



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

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

## **Board of Directors**

# **Meeting Agenda**

**Date:** January 16<sup>th</sup>, 2025

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

**Location:** Watershed Room, SNC

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





## Board of Directors

# Meeting Agenda

January 16<sup>th</sup>, 2025, at 9:00 a.m.

1. Traditional Land Acknowledgement: John
  2. Chair's Remarks
  3. Approval of SNC Board of Directors Agenda (Supplemental Agenda)
  4. Declaration of Conflict of Interest
  5. Closed Session:
    - a. Board of Directors Training: Stop Order Hearings (Verbal): Warren A. Leroy, Ault & Ault LLP
  6. Approval of:
    - a. Board of Directors Meeting Minutes of December 12<sup>th</sup>, 2024 4-14
    - b. SNC Committee Meetings Highlights and Minutes of: 15
      - i. Joint Occupational Health and Safety Committee meeting of December 11<sup>th</sup>, 2024: Hannah 16-20
  7. New Business:
    - a. Request for Approval: 2025 Levy Schedule and Budget: Carl 21-24
    - b. Request for Approval: Annual Authority Approvals: Johanna 25-26
    - c. Request for Approval: Provincial Offences Officer Appointments: Jennifer 27-30
    - d. Request for Approval: Monies Received and Disbursement Register for December 2024: Johanna 31-34
    - e. Update: Planning Activity: James 35-36
    - f. Update: Permits Issued: Jennifer 37
    - g. Update: Enforcement of Parts VI and VII of the Conservation Authorities Act: Greg 38
    - h. Update: On-site Sewage Permits Received: Monique 39-40
  8. Supplemental Agenda (if any)
  9. Correspondence
    - a. Ministry of Natural Resources Letter: Extension of Minister's direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees 41-44
    - b. AMO Policy Update (excerpt): Key Messages for Conservation Authority Fees 45
    - c. Dundas County Hospice Letter 46
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10. Dates of Upcoming Meetings, third Thursday, at 9:00 a.m. unless indicated otherwise:
  - February 20<sup>th</sup>, 2025
  - March 20<sup>th</sup>, 2025 (SNC AGM)
  - April 17<sup>th</sup>, 2025 (OGRA Mar. 30 – Apr. 2)
  - May 15<sup>th</sup>, 2025
  - June 19<sup>th</sup>, 2025
11. Future Motions of the Board and/or Discussion of SNC Issues
12. SNC Project Update – PowerPoint Presentation: Staff
13. Adjournment

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Carl Bickerdike,  
Chief Administrative Officer.

/rb

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**BOARD OF DIRECTORS MEETING**

Meeting No. 11/24  
 Thursday, December 12<sup>th</sup>, 2024 – 9:00 a.m.

Watershed Room, SNC

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**Directors Present:**

Steve Densham, Stormont Dundas Glengarry, Chair  
 George Darouze, City of Ottawa, Past Chair  
 Catherine Kitts, City of Ottawa  
 Mathew Luloff, City of Ottawa (*electronic participation*)  
 Linda Payant, City of Ottawa  
 Bill Smirle, Stormont Dundas Glengarry  
 Tom Smyth, Stormont Dundas Glengarry  
 François St. Amour, Prescott Russell  
 Mike Tarnowski, Prescott Russell  
 Deb Wilson, Leeds Grenville  
 Adrian Wynands, Leeds Grenville, Vice Chair

**Regrets:**

Genevieve Lajoie, Prescott Russell

**Staff Present:**

Carl Bickerdike, Chief Administrative Officer  
 Johanna Barkley, Director of Finance  
 Ronda Boutz, Secretary-Treasurer  
 Jen Boyer, Managing Director, Approvals  
 Michelle Cavanagh, Team Lead, Special Projects  
 Ben Colgan, GIS – Database Analyst  
 Donna Ferguson, Accounting Technician  
 James Holland, Senior Planner  
 Hannah Jackson, Accounting and Human Resources Specialist  
 Sandra Mancini, Managing Director, Natural Hazards and Infrastructure  
 John Mesman, Managing Director, Property, Conservation Lands and Community Outreach  
 Eric McGill, Corporate Counsel  
 Pat Piitz, Team Lead, Property  
 Monique Sauve, Chief Building Official

**Guests:**

Owen Murdoch, Councillor Darouze’s Office, City of Ottawa



**TRADITIONAL LAND ACKNOWLEDGEMENT**

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

**CHAIRS REMARKS**

Steve Densham, Chair, called the SNC Board of Directors meeting of December 12<sup>th</sup>, 2024 to order at 9:00 a.m.

**APPROVAL OF SNC BOARD OF DIRECTORS MEETING AGENDA AND SUPPLEMENTAL AGENDA**

RESOLUTION NO. BD-205/24

Moved by: Adrian Wynands  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Members approve the December 12<sup>th</sup>, 2024 Board of Directors main and supplemental agendas as presented.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**SNC PROJECT UPDATE – POWERPOINT PRESENTATION**

Staff presented project and program updates.

**REQUEST FOR APPROVAL:**

**A. BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 21<sup>ST</sup>, 2024**

RESOLUTION NO. BD-206/24

Moved by: Bill Smirle  
Seconded by: Deb Wilson

RESOLVED THAT:

The Members approve the Board of Directors Meeting Minutes of November 21<sup>st</sup>, 2024 as submitted.

CARRIED



**B. SNC COMMITTEES MEETING HIGHLIGHTS AND MINUTES OF**

- i. Grants Sub-Committee meeting minutes of November 18<sup>th</sup>, 2024
- ii. Watershed Advisory Committee meeting minutes of November 26<sup>th</sup>, 2024.

RESOLUTION NO. BD-207/24

Moved by: Mike Tarnowski  
Seconded by: Adrian Wynands

RESOLVED THAT:

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

- i. Grants Sub-Committee meeting minutes of November 18<sup>th</sup>, 2024.
- ii. Watershed Advisory Committee meeting minutes of November 26<sup>th</sup>, 2024.

CARRIED

**NEW BUSINESS**

**REQUEST FOR APPROVAL: WATERSHED-BASED RESOURCES MANAGEMENT STRATEGY AND CONSERVATION LANDS STRATEGY [DRAFTS]:**

RESOLUTION NO. BD-208/24

Moved by: George Darouze  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve the Draft December 2024 Watershed-based Resource Management Strategy and the Draft December 2024 Conservation Lands Strategy as presented.

CARRIED

**REQUEST FOR APPROVAL: WATER AND EROSION CONTROL INFRASTRUCTURE ASSET MANAGEMENT PLAN [DRAFT]**

RESOLUTION NO. BD-209/24

Moved by: George Darouze  
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve the Draft Water and Erosion Control Infrastructure Asset Management Plan as presented; and



FURHTER THAT:

Staff complete a full Asset Management Plan of all South Nation Conservation corporate assets in 2025.

CARRIED

**REQUEST FOR APPROVAL: ADMINISTRATIVE BY-LAWS AMENDMENTS**

RESOLUTION NO. BD-210/24

Moved by: Deb Wilson  
Seconded by: Catherine Kitts

RESOLVED THAT:

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

CARRIED

**REQUEST FOR APPROVAL: FUNDING SUBMISSIONS**

RESOLUTION NO. BD-211/24

Moved by: Bill Smirle  
Seconded by: Mike Tarnowski

RESOLVED THAT:

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

1. **Invasive Phragmites Control Fund:** requesting \$50,000 for mapping and control of invasive Phragmites in the South Nation Conservation jurisdiction.
2. **Invasive Species Action Fund:** requesting \$15,000 for the monitoring and removal of European Water Chestnut from the South Nation and Castor Rivers.
3. **Nature Smart Climate Solutions Fund (ECCC):** requesting approximately \$6,000,000 over 3 years to support conservation land acquisition and ecological restoration.

CARRIED



**REQUEST FOR APPROVAL: 2025 STUDENT AND RECENT GRADUATE HIRING PROGRAM**

RESOLUTION NO. BD-212/24

Moved by: George Darouze  
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors approve the student and recent graduate hiring program, at an approximate cost of \$139,060 (pending successful fundraising efforts and approval of the 2025 budget); and

FURTHER THAT: The Board of Directors approve applying for additional grants, including but not limited to those received in the past, as follows:

- Canada Parks and Recreation – Green Job Initiative Program: \$5,500
- ECO Canada – Various Programs: \$40,000
- National Trust Canada – Young Canada Works Program: \$5,500
- Service Canada – Canada Summer Jobs: \$15,000

CARRIED

**REQUEST FOR APPROVAL: 2025 TREE STOCK PURCHASE**

RESOLUTION NO. BD-213/24

Moved by: Mike Tarnowski  
Seconded by: Catherine Kitts

RESOLVED THAT:

The Board of Directors approve the purchase of tree seedlings, for the 50 Million Tree Program, Municipal Tree Giveaways, Over the Counter sales, and the Woodlot Storm Recovery Program at approximately \$300,000 plus HST; and

FURTHER THAT:

The Board of Directors approve the purchase of 2025 tree seedlings from the three Forest Canada approved nurseries, Ferguson Tree Nursery, Pineneedle Farms, and Sommerville Nurseries Inc., based on availability of required stock; and





FURTHER THAT:

The Board of Directors approve the purchase of 2025 tree seedlings from other local nurseries to meet stock requirements and species diversification for the Woodlot Storm Recovery Program.

CARRIED

**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR NOVEMBER 2024**

RESOLUTION NO. BD-214/24

Moved by: Adrian Wynands  
Seconded by: Tom Smyth

RESOLVED THAT:

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

FURTHER THAT:

The Board approve the Disbursement Register of \$934,583.50 for November 2024.

CARRIED

**REQUEST FOR APPROVAL: NATURAL HAZARDS MAPPING SERVICES AGREEMENT**

RESOLUTION NO. BD-215/24

Moved by: Matt Luloff  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve entering into an agreement with the United Counties of Prescott and Russell to provide professional services related to natural hazards mapping for Hawkesbury Creek on a cost-recovery basis.

CARRIED

**REQUEST FOR APPROVAL: 2024-2026 FLOOD HAZARD IDENTIFICATION MAPPING PROGRAM**

RESOLUTION NO. BD-216/24

Moved by: George Darouze  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve entering into a funding agreement with the Ministry of Natural Resources, under the Flood Hazard Identification



Mapping Program, to complete the Delineating Flood Hazard and Associated Impacts in the Quaille Creek Watershed project, at a total cost of approximately \$278,040 plus HST; and

FURTHER THAT:

The Board of Directors approve entering into an agreement with the City of Ottawa to undertake the Delineating Flood Hazard and Associated Impacts within the South Castor Watershed project, at a total cost of approximately \$823,907 plus HST.

CARRIED

**UPDATE: ANNUAL SUMMARY OF REGULATED AREAS MAPPING CHANGES**

RESOLUTION NO. BD-217/24

Moved by: George Darouze  
 Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors receive and file the Annual Summary of Regulated Areas Mapping Changes update.

CARRIED

**UPDATE: PLANNING ACTIVITY**

RESOLUTION NO. BD-218/24

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

RESOLVED THAT:

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

CARRIED

**UPDATE: SECTION 28.1 PERMITS ISSUED**

RESOLUTION NO. BD-219/24

Moved by: Mike Tarnowski  
 Seconded by: Linda Payant



RESOLVED THAT:

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

CARRIED

**UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE CONSERVATION AUTHORITIES ACT**

RESOLUTION NO. BD-220/24

Moved by: George Darouze  
Seconded by: Deb Wilson

RESOLVED THAT:

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

CARRIED

**UPDATE: ON-SITE SEWAGE PERMITS RECEIVED**

RESOLUTION NO. BD-221/24

Moved by: Mike Tarnowski  
Seconded by: Bill Smirle

RESOLVED THAT:

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

CARRIED

**REQUEST FOR APPROVAL: 2025 BOARD MEETING SCHEDULE**

RESOLUTION NO. BD-222/24

Moved by: Bill Smirle  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors approve the 2025 Board of Directors meeting dates as discussed.

CARRIED



**SUPPLEMENTAL AGENDA**

**UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR NOVEMBER 30<sup>TH</sup>, 2024**

RESOLUTION NO. BD-223/24

Moved by: Adrian Wynands  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2024, as of November 30<sup>th</sup>, 2024.

CARRIED

**REQUEST FOR APPROVAL: SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES**

RESOLUTION NO. BD-224/24

Moved by: George Darouze  
Seconded by: Bill Smirle

RESOLVED THAT:

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

- i. Leitrim Wetland Advisory Committee Meeting Minutes of December 6, 2024.

CARRIED

**REQUEST FOR APPROVAL: 2024-2025 FLOOD HAZARD IDENTIFICATION MAPPING PROGRAM**

RESOLUTION NO. BD-225/24

Moved by: Catherine Kitts  
Seconded by: Matt Luloff

RESOLVED THAT:

The Board of Directors approve entering into a funding agreement with the Ministry of Natural Resources, under the Flood Hazard Identification Mapping Program, to complete the project *Assessing Increased Flood Risk due to Landslides in the Bear Brook Watershed*, at a total cost of approximately \$271,786.

CARRIED



**REQUEST FOR APPROVAL: FUNDING SUBMISSION**

RESOLUTION NO. BD-226/24

Moved by: Mike Tarnowski  
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve a funding application submission to the Flood Hazard and Identification Mapping Program (FHIMP) for the *South Nation River Hazard Mapping Update* project, at an approximately cost of \$1,800,000.

CARRIED

**CORRESPONDENCE**

None.

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

- January 16<sup>th</sup>, 2025 (2025 Final Budget and Levies)
- February 20<sup>th</sup>, 2025
- March 20<sup>th</sup>, 2025 (Annual General Meeting)

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

None.

**CLOSED SESSION**

RESOLUTION NO. BD-227/24

Moved by: Mike Tarnowski  
Seconded by: Linda Payant

RESOLVED THAT:

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

- Request for Approval: Land Acquisition

CARRIED

**The Board of Directors recessed for a break at 10:49 a.m.  
The Board of Directors convened Closed Session at 10:59 a.m.**

**OPEN SESSION**

RESOLUTION NO. BD-228/24

Moved by: Deb Wilson  
Seconded by: Bill Smirle



RESOLVED THAT: The Board of Directors move into Open Session.

CARRIED

**The Board of Directors reconvened in Open Session at 11:05 a.m.**

**REQUEST FOR APPROVAL: LAND ACQUISITION**

RESOLUTION NO. BD-229/24

Moved by: Mike Tarnowski  
Seconded by: George Darouze

RESOLVED THAT:

The Board of Directors approve the acquisition of Property 1 (Edwardsburgh-Cardinal) and Property 2 (Augusta) as discussed in the report.

CARRIED

**ADJOURNMENT**

RESOLUTION NO. BD-230/24

Moved by: Adrian Wynands  
Seconded by: Catherine Kitts


RESOLVED THAT:

The Board of Directors Meeting of December 12<sup>th</sup>, 2024 be adjourned at 11:07 a.m.

CARRIED

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Steve Densham,  
Chair.



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Carl Bickerdike,  
Chief Administrative Officer.

/rb



**To:** Board of Directors  
**From:** Hannah Jackson, Accounting and Human Resources Specialist  
**Date:** January 9<sup>th</sup>, 2025  
**Subject:** Request for Approval: SNC Committee Meeting Highlights and Minutes

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**RECOMMENDATION:**

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

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

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**DISCUSSION:**

**Joint Occupational Health and Safety Committee: December 11<sup>th</sup>, 2024**

- The Joint Occupational Health and Safety Committee reviewed and recommendations on the following:
  - Office and Shop workplace inspections
  - Incident Reports:
    - Cut fuel line on SNC vehicle #9
    - Septic SNC vehicle hit from behind in a multi-vehicle accident.
- The Joint Occupational Health and Safety Committee approved the 2025 meeting schedule.

Hannah Jackson,  
Accounting and Human Resources Specialist.

Attachments



**JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

Meeting 04/24  
 Wednesday, December 11<sup>th</sup>, 2024

The Heritage Room, SNC Office



Municipalité de  
**RUSSELL**  
 Township



**Present:** Ronda Boutz, Management Co-Chair  
 Hannah Jackson, Worker Co-Chair  
 Brent Harbers, Watershed Biologist (Worker)  
 Carl Bickerdike, CAO (Management)  
 Eric McGill, Corporate Counsel (Management)  
 Michelle Cavanagh, Team Lead, Special Projects (Management)  
 Pat Piitz, Team Lead, Property (Management)  
 Phillip Dagenais, Water Resources Specialist – Monitoring (Worker)  
 Rene Lalonde, Program Representative (Worker)

**Regrets:** Bill Smirle, SNC Board Member Rep, ex-officio (Management)  
 Deborah Edwards, Accounting Assistant II (Worker)  
 Gregory Payne, Permitting Officer (Worker)  
 Ricky Latulippe, Sewage Systems Inspector (Worker)  
 Ryan Robson, Conservation Lands Technician (Worker)  
 Todd Baker, Conservation Lands Technician (Worker)  
 George Darouze, SNC Past Chair, ex-officio (Management)  
 Steve Densham, SNC Chair, ex-officio (Management)  
 Adrian Wynands, SNC Vice Chair, ex-officio (Management)





**CALL TO ORDER**

Hannah Jackson, Worker Co-Chair, called the Joint Occupational Health and Safety Committee meeting of December 11<sup>th</sup>, 2024, to order at 10:04 a.m.

It was noted that number of Management representatives outnumbered Work representatives by one member; the Committee agreed to proceed with the meeting as scheduled.

**APPROVAL OF AGENDA**

RESOLUTION NO. JOHS-025/24      Approved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety agenda of December 11<sup>th</sup>, 2024, be approved as submitted.

CARRIED

**APPROVAL OF JOINT OCCUPATIONAL HEALTH AND SAFETY MEETING MINUTES OF OCTOBER 2<sup>ND</sup>, 2024.**

RESOLUTION NO. JOHS-026/24      Approved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety meeting minutes of October 2<sup>nd</sup>, 2024, be approved as submitted.

CARRIED

**BUSINESS ARISING FROM MINUTES**

**HEALTH AND SAFETY ACTION ITEMS**

RESOLUTION NO. JOHS-027/24      Approved by: Consensus

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

CARRIED



**NEW BUSINESS**

**REQUEST FOR APPROVAL: 2025 COMMITTEE MEETING DATES**

RESOLUTION NO. JOHS-028/24      Approved by: Consensus

RESOLVED THAT:                      The Joint Occupational Health and Safety Committee approve the 2025 meeting schedule as presented.

CARRIED

**WORKPLACE INSPECTIONS**

**SNC SHOP**

RESOLUTION NO. JOHS-029/24      Approved by: Consensus

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

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

FURTHER THAT:                      The Joint Occupational Health and Safety Committee to explore and implement options to consistently maintain the stop to be kept in a clean and safe condition.

CARRIED

**SNC OFFICE**

RESOLUTION NO. JOHS-030/24      Approved by: Consensus

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

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



FURTHER THAT:

The Joint Occupational Health and Safety Committee recommend for staff to be reminded of icy parking lot conditions and wet floors in the office during the winter months.

CARRIED

**ACCIDENT / INCIDENT REPORTS**

It was noted that there was one incident regarding staff being stung by wasps that will be brought to the next meeting.

**INCIDENT #1**

Cut fuel line on SNC vehicle #9

RESOLUTION NO. JOHS-031/24      Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Staff took the appropriate steps as soon as the vandalism was discovered. This is a recurring issue with the fleet, and management is looking into additional security options".

CARRIED

**INCIDENT #2**

Septic SNC vehicle hit from behind in a multi-vehicle accident.

RESOLUTION NO. JOHS-032/24      Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee concurs with the Supervisor's recommendation "Controls were uncontrollable in this multi-vehicle accident. SNC vehicle was contained within a line of cars waiting to turn. Vehicle (#1) ahead of SNC vehicle was not damaged."

CARRIED

**DATE OF NEXT MEETING**

- March 26<sup>th</sup>, 2025, at 9:00 a.m.



**ADJOURNMENT**

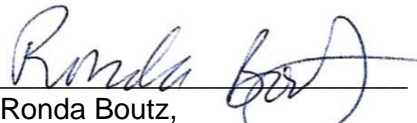
RESOLUTION NO. JOHS-033/24


Approved by: Consensus

RESOLVED THAT:

The Joint Occupational Health and Safety Committee meeting of December 11<sup>th</sup>, 2024, be adjourned at 10:48 a.m.

CARRIED

  
\_\_\_\_\_  
Ronda Boutz,  
Management Co-Chair.

  
\_\_\_\_\_  
Hannah Jackson,  
Worker Co-Chair.

/hj



**To:** Board of Directors  
**From:** Carl Bickerdike, Chief Administrative Officer  
**Date:** January 9, 2025  
**Subject:** Request for Approval: 2025 Levy Schedule and Budget

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**RECOMMENDATION:**

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

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

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

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

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**BACKGROUND:**

The Board of Directors received the proposed 2025 general levy, capital levy, and Ottawa special levies at the October Board meeting (BD-183/24). In November 2024, staff presented the draft 2025 Budget. The draft 2025 Budget and proposed levies were circulated to member municipalities following the November 2024 meeting.

The 2025 draft Budget reflects the Board's budget direction of a 2.9%, plus growth, levy increase, plus a \$200,000 capital levy. Special levies to the City of Ottawa total \$497,000. The 2025 Levy Schedule is attached.

Comments from member municipalities were requested prior to the January 16<sup>th</sup>, 2025 Board meeting. To date, no comments have been received.

After circulation of the budget, the Minister of Natural Resources sent a letter to all Conservation Authorities directing them to freeze certain fees for the third consecutive year (Item 9.a Correspondence). Despite high inflation and increased service standards over the last three years, our fees must now remain at 2022 levels. This freeze will reduce 2025 revenue by approximately \$15,000, similarly to the 2023 and 2024 budget years. Staff do not propose a change to the budget, in order to maintain the approved levy request. SNC will endeavour to recoup the amount from self-generated revenue and expense savings throughout the year. Alternatively, a request to transfer the amount from reserves will be brought to the Board of Directors at a later date.

The 2025 Budget is a policy document. All purchases are subject to SNC's Purchasing Policy and Board approval at future meetings. New programs must be duly debated and approved by the Board.

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Ontario Regulation 402/22 under the *Conservation Authorities Act* requires a weighted majority vote to approve the levy and that the vote be recorded. A municipality shall not have a weighted vote of more than 50% of the total weighted value for all of the votes unless the municipality appoints more than 50% of the members to the Authority's Board of Directors.

The following table summarizes the apportionment of votes by appointed Board members. Only members present can vote for their respective percentage, it cannot be combined with an absent member. A weighted majority of 51% of the present members carries the vote.

Weighted Vote Apportionment:

<b>Upper Tier</b>	<b>Apportionment of Votes</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Member 4</b>
Leeds and Grenville	<b>7.74%</b>	3.87%	3.87%		
Ottawa	<b>50.00%</b>	12.50%	12.50%	12.50%	12.50%
Prescott and Russell	<b>29.35%</b>	9.78%	9.78%	9.78%	
Stormont, Dundas, and Glengarry	<b>12.91%</b>	4.30%	4.30%	4.30%	
	<b>100.00%</b>				

Copies of the 2025 Budget and PowerPoint presentation have been uploaded to the Members webpage.

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Carl Bickerdike,  
Chief Administrative Officer.

Attachments: 2025 SNC Levy Schedule



## 2025 SNC Levy Schedule

### General Levy

Municipality	Total 2024 General Levy	Total 2025 General Levy	Total Dollar Change	Percentage of Total Levy
Ottawa	\$ 3,401,604	\$ 3,546,625	\$ 145,021	76.49%
Clarence-Rockland	202,227	211,972	9,745	4.57%
Russell	185,860	197,435	11,575	4.26%
The Nation	109,159	115,281	6,122	2.49%
North Dundas	108,197	110,671	2,474	2.39%
South Dundas	91,454	94,390	2,936	2.04%
Alfred and Plantagenet	69,758	72,322	2,564	1.56%
Edwardsburgh/Cardinal	60,755	62,905	2,150	1.36%
North Grenville	57,595	61,557	3,962	1.33%
North Stormont	48,202	49,978	1,776	1.08%
Augusta	41,596	43,365	1,769	0.94%
Casselman	36,229	42,235	6,006	0.91%
North Glengarry	16,410	16,968	558	0.37%
South Stormont	8,981	9,540	559	0.21%
Elizabethtown - Kitley	709	734	25	0.02%
Champlain	676	700	24	0.02%
<b>Total</b>	<b>\$ 4,439,412</b>	<b>\$ 4,636,678</b>	<b>\$ 197,266</b>	<b>100.00%</b>

### Capital Levy

Municipality	Total 2024 Capital Levy	Total 2025 Capital Levy	Total Dollar Change	Percentage of Total Levy
Ottawa	\$ 38,311	\$ 152,981	\$ 114,670	76.49%
Clarence-Rockland	2,278	9,143	6,865	4.57%
Russell	2,093	8,516	6,423	4.26%
The Nation	1,229	4,973	3,744	2.49%
North Dundas	1,219	4,774	3,555	2.39%
South Dundas	1,030	4,071	3,041	2.04%
Alfred and Plantagenet	786	3,120	2,334	1.56%
Edwardsburgh/Cardinal	684	2,713	2,029	1.36%
North Grenville	649	2,655	2,006	1.33%
North Stormont	543	2,156	1,613	1.08%
Augusta	468	1,871	1,403	0.94%
Casselman	408	1,822	1,414	0.91%
North Glengarry	185	732	547	0.37%
South Stormont	101	412	311	0.21%
Elizabethtown - Kitley	8	32	24	0.02%
Champlain	8	30	22	0.01%
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 200,001</b>	<b>\$ 150,001</b>	<b>100.00%</b>



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### Special Levies

<b>Program</b>	<b>2024 Special Levy</b>	<b>2025 Special Levy</b>
Ottawa - Ottawa Rural Clean Water Program	\$ 200,000	\$ 200,000
Ottawa - Ottawa Tree Replacement Program	200,000	200,000
Ottawa - Eastern Ontario Water Resources Program	50,000	50,000
Ottawa - Baseline Monitory Program	46,000	47,000
<b>Total Special Levies</b>	<b>\$ 496,000</b>	<b>\$ 497,000</b>

### Grand Total – All Levies

<b>2024 Year</b>	<b>2025 Year</b>
<b>\$ 4,985,412</b>	<b>\$ 5,333,679</b>





**To:** Board of Directors  
**From:** Johanna Barkley, Director of Finance  
**Date:** January 9<sup>th</sup>, 2024  
**Subject:** Request for Approval: Annual Authority Approvals

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**RECOMMENDATION:**

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

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

**BE IT RESOLVED 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 \$25,000, or other limits requested by the Board of Directors, or any other electronic signatures introduced in conjunction with our accounting software. These tools are in the custody of the Director of Finance. The Director may delegate the use of these tools to his/her delegate.
3. Staff continue to utilize various banking features to make payments more cost efficient for SNC, for example: the use of internet banking, electronic fund transfer (EFT) and/or by other electronic means. All payments are presented regularly to the Board of Directors for approval in the "Monies Received and Disbursement Register for the period".
4. The Royal Bank, Winchester Branch, be the Authority Bank and that signing officers execute the banking services contract.

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

AND FURTHER THAT the Director of Finance, or delegate, is authorized to approve all payments relating to payroll and payroll taxes; and

FURTHER THAT the law firm of Ault & Ault LLP, Winchester be appointed as solicitor for general Authority business, and that Emond Harnden, Ottawa be appointed the

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Authority's Human Resource legal counsel, at a total approximate cost of \$20,000 plus HST. Where in the best interest of the Authority, staff may engage other specialized legal services.

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**DISCUSSION:**

The South Nation River Conservation Authority Administrative By-law requires annual resolutions for the appointment of the Authority's auditor and financial institution and the borrowing resolution.

Also included are resolutions for the Authority's signing officers, confirming the use of alternate signing tools and the appointment of Authority solicitors including approximate cost.

The Authority's general counsel, Ault & Ault, will be consulted and advice sought when selecting specialized legal services.

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

Compliance with Budget: The dollar amounts noted have been included in the 2025 budget under Corporate Services, pages 36 and 37.

SNC Policy Adherence: SNC's Administrative By-laws require the Board of Directors annually appoint or confirm the Authority's auditor, financial institution, solicitor(s), and borrowing authorization. SNC's Purchasing Policy section E) requires Board of Director approval for non-competitive purchasing over \$25,000 when professional or special services are required such as: auditors or accounting fees, legal fees, appraiser fees, banking fees, or any other special service.

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Johanna Barkley,  
Director of Finance.



**To:** Board of Directors  
**From:** Jennifer Boyer, Managing Director, Approvals  
**Date:** January 8<sup>th</sup>, 2025  
**Subject:** Request for Approval: Provincial Offences Officer Appointments

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**RECOMMENDATION:**

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

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

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

- Sandra Mancini, Managing Director, Natural Hazards and Infrastructure;
  - James Holland, Senior Planner;
  - Eric McGill, Corporate Counsel; and
  - Laura Crites, Environmental Planner.
- 

**DISCUSSION:**

Section 30.1 of the *Conservation Authorities Act* (the "Act") allows the Board of Directors to appoint officers for the purposes of ensuring compliance with the *Conservation Authorities Act* and its regulations within the Authority's geographical jurisdiction.

Officers appointed under section 30.1 are a class of persons designated as provincial offences officers by the Minister of Natural Resources.

As per Conservation Ontario guidelines, Mr. Payne and Ms. Sauv  are adequately trained in the relevant legislation – *Conservation Authorities Act*, *Provincial Offences Act*, and *Trespass to Property Act* – and have completed the prerequisite Level 1 Provincial Offences Officer Training.

The appointments and appointment revocations will facilitate specialization of the officer role and improve SNC's implementation of mandatory duties pertaining to the administration and enforcement of Parts VI and VII of the Act.



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

SNC Policy Adherence: Section 30.1 of the *Conservation Authorities Act* allows the Board of Directors to appoint officers for the purposes of ensuring compliance with the *Conservation Authorities Act* and its regulations.

Programs & Services Category: Category 1 – Mandatory: Administration and enforcement of Part VI “Regulation of Areas Over Which Authorities Have Jurisdiction” and Part VII “Enforcement and Offences” of the *Conservation Authorities Act*.

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

Attachments: Provincial Offences Officers Class Designation re the *Conservation Authorities Act* – Ontario Ministry of Natural Resources and Forestry, March 20, 2024



## DESIGNATION

### ONTARIO MINISTRY OF NATURAL RESOURCES AND FORESTRY

Under the authority of subsection 1(3) of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, I, GRAYDON SMITH, do hereby designate the class of persons in Column 1 of the attached Schedule as a provincial offences officer for the Acts and accompanying regulations, subject to any listed restrictions, described in Column 2 of the item.

This designation revokes Item 9 of the previous designation by the Minister of Natural Resources and Forestry, dated August 29, 2007, and comes into force on the later of April 1, 2024 and the day this designation is signed.

Dated at TORONTO this 20 day of March, 2024.

Honourable Graydon Smith  
Minister of Natural Resources and Forestry

**SCHEDULE – DESIGNATION OF PROVINCIAL OFFENCES OFFICERS**

Item	Column 1 Class of Persons	Column 2 Class of Offences
1.	Any officer appointed under section 30.1 of the <i>Conservation Authorities Act</i>	All offences under the following Acts and accompanying regulations when carrying out duties within their conservation authority:  <i>Conservation Authorities Act</i> <i>Trespass to Property Act</i>



**To:** Board of Directors  
**From:** Johanna Barkley, Director of Finance  
**Date:** January 9<sup>th</sup>, 2025  
**Subject:** Request for Approval: Monies Received and Disbursement Register for December 2024

**RECOMMENDATION:**

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

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

**DISCUSSION:**

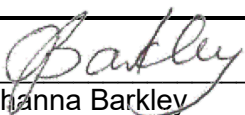
The list of major money receipts by customers and customer groups are shown below:

<b>Received From:</b>	<b>December 2024</b>
City of Ottawa	291,673.75
Township of Alfred And Plantagenet	107,729.47
Planning Revenue	37,187.48
Septic Revenue	26,197.64
United Counties of Prescott & Russell	23,660.25
United Counties of Stormont, Dundas & Glengarry	22,500.00
Invasive Species Centre	21,300.00
Royal Bank of Canada	18,543.47
Tree Revenue	4,290.37
Other	1,210.00
<b>TOTAL</b>	<b>554,292.43</b>

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

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

<b>December 2024</b>	<b>Total</b>
Accounts Payable Cheques	162,983.16
Internet Banking	355,751.44
Electronic Funds Transfer Payment	383,133.39
<b>TOTAL</b>	<b>901,867.99</b>

  
 Johanna Barkley  
 Director of Finance  
 Attachments: Disbursement Register – December 2024

**Disbursement Register - December 2024**

<b>Number</b>	<b>Name</b>	<b>Amount</b>
21064	VOID - Software testing	
21065	V000003 Purolator Courier Ltd.	338.29
21066	V000991 SRPR-081A - SRPR	6,150.00 Storm Recovery Grant
21067	V001202 05 24 DDA - OTCW	7,500.00 Clean Water Grant
21068	V001203 Eastern Ontario Crop Advisory Committee	750.00
21069	V001204 2024-EAB-045 - ATRE	500.00 Ash Tree Grant
21071	V000020 Ault & Ault LLP, In Trust	129,629.35 Land SNC187
21072	V000017 N. Beehler Electric Ltd.	1,000.05
21073	V000308 The Flag Shop	1,693.87
21074	V000683 Andre Pomainville	282.10
21075	V000833 Stone Crop Acres Winery & B&B	497.00
21076	V001206 2024-EAB-043 - ATRE	2,087.50 Ash Tree Grant
21077	V001207 2024-EAB-046 - ATRE	845.00 Ash Tree Grant
21078	V001208 2024-UCPRWAS-044	500.00 MFTIP -UCPR Grant
21079	V001209 2024-UCPRWAS-047	500.00 MFTIP -UCPR Grant
21080	V001211 2024-UCPRWAS-043	500.00 MFTIP -UCPR Grant
21081	V001212 2024-UCPRWAS-050	500.00 MFTIP -UCPR Grant
21082	V001213 2024-UCPRWAS-045	425.00 MFTIP -UCPR Grant
21083	V001214 2024-SDGWAS-026	500.00 MFTIP -UCPR Grant
21084	V001215 2024-UCPRWAS-049	500.00 MFTIP -UCPR Grant
21085	V001216 2024-UCPRWAS-046	500.00 MFTIP -UCPR Grant
21086	V001219 2024-UCPRWAS-016 - UCPR	500.00 MFTIP -UCPR Grant
21087	V001144 SRPR-095A	7,285.00 Storm Recovery Grant
		<b>162,983.16</b>
	<b>Internet Banking</b>	
GP20000	V000167 Finch Feed & Seed Ltd. Purina	261.99
GP20001A	V000006 Bell Canada	237.78
GP20001B	V000006 Bell Canada	59.48
GP20001C	V000006 Bell Canada	1,031.69
GP20002	V000007 Enbridge	1,101.32
GP20003A	V000050 Hydro One	0.52
GP20003B	V000050 Hydro One	281.33
GP20003C	V000050 Hydro One	33.43
GP20003D	V000050 Hydro One	1,681.09
GP20004	V000054 Visa - Ronda Boutz	2,405.73
GP20005A	V000120 Macewen Petroleum Inc.	3,542.99
GP20005B	V000120 Macewen Petroleum Inc.	839.09
GP20005C	V000120 Macewen Petroleum Inc.	234.96
GP20006	V000226 The Bank Of Montreal - RRSP	4,585.44 Pension
GP20007	V000236 Telus	1,793.29
GP20008A	V000391 Payworks	6,332.12 Board Payroll #4
GP20008B	V000391 Payworks	155,491.31 Pay 25
GP20009A	V000402 Visa - John Mesman	12,805.59
GP20009B	V000401 Visa - Carl Bickerdike	2,026.61
GP20009C	V000391 Payworks	152,130.55 Pay 26
GP20009D	V000287 Royal Bank Of Canada	1,248.15
GP20009E	V000226 The Bank Of Montreal - RRSP	4,761.44 Pension
GP20009F	V000057 Visa - Deborah Edwards	1,458.59
GP20009G	V000056 Visa - Monique Sauve	142.50
GP20009H	V000055 Visa - Sandra Mancini	576.14
GP20009I	V000053 Visa - Michelle Cavanagh	535.22
GP20009J	V000047 Visa - Jacques Levert	75.01
GP20009K	V000043 Visa - Sylvie Fracassi	78.08
		<b>355,751.44</b>



**Disbursement Register - December 2024**

<b>Number</b>	<b>Name</b>	<b>Amount</b>
	<b>EFT Banking</b>	
REM000001	VOID - Software testing	0.00
REM000002	V000009 Staples Commercail/Trevipay	312.21
REM000003	V000010 Lannin's Garage	87.00
REM000004	V000019 Etcetera Publications (Chesterville) Inc	557.60
REM000005	V000094 Patrick Piitz	1,140.53
REM000006	V000210 Papeterie Germain Stationery Inc.	1,344.78
REM000007	V000347 Carl Bickerdike	504.91
REM000008	V000358 Winchester Springs Mobile Wash	791.00
REM000009	V000424 Begg-Seguín - Crysler Hardware Limited	679.43
REM000010	V000433 Vincent Dagenais Gibson Llp	1,570.14
REM000011	V000435 Tavish Macleod	271.19
REM000012	V000515 Canadian Linen & Uniform Service Corp	39.55
REM000013	V000649 Delta Power Equipment	16.96
REM000014	V000748 South Nation River Conservation Authority	215.00
REM000015	V000754 Cooters Automotive/1000263733 Ont Inc	3,993.22
REM000016	V000976 Alexandre Roy-Guay	126.41
REM000017	V000977 SRPR-011A	7,980.00 Storm Recovery Grant
REM000018	V000452 OMERS	46,882.00 Pension
REM000019	V000328 Somerville Nurseries Inc	16,017.75 Material & Services
REM000020	V000472 Aquanty Inc	14,831.25 Consulting Services
REM000021	V001115 Steven J. Robinson Construction Inc.	10,794.33 Privy/Contracted Services
REM000022	V000009 Staples Commercail/Trevipay	85.46
REM000023	V000010 Lannin's Garage	1,346.84
REM000024	V000019 Etcetera Publications (Chesterville) Inc	425.39
REM000025	V000040 Tenaquip Industrial Equipment	206.72
REM000026	V000058 Ferguson Forest Centre	9,756.70 Trees
REM000027	V000060 Shane Signs	255.38
REM000028	V000085 Murray Inch	630.00
REM000029	V000104 Rene Lalonde	23.80
REM000030	V000118 Laplante Chevrolet Buick Gmc	1,873.11
REM000031	V000133 Storm Internet Services	169.50
REM000032	V000147 The Review	213.57
REM000033	V000190 Nova Networks	3,651.03
REM000034	V000281 Gary's Auto Body	216.45
REM000035	V000300 Lannin Home Building Centre	41.76
REM000036	V000306 1000224147 Ont Inc (Latremouille Tool Sales Rent	620.09
REM000037	V000338 North Grenville Times Inc.	401.08
REM000038	V000358 Winchester Springs Mobile Wash	395.50
REM000039	V000369 Brent Harbers	72.28
REM000040	V000419 Eric McGill	413.20
REM000041	V000426 Laura Crites	341.24
REM000042	V000473 Cornerstone Convenience Store - 10592056 Canad	15.00
REM000043	V000484 JP2G Consultants Inc	7,083.52 Professional Services
REM000044	V000499 Superior Group	9,679.69 Contracted Services
REM000045	V000515 Canadian Linen & Uniform Service Corp	79.10
REM000046	V000732 Erin Thorne	68.48
REM000047	V000801 Harbers Greenhouses And Forestry	1,985.08
REM000048	V001115 Steven J. Robinson Construction Inc.	4,189.48
REM000049	V001145 Andre-Jean Pilon Transport Inc.	924.93
REM000050	V001205 Icimédias Inc - Seaway News	485.90
REM000051	V001217 Butlers Catering & Pantry	1,271.25
REM000052	V001218 SSC Janitorial Cleaning	981.97
REM000053	V000889 Ott Family Logging	81,693.35 Contracted Services
REM000054	V001158 A.R.L. Land Improvements	59,664.00 Contracted Services
REM000055	V001210 Ferme Martin Leduc Inc	30,538.66 Contracted Services

**Disbursement Register - December 2024**

<b>Number</b>	<b>Name</b>	<b>Amount</b>
REM000056	V000386 1311339 Ontario Limited O/A OT Managed Service:	18,149.95 Software Support Maintenance
REM000057	V001040 Endeavour Solutions Inc	18,744.31 Professional Services
REM000058	V001109 SLR Consulting (Canada) Ltd	10,718.05 Technical Services
REM000059	V000100 Adrian Wynands	378.00
REM000060	V000101 Cindy Saucier	56.00
REM000061	V000102 Jacqueline Kelly-Pemberton	37.80
REM000062	V000147 The Review	213.57
REM000063	V000151 Fred Schueler	91.00
REM000064	V000234 Bill Smirle	354.07
REM000065	V000265 Michelle Cavanagh	275.80
REM000066	V000272 H.F. Smith & Son Cartage Ltd.	56.50
REM000067	V000281 Gary's Auto Body	587.60
REM000068	V000299 Francois St Amour	226.80
REM000069	V000309 Traductions Catmac Translations	324.63
REM000070	V000340 Glenn Mackey	187.60
REM000071	V000367 George Darouze	294.00
REM000072	V000398 Kelsey Smith	240.00
REM000073	V000454 Steven Densham	77.00
REM000074	V000491 Catherine Kitts	121.24
REM000075	V000514 Kayla Sunday	29.75
REM000076	V000737 Debora Wilson	198.66
REM000077	V000751 Linda Payant	226.80
REM000078	V000752 Thomas Smyth	152.88
REM000079	V000765 Ram Krishna Inc (Finch Market)	264.79
REM000080	V001020 Jordan Graham	35.70
REM000081	V001090 Alain Jaquemet	79.80
REM000082	V001117 Mike Tarnowski	117.60
REM000083	V001157 Wex Canada Ltd	639.45
REM000084	V001200 Irwin Supply (Cornwall) Ltd	740.14
REM000085	V000370 John Mesman	1,099.22
REM000086	V000414 Seaway Embroidery	420.36
REM000087	V000515 Canadian Linen & Uniform Service Corp	39.55
		<b>383,133.39</b>



**To:** Board of Directors  
**From:** James Holland, Senior Planner  
**Date:** January 6<sup>th</sup>, 2025  
**Subject:** Update: Planning Activity

**RECOMMENDATION:**

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

**DISCUSSION:**

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

The list below includes planning applications received in the month December 2024. Pre-consultation meetings and property inquiries are not included in this list.

#	SNC Number	Landowner	Municipality	Application
308	SNC-3999-2024	Patrick Zanzen	North Glengarry	Consent
309	SNC-4001-2024	Devcore Construction (ON)	Clarence Rockland	Minor Variance
310	SNC-4002-2024	Mattamy Limited	Ottawa	Subdivision
311	SNC-4003-2024	Ari Homes & Rentals	Russell	Site Plan Control
312	SNC-4004-2024	Barry Perkins	East Hawkesbury	Consent
313	SNC-4005-2024	Critesdale Farms Inc.	South Stormont	Consent
314	SNC-4006-2024	Winnifred Patterson	North Dundas	Consent
315	SNC-4007-2024	Angele & Robin Charette	Nation	Consent
316	SNC-4008-2024	Angele & Robin Charette	Nation	Consent
317	SNC-4009-2024	Angele & Robin Charette	Nation	Consent
318	SNC-4010-2024	Arthur Desnoyer	Nation	Consent
319	SNC-4011-2024	Warren Larry	North Dundas	Section 59 Clearance
320	SNC-4013-2024	9388-7644 Quebec Inc.	North Dundas	Site Plan Control
321	SNC-4015-2024	Day & Ross Inc.	Ottawa	Site Plan Control
322	SNC-4017-2024	Zanderplan Inc.	Augusta	Consent
323	SNC-4018-2024	Zanderplan Inc.	Augusta	Consent
324	SNC-4019-2024	William Bruining	South Stormont	Consent
325	SNC-4021-2025	Township of Russell	Russell	Site Plan Control
326	SNC-4022-2025	Philippe Bechard	Russell	Site Plan Control
327	SNC-4023-2025	Bank & Dun Developments	Ottawa	Site Plan Control
328	SNC-4024-2025	15330661 Canada Ltd.	Ottawa	Minor Variance
329	SNC-4025-2025	Nyssa Macallister Trip	Augusta	Consent
330	SNC-4026-2025	Victor Bourguignon	Augusta	Consent
331	SNC-4027-2025	Joshua Rudy Massimo & Allison Taylor Merley	Augusta	Consent



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

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

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James Holland, M.Sc. MCIP RPP  
Senior Planner



**To:** Board of Directors  
**From:** Jennifer Boyer, Managing Director, Approvals  
**Date:** January 6<sup>th</sup>, 2025  
**Subject:** Update: Section 28.1 Permits Issued

**RECOMMENDATION:**

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

**DISCUSSION:**

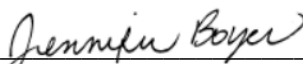
South Nation Conservation (“SNC”) staff exercise delegated power to issue permits under Section 28.1 of the *Conservation Authorities Act* for development activities in areas over which the Authority has jurisdiction (BD-061/24 and BD-121/24). Permits are issued in accordance with the Board of Directors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

The table below lists the permits issued in the month of December 2024.

#	Project No.	Permit Holder	Municipality	Project
151	2024-NST-R150	United Counties of Stormont, Dundas and Glengarry	North Stormont	Culvert Repair
152	2024-EDW-R163	Township of Edwardsburgh Cardinal	Edwardsburgh Cardinal	Culvert Installation
153	2024-CLR-R185	City of Clarence-Rockland	Clarence Rockland	Drain Improvements
154	2024-SDU-R188	Christopher Moran	South Dundas	Shoreline Work
155	2024-SDU-R192	H Todd Fenton	South Dundas	Shoreline Work
156	2024-CLR-R202	Roch & Stephanie Grzela	Clarence Rockland	Pool Installation
157	2024-NDU-R204	United Counties of Stormont, Dundas and Glengarry	North Dundas	Bridge Replacement
158	2024-NST-R210	United Counties of Stormont, Dundas and Glengarry	North Stormont	Directional Bore
159	2024-AUG-R214	Matt & Nadine Aimer	Augusta	Dock Construction
160	2024-ALP-R217	Justin Blanchette	Alfred Plantagenet	Septic Installation & Culvert
161	2024-NDU-R219	Sevita International	North Dundas	New Commercial Construction
162	2024-RUS-R224	Marc G. Brisson & Nicole Rainville	Russell	Erosion Control

This table provides a summary of staff site visits for permits undertaken in December 2024.

Summary of Permit Site Visits – December 2024	
Permit Compliance Inspections	3
Pre-consultations	0

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



**To:** Board of Directors  
**From:** Gregory Payne, Permitting Officer  
**Date:** January 8<sup>th</sup>, 2025  
**Subject:** Update: Enforcement of Parts VI and VII of the Act

**RECOMMENDATION:**

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

**DISCUSSION:**

South Nation Conservation (“SNC”) staff administer and enforce Parts VI and VII of the *Conservation Authorities Act* and Ontario Regulation 41/24 in the areas over which the Authority has jurisdiction. SNC relies on members of the public and municipal partners to assist in identifying and reporting potential offences.

Staff evaluate reported concerns for priority response based on potential adverse impacts to people and property, and the risk of exacerbating natural hazards. The table below describes the reported concerns received in the month of December 2024.

#	File No.	Municipality	Description
50	ENF2024-OTW-10	Ottawa	Reported interference with a watercourse and locally significant wetlands
51	ENF2024-ALP-07	Alfred and Plantagenet	Reported development activity in a regulated area
52	ENF2024-ALP-08	Alfred and Plantagenet	Reported development activity in a regulated area

This table provides a summary of staff enforcement and compliance actions undertaken to date in 2024.

Summary of Enforcement and Compliance Actions 2024	
Site Visits	30
Files Resolved	20
Concerns Referred to Correct Agency	6
Stop Orders Issued	2
Provincial Offences Charges Laid	0

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

Gregory Payne,  
 Permitting Officer.



**To:** Board of Directors  
**From:** Monique Sauvé, Chief Building Official Part 8 - Septic Systems  
**Date:** January 7<sup>th</sup>, 2024  
**Subject:** Update: On-Site Sewage Permits Received

**RECOMMENDATION:**

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

**DISCUSSION:**

South Nation Conservation (“SNC”) staff issue permits under Part 8 of the Ontario Building Code on behalf of sixteen municipalities. The list below includes permits received in the month of December 2024. Septic system searches and renovation reviews are not included.

	Permit Number	Landowner(s)	Location	Description
410	AU-24-36	2693297 Ontario Inc. c/o Harold Selleck	Augusta	New Construction
411	SS-24-42	Andrew Vink & Valerie Bellefeuille	South Stormont	New Construction
412	SS-24-43	Douglas & Sandra Wilkins	South Stormont	Alteration
413	AU-24-37	Fayme Taylor	Augusta	Septic System Replacement
414	EC-24-32	James & Susan Cooper	Edwardsburgh Cardinal	Septic System Replacement
415	RU-24-29	1503893 Ontario Inc. (Park View Homes)	Russell	New Construction
416	ND-24-35	Township of North Dundas	North Dundas	New Construction
417	AP-24-19	Dominic Bissonette	Alfred Plantagenet	Leaching Bed
418	EC-24-33	Madison Mulder Enterprises Inc.	Edwardsburgh Cardinal	New Construction
419	CR-24-65	Mir Saif & Shahzeen Rafisaif	Clarence Rockland	Septic System Replacement
420	AP-24-20	Louis & Sandy Charland	Alfred Plantagenet	Septic System Replacement
421	CH-24-25	Nathalie Lafleur	Champlain	New Construction
422	SS-24-44	Guy Beauregard & Nancy Feng	South Stormont	New Construction
423	AU-24-38	Chris Cleroux	Augusta	Septic System Replacement
424	ND-24-36	Dixie McLeod	North Dundas	Tank
426	CR-24-66	Ben Guibord	Clarence Rockland	Septic System Replacement
427	CR-24-67	Francis House	Clarence Rockland	New Construction
428	SS-24-45	William Bruining	South Stormont	New Construction



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

	<b>Permit Number</b>	<b>Landowner(s)</b>	<b>Location</b>	<b>Description</b>
429	AU-24-39	Carolynn & William Warren	Augusta	Septic System Replacement
430	CH-24-24	Kevin Timbers	Champlain	Alteration
431	SD-24-32	Vladyslav Rayda	South Dundas	New Construction

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

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

Monique Sauv ,  
Chief Building Official Part 8 - Septic Systems



**Ministry of Natural  
Resources**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère des Richesses  
naturelles**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



December 12, 2024

**TO:** Conservation authorities as listed in the Attachment A “Extension of Minister’s Direction to Not Change Fees”

**SUBJECT:** Extension of Minister’s direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

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I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at [Jennifer.Keyes@ontario.ca](mailto:Jennifer.Keyes@ontario.ca) or 705-761-4831.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith  
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

00041

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act* permits a conservation authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a conservation authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a conservation authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix “A” of this Direction (the “**conservation authorities**” or each, a “**conservation authority**”) are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a conservation authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to conservation authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all conservation authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").

**Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the  
Minister of Natural Resources**



The Honourable Graydon Smith  
Minister of Natural Resources  
December 12, 2024

**Excerpt from: AMO Policy Update, December 16, 2024**

Full AMO Policy Update Link: <https://www.amo.on.ca/policy/health-emergency-and-social-services/pre-budget-key-messages-use-roma-delegations#:~:text=The%20Ministry%20of%20Natural%20Resources,1.5%20million%20homes%20by%202031.>



## **AMO Policy Update – Pre-Budget Key Messages for Use at ROMA Delegations, Conservation Authority Fees, Energy Supply and Distribution Plans, Environmental Bill**

### **Conservation Authority Fee Freeze**

The Ministry of Natural Resources and Forestry recently provided direction to Conservation Authorities that it will be freezing conservation authority fees for another year, until the end of 2025. The freeze was originally put in place on January 1, 2023 to help the province build 1.5 million homes by 2031. This will mark the third year that the freeze is being extended.

Conservation Authorities provide key services that benefit municipalities by protecting residents, safeguarding infrastructure, and enhancing the overall quality of life within the community. AMO will continue to advocate for:

- The ability of conservation authorities to set fees that accurately reflect the value of their services. These fees should be transparent, defensible, and publicly available.
- A fee structure that establishes a reliable, long-term funding model for conservation authorities. This would mitigate potential financial risks for municipalities while addressing concerns about strained staffing capacity within these crucial environmental organizations.

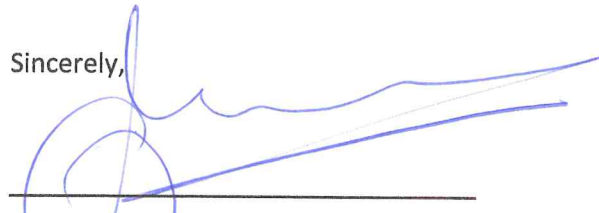
South Nation Conservation,

I wanted to take a moment to sincerely thank you for the beautiful Christmas tree you donated to the Dundas County Hospice Memorial Tree Lighting again this year. Christmas can be a lonely time for some residents of North and South Dundas, so this event can have the positive impact of bringing our community together.

The tree is truly impressive, and it stands out wonderfully at the front of our building. It will be the focal point of our memorial event. Once again, thank you for your thoughtful gift.

I hope that your holiday season is filled with joy and memorable experiences.

Sincerely,

A handwritten signature in blue ink, appearing to read "Arnold Scheerder", is written over a horizontal line. The signature is fluid and cursive.

---

Arnold Scheerder, Board Chair  
Dundas County Hospice

*Also a big thank you  
to Mike and his helper  
getting it set up.*