



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Supplemental Agenda

Date: July 18th, 2024

Time: Immediately following the South Nation Source Protection Authority Meeting

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





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Board of Directors

Supplemental Agenda

June 20th, 2024, immediately following the South Nation Source Protection Authority Meeting

1. New Business

- | | |
|---|-------|
| a. Update: Estimated Statement of Operations for June 30 th , 2024: Johanna | 3-4 |
| b. Request for Approval: SNC Committee Meeting Highlights and Minutes: | 5 |
| i. Joint Occupational Health and Safety Committee meeting minutes of
July 9 th , 2024: Hannah | 6-11 |
| c. Request for Approval: Findlay Creek Boardwalk Construction Tender: Michelle | 12-13 |

Carl Bickerdike,
Chief Administrative Officer.

/rb



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: July 16, 2024
Subject: Update: Estimated Statement of Operations for June 30th, 2024

RECOMMENDATION:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31st, 2024, as of June 30th, 2024, update.

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 \$99,000. 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 18th, 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 As of June 30, 2024	Current YTD Actuals 2024	Final Budget 2024	Updated Forecast Dec 31 2024
EXPENDITURES			
OPERATING EXPENSE			
Resource Management			
Water Response Programs	72,451	254,384	247,437
Partner Programs	392,696	1,000,150	1,580,775
Landowner Stewardship Outreach	273,463	508,430	492,809
Total Resource Management	738,611	1,762,964	2,321,021
Property & Approvals			
Property	868,256	1,578,239	1,861,687
Approvals	928,425	1,798,649	1,727,327
Total Property & Approvals	1,796,681	3,376,888	3,589,014
Corporate & Community Services			
Corporate Services	648,876	1,350,734	1,342,893
Information Management and Technology	121,921	182,869	261,407
Communications and Outreach	112,322	275,415	302,953
Total Corporate & Community Services	883,119	1,809,018	1,907,252
TOTAL OPERATING EXPENSE	3,418,411	6,948,870	7,817,288
CAPITAL and PROJECT EXPENSE			
Resource Management			
Capital	-	5,000	48,000
Projects	64,463	533,495	127,615
Total Resource Management	64,463	538,495	175,615
Property & Approvals			
Capital	3,417,402	769,096	6,961,257
Projects	568,089	1,098,418	1,423,580
Total Property & Approvals	3,985,491	1,867,514	8,384,837
Corporate & Community Services			
Capital	-	38,000	38,000
Projects	-	-	-
Total Corporate & Community Services	-	38,000	38,000
TOTAL CAPITAL AND PROJECT EXPENSE	4,049,955	2,444,009	8,598,452
TOTAL OVERALL EXPENSE	7,468,366	9,392,879	16,415,740
REVENUE			
Other Sources	4,993,260	4,062,015	10,465,132
General Levy	2,392,676	4,439,413	4,439,413
Capital Levy	30,593	50,000	50,000
Special Levy	1,139,814	518,150	1,136,663
Source Protection	68,561	137,925	138,832
MNRF (Regular)	-	91,070	91,070
TOTAL REVENUE	8,624,903	9,298,573	16,321,110
NET OVERALL	(1,156,538)	94,306	94,630
Transfer To / (From) Reserve	(68,266)	(94,307)	(193,862)
Cash Deficit / (Surplus) End of Year	(1,224,803)	0	(99,232)



To: Board of Directors
From: Hannah Jackson, Accounting and Human Resources Specialist
Date: July 15th, 2024
Subject: Request for Approval: SNC Committee Meeting Highlights and Minutes

RECOMMENDATION:

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

- i. Joint Occupational Health and Safety Committee meeting minutes of July 9th, 2024
-

DISCUSSION:

Joint Occupational Health and Safety Committee: July 9th, 2024

- The Watershed Advisory Committee provided comments and recommendations on the following:
 - Sharps Box – supporting materials for staff (Ottawa Public Health tip sheet)
 - Flammable and Pesticide Storage at the Shop in Berwick
 - Office and Shop workplace inspections
 - Incident reports:
 - Pain in right forearm
 - Suspected gas leak
 - Poison Ivy and tick bites
 - Personal vehicle stuck in the mud
- The Watershed Advisory Committee received updates on:
 - Health and Safety Action Items
 - Training
 - Annual review of Health and Safety Policy and Procedures

Hannah Jackson,
Accounting and Human Resources Specialist.

Attachment: Joint Occupational Health and Safety Committee Meeting Minutes of July 9th, 2024 [Draft]



JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Meeting 02/24
 Tuesday, July 9th, 2024

The Board Room, SNC Office



- Present:** Ronda Boutz, Management Co-Chair
 Hannah Jackson, Worker Co-Chair
 Deborah Edwards, Accounting Assistant II (Worker)
 Carl Bickerdike, CAO (Management)
 Eric McGill, Corporate Counsel (Management)
 Pat Piitz, Team Lead, Property (Management)
 Phillip Dagenais, Water Resources Specialist – Monitoring (Worker)
 Rene Lalonde, Program Representative (Worker)
 Ryan Robson, Conservation Lands Technician (Worker)
 Todd Baker, Conservation Lands Technician (Worker)
- Regrets:** Bill Smirle, SNC Board Member Rep, ex-officio (Management)
 Brent Harbers, Watershed Biologist (Worker)
 Michelle Cavanagh, Acting, Managing Director, Approvals (Management)
 Ricky Latulippe, Sewage Systems Inspector (Worker)
 George Darouze, SNC Past Chair, ex-officio (Management)
 Steve Densham, SNC Chair, ex-officio (Management)
 Adrian Wynands, SNC Vice Chair, ex-officio (Management)



CALL TO ORDER

Hannah Jackson, Worker Co-Chair, called the Joint Occupational Health and Safety Committee meeting of July 9th, 2024, to order at 9:01 a.m.

APPROVAL OF AGENDA

RESOLUTION NO. JOHS-011/24 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety agenda of July 9th, 2024 be approved as submitted.

CARRIED

APPROVAL OF JOINT OCCUPATIONAL HEALTH AND SAFETY MEETING MINUTES OF APRIL 4TH, 2024.

RESOLUTION NO. JOHS-012/24 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety meeting minutes of April 4th, 2024, be approved as submitted.

CARRIED

BUSINESS ARISING FROM MINUTES

FOR DISCUSSION: SHARPS BOX TIP SHEETS FOR CONSIDERATION

RESOLUTION NO. JOHS-013/24 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the sharps box tip sheets.

FURTHER THAT: The Joint Occupational Health and Safety Committee recommend to direct staff to the Ottawa Public Health website for information and training on Sharps Boxes.

FURTHER THAT: The Joint Occupational Health and Safety Committee recommend that communication regarding sharps boxes should be conveyed to Staff at their Team meeting.

CARRIED



FOR DISCUSSION: TRAINING UPDATE

RESOLUTION NO. JOHS-014/24 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the training update.

CARRIED

HEALTH AND SAFETY ACTION ITEMS

RESOLUTION NO. JOHS-015/24 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: FLAMMABLE AND PESTICIDE STORAGE

RESOLUTION NO. JOHS-016/24 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee recommend that Management direct staff to provide an inventory of specific flammable liquids including Safety Data Sheets (SDS) and quantity of liquids stored at the shop in Berwick; and

FURTHER THAT: Staff review and implement requirements of the *Ontario Pesticides Act* O. Reg. 63/09 regarding the storage of pesticides at the Berwick shop.

FURTHER THAT: Actions items identified during the review of the report be added to the Health and Safety Action Items table.

CARRIED

REQUEST FOR APPROVAL: ANNUAL REVIEW OF HEALTH AND SAFETY POLICIES AND PROCEDURES

RESOLUTION NO. JOHS-017/24 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the Annual Review of Health and Safety Policies and Procedures update.



CARRIED

WORKPLACE INSPECTIONS

SNC SHOP

RESOLUTION NO. JOHS-018/24 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.

FURTHER THAT: The Joint Occupational Health and Safety Committee recommend that a reminder to be given to staff regarding chain saw sign out and storage of tools at regular Team meetings.

CARRIED

SNC OFFICE

RESOLUTION NO. JOHS-019/24 Approved by: Consensus

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

FURTHER THAT: Actions items identified during the inspection and Committee review be added to the Health and Safety Action Items table; and

FURTHER THAT: The Joint Occupational Health and Safety Committee recommend updating SNC's Emergency Evacuation Plan to include additional details regarding Tornados.

CARRIED

ACCIDENT / INCIDENT REPORTS

INCIDENT #1

Pain in right forearm.

RESOLUTION NO. JOHS-020/24 Approved by: Consensus



RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Schedule tasks onsite to rotate between crew members if the team is big enough to limit duration of repetitive motion. Otherwise consider taking more frequent breaks or alternate with other tasks."

FURTHER THAT:

The Joint Occupational Health and Safety Committee recommend warming up muscles and joints before performing tasks that require repetitive movements.

CARRIED

INCIDENT #2

Suspected gas leak.

RESOLUTION NO. JOHS-021/24

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Staff followed procedure to evacuate the building, the time waiting for the gas company to arrive was about an hour wait, some staff had access to wait in their vehicles if needed."

CARRIED

INCIDENT #3

Poison Ivy exposure and tick bites.

RESOLUTION NO. JOHS-022/24

Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Annual and routine training on tick and poisonous plants is provided to all SNC staff and control measures are identified in approved work plans for tree planting. Field staff follow control measures and complete tick checks at the end of work. Staff are encouraged to report tick bites and/or interaction with poisonous plants to their supervisors and seek medical attention if necessary."

CARRIED

INCIDENT #4

Personal vehicle stuck in the mud.

RESOLUTION NO. JOHS-023/24

Approved by: Consensus



RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “Before parking on an unknown field access entrance, the employee should get out and check how soft or wet the entrance is, especially when it is sloped. If another staff member is present, they could also check the condition of the entrance. If in doubt, park on the road shoulder. The proper procedure was followed by reporting the incident right away.”

FURTHER THAT:

The Joint Occupational Health and Safety Committee recommend a reminder to staff when parking in entrances to not go beyond the gravel or paved section that is available in the entrance way.

CARRIED

DATE OF NEXT MEETING

- September 25th, 2024, at 9:00 a.m.

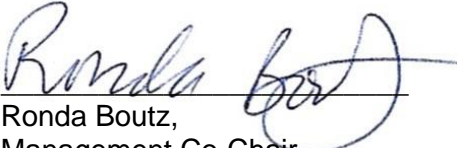
ADJOURNMENT


RESOLUTION NO. JOHS-024/24 Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee meeting of July 9th, 2024 be adjourned at 10:32 a.m.

CARRIED


 Ronda Boutz,
 Management Co-Chair.


 Hannah Jackson,
 Worker Co-Chair.

/hj



To: Board of Directors
From: Michelle Cavanagh, Managing Director, Approvals (Acting)
Date: July 16th, 2024
Subject: Request for Approval: Findlay Creek Boardwalk Construction Tender

RECOMMENDATION:

The Board of Directors approve awarding the Findlay Creek Boardwalk Revitalization construction contract to Vendor A at a value of approximately \$633,777 plus HST.

DISCUSSION:

In March, the Board of Directors approved entering into a Contribution Agreement to receive \$200,000 in federal funding for the Findlay Creek Boardwalk Revitalization Project and to proceed with designs and tendering (BD-056/24).

A public tender was posted on June 20, 2024, on an online public tendering portal (Biddingo.com) and on South Nation Conservation’s (SNC) website. Ten companies accessed the tender package and four attended the mandatory site meeting. Two compliant bids were received by the deadline on July 11, 2024 and are summarized below.

Vendor	Bid (without HST)
Vendor A	\$633,776.80
Vendor B	\$639,390.00

Vendor A met all of the tender requirements and had the lowest price. It is recommended to award the boardwalk construction contract to Vendor A.

The total cost (including project management) is \$726,142, to date, a total of \$421,500 has been confirmed. The balance of the required funding can be covered through in-year operating surplus and reserves. Some program areas with projected surplus funds include:

- Eastern Ontario Water Resources Program (~\$22,000)
- Findlay Creek Stewardship Fund reserve (~\$18,000)
- Ottawa Tree Replacement surplus from 2023 approved projects not proceeding (~\$30,000)

Staff will also continue to seek additional external funding sources to offset SNC’s cost.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: This project is not included in the 2024 Budget. Expenses will be covered by external funding, prior year surplus (Ottawa Tree Replacement Program), and in-year operating surplus and reserves.



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SNC Policy Adherence: SNC's Purchasing Policy, Section (C) v. Purchases over \$100,000 states that goods and services exceeding \$100,000 will be obtained by a formal bid process (e.g., Public Tender).

Programs & Services Category: Category 1 – Mandatory Programs: Conservation Lands

Michelle Cavanagh,
Managing Director, Approvals (Acting)