



South Nation  
**Conservation**  
de la Nation Sud

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## **Board of Directors**

# **Meeting Supplemental Agenda**

**Date:** June 11<sup>th</sup>, 2026

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

**Location:** Watershed Room, SNC

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





**Board of Directors**

# Meeting Supplemental Agenda

June 11<sup>th</sup>, 2026, at 9:00 a.m.

1. New Business
  - a. Update: Estimated Statement of Operations for May 31<sup>st</sup>, 2026: Johanna 3-4
  - b. Request for Approval: Funding Agreements – Invasive Species Centre: Michelle 5-6
  - c. Request for Approval: Finch Office HVAC Replacement: John 7
  - d. Request for Approval: Professional Services – South Castor Floodplain Mapping  
Peer Review: Shahin 8
  - e. Request for Approval: Stormwater Management Facility Inspection Service  
Agreement: Shahin 9

A handwritten signature in blue ink, appearing to read 'C. Bickerdike', positioned above a horizontal line.

Carl Bickerdike,  
Chief Administrative Officer.

/rb

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**To:** Board of Directors  
**From:** Johanna Barkley, Director of Finance  
**Date:** June 9, 2026  
**Subject:** Update: Estimated Statement of Operations for May 31<sup>st</sup>, 2026

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**RECOMMENDATION:**

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2026, as of May 31<sup>st</sup>, 2026, update.

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**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 \$166,000 surplus. A full review of 2026 revenues and expenditures will continue through to the end of 2026.

The final 2026 reserve transfer will be presented to the applicable Board along with the audited financial statements in 2027.

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

Compliance with Budget

The 2026 budget represents the Board of Directors approved Budget of January 20<sup>th</sup>, 2026.

SNC Policy Adherence:

SNC approved Policies are adhered to.

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Johanna Barkley,  
Director of Finance.

Attachments: Estimated Statement of Operation



<b>ESTIMATED STATEMENT OF OPERATIONS</b> As of May 31, 2026	<b>YTD Actuals</b>	<b>Final Budget</b>	<b>Updated Forecast</b>
<b>EXPENDITURES</b>			
<b>OPERATING EXPENSE</b>			
<b>Resource Management</b>			
Water Response Programs	198,479	202,598	(16,285)
Partner Programs	20,414	851,137	1,376,830
Landowner Stewardship Outreach	218,677	661,992	1,569,387
<b>Total Resource Management</b>	<b>437,570</b>	<b>1,715,726</b>	<b>2,929,932</b>
<b>Property &amp; Approvals</b>			
Property	603,983	1,741,375	2,278,454
Approvals	642,849	1,642,487	1,639,769
<b>Total Property &amp; Approvals</b>	<b>1,246,832</b>	<b>3,383,862</b>	<b>3,918,223</b>
<b>Corporate &amp; Community Services</b>			
Corporate Services	686,539	1,618,658	1,594,077
Information Management and Technology	-	-	-
Communications and Outreach	118,546	345,477	359,358
<b>Total Corporate &amp; Community Services</b>	<b>805,085</b>	<b>1,964,135</b>	<b>1,953,435</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>2,489,487</b>	<b>7,063,724</b>	<b>8,801,590</b>
<b>CAPITAL and PROJECT EXPENSE</b>			
<b>Resource Management</b>			
Capital	4,376	100,610	104,986
Projects	505,656	2,319,094	2,146,690
<b>Total Resource Management</b>	<b>510,032</b>	<b>2,419,705</b>	<b>2,251,676</b>
<b>Property &amp; Approvals</b>			
Capital	38,788	883,741	3,571,094
Projects	-	-	-
<b>Total Property &amp; Approvals</b>	<b>38,788</b>	<b>883,741</b>	<b>3,571,094</b>
<b>Corporate &amp; Community Services</b>			
Capital	-	25,000	25,000
Projects	-	-	-
<b>Total Corporate &amp; Community Services</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>TOTAL CAPITAL AND PROJECT EXPENSE</b>	<b>548,820</b>	<b>3,328,446</b>	<b>5,847,770</b>
<b>TOTAL OVERALL EXPENSE</b>	<b>3,038,307</b>	<b>10,392,169</b>	<b>14,649,359</b>
<b>REVENUE</b>			
Other Sources	2,047,338	4,487,878	8,576,042
General Levy	1,924,604	4,847,480	4,847,480
Capital Levy	83,016	209,093	209,093
Special Levy	823,289	497,000	823,288
Source Protection	50,063	153,221	153,221
MNRF (Regular)	-	91,070	91,070
<b>TOTAL REVENUE</b>	<b>4,928,309</b>	<b>10,285,742</b>	<b>14,700,194</b>
<b>NET OVERALL</b>	<b>(1,890,002)</b>	<b>106,427</b>	<b>(50,835)</b>
Transfer To / (From) Reserve	(25,000)	(106,427)	(114,958)
<b>Cash (Surplus) Beginning of Year</b>		-	-
<b>Cash Deficit / (Surplus) End of Year</b>	<b>(1,915,002)</b>	<b>(0)</b>	<b>(165,793)</b>



**To:** Board of Directors  
**From:** Michelle Cavanagh, Team Lead, Special Projects  
**Date:** June 8, 2026  
**Subject:** Request for Approval: Funding Agreements – Invasive Species Centre

**RECOMMENDATION:**

The Board of Directors approve entering into the following funding agreements with the Invasive Species Centre for invasive species mapping and management:

Project Title	Funding Amount
European Water Chestnut Monitoring and Control	\$12,000
Invasive Phragmites Control at the SLPC Riverside Cedar Campground	\$16,000
Invasive Species Control and Education Partnership	\$3,500
Invasive Phragmites Eastern Ontario PMA Coordinator Role	\$5,000
Invasive Phragmites Mapping and Management in the Eastern Ontario PMA	\$29,500
<b>Total</b>	<b>\$66,000</b>

**DISCUSSION:**

The Board of Directors approved funding submissions to the Invasive Species Action Fund and Invasive Phragmites Control Fund in November 2025 (BD-208/25). All five applications were successful and require funding agreements with the Invasive Species Centre to proceed.

The projects will take place during the 2026/2027 fiscal year. The projects and funding amounts are listed below.

Project Title	Funding Amount
European Water Chestnut Monitoring and Control	\$12,000
Invasive Phragmites Control at the SLPC Riverside Cedar Campground	\$16,000
Invasive Species Control and Education Partnership	\$3,500
Invasive Phragmites Eastern Ontario PMA Coordinator Role	\$5,000
Invasive Phragmites Mapping and Management in the Eastern Ontario PMA	\$29,500
<b>Total</b>	<b>\$66,000</b>

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

Compliance with Budget: These projects are not included in the 2026 Budget; however, SNC's contributions are included under Resource Management: Water Response Programs, pages 12-13 and Property, Conservation Lands, pages 22-23.



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

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

A handwritten signature in black ink that reads "Michelle Cavanagh".

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Michelle Cavanagh,  
Team Lead, Special Projects



**To:** Board of Directors  
**From:** John Mesman, Managing Director, Property, Conservation Lands and Community Outreach  
**Date:** June 6, 2026  
**Subject:** Request for Approval: Finch Office HVAC Replacement

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**RECOMMENDATION:**

The Board of Directors approve the replacement of the HVAC (heating, ventilation and air conditioning) rooftop units at the Finch Office to an upset limit of \$90,000 plus HST.

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**DISCUSSION:**

The Finch Office is heated and cooled by six rooftop HVAC units that are approximately 20 years old and approaching the end of typical service life expected for commercial HVAC equipment. Over the past five years, SNC has experienced increasing maintenance requirements, with approximately one to two major repairs annually. As the equipment continues to age, the risk of unexpected failures, service disruptions, and costly repairs is expected to increase.

The existing rooftop units utilize R-22 refrigerant (commonly known as Freon), which is being phased out due to its ozone-depleting properties. The manufacture and installation of new R-22 air conditioning equipment was prohibited in Canada in 2010, and the production and import of R-22 refrigerant ceased in 2020. As a result, recent repairs have relied on increasingly limited supplies of reclaimed or recycled refrigerant.

While the units remain operational, staff have relied on major repairs to maintain service. Replacement represents a planned lifecycle replacement of a critical building system, reducing the risk of unexpected failures, emergency repairs, and operational disruptions.

Staff are recommending replacement of all six rooftop units as a single capital project. Replacing the units concurrently will improve reliability, reduce maintenance requirements, and standardize equipment across the facility.

South Nation Conservation (SNC) has requested quotes from multiple qualified HVAC suppliers and manufacturers, including York, Trane, Lennox, and Carrier. Proposed replacements use modern refrigerants, improve energy efficiency, and offer enhanced cold-weather performance. Submissions will be evaluated based on cost, performance, warranty, service support, and overall value to SNC.

Staff are seeking Board approval to proceed with procurement and installation during the 2026 construction season.

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

Compliance with Budget: Office HVAC System Replacement is included in the 2026 SNC Budget under Property Management: Facilities and Vehicles, pages 24 and 25 and funded through SNC's Operating Reserve.

SNC Policy Adherence: Project expenditures will adhere to SNC's Purchasing Policy.

Programs and Services Category: Category 1 – Mandatory: Property Management.

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

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**To:** Board of Directors  
**From:** Shahin Zand, Water Resources Engineer  
**Date:** June 8, 2026  
**Subject:** Request for Approval: South Castor Flood Hazard Mapping Technical Review

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**RECOMMENDATION:**

The Board of Directors approve the retaining professional services from a qualified consultant, to complete the technical review of the South Castor Flood Hazard Mapping, at an approximate cost of \$50,000 plus HST; and

FURTHER THAT: The Board of Directors delegate authority to the Executive Committee to award the consulting contract.

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**DISCUSSION:**

The Board of Directors approved undertaking the South Castor Flood Hazard Mapping project at the December 2024 meeting (BD-216/24). The project is a partnership with the City of Ottawa, with funding from the Flood Hazard Identification and Mapping Program (FHIMP).

The project includes the development of hydrology, hydraulics, and flood mapping for the South Castor River within City of Ottawa, following federal and provincial standardized methodologies.

South Nation Conservation's (SNC) flood hazard mapping go through a technical review process to ensure the validity, and quality of the natural hazard maps before publication.

As per the SNC Purchasing Policy, staff will be issuing a Request for Quotations to qualified professional to complete the third-party technical review of the South Castor flood hazard mapping. Given the FHMIP deadlines, staff are aiming to secure the consultant by mid-July.

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

Compliance with Budget: This project is included in the 2026 SNC Budget under Resource Management: Projects, pages 18-19. Costs for this project are shared between SNC and the City of Ottawa, with 50% funding from FHIMP.

SNC Policy Adherence: Purchase expenses will adhere to the SNC Purchasing Policy.

All work undertaken to complete the projects will adhere to SNC's Health and Safety Policies and Procedures.

Programs & Services Category: Category 1 – Mandatory Programs: Natural Hazard Mapping.

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Shahin Zand, P.Eng.  
Water Resources Engineer.



**To:** Board of Directors  
**From:** Shahin Zand, Water Resources Engineer  
**Date:** June 9, 2026  
**Subject:** Request for Approval: Stormwater Management Facility Inspection Service Agreement

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**RECOMMENDATION:**

The Board of Directors approve signing an agreement with the City of Clarence Rockland to provide stormwater management facilities inspections technical services at an approximate cost of \$8,700 plus HST.

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**DISCUSSION:**

In March 2026, the City of Clarence Rockland (City) requested South Nation Conservation (SNC) prepare a quote to inspect and assess 12 stormwater management facilities owned by the City.

SNC submitted a proposal in May 2026. The work includes review of the background, field inspection, survey and elevations verification, sediment assessment and final report.

Following review and discussion of the proposal, the City has decided to complete one facility assessment in 2026 (Levis Subdivision – Etienne Street) at a total cost of approximately \$8,700 plus tax. The remaining facilities will be considered in 2027.

Staff are seeking approval to enter into an agreement to complete the Levis Subdivision – Etienne Street stormwater management facility inspection in 2026 at 100% cost recovery.

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

Compliance with Budget: City of Clarence Rockland stormwater management facilities inspections was not included in the 2026 SNC budget. All work under this agreement is 100% cost recovery and will provide recovery for staff and equipment.

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.

Service Agreements adhere to approved SNC Fee Schedule and SNC Purchasing Policy.

Programs and Services Category: Category 2 – Municipal Service Agreements:  
Professional Services

Shahin Zand, P.Eng.  
Water Resources Engineer.