



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Meeting Agenda

Date: September 18th, 2025

Time: 9:00 am

Location: Watershed Room, SNC

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



Board of Directors

Meeting Agenda

September 18th, 2025 at 9:00 am

1. Traditional Land Acknowledgement
2. Chair's Remarks
3. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
4. Declaration of Conflict of Interest
5. Meeting Minutes
 - a. Request for Approval: Board of Directors meeting minutes of August 21st, 2025 3-11
 - b. Update: South Nation Water Response Team meeting minutes of August 25th, 2025: Kat 12-16
6. SNC Project Update – PowerPoint Presentation: Staff
7. New Business:
 - a. Request for Approval: 2026 Levy and Budget Schedule: Johanna 17
 - b. Request for Approval: Record Retention Policy and Schedules: Eric/Ronda 18
 - c. Request for Approval: Funding Submission: Sandra 19
 - d. Request for Approval: Monies Received and Disbursement Register for August 2025: Hannah 20-24
 - e. Update: SNC Water Response Program (presentation): Kat/Sandra
 - f. Monthly Updates
 - i. Planning Activity: James 25-26
 - ii. Engineering Technical Reviews: Shahin 27-28
 - iii. Section 28.1 Permits Issued: Jennifer 29-30
 - iv. Enforcement of Parts VI and VII of the Act: Greg 31
 - v. On-site Sewage Permits Received: Monique 32-33
8. Supplemental Agenda
 - a. Update: Estimated Statement of Operations for August 31st, 2025: Johanna
9. Correspondence (if any)
10. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m.
 - October 16th, 2025
 - November 20th, 2025 (2026 Draft Budget presentation)
 - December 11th, 2025 (Note: second Thursday of the month)
11. Future Motions of the Board and/or Discussion of SNC Issues
12. Closed Session
 - a. Update: Land Acquisitions: Pat 34-35
 - b. Request for Approval: Land Acquisition: Pat 36-38
13. Adjournment

Carl Bickerdike,
Chief Administrative Officer.



BOARD OF DIRECTORS MEETING

Meeting No. 07/25

Thursday, August 21st, 2025 – 9:00 a.m.

Watershed Room, SNC

Directors Present:

Steve Densham, Stormont Dundas Glengarry, Chair
Catherine Kitts, City of Ottawa, Second Vice Chair
Genevieve Lajoie, Prescott Russell
Linda Payant, City of Ottawa
Isabelle Skalski, City of Ottawa
Bill Smirle, Stormont Dundas Glengarry
François St. Amour, Prescott Russell
Mike Tarnowski, Prescott Russell
Deb Wilson, Leeds Grenville
Adrian Wynands, Leeds Grenville, Vice Chair

Regrets:

Mathew Luloff, City of Ottawa
Tom Smyth, Stormont Dundas Glengarry

Staff Present:

Carl Bickerdike, Chief Administrative Officer
Johanna Barkley, Director of Finance
Ronda Boutz, Secretary-Treasurer
Jennifer Boyer, Managing Director, Approvals
Michelle Cavanagh, Team Lead, Special Project
Caroline Goulet, Forester
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
John Mesman, Managing Director, Property, Conservation Lands, and Community Outreach
Eric McGill, Corporate Counsel
Pat Piitz, Team Lead, Property
Kelsey Smith, Stewardship and Outreach Assistant
Katherine Watson, Coordinator – Early Warning Systems and Watershed Plans



TRADITIONAL LAND ACKNOWLEDGEMENT

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

CHAIRS REMARKS

Steve Densham, Chair, called the SNC Board of Directors meeting of August 21st, 2025 to order at 9:00 a.m. Chair Densham welcome new City of Ottawa Board Member, Isabelle Skalski, to her first meeting.

APPROVAL OF SNC BOARD OF DIRECTORS MEETING AGENDA AND SUPPLEMENTAL AGENDA

RESOLUTION NO. BD-142/25

Moved by: Bill Smirle
Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the August 21st, 2025 main and supplemental agendas with the following amendment:

- Closed Session items on both the main and supplemental Agendas be moved to follow main Agenda Item 4, Declaration of Conflict of Interest.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None.

CLOSED SESSION

RESOLUTION NO. BD-143/25

Moved by: Mike Tarnowski
Seconded by: François St. Amour

RESOLVED THAT:

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

- i. Request for Approval: Land Acquisitions
- ii. Update: Property Legal Matter – SNC 18 (verbal)
- iii. Update: Potential Legal Matter (verbal)
- iv. Matter involving an identifiable individual

CARRIED

Catherine Kitts joined the meeting at 9:04 a.m.

The Board of Directors convened Closed Session at 9:04 a.m.



OPEN SESSION

RESOLUTION NO. BD-144/25

Moved by: Bill Smirle
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors move into Open Session.

CARRIED

The Board of Directors reconvened Open Session at 10:34 a.m.

The Board of Directors recessed for a break at 10:35 a.m.

The Board of Directors reconvened from break at 10:47 a.m.

REQUEST FOR APPROVAL: LAND ACQUISITIONS

RESOLUTION NO. BD-145/25

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

RESOLVED THAT:

The Board of Directors approve property acquisition 2025-RUS-01 [Russel] as discussed in the report; and

FURTHER THAT:

The Board of Directors approve property acquisition 2025-NDU-02 [North Dundas] as discussed in the report; and

FURTHER THAT:

The Board of Directors approve property acquisition 2025-AUG-02 [Augusta] as discussed in the report; and

FURTHER THAT:

The Board of Directors approve a funding agreement between SNC, Duck Unlimited Canada and the City of Ottawa for land acquisition; and

FURTHER THAT:

The Board of Directors approve property acquisition 2025-OTT-02 [Ottawa] as discussed in the report.

CARRIED



UPDATE PROPERTY LEGAL MATTER: SNC 18 (VERBAL)

RESOLUTION NO. BD-146/25

Moved by: Deb Wilson
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the verbal update on Property Legal Matter: SNC 18.

CARRIED

UPDATE: POTENTIAL LEGAL MATTER (VERBAL)

RESOLUTION NO. BD-147/25

Moved by: Mike Tarnowski
Seconded by: Geneviève Lajoie

RESOLVED THAT:

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

CARRIED

MATTER INVOLVING AN IDENTIFIABLE INDIVIDUAL

RESOLUTION NO. BD-148/25

Moved by: Isabelle Skalski
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve the Chair respond to the correspondence regarding the identifiable individual as per the discussion.

CARRIED

BOARD MEETING MINUTES

**A. REQUEST FOR APPROVAL: BOARD OF DIRECTORS MEETING MINUTES
JUNE 19TH, 2025**

RESOLUTION NO. BD-149/25

Moved by: Adrian Wynands
Seconded by: Geneviève Lajoie

RESOLVED THAT:

The Members approve the Board of Directors Meeting Minutes of June 19th, 2025 as submitted.

CARRIED



BUSINESS ARISING FROM BOARD MINUTES

**A. REQUEST FOR APPROVAL: LOCALLY SIGNIFICANT WETLANDS IN THE
TOWNSHIP OF ALFRED AND PLANTAGENET**

RESOLUTION NO. BD-150/25

Moved by:

Mike Tarnowski

Seconded by:

Adrian Wynands

WHEREAS South Nation Conservation's current policies regarding the regulation of locally significant wetlands within its jurisdiction state:

1. Locally significant wetlands are wetlands identified by a participating municipality as being locally significant;
2. the boundaries of locally significant wetlands are established by the participating municipality; and
3. SNC regulates locally significant wetlands in accordance with the *Conservation Authorities Act* where a participating municipality has passed a Zoning By-law including Locally Significant Wetlands in accordance with Section 34 (18) of the *Planning Act*.

BE IT RESOLVED the Board of Directors direct staff to adjust SNC's regulation mapping for locally significant wetlands in the Township of Alfred and Plantagenet, to coincide with amendments to the zoning by-laws including locally significant wetlands, as implemented from time to time.

CARRIED

COMMITTEE MEETING MINUTES

**A. REQUEST FOR APPROVAL: SNC COMMITTEES MEETING HIGHLIGHTS AND
MINUTES OF:**

- I. LEITRIM WETLAND ADVISORY COMMITTEE MEETING MINUTES OF
JUNE 17TH, 2025
- II. WATERSHED ADVISORY COMMITTEE MEETING MINUTES OF
JUNE 24TH, 2025
- III. JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING
MINUTES OF JULY 9TH, 2025

**B. UPDATE: SOUTH NATION WATER RESPONSE TEAM MEETING MINUTES OF
AUGUST 11th, 2025**

RESOLUTION NO. BD-151/25

Moved by:

Bill Smirle

Seconded by:

Deb Wilson

RESOLVED THAT:

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



- i. Leitrim Wetland Advisory Committee meeting minutes of June 17th, 2025.
- ii. Watershed Advisory Committee meeting minutes of June 24th, 2025.
- iii. Joint Occupational Health and Safety Committee meeting minutes of July 9th, 2025; and

FURTHER THAT:

The Board of Directors receive and file the draft South Nation Water Response Team meeting minutes of August 11th, 2025.

CARRIED

SNC PROJECT UPDATE: POWERPOINT PRESENTATION

Staff presented the members with a PowerPoint presentation on project updates.

NEW BUSINESS

UPDATE: SNC WATER RESPONSE PROGRAM

RESOLUTION NO. BD-152/25

Moved by: Mike Tarnowski

Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors receive and file the update on the South Nation Conservation Water Response Program.

CARRIED

REQUEST FOR APPROVAL: 2025-2027 FLOOD HAZARD IDENTIFICATION MAPPING PROGRAM PROJECT: LEPAGE CHARBONNEAU WATERSHED

RESOLUTION NO. BD-153/25

Moved by: Adrian Wynands

Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve undertaking the City of Ottawa Delineating Flood Hazard and Associated Impacts within the Lepage Charbonneau Watershed project, at a total cost of approximately \$397,706.50 plus HST.

CARRIED



REQUEST FOR APPROVAL: SERVICE AGREEMENT WITH AGRICULTURE & AGRI-FOOD CANADA

RESOLUTION NO. BD-154/25

Moved by: Deb Wilson
Seconded by: Geneviève Lajoie

RESOLVED THAT:

The Board of Directors approve entering into an agreement with Agriculture and Agri-Food Canada to provide support to validate a satellite-based crop residue analysis survey on a cost recovery basis.

CARRIED

REQUEST FOR APPROVAL: EXPENDITURES FOR THE ALFRED AND PLANTAGENET STORM RECOVERY FORESTRY SERVICES AGREEMENT

RESOLUTION NO. BD-155/25

Moved by: Mike Tarnowski
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve purchase of tree stock and tree planting contracted services for the Alfred and Plantagenet Storm Recovery Forestry Services Agreement, at an approximate cost of \$70,000 plus HST.

CARRIED

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR JUNE AND JULY 2025

RESOLUTION NO. BD-156/25

Moved by: Mike Tarnowski
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors receive and file the money received report for June and July 2025; and

FURTHER THAT:

The Board approve the Disbursement Register of \$1,692,886.11 for June and July 2025.

CARRIED

UPDATE: PLANNING ACTIVITY

UPDATE: ENGINEERING TECHNICAL REVIEWS

UPDATE: SECTION 28.1 PERMITS ISSUED

UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE ACT

UPDATE: ON-SITE SEWAGE PERMITS RECEIVED

RESOLUTION NO. BD-157/25

Moved by: Linda Payant
Seconded by: François St. Amour



RESOLVED THAT:

The Board of Directors receive and file the following:

- i. Planning Activity update for the months of June and July 2025;
- ii. Engineering Technical Reviews update for the months of June and July 2025;
- iii. Update on permits issued under Section 28.1 of the *Conservation Authorities Act* for the months of June and July 2025;
- iv. Update on reported *Conservation Authorities Act* regulation concerns received in the months of June and July 2025; and
- v. On-site sewage permits received for the months of June and July 2025.

CARRIED

FOR DISCUSSION: EXECUTIVE COMMITTEE MEETING WITH LEADERSHIP TEAM

Chair Densham highlighted results from the Executive Committee meeting with the Leadership Team.

SUPPLEMENTAL AGENDA

UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR JULY 31ST, 2025

RESOLUTION NO. BD-158/25

Moved by: Mike Tarnowski

Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31st, 2025, as of July 31st, 2025 update.

CARRIED

REQUEST FOR APPROVAL: SNC SIGN STRATEGY AND LOGO EVOLUTION

RESOLUTION NO. BD-159/25

Moved by: Isabelle Skalski

Seconded by: Catherine Kitts

RESOLVED THAT:

That the Board of Directors approve the updates to SNC's Sign Strategy.

CARRIED



CORRESPONDENCE

- a. Order in Council 862/25: Appoint of Deputy Minister and Chief Conservation Executive.
- b. Order in Council 863/25: Transfer of Conservation Authorities to Minister of Environment, Conservation and Parks.
- c. City of Ottawa Council Resolution: Appointment of Representative to SNC Board of Directors.

DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M. UNLESS INDICATED OTHERWISE:

- September 18th, 2025 (OEMC September 17 – 19)
- October 16th, 2025
- November 20th, 2025 (2026 Draft Budget presentation)
- December 11th, 2025 (Note: second Thursday of the month)

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

None.

ADJOURNMENT

RESOLUTION NO. BD-160/25

Moved by: Adrian Wynands
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors meeting of August 21st, 2025 be adjourned at 12:07 p.m.

CARRIED

Steve Densham,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb



WATER RESPONSE TEAM MEETING

August 25th, 2025 – 1:00 p.m.

Virtual Meeting

Meeting No. 02/25



Present:

Steve Densham, Water Response Team Chair, SNC Board of Directors, Chair
Pierre Paul Beauchamp, Village of Casselman
Dawn Crump, Ontario Clean Water Agency
Jacqueline Kelly-Pemberton, Federation of Agriculture
Darren Levere, City of Ottawa
Todd Lihou for Katherine Beehler, United Counties of Stormont, Dundas and Glengarry
Terro Otto, Federation of Agriculture
James Peets, Ministry of Environment, Conservation and Parks
Louis Prevost, United Counties of Prescott-Russell
Terrence Sauve, Ministry of Agriculture, Food and Agribusiness
Ashleigh Trickey for Rob Bowman, Augusta Township

Regrets:

Rob Bowman, Augusta Township
Katherine Beehler, United Counties of Stormont, Dundas and Glengarry
Darren Bonenberg, Ministry of Natural Resources
Tessa Di Iorio, City of Ottawa
Gib Patterson, Golf Course Representative
Bill Smirle, SNC Board Member
Cory Wiseman, Ministry of Natural Resources

Staff Present:

Carl Bickerdike, Chief Administrative Officer
Ronda Boutz, Secretary-Treasurer
Phillip Dagenais, Water Resources Specialist
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
Arielle Noonan, Stewardship Assistant
Erin Thorne, Communications Specialist
Andy Stephan, Resource Management Assistant
Katherine Watson, Coordinator, Early Warning Systems and Watershed Plans

Guests:

Jason Symington, Raisin Region Conservation Authority
Laura Grant, Raisin Region Conservation Authority



CALL TO ORDER

Water Response Team Chair, Steve Densham, called the Water Response Team meeting to order at 1:00 p.m.

APPROVAL OF WATER RESPONSE TEAM AGENDA

RESOLUTION NO. WRT-004/25

Moved by:

Jacqueline Kelly-Pemberton

Seconded by:

Pierre Paul Beauchamp

RESOLVED THAT:

The Water Response Team agenda be approved as presented.

CARRIED

NEW BUSINESS

LOW WATER CONDITIONS IN THE SOUTH NATION RIVER WATERSHED

UPDATE: LOW WATER CONDITIONS AS OF AUGUST 22, 2025

RESOLUTION NO. WRT-005/25

Moved by:

Jacqueline Kelly-Pemberton

Seconded by:

Terry Otto

RESOLVED THAT:

The Water Response Team receive and file the update on Low Water Conditions.

CARRIED

WATER RESPONSE TEAM ROUNDTABLE – OBSERVED LOW WATER IMPACTS (VERBAL)

- Dawn Crump
 - noted static levels in all wells in North Dundas and North Stormont, North Dundas continue to decline
 - esker wells in North Dundas are especially concerning
 - manganese levels in the South Nation River at Casselman did increase, to date adjusted treatment as been able to address this
 - blue green algae could be an issue for Casselman drinking water intake, potential bloom at Crysler weir
- Jacqueline Kelly-Pemberton
 - beef farmers – continue to monitor pasture conditions, may need to decide on whether or not to sell cattle if there is a lack of hay to winter over
 - dairy farmers – no reports to date on any well water issues



- Jason Symington
 - Calls have been received by South Stormont Township for dry well concerns in the Newington area
 - North Glengarry is not permitting water taking from the Garry River system
- Darren Levere
 - City of Ottawa has no issues with central system with supply from Ottawa River
 - Vars and Shadow Ridge wells are still good, but City is encouraging water conservation
- James Peet
 - Ministry has not received many calls or complaints regarding dry wells
 - Local creeks and rivers are low and in some cases dry
- Pierre Paul Beauchamp
 - Casselman has water ban in effect, manganese issues as per Dawn's earlier comment
- Louis Prevost
 - Dry conditions across the United Counties of Prescott and Russell
- Terry Otto
 - Big problem is evident when you drive around, very dry everywhere, need to encourage municipalities to take more action
- Todd Lihou
 - Counties posting information on their website provided by SNC, promoting water conservation
- Terrence Sauve
 - Ministry has resources available for agricultural producers on their website, information has been sent to Conservation Ontario to share with conservation authorities

Terrence Sauve joined the meeting at 1:40 p.m.

**REQUEST FOR APPROVAL: UPGRADE FROM LEVEL 2 TO LEVEL 3 LOW
WATER CONDITION FOR THE SOUTH NATION RIVER WATERSHED**

RESOLUTION NO. WRT-006/25

Moved by: Dawn Crump
Seconded by: Louis Prevost

RESOLVED THAT:

The Water Response Team approve moving from a Level 2 Low Water Condition in the South Nation River Watershed to a Level 3 Low Water Condition for the South Nation River Watershed; and



FURTHER THAT:

The Water Response Team approve moving from a Level 1 Low Water Condition along the Ottawa River and St. Lawrence River shorelines to a Level 3 Low Water Condition along the Ottawa River and St. Lawrence River shorelines in the SNC jurisdiction.

CARRIED

WATER CONSERVATION RECOMMENDATIONS

STAFF UPDATE (PRESENTATION)

Katherine Watson, Coordinator of Early Warning Systems and Watershed Plans, provided an update on updated map to indicate Level 3 conditions across the SNC jurisdiction. She also provided updates on current communications around low water and possible messaging for requested water use reductions under Level 3.

WATER RESPONSE TEAM ROUNDTABLE – RECOMMENDATIONS (VERBAL)

With the declaration of Level 3 Low Water Conditions, the Water Response Team recommended the following to be included in a memo to municipalities:

- Consider implementing a by-law, or amending current water use by-laws, to prohibits all non-essential water use for residential, commercial, and industrial users.
- Restrictions that reduce peak demand can help maintain adequate pressure for fire protection, protect treatment infrastructure from being overtaxed, and ensure reliable service for essential uses.
- Consider extending seasonal/summer focused by-laws for water use and/or burn bans to remain in effect until the drought conditions improve.
- Promote water conservation messaging to residents serviced by private wells.

CORRESPONDENCE

- Ministry of Natural Resources Memorandum of August 11th, 2025 12-14 – Ontario Low Water Response (OLWR) Current Best Practice Update

DATE OF NEXT

- September 23rd, 2025 @ 10:00 a.m.

ADJOURNMENT

RESOLUTION NO. WRT-007/25

Moved by:

Pierre Paul Beauchamp

Seconded by:

Jacqueline Kelly-Pemberton



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RESOLVED THAT:

The Water Response Team meeting of August 25th,
2025 be adjourned at 2:33 p.m.

CARRIED

Steve Densham,
Water Response Team Chair

FOR: *Sandra Mancini*_____
Katherine Watson,
Coordinator, Early Warning Systems and
Watershed Plans.

/rb



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: September 8, 2025
Subject: Request for Approval: 2026 Levy and Budget Schedule

RECOMMENDATION:

The Board of Directors approve the 2026 Levy and Budget Schedule as presented.

DISCUSSION:

2026 Levy and Budget Presentation Schedule:

Staff submit the following schedule for the Board of Directors approval:

- | | |
|------------------------------------|--|
| • October 16 th , 2025 | 2026 Levy discussion and direction |
| • November 20 th , 2025 | First draft of the 2026 Budget for circulation to municipalities |
| • December 11 th , 2025 | Second draft of 2026 Budget, if necessary |
| • January 15 th , 2026 | Final approval |

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: There are no implications on the 2025 Budget.

SNC Policy Adherence: Not applicable.

Programs and Services Category: General Operating - Governance

Johanna Barkley,
Director of Finance



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer and Eric McGill, Corporate Counsel
Date: September 8, 2025
Subject: Request for Approval: Record Retention Policy and Schedules

RECOMMENDATION:

The Board of Directors approve the revised Record Retention Policy and Schedules as presented.

DISCUSSION:

South Nation Conservation (SNC) maintains a Retention Policy and Schedule to manage records and information created or received by the authority. It is a strategic business resource to support sound decision-making, corporate accountability, and good governance. The policy protects personal and confidential information, while capturing and preserving corporate memory and history.

The purpose is to improve efficiencies, strengthen shared knowledge, and mitigate risk.

The Records Retention Policy applies to all records regardless of format or medium of storage. The policy and schedule ensure that official records no longer needed by the authority are discarded at appropriate times.

SNC manages authority records and information in accordance with various pieces of legislation including: the *Conservation Authorities Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Clean Water Act*, the *Employment Standards Act*, and the *Income Tax Act*.

The Retention Policy and Schedule are drawn from a template prepared by Credit Valley Conservation and was subject to legal review through cost sharing among several conservation authorities, including SNC.


The Record Retention Policy was last updated in December 2012.


A copy of the revised Policy and Schedules will be uploaded to the website prior to the meeting.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

SNC Policy Adherence: The Retention Policy and Schedule adheres to or exceeds retention periods required in applicable federal, provincial, and municipal legislation.

Programs and Services Category: General Operating - Administration


Ronda Boutz,
Secretary-Treasurer.

FOR: 
Eric McGill,
Corporate Counsel.



To: Board of Directors
From: Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
Date: September 11, 2025
Subject: Request for Approval: Funding Submission

RECOMMENDATION:

The Board of Directors approves the submission of a funding application to the Green Municipal Fund – Climate Adaptation/Climate-ready plans and processes/Plans program, requesting \$140,000 for the climate risk assessment for unstable slopes in the South Nation Conservation jurisdiction project.

DISCUSSION:

1. Green Municipal Fund – Climate Adaptation/Climate-ready plans and processes/Plans

This funding supports communities in adapting to the impacts of climate change, by developing climate risk assessments and climate adaptation plans, which are critical for safeguarding infrastructure, protecting essential services, and ensuring the well-being of all residents.

Project: Climate risk assessment for unstable slopes in the South Nation Conservation jurisdiction
Request: \$140,000
Cost-share: 60% funding with the required 40% match in funding from applicant/partners
Purpose: To develop an understanding on the impacts of climate change on unstable slopes. Project will assess the hazard and risks in order to determine priority study areas. SNC will develop an unstable slopes strategy similar to the 10-year Flood Mapping Strategy completed in 2023.
Deadline: September 16, 2025 (retro-active request for submission)

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on the 2025 Budget. The Climate risk assessment for unstable slopes in the South Nation Conservation jurisdiction will be included in the 2026 Draft Budget.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy. All activities to undertake the projects will adhere to SNC's Health and Safety Policy.

Programs and Services Category: Category 1 – Mandatory Programs and Services: Natural Hazards Management.

Sandra Mancini

Sandra Mancini,
Managing Director, Natural Hazards and Infrastructure



To: Board of Directors
From: Hannah Jackson, Accounting and Human Resources Specialist
Date: September 9th, 2025
Subject: Request for Approval: Monies Received and Disbursement Register for August 2025

RECOMMENDATION:

The Board of Directors receive and file the monies received report for August 2025; and

FURTHER THAT: The Board approve the Disbursement Register of \$926,305.14 for August 2025.

DISCUSSION:

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

Received From:	August 2025
City of Ottawa	813,129.50
Ministry of Natural Resources	190,496.08
Natural Resources Canada	106,791.13
Government of Canada	72,929.18
Raisin Region Conservation Authority	53,798.76
Septic Revenue	51,324.43
Planning Revenue	44,077.94
Royal Bank of Canada	14,592.67
Tree Revenue	11,877.07
Forests Canada	10,925.00
Other Revenue	5,350.81
Environment and Climate Change Canada	2,500.00
Land Revenue	1,959.60
Total	1,379,752.17



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

August 2025	
Accounts Payable Cheques	21,365.79
Internet Banking	747,714.17
Electronic Funds Transfer Payments	157,225.18
Total	926,305.14

Hannah Jackson
Accounting and Human Resources Specialist
Attachment: Disbursement Register – August 2025

Disbursements Register - August 2025

Number	Name	Amount	
Accounts Payable Cheques			
21256	Corey's Welding	512.29	
21257	2025-SDGWAS-015	500.00	MFTIP-SDG Grant
21258	2025-SDGWAS-016	500.00	MFTIP-SDG Grant
21259	2025-EAB-012	4,582.50	Ash Tree Grant
21260	2025-EAB-034	4,625.00	Ash Tree Grant
21261	Sherry Erskine	286.72	
21262	Glenn Lawrence	1,169.00	
21263	Uline Canada Corporation	5,277.78	Supplies & Materials
21264	Rosalex	1,412.50	
21265	Maurice & Brittany Rose	500.00	
21266	2025-EAB-019	1,325.00	Ash Tree Grant
21267	2025-EAB-019	675.00	Ash Tree Grant
		21,365.79	
Internet Banking			
GP20196 A	Hydro One	39.07	
GP20197	Hydro One	30.77	
GP20198	Hydro One	178.85	
GP20199	Village de/of Casselman Taxes	585.87	
GP20200	Payworks	166,513.64	Pay 16
GP20201	Hydro Ottawa	33.15	
GP20202	Village de/of Casselman Taxes	1,308.40	
GP20203	Village de/of Casselman Taxes	571.59	
GP20204	The Bank of Montreal - RRSP	4,896.48	Pension
GP20205	Void	-	
GP20206	Visa - Ronda Boutz	8,114.82	
GP20207	Visa - John Mesman	4,191.69	
GP20208	Bell Canada	59.47	
GP20209	Ault & Ault LLP, In Trust	368,543.03	Property Purchase
GP20210	Visa - Sylvie Fracassi	136.33	
GP20211	Visa - Jacques Levert	135.03	
GP20212	Hydro One	2,491.90	
GP20213	Bell Canada	242.27	
GP20214	Bell Canada	1,017.00	
GP20215	Visa - Deborah Edwards	1,088.24	
GP20216	MacEwen Petroleum Inc.	2,846.92	
GP20217	Finch Feed & Seed Ltd. Purina	83.60	
GP20218	The Bank of Montreal - RRSP	4,432.30	Pension
GP20219	Telus	1,879.34	
GP20220	Payworks	165,915.11	Pay 17
GP20221	Visa - Lorie Henderson	50.00	
GP20222	Visa - Carl Bickerdike	1,710.19	
GP20223	Visa - Sandra Mancini	7,372.29	
GP20224	Visa - Ronda Boutz	426.85	
GP20225	Royal Bank of Canada	902.77	
GP20226	Visa - Michelle Cavanagh	1,917.20	
		747,714.17	

Number	Name	Amount	
	EFT Banking		
REM000687	Lannin's Garage	171.35	
REM000688	J & R Adams Ltd.	20.29	
REM000689	Shane Signs	54.24	
REM000690	Township of Edwardsburg/Cardinal	1,291.27	
REM000691	Emond Harnden	1,571.83	
REM000692	Nova Networks	2,249.49	
REM000693	Winchester Building Supply/BMR	1.22	
REM000694	Canadian Linen & Uniform Service Corp	160.73	
REM000695	Access Information Management of Canada Ulc	949.20	
REM000696	Endeavour Solutions Inc	5,952.28	Contracted Services
REM000697	Maya Schmidt	39.29	
REM000698	Moose Creek Precast	804.56	
REM000699	Lannin's Garage	1,117.48	
REM000700	Gaudet Machining and Welding	2,558.32	
REM000701	Laplante Chevrolet Buick GMC	1,205.56	
REM000702	106007 Canada Limited	65.04	
REM000703	Cansel	617.45	
REM000704	1000224147 Ont Inc (Latremouille Tool Sales Rentals)	1,073.44	
REM000705	Brazeau Sanitation Inc.	1,423.80	
REM000706	Winchester Springs Mobile Wash	395.50	
REM000707	Begg-Seguin - Crysler Hardware Limited	953.30	
REM000708	Caroline Goulet	1,134.73	
REM000709	J. Carty's Tree Service Ltd.	6,497.50	Contracted Services
REM000710	Cooters Automotive/1000263733 Ont Inc	1,438.85	
REM000711	1000552873 Ont Inc/Nick's Landscaping	5,033.59	Contracted Services
REM000712	SSC Cleaning/Master Floor Care Janitorial Ottawa	2,821.20	
REM000713	Shane Signs	734.50	
REM000714	OMERS	49,104.32	Pension
REM000715	Eastern Engines Inc	27.66	
REM000716	Natural Assets Initiative	1,582.00	
REM000717	Endeavour Solutions Inc	1,336.23	
REM000718	Le Vieux chaudron Inc o/a La Binerie	300.00	
REM000719	South Nation River Conservation Authority	11,877.07	Trees/Planting
REM000720	Lannin's Garage	365.50	
REM000721	North Stormont Township	5,125.29	Drainage Assessment
REM000722	Jean Claude Cayer Enterprises Ltd.	394.37	
REM000723	Cornwall City Press	114.47	
REM000724	A.L. Blair Construction Ltd.	933.79	
REM000725	Traductions Catmac Translations	1,011.45	
REM000726	Thomson Reuters Canada	1,167.60	
REM000727	Dwyer Glass	406.80	
REM000728	Crysler Auto Value	89.46	
REM000729	C & S Lawnworks - Chris Crowder	632.80	
REM000730	Delta Power Equipment	247.42	
REM000731	Postlink Corporation	2,146.95	
REM000732	Alexandre Roy-Guay	440.45	
REM000733	Nevynnn O'Brian-Witteveen	18.96	
REM000734	Wex Canada Ltd	462.86	

Number	Name	Amount	
REM000735	Emma Rychliwsky	170.64	
REM000736	Staples Commercial/Trevipay	50.66	
REM000737	Lannin's Garage	343.80	
REM000738	Shane Signs	56.50	
REM000739	Winchester Springs Mobile Wash	395.50	
REM000740	Simply Baked Catering Inc	535.34	
REM000741	Premergency Inc	231.54	
REM000742	FPrimeC Solutions Inc.	25,670.78	Technical Services
REM000743	The Nation Municipality - Taxes	11,648.96	Property taxes
		157,225.18	



To: Board of Directors
From: James Holland, Senior Planner
Date: September 8, 2025
Subject: Update: Planning Activity

RECOMMENDATION:

The Board of Directors receive and file the Planning Activity update for the month of August 2025.

DISCUSSION:

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

The table below summarizes planning applications received in August 2025.

#	Municipality	Property	Application Type
222	Alfred and Plantagenet	Du Quai Avenue, Wendover	Section 59
223	Augusta	Sarah Street	Consent
224	Augusta	1669 South Campbell Rd	Consent
225	Augusta	7636 County Rd 21	Consent
226	Augusta	4682 4th Concession Rd	Consent
227	Augusta	4682 4th Concession Rd	Consent
228	Clarence-Rockland	Butler Rd	Consent
229	Clarence-Rockland	Butler Rd	Consent
230	Clarence-Rockland	915 St Jean St	Consent
231	Nation	865 Route 400 E	Consent
232	North Stormont	16505 County 43 Rd	Consent
233	Ottawa	140 Indcum Rd	Consent
234	Russell	1347 Notre Dame St	Consent
235	South Dundas	Dr Stevens Dr	Consent

The list below includes residential subdivision and site plan clearances in August 2025.

Landowner	Municipality	Type of Development	Dwelling Units
Tartan Homes	Russell	Subdivision	57
Swank Construction	South Dundas	Subdivision	8



The table below summarizes application pre-consultation reviews requested by municipalities and property inquiry letters issued in August 2025.

#	Municipality	Application
43	Clarence Rockland	Pre-consultation
44	Edwardsburgh-Cardinal	Property Inquiry
45	North Dundas	Pre-consultation
46	Ottawa	Property Inquiry
47	Russell	Pre-consultation

Staff will continue to track applications within our internal OnBase and tasking system to meet milestones on the reviews. This includes ensuring legislative timelines mandated under the *Planning Act* are met and to provide exemplary customer service to our municipal partners.

Programs & Services Category: Category 1 – Mandatory: Review of applications and other matters under the *Planning Act* for the purposes of helping to ensure that the decisions under that Act are consistent with the natural hazards policies in the policy statements issued under section 3 of the Act.

James Holland, M.Sc. MCIP RPP
Senior Planner.



To: Board of Directors
From: Shahin Zand, Water Resources Engineer
Date: September 11, 2025
Subject: Update: Engineering Technical Reviews

RECOMMENDATION:

The Board of Directors receive and file the Engineering Technical Reviews update for the months of August 2025.

DISCUSSION:

South Nation Conservation ("SNC") Engineering Team reviews technical reports to support development applications under the *Planning Act* and permit applications under the *Conservation Authorities Act*. Costs are recovered from applicants according to the Board of Directors approved fee schedule.

In August 2025, a total of 10 planning applications were received, which generated 10 technical reviews. The table below provides a summary of planning application reviews completed, by municipality.

Municipality	Number of Reviews
Augusta	1
Clarence-Rockland	1
North Dundas	2
North Stormont	1
Russell	5
TOTAL	10

In August 2025, a total of 13 permit applications were received, which generated 16 technical reviews. The table below provides a summary of permit application reviews completed, by municipality.

Municipality	Number of Reviews
Augusta	1
Clarence-Rockland	4
North Dundas	2
North Stormont	1
Ottawa	6
South Dundas	2
TOTAL	16

SNC's Engineering Team will continue to track applications and associated timelines to



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ensure timely reviews.

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

Shahin Zand, P.Eng.
Water Resources Engineer.



To: Board of Directors
From: Jennifer Boyer, Managing Director, Approvals
Date: September 8, 2025
Subject: Update: Section 28.1 Permits Issued

RECOMMENDATION:

The Board of Directors receive and file the update on permits issued under Section 28.1 of the *Conservation Authorities Act* for the month of August 2025.

DISCUSSION:

South Nation Conservation ("SNC") staff exercise delegated power to issue permits under Section 28.1 of the *Conservation Authorities Act* for development activities in areas over which the Authority has jurisdiction (BD-061/24 and BD-121/24). Permits are issued in accordance with the Board of Directors approved Regulation Policies.

The table below lists the permits issued in August 2025:

#	Project No.	Permit Holder	Municipality	Project
133	2025-AUG-R159	Maitland Tower Corp	Augusta	Residential Construction & Septic Installation
134	2025-AUG-R173	Township of Augusta	Augusta	Culvert Replacement
135	2025-AUG-R189	Township of Augusta	Augusta	Culvert Replacement
136	2025-AUG-R190	Maitland Tower Corp	Augusta	Septic Replacement
137	2025-AUG-R199	David Chisamore	Augusta	Dock Installation
138	2024-CLR-R249	City of Clarence-Rockland	Clarence Rockland	Box Culvert Installation
139	2025-CLR-R019	Riverlands of Rockland Inc.	Clarence Rockland	Utility Crossing & Stormwater Outlets for Subdivision
140	2025-CLR-R162	City of Clarence-Rockland	Clarence Rockland	Watermain Installation
141	2025-CLR-R171	City of Clarence-Rockland	Clarence Rockland	Ditch Erosion Control
142	2025-NAT-R089	Frank Davis & Laurie Lechasseur	Nation	Erosion Control
143	2025-NAT-R193	La Municipalité de la Nation	Nation	Directional Drilling
144	2025-NDU-R150	Jase Construction	North Dundas	Residential Construction
145	2025-NDU-R181	Jessica Carriere	North Dundas	Septic Installation
146	2025-NST-R186	Hydro One	North Stormont	SCR Hydro One
147	2025-NST-R194	Bell Canada	North Stormont	Directional Drilling
148	2025-NST-R197	Bell Canada	North Stormont	Directional Drilling
149	2020-GLO-R148	Jihad Zamat	Ottawa	Water Course Relocation
150	2025-CUM-R035	City of Ottawa	Ottawa	Road Resurfacing
151	2025-OSG-R187	Hydro One	Ottawa	SCR Hydro One
152	2025-OSG-R188	Hydro One	Ottawa	SCR Hydro One
153	2025-CUM-R192	Aaron Major	Ottawa	Barn conversion to Residential



#	Project No.	Permit Holder	Municipality	Project
154	2025-GLO-R195	The City of Ottawa	Ottawa	Enbridge-Gas Pipeline Installation
155	2025-OSG-R201	7773226 Canada Inc	Ottawa	Relocation Of Part of the Flood Plain
156	2025-RUS-R185	South Nation River Conservation Authority	Russell	Erosion Control - Tweed Park
157	2025-RUS-R196	Maurice Lemieux	Russell	Residential Construction

This table provides a summary of permit related site visits undertaken to date in 2025.

Permit Site Visits and Inspections 2025		
Action	August 2025	Total for 2025
Permit Compliance Inspections	13	70
Pre-consultations	0	4

Programs & Services Category: Category 1 – Mandatory: Administration of Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24.

Jennifer Boyer, M.Sc. MCIP RPP
Managing Director, Approvals



To: Board of Directors
From: Gregory Payne, Regulations Officer
Date: September 8, 2025
Subject: Update: Enforcement of Parts VI and VII of the Act

RECOMMENDATION:

The Board of Directors receive and file the update on reported *Conservation Authorities Act* regulation concerns received for the month of August 2025.

DISCUSSION:

South Nation Conservation ("SNC") staff administer and enforce Parts VI and VII of the *Conservation Authorities Act* (the "Act") in the areas over which the Authority has jurisdiction. SNC relies on members of the public and municipal partners to assist in identifying and reporting contraventions of the Act.

Staff evaluate reported concerns for priority response based on potential adverse impacts to people and property, the risk of exacerbating natural hazards, public interest, and the Authority's resources. The table below lists the Report of Concerns received in the month of August 2025.

Received in 2025	File No.	Location	Description
22	ENF2025-OTW-08	Ottawa	Matter not subject to regulation under the Act
23	ENF2025-NAT-02	Nation	Reported development Activity in a Regulated Area
24	ENF2025-SDU-02	Ottawa	Matter not subject to regulation under the Act

This table provides a summary of staff enforcement and compliance actions undertaken to date in 2025.

Enforcement and Compliance Actions 2025		
Action	August 2025	Total for 2025
Site Visits	9	46
Files Resolved	2	15
Referred to Correct Agency	2	2
Stop Orders Issued	1	2
Files where charges have been laid under the <i>Provincial Offences Act</i>	0	1

Programs & Services Category: Category 1 – Mandatory: Administration and Enforcement of Parts VI and VII of the *Conservation Authorities Act* and Ontario Regulation 41/24.



Gregory Payne,
Regulations Officer.



To: Board of Directors
From: Monique Sauvé, Chief Building Official Part 8 - Septic Systems
Date: September 8, 2025
Subject: Update: On-Site Sewage Permits Received

RECOMMENDATION:

The Board of Directors receive and file the on-site sewage permits received for the month of August 2025.

DISCUSSION:

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

#	Permit Number	Landowner(s)	Municipality	Description
267	CH-25-20	Josue Seguin & Gabrielle Charlesbois	Alfred and Plantagenet	New Construction
268	AP-25-10	Diane Renaud & Isabelle Legault	Alfred and Plantagenet	System Replacement
269	AU-25-16	Verna Thompson	Augusta	Leaching Bed Only
270	AU-25-14	Avi Mergui & Leah McKnight	Augusta	System Replacement
271	AU-25-15	Richard Story	Augusta	System Replacement
272	AU-25-17	Dayna & Steven Golledge	Augusta	System Replacement
273	AU-25-18	Dorothy Stark	Augusta	Tank
274	CH-25-18	Eric & Denis Duval	Champlain	New Construction
275	CH-25-19	Patrick Haines & Katia Desjardins	Champlain	New Construction
276	CH-25-22	Ghislain Lascelles	Champlain	New Construction
277	CH-25-21	C.H. Clement Construction c/o Charles Clement	Champlain	New Construction
278	CR-25-37	SM Real Estate Holdings Ltd.	Clarence Rockland	New Construction
279	CR-25-35	Trevor & Tina Tietz	Clarence Rockland	System Replacement
280	CR-25-36	Gerald & Sonia Dagenais	Clarence Rockland	System Replacement
281	CR-25-38	Jonathan Mackay & Lynette Hickey	Clarence Rockland	System Replacement
282	EH-25-15	Donald & Christopher MacDuff	East Hawkesbury	New Construction
283	EH-25-14	Luke Darlington & Kelsey Bates	East Hawkesbury	System Replacement
284	EC-25-21	Alyssa Davie	Edwardsburgh Cardinal	New Construction
285	EC-25-20	John & Joan Lewis	Edwardsburgh Cardinal	System Replacement
286	FY-25-08	Christopher & Cinthia Birt	Front of Yonge	New Construction
287	FY-25-09	Michael & Julie Sifton	Front of Yonge	System Replacement
288	FY-25-10	Allan & Angela Dickieson	Front of Yonge	Tank
289	NA-25-29	Alex Blanchard	Nation	New Construction
290	NA-25-27	Dean & Bethany Smith	Nation	System Replacement
291	NA-25-28	Ghislain & Maryse Gregoire	Nation	System Replacement
292	ND-25-29	Robert Mulder	North Dundas	New Construction
293	ND-25-30	Lara & Martin Mesman	North Dundas	New Construction
294	ND-25-27	Geoffrey Lawson	North Dundas	System Replacement
295	ND-25-28	Estate of Douglas Hunter	North Dundas	System Replacement



#	Permit Number	Landowner(s)	Municipality	Description
296	ND-25-31	Kenneth & Pauline Allen	North Dundas	System Replacement
297	NS-25-17	Jafar & Danielle Jaegar	North Stormont	New Construction
298	NS-25-18	Jamieson Campbell 1989 Ltd. c/o Brandon Oosterhof	North Stormont	System Replacement
299	RU-25-25	Irene Tsompanellis & Ryan Kapeller	Russell	New Construction
300	RU-25-23	Yesha Sanjaybhai Radadiya & Brizen Harsukbhai Vasoya	Russell	System Replacement
301	RU-25-24	Todd McLaren	Russell	System Replacement
302	SD-25-24	Melissa & Rolland Longchamps	South Dundas	New Construction
303	SS-25-42	Antonio Caterina	South Dundas	New Construction
304	SD-25-25	Julie Longtin & Darrin Stewart	South Dundas	New Construction
305	SS-25-38	Natalie Bourgeois	South Stormont	New Construction
306	SS-25-39	Jean-Guy & Sylvie Beaudin	South Stormont	New Construction
307	SS-25-41	Craig Rowe & Mandy Currier	South Stormont	New Construction
308	SS-25-43	Tartanx Inc.	South Stormont	New Construction
309	SD-25-22	NLB Farms Inc.	South Dundas	System Replacement
310	SS-25-40	John & Jessica Menkhorst	South Stormont	System Replacement
311	SD-25-23	Kelly & Drew Baldwin	South Dundas	Tank

Staff 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 Part 8 - Septic Systems