Position	Annual Salary	
	80%	100%
Chief Administrative Officer	139,185.46	173,981.82
Directors	96,350.70	120,438.37
Team Leads	81,186.08	101,482.60
Other Leads and Professionals	79,213.77	99,017.21
Specialist Level 2	70,455.21	88,069.01
Specialist Level 1	67,821.37	84,776.71
Analysts and Techs Level 2	56,866.99	71,083.74
Techs Level 1 and Assistants Level 2	48,885.66	61,107.08
Assistant Level 1	41,481.90	51,852.38



To: Board of Directors
From: Carl Bickerdike, CAO
Date: October 13, 2023
Subject: Recommendations of the Compensation Review Committee: Board of Directors Renumeration

RECOMMENDATION:

The Board of Directors approve the recommendations of the Compensation Review Committee as follows:

- Per Diem will remain at \$90.48
- Per Diem rate for attendance at public committees (Watershed Advisory Committee) will be 80% of the full rate for both Board and public members of the committee
- The SNC Chair will receive an annual honorarium of \$2,500, pro-rated and paid quarterly
- The SNC Vice-Chair will be provided with an annual honorarium of \$1,250, pro-rated and paid quarterly
- Honorariums will be effective January 1st, 2024 and will replace previously approved extra Per Diems for the Chair
- COLA will be applied annually to Per Diem and Honorariums at the same time and rate as the staff increase with an update to the Board at the July meeting
- Annual allowance for Board Member conference attendance will be set at \$1,500 per year for all conferences, accruable through a Member's term
- Expenses for attendance at Conservation Ontario Council Meetings will be extra.

DISCUSSION:

At the June 2023 Board of Directors meeting, the Compensation Review Committee (the Committee) was formed, consisting of Vice-Chair Steve Densham and Members Adrian Wynands, Bill Smirle, and Linda Payant. The Committee met three times over the summer, undertaking the following:

- Reviewed current employee and Board compensation
- Provided direction on the scope of the survey - staff surveyed all 36 Conservation Authorities (CAs)
- Reviewed summaries of survey results
- Considered costed options to make SNC more comparable
- Approved the final package to be brought to the Board for consideration.

Survey highlights:

- SNC's Per Diem rate of \$90.48 was adequate compared to other CAs
- Almost all CAs pay an Honorarium to the Chair, with the average of those being



- approximately \$4,573 and the median being \$2,500
- The majority of CAs pay an Honorarium to the Vice-Chair, with the average of those being approximately \$1,359 and the median being \$1,000
- Approximately half of CAs (including SNC) carry accident insurance for their Board

SNC Administrative By-laws Part IV (Remuneration of the Board of Directors) (attached) outlines SNC policy with regard to Per Diem and Expenses.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

Additional 2024 cost of approximately \$3,750 will be included in the draft budget.

SNC Policy Adherence:

SNC Administrative By-laws Part IV (Remuneration of the Board of Directors) includes the power to establish per diem and expense rates.

Carl Bickerdike,
Chief Administrative Officer.

Attachment: SNC Administrative By-laws



- e) Secretary-Treasurer; and
- f) Director of Finance.

PART IV: RENUMERATION OF DIRECTORS

Meeting per diem

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

Travel expenses

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

Conference expenses

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



To: Board of Directors
From: Cheyene Brunet, Associate Forester
Date: October 11th, 2023
Subject: Request for Approval: Forests Ontario 50 Million Tree Program Agreement

RECOMMENDATION:

The Board of Directors approve entering into a six-year funding agreement with Forests Ontario for the 50 Million Tree Program for an approximate annual amount of \$85,000.

DISCUSSION:

The Forests Ontario: 50 Million Tree Program (50MTP) provides Ontario property owners with a subsidy to plant trees on eligible properties. Funding is provided by 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.

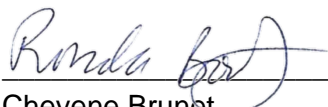
The \$2.50 per seedling funding is provided to support stock purchase, site preparation, planting, tending, and survival assessments at PDA eligible sites. PDAs are required to deliver the 50MTP as per the approved 2024-2029 Program Guidelines, sign a 15-year agreement with participating landowners, and provide annual reporting on planting projects. A copy of the Forests Ontario agreement will be uploaded to the Board members page in advance of the October 16th, 2023, meeting.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on the 2023 Budget. The Tree Planting Program and 50 Million Tree Program subsidy will be included in the draft 2024 Budget.

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.

FOR: 
Cheyene Brunet,
Associate Forester.



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Pat Piitz, Team Lead, Property
Date: October 5th, 2023
Subject: Request for Approval: 2024 Fee Schedules

RECOMMENDATION:

The Board of Directors approve the 2024 Approvals Fee Schedules as presented; and

FURTHER THAT: The Board of Directors approve the revised 2024 Tree Planting Fee Schedule as presented.

DISCUSSION:

The Board of Directors annually approves Fee Schedules for South Nation Conservation's (SNC) programs and services. The education, lands, and tree planting fees have been added to the Fee Schedule and are subject to the SNC Fee Policy. This ensures we are compliant with Provincial requirements to consolidate all fees under one fee schedule. The Fee Schedule will be uploaded to the Board's member page prior to the meeting.

2024 Schedule	Changes
Schedule A: Planning	Standard cost of living adjustment on all fees.
Schedule B: Conservation Authorities Act Permits	
Schedule C: Technical Reviews	
Schedule D: Information and Professional Services	Standard 3% adjustment; added a base cost for digital data and maps; staff rate was assessed and adjusted based on compensation.
Schedule E: Sewage System Inspections	Standard 2% adjustment based on contract.
Schedule F: Private Land Stewardship	Added new fees for seedlings under the Woodlot Storm Recovery Program
Schedule G: Conservation Lands	No changes
Schedule H: Watershed Programs	Total Phosphorus Management fee increased as per BD-179/12



1. Approvals

On December 28, 2022, the Minister of Natural Resources and Forestry issued a direction prohibiting conservation authorities from changing the fee amounts it charges for programs and services related to planning, development, and permitting. This direction is set to expire on December 31, 2023.

Past Board direction is that development fees are paid by development and not subsidized by levy. The development review program is supported by a small Provincial transfer payment that covers Natural Hazard review for municipally initiated applications. A portion of the regulations program budget is supported by levy, mostly related to compliance and enforcement. Overall, staff estimate the Approvals program averaged 90% cost recovery from fees in 2023.

Staff discussed fee adjustments with Conservation Partners within the City of Ottawa and the United Counties of Stormont, Dundas and Glengarry to ensure consistency. Due to the changes to Site Plan Control and Zoning By-law processes, staff felt it was advisable to add a provision that allows for cost recovery related to pre-consultation.

Staff applied a standard cost of living adjustment (rounded to the closest \$5 increment) to all other fees for 2023. This year the adjustment was three percent. This represents a status quo adjustment and is consistent with past Board's decisions. Two percent adjustment is also applied to Sewage Systems Inspection fees in accordance with the municipal service contracts.

2. Tree Planting Fees

This schedule is approved separately, usually in June, to have the approved fees available in advance of staff completing site visits for the next year's planting projects. The Board approved the 2024 Tree Planting Fee Schedule at the June 2023 meeting [BD-115/23].

The Woodlot Storm Recovery Program was launched to assist property owners affected by the May 2022 derecho storm. Staff have met with over 60 landowners to discuss restoration of their impacted forests.

Affected private forests range in size from 4 hectares to 40+ hectares. Under the current 2024 Tree Planting Schedule, the cost to landowners can range from approximately \$10,000 to \$100,000 to restore these forests. The approved fee schedule is effectively acting as a barrier to forest recovery.

Funding has been secured from the 2 Billion Tree Program and the United Counties of Prescott and Russell to support this program. This funding, together with a small cash and/or in-kind contribution from landowners, can effectively cover the cost of forest recovery. This external funding will cover a majority of the tree planting costs being recovered under the 2024 Tree Planting Fee Schedule.



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Staff recommend that landowner fees for trees planted under the storm recovery program be reduced by 80% of the current fee schedule, setting a new fee schedule of \$0.21/tree for conifers and \$0.32/tree for hardwoods, exclusive to this program. To further encourage participation in forest recovery, staff also recommend that a maximum landowner fee be set at \$3,000. All other eligible costs for site preparation and planting are recovered under the external funding agreements.

Tree planting projects under the 50 Million Tree Program will continue to adhere to the approved 2024 Tree Planting Fee Schedule.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on the 2023 Budget; the 2024 draft Budget will reflect the 2024 approved fee schedules.

SNC Policy Adherence: Annual fee schedules are approved by the Board of Directors and adhere to the SNC Fee Policy. As of January 1, 2023, all SNC fee schedules will adhere to the Minister's Fee Classes Policy as per section 21.2 of the *Conservation Authorities Act*.

Alison McDonald,
Managing Director, Approvals.

Pat Piitz,
Team Lead, Property.



To: Board of Directors
From: Michelle Cavanagh, Team Lead, Special Projects
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
Date: October 6th, 2023
Subject: Request for Approval: Funding Submissions

RECOMMENDATION:

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

1. **Habitat Conservation Stamp Initiative:** requesting \$90,000 for Locally Significant Wetland Mapping in SDG.
2. **Wetlands Conservation Partnership Program:** requesting \$45,000 for European Water Chestnut Monitoring and Control.
3. **Flood Hazard Identification Mapping Program:** requesting \$250,000 for the Quaile Creek Hazards Mapping.
4. **Flood Hazard Identification Mapping Program:** requesting \$100,000 for the South Castor River and Tributaries Floodplain Mapping – Phase 1.
5. **Flood Hazard Identification Mapping Program:** requesting \$200,000 for the Tributary of the Ottawa River Natural Hazards Delineation.
6. **Priority Climate Data, Services, and Assessments:** requesting \$300,000 for a Pilot Project – Watershed Impact Assessment.

DISCUSSION:

External funding programs have been identified by staff as potential sources of revenue to further South Nation Conservation (SNC) programs and services. The following grant applications will be submitted:

1. **Habitat Conservation Stamp Initiative**
 - **Project:** Locally Significant Wetland Mapping in SDG
 - **Request:** \$90,000
 - **Program will fund:** No limit on amount; 50% matching funds required.
 - **Purpose:** To accurately map and zone wetlands across the United Counties of Stormont, Dundas and Glengarry (SDG) and enable the protection and regulation of locally significant wetlands.
 - **Deadline:** October 6, 2023 (request for retro-active submission approval)
2. **Wetlands Conservation Partnership Program**
 - **Project:** European Water Chestnut Monitoring and Control



- **Request:** \$45,000
- **Program will fund:** No limit on amount; no matching funds required.
- **Purpose:** To monitor and remove invasive European Water Chestnut from the South Nation and Castor Rivers.
- **Deadline:** October 12, 2023 (request for retro-active submission approval)

3. Flood Hazard Identification Mapping Program

- **Project:** Quaile Creek Hazards Mapping
- **Request:** \$250,000
- **Program will fund:** No limit on amount; 50% matching funds required
- **Purpose:** To delineate Quale Creek natural hazards including, flood mapping, erosion and potential to landslides, following federal and provincial standardized methodologies. The Quaile Creek project is included in the City of Ottawa Delineation of Floodplain and Erosion Hazards Contribution Agreement signed in 2023.
- **Deadline:** October 31st, 2023

4. Flood Hazard Identification Mapping Program

- **Project:** South Castor River and Tributaries Hazards Mapping – Phase 1
- **Request:** \$100,000
- **Program will fund:** No limit on amount; 50% matching funds required
- **Purpose:** To complete the watershed background information analysis, data collection, infrastructure survey and bathymetry following provincial and federal standards. All information will be used in the delineation of the South Castor River and tributaries floodplain in Phase 2. This project is included in the City of Ottawa Delineation of Floodplain and Erosion Hazards Contribution Agreement signed in 2023.
- **Deadline:** October 31, 2023

5. Flood Hazard Identification Mapping Program

- **Project:** Tributary of the Ottawa River Natural Hazards Delineation
- **Request:** \$200,000
- **Program will fund:** No limit on amount; 50% matching funds required
- **Purpose:** To delineate natural hazards including, floodplain, erosion and potential to landslide, following federal and provincial standardized methodologies.
- **Deadline:** October 31, 2023

6. Priority Climate Data, Services, and Assessments

- **Project:** Pilot Project – Watershed Impact Assessment
- **Request:** \$300,000
- **Program will fund:** No limit on amount; no matching funds required
- **Purpose:** Using SNC's HydroGeoSphere model, this project will assess the impacts of changing land use, wetland loss and deforestation in a changing climate in three watersheds with different predominant soils: sand, clay and limestone. This



project will help quantify how wetlands and forests influence flood peak flows, drought low flows, and groundwater resources. An economic valuation of wetlands and forests in the context of ecosystem/socioeconomic services will also be provided.

- **Deadline:** October 31, 2023

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

1. **Habitat Conservation Stamp Initiative:** Matching funds to be secured from SDG (\$22,500), RRCA (\$11,250) and SNC (\$11,250). SNC contribution will be included in the 2024 Budget under Approvals: Projects, Watershed Studies, subject to approval.
2. **Wetlands Conservation Partnership Program:** Project will be included in the 2024 Budget, subject to approval. No matching funds from SNC required.
3. **Flood Hazard Identification Mapping Program:** The project will be included in the 2024 draft Budget under Approvals: Projects, Flood Hazards. If approved, funding will offset 50% of SNC's contribution to City of Ottawa Flood Plain and Erosion Hazards Agreement #3 approved at the August 2022 Board meeting (BD-129/22).
4. **Flood Hazard Identification Mapping Program:** The project will be included in the 2024 draft Budget under Approvals: Projects, Flood Hazards. If approved, funding will offset 50% of SNC's contribution to City of Ottawa Flood Plain and Erosion Hazards Agreement #3 approved at the August 2022 Board meeting (BD-129/22).
5. **Flood Hazard Identification Mapping Program:** Matching funds to be secured from United Counties of Prescott and Russell (UCPR).
6. **Priority Climate Data, Services, and Assessments:** Matching/In-kind funds available in 2024 Operational Budget through Bear Brook Watershed Study. Additional funds will be sought from UCPR, SDG, and UCLG.

SNC Policy Adherence:

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

Michelle Cavanagh,
Team Lead, Special Projects.

Sandra Mancini,
Managing Director, Natural Hazards
and Infrastructure.



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To: Board of Directors
From: Deborah Edwards, Accounting Assistant
Date: October 5th, 2023
Subject: Request for Approval: Monies Received and Disbursement Register for September 2023

RECOMMENDATION:

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

FURTHER THAT: The Board approve the Disbursement Register of \$1,261,870.41 for September 2023.

DISCUSSION:

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

Received From:	September
City of Ottawa	507,162.16
United Counties of Prescott Russell	123,661.47
Township of Russell	117,855.34
City of Clarence - Rockland	64,681.00
Planning Revenue	63,496.87
Septic Revenue	47,767.81
Corporation of the Nation Municipality	35,125.00
Township of North Dundas	34,167.00
Municipality of South Dundas	29,918.00
Royal Bank of Canada	24,074.47
Township of Alfred and Plantagenet	23,202.67
Land Revenue	22,044.41
Township of Edwardsburgh/Cardinal	20,294.00
Corporation of the Municipality of North Grenville	18,744.33
Township of North Stormont	15,717.33
Insurance Proceeds	12,142.74
Municipality of Casselman	11,599.00
Corporation of the Township of North Glengarry	5,347.33
Township of South Stormont	2,889.00
Government of Canada	2,506.00
Other	310.31
TOTAL	1,182,706.24



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

<u>September 2023</u>	<u>Total</u>
Accounts Payable Cheques	45,862.74
Internet Banking	320,871.46
Electronic Funds Transfer Payment	895,136.21
TOTAL \$	1,261,870.41

Deborah Edwards

Deborah Edwards,
Accounting Assistant.

Attachments: Disbursement Register – September 2023

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Disbursement Register - September 2023

Number	Name	Amount
20636	OTCI6500 OTTAWA CITIZEN	544.76
20637	OTCW0345 05 23 2444 DDA	562.50 ORCW Grant
20638	SDGF8909 2023-SDGWAS-015	500.00 MFTIP - SDGF Grant
20639	SWCL7980 SWEET CLOVER FLOWERS & GIFTS	898.35
20640	AU206017 AUGUSTA TOWNSHIP	74.89
20641	CASS1040 CLUB DE GOLF CASSELVIEW GOLF	6,106.00 SNC Golf Tournament
20642	CHCR1040 CHRIS CROWDER	1,582.00
20643	FIPI2525 FINCH RESTAURANT	365.00
20644	INDE6480 INDEED CANADA CORP	291.65
20645	SNCW0495 2022-NAT-CW22	5,000.00 SNCW Grant
20646	SNEX6870 SNAP EXCAVATION LTD.	4,294.00
20647	UCPR9006 2023-UCPRWAS-018	500.00 MFTIP - UCPR Grant
20648	UCPR9007 2023-USPRWAS-030	500.00 MFTIP - UCPR Grant
20649	ULCA8250 ULINE CANADA CORPORATION	228.99
20650	ATRE0708 2023-EAB-011	1,468.46 Ash Tree Grant
20651	ATRE0709 2023-EAB-016	2,809.62 Ash Tree Grant
20652	ATRE0710 2023-EAB-028	1,165.00 Ash Tree Grant
20653	ATRE0711 2023-EAB-030	1,920.00 Ash Tree Grant
20654	ATRE0712 2023-EAB-033	1,000.00 Ash Tree Grant
20655	CANI1000 8248885 CANADA INC.	410.00
20656	ONTI1000 2474616 ONTARIO INC.	410.00
20657	UCPR9005 2023-SDGWAS-016	500.00 MFTIP - SDGF Grant
20658	ATRE0373 2023-EAB-002	5,000.00 Ash Tree Grant
20659	ATRE0374 2023-EAB-019	683.09 Ash Tree Grant
20660	ATRE0375 2023-EAB-031	500.00 Ash Tree Grant
20661	ATRE0376 2023-EAB-037	250.00 Ash Tree Grant
20662	BEEH0507 N. BEEHLER ELECTIC LTD.	505.11
20663	CLDI1050 CLASSIC DISPLAYS	4,767.58
20664	HARV3450 HARVEX AGROMART INC	453.26
20665	POON7040 POSTAGE ON CALL	1,130.00
20666	SDGF8907 2023-SDGWAS-018	500.00 MFTIP - SDGF Grant
20667	SDGF8908 2023-SDGWAS-017	500.00 MFTIP - SDGF Grant
20668	UCPR1300 2023-UCPRWAS-035	442.48 MFTIP - UCPR Grant
		<hr/> 45,862.74
Internet Banking		
10001219	FIFE2505 FINCH FEED & SEED LTD. PURINA	380.74
10001220	MACE5505 MACEWEN PETROLEUM INC.	1,824.46
10001752	TELU8575 TELUS	1,921.85
10006412	BELL0510 BELL CANADA	55.91
10006413	BELL0510 BELL CANADA	1,031.69
10006414	BELL0510 BELL CANADA	231.19
10006415	UNIO9003 ENBRIDGE	190.31
10006416	HYDR3560 HYDRO ONE	167.57
10006417	HYDR3560 HYDRO ONE	1,676.77
10006419	HYDR3560 HYDRO ONE	32.31
10006420	HYDR3560 HYDRO ONE	34.30
10006421	RU207530 RUSSELL TOWNSHIP	1,897.16
10006422	RU207530 RUSSELL TOWNSHIP	369.90
10006424	RU207530 RUSSELL TOWNSHIP	346.04
20230827	VISA7615 VISA - ALISON MCDONALD	654.44
20230827	VISA7609 VISA - DEBORAH EDWARDS	30.00
20230827	VISA7604 VISA - JACQUES LEVERT	30.00
20230827	VISA7614 VISA - JOHN MESMAN	30.00
20230827	VISA7607 VISA - MONIQUE SAUVE	30.00
20230827	VISA7602 VISA - SYLVIE FRACASSI	30.00
20230827	VISA7613 VISA - CARL BICKERDIKE	30.00
20230827	VISA7601 VISA - LORIE HENDERSON	49.46
20230827	VISA7605 VISA - RONDA BOUTZ	30.00
20230827	VISA7606 VISA - SANDRA MANCINI	30.00
20230905	PAYW0139 PAYWORKS	147,289.81 Pay 18
20230907	BAMO0650 THE BANK OF MONTREAL	5,584.24 Pension
20230918	VISA7601 VISA - LORIE HENDERSON	1,908.80
20230918	VISA7602 VISA - SYLVIE FRACASSI	89.91
20230918	VISA7605 VISA - RONDA BOUTZ	85.44
20230918	VISA7606 VISA - SANDRA MANCINI	803.00
20230918	VISA7607 VISA - MONIQUE SAUVE	1,741.86
20230918	VISA7609 VISA - DEBORAH EDWARDS	28.25
20230919	PAYW0139 PAYWORKS	145,067.10 Pay 19
20230921	BAMO0650 THE BANK OF MONTREAL	5,584.24 Pension
20230930	ROBA7530 ROYAL BANK OF CANADA	1,584.71

00038

320,871.46

EFT Banking		
12111	ATAI0123	ATEL AIR 442.96
12112	BESE0590	BEGG-SEGUIN HARDWARE LIMITED 642.02
12113	CG403431	CAROLINE GOULET 666.64
12114	CH403550	CARLEY HUTCHINSON 329.15
12115	CHPR1040	CHARBONNEAU PROPERTY MAINTENANCE INC 406.80
12116	COMM1130	UNIVERSAL FIELD SUPPLIES 165.43
12117	FERG3000	FERGUSON FOREST CENTRE 137.19
12118	JB400502	JOHANNA BARKLEY 369.20
12119	JRAD4004	J&R ADAMS LTD. 30.15
12120	KS408030	KELSEY SMITH 4,331.76
12121	LANN5020	LANNIN'S GARAGE 1,532.07
12122	LATR5065	1000224147 ONT INC (LATREMOUILLE TOOL SALES RENT 980.16
12123	NS206050	TOWNSHIP OF NORTH STORMONT 1,608.02
12124	PL505200	PIERRE LEROUX 690.71
12125	PUSE3050	PUBLIC SERVICES HEALTH & SAFETY ASSOCIATION 901.74
12126	ROSA2000	ROGER SALMON AND SONS 266.68
12127	SIBA8020	SIMPLY BAKED CATERING INC 470.08
12128	OTFA4000	OTT FAMILY LOGGING 28,449.45 Biomass Sale SNC69 & 105
12129	POCO6950	POSTLINK CORPORATION 17,654.37 Ash Tree Postcards
12130	AULT0138	AULT & AULT LLP, IN TRUST 674,926.50 Land Purchase
12130	BRAS0525	BRINKMAN REFORESTATION LTD. 847.50
12131	FERG3000	FERGUSON FOREST CENTRE 1,670.60
12132	NOVA6200	NOVA NETWORKS 7,016.05
12133	OMER6450	OMERS 45,118.94 Pension
12134	PL505200	PIERRE LEROUX 136.50
12135	SIBA8020	SIMPLY BAKED CATERING INC 418.10
12136	STIN8000	STORM INTERNET SERVICES 169.50
12137	AOSV0100	ANNIS, O'SULLIVAN, VOLLEBEKK LTD. 47,121.00 Survey
12138	AULT0138	AULT & AULT LLP, IN TRUST 2,500.00
12139	AM405500	ALISON McDONALD 481.84
12140	AULT0150	AULT & AULT LAW OFFICE 4,262.44
12141	BESE0590	BEGG-SEGUIN HARDWARE LIMITED 85.84
12142	BUSI0578	STAPLES COMMERCIAL/TREVIPAY 643.25
12143	CAPR1070	CANOE PROCUREMENT GROUP OF CANADA 625.13
12144	CHPR1040	CHARBONNEAU PROPERTY MAINTENANCE INC 508.50
12145	COAU1115	COOTER'S 3,339.40
12146	DM405500	DIANNE MACMILLAN 500.00
12147	FIMA2440	RAM KRISHNA INC (FINCH MARKET) 51.89
12148	GAAU2950	GARY'S AUTO BODY 883.66
12149	GLOU3090	GLENGARRY OUTHouses INC 508.50
12150	JATL4415	J.A.T. LAWN MAINTENANCE & SNOW PLOWING INC. 796.65
12151	KW409005	KATHERINE WATSON 201.42
12152	LAEN5540	LASCELLES ENGINEERING & ASSOCIATES LTD 6,566.72 Professional Services
12153	LANN5020	LANNIN'S GARAGE 2,194.88
12154	ND206025	TOWNSHIP OF NORTH DUNDAS 393.61
12155	PP407015	PATRICK PIITZ 146.39
12156	RAYP7430	RAYMOND PROVOST CARTAGE CO 339.00
12157	SHSI8023	SHANE SIGNS 209.05
12158	SIBA8020	SIMPLY BAKED CATERING INC 106.22
12159	SMIT8350	H.F. SMITH & SON CARTAGE LTD. 474.60
12160	SSMA8250	SSC MAINTENANCE SERVICES INC 2,590.51
12161	TOTR8350	WEAGANT FARM SUPPLIES LTD. 819.25
12162	UNCO9015	UNITED COUNTIES OF SD&G 500.00
12163	WISP8055	WINCHESTER SPRINGS MOBILE WASH 395.50
12164	AIIN0530	AIG INSURANCE COMPANY OF CANADA 141.55
12165	SULI8058	SUN LIFE ASSURANCE COMPANY OF CANADA 17,289.28 Group Benefits
12166	PAEN6680	PALMER ENVIRONMENTAL CONSULTING GROUP INC 10,081.86 Geotechnical Reviews
		<hr/> 895,136.21



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: October 12th, 2023
Subject: Update: Casselman to Lemieux Potential Retrogressive Landslide Area

RECOMMENDATION:

The Board of Directors receive and file the Summary of Actions 2011-2023: Casselman to Lemieux Potential Retrogressive Landslide Area.

DISCUSSION:

The Casselman to Lemieux Potential Retrogressive Landslide Area (the "Landslide Area") is a 20 km stretch of the South Nation River between Casselman and Lemieux susceptible to large-scale retrogressive landslides. There are currently 29 primary and seasonal residences within the Landslide Area.

The Landslide Area has been studied over the past four decades in response to several large-scale landslides, occurring most recently in 1971 and 1993. In the years prior to the Lemieux Landslide in 1993, the Authority successfully acquired 28 homes in the former Hamlet of Lemieux, on a willing vendor basis. The Lemieux properties were purchased using funds from the following sources:

Ministry of Natural Resources	85%
South Nation Conservation	10%
Municipality	5%

Provincial funding for acquiring homes within the Landslide Area has not been available since the early 1990s.

The Authority possesses peer reviewed geotechnical reports that indicate a major retrogressive landslide can occur in the Landslide Area at any time without warning, endangering lives and resulting in the loss of buildings, infrastructure, and land.

The Authority faces potential liability concerns regarding this file. A summary of SNC's action in the Landslide Area 2011-2021 is attached. The summary highlights the Authority's efforts to mitigate future risk.

The Authority submits letters to the Provincial and Federal governments, on an annual basis, to request funding to purchase the remaining residences in the Casselman to Lemieux Potential Retrogressive Landslide Area on willing vendor basis.

If a vendor in the Potential Retrogressive Landslide Area approaches the Authority to sell a residence, the decision to purchase is debated by the Board, at the time, in consultation with The Nation Municipality, on the merits – considering appropriate advice, market values, budget pressures, and other considerations that the Board deems appropriate.



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Since 2011, staff have presented options to the Board and the Municipality for future property acquisitions in the Landslide Area. In 2020, the Board of Directors established a Hazard Land Acquisition Fund to support the purchase of homes in the Landslide Area on a willing vendor basis. The amount currently held in reserve is \$25,000.

Eric McGill,
Corporate Counsel.

Attachment. Summary of Actions 2011-2023: Casselman to Lemieux Potential
Retrogressive Landslide Area



Summary of Actions 2011-2023: Casselman to Lemieux Potential Retrogressive Landslide Area

1. November 2011: The Board received a report on capital resource management projects, including, the Casselman to Lemieux Potential Retrogressive Landslide Area (the "Area"). A 3% levy increase (\$75,000), for 20 years, to purchase property (on a willing seller basis) was requested and denied. Staff were directed to work with the Municipality and SNC legal counsel to determine an appropriate approach to interact with property owners in the Area and provide free access to engineer studies in the Authority's possession.
2. February 2012: A report was presented to the Board for approval. The work plan included: legal counsel evaluating insurance coverage; communicating with Residents in the Area; seeking funding from MPs and MPPs; evaluating the science used to delineate the Area; and a levy increase of 3% per year to establish a \$300,000 reserve to buy homes on a willing seller basis. Board Resolution BD-015/12 approves all items of the Plan except the levy increase proposal, which staff bring back to the Board.
3. April 2012: Staff and legal counsel from SNC and Municipality met to discuss the Area and create a summary of follow-up items: insurance; methodology for determining the protective zone; providing a list of the properties in the Area; seeking a legal summary; considering market value of the lands; hosting a public meeting to discuss the potential hazard with residents.
4. June 2012: Board discussed the potential retrogressive landslide area as a capital report and declined to fund purchase of homes within the Area on a willing seller basis from SNC Budget but agreed that the Municipality and SNC should meet to discuss the Area and any associated issues and/or concerns.
5. August 2012: SNC acquired a property on Lacroix Road within the Area (SNC 130).
6. December 5, 2012: Residents living within the Area were invited (via a registered letter) to a general, information meeting regarding the Area at the Municipality's office. At this meeting, the Residents were informed that SNC would work with the Municipality to review the existing technical studies and ask technical experts about the state of science of potential retrogressive landslide areas.
7. February 21, 2013 (WECI): A formal request for funding (\$100,000) was made to the MNRF to ensure the existing studies are still applicable or to update the studies and to buy property from landowners.
8. February 25, 2013: Seeking assistance from the Province of Ontario, a joint request was made by the Municipality and SNC to be heard by the Minister at the Ontario Good Roads Association Conference in Toronto. The request was granted (Ministry



of Natural Resources). Representatives from the Municipality and SNC requested support from the Minister. Specifically, the Ministry was asked to fund the purchase of homes in the Area, on a willing seller basis, at a rate of about one home per year until the homes in the area had been purchased. The Minister's representative acknowledged the issue though declined to commit provincial resources to the Area. MPP for P-R, Grant Crack, was in attendance at the meeting.

9. Early 2013: Purchase of Gary Bradley Property in Casselman-Lemieux Area.
10. April 2013: The Municipality and SNC work with experts in the discipline of retrogressive landslide science to complete a literature review of the science studies completed for the area, which were 15 years old at the time. The results were compiled in August 2013.
11. January 2014: SNC and the Municipality held a meeting with local MP, Mr. Pierre Lemieux. The issue of residents living in the Area was acknowledged, but no funding was committed.
12. Spring 2014: Meeting with Municipality, County, SNC, and the Ministère des Transport du Québec (MTQ) to discuss the Area and potential future partnerships, leading to LiDar data acquisition, and further study of the Area.
13. Summer 2014: Information for Emergency Management Plan: SNC has completed the following to update the Municipality's Emergency Management Plan: provided an updated contact list of local geotechnical consultant; added a landslide information webpage to the SNC website; planning files have been organized for all properties with residences in the zone; and full scale maps (zone, residences, structures) have been provided to the Municipality.
14. Summer 2014: An inspection to confirm the structural integrity of the Seguinbourg Berm is being conducted. The Municipality and SNC met with a lawyer to develop a work plan to access the berm should future maintenance be required. Quotes were obtained and approved by the Board for a survey of the berm. The work was completed in the spring of 2015.
15. November 2014: A property on Lacroix Road, within the Area was donated to SNC (SNC 154).
16. November 2014: Presentation made to MNR in Peterborough concerning the current status of homes existing within the Area, outlining the work completed to date and the current situation, in addition to requesting provincial funding to assist with the Area.
17. December 2014: Terms of Reference: Morey Associates Consulting Engineers developed specific Terms of Reference for undertaking geotechnical investigations to update the Potential Retrogressive Landslide Area. Terms of Reference were



peer reviewed by a geotechnical consultant (BGC Engineering).
SNC will meet with the Municipality once the terms of reference are finalized.

18. April 3 & 10, 2014: Two Open Houses were held at the Municipality's office to discuss the findings of the technical review of the science behind the potential retrogressive landslide maps and address concerns of residents.
 - a. Open House #1: Thursday April 3, 4 p.m. – 7 p.m.
30 property owners were invited by registered mail; including those with a residence within the Area and those invited to the 2012 Open House 15 invitees attended (22 residents total).
 - b. Open House #2: Thursday April 10, 4 p.m. – 7 p.m.
Open House was advertised in the local Paper (Le Reflet) and on the Municipality and SNC websites. Six residents attended. At both Open Houses, landowners had an opportunity to speak one-on-one with Municipal or SNC staff to ask questions and express concerns. Most property owners who attended the Open House were seeking information about the Area and recent work completed. Most property owners asked why the open house was being hosted. The response: to remind property owners that they are in a potential landslide zone to inform property owners of the results of a review of the science behind the landslide maps / setback lines to address the concerns of property owners.
- Note: MNR was invited to attend both Open Houses but declined the invitation.
19. Spring 2015: LiDAR: The Ministère des Transport du Québec (MTQ) obtained LiDAR (unprocessed) in spring 2014 within Québec, near Eastern Ontario. UCPR and SNC partnered with MTQ to purchase LiDAR for the entire UCPR and a reach along Bear Brook, MTQ will assist with data processing. LiDAR data can be used to support future landslide studies.
20. Fall 2014 – Summer 2015: Field Studies: MTQ and Laval University studied the 1971 South Nation Landslide and the 1993 Lemieux Landslide. On-site geotechnical investigations consisted of cone penetration tests, borehole sampling, installation of piezometer nests and vane tests. SNC assisted with obtaining permissions and preparing the necessary permits.
21. 2015 - Present: Data Management: SNC begins to develop a geospatial database of existing geotechnical data.
22. 2015 - Present: Requests to the Federal and Provincial governments – via the local MPP and MP – are made seeking financial support to purchase homes in the Area or delineate more accurate hazard lines.
23. September 2015: The assessment of the Seguinbourg Berm to confirm the structural integrity was completed. Overall structural integrity of the berm still intact. Minor erosion works recommended.



24. May 9th, 2016: A capital report for the Area was presented to the Board. Board resolution BD-073/16 approved that staff submit letters annually to Provincial and Federal governments to request funding to purchase the remaining residences in the Area and that if vendors in the Area, approach the Authority to purchase residences, decisions to purchase be debated by the Board, at the time, in consultation with Nation Municipality, on the merits.
25. September 2016: Staff submitted a request to the NDMP for \$ 1,250,000.00 (Board resolution BD-123/16). The Municipality elected not to proceed with the Project due to lack of funding.
26. January 9, 2017: (WECl) A report was presented to the Board for approval. As part of the 2017-2018 Water and Erosion Control Infrastructure program (\$5,000) the Seguinbourg Berm Vegetation Assessment would assess the impact of the vegetation growth on the berm and provide removal recommendations if required.
27. April 20, 2017: The annual capital report for the Casselman to Lemieux Potential Retrogressive Landslide Area was presented to the Board for approval.
28. July 2017: SNC sends its annual letter to the local MPP and MP requesting Provincial and Federal financial support to purchase homes in the Area and/or delineate more accurate hazard lines.
29. September 15, 2017: Staff submit a request to the Natural Disaster Mitigation Program seeking \$ 100,000 for a pilot project in the area.
30. September 2017: SNC sends letters to landowners within the Area as a reminder of some of the elements of risk to people and property within the Area, and as a reminder of SNC's annual request for funding support to the Provincial and Federal Governments to purchase property from willing sellers.
31. January 31, 2018: SNC received the Seguinbourg Berm Vegetation Assessment Report prepared by Geofirma Engineering Ltd. The assessment states that the vegetation documented during the site investigation is not considered to be problematic from a berm integrity or stability aspect. It was recommended that a follow-up vegetation assessment be conducted every two years.
32. May 2018: The Natural Disaster Mitigation Program funding is approved. The pilot project seeks to develop a mitigation/relocation program to provide willing landowners with an opportunity to reduce risks by removing their dwelling from the Area.
33. September 2018: SNC sends the annual letter to landowners within the Area.
34. January 2019: SNC and Municipal staff verify the number of remaining residences in the Area.



35. May 2019: SNC sends the annual letter to landowners within the Area.
36. April 2020: SNC submits the peer reviewed Guidelines for Geotechnical Studies within the Casselman to Lemieux Potential Retrogressive Landslide Area for technical review.
37. Summer 2020: SNC submits the Summary Report and the Guidelines for Geotechnical Studies within the Casselman to Lemieux Potential Retrogressive Landslide Area to the Working Group for review.
38. November 2020: SNC acquires a seasonal residence within the Area at 1337 du Theatre Road, Nation [SNC Property 167]. Demolition and subsequent removal of the residence and structures took place in Fall 2021.
39. November 2020: The Board of Directors approves the creation of a Hazard Land Acquisition Fund to support the purchase of homes in the Landslide Area on a willing vendor basis.
40. December 2020: SNC sends the annual letters to landowners within the Area as a reminder of some of the elements of risk to people and property within the area, and as a reminder of SNC's annual request for funding support to the Provincial and Federal Governments to purchase property from willing sellers.
41. May 2021: The Annual Update: Casselman to Lemieux Potential Retrogressive Landslide Area report presented to the SNC Board of Directors.
42. May 2021: SNC acquires a property on the banks of the South Nation River north of Casselman [SNC Property 168] to facilitate permanent access to the Seguinbourg Berm for its inspection and maintenance, as necessary.
43. Summer 2021: SNC sends its annual letters to the local MPP and MP as well as relevant ministries requesting Provincial and Federal financial support to purchase homes in the Area and/or delineate more accurate hazard lines.
44. Fall 2023: SNC and The Nation Municipality to send the annual letters under joint letterhead to landowners within the Area as a reminder of some of the elements of risk to people and property within the hazard area, and as a reminder of SNC's annual request for funding support to the Provincial and Federal Governments to purchase property from willing sellers.



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: October 12th, 2023
Subject: Request for Approval: Section 28 Hearing Guidelines Update

RECOMMENDATION:

The Board of Directors approve updates to the Hearing Guidelines for Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06.

DISCUSSION:

South Nation Conservation ("SNC") may not refuse a Section 28 permit for development in a regulated area nor a permit to alter a watercourse or wetland without granting the applicant an opportunity to attend a hearing before the Board of Directors. The Board acts as a tribunal during these hearings in accordance with the *Statutory Powers Procedures Act*.

SNC's Section 28 Hearing Guidelines (the "Guidelines") describe the procedures for conducting hearings and outline the responsibilities of the Board when acting as a tribunal.

The updated draft Guidelines with tracked revisions is attached. Updates to the Guidelines include:

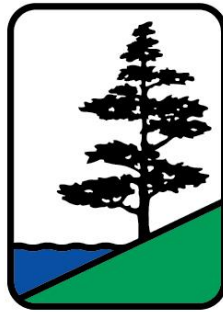
- i. revisions for consistency with the Board of Directors delegation of the issuance of Section 28 permits to senior staff (BD-140/23);
- ii. revisions to allow notices and materials to be delivered via electronic mail;
- iii. revisions to identify the Ontario Land Tribunal as the current appeal body; and
- iv. general grammatic changes for clarity.

ADHERENCE TO SNC POLICY:

SNC Policy Adherence: Section 28 Hearings are held in accordance with Section 28 of the *Conservation Authorities Act*, Ontario Regulation 170/06, the *Statutory Powers Procedure Act*, and SNC's Section 28 Hearing Guidelines.

Eric McGill,
Corporate Counsel.

Attachment: Hearing Guidelines Section 28 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27 and Ontario Regulation 170/06 [Draft]



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Hearing Guidelines

Section 28 of the
Conservation Authorities Act, R.S.O. 1990, c. C.27
and
Ontario Regulation 170/06

~~November 2019~~ October 2023

Summary of Revisions

Revision No.	Board Approval Date	Details
1	November 28, 2019	Resolution BD-190/19
<u>2</u>	---	---



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PART I: INTRODUCTION

Purpose

Ontario Regulation 170/06 grants the South Nation River Conservation Authority (hereafter South Nation Conservation or “SNC”) the authority to restrict or refuse development in areas where the control of flooding, erosion, dynamic beaches, pollution, or the conservation of land may be affected to prevent the creation of new hazards or the aggravation of existing ones. Furthermore, Ontario Regulation 170/06 further requires-makes SNC permission necessary to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream, or watercourse; or change or interfere in any way with a wetland.

Section 28 of the *Conservation Authorities Act* requires that permission for permits shall not be refused or granted subject to conditions unless the person requesting the permission has been given the opportunity to attend a hearing before the SNC Board of Directors or the SNC Executive Committee.

Further, where Staff recommend that a permit be cancelled under Ontario Regulation 170/06, the Applicant shall be offered the opportunity to show cause at a hearing why the permit should not be cancelled.

The SNC Board of Directors makes decisions with regard to permits in accordance with the *Statutory Powers Procedures Act*. Section 28 application proceedings are conducted by Tribunal. The Tribunal shall evaluate the information presented at the hearing by both Staff and the Applicant and decide if the application is approved without conditions, approved with conditions, denied, or revoked.

Definitions

“Applicant” means a person, agency, group, or organization that proposes to carry out development in an area regulated by South Nation Conservation under Section 28 of the *Conservation Authorities Act*;

“Authority” means South Nation Conservation;

“Board” means the South Nation Conservation Board of Directors;

“Chair” means the Chair of the South Nation Conservation Board of Directors;

“Director” means a member of the South Nation River Conservation Board of Directors;

“Minister” means the Minister as defined in the *Conservation Authorities Act*;

“Staff” means the employees of South Nation Conservation.

“Tribunal” means the South Nation Conservation Board of Directors while it is conducting hearings in accordance with the *Statutory Powers Procedures Act*;

PART II: PRE-HEARING PROCEDURES

Right to hearing

1. An Applicant’s right to a hearing is engaged where:
 - ~~a) Staff recommend refusal of an application;~~
 - ~~b) there is indication that the Board may not follow Staff’s recommendation to approve;~~
 - ~~c) the Applicant objects to the conditions of approval; or~~
 - ~~d) Staff recommend cancellation of an existing permit.~~
 - a) the Authority refuses an application;
 - b) the Applicant objects to the conditions of approval; or
 - c) an existing permit is being cancelled.

~~Application~~Hearing request

2. ~~The Applicant must submit written notice of their intent to seek a hearing within 30 calendar days of receiving notice of any of the scenarios listed in Section 1. An Applicant who desires a hearing must submit a written request to the Authority within 30 calendar days of receiving:~~
 - a) notice the Authority refused their application;
 - b) their permit with attached conditions; or
 - c) notice of the Authority’s intent to cancel their permit.

Notice of hearing

- 3.1 Notice of hearing shall be sent to the Applicant and ~~or landowner~~ by e-mail, registered mail, or personal service a minimum of 21 calendar days prior to the hearing date.

- 3.2 ~~The Authority may consult with the Applicant. The Applicant may be consulted to~~ determine an agreeable date and time based on the Authority's regular meeting schedule.
- 3.3 The notice of hearing shall contain:
- a) reference to *Conservation Authorities Act*, Section 28 and Ontario Regulation 170/06 as the applicable legislation under which the hearing is to be held;
 - b) the time, place, and purpose of the hearing;
 - c) a statement that if the Applicant does not attend the hearing, the Tribunal may proceed in the Applicant's absence and the Applicant will not be entitled to any further notice in the proceeding;
 - d) information to identify the Applicant¹, property, and the nature of the application that are the subject of the hearing;
 - e) the reasons for the proposed refusal or conditions of approval;
 - f) notice informing the Applicant of their rights under the *Canada Evidence Act*; and
 - g) notice that the Applicant is entitled to be represented at the hearing by counsel or an agent.

Submission of reports

- 4.1 Staff shall submit a written report as evidence within 7 calendar days of delivery of the notice of hearing.
- 4.2 A copy of the staff report shall be delivered to the Applicant by e-mail, registered mail, or personal service ~~to the Applicant~~ within 7 calendar days of delivery of the notice of hearing.
- 4.3 The Applicant may submit a written report as evidence.
- 4.4 The Applicant's written report shall be submitted to the Authority by e-mail, registered mail, or personal service within 7 calendar days of receiving notice of hearing.
- 4.5 The Applicant's report and the Staff report shall be provided to the Tribunal as part of the Authority's meeting Agenda.

~~¹ If the Applicant is not the landowner but the prospective owner, the Applicant must have written authorization from the registered landowner to submit a permit application and to act on behalf of the landowner at a hearing.~~

Hearing information

- 5.1 The Applicant shall be advised of Authority's hearing procedures prior to the hearing.

PART III: HEARING

Fair hearing

- 6.1 The *Statutory Powers and Procedures Act* applies to hearings before the Tribunal.
- 6.2 The Tribunal is bound by the administrative law principle of duty of fairness.
- 6.3 The Tribunal and Directors are required to avoid bias as well as the appearance of reasonable apprehension of bias.
- 6.4 Where a hearing is required to reach a determination, a final decision shall not be made until a hearing is held.
- 6.5 The Applicant shall be given an opportunity to attend the hearing before a decision is made. However, the Applicant need not be present for the Tribunal to render a decision.

Public hearing

- 7.1 Hearings shall be public in accordance with the *Statutory Powers Procedure Act*.
- 7.2 Notwithstanding Section 7.1, a hearing or part of a hearing may be closed to the public in accordance with the *Statutory Powers Procedure Act* and Section 51 of SNC's Administrative By-laws-2018.

Public participation

8. The *Conservation Authorities Act* does not provide for third party status at hearings. Any information that a third party provides must be incorporated within the presentation of information by or on behalf of the Applicant or Staff.

Director participation

9. A Director shall not participate in deliberations or voting on the decision if that Director was not present during the full course of the hearing.

Conflict of interest

- 10.1 No Director with prior involvement in the matter before the Tribunal shall take part in the hearing. Prior involvement may include previous discussions regarding the application with the Applicant, Staff, or other interested parties. Prior involvement may also include a personal or pecuniary relationship with the Applicant or other interested parties involved in the application.
- 10.2 A Director who has prior involvement in the matter before the Tribunal shall declare their involvement and recuse themselves from participation in the hearing.
- 10.3 A Director who ~~is involved~~ has a prior involvement in ~~the a~~ matter before the Tribunal shall not attempt in any way before, during, or after the hearing to influence the decision.

Adjournments

- 11.1 The Tribunal may adjourn a hearing on its own motion or that of the Applicant or Staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held.
- 11.2 The hearing may be adjourned and resumed if it is necessary for a Director to leave the room.
- 11.3 While adjourned, Directors shall not discuss the hearing with others prior to the decision of the Tribunal being finalized.
- 11.4 Any adjournment shall form part of the hearing record.

Orders and directions

12. The Chair is entitled to make orders or directions to maintain order and prevent the abuse of the hearing processes.

Information presented at hearings

- 13.1 The Applicant shall be informed of their right to object to any question on the ground that the answer may incriminate them, pursuant to the *Canada Evidence Act*.
- 13.2 The Applicant shall be excused from answering questions on the basis that the answer may be incriminating, in accordance with the *Canada Evidence Act*.
- 13.3 Answers provided during the hearing are not admissible against the witness in any criminal trial or proceeding.
- 13.4 Information need not be provided under oath or by affirmation.
- 13.5 Privileged information, such as solicitor/client correspondence, cannot be heard.
- 13.6 Information that is not directly within the knowledge of the speaker (hearsay) can be heard if relevant to the issues of the hearing.
- 13.7 The Tribunal may consider matters of common knowledge such as geographic or historic facts, times, measures, weights, etc. or generally recognized scientific or technical facts, information, or opinions within its specialized knowledge without hearing specific information to inform their decision.
- 13.8 New information shall not be presented at the hearing by the Applicant or Staff.

PART IV: CONDUCT OF HEARING

Director attendance

- 14. The attendance of Directors shall be recorded at the opening of the hearing.

Opening remarks

- 15. The Chair shall convene the hearing with opening remarks which generally;
 - a) identify the Applicant;
 - b) describe the nature of the application and the property location;
 - c) outline the hearing procedures; and
 - d) advise on the requirements of the *Canada Evidence Act*.

Declaration of conflict of interest

- 16.1 The Chair shall request that Directors declare any prior involvement or interest in the matter before the Tribunal.
- 16.2 A Director that has any prior involvement or interest in the matter before the Tribunal shall declare their involvement and recuse themselves from participation in the hearing.
- 16.3 Should the Chair have any prior involvement or interest in the matter before the Tribunal, the Chair shall declare their involvement and recuse themselves from participating in the hearing and another Director shall be appointed to chair the Tribunal by majority vote of the Directors present.

Presentation of Staff information

- 17.1 Staff shall present the reasons supporting the recommendation for refusal or conditions of approval of the application.
- 17.2 Any reports, documents or plans that form part of the presentation shall be properly indexed and received.
- 17.3 Staff shall not submit new information at the hearing that has not already been provided to the Tribunal and the Applicant.

Presentation of Applicant information

- 18.1 The Applicant shall be given the opportunity to present information following the conclusion of the Staff presentation.
- 18.2 Any reports, documents, or plans which form part of the submission shall be properly indexed and received.
- 18.3 The Applicant shall only present information that applies to the permit application in question.
- 18.4 The Applicant shall not submit new information at the hearing that has not already been provided to the Tribunal and Staff.
- 18.5 The Applicant may be represented by legal counsel or an agent.
- 18.6 The Applicant's presentation may include technical witnesses.

Questions

- 19.1 Directors may ask questions during the presentations.
- 19.2 The Chair may limit questioning where it is satisfied that there has been full and fair disclosure of the facts presented and where the questioning has gone beyond reasonable and proper bounds.

Deliberation

- 20. The Tribunal shall debate and vote on the permission in open session.

PART V: DECISION

Decision

- 21.1 The Tribunal shall move and second a motion in the hearing that contains the decision.
- 21.2 The decision of a simple majority of Directors is the Tribunal's decision.
- ~~21.3 The Applicant shall be informed of their right to appeal the Tribunal's decision to the Mining and Lands Tribunal within 30 days following receipt of the written decision (Order in Council 332/2018).~~

Adoption

- 24. The Board shall adopt a resolution containing the decision and relevant details.

Notice of decision

- 25.1 The Applicant shall receive written notice of the decision within 14 calendar days following the hearing.
- 25.2 The notice of decision shall include the following information:
 - a) the identification of the Applicant, property, and the nature of the application that was the subject of the hearing;
 - b) the decision to refuse, approve, or cancel the application and any applicable conditions; ~~and~~

- c) written reasons;
- d) a copy of the Board resolution; and
- e) notice of the Applicants right to appeal the Tribunal's decision to the Ontario Land Tribunal within 30 calendar days of receiving the notice of decision.

Records of hearing

- 26.1 The Authority shall compile a record of the hearing.
- 26.2 A copy of the record of the hearing shall be forwarded to the ~~Minister Ontario~~ Land Tribunal in the event of an appeal.
- 26.3 The record of the hearing shall include:
- a) the application for the permit;
 - b) the notice of hearing;
 - c) any orders made by the ~~Board Tribunal~~ (e.g., for adjournments);
 - d) all information received by the ~~Board Tribunal~~;
 - e) the minutes of the meeting made at the hearing;
 - f) the decision and ~~reasons for decision~~ written reasons of the ~~Board Tribunal~~; and
 - g) the notice of decision.





To: Board of Directors
From: James Holland, Senior Planner
Date: October 12th, 2023
Subject: Update: Planning Activity

RECOMMENDATION:

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

DISCUSSION:

South Nation Conservation ("SNC") staff provide comments on planning applications and technical reviews to support new development. 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 September 2023. Pre-consultations and property inquiries are not included in this list.

#	SNC Number	Landowner	Former Municipality	Application
268	SNC-3492-2023	Robert Kirby	East Hawkesbury	Consent
269	SNC-3493-2023	Hugh Fawcett Auctions	Winchester	Consent
272	SNC-3497-2023	The Corporation of The Township of Russell	Russell	Site Plan Control
274	SNC-3501-2023	Roy Mills	Finch	Consent
275	SNC-3502-2023	Roy Mills	Finch	Consent
276	SNC-3503-2023	Roy Mills	Finch	Consent
277	SNC-3504-2023	Roy Mills	Finch	Consent
278	SNC-3505-2023	Lilliville Farms Ltd	Mountain	Consent
280	SNC-3507-2023	Cynthia M Smith	Edwardsburgh	Consent
283	SNC-3516-2023	Lionel Adrien Bazinet	Roxborough	Consent
284	SNC-3517-2023	Thermo King Eastern Canada	Russell	Site Plan Control
285	SNC-3518-2023	Andrew Droppo And Penny Droppo	Matilda	Consent
286	SNC-3519-2023	Andrew Droppo And Penny Droppo	Matilda	Consent
287	SNC-3520-2023	Bill And Ethel Britton	Matilda	Consent
288	SNC-3521-2023	Cindy Suzanne Ault Peters & William Franklin Ault, Trustees	Matilda	Consent
289	SNC-3522-2023	Pierre Vinette	Clarence	Consent
291	SNC-3524-2023	Pebblewoods Holding	Winchester	Section 59 Clearance
292	SNC-3525-2023	Roma Roy	N. Plantagenet	Consent



#	SNC Number	Landowner	Former Municipality	Application
293	SNC-3526-2023	10000505408 Ontario Inc	Russell	Consent
294	SNC-3527-2023	William White	West Hawkesbury	Consent
295	SNC-3528-2023	Kornel Schneider	Plantagenet	Consent
296	SNC-3529-2023	Kornel Schneider	N. Plantagenet	Consent
297	SNC-3530-2023	Jane Wylie And Ron Wylie Building Supply Inc	West Hawkesbury	Consent
298	SNC-3531-2023	1738408 Ontario Inc	Matilda	Consent
299	SNC-3532-2023	1738408 Ontario Inc	Matilda	Consent
300	SNC-3533-2023	1738408 Ontario Inc	Matilda	Consent
301	SNC-3534-2023	Gilles And Amy Laforest	Roxborough	Consent
303	SNC-3536-2023	Shellian Inc	Mountain	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 September.

SNC Number	Development Size	Review Type
SNC-3459-2023	Development Area > Than 2 Hectares	Stormwater
SNC-3525-2023	Small Scale Development	Environmental Impact Study

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: October 12th, 2023
Subject: Update: Permits Issued

RECOMMENDATION:

The Board of Directors receive and file the update on permits issued under Ontario Regulation 170/06 for September 2023.

DISCUSSION:

South Nation Conservation ("SNC") staff issue permits under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. in accordance with Board of Directors approved Regulation Policies.

The table below lists the permits issued in the month of September 2023.

#	Project No.	Landowner	Former Municipality	Project
140	2023-NDU-R150	North Dundas Township	Mountain	Relocation of Natural Gas Line
141	2023-NST-R157	United Counties of SDG	Finch	Ditch Repair — Erosion Control & Debris Cleanup
142	2023-CLR-R164	Andre Laviolette	Clarence	Construction of Garage
143	2023-SDU-R172	Trans-Northern Pipelines Inc (ROW)	Williamsburg	Integrity Dig
144	2023-EDW-R173	Patrick Girard	Edwardsburgh	Floating Dock
145	2023-GLO-R175	City Of Ottawa	Gloucester	Culvert Replacement
146	2023-GLO-R176	Tartan Investments Corporation	Gloucester	Berm Maintenance
147	2023-EDW-R177	Trans-Northern Pipelines Inc (ROW)	Edwardsburgh	Pipeline Integrity Digs
148	2023-EDW-R178	Amanda Dailey & Melissa Clark	Edwardsburgh	Dock Installation & Erosion Control
149	2023-SDU-R179	Trans-Northern Pipelines Inc (ROW)	Williamsburg	Pipeline Integrity Dig
150	2023-SDU-R057	Samantha Stone	Matilda	Permit Amendment for Residential Construction
151	2023-CLR-R060	Paul Maisonneuve & Chantal Lalonde Maisonneuve	Clarence	Permit Amendment for Residential Construction
152	2023-AUG-R180	United Counties of Leeds and Grenville	Augusta	Culvert Replacement

Programs & Services Category: Category 1 – Mandatory: Administration of Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06.

Alison McDonald,
Managing Director, Approvals



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: October 12th, 2023
Subject: Update: Enforcement of Ontario Regulation 170/06

RECOMMENDATION:

The Board of Directors receive and file the update on reported regulation concerns for the month of September 2023.

DISCUSSION:

South Nation Conservation ("SNC") staff administer and enforce Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06. SNC relies on members of the public and municipal partners to assist in identifying and reporting potential offences.

Staff evaluate reported concerns for priority response based on potential adverse impacts to people and property, and the risk of exacerbating natural hazards.

The list below describes the reported concerns received in the month of September 2023.

#	File No.	Municipality	Description
40	ENF2023-ALP-05	Alfred and Plantagenet	Reported development in a regulated area.

The table below provides a summary of staff enforcement and compliance actions undertaken to date in 2023.

Summary of Staff Enforcement and Compliance Actions 2023	
Site visits	27
Files resolved	12
Concerns referred to correct agency	8
Provincial offences charges laid	0

Programs & Services Category: Category 1 – Mandatory: Administration and Enforcement of Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06.

Alison McDonald,
Managing Director, Approvals.



To: Board of Directors
From: Monique Sauvé, Chief Building Official
Date: October 12th, 2023
Subject: Update: On-Site Sewage Permits Received

RECOMMENDATION:

The Board of Directors receive and file the on-site sewage permits received update for September 2023.

DISCUSSION:

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

#	Permit Number	Landowner(s)	Location	Description
327	NS-23-16	Stephanie Mitchell & Harmun Kainth	North Stormont	New Construction
328	EC-23-25	Kevin Burchell	Edwardsburgh Cardinal	System Replacement
329	AU-23-25	Shannon Shackles & Kirk Donovan	Augusta	New Construction
330	SS-23-30	Ronald Racine	South Stormont	Tank
331	SD-23-26	Shelby Keller	South Dundas	New Construction
332	SS-23-31	Cheryl Pelkey	South Stormont	System Replacement
333	CH-23-16	Christian Walz	Champlain	New Construction
334	EC-23-26	Alice Gommert	Edwardsburgh Cardinal	System Replacement
335	AU-23-26	Scott Jones	Augusta	Tank
336	EK-23-28	Tyrell McKirdy	Elizabethtown-Kitley	New Construction
337	CR-23-41	Ghislaine Simard	Clarence Rockland	New Construction
338	EH-23-13	Shannon Lapointe & Sean Sullivan	East Hawkesbury	System Replacement
339	NS-23-17	Gilles Meilleur	North Stormont	New Construction
340	CH-23-17	Benjamin Rolland & Alicia Aquino	Champlain	System Replacement
341	SD-23-27	Jason Barkey	South Dundas	System Replacement
342	AU-23-27	Margaret Storey	Augusta	System Replacement
343	SD-23-28	Fern Duchesneau	South Dundas	System Replacement
344	RU-23-29	Jeffery Herbert	Russell	System Replacement
345	SD-23-29	Wayne & Lynne Johnson	South Dundas	New Construction
346	EK-23-29	Michelle Mooney	Elizabethtown-Kitley	Tank



#	Permit Number	Landowner(s)	Location	Description
347	EH-23-14	Barry Perkins	East Hawkesbury	New Construction
348	EK-23-30	Brent Hughes	Elizabethtown-Kitley	New Construction
349	CT-23-01	Natural Design Landscaping Inc.	City of Cornwall	New Construction
350	SD-23-30	Reginald Veley	South Dundas	Tank
351	AU-23-28	Sprucelawn RMD Corporation (c/o Sarah Jane Dumbrille)	Augusta	System Replacement
352	SD-23-31	John Flynn	South Dundas	System Replacement
353	SD-23-32	David Tomlinson	South Dundas	System Replacement
354	ND-23-43	Luke Mollema	North Dundas	System Replacement
355	SD-23-33	Amber Power	South Dundas	System Replacement
356	CH-23-18	David Morin Valerie Fournier	Champlain	Tank
357	CR-23-42	Marc & Cynthia Gravelle	Clarence Rockland	Tank
358	SD-23-34	Michael Rainville	South Dundas	New Construction
359	NA-23-25	Eric Bazinet	Nation	New Construction
360	CR-23-43	Katherine Paquette	Clarence Rockland	System Replacement
361	CR-23-44	Marc Dube & Cynthia Maloney	Clarence Rockland	New Construction
362	EC-23-27	Andrew Kennedy	Edwardsburgh Cardinal	Tank
363	AU-23-29	Chase Murphy	Augusta	New Construction
364	NS-23-18	Avonmore Berry Farm Inc.	North Stormont	Tank
365	AU-23-31	Jacques Brisbois	Augusta	New Construction
366	AU-23-30	Korrey Foisy	Augusta	New Construction
367	NA-23-26	Benoit & Gisele Piche	Nation	New Construction
368	ND-23-44	Andy Driscoll	North Dundas	System Replacement
369	ND-23-45	Emily Wildfang & Adam Waller	North Dundas	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

Monique Sauv ,
Chief Building Official.