



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

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## **Board of Directors**

# **Supplemental Agenda**

**Date:** June 20<sup>th</sup>, 2024

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

**Location:** SNC Watershed Room  
SNC Office  
38 Victoria Street  
Finch, ON K0C 1K0





SOUTH NATION  
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## Board of Directors

# Supplemental Agenda

June 20<sup>th</sup>, 2024, 9:00 a.m.

1. New Business
  - a. Request for Approval: SNC Committee Meeting Highlights and Minutes of:
    - i. Grants Sub-Committee Committee meeting minutes of June 17<sup>th</sup>, 2024: Ronda 3-10
  - b. Update: Estimated Statement of Operations for May 31<sup>st</sup>, 2024: Johanna 11-12
  - c. Request for Approval: Drone Purchase: Kat 13
2. Correspondence
  - a. Thank you letter to Pierre Leroux 14

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Carl Bickerdike,  
Chief Administrative Officer.

/rb

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**To:** Board of Directors  
**From:** Ronda Boutz, Secretary-Treasurer  
**Date:** June 18<sup>th</sup>, 2024  
**Subject:** Request for Approval: SNC Committee Meeting Highlights and Minutes

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**RECOMMENDATION:**

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

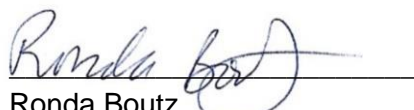
- i. Grants Sub-Committee meeting minutes of June 17<sup>th</sup>, 2024

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**DISCUSSION:**

**Grants Sub-Committee Meeting: June 17<sup>th</sup>, 2024**

- The Grants Sub-Committee approved:
  - Eastern Ontario Water Resources Program Grants:
    - Approved 4 project for grant proposals for a total of \$21,000 in funding
  - Ottawa Rural Clean Water Program Projects:
    - Approved 1 project for \$3,092.92 in grants
    - Deferred 1 project to the September meeting for additional information of the proposed project
  - Clean Water Program Projects:
    - Approved 2024 Clean Water Program Guidelines, Grant Structure and Rating Criteria, all remain status quo from 2023
    - Approved extension of a project completion deadline (septic system) to November 1<sup>st</sup>, 2024
    - Approved 7 project for \$8,823.22 in grants
    - Placed one project on the 2024 waiting list to be reconsidered at the November meeting if funding is available
- The Grants Sub-Committee received updates on:
  - Current Eastern Ontario Water Resources Program (EOWRP) grant projects
  - 2024 EOWRP Financial Statement – as of May 31<sup>st</sup>, 2024
  - Ottawa Rural Clean Water Program overview
  - 2024 Clean Water Program budget

  
Ronda Boutz,  
Secretary-Treasurer.

Attachments



**GRANT SUB-COMMITTEE**

Meeting No. 01/24  
 Monday, June 17<sup>th</sup>, 2024 – 9:00 a.m.

Watershed Room, SNC

- |                |   |
|----------------|---|
| Present:       | Jackie Kelly-Pemberton, Member at Large, Committee Chair<br>Jordan Graham, Member at Large<br>Alain Jaquemet, Member at Large<br>Glenn Mackey, ALUS - Ontario East<br>Pamela O'Donnell, Member at Large ( <i>electronic participation</i> )<br>Tara Redpath, City of Ottawa<br>Adrian Wynands, SNC Vice Chair, ex-officio |
| Regrets:       | George Darouze, SNC Past Chair, ex-officio<br>Steve Densham, SNC Vice Chair, ex-officio<br>Brendan Jacobs, Ottawa Rural Clean Water Program<br>Bill Smirle, SNC Board of Directors  |
| Staff Present: | Ronda Boutz, Secretary-Treasurer<br>Lorie Henderson, Administrative Assistant<br>Katherine Watson, Coordinator – Early Warning Systems and Watershed Plans<br>Marieh Rajaie, Water Resources Specialist - Engineering   |
| Guests:        | Alanna Akkermans, River Institute<br>Tessa Di Iorio, City of Ottawa<br>Shane Foubister, City of Ottawa<br>Jason Symington, Raisin Region Conservation Authority   |





**CHAIRS REMARKS**

Jackie Pemberton, Sub-Committee Chair, welcomed everyone to the first Grants Sub-Committee meeting of June 17<sup>th</sup>, 2024. Jackie Pemberton led a roundtable of introductions.

**Pam O’Donnell joined the meeting virtually at 9:03 a.m.**  
**Alain Jaquemet joined the meeting at 9:05 a.m.**

**APPROVAL OF GRANTS SUB-COMMITTEE MEETING AGENDA AND SUPPLEMENTAL AGENDA**

RESOLUTION NO. GSC-001/24

Moved by: Glenn Mackey  
Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the June 17<sup>th</sup>, 2024 Grants Sub-Committee meeting main and supplemental agendas with the following amendments:

- i. Main Agenda Item 4c.iv. Update: Summary of Clean Water Program Applications be replaced with Supplemental Agenda Item # 1.b. Clean Water Program Applications Summary
- ii. Supplemental Agenda Item # 1.b. Clean Water Program Project Applications be moved to follow main agenda item 4. c. v.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

Adrian Wynands and Tara Redpath declared a conflict of interest with Agenda Item # 4 a. iii 2024 EOWRP Grant Proposals and did not participate in the discussion or voting.

**NEW BUSINESS**

**EASTERN ONTARIO WATER RESOURCES PROGRAM (EOWRP)**

**UPDATE: 2024 EOWRP FINANCIAL STATEMENT – AS OF MAY 31<sup>ST</sup>, 2024**

RESOLUTION NO. GSC-002/24

Moved by: Alain Jaquemet  
Seconded by: Jordan Graham



RESOLVED THAT:

The Grants Sub-Committee receives and files the 2024 Eastern Ontario Financial Statement – as of May 31<sup>st</sup>, 2024.

CARRIED

**UPDATE: CURRENT EOWRP GRANT PROJECTS**

Katherine Watson updated the Members with a PowerPoint presentation on the current EOWRP Grant projects below:

- Bear Brook Watershed Study
- Advancing Earling Warning Tools in the SNC Watershed
- Modelling Water Systems on Farms in the Bear Brook Watershed

RESOLUTION NO. GSC-003/24

Moved by: Glenn Mackey  
 Seconded by: Alain Jaquemet

RESOLVED THAT:

The members receive and file the current EOWRP Grant projects update.

CARRIED

**The Grant Sub-Committee recessed for a break at 10:35 a.m.  
 The Grant Sub-Committee reconvened from break at 10:45 a.m.**

**2024 EOWRP GRANT PROPOSALS**

**UPDATE: EASTERN ONTARIO WATER RESOURCES PROGRAM PROPOSALS**

A report summarizing Eastern Ontario Water Resources Program (EOWRP) proposals was provided for information purposes. The Committee received presentations from EOWRP Grant applicants and rated the proposals based on the EOWRP Grants Rating Criteria.

RESOLUTION NO. GSC-004/2024

Moved by: Jordan Graham  
 Seconded by: Glenn Mackey

RESOLVED THAT:

The Committee approve funding to all projects as per table below:

| Proposed Project                              | Lead Applicant | Amount Request | Rating | Approval Conditions   |
|---|----------------|----------------|--------|---|
| i. 2024 Eastern Ontario Geoscience Open House | City of Ottawa | \$1,000        | 17.0   | Project costs prior to June 17, 2024 are ineligible for EOWRP grant funding |



| Proposed Project   | Lead Applicant   | Amount Request  | Rating | Approval Conditions |
|--|--|-----------------|--------|---------------------|
| ii. Eastern Ontario Children’s water Festival                | St. Lawrence River Institute of Environmental Sciences | \$5,000         | 15.6   | N/A                 |
| iii. Salt Responsibly Campaign                               | Raisin Region Conservation Authority                   | \$5,000         | 15.6   | N/A                 |
| iv. Hazard Surveillance and Response in the SNC Jurisdiction | South Nation River Conservation Authority              | \$10,000        | 14.8   | N/A                 |
| <b>Total Requested</b>                                       |  | <b>\$21,000</b> |        |                     |

CARRIED

**OTTAWA RURAL CLEAN WATER PROGRAM (ORCWP)**  
**UPDATE: OTTAWA RURAL CLEAN WATER PROGRAM OVERVIEW**

RESOLUTION NO. GSC-005/24

Moved by: Alain Jaquemet  
 Seconded by: Tara Redpath

RESOLVED THAT:

The Grants Sub-Committee receives and files the Ottawa Rural Clean Water Program overview.

CARRIED

**2024 OTTAWA RURAL CLEAN WATER PROJECT APPLICATIONS**

RESOLUTION NO. GSC-006/24

Moved by: Alain Jaquemet  
 Seconded by: Glenn Mackey

RESOLVED THAT:

**05 15 2067 DDE TILE OUTLET EROSION CONTROL**

The Grants Sub-Committee deferred project **05 15 2067 DDE Tile Outlet Erosion Control** to the September 2024 meeting, as further clarification is required from the landowner on the proposed project.

CARRIED



RESOLUTION NO. GSC-007/24

Moved by: Jordan Graham  
Seconded by: Adrian Wynands

RESOLVED THAT:

**05 16 2105 DDB WATERCOURSE BUFFER**

The Grants Sub-Committee approve funding at a grant rate of 90% to a maximum grant of \$3,092 with the following recommendations:

- i. The applicant work with South Nation Conservation to enhance community educational initiatives on lawn fertilizer use, and
- ii. The applicant continues efforts to encourage all lake-adjacent property owners to participate in this buffer establishment project.

CARRIED

**UPDATE: 2024 CLEAN WATER PROGRAM**

RESOLUTION NO. GSC-008/24

Moved by: Glenn Mackey  
Seconded by: Tara Redpath

RESOLVED THAT:

The Grants-Sub Committee receives and files the 2024 Clean Water Program update.

CARRIED

**REQUEST FOR APPROVAL: 2024 CLEAN WATER PROGRAM GUIDELINES AND STRUCTURE**

RESOLUTION NO. GSC-009/24

Moved by: Jordan Graham  
Seconded by: Adrian Wynands

RESOLVED THAT:

The Grants Sub-Committee recommends to the Board of Directors to approve status quo for 2024 Clean Water Program guidelines, grant structure, application review process, and all project rating criteria.

CARRIED





**REQUEST FOR APPROVAL: EXTENSION TO PROJECT APPROVAL DEADLINE**

RESOLUTION NO. GSC-010/24

Moved by: Adrian Wynands  
 Seconded by: Tara Redpath

RESOLVED THAT:

The Grants Sub-Committee approve extending the project deadline for 2023-NDU-CW05B: Septic System to November 1<sup>st</sup>, 2024.

CARRIED

**SUMMARY OF CLEAN WATER PROGRAM GRANT APPLICATIONS**

A report summarizing Clean Water Program grant applications was provided for information. Clean Water Program grant applications were presented to the Committee and rated using the 2024 approved Clean Water Program Rating Criteria.

RESOLUTION NO. GSC-011/24

Moved by: Glenn Mackey  
 Seconded by: Jordan Graham

RESOLVED THAT:

The Clean Water Committee approves funding to the following projects:

| Project Code          | Project Type         | Grant % | Grant Amount      | Rating |
|-----------------------|----------------------|---------|-------------------|--------|
| 2024-CLR-CW08         | Well Decommissioning | 100%    | \$1,000.00        | 26.0   |
| 2024-CLR-CW01         | Well Decommissioning | 100%    | \$1,000.00        | 25.0   |
| 2024-APL-CW05         | Well Decommissioning | 100%    | \$1,000.00        | 24.0   |
| 2024-CLR-CW06         | Well Decommissioning | 100%    | \$1,000.00        | 24.0   |
| 2024-NDU-CW03         | Well Decommissioning | 100%    | \$1,000.00        | 22.8   |
| 2024-RUS-CW04         | Buffer Strips        | 50%     | \$960.50          | 22.4   |
| 2024-NAT-CW02         | Erosion              | 50%     | \$2,862.72        | 22.1   |
| <b>Total Approved</b> |                      |         | <b>\$8,823.22</b> |        |

AND FURTHER THAT:

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



| Project Code           | Project Type | Grant % | Grant Request     | Rating |
|------------------------|--------------|---------|-------------------|--------|
| 2024-NAT-CW07          | Erosion      | 50%     | \$5,000.00        | 18.5   |
| <b>Total Requested</b> |              |         | <b>\$5,000.00</b> |        |

CARRIED

Jordan Graham left the meeting at 12:30 p.m.

**SUPPLEMENTAL AGENDA**

Supplemental Agenda Item 1.a. Clean Water Program Project Applications and 1.b. Summary of Clean Water Program Grant Applications was covered under main agenda item 4.c. Clean Water Program.

**DATE OF NEXT MEETING**

- September 16<sup>th</sup>, 2024, at 9:00 a.m. (to be confirmed)

**ADJOURNMENT**

RESOLUTION NO. GSC-010/24

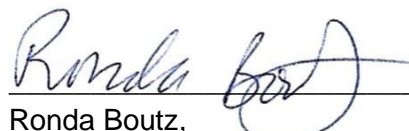
Moved by: Glenn Mackey

RESOLVED THAT:

The Grants Sub-Committee meeting of June 17<sup>th</sup>, 2024 be adjourned at 12:44 p.m.

CARRIED

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 Jackie Pemberton,  
 Sub-Committee Chair.

  
 \_\_\_\_\_  
 Ronda Boutz,  
 Secretary-Treasurer.

/lh



**To:** Board of Directors  
**From:** Johanna Barkley, Director of Finance  
**Date:** June 18, 2024  
**Subject:** Update: Estimated Statement of Operations for May 31<sup>st</sup>, 2024

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**RECOMMENDATION:**

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2024, as of May 31<sup>st</sup>, 2024, update.

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**DISCUSSION:**

The Net Overall amount represents total expenditures, operating, capital, and project, minus total revenue. The operational budget is the day-to-day expenses the Authority requires for normal activities. Expenses for projects are normally for a fixed term period. Capital expenditures are as per SNC's *Tangible Capital Assets Policy* revised in August 2021. "Tangible" capital assets are goods that have a life expectancy of more than one (1) year, and costs normally over \$5,000, with some exceptions. This Policy can be reviewed at any time, if necessary.

Currently, Senior Management, Team, and Project Leads are estimating a surplus of \$160,000. A full review of 2024 revenues and expenditures will continue through to the end of 2024.

The final 2024 reserve transfer will be presented to the Board along with the audited financial statements at the March 2025 board meeting.

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

Compliance with Budget

The 2024 budget represents the Board of Directors approved Budget of January 18<sup>th</sup>, 2024.

SNC Policy Adherence:

SNC approved Policies are adhered to.

Johanna Barkley,  
Director of Finance.

Attachments: Estimated Statement of Operations



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| ESTIMATED STATEMENT OF OPERATIONS<br>As of May 31, 2024 | Current YTD<br>Actuals 2024 | Final Budget<br>2024 | Updated Forecast<br>Dec 31 2024 |
|---|-----------------------------|----------------------|---------------------------------|
| <b>EXPENDITURES</b>                                     |                             |                      |                                 |
| <b>OPERATING EXPENSE</b>                                |                             |                      |                                 |
| <b>Resource Management</b>                              |                             |                      |                                 |
| Water Response Programs                                 | 65,474                      | 254,384              | 208,569                         |
| Partner Programs  | 279,447                     | 1,000,150            | 1,575,915                       |
| Landowner Stewardship Outreach                          | 144,232                     | 508,430              | 500,398                         |
| <b>Total Resource Management</b>                        | <b>489,153</b>              | <b>1,762,964</b>     | <b>2,284,881</b>                |
| <b>Property &amp; Approvals</b>                         |                             |                      |                                 |
| Property  | 752,978                     | 1,578,239            | 1,849,823                       |
| Approvals   | 762,428                     | 1,798,649            | 1,726,297                       |
| <b>Total Property &amp; Approvals</b>                   | <b>1,515,406</b>            | <b>3,376,888</b>     | <b>3,576,120</b>                |
| <b>Corporate &amp; Community Services</b>               |                             |                      |                                 |
| Corporate Services                                      | 543,951                     | 1,350,734            | 1,343,053                       |
| Information Management and Technology                   | 110,009                     | 182,869              | 261,407                         |
| Communications and Outreach                             | 91,126                      | 275,415              | 301,317                         |
| <b>Total Corporate &amp; Community Services</b>         | <b>745,086</b>              | <b>1,809,018</b>     | <b>1,905,777</b>                |
| <b>TOTAL OPERATING EXPENSE</b>                          | <b>2,749,646</b>            | <b>6,948,870</b>     | <b>7,766,778</b>                |
| <b>CAPITAL and PROJECT EXPENSE</b>                      |                             |                      |                                 |
| <b>Resource Management</b>                              |                             |                      |                                 |
| Capital   | -                           | 5,000                | 48,000                          |
| Projects  | 32,303                      | 533,495              | 127,615                         |
| <b>Total Resource Management</b>                        | <b>32,303</b>               | <b>538,495</b>       | <b>175,615</b>                  |
| <b>Property &amp; Approvals</b>                         |                             |                      |                                 |
| Capital   | 3,341,307                   | 769,096              | 6,928,402                       |
| Projects  | 461,443                     | 1,098,418            | 1,411,463                       |
| <b>Total Property &amp; Approvals</b>                   | <b>3,802,751</b>            | <b>1,867,514</b>     | <b>8,339,865</b>                |
| <b>Corporate &amp; Community Services</b>               |                             |                      |                                 |
| Capital   | - 0                         | 38,000               | 38,000                          |
| Projects  | -                           | -                    | -                               |
| <b>Total Corporate &amp; Community Services</b>         | <b>- 0</b>                  | <b>38,000</b>        | <b>38,000</b>                   |
| <b>TOTAL CAPITAL AND PROJECT EXPENSE</b>                | <b>3,835,054</b>            | <b>2,444,009</b>     | <b>8,553,480</b>                |
| <b>TOTAL OVERALL EXPENSE</b>                            | <b>6,584,700</b>            | <b>9,392,879</b>     | <b>16,320,258</b>               |
| <b>REVENUE</b>  |                             |                      |                                 |
| Other Sources   | 4,802,787                   | 4,062,015            | 10,430,022                      |
| General Levy  | 1,763,272                   | 4,439,413            | 4,439,413                       |
| Capital Levy  | 23,503                      | 50,000               | 50,000                          |
| Special Levy  | 621,664                     | 518,150              | 1,136,663                       |
| Source Protection                                       | 58,120                      | 137,925              | 138,832                         |
| MNRF (Regular)  | -                           | 91,070               | 91,070                          |
| <b>TOTAL REVENUE</b>                                    | <b>7,269,346</b>            | <b>9,298,573</b>     | <b>16,286,000</b>               |
| <b>NET OVERALL</b>                                      | <b>(684,646)</b>            | <b>94,306</b>        | <b>34,258</b>                   |
| Transfer To / (From) Reserve                            | <b>(68,266)</b>             | <b>(94,307)</b>      | <b>(194,332)</b>                |
| Cash Deficit / (Surplus) End of Year                    | <b>(752,912)</b>            | <b>0</b>             | <b>(160,074)</b>                |



**To:** Board of Directors  
**From:** Kat Watson, Coordinator, Early Warning Systems and Watershed Plans  
**Date:** June 17<sup>th</sup>, 2024  
**Subject:** Request for Approval: Drone Purchase

**RECOMMENDATION:**

The Board of Directors approve purchasing an aerial drone from Vendor C to an upset limit of approximately \$37,000 plus HST.

**DISCUSSION:**

South Nation Conservation’s (SNC) hazard management program assesses risk, utilizes monitoring tools and data to support early warning systems. SNC works with municipal staff and Community Emergency Management Coordinators (CEMCs) to provide necessary information to support response actions during emergency events. Having access to accurate, reliable, and timely data during an event (e.g., flood, drought, erosion/landslide) is essential to providing the best possible support to CEMCs and residents.

SNC recently secured grants from Emergency Management Ontario (\$17,000) and the Eastern Ontario Water Resources Program (\$10,000) to purchase drone equipment that is equipped with imagery and LiDAR capabilities for supporting hazard management programs.

SNC requested quotations for drones, with the required specifications to acquire imagery and LiDAR data, submitted quotes are outlined below:

| Vendor | Amount<br>(excluding HST) |
|--------|---------------------------|
| A      | \$44,120.00               |
| B      | \$45,136.00               |
| C      | \$36,866.95               |

Staff recommend proceeding with the lowest quote.

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

Compliance with Budget: Funding for SNC’s costs related to this purchase is included in the 2024 Budget under Resource Management: Water Response Programs, pages 14-15. The drone purchase will be offset through external grants: Emergency Management Ontario (\$17,000) and the Eastern Ontario Water Resources Program (\$10,000).

SNC Policy Adherence: SNC Purchasing Policy Section: Section C (iv) – purchase \$25,000 to \$100,000.

Programs and Services Category: Category 1 – Natural Hazards Management

For: Sandra Mancini  
 Katherine Watson,  
 Coordinator, Early Warning Systems and Watershed Plans.



June 10, 2024

Pierre Leroux, CAO  
Nation Municipality  
958, route 500 West,  
Casselman ON K0A 1M0

Dear Pierre,

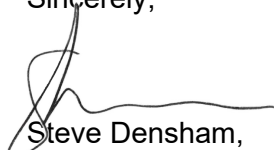
On behalf of the Board of Directors and Staff, I would like to extend our sincere thanks to you for your contributions to South Nation Conservation.

During your tenure as a member of the Executive Committee, you helped guide the Authority through many changes. These included adjusting to life and work during a pandemic, readjusting to post pandemic times, staffing changes (including a new Chief Administrative Officer), and several years of provincial regulatory amendments to the very Act that governs Conservation Authorities.

Your experience in municipal councils and other public boards has strengthened our Board of Directors and set a welcoming environment for new members following the 2022 municipal elections. Your effective and efficient running of meetings was also appreciated as so many of us juggle full calendars.

We wish you all the best and look forward to working with you in your new role as CAO of Nation Municipality.

Sincerely,

  
Steve Densham,  
Chair

