



SOUTH NATION
CONSERVATION
DE LA NATION SUD

38 rue Victoria Street, Finch, ON K0C 1K0 Tel: 613-984-2948 Fax: 613-984-2872 Toll Free: 1-877-984-2948 www.nation.on.ca

Board of Directors

Meeting Agenda

Date: February 20th, 2025

Time: 9:00 a.m.

Location: Watershed Room, SNC

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





Board of Directors

Meeting Agenda

February 20th, 2025 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 January 16th, 2025 4-13
 - b. Board of Directors Section 30.4 Hearing: Stop Order SO2024-01 meeting minutes of January 16th, 2025 14-17
 - c. SNC Committees Meeting Highlights and Minutes of: 18
 - i. Grants Sub-Committee meeting minutes of February 10th, 2025: Ronda 19-23
 7. New Business:
 - a. Request for Approval: Administrative By-laws Amendments: Eric 24-25
 - b. Request for Approval: Personnel Policy Amendments: Ronda 26
 - c. For Discussion: Executive Committee Structure: Carl 27-29
 - d. Request for Approval: 2025 SNC Flood Contingency Plan: Phillip 30
 - e. Request for Approval: Bear Brook Flood Risk Professional Services Contract: Ken 31
 - f. Request for Approval: Stumpage Sale Contract: Pat 32-33
 - g. Request for Approval: Funding Submissions: Michelle 34-35
 - h. Request for Approval: Monies Received and Disbursement Register for January 2025: Deborah 36-40
 - i. Request for Approval: Geotechnical Professional Services Contract: Sandra/Jennifer 41
 - j. Update: Annual Permit Timeline Compliance Reporting for Section 28.1 Permits: Jennifer 42-59
 - k. Update: Planning Activity: James 60-61
 - l. Update: Technical Reviews: Marieh 62
 - m. Update: Section 28.1 Permits Issued: Jennifer 63-64
 - n. Update: Enforcement of Parts VI and VII of the Act: Greg 65
 - o. Update: On-site Sewage Permits Received: Monique 66-67
 - p. Update: SNC's 2025 Provincial Election Strategy 68-69
 - q. Update: 2025 Conference Listing: Ronda 70-71
 - r. Recognition: Years of Service: Michelle 72
 8. Supplemental Agenda (if any)
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9. Correspondence
10. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:
 - March 20th, 2025 (SNC AGM)
 - April 17th, 2025 (OGRA Mar. 30 – Apr. 2)
 - May 15th, 2025
 - June 19th, 2025
11. Future Motions of the Board and/or Discussion of SNC Issues
12. Closed Session:
 - a. Request for Approval: Land Acquisition 2025-NDU-01: Pat 73-74
 - b. For Discussion: Options for Negotiation - Leased Facility (verbal): Carl
13. Adjournment

Carl Bickerdike,
Chief Administrative Officer.

/rb



BOARD OF DIRECTORS MEETING

Meeting No. 01/25
 Thursday, January 16th, 2024 – 9:00 a.m.

Watershed Room, SNC



Directors Present:

Steve Densham, Stormont Dundas Glengarry, Chair
 George Darouze, City of Ottawa, Past Chair (*electronic participation*)
 Catherine Kitts, City of Ottawa (*electronic participation*)
 Mathew Luloff, City of Ottawa (*electronic participation*)
 Linda Payant, 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 (*electronic participation*)
 Adrian Wynands, Leeds Grenville, Vice Chair

Regrets:

Genevieve Lajoie, Prescott Russell

Staff Present:

Carl Bickerdike, Chief Administrative Officer
 Johanna Barkley, Director of Finance
 Ronda Boutz, Secretary-Treasurer
 Jen Boyer, Managing Director, Approvals
 James Holland, Senior Planner
 Hannah Jackson, Accounting and Human Resources Specialist
 John Mesman, Managing Director, Property, Conservation Lands and Community Outreach
 Eric McGill, Corporate Counsel
 Gregory Payne, Permitting Officer
 Pat Piitz, Team Lead, Property
 Marieh Rajaie, Water Resource Specialist - Engineering
 Monique Sauve, Chief Building Official

Guests:

Alison McDonald, General Manager, Raisin Region Conservation Authority



TRADITIONAL LAND ACKNOWLEDGEMENT

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

CHAIRS REMARKS

Steve Densham, Chair, called the SNC Board of Directors meeting of January 16th, 2025 to order at 9:00 a.m.

APPROVAL OF SNC BOARD OF DIRECTORS MEETING AGENDA AND SUPPLEMENTAL AGENDA

RESOLUTION NO. BD-001/25

Moved by: Mike Tarnowski
Seconded by: Bill Smirle

RESOLVED THAT:

The Members approve the January 16th, 2025 main and supplemental agendas with the following amendment:

- Hand out Report “Request for Approval: Quaile Creek Hazard Mapping Study Two-Dimensional Modeling Contract” be added to the Supplemental Agenda as item #1. d.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

CLOSED SESSION

RESOLUTUION NO. BD-002/25

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

RESOLVED THAT:

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

- a. Board of Directors Training, Stop Order Hearings (Verbal): Warren A. Leroy, Ault & Ault LLP.

CARRIED

Catherine Kitts joined the meeting virtually at 9:08 a.m.



OPEN SESSION

RESOLUTION NO. BD-003/25

Moved by: Mike Tarnowski
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors move into Open Session.

CARRIED

BOARD OF DIRECTORS TRAINING: STOP ORDER HEARINGS (VERBAL)

Warren A. Leroy, Ault & Ault LLP provided the Board of Directors with training on Stop Order Hearings.

ADJOURNMENT

RESOLUTION NO. BD-004/25

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

RESOLVED THAT:

The Board of Directors Meeting of January 16th, 2025 be adjourned at 9:37 a.m.

CARRIED

CALL TO ORDER

Chair Densham reconvened the Board of Directors the meeting at 11:17 a.m.

Catherine Kitts, Matt Luloff, and Deb Wilson were regrets for the reconvened meeting. George Darouze joined the meeting virtually at 11:17 a.m.

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES OF DECEMBER 12TH, 2024

RESOLUTION NO. BD-005/25

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

RESOLVED THAT:

The Members approve the Board of Directors Meeting Minutes of December 12th, 2024 as submitted.

CARRIED



B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF:

i. Joint Occupational Health and Safety Committee meeting of December 11th, 2024.

RESOLUTION NO. BD-006/25

Moved by: Adrian Wynands
 Seconded by: Linda Payant

RESOLVED THAT:

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

- i. Joint Occupational Health and Safety Committee meeting minutes of December 11th, 2024.

CARRIED

NEW BUSINESS

REQUEST FOR APPROVAL: 2025 LEVY SCHEDULE AND BUDGET

RESOLUTION NO. BD-007/25

Moved by: Adrian Wynands
 Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve the 2025 General and Capital Levies at \$4,836,678; and

FURTHER THAT:

The City of Ottawa be special levied for the following programs in 2025:

- 1. Ottawa Rural Clean Water Program: \$200,000.
- 2. Ottawa Tree Replacement Program: \$200,000.
- 3. Eastern Ontario Water Resources Program: \$50,000.
- 4. Ottawa Baseline Monitoring Program: \$47,000.

AND FURTHER THAT: the Board of Directors approve the 2025 Budget as presented.

Roll Call Vote:

		<u>Yea</u>	<u>Nay</u>	
Steve Densham		X		
George Darouze		X		
Catherine Kitts	Regrets			
Genevieve Lajoie	Regrets			
Mathew Luloff	Regrets			
Linda Payant		X		
Bill Smirle		X		
Tom Smyth		X		
François St. Amour		X		
Mike Tarnowski		X		
Deb Wilson	Regrets			
Adrian Wynands		X		
Totals:		8	0	CARRIED



REQUEST FOR APPROVAL: ANNUAL AUTHORITY APPROVALS

RESOLUTION NO. BD-008/25

Moved by: Adrian Wynands

Seconded by: Mike Tarnowski

RESOLVED THAT:

WHEREAS the SNC Administrative By-laws designate signing officers for the Authority (s30.1 and 30.2); and

WHEREAS for banking purposes, the Authority's signing officers are one of: Chair; Vice-Chair; or Past Chair; and one of: Chief Administrative Officer, Secretary-Treasurer; or Director of Finance

BE IT RESOLVED THAT:

The signing officers are authorized to borrow up to \$1,000,000 for the operation of the South Nation River Conservation Authority, if required:

1. The signing officers are authorized to borrow up to \$1,000,000 for the operation of the South Nation River Conservation Authority, if required.
2. Staff be authorized to continue the use of alternative signatures, such as the signature stamp for signing cheques up to \$25,000, or other limits requested by the Board of Directors, or any other electronic signatures introduced in conjunction with our accounting software. These tools are in the custody of the Director of Finance. The Director may delegate the use of these tools to his/her delegate.
3. Staff continue to utilize various banking features to make payments more cost efficient for SNC, for example: the use of internet banking, electronic fund transfer (EFT) and/or other electronic means. All payments are presented regularly to the Board of Directors for approval in the 'Monies Received and Disbursement Register for the period'.
4. The Royal Bank, Winchester Branch, be the Authority Bank and that signing officers execute the banking services contract; and



AND FURTHER THAT:

The Chartered Accountants Firm of Baker Tilly REO LLP, Winchester, be appointed Auditors at an approximate cost of \$35,000 plus HST; and

FURTHER THAT:

The Director of Finance, or delegate, is authorized to all payments relating to payroll and payroll taxes; and

FURTHER THAT:

The law firm of Ault & Ault LLP, Winchester, be appointed as solicitor for general Authority business, and that Emond Harnden, Ottawa, be appointed the Authority's Human Resource legal counsel, at a total approximate cost of \$20,000 plus HST. Where in the best interest of the Authority, staff may engage other specialized legal services.

CARRIED

George Darouze left the meeting at 11:37 a.m.

REQUEST FOR APPROVAL: PROVINCIAL OFFENSES OFFICER APPOINTMENTS

RESOLUTION NO. BD-009/25

Moved by: Mike Tarnowski
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors appoint the following staff as provincial offences officers in accordance with section 30.1 of the *Conservation Authorities Act* for the purposes of ensuring compliance with the Act and the regulations:

- Gregory Payne, Permitting Officer; and
- Monique Sauve, Chief Building Official Part 8 – Septic Systems.

AND FURTHER THAT:

The Board of Directors revoke the appointments of the following provincial offences officers who were appointed in accordance with Section 30.1 of the *Conservation Authorities Act* (BD-062/24):

- Sandra Mancini, Managing Director, Natural Hazards and Infrastructure;
- James Holland, Senior Planner;



- Eric McGill, Corporate Counsel; and
- Laura Crites, Environmental Planner.

CARRIED

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR DECEMBER 2024

RESOLUTION NO. BD-010/25

Moved by: Mike Tarnowski
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors receive and file the money received report for December 2024; and

FURTHER THAT:

The Board approve the Disbursement Register of \$901,867.99 for December 2024.

CARRIED

UPDATE: PLANNING ACTIVITY

RESOLUTION NO. BD-011/25

Moved by: Tom Smyth
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the Planning Activity update for December 2024.

CARRIED

UPDATE: SECTION 28.1 PERMITS ISSUED

RESOLUTION NO. BD-012/25

Moved by: Mike Tarnowski
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file the update on permits issued under Section 28.1 of the Conservation Authorities Act for December 2024.

CARRIED



UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE ACT

RESOLUTION NO. BD-013/25

Moved by: Adrian Wynands
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the update on reported *Conservation Authorities Act* regulation concerns received in the month of December 2024.

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS RECEIVED

RESOLUTION NO. BD-014/25

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

RESOLVED THAT:

The Board of Directors receive and file the on-site sewage permits received update for December 2024.

CARRIED

SUPPLEMENTAL AGENDA

REQUEST FOR APPROVAL: 2025 CONSERVATION ONTARIO LEVY

RESOLUTION NO. BD-015/25

Moved by: Adrian Wynands
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve the payment of the 2025 Conservation Ontario Levy of \$45,010, payable in two installments of \$22,505.

CARRIED

UPDATE: PROVINCIAL CHANGES UNDER THE *CONSERVATION AUTHORITIES ACT*

RESOLUTION NO. BD-016/25

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

RESOLVED THAT:

The Board of Directors receive and file the Provincial Changes under the *Conservation Authorities Act*, and

FURTHER THAT:

The Board of Directors send a letter to the Minister of Natural Resources expressing concerns related to the extension of the freeze on fees for any program or



service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities.

CARRIED

UPDATE 2024 TECHNICAL REVIEWS

RESOLUTION NO. BD-017/25

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

RESOLVED THAT:

The Board of Directors receive and file the 2024 Technical Reviews update as of December 2024.

CARRIED

REQUEST FOR APPROVAL: QUAILE CREEK HAZARD MAPPING STUDY TWO DIMENSIONAL MODELING CONTRACT

RESOLUTION NO. BD-018/25

Moved by: Adrian Wynands
 Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve retaining consultant A to complete the Quaile Creek Hazard Mapping Study two-dimensional modeling at an approximate cost of \$26,918 plus HST.

CARRIED

CORRESPONDENCE

- a. Ministry of Natural Resources Letter: Extension of Minister’s direction for conservation Authorities regarding fee changes associated with planning, development, and permitting fees.
- b. AMO policy Update (excerpt): Key Messages for Conservation Authority Fees
- c. Dundas County Hospice Letter

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

- February 20th, 2025
- March 20th, 2025 (Annual General Meeting)
- April 17th, 2025 (OGRA March 30 – April 2)
- May 15th, 2025
- June 19th, 2025



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

None.

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented project and program updates.

ADJOURNMENT

RESOLUTION NO. BD-019/25

Moved by: François St. Amour

Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors Meeting of January 16th,
2025 be adjourned at 12:15 p.m.

CARRIED

Steve Densham,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb



BOARD OF DIRECTORS
SECTION 30.4 HEARING AGENDA
STOP ORDER SO2024-01

Thursday, January 16th, 2025 - 9:45 a.m.

Watershed Room, SNC

- | | | |
|--|--------------------------------|---|
| | Directors Present: | Steve Densham, Stormont Dundas Glengarry, Chair
Linda Payant, 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 (<i>electronic participation</i>)
Adrian Wynands, Leeds Grenville, Vice Chair |
| | Regrets: | George Darouze, City of Ottawa, Past Chair
Catherine Kitts, City of Ottawa
Genevieve Lajoie, Prescott Russell
Matt Luloff, City of Ottawa |
| | Staff Present: | Carl Bickerdike, Chief Administrative Officer
Johanna Barkley, Director of Finance
Ronda Boutz, Secretary-Treasurer
Jennifer Boyer, Managing Director, Approvals
John Mesman, Managing Director, Property, Conservation
Lands and Community Outreach
Eric McGill, Corporate Council
Pat Piitz, Team Lead, Property
Gregory Payne, Permitting Officer
Monique Sauve, Chief Building Official Part 8 - Septic
Systems |
| | Persons subject to Stop Order: | Mark Scharfe
Nancy Scharfe
Albert Brunet, Caza Saikaley LLP (counsel) |
| | Guests: | Warren A. Leroy, Ault & Ault LLP |



ROLL CALL

<u>Members:</u>	<u>Present</u>	<u>Regrets</u>
Steve Densham	X	
George Darouze		X
Catherine Kitts		X
Genevieve Lajoie		X
Mathew Luloff		X
Linda Payant	X	
Bill Smirle	X	
Tom Smyth	X	
François St. Amour	X	
Mike Tarnowski	X	
Deb Wilson (<i>electronic participation</i>)	X	
Adrian Wynands	X	

CHAIRS REMARKS

Steve Densham, Chair, called the SNC Board of Directors Section 30.4 Hearing Agenda Stop Order S2O024-01 of January 16th, 2025 to order at 9:45 a.m.

Chair Densham stated the purpose of the hearing, the details of the stop order, and the following information regarding procedure:

- Following the hearing, the Directors must pass a resolution to confirm the order; amend the order; or remove the order, with or without conditions.
- Directors must be present during the full course of the hearing to deliberate and render a vote.
- The hearing is conducted in accordance with the *Statutory Powers Procedure Act* and the SNC Hearing Policy.
- Only information disclosed prior to the hearing may be presented at the hearing.
- The hearing is being recorded, and the recording will form part of the record of the hearing.
- Directors may ask questions, through the Chair, during and following the presentations.
- The protections afforded to witnesses under the *Evidence Act* and *Canada Evidence Act*.
- The Chair is entitled to make orders or directions to maintain order and prevent the abuse of the hearing processes.

DECLARATION OF CONFLICT OF INTEREST OR BIAS

No Declarations of Conflict of Interest or Bias.



PRESENTATION OF STAFF SUBMISSIONS AND MATERIALS:

Eric McGill, Corporate Counsel, presented the South Nation River Conservation Authority's submissions and materials.

PRESENTATION OF THE PERSONS SUBJECT TO THE STOP ORDER SUBMISSIONS AND MATERIALS:

Albert Brunet, Caza Saikaley LLP, presented Mark Scharfe and Nancy Scharfe's submissions and materials.

Mark Scharfe was called by Mr. Brunet to provide evidence. Chair Densham informed Mr. Scharfe that he was not being compelled to give evidence and that his evidence was not being provided under oath or affirmation. Mr. Scharfe stated he understood.

An officer of the Authority cautioned Mr. Scharfe to inform him of his right to silence. Mr. Scharfe stated he understood. Mr. Scharfe proceeded to provide evidence.

DELIBERATION AND DECISION

RESOLUTION NO. TRIB-001/25

Moved by:

Mike Tarnowski

Seconded by:

Adrian Wynands

RESOLVED THAT:

The Board of Directors confirm Stop Order SO-2024-01 for the reason that the evidence given at the hearing establishes reasonable grounds to believe that,

- a. Mark Scharfe and Nancy Scharfe have engaged in activity at 4890 Ramsayville Road, Ottawa and as a result are contravening subsection 28 (1) of the *Conservation Authorities Act*;
- b. the activity has caused, is causing, or is likely to cause significant damage and,
 - i. the damage affects or is likely to affect the control of flooding; or
 - ii. in the event of a natural hazard, the damage will or is likely to create conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property; and
- c. the order will prevent or reduce the damage.

CARRIED UNANIMOUSLY



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ADJOURNMENT

RESOLUTION NO. TRIB-002/25

Moved by: Linda Payant
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors Section 30.4 Hearing Agenda
Stop Order S2O024-01 of January 16th, 2025 be
adjourned at 11:05 a.m.

CARRIED UNANIMOUSLY

Steve Densham,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: February 13th, 2025
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. Grants Sub-Committee meeting minutes of February 10th, 2025
-

DISCUSSION:

Grants Sub-Committee Meeting: February 10th, 2025

- The Grants Sub-Committee approved:
 - Eastern Ontario Water Resources Program (EOWRP):
 - 2025 EOWRP Application Form, Guidelines, and Rating Criteria
 - Clean Water Program:
 - Clean Water Program 2025 Grant Structure, Guidelines, and Rating Criteria with the following changes:
 - expanded Buffers eligibility to include windbreaks and fragile land retirement
 - adjusted cover crops grant rate to \$25/ac up to a maximum of 100 acres with higher priority to fields with riparian buffers
 - 2025 Clean Water Program Communications Plan
- Grants Sub-Committee received an update on:
 - Eastern Ontario Water Resources Program Financial Statement – as of October 31st, 2024
 - Resilient Agricultural Landscape Program - Marginal Lands Initiative
 - Clean Water Program 2025 Budget
 - Clean Water Program Summary 2015-2024

Ronda Boutz
Secretary-Treasurer.

Attachments



GRANT SUB-COMMITTEE

Meeting No. 01/25
 Monday, February 10th, 2025 – 9:00 a.m.

Watershed Room, SNC



-
- Present:** Jackie Kelly-Pemberton, Member at Large, Sub-Committee Chair
 Jordan Graham, Member at Large
 Brendan Jacobs, Ottawa Rural Clean Water Program (*electronic participation*)
 Alain Jaquemet, Member at Large
 Glenn Mackey, ALUS - Ontario East
 Pamela O'Donnell, Member at Large
 Tara Redpath, City of Ottawa
 Adrian Wynands, SNC Vice Chair, ex-officio
- Regrets:** George Darouze, SNC Past Chair, ex-officio
 Steve Densham, SNC Vice Chair, ex-officio
 Bill Smirle, SNC Board of Directors, Watershed Advisory Committee Chair
- Staff Present:** Ronda Boutz, Secretary-Treasurer
 Michelle Cavanaugh, Team Lead, Special Projects
 Lorie Henderson, Administrative Assistant
 Rene Lalonde, Program Representative (*electronic participation*)
 Erin Thorne, Communications Specialist



CHAIRS REMARKS

Jackie Pemberton, Sub-Committee Chair, welcomed everyone to the Grants Sub-Committee meeting of February 10th, 2025.

APPROVAL OF GRANTS SUB-COMMITTEE MEETING AGENDA AND SUPPLEMENTAL AGENDA

RESOLUTION NO. GSC-001/25

Moved by: Glenn Mackey
Seconded by: Jordan Graham

RESOLVED THAT:

The Members approve the February 10th, 2025 Grants Sub-Committee meeting main and supplemental agendas as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

Jordan Graham declared a conflict of interest and did not participate in the discussion on Agenda item 6 b.: Resilient Agricultural Landscape Program Marginal Lands Initiative, as he is an employee of the federal government and works with this program.

REQUEST FOR APPROVAL: APPROVAL OF GRANT SUB-COMMITTEE MEETING MINUTES OF NOVEMBER 18TH, 2024

RESOLUTION NO. GSC-002/25

Moved by: Adrian Wynands
Seconded by: Glenn Mackey

RESOLVED THAT:

The Members approve the Grant Sub-Committee meeting minutes of November 18th, 2024 as presented.

CARRIED

BUSINESS ARISING FROM MINUTES

There was no business arising from minutes.

Alain Jaquemet joined the meeting at 9:05 a.m.



NEW BUSINESS

**EASTERN ONTARIO WATER RESOURCES PROGRAM FINANCIAL STATEMENT – AS OF
DECEMBER 31ST, 2024**

RESOLUTION NO. GSC-003/25

Moved by: Jordan Graham

Seconded by: Tara Redpath

RESOLVED THAT:

The Grants Sub-Committee receives and files the 2024 Eastern Ontario Water Resources Program Financial Statement as of December 31st, 2024.

CARRIED

Pamela O'Donnell joined the meeting at 9:09 a.m.

REQUEST FOR APPROVAL: 2025 EASTERN ONTARIO WATER RESOURCES PROGRAM

RESOLUTION NO. GSC-004/25

Moved by: Jordan Graham

Seconded by: Tara Redpath

RESOLVED THAT:

The Grants Sub-Committee approves the 2025 Eastern Ontario Water Resources Program (EOWRP) Application Form, Guidelines, and Rating System as discussed; and

FURTHER THAT:

the Grants Sub-Committee approves issuing a 2025 call for EOWRP grant proposals to be submitted for consideration at the June 16th, 2025 Grants Sub-Committee meeting.

CARRIED

**UPDATE: RESILIENT AGRICULTURAL LANDSCAPE PROGRAM - MARGINAL LANDS
INITIATIVE**

RESOLUTION NO. GSC-005/2025

Moved by: Adrian Wynands

Seconded by: Glenn Mackey

RESOLVED THAT:

The Grants Sub-Committee receive and file the update on the Resilient Agricultural Landscape Program - Marginal Lands Initiative.

CARRIED



UPDATE: 2025 CLEAN WATER PROGRAM BUDGET

RESOLUTION NO. GSC-006/2025

Moved by: Pamela O'Donnell
Seconded by: Jordan Graham

RESOLVED THAT:

The Grants Sub-Committee receives and files the 2025 Clean Water Program Budget update.

CARRIED

**The Committee recessed for a break at 10:45 a.m.
The Committee reconvened from break at 10:55 a.m.**

UPDATE: CLEAN WATER PROGRAM SUMMARY 2015-2024

RESOLUTION NO. GSC-007/2025

Moved by: Alain Jaquemet
Seconded by: Jordan Graham

RESOLVED THAT:

The Grants Sub-Committee receive and file the Clean Water Program Summary 2015-2024 update.

CARRIED

REQUEST FOR APPROVAL: 2025 CLEAN WATER PROGRAM GUIDELINES AND STRUCTURE

RESOLUTION NO. GSC-008/25

Moved by: Pamela O'Donnell
Seconded by: Jordan Graham

RESOLVED THAT:

The Grants Sub-Committee approve the 2025 Clean Water Program guidelines, grant structure, application review process, and project rating criteria as discussed.

CARRIED

SUPPLEMENTAL AGENDA

REQUEST FOR APPROVAL: 2025 CLEAN WATER PROGRAM COMMUNICATIONS PLAN

RESOLUTION NO. GSC-009/25

Moved by: Adrian Wynands
Seconded by: Pamela O'Donnell

RESOLVED THAT:

The Grants Sub-Committee identifies additional opportunities through their member organizations to promote the Program; and



FURTHER THAT:

The Grants Sub-Committee approves the 2025 Ottawa Rural Clean Water Program Communications Plan as discussed.

CARRIED

DATE OF NEXT MEETING

June 16th, 2025 at 9:00 a.m. at SNC Office, Finch, ON

ADJOURNMENT

RESOLUTION NO. GSC-010/25

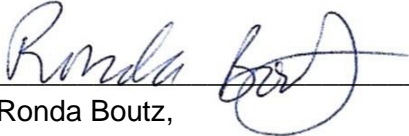
Moved by: Pam O'Donnell

RESOLVED THAT:

The Grants Sub-Committee meeting of February 10th, 2025 be adjourned at 12:30 p.m.

CARRIED

Jackie Pemberton,
Sub-Committee Chair.



Ronda Boutz,
Secretary-Treasurer.

/lh



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: February 12th, 2025
Subject: Request for Approval: Administrative By-laws Amendments

RECOMMENDATION:

The Board of Directors approve amendments to South Nation Conservation's Administrative By-laws.

DISCUSSION:

The Board of Directors may approve amendments to the South Nation Conservation (SNC) Administrative By-laws from time to time to ensure consistency with the *Conservation Authorities Act* (the "Act") and its regulations; provincial legislation; and governance best practices.

Subsection 14 (4) of the Act allows the Minister of Natural Resources (the "Minister") to appoint an Agricultural Sector Representative to each conservation authority. On January 7, 2025 the Ministry of Natural Resources posted job advertisements for Agricultural Sector Representatives for ten conservation authorities, including SNC. The postings closed February 3, 2025.

In anticipation of the pending appointment of an agricultural sector representative, staff propose the following amendments to the Administrative By-laws:

1. New definition at section 2 for "Agricultural Sector Representative".
 2. The definition of "Director" at section 2 is amended to mean Director appointed by a Participating Municipality or the Agricultural sector representative appointed by the Minister
 3. Section 6.2 is amended to include the Agricultural Sector Representative.
 4. New section 6.8 sets out that the Agricultural Sector Representative is appointed by Minister's letter at the pleasure of the Minister.
 5. New section 7.6 sets out that the term of the Agricultural Sector Representative as determined by the Minister.
 6. Sections 31.1 and 31.2 are amended and new section 31.3 introduced to set out that the Authority pays the per diem and expenses of the Directors appointed by the Participating Municipalities and the Minister pays the per diem of the Agricultural Sector Representative
 7. Sections 32.1, 32.2, and 32.3 are removed and replaced with new sections 32.1 and 32.2 that clarify travel expenses eligibility.
 8. Sections 33.1 and 33.2 are amended and a new section 33.3 added to set out that
-



Directors appointed by the Participating Municipalities are eligible for conference expenses.

9. New section 44.2 sets out that the Agricultural Sector Representative does not count towards quorum as per the Act.
10. New section 53.13 sets out the voting limitations of the Agricultural Sector Representative as per the Act.

A tracked changes copy of the amended Administrative By-laws is available on the Member's webpage. Board Members and Staff are encouraged to review the By-laws on a regular basis to familiarize themselves with good governance practices and legislative requirements.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Section 19.1 of the *Conservation Authorities Act* grants SNC the ability to make and amend administrative by-laws. The amended Administrative By-laws [February 2025] will come into force upon approval of the Board of Directors and the current Administrative By-laws [December 2024] will be repealed and replaced.

Programs and Services Category: Category 1 – Mandatory: Governance

Eric McGill,
Corporate Counsel.



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: February 12th, 2025
Subject: Request for Approval: Personnel Policy Amendments

RECOMMENDATION:

The Board of Directors approve amendments to South Nation Conservation's Personnel Policy.

DISCUSSION:

The Board of Directors may approve amendments to the South Nation Conservation (SNC) Personnel Policy from time to time to ensure consistency provincial legislation and operational best practices.

Subsection 14 (4) of the Act allows the Minister of Natural Resources (the "Minister") to appoint an Agricultural Sector Representative to each conservation authority. On January 7, 2025, the Ministry of Natural Resources posted ten job advertisements for Agricultural Sector Representatives for ten conservation authorities, including SNC. The postings closed February 3, 2025.

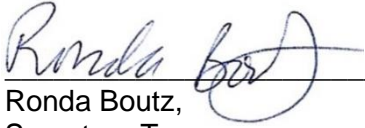
In anticipation of the pending appointment of an agricultural sector representative, staff propose the following housekeeping amendments to the Personnel Policy:

1. Amendments to #13 setting out travel expenses eligibility for Board Members appointed by the Participating Municipalities.
2. Amendments to #19 setting out year's of service eligibility for Board Members appointed by the Participating Municipalities.

A tracked changes copy of the amended Personnel Policy is available on the Member's webpage.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Powers of the Board of Directors include approving, establishing, and implementing regulations, policies and programs (SNC Administrative By-laws Section 8).



Ronda Boutz,
Secretary-Treasurer.



To: Board of Directors
From: Carl Bickerdike, Chief Administrative Officer
Date: February 11th, 2025
Subject: For Discussion: Executive Committee Composition

RECOMMENDATION:

No recommendation, report for discussion purposes.

BACKGROUND:

The Board of Directors annually appoints an Executive Committee from among the twelve members of the Authority. The *Conservation Authorities Act* (the “Act”) requires that the Chair and Vice-Chair of the Authority be the chair and vice-chair of the Executive Committee. The South Nation Conservation’s (SNC) Administrative By-laws state that the Past Chair is the third member of the Executive Committee.

The Past Chair has been the third member of the executive committee since 1996 when municipal amalgamations and the issuance of Order in Council 316-96 established the current composition of the Board of Directors.

The Board of Directors is comprised of the following appointments:

City of Ottawa	4 appointments
United Counties of Stormont, Dundas and Glengarry (SDG)	3 appointments
United Counties of Prescott and Russell (UCPR)	3 appointments
United Counties of Leeds and Grenville (UCLG)	2 appointments

The Past Chair is an automatic appointment that was created by Board resolution in 1994 (FA-27-1994). The Past Chair was originally envisioned as a 13th member of the Board who may or may not be a municipal appointment. The position’s purpose was to ensure at least one Director remained on the Board to provide corporate continuity should there be a large turnover in membership following a municipal election. The Past Chair is not recognized as a 13th member in Order in Council 316-96.

Prior to amendments to the Act in 2021, member municipalities had broad discretion to appoint public members or municipal councillors to the Board. The Act now sets out more stringent requirements surrounding governance, municipal appointments, and Board composition. For example, member municipalities must ensure that at least 70 per cent of their appointees are members of municipal council or seek an exception from the Minister of Natural Resources (the “Minister”). The City of Ottawa is the only member municipality of the Authority who can appoint a public representative without the permission of the Minister.

All Directors, including the Past Chair, must now be one of the twelve municipal appointments. For an outgoing chair to assume the position of Past Chair, they must retain their seat on municipal council or be the single public member appointee afforded to the City of Ottawa.



The Authority has encountered difficulties keeping the Past Chair position occupied following the 2021 governance amendments to the Act. Several outgoing Chairs were unable to assume the position of Past Chair, leading to stop gap amendments to the Administrative By-laws allowing the Director who most recently held the position of Chair to occupy the position. The Authority has been fortunate in that there are currently several Directors who previously held the position of Chair. It is a foreseeable scenario that there are no Directors on the Board who previously held the position of Chair.

The Board can change the composition of the Executive Committee and the position of Past Chair by amending the Authority's Administrative By-laws.

DISCUSSION:

The Authority practices an informal rotation wherein the Executive Committee is usually comprised of representation from three of the four upper-tier municipalities.

At present, the Executive Committee acts as an advisory committee providing input on the Board agendas and current issues. They also serve as a link back to upper-tier municipal councils. There is an opportunity to strengthen communications with the upper-tier municipalities by amending Executive Committee composition.

Staff present the following options for consideration:

Option 1: Restructure the Executive Committee in a manner that ensures at least one Director from each Upper-Tier Municipality has a seat

The Board of Directors can formalize member municipality representation on the Executive Committee by removing the position of Past Chair and establishing automatic appointments of additional Directors dependent on the outcome of the election of Chair and Vice-Chair.

The Executive Committee would therefore be comprised of (1) four members if the elected Chair and Vice-Chair are from different municipalities or (2) five members if the elected Chair and Vice-Chair are from the same municipality.

Example 1: An appointee from UCPR is elected Chair. An appointee from Ottawa is elected Vice-Chair. One appointee from SDG and one appointee from UCLG are automatically appointed to the third and fourth seats on the Executive Committee, respectively.

Example 2: Two appointees from SDG are elected Chair and Vice-Chair. One appointee from UCLG, one appointee from Ottawa, and one appointee from UCPR are automatically appointed to the third, fourth, and fifth seats of the Executive Committee, respectively.



Option 2: Replace Past Chair with a new elected position with a seat on the Executive Committee – Second Vice Chair

The Past Chair position is replaced with an elected Second Vice-Chair. The Second Vice-Chair would be the third appointment to the Executive Committee.

A rule can establish that the Chair, Vice-Chair, and Second Vice-Chair must all be appointees from different upper-tier municipalities.

Option 3: Status Quo

The Past Chair remains the municipal appointee who most recently held the position of Chair. Executive Committee composition will be reconsidered in the event there are no Directors who previously held the position of Chair.

NEXT STEPS:

If the Board decides to implement Options 1 or 2, staff will bring back an amended SNC Administrative By-laws for approval at the March 2025 Annual General Meeting prior to holding the Board elections.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Expenses related to the Board of Directors is included in the 2025 Budget under Corporate and Community Services: Corporate Services, pages 36-37.

SNC Policy Adherence: The Board of Directors may appoint an Executive Committee from among its members (CA Act, ss. 19 (1)). The Board of Directors may determine the composition of the Executive Committee in its administrative by-laws (CA Act, c. 19.1 (1) (e)).

Programs and Services Category: Category 1 – Mandatory: Governance

Carl Bickerdike,
Chief Administrative Officer.



To: Board of Directors
From: Phillip Dagenais, Water Resources Specialist, Monitoring
Date: February 10th, 2025
Subject: Request for Approval: 2025 SNC Flood Contingency Plan

RECOMMENDATION:

The Board of Directors approve the 2025 South Nation Conservation Flood Contingency Plan.

DISCUSSION:

South Nation Conservation (SNC) maintains several Emergency Preparedness Plans, including a Flood Contingency Plan. SNC Emergency Preparedness Plans are reviewed annually, circulated to member municipalities, and posted on the SNC website. Hard copies are available from staff upon request. Please note, confidential personal information is included in some plans (e.g., after hours contact information).

In addition, emergency contact lists are updated annually and SNC staff sit on Municipal Emergency Management Committees, providing information and technical support on natural hazards.

The 2025 Flood Contingency Plan has been uploaded to the SNC webpage for review. This document is circulated to municipalities in English and French. The remaining three plans (Crisis Communications Kit for Landslides, Forest Fire Emergency Plan, and Low Water Response Plan) will be brought to the Board for annual approval at the May 2025 meeting.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on the 2025 Budget.

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

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



Phillip Dagenais

Water Resources Specialist, Monitoring.



To: Board of Directors
From: Kenneth Omenogor, Geotechnical Engineer
Date: February 7th, 2025
Subject: Request for Approval: Bear Brook Flood Risk Professional Services Contract

RECOMMENDATION:

The Board of Directors approve retaining consultant A to support the assessment of increased flood risk in the Bear Brook Watershed at an approximate cost of \$39,902.00 plus HST.

DISCUSSION:

In December 2024, the Board of Directors approved signing an agreement with the Flood Hazard Identification and Mapping Program (FHIMP) to assess increased flood risk in the Bear Brook Watershed to support Phase 2 of the Bear Brook Watershed Study: Scenario Planning and Risk Assessment in the Bear Brook Watershed (BD-225/24). The project completion deadline is December 1st, 2025.

South Nation Conservation (SNC) issued a Request for Quotes (RFQ) to five consultants with experience in engineering services to carry out hazard mapping and debris flow analysis for reaches along Bear Brook to support the project.

Consultant	Quote
A	\$39,902 plus HST
B	Incomplete proposal
C	No submission
D	No submission
E	No submission

SNC received two quotes for the project. Consultant A has demonstrated their knowledge and expertise in hazard management through completing several historical contracts with South Nation Conservation and the City of Ottawa. Consultant B did not provide a complete proposal, and therefore was not considered.

SNC staff recommend retaining Company A, provided quote is within the project budget.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: This project has full cost recovery through the Flood Hazard Identification and Mapping Program (FHIMP) and the Bear Brook Watershed Study and has been included in the 2025 Budget under Resource Management: Projects, pages 18-19.

SNC Policy Adherence: Project expenditures adhere to SNC’s Purchasing Policy, section (C) Purchasing Limits and Authorizations Required; iv. Purchases \$25,000 up to \$100,000.

Program and Services Category: Category 1 – Mandatory: Natural Hazard Mapping

Kenneth Omenogor,
 Geotechnical Engineer.



To: Board of Directors
From: Pat Piitz, Team Lead Property
Date: February 12th, 2025
Subject: Request for Approval: Stumpage Sale Contract

RECOMMENDATION:

The Board of Directors approve entering into a Stumpage Sale Contract with Contractor C, for sale of Red Pine from SNC Property 41 [Nation] and SNC Property 64 [Nation], at the unit price of \$34.00/m³.

DISCUSSION:

South Nation Conservation (SNC) carries out forest management activities on its properties in accordance with a 20-year SNC Forest Management Plan and 5-year Operational Plans. Forest compartments SNC41 and SNC64, located in Nation Municipality (near Riceville), have Red Pine stands scheduled for harvest. This is the third thinning for these compartments, trees to be removed were marked by SNC forestry staff.

A tender for forest resources was posted on the SNC website on December 20th, 2024, with a closing date of January 30th, 2025 (Tender No. SNC 41/64 – 2024). Logging contractors were reminded of the posting by email on January 8th, 2025.

SNC received enquiries from two logging contractors regarding the sale and three bids were received by the closing date. All bids conformed with the conditions of the tender and bids were received on a unit price basis by species as shown below.

The unit price bids ranged from \$20.25/m³ to \$34.00/m³. Contractor C had the highest bid with a total estimated value of \$98,066. Note: Payment is based on actual amounts of timber harvested following the unit price. Staff recommend the bid from Contractor C.

Bid Summary: Tender No. SNC Property 41/64 - 2024

Contractor	Estimated Volume (m ³)	Unit Price (\$/m ³)	Estimated Total (\$)
A	Red Pine 2,884.3 m ³	\$20.25	\$58,407.00
B		\$30.50	\$87,971.15
C		\$34.00	\$98,066.20

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Revenue from the Sale of Wood is included in the approved 2025 SNC Budget under Conservation Lands: Pages 28-29



SOUTH NATION
CONSERVATION
DE LA NATION SUD

SNC Policy Adherence: The Sale of Wood complies SNC Forest Policy.

Programs and Services Category: Category 1 – Mandatory: Conservation Lands Management



Pat Piitz,
Team Lead Property.



To: Board of Directors
From: Michelle Cavanagh, Team Lead, Special Projects
Date: February 5th, 2025
Subject: Request for Approval: Funding Submission

RECOMMENDATION:

The Board of Directors approves the submission of a funding application to the Resilient Agricultural Landscape Program - Marginal Lands Initiative requesting \$2,500,000 over three years for the creation or enhancement of natural features on marginal agricultural lands.

DISCUSSION:

The Resilient Agricultural Landscapes Program (RALP) - Marginal Lands Initiative is a newly announced funding program under the Sustainable Canadian Agricultural Partnership and is being administered by Conservation Ontario. The purpose of the Marginal Lands Initiative is to create or enhance natural features on marginal agricultural lands to reduce greenhouse gas emissions, sequester carbon, and increase ecosystem goods and services.

A request for proposals has been issued by Conservation Ontario with a submission deadline of February 28, 2025. Proposals can be multi-year, beginning in April 2025 to January 2028. Eligible applicants include Ontario-based non-governmental organizations (e.g., conservation authorities), indigenous groups and tribal councils, and associations or organizations that deliver agri-environmental stewardship programs. Collaboration and partnerships among organizations at a regional scale is strongly encouraged.

SNC is a founding member of the Eastern Ontario Farm Stewardship Collaborative, which is a group of conservation/stewardship and farm organizations working together to support farmers and rural landowners with environmental improvement projects in Eastern Ontario. The geographic range of the group spans from Quinte Conservation's watershed east to the Quebec border. The Collaborative is an ideal group to secure a pool of funding through the Marginal Lands Initiative for on-the-ground delivery to local farmers.

SNC will apply as the lead organization on behalf of the Collaborative. Agreements between SNC and the other members of the Collaborative will be required and will be brought to the Board for approval if the funding request is successful.

The application will request \$500,000 for 2025/2026 and \$1,000,000 each for 2026/2027 and 2027/2028. Matching funds are encouraged but not required. SNC can leverage matching funding from the Clean Water Program and Ottawa Rural Clean Water Program where the eligible activities match. Other organizations on the Collaborative will also provide matching funds (e.g., Ducks Unlimited Canada for wetland projects, and the other Conservation Authorities through their landowner stewardship programs).



SOUTH NATION
CONSERVATION
DE LA NATION SUD

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: This project is not included in the 2025 Budget. Matching funds are included under Resource Management, Landowner Stewardship and Outreach, pages 14-15.

SNC Policy Adherence: All expenditures will adhere to SNC's Purchasing Policy. All work undertaken to complete the projects will adhere to SNC's Health and Safety Policy and Procedures.

Programs and Services Category: Category 1 – Conservation Lands Management and Category 3 – Other Watershed Programs: Private Landowner Stewardship

Michelle Cavanagh,
Team Lead, Special Projects.



To: Board of Directors
From: Deborah Edwards, Accounting Assistant
Date: February 13th, 2025
Subject: Request for Approval: Monies Received and Disbursement Register for January 2025

RECOMMENDATION:

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

FURTHER THAT: The Board approve the Disbursement Register of \$1,086,692.23.
For January 2025.

DISCUSSION:

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

Received From:	January 2025
City of Ottawa	583,347.50
United Counties of Prescott Russell	337,449.12
Planning Revenue	99,314.50
Natural Resources Canada	38,041.33
Raisin Region Conservation Authority	36,227.78
Environment and Climate Change Canada	31,391.97
Septic Revenue	31,078.92
Ministry of Natural Resources	27,000.00
Russell Township	18,631.20
Royal Bank of Canada	17,105.52
North Dundas Township	10,735.00
Fisheries and Oceans Canada	9,960.95
Tree Revenue	6,862.54
Other Revenue	5,085.25
Ontario Ministry of Environment, Conservation and Parks	4,181.00
Eco Canada	2,895.00
Land	1,266.80
Total	1,260,574.38

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

January 2025	
Accounts Payable Cheques	434,891.56
Internet Banking	378,265.71
Electronic Funds Transfer Payments	273,534.96
Total	1,086,692.23

FOR: 
Deborah Edwards
Accounting Assistant

Attachments: Disbursement Register – January 2025

Disbursement Register - January 2025

Number	Name	Amount	
Cheques			
21088	Purolator Courier Ltd.	53.51	
21089	407 ETR Express Toll Route	187.05	
21090	Petty-Cash (SNC)	163.65	
21091	Chubb Life Insurance Company of Canada	9.82	
21092	Corey's Welding	5,379.93	Supplies & Materials
21093	Indeed Canada Corp	265.75	
21094	Friends of Petrie Island	300.00	2024 Community Enviromental Grant
21095	Casselman Storage	406.80	
21096	2024-ALP-CW14	1,000.00	Clean Water Grant
21097	2024-EAB-038	5,000.00	Ash Tree Grant
21098	Friends of the Ferguson Forest Centre	300.00	2024 Community Enviromental Grant
21099	Greater Avalon Community Association	300.00	2024 Community Enviromental Grant
21100	Monkland Community Centre	300.00	2024 Community Enviromental Grant
21101	2024-EAB-020	3,500.00	Ash Tree Grant
21102	Badges Etc	566.13	
21103	Ault & Ault LLP, In Trust	392,189.13	Land Acquisition
21104	407 ETR Express Toll Route	201.49	
21105	Russell Township	300.00	2024 Community Enviromental Grant
21106	Augusta Township	300.00	2024 Community Enviromental Grant
21107	GSC-004/24 2024	5,000.00	EOWR Grant
21108	RSU Enterprise/1828308 Ontario LTD	67.80	
21109	Bourgeois Well Drilling Ltd.	4,181.00	
21110	2024-NAT-CW02	5,000.00	Clean Water Grant
21111	IBI Cornwall Inc	1,025.36	
21112	City of Brockville	421.76	
21113	2024-EAB-049	4,234.88	Ash Tree Grant
21114	Shout Media Inc	4,237.50	
		434,891.56	
Internet Banking			
GP20010A	The Bank of Montreal - RRSP	4,761.44	Pension
GP20010B	Payworks	153,728.58	Pay 1
GP20011A	Bell Canada	59.48	
GP20011B	Bell Canada	1,031.69	
GP20011C	Bell Canada	237.48	
GP20011D	Finch Feed & Seed Ltd. Purina	546.57	
GP20011E	Hydro Ottawa	53.65	
GP20012	Enbridge	1,808.19	
GP20013	Visa - Jen Boyer	5,000.00	
GP20014	Kisters North America, Inc	2,057.73	
GP20015A	Visa - Jacques Levert	71.00	
GP20015B	Royal Bank of Canada	1,624.28	
GP20016A	Hydro One	32.75	
GP20016B	Hydro One	37.35	
GP20016C	Hydro One	1,648.06	
GP20016D	Hydro One	1,662.64	
GP20017	Visa - Michelle Cavanagh	458.17	
GP20018	Visa - Ronda Boutz	8,108.88	

Disbursement Register - January 2025

Number	Name	Amount	
GP20019	Visa - Sandra Mancini	335.75	
GP20020	Visa - Monique Sauve	221.57	
GP20021	Visa - Deborah Edwards	4,378.33	
GP20022	Village of Casselman	478.67	
GP20023	Macewen Petroleum Inc.	1,909.47	
GP20025	The Bank of Montreal - RRSP	4,761.44	Pension
GP20026	Telus	1,793.29	
GP20027	Payworks	168,687.02	Pay 2
GP20028	Visa - Ricky Latulippe	33.00	
GP20029	Visa - Lorie Henderson	138.46	
GP20030	Visa - Carl Bickerdike	2,487.89	
GP20031	Visa - John Mesman	4,366.58	
GP20016	Royal Bank of Canada	5,746.30	Staff Recognition
		378,265.71	
	EFT Banking		
REM000088	Rideau Valley Conservation Authority	1,215.25	
REM000089	Staples Commercial/Trevipay	194.75	
REM000090	Lannin's Garage	334.00	
REM000091	Etcetera Publications (Chesterville) Inc	590.99	
REM000092	Shane Signs	226.00	
REM000093	Jacqueline Kelly-Pemberton	123.55	
REM000094	Township of North Stormont	300.01	2024 Community Enviromental Grant
REM000095	Laplante Chevrolet Buick GMC	144.95	
REM000096	Missippi Valley Conservation Authority	8,612.02	ORCWP Grants
REM000097	Ontario Land Trust Alliance	595.00	
REM000098	Katherine Watson	790.74	
REM000099	Enns Maceachern Pace Maloney &	3,390.00	
REM000100	Ass. Lloyd Mcmillan Equipment Ltd.	146.90	
REM000101	Lannin Home Building Centre	137.93	
REM000102	1000224147 Ont Inc (Latremouille Tool Sales)	611.33	
REM000103	Traductions Catmac Translations	669.43	
REM000104	City of Ottawa	7,959.99	Contracted Services
REM000105	Lexisnexis Canada Inc.	139.65	
REM000106	BGC Engineering Inc	5,281.06	Professional Services
REM000107	Winchester Springs Mobile Wash	395.50	
REM000108	Thomson Reuters Canada	1,015.35	
REM000109	Eric McGill	214.42	
REM000110	Begg-Seguine - Crysler Hardware Limited	324.56	
REM000111	Vincent Dagenais Gibson LLP	189.84	
REM000112	David Scholz	924.35	
REM000113	JP2G Consultants Inc	4,155.46	
REM000114	AIG Insurance Company of Canada	145.02	
REM000115	Canadian Linen & Uniform Service Corp	79.10	
REM000116	Delta Power Equipment	7.66	
REM000117	Meaghen Wert	132.21	
REM000118	Kyle Macrae	149.86	
REM000119	True North Achaeological Services Inc	2,153.02	
REM000120	SSC Janitorial Cleaning	2,590.51	

Disbursement Register - January 2025

Number	Name	Amount	
REM000121	A.P.I. Alarm Inc	497.10	
REM000122	Gregory Payne	112.67	
REM000123	Zedcor Security Solutions Corp	1,451.77	
REM000124	SLR Consulting (Canada) Ltd	12,927.21	Technical Services
REM000125	Sun Life Assurance Company of Canada	20,140.00	Group Benefits
REM000126	TJL Construction Ltd	42,834.16	Land Improvement Leitrim Boardwalk
REM000127	Moose Creek Precast	4,585.54	
REM000128	Staples Commercail/Trevipay	394.21	
REM000129	Lannin's Garage	382.75	
REM000130	Tenaquip Industrial Equipment	506.85	
REM000131	Ted Moran & Sons Ltd.	2,429.50	
REM000132	Shane Signs	401.15	
REM000133	Township of North Stormont	144.64	
REM000134	Laplante Chevrolet Buick GMC	1,281.76	
REM000135	Storm Internet Services	169.50	
REM000136	Nova Networks	3,610.29	
REM000137	M.R. Blais Sales & Services Inc	55.26	
REM000138	Lannin Home Building Centre	27.07	
REM000139	City of Ottawa	1,000.00	
REM000140	Brazeau Sanitation Inc.	1,423.80	
REM000141	North Grenville Times Inc.	401.07	
REM000142	Winchester Springs Mobile Wash	395.50	
REM000143	Simply Baked Catering Inc	504.00	
REM000144	4 Office Automation Ltd	97.46	
REM000145	Canadian Linen & Uniform Service Corp	79.10	
REM000146	United Counties of S.D. & G.	2,542.50	
REM000147	Donna Ferguson	220.35	
REM000148	Mister Sew & Sew/16256660 Canada Inc	1,348.37	
REM000149	Conservation Ontario	22,505.00	Levy
REM000150	BII Consulting	11,898.90	Contracted Services
REM000151	Annis, O'Sullivan, Vollebek Ltd.	11,847.58	Professional Services
REM000152	Endeavour Solutions Inc	12,876.46	Contracted Services
REM000153	Village of Casselman	2,300.00	
REM000154	Staples Commercail/Trevipay	141.17	
REM000155	Lannin's Garage	514.50	
REM000156	Tenaquip Industrial Equipment	306.98	
REM000157	Shane Signs	257.64	
REM000158	Township of North Stormont	368.33	
REM000159	Cansel	169.50	
REM000160	ATEL Air & Electric	340.13	
REM000161	George Darouze	1,358.58	
REM000162	Alain Enterprises Ltd	1,881.45	
REM000163	Postmedia	222.50	
REM000164	Canadian Linen & Uniform Service Corp	39.55	
REM000165	Wex Canada Ltd	519.57	
REM000166	Irwin Supply (Cornwall) Ltd	2,579.61	
REM000167	Rideau Valley Conservation Authority	59,503.52	ORCWP Claim 2
		273,534.96	



To: Board of Directors
From: Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
Jennifer Boyer, Managing Director, Approvals
Date: February 11, 2025
Subject: Request for Approval: Geotechnical Professional Services Contract

RECOMMENDATION:

The Board of Directors approve retaining SRL Consulting to provide expert geotechnical professional review services to an upset limit of \$55,000.

DISCUSSION:

South Nation Conservation (SNC) reviews geotechnical reports and provides technical advice as part of its provincially delegated role under the *Planning Act* and issuance of permits under the *Conservation Authorities Act*.

SNC occasionally relies on external consulting firms to complete technical reviews when necessary to maintain customer service timelines and for applications where a third-party review is beneficial.

SNC retained SRL Consulting (formerly Palmer Environmental Consulting Group) in August 2023 to support the review of specialized geotechnical reports. SLR contract ended in December 2024. SNC were satisfied with services provided during the term of the agreement. Staff recommend retaining SRL Consulting to provide expert opinion on potential retrogressive landslide areas to an upset limit of \$55,000 to December 2025.

Development review fees will offset the complete cost of SRL review when it is required for applications under the *Planning Act* and *Conservation Authorities Act*.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Technical reviews were included in the 2025 Budget package under Approvals Department, listed on page 31.

SNC Policy Adherence: The geotechnical review service contract adheres to clause (C) iv, SNC's Purchasing Policy (purchases \$25,000 up to \$100,000). A request for quotes process was completed for consultant selection in 2023.

Program and Services Category: Category 1 – Mandatory: (1) Provincially delegated review of natural hazards under the *Planning Act* and related memorandum of understanding and (2) Administration of Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24.

Sandra Mancini

Sandra Mancini, P.Eng.
Managing Director,
Natural Hazards and Infrastructure

Jennifer Boyer

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



To: Board of Directors
From: Jenifer Boyer, Managing Director, Approvals
Date: February 11th, 2025
Subject: Update: Annual Permit Timeline Compliance Reporting for Section 28.1 Permits

RECOMMENDATION:

The Board of Directors receive and file the Annual Permit Timeline Compliance Reporting for permits issued under Section 28.1 of the *Conservation Authorities Act*.

DISCUSSION:

Section 8.1 of Ontario Regulation 686/21 requires conservation authorities (CAs) to prepare an annual report on permit statistics, timelines, and compliance with requirements of O. Reg. 41/24. Since 2022, all CAs have prepared annual reporting on permit review and issuance timelines based on timelines outlined in the “Policies and Procedures for Conservation Authority Plan Review and Permitting” (“CALC”) document, as well as “best practice” timelines from Conservation Ontario (CO). The new regulatory reporting requirements replace the previous annual reporting framework.

Reporting timelines are either specified in O. Reg. 41/24 or as provided in the CO guidance document.

To promote a consistent annual reporting framework based on O. Reg. 686/21, CO prepared the *Annual Reporting Guidance and Template – Permit Timelines and Regulatory Compliance*, approved September 23, 2024. The Guidance provides a uniform reporting template for use by all CAs, allowing reports to be shared with CO to prepare an annual report that aggregates the data for CO Council each year. SNC will provide CO with the first annual report in February 2025. A copy of the reporting template is attached for information.

Conservation Ontario will be using the results of all of the CA permitting compliance and annual reporting to prepare for CO Council at the AGM in April 2025, along with reporting to the Province.

1. Conservation Ontario Reporting Standards: Annual Reporting Guidance

The first annual report prepared by CAs will cover permits under the amended *Conservation Authorities Act* (the “Act”) and Regulations. The report will document timelines and other reporting elements for those permits where the application was submitted on or after April 1st, 2024, up until December 31st, 2024, and a corresponding decision has been made with respect to the permit in the same time period.

This ensures the first annual report only reflects permit applications received, and decisions made pursuant to the amended Act and regulation. Permit applications



submitted prior to April 1, 2024 (i.e., under the previous regulation) were not included in this reporting.

Moving forward, annual reports will document permit timelines and other compliance matters for permits where a decision has been made (e.g., issue permit, recommend refusal, etc.) within the annual reporting period of January 1st – December 31st.

In addition to reporting on permit statistics and timelines, the Annual Report will provide details on compliance with the following elements of O. Reg. 41/24:

- public availability and annual review of CA mapping;
- notification of complete applications; and
- completion of administrative reviews (within 30 days following a request).

CAs will develop their own internal tracking methods to report on the timeliness of their reviews and compliance with applicable elements of O. Reg. 41/24.

2. Annual Reporting Permit Numbers and Reporting

Appendix A (attached) lists the permit compliance reporting template for South Nation Conservation (SNC) in 2024. A total of 109 permits under Section 28.1 of the Act were issued between April 1st and December 31st, 2024. Of this entire total, only 11 permits were outside of the service standard timelines, all which were from the “minor category”. Reasons ranged from: only 2 – 5 days outside timeframe; payment had not been received (complete application); and several that were to be deemed major once reviewed.

The CO service standards are 30 days for minor applications, 90 days for major applications. Major applications are highly complex, requiring full technical review, and must be supported by comprehensive analysis.

CAs also have 21-days to deem a permit application complete, which includes a review of the application, technical studies required and payment prior to processing.

Where variances from the timelines or other regulatory elements exist, CA staff may provide brief commentary on common reasons for such variances. This commentary could assist with the development of future guidance materials.

3. Annual Reporting to CA Board of Directors

Prior to publishing the Annual Report online, each CA should ensure the report has been received by their Board of Directors.

Once received by the Board of Directors, the Annual Report will be published on the CA’s website. As a best practice, the report should be published to the CA’s “Governance” webpage, as well as in a central location on any “CA Permitting / Regulations” webpage.



4. Permit Program Improvements and Future Implementation

SNC continues to see strong application and permit volumes in late 2024 and into 2025. Staffing capacity for permit management has increased; all planning staff are now completing permits for challenging files.

Staff continue to improve processes for defining complete application requirements to improve turnaround time for technical reviews. Staff are also making improvements to the file management database (OnBase) functionality, including the ability to pause files that are in multiple rounds of technical review or have delays in receiving payment.

SNC has also implemented several improvements to streamline permit reviews, such as:

- adhering to Complete Application submission requirements within the 21-day timeframe (full application, payment, technical studies required);
- tightening the technical review process standards and guidelines;
- providing application and technical review pre-consultations for clients;
- updating regulatory mapping to improve client service; and
- engaging stakeholders who submit a large number of permits (i.e., municipal roads staff, linear infrastructure) to streamline reviews and pre-screening to determine if permits are required.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on budget.

SNC Policy Adherence: The report on timelines is specified under the SNC Planning and Approvals Client Service Policy. A memorandum on timelines is also provided to Conservation Ontario as part of the Timely Review Taskforce agreement.

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

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

Attachments: 1. CO Annual Reporting Guidance Template
 2. Appendix A: SNC 2024 Annual Reporting Template



Annual Reporting Guidance and Template: Permit Timelines and Regulatory Compliance

*For review of permits pursuant to Section 28.1 of the Conservation
Authorities Act*

Note: This guidance provides best advice based on available materials and current understanding of the legislation and regulations. This guidance is not legal or professional advice.

Approved: September 23, 2024

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1. About This Document

On April 1, 2024, the *Conservation Authorities Act* was amended, bringing into force new legislative and regulatory requirements associated with Conservation Authority (CA) permitting. These include timelines associated with the permitting process, and a new requirement for all CAs to prepare an annual report outlining statistics on permits and the level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits).

This document provides an overview of timelines and best practices associated with the CA permitting process. A standard annual reporting template is provided in Appendix A for use by all CAs. Use of this template ensures that CA reporting meets the requirements of section 8.1 of O. Reg. 686/21, while providing a consistent format for CAs to provide annual reporting to their Board of Directors and Conservation Ontario.

2. Conservation Authority Review of Permit Applications under the *Conservation Authorities Act*

Conservation Authorities (CAs) issue permits under Section 28.1 of the *Conservation Authorities Act*. Section 28 of the Act establishes prohibited activities which shall not be undertaken by individuals in the area of jurisdiction of an Authority. These prohibitions include:

- Activities to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse or to change or interfere in any way with a wetland; and,
- Development activities in areas that are within the Authority's area of jurisdiction and are,
 - i. hazardous lands,
 - ii. wetlands,
 - iii. river or stream valleys the limits of which shall be determined in accordance with the regulations,
 - iv. areas that are adjacent or close to the shoreline of the Great Lakes-St. Lawrence River System or to an inland lake and that may be affected by flooding, erosion or dynamic beach hazards, such areas to be further determined or specified in accordance with the regulations, or
 - v. other areas in which development should be prohibited or regulated, as may be determined by the regulations.

Section 28.1 of the Act enables CAs to issue a permit for a person to engage in an activity that is otherwise prohibited. CAs may issue a permit if, in the opinion of the Authority:

- The activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;

- The activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and,
- Any other requirements that may be prescribed by the regulations are met.

CAs are responsible for the review of section 28.1 permit applications, and have greater control over the timeliness of approvals as compared to their role in plan review and input.

3. Level of Service

CAs are committed to providing positive client service and undertaking efficient reviews of permit applications, in accordance with legislated timelines and locally established policies and service standards. Key elements that support a high level of service when processing applications for permits are provided in Table 1 below.

Table 1: Elements of an Efficient and Effective Conservation Authority Permit Review Process

Early Communication (Pre-Submission)	<ul style="list-style-type: none"> • Early outreach to the CA to discuss the proposed works and permit application requirements. • Engagement in pre-submission consultation meetings to formally identify application requirements, including scope of necessary technical information, studies and plans, and applicable fees.
Collaboration	<ul style="list-style-type: none"> • Ongoing dialogue between the CA and applicant with a goal of achieving a complete application for CA consideration. • Identification of potential constraints and development of alternative solutions.
Complete Applications	<ul style="list-style-type: none"> • Submission of all necessary components of the permit application, including the fee, as well as necessary technical information, studies and plans.
Quality of Submissions	<ul style="list-style-type: none"> • Good quality applications, including submission of all components outlined in section 7 of O. Reg. 41/24. • Technical information, studies and plans are appropriately scoped further to CA Terms of Reference/Guidelines/Policies or details provided through pre-submission consultation.

Permit Application Review Timelines

Timelines associated with CA permit reviews are specified in section 7 of O. Reg. 41/24 and under section 28.1 of the *Conservation Authorities Act*. Per section 12 of O. Reg. 41/24, all CAs will develop policy and procedure documents outlining standard timelines for the

Authority to make decisions on permit applications following the notification to applicants that an application is deemed complete.

The CA Act and O. Reg. 41/24 outlines two distinct timelines associated with CA reviews of permit applications (provided in Table 2 below):

1. Upon receipt of an application and applicable fee, the Authority has **21 days** to notify the applicant in writing whether or not the application is deemed a “complete application”.
2. Once an application is deemed “complete”, the CA will complete their review and make a decision. Per subsection 28.1 (22) of the *CA Act*, if the CA has not made a decision within **90 days**, the applicant may appeal the application directly to the Ontario Land Tribunal on the basis of a non-decision. All timelines presented are in calendar days, and exclude statutory holidays.

Table 2 below outlines the stages of the permit application and review process, and associated timelines for CAs. Standard application review / decision timelines are provided for the purpose of consistent annual reporting. Individual CAs are encouraged to adopt these timelines in policy (further to section 12 of O. Reg. 41/24). These timelines do not preclude individual CAs from establishing additional targets which are reduced from these timelines.

Permit Categories

For the purpose of determining permit decision timelines, applications should be categorized as either a major or minor permit application. This supports an easier understanding by the public and streamlining of the decision-making process. Example descriptions of these categories are provided below. Individual CAs will determine and refine what is considered “major” and “minor” for the purpose of preparing annual reporting. It is acknowledged that internally, CAs may maintain additional categories of permit applications, further to their Board-approved fee policies and schedules.

- **Major Applications** for section 28.1 permits require significant staff involvement. These are generally highly complex projects (e.g., large subdivisions requiring technical review supported by comprehensive analysis), or smaller-scale site-specific applications requiring complex technical reviews. These proposals may involve sites with significant natural hazards, environmental impacts, or multiple approval process requirements. Major applications may include: Plans of Subdivision or Condominium, large Site Plan Control applications, major watercourse alterations, and major infrastructure development.
- **Minor applications** for section 28.1 permits generally have minor impacts on the control of flooding, erosion, dynamic beaches, or unstable soil or bedrock. Permit applications may be considered minor due to: a limited scale/scope of work, level of risk to health and safety of persons or property damage, location, or application requirements for technical information, studies or plans. Minor permit applications

are reviewed by CA staff and generally require standard recommendations or conditions. Generally, these include: minor fill, development, or site alteration where there is a high degree of certainty that issues associated with natural hazards are minimal.

Table 2: Level of Service for CA Permit Application Review

Application Process Step	Associated Timeline	Details
Pre-Submission	N/A	<ul style="list-style-type: none"> • Applicant contacts the CA to discuss proposed works and confirm permit requirements. CA schedules pre-submission consultation meeting at mutually agreeable time. • As a best practice, CAs will endeavor to respond to inquiries within 2 business days (or in accordance with locally established service standard), and schedule pre-submission consultation meetings in a timely manner.
Pre-Submission Consultation Section 6 of O. Reg. 41/24	N/A	<ul style="list-style-type: none"> • Pre-submission consultation may be requested by either the Authority or the applicant for the purposes of confirming the requirements for a complete application. • Where requested by the applicant, the Authority is required to engage in the pre-submission consultation. • Pre-submission consultation generally includes: review of complete application requirements, determination and scope of technical information, studies or plans needed to support the application, and a discussion of associated timelines and fees. • Site visits may be necessary to appropriately scope technical study requirements. • Pre-submission consultation streamlines the application review process, and provides the applicant with information to submit an application with greater certainty for approval. • No legislated timelines are associated with pre-submission consultation. As a best

Application Process Step	Associated Timeline	Details
		<p><i>practice</i>, CAs will communicate timelines associated with pre-submission consultation, and endeavor to confirm all complete application requirements (in writing) as soon as possible following the pre-submission consultation meeting.</p>
<p>Application Submission (Confirmation of a Complete Application) Section 7 of O. Reg. 41/24</p>	<p>21 Days (Regulatory Timeline)</p>	<ul style="list-style-type: none"> Once an applicant has submitted all required information (section 7 of O. Reg. 41/24) and paid the applicable permit fee, the CA has 21 days to review the application and notify the applicant in writing if the application is deemed “complete”. If it is determined that a permit can be approved/issued during this review period, the Authority may proceed directly with issuing a permit to the applicant. If the CA determines the application is complete, the CA will provide notice of a complete application in writing to the applicant. At this time, the application review / decision timeline (below) will begin. If the CA determines the application is incomplete, the CA will provide the applicant with reasons why the application is deemed “incomplete” in writing. The application review timeline (below) does not begin until an application is deemed complete.
<p>Application Review</p>	<p>90 Days (Major) 30 Days (Minor)</p>	<ul style="list-style-type: none"> Subsection 28.1(22) of the <i>CA Act</i> provides the applicant with the ability to appeal their application to the Ontario Land Tribunal if the CA has not provided a notice of a decision within 90 days after confirming a complete application has been submitted. <i>For greater certainty, this 90-day timeline does not begin until the CA has deemed the application complete.</i> Upon providing notice that a major application is complete, CAs will have 90

Application Process Step	Associated Timeline	Details
		<p>days to make a decision (issue permit or recommend refusal).</p> <ul style="list-style-type: none"> • Upon providing a notice that a minor application is complete, CAs will have 30 days to make a decision (issue permit or recommend refusal). <i>For greater certainty, despite this timeline, the ability to appeal a non-decision to the OLT remains 90 days following the confirmation of a complete application, regardless of the “permit category”.</i> • During this stage, the CA may not require new technical studies, information or plans, except through agreement with the applicant. The CA may ask the applicant for clarification or further details regarding any matter related to the application to help refine and prepare the application for approval. See “Requests for Clarification and Resubmissions” below for additional details.
<p>Notice of Decision – (Issue Permit or Recommend Refusal)</p>	<p>Within 90-Day Review Period (Major)</p> <p>Within 30-Day Review Period (Minor)</p>	<ul style="list-style-type: none"> • CA staff will provide a notice of decision to the applicant. • Where an application complies with legislative, regulatory and policy requirements, a permit will be issued. • Where an application cannot comply with legislative, regulatory and policy requirements, staff will discuss next steps with the applicant (e.g., comments, withdrawal, or referral to a hearing before the Authority).

If the CA has not made a decision on an application for a permit pursuant to Section 28.1 of the CA Act within the timelines noted above, the applicant may contact CA staff for application issue management. **As a best practice**, CAs should consider designating a “Client Service Facilitator” or equivalent to act as the key contact for such matters.

Open and ongoing communication between applicants and CA staff is a necessary element of efficient and effective CA reviews to avoid potential appeals. CAs will endeavor to

maintain open communication with applicants to ensure all parties are aware of the CA's review progress.

Administrative Reviews

Section 8 of O. Reg. 41/24 provides that an applicant may request a review of an application by the CA if:

- The applicant has not received notice whether their application is deemed a complete application within 21 days;
- The applicant disagrees with the CA's determination that the application is incomplete; or,
- The application believes the CA's request for other information, studies or plans is unreasonable.

When a request for review is received, CAs must complete a review no later than 30 days after it is requested. Additional details on the Administrative Review process can be found in Conservation Ontario's *Policy Guidance on the Process for Administrative Review Under Section 8 of Ontario Regulation 41/24*.

The 30-day timeline associated with completing an administrative review is a separate timeline, and does not relate to the 30 or 90-day timelines to make a decision on a complete permit application. As part of the annual reporting, CAs will track the number of requests for reviews received and whether reviews are completed within the regulatory timelines (i.e., 30 days).

Requests for Clarification and Resubmissions

As noted in Table 2, once a CA has provided notice of a complete application to the applicant, the CA cannot require new studies, technical information or plans, unless agreed to by the applicant. The CA may request clarification or further details from the applicant regarding any matter related to the application (e.g., deficiencies in technical information / studies / plans).

Requests for clarification / additional details, or applicant-initiated amendments to submitted permit applications ("resubmissions") may affect application review timelines. When requests for clarification are made to the applicant, it is recommended the CA "pause" the decision timeframe until a resubmission is made. Employing a "pause" best practice will more accurately reflect the overall timeliness of CA reviews and decision making. It should be noted that pausing/stopping the clock for the purpose of the CA review and decision-making period does not impact the applicant's ability to appeal a complete application to the OLT after 90 days on the basis of a non-decision. Maintaining a productive, iterative dialogue between the CA and applicant is a best practice to avoid potential appeal processes.

Permits Issued By Minister

Further to Section 28.1.1 of the *CA Act*, and subject to the regulations, the Minister (Ministry of Natural Resources) may issue an order to:

- Direct a CA not to issue a permit to a person who wishes to engage in an activity that, without a permit, would be prohibited under section 28 of the *CA Act*; or,
- Direct a CA or CAs to not issue permits to any persons who may wish to engage in a type or class of activity that, without a permit, would be prohibited under section 28 of the *CA Act*, for a specified period of time.

Where such an order is made, the Minister will assume the responsibility for any permitting needs for the specified persons or activities in the order. CAs are not required to track timeliness associated with these permits, however, will provide details on how many applications are subject to such orders in a given year (see Appendix A).

4. Annual Reporting Requirements

Regulatory Requirement

Ontario Regulation 686/21 (Mandatory Programs and Services) under the *Conservation Authorities Act* was amended on April 1, 2024 to include annual reporting requirements for CAs. Further to section 8.1 of the regulation, all CAs are required to prepare and publish (“make public”) an annual report outlining statistics on permits, including reporting on the level of compliance with requirements of O. Reg. 41/24 respecting the application for and issuance of permits, including any associated timelines.

In addition to reporting on permit statistics and timelines, the Annual Report will provide details on compliance with the following elements of O. Reg. 41/24:

- Public availability and annual review of CA mapping;
- Notification of complete applications; and,
- Completion of administrative reviews (within 30 days following a request).

CAs will develop their own internal tracking methods to report on the timeliness of their reviews and compliance with applicable elements of O. Reg. 41/24. Appendix A provides a standard template for CAs to present their annual reports to ensure comparability between CAs. Where variances from the timelines or other regulatory elements exist, CA staff may provide brief commentary on common reasons for such variances. This commentary could assist with the development of future guidance materials.

Annual Reporting to the CA Board of Directors

Prior to publishing the Annual Report online, each CA should ensure the report has been received by their Board of Directors. It is recognized that all CAs have been reporting

annually to their Board of Directors since 2022, and many CAs elect to provide more frequent reports (e.g., quarterly, bi-annually, etc.). The standard template in Appendix A demonstrates how the report should be presented.

Once received by the Board, the Annual Report will be published on the CA's website. **As a best practice**, the report should be published to the CA's "Governance" webpage, as well as in a central location on any "CA Permitting / Regulations" webpage.

Annual Reporting to Conservation Ontario Council

Conservation Ontario will prepare an annual report to CO Council on the collective outcomes of all CAs' Annual Reports. The first CO Annual Report under this framework will be received by CO Council in April 2025, and will cover permits issued from April 1 – December 31, 2024. For annual reporting for 2025 and beyond, CO will request each CAs' Annual Report in February of each year for consideration by Conservation Ontario Council at their Annual General Meeting.

Appendix A: Annual Reporting Template

Conservation Authority:	
Annual Reporting – Permit Statistics	
Total Permits Issued (Overall) (January 1 ¹ – December 31):	#
Total Major Permits Issued (January 1 ¹ – December 31):	#
Total Minor Permits Issued (January 1 ¹ – December 31):	#
Total Applications Subject to Minister’s Order (Minister’s Review):	#
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	# + commentary for those not completed in 21 days.
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	#
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	#
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	#
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	#
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	Commentary
PERMIT TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline ():	Average # of days
PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS) Average Major Permit Review Timeline:	Average # of days
PERMIT TIMELINES (AVERAGE – MINOR – 30 DAYS) Average Minor Permit Review Timeline:	Average # of days

¹ Note: For the first Annual Report using this framework will only capture permits issued from April 1 – December 31, 2024.

Annual Reporting - Compliance with O. Reg. 41/24	
MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes / No (+commentary)
MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	Yes / No (+commentary)
ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:	#
ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:	# + commentary for those not completed within 30 days

2024 Conservation Ontario Annual Reporting Template: Permit Timelines and Regulatory Compliance

Conservation Authority:	South Nation Conservation
Annual Reporting – Permit Statistics	
Total Permits Issued (Overall) (April 1 – December 31):	109 Permits
Total Major Permits Issued (April 1 – December 31):	17 Permits
Total Minor Permits Issued (April 1 – December 31):	92 Permits
Total Applications Subject to Minister’s Order (Minister’s Review):	0
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	82 permits
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	17 Permits
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	81 Permits
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	11 Permits
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	Change in CA Act Regulation April 1, 2024 Implementation of Conservation Ontario Permit Timelines and Regulatory Compliance & complete application requirements for permits

	<p>Determination of minor vs. Major permit applications.</p> <p>Several complicated permit applications tied to major urban expansion and large-scale subdivision applications in tandem</p> <p>Staffing changes: Department Director Regulations Officer, Planning Administrator all changed in 2024</p>
<p>PERMIT TIMELINES (AVERAGE - ALL) Overall Average Permit Review Timeline ():</p>	17 Days
<p>PERMIT TIMELINES (AVERAGE - MAJOR - 90 DAYS) Average Major Permit Review Timeline:</p>	27 Days
<p>PERMIT TIMELINES (AVERAGE - MINOR - 30 DAYS) Average Minor Permit Review Timeline:</p>	15 Days
Annual Reporting - Compliance with O. Reg. 41/24	
<p>MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)</p>	<p>Yes Maps are available both on our website and at our office for convenience</p>
<p>MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)</p>	Yes
<p>ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:</p>	0
<p>ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:</p>	0



To: Board of Directors
From: James Holland, Senior Planner
Date: February 11th, 2025
Subject: Update: Planning Activity

RECOMMENDATION:

The Board of Directors receive and file the Planning Activity update January 2025.

DISCUSSION:

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

The list below includes planning applications received in the month of January 2025.

#	Municipality	Property	Application Type
1	Alfred and Plantagenet	190 Lake George Rd	Consent
2	Alfred and Plantagenet	760 County Rd 19	Consent
3	Alfred and Plantagenet	Concession 4 Rd	Consent
4	Alfred and Plantagenet	545 County Rd 9	Official Plan Amendment
5	Alfred and Plantagenet	Principal St	Subdivision
6	Alfred and Plantagenet	Lake George Rd	Zoning By-Law Amendment
7	Augusta	3024 County Rd 18	Consent
8	Clarence-Rockland	1494 Bouvier Rd	Consent
9	Clarence-Rockland	2832 Laurier St	Consent
10	Clarence-Rockland	Labonte Street	Consent
11	Clarence-Rockland	Labonte Street	Consent
12	Clarence-Rockland	1836 Bouvier Road	Consent
13	Clarence-Rockland	County Rd 17 St	Site Plan Control
14	Clarence-Rockland	1710 Landry St	Site Plan Control
15	Clarence-Rockland	De La Baie Rd	Zoning By-Law Amendment
16	Nation	2021 Rte 600 W	Consent
17	Nation	1350 Chemin Concession 9	Consent
18	Nation	Route 100 W	Consent
19	Nation	Route 100 W	Consent
20	Nation	Route 100 W	Consent
21	Nation	1303 Rte 650	Consent
22	North Stormont	16825 County Rd 15	Consent
23	North Stormont	16390 Sixth Rd	Consent
24	Ottawa	1842 Kingsdale Ave	Consent
25	Ottawa	1842 Kingsdale Ave	Consent
26	Ottawa	9 Kemp Dr	Minor Variance



#	Municipality	Property	Application Type
27	Ottawa	2367 Tenth Line Road	Subdivision
28	Ottawa	9th Line Rd	Zoning By-Law Amendment
29	Ottawa	Multiple Address	Zoning By-Law Amendment
30	Russell	Ste Marie St	Consent
31	Russell	St Thomas Rd	Consent
32	Russell	1758 St Jacques Rd	Consent
33	Russell	1203 St Augustin Rd	Site Plan Control
34	Russell	Labelle St	Zoning By-Law Amendment
35	South Dundas	12149 County Rd 18	Consent
36	South Stormont	County Rd 18	Consent

The list below includes residential subdivision and site plan clearances in the month of January 2025.


#	Landowner	Municipality	Subdivision	Dwelling Units
1	Melanie Construction	Russell	Southwest Park Phase 1, Russell	120
2	G & E Reno Construction	North Stormont	McBain Subdivision, Crysler	272

The table below summarizes application pre-consultation reviews requested by the municipality and property inquiry letters issued in the month of January 2025.

#	Municipality	Application type
1	North Stormont	Zoning By-Law Amendment
2	North Stormont	Subdivision
3	Russell	Site Plan
4	Russell	Site Plan
5	Russell	Site Plan
6	Ottawa	Property Inquiry

Staff will continue to track applications and associated timelines to ensure timely reviews.

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



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



To: Board of Directors
From: Marieh Rajaie, Water Resources Specialist, Engineering
Date: January 13th, 2025
Subject: Update: Technical Reviews

RECOMMENDATION:

The Board of Directors receive and file the Technical Reviews update for January 2025.

DISCUSSION:

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

The following table is a summary of technical reviews completed in January 2025.

Review Type	# Reports/ Files Received	# of Reviews Completed
Development Applications		
Stormwater Management Ponds	7	7
Geotechnical and geomorphology reports, as well as landslide files	6	6
Permit Applications		
Watercourse alteration, bridge removal and replacement, shoreline erosion protection, culvert installation and replacement, dock and deck installation, slope stability assessment, pipeline installation, septic installation, stormwater management pond outlets, construction of new buildings, place and removal of fills	12	15
Total	25	28

Staff will continue to track applications and associated timelines to ensure timely reviews.

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

Marieh Rajaie

Marieh Rajaie,
 Water Resources Specialist, Engineering



To: Board of Directors
From: Jennifer Boyer, Managing Director, Approvals
Date: February 11, 2025
Subject: Update: Section 28.1 Permits Issued

RECOMMENDATION:

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

DISCUSSION:

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

The table below lists the permits issued in the month of January 2025.

#	Project No.	Permit Holder	Municipality	Project
1	2024-NAT-R060	Sylvain Pelletier & Josee Longtin	Nation	Residential Construction with Septic
2	2024-RUS-R198	United Counties of Prescott-Russell	Russell	Culvert Replacement
3	2024-SDU-R201	Heather Hewison	South Dundas	Install a Dock and Shoreline Work
4	2024-RUS-R205	Russell Township	Russell	St-Pierre Bridge Replacement
5	2024-NDU-R225	Xplore Inc.	North Dundas	Fiber Optic Cable
6	2024-NDU-R226	Xplore Inc.	North Dundas	Fiber Optic Cable
7	2024-SDU-R227	Xplore Inc.	South Dundas	Fiber Optic Cable
8	2024-SDU-R228	Xplore Inc.	South Dundas	Fiber Optic Cable
9	2024-SDU-R229	Xplore Inc.	South Dundas	Fiber Optic Cable
10	2024-SDU-R230	Xplore Inc.	South Dundas	Fiber Optic Cable
11	2024-NST-R231	Xplore Inc.	North Stormont	Fiber Optic Cable
12	2024-SDU-R232	Xplore Inc.	South Dundas	Fiber Optic Cable
13	2024-SDU-R233	Xplore Inc.	South Dundas	Fiber Optic Cable
14	2024-NST-R234	Xplore Inc.	North Stormont	Fiber Optic Cable
15	2024-SDU-R235	Xplore Inc.	South Dundas	Fiber Optic Cable
16	2024-SDU-R236	Xplore Inc.	South Dundas	Fiber Optic Cable
17	2024-NDU-R240	Upper Canada District School Board	North Dundas	Fence Installation
18	2025-CLR-R002	Cash House Buyer Inc.	Clarence-Rockland	Septic Installation
19	2025-CLR-R005	Fossil Homes	Clarence-Rockland	Septic Installation

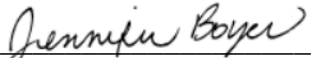
This table provides a summary of permit related site visits undertaken in January 2025 and to date in 2025.



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Permit Site Visits and Inspections 2025		
Action	January 2025	Total
Permit Compliance Inspections	10	10
Pre-consultations	1	1

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


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

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To: Board of Directors
From: Gregory Payne, Regulations Officer
Date: February 11th, 2025
Subject: Update: Enforcement of Parts VI and VII of the Act

RECOMMENDATION:

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

DISCUSSION:

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

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

#	File No.	Municipality	Description
1	ENF2025-ALP-01	Alfred and Plantagenet	Reported development activity in a regulated area

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

Enforcement and Compliance Actions 2025		
Action	January 2025	Total
Site Visits	4	4
Files Resolved	0	0
Referred to Correct Agency	0	0
Stop Orders Issued	0	0
Provincial Offences Charges Laid	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 Sauvé, Chief Building Official Part 8 - Septic Systems
Date: February 11th, 2024
Subject: Update: On-Site Sewage Permits Received

RECOMMENDATION:

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

DISCUSSION:

South Nation Conservation (“SNC”) staff issue permits under Part 8 of the Ontario Building Code on behalf of sixteen municipalities. The list below includes permits received in the month of January 2025. Septic system searches and renovation reviews are not included.

	Permit Number	Landowner(s)	Municipality	Description
1	CR-25-01	Fossil Homes	Clarence-Rockland	New Construction
2	EH-25-01	Michel Gauthier	East Hawkesbury	New Construction
3	RU-25-01	Eric Clement Construction	Russell	New Construction
4	CH-25-01	Ricardo Galerio & Christine Noiseaux	Champlain	New Construction
5	RU-25-02	Park View Homes	Russell	New Construction
6	AP-25-01	John Jacquard	Alfred Plantagenet	New Construction
7	ND-25-01	Eric & Mariet Bretelet	North Dundas	New Construction
8	NA-25-02	Entrepreneur Holding Corp. c/o Dustin Wilson	Nation	New Construction
9	NA-25-03	Caroline Dion & Vincent Martin	Nation	New Construction
10	SS-25-01	Nicholas Gauthier	South Stormont	New Construction
11	CR-25-04	Jacques Pagé & Claire Guindon	Clarence-Rockland	New Construction
12	CR-25-05 A	10378194 Canada Inc. c/o André Sicard	Clarence-Rockland	New Construction
13	CR-25-05 B	10378194 Canada Inc. c/o André Sicard	Clarence-Rockland	New Construction
14	ND-25-03	Joanne MacDonald & Peter Harris	North Dundas	New Construction
15	CR-25-06	Bourgon & Lavigne Development inc.	Clarence-Rockland	New Construction
16	NA-25-04	Aldo Tomassini & Sherry Lynne Hollinger	Nation	New Construction
17	SS-25-03	2412096 Ontario Inc.	South Stormont	New Construction
18	SS-25-04	Jeff Barcier	South Stormont	New Construction
19	SD-25-01	David & Zakiya Carswell	South Dundas	New Construction
20	ND-25-04	Richard & Catherina Groniger	North Dundas	Alteration Only



	Permit Number	Landowner(s)	Municipality	Description
21	SS-25-02	Devon Wensink & Sarah-Jean Campbell	South Stormont	Decommissioning of a Septic System
22	NA-25-01	Jean-Roch & Jean-Gilles Rainville	Nation	System Replacement
23	EC-25-01	Louis-Philippe Baisi	Edwardsburgh Cardinal	System Replacement
24	CR-25-02	Stephane Boudrias	Clarence-Rockland	System Replacement
25	AP-25-02	Michele & Jason Wedemir	Alfred Plantagenet	System Replacement
26	EC-25-02	Tim & Laura Chajkowski	Edwardsburgh Cardinal	System Replacement
27	AU-25-01	Anglican Church	Augusta	System Replacement
28	CR-25-03	Marie Paule & Leilah Debelle	Clarence-Rockland	System Replacement
29	EC-25-03	Jason Slobogan	Edwardsburgh Cardinal	System Replacement
30	ND-25-02	Bryson Hipkin	North Dundas	System Replacement
31	CR-25-07	Masanori Hirose	Clarence-Rockland	System Replacement
32	FY-25-01	Henry Wiebe	Front of Yonge	Tank
33	RU-25-03	Carley Vanderhulst & Barry Kerfoot	Russell	Tank

Staff will continue to track permit applications and associated timelines to ensure timely service delivery.

Programs & Services Category: Category 2 – Municipal Service Agreements: Building Code Part 8 Program Delivery

Monique Sauvé,
Chief Building Official Part 8 - Septic Systems



To: Board of Directors
From: John Mesman, Managing Director
Date: February 4, 2024
Subject: Update: SNC's 2025 Provincial Election Strategy

RECOMMENDATION:

The Board of Directors receive and file SNC's 2025 Provincial Election Strategy.

DISCUSSION:

Conservation Authorities (CAs) exist under provincial legislation, deliver some provincially funded programs, and are largely governed and funded by member municipalities.

Ontario's next Provincial election will be held on February 27, 2025.

South Nation Conservation's (SNC) involvement in the upcoming elections will focus on sharing resources online and with prospective and elected local candidates.

SNC's outreach will focus on sharing election-related content developed by Ontario Nature and the Association of Municipalities of Ontario. These organizations are registered third-party advertisers and have created non-partisan resources to highlight environmental and municipal priorities.

Ontario Nature's Election Strategy

Ontario Nature is working to elevate biodiversity and conservation issues during the provincial election. Their key election priorities include:

- Protecting 30% of Ontario's lands and waters by 2030.
- Restoring protections for species at risk and natural heritage.
- Reinstating Conservation Authorities' oversight on land-use planning to mitigate environmental risks.
- Increasing investment in nature-based climate solutions, including wetland restoration and tree planting.

Ontario Nature encourages voters to consider candidates' positions on these issues and to ask how they will address biodiversity loss, habitat protection, and sustainable development.

Association of Municipalities of Ontario (AMO) – Vote on Quality of Life

AMO's 2025 election campaign, Vote on Quality of Life, focuses on municipal priorities and their impact on communities (www.voteonqualityoflife.ca). AMO highlights the need for:

- Long-term funding solutions for municipal infrastructure and services.
 - Sustainable land-use planning that balances development with environmental protection.
 - Stronger municipal input on provincial decision-making, particularly concerning land-use and conservation policies.
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Implementation Plan

SNC will distribute Ontario Nature and AMO election materials through:

- SNC's website and social media channels.
- Direct emails to municipal partners and local stakeholders.
- Briefing packages for candidates and elected officials' post-election.

This approach ensures SNC remains compliant with regulations while supporting information-sharing on key conservation and municipal issues.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Outreach activities included in the 2025 SNC Budget under Corporate Services: Corporate Communications, pages 38-39.

SNC Policy Adherence: Not applicable at this time.

John Mesman,
Managing Director, Property, Conservation Lands, and Community Outreach



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: January 30th, 2025
Subject: Update: 2025 Conferences

RECOMMENDATION:

The Board of Directors receive and file the 2025 Conferences report; and

FURTHER THAT: The Board of Directors coordinate their conference attendance with the Secretary-Treasurer.

DISCUSSION:

In 2025 there are a number of environmental conferences that Board Members may find interesting (attached).

The Board of Directors approved training and development funding for each Board Member (BD-176/23) as follows:

- Annual allowance for Board Member [excluding Agricultural Sector Representative] conference attendance will be set at \$1,500 per year for all conferences, accruable through a Member's term; and
- Expenses for attendance at Conservation Ontario Council Meetings will be extra.

SNC Administrative By-Law also states the following regarding conference expenses:

- The budget shall contain funding for Directors, excluding the Agricultural Sector Representative, to attend conferences; and
- Directors, excluding the Agricultural Sector Representative, may be paid for days spent attending conferences, but not for travel to and from conferences.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Board of Directors training and development is included in the 2025 Budget under Corporate and Community Services: Corporate Services, pages 36-37.

SNC Policy Adherence: Conference expenditures adhere to the SNC Purchasing Policy (i.e., signing approvals).

Ronda Boutz,
Secretary-Treasurer.

Attachment: 2025 Conference Listing

2025 Conference Listing

Date	Conference	Conference Theme/Focus	Location
March 26-27	Source to Stream Conference	Stormwater and erosion and sediment control	Brampton, ON
April 10	A2A Science Symposium 2025	Ecosystem connectivity: Algonquin to Adirondacks (A2A) Collaborative	Clayton, NY
March 30 – April 2	Ontario Good Roads Association	Municipal conference	Toronto, ON
April 21-23	Innovations in Climate Resilience	Climate change innovations, industry focus	Washington, D.C.
April 30 – May 2	Ontario Small Urban Municipalities (OSUM) Annual Conference	Municipal conference	Collingwood, ON
May 1-2	Watersheds Canada National Conference	Stewardship and community-based projects and demonstrations	Haliburton, ON
May 14-16	Great Lakes and St. Lawrence Cities Initiative Annual Meeting	St. Lawrence River and Great Lakes water quality and quantity issues and initiatives	Milwaukee, WI
May 18-21	2025 World Environmental & Water Resources Congress	Water resources professionals, policy, and engineering focus	Anchorage, AK
May 20-24	IAGLR's 68th Annual Conference on Great Lakes Research	Great Lakes, focus on research initiatives	Windsor, ON
May 25-29	Canadian Water Resources Association	Technical sessions and workshops on water resources, shared water across jurisdictions	Penticton, BC
May 29 – June 1	Federation of Canadian Municipalities: Annual Conference and Trade Show	Municipal conference	Ottawa, ON
August 3-6	Soil and Water Conservation Society	Conservation focus gathering researchers, practitioners, farmers and industry	Costa Mesa, CA
August 17-20	Association of Municipalities of Ontario (AMO)	Municipal conference	Ottawa, ON
September 17-19	Ontario East Municipal Conference	Municipal conference	Ottawa, ON
October (dates TBC)	Latornell Conservation Symposium	Conservation with a Conservation Authority focus	Woodbridge, ON
October (dates TBC)	River Symposium	St. Lawrence River: local initiatives and research	Cornwall, ON
November 10-12	American Water Resources Conference	Water resources management	Westminster, CO
<i>To be confirmed</i>	L'Association française des municipalités de l'Ontario	Municipal conference	<i>To be confirmed</i>

Note: this is not an exhaustive listing, if Members are interest in a conference not listed, please contact the Secretary-Treasurer.



To: Board of Directors
From: Michelle Cavanagh, Team Lead, Special Projects
Date: February 5th, 2025
Subject: Recognition for Years of Service: Brent Harbers, 10 Years

RECOMMENDATION:

The Board of Directors congratulate Brent Harbers for his 10 years with South Nation Conservation.

Brent Harbers, Watershed Biologist: 10 Years

A longtime resident of Eastern Ontario, Brent's interest in the natural environment led him to the University of Guelph where he studied Environmental Science with a focus on Natural Resource Management. During his third year at university, Brent came to SNC as a summer student, working on invasive species monitoring and management through our partnership with the Ontario Federation of Anglers and Hunters. After completing his bachelor's degree, he returned in 2015 as a Science and Research Student and assisted with various monitoring programs and stewardship and restoration projects.

It was quickly recognized that Brent was a valuable addition to the SNC team where he moved from Student to Stewardship Technician in 2017, and then Watershed Biologist in 2018. During this time Brent also acquired an Ecological Restoration Professional Specialization Certificate from the University of Victoria and has since been accepted as a Certified Ecological Restoration Practitioner by the Society for Ecological Restoration.

Over the past several years Brent has taken a more active role in planning and carrying out restoration activities; and has worked on significant wetland, grassland and pollinator habitat restoration projects on both public and private land. These projects not only required knowledge of various site-specific restoration techniques but also involved coordination with multiple stakeholders. His ability to solve problems, manage timelines, and stay organized while meeting or exceeding deadlines has been key to SNC's achievements in improving our local environment.

Brent's strong work ethic, dedication and keen interest in environmental work combined with an open, genuine and congenial personality make him a wonderful colleague and asset for the Authority.

Congratulations Brent, we look forward to many more years working together.

Michelle Cavanagh,
Team Lead, Special Projects