



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Meeting Agenda

Date: September 29th, 2022

Time: 9:00 am

Location: Watershed Room, SNC

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





Board of Directors

Meeting Agenda

September 29th, 2022 at 9:00 am

1. Chair's Remarks
 2. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
 3. Declaration of Conflict of Interest
 4. SNC Project Update – PowerPoint Presentation: Staff
 5. Request for Approval:
 - a. Board of Directors Meeting Minutes of August 18th, 2022 4-13
 - b. SNC Committee Meeting Highlights and Minutes of: 14-15
 - i. Forestry Committee meeting minutes of September 6th, 2022: Ronda 16-19
 - ii. Fish and Wildlife Committee meeting minutes of September 6th, 2022: Ronda 20-24
 - iii. Joint Occupational Health and Safety meeting minutes of September 7th, 2022: Hannah 25-31
 - iv. Clean Water Committee meeting minutes of September 12th, 2022: Ronda 32-37
 6. New Business:
 - a. Request for Approval: Enlargement of Conservation Authority's Area of Jurisdiction for delivery of Part 8 of the Building Code: Township of Front of Yonge: Carl 38-41
 - b. Request for Approval: Sewage System Management Agreement: Township of Front of Yonge: Eric 42-58
 - c. Request for Approval: Progress Report to the Ministry of Natural Resources and Forestry: Ronda 59-60
 - d. Request for Approval: Personnel Policy Housekeeping Updates: Eric 61
 - e. Request for Approval: Funding Submissions: Katherine 62-64
 - f. Request for Approval: Wetland Regulation Updates: Alison 65-68
 - g. Update: Planning Activity: James 69-72
 - h. Request for Approval: Permits Issued: Alison 73-74
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- i. Update: On-site Sewage Permits Issued: Alison 75-76
- 7. Financial Reports
 - a. Request for Approval: Monies Received and Disbursement Register for August 2022: Johanna 77-80
 - b. Request for Approval: 2023 Fee Schedules and Fee Policy: Alison 81-88
 - c. Request for Approval: 2023 Levy and Budget Schedule: Ronda 89
 - d. Request for Approval: Forest Harvest Contract: Caroline 90-91
- 8. Supplemental Agenda
 - a. Update: Estimated Statement of Operations for August 31st, 2022: Johanna
- 9. Correspondence (if any)
- 10. Dates of Upcoming Meetings
 - Third Thursday, at 9:00 a.m. unless indicated otherwise:
 - October 20th, 2022
 - November 17th, 2022 (Draft Budget presentation)
 - December 15th, 2022 (Draft #2 Budget presentation if needed)
- 11. Future Motions of the Board and/or Discussion of SNC Issues
- 12. Closed Session
- 13. Adjournment

Carl Bickerdike,
Acting General Manager.

/rb



BOARD OF DIRECTORS MEETING

Meeting No. 06/22
Thursday, August 18th, 2022 - 9:00 a.m.
Watershed Room, SNC



Directors Present:

Pierre Leroux, Prescott Russell, Chair
Steve Densham, Stormont Dundas Glengarry, Vice Chair
(electronic participation)
George Darouze, City of Ottawa, Past Chair *(electronic participation)*
Dana Farcasiu, Leeds Grenville
John Hunter, Leeds Grenville
Catherine Kitts, City of Ottawa *(electronic participation)*
Archie Mellan, Stormont Dundas Glengarry
Bill Smirle, Stormont Dundas Glengarry
François St. Amour, Prescott Russell

Regrets:

Allan Hubley, City of Ottawa
Gerrie Kautz, City of Ottawa
Mario Zanth, Prescott Russell

Staff Present:

Angela Coleman, General Manager/Secretary-Treasurer
Carl Bickerdike, Team Lead, Corporate Services
Johanna Barkley, Director of Finance
Ronda Boutz, Team Lead, Special Projects
Michelle Cavanagh, Team Lead, Stewardship
Deborah Edwards, Accounting Assistant
Caroline Goulet, Forester
James Holland, Senior Planner
Sandra Mancini, Team Lead, Engineering
Alison McDonald, Team Lead, Approvals
Eric McGill, Corporate Counsel
John Mesman, Team Lead, Community Lands and Outreach



TRADITIONAL LAND ACKNOWLEDGEMENT

Ronda Boutz, Team Lead, Special Projects, read an Indigenous land acknowledgement.

CHAIRS REMARKS

Pierre Leroux, Chair, called the SNC Board of Directors meeting of August 18th, 2022 to order at 9:00 a.m.

APPROVAL OF SNC BOARD OF DIRECTORS MAIN AND SUPPLEMENTAL AGENDAS

RESOLUTION NO. BD-124/22

Moved by: Bill Smirle
Seconded by: John Hunter

RESOLVED THAT:

The Board of Directors approve the August 18th, 2022, Board of Directors main and supplemental agendas.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented project and program updates.

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES JUNE 16TH, 2022

RESOLUTION NO. BD-125/22

Moved by: François St. Amour
Seconded by: Steve Densham

RESOLVED THAT:

The Members approve the Board of Directors meeting minutes of June 16th, 2022 as submitted.

CARRIED



NEW BUSINESS

UPDATE: REQUIRED DELIVERABLES UNDER THE CONSERVATION AUTHORITIES ACT

RESOLUTION NO. BD-126/22

Moved by: Archie Mellan
Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors receive and file the Required Deliverables under the *Conservation Authorities Act* update.

CARRIED

REQUEST FOR APPROVAL: SNC STANDING COMMITTEES WORK PLAN

RESOLUTION NO. BD-127/22

Moved by: George Darouze
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approve the SNC Standing Committees Work Plan as presented.

CARRIED

REQUEST FOR APPROVAL: EROSION CONTROL PROJECT MANAGEMENT AGREEMENT

RESOLUTION NO. BD-128/22

Moved by: Dana Farcasiu
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve entering into a service agreement with the Township of Russell to manage an erosion control project on East York Creek for approximately \$70,000 plus HST.

CARRIED



REQUEST FOR APPROVAL: CITY OF OTTAWA FLOOD PLAIN AND EROSION HAZARDS PROPOSAL

RESOLUTION NO. BD-129/22

Moved by: John Hunter
Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors approve the submission of the Delineation of Flood Plain and Erosion Hazards within the City of Ottawa Proposal to the City of Ottawa at an upset SNC contribution of \$125,000 per year, for 6 years, with matching contributions from the City of Ottawa.

CARRIED

REQUEST FOR APPROVAL: CITY OF OTTAWA BEAR BROOK WATERSHED STUDY

RESOLUTION NO. BD-130/22

Moved by: Dana Farcasiu
Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors approve staff entering into discussions with the City of Ottawa for the delivery of a Bear Brook Watershed Study.

CARRIED

UPDATE: STORM RECOVERY FOR PRIVATE WOODLOT OWNERS

RESOLUTION NO. BD-131/22

Moved by: Dana Farcasiu
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors receive and file the update on the May 21st storm recovery for private woodlot owners; and

FURTHER THAT:

The Board of Directors recommend that the Province of Ontario activate the natural disaster recovery assistance program for areas affected by the May 21st Storm and that they consider



establishing a recovery program similar to the 1998 Ice Storm.

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS ISSUED

RESOLUTION NO. BD-132/22

Moved by: François St. Amour
Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors receive and file the On-Site Sewage Permits Issued update for June and July 2022.

CARRIED

UPDATE: PLANNING ACTIVITY

RESOLUTION NO. BD-133/22

Moved by: John Hunter
Seconded by: Archie Mellan

RESOLVED THAT:

The Board of Directors receive and file the Planning Activity update for June and July 2022.

CARRIED

REQUEST FOR APPROVAL: PERMITS ISSUED

RESOLUTION NO. BD-134/22

Moved by: Dana Farcasiu
Seconded by: John Hunter

RESOLVED THAT:

The SNC Board of Directors approve permits 97 through 171 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

CARRIED



The Board of Directors recessed at 10:17 a.m.

The Board of Directors reconvened at 10:29 a.m.

FINANCIAL REPORTS

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR JUNE AND JULY 2022

RESOLUTION NO. BD-135/22

Moved by: François St. Amour
Seconded by: John Hunter

RESOLVED THAT:

The Board of Directors receive and file the money received report for June and July 2022; and

FURTHER THAT:

The Board approve the Disbursement Register of \$1,724,936.18 for June & July 2022.

CARRIED

REQUEST FOR APPROVAL: UPDATE OF AUTHORITY SIGNING OFFICERS

RESOLUTION NO. BD-136/22

Moved by: Bill Smirle
Seconded by: Archie Mellan

RESOLVED THAT:

For banking purposes, the Authority signing officers be one of: Chairman; Vice-Chairman; or Past Chairman; and one of: General Manager/ Secretary-Treasurer; Director of Finance; Team Lead, Corporate Services; or Team Lead, Special Projects. For all other purposes, that fall within their signing limit and/or there is a Board Resolution, any of: Chairman; Vice-Chairman; Past Chairman; General Manager/Secretary-Treasurer; Team Lead, Corporate Services; or Team Lead, Special Projects; and

FURTHER THAT:

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 \$10,000, 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 Team Lead, Corporate Services. The Team Lead, Corporate Services may delegate the use of these tools to his/her delegate.

FURTHER THAT:

All other sections of the Annual Authority Approvals (BD-004/22) remain unchanged; and

FURTHER THAT:

The Signing Officers be updated in the Purchasing Policy and Administrative Bylaws.

CARRIED

REQUEST FOR APPROVAL: FINDLAY CREEK BOARDWALK EXTENSION DESIGN CONTRACT

RESOLUTUION NO. BD-137/22

Moved by: John Hunter
Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors approve retaining vendor A to complete the Findlay Creek Boardwalk Extension Design contract at an approximate cost of \$87,980, plus HST.

CARRIED

REQUEST FOR APPROVAL: CHESTERVILLE DAM ICE MANAGEMENT STUDY

RESOLUTUION NO. BD-138/22

Moved by: George Darouze
Seconded by: Steve Densham



RESOLVED THAT:

The Board of Directors retain the services of Stantec Consulting to undertake the Chesterville Dam - Ice Management Study at an approximate cost of \$70,000, plus HST.

CARRIED

SUPPLEMENTAL AGENDA

UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR JULY 31ST, 2022

RESOLUTION NO. BD-139/22

Moved by: Dana Farcasiu
Seconded by: Archie Mellan

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31st, 2022, as of July 31st, 2022, update.

CARRIED

CLOSED SESSION

RESOLUTION NO. BD-140/22

Moved by: Bill Smirle
Seconded by: Dana Farcasiu

RESOLVED THAT:

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

- Update: Personnel Matters

CARRIED

The Board of Directors meeting recessed at 10:55 a.m. to enter Closed Session.

The Chair convened the Board of Directors Closed Session at 10:57 a.m.



OPEN SESSION

RESOLUTION NO. BD-141/22

Moved by: Dana Farcasiu
Seconded by: Archie Mellan

RESOLVED THAT:

The Board of Directors meeting move into Open Session.

CARRIED

The Chair reconvened the Board of Directors Open Session at 11:44 a.m.

UPDATE: PERSONNEL MATTERS

RESOLUTION NO. BD-142/22

Moved by: Bill Smirle
Seconded by: Dana Farcasiu

RESOLVED THAT:

The Board of Directors approve hiring Waterhouse to conduct Chief Administrative Officer (CAO) recruitment;

AND FURTHER THAT:

The Board of Directors form a CAO hiring committee comprised of the Chair, Vice Chair, Past Chair, and Stormont, Dundas Glengarry representative Mr. Bill Smirle;

AND FURTHER THAT:

The Board of Directors approve Mr. Carl Bickerdike as the Acting General Manager, effective September 19th, 2022;

AND FURTHER THAT:

The Board of Directors approve updated job descriptions and compensation for the senior management team as discussed.

CARRIED

CORRESPONDENCE

None.



DATES OF UPCOMING MEETINGS

Third Thursday, at 9:00 a.m., unless indicated otherwise:

- September 29th, 2022 (*date changed from September 15th*)
- October 20th, 2022
- November 17th, 2022

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

None

ADJOURNMENT

RESOLUTION NO. BD-143/22

Moved by: George Darouze

Seconded by: Steve Densham

RESOLVED THAT:

The Board of Directors meeting of August 18th, 2022 be adjourned at 11:45 a.m.

CARRIED

Pierre Leroux,
Chair.

Carl Bickerdike,
Acting General Manager.

/rb



To: Board of Directors
From: Ronda Boutz, Team Lead, Special Projects
Hannah Jackson, Accounting Analyst
Date: September 22, 2022
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. Forestry Committee meeting minutes of September 6th, 2022
 - ii. Fish and Wildlife Committee meeting minutes of September 6th, 2022
 - iii. Joint Occupational Health and Safety Committee electronic meeting minutes of September 7th, 2022
 - iv. Clean Water Committee meeting minutes of September 12th, 2022
-
-

DISCUSSION:

Forestry Committee Meeting: September 6th, 2022

- The Forestry Committee received updates on:
 - The *Conservation Authorities Act* and Progress Report #2
 - Standing Committee membership and workplan
 - Tree planting programs
 - Storm clean up and salvage on SNC properties
 - Storm recovery for private woodlot owners

Fish and Wildlife Committee Meeting: September 6th, 2022

- The Fish and Wildlife Committee received updates on:
 - The *Conservation Authorities Act* and Progress Report #2
 - Standing Committee membership and workplan
 - City of Ottawa Bear Brook Watershed study
 - OPG Regional Biodiversity Program
 - Oak Valley Pioneer Park erosion control project
 - Invasive plant management on conservation lands

Joint Occupational Health and Safety Committee Meeting: September 7th, 2022

- The Joint Occupational Health and Safety Committee provided recommendations on:
 - Seven incident reports:
 - Two incidents regarding ticks
 - Two incidents regarding exposure to poison parsnip
-



- Two incidents for minor property damage (SNC vehicle backed into by a member of the public, damage to SNC trailer)
- One incident from Fish Camp, fish hook caught in youth's finger

- The Joint Occupational Health and Safety Committee received updates on:
 - COVID-19 Standard Operating Procedures for Indoor and Field Work
 - Health and safety training
 - SNC office inspection
 - SNC shop inspection

Clean Water Committee Meeting: September 12th, 2022

- The Clean Water Committee recommended the following for Board of Directors approval:
 - Eastern Ontario Water Resources Program (EOWRP) Financial Statement for the period of January – August 2022
 - Clean Water Program grant applications:
 - 6 projects approved for \$9,000 in grants
 - Denial of 1 project that did not meet Program Guidelines
 - Approval of extensions to November 30th, 2022 for three Clean Water Program projects
 - Ottawa Rural Clean Water Program grant application:
 - 1 project approved for a \$5,000 grant

- The Clean Water Committee received updates on:
 - The *Conservation Authorities Act* and Progress Report #2
 - Standing Committee membership and workplan

Ronda Boutz,
Secretary-Treasurer.

Hannah Jackson,
Accounting Analyst.

Attachments



FORESTRY COMMITTEE MEETING

Tuesday, September 6th, 2022, 10:00 a.m. – Meeting 03/22

SNC Watershed Room, SNC Office



- Present:** Glenn Mackey, Committee Chair
 Alain Bertrand, Public Citizen
 Maurice Chabot, Public Citizen
 Murray Inch, Public Citizen
 Elaine Kennedy, Stormont Dundas Glengarry Chapter – Ontario Woodlot Association (*for Dorothy Hamilton*)
 Dave Robertson, Public Citizen
 Bill Smirle, SNC Board of Directors
- Regrets:** François Allard, Public Citizen
 George Darouze, SNC Board of Directors, Past Chair, ex-officio
 Ben de Haan, United Counties of Stormont Dundas Glengarry
 Steve Densham, SNC Board of Directors, Vice Chair, ex-officio
 Dorothy Hamilton, Stormont Dundas Glengarry Chapter – Ontario Woodlot Association
 Steve Hunter, United Counties of Prescott Russell
 Elizabeth Holmes, Ministry of Natural Resources and Fish and Wildlife (*non-voting*)
 Pierre Leroux, SNC Board of Directors, Chair, ex-officio
 Doug Thompson, Public Citizen
- Absent:** Ron Toonders, Ag Soil and Crop
- Staff:** Angela Coleman, General Manager/Secretary-Treasurer
 Ronda Boutz, Team Lead, Special Projects
 Cheyene Brunet, Forestry Technician
 Chris Craig, Senior Forestry Technician
 Caroline Goulet, Forester
 Tavish MacLeod, Forestry Assistant



CHAIR’S REMARKS

Glenn Mackey, Committee Chair, convened the Forestry Committee meeting of September 6th, 2022, at 10:00 a.m. and welcomed Committee Members. The Committee acknowledged the passing of member Lloyd Benedict, representative from the Mohawks of Akwesasne.

APPROVAL OF FORESTRY COMMITTEE AGENDA AGENDA

RESOLUTION NO. FC-018/22

Moved by: Alain Bertrand
Seconded by: Elaine Kennedy

RESOLVED THAT:

The Members approve the Forestry Committee agenda of September 6th, 2022 as submitted.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

SNC FORESTRY PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented forestry program and project updates.

ROUNDTABLE DISCUSSIONS: COMMUNITY ENGAGEMENT

- Murray Inch: attended the OPG site visit at Oak Valley on August 9th, Oak Valley recently hosted a wedding, and the participants were very happy with the site
- Bill Smirle: continues to provide regular updates to North Dundas Council as a Stormont, Dundas and Glengarry representative on SNC’s Board of Directors

APPROVAL OF: FORESTRY COMMITTEE MEETING MINUTES OF JUNE 7TH, 2022

RESOLUTION NO. FC-019/22

Moved by: Dave Robertson
Seconded by: Murray Inch

RESOLVED THAT:

The Members approve the Forestry Committee meeting minutes of June 7th, 2022 with the following amendment:

- Steve Densham be moved to ‘Present’ as he was in attendance at the meeting.

CARRIED



BUSINESS ARISING FROM MINUTES

None.

NEW BUSINESS

UPDATE: CONSERVATION AUTHORITY ACT UPDATES AND PROGRESS REPORT #2

Angela Coleman presented a PowerPoint update on the *Conservation Authority Act* and progress to date on implementing the requirements of the new provincial regulations.

UPDATE: SNC STANDING COMMITTEE MEMBERSHIP

RESOLUTION NO. FC-020/22

Moved by: Bill Smirle
Seconded by: Elaine Kennedy

RESOLVED THAT:

The Forestry Committee receive and file the SNC Standing Committee Membership update.

CARRIED

UPDATE: TREE PLANTING PROGRAMS

RESOLUTION NO. FC-021/22

Moved by: Alain Bertrand
Seconded by: Dave Robertson

RESOLVED THAT:

The Forestry Committee receive and file the 2022 tree planting program update.

CARRIED

UPDATE: STORM CLEAN UP AND SALVAGE ON SNC PROPERTIES

RESOLUTION NO. FC-022/22

Moved by: Maurice Chabot
Seconded by: Murray Inch

RESOLVED THAT:

The Forestry Committee receive and file the update on Storm Clean Up and Salvage on SNC Properties.

CARRIED



UPDATE: STORM RECOVERY FOR PRIVATE WOODLOT OWNERS

RESOLUTION NO. FC-023/22

Moved by: Bill Smirle
Seconded by: Dave Robertson

RESOLVED THAT:

The Forestry Committee receive and file the update on the May 21st storm recovery for private woodlot owners.

CARRIED

DATE OF NEXT MEETING

- November 9th, 2022 Forestry Committee Meeting at 10:00 a.m. at SNC Office, Finch.

ADJOURNMENT

RESOLUTION NO. FC-024/22

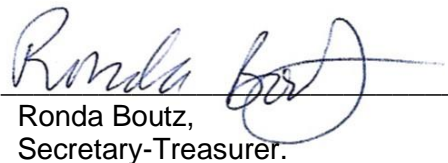
Moved by: Bill Smirle

RESOLVED THAT:

The Forestry Committee meeting of September 7th, 2022 be adjourned at 11:44 a.m.

CARRIED

Glenn Mackey,
Committee Chair.



Ronda Boutz,
Secretary-Treasurer.

/rb



FISH AND WILDLIFE COMMITTEE MEETING

Tuesday, September 6th, 2022, 3:00 p.m. – Meeting 03/22

SNC Watershed Room



Present: Frederick Schueler, Committee Chair
 Alvin Cluff-Clyburne, Russell Fish and Game Club
 Joffre Cote, Ministry of Natural Resources and Forestry (non-voting)
 Aleta Karstad, Fragile Inheritance Natural History
 Kirk Myelde, Public Citizen
 Bill Smirle, SNC Board of Directors
 Larry Smith, South Nation Archery Supply (*electronic participation*)

Regrets: Malcolm Clark, Russell Fish and Game Club
 Doug Culver, Naturalist and Recreational Angler
 George Darouze, SNC Board of Directors, Past Chair, ex-officio
 Stéphane Dubuc, Trapper
 Steve Densham, SNC Board of Directors, Vice Chair, ex-officio
 Susan Gallinger, Public Citizen (non-voting)
 Pierre Leroux, SNC Board of Directors, Chair, ex-officio
 Doug Thompson, Public Citizen

Absent: Abraham Francis, Mohawks of Akwesasne

Staff: Angela Coleman, General Manager/Secretary-Treasurer
 Ronda Boutz, Team Lead, Special Projects
 Hope Boyle, Stewardship Assistant
 Michelle Cavanagh, Team Lead, Stewardship
 Brent Harbers, Watershed Biologist
 Naomi Langlois-Anderson, Senior Fish and Wildlife Technician
 Sandra Mancini, Team Lead, Engineering
 Alison McDonald, Team Lead, Approvals



CHAIR’S REMARKS

Fred Schueler, Committee Chair, called the Fish and Wildlife Committee meeting of September 7th, 2022 to order at 3:10 p.m. Fred shared slides from an invertebrates workshop hosted at High Falls in July.

APPROVAL OF FISH AND WILDLIFE COMMITTEE AGENDA

RESOLUTION NO. FW-016/22

Moved by: Alvin Cluff-Clyburne
Seconded by: Bill Smirle

RESOLVED THAT:

The Members approve the Fish and Wildlife Committee meeting agenda of September 7th, 2022 as submitted.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no Declarations of Conflict of Interest.

SNC FISH AND WILDLIFE PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented fish and wildlife project and program updates.

APPROVAL OF THE FISH AND WILDLIFE COMMITTEE MEETING MINUTES OF JUNE 7TH, 2022

RESOLUTION NO. FW-017/22

Moved by: Alvin Cluff-Clyburne
Seconded by: Kirk Myelde

RESOLVED THAT:

The Members approve the Fish and Wildlife Committee virtual meeting minutes of June 7th, 2022 as submitted.

CARRIED

**The Fish and Wildlife Committee meeting recessed at 4:25 p.m. for a break.
The Chair reconvened the meeting at 4:36 p.m.**

The Board observed a moment of silence in remembrance of Gerri Kautz, former SNC Board Director representing the City of Ottawa, and former Lloyd Benedict, Forestry Committee member.



NEW BUSINESS

UPDATE: CONSERVATION AUTHORITY ACT UPDATES AND PROGRESS REPORT #2

Angela Coleman presented a PowerPoint update on the *Conservation Authority Act* and progress to date on implementing the requirements of the new provincial regulations.

UPDATE: SNC STANDING COMMITTEE MEMBERSHIP

RESOLUTION NO. FW-018/22

Moved by: Bill Smirle
Seconded by: Kirk Myelde

RESOLVED THAT:

The Fish and Wildlife Committee receive and file the SNC Standing Committee Membership update.

CARRIED

UPDATE: CITY OF OTTAWA BEAR BROOK WATERSHED STUDY

RESOLUTION NO. FW-019/22

Moved by: Larry Smith
Seconded by: Alvin Cluff-Clyburne

RESOLVED THAT:

The Fish and Wildlife Committee receive and file the City of Ottawa Bear Brook Watershed Study update.

CARRIED

UPDATE: OPG REGIONAL BIODIVERSITY PROGRAM

RESOLUTION NO. FW-020/22

Moved by: Kirk Myelde
Seconded by: Aleta Karstad

RESOLVED THAT:

The Fish and Wildlife Committee receive and file the OPG Regional Biodiversity Program update.

CARRIED



UPDATE: OAK VALLEY PIONEER PARK EROSION CONTROL

RESOLUTION NO. FW-021/22

Moved by: Alvin Cluff-Clyburne
Seconded by: Larry Smith

RESOLVED THAT:

The Fish and Wildlife Committee receive and file the Oak Valley Pioneer Park Erosion Control update.

CARRIED

UPDATE: INVASIVE PLANT MANAGEMENT ON CONSERVATION LANDS

RESOLUTION NO. FW-022/22

Moved by: Aleta Karstad
Seconded by: Kirk Myelde

RESOLVED THAT:

The Fish and Wildlife Committee receive and file the Invasive Plant Management on Conservation Lands update.

CARRIED

Larry Smith left the meeting at 5:31 p.m.

ROUNDTABLE DISCUSSIONS

A. COMMUNITY ENGAGEMENT ACTIVITIES

Committee members asked that SNC acknowledge the contributions of past Committee members who retired from the Committee in 2022.

B. WATERSHED MONITORING REPORT

Fred Schueler reminded Committee members to submit their Watershed Monitoring reports by email.

DATE OF NEXT MEETING

- November 29th, 2022 Fish and Wildlife Meeting at 3:00 p.m. at the SNC Office in Finch.



ADJOURNMENT

RESOLUTION NO. FW-23/22

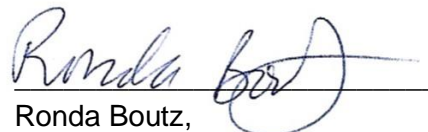
Moved by: Bill Smirle

RESOLVED THAT:

The Fish and Wildlife Committee meeting of
September 7th, 2022 be adjourned at 5:43 p.m.

CARRIED

Fred Schueler,
Committee Chair.



Ronda Boutz,
Secretary-Treasurer.

/rb



JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

September 7, 2022 – 1:00 p.m. – Meeting 03/22

By Electronic Participation



Present: Ronda Boutz, Management Co-Chair
 Hannah Jackson, Worker Co-Chair
 Brent Harbers, Watershed Biologist (Worker)
 Bill Smirle, SNC Board Member Rep (Management)
 Eric McGill, Corporate Counsel (Worker)
 Michelle Cavanagh, Team Lead, Stewardship (Management)
 Ryan Robson, Resource Technician (Worker)

Regrets: Deborah Edwards, Accounting Assistant II (Worker)
 David Fitch, Works Superintendent (Worker)
 Rene Lalonde, Program Representative (Worker)
 George Darouze, SNC Past Chair, ex-officio (Management)
 Steve Densham, SNC Vice Chair, ex-officio (Management)
 Elise Lefebvre, Administrative Assistant II (Worker)
 Pierre Leroux, SNC Chair, ex-officio (Management)
 Pat Piitz, Team Lead, Property (Management)
 Monique Sauve, Chief Building Official (Worker)



CALL TO ORDER

Ronda Boutz, Management Co-Chair, called the Joint Occupational Health and Safety Committee meeting of September 7, 2022, to order at 1:03 p.m.

APPROVAL OF AGENDA

RESOLUTION NO. JOHS-025/22 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee approve the September 7, 2022, agenda as submitted.

CARRIED

APPROVAL OF JOINT OCCUPATIONAL HEALTH AND SAFETY MEETING MINUTES OF June 1, 2022

RESOLUTION NO. JOHS-026/22 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee approve meeting minutes of June 1, 2022, be as submitted.

CARRIED

BUSINESS ARISING FORM MINUTES

AFTER HOURS EMERGENCY CALLS

This item was deferred to the November 30, 2022, meeting.

HEALTH AND SAFETY ACTION ITEMS

RESOLUTION NO. JOHS-027/22 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the updated Health and Safety Action Items list.

CARRIED



NEW BUSINESS

COVID-19 STANDARD OPERATING PROCEDURE

RESOLUTION NO. JOHS-028/22 Approved by: Consensus

RESOLVED THAT: The Joint Occupational Health and Safety Committee receive and file the COVID-19 Standard Operating Procedure update.

CARRIED

UPDATE: HEALTH AND SAFETY TRAINING LISTING

RESOLUTION NO. JOHS-029/22 Approved by: Consensus

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

CARRIED

WORKPLACE INSPECTIONS

SNC SHOP

RESOLUTION NO. JOHS-030/22 Approved by: Consensus

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

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

CARRIED



having a spare change of clothes on had to remove articles that may have noxious plant chemicals on them to reduce risk of cross contamination’.

CARRIED

INCIDENT #3

Staff member experienced an insect bite.

RESOLUTION NO. JOHS-034/22 Approved by: Consensus

RESOLVED THAT

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “The proper precautions were taken to limit the chance of being bitten or stung, i.e., long pants tucked into socks, tall boots, wearing light-coloured clothing, and completing a tick check after field work. Insect pests are a known hazard during field work. Stinging insects and ticks are not always avoidable in the field. Bee and wasp nests can usually be avoided but not individuals flying around the site. Training on insect pests was provided to all staff on April 26, 2022.”

CARRIED

INCIDENT #4

Vehicle incident (SNC Vehicle #5) causing damage to front right bumper by member of the public.

RESOLUTION NO. JOHS-035/22 Approved by: Consensus

RESOLVED THAT

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “Staff followed established procedures for reporting incident. Staff should attempt to alert other driver’s in this situation, which was done in this incident, by honking.”

CARRIED



INCIDENT #5

Minor damage to SNC trailer.

RESOLUTION NO. JOHS-036/22 Approved by: Consensus

RESOLVED THAT

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “Staff need to take their time to ensure tasks are completed and all safety devices/PPE are in order before proceeding to the next work task. Incidents must be reported in a timely matter to Supervisors, this incident report was filed several days after the occurrence, a reminder to be circulated to all staff”.

CARRIED

INCIDENT #6

Fishhook caught in a youth’s finger at SNC Fish Camp.

RESOLUTION NO. JOHS-037/22 Approved by: Consensus

RESOLVED THAT

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “Staff should do their best to remind youth frequently to be extra watchful when walking around the fishing area, especially when other youth are baiting their hooks. If space is limited, consideration should be given to designing a specific area for baiting hooks, out of the way of the main fishing area”; and

FURHTER THAT

The Joint Occupational Health and Safety Committee recommend staff consider using barbless hooks for Fish Camp and have youth loosen the tension on the fishing rod reel to avoid tension on the line while baiting hooks.

CARRIED



INCIDENT #7

Staff member came into contact with poison parsnip.

RESOLUTION NO. JOHS-038/22 Approved by: Consensus

RESOLVED THAT

The Joint Occupational Health and Safety Committee concurs with the Supervisor’s recommendation “to remind staff during team meetings to be vigilant around noxious plants and continue with annual staff training on noxious plants”; and

FURTHER THAT

The Joint Occupational Health and Safety Committee recommended for sites with known noxious plant issues, water and soap should be brought to site to wash arms/hands to help prevent exposure/reaction. Staff should also consider having a spare change of clothes on had to remove articles that may have noxious plant chemicals on them to reduce risk of cross contamination.

DATE OF NEXT MEETING

- November 30, 2022, at 1:00 p.m. at SNC Office, Finch.

ADJOURNMENT

RESOLUTION NO. JOHS-039/22 Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee meeting of September 7, 2022, be adjourned at 2:16 p.m.

CARRIED

Ronda Boutz,
Management Co-Chair.

Hannah Jackson,
Worker Co-Chair.

/hj



CLEAN WATER COMMITTEE MEETING

Tuesday, September 12th, 2022, 10:00 a.m. – Meeting 03/22

SNC Watershed Room, SNC Office



Present:

Jacqueline Kelly-Pemberton, Committee Chair
 Ray Beauregard, Farmer (*electronic participation*)
 Russell Bennett, Farmer
 Michel Kearney, City of Ottawa (*electronic participation*)
 Marc Lafèche, Farmer
 René Lalonde, Farmer
 Yves Laviolette, United Counties of Prescott and Russell
 Glenn Mackey, Farmer
 André Pommainville, Farmer
 Tara Redpath, City of Ottawa (*electronic participation*)
 Terrence Sauvé, Ontario Ministry of Agriculture, Food and Rural Affairs
 Alan Kruszel, Farmer, (*electronic participation*)
 Bill Smirle, SNC Board Member, (*electronic participation*)
 Adrian Wynands, Farmer

Regrets:

George Darouze, SNC Past Chair, ex-officio
 Steve Denshem, SNC Vice Chair, ex-officio
 David Lapen, Agriculture and Agri-Food Canada
 Pierre Leroux, SNC Chair, ex-officio, and United Counties of Prescott and Russell
 François St. Amour, SNC Board Member
 Doug Thompson, Public Citizen

Staff Present:

Angela Coleman, General Manager/Secretary-Treasurer
 Ronda Boutz, Team Lead, Special Projects
 Lorie Henderson, Administrative Assistant
 Brent Harbers, Watershed Biologist



CHAIRS REMARKS

Jackie Pemberton, Committee Chair, called the Clean Water Committee meeting of September 12th, 2022 at 9:05 a.m.

APPROVAL OF CLEAN WATER COMMITTEE AGENDA & SUPPLEMENTAL AGENDA

RESOLUTION NO. CWC-020/22

Moved by: Adrian Wynands
Seconded by: Andre Pommerville

RESOLVED THAT:

The members approve the September 12th, 2022 main and supplemental agenda as amended:

- Main agenda item # 8.a., supplemental agenda item #1 be moved to follow main agenda item # 7.c.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There were no declaration of conflict of interest.

Bill Smirle joined the meeting at 9:10 a.m.

Terrance Sauvé joined the meeting at 9:16 a.m.

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented slides on various project and program updates.

COMMUNITY ENGAGEMENT: ROUNDTABLE

- Tara Redpath informed everyone that she had attended a meeting with the City of Ottawa development review committee, with Conservation Authority staff present, where she was able to advise the group of the Ottawa Rural Clean Water Grant Program.
- Marc Lafleche advised the members that he and Andre Pommerville attended a bus tour that was hosted by the Prescott Russell Soil and Crop Association. Marc mentioned that he provided information on the Clean Water Program.

REQUEST FOR APPROVAL:

CLEAN WATER COMMITTEE MEETING MINUTES of JUNE 6th, 2022

RESOLUTION NO. CWC-021/22

Moved by: Rene Lalonde
Seconded by: Glenn Mackey



RESOLVED THAT:

The Members approve the Clean Water Committee meeting minutes of June 6, 2022 as amended:

- **Project Code 2022-APL-CW09 – Manure Storage** – approved grant amount corrected to \$8,000 instead of \$5,000 and table total corrected to reflect this amount.

CARRIED

NEW BUSINESS

UPDATE: CONSERVATION AUTHORITY ACT UPDATES AND PROGRESS REPORT # 2

Angela Coleman presented a PowerPoint update on the *Conservation Authority Act* and progress to date on implementing the requirements of the new provincial regulations.

UPDATE: SOUTH NATION CONSERVATION STANDING COMMITTEE MEMBERSHIP

RESOLUTION NO. CWC-022/2022

Moved by: Adrian Wynands
Seconded by: Russell Bennett

RESOLVED THAT:

The Clean Water Committee receive and file the SNC Standing Committee Membership update.

CARRIED

REQUEST FOR APPROVAL: EASTERN ONTARIO WATER RESOURCES PROGRAM FINANCIAL STATEMENT FOR THE PERIOD OF JANUARY 1 – AUGUST 31, 2022

RESOLUTION NO. CWC-023/2022

Moved by: Russell Bennett
Seconded by: Glenn Mackey

RESOLVED THAT:

The Clean Water Committee approve the Eastern Ontario Water Resources Program Financial Statement for the period of January 1 – August 31, 2022.

CARRIED



RESOLVED THAT:

The Clean Water Committee approve extending project deadlines for the following projects:

2021-APL-CW04 – Erosion Control, grant approved at a rate of 50% to a maximum grant of \$5,000.00; project deadline extension to November 30th, 2022;

AND FURTHER THAT:

2021-APL-CW05 – Erosion Control, grant approved at a rate of 50% to a maximum grant of \$5,000.00; project deadline extension to November 30th, 2022;

AND FURTHER THAT:

2021-NDU-CW29 – Erosion Control, grant approved at a rate of 50% to a maximum grant of \$4,785.00; project deadline extension to November 30th, 2022.

CARRIED

SUPPLEMENTAL AGENDA

OTTAWA RURAL CLEAN WATER PROGRAM PROJECT APPLICATION

RESOLUTION NO. CWC-027/22

Moved by: Russell Benettee
Seconded by: Glen Mackey

RESOLVED THAT:

05 22 2381 DDA Wetland Restoration
The Clean Water Committee approve funding at a grant rate of 50% to a maximum grant of \$5,000.00.

CARRIED

DATE OF NEXT MEETING

- November 28th, 2022 at 9:00 a.m., SNC Office.



ADJOURNMENT

RESOLUTION NO. CWC-028/22

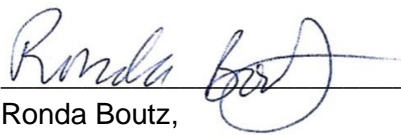
Moved by: Yves Laviolette

RESOLVED THAT:

The Clean Water Committee meeting of
September 12th, 2022 be adjourned at 11:13 a.m.

CARRIED

Jacqueline Kelly-Pemberton,
Committee Chair.



Ronda Boutz,
Secretary-Treasurer.

/lh



To: Board of Directors
From: Carl Bickerdike, Acting General Manager
Date: September 29, 2022
Subject: Enlargement of Conservation Authority's Area of Jurisdiction for delivery of Part 8 of the Building Code: Township of Front of Yonge

RECOMMENDATION:

WHEREAS the Township of Front of Yonge requested a meeting of the South Nation River Conservation Authority to consider the enlargement of the area over which the South Nation River Conservation Authority has jurisdiction to include the Township of Front of Yonge solely and exclusively for the purposes of delivering the provisions of the *Building Code Act* and Building Code related to private sewage systems in accordance with subsection 10 (1) of the *Conservation Authorities Act*,

BE IT RESOLVED THAT the Board of Directors, together with the municipal representative for the Township of Front of Yonge, pass a resolution enlarging the area over which the South Nation River Conservation Authority has jurisdiction to include the Township of Front of Yonge solely and exclusively for the purposes of delivering the provisions of the *Building Code Act* and Building Code related to private sewage systems, in accordance with subsection 10 (4) of the *Conservation Authorities Act*,

AND FURTHER THAT the Board of Directors designates the enlarged area over which the South Nation River Conservation Authority has jurisdiction to include the entirety of the Township of Front of Yonge solely and exclusively for the purposes of delivering the provisions of the *Building Code Act* and Building Code related to private sewage systems.

DISCUSSION:

The Township of Front of Yonge approached the South Nation River Conservation Authority (the "Authority") to deliver the provisions of the *Building Code Act* and Building Code related to private sewage systems.

Subsection 6.2 (2) of the *Building Code Act* allows a municipality to enter into agreement with a conservation authority having jurisdiction in the municipality for the delivery and enforcement of Part 8 of the Building Code – private sewage systems.

The Township of Front of Yonge is within the jurisdiction of the Cataraqui Region Conservation Authority ("CRCA"). CRCA does not currently have a Chief Building Official or certified inspector to deliver a septic program under the *Building Code*. Staff have conferred with the CRCA and are committed to providing assistance should they wish to train staff to deliver a septic program in the future.



The Township of Front of Yonge and the South Nation River Conservation Authority undertake the following steps to expand the Authority's area of jurisdiction solely and exclusively for the delivery of the provisions of the *Building Code Act* and Building Code related to private sewage systems, in accordance with section 10 of the *Conservation Authorities Act* (the "Act"):

1. **Municipal resolution seeking enlargement of Area:**

The council of a municipality that is completely or partly outside the jurisdiction of a conservation authority may call a meeting to consider the enlargement over the area which the conservation authority has jurisdiction to include an area specified by the municipality [ss. 10(1)].

On August 22, 2022, the Township of Front of Yonge – a municipality entirely outside the Authority's jurisdiction – passed a resolution calling for a meeting of the Authority to consider enlargement of the jurisdiction of the Authority to include the entire jurisdiction of the Township of Front of Yonge solely and exclusively for the delivery of the provisions of the *Building Code Act* and Building Code related to private sewage systems [Resolution 08-15 2022 attached].

2. **Notice of meeting of the Authority to consider enlargement of Area:**

The conservation authority must give notice of the meeting to consider enlargement to each participating municipality of the Authority as well as the municipality that is considering enlargement of the Authority's area [ss. 10(1.1)].

The Authority gave notice of the meeting to consider enlargement via electronic and standard mail to its participating municipalities and the Township of Front of Yonge on September 21, 2022.

3. **Municipal Representatives:**

Municipal representatives at the meeting consist of the appointed Board of Directors members as prescribed under of subsection 2 (2) of the Act and Order in Council 316/96. The Township of Front of Yonge must appoint one member to vote at the meeting.

Quorum consists of two-thirds of the Board of Directors and the resolution to approve enlargement must be passed by at least two-thirds of the voting members present [ss. 10(3) and 10(5)].

4. **Resolution to enlarge Area:**

At the meeting to consider enlargement of jurisdiction, a resolution may be passed to do all of the following: (1) agree to enlarge the area over which the authority has jurisdiction, (2) designate participating municipalities for the enlarged area, and (3)



designate the enlarged area over which the authority has jurisdiction [ss. 10(4)].

On September 29, 2022, the Authority will consider the above resolution to enlarge the area over which the Authority has jurisdiction to include the entirety of the Township of Front of Yonge solely and exclusively for the delivery of the provisions of the *Building Code Act* and Building Code related to private sewage systems.

5. **Effect of Resolution:**

Notice of this resolution shall be immediately provided to the Minister of Environment, Conservation and Parks and the Minister of Natural Resources and Forestry (the “Ministers”) informing them of the enlargement of the Authority. The resolution takes effect on the terms specified despite anything to the contrary in the Authority’s establishing order in council [ss. 10(6)]. The Authority shall assist the Township of Front of Yonge in promptly forwarding the resolution passed at this meeting to the Ministers [ss. 10(7)].

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The South Nation Conservation Sewage System Inspection Program is a fee for service program delivered on a cost recovery basis.

SNC Policy Adherence: The jurisdiction enlargement is undertaken in accordance with section 10 of the *Conservation Authorities Act* and the Authority’s policies. Subsection 6.2 (2) of the *Building Code Act* allows a municipality to enter into agreement with a conservation authority having jurisdiction in the municipality for the delivery and enforcement of the provisions of the Act and Building Code related to private sewage systems. Subsection 21.1.1(1) of the *Conservation Authorities Act* enables SNC to provide municipal programs and services on behalf of a municipality within its area of jurisdiction under agreement.

Carl Bickerdike,
Acting General Manager

Attachments: Township of Front of Yonge Resolution 08-15 2022

FRONT OF YONGE TOWNSHIP


CARRIED

DATE: August 22, 2022

MOTION NO: 08-15

MOVED BY: Carson Massey

SECONDED BY: Gail Williams

THAT the Clerk's report regarding Management and Enforcement of Ontario Building Code Part 8 – Private Sewage Systems be received;

AND THAT the Council of the Township of front of Yonge hereby requests that the South Nation River Conservation Authority consider the enlargement of their area of jurisdiction pursuant to section 10.(1) of the Conservation Authorities Act; to include the Township of Front of Yonge, exclusively for the management and enforcement of Part 8 of the Ontario Building Code, with respect to private sewage systems for as long as the Agreement stays in effect.



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: September 21, 2022
Subject: Request for Approval: Sewage System Management Agreement:
Township of Front of Yonge

RECOMMENDATION:

The Board of Directors approve entering into a five-year agreement with the Township of Front of Yonge for delivery of Part 8 of the Ontario Building Code (Sewage Systems).

DISCUSSION:

Municipalities are responsible for the administration of Part 8 under the Building Code but may delegate these responsibilities. South Nation Conservation (SNC) administers Part 8 of the Building Code for private sewage systems on behalf of sixteen municipalities in Prescott Russell; Stormont, Dundas and Glengarry; Leeds and Grenville; and Cornwall.

The Leeds, Grenville and Lanark District Health Unit announced on December 9, 2021, that they are in discussion with stakeholders to transition Part 8 services back to the municipalities. The Board approved staff to enter into discussions with municipalities in the United Counties of Leeds Grenville for the delivery of Building Code Part 8 services at the January 2022 meeting (BD-007/22).

The Township of Front of Yonge has requested to join SNC's Septic Program and is ready to enter into a five-year agreement beginning in October 2022, with fees as per the annually approved SNC Fee Schedule. A copy of the agreement is attached.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The septic systems program is a fee for service program and will be delivered on a cost recovery basis.

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

Eric McGill,
Corporate Counsel.

Attachments: Front of Yonge Sewage System Management Agreement 2022-2025



SEWAGE SYSTEM MANAGEMENT AGREEMENT

This Agreement dated the _____ day in the month of _____, 2022

BETWEEN:

SOUTH NATION RIVER CONSERVATION AUTHORITY

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(the “Conservation Authority”)

-AND-

CORPORATION OF THE TOWNSHIP OF FRONT OF YONGE

(a municipal corporation under the *Municipal Act, 2001*, S.O. 2001 c. 25)
(the “Municipality”)

RECITALS:

1. Pursuant to the *Building Code Act, 1992*, S.O. 1992 c.23 as amended (the “Act”), a Municipality may enter into agreement with a Conservation Authority having jurisdiction in the Municipality to enforce provisions of the Act and the Building Code, O. Reg. 332/12 (“the Building Code”), related to Sewage Systems.
2. This Agreement is entered into pursuant to the Act, delegating to the Conservation Authority certain responsibilities under the Act and Building Code, as amended from time to time, for Sewage Systems as defined herein.

IN CONSIDERATION of the mutual covenants herein contained, the Parties agree as follows:



ARTICLE ONE

GENERAL

Section 1.01 Application: This Agreement applies to all Properties in the Municipality serviced by Sewage Systems (“the Service Area”).

Section 1.02 Duties: The Conservation Authority shall carry out its duties in accordance with the Act and the Building Code in force from time to time, this Agreement, and any other legislation contemplated hereunder.

ARTICLE TWO

DEFINITIONS

Section 2.01

In this Agreement:

“Act” means the *Building Code Act, 1992*, S.O. 1992, c.23 including amendments thereto.

“Building Code” means regulations made under Section 34 of the Act.

“Conservation Authority” means the South Nation River Conservation Authority.

“Permit” means written permission or written authorization to perform work regulated under the provisions of the Building Code and Act.

“Sewage System” means:

- (a) a chemical toilet, an incinerating toilet, a re-circulating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system.
- (b) a grey water system,
- (c) a cesspool,
- (d) a leaching bed system, or
- (e) a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system, where these
- (f) have a design capacity of 10, 000 litres per day or less,
- (g) have, in total, a design capacity of 10,000 litres per day or less, where more than



- one of these are located on a lot or parcel of land, and
(h) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

“Sewage System Inspector” means an employee of South Nation Conservation designated for the purpose of implementing Part 8 of the Building Code.

“The Service Area” means this Agreement applies to all Properties in the Municipality serviced by Sewage Systems.

ARTICLE THREE

SERVICES OF THE CONSERVATION AUTHORITY

Section 3.01 Services: The Conservation Authority shall provide the following services in the Service Area (the “Services”):

- (i) Inspection of Properties, not serviced by municipal sewage services, which are planned to be divided by severance, to ensure that each lot will be suitable for the installation of a Sewage System.
- (ii) Inspection of Properties prior to the issuance of a Permit for the construction, installation, establishment, enlargement, extension or alteration of a Sewage System.
- (iii) Inspection of Sewage Systems of Properties under consideration for connection to municipal sewage services.
- (iv) Issue permits under the Act and the Building Code relating to Sewage Systems (a “Permit”).
- (v) Inspection of Properties to determine the acceptability of applications for minor variances or lot line adjustments, concerning existing and proposed Sewage Systems and review of official plans and zoning by-laws and amendments to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (vi) Issue permits upon successful inspection (and repeat inspection when necessary) of Sewage Systems for compliance of the Permit and other requirements under the Act or Building Code.



- (vii) Receive and process applications and requests related to activities listed in paragraphs (i) through (vi) of this section.
- (viii) Provide reports and comments on minor variances and severances directly to the appropriate planning authority related to septic systems.
- (ix) Review planning documents including, but not limited to, subdivision proposals, draft official plans, and proposed amendments, to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (x) Maintain adequate records of all documents and other materials used in performing the duties required under this Agreement.
- (xi) Consult with various groups regarding compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (xii) Respond to inquiries made by any person under the *Municipal Freedom of Information and Protection of Privacy Act* and related Regulations, as amended from time to time, or through other legal channels.
- (xiii) Investigate complaints and malfunctioning Sewage Systems, undertake compliance counseling and preparation of reports for abatement action as it relates to existing and proposed Sewage Systems.
- (xiv) Issue orders under the Act relating to Sewage Systems.
- (xv) Prepare documentation necessary for prosecutions including prosecuting violations relating to Sewage Systems under the Building Code. Perform all duties related to prosecutions relating to Sewage Systems pursuant to the *Provincial Offences Act*, R.S.O. 1990, c.P.33 and the Act.
- (xvi) Provide all forms and clerical services necessary for the administration of this Agreement.
- (xvii) Any other matters related to the administration or enforcement of the Act or Building Code relating to Sewage Systems.
- (xviii) Provide promptly to the Municipality, as may be required from time to time, copies of documents used by the Conservation Authority staff in the performance of their duties under this Agreement.



- (xix) To advise the Municipality of any existing Sewage Systems within the Service Area to allow for possible sewer connection.
- (xx) Maintain an appropriate number of adequately trained staff to carry out the services in a timely fashion.
- (xxi) Attend meetings of Municipal Council and their committees, as requested, to discuss matters relating to any provisions of the Act or Building Code relating to Sewage Systems.

Section 3.02 Performance of Duties: Dialogue is encouraged between the Conservation Authority's Sewage System Inspector and the Senior Administration Officer or Chief Building Official of the Municipality; however, the Conservation Authority shall, acting reasonably, and in accordance with our Code of Conduct (Appendix A) and applicable legislation, have discretion in determining the manner in which to perform the Services.

ARTICLE FOUR

FEES

Section 4.01 Collection of Fees: The Conservation Authority shall collect and retain all fees, as set out in Appendix B, payable by any person for work performed by the Conservation Authority hereunder as compensation for its services provided hereunder and all persons required to pay any such fee shall pay the fee to the Conservation Authority.

Section 4.02 Amendment of Fee Schedule: The Conservation Authority may amend the fees as set out in Appendix B by applying a cost-of-living adjustment each year, subject to the provisions of Section 1.9.1.2, Division C of the Building Code.

ARTICLE FIVE

INSPECTORS

Section 5.01 Qualifications: Sewage System Inspectors shall be qualified in accordance with the provisions of the Building Code and shall be appointed by the Conservation Authority's Board of Directors as per subsections 6.2 (3) and (4) of the Act.



ARTICLE SIX

LIABILITY, INSURANCE, AND INDEMNITY

Section 6.01 Insurance: The Conservation Authority shall at their own expense within ten (10) days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Municipality with evidence of:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the Conservation Authority relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage, broad form completed operations; owners and contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employer's liability; tenants legal liability, cross liability and severability of interest clause.

Error and Omissions Insurance for a limit of not less than \$2,000,000 per incident on a claims basis. Such coverage shall contain an extended reporting period of twenty-four (24) months or be maintained for a period of two years subsequent to conclusion of service provided under this Agreement.

Environmental Impairment Liability with a limit of not less than \$5,000,000 per incident /annual aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including restoration costs. If such insurance is issued on a claims made basis, coverage shall contain a 24 month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Automotive Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

The Municipality shall be added as Additional Insured to the above noted policies with respect to the operation of the Conservation Authority. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

The Policies shown above shall not be cancelled or materially changed unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the change or



cancellation. The insurance policies will be in a form and with a company which are, in all respects, acceptable to the Municipality.

The Conservation Authority shall provide confirmation of Workers Safety Insurance Board (WSIB) coverage to the Municipality.

All deductibles related to the operations of the Conservation Authority shall be the sole responsibility of the Conservation Authority and the Municipality shall bear no cost towards such deductibles. The Conservation Authority shall be responsible for insuring their property and the Municipality shall bear no cost towards such insurance. Should the Conservation Authority fail to insure their property, the Municipality will not be liable for such property in the event of a loss.

For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

Section 6.02 Liability of the Conservation Authority: The Conservation Authority shall indemnify and save harmless the Municipality, their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Conservation Authority, their officers, employees, or others who the Conservation Authority is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Municipality in accordance with this agreement and shall survive this agreement. For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

Section 6.03 Liability of the Municipality: The Municipality shall indemnify and save harmless the Conservation Authority from and against all claims, demands, losses, costs, damage, actions, suits, or proceedings by whosoever made, brought, or prosecuted in any manner based upon, arising out of, related to, occasioned by, or attributed to the negligence of the Municipality in executing its obligations under this Agreement. For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to



the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

ARTICLE SEVEN

TERM AND TERMINATION OF AGREEMENT

Section 7.01 Term: This Agreement shall continue in force commencing on October 3, 2022, for a term of five (5) years.

Section 7.02 Deemed Renewal: This Agreement shall automatically continue following the expiry of the term set out above until it is:

- a) Superseded or replaced by a subsequent Agreement;
- b) Terminated in its entirety by either party by giving one hundred twenty (120) days written notice; or
- c) Terminated in its entirety by mutual agreement of both parties.

Section 7.03 Early Termination: Subject to Section 7.04, this Agreement may not be terminated prior to the end of the term set out in Section 7.01 hereto unless such termination is agreed to in writing by both parties hereto.

Section 7.04 Termination for Default:

- (i) The Municipality may terminate this Agreement at any time prior to the end of the term set out in Section 7.01 if:
 - (a) the Conservation Authority has failed to comply with the Act or the Building Code in fulfilling its obligations under this Agreement; or
 - (b) the Conservation Authority is not carrying out its duties or obligations pursuant to this Agreement; and the Conservation Authority fails to remedy the problem in a manner satisfactory to the Municipality, acting reasonably, within 120 days of being notified by the Municipality in writing of any such problem.
- (ii) The Conservation Authority may terminate this Agreement at any time prior to the end of the term set out in Section 7.01 if:



- (a) the Municipality has failed to comply with the Act or the Building Code in fulfilling its obligations under this Agreement; or
- (b) the Municipality is not carrying out its duties or obligations pursuant to this Agreement; and the Municipality fails to remedy the problem in a manner satisfactory to the Conservation Authority, acting reasonably, within 120 days of being notified by the Conservation Authority in writing of any such problem.

ARTICLE EIGHT

ARBITRATION

8.01 Arbitration: If a dispute arises between the parties relating to any matter in this Agreement, the parties agree to resolve the dispute in strict compliance with the following procedures:

- (i) To meet within a period of fifteen (15) days from the date a notice of dispute is be filed by either party, each party to be in attendance represented by legal counsel, to participate in good faith in negotiating a resolution of the dispute.
- (ii) To negotiate in good faith, personally and through counsel, for a period of thirty (30) days after the meeting.
- (iii) If, within the thirty (30) day period after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, to submit the dispute to arbitration.
- (iv) The parties shall meet and appoint a single arbitrator. If they are unable to agree on a single arbitrator within fifteen (15) days, then upon written notice by any party to the other the matter shall be settled by arbitration in accordance with the *Arbitrations Act*, 1991, of Ontario by delivery of a notice of arbitration to the other party.

ARTICLE NINE

RELATIONSHIP OF THE PARTIES

9.01 It is expressly agreed that this Agreement shall not be construed as a partnership or joint venture between the Conservation Authority or any subcontractor and the Municipality. The Conservation Authority shall have no authority to bind the Municipality for the performance of any contract or otherwise obligate the Municipality.



ARTICLE TEN

MISCELLANEOUS

Section 10.01 Preamble: The preamble hereto shall be deemed to form an integral part hereof.

Section 10.02 Amendments: This Agreement shall not be changed, modified, terminated, or discharged in whole or in part except by instrument in writing signed by the parties hereto, or their respective successors or permitted assigns, or otherwise as provided herein.

Section 10.03 Assignment: This Agreement shall not be assignable by either party hereto without the written consent of the other party being first obtained.

Section 10.04 Force Majeure: Any delay or failure of either party to perform its obligations under this Agreement shall be excused and this Agreement is suspended if, and to the extent, that the delay or failure is caused by an event occurrence beyond the reasonable control of the party and without its fault or negligence, such as, by way of example and not by way of limitation, acts of God, fires, floods, wind storms, riots, labor problems (including lock-outs, strikes and slow-downs) or court injunction or order.

Section 10.05 By-Laws: Any by-laws passed under Section 7 of the Act and all forms, applications, etc. related to Sewage Systems shall be provided to the Municipality by the Conservation Authority upon request at no charge.

Section 10.06 Notices: Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given by being delivered to an officer of such party during normal working hours or mailed to the following addresses of the parties respectively:

To the Conservation Authority:

South Nation River Conservation Authority
38 Victoria Street, P.O. Box 29
Finch, ON K0C 1K0
Attention: General Manager/Secretary Treasurer

To the Municipality:

Township of Front of Yonge
1514 County Road 2, P.O. Box 130



SOUTH NATION
CONSERVATION
DE LA NATION SUD



Mallorytown, ON, K0E 1R0
Attention: Chief Administrative Officer

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the third business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Either party may at any time give notice in writing to the other party of the change of its address for the purpose of this Section.

Section 9.07 Headings: The section headings hereof have been inserted for the convenience of reference only and shall not be construed to affect the meaning, construction or effect of this Agreement.

Section 9.08 Governing Law: The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario as at the time in effect.

[signature page follows]



SOUTH NATION
CONSERVATION
 DE LA NATION SUD



IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year set out below.

SOUTH NATION RIVER CONSERVATION
 AUTHORITY

 Chair Date:

 General Manager/
 Secretary Treasurer Date:

CORPORATION OF THE TOWNSHIP OF FRONT OF
 YONGE

 Mayor Date:

 Clerk Date:



APPENDIX A

SNC CODE OF CONDUCT

Purpose of this Code of Conduct

The Conservation Authority establishes a Code of Conduct per subsection 7.1 (1) of the *Building Code Act*, 1992 as amended for the Sewage System Inspector and the designated inspectors.

- 1) To promote appropriate standards of behavior and enforcement actions by the Sewage System Inspector and designated inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
- 2) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Sewage System Inspector and designated inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
- 3) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code by the Sewage System Inspector and the designated inspectors.
- 4) Duty to Carry Identification as indicated in section 15.23 of the *Building Code Act* and employment standards
- 5) Inspection of Building Site as indicated in subsection 12 (1) of the *Building Code Act*

Enforcement Guidelines

The Sewage System Inspector and designated inspectors appointed with South Nation Conservation shall comply with this code of conduct. The appointed Sewage System Inspector or the designated inspectors who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the Sewage System Inspector. Where the allegation concerns the actions of the Sewage System Inspector, the matter may be brought to the attention of the senior staff person to whom the Sewage System Inspector reports.



The Sewage System Inspector or senior staff person who receives information, in writing, concerning a significant breach of this code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by a Sewage System Inspector or senior staff person concerning a breach of this code shall be held in confidence. The Sewage System Inspector or senior staff person shall advise the Board of Directors in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Disciplinary Action

Disciplinary action arising from violation of the Code is the responsibility of South Nation Conservation and will be based on the severity and frequency of the violation in accordance with employment laws and standards, and relevant collective agreements.

Code of Conduct

In exercising powers and performing duties under the *Building Code Act* and the Building Code, the Sewage System Inspector and designated inspectors shall:

- 1) Exercise powers in accordance with the provisions of the *Building Code Act*, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Sewage System Inspector and designated inspectors;
- 2) Act to identify and enforce compliance where significant contravention of the Act or regulations are known to exist;
- 3) Apply all relevant building laws, regulations and standards in a consistent and fair manner, where a personal interest may create a conflict;
- 4) Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
- 5) Obtain the counsel of persons with expertise where the Sewage System Inspector or designated inspectors does not possess sufficient knowledge to make an informed judgment; and
- 6) Act honestly, reasonably and professionally in the discharge of their duties

Public Notice

This code of conduct shall be brought to the attention of the public in the following manner:

- Posting on Conservation Authority's website, and
- Public viewing by attending at the Conservation Authority's office and requesting a copy.



APPENDIX B

FEE SCHEDULE

SEWAGE SYSTEM INSPECTIONS

Attached

Updated Annually

DRAFT



APPENDIX C

CERTIFICATE OF INSURANCE

Attached

Updated Annually

DRAFT



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: September 15, 2022
Subject: Request for Approval: Progress Report to the Ministry of Natural Resources and Forestry

RECOMMENDATION:

The Board of Directors approve Progress Report No. 2 for submission to the Ministry of Natural Resources and Forestry.

DISCUSSION:

The Ministry of Environment, Conservation and Parks (MECP) implemented the first phase of *Conservation Authorities Act* regulations in October 2021. The regulations require each conservation authority have a transition plan in place by December 31st, 2021 and create an inventory of programs and services by February 28th, 2022. These documents initiate consultations with member municipalities prior to the Transition Date of January 1st, 2024.

The Board approved South Nation Conservation's (SNC) Transition Plan on November 18th, 2021 (BD-197/21). Staff circulated the Transition Plan to member municipalities and MECP and posted it on SNC's website. The Board approved SNC's Programs and Services Inventory (the "Inventory") on February 17th, 2022 (BD-023/22). The Inventory lists the programs and services SNC currently delivers and intends to deliver in the future. Staff circulated the Inventory to member municipalities and MECP and held a municipal presentation regarding the Inventory on February 24th, 2022.

Regulations require SNC provide quarterly updates as consultations take place and the Inventory is refined. A total of six reports are to be submitted on the following dates:

- July 1, 2022 [submitted]
- October 1, 2022
- January 1, 2023
- April 1, 2023
- July 1, 2023
- October 1, 2023

SNC's second progress report is attached for Board review. As of August 29th, 2022, progress reports are submitted to the Ministry of Natural Resources and Forestry (MNRF).

The report shares the following:

- comments and feedback submitted by participating municipalities;
 - a summary of any changes to the SNC Programs and Services Inventory; and
 - an update on the negotiation of cost apportioning agreements with participating municipalities.
-



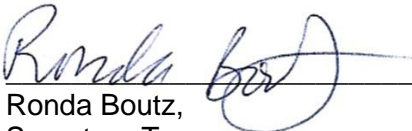
SOUTH NATION
CONSERVATION
DE LA NATION SUD



Copies of the draft reporting documents are uploaded to the Member's webpage for the Board's review.

ADHERENCE TO SNC POLICY:

Ontario Regulation 687/21 requires SNC submit quarterly progress reports to MNRF prior to the Transition Date of January 1, 2024. Staff will bring future progress reports to the Board prior to submission.


Ronda Boutz,
Secretary-Treasurer.



To: Board of Directors
From: Eric McGill, Corporate Counsel
Date: September 21, 2022
Subject: Request for Approval: Personnel Policy Housekeeping Updates

RECOMMENDATION:

The Board of Directors approve housekeeping updates to the Personnel Policy.

DISCUSSION:

Staff propose housekeeping updates to the Personnel Policy. The Personnel Policy was last amended in 2019. Updates include minor language improvements, formatting corrections, and additions to the electronic monitoring policy.

New provisions in the *Employment Standards Act, 2000* (the “ESA”) requires employers that employ 25 or more employees in Ontario have a written electronic monitoring policy in place by October 2022. Employers are also required to provide a copy of the policy to all employees. South Nation Conservation (“SNC”) employs more than 25 people and is obligated to comply.

SNC’s current electronic monitoring policy is found at section 15 of the Personnel Policy and largely conforms with the new legislative requirements. Minor amendments have been made to satisfy the ESA.

A copy of the draft Personnel Policy, with tracked changes, is available on the Board Member’s website.

SNC’s employment solicitor, Emond Harnden, is currently undertaking a comprehensive review of the Personnel Policy, specifically regarding the workplace harassment and discrimination policies and workplace violence policies. Recommended updates will be brought to the Board in subsequent months.

ADHERENCE TO SNC POLICY:

SNC Policy Adherence: SNC is an Ontario employer obligated to comply with applicable requirements under the *Employment Standards Act, 2000*.

Eric McGill,
Corporate Counsel.



To: Board of Directors
From: Katherine Watson, Water Resources Specialist
Michelle Cavanagh, Team Lead, Special Projects
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
John Mesman, Managing Director, Community Lands and Outreach
Date: September 20, 2022
Subject: Request for Approval: Funding Submissions

RECOMMENDATION:

The Board of Directors approves the submission of the following funding applications:

1. **Flood Hazard Identification Mapping Program:** requesting \$407,550 over two years for Flood Mapping in the Castor River Watershed, in partnership with the City of Ottawa and United Counties of Prescott and Russell.
 2. **Flood Hazard Identification Mapping Program:** requesting \$125,500 over two years for Flood Mapping in the Bear Brook Watershed, in partnership with the City of Ottawa and United Counties of Prescott and Russell.
 3. **Flood Hazard Identification Mapping Program:** requesting \$123,200 over two years for Flood Mapping in the South Branch of the South Nation River, in partnership with United Counties of Stormont, Dundas and Glengarry.
 4. **Flood Hazard Identification Mapping Program:** requesting \$111,175 over two years for a Land Cover Update in Eastern Ontario, in partnership with the City of Ottawa, Mississippi Valley Conservation Authority (MVCA) and Rideau Valley Conservation Authority (RVCA).
 5. **Natural Infrastructure Fund:** requesting \$220,000 for shoreline stabilization at Oak Valley Pioneer Park.
 6. **Natural Infrastructure Fund:** requesting, \$400,000 over two years for forest and wetland restoration at Two Creeks Forest and Jessup's Falls Conservation Areas.
-

DISCUSSION:

External funding programs have been identified by staff as potential sources of revenue for South Nation Conservation (SNC) projects. The following grant applications have been or will be submitted:

1. **Flood Hazard Identification Mapping Program**
 - **Project:** Flood Mapping in the Castor River Watershed
 - **Request:** \$407,550; over 2 years
 - **Program will fund:** No limit on amount; 50% matching funds required
 - **Purpose:** To develop hydrology, hydraulics, and flood mapping in the Castor River Watershed in the United Counties of Prescott and Russell (UCPR) and to update hydraulics and flood mapping in the Castor River watershed in the City of Ottawa following federal and provincial standardized methodologies.
 - **Deadline:** September 16, 2022 (request for retro-active submission approval)
-



2. Flood Hazard Identification Mapping Program

- **Project:** Flood Mapping in the Bear Brook Watershed
- **Request:** \$125,500; over 2 years
- **Program will fund:** No limit on amount; 50% matching funds required
- **Purpose:** To develop hydrology, hydraulics, and flood mapping in the Bear Brook Watershed in the United Counties of Prescott and Russell (UCPR) following federal and provincial standardized methodologies.
- **Deadline:** September 16, 2022 (request for retro-active submission approval)

3. Flood Hazard Identification Mapping Program

- **Project:** Flood Mapping in the South Branch of the South Nation River
- **Request:** \$123,200; over 2 years
- **Program will fund:** No limit on amount; 50% matching funds required
- **Purpose:** To develop hydrology, hydraulics, and flood mapping in the South Branch of the South Nation River in the United Counties of Stormont, Dundas and Glengarry (SDG) following federal and provincial standardized methodologies.
- **Deadline:** September 16, 2022 (request for retro-active submission approval)

4. Flood Hazard Identification Mapping Program

- **Project:** Land Cover Update in Eastern Ontario
- **Request:** \$111,175; over 2 years
- **Program will fund:** No limit on amount; 50% matching funds required
- **Purpose:** To update land cover and watercourse information across the MVCA, SNC and RVCA jurisdictions so that up-to-date baseline information contributes to the production of accurate flood maps.
- **Deadline:** September 16, 2022 (request for retro-active submission approval)

5. Natural Infrastructure Fund

- **Project:** Oak Valley Streambank Restoration
- **Request:** \$220,000
- **Program will fund:** Between \$30,000 and \$3 million; 20% matching funds required
- **Purpose:** To stabilize the streambank along the South Nation River at Oak Valley through the establishment of a naturalized shoreline. Provide a demonstration site for the public and local contractors to learn natural infrastructure approaches to streambank stabilization.
- **Deadline:** September 28, 2022 (request for retro-active submission approval)

6. Natural Infrastructure Fund

- **Project:** Forest and Wetland Restoration: Creating Climate-Resilient Natural Infrastructure
- **Request:** \$400,000, over two years
- **Program will fund:** Between \$30,000 and \$3 million; 20% matching funds



- required
- **Purpose:** To restore damaged forest and wetland areas and improve recreational infrastructure at the Two Creeks Forest and Jessup's Falls Conservation Areas. Enhance biodiversity and resilience to climate change while increasing public access to nature.
 - **Deadline:** September 28, 2022 (request for retro-active submission approval)

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

- 1.- 4. Flood Hazard Identification Mapping Program Projects:** SNC contribution through staff time included in the 2022 Budget under Resource Management: Water Response Programs, pages 14 - 15. The project will be included in the 2023 draft Budget; if approved, funding will offset some of SNC's contribution to City of Ottawa Flood Plain and Erosion Hazards Agreement #3 approved at the August 2022 Board meeting (BD-129/22). Additional matching contributions will be provided by partnering agencies.
- 5. Natural Infrastructure Fund: Oak Valley Project:** The project will be included in the 2023 Budget, subject to approval. SNC has 2023 matching funds (\$50,000) approved under the Ontario Power Generation Regional Biodiversity Program.
- 6. Natural Infrastructure Fund: Conservation Area Restoration:** SNC contribution will be included in the 2023 and 2024 Budgets under Property: Conservation Lands, Conservation areas, pages 32-33, subject to approval.

SNC Policy Adherence:

All expenditures will adhere to SNC's Purchasing Policy, including seeking three quotes and required authorizations according to purchasing limits. All work undertaken to complete the projects will adhere to SNC's Health and Safety Policies and Procedures.

Katherine Watson,
Water Resources Specialist.

Michelle Cavanagh,
Team Lead, Special Projects.

John Mesman,
Managing Director, Community Lands
and Outreach.

Sandra Mancini,
Managing Director, Natural Hazards
and Infrastructure.



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: September 21, 2022
Subject: Request for Approval: Wetland Regulation Updates

RECOMMENDATION:

The Board of Directors approve updates to the Section 28 Regulations Policies and receive and file the associated mapping as the best information available to establish the locally significant wetland regulation limits in the Township of Alfred and Plantagenet;

FURTHER THAT: The updated policies and maps be used by South Nation Conservation's planning and regulations programs and other watershed management activities effective immediately.

BACKGROUND:

South Nation Conservation's (SNC) jurisdiction contains many wetlands that are not designated Provincially Significant. These wetland areas provide local ecosystem services and benefits including flood attenuation, groundwater recharge, wildlife refuge, forest cover, as well as, recreational, educational, and research opportunities.

Ontario Regulation 170/06 gives SNC the ability to regulate wetlands within its jurisdiction – specifically their development, interference, or alteration. Currently, SNC's regulation policies apply only to wetlands designated Provincially Significant.

Previous Boards established an approach where SNC regulation of locally significant wetlands is phased-in with the support of the individual municipality (BD-005/13).

DISCUSSION:

In March 2021, the Township of Alfred-Plantagenet's Council requested SNC consider the mapping and regulation of locally significant wetlands within the Township's jurisdiction in conjunction with the passing of a locally significant wetlands municipal zoning bylaw.

In August 2021, the Board approved entering into an agreement with the Township to map wetlands within the Township's jurisdiction on a cost recovery basis (BD-140/21). Mapping was completed and presented to the Committee of the Whole on May 17th, 2021.

Staff met with the Directors of the Prescott Federation of Agriculture on April 8th, 2022, to discuss the proposed regulations policies, mapping, and impact to local landowners. Information was also presented at the Prescott Federation of Agriculture meeting on June 21, 2022.



As noted in the June 2022 Board Report (BD-112/22), SNC staff finalized the locally significant wetlands mapping and provided it to the Township for inclusion in the zoning by-law (mapping will be made available during the meeting).

The Township and SNC staff held a virtual public meeting for the locally significant wetlands zoning bylaw on July 12, 2022, and held a joint, in-person open house on July 20, 2022, at the Municipal Office. Notice of the public meeting/open house was provided by email to required public agencies under the *Planning Act*; posted on the municipal and SNC websites; and published in local newspapers. No comments or objections were received.

The Township held a special meeting on August 21, 2022, and approved the locally significant wetlands zoning bylaw and mapping (By-law No. 2022-54). A copy of the notice of passing is attached.

Following Board approval of the recommendation, these areas will be added to SNC's regulation mapping under Section 28 of the *Conservation Authorities Act*.

The new provisions in the Regulation Policies will only apply to locally significant wetlands where a participating municipality has implemented a locally significant wetlands municipal zoning bylaw. The zoning by-law provides public notice of the application of SNC's Regulation.

A copy of the draft regulation policies is available on the Board Member's webpage.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The Approvals Program is delivered under the current fee for service model with existing staff in budget.

SNC Policy Adherence: The Section 28 Regulation Policies will be updated to include provisions for the regulation of the locally significant wetlands where zoned by the local municipality.

Alison McDonald,
Managing Director, Approvals.

Attachments: Notice of the Passing of a Zoning Bylaw by the Corporation of the Township of Alfred and Plantagenet ZON-5-2022 – September 21, 2022



NOTICE OF THE PASSING OF A ZONING BY-LAW BY THE CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

TAKE NOTICE that the Council of the Corporation of the Township of Alfred and Plantagenet passed by-law No. 2022-54 on the 20th day of September 2022, under Section 34 of the *Planning Act*, as amended.

No written or verbal comment, directly related to this request, has been submitted to the Council before, during or after the virtual public meeting, at the in-person open house and before the adoption of this amendment to the Zoning By-law.

ONLY INDIVIDUALS, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

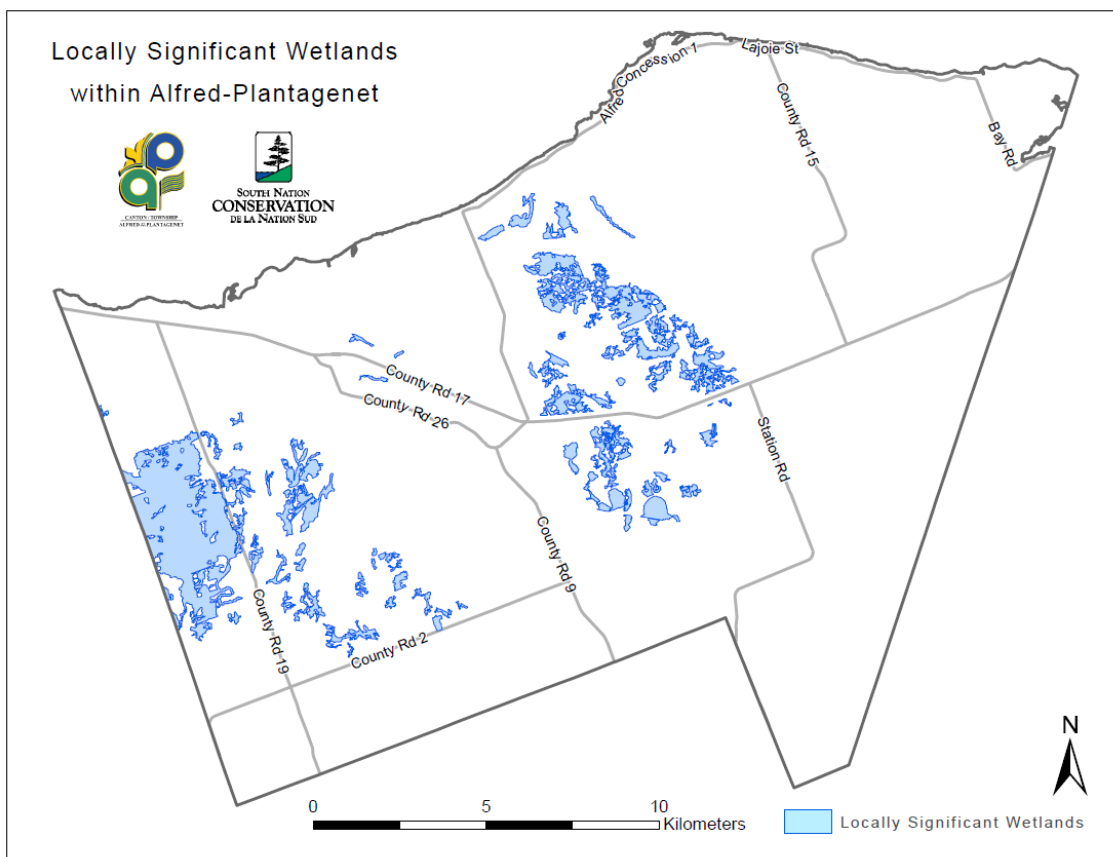
NO PERSON or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

ANY PERSON, corporation, public body or agency may appeal to the Tribunal in respect of the by-law by filing, with the Clerk of the Corporation of the Township of Alfred and Plantagenet, a notice of appeal setting out the objection(s) to the by-law and reasons in support of the appeal. The notice of appeal must be accompanied by the fee (\$ 1,100.00) charged under the *Ontario Land Tribunal Act, 2021*.

The notice of appeal must be received by the Clerk not later than the 11th day of October 2022.

THE PURPOSE AND EFFECT OF THIS BY-LAW is to add a new zone entitled "Locally Significant Wetland" (Chapter 29) and also to make some changes to the provisions of the "Wetland" zone (Chapter 24), namely by renaming it "Provincially Significant Wetland", in order to protect wetlands of local importance and wetlands of provincial importance within the territory of the Township of Alfred and Plantagenet, more specifically in regional natural heritage systems.

ADDITIONAL INFORMATION relating to the by-law No. 2022-54 is available for inspection, from Monday to Friday between 8:30 a.m. and 4:00 p.m., at the Alfred and Plantagenet Town Hall situated at 205 Old Highway 17, Plantagenet, or by contacting Guylaine Poirier at (613) 673-4797 Ext. 209.



Dated at the Township of Alfred and Plantagenet This 21st day of September 2022.

Annie Rochefort
Clerk
Township of Alfred and Plantagenet



CANTON / TOWNSHIP
ALFRED AND PLANTAGENET

AVIS D'ADOPTION D'UN RÈGLEMENT DE ZONAGE PAR LA CORPORATION DU CANTON D'ALFRED ET PLANTAGENET

AVIS EST DONNÉ QUE le Conseil de la Corporation du Canton d'Alfred et Plantagenet a adopté le règlement No. 2022-54 le 20^e jour de septembre 2022, conformément à l'Article 34 de la *Loi sur l'aménagement du territoire*, telle que modifiée.

Aucun commentaire écrit ou verbal, directement lié à la demande, n'a été soumis au Conseil avant, pendant ou après la réunion publique virtuelle, à la journée d'accueil en personne et avant l'adoption de cette modification au Règlement de zonage.

SEULS LES PARTICULIERS, les personnes morales et les organismes publics peuvent interjeter appel d'un règlement municipal devant le Tribunal ontarien de l'aménagement du territoire. Les associations ou les groupes sans personnalité morale ne peuvent pas déposer d'avis d'appel. Toutefois, un avis d'appel peut être déposé au nom d'un particulier qui est membre de l'association ou du groupe pour le compte de l'un ou l'autre.

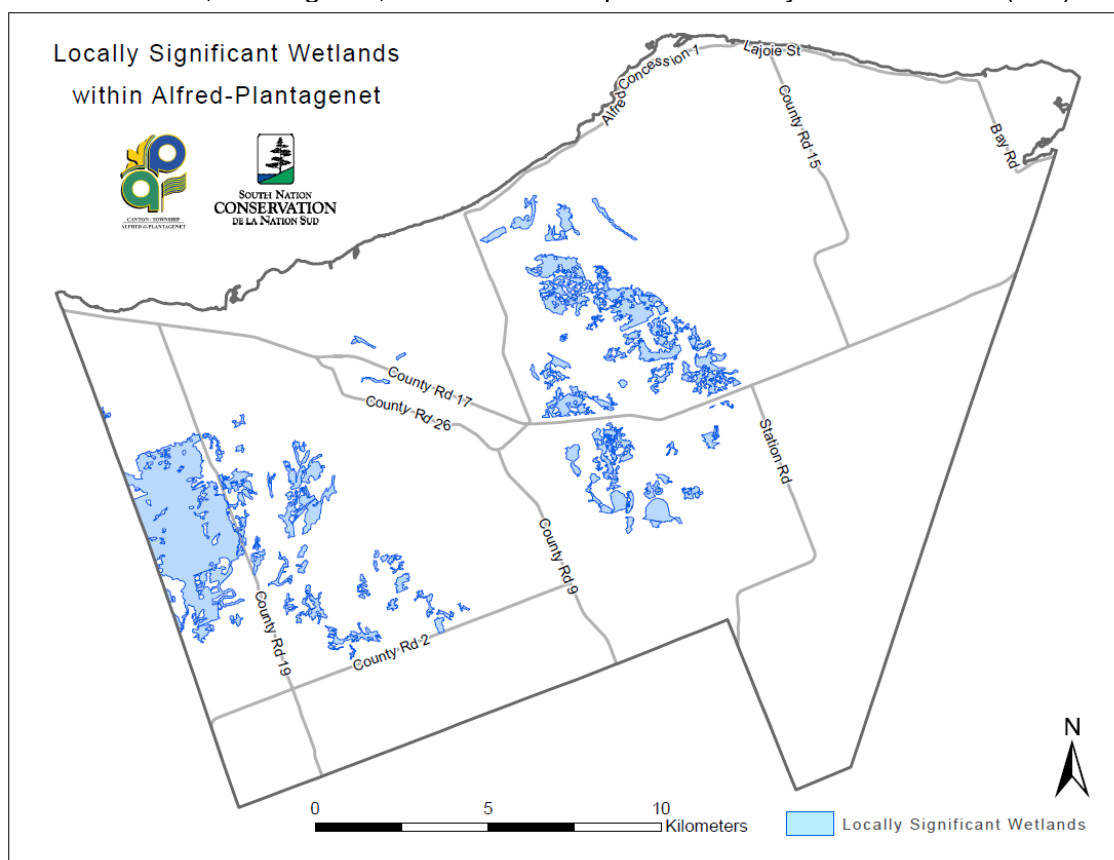
AUCUNE PERSONNE ni aucun organisme public ne doit être joint en tant que partie à l'audition de l'appel sauf si, avant l'adoption du règlement municipal, la personne ou l'organisme public a présenté des observations orales lors d'une réunion publique ou présenté des observations écrites au conseil ou qu'il existe, de l'avis du Tribunal, des motifs raisonnables de le faire.

TOUTE PERSONNE, corporation, organisme public ou agence peut faire appel au Tribunal concernant ledit règlement en déposant, auprès de la Greffière de la Corporation du Canton d'Alfred et Plantagenet, un avis d'appel précisant l'objection au règlement ainsi que les motifs de l'objection. L'avis d'appel doit être accompagné des droits exigés (1 100.00 \$) en vertu de la *Loi de 2021 sur le tribunal ontarien de l'aménagement du territoire*.

L'avis d'appel doit être remis à la Greffière au plus tard le 11^e jour d'octobre 2022.

LE BUT ET L'EFFET DE CE RÈGLEMENT est d'ajouter une nouvelle zone intitulée «Terre Humide d'Importance Locale» (Chapitre 29) et également d'apporter quelques changements aux dispositions de la zone «Terre Humide» (Chapitre 24), notamment en la renommant «Terre Humide d'Importance Provinciale», afin de protéger les terres humides d'importance locale et les terres humides d'importance provinciale sur le territoire du Canton d'Alfred et Plantagenet, plus précisément dans les systèmes régionaux du patrimoine naturel.

DES INFORMATIONS SUPPLÉMENTAIRES concernant le règlement No. 2022-54 sont disponibles pour consultation, du lundi au vendredi, entre 8h30 et 16h00, à l'Hôtel de Ville d'Alfred et Plantagenet situé au 205 Vieille Route 17, Plantagenet, ou en communiquant avec Guylaine Poirier au (613) 673-4797 Poste 209.



**Daté au Canton d'Alfred et Plantagenet
Ce 21^e jour de septembre 2022.**

Annie Rochefort
Greffière
Canton d'Alfred et Plantagenet

00068



To: Board of Directors
From: James Holland, Senior Planner
Date: September 21, 2022
Subject: Update: Planning Activity

RECOMMENDATION:

The Board of Directors receive and file the Planning Activity update for August 2022.

DISCUSSION:

SNC staff provide comments on planning applications and technical reviews to support planning applications. Applications are sent to SNC by local Municipalities; costs are recovered according to the Board approved fee schedule.

The list below includes planning applications received in the month of August 2022. Pre-consultations and property inquiries are not included in this list.

#	SNC Number	Landowner Name	Former Municipality	Application
351	SNC-2879-2022	Hickup Farms Inc.	Osgood	Severance
352	SNC-2880-2022	Gordon, Lucille, Devyn, and Travis McFadden	Cumberland	Minor Variance
353	SNC-2882-2022	1737814 Ontario Inc.	Cumberland	Zoning By-Law Amendment
354	SNC-2883-2022	Robert Stewart	Winchester	Severance
355	SNC-2884-2022	Marc and Celine Beauregard	Clarence	Minor Variance
356	SNC-2885-2022	Marc and Celine Beauregard	Clarence	Severance
357	SNC-2886-2022	Marc and Celine Beauregard	Clarence	Severance
358	SNC-2887-2022	George Barre	Cambridge	Severance
359	SNC-2888-2022	Frederic Claude	Champlain	Severance
360	SNC-2889-2022	Marlene Lewis	Matilda	Severance
361	SNC-2890-2022	Marlene Lewis	Matilda	Severance
362	SNC-2891-2022	Marlene Lewis	Matilda	Severance
363	SNC-2892-2022	Aginvest Farmland Three Inc.	Roxborough	Severance
364	SNC-2893-2022	Roger and Murielle Carriere	Champlain	Severance
365	SNC-2894-2022	Kerri Lee and Gloria Davidson	Edwardsburgh	Severance
366	SNC-2895-2022	Vicky and Anthony Simzer	Edwardsburgh	Severance
367	SNC-2896-2022	Lafrance Francois	Cambridge	Severance
368	SNC-2897-2022	Ronald Bender	Cambridge	Site Plan Control
369	SNC-2898-2022	Ritche Feed and Seed	Winchester	Section 59 Clearance
370	SNC-2899-2022	Levac Robichaud Leclerc Associates Ltd.	Charlottenburg	Subdivision



#	SNC Number	Landowner Name	Former Municipality	Application
371	SNC-2900-2022	Ron and Karalee Bell	Osnabruck	Severance
372	SNC-2901-2022	Ron and Karalee Bell	Osnabruck	Severance
373	SNC-2902-2022	Dan and Dawn Kuhn	Osnabruck	Severance
374	SNC-2903-2022	Randall and Dianne Lee	Mountain	Severance
375	SNC-2904-2022	Randall and Dianne Lee	Mountain	Severance
376	SNC-2905-2022	Yvon and Monique Lalonde	Casselton	Zoning By-Law Amendment
377	SNC-2906-2022	2268635 Ontario Inc.	Clarence	Zoning By-Law Amendment
378	SNC-2907-2022	Huguette and Patrick Butler	Clarence	Zoning By-Law Amendment
379	SNC-2908-2022	Marc Patenaude	Finch	Zoning By-Law Amendment
380	SNC-2909-2022	Brian Cameron	Cambridge	Site Plan Control
381	SNC-2910-2022	Augus and Diane Campbell	Finch	Severance
382	SNC-2911-2022	Miranda Bennis	Williamsburg	Severance
383	SNC-2912-2022	1000054405 Ontario Inc.	Mountain	Severance
384	SNC-2913-2022	Marc-Antoine Poirier	Cambridge	Zoning By-Law Amendment
385	SNC-2914-2022	Stephen Hynes-Lon and Marilyn Wade	Russell	Severance
386	SNC-2915-2022	Guy Family Farm Inc.	Caledonia	Minor Variance
387	SNC-2916-2022	Steven Phillips	Cambridge	Minor Variance
388	SNC-2917-2022	United Counties of Prescott and Russell	Russell	Official Plan Amendment
389	SNC-2918-2022	Rideau Valley Conservation Authority	Montague	Environmental Assessment
390	SNC-2925-2022	Riverlands of Rockland	Clarence	Zoning By-Law Amendment
391	SNC-2926-2022	Riverlands of Rockland	Clarence	Official Plan Amendment
392	SNC-2927-2022	Riverlands of Rockland	Clarence	Site Plan Control
393	SNC-2928-2022	Jack Larabie Distribution	Russell	Site Plan Control
394	SNC-2929-2022	Bergridge Farms	Mountain	Section 59 Clearance
395	SNC-2930-2022	NA	Augusta	Zoning By-Law Amendment
396	SNC-2931-2022	Markus Landscaping Services	Edwardsburgh	Zoning By-Law Amendment
397	SNC-2932-2022	Pascal Roy	North Plantagenet	Zoning By-Law Amendment
398	SNC-2933-2022	Maxime Longtin	North Plantagenet	Site Plan Control
399	SNC-2934-2022	Arnold Dixon	Augusta	Site Plan Control



#	SNC Number	Landowner Name	Former Municipality	Application
400	SNC-2935-2022	Charles Zaloum	Clarence	Severance
401	SNC-2936-2022	Falcon Home Construction Inc.	Clarence	Subdivision
402	SNC-2937-2022	Gilles Gagnon and Germaine Dignard	Cambridge	Severance
403	SNC-2938-2022	Gilles Gagnon and Germaine Dignard	Cambridge	Severance
404	SNC-2939-2022	Eric and Martine Clement	Cambridge	Severance
405	SNC-2941-2022	Jack and Mary Durant	Winchester	Zoning By-Law Amendment
406	SNC-2942-2022	Marie Dizazzo	Mountain	Zoning By-Law Amendment
407	SNC-2943-2022	Luc Lalonde	Alfred	Zoning By-Law Amendment
408	SNC-2944-2022	DCR/Pheonix Land Development Corporation	Gloucester	Condominium
409	SNC-2945-2022	Ottawa Carleton District School Board	Gloucester	Site Plan Control
410	SNC-2946-2022	Shelly and Clinton Laidlaw	Augusta	Severance
411	SNC-2947-2022	Shelly and Clinton Laidlaw	Augusta	Severance
412	SNC-2948-2022	Carolyn Madden and Barbara Cotnam	Cornwall	Severance
413	SNC-2949-2022	William Dishman and Heather Perkins	Chesterville	Minor Variance
414	SNC-2950-2022	V&E Global	Clarence	Site Plan Control
415	SNC-2951-2022	David and Joanne Decook	Matilda	Zoning By-Law Amendment
416	SNC-2952-2022	NLB Farms Inc.	Williamsburg	Zoning By-Law Amendment
417	SNC-2953-2022	Blair Capital Fund 2 Inc.	Clarence	Site Plan Control
418	SNC-2955-2022	Chelsey Philip and Kyle Pelkey	Winchester	Minor Variance
419	SNC-2956-2022	2820939 Ontario Limited	Winchester	Minor Variance
420	SNC-2957-2022	Maggie Tessier	Russell	Zoning By-Law Amendment
421	SNC-2958-2022	Normand Rochon	Russell	Zoning By-Law Amendment



Technical Reviews

SNC offers professional and technical review services in engineering, hydrogeology, biology, and private servicing. The following table includes the technical reviews completed in the month of August 2022.

SNC Number	Development Size	Review Type
SNC-2928-2022	Area > 2 ha	Stormwater Management
SNC-2909-2022	Area < 0.5 ha	Environmental Impact Study
SNC-1430-2020	Area ≤ 2 ha	Stormwater Management
SNC-2897-2022	Area < 0.5 ha	Stormwater Management
SNC-2896-2022	Small Scale Development	Hydrogeological Investigation
SNC-1430-2020	Area ≤ 2 ha	Stormwater Management
SNC-1690-2021	Area > 2 ha	Environmental Impact Study
SNC-2368-2021	Area > 2 ha	Stormwater Management
SNC-2651-2022	Area ≤ 2 ha	Stormwater Management
SNC-2844-2022	Area ≤ 2 ha	Stormwater Management
SNC-2708-2022	Area ≤ 2 ha	Stormwater Management
SNC-2839-2022	Small Scale Development	Hydrogeological Investigation

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

James Holland,
Senior Planner.



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: September 21, 2022
Subject: Request for Approval: Permits Issued

RECOMMENDATION:

The SNC Board of Directors approve permits 172 through 193 issued under Ontario Regulation 170/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

DISCUSSION:

SNC staff issue permits in accordance with SNC policies and then presents them to the Board for approval at each Board meeting.

List below indicates the permits that have been issued in the month of August 2022.

#	Permit No.	Landowner	Former Municipality	Project
172	2022-SDU-R189	Trans-Northern Pipeline Inc.	Williamsburg	Vegetation Management
173	2022-SDU-R190	Trans-Northern Pipeline Inc.	Williamsburg	Vegetation Management
174	2022-SDU-R191	Trans-Northern Pipeline Inc.	Williamsburg	Vegetation Management
175	2022-SDU-R192	Trans-Northern Pipeline Inc.	Williamsburg	Vegetation Management
176	2022-EDW-R193	Mike Joly	Edwardsburgh	Armour stone Installation
177	2022-NGL-R194	Granite Castle Corporation	Kenyon	Sediment Berm Removal
178	2022-CLR-R195	Sylvie and Raymond Viau	Clarence	Septic Tank Replacement
179	2022-AUG-R196	Alain Cyr	Augusta	Retaining Wall Construction
180	2022-RUS-R197	Peter Scott	Russell	Inground Pool Installation
181	2022-OSG-R198	Enbridge Gas Inc.	Osgood	Pipeline Installation
182	2022-RUS-R199	Enbridge Gas Inc.	Russell	Pipeline Installation
183	2022-GLO-R200	DWS Roofing Inc.	Gloucester	Septic Tank Replacement
184	2022-CAS-R201	Helene Monette and David Kelly	Casselman	Dock Installation
185	2022-NDU-R202	United Counties of SDG	Winchester	Directional Bore Microduct
186	2022-NGR-R203	United Counties of Leeds and Grenville	South Gower	Directional Bore Microduct
187	2022-EDW-R204	Denis Izvekov	Edwardsburgh	Integrity Dig
188	2022-OSG-R205	City of Ottawa	Osgood	Culvert Replacement
189	2022-ALP-R206	Patrick Laniel	Alfred	Residential Construction
190	2022-AUG-R207	Doug Rigby and Karen Pogue	Augusta	Dock Installation
191	2022-CUM-R208	Enbridge Gas Inc.	Cumberland	Pipeline Installation
192	2022-RUS-R209	Enbridge Gas Inc.	Russell	Pipeline Installation
193	2022-NST-R210	Township of North Stormont	Finch	Boat Launch Installation.



Complaints/Issues: Sites visited in 2022 through the regulatory program: 18

Location	Issue	Outcome
North Dundas	Development in the floodplain without a permit	The landowner and agent are working with the authority to modify the project and ensure it meets SNC's engineering requirements.
La Nation	Erosion and sediment control	A compliance inspection for an existing permit was undertaken following a drive by. Staff consulted with the contractor onsite to ensure proper erosion and sediment control measures are put in place.

Staff will continue to track complaint site visits and provide notice to the Clerk of the relevant municipality where appropriate.

Alison McDonald,
Managing Director, Approvals.



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: September 21, 2022
Subject: Update: On-Site Sewage Permits Issued

RECOMMENDATION:

The Board of Directors receive and file the On-Site Sewage Permits Issued update for August 2022.

DISCUSSION:

SNC staff issue permits under Part 8 of the Ontario Building Code. The list below includes permits issued in the month of August 2022. Septic system searches and renovation reviews are not included.

#	Permit Number	Landowner Name	Former Municipality
252	RU-22-37	Kimberley Kargus	Russell
253	NA-22-29	Yves and Melissa Ladouceur	Casselman
254	CR-22-52	2280437 Ontario Inc.	Clarence-Rockland
255	SS-22-38	Brie Keats	Long Sault
256	CR-22-53	Thang Nguyen	Bourget
257	RU-22-38	JS Larabie Holdings Inc.	Vars
258	EH-22-17	Naiyana Phaodit	Hawkesbury
259	SD-22-21	Crystal Wilson and Leigh Bequette	South Dundas
260	NS-22-17	Jean Briere	Crysler
261	SS-22-39	Dan and Julie Gaucher	St-Andrews West
262	NA-22-30	Stéphanie Séguin	South Plantagenet
263	SD-22-22	Aileen and Frances Krueger	Iroquois
264	AP-22-20	Michelle and Nicole Rocque	Alfred
265	AP-22-21	Patrick Laniel	Lefavre
266	EH-22-18	Donna Ranger	St-Eugène
267	NA-22-31	Sylvain Lamadeleine	Casselman
268	NA-22-32	Jason and Samantha Burns	Casselman
269	ND-22-44	Paul Gratton	Moorewood
270	ND-22-45	The Finishing Touch Construction	Winchester



#	Permit Number	Landowner Name	Former Municipality
271	NA-22-33	Johane Bouthillier	Alfred
272	NA-22-34	2831522 Ontario Inc.	Limoges
273	CR-22-54	Robert Jaquemet	Bourget
274	AP-22-22	Susan Joubarne	Wendover
275	NA-22-35	Luc Belisle	Casselman
276	ND-22-47	Joel Bourgeois	Mountain
277	SD-22-23	Judy Saddlemire	Williamsburg
278	SD-22-24	Angela Fawcett	Brinston
279	ND-22-48	Dawna and John Marquette	Iroquois
280	CR-22-55	Luc Giroux	Hammond

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

Alison McDonald,
Managing Director, Approvals.



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: September 2, 2022
Subject: Request for Approval: Monies Received and Disbursement Register for August 2022

RECOMMENDATION:

The Board of Directors receive and file the money received report for August 2022; and

FURTHER THAT: The Board approve the Disbursement Register of \$448,553.11 for August 2022.

DISCUSSION:


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

Received From:	August
Planning Revenue	79,307.34
Septic Revenue	36,832.35
Municipality of North Grenville	35,898.00
Government of Canada	34,161.00
Raisin Region Conservation Authority	24,905.68
Other	20,605.15
Communications Revenue	1,411.75
Township of Champlain	639.00
Land Revenue	309.00
City of Clarence-Rockland	237.50
TOTAL	234,306.77

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

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

August 2022	Total
Accounts Payable Cheques	25,429.43
Internet Banking	304,486.30
Electronic Funds Transfer Payment	118,637.38
TOTAL \$	448,553.11


 Johanna Barkley,
 Director of Finance

Attachments: Disbursement Register - August 2022

Disbursement Register - August 2022

Number	Name	Amount
20299	HARV3450 HARVEX AGROMART INC	214.00
20300	UNOT8190 UNIVERSITY OF OTTAWA CAREER DE\	282.50
20301	ATRE0334 2022-EAB-023	2,602.50
20302	CPSE9959 GREEN VALLEY ENVIRONMENTAL INC	410.00
20303	DDPR1500 THE FINCH MARKET	157.77
20304	DEPO1550 DELTA POWER EQUIPMENT	822.95
20305	PURO7040 PUROLATOR COURIER LTD.	8.52
20306	ROSA2000 ROGER SALMON AND SONS	333.35
20307	OEMC6593 ONTARIO EAST MUNICIPAL CONF (OEM	3,141.40
20308	POON7040 POSTAGE ON CALL	1,130.00
20309	SNCW0466 2021-NAT-CW07	2,761.79
20310	SNCW0467 2022-RUS-CW10	1,000.00
20311	ATRE0335 2022-EAB-007	350.00
20312	NS206050 TOWNSHIP OF NORTH STORMONT	300.00
20313	SOUTH8020 SOUTH NATION DELTA WATERFOUL	2,000.00
20314	CHCR1040 CHRIS CROWDER	355.95
20315	NYEN6710 A. NYENTAP & SONS CONSTRUCTION	9,040.00
20316	OTCI6500 OTTAWA CITIZEN	518.70
		<u>25,429.43</u>

Ash Tree Grant

SNCW Grant

SNCW Grant

Ash Tree Grant

MacIntosh - Pathway

Internet

10003485	BELL0510 BELL CANADA	1,031.69
10003489	BELL0510 BELL CANADA	230.15
10003494	BELL0510 BELL CANADA	54.23
10003499	FIFE2505 FINCH FEED & SEED LTD. PURINA	443.74
10003504	HYDR3560 HYDRO ONE	171.18
10005786	MACE5505 MACEWEN PETROLEUM INC.	1,022.90
10006726	HYDR3560 HYDRO ONE	34.59
10007768	HYDR3560 HYDRO ONE	2,164.32
10007769	UNIO9003 UNION GAS LIMITED	61.00
10009462	CA201030 VILLAGE DE/OF CASSELMAN	481.34
10009467	CA201030 VILLAGE DE/OF CASSELMAN	366.45
10009469	CA201030 VILLAGE DE/OF CASSELMAN	493.74
10009475	HYDR3560 HYDRO ONE	34.48
20220809	VISA7601 VISA - LORIE HENDERSON	6,000.00
20220811	BAMO0650 THE BANK OF MONTREAL	5,263.24
20220811	PAYW0139 Payworks	139,290.06
20220817	VISA7608 VISA - ANGELA COLEMAN	22.59
20220817	VISA7604 VISA - JACQUES LEVERT	450.05
20220817	VISA7605 VISA - RONDA BOUTZ	1,322.09
20220817	VISA7602 VISA - SYLVIE FRACASSI	12.00
20220817	VISA7606 VISA - SANDRA MANCINI	106.56
20220817	VISA7607 VISA - MONIQUE SAUVE	501.73
20220817	VISA7609 VISA - DEBORAH EDWARDS	303.19
20220823	BAMO0650 THE BANK OF MONTREAL	5,263.24
20220823	PAYW0139 Payworks	132,451.52
20220826	VISA7601 VISA - LORIE HENDERSON	5,500.00
20220831	RABO7538 ROYAL BANK OF CANADA	1410.22
		<u>304,486.30</u>

EFT Banking

11002	BESE0590	VOID	0.00	
11003	BESE0590	BEGG-SEGUIN HARDWARE LIMITED	1,618.18	
11004	BUSI0578	STAPLES COMMERCIAL/TREVIPAY	249.88	
11005	CAQU1034	CRYSLER AUTOMOTIVE CENTRE	0.81	
11006	COAU1115	COOTER'S AUTOMOTIVE	2,473.17	
11007	COCO1270	COTNAM HOLDINGS	15.81	
11008	COMM1130	UNIVERSAL FIELD SUPPLIES	112.06	
11009	DF402060	DAVID FITCH	190.12	
11010	GAAU2950	GARY'S AUTO BODY	751.45	
11011	GEOS3035	GEOSYNTHETIC SYSTEMS	3,256.87	
11012	JRAD4004	J&R ADAMS LTD.	187.13	
11013	KIAS4520	KILGOUR & ASSOCIATES LTD	2,368.76	
11014	LANN5020	LANNIN'S GARAGE	19.55	
11015	LATR5065	LATREMOUILLE	1,933.43	
11016	LOAU1000	LOCAL AUTHORITY SERVICE LTD	241.77	
11017	NASE6250	NATIONVIEW SERVICE CENTRE LTD	1,045.39	
11018	QUPR7250	QUINTAN PRODUCTS INC.	617.13	
11019	RL305012	RENE LALONDE	125.05	
11020	SHSI8023	SHANE SIGNS	644.10	
11021	SUGR8052	SUPERIOR GROUP	720.94	
11022	TENA8506	TENAQUIP INDUSTRIAL EQUIPMENT	476.13	
11023	THRE7560	THE REVIEW	563.87	
11024	TRCA8650	TRADUCTIONS CATMAC TRANSLATION	718.82	
11025	TWPE8590	TWIN PEAKS SANITARY SERVICES INC	627.15	
11026	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
11027	AM405500	ALISON McDONALD	151.12	
11028	BDOD0513	BDO CANADA LLP	2,200.56	
11029	CORN1089	CORNWALL CITY PRESS	331.43	
11030	NOVA6200	NOVA NETWORKS	12,470.46	
11031	OMER6450	OMERS	40,556.18	Pension
11032	RAYP7430	RAYMOND PROVOST CARTAGE CO	508.50	
11033	RB400512	RONDA LYNNE BOUTZ	168.97	
11034	STIN8000	STORM INTERNET SERVICES	169.50	
11035	WISP8055	WINCHESTER SPRINGS MOBILE WASH	395.50	
11036	ATAI0123	ATEL AIR	1,270.12	
11037	CIOT0270	CITY OF OTTAWA	4,254.37	Ottawa Baseline
11038	FEPR4570	FESTIVAL PROMOTIONS	1,349.95	
11039	HB400950	HOPE BOYLE	140.42	
11040	LANN5020	LANNIN'S GARAGE	860.84	
11041	MM405526	MICHAEL MELANEY	587.54	
11042	SD401390	STEPHAN DESOUCHES	37.03	
11043	SMIT8350	H.F. SMITH & SON CARTAGE LTD.	146.90	
11044	STTO8780	STAR TOILET RENTALS/2107897 ONTA	807.95	
11045	ED202010	TOWNSHIP OF EDWARDSBURG/CARD	0.00	
11045	ED202010	TOWNSHIP OF EDWARDSBURG/CARD	1,160.62	
11046	NA206015	VOID	0.00	
11046	NA206015	THE NATION MUNICIPALITY	9,649.97	Taxes
11047	ACTE0200	ACCOUNT TECH	209.05	
11048	AM405500	ALISON McDONALD	550.00	
11049	BH403432	BRENT HARBERS	202.38	
11050	EM405490	ERIC MCGILL	177.08	
11051	GAUD3008	GAUDET MACHINING AND WELDING	25.43	
11052	KIAS4520	KILGOUR & ASSOCIATES LTD	4,392.88	Leitrim BoardWalk
11053	LANN5020	LANNIN'S GARAGE	1,991.11	

11054	RASE7421	RANGARD SECURITY	339.00
11055	SHS18023	SHANE SIGNS	242.95
11056	SZ410505	SHAHIN ZANDMOGHADDAM	150.50
11057	RON57545	782324 ONTARIO INC.	<u>13,786.00</u> Dump Trailer
			118,637.38



To: Board of Directors
From: Alison McDonald, Managing Director, Approvals
Date: September 20th, 2022
Subject: Request for Approval: 2023 Fee Schedules and Fee Policy

RECOMMENDATION:

The Board of Directors approve the 2023 Fee Schedules and Fee Policy as presented.

DISCUSSION:

The Board of Directors approves the Fee Schedules on an annual basis. Attached are 2023 Fee Schedules for each approval/review program offered by the Authority.

Past Board direction is that development fees are paid by development and not subsidized by levy. Staff estimate the Approvals program averaged 93% cost recovery from fees in 2022. The program is also supported by a small Provincial transfer payment related to Natural Hazard review. A portion of the regulations program budget is supported by levy, mostly related to compliance and enforcement.

Staff discussed fee adjustments with Conservation Partners within the City of Ottawa to ensure consistency. A limited number of development application types were identified for a five percent increase. These applications are generally larger, more complex files with extensive time investment. The proposed increase would bring these fees closer to cost recovery, pending a full fee review proposed for 2023. We also increased the Section 28 hearing fees to match the Conservation Partners' rate.

2022 Schedule	Changes Proposed
Schedule A: Planning	Standard 2% adjustment on all fees except Site Plan approvals and Plans of Subdivision.
Schedule B: Conservation Permits	Standard 2% adjustment on all fees except Fill >100m ³ , Buildings >100m ² , Screening fees, Major projects, and Property inquiries.
Schedule C: Technical Reviews	Standard 2% adjustment
Schedule D: Information, Professional Services, and Conservation Lands	Standard 2% adjustment Added a new Staff Rate for Management No change to hunting and trapping fees
Schedule E: Sewage System Inspections	Standard 2% adjustment



Staff applied the standard two percent cost of living adjustment (rounded to the closest \$5 increment) to all other fees for 2023. This adjustment represents a status quo adjustment and is consistent with past Board's decisions. The two percent is also applied to Sewage Systems Inspection fees in accordance with the municipal service contracts.

Fee Policy

Several amendments to the *Conservation Authorities Act* come into force on January 1, 2023. One such amendment requires that each conservation authority have a fee policy accompanying their fee schedule.

SNC's current Fee Policy was approved in October 2019 as part of the Conservation Ontario Client Service and Streamlining Initiative.

The updated Fee Policy is attached and incorporates minor changes to meet the pending legislative requirements. Following approval, it will take effect on January 1, 2023, to coincide with the 2023 Fee Schedules and the *Conservation Authorities Act* amendments coming into force.

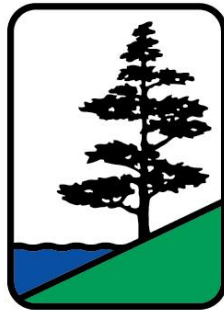
Note: 2023 Fee Schedules will be posted to the Members webpage prior to the Board meeting.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

The fees proposed in the attached Schedules are consistent with the projected 2023 budget and SNC Fee Policy, as updated.

Alison McDonald
Managing Director, Approvals.

Attachments: South Nation Conservation Fee Policy – January 1, 2023



SOUTH NATION
CONSERVATION
DE LA NATION SUD

Fee Policy

Section 21.2 of the
Conservation Authorities Act, R.S.O. 1990, c. C.27

Effective Date: January 1, 2023

Revisions

Revision No.	Board of Directors Approval Date	Details
1	October 17 th , 2019	Resolution BD-163/19 on October 17, 2019 Minutes BD-182/19 on November 28, 2019
2	September 29 th , 2022	Resolution BD-___/22 on September 29, 2022 Minutes BD-___/22 on October 20, 2022



Purpose

- 1.1 The purpose of this policy is to outline the process for determining and implementing the fees South Nation Conservation charges for the delivery of programs and services.
- 1.2 This policy has been prepared in conformity with section 21.2 of the *Conservation Authorities Act* and the Minister's Fee Classes Policy (April 11, 2022).

Fees

- 2.1 Section 21.2 of the *Conservation Authorities Act* and the Minister's Fee Classes Policy enables SNC to set rates, charge fees, and collect fees for the delivery of programs and services.
- 2.2 SNC applies the user-pay principle to further the objective of making programs and services self-sufficient and reducing municipal apportionment reliance.
- 2.3 The fee schedule is designed to recover, but not exceed, costs associated with administering and delivering programs and services.

Costs used for calculation of fees

3. Costs used for the calculation of the fee schedule include, but are not limited to:
 - a) staff salaries and related expenses;
 - b) consultants;
 - c) compliance costs;
 - d) office space;
 - e) vehicle costs;
 - f) equipment and software;
 - g) legal expenses;
 - h) insurance;
 - i) maintenance and development of public resources (e.g., website); and
 - j) administrative costs.



Collection of fees

- 4.1 Payment of fees for programs and services can be made:
- a) in person at the SNC administrative office during posted business hours;
 - b) over the telephone during posted business hours;
 - c) via mail;
 - d) via a participating municipal approval authority.
- 4.2 Payments by credit card are subject to a 3% convenience charge.
- 4.3 Fees collected are based on the approved fee schedule in effect on the date the application was accepted as complete or when the program or service commenced.

Non-payment

- 5.1 SNC may withhold services or programs until payment is provided.
- 5.2 Non-payment may result in an application being deemed incomplete.

Refunds

6. Refunds shall not be issued for programs and services once the application or order is submitted; the work is substantially completed; and payment is processed.

Waiving of fees

7. The Chief Administrative Officer or their designate may waive fees for not-for-profit corporations and charitable organizations.

Reconsideration of fees charged

- 8.1 Any person who considers that SNC has charged a fee that is contrary to the fees set out in the fees schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to SNC in accordance with the procedures set out in this policy and request that it reconsider the fee that was charged.
- 8.2 Requests for administrative review of a fee are made to the Chief Administrative Officer or their designate.
- 8.3 A person requesting an administrative review of a fee shall specify in writing the fee being reconsidered and provide written reasons.

- 8.4 Upon reconsideration of a fee that was charged, the Chief Administrative Officer or their designate may:
- a) order the person pay the fee in the amount originally charged;
 - b) vary the amount of the fee originally charged, as the Chief Administrative Officer considers appropriate; or
 - c) order that no fee be charged for the program or service.
- 8.5 The Chief Administrative Officer or their designate shall provide a decision on the reconsideration of a fee that was charged within ten (10) Business Days of the date the written request for administrative review of a fee that was charged was submitted.

Review

- 9.1 This policy and fee schedule shall be reviewed annually in conjunction with the annual budget process. Individual schedules may be reviewed on separate timelines to fulfill the needs of specific programs and services.
- 9.2 Changes to the fee schedule and this policy are subject to SNC Board of Directors approval.
- 9.3 SNC will consider the following when developing or reviewing its fee schedule:
- a) legislative and regulatory requirements;
 - b) the fees of neighbouring conservation authorities;
 - c) the level of fees charged by other local municipalities, provincial ministries, and other local agencies that charge for similar services; and
 - d) the complexity of the program or service and the level of effort required to administer the program or service.
- 9.4 SNC will consult with the following stakeholders when developing or reviewing its fee schedule:
- a) participating municipalities;
 - b) neighbouring conservation authorities; and
 - c) primary user groups who represent interests of applicants, participants, customers, or other program or service stakeholders.



Notice of fee changes

- 10.1 SNC shall provide notice to the public, participating municipalities, and neighbouring conservation authorities of proposed changes to the fee schedule via publicly available SNC Board of Directors meeting agendas.
- 10.2 Notice to participating municipalities and neighbouring conservation authorities shall be delivered via email or standard mail at least thirty (30) days before the changes to the fee schedule take effect.
- 10.3 The public and common users of the services shall be notified via postings on the SNC website at least thirty (30) days before the changes to the fee schedule take effect.
- 10.4 Written comments will be accepted any time prior to the changes to the fee schedule taking effect.

Public availability

- 11.1 The fee schedule and this policy shall be made available to the public on the SNC website.
- 11.2 SNC shall provide the fee schedule and this policy in alternative formats by request in accordance with accessibility for *Ontarians with Disabilities Act*.

Definitions

12. In this policy:

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which SNC has elected to be closed for business.

“Participating municipality” means a municipality that is designated by the *Conservation Authorities Act* or SNC’s orders in council as a participating municipality of SNC.

“SNC” means the South Nation River Conservation Authority.





To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: September 21, 2022
Subject: Request for Approval: 2023 Levy and Budget Schedule

RECOMMENDATION:

The Board of Directors approve the 2023 Levy and Budget Schedule as presented.

DISCUSSION:

2023 Levy and Budget Presentation Schedule:

Staff submit the following schedule for Board of Directors approval:

- October 20th, 2022, 2023 Levy discussion and direction
- November 17th, 2022, First draft of the 2023 Budget for circulation to municipalities
- December 15th, 2022, Second draft of 2023 Budget, if necessary
- January 19th, 2023 Final approval

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

There are no direct budget implications.

SNC Policy Adherence:

Not applicable.

Ronda Boutz,
Secretary-Treasurer.



To: Board of Directors
From: Caroline Goulet, Forester
Date: September 20th, 2022
Subject: Request for Approval: SNC Forest Harvest Contract

RECOMMENDATION:

The Board of Directors issue a 3-year Harvest Contract for South Nation Conservation properties 13, 23, and 30 to 1704650 Ontario Ltd. at an approximate value of \$17,385.

BACKGROUND:

South Nation Conservation (SNC) issues harvest tenders based on a 5-Year Operational Plan forming part of the comprehensive 20-Year Forest Management Plan. The wood market in Eastern Ontario can be challenging due to the limited number of logging contractors and mills. Transportation distance can also have an impact on the number of bids and pricing during the tender process.

It is common for SNC to receive no bids for published tenders. Other forest owners, including the United Counties of Stormont, Dundas and Glengarry (SDG), share similar challenges. SNC manages SDG forests under agreement but tenders for harvest are issued through SDG.

DISCUSSION:

SNC was approached by a contractor, 1704650 Ontario Ltd., who is seeking Spruce to harvest. Both SNC and SDG forests have blocks ready for harvest that have had no bids for past tenders, or harvest operations that have only been partially completed.

SDG is considering the contractor's request to harvest on SDG 9-10 which has approximately 800m³ of Spruce. SDG 9-10 is close to SNC properties, making it economically feasible for the contractor to harvest SNC properties at the same time.

Staff have obtained the following pricing for SNC blocks (Spruce and Pine) that are close to SDG 9-10. Prices reflect fair market value:

Property #	White Spruce		Red Pine		Approx. Total \$	Tender History
	Approx. Vol (m ³)	\$/m ³	Approx. Vol (m ³)	\$/m ³		
SNC 30	272.2	7.5	-	-	2,041.50	<ul style="list-style-type: none"> 2014-2017 Harvest Contract (a different contractor): blocks were not completed, contract ended Tender issued for SNC 30: Nov 2021, no bids received
SNC 13	900	10	-	-	9,000.00	
SNC 23	-	-	453.1	14	6,343.40	
Total					17,384.90	

Note: volumes are approximate, final revenue amounts will be reflective of actual harvest operation.



Due to site conditions, harvest on these properties is restricted to winter operations or late summer/fall if conditions are dry. The contractor is proposing a January/February 2023 harvest, but this may be delayed by wet site conditions. SNC typically issues harvest contracts for a 3-year period to allow for operational requirements.

Staff recommend a 3-year contract be issued to 1704650 Ontario Ltd. for the following reasons:

- it may be some time before SNC is able to tender the properties – there has been limited interest;
- the properties are not high value and probably only commercially viable if harvested at the same time as neighbouring blocks;
- the properties are past due for thinning as per the 5-year Operational Plan; and
- continued delays will reduce the value of the non-marked wood and result in considerable staff time to re-mark the properties.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact on the 2022 Budget. Revenue would be realized in 2023-2025, depending on harvest site conditions.

SNC Policy Adherence: In compliance with SNC Forest Policy and the Forest Stewardship Council (FSC) Principles.

SNC's Purchasing Policy requires Disposal of Goods with a value in excess of \$15,000 to be brought to the Board.

Caroline Goulet
Forester