



South Nation  
**Conservation**  
de la Nation Sud

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## Board of Directors

# Meeting Agenda

**Date:** May 14<sup>th</sup>, 2026

**Time:** 9:00 a.m.

**Location:** Watershed Room, SNC

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





## Board of Directors

# Meeting Agenda

May 14<sup>th</sup>, 2026, at 9:00 a.m.

1. Traditional Land Acknowledgement: John
  2. Chair's Remarks
  3. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
  4. Declaration of Conflict of Interest
  5. SNC Project Update – PowerPoint Presentation: Staff
  6. Approval of:
    - a. Board of Directors meeting minutes of April 9<sup>th</sup>, 2026 4-9
    - b. SNC Committees Meeting Highlights and Minutes of:
      - i. Joint Occupational Health and Safety meeting minutes of April 8<sup>th</sup>, 2026: Hannah 10-13
  7. New Business:
    - a. Transition Committee – Expression of Interest: Carl 14-17
    - b. Request for Approval: Casselman Dam Repairs: Sandra 18-21
    - c. Request for Approval: Partnership Program Disbursements: Ronda 22-24
    - d. Request for Approval: 2026 SNC Emergency Preparedness Plans: Arielle 25
    - e. Request for Approval: Monies Received and Disbursement Register for April 2026: Johanna 26-30
    - f. Monthly Updates
      - i. Planning Activity: James 31-32
      - ii. Engineering Technical Reviews: Shahin 33-34
      - iii. Section 28.1 Permits Issued: Jennifer 35-36
      - iv. Enforcement of Parts VI and VII of the Act: Greg 37
      - v. On-site Sewage Permits Received: Monique 38-40
  8. Supplemental Agenda
    - a. Update: Estimated Statement of Operations for April 30<sup>th</sup>, 2026: Johanna
  9. Correspondence (if any)
    - a. Minister's direction under section 1.14 of the *Conservation Authorities Act* (re: temporary restrictions) 41-50
  10. Dates of Upcoming Meetings, second Thursday, at 9:00 a.m., unless otherwise stated
    - June 11<sup>th</sup>, 2026
    - July – no scheduled meeting
    - August 13<sup>th</sup>, 2026 (AMO Conference Aug. 16<sup>th</sup>-19<sup>th</sup>)
    - September 10<sup>th</sup>, 2026 (OEMC Conference Sept. 9<sup>th</sup>-11<sup>th</sup>)
    - October 15<sup>th</sup>, 2026 (Note: third Thursday)
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11. Future Motions of the Board and/or Discussion of SNC Issues
12. Closed Session (if any)
13. Adjournment

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

Carl Bickerdike,  
Chief Administrative Officer.

/rb

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**BOARD OF DIRECTORS ANNUAL GENERAL MEETING**

Meeting No. 04/26  
Thursday, April 9<sup>th</sup>, 2026 – 9:09 a.m.

Watershed Room, SNC

**Directors Present:**

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

**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 Projects  
Deborah Edwards, Accounting Assistant  
James Holland, Senior Planner  
Claire Lemay, Senior Planner, South Nation SPA  
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure  
John Mesman, Managing Director, Property, Conservation Lands and Community Outreach  
Eric McGill, Corporate Counsel  
Gregory Payne, Permitting Officer  
Pat Piitz, Team Lead, Property  
Monique Sauvé, Chief Building Official Part 8 – Septic Systems  
Katherine Watson, Coordinator - Early Warning Systems and Watershed Plans  
Shahin Zand, Water Resources Engineer

**Delegation:**

Mr. Doyle Harrigan



**TRADITIONAL LAND ACKNOWLEDGEMENT**

Ronda Boutz, Secretary-Treasurer, read an Indigenous land acknowledgement.

**CHAIRS REMARKS**

Adrian Wynands, Chair, called the Board of Directors meeting of April 9<sup>th</sup>, 2026 to order at 9:09 a.m.

**APPROVAL OF SNC BOARD OF DIRECTORS MEETING AND SUPPLEMENTAL AGENDA**

RESOLUTION NO. BD-056/26

Moved by: François St. Amour

Seconded by: Tom Smyth

RESOLVED THAT:

The Members approve the April 9<sup>th</sup>, 2026 Board of Directors meeting agenda and supplemental agenda with the following amendment:

- i. Supplemental Agenda Item 1 b. be moved to follow main agenda item 8 a.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**DELEGATION: MR. DOYLE HARRIGAN**

Mr. Harrigan presented information regarding erosion issues and municipal drain maintenance works at his farm property. Mr. Harrigan sought a letter of support from the Board of Directors in his application to the Ontario Drainage Tribunal regarding the municipal drain maintenance works at his property.

**SNC PROJECT UPDATE – POWERPOINT PRESENTATION**

Staff presented the members with a PowerPoint presentation on project updates

**The Board of Directors recessed for a break at 10:14 a.m.**

**The Board of Directors reconvened from break at 10:30 a.m.**

**APPROVAL OF:**

**A. BOARD OF DIRECTORS ANNUAL GENERAL MEETING MINUTES OF MARCH 12<sup>th</sup>, 2026**

RESOLUTION NO. BD-057/26

Moved by: Bill Smirle

Seconded by: Mike Tarnowski

RESOLVED THAT:

The Members approve the Board of Directors Annual General Meeting Minutes of March 12<sup>th</sup>, as amended:



- ii. Add Isabelle Skalski, City of Ottawa, to 'Directors Present' for the meeting.

CARRIED

**COMMITTEE MEETING MINUTES**

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

RESOLUTION NO. BD058-/26

Moved by: Bill Smirle  
 Seconded by: François St. Amour

RESOLVED THAT:

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

- i. Grants Sub-Committee meeting minutes of March 9<sup>th</sup>, 2026.
- ii. Watershed Advisory Committee meeting minutes of March 24<sup>th</sup>, 2026.

CARRIED

**NEW BUSINESS**

**UPDATE: BILL 97 PROPOSED AMENDMENTS TO THE CONSERVATION AUTHORITIES ACT**

RESOLUTION NO. BD-059/26

Moved by: Linda Payant  
 Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file the update on Bill 97, Plan to Protect Ontario Act (Budget Measures), 2026 and proposed amendments to the *Conservation Authorities Act*.

CARRIED

**ST. LAWRENCE RIVER REGIONAL CONSERVATION AUTHORITY – BACKGROUND INFORMATION (VERBAL)**

RESOLUTION NO. BD-060/26

Moved by: Steve Densham  
 Seconded by: Mike Tarnowski



RESOLVED THAT:

The Board of Directors receive and file the verbal report on the St. Lawrence River Regional Conservation Authority – Background Information.

CARRIED

**REQUEST FOR APPROVAL: 2026 SNC INSURANCE**

RESOLUTION NO. BD-061/26

Moved by: Bill Smirle  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve the renewal of the Authority’s insurance with Marsh Canada at approximately \$145,831.28 including taxes.

CARRIED

**Genevieve Lajoie left the meeting at 10:50 a.m.**

**REQUEST FOR APPROVAL: WISKI MOU WITH QUINTE CONSERVATION**

RESOLUTION NO. BD-062/26

Moved by: Mike Tarnowski  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors approve signing a five-year Memorandum of Understanding with Quinte Conservation for the Eastern Ontario Water Information System by Kisters (WISKI) hub collaborative.

CARRIED

**UPDATE: 2025 LAND ACQUISITIONS**

RESOLUTION NO. BD-063/26

Moved by: Bill Smirle  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the 2025 Land Acquisitions update.

CARRIED



**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR MARCH 2026**

RESOLUTION NO. BD-064/26

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

RESOLVED THAT:

The Board of Directors receive and file the monies received report for March 2026; and

FURTHER THAT:

The Board approve the Disbursement Register of \$951,126.34 for March 2026.

CARRIED

**MONTHLY UPDATES:**

- i. **PLANNING ACTIVITY**
- ii. **ENGINEERING TECHNICAL REVIEWS**
- iii. **SECTION 28.1 PERMITS ISSUED**
- iv. **ENFORCEMENT OF PARTS VI AND VII OF THE ACT**
- v. **ON-SITE SEWAGE PERMITS RECEIVED**

RESOLUTION NO. BD-065/26

Moved by: Mike Tarnowski  
 Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors receive and file the Planning Activity for the following updates for March 2026:

- i. Planning Activity;
- ii. Engineering Technical Reviews;
- iii. Permits issued under Section 28.1 of the *Conservation Authorities Act*;
- iv. Reported *Conservation Authorities Act* regulation concerns received; and
- v. On-site sewage permits received.

CARRIED

**SUPPLEMENTAL AGENDA**

**UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR MARCH 31<sup>st</sup>, 2026**

RESOLUTION NO. BD-066/26

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

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2026, as of March 31<sup>st</sup>, 2026 update.

CARRIED



**CORRESPONDENCE**

- a. Minister’s letter RE: Consolidation of Conservation Authorities
- b. Minister’s Direction RE: Fee Freeze Effective March 10<sup>th</sup>, 2026 to February 28, 2027.

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

- May 14<sup>th</sup>, 2026
- June 11<sup>th</sup>, 2026
- July – no scheduled meeting
- August 13<sup>th</sup>, 2026

Note: The Board of Directors meeting for October was moved to October 15, 2026 to accommodate the 2027 budget schedule.

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

None.

**CLOSED SESSION**

None.

**ADJOURNMENT**

RESOLUTION NO. BD-067/26


Moved by: Deb Wilson  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors Meeting of April 9<sup>th</sup>, 2026  
be adjourned at 11:48 a.m.

CARRIED

\_\_\_\_\_  
Adrian Wynands,  
Chair.

  
\_\_\_\_\_  
Carl Bickerdike,  
Chief Administrative Officer.

/rb



## JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Meeting 02/26  
 Wednesday, April 8, 2026

The Watershed Room, SNC Office

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**Present:**

- Ronda Boutz, Management Co-Chair
- Hannah Jackson, Worker Co-Chair
- Adrian Wynands, SNC Vice Chair, ex-officio (Management)
- Annie Theoret, Approvals and Administrative Assistant (Worker)
- Bill Smirle, SNC Board Member Rep, ex-officio (Management)
- Brent Harbers, Conservation Lands Planner (Worker)
- Carl Bickerdike, CAO (Management)
- Deborah Edwards, Accounting Assistant II (Worker, *electronic participation*)
- Eric McGill, Corporate Counsel (Management)
- Gregory Payne, Regulations Officer (Worker)
- Naomi Langlois, Senior Fish and Wildlife Technician (Worker)
- Phillip Dagenais, Water Resources Specialist – Monitoring (Worker)
- Tavish MacLeod, Forestry Assistant (Worker)
- Todd Baker, Conservation Lands Technician (Worker)

**Regrets:**

- Michelle Cavanagh, Team Lead, Special Projects (Management)
- Pat Piitz, Team Lead, Property (Management)
- Catherine Kitts, SNC Vice Chair, ex-officio (Management)
- Steve Densham, SNC Chair, ex-officio (Management)



**CALL TO ORDER**

Ronda Boutz Management Co-Chair, called the Joint Occupational Health and Safety Committee meeting of April 8, 2026, to order at 10:02 a.m.

**APPROVAL OF AGENDA**

RESOLUTION NO. JOHS-012/26      Approved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety agenda of April 8, 2026, be approved as submitted.

CARRIED

**APPROVAL OF JOINT OCCUPATIONAL HEALTH AND SAFETY MEETING MINUTES OF JANUARY 14, 2026**

RESOLUTION NO. JOHS-013/26      Approved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety meeting minutes of January 14, 2026, be approved as submitted.

CARRIED

**BUSINESS ARISING FROM MINUTES**

None.

**HEALTH AND SAFETY ACTION ITEMS**

RESOLUTION NO. JOHS-014/26      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**

**REQUEST FOR APPROVAL: HEALTH & SAFETY INTERIM STANDARD OPERATING PROCEDURE**

RESOLUTION NO. JOHS-015/26      Approved by: Consensus



RESOLVED THAT: The Joint Occupational Health and Safety Committee approve the interim Remotely Piloted Aircraft Systems Procedure.

CARRIED

**UPDATE: TRAINING CERTIFICATES**

RESOLUTION NO. JOHS-016/26 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the training certificates update.  
FURTHER THAT: The Joint Occupational Health and Safety Committee recommend adding Drone training to the Training Certificate update report.

CARRIED

**WORKPLACE INSPECTIONS**

**SNC SHOP**

RESOLUTION NO. JOHS-017/26 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-018/26 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the Workplace Inspection – SNC Office report; and  
FURTHER THAT: Actions items identified during the inspection and Committee review be added to the Health and Safety Action Items table.

CARRIED



**ACCIDENT / INCIDENT REPORTS**

**INCIDENT #1**

Slip, trip, and fall on icy trail.

RESOLUTION NO. JOHS-019/26      Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “Access to some work sites is limited to establish trails which are subject to environmental conditions (e.g., ice, snow, etc.). Salt and/or sand applications is not a practical application in these instances. Staff to investigate options for traction aids (e.g., ice cleats) for footwear to reduce slip/trip occurrences, while not compromising the safe execution of planned work.”

CARRIED

**DATE OF NEXT MEETING**

- June 24, 2026, at 9:00 a.m.

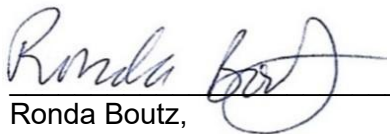
**ADJOURNMENT**


RESOLUTION NO. JOHS-020/26      Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee meeting of April 8, 2026, be adjourned at 10:41 p.m.

CARRIED

  
 \_\_\_\_\_  
 Ronda Boutz,  
 Management Co-Chair.

  
 \_\_\_\_\_  
 Hannah Jackson,  
 Worker Co-Chair.

/hj



**To:** Board of Directors  
**From:** Carl Bickerdike, Chief Administrative Officer  
**Date:** May 5, 2027  
**Subject:** Transition Committee – Expression of Interest

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**RECOMMENDATION:**

The Board of Directors receive and file the report regarding Transition Committees; and

FURTHER THAT: Any Board Member interested in being appointed to the Transition Committee may express their interest verbally, or by email to the Board of Directors prior to the June 2026 Board Meeting.

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**DISCUSSION:**

Bill 97 – *Plan to Protect Ontario Act (Budget Measures), 2026* received Royal Assent on April 24, 2026. The Bill includes amendments to the Conservation Authorities Act (the Act) which will bring about the amalgamation of Ontario’s 36 Conservation Authorities into 9 Regional Conservation Authorities. South Nation Conservation will join with Raisin Region Conservation Authority, Rideau Valley Conservation Authority, and Mississippi Valley Conservation Authority (predecessor authorities) to form the new Saint Lawrence River Regional Conservation Authority.

The Act includes the requirement to form a transition committee. The transition committee shall be Chaired by a Project Executive appointed by the Ontario Provincial Conservation Agency (OPCA). Each predecessor authority shall appoint two members to the transition committee within 90 days of Bill 97 receiving Royal Assent.

Appointments shall include:

- The Chief Administrative Officer or General Manager of each predecessor authority, unless deemed unavailable
- One Board Member that is a member of a municipal council

If any predecessor authority fails to appoint members, the OPCA will do so on their behalf. Other members may be appointed to the transition committee by the OPCA.

Ottawa City Council passed motion 2026-78-20 at their April 22, 2026 Council Meeting requesting that the OPCA include two Ottawa city councillors as members of the transition committee be from Ottawa.



Few details are known regarding the scope or time commitment of the transition committee. Transition committees will be tasked with developing transition plans for review and approval by the OPCA.

Board Members interested in the transition committee can review the full wording of the Act at:

<https://www.ontario.ca/laws/statute/90c27#BK13>

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

#### Compliance with Budget:

Forecast will be adjusted to include extra time commitments and travel. Transition costs are being tracked.

SNC Policy Adherence: N/A

Programs and Services Category: Category 1 - General Operations

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Carl Bickerdike,  
Chief Administrative Officer.

Attachments: City of Ottawa motion 2026-78-20

**WHEREAS** the authority previously delegated by Council respecting the sale of the subject properties did not expressly include the authority to convey an interest in land that remains under City ownership at nominal value that are necessary in order to facilitate the not-for-profit and affordable housing developments; and

**WHEREAS** waiving the requirement for market value to allow for the conveyance of easements at nominal value is in keeping with the intent of the Council approval to transfer properties to not-for-profit housing providers at nominal value as a municipal contribution towards the development of affordable housing on City-owned lands;

**THEREFORE BE IT RESOLVED THAT** Council authorize the Director, Housing Solutions, Real Estate and Investment Services, to negotiate, enter into, conclude, execute, amend and implement such additional agreements, including easements and other related interests, at nominal value where required, to facilitate the development of not-for-profit housing properties previously approved for transfer by Council, provided such agreements relate to adjacent or abutting City-owned lands and are satisfactory to the City Solicitor.

**BE IT FURTHER RESOLVED THAT** staff be directed to consider similar wording in future reports involving not-for-profit housing property dispositions at nominal value, where appropriate.

Carried

22.2 City of Ottawa membership on Conservation Authority Transition Working Group

Motion No. **2026-78-20**

Moved by G. Gower

Seconded by W. Lo

***That the Rules of Procedure be suspended to consider the following motion due to the time sensitivity of the matter.***

**WHEREAS** the Province of Ontario tabled Bill 97 to amend the *Conservation Authorities Act* to enable amalgamation of conservation authorities (CAs) in Ontario; and

**WHEREAS the Mississippi, Rideau, and South Nation CAs will be merged into the St. Lawrence Regional Conservation Authority, along with the Raisin CA; and**

**WHEREAS the newly-formed Ontario Provincial Conservation Agency is establishing “Transition Working Groups” to oversee the amalgamation of Eastern Ontario CAs; and**

**WHEREAS membership in this group currently includes General Managers of each CA, and an elected member of each CA (typically the Board Chair, which do not include any councillors appointed by the City of Ottawa); and**

**WHEREAS Motion No. 2025-71-34 passed by Ottawa City Council on December 10, 2025, outlined significant financial, logistical, and governance concerns in relation to the proposed amalgamation; and**

**WHEREAS the City of Ottawa will contribute approximately 50 per cent or more of the amalgamated CA’s funding;**

**THEREFORE BE IT RESOLVED THAT City Council request that the Minister of Environment, Conservation, and Parks and the Ontario Provincial Conservation Agency include two Ottawa city councillors as members of the Transition Working Group for the St. Lawrence Regional Conservation Authority; and,**

**BE IT FURTHER RESOLVED THAT given the significant concerns about the impact of amalgamation on effective governance, accountability, funding, and public safety, that Council request that the Province pause its transition activities and undertake a full consultation with municipalities and stakeholders; and,**

**BE IT FURTHER RESOLVED THAT a copy of this motion be shared with the Minister of Environment, Conservation, and Parks.**

**Carried**

**22.3 Endorsing Councillor Tim Tierney – FCM’s Board of Directors**

**Motion No. 2026-78-21**

Moved by R. King

Seconded by S. Menard



**To:** Board of Directors  
**From:** Sandra Mancini, Managing Director, Natural Hazards and Infrastructure  
**Date:** May 6, 2026  
**Subject:** Request for Approval: Casselman Dam Repairs

**RECOMMENDATION:**

The Board of Directors approve undertaking repairs to the Casselman Dam in three phases at a total approximate cost of \$1,552,900; and

FURTHER THAT: The Board of Directors approve retaining Consultant A to complete the three phases of concrete repairs at the Casselman Dam at an approximate cost of \$1,421,035 plus HST; and

FURTHER THAT: The Board of Directors approve establishing a Casselman Dam Reserve to be funded as follows:

Reserve Transfer From	Amount
Land Acquisition Reserve for Phase 1	\$250,000
Capital Reserve for Phase 1	\$133,624
Capital Reserve for Phase 2	\$65,135
Capital Reserve for Phase 3	\$65,135
<b>Casselman Dam Reserve Balance</b>	<b>\$513,894</b>

AND FURTHER THAT: the Casselman Dam Reserve be closed at project completion and any remaining funds be transferred to the Land Acquisition and/or Capital Reserves.

**BACKGROUND:**

South Nation Conservation (“SNC”) is proposing structural repairs to the Casselman Dam, separated into three phases with one phase to be completed each year. The Board of Directors approved undertaking Phase 1 of the project in 2026, to an upset limit of \$175,500 plus HST at the January 2026 meeting (BD-010/26).

Quotes for Contracted Services

Staff posted a request for quotes to the bidding site biddingo.com; three bids were received. A summary of submitted bids is provided in the table below:

Consultant	Quote (excluding HST)			
	Phase 1	Phase 2	Phase 3	Total
A	\$527,720	\$446,658	\$446,658	\$1,421,035
B	\$568,876	\$752,808	\$781,192	\$2,102,876
C	\$926,853	\$2,105,353 <sup>1</sup>		\$3,032,206

<sup>1</sup> Consultant would not separate phases 2 and 3 as price for phase 3 dependant on how much work was completed in phase 2.



In addition to the contracted services for the repair work, a qualified engineer is required to ensure mandatory testing is met and work is completed as per the engineered design. SNC currently has a qualified engineer on staff; however, as a contingent, the project budget includes \$35,000/phase if an external qualified engineer needs to be retained.

The total cost of the project (net of HST rebate), for all three phases, is approximately \$1,552,900.

#### Minister's Direction – Temporary Restrictions

On May 1, 2026, the Minister of the Environment, Conservation and Parks issued a direction to conservation authorities (“authority”) under section 1.14 of the *Conservation Authorities Act*. The direction applies temporary restrictions on significant financial and asset decisions to mitigate risk and ensure a stable transition to the new regional conservation authority structure on February 1, 2027.

Clause 1 v. of the direction states that an authority may not acquire services from a person or body without authorization from the chief executive officer of the Ontario Provincial Conservation Agency (“OPCA CEO”), where the duration of the provision of the service exceeds 2 years in length,

Clause 1 vii. of the direction states that an authority may not incur a capital cost in connection with a project without authorization from the OPCA CEO, where the total amount of the capital cost or purchase, lease or other acquisition would exceed the lesser of \$500,000 and 5% of the authority’s tangible capital assets, as reported in the authority’s most recent audited financial statement.

A copy of the Minister’s direction is included in the Agenda under Correspondence.

If approved by the Board of Directors, staff will submit the necessary documentation to the OPCA CEO requesting permission to undertake the Casselman Dam repairs. The OPCA CEO is endeavouring to make a decision on requests within 30 calendar days from receiving the request.

#### **DISCUSSION:**

The approved upset limit for Casselman Dam repairs was based on a 2020 cost estimate from an engineering consultant. For budgeting purposes, the estimate was adjusted for cost-of-living, construction costs, etc. to reflect 2026 pricing. Bids received were significantly higher than the adjusted estimate. The adjustment factor underestimated the impacts of current market pricing and contractor availability.

Contractor A demonstrated previous experience with similar projects, provided the most detailed methodology for site setup and mobilization, and had the most competitive pricing at \$1,421,035, plus taxes, for all three phases of work.

Given the nature of the work required, a partial contract by phases is not possible. The awarded contract must include all three phases. Repairs would begin with the sluiceway (Phase 1) this year, followed by repairs to the downstream face in 2027 (Phase 2) and 2028 (Phase 3).



Financing of Casselman Dam Repairs

The 2026 Budget includes \$189,000 for water control infrastructure capital projects; this funding will be directed to Phase 1 of the project. Remaining phases would be included in the 2027 and 2028 Budgets.

A majority of the annual capital levy is required to support each phase of the project; while maintaining a small balance for other capital projects in 2027 or 2028. A portion of the 2026 capital levy is already included in the \$189,000 in Budget.

Capital levy funding will not cover all annual expenses for each phase of the project. Staff recommend redirecting \$250,000 of the Land Acquisition Reserve in 2026. A portion of the annual Budget line allocation (funded via general levy) for land acquisition in 2027 and 2028 will also be required to support the repairs. The current balance of the Land Acquisition Reserve is approximately \$750,000. Annual land acquisition budget allocation is approximately \$340,000. A balance will still be available in both the Land Acquisition Reserve and annual budget allocation (2027 and 2028) to address donation or split receipt offers, and/or leverage external funding opportunities.

The remaining required balance to complete each phase would be transferred from the Capital Reserve. The current amount in the Capital Reserve (as of December 31, 2025) is \$1.017 million. With the recommended transfers to the Casselman Dam repairs, the remaining balance would be approximately \$750,000 at December 31, 2026.

Staff recommend the following financing plan to complete the three phases of the Casselman Dam repairs:

	2026	2027	2028
<b>Expenses (net of HST rebate)</b>			
Phase 1 – contracted services and consulting engineer	\$572,624	-	-
Phase 2 – contracted services and consulting engineer	-	\$490,135	-
Phase 3 – contracted services and consulting engineer	-	-	\$490,135
<b>Funding Sources</b>			
<b>Phase 1</b>			
2026 Budget (included)	\$189,000		
Land acquisition funds (general levy)	\$250,000		
Capital Reserve	\$133,624		
<b>Phase 2</b>			
Capital Levy		\$175,000	
Land acquisition funds (general levy)		\$250,000	
Capital Reserve		\$65,135	
<b>Phase 3</b>			
Capital Levy			\$175,000
Land acquisition funds (general levy)			\$250,000
Capital Reserve			\$65,135
<b>Total</b>	<b>\$572,624</b>	<b>\$490,135</b>	<b>\$490,135</b>



SNC has applied to the Water and Erosion Control Infrastructure grant through the Ministry of Natural Resources for this project; if approved the amount required from the land acquisition funds will be reduced. Staff will also pursue other external funding opportunities as they arise to reduce contributions from the capital levy and/or reserves.

Staff also recommend that any annual year-end surplus be directed to the Land Acquisition Reserve to replace amounts contributed to the Casselman Dam repairs.

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

Compliance with Budget: The project was included in the 2026 Budget under Property Management: Water Control Structures, pages 26-27.

Funding in Budget will only cover a portion of the 2026 costs for Phase 1; proposed project financing is outlined in the Discussion above.

SNC Policy Adherence: Adherence to SNC Purchasing Policy on page 5, under section C v. Purchases over \$100,000.

Programs and Services Category: Category 1 – Mandatory Programs: Water and Erosion Control Infrastructure.

*Sandra Mancini*

Sandra Mancini,  
Managing Director, Natural Hazards and Infrastructure



**To:** Board of Directors  
**From:** Ronda Boutz, Secretary-Treasurer  
**Date:** April 20, 2026  
**Subject:** Request for Approval: Disbursements for 2026 Partnership Programs

**RECOMMENDATION:**

The Board of Directors approves undertaking and disbursement of funds for the following Partnership Programs in 2026:

Program	2026 Funds
1. City of Ottawa Special Levy Programs	
a) Ottawa Tree Replacement Program	\$200,000
b) Ottawa Rural Clean Water Program	\$200,000
c) Eastern Ontario Water Resources Program	\$50,000
d) Ottawa Baseline Monitoring Program	\$47,000
<b>Total</b>	<b>\$497,000</b>

**DISCUSSION:**

SNC delivers several programs on behalf of the City of Ottawa and in partnership with the Mississippi Valley (MVCA) and Rideau Valley (RVCA) Conservation Authorities. These programs are funded via a Special Levy from the City of Ottawa. The following was approved at the City’s Finance and Corporate Services Committee on April 7<sup>th</sup>, 2026 and by City Council on April 8<sup>th</sup>, 2026.

**1. City of Ottawa Special Levy Programs**

**a. Ottawa Tree Replacement Program**

The Ottawa Tree Replacement Program was developed and launched in 2018. The Program provides cost-share funding for landowners to remove trees affected by invasive species (e.g., Emerald Ash Borer) or damaged by extreme weather events (e.g., May 2022 derecho storm) and replace them with native trees. The Program is delivered City-wide by SNC on behalf of the City, MVCA, and RVCA.

The City of Ottawa special levy funding request for 2026 is \$200,000.

**b. Ottawa Rural Clean Water Program**

SNC has delivered the Program, in partnership with RVCA and MVCA, since it started in 2000. As the Program lead, in addition to financial administration, SNC provides



coordination for delivery and communications between the Program partners. City of Ottawa Council has approved a 5-year (2026-2030) renewal of the Program, subject to annual approval of special levy.

The City of Ottawa special levy funding request for 2026 is \$200,000.

**c. Eastern Ontario Water Resources Program (EOWRP)**

The City of Ottawa provides annual funding via a special levy for projects that implement recommendations from the *Eastern Ontario Water Resources Management Study*. In 2026, the City of Ottawa special levy request of \$50,000 would be allocated as follows:

i) Bear Brook Subwatershed Study

A total of \$25,000 will support the development of the Bear Brook Subwatershed Study in partnership with the City of Ottawa.

ii) Eastern Ontario Water Resources Program (EOWRP) Grants

The remaining 2025 allocation (\$25,000) will be available for proposals from not-for-profit organizations, municipalities, conservation authorities, and academic institutes to undertake projects that protect water resources in Eastern Ontario. A call for proposals, projects review, and funding allocation will be completed through the Watershed Advisory Committee Grants Sub-Committee. A small portion of the funding will support SNC staff to manage the proposal and grant payment process.

**d. Ottawa Baseline Monitoring Program**

SNC samples 12 long-term baseline water quality sites across the City of Ottawa that are no longer sampled by the City. In 2026, the City of Ottawa special levy request is \$47,000 for staff to sample sites from May – December, this amount includes water quality analysis completed by the City's laboratory. SNC has been delivering this Program under a special levy since 2019.

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

Compliance with Budget: Ottawa special levy programs are included in the 2026 Budget under Resource Management: Partner Programs on pages 16-17.

Please note, 2026 Budget does not include carry-over amounts of encumbered 2025 grant funds to be paid in 2026 as projects are completed. Disbursement of these encumbered funds was approved by the Board at the March 2026 meeting (BD-051/26).



SNC Policy Adherence: Expenditures adhere to the SNC Purchasing Policy. Any purchases in the amount of \$25,000 or greater will be brought to the Board for approval.

All field work associated with the above-mentioned programs and projects adhere to SNC's Health and Safety Policy and Procedures.

Subsection 21.1.1 (1) of the *Conservation Authorities Act* enables SNC to provide municipal programs and services on behalf of a municipality within its area of jurisdiction under agreement.

Programs and Services Category: Category 2 – Municipal Services Agreements

A handwritten signature in black ink, appearing to read 'Ronda Boutz', written over a horizontal line.

Ronda Boutz,  
Secretary-Treasurer.



**To:** Board of Directors  
**From:** Arielle Noonan, Stewardship Assistant  
**Date:** May 7<sup>th</sup>, 2026  
**Subject:** Request for Approval: 2026 SNC Emergency Preparedness Plans

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**RECOMMENDATION:**

The Board of Directors approve the following 2026 South Nation Conservation Emergency Preparedness Plans:

- i. Crisis Communications Kit for Landslides;
  - ii. Forest Fire Emergency Plan; and
  - iii. Low Water Response Plan.
- 

**DISCUSSION:**

South Nation Conservation (SNC), has the following Emergency Preparedness Plans:

- i. *Flood Contingency Plan* [Sandra Manini]
  - 2026 version was approved in February prior to the spring freshet (BD- 032/26);
- ii. *Crisis Communications Kit for Landslides* [John Mesman];
- iii. *Forest Fire Emergency Plan* [Pat Piitz];
- iv. *Low Water Response Plan* [Sandra Mancini].

SNC Emergency Preparedness Plans are reviewed annually, copies of the 2026 Plans will be uploaded to the SNC website prior to the meeting. Hard copies are available from staff upon request. Please note, confidential after hours contact information is included in some of these plans. Members are encouraged to contact staff directly with questions.

In addition, SNC staff sit on Municipal Emergency Management Committees and provide information and technical support on natural hazards.

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

Compliance with Budget: No impact on 2026 Budget.

SNC Policy Adherence: SNC Emergency Plans adhere to provincial guidelines and relevant legislation.

Programs and Services Category: Category 1: Mandatory – Natural Hazards Management and Conservation Land Management

Arielle Noonan,  
Stewardship Assistant.

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**To:** Board of Directors  
**From:** Johanna Barkley, Director of Finance  
**Date:** May 5<sup>th</sup>, 2026  
**Subject:** Request for Approval: Monies Received and Disbursement Register for April 2026

**RECOMMENDATION:**

The Board of Directors receive and file the monies received report for April 2026; and  
FURTHER THAT: The Board approve the Disbursement Register of \$771,342.32 for April 2026.

**DISCUSSION:**

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

<b>Received From:</b>	<b>April 2026</b>
City of Ottawa	626,629.50
Township of Russell	73,283.00
WSIB Ontario	69,112.66
Septic Revenue	61,865.82
Planning Revenue	50,197.29
Raisin Region Conservation Authority	39,477.80
Tree Revenue	17,448.03
Royal Bank of Canada	12,547.52
Land Revenue	7,234.40
Ontario Ministry of Environment, Conservation and Parks	4,990.00
United Counties of Stormont, Dundas & Glengarry	1,085.37
Other Revenue	736.82
<b>Total</b>	<b>964,608.21</b>



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

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

<b>April 2026</b>	
Accounts Payable Cheques	30,179.39
Internet Banking	375,281.45
Electronic Funds Transfer Payments	365,881.48
<b>Total</b>	<b>771,342.32</b>

Johanna Barkley  
Director of Finance

Attachment: Disbursement Register – April 2026

**Disbursements Register - April 2026**

Number	Name	Amount	
<b>Accounts Payable Cheques</b>			
21374	Purolator Courier Ltd.	95.61	
21375	Eastern Ontario Model Forest C.H.	5,910.00	Consultants
21376	Training and Safety Services	1,949.25	
21377	2026-SDGWAS-007	500.00	MFTIP-SDG Grant
21378	2026-UCPRWAS-016	500.00	MFTIP-UCPR Grant
21379	2026-UCPRWAS-017	500.00	MFTIP-UCPR Grant
21380	2026-SDGWAS-008	500.00	MFTIP-SDG Grant
21381	2026-SDGWAS-009	500.00	MFTIP-SDG Grant
21382	2026-UCPRWAS-010	500.00	MFTIP-UCPR Grant
21383	2026-SDGWAS-011	500.00	MFTIP-SDG Grant
21384	Receiver General for Canada	18,724.53	GST/HST
		<b>30,179.39</b>	
<b>Internet Banking</b>			
GP20444	The Bank of Montreal - RRSP	3,639.12	Pension
GP20445	The Bank of Montreal - RRSP	3,639.12	Pension
GP20446	Payworks	5,269.15	Board Pay 1
GP20447	407 ETR Express Toll Route	95.29	
GP20448	Hydro One	37.21	
GP20449	Assante Capital Management	741.60	
GP20450	Payworks	161,668.27	Pay 8
GP20451	Hydro One	2,173.68	
GP20452	Bell Canada	1,017.00	
GP20453	Bell Canada	59.47	
GP20454	Bell Canada	201.22	
GP20455	Assante Capital Management	741.60	
GP20456	Enbridge	87.18	
GP20457	Telus	1,257.69	
GP20458	Enbridge	1,305.30	
GP20459	Hydro One	662.40	
GP20460	Hydro One	1,204.27	
GP20461	MacEwen Petroleum Inc.	1,382.70	
GP20462	Visa - Jen Boyer	3,566.57	
GP20463	Visa - Ronda Boutz	2,820.14	
GP20464	Visa - Sandra Mancini	90.40	
GP20465	Visa - Deborah Edwards	953.40	
GP20466	Visa - Lorie Henderson	478.78	
GP20467	Visa - John Mesman	1,570.10	
GP20468	Visa - Carl Bickerdike	1,723.23	
GP20469	Finch Feed & Seed Ltd. Purina	4.50	
GP20470	Payworks	161,250.18	Pay 9
GP20471	Hydro Ottawa	21.66	
GP20472	Visa - Michelle Cavanagh	1,372.00	
GP20473	The Bank of Montreal - RRSP	3,639.12	
GP20474	Ault & Ault LLP, In Trust	10,834.21	Capital Assets
GP20475	Hydro One	126.39	
GP20476	Assante Capital Management	741.60	
GP20477	Royal Bank of Canada	906.90	
		<b>375,281.45</b>	
<b>EFT Banking</b>			
REM001367	Adrian Wynands	657.00	
REM001368	Cindy Saucier	58.40	
REM001369	Jacqueline Kelly-Pemberton	39.42	
REM001370	Fred Schueler	94.90	

Number	Name	Amount	
REM001371	Bill Smirle	178.85	
REM001372	Francois St Amour	315.36	
REM001373	Glenn Mackey	97.82	
REM001374	Steven Densham	80.30	
REM001375	Catherine Kitts	126.44	
REM001376	Debora Wilson	207.17	
REM001377	Linda Payant	315.36	
REM001378	Thomas Smyth	106.29	
REM001379	Alain Jaquemet	41.61	
REM001380	Mike Tarnowski	81.76	
REM001381	Isabelle Skalski	392.04	
REM001382	Trans Union of Canada	3,835.71	
REM001383	City of Ottawa	55,688.69	South Castor Natural Hazards Mapping
REM001384	VSG C/The Arborist Store/Universal Field Supplies	213.79	
REM001385	Staples Commercial/Trevipay	313.63	
REM001386	Lannin's Garage	653.77	
REM001387	Tenaquip Industrial Equipment	342.48	
REM001388	Jacqueline Kelly-Pemberton	489.46	
REM001389	Quadient Canada Ltd	823.31	
REM001390	Cornwall City Press	202.27	
REM001391	The Review	260.36	
REM001392	Nova Networks	3,384.35	
REM001393	Bill Smirle	152.12	
REM001394	M.R. Blais Sales & Services Inc	3,439.73	
REM001395	Traductions Catmac Translations	495.31	
REM001396	City of Ottawa	5,065.22	Lepage Charbonneau Creek Floodplain Mapping
REM001397	Cyan Solutions Ltd	4,576.50	
REM001398	Winchester Springs Mobile Wash	395.50	
REM001399	John Mesman	1,717.55	
REM001400	Begg-Seguine - Crysler Hardware Limited	800.93	
REM001401	Simply Baked Catering Inc	729.42	
REM001402	Compsych Canada Ltd	1,190.30	
REM001403	Canadian Linen & Uniform Service Corp	113.00	
REM001404	Debora Wilson	1,039.88	
REM001405	Cooters Automotive/1000263733 Ont Inc	788.79	
REM001406	Endeavour Solutions Inc	3,401.30	
REM001407	Irwin Supply (Cornwall) Ltd	1,553.52	
REM001408	Master Floor Care Janitorial Ottawa	2,821.20	
REM001409	Shahin Zandmoghaddam	1,593.90	
REM001410	OMERS	49,206.20	Pension
REM001411	Tenaquip Industrial Equipment	307.27	
REM001412	Ted Moran & Sons Ltd.	6,893.00	Contracted Services
REM001413	Raisin Region Conservation Authority	45.20	
REM001414	North Stormont Township	335.18	
REM001415	Storm Internet Services	169.50	
REM001416	The Review	676.87	
REM001417	Emond Harnden	2,827.83	
REM001418	Mississippi Valley Conservation Authority	3,890.00	
REM001419	Nova Networks	224.87	
REM001420	J. Carty's Tree Service Ltd.	4,181.00	
REM001421	Canadian Linen & Uniform Service Corp	57.53	
REM001422	Cooters Automotive/1000263733 Ont Inc	280.95	
REM001423	HGC Management Inc	30.51	
REM001424	Staples Commercial/Trevipay	276.08	
REM001425	Lannin's Garage	1,235.39	
REM001426	Nova Networks	266.68	
REM001427	Pierre Richer Plumbing Inc.	841.46	
REM001428	Cansel	384.20	

Number	Name	Amount	
REM001429	Enns MacEachern Pace Maloney & Ass.	3,220.50	
REM001430	Weagant Farm Supplies Ltd.	506.10	
REM001431	Winchester Building Supply/ BMR	47.41	
REM001432	Coyle Publishing Inc	1,124.35	
REM001433	Winchester Springs Mobile Wash	395.50	
REM001434	Brent Harbers	447.01	
REM001435	Hannah Jackson	482.51	
REM001436	River Institute	250.00	
REM001437	Shahin Zandmoghaddam	441.62	
REM001438	Canadian Linen & Uniform Service Corp	57.52	
REM001439	Stick & Hero Woodland Restoration	1,556.69	
REM001440	Northern Wildflowers Inc	4,945.66	
REM001441	Alexandre Roy-Guay	1,820.94	
REM001442	SLR Consulting (Canada) Ltd	5,085.00	Contracted Services
REM001443	Wex Canada Ltd	602.74	
REM001444	Annie Theoret	446.84	
REM001445	Premergency Inc	186.45	
REM001446	Reza Shaghaee Fallah	450.00	
REM001447	Arete IR Advisors Canada ULC	3,378.13	
REM001448	Chubb Life Insurance Company Of Canada	9.82	
REM001449	AIG Insurance Company Of Canada	160.31	
REM001450	Sun Life Assurance Company Of Canada	24,149.95	Group Benefits
REM001451	Marsh Canada Limited	145,112.00	Insurance
		<u>365,881.48</u>	



**To:** Board of Directors  
**From:** James Holland, Senior Planner  
**Date:** May 4, 2026  
**Subject:** Update: Planning Activity

**RECOMMENDATION:**

The Board of Directors receive and file the Planning Activity update for April 2026.

**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 April 2026.

#	Application Type	Property	Municipality
104	Consent	1840 Concession Rd 3	Alfred and Plantagenet
105	Consent	5676 Hwy 34	Champlain
106	Consent	56 Pendleton St	Champlain
107	Official Plan Amendment	David Rd	Clarence-Rockland
108	Consent	Dobbie Road	Edwardsburgh Cardinal
109	Consent	Dobbie Road	Edwardsburgh Cardinal
110	Consent	926 County Rd 2	Edwardsburgh Cardinal
111	Consent	Concession Rd 9	Nation
112	Consent	100 Route 200 E	Nation
113	Consent	100 Route 200 E	Nation
114	Consent	100 Route 200 E	Nation
115	Consent	2172 Route 500 W	Nation
116	Section 59 Clearance	718 Montée Lebrun	Nation
117	Consent	13719 County Rd 13	North Dundas
118	Consent	1745 County Rd 20	North Glengarry
119	Consent	14970 Concession 10-11	North Stormont
120	Consent	Fraser Road	North Stormont
121	Subdivision	County Road 15	North Stormont
122	Consent	946 Smith Road	Ottawa
123	Consent	40 Doris Ave	Ottawa
124	Consent	2464 Scrivens Dr	Ottawa
125	Consent	2411 9th Line Rd	Ottawa
126	Consent	2411 9th Line Rd	Ottawa
127	Minor Variance	1280 West Beach Way	Ottawa
128	Official Plan Amendment	110 Laurier Ave W	Ottawa
129	Consent	336 Forced Rd	Russell



#	Application Type	Property	Municipality
130	Consent	336 Forced Rd	Russell
131	Consent	531 Route 400	Russell
132	Zoning By-Law Amendment	752 Limoges Rd	Russell
133	Consent	4407 Stata Rd	South Stormont
134	Consent	15675 Hoople Seventh	South Stormont

There were no residential subdivision or site plan clearances in April 2026.

The table below summarizes application pre-consultation reviews requested by municipalities and property inquiry letters issued in April 2026.

#	Municipality	Application
13	Augusta	Pre-Consultation
14	Augusta	Property Inquiry
15	Clarence-Rockland	Pre-Consultation
16	Clarence-Rockland	Pre-Consultation
17	Clarence-Rockland	Property Inquiry
18	Clarence-Rockland	Property Inquiry
19	Edwardsburgh-Cardinal	Property Inquiry
20	North Dundas	Property Inquiry
21	North Stormont	Pre-Consultation
22	Ottawa	Pre-Consultation
23	Ottawa	Pre-Consultation
24	Ottawa	Property Inquiry
25	Ottawa	Property Inquiry
26	Ottawa	Property Inquiry
27	Ottawa	Property Inquiry
28	Russell	Property Inquiry

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:** May 4, 2026  
**Subject:** Update: Engineering Technical Reviews

**RECOMMENDATION:**

The Board of Directors receive and file the Engineering Technical Reviews update for the month of April 2026.

**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.

The table below lists the number of *Planning Act* application technical reviews undertaken in the month of April 2026.

<b>Planning Act Application Technical Reviews</b>	
<b>Municipality</b>	<b>Number of Reviews</b>
Alfred and Plantagenet	1
Augusta	1
Clarence-Rockland	2
Nation	1
North Dundas	2
Russell	4
<b>TOTAL</b>	<b>11</b>

The table below lists the number of *Conservation Authorities Act* permit application technical reviews undertaken in the month of April 2026.

<b>CA Act Permit Application Technical Reviews</b>	
<b>Municipality</b>	<b>Number of Reviews</b>
Alfred and Plantagenet	3
Augusta	2
Clarence-Rockland	1
Edwardsburgh-Cardinal	2
Nation	1
Ottawa	6
Russell	1
South Dundas	4
<b>Total</b>	<b>20</b>

SNC’s Engineering Team will continue to track applications and associated timelines to ensure timely reviews.



SOUTH NATION  
**CONSERVATION**  
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Programs & Services Category: Category 1 – Mandatory: (1) Administration of Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24; and (2) 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.

Shahin Zand, P.Eng.  
Water Resources Engineer.



**To:** Board of Directors  
**From:** Jennifer Boyer, Managing Director, Approvals  
**Date:** May 5, 2026  
**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 April 2026.

**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 Polices.

The table below lists the permits issued in April 2026:

#	Project No.	Permit Holder	Municipality	Project
33	2026-ALP-R034	Guy Campbell	Alfred and Plantagenet	Residential Construction
34	2026-CAS-R047	Rita Girard	Casselman	Erosion Control
35	2026-CLR-R033	The City of Clarence Rockland	Clarence-Rockland	Culvert Replacement
36	2026-EDW-R036	Ross and Cheryl Sounders	Edwardsburgh Cardinal	Gabian Wall – Removal
37	2026-NAT-R037	Megha Holdings Inc	Nation	Industrial Warehouse Development
38	2026-NAT-R046	La Ferme Ben-Rey-Mo Ltd.	Nation	Residential Construction
39	2026-NAT-R074	Benoit and Gisele Piche	Nation	Carport Installation
40	2026-GLO-R045	City Of Ottawa	Ottawa	Culvert Replacement
41	2026-OSG-R049	City Of Ottawa	Ottawa	Culvert Replacement
42	2026-OSG-R051	City Of Ottawa	Ottawa	Culvert Replacement
43	2026-OSG-R052	City Of Ottawa	Ottawa	Culvert Replacement
44	2026-OSG-R053	City Of Ottawa	Ottawa	Culvert Replacement
45	2026-OSG-R054	City Of Ottawa	Ottawa	Culvert Replacement
46	2026-RUS-R022	Mia Lombardo	Russell	Garage Construction
47	2026-SDU-R042	Terry Veinotte	South Dundas	Barndominim

This table provides a summary of permit related site visits undertaken to date in 2026.

Permit Site Visits and Inspections 2026		
Action	April 2026	Total for 2026
Permit Compliance Inspections	7	29
Pre-consultations	0	0



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

A handwritten signature in black ink that reads "Jennifer Boyer". The script is cursive and fluid.

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



**To:** Board of Directors  
**From:** Gregory Payne, Regulations Officer  
**Date:** May 4, 2026  
**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 April 2026.

**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.

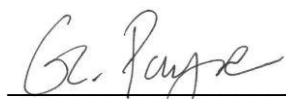
Staff evaluate reported concerns for priority response based on potential adverse impacts to people and property; the risk of exacerbating natural hazards; the public interest; and the Authority’s resources. The table below lists the reported concerns received in April 2026.

Received in 2026	File No.	Location	Description
7	ENF2026-RUS-02	Russell	Matter not subject to regulation under the Act
8	ENF2026-SDU-01	South Dundas	Reported interference with a provincially significant wetland

This table provides a summary of staff enforcement and compliance actions undertaken to date in 2026.

Enforcement and Compliance Actions 2026		
Action	April 2026	Total for 2026
Site Visits	3	11
Files Resolved	2	6
Referred to Correct Agency	2	6
Stop Orders Issued	1	4
Files where charges have been laid under the <i>Provincial Offences Act</i>	0	0

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 Sauv , Chief Building Official Part 8 - Septic Systems  
**Date:** May 1, 2026  
**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 April 2026.

**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 April 2026. Septic system searches and renovation reviews are not included.

#	Permit Number	Landowner(s)	Municipality	Description
68	AP-26-11	Stephane Boudrias & Melanie Matte	Alfred and Plantagenet	New Construction
69	AP-26-12	Sylvain Leduc	Alfred and Plantagenet	New Construction
70	AU-26-05	Harold & Roberta Campbell	Augusta	Septic System Replacement
71	AU-26-06	John & Ingeborg Gray	Augusta	Tank
72	CH-26-02	Sophie & Thierry Chabot	Champlain	Alteration
73	CH-26-03	Zachary Beauchamp-Drouin & Amanda Leveille	Champlain	New Construction
74	CH-26-04	Gleen Madden	Champlain	Septic System Replacement
75	CR-26-13	Rejean & Marie-Reine Chartrand	Clarence-Rockland	Tank
76	CR-26-14 A	William & Rosanne Gilhuis, Genevieve Landry, & Christopher Blenkiron	Clarence-Rockland	New Construction
77	CR-26-14 B	William & Rosanne Gilhuis, Genevieve Landry, & Christopher Blenkiron	Clarence-Rockland	New Construction
78	CR-26-15	Terek Lariviere & Marie-Claude Thibert	Clarence-Rockland	New Construction
79	CR-26-16	Claude & Carmen Charron	Clarence-Rockland	Decommissioning of a Septic System
80	CR-26-17	Lisa-Anne & Coulson Feltham	Clarence-Rockland	Septic System Replacement
81	CR-26-18	Stephane Dumoulin	Clarence-Rockland	New Construction
82	CR-26-19	Hermann Kinmagbahohoue & Clarisse Zannou	Clarence-Rockland	New Construction
83	CR-26-20	Josee & Mario Martel	Clarence-Rockland	New Construction
84	CR-26-21	Catherine & Timothy Dwyre	Clarence-Rockland	Septic System Replacement



#	Permit Number	Landowner(s)	Municipality	Description
85	EC-26-01	Branden Lytle	Edwardsburgh Cardinal	Septic System Replacement
86	EH-26-07	G. Dupont General Contractor Inc.	East Hawkesbury	New Construction
87	EH-26-08	Township of East Hawkesbury	East Hawkesbury	New Construction
88	EH-26-09	Danik Lafond & Natalie Chapados	East Hawkesbury	New Construction
89	EH-26-10	Keven Gauthier & Claudia Guerin-Jodoin	East Hawkesbury	New Construction
90	FY-26-01	Jerry Tzaferis	Front of Yonge	Alteration
91	FY-26-02	Patrick McDermott & Anne Gillis	Front of Yonge	Septic System Replacement
92	FY-26-03	Cynthia & Cornelius Roth	Front of Yonge	Tank
93	NA-26-09	Martin Levac	Nation	Tank
94	NA-26-10	Daniel & Natalie Racine	Nation	New Construction
95	NA-26-11	Dominique Dupuis	Nation	Septic System Replacement
96	NA-26-12	Nicholas Brisson	Nation	New Construction
97	NA-26-13	Wayne Benoit & Martine Lanthier	Nation	New Construction
98	ND-26-07	Marc Serre	North Dundas	Septic System Replacement
99	ND-26-08	Zanutta Construction Inc.	North Dundas	New Construction
100	ND-26-09	Zanutta Construction Inc.	North Dundas	New Construction
101	ND-26-10	Zanutta Construction Inc.	North Dundas	New Construction
102	ND-26-11	Zanutta Construction Inc.	North Dundas	New Construction
103	ND-26-12	Thomas Gillmore	North Dundas	Septic System Replacement
104	ND-26-13	Jason Blackburn & Shelley Brown	North Dundas	Septic System Replacement
105	NS-26-07	12055597 Canada Inc.	North Stormont	New Construction
106	NS-26-18	Nicolas Seguin aka Countryside Adventures	North Stormont	New Construction
107	RU-26-04	Andre Patenaude	Russell	New Construction
108	RU-26-05	Richard & Lynne Arcand	Russell	New Construction
109	RU-26-06	Walter Schulz & Kim Valliere	Russell	Decommissioning of a Septic System
110	RU-26-07	Jean-Claude Cayer	Russell	Decommissioning of a Septic System
111	RU-26-08	Louis W. Bray Construction Ltd.	Russell	Septic System Replacement
112	RU-26-09	Marc & Selena Bergeron	Russell	New Construction
113	RU-26-10	Sylvie Patenaude	Russell	Leaching Bed Only
114	RU-26-11	Kevin & Amanda Austin	Russell	New Construction
115	SD-26-03	Matthijs Hofhuis	South Dundas	New Construction
116	SS-26-06	Daniel MacNeil & Miriam Lauzon	South Stormont	New Construction



#	Permit Number	Landowner(s)	Municipality	Description
117	SS-26-07	Jordan Mainville	South Stormont	New Construction
118	SS-26-08	Ioanis (John), Evangelos, & Nicoletta Mazis	South Stormont	Septic System Replacement
119	SS-26-09	Daniel Scott	South Stormont	Septic System Replacement
120	SS-26-10	Matthew Bird & Jillian McGillis	South Stormont	Septic System Replacement
121	SS-26-11	Daniel Niedopytalski	South Stormont	New Construction
122	SS-26-12	Kale Perry & Valerie Gravel	South Stormont	New Construction
123	SS-26-13	Jodie MacKenzie, Marissa Harvey, and Dawn Harvey	South Stormont	New Construction

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

Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement,  
de la Protection de la nature et des  
Parcs



Office of the Minister

Bureau du ministre

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Toronto ON M7A 2J3  
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Toronto ON M7A 2J3  
Tél. : 416 314-6790

357-2026-1281

May 1, 2026

**TO:** Conservation Authorities Chairs, GMs/CAOs, and municipalities

**SUBJECT:** Minister's direction under section 1.14 of the *Conservation Authorities Act*  
(re: temporary restrictions)

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I am writing with regards to the transition of Ontario's conservation authority system to a consolidated regional model. The *Plan to Protect Ontario Act* (Budget Measures), 2026 received Royal Assent on April 24, 2026 and pursuant to my authority under section 1.14 of the *Conservation Authorities Act* (CAA), I am issuing a direction to conservation authorities – please see attached to this letter as Attachment A (the "Direction").

The intention of this Direction, which is effective from May 1, 2026 to the transition date under the CAA (i.e., February 1, 2027 or such later date as may be prescribed by the regulations), is to apply temporary restrictions on significant financial, asset or employment decisions to mitigate risk and ensure a stable transition to the new regional structure.

This Direction applies to certain conservation authority decisions related to: governance, organizational or staffing changes; the acquisition and disposition of lands; significant capital transactions; and the provision or acquisition of goods or services. For the decisions specified in this Direction, conservation authorities will be required to seek authorization from the chief executive officer of the Ontario Provincial Conservation Agency (or the Chief Conservation Executive of the Ministry of the Environment, Conservation and Parks if the chief executive officer has not yet been appointed), before the authority can make the decision. This Direction applies to all current conservation authorities, as listed in Appendix A to the attachment. Further guidance on the process to obtain authorization is set out in Appendix B to the attachment. The CAA provides that if an authority makes a decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

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These measures are not intended to interfere with the regular day-to-day business and operations of conservation authorities. If you are contemplating whether or not this Direction applies to a conservation authority decision under consideration, if you have any questions regarding this Direction, or if you are looking to request authorization for a conservation authority decision that may be covered under this Direction, please contact the Chief Conservation Executive at [CCEO@ontario.ca](mailto:CCEO@ontario.ca) and copy the Conservation Authorities Section at the Ministry of the Environment, Conservation and Parks at [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

Continuity for communities is a core principle of this transition. These time-limited measures are intended to ensure there aren't any service disruptions during transition and to ensure that the transition to consolidation is smooth and successful with minimal disruptions to conservation authorities' governance, programs and services. Thank you for your continued leadership and collaboration as we work to improve the conservation authority system in Ontario.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd McCarthy", with a long horizontal flourish extending to the left.

Todd McCarthy  
Minister of the Environment, Conservation and Parks

Enclosures

c: The Honorable Rob Flack, Minister of Municipal Affairs and Housing

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## Attachment A

### Minister's Direction Issued Pursuant to Section 1.14 of the *Conservation Authorities Act* (this "Direction")

Section 1.14 of the Conservation Authorities Act provides the Minister of the Environment, Conservation and Parks with the authority to issue a direction to a conservation authority in relation to various matters for the purpose of facilitating the transition to a regional watershed-based framework for conservation authorities. The types of directions that can be issued by the Minister are set out in clauses 1.14 (1) (a) to (d):

- (a) prohibiting the authority from making a decision in relation to its exercise of any of its powers under this Act or any other Act in the circumstances specified in the direction and subject to any specified conditions;
- (b) requiring the authority to give notice, in accordance with the direction, of a decision that it has made;
- (c) requiring the authority to send notices under subsection 25 (2), 27 (3) or 27.2 (3) by the date specified in the direction;
- (d) governing budgetary and apportionment matters relating to the authority that are otherwise addressed in a regulation made under clause 40 (1) (c), (e) or (f) or clause 40 (3) (k).

Section 1.14 further provides that an authority that receives such a direction shall comply with the direction within the time specified in the direction.

If an authority makes decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

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Pursuant to the authority of the Minister of the Environment, Conservation and Parks under clauses 1.14 (1) (a) and (b), the conservation authorities set out under Appendix "A" to this Direction (the "**authorities**" or each, an "**authority**") are hereby directed as follows:

#### **Decisions prohibited unless authorization obtained (direction issued under clause 1.14 (1) (a))**

1. Commencing on the Effective Date and until the transition date, an authority is prohibited from making a decision to do any of the following unless the authority obtains written authorization from the chief executive officer of the Ontario Provincial Conservation Agency ("OPCA CEO") in accordance with the conditions set out in paragraph 4:

- i. Amending an authority's by-laws made under section 19.1 of the CAA, unless the amendment is administrative in nature and does not affect the substance or legal effect of the by-law (e.g. updating references, dates, and terminology; name or title changes; and making obvious corrections where the intended meaning is clear).
- ii. Any of the following related to employment:
  - a. Terminating the employment of a permanent or temporary employee who serves in a senior leadership position, including the authority's chief administrative officer or general manager, its secretary treasurer, and any departmental directors if applicable.
  - b. Filling a vacancy for (i.e. temporarily or permanently) or making any changes to the terms and conditions of employment for any senior leadership position as referred to in sub-subparagraph a.
  - c. Terminating the employment of any employee who serves in a leadership position related to or who are essential to the provision of the following mandatory programs and services described in the following provisions of O. Reg. 686/21 made under the CAA: flood forecasting and warning (section 2), ice management (section 4), infrastructure (section 5), plan reviews (sections 6 and 7) and the administration and enforcement of Parts VI and VII of the CAA (section 8).
  - d. Increasing the total number of employees of the authority unless the increase was already included in the authority's approved final budget for the 2026 calendar year.
- iii. Changing the organizational structure of the employees of the authority, including creating, merging, or eliminating departments.
- iv. Acquiring, by purchase, lease or otherwise, any land or to sell, lease or otherwise dispose of any land owned by the authority.
- v. Acquiring services from a person or body where:
  - a. the duration of the provision of the service exceeds 2 years in length,  
or
  - b. the total cost of the service exceeds the lesser of \$500,000 and 5% of the authority's operating expenses, as reported in the authority's most recent audited financial statement.

This does not include a decision to renew or extend an agreement for a service that a person or body was providing to the authority prior to the Effective Date.

- vi. Providing a service to a person or body where:
  - a. the duration of the provision of the service exceeds 2 years in length,  
or
  - b. the total amount to be charged for the service exceeds the lesser of \$500,000 and 5% of the authority's revenues, as reported in the authority's most recent audited financial statement.

This does not include a decision to, renew or extend an agreement for a service that the authority was providing to the person or body prior to the Effective Date.

- vii. Incurring a capital cost in connection with a project or purchasing, leasing or otherwise acquiring personal property, including materials, equipment and vehicles, where:
  - a. in the case of a lease, the duration of the term of the lease exceeds 2 years in length,  
or
  - b. the total amount of the capital cost or purchase, lease or other acquisition would exceed the lesser of \$500,000 and 5% of the authority's tangible capital assets, as reported in the authority's most recent audited financial statement.

This direction does not apply if the capital cost or acquisition is contemplated for a particular program or service identified in the authority's approved final budget for the 2026 calendar year and the total capital cost or acquisition amount is within the budgeted amount for the program or service.

- viii. Selling, leasing, or otherwise disposing of or dealing with personal property, including materials, equipment and vehicles, where:
  - a. in the case of the lease, the duration of the term of the lease exceeds 2 years in length,  
or
  - b. the total amount of the lease or other disposition or dealing would exceed the lesser of \$500,000 and 5% of the authority's tangible capital assets, as reported in the authority's most recent audited financial statement.

- 2. Despite paragraph 1, sub-paragraphs 1. v to viii do not apply to a decision of an authority that is made for the purpose of alleviating an immediate danger to human life, the health of any persons, or to property.

3. For greater certainty, paragraph 1 does not apply to a decision of an authority to execute an agreement that has the effect of implementing a decision made by the authority before the Effective Date.
4. The following conditions must be satisfied before an authority is authorized to make a decision that is subject to paragraph 1:
  - i. The authority must request authorization from the OPCA CEO to make the decision, in accordance with paragraph 5 of this Direction.
  - ii. The authority must receive written authorization from the OPCA CEO to make the decision. If authorization for the request is granted only in part, the authority must ensure that its decision does not exceed the scope of the authorization.
5. For the purposes of paragraph 4, the authority must request authorization to make a decision that is subject to paragraph 1 by submitting the following information to the OPCA CEO:
  - i. A description of the decision that the authority is seeking authorization to make, including details of the proposed decision and why the proposed decision is a decision that is subject to paragraph 1.
  - ii. A resolution of the authority supporting the proposed decision.
  - iii. An explanation for why authorization should be granted, including any risks associated with deferring the proposed decision until after the transition date.
  - iv. Any information about relevant dates for the proposed decision, including any considerations around urgency or the time-sensitive nature of the proposed decision.
6. The authority must provide any additional information about the request to the OPCA CEO at the OPCA CEO's request.

**Notice of a decision that an authority has made to address an emergency  
(direction issued under clause 1.14 (1) (b))**

7. Commencing on the Effective Date and until the transition date, where the authority makes a decision that is not subject to paragraph 1 by reason that the decision is made for the purpose of alleviating an immediate danger to human life, health, or property, the authority must give notice to OPCA CEO within 3 business days after making the decision.
8. The notice mentioned in paragraph 7 must describe the decision that was made and explain how the decision that was made for the purpose of alleviating an immediate danger to human life, the health of any persons, or to property.

## General

9. In this Direction, a reference to the OPCA CEO means the Chief Conservation Executive of the Ministry of the Environment, Conservation and Parks, if a chief executive officer of OPCA has not yet been appointed.
10. In this Direction, a reference to an authority's approved final budget for the 2026 calendar year means the authority's final budget for the 2026 calendar year that was approved prior to the Effective Date. For greater certainty, if an authority has not yet approved its final budget for the 2026 calendar year prior to the Effective Date, the authority does not have an approved final budget for the 2026 calendar year for the purposes of this Direction.
11. The authority must ensure that any employee of the authority who is responsible for or involved in making a decision that is subject to this Direction is made aware of this Direction, and the authority must require these employees to take all steps necessary to ensure the authority complies with this Direction.
12. This Direction applies to the conservation authorities listed in Appendix "A" to this Direction.
13. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.
14. This Direction is effective from May 1, 2026 (the "**Effective Date**") to the transition date, within the meaning of the *Conservation Authorities Act* (i.e., February 1, 2027 or such later date as may be prescribed by the regulations).
15. This Direction may be amended in writing from time to time at the sole discretion of the Minister.



Todd McCarthy  
Minister of the Environment, Conservation and Parks  
May 1, 2026

## Appendix A

### LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

<b>Ausable Bayfield CA</b>	<b>Lower Trent Region CA</b>
<b>Cataraqui Region CA</b>	<b>Maitland Valley CA</b>
<b>Catfish Creek CA</b>	<b>Mattagami Region CA</b>
<b>Central Lake Ontario CA</b>	<b>Mississippi Valley CA</b>
<b>Credit Valley CA</b>	<b>Niagara Peninsula CA</b>
<b>Crowe Valley CA</b>	<b>Nickel District CA</b>
<b>Essex Region CA</b>	<b>North Bay-Mattawa CA</b>
<b>Ganaraska Region CA</b>	<b>Nottawasaga Valley CA</b>
<b>Grand River CA</b>	<b>Otonabee Region CA</b>
<b>Grey Sauble CA</b>	<b>Quinte Region CA</b>
<b>Halton Region CA</b>	<b>Raisin Region CA</b>
<b>Hamilton Region CA</b>	<b>Rideau Valley CA</b>
<b>Kawartha Region CA</b>	<b>Saugeen Valley CA</b>
<b>Kettle Creek CA</b>	<b>Sault Ste. Marie Region CA</b>
<b>Lake Simcoe Region CA</b>	<b>South Nation River CA</b>
<b>Lakehead Region CA</b>	<b>St. Clair Region CA</b>
<b>Long Point Region CA</b>	<b>Toronto and Region CA</b>
<b>Lower Thames Valley CA</b>	<b>Upper Thames River CA</b>

## Appendix B

### GUIDANCE DOCUMENT FOR THE MINISTER'S DIRECTION ISSUED UNDER SECTION 1.14 OF THE CAA

The following sets out additional information and guidance for authorities in relation to the Minister's Direction issued May 1, 2026 under s. 1.14 of the CAA.

The ministry strongly encourages conservation authorities to contact the Ontario Provincial Conservation Agency (OPCA) at [CCEO@ontario.ca](mailto:CCEO@ontario.ca) if an authority is uncertain about the scope, application or requirements of this direction. OPCA can help clarify whether a proposed decision is subject to this Direction and how the authority can ensure it complies with this Direction.

As paragraph 11 of the Direction provides, if any decisions covered by the Direction are made by employees of the authority, the authority has the obligation to ensure that their employees are aware of this Direction and that the authority seeks prior authorization in accordance with the Direction before the decision is made.

The CAA provides that, if an authority makes a decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

#### **Request and OPCA CEO Decision Process**

##### Making a Request

After a conservation authority determines that a proposed decision requires authorization from the OPCA CEO, the authority may make a request for authorization via email to [CCEO@ontario.ca](mailto:CCEO@ontario.ca) containing the following required information:

- A description of the decision that the authority is seeking authorization to make, including details of the proposed decision and why the proposed decision is a decision that is subject to paragraph 1 of the Direction.
- A resolution of the authority supporting the proposed decision.
- An explanation for why authorization should be granted, including any risks associated with deferring the proposed decision until after the transition date.
- Any information about relevant dates for the proposed decision, including any considerations around urgency or the time-sensitive nature of the proposed decision.

Any notices of decisions required to be given to OPCA CEO under paragraph 7 of the Direction should also be sent via email to [CCEO@ontario.ca](mailto:CCEO@ontario.ca).

##### Confirmation of Receipt

Once the OPCA (or Office of the Chief Conservation Executive (OCCE) if the OPCA CEO has not yet been appointed), receives a request from the authority that includes the required information, the authority will be notified by OPCA that the request has been received and the timeline for a decision. The OPCA will also inform the Ministry's Conservation Authorities Section (CAS) (via [ca.office@ontario.ca](mailto:ca.office@ontario.ca)) that a request for written authorization has been received. In addition, if the authority provides notice under paragraph 7 of the Direction of a decision made for the purpose of alleviating an immediate danger to human life, health, or property, the OPCA will inform the CAS.

If, upon review by the OPCA CEO, it is determined that a decision is not subject to the requirement for prior written authorization, the authority will be notified as soon as possible that the decision is not subject to this Direction.

### Consideration of Request

The OPCA CEO will endeavour to make a decision on the request in a timely manner and not more than 30 calendar days from the day of receiving the request that is accompanied with the required information. Where the complexity of the request or the need for additional information necessitates, written notice will be provided to the authority by the OPCA of any additional time needed to issue a decision.

The OPCA CEO may consult on an authority's request with the relevant transition committee and project executive that has been appointed by OPCA for that authority. . The OPCA CEO may also require the authority to provide additional information if needed to support their consideration of the request.

### Decision

The OPCA CEO may make the following types of decisions on a request for written authorization:

- Grant authorization to the authority to proceed with making the decision that was the subject of the request, in whole or in part (i.e., authorize the authority to proceed in a more limited manner than what was requested).
- Deny authorization, including in circumstances where, in the opinion of the OPCA CEO, the decision would not be in the best interest of the future regional conservation authority, or it would be more appropriate to defer the decision to the future regional conservation authority.

The decision of the OPCA CEO on the request will be given in writing to the authority and will include a rationale for the decision if the decision is to deny authorization or only grant authorization in part. The Ministry's CAS will also be notified of the OPCA CEO's decision.

Where an authority's proposed decision is authorized by the OPCA CEO, or where the proposed decision has been authorized but only in part, this in no way compels the authority to proceed with the decision. In all cases, the authority retains the sole power to determine whether to proceed with any decision that has been authorized by the OPCA CEO.

### Reconsideration

There is no process for reconsideration of an OPCA CEO decision on a request for authorization under the Direction.

An authority whose request for authorization is denied or granted only in part may request authorization again in accordance with the Direction at a later date if the circumstances have changed and the authority believes that these changes in circumstances would support the granting of authorization.