



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Supplemental Agenda

Date: September 19th, 2024

Time: 9:00 a.m.

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





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Board of Directors

Supplemental Agenda

September 19th, 2024, 9:00 a.m.

1. New Business

- | | |
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| a. Update: Estimated Statement of Operations for August 31 st , 2024: Johanna | 3-4 |
| b. Request for Approval: Ontario Federation of Snowmobile Clubs Trail
5-Year Agreement: Pat | 5-8 |
| c. Request for Approval: 2024 Tree Planting Expenditures: Ronda | 9-10 |
| d. Request for Approval: Purchase of Echosounder Equipment: Kat | 11 |

2. Closed Session

- | | |
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| a. Personnel Matter: Chief Administrative Officer's Performance Evaluation
Process (verbal) | |
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Carl Bickerdike,
Chief Administrative Officer.

/rb



To: Board of Directors
From: Johanna Barkley, Director of Finance
Date: September 17, 2024
Subject: Update: Estimated Statement of Operations for August 31st, 2024

RECOMMENDATION:

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

DISCUSSION:

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

Currently, Senior Management, Team, and Project Leads are estimating a deficit of \$95,000. Included in the forecast is a transfer from reserves of \$373,500 equivalent to the unfunded share of the revitalization of the original portion of the Leitrim boardwalk. A full review of 2024 revenues and expenditures will continue through to the end of 2024.

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

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget

The 2024 budget represents the Board of Directors approved Budget of January 18th, 2024.

SNC Policy Adherence:

SNC approved Policies are adhered to.

Johanna Barkley,
Director of Finance.

Attachments: Estimated Statement of Operations



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ESTIMATED STATEMENT OF OPERATIONS As of August 31, 2024	Current YTD Actuals 2024	Final Budget 2024	Updated Forecast Dec 31 2024
EXPENDITURES			
OPERATING EXPENSE			
Resource Management			
Water Response Programs	160,084	254,384	384,484
Partner Programs	591,387	1,000,150	1,538,624
Landowner Stewardship Outreach	355,965	508,430	508,864
Total Resource Management	1,107,437	1,762,964	2,431,972
Property & Approvals			
Property	1,112,889	1,578,239	1,860,465
Approvals	1,236,084	1,798,649	1,889,730
Total Property & Approvals	2,348,973	3,376,888	3,750,195
Corporate & Community Services			
Corporate Services	862,077	1,350,734	1,301,455
Information Management and Technology	157,676	182,869	299,272
Communications and Outreach	161,453	275,415	281,639
Total Corporate & Community Services	1,181,205	1,809,018	1,882,366
TOTAL OPERATING EXPENSE	4,637,615	6,948,870	8,064,533
CAPITAL and PROJECT EXPENSE			
Resource Management			
Capital	37,516	5,000	47,516
Projects	28,864	533,495	57,875
Total Resource Management	66,380	538,495	105,391
Property & Approvals			
Capital	4,146,856	769,096	7,111,676
Projects	566,002	1,098,418	963,529
Total Property & Approvals	4,712,858	1,867,514	8,075,205
Corporate & Community Services			
Capital	3,270	38,000	33,000
Projects	-	-	-
Total Corporate & Community Services	3,270	38,000	33,000
TOTAL CAPITAL AND PROJECT EXPENSE	4,782,508	2,444,009	8,213,596
TOTAL OVERALL EXPENSE	9,420,122	9,392,879	16,278,129
REVENUE			
Other Sources	5,964,739	4,062,015	9,778,453
General Levy	2,959,609	4,439,413	4,439,413
Capital Levy	33,335	50,000	50,000
Special Levy	1,139,814	518,150	1,126,663
Source Protection	81,037	137,925	138,832
MNRF (Regular)	91,070	91,070	91,070
TOTAL REVENUE	10,269,604	9,298,573	15,624,431
NET OVERALL	(849,481)	94,306	653,698
Transfer To / (From) Reserve	(68,266)	(94,307)	(558,156)
Cash Deficit / (Surplus) End of Year	(917,747)	0	95,542



To: Board of Directors
From: Pat Piitz, Team Lead, Property
Date: September 9th, 2024
Subject: Request for Approval: Ontario Federation of Snowmobile Clubs Trail 5-Year Agreement

RECOMMENDATION:

The Board of Directors approve entering into a 5-year agreement with the Ontario Federation of Snowmobile Clubs for operation and maintenance of snowmobile trails on certain South Nation Conservation lands contingent on the provision of satisfactory proof of insurance.

DISCUSSION:

South Nation Conservation (SNC) has a long-standing relationship with District 1 of the Ontario Federation of Snowmobile Clubs (OFSC) and its five member clubs. SNC works collaboratively with local snowmobile clubs to improve access to SNC lands for both snowmobilers and other recreational users.

The formal agreement (attached), which was typically renewed annually, identifies the specific 15 SNC properties where trails are located and names SNC as an additional insured under the OFSC insurance policy. District 1 would like to renew the agreement on a five-year basis, reducing administration burden.

New land acquisitions with existing snowmobile trails and temporary trail closures to facilitate SNC operational activities would be added or removed through amendments to the agreement. No amendments are anticipated. The agreement provides provision for cancellation by either party on 60-days written notice.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: No impact to the 2024 SNC Budget

SNC Policy Adherence: Adheres to SNC Forest Policy provisions related to recreational use of the Forest.

Programs and Services Category: Category 1 – Mandatory Programs: Conservation Land Management.


Pat Piitz
Team Lead Property

Attachments: Memorandum of Understanding: Prescribed Snowmobile Trail Land Use Permission

**MEMORANDUM OF UNDERSTANDING (MOU)
PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION**

I, _____, being the owner and/or occupier (hereinafter the "Landowner") of the legally described lands below, hereinafter the "Lands",

Address including lot #, concession # and/or other legal description.	Township, County, District, Region, Municipality. Include all that apply.
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hereby gives the _____, hereinafter the "Local Snowmobile Club" and/or "LSC", a license to enter onto, and access, the Lands on the following terms and conditions:

1. The term of this MOU is from _____ to _____.
2. The LSC shall remain a member in good standing with the Ontario Federation of Snowmobile Clubs (OFSC) during the term of this MOU. At the Landowner's request, the LSC will provide its current OFSC Certificate of Insurance (COI).
3. The Landowner grants a license to the LSC so the LSC can enter the Lands to establish, groom, maintain, sign and use the Lands for snowmobiling by legally permitted snowmobiles and their riders.
4. The LSC will provide liability insurance of \$15,000,000.00 through an OFSC-held insurance policy (the "OFSC Insurance Policy" or "OFSCIP") for liability arising from the grooming, operation, use and maintenance of the snowmobile trail but only with respect to the negligence of the LSC for those operations usual to a snowmobile trail. The Landowner's signature on this MOU confirms its coverage provided that the Landowner charges no fee to use the Lands.
5. The Landowner will be added as an additional insured under the OSFCIP but only with respect to liability arising from the operations of the named LSC. Coverage will be extended to the Lands through an insurance policy held by the OFSC and its member organization snowmobile club. The OFSCIP does not cover the Landowner's willful misconduct and/or negligence.
6. The Landowner and LSC have each initialed a sketch or map of the Lands attached as "Schedule 'A'" to this MOU.
7. Before or after the winter months when there is no snow cover, the LSC may access the Lands to open, close, upgrade and maintain the snowmobile trail.
8. During the winter months the LSC shall maintain that portion of the Lands used as a snowmobile trail in reasonably good condition for snowmobiling and the LSC may also perform other upgrades and/or trail maintenance or other similar works or projects.
9. The LSC shall post snowmobiling signage on the snowmobile trail and annually remove litter from the snowmobile trail.
10. If valid permitted and exempted snowmobiles and their riders damage property on the Lands used for snowmobiling, the LSC will repair or replace the damaged property.
11. The Landowner authorizes the LSC's or OFSC District's representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this MOU under the *Trespass to Property Act*, R.S.O., 1990 C. T.21, the *Motorized Snow Vehicles Act*, R.S.O. 1990 c. M.44 and the *Occupiers Liability Act*, R.S.O. 1990 c. O.2, all as amended.
12. Either party may terminate this MOU by providing at least 60 days' prior written notice to the other party as listed below.
13. Additional Conditions:

LANDOWNER/OCCUPIER

Name	Email
Address	Phone

LOCAL SNOWMOBILE CLUB

Name - Club Contact	Phone	Email
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Landowner Signature: _____

Date: _____

Club Signature: _____

Date: _____

Schedule A Attachments:
<input type="checkbox"/> sketch and/or
<input type="checkbox"/> map



Schedule A
Land Use Permission Form

Ontario Federation of Snowmobiles Club (OFSC)
 Upper Canada Snowmobile Region (UCSR)

The UCSR shall provide South Nation River Conservation Authority (SNRCA) with an insurance certificate as follows:

1. Liability Insurance

The UCSR will provide Commercial General liability insurance including Non-Owned Automobile in the amount of \$15,000,000 for liability arising from the grooming, maintenance and use of the snowmobile trail. The insurers will add the landowner as an additional insured but only with respect to liability arising from the operations of the named insured, the UCSR. Coverage will be extended to the location listed in the landowner agreement through an insurance policy held by the OFSC and its member organization. The UCSR will confirm OFSC membership with the landowner. The above referenced policy will not provide any coverage for the willful misconduct and or negligence on the part of the landowner.

- 1.1. South Nation River Conservation Authority shall be added as an additional insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available.
- 1.2. If applicable, Automobile 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 \$2 million inclusive for each and every loss.

2. The UCSR must provide, at his or its cost, a certificate of insurance verifying the above noted coverage prior to the effective date of the contract, to the satisfaction of SNRCA and in force for the entire contract period.

3. An endorsement to the effect that the policy or policies will not be altered, cancelled, or allowed to lapse without giving SNRCA a written notice of the thirty (30) days.

4. SNRCA reserves the right to assess exposures and add additional insurance requirements where deemed necessary.

5. Indemnification

The UCSR shall indemnify and hold harmless and shall release and discharge SNRCA, its successors, assigns, servants, agents and employees against all loss,





damage, and expense arising out of the operations of UCSR but only with respect to those operations usual to a snowmobile trail. The above referenced indemnification clause does not apply for the willful misconduct and/or negligence on the part of the landowner.

6. SNRCA and the local snowmobile club mutually confirm that SNRCA, by signing this MOU is not requesting nor granting permission for a registered easement over the designated premises.
7. SNRCA Property with Snowmobile Trails:

SNC Comp. No.	OFSC Snowmobile Club	Trail No.	Municipality	Lot	Con.	PIN
SNC 1	Nation Valley SA	101	South Dundas	37&38	5	661130380
SNC 11	Riverside SC	E105	South Dundas	17	2	661250063
SNC 12	Seaway Valley SA	SV42	North Stormont	21	7	601130121
SNC 13/23	Seaway Valley SA	SV42	North Stormont	21	6	601120064
SNC 26	Nation Valley SA	167	North Dundas	21	8	661530119
SNC 28	Eastern Ontario SC	E31	Nation	23	1	690320019
SNC 32	Eastern Ontario SC	E52	Alfred-Plantagenet	19	5	541950077
SNC 99	Riverside SC	RS16	South Stormont	2	7	602290134
SNC 114	Nation Valley SA	224	North Dundas	8	2	661450273
SNC 116	Nation Valley SA	167	North Stormont	13	10	601080212
SNC 129	Eastern Ontario SC	E31	Casselman	10	6	690280617
SNC 142	Eastern Ontario SC	E40	Nation	23	14	541160161
SNC 157	Nation Valley SA	A104	North Dundas	6	4	661050277
SNC 181	Eastern Ontario SC	E58	City of Clarence-Rockland	8	8	690440165
SNC 184	Osgoode Carleton STC	A212	City of Ottawa	23	6	43080045

UCSR Representative

Date

South Nation River Conservation Authority

Date



To: Board of Directors
From: Ronda Boutz, Secretary-Treasurer
Date: September 16, 2024
Subject: Request for Approval: Tree Planting Expenditures

RECOMMENDATION:

The Board of Directors approve additional contracted tree planting services to meet demand for the Woodlot Storm Recovery Program fall planting at an approximate cost of \$30,000 plus HST; and

FURTHER THAT: The Board of Directors approve the purchase of additional tree seedlings to meet demand for the Woodlot Storm Recovery Program fall planting at an approximate cost \$45,000, plus HST; and

FURTHER THAT: The Board of Directors approve the purchase of additional 2024 tree seedlings from Ferguson Tree Nursery, Pineneedle Farms Inc., and from Harbers Greenhouses and Forestry, based on availability of required stock.

DISCUSSION:

The Board of Directors approved the awarding 2024-2025 tree planting contracts and purchase of stock in December 2023 (BD-218/23). The original upset limit for planting contracts was \$90,000 plus HST, and the upset for purchasing stock was \$130,000, plus HST.

These upset limits were based on estimates from visits to potential planting sites at that time. Both approved upset limits have been reached following the spring tree plant this past April/May.

Total tree planting numbers for 2024 have exceeded staff estimates. Staff are expecting to plant approximately 36,500 trees in fall 2024 through the Woodlot Storm Recovery Program. Planting contracts have been awarded to two companies for 2024-2025; fall planting will be split between both companies to accommodate the short planting window.

Staff are requesting an increase to the tree planting and stock purchase upset limits to accommodate the fall planting. Costs for planting and stock are recovered through the 2 Billion Tree program (2BT) and landowner contributions (as per the Board approved Fee Schedule).



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FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: The tree planting program under the Woodlot Storm Recovery Program is included in the 2024 Budget under Resource Management: Landowner Stewardship and Outreach on pages 16-17 and Resource Management: Partner Programs: Forests on page 18-19.

SNC Policy Adherence: As per the SNC Purchasing Policy, section (E) Non-Competitive Purchase, the Board of Directors must approve any non-competitive purchasing over \$25,000. The non-competitive purchase of tree seedlings is sought due to a limited number of seedling nurseries, that can guarantee seed zone-sourced stock, within reasonable shipping distance.

Ronda Boutz,
Secretary-Treasurer.



To: Board of Directors
From: Kat Watson, Coordinator, Early Warning Systems and Watershed Plans
Date: September 10th, 2024
Subject: Request for Approval: Purchase of Echosounder Equipment

RECOMMENDATION:

The Board of Directors approve purchasing of an echosounder drone attachment from Measur at an approximate cost of \$40,500 plus HST.

DISCUSSION:

The Board of Directors approved the purchase of a high precision drone in June 2024 (BD-128/24). Staff are undergoing training to operate the drone in support of several programs: flood forecasting and warning; flood mapping; landslide/erosion assessment; stewardship; and conservation lands management.

There is an opportunity to expand the capabilities of the drone to include bathymetric surveys, which are required for flood mapping, stormwater management pond assessments, and restoration projects. There are proven workflows for completing these assessments using drones and echosounders – a device for determining the depth of the stream bottom by measuring the time taken for sound echoes to return to the listener. This technology also improves staff safety, as this work will no longer require the use of a boat or wading into water.

Measur was the successful vendor of SNC's high precision drone purchase. Measur is also the only Canadian distributor of an echosounder compatible with the new drone. Purchasing the echosounder from Measur includes all hardware, software, and training for up to five staff.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: Included in 2024 budget under capital expense and contractor services: Water Response Programs pp. 14-15.

SNC Policy Adherence: C (iv) Purchases \$25,000 - \$100,000; E Non-Competitive purchasing over \$25,000: necessary to ensure compatibility with existing products and services and required good and/or service is in short supply due to market conditions (only Canadian distributor of product).

Programs and Service Category: Category 1 – Mandatory: Risk of Natural Hazards Programs

Kat Watson,
Coordinator, Early Warning Systems and Watershed Plans.