



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Meeting Agenda

Date: December 14th, 2023

Time: 9:00 a.m.

Location: Watershed Room, SNC

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



Board of Directors

Meeting Agenda

December 14th, 2023, at 9:00 a.m.

1. Traditional Land Acknowledgement: Ronda
 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 November 16th, 2023 4-11
 - b. SNC Committee Meeting Highlights and Minutes of: 12-13
 - i. Clean Water Committee meeting minutes of November 27th, 2023: Ronda 14-19
 - ii. Joint Occupational Health and Safety Committee meeting minutes of November 29th, 2023: Hannah 20-26
 - iii. Leitrim Wetland Advisory Committee meeting minutes of December 1st, 2023: Ronda 27-30
 7. New Business:
 - a. Recognition: Years of Service: Leadership 31-34
 - b. Request for Approval: Purchasing Policy Update: Carl 35-45
 - c. Request for Approval: Funding Submission: Sandra 46-47
 - d. Request for Approval: 2024 Tree Planting Program Expenditures: Cheyene 48-50
 - e. Request for Approval: 2024 Student and Recent Graduate Hiring Program: Hannah 51
 - f. Update: 2023 Audit Planning: Johanna 52-70
 - g. Request for Approval: Monies Received and Disbursement Register for November 2023: Hannah 71-74
 - h. Update: Planning Activity: James 75-76
 - i. Update: Permits Issued: Alison 77
 - j. Update: Enforcement of Ontario Regulation 170/06: Alison 78-79
 - k. Update: On-site Sewage Permits Received: Monique 80-82
 - l. Request for Approval: 2024 Board Meeting Schedule: Ronda 83
 8. Supplemental Agenda
 - a. Update: Estimated Statement of Operations for November 30th, 2023: Johanna
 9. Correspondence
 - a. Annual Letters RE: Potential Retrogressive Landslide Area (English versions) 84-88
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10. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:
 - January 18th (2024 Final Budget, ROMA Jan 21st-23rd)
 - February 15th
 - March 21st (AGM)
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. 11/23
Thursday, November 16th, 2023

Watershed Room, SNC

Present:	Pierre Leroux, Prescott and Russell, Chair Steve Densham, Stormont Dundas Glengarry, Vice Chair (<i>electronic participation</i>) George Darouze, City of Ottawa, Past Chair (<i>electronic participation</i>) Catherine Kitts, City of Ottawa (<i>electronic participation</i>) Genevieve Lajoie, Prescott Russell Matthew Luloff, City of Ottawa (<i>electronic participation</i>) Linda Payant, City of Ottawa Bill Smirle, Stormont Dundas Glengarry François St. Amour, Prescott Russell Deb Wilson, Leeds Grenville Adrian Wynands, Leeds Grenville
Regrets:	Tom Smyth, Stormont Dundas Glengarry
Staff Present:	Carl Bickerdike, Chief Administrative Officer Johanna Barkley, Director of Finance Ronda Boutz, Secretary-Treasurer Cheyene Brunet, Forester (Associate) Michelle Cavanagh, Team Lead, Special Projects Donna Ferguson, Accounting Technician 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 Pat Piitz, Team Lead, Property Katherine Watson, Coordinator - Early Warning Systems and Watershed Plans
Guests:	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 November 16th, 2023 to order at 9:00 a.m.

APPROVAL OF SNC BOARD OF DIRECTORS MAIN AND SUPPLEMENTAL AGENDAS

RESOLUTION NO. BD-195/23

Moved by: François St. Amour

Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the November 16th, 2023 main and supplemental agendas with the following amendment:

- Main Agenda item 7a. "For Discussion: 2024 Draft Budget" be moved to follow Main Agenda item 4. "Declaration of Conflict of Interest".

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

Catherine Kitts joined the meeting virtually at 9:02 a.m.

Matt Luloff joined the meeting virtually at 9:05 a.m.

FOR DISCUSSION: 2024 DRAFT BUDGET

RESOLUTION NO. BD-196/23

Moved by: Bill Smirle

Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors receive the Draft 2024 Budget; and



FURTHER THAT:

The Draft 2024 Budget be circulated to member municipalities prior to final approval of the Board in January 2024; and

FURTHER THAT:

Staff update the final 2024 Draft Budget to reflect a \$50,000 capital levy; and

FURTHER THAT:

If future debates on the 2024 Budget lead to increased demands for funds, the equivalent amounts will be decreased elsewhere in the Budget [therefore not affecting the 2024 Levy amounts]; and

FURTHER THAT:

If surplus funds are identified during future debates on the 2024 Budget, the surplus be directed to the SNC Reserves.

CARRIED

George Darouze, Catherine Kitts, and Matt Luloff left the meeting at 9:30 a.m.
The Board of Directors recessed for a break at 10:03 a.m.
The Board of Directors reconvened at 10:10 a.m.

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented project and program updates.

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 19TH, 2023

RESOLUTION NO. BD-197/23

Moved by: Genevieve Lajoie
Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the Board of Directors Meeting minutes of October 19th, 2023 as submitted.

CARRIED



NEW BUSINESS

REQUEST FOR APPROVAL: EROSION CONTROL PROJECT MANAGEMENT AGREEMENT

RESOLUTION NO. BD-198/23

Moved by: Genevieve Lajoie
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors approve entering into a service agreement with the Township of Russell to manage an erosion control project on East York Creek for approximately \$120,000, plus HST, over two years.

CARRIED

REQUEST FOR APPROVAL: FUNDING SUBMISSION

RESOLUTION NO. BD-199/23

Moved by: Adrian Wynands
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approves the submission of a funding application to Ontario Power Generation's Regional Biodiversity Grant Program requesting \$50,000/year for 3 years, for habitat restoration projects on SNC lands.

CARRIED

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

RESOLUTION NO. BD-200/23

Moved by: Bill Smirle
Seconded by: Deb Wilson

RESOLVED THAT:

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

FURHTER THAT:

The Board approve the Disbursement Register of \$894,279.34 for October 2023.

CARRIED



UPDATE: PLANNING ACTIVITY

RESOLUTUION NO. BD-201/23

Moved by: Steve Densham
Seconded by: Genevieve Lajoie

RESOLVED THAT:

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

CARRIED

UPDATE: PERMITS ISSUED

RESOLUTION NO. BD-202/23

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

RESOLVED THAT:

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

CARRIED

UPDATE: ENFORCEMENT OF ONTARIO REGULATION 170/06

RESOLUTION NO. BD-203/23

Moved by: Adrian Wynands
Seconded by: Linda Payant

RESOLVED THAT:

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

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS RECEIVED

RESOLUTION NO. BD-204/23

Moved by: Bill Smirle
Seconded by: Genevieve Lajoie



RESOLVED THAT:

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

CARRIED

SUPPLEMENTAL AGENDA

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

RESOLUTION NO. BD-205/23

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 October 31st, 2023 update.

CARRIED

REQUEST FOR APPROVAL: SALE OF WOOD

RESOLUTION NO. BD-206/23

Moved by: Bill Smirle

Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors delegate authority to sell standing timber on SNC 61 to the Chief Administrative Officer.

CARRIED

CLOSED SESSION

RESOLUTION NO. BD-207/23

Moved by: Bill Smirle

Seconded by: Deb Wilson



RESOLVED THAT:

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

- Request for Approval: Land Acquisitions
- Update: Legal Matter (verbal)

CARRIED

The Board of Directors convened closed session at 11:02 a.m.

OPEN SESSION

RESOLUTION NO. BD-208/23

Moved by: Adrian Wynands
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors move into open session.

CARRIED

The Board of Directors reconvened open session at 11:17 a.m.

REQUEST FOR APPROVAL: LAND ACQUISITIONS

RESOLUTION NO. BD-209/23

Moved by: Geneveive Lajoie
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors approve the acquisition of Property 1 (City of Ottawa) and Property 2 (City of Ottawa) as discussed in the report.

CARRIED

UPDATE: LEGAL MATTER (VERBAL)

RESOLUTION NO. BD-210/23

Moved by: Linda Payant
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the verbal update on the legal matter.

CARRIED



CORRESPONDENCE

None.

DATES OF UPCOMING MEETINGS

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

- December 14th, 2023 (note: second Thursday of the month)
- January 18th (2024 Final Budget)

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

None.

ADJOURNMENT

RESOLUTION NO. BD-211/23

Moved by: Adrian Wynands


Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors meeting of November 16th, 2023 be adjourned at 11:18 a.m.

CARRIED

Pierre Leroux,
Chair.


Carl Bickerdike,
Chief Administrative Officer.

/rb



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Hannah Jackson, Accounting and Human Resources Specialist
Date: December 7th, 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. Clean Water Committee meeting minutes of November 27th, 2023
 - ii. Joint Occupational Health and Safety Committee meeting minutes of November 29th, 2023
 - iii. Leitrim Wetland Advisory Committee meeting minutes of December 1st, 2023
-
-

DISCUSSION:

Clean Water Committee Meeting: November 27th, 2023

- The Clean Water Committee recommended the following to the Board of Directors for approval:
 - 8 Clean Water Program applications approved for \$18,000 in grants
 - Eastern Ontario Water Resources Program (EOWRP):
 - Approved final report and grant payment to the Eastern Ontario Children's Water Festival
 - Received 2023 project updates and approve expenditures for two SNC approved projects in progress, with remaining grant funds to be carried to 2024 for payment at project completion
 - 2023 EOWRP Financial Statement – as of October 31st, 2023
 - SNC Standing Committees

Joint Occupational Health and Safety Committee Meeting: November 29th, 2023

- Joint Occupational Health and Safety Committee approved:
 - 2024 Committee meeting schedule
 - Joint Occupational Health and Safety Committee received updates on:
 - Planned training in 2024 for all staff
 - Health and Safety Actions Items
-



- Joint Occupational Health and Safety Committee reviewed and made recommendations on:
 - Office Inspection
 - Shop Inspection
 - 7 Incident Reports:
 - 1 incident where staff found a piece of a gun barrel at Jessup's Falls Conservation Area
 - 1 incident of a minor wrist injury
 - 3 incidents of minor vehicle damage (rock in windshield, deer collision, and front bumper damage to public vehicle)
 - 2 incidents of tick bites

Leitrim Wetland Advisory Committee Meeting: December 1st, 2023

- The Leitrim Wetland Advisory Committee received updates on:
 - Boardwalk extension project
 - Boardwalk visitation statistics
 - 2022-2023 water quality monitoring
 - Partner updates

Ronda Boutz,
Secretary-Treasurer.

Hannah Jackson,
Accounting and Human Resources Specialist.

Attachments



CLEAN WATER COMMITTEE MEETING

Monday, November 27th, 2023
10:00 a.m. – Meeting 04/23

SNC Watershed Room, SNC Office



Present:	Jacqueline Kelly-Pemberton, Farmer, Committee Chair Ray Beauregard, Eastern Ontario Water Resources Program Russell Bennett, Farmer Michel Kearney, City of Ottawa Alan Kruszel, Ontario Soil & Crop Improvement Association Genevieve Lajoie, Prescott and Russell René Lalonde, Farmer Glenn Mackey, Farmer André Pommainville, Farmer Tara Redpath, City of Ottawa (<i>electronic participation</i>) Terrence Sauvé, Ontario Ministry of Agriculture, Food and Rural Affairs Bill Smirle, SNC Board Member François St. Amour, SNC Board Member Doug Thompson, Public Citizen Adrian Wynands, SNC Board Member
Regrets:	Marc Laflèche, Ontario Soil & Crop Improvement Association Yves Laviolette, Prescott and Russell George Darouze, SNC Past Chair, ex-officio Steve Densham, SNC Vice Chair, ex-officio Pierre Leroux, SNC Chair, ex-officio
Absent:	David Lapen, Agriculture and Agri-Food Canada
Staff Present:	Ronda Boutz, Secretary-Treasurer Katherine Watson, Coordinator - Early Warning Systems and Watershed Plans (<i>electronic participation</i>)
Guests:	Alanna Akkermans, River Institute



CHAIRS REMARKS

Jacqueline Kelly-Pemberton, Committee Chair, called the Clean Water Committee meeting of November 27th, 2023 to order at 10:00 a.m. Chair Pemberton also thanked the Committee members for their years of dedication and input on the Committee as this is the last meeting.

APPROVAL OF CLEAN WATER COMMITTEE MAIN AND SUPPLEMENTAL AGENDAS

RESOLUTION NO. CWC-031/23

Moved by: Doug Thompson

Seconded by: Bill Smirle

RESOLVED THAT:

The Members approve the November 27th, 2023 Clean Water Committee main and supplement agendas with the following amendment:

- Supplemental Agenda Item 1c. be moved to follow Main Agenda Item 7b.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

SNC PROJECT UPDATE

Staff presented slides on project and program updates.

COMMUNITY ENGAGEMENT: ROUNDTABLE

- Russell Bennett – continues to promote the Clean Water Program through one-on-one conversations in his area
- Bill Smirle – regular updates to North Dundas Council on SNC programs and services
- Adrain Wynands - regular updates to Augusta Council on SNC programs and services

REQUEST FOR APPROVAL:

CLEAN WATER COMMITTEE MEETING MINUTES OF SEPTEMBER 18TH, 2023

RESOLUTION NO. CWC-032/23

Moved by: Adrian Wynands

Seconded by: André Pommerville

RESOLVED THAT:

The Members approve the Clean Water Committee meeting minutes of September 18th, 2023 as submitted.

CARRIED



BUSINESS ARISING FROM MINUTES

None.

NEW BUSINESS

UPDATE: SUMMARY OF CLEAN WATER PROGRAM GRANT APPLICATION

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

CLEAN WATER PROGRAM PROJECT APPLICATIONS

RESOLUTUION NO. CWC-033/23

Moved by: Alan Kruszel
Seconded by: Russell Bennett

RESOLVED THAT:

The Clean Water Committee approves funding to the following projects:

Project Code	Project Type	Grant %	Grant Amount	Rating
2023-APL-CW14	Septic	50	\$2,000.00	24.0
2023-APL-CW15	Well Decommissioning	100	\$1,000.00	23.8
2023-NAT-CW16	Cover Crop	N/A	\$1,000.00	22.9
2023-APL-CW-17	Cover Crop	N/A	\$1,000.00	23.7
2023-CLR-CW18	Septic	50	\$2,000.00	23.8
Total Approved			\$7,000.00	

CARRIED

REQUEST FOR APPROVAL: CLEAN WATER PROGRAM WAITING LIST

RESOLUTUION NO. CWC-034/23

Moved by: Alan Kruszel
Seconded by: Doug Thompson

RESOLVED THAT:

The Clean Water Committee approves funding to the following projects on the Waiting List:

Project Code	Project Type	Grant %	Grant Amount	Rating
2023-CLR-CW06B	Milkhouse Wastewater	50	\$5,000.00	20.9
2023-NDU-CW05A	Well Decommissioning	100	\$1,000.00	20.6
Total Approved			\$6,000.00	



RESOLUTION NO. CWC-035/23

Moved by: Ray Beauregard
Seconded by: Alan Kruszel

RESOLVED THAT:

2023-NDU-CW01 Erosion Control

The Clean Water Committee approves funding at a grant rate of 50% to a maximum grant of \$5,000 on the condition that trees and/or shrubs must be planted within the 3-metre buffer from top of bank.

CARRIED

Tara Redpath joined the meeting virtually at 11:00 a.m.

SUPPLEMENTAL AGENDA

EASTERN ONTARIO WATER RESOURCES PROGRAM GRANTS

REQUEST FOR APPROVAL: EASTERN ONTARIO CHILDREN'S WATER FESTIVAL

RESOLUTION NO. CWC-036/23

Moved by: Glenn Mackey
Seconded by: Rene Lalonde

RESOLVED THAT:

The Clean Water Committee approves the final report and expenditures of \$4,000 for the Eastern Ontario Children's Water Festival in 2023.

CARRIED

REQUEST FOR APPROVAL: ADVANCING EARLY WARNING TOOLS IN THE NATION RIVER WATERSHED

RESOLUTION NO. CWC-037/23

Moved by: Doug Thompson
Seconded by: Adrian Wynands

RESOLVED THAT:

The Clean Water Committee receive and file the update for the Advancing Early Warning Tools in the South Nation River Watershed; and

FURTHER THAT:

The Committee approve expenditures of \$6,260 in 2023; and



FURTHER THAT:

The Committee approve to carry forward funds of \$13,740 for the Advancing Early Warning Tools in the South Nation River Watershed Project, to the 2024 Budget for project completion.

CARRIED

REQUEST FOR APPROVAL: MODELLING WATER SYSTEMS ON FARMS IN THE BEAR BROOK WATERSHED

RESOLUTUION NO. CWC-038/23

Moved by: André Pommainville
Seconded by: Michel Kearney

RESOLVED THAT:

The Clean Water Committee receive and file the update for the Modelling Water Systems on Farms in the Bear Brook Watershed Project; and

FURTHER THAT:

The Committee approve expenditures of \$2,000 in 2023; and

FURTHER THAT:

The Committee approve to carry forward funds of \$13,000 for the Modelling Water Systems on Farms in the Bear Brook Watershed, to the 2024 Budget for project completion.

CARRIED

REQUEST FOR APPROVAL: EASTERN ONTARIO WATER RESOURCES PROGRAM FINANCIAL STATEMENT – AS OF OCTOBER 31ST, 2023

RESOLUTUION NO. CWC-039/23

Moved by: François St. Amour
Seconded by: Russell Bennett

RESOLVED THAT:

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

CARRIED

UPDATE: CLEAN WATER PROGRAM GRANTS

This item was address under item 7c.



CORRESPONDENCE

None.

ADJOURNMENT

RESOLUTION NO. CWC-40/23

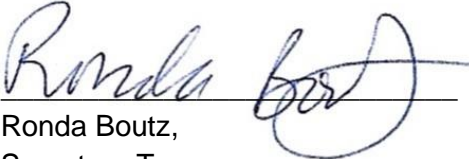
Moved by: Glenn Mackey

RESOLVED THAT:

The Clean Water Committee meeting of
November 27th, 2023 be adjourned at 11:38 a.m.

CARRIED

Jacqueline Kelly-Pemberton,
Committee Chair.



Ronda Boutz,
Secretary-Treasurer.



JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Meeting 04/23
Wednesday, November 29th, 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)
Michelle Cavanagh, Team Lead, Special Projects (Management)
Pat Piitz, Team Lead, Property (Management)
Rene Lalonde, Program Representative (Worker)
Ryan Robson, Resource Technician (Worker)
Todd Baker, Conservation Lands Technician (Worker)

Regrets: Deborah Edwards, Accounting Assistant II (Worker)
Elise Lefebvre, Administrative Assistant (Worker)
Eric McGill, Corporate Counsel (Worker)
Monique Sauve, Chief Building Official (Worker)
George Darouze, SNC Past Chair, ex-officio (Management)
Pierre Leroux, SNC Chair, ex-officio (Management)
Steve Densham, SNC Vice Chair, ex-officio (Management)



CALL TO ORDER

Hannah Jackson, Worker Co-Chair, called the Joint Occupational Health and Safety Committee meeting of November 29th, 2023, to order at 9:07 a.m.

APPROVAL OF AGENDA

RESOLUTION NO. JOHS-047/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety agenda of November 29th, 2023 be approved as submitted.

CARRIED

APPROVAL OF JOINT OCCUPATIONAL HEALTH AND SAFETY MEETING MINUTES OF SEPTEMBER 20TH, 2023.

RESOLUTION NO. JOHS-048/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety meeting minutes of September 20th, 2023 be approved as amended:

- Ryan Robson attendance be corrected to "Present"

CARRIED

BUSINESS ARISING FROM MINUTES

FOR DISCUSSION: DEALING WITH DIFFICULT PEOPLE TRAINING

RESOLUTION NO. JOHS-049/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the verbal update of planned training to all staff in early 2024.

CARRIED



FOR DISCUSSION: COMMITTEE MEMBERSHIP

RESOLUTION NO. JOHS-050/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the verbal update of recruitment of Committee members.

CARRIED

HEALTH AND SAFETY ACTION ITEMS

RESOLUTION NO. JOHS-051/23 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-052/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee defer the draft SNC Emergency Evacuation Plan to the March 2024 meeting.

CARRIED

FOR REVIEW: 2024 COMMITTEE MEETING DATES

RESOLUTION NO. JOHS-053/23 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee approve the 2024 Committee Meeting schedule.

FURTHER THAT: The Joint Occupational Health and Safety Committee approve the 2024 meeting schedule with the following amendment:

- Date change from March 20th, 2024 to March 27th, 2024

CARRIED



WORKPLACE INSPECTIONS

SNC SHOP

RESOLUTION NO. JOHS-054/23

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-055/23

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; and

FURTHER THAT:

The Joint Occupational Health and Safety Committee recommend the purchase of a fire blanket in the kitchen for the stove in the administrative building.

CARRIED

ACCIDENT / INCIDENT REPORTS

INCIDENT #1

Piece of gun barrel found at Jessup's Falls Conservation Area.

RESOLUTION NO. JOHS-056/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation of "Staff training on procedures for reporting incidents to police and handling of potential evidence and crime scenes welcome. Procedures were explained, police



attended site, park was temporary closed, dive tams investigated river;" and

FURTHER THAT:

SNC will purchase a 'sharps' containers for safe disposal sharp objects during park inspections (i.e., syringes).

CARRIED

INCIDENT #2

Minor injury to staff's wrist.

RESOLUTION NO. JOHS-057/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Staff should familiarize themselves with vehicles during the vehicle circle check, prior to hooking up trailers or other equipment. Ensure proper operation of doors, tailgates, etc. is identifies on circle check. If staff is the passenger and did not personally complete the circle check, caution should be used when opening doors, tailgates, etc. and it should be assumed they are manual until confirmed otherwise. Staff reminder to report incidents in a timely fashion, incident was reported only after persisted a few weeks later."

FURTHER THAT:

The Joint Occupational Health and Safety recommend trailer training in early 2024 for all staff.

CARRIED

INCIDENT #3

Damage to windshield on vehicle #7.

RESOLUTION NO. JOHS-058/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Driver has more than a safe distance from secondary vehicle (dump truck transporting aggregate). So, controls to prevent damage were managed. Reminders on safe distances will be shared during annual training refreshers."

CARRIED



INCIDENT #4

Tick bite.

RESOLUTION NO. JOHS-059/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Ensure that employees know that they are able to seek treatment from a pharmacy for tick bites."

CARRIED

INCIDENT #5

Damage to vehicle #8 from a deer.

RESOLUTION NO. JOHS-060/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Review of workplace procedures and notification to authorities and insurer are welcome. These incidents often occur in these forested areas – driver awareness reminders. Minor damage reported, to be repaired in the new year."

FURTHER THAT:

The Joint Occupational Health and Safety recommend Defensive Driving Training in early 2024 for all staff.

CARRIED

INCIDENT #6

Tick bite.

RESOLUTION NO. JOHS-061/23

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "The employee was ware of potential hazards and followed correct H&S procedures. Annual routine training on tick management is provided to all SNC staff. Staff working in the field follow control measures including appropriate and covered clothing and they complete tick checks every day. Staff are encouraged to report tick bites found on their body to their supervisors and to seek medical attention if necessary. Note: Worker requirements of forested operations may increase the



rate of tick exposure in comparison to the general population.”

CARRIED

INCIDENT #7

Damage to another vehicle from the hitch of vehicle #8.

RESOLUTION NO. JOHS-062/23 Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “Staff should always take extra care to check carefully for other vehicles when backing up a truck. All mirrors should be adjusted by the driver before leaving the office to ensure an adequate field of view. Instead of backing up, the staff could have proceeded forward though the turn if there was no oncoming traffic. Refresher training specific to the trucks should be considered for staff. Incident as reported right away.”

CARRIED

DATE OF NEXT MEETING

- March 27th, 2024, at 9:00 a.m.

ADJOURNMENT

RESOLUTION NO. JOHS-063/23 Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee meeting of November 29th, 2023 be adjourned at 10:13 a.m.

CARRIED

Ronda Boutz,
Management Co-Chair.

Hannah Jackson,
Worker Co-Chair.

/hj



LEITRIM WETLAND ADVISORY COMMITTEE (LWAC) MEETING

Friday, December 1st, 2023

10:00 a.m.

Virtual Meeting

Meeting No. 02/23

Members:	Suzanne Azizan, Findlay Creek Resident Taylor Turcotte for Melissa Cote, Taggart Investments & Tartan Homes Gina Byrne, Findlay Creek Resident Patrick Peori, for Steve Desroches, City Councillor, Ward 22, Ottawa
Regrets:	Melissa Cote, Taggart Investments & Tartan Homes Steve Desroches, City Councillor, Ward 22, Ottawa Laura Dingle Robertson, Findlay Creek Resident Patrick LeBrun, National Capital Commission Tracey Scaramozzino, City of Ottawa Bill Smirle, SNC Board of Directors / LWAC Chair
Staff:	Ronda Boutz, Secretary-Treasurer Michelle Cavanagh, Team Lead, Stewardship Katherine Watson, Coordinator - Early Warning Systems and Watershed Plans



CHAIR'S REMARKS

Bill Smirle, Committee Chair, was regrets, Ronda Boutz, Secretary-Treasurer, South Nation Conservation served as Acting Committee Chair. Ronda called the Leitrim Wetland Advisory Committee meeting of December 1st, 2023 to order at 10:00 a.m.

Ronda Boutz, Acting Committee Chair, led a roundtable of introductions.

APPROVAL OF LEITRIM WETLAND ADVISORY COMMITTEE MEETING AGENDA

RESOLUTION NO. LWAC-005/23

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee approve the agenda of December 1st, 2023 as submitted.

CARRIED

APPROVAL OF LEITRIM WETLAND ADVISORY COMMITTEE MEETING MINUTES OF JUNE 20TH, 2023

RESOLUTION NO. LWAC-006/23

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee meeting minutes of June 20th, 2023 be approved as submitted.

CARRIED

LEITRIM WETLAND PROJECT UPDATE - POWERPOINT

SNC staff provided an update on the Findlay Creek Boardwalk expansion and visitation statistics, and water quality monitoring in Findlay Creek.

Suzanne Azizan joined the meeting at 10:14 a.m.



NEW BUSINESS

2022-2023 FINDLAY CREEK MONITORING REPORT UPDATE

RESOLUTION NO. LWAC-007/23

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee receive and file the 2022-2023 Findlay Creek Monitoring Report Update.

CARRIED

TARTAN/TAMARAC HOMES UPDATE (VERBAL)

- Taylor Turcotte provided an update on behalf of Melissa Cote, on the construction and progression of development in the Findlay Creek area.
 - Developers are currently working in Stage 4, south of Leitrim Road, home building (phase 2 and 3)
 - Barrett Farm Park completed, and a “grand opening” is being planned for 2024
 - Leitrim Pond to is complete with pathways around it, naturalizing nicely
 - No update on construction of school or confirmed commitment for buildout
 - 2024 servicing planned for site plan area close to Bank Street, will be higher density townhouses, connection to Bank Street will not happen until Bank Street is widened, street will dead-end until then.
 - Stage 5, phase 1 (interior loop) planned to start in 2024, some dewatering will be completed
 - An assessment of the berm was completed, work to address deficiencies is being completed prior to transferring the infrastructure to the City of Ottawa and donated lands to South Nation Conservation

CITY OF OTTAWA UPDATE (VERBAL)

This item was deferred to the next meeting

NATIONAL CAPITAL COMMISSION UPDATE (VERBAL)

This item was deferred to the next meeting

FINDLAY CREEK COMMUNITY UPDATE (VERBAL)

- Suzanne Azizan has stepped down from her role with Findlay Creek Community Association (FCCA), will continue on the Committee as a community resident



RESOLUTION NO. LWAC-008/23

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee receive and file the verbal partner updates.

CARRIED

ROUNDTABLE DISCUSSION

- Gina Byrne
 - o Question on signage to discourage pedestrian (cross-country skiing) on the berm now that vegetation has been cleared, also, some residents concerned this area would become a “path” and lead to privacy issues on some properties where berm is high
 - Taylor will follow-up to ensure there is sufficient signage on the berm to deter pedestrian traffic
 - o Has not seen any issues with vandalism on the Boardwalk recently
- Patrick Peori commented he was happy to see the high volume of pedestrian traffic on the new extended Boardwalk
- Michelle Cavanagh thanked the Committee members for their support on the Boardwalk extension project and we welcome feedback if any issues are identified over winter when the Boardwalk is not maintained

NEXT MEETING DATE:

- Friday, June 14th, 2024, 10:00 a.m. (*tentative*)

ADJOURNMENT


RESOLUTION NO. LWAC-009/23

Moved by: Consensus

RESOLVED THAT:

The Leitrim Wetland Advisory Committee of December 1st, 2023 be adjourned at 11:01 a.m.

CARRIED



Ronda Boutz,
Acting Committee Chair.

/rb



To: Board of Directors
From: Michelle Cavanagh, Team Lead, Special Projects
Ronda Boutz, Secretary-Treasurer
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
Alison McDonald, Managing Director, Approvals
Johanna Barkley, Director of Finance
Date: December 1st, 2023
Subject: Recognition: Years of Service

RECOMMENDATION:

The Board of Directors recognize and thank Naomi Langlois-Anderson, Chris Craig, Deborah Edwards, Elise Lefebvre, Katherine Watson, Cheyene Brunet, James Holland, Caroline Goulet, and Tavish MacLeod for their years of service working with South Nation Conservation.

Naomi Langlois-Anderson: 30 Years

Naomi graduated from Sir Sanford Fleming College as a Fish and Wildlife Technician and began her career at SNC in October 1993 in the Water Quality department. Naomi's interest in aquatic environments and keen attitude enabled her to lead the development of SNC's Fisheries department in 1995.

As Senior Fish and Wildlife Technician, Naomi has applied her knowledge to a wide array of programs and projects at SNC, from our long-term fisheries monitoring activities to her more recent invasive species management work. Naomi's extensive knowledge of the watershed and past programs and projects has been invaluable for SNC. She is a dedicated team member and excels at making connections with partners and galvanizing support to complete important stewardship work.

Her interest in research and learning means that SNC can grow and adapt our work to ensure the best possible result for our local environment. Naomi's kind personality, positive attitude and willingness to help other teams makes her a wonderful colleague and asset to SNC.

Chris Craig, 25 Years

Chris began his career with SNC in 1998, one of several forest technicians supervising teams of workers, who assisted SNC, municipalities and landowners in the aftermath of the January 1998 ice storm.

Chris is a graduate of Sir Sanford Fleming College, a Certified Tree Marker, a Certified Seed Collector, and Butternut Health Assessor.

Chris, a community member of Pikwakanagan, has been instrumental in developing SNC relations with First Nation communities. SNC is recognized for this relationship at both national and international level. His passion to create ethical spaces has resulted in The Healing Place and its growth over the past few years.



Deborah Edwards, 25 Years

Born and raised in Quebec, Deb first came to SNC at a time of crisis. The year was 1998, and Conservation Authorities were still in turmoil from the cuts in the 90s. The Ice Storm had just devastated the region. In crisis as they say, lies opportunity.

Her first work with SNC was as a member of the Ice Storm cleanup crew, hired to help with the recovery. Deb took her chainsaw certification and played an active role in getting the area back on its feet. The Ice Storm proved to be a transformational event for Deb and for SNC.

Deb transitioned into administration, and as a 25-year loyal employee of the Corporate Services team, she has demonstrated a reliable, enthusiastic, and dependable work ethic, especially during challenging times. She is diligent in making sure everyone gets paid on-time.

Outside SNC Deb has developed a passion for working on her family farm gardening and tending their free-range beef and heritage swine. Last month Deb invited her 8th grandchild, Angus James, into the family. She has an adorable grandson and is one very proud grandma. Deb shows her love of getting outdoors by being the first to volunteer for team building exercises in the field.

Elise Lefebvre, 15 Years

Elise began working at SNC in December of 2008 as a bilingual administrative clerk receptionist. Prior to SNC, Elise worked with the Canadian Bar Association as receptionist.

Elise is one of the most well-known voices, faces, and laughs in the building. She takes care of our main reception area and the SNC Septic program and has had a positive impact on so many people's lives through her work.

Elise is invaluable to all SNC departments and staff, always supporting and helping with meetings, supplies, and advice. She brings a sense of simple joy and honesty to all her work and is a pleasure to work with every day.

Katherine Watson, 15 Years

Kat studied Environmental Science at the University of Guelph and then received a graduate certificate in Ecosystem Restoration from Niagara College. Kat began her career in the Conservation Authority world, working first with Conservation Halton and then with the Nottawasaga Valley Conservation Authority.

Kat joined SNC, as a Water Resource Specialist, in 2008 applying her knowledge and expertise to build upon and improve SNC's long-term monitoring programs. Five years ago, Kat moved to the Engineering Team and is instrumental in the development of new technology to improve monitoring programs, relationships with stakeholders, and project management. In 2022, Kat received the Climate Change Vulnerability Assessment and Adaptation Action post-graduate certificate from University of Saskatchewan. Knowledge she is utilizing to assess climate change impacts and help plan for future mitigation projects.



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A passionate believer in the work of the Conservation Authorities, Kat continues growing as a professional, recently taking on the role of Coordinator - Early Warning Systems and Watershed Plans.

Cheyene Brunet, 10 Years

Cheyene Brunet began her career at South Nation Conservation in 2013 soon after graduating from Sir Sandford Fleming College with a dual diploma as a Forestry Technician and Fish and Wildlife Technician.

Cheyene has been instrumental in delivering the SNC tree planting and woodlot advisory service programs, receiving recognition from Forests Ontario for her outstanding customer service and program delivery. She has also organized and executed numerous volunteer planting events over the past 10 years, sharing her knowledge and passion with youth to foster the next generation of tree planters.

Cheyene recently received her Registered Professional Forester (Associate) designation and continues to work towards her full professional membership.

James Holland, 10 Years

Born and raised in Winnipeg, James received a Bachelor of Environmental Studies after attending the University of Manitoba and York University. James also holds a master's degree in Rural Planning from the University of Guelph.

His career in the environmental field spans more than 25 years with the first few spent at Ducks Unlimited Canada as a GIS and Municipal Extension Specialist.

James started his career at SNC as a Watershed Planner ten years ago and quickly became a Registered Professional Planner just a few weeks after starting his new position.

James brings diverse academic knowledge and great dedication to SNC and helps mentor other staff through their professional development. We are always impressed by his willingness to learn new things.

Caroline Goulet, 5 Years

Caro graduated from the Forest Management Program at the Université de Moncton, Campus Edmundston, in New Brunswick. This was followed by a Diploma (*with distinction*) in Forestry and Wildlife Management from La Cité, in Ottawa.

Caro began her career at South Nation in 2018 as a Forestry Technician; moving into a Forester role with the successful completion of her Registered Professional Forester designation.

Caro is also a certified arborist under the International Society of Arborists. Her skill set has allowed SNC to develop a Tree Risk Assessment program and extend these services to our municipal partners.

Most recently, Caro is leading the delivery of the woodlot storm recovery program; assisting



property owners in their recovery efforts from the May 2022 derecho storm. Her bilingual French-English abilities, along with her passion to help, is appreciated by these woodlot owners and is key to the program's success.

Tavish MacLeod, 5 Years

Tavish was born and raised in South Stormont and has deep roots in Eastern Ontario. Tavish graduated from St. Lawrence College with an Environmental Technician diploma and started work at SNC in 2018.

Tavish's practical experience in maintenance, and as a farm hand, serves him well in his work at SNC. Tavish became a Forestry Assistant in 2021, and works with the Forestry Team on forest management, forest stewardship programs, and projects on SNC lands. Tavish has been especially helpful with tree planting site preparation, work SNC began to complete in-house last year.

Tavish obtained his Seed Collectors Certification and is enthusiastic to continue developing his forestry skills.

Thank you and congratulations to all!

Michelle Cavanagh,
Team Lead, Special Projects

Ronda Boutz,
Secretary-Treasurer

Sandra Mancini,
Managing Director, Natural Hazards and
Infrastructure

Alison McDonald
Managing Director, Approvals

Johanna Barkley,
Director of Finance



To: Board of Directors
From: Carl Bickerdike, Chief Administrative Officer
Date: December 6, 2023
Subject: Request for Approval: Purchasing Policy Update

RECOMMENDATION:

The Board of Directors approve the Purchasing Policy as updated.

DISCUSSION:

The Purchasing Policy was last updated in 2020. Since 2020 the organization's staffing structure has changed and we have seen an increasing number of purchases in the \$15,000 to \$25,000 range. The goal of this minor update is to streamline operations, while maintaining strong controls.

The main change is the removal of a separate purchasing limit for the Chair, Vice Chair, or Past Chair. The limit of the Chief Administrative Officer has been increased accordingly.

Purchasing Authority	Old Approval Limit	New Approval Limit
Board of Directors or their Delegate(s)	Over \$25,000	Over \$25,000
Chair, Vice Chair, or Past Chair	Up to \$25,000	Removed
Chief Administrative Officer	Up to \$15,000	Up to \$25,000
Directors/Secretary Treasurer	Up to \$10,000	Up to \$10,000
Team Leads/Coodinators/Corporate Counsel	Up to \$5,000	Up to \$5,000
All other staff	Up to \$500 (Differentiated between different types of staff)	Up to \$500

If approved, the change will remove the need for memos to be written to the Executive and speed up operations.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

No impact.

SNC Policy Adherence:

All policy changes must be brought before the Board of Directors for approval.



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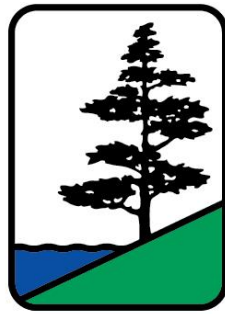
Programs and Services Category:
Not applicable.

A handwritten signature in blue ink, appearing to read 'C. Bickerdike', is written over a horizontal line.

Carl Bickerdike,
Chief Administrative Officer

Attachments: Purchasing Policy (December 2023)

South Nation Conservation: *Watersheds for life.*



SOUTH NATION
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PURCHASING POLICY

SEPTEMBER 2020



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(A) General

When buying goods and services, staff should produce the required quality and quantity of goods and services at the most favorable costs to the Authority within the financial controls outlined in this Policy.

(B) Purchasing Limits/Authorized Buyers

Limits for all purchase approvals are as follows:

PURCHASING AUTHORITY	APPROVAL LIMIT
Board of Directors (Or their Delegate(s))	Over \$25 000
Chair, Vice Chair, or Past Chair	Up to \$25 000
General Manager Chief Administrative Officer (CAO)	Up to \$ 2 5 000
Directors/ Secretary-Treasurer	Up to \$10 000
Team Leads/ Coordinators / Corporate Counsel	Up to \$5 000
All other staff and Board of Directors	Up to \$500



(C) Purchasing Limits and Authorizations Required

Staff should adhere to the following purchasing limits and procedural requirements:

i. Purchases up to \$500:

- May be paid in cash and refunded by the Authority as a personal expense, paid from petty cash, or paid by credit card. The paid sales invoice, credit card statement, should be attached to the personal expense claim form or submitted to the petty cash custodian for reimbursement. No Purchase Order required.

ii. Purchases \$500 up to \$10 000:

- Competitive quotes should be obtained where practical;
- ~~Purchase Order is required for all goods and/or services over \$53,000 unless directed otherwise by the General Manager, or Director, Organization Effectiveness, or their Delegate.~~
- ~~The~~ A Purchase Order ~~may be requested to be signed~~ by the appropriate Purchasing Authority as listed in Section B. ~~All documentation to be attached and filed in the Corporate Services Office.~~

iii. Purchases \$10 000 up to \$25 000:

- Three written quotes should be secured and recorded;
- If three quotes cannot be obtained, the reasons will be documented;
- ~~Reasons for accepting other than the lowest quotation will be documented. If other than the lowest quotation is accepted, approval by the General Manager~~ CAO, or ~~Director, Organization Effectiveness~~ Secretary-Treasurer, or their Delegate, is required;
- Approval of the Board of Directors is required if the expense results in a new reserve take.
- ~~A~~ The Purchase Order or Contract is required for all purchases over \$10,000 and shall be signed by the appropriate Purchasing Authority as listed in Section B. All documentation to be attached and filed in the Corporate Services Office.



iv. Purchases \$25 000 up to \$100 000:

- A minimum of three written quotations should be obtained from suppliers;
- If three quotes cannot be obtained, the process and the reasons will be documented;
- Reasons for accepting other than the lowest quotation must be documented. If other than the lowest quotation is accepted, approval by the Chair or Vice Chair is required;
- A board resolution must be obtained before the order is made.
- Any one of the signing officers will sign the appropriate documents as required;
- All documentation must be retained on file in the Corporate Services office.

v. Purchases over \$100 000:

- Goods and services exceeding \$100,000 will be obtained by a formal bid process (ex. Public Tender, Request for Proposal, Prequalification, or other means acceptable to the Board of Directors) unless the Board of Directors direct otherwise.
- Directors, or their Delegate, are responsible for preparing the formal bid package;
- If three bids cannot be obtained, the reasons will be documented;
- Bids will be routed to the appropriate Director, or their Delegate, who will log and safeguard all tenders received;
- Bids will be opened in the presence of at least three (3) staff members; At least one director or team lead shall be present.
- Approval of the Board of Directors is required for awarding the contract to the successful bidder. After the project is approved by the Board of Directors, the Board of Directors may Delegate their approval authority to award the contract;
- Reasons for accepting other than the lowest bid, and/or not following the formal bid process must be documented;



- Any one of the signing officers will sign the appropriate documents as required;
- All documentation must be retained on file in the Corporate Services office.

(D) Purchase Order Form

Consistent use (when required) will be made of 3-part purchase orders as follows:

- Copy 1 (white) to supplier (or kept by issuer). Purchase order number should appear on all supplier invoices.
- Copy 2 (yellow) to Accounts Payable when goods or services are received. This copy should be attached to invoice - exact (or estimated) quantities and dollar amounts should be shown.
- Copy 3 (pink) is filed in the Corporate Services Office for control purposes.

A contract signed by the appropriate Purchasing Authority as listed in Section B can act as a purchase order.

(E) Non-Competitive Purchasing

The Board of Directors must approve any Non-Competitive purchasing over \$25,000, unless they are Emergency Purchases, as described in Section (G) below.

Non-competitive purchasing may be used in the following circumstances:

- When there is a statutory or market-based monopoly on the good and/or service;
- When no bids or quotes were received in a competitive process;
- When the required item is covered by an exclusive right such as a patent, copyright, or exclusive license;
- When the purchase is already covered by a lease-purchase agreement where payments are partially or totally credited to the purchase;



- When it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required;
- When the required good and/or service is in short supply due to market conditions;
- When competitive sourcing for low value procurement would be uneconomical or would not attract bids;
- When the good is purchased for testing or trial use;
- When competitive procurement may be found to be impractical for such items as meal expenses, incidental travel expenses (e.g. taxi service, phone calls), and training and education expenses;
- When professional or special services are required, such as: auditors or accounting fees, legal fees, appraiser fees, banking fees, investment fees, or any other special services;
- When utilities are required, such as: telecommunications services and contracts, taxes, telephone, or other utilities;
- When purchasing real property;
- When purchasing insurance.

(F) Negotiation

In conjunction with Section C and notwithstanding that Negotiation may be a component of another procurement process, Negotiation may be used for Purchases of Goods and/or Services when any of the following criteria apply:

- After the request for proposal process, it may be necessary for discussion and revision of the proposal;
- There is only one known source of the goods or service;
- Two or more identical low bids have been received;
- The lowest compliant bid exceeds the estimated costs of the goods or services;



- All bids received fail to comply with the specifications, tender terms and conditions and it is impractical to recall tenders;
- The extension of the existing contract would prove more cost effective or beneficial;
- A single source is recommended because it is more cost effective or beneficial to the Authority to ensure compatibility with an existing product, facility or service;
- When no bids are received;
- When only one bid is received in a bid call.

(G) Emergency Purchases

Emergency purchases are allowed when:

- a) an urgent procurement is necessary for fulfilling a statutory order issued by a federal, provincial, municipal or other authority, such as an environmental, public health, or workplace safety compliance order; or
- b) goods and services are required to address an emergency where the purchase is essential to prevent loss of life, potential loss in business, damage to property, or for the continuation of a program or service that is essential to the well being of the Authority.

Goods and services shall be acquired by the most open market procedure and the lowest overall cost possible. Goods and services over \$50,000 shall be approved by the Chair, or in his/her absence the Vice Chair or Past Chair, subject to telephone and/or email notification of the Board of Directors.

For emergency goods and services with a purchase cost of \$245,000 to \$50,000 approval is required by the [General Manager CAO](#). The [General Manager CAO](#) will report emergency purchases to the Board of Directors at the next meeting.

(H) Disposal of Surplus Goods

The [General Manager CAO](#) or his or her Delegate has the authority to sell, exchange, or otherwise dispose of goods declared as surplus that is estimated less than \$15,000, with the exception of real property, and where it is cost



effective and in the best interest of South Nation to do so, items or groups of items may:

- i. Be offered to other public agencies;
- ii. Be sold by external advertisement, formal request, auction or public sale;
- iii. Be advertised internally to employees for sale and sealed bids will be received with award to the highest bidder;

Obsolete or surplus goods may be sold or traded to the original supplier or others in that line of business where it is determined that a higher net return will be obtained.

A reserve price may be established where it is deemed appropriate.

Individual goods estimated to be \$15,000 or more will be brought to the Board of Directors for their approval before disposing of them.

(I) Delegation of Authority

“Delegate” means a person authorized to act on behalf of another by the written authorization of the ~~General Manager~~CAO.



To: Board of Directors
From: Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
Date: December 7th, 2023
Subject: Request for Approval: Funding Submissions

RECOMMENDATION:

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

1. **Community Emergency Preparedness Grant:** requesting \$32,775 for a Flood Forecasting and Warning Surveillance Project.
 2. **Climate-Resilient Coastal Communities Program:** requesting \$1,030,965 for a Climate Change Risk Assessment and Adaptation Action along the St. Lawrence River project.
-

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. Community Emergency Preparedness Grant

- **Project:** Flood Forecasting and Warning Surveillance
- **Request:** \$32,775
- **Program will fund:** up to \$40,000; no matching funds required.
- **Purpose:** To enhance flood forecasting and warning surveillance activities by using drone technology. This project will enable staff to take geospatial images and share information with Community Emergency Management Coordinators and other emergency management personnel and municipal partners in times of emergency.
- **Deadline:** November 30, 2023 (request for retro-active submission approval)

2. Climate-Resilient Coastal Communities Program

- **Project:** Climate Change Risk Assessment and Adaptation Action along the St. Lawrence River
 - **Request:** \$1,030,965 (partner request with Cataraqui Region Conservation Authority (CRCA))
 - **Program will fund:** No limit on amount; 25% matching funds required over the lifespan of the project.
 - **Purpose:** Conservation Ontario is leading a multi-Conservation Authority application to the program; SNC and CRCA are partnering as one of the pilot projects under the application. Project is multi-year, April 2024 to December 2027. Deliverables include: (1) defining areas of risk (inundation, erosion, coastal wetland loss, wind, coastal wetland loss, and wave uprush); (2) modeling different climate
-



change scenarios to determine the impacts to risk areas; (3) completing a vulnerability assessment based on climate change scenarios; (4) developing an adaptation strategy with recommendations to reduce risks and vulnerabilities from climate change; and (5) knowledge transfer and partner support through a multi-stakeholder project working group.

- **Deadline:** December 13th, 2023 (request for retro-active submission approval)

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

1. **Community Emergency Preparedness Grant:** Project is not included in the draft 2024 Budget. If approved, no matching funds are required.
2. **Climate-Resilient Coastal Communities Program:** Project is not included in the draft 2024 Budget. If approved, SNC's contribution will be staffing resources in 2024 to 2027 budgets. SNC will seek additional partners to offset SNC's contribution; the River Institute has already committed \$69,790 in in-kind funds towards the project.

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.

Sandra Mancini

Sandra Mancini,
Managing Director, Natural Hazards and Infrastructure.



To: Board of Directors
From: Cheyene Brunet, Associate Forester
Date: November 29th, 2023
Subject: Request for Approval: 2024 Tree Planting Program Expenditures

RECOMMENDATION:

The Board of Directors delegate authority to the Executive to award tree planting contracts at an approximate cost of \$90,000 plus HST; and

FURTHER THAT: Tree planting contracts may be awarded to multiple contractors and be reallocated between contractors, if necessary, to meet planting deadlines and to allow for contractor capacity; and

FURTHER THAT: The Board of Directors approve the purchase of tree seedlings, for the 50 Million Tree Program, Municipal Tree Giveaways, Over the Counter sales, and the Woodlot Storm Recovery Program at approximately \$130,000, plus HST; and

FURTHER THAT: The Board of Directors approve the purchase of 2024 tree seedlings from the three Forest Ontario approved nurseries, Ferguson Tree Nursery, Pineneedle Farms, and Sommerville Nurseries Inc., based on availability of required stock.

DISCUSSION:

1. Tree Planting Contract

Tree planting numbers are established through site visits that occur from June to November. Staff are expecting to plant approximately 65,000 trees in spring 2024 through the Forest Ontario 50 Million Tree Program, 62,200 for Larose Forest in partnership with the United Counties of Prescott and Russell (UCPR), and 50,000 through the Woodlot Storm Recovery Program.

Staff will issue a Request for Quotes for 2024-2025 Tree Planting Services and circulate it to eight (8) contractors.

Given the estimated number of trees to be planted, and spring and fall planting, staff may recommend splitting the contract between contractors. In addition to cost savings, benefits include:

- shorter window of time to plant trees;
- seedlings stored for less time in cold storage;
- earlier spot spraying will increase tree survival; and
- potential coverage should one contractor experience problems.



When allocating trees between contractors, staff take the following into consideration:

- lowest price
- planting locations to optimize logistics around travel and cold storage locations, and
- contractor planting capacity

Staff will monitor the planting and reallocate the number of trees between contractors, if needed, to meet planting deadlines and allow for contractor capacity.

Tree planting costs are recovered through the Forests Ontario 50 Million Tree Program, Green Acres (City of Ottawa), the United Counties of Prescott-Russell (Larose Forest), the 2 Billion Tree program (2BT) and landowner contributions (as per the Board approved Fee Schedule).

2024 SNC Tree Planting Fee Schedule (RESOLUTION NO. BD-117/22)

Program	Landowner Fee	Subsidy
50 Million Tree Program	<ul style="list-style-type: none">• \$1.05/conifer• \$1.58/hardwood	\$2.50/seedling
Over the Counter Sales	<ul style="list-style-type: none">• nursery stock cost plus 25% for shipping and handling	N/A
Woodlot Storm Recovery Program	<ul style="list-style-type: none">• \$0.21/conifer• \$0.32/hardwood• To a maximum of \$3,000 per landowner	None: balance of tree planting costs over the \$3,000 landowner contribution are covered by other funding sources

2. **Purchase Of Tree Seedlings**

There are approximately 100,000 seedlings ordered for spring 2024 planting under the Forests Ontario 50 Million Tree Program, SNC's Over-the-Counter sales, Municipal Tree Giveaways, and the Woodlot Storm Recovery Program. An additional 30,000 trees are ordered for fall 2024 for the Woodlot Storm Recovery Program. The United Counties of Prescott Russell are sourcing stock directly from the nurseries for their spring planting in Larose Forest resulting in lower stock requirement numbers through SNC.

SNC staff source stock from three Ontario tree nurseries (Ferguson Tree Nursery, Pineneedle Farms, and Sommerville Nurseries Inc.) which are approved by Forests Ontario to supply stock for the 50 Million Tree Program. The majority of trees planted fall under the 50 Million Tree Program. All three of these nurseries supply seed stock suitable for this seed zone (seed zone 36).

Given the high demand for seedling stock, unusual weather, and staffing challenges staff have orders in at Ferguson Tree Nursery and Pineneedle Farms based on stock availability and best pricing for 2024.



Cost associated with the purchase of seedlings is offset through a variety of sources, including:

a) 50 Million Tree Program

Forests Ontario provides a \$2.50/tree subsidy to cover the costs of seedling purchase, site preparation, planting, tending, and future survival assessments. Landowners also pay \$1.58/hardwood or \$1.05/conifer as per the Board approved annual Tree Planting Fee Schedule.

b) Over-the-Counter Sales

Landowners pay the cost of nursery stock plus 25% handling.

c) Woodlot Storm Recovery Program

Funding has been secured from the 2 Billion Tree Program and the United Counties of Prescott and Russell to support this program. Landowners pay \$0.32/hardwood and \$0.21/conifer to a maximum fee of \$3,000 per landowner, as per the Board approved annual 2024 Fee Schedule.

d) Municipal Tree Giveaways

Sponsored by the annual golf tournament and levy contributions.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

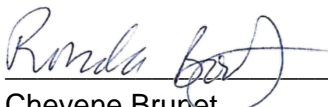
Compliance with Budget:

The tree planting program is included in the draft 2024 Budget under Resource Management: Landowner Stewardship and Outreach: on pages 16-17.

SNC Policy Adherence:

Goods and services exceeding \$100,000 must be obtained by a formal bid process in accordance with the SNC Purchasing Policy [page 4, ss. (C)(v)].

As per the SNC Purchasing Policy, section (C) Purchasing Limits and Authorizations Required, v. Purchases over \$100 000. As noted in this report, only three nurseries in Ontario are approved for supplying seedlings for the Forests Ontario 50 Million Tree Program. Stock orders are based on best price for species and stock availability.

For: 
Cheyene Brunet,
Associate Forester



To: Board of Directors
From: Hannah Jackson, Accounting and Human Resources Specialist
Date: December 4th, 2023
Subject: Request for Approval: 2024 Student and Recent Graduate Hiring Program

RECOMMENDATION:

The Board of Directors approve the student and recent graduate hiring program, at an approximate cost of \$117,572 (pending successful fundraising efforts and approval of the 2023 budget); and

FURTHER THAT: The Board of Directors approve applying for additional grants received in the past, including but not limited to:

- Agriculture and Agri-Food Canada- Youth Employment and Skills Program: \$5,000
 - Canada Parks and Recreation – Green Job Initiative Program: \$5,000
 - ECO Canada – Internship Program: \$30,000
 - National Trust Canada-Young Canada Works program: \$5,000
 - Service Canada-Canada Summer Jobs: \$10,000
-

DISCUSSION:

SNC provides technical level positions to local talent allowing them to gain valuable experience. Employing students and recent graduates is a valuable source of productivity as new ideas and future staff arise from these opportunities.

Funding for students and recent graduates is included in the draft 2024 Budget and depends on successful funding applications. SNC is planning to hire recent graduates throughout the calendar year and multiple students for a 16-week period in the summer. The total cost of the hiring program is approximately \$117,572.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Student and recent graduate salaries and benefits are included in the draft 2024 Budget, under Corporate Services: Administration, pages 78-79, at \$117,572. 2024 revenue from student grants is budgeted at \$40,000

SNC Policy Adherence: All grant requests are made according to SNC policy.

Hannah Jackson,
Accounting and Human Resources Specialist



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: November 24, 2023
Subject: Update: 2023 Audit Planning

RECOMMENDATION:

The Board of Directors receive and file the Draft 2023 Audit Planning letter attached from Baker Tilly: and

FURTHER THAT: The Chair sign the 2023 Audit Planning and Engagement letters.

BACKGROUND:

Baker Tilly was engaged as the Authority's auditor on January 19th, 2023 (Resolution Number BD-005/23).

DISCUSSION:

The planning and engagement letters outline the auditor's independence, and responsibilities of both the auditor and Board of Directors.

The audit planning and engagement letters attached to this report is a communication requirement as per *Canadian Auditing Standards* ("CAS"). If the Board of Directors have questions about the audit process, they are encouraged to contact Baker Tilly.

Baker Tilly will be onsite February 2024 for the 2023 audit and is scheduled to present the draft 2023 audited Financial Statements at the Annual General Meeting scheduled for the March 21st, 2024, Board meeting.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The audit fees are included in the 2023 budget.

SNC Policy Adherence: As per Auditing best practices.

Johanna Barkley.
Director of Finance.

Attachments: 2023 Audit Planning Letter
2023 Audit Engagement Letter

Baker Tilly REO LLP

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www.bakertilly.ca

November 9, 2023

South Nation River Conservation Authority
38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0

Attention: Members of the Board of Directors

Dear Sir / Madam:

Re: Audit of the Financial Statements of South Nation River Conservation Authority

This report is intended solely for the use of the Board of Directors and should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

We have been engaged to express an audit opinion on the financial statements of South Nation River Conservation Authority ("the Authority") for the year ended December 31, 2023. Canadian Auditing Standards ("CAS") require that we communicate the following information with you in relation to your audit.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

Auditor Independence

CAS require communications with audit committees, or other appropriate parties responsible for governance, at least annually, regarding all relationships between the Authority and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

We will, through our planning process, identify any potential independence threats and will communicate any concerns we identify. The Authority, management and the Board of Directors have a proactive role in this process, and are responsible for understanding the independence requirements applicable to the Authority and its auditor. You must also bring to our attention any changes in the threshold status of the Authority, any concerns you may have, or any knowledge of situations or relationships between the Authority, management, personnel (acting in an oversight or financial reporting role) and our Firm, its partners/principals and audit team personnel that may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;

- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

In accordance with our professional requirements, we advise you that we are not aware of any relationships between the company and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

Accordingly, we hereby confirm that our audit engagement team, our Firm and the other Baker Tilly Canada offices are independent with respect to the company within the meaning of the Code of Professional Conduct Rule 204 of the Chartered Professional Accountants of Ontario.

Partner and Engagement Team Rotation

Under the independence provisions of Rule 204 (as referenced above), the Firm must address familiarity threats resulting from long-term association of the lead partner and key engagement team personnel through mandatory and systematic rotation of partners and quality control review personnel for listed entity audits.

Fees at Regular Billing Rate

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable HST, and are due when rendered. Fees for any additional services will be established separately.

Our Responsibilities as Auditor

As stated in the engagement letter, our responsibility as auditor of your Authority is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Authority in accordance with Canadian public sector accounting standards (PSAS).

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain material misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management;
- Concluding on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern; and

- Evaluating the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

As part of our audit, we will obtain a sufficient understanding of the business and internal control structure of the Authority to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

The engagement team must undertake a documented planning process prior to commencement of the audit to identify concerns, address independence considerations, assess the engagement team requirements, and plan the audit work and timing. It may be necessary to contact members of the Board of Directors if significant matters arise from planning procedures.

An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the Authority's financial statements.

Board of Directors Members' Responsibilities

The Board of Directors's role is to act in an objective, independent capacity as a liaison between the auditor, management, and the board of directors to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Board of Directors's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditors as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or the Independent Auditors' Report;
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls;
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same to be passed to directors for approval.

Audit Approach

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of South Nation River Conservation Authority is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

Illegal Acts, Fraud, Intentional Misstatements and Errors

Our auditing procedures, including tests of your accounting records, will be limited to those considered necessary in the circumstances and will not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under CAS, which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor will they necessarily detect such acts or recognize them as such, even if the effect of its consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the Board of Directors.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or the Board of Directors becomes aware of circumstances under which the Authority may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

Related Party Transactions

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, directors and their immediate family members and companies with which these individuals have an economic interest.

We will ensure that any related party transactions that are identified during the audit have been represented by management to have been disclosed in the notes to financial statements, recorded in accordance with Canadian public sector accounting standards, and have been reviewed with you. Management is required to advise us if any related party transactions have occurred that have not been disclosed to us. The Board of Directors is required to advise us if they are aware of or suspect any other related party transactions have occurred which have not been disclosed in the financial statements.

Significant Accounting Principles and Policies

The Authority's financial statements will be prepared by management using various accounting principles, which have been incorporated into the Authority's accounting policies and disclosed in the notes to the financial statements. Where accounting policies have changed from one period to the next, such changes will be noted and the effect of these changes will be disclosed.

The accounting policies adopted may be acceptable policies under Canadian public sector accounting standards; however, alternative policies may also be acceptable under Canadian public sector accounting standards. The Authority and the Board of Directors have a responsibility to not adopt extreme or inappropriate interpretations of Canadian public sector accounting standards that may have inappropriate or misleading results. Alternative policies, if adopted, may produce significant changes in the reported results of the operations, financial position and disclosures of the Authority.

The Board of Directors has a responsibility to review the accounting policies adopted by the Authority, and where alternative policies are available, make determinations as to the most appropriate policies to be adopted in the circumstances. If members of the Board of Directors are concerned that the adoption or change of an accounting policy may produce an inappropriate or misleading result in financial reporting or disclosure, this concern must be discussed with management and the auditors. If the Board of Directors believes that a policy or policies adopted are inappropriate or produce a misleading result in the circumstances, these concerns should be discussed with us directly, either privately or in Board of Directors meetings.

Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Materiality

Materiality is defined as:

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.

Materiality is used throughout the audit and in particular when:

- (a) Identifying and assessing risk of material misstatement;
- (b) Determining the nature, timing and extent of further audit procedures; and
- (c) Evaluating the effect of uncorrected misstatements, if any, on the financial statements and in forming an opinion on the auditors' report.

Audit Procedures

The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

In response to our risk assessment and based on our understanding of internal controls, we will use a substantive approach for the audit.

In Closing

Should any member of the Board of Directors wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

To ensure there is a clear understanding and record of the matters discussed, we ask that members of the Board of Directors sign their acknowledgement in the spaces provided below.

Yours truly,

BAKER TILLY REO LLP



Benjamin Mann, CPA, CA
Partner
Phone: 613-774-9889

Acknowledgement of Board of Directors:

We have read and reviewed the above disclosures and understand and agree with the comments therein.

South Nation River Conservation Authority

_____	_____	_____
Print Name	Signature	Date signed
_____	_____	_____
Print Name	Signature	Date signed

Baker Tilly REO LLP

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November 22, 2023

South Nation River Conservation Authority
38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0

Dear Sirs and Mesdames

Baker Tilly REO LLP, the "Firm", is pleased to be appointed auditor of South Nation River Conservation Authority for the year ending December 31, 2023. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of South Nation River Conservation Authority, which comprise the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

Objective, Scope and Limitations

Our function as auditor of South Nation River Conservation Authority is to report to the members by expressing an opinion on South Nation River Conservation Authority's annual financial statements. We will conduct our audit in accordance with Canadian generally accepted auditing standards and will issue an audit report.

Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to error or fraud.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of:

- (a) Factors such as use of judgement, and the use of testing of the data underlying the financial statements;
- (b) Inherent limitations of internal control; and
- (c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error, irregularities or illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Our Responsibilities

We will perform the audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian generally accepted accounting principles. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of South Nation River Conservation Authority without South Nation River Conservation Authority's prior consent, unless required to do so by legal, regulatory, administrative or other authority, or the Rules of Professional Conduct applicable to us.

We will communicate in writing to the Board Executive the relationships between our firm and South Nation River Conservation Authority, including related entities that, in our professional judgement, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to South Nation River Conservation Authority within the meaning of the applicable Provincial Rules of Professional Conduct and information on relevant safeguards designed to ensure the auditor's continued independence.

The objective of our audit is to obtain reasonable assurance that the financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management:

- (a) Misstatements, resulting from error, other than trivial errors;
- (b) Fraud or any information obtained that indicates that a fraud may exist;
- (c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- (d) Significant weaknesses in the design or implementation of internal control to prevent and detect fraud or error; and
- (e) Related party transactions identified by us that are not in the normal course of operations and that involve significant judgements made by management concerning measurement or disclosure.

We may also communicate certain additional matters to the Board Executive and the appropriate members of management. Such matters include:

- (a) our professional judgements on the qualitative aspects of accounting principles used in South Nation River Conservation Authority's financial reporting, including:
 - (i) the initial selection of and changes in significant accounting policies and their application, including the adoption of new accounting policies;

- (ii) the effect of significant accounting policies in controversial and emerging areas, or those unique to your industry;
 - (iii) the existence of acceptable alternative policies and methods, and the acceptability of the particular policy or method used by management;
 - (iv) the issues involved, and related judgements made by management, in formulating particularly sensitive accounting estimates and disclosures and the basis for our conclusions regarding the reasonableness of those estimates in the context of the financial statements taken as a whole; and
 - (v) uncorrected misstatements aggregated by us during our audit that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements taken as whole;
- (b) any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in total could be significant to the financial statements or our report;
- (c) our views about any matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- (d) major issues that we discussed with management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- (e) any serious difficulties that we encountered in dealing with management in the performance of the audit.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider South Nation River Conservation Authority's internal control to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of further audit procedures. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of internal control over financial reporting.

At the end of the engagement, we will provide management or others so designated with our recommendations designed to help make improvements in your internal control structure and operation. This communication will be in a mutually agreeable format and will include only those matters that came to our attention during our audit.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form contained in Appendix A to this letter.

Management's Responsibilities

Our audit will be conducted on the basis that management *[and, where appropriate, those charged with governance]* acknowledge and understand that they are responsible for:

Financial Statements

- a) The preparation and fair presentation of South Nation River Conservation Authority's financial statements in accordance with the Canadian public sector accounting standards (PSAS);

Completeness of information

- b) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of the shareholders, directors and committees of directors;
- c) Providing us with information relating to any known or probable instances of non compliance with legislative or regulatory requirements, including financial reporting requirements;
- d) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- e) Providing us with information regarding all related parties and related party transactions;
- f) Any additional information that we may request from management for the purpose of this audit;
- g) Providing us with unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence;

Fraud and error

- h) Internal control that management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error;
- i) An assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- j) Providing us with information relating to fraud or suspected fraud affecting the Authority involving:
 - i) Management;
 - ii) Employees who have significant roles in internal control; or
 - iii) Others, where the fraud could have a non trivial effect on the financial statements;
- k) Providing us with information relating to any allegations of fraud or suspected fraud affecting the Authority's financial statements communicated by employees, former employees, analysts, regulators or others;
- l) Communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole;

Recognition, measurement and disclosure

- m) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
- n) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- o) Providing us with information relating to the measurement and disclosure of transactions with related parties;
- p) Providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with Canadian public sector accounting standards (PSAS);
- q) Providing us with information relating to claims and possible claims, whether or not they have been discussed with South Nation River Conservation Authority's legal counsel;
- r) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which South Nation River Conservation Authority is contingently liable;

- s) Providing us with information on whether South Nation River Conservation Authority has satisfactory title to assets, whether liens or encumbrances on assets exist, or assets are pledged as collateral;
- t) Providing us with information relating to compliance with aspects of contractual agreements that may affect the financial statements;
- u) Providing us with information concerning subsequent events;
- v) Providing us with representations on specific matters communicated to us during the engagement;

Written confirmation of significant representations

- w) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
 - i) Directly related to items that are material, either individually or in the aggregate, to the financial statements;
 - ii) Not directly related to items that are material to the financial statements but are significant, either individually or in the aggregate, to the financial statements; and
 - iii) Relevant to management's judgements or estimates that are material, either individually or in the aggregate, to the financial statements.

Professional team member matters

- x) Not soliciting the staff of Baker Tilly REO LLP;
- y) Providing appropriate work space and technical arrangements as appropriate including privacy and telephones; and
- z) Ensure that the staff of Baker Tilly REO LLP are treated in a responsible and professional manner at all times, recognizing there is zero tolerance to inappropriate actions at any level.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit opinion are solely for the use of South Nation River Conservation Authority and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements, and we accept no responsibility for their use by any third party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

Fees at Regular Billing Rate

Our professional fees will be based on our regular billing rates which depend on the means by which and by whom our services are provided, plus direct out-of-pocket expenses and applicable HST, and are due when rendered. Fees for any additional services will be established separately.

Although our services will be performed on behalf of the Authority, the members will assume personal liability for our fees incurred on this engagement and on future engagements.

Interest on Overdue Accounts

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.00% per month or 12.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal, regulatory, investigative, administrative or other process involving South Nation River Conservation Authority you agree to compensate us at our normal hourly rates for the time we reasonably expend in connection with such response, and to reimburse us for all of our out-of-pocket costs (including applicable HST) incurred.

Working Papers

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of Baker Tilly REO LLP, constitute confidential information and will be retained by us in accordance with our firm's policies and procedures.

Privacy

It is hereby acknowledged that in order to complete our engagement as auditor, we may be required to access or have access to personal information in your possession. Our services are provided based on the following:

- a) You represent that before we access this personal information, you have obtained the necessary consents for the collection, use and disclosure of this personal information as required under the applicable privacy legislation; and
- b) We will collect and utilize this personal information only for the purpose of completing this engagement. Any information collected will be subject to our Privacy Policy, which is available in hard copy from the privacy officer in our office, upon request.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Internet Communications

During the engagement we may from time to time communicate with you electronically. However, as you are aware, the electronic transmission of information cannot be guaranteed to be secured or error free and such information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete or otherwise be adversely affected or unsafe to use. We shall not have any liability to you arising from or in connection with the electronic communication of information to you during or as a result of its electronic transmission outside of the Firm's electronic environment. If the communication relates to a matter of significance and there are concerns about possible effects of electronic transmission a hard copy of such transmission should be requested from us.

Baker Tilly REO LLP has adopted the policy of corresponding by electronic mail ("e-mail") unless notified otherwise. If you specifically want us to never use e-mail in respect of correspondence on your file, please notify us in writing. Otherwise, we will assume that you have approved of our use of e-mail for communication purposes.

Limitation of Liability

You agree that any and all claims you may have against our Firm or its professional staff arising out of all services provided to South Nation River Conservation Authority by us, whether in contract, negligence, or otherwise known to law, shall be regarded as one claim and our liability to the Authority shall be limited to the lesser amount of \$100,000 or the amount of our professional liability insurance in effect as at the date of the claim being made known to us and only to the extent that such insurance is available to satisfy any claim. If this limit of liability is insufficient for your purposes, we would be pleased to discuss with you a different limit that may result in our charging a higher fee.

You expressly agree that the Authority will not bring any proceedings in any court of any jurisdiction advancing any claim against our professional staff and employees.

You expressly agree that any liability our Firm may have to you shall not be joint and several with any other party, but shall be several, and limited to the percentage or degree of our fault in proportion to the fault or wrongdoing of all persons who contributed to the loss.

You expressly agree that any and all claims, whether in contract, negligence, or otherwise known to law arising out of our professional services under this engagement vest exclusively in South Nation River Conservation Authority, and you agree to wholly indemnify and hold harmless our Firm and its professional staff from any and all claims that may be brought against our Firm or its professional staff by any shareholder, director or officer of the Authority in any way arising out of or connected to our services provided to you.

You agree that our liability for all claims you may have or bring in connection with the professional services rendered arising out of or ancillary to this agreement shall absolutely cease to exist after a period of four years from the date of:

- a) Performance of this engagement;
- b) Delivery to the Authority of our Auditor's Report, your financial statements, or the completion of the preparation of any tax filing with any government authority;
- c) Suspension or abandonment of this engagement; or
- d) Termination of our services pursuant to this agreement,

whichever shall occur first, regardless of whether you were aware of the potential for making a claim against us within that period. Following the expiration of the aforesaid period, you agree that neither you, your agents or assigns shall make any claim or bring any proceeding against us.

Termination

If we elect to terminate our services for non-payment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended, and to reimburse us for all of our out of pocket costs, through the date of termination.

Should South Nation River Conservation Authority not fulfill its obligations toward the Firm under the agreement, particularly those set out under the heading "Management's Responsibilities", and in the event that South Nation River Conservation Authority fails to remedy such default within thirty days following receipt of a notice from the Firm to this effect, the Firm may, without prejudice to its other rights and recourses, and without any further notice, cease providing services hereunder and consider the present agreement terminated. In such case, the Firm will not be responsible for any loss, costs, expenses or damages resulting from such termination.

Term

The terms of our engagement outlined in this letter will be effective from year to year until amended or terminated in writing.

Reproduction of Auditor's Engagement Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

At some future date you may wish or be required to include the financial statements referred to above and our report thereon in a filing with a securities commission or other securities regulatory authority, either in Canada or in a foreign jurisdiction (other than the required filing of the financial statements on SEDAR). This would include, but is not limited to, filings in connection with an initial registration of securities, a public offering and a take-over transaction or other business combination which would result in the Authority or another party being required to file the financial statements and our reports with such authorities. We will consider whether we will consent to the inclusion of our report in any such filing at that time, based on the particular circumstances. Because our consent is not automatic we ask that management notify us of any event which could give rise to the request for our consent as soon as practicable so that we can consider whether we will consent to the inclusion of our report in such documents and advise you accordingly.

Taxation Services

In addition to the audit services referred to above, we will prepare your federal and provincial income tax returns and perform other services. Management will provide the information necessary to complete these returns, which management will file with the appropriate authorities on a timely basis.

We frequently offer taxation advice and assistance to our clients. Any tax planning and advice of even the highest standard is based on interpretation of the law and experience with the taxation authorities. Therefore, the conclusions reached and views expressed are often matters of opinion rather than of certainty.

We will use our professional judgement in preparing your returns. Where tax law is unclear or there are conflicting interpretations of the law by tax authorities and courts, we will explain to you the possible positions that may be taken on your return. We will follow the position that you request so long as it is consistent with tax laws, regulations, and interpretations put forward by the tax authorities or courts. If the tax authorities should later challenge the position taken, there may be assessment of additional tax plus interest and penalties. We assume no liability for any such additional tax, interest or penalties. Management has final responsibility for the tax returns, therefore, you should review them carefully before you sign and file them.

We will provide additional tax services if specifically requested. Any such services will be subject to the terms and conditions herein except those specified services which are subject to a separate engagement letter.

It is our policy to put tax opinions and planning advice in writing. You should not rely on any opinion or advice that has not been confirmed in writing by our Firm.

Accounting Adjustments

During the course of our audit, financial statement misstatements may be identified, either through our audit procedures or through communication by your employees to us, and we will bring these misstatements to your attention as proposed adjustments. Management is responsible for recording such adjustments in the financial statements, or concluding that the effects of the unrecorded adjustments are, both individually and in the aggregate, immaterial to the financial statements taken as a whole.

Preparation of Schedules

We understand that you and/or your employees will prepare agreed upon schedules and will locate requested documents for our use at dates agreed upon prior to commencement of our audit. This assistance will facilitate our work and will help to minimize our costs. Any failure to provide these working papers or documents on a timely basis, may impede our services, and require us to suspend our services or withdraw from the engagement.

Other Services

If requested by you, we will, as allowed by the *Code of Professional Conduct /Code of Ethics*, prepare other special reports as required. Management will provide the information necessary to complete these reports and will file them with the appropriate authorities on a timely basis.

Timely Performance

The Firm will use all reasonable efforts to complete within any agreed upon time frame the performance of the services described in this engagement letter. However, the Firm shall not be liable for failures or delays in performance that arise from causes beyond its control, including the untimely performance by you of your obligations as set out above under the heading "Management's Responsibilities".

Indemnification

You hereby agree to release, indemnify and hold harmless the Firm and its partners, agents, officers and employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- a) a breach by South Nation River Conservation Authority, or its directors, officers, or employees, of any of the provisions herein;
- b) any misrepresentation by your management; and
- c) the services performed by us pursuant to this engagement,

unless, and to the extent that, such losses, costs, damages and expenses are found by a court to have been due to the negligence, willful misconduct or dishonesty of the Firm.

This release and indemnification will survive termination of this engagement letter.

Alliance of Independent Firms

We are a member of Baker Tilly Canada Cooperative, an association of independently owned and operated accounting firms in Canada some of which practice under a common name and that sponsor a number of programs to enhance the ability of the members to be of service to their respective clients nationally and internationally. The national association is not an accounting firm and our practice is not integrated with that of any of the other members. Baker Tilly is a registered trademark of the Baker Tilly Canada Cooperative used under license. We at the Firm are solely responsible for the professional engagement covered by this letter.

Baker Tilly Canada Cooperative is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Neither Baker Tilly Canada Cooperative, nor Baker Tilly REO LLP are Baker Tilly International's agents and do not have authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Canada Cooperative, Baker Tilly REO LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under licence from Baker Tilly International Limited.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Conclusion

We are proud to serve as auditor of South Nation River Conservation Authority and we appreciate your confidence in our work. If the services outlined herein are in accordance with your requirements and if the above terms are acceptable, please have one copy of this letter signed in the space provided below and return it to us.

Yours truly,

BAKER TILLY REO LLP

Baker Tilly REO LLP

Benjamin Mann, CPA, CA
Partner
Phone: 613-774-9889

Acknowledged and agreed to on behalf of South Nation River Conservation Authority by:

Date signed

Date signed

Appendix A - Expected Form of Report

To the Members of South Nation River Conservation Authority

Opinion

We have audited the financial statements of South Nation River Conservation Authority (the Authority), which comprise the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2023, and the results of its operations and cash flow for the period then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Appendix A (continued)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



To: Board of Directors
From: Hannah Jackson, Accounting and Human Resources Specialist
Date: December 6th, 2023
Subject: Request for Approval: Monies Received and Disbursement Register for November 2023

RECOMMENDATION:

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

FURTHER THAT: The Board approve the Disbursement Register of \$785,562.25 for November 2023.

DISCUSSION:

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

Received From:	November
City of Ottawa	253,581.08
Government of Canada	93,553.45
Federal Economic Development Agency for Southern Ontario	93,256.00
Raisin Region Conservation Authority	45,826.99
Planning Revenue	44,611.93
Septic Revenue	39,747.36
Royal Bank of Canada	21,791.78
Plenty Canada	2,592.90
Land Revenue	1,531.20
Ontario Power Generation Inc.	1,500.00
Tree Reevenue	1,265.40
Other	1,142.99
TOTAL	\$600,401.08

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

November	Total
Accounts Payable Cheques	35,062.01
Internet Banking	313,920.83
Electronic Funds Transfer Payment	436,579.41
TOTAL	\$ 785,562.25

Hannah Jackson,
Accounting and Human Resources Specialist

Attachments: Disbursement Register – November 2023

Disbursement Register - November 2023

Number	Name	Amount
20686	ATRE0378 2023-EAB-035	1,000.00 Ash Tree Grant
20687	PURO7040 PUROLATOR COURIER LTD.	71.20
20688	RARE7580 RAVEN RESCUE SAFETY MEDICAL LTD	5,343.21 Surface Ice Field Safety
20689	SNCW0496 2023-AUG-CW02	1,000.00 Well Decommissioning Grant
20690	YETI8930 YETI CANADA LIMITED	2,965.12
20691	ATRE0379 2023-EAB-041	5,000.00 Ash Tree Grant
20692	ATRE0380 2023-EAB-010	1,500.00 Ash Tree Grant
20693	ATRE0381 2023-EAB-049	1,000.00 Ash Tree Grant
20694	LEFA5050 LEVAC FABRICATIONS	813.60
20695	MOTI5525 MOREWOOD TIRE SERVICES	355.95
20696	NA206015 THE NATION MUNICIPALITY	125.00
20697	ONTH6480 ON THE BEND SUGAR SHACK	4,902.56
20698	PURO7040 PUROLATOR COURIER LTD.	22.02
20699	STPO8060 STEVE POLITE SAND & GRAVEL LTD.	565.00
20700	UCPR9004 2023-UCPRWAS-032	500.00 MFTIP Grant
20701	ATRE0382 2023-EAB-058	500.00 Ash Tree Grant
20702	ATRE0383 2023-EAB-046	1,168.48 Ash Tree Grant
20703	ATRE0384 2023-EAB-060	1,620.00 Ash Tree Grant
20704	ATRE0385 2023-EAB-036	2,742.50 Ash Tree Grant
20705	ATRE0386 2023-EAB-054	500.00 Ash Tree Grant
20706	AVEL0440 AVONMORE ELEMENTARY SCHOOL COUNCIL	300.00
20707	CHUB4530 CHUBB LIFE INSURANCE COMPANY OF CANADA	4.62
20708	ECEL2050 ECOLE ELEMENTAIRE CATHOLIQUE ST-VIAEUR	300.00
20709	FIPI2525 FINCH RESTAURANT	442.40 Re-issued
20710	GEFI3010 GERALDINE FITZSIMMONS	300.00
20711	NS206050 TOWNSHIP OF NORTH STORMONT	300.00
20712	ONFE6526 ONTARIO FEDERATION OF AGRICULTURE	220.35
20713	OSTP6650 OSGOODE FISH GAME & CONSERVATION CLUB	300.00
20714	ROCL7575 ROTARY CLUB OF ORLEANS	300.00
20715	RUPU7650 RUSSELL PUBLIC LIBRARY	300.00
20716	RUVI7590 RUSSELL & DISTRICT HISTORICAL SOCIETY	300.00
20717	THRI8250 THE RIVER INSTITUTE	300.00
		<hr/> 35,062.01

Internet Banking

10000457	TELU8575 TELUS	1,925.47
10002316	HYDR3560 HYDRO ONE	32.31
10002674	FIFE2505 FINCH FEED & SEED LTD. PURINA	544.40
10005146	BELL0510 BELL CANADA	55.91
10006585	BELL0510 BELL CANADA	1,031.69
10006586	BELL0510 BELL CANADA	233.16
10006940	HYDR3560 HYDRO ONE	197.28
10006945	UNIO9003 ENBRIDGE	343.91
10006948	MACE5505 MACEWEN PETROLEUM INC.	1,410.09
10006955	HYDR3560 HYDRO ONE	1,432.74
10007377	HYDR3560 HYDRO ONE	36.29
20231114	PAYW0139 PAYWORKS	141,152.80 Pay 23
20231116	BAMO0650 THE BANK OF MONTREAL	4,694.10 Pension
20231117	VISA7602 VISA - SYLVIE FRACASSI	77.87
20231117	VISA7604 VISA - JACQUES LEVERT	298.03
20231117	VISA7614 VISA - JOHN MESMAN	517.74
20231117	VISA7605 VISA - RONDA BOUTZ	1,113.40
20231117	VISA7606 VISA - SANDRA MANCINI	3,840.96
20231117	VISA7613 VISA - CARL BICKERDIKE	5,504.77
20231117	VISA7601 VISA - LORIE HENDERSON	88.14
20231122	KINO4560 KISTERS NORTH AMERICA, INC	1,906.46
20231128	BAMO0650 THE BANK OF MONTREAL	4,694.10 Pension
20231128	PAYW0139 PAYWORKS	141,227.49 Pay 24
20231130	ROBA7530 ROYAL BANK OF CANADA	1,561.72
		<hr/> 313,920.83

EFT Banking

12271	AIIN0530 AIG INSURANCE COMPANY OF CANADA	157.22
12272	SULI8058 SUN LIFE ASSURANCE COMPANY OF CANADA	17,992.77 Group Benefits
12273	AN406010 ARIELLE NOONAN	437.90
12274	BRSA0590 BRAZEAU SANITATION INC.	1,423.80
12275	BUSI0578 STAPLES COMMERCAIL/TREVIPAY	37.26
12276	CB400505 CARL BICKERDIKE	1,034.42
12277	CG403431 CAROLINE GOULET	169.44
12278	CL404032 CLAIRE LEMAY	733.03
12279	CR407480 CHEYENE BRUNET	81.60

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Disbursement Register - November 2023

Number	Name	Amount
12280	CRVA1170 CREDIT VALLEY CONSERVATION	405.10
12281	EMHA2000 EMOND HARNDEN	2,587.71
12282	FERG3000 FERGUSON FOREST CENTRE	1,273.79
12283	GAUD3008 GAUDET MACHINING AND WELDING	26.54
12284	HAGR3280 HARBERS GREENHOUSES AND FORESTRY	2,259.07
12285	KS408030 KELSEY SMITH	203.19
12286	LAHO5250 LANNIN HOME BUILDING CENTRE	33.97
12287	LANN5020 LANNIN'S GARAGE	51.00
12288	LAPL5015 LAPLANTE CHEVROLET BUICK GMC	951.26
12289	LATR5065 1000224147 ONT INC (LATREMOUILLE TOOL SALES RENT	1,967.22
12290	LEVA5032 LEVAC PROPANE INC	78.41
12291	LIFA7980 LITTLE FARMS	7,542.75 Wetland/Pond 1 Excavation
12292	MACA5490 MARSH CANADA LIMITED	11,124.00 Contractor's Pollution Liability policy
12293	ML404030 MIKE LEGER	253.20
12294	NOVA6200 NOVA NETWORKS	6,884.97 Service Agreement & Oct. Services
12295	OFAU6430 4 OFFICE AUTOMATION LTD	996.06
12296	PD401300 PHILLIP DAGENAI	675.56
12297	PIFA7025 PINENEEDLE FARMS	2,751.55
12298	QUPR7250 QUINTAN PRODUCTS INC.	272.05
12299	SHSI8023 SHANE SIGNS	1,197.80
12300	SIBA8020 SIMPLY BAKED CATERING INC	553.70
12301	SM405455 SANDRA MANCINI	837.23
12302	SSMA8250 SSC MAINTENANCE SERVICES INC	2,590.51
12303	STIN8000 STORM INTERNET SERVICES	169.50
12304	TM404005 TAVISH MACLEOD	172.63
12305	DUNU1995 DUTCHMASTER NURSERIES LTD	11,554.25 Trees
12306	LIFA7980 LITTLE FARMS	52,296.40 Wetland/Pond 2 & 3 Excavation
12307	RIDE7565 RIDEAU VALLEY CONSERVATION AUTHORITY	31,607.50 Ottawa Rual Clean Water Program Q3
12308	AHGE0560 AHYDTECH GEOMORPHIC LTD	7,360.82
12309	ATAI0123 ATEL AIR	1,337.92
12310	BESE0590 BEGG-SEGUIN HARDWARE LIMITED	601.75
12311	CAL11040 CANADIAN LINEN & UNIFORM SERVICE CORP	39.55
12312	CHPR1040 CHARBONNEAU PROPERTY MAINTENANCE INC	508.50
12313	CHRE1051 ETCETERA PUBLICATIONS (CHESTERVILLE) INC	418.95
12314	COAU1115 COOTER'S	3,802.87
12315	CRAU0100 CRYSLER AUTO VALUE	26.87
12316	GAAU2950 GARY'S AUTO BODY	1,160.91
12317	HOSK3535 HOSKIN SCIENTIFIQUE LTEE.	777.44
12318	JRAD4004 J&R ADAMS LTD.	973.49
12319	KW409005 KATHERINE WATSON	795.85
12320	LANN5020 LANNIN'S GARAGE	547.96
12321	LATR5065 1000224147 ONT INC (LATREMOUILLE TOOL SALES RENT	1,408.43
12322	MOOS5524 MOOSE CREEK PRECAST	826.03
12323	MS408003 MICHELLE CAVANAGH	554.15
12324	NOMI6230 NORTHERN MICRO INC	3,783.74
12325	NOWI6780 NORTHERN WILDFLOWERS INC	2,344.92
12326	OMER6450 OMERS	70,149.24 Pension
12327	RASE7421 RANGARD SECURITY	248.60
12328	RAYP7430 RAYMOND PROVOST CARTAGE CO	355.95
12329	SIBA8020 SIMPLY BAKED CATERING INC	201.14
12330	TB400500 TODD BAKER	372.87
12331	TENA8506 TENAQUIP INDUSTRIAL EQUIPMENT	2,008.42
12332	TRCA8650 TRADUCTIONS CATMAC TRANSLATIONS	915.05
12333	WISP8055 WINCHESTER SPRINGS MOBILE WASH	395.50
12334	ALEN0050 ALAIN ENTERPRISES LTD	1,881.45
12335	ATAI0123 ATEL AIR	666.70
12336	BH403432 BRENT HARBERS	752.88
12337	BUSI0578 STAPLES COMMERCIAL/TREVIPIY	33.10
12338	CAL11040 CANADIAN LINEN & UNIFORM SERVICE CORP	79.10
12339	CAPR1070 CANOE PROCUREMENT GROUP OF CANADA	1,125.92
12340	CC401060 CHRIS CRAIG	1,467.81
12341	CG403431 CAROLINE GOULET	680.00
12342	CHRE1051 ETCETERA PUBLICATIONS (CHESTERVILLE) INC	139.84
12343	CR201050 CITY OF CLARENCE - ROCKLAND	281.69
12344	EL404028 ELISE LEFEBVRE	54.79
12345	FIRE2650 FIRST REFERENCE INC.	1,293.85
12346	GAUD3008 GAUDET MACHINING AND WELDING	888.86
12347	GLOU3090 GLENGARRY OUTHouses INC	508.50
12348	HIVA3430 HILLS & VALLEY WATER SYSTEMS	145.21
12349	JM405530 JOHN MESMAN	2,196.63
12350	JP2G4560 JP2G CONSULTANTS INC	3,724.66

Disbursement Register - November 2023

Number	Name	Amount
12351	KM404020 KYLE MACRAE	67.47
12352	LATR5065 1000224147 ONT INC (LATREMOUILLE TOOL SALES RENT	2,151.86
12353	NASE6250 NATIONVIEW SERVICE CENTRE LTD	30.68
12354	NS206050 TOWNSHIP OF NORTH STORMONT	318.31
12355	PAEN6680 PALMER ENVIRONMENTAL CONSULTING GROUP INC	7,078.32 Slope Stability & GEOTECH Report Rev.
12356	PAGE6820 PAPETERIE GERMAIN STATIONERY INC.	867.16
12357	POCO6950 POSTLINK CORPORATION	837.36
12358	RB400512 RONDA LYNNE BOUTZ	614.18
12359	SD401390 STEPHAN DESOUCHES	141.12
12360	SHSI8023 SHANE SIGNS	239.56
12361	SIBA8020 SIMPLY BAKED CATERING INC	418.10
12362	SUGR8052 SUPERIOR GROUP	3,536.90
12363	TJ403700 TIM JACKSON	512.04
12364	GOMO3040 GOLDIE MOHR LTD	16,039.64 Findlay Creek Progress Certificatae 4
12365	MATR5650 MANOTICK TREE MOVERS INC	33,905.65 Landscaping services Trees
12366	ML305089 MATTHEW LULOFF	89.90 Re-issued
12367	PAEX6850 PASCO EXCAVATION INC	55,935.00 Bercier Wetland Construction
12368	AM405500 ALISON McDONALD	1,289.13
12369	AP511501 ANDRE POMMAINVILLE, P.AG.	336.60
12370	CALI1040 CANADIAN LINEN & UNIFORM SERVICE CORP	39.55
12371	CG403431 CAROLINE GOULET	237.24
12372	CK300810 CATHERINE KITTS	93.44
12373	COPU1120 COYLE PUBLISHING INC	672.35
12374	CORN1089 CORNWALL CITY PRESS	249.39
12375	FEPR4570 FESTIVAL PROMOTIONS	4,400.22
12376	FIMA2440 RAM KRISHNA INC (FINCH MARKET)	169.79
12377	HAGR3280 HARBERS GREENHOUSES AND FORESTRY	225.99
12378	INAU4230 INTERACTIVE AUDIO VISUAL	494.38
12379	JATL4415 J.A.T. LAWN MAINTENANCE & SNOW PLOWING INC.	531.10
12380	JH403536 JAMES HOLLAND	715.95
12381	LANN5020 LANNIN'S GARAGE	535.09
12382	LENE7512 LEXISNEXIS CANADA INC.	120.75
12383	MOOS5524 MOOSE CREEK PRECAST	1,466.74
12384	MS408003 MICHELLE CAVANAGH	435.86
12385	NOVA6200 NOVA NETWORKS	6,377.64 Maintenance renewal & Nov. services
12386	PP407015 PATRICK PIITZ	57.78
12387	SIBA8020 SIMPLY BAKED CATERING INC	135.60
12388	SRPR1000 SRPR-004A	1,350.00 Storm Recovery Grant
12389	SRPR1001 SRPR-030A	494.27 Storm Recovery Grant
12390	SRPR1002 SRPR-002A	9,040.00 Storm Recovery Grant
12391	SRPR1004 SRPR-046A	345.02 Storm Recovery Grant
12392	SSMA8250 SSC MAINTENANCE SERVICES INC	2,590.51
12393	STIN8000 STORM INTERNET SERVICES	169.50
		<u>436,579.41</u>



To: Board of Directors
From: James Holland, Senior
Date: Planner December 1st, 2023
Subject: Update: Planning Activity

RECOMMENDATION:

The Board of Directors receive and file the Planning Activity update for November 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 November 2023. Pre-consultations and property inquiries are not included in this list.

#	SNC Number	Landowner	Former Municipality	Application
329	SNC-3567-2023	2318861 Ontario Ltd (c/o Sylvain Pelletier)	Casselman	Section 59 Clearance
332	SNC-3573-2023	City Of Clarence-Rockland	Clarence	Zoning By-Law Amendment
333	SNC-3574-2023	Michael & Valerie Ryan	Edwardsburgh	Consent
334	SNC-3572-2023	Luther Van Gilst	Finch	Consent
335	SNC-3577-2023	Michel Bergeron	Clarence	Consent
336	SNC-3578-2023	Michel Bergeron & Monique Talbot	Clarence	Consent
337	SNC-3579-2023	14345371 Canada Inc	Augusta	Consent
338	SNC-3580-2023	14345371 Canada Inc	Augusta	Consent
339	SNC-3581-2023	Luc & Patricia Carriere	N. Plantagenet	Consent
340	SNC-3582-2023	1364495 Ontario Inc	Casselman	Consent
342	SNC-3576-2023	City Of Cornwall (c/o Melissa Morgan)	Morrisburg	Site Plan Control
344	SNC-3584-2023	Robert & Jody Willie	Elizabethtown	Consent
345	SNC-3585-2023	Township of Augusta	Augusta	Official Plan Amendment
346	SNC-3590-2023	Janice Blaney	Kenyon	Consent
347	SNC-3591-2023	Kathleen Dicaire	Kenyon	Consent
348	SNC-3592-2023	Kathleen Dicaire	Kenyon	Consent
349	SNC-3566-2023	Richard Tremblay		Consent
350	SNC-3586-2023	Romay Automotive Ltd (c/o David Brown)	Cumberland	Consent
351	SNC-3587-2023	Romay Automotive Ltd (c/o David Brown)	Cumberland	Consent
352	SNC-3589-2023	Steven & Trish Morrow	Williamsburg	Section 59 Clearance



#	SNC Number	Landowner	Former Municipality	Application
353	SNC-3588-2023	Romay Automotive Ltd (c/o David Brown)	Cumberland	Consent
354	SNC-3593-2023	Township of South Dundas	Williamsburg	Zoning By-Law Amendment
355	SNC-3594-2023	Jack & Faye Fawcett	Matilda	Consent
356	SNC-3595-2023	Jack & Faye Fawcett	Matilda	Consent
357	SNC-3596-2023	Jack & Faye Fawcett	Matilda	Consent
358	SNC-3600-2023	969080 Ontario Inc & Denis Guindon	Champlain	Consent
359	SNC-3602-2023	George Moore & Susan Hansen	Kitley	Consent
360	SNC-3604-2023	Alex Fletcher	Finch	Consent
361	SNC-3599-2023	J.M. Peartree Holdings Inc.	Russell	Site Plan Control
362	SNC-3603-2023	Nazim Wahd & Sadaf Nawab	Augusta	Consent
363	SNC-3605-2023	Wellings of Winchester	Winchester	Consent
364	SNC-3606-2023	Randy & Lori Allison Prevost	Williamsburg	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 November.

SNC Number	Development Size	Review Type
SNC-3540-2023	Development area < 0.5 hectares	Stormwater
SNC-3497-2023	Development area > than 2 hectares	Stormwater
SNC-3560-2023	Development area < 0.5 hectares	Stormwater
SNC-2794-2022	Development area < 0.5 hectares	Stormwater
SNC-3576-2023	Development area < 0.5 hectares	Stormwater

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: December 4th, 2023
Subject: Update: Permits Issued

RECOMMENDATION:

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

#	Project No.	Landowner	Former Municipality	Project
173	2022-RUS-R258	Township of Russell	Russell	Municipal Drain Modifications & Improvements
174	2023-NAT-R174	James & Bridget Thomas	Cambridge	Ditch Fill & Culvert Installation
175	2023-RUS-R192	Township of Russell (ROW)	Russell	Directional Drilling
176	2023-OSG-R197	Ye (Hailey) Jin	Osgoode	In-Ground Pool Installation & Equipment Shed
177	2023-NGR-R199	Charles North	Oxford On Rideau	Emergency Culvert Replacement
178	2023-AUG-R200	Harry & Lori Selleck	Augusta	Dock Extension
179	2023-CLR-R207	Brigil Construction	Clarence	Stormwater Pond Construction
180	2023-ALP-R208	Jean-Yves Monpetit	North Plantagenet	Sewage System Installation

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: December 4th, 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 November 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 November 2023.

#	File No.	Municipality	Description
41	ENF2023-EDC-03	Edwardsburgh Cardinal	Reported interference with a watercourse.
42	ENF2023-OTW-09	Ottawa	Reported development in a regulated area.
43	ENF2023-SDU-06	South Dundas	Reported development in a regulated area.
44	ENF2023-CLR-05	Clarence- Rockland	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	35
Files resolved	17
Concerns referred to correct agency	11
Provincial offences charges laid	0



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

A handwritten signature in dark ink, reading "Alison McDonald". The signature is written in a cursive, flowing style.

Alison McDonald,
Managing Director, Approvals.



To: Board of Directors
From: Monique Sauvé, Chief Building Official
Date: December 4th, 2023
Subject: Update: On-Site Sewage Permits Received

RECOMMENDATION:

The Board of Directors receive and file the on-site sewage permits received update for November 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 November 2023. Septic system searches and renovation reviews are not included.

#	Permit Number	Landowner(s)	Description	Location
413	CH-23-19	Melissa Nash	New Construction	Champlain
414	AU-23-39	Ghislaine Dagenais	New Construction	Augusta
415	EC-23-33	Albert Jager	System Replacement	Edwardsburgh Cardinal
416	SD-23-37	Julie Vandemheen	New Construction	South Dundas
417	FY-23-11	Steven Kearney	New Construction	Front of Yonge
418	RU-23-33	Louise & James Hill	Decommissioning	Russell
419	CR-23-46	Grant et Melanie Gratton	Alteration	Clarence Rockland
420	FY-23-12	Cheryl Snyder	System Replacement	Front of Yonge
421	AU-23-40	Vicky & Richard Denison	New Construction	Augusta
422	CH-23-20	Yves Paquette	Tank	Champlain
423	NA-23-30	Anne-Marie Gérin	System Replacement	Nation
424	AP-23-18	Guy Rocque	New Construction	Alfred Plantagenet
425	ND-23-51	1503893 Ont. Inc (Parkview Homes)	New Construction	North Dundas
426	ND-23-52	1503893 Ont. Inc. (Parkview Homes)	New Construction	North Dundas
427	RU-23-34	1503893 Ont. Inc. (Park View Homes)	New Construction	Russell
428	RU-23-35	1503893 Ont. Inc. (Park View Homes)	New Construction	Russell
429	ND-23-50	Hugh Fawcett	Tank	North Dundas
430	RU-23-36	Andy Stirzaker	Decommissioning	Russell



#	Permit Number	Landowner(s)	Description	Location
431	RU-23-37	2465070 Ont. Inc. (Lucas Sabourin)	New Construction	Russell
432	NA-23-32	Denis & Suzanne Leblanc	System Replacement	Nation
433	CR-23-48	Jean-Yves et Francine Gendron	System Replacement	Clarence Rockland
434	AU-23-41	Mel Shannon	Tank	Augusta
435	AU-23-42	Dave Tidbury	Tank	Augusta
436	AU-23-43	Andrew Hill	Tank	Augusta
437	AP-23-19	Michel Poirier	Alteration	Alfred Plantagenet
438	CR-23-49	Randy & Tammy Fitzpatrick	Tank	Clarence Rockland
439	CH-23-21	Mark Kingsley & Cora Lam	System Replacement	Champlain
440	CH-23-22	Stephen Ratajczak & Christina Sims	System Replacement	Champlain
441	EK-23-35	John Marsh	System Replacement	Elizabethtown-Kitley
442	EC-23-29	Gary Tai & Michael Ward	System Replacement	Edwardsburgh Cardinal
443	AU-23-44	Linda Parrott	Tank	Augusta
444	SS-23-34	Denis & Sheena Desjardins	New Construction	South Stormont
445	AU-23-45	Dan & Dana Kirkland	System Replacement	Augusta
446	NA-23-33	Patrick Brunet Chantal Bedard	New Construction	Nation
447	NS-23-21	Michel & Emily Desjardins	New Construction	North Stormont
448	NS-23-22	Wayne Pike	System Replacement	North Stormont
449	FY-23-13	Phil Kall	New Construction	Front of Yonge
450	RU-23-38	1760465 Ontario Ltd	System Replacement	Russell
451	AU-23-46	Teresa Dunklin	System Replacement	Augusta
452	NS-23-23	Johnathan Carty	System Replacement	North Stormont
453	EK-23-36	Ken Dawson	Leaching Bed	Elizabethtown-Kitley
454	ND-23-53	Caroline Rougeau	Alteration	North Dundas
455	CR-23-50	Dennis Tanguay	System Replacement	Clarence Rockland



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#	Permit Number	Landowner(s)	Description	Location
456	EK-23-37	Hannah McCuen	New Construction	Elizabethtown-Kitley

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 Sauvé,
Chief Building Official.



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: December 1st, 2022
Subject: Request for Approval: 2024 Board Meeting Schedule

RECOMMENDATION:

The Board of Directors approve the 2024 Board of Directors meeting dates as submitted.

DISCUSSION:

Board meetings are held the third Thursday, 9:00 a.m., at SNC's Administrative office, unless otherwise indicated.

- | | |
|-----------------------------------------------------|------------------------------------------------------------|
| • January 18 th , 2024 (ROMA Jan. 21-23) | • August 15 th , 2024 (AMO Aug. 18-21) |
| • February 15 th , 2024 | • September 19 th , 2024 (OEMC Sep. 11-13) |
| • March 21 st , 2024, (SNC AGM) | • October 17 th , 2024 |
| • April 18 th , 2023 (OGRA Apr. 21-24) | • November 21 st , 2024 (2025 Draft Budget) |
| • May 16 th , 2024 | • December 12 th , 2024 (note: second Thursday) |
| • June 20 th , 2024 | |
| • July 2024 – no scheduled meeting | |

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Expenses related to Board and Committee meetings is included in the draft 2024 Budget under Corporate Services: Governance, pages 76-77.

SNC Policy Adherence: Board of Directors meetings and expenditures adhere to SNC Administrative By-laws.

Ronda Boutz,
Secretary-Treasurer.



November 10, 2023

Re. Annual Update: Casselman to Lemieux Potential Retrogressive Landslide Area

Your property at «Property_address», is located within the Casselman to Lemieux Potential Retrogressive Landslide Area in The Nation Municipality. This annual letter is circulated as a reminder of some of the elements of risk to people and property within the hazard area.

Retrogressive landslides occur where soil deposits, called 'leda clay', have the potential to turn from solid soil to liquid clay. This transition can generate major slope failures rapidly and without warning. Past retrogressive landslides in Canada have resulted in loss of land, buildings, and lives.

Retrogressive landslides can occur within the Casselman to Lemieux Potential Retrogressive Landslide Area at any time and may be triggered by large rain events; it is important to remain mindful of the potential risks. Soil stress fractures (i.e., cracks in soil), abrupt changes in streambanks, or sudden leaning of trees should be immediately reported to The Nation Municipality.

South Nation Conservation's (SNC) commitment to protecting people and property includes submitting annual requests to the Provincial and Federal Governments for funding support to purchase property from willing sellers in the Casselman to Lemieux Potential Retrogressive Landslide Area.

Property owners who are considering selling land in the hazard area are encouraged to consult with SNC. More information, including maps and photos of the 1971 and 1993 South Nation River landslides, can be found online at: www.nation.on.ca/C2LPRLA.

Please feel free to contact the municipality or SNC should you have any questions.

Sincerely,

Guylain Lafleche
Planner
The Nation Municipality
613-764-5444 x 229
glafleche@nationmun.ca

Alison McDonald
Managing Director, Approvals
South Nation Conservation
613-984-2948
amcdonald@nation.on.ca





December 6, 2023

«name» «First» «Last»
«Title», «Riding»
«building»
«City» «Postal__Code»



Re: Casselman to Lemieux Potential Retrogressive Landslide Area

Dear «Salutation» «Last»:

On behalf of the South Nation Conservation Authority (SNC), we wish to thank you for your continued support protecting families who live within the “potential retrogressive landslide area” between the Village of Casselman and the Hamlet of Lemieux.

This landslide area is a 20 km section of the South Nation River in The Nation Municipality that is susceptible to large-scale retrogressive landslides. There are currently 29 homes and several roads that lie within the potential retrogressive landslide area.

SNC works to protect, enhance, and restore natural resources within the SNC jurisdiction to protect people and property. Over 50 landslides in sensitive marine clays have been documented in eastern Ontario and Quebec. Landslides threaten residents and property: over 100 people have died, and 40,000 hectares of land has been destroyed.

The landslide area along the South Nation River has been studied over the past five decades in response to several large-scale landslides, occurring most recently in 1971 and 1993. **Historical and scientific reports indicate major retrogressive landslides can occur at any time.**

To address this issue, we are seeking support to propose the following actions:

1. Purchase one high risk house per year:
Approximately \$200,000 over the next fifteen years, in the potential retrogressive landslide area using a willing vendor approach. A financial partnership of *fifty percent* per home from the Federal Government would be needed to meet this request to increase public safety and protect people and property.



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2. Acquire vacant land for relocation of at-risk residences:

With support from the Federal Government, SNC and the Nation Municipality would explore options to acquire vacant land with the purpose of providing an opportunity to relocate homes away from the potential retrogressive landslide area.

From 1989 to 1991, SNC worked closely with the Provincial Government to relocate the residents and many of the structures from the original Village of Lemieux. Providing this option to remaining residents may be an effective supplemental strategy.

Action is required in the potential retrogressive landslide area along the banks of the South Nation River and is essential to protect people and property; now and in the future.

We hope to connect with you directly to discuss these proposed actions and the elements of risk to people and property.

Sincerely,

Pierre Leroux,
Chair

cc: The Nation Municipality

Residents of The Nation Municipality within the Potential Retrogressive Landslide Area



December 6, 2023

«name» «First» «Last»
«Title», «Riding»
«building»
«City» «Postal__Code»



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Pierre Leroux,
Chair

cc: The Nation Municipality

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