

CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

*"To communicate and deliver resource management services and programs
in order to achieve social and ecological harmony for the watershed"*

Meeting of the Full Authority is to be held by Teleconference on
Thursday, April 9th, 2020, commencing at 3:00 p.m.

Dial in Number: 855-392-2520
Access Code: 7817846

A G E N D A

- 1) Welcome / Call to Order Rick Cerna
- 2) Adoption of Agenda
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- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
 - c) Health and Safety Committee #02/2020 - #10/2020 3 - 34
- 6) Business Arising from Minutes
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- 8) Reports:
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(Susan Simmons)
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(Susan Simmons)
 - c) Report FA 19/2020 - Working from Home Policy 38 - 39
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- 9) General Manager / Secretary-Treasurer's Report Christopher Wilkinson
- 10) Unfinished Business
- 11) Chairperson's / Board Member's Report
- 12) Notice of Motions / New Business:

13) Correspondence:

a) Copied:

- A letter from Conservation Ontario to the Ontario Ministry of Agriculture, Food, and Rural Affairs sent on February 18, 2020 with comments on the "Drainage Act Discussion Paper" (ERO # 019- 1187).
- A letter from Conservation Ontario to the Minister of Natural Resources sent on February 28, 2020 thanking the province for investing \$5 Million in improvements to the Water and Erosion Control Infrastructure program.
- A letter from the Elgin County Warden to Catfish Creek Conservation Authority received on March 19, 2020 regarding support and resources for Elgin County businesses impacted by COVID-19.
- A letter from the Chair of the Latornell Auction Committee to Catfish Creek Conservation Authority on March 30, 2020 thanking the Authority for the donation.
- A letter from the Minister of Natural Resources to Conservation Ontario received March 31, 2020 regarding the second intake of the Investing in Canada Infrastructure Program (ICIP) Green Stream.

b) Not Copied:

- Correspondence Register for March, 2020.

14) Committee of the Whole

15) Next Meeting / Termination

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Sunday, March 15, 2020 – 8:30am

Meeting #HS 02/2020

PRESENT:

Dusty Underhill
Christopher Wilkinson

Employee Representative (Acting Chairperson)
Management Representative

ABSENT:

Tony Difazio

Employee Representative

WELCOME AND CALL TO ORDER:

The Acting Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (8:30 a.m.).

ADOPTION OF AGENDA:

The Committee deferred the review of the Board approved Minutes from the September 10, 2019 Health and Safety Committee meeting. The committee approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

The Committee deferred the review of business out of the minutes

NEW BUSINESS:

Risk Assessment for Maple Syrup Festival.

The management representative indicated the Public Health Agency of Canada recommends conducting a risk assessment when determining the public health actions related to a mass gathering during the COVID-19 outbreak. This involves assessing the epidemiology, related impacts, and the weight (importance) of each of the factors involved in the risk assessment. The rationale for the potential health risks of mass gatherings include: increased crowd density, restricted points of access/exit which force participants through high touch areas (e.g. doors, elevators), and limited medical care. The diversity of spectators and participants can be varied which can increase the risk of communicable disease transmission due to close contact with people who have a diverse risk factors and/or immunological status. Limited environmental cleaning and the potential for individual health measures (e.g. hand hygiene) may play a role in increasing health risks at mass gatherings.

The Risk Assessment should be completed for any event at or near 250 people. Attendee numbers from Saturday were 167 people. With the potential to reach 250, the Risk Assessment was completed as attached.

As a result of the Risk Assessment, the Actions identified are as per the Recommendations below.

Recommendations:

- Continue ensuring the additional signage for handwashing is available and in good condition.
- Continue providing hand sanitizer to staff and customers
- Move Half of the Pancake house tables outside to reduce the indoor capacity of the Pancake house by 50%.
- Remove the interpreter from the wagon ride to remove staff person from proximity to persons. Tractor driver will do the interpretation from the tractor.
- Shanty doors to be kept open at all time.
- People monitoring in the Shanty for number and flow information for H&S committee to determine next steps.
- Syrup samples to be poured as required. Continue use of disposable cups.
- Monitor the number of participants
- Monitor relevant websites to determine if the Risk Level remains Low.
- The above recommendations to be implemented immediately prior to Sunday festival.
- The committee will meet following the event to determine next steps.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (9:10 a.m.).

NEXT MEETING:

Future Health and Safety Committee meetings will be held quarterly.

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

Characteristics	Risk considerations	Implications	Weight	Actions
Event				
Population attending the event	Are persons attending the event coming from regions where there is community transmission of COVID-19 or from countries with unreliable surveillance of the disease? See affected areas list.	If participants are expected from affected areas, the risk of importation is higher. These travellers may be self-monitoring for symptoms of COVID-19 for 14 days from their arrival in Canada, based on public health advice provided upon entry to Canada.	High importance	Unknown origin of attendees
	Are persons attending the event members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection due to the possibility of occupational exposure.	Medium importance	Unknown origin of attendees
	Are persons attending the event from demographic groups at greater risk of severe disease, such as older adults?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases. Communication about risk to these attendees should be emphasized.	High importance	All ages attend
	Are persons attending the event at greater risk of spreading the disease, such as young children?	Young children may be at greater risk of amplifying disease transmission so consideration should be given to protecting them from possible exposure to COVID-19 cases. Reducing transmission among children indirectly protects the population and may therefore reduce the demand on the health care system.	Medium importance	Young Children Attend
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, participants may be subject to self-isolation or may become cases themselves. This could lead to critical infrastructure disruptions/absenteeism if the participants at the event represent critical services and industries.	High importance	Unknown origin of attendees
	How many people are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding.	High importance	167 on Saturday
Event activities	Will participants be participating in activities that promote transmission?	Activities that could contribute to spread: singing, cheering, close physical contact such as when participating in contact sports, sharing food or beverages, etc.	High importance	The syrup tasting could be considered. Using re-usable cups, and samples will be poured as needed and not pre-poured
Crowding	Is the event being held indoors, outdoors or both?	Events held outdoors (i.e. higher ventilation) are likely to be lower risk than those held indoors.	Medium importance	Outdoors. Panckage House in indoor. Half of the tables have een moved outside.
	Will participants be consistently within 2 metres of one another?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	Not consistently. Only in Shanty, Wagon and Pancake house. Wagon and Pancake house capacity to be reduced by 50%. Monitoring of Shanty numbers and people flow/layout will be monitored by H&S rep for potential recommendations.
Event duration	How long will participants be gathered at the event?	Longer events present more opportunities for transmission. Events at which attendees share overnight accommodation could also increase transmission risk.	Medium importance	1-2 hours. This is a short time frame compared to conference or multi day events. Staff however are at greater risk.
Event resources	Will hand hygiene stations be available throughout the venue?	Hand hygiene will be performed more frequently if alcohol-based hand rub or hand washing sinks with soap and disposable towels are readily available.	Medium importance	Yes hand sanitizer and additional signage for wash rooms is available
	Can event venue(s) be configured to maintain a 2 metre distance between participants?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	A reduction in the number of people in the panckake house, syrup shanty and the wagon ride.
	Will there be health professionals or first responders at the event to screen and/or attend to someone who may be symptomatic?	Although attendees with COVID-19 may not necessarily be identified through screening, this measure may identify some people with obvious symptoms which could help prevent spread. Should someone become ill while attending the event, a health care professional should be familiar with appropriate PPE and IPC measures	Low importance	No

Disease: SARS-CoV-2 / COVID-19 (Refer to Summary of assumptions)				
Transmissibility	How readily does this disease transmit amongst people?	Epidemiologic evidence suggests this virus transmits readily by respiratory droplets and contact. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
	Can people transmit this disease without symptoms?	It is possible that cases transmit the virus in the early phase of their illness, when their symptoms are non-specific or mild. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
Virulence	How serious is the disease caused by this virus?	Epidemiologic evidence suggests that COVID-19 manifests as a non-severe disease in most cases (~80 %), with a smaller proportion of cases developing severe pneumonia, and some dying.	High importance	Not Applicable
Incubation period	How long from the time someone is infected to the time they develop the disease?	Estimated to be 5-6 days on average, with a maximum incubation period suggested to be 14 days. If people are infected at the mass gathering, they may not shown any sign of illness until after returning home, which could result in geographic dissemination of the disease.	High importance	Not Applicable
Environment / Setting				
Health system capacity	Does the local health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	Persons under investigation and cases of COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.	High importance	Various
Geographic location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. Proximity to a densely populated area could result in more rapid dissemination of disease.	Medium importance	Not close to a large urban centre, although many people from urban centres are attending the event
Local demographics and epidemiology	Is the local population at increased risk of severe disease if COVID-19 circulated?	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium importance	One case in London this morning (Sunday)

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Sunday, March 15, 2020 – 3pm

Meeting #HS 03/2020

PRESENT:

Dusty Underhill
Christopher Wilkinson

Employee Representative (Acting Chairperson)
Management Representative

ABSENT:

Tony Difazio

Employee Representative

WELCOME AND CALL TO ORDER:

The Acting Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (3:00pm.).

ADOPTION OF AGENDA:

The Committee deferred the review of the Minutes from the March 1, 2020 Health and Safety Committee meeting (HS 02/2020). The committee approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

The Committee deferred the review of business out of the minutes

NEW BUSINESS:

Risk Assessment for Maple Syrup Festival was completed by the committee and attached.

The Recommendations from the committee are as follows.

Recommendations:

- The maple syrup festival is to be closed to protect the health and safety of workers from customers coming from an unknown location.
- A number of high risk groups such as young children and adults attend.
- The Sugar Shanty was identified as a facility of particular concern due to the number of staff and number of visitors in the small space.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (3:22 p.m.).

NEXT MEETING:

The committee will meet Monday morning to discuss office protocols.

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

Characteristics	Risk considerations	Implications	Weight	Actions
Event				
Population attending the event	Are persons attending the event coming from regions where there is community transmission of COVID-19 or from countries with unreliable surveillance of the disease? See affected areas list.	If participants are expected from affected areas, the risk of importation is higher. These travellers may be self-monitoring for symptoms of COVID-19 for 14 days from their arrival in Canada, based on public health advice provided upon entry to Canada.	High importance	Unknown origin of attendees. Staff expressed concern of the unknown origin and some sick attendees and volunteer workers
	Are persons attending the event members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection due to the possibility of occupational exposure.	Medium importance	Unknown origin of attendees. Staff expressed concern of the unknown origin and some sick attendees and volunteer workers
	Are persons attending the event from demographic groups at greater risk of severe disease, such as older adults?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases. Communication about risk to these attendees should be emphasized.	High importance	All ages attend. The event is targeted at young children, and lots of older +65 folks attend as well
	Are persons attending the event at greater risk of spreading the disease, such as young children?	Young children may be at greater risk of amplifying disease transmission so consideration should be given to protecting them from possible exposure to COVID-19 cases. Reducing transmission among children indirectly protects the population and may therefore reduce the demand on the health care system.	Medium importance	Many Young Children Attended on Sunday May 15
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, participants may be subject to self-isolation or may become cases themselves. This could lead to critical infrastructure disruptions/absenteeism if the participants at the event represent critical services and industries.	High importance	Unknown origin of attendees. Could potentially be health care workers attending
	How many people are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding.	High importance	167 on Saturday, 196 on Sunday. Maximum of 20 per day expected for syrup sales only
Event activities	Will participants be participating in activities that promote transmission?	Activities that could contribute to spread: singing, cheering, close physical contact such as when participating in contact sports, sharing food or beverages, etc.	High importance	The syrup tasting could be considered. Using re-usable cups, and samples will be poured as needed and not pre-poured
Crowding	Is the event being held indoors, outdoors or both?	Events held outdoors (i.e. higher ventilation) are likely to be lower risk than those held indoors.	Medium importance	Outdoors. Panckage House in indoor. Half of the tables have been moved outside on May 15 to minimize risk.
	Will participants be consistently within 2 metres of one another?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	Not consistently. 6 employees working in shanty in the enclosed space was deemed problematic by H&S committee as was not an environment where staff were able to practice social distancing. A maximum number of 35 were in the shanty at one time on May 15. this was determined too many for the square footage and could potentially be exposing staff to unknown risks. Moving the store out of shanty is required to keep it going. Condiar the garage with garage door open.
Event duration	How long will participants be gathered at the event?	Longer events present more opportunities for transmission. Events at which attendees share overnight accommodation could also increase transmission risk.	Medium importance	1-2 hours. This is a short time frame compared to conference or multi day events. Staff however are at greater risk.
Event resources	Will hand hygiene stations be available throughout the venue?	Hand hygiene will be performed more frequently if alcohol-based hand rub or hand washing sinks with soap and disposable towels are readily available.	Medium importance	Yes hand sanitizer and additional signage for wash rooms is available for May 14 and 15
	Can event venue(s) be configured to maintain a 2 metre distance between participants?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	A reduction in the number of people in the panckake house, syrup shanty and the wagon ride occurred on May 15

	Will there be health professionals or first responders at the event to screen and/or attend to someone who may be symptomatic?	Although attendees with COVID-19 may not necessarily be identified through screening, this measure may identify some people with obvious symptoms which could help prevent spread. Should someone become ill while attending the event, a health care professional should be familiar with appropriate PPE and IPC measures	Low importance	No
Disease: SARS-CoV-2 / COVID-19 (Refer to Summary of assumptions)				
Transmissibility	How readily does this disease transmit amongst people?	Epidemiologic evidence suggests this virus transmits readily by respiratory droplets and contact. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
	Can people transmit this disease without symptoms?	It is possible that cases transmit the virus in the early phase of their illness, when their symptoms are non-specific or mild. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
Virulence	How serious is the disease caused by this virus?	Epidemiologic evidence suggests that COVID-19 manifests as a non-severe disease in most cases (~80 %), with a smaller proportion of cases developing severe pneumonia, and some dying.	High importance	Not Applicable
Incubation period	How long from the time someone is infected to the time they develop the disease?	Estimated to be 5-6 days on average, with a maximum incubation period suggested to be 14 days. If people are infected at the mass gathering, they may not shown any sign of illness until after returning home, which could result in geographic dissemination of the disease.	High importance	Not Applicable
Environment / Setting				
Health system capacity	Does the local health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	Persons under investigation and cases of COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.	High importance	Various
Geographic location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. Proximity to a densely populated area could result in more rapid dissemination of disease.	Medium importance	Not close to a large urban centre, although many people from urban centres are attending the event
Local demographics and epidemiology	Is the local population at increased risk of severe disease if COVID-19 circulated?	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium importance	One case in London May 15 am, another case in London May 15 pm./

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Monday, March 16, 2020 – 10am
By Teleconference

Meeting #HS 04/2020

PRESENT:

Dusty Underhill
Christopher Wilkinson
Tony Difazio

Employee Representative (Acting Chairperson)
Management Representative
Employee Representative

WELCOME AND CALL TO ORDER:

The Acting Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (10:00am.).

ADOPTION OF AGENDA:

The committee approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

The Committee deferred the review of business out of the minutes, noting that the results of the former risk assessment resulted in the cancellation of the maple syrup event.

NEW BUSINESS:

Risk Assessment for the Administration Office and Lands department was completed by the committee and attached.

The Recommendations from the committee are as follows:

Recommendations:

- Work from home policy to be implemented (attached)
- Technology to be implemented to facilitate the work from home policy (teleconference line, remote server access for those required).
- Staff contact list to be updated with home phone and alternate email contact.
- Not to move to essential services at this time.
- Resource Planning Coordinator to use personal vehicle until notified otherwise by General Manager. Resource Planning Coordinator also requires a computer to prepare for essential services should it be required in the near future.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (3:22 p.m.).

NEXT MEETING:

The committee will meet Tuesday March 17, 2020 @ 10am via teleconference

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

Characteristics	Risk considerations	Implications	Weight	Actions
Event				
Population attending the event	Are persons attending the event coming from regions where there is community transmission of COVID-19 or from countries with unreliable surveillance of the disease? See affected areas list.	If participants are expected from affected areas, the risk of importation is higher. These travellers may be self-monitoring for symptoms of COVID-19 for 14 days from their arrival in Canada, based on public health advice provided upon entry to Canada.	High importance	Unknown origin of visitors to the admin office with potential to infect the office staff. Syrup will be sold from the garage next door to the office in an outdoor environment. Little risk outdoor until park season begins
	Are persons attending the event members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection due to the possibility of occupational exposure.	Medium importance	Unknown origin of attendees. Staff expressed concern of the unknown origin and some sick attendees and volunteer workers
	Are persons attending the event from demographic groups at greater risk of severe disease, such as older adults?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases. Communication about risk to these attendees should be emphasized.	High importance	Unknown origin of attendees. Staff expressed concern of the unknown origin and some sick attendees and volunteer workers
	Are persons attending the event at greater risk of spreading the disease, such as young children?	Young children may be at greater risk of amplifying disease transmission so consideration should be given to protecting them from possible exposure to COVID-19 cases. Reducing transmission among children indirectly protects the population and may therefore reduce the demand on the health care system.	Medium importance	Not in office
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, participants may be subject to self-isolation or may become cases themselves. This could lead to critical infrastructure disruptions/absenteeism if the participants at the event represent critical services and industries.	High importance	Unknown origin of customers in enclosed office.
	How many people are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding.	High importance	up to 20 per day sometimes
Event activities	Will participants be participating in activities that promote transmission?	Activities that could contribute to spread: singing, cheering, close physical contact such as when participating in contact sports, sharing food or beverages, etc.	High importance	Passing of papers, sharing pens, cash purchases. Mitigate with hand sanitizer. Encourage phone use instead of coming into office.
Crowding	Is the event being held indoors, outdoors or both?	Events held outdoors (i.e. higher ventilation) are likely to be lower risk than those held indoors.	Medium importance	Office staff are indoors - limit public entry to office CA Lands outdoors - able to continue to work
	Will participants be consistently within 2 metres of one another?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	Indoors yes Outdoors no
Event duration	How long will participants be gathered at the event?	Longer events present more opportunities for transmission. Events at which attendees share overnight accommodation could also increase transmission risk.	Medium importance	8 hrs a day
Event resources	Will hand hygiene stations be available throughout the venue?	Hand hygiene will be performed more frequently if alcohol-based hand rub or hand washing sinks with soap and disposable towels are readily available.	Medium importance	Yes
	Can event venue(s) be configured to maintain a 2 metre distance between participants?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	Outdoor work configured Indoor work - limit number of people in office ayt any one time. Reception is only one required.
	Will there be health professionals or first responders at the event to screen and/or attend to someone who may be symptomatic?	Although attendees with COVID-19 may not necessarily be identified through screening, this measure may identify some people with obvious symptoms which could help prevent spread. Should someone become ill while attending the event, a health care professional should be familiar with appropriate PPE and IPC measures	Low importance	No
Disease: SARS-CoV-2 / COVID-19 (Refer to Summary of assumptions)				

Transmissibility	How readily does this disease transmit amongst people?	Epidemiologic evidence suggests this virus transmits readily by respiratory droplets and contact. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
	Can people transmit this disease without symptoms?	It is possible that cases transmit the virus in the early phase of their illness, when their symptoms are non-specific or mild. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
Virulence	How serious is the disease caused by this virus?	Epidemiologic evidence suggests that COVID-19 manifests as a non-severe disease in most cases (~80 %), with a smaller proportion of cases developing severe pneumonia, and some dying.	High importance	Not Applicable
Incubation period	How long from the time someone is infected to the time they develop the disease?	Estimated to be 5-6 days on average, with a maximum incubation period suggested to be 14 days. If people are infected at the mass gathering, they may not shown any sign of illness until after returning home, which could result in geographic dissemination of the disease.	High importance	Not Applicable
Environment / Setting				
Health system capacity	Does the local health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	Persons under investigation and cases of COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.	High importance	Various
Geographic location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. Proximity to a densely populated area could result in more rapid dissemination of disease.	Medium importance	Not close to a large urban centre, although many people from urban centres are attending the event
Local demographics and epidemiology	Is the local population at increased risk of severe disease if COVID-19 circulated?	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium importance	One case in London May 15 am, another case in London May 15 pm.



DRAFT Working from Home Policy

Intent

Catfish Creek Conservation Authority has adopted this policy to ensure that all approved work from home agreements are honoured by providing staff members with appropriate compensation for their efforts. The company recognizes working from home as a work option that may meet a variety of interests such as dealing with corporate priorities (e.g. Flooding), emergencies such as Pandemic Flu, or enhancing employee productivity and satisfaction. Working from home is not a universal privilege, and will be arranged on a case-by-case basis between individual employees and their respective work leaders.

Definitions

Telework/Work from home: a flexible work arrangement whereby employees have approval to carry out some of their work duties from a telework/work from home place.

Designated workplace: the employee's designated workplace or business address where the employee would work if there were no telework/work from home situation.

Telework/Work from home place: the alternative location where the employee is permitted to carry out the work otherwise performed at or from their designated workplace.

Definitions sourced from the Treasury Board of Canada Secretariat.

Guidelines

This working from home policy does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all company rules, policies, practices and instructions that would apply if the employee were working at the regular company worksite.

Catfish Creek Conservation Authority recognizes that working from home is completely voluntary and that certain employees may choose not to select the working from home option if offered on a case-by-case basis.

Work products developed or produced by the employee while working from home remain the property of the company.

Eligibility

- This working from home policy applies to Salaried Regular Employees as outlined in Personnel Regulation No .5.
- This working from home policy applies to Contract Employees as outlined in Personnel Regulation No .6.



Work Hours and Approvals

- Work hours, compensation and leave scheduling while working from home continue to conform to Personnel Regulations No. 3, 8, 9, 10, 11, 12 and 13.
- Requests to work overtime or use leave time must be approved by the employee's supervisor in the same manner as when working at the regular company worksite.

Time Tracking

- Working from home will be calculated and tracked the same way as working from the regular company worksite as actual time in hours (or part hours) worked as per Personnel Regulation 1(2)(b).

Payroll

- Staff on approved teleworking agreements will be required to identify on their time sheets all time spent working off-site.
- Catfish Creek Conservation Authority will provide compensation for hours worked at the agreed upon rate.

Permission to Work Offsite

- **Permission to work from home is subject to prior approval and ongoing review by the employee's supervisor.** It is designed to meet business and productivity goals, and use of working from home will not be allowed to undermine this process.
- The arrangement may be revoked at the discretion of the supervisor or General Manager / Secretary – Treasurer.

Performance Management

- The employee agrees to stay current on department and work group events, and facilitate communication with clients and co-workers who may be affected by the employee's working from home arrangement.
- **The employee also agrees to keep the supervisor informed of progress on assignments worked on at the alternate work site** and any problems encountered while working from home.
- The employee agrees to structure his or her time to ensure attendance at required meetings as designated by the supervisor.

Equipment, Equipment Insurance, Office Supplies

- Company-owned resources may only be used for company business. The employee is responsible for ensuring that all items are properly used.
- The employee agrees to take reasonable steps to protect any company property from theft, damage or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of company property.
- When the employee uses personal equipment, software, data, supplies, and furniture, the employee is responsible for maintenance and repair of these items unless other



arrangements have been made in advance and in writing with the supervisor. The company assumes no responsibility for any damage to, wear of, or loss of the employee's personal property.

- The employee agrees to return, in good working order and in a timely fashion, all company-owned items used at the alternate worksite upon request or if the working from home agreement is discontinued for any reason. If legal action is necessary to regain possession of company-owned property, the employee agrees to pay all costs of the suit incurred by the company, including attorneys' fees, if the company prevails.

Information Handling Requirements

- The employee agrees to maintain data security and record confidentiality to at least the same degree as when working at the regular company worksite.
- The employee agrees to save all completed and working copies of their documents back to the Cattfish Creek Conservation Authority's server.
- Cattfish Creek Conservation Authority will, at its discretion, provide software that will allow access to information within the company firewall. Should the software not be provided for whatever reason, it is the responsibility of the employee to copy the required documents and upload them back to the server at the earliest time once back in the office.
- All devices utilized for company use in the home must be equipped with the appropriate security function.
- The employee may not duplicate company-owned software and will comply with the licensing agreements for use of all software owned by the organization.
- Employees must take all reasonable precautions to avoid contaminating any systems that house company information with viruses.
- Cattfish Creek Conservation Authority prefers that any systems that houses confidential information be used solely for business purposes. If this is not possible the employee must take all reasonable steps to ensure that company information is inaccessible to anyone who is not an employee of Cattfish Creek Conservation Authority, including family members.

Expenses

Employer Initiated Work From Home Arrangement

The employee is responsible for providing adequate workspace and furnishings such as desks, chairs, necessary lighting, etc.

Employee Requested Work from Home Arrangement

The employee is responsible for providing adequate computer, office equipment, workspace, furnishings such as desks, chairs, necessary lighting and required computer and telephone equipment.

Work From Home Site Guidelines

- Employees who work from home are required to designate a spot in their home as a specific alternate work site.
- The employees work area must be in a private location in order to ensure confidentiality.



- All file hardcopies must be in a cabinet which can be locked or in a secure room and must adhere to all documents handling legislation.
- The employee and the employer agree to work together to ensure that the alternate worksite is safe and ergonomically suitable.
- The company may make on-site visits to the employee's work site, at a mutually agreed upon time, to ensure that the designated work space is safe and free from hazards; that the worksite is designed in a way that maintains confidentiality; and to maintain, prepare, inspect or retrieve company-owned equipment, software, supplies and furniture.
- In the event that the employee does not have and/or cannot create a workspace which is deemed safe and able to maintain confidentiality, Catfish Creek Conservation Authority may refuse or revoke the employees working from home arrangement.
- The employee will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Tuesday, March 17, 2020 - 10:30 a.m

Meeting #HS 05/2020

By Teleconference

Meeting #HS 05/2020

PRESENT:

Dusty Underhill
Christopher Wilkinson
Tony Difazio

Employee Representative (Acting Chairperson)
Management Representative
Employee Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (10:45am.).

ADOPTION OF AGENDA:

The committee approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES

The committee discussed the previous risk assessment, and determined an update was necessary (see new business below).

NEW BUSINESS

The committee updated the Risk Assessment for the CCCA office and park facilities (attached). Since the previous meeting, additional measures have been put in place and recommended by both Provincial and Federal Governments. Province of Ontario has put in place a State of Emergency. Groups are limited to 50 people or more.

Recommendations:

- All recommendations shall be put in place until further notice;
- Syrup sales cease due to potential for interaction of customers from unknown origin or health status;
- Administration office is closed to the Public;
- Shop and Parks areas are not to be accessed by staff;
- Maximum of 2 staff in the office any one time, for as minimal time as possible;
- Staff are to work from home where possible. The committee has no role with regards to work from home arrangements which are to be made directly with supervisors;

- Meetings scheduled at the CCCA Administration Centre have been cancelled;
- CCCA staff will not be attending any meetings;
- Staff on 14-day quarantine (e.g. returned from outside the country) continue to be restricted from using company vehicles or coming into the office until the end of the quarantine period;
- Continued use by the public of Conservation Areas is allowed and is consistent with Federal direction and other Conservation Authorities.

NEXT MEETING

- Wednesday March 18th 2020 @ 10am via teleconference.
- Dial in Number: 855-392-2520, Access Code: 7817846

ADJOURNEMENT

Christopher Wilkinson, Management Representative

Dusty Underhill, Employee Representative

Tony Difazio, Employee Representative

March 17 10am

Characteristics	Risk considerations	Implications	Weight	Actions
Event				
Population attending the event	Are persons attending the event coming from regions where there is community transmission of COVID-19 or from countries with unreliable surveillance of the disease? See affected areas list.	If participants are expected from affected areas, the risk of importation is higher. These travellers may be self-monitoring for symptoms of COVID-19 for 14 days from their arrival in Canada, based on public health advice provided upon entry to Canada.	High importance	Unknown origin of visitors to the admin office with potential to infect the office staff. Syrup results in interactions with the public and therefore will be suspended along with access to the public from entering the office. Staff will need to work and home and telecommunications are to be put in place. The office and shop. will be closed to the public as of noon May 17 2020.
	Are persons attending the event members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection due to the possibility of occupational exposure.	Medium importance	Unknown origin of visitors to the admin office with potential to infect the office staff. Syrup results in interactions with the public and therefore will be suspended along with access to the public from entering the office. Staff will need to work and home and telecommunications are to be put in place. The office and shop. will be closed to the public as of noon May 17 2020.
	Are persons attending the event from demographic groups at greater risk of severe disease, such as older adults?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases. Communication about risk to these attendees should be emphasized.	High importance	Unknown origin of visitors to the admin office with potential to infect the office staff. Syrup results in interactions with the public and therefore will be suspended along with access to the public from entering the office. Staff will need to work and home and telecommunications are to be put in place. The office and shop. will be closed to the public as of noon May 17 2020.
	Are persons attending the event at greater risk of spreading the disease, such as young children?	Young children may be at greater risk of amplifying disease transmission so consideration should be given to protecting them from possible exposure to COVID-19 cases. Reducing transmission among children indirectly protects the population and may therefore reduce the demand on the health care system.	Medium importance	Not in office or shop
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, participants may be subject to self-isolation or may become cases themselves. This could lead to critical infrastructure disruptions/absenteeism if the participants at the event represent critical services and industries.	High importance	Unknown origin of customers in enclosed office.
	How many people are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding.	High importance	up to 20 per day attend the office sometimes, especially during booking season.
	Event activities	Will participants be participating in activities that promote transmission?	Activities that could contribute to spread: singing, cheering, close physical contact such as when participating in contact sports, sharing food or beverages, etc.	High importance
Crowding	Is the event being held indoors, outdoors or both?	Events held outdoors (i.e. higher ventilation) are likely to be lower risk than those held indoors.	Medium importance	Office staff are indoors - no public entry to office and shop. CA Lands outdoors - not able to work due to potential contact with eachother in shop or with customers at access points.

	Will participants be consistently within 2 metres of one another?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	No - As they will be working from home. Only 2 people in office maximum at any one time. Permission from GM must be granted prior to entering office to coordinate staff access. Any staff on quarantine are restricted from using company vehicles or coming into the office.
Event duration	How long will participants be gathered at the event?	Longer events present more opportunities for transmission. Events at which attendees share overnight accommodation could also increase transmission risk.	Medium importance	8 hrs a day
Event resources	Will hand hygiene stations be available throughout the venue?	Hand hygiene will be performed more frequently if alcohol-based hand rub or hand washing sinks with soap and disposable towels are readily available.	Medium importance	Yes
	Can event venue(s) be configured to maintain a 2 metre distance between participants?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	Outdoor work configured Indoor work - limit number of people in office ayt any one time. Reception is only one required.
	Will there be health professionals or first responders at the event to screen and/or attend to someone who may be symptomatic?	Although attendees with COVID-19 may not necessarily be identified through screening, this measure may identify some people with obvious symptoms which could help prevent spread. Should someone become ill while attending the event, a health care professional should be familiar with appropriate PPE and IPC measures	Low importance	No
Disease: SARS-CoV-2 / COVID-19 (Refer to Summary of assumptions)				
Transmissibility	How readily does this disease transmit amongst people?	Epidemiologic evidence suggests this virus transmits readily by respiratory droplets and contact. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
	Can people transmit this disease without symptoms?	It is possible that cases transmit the virus in the early phase of their illness, when their symptoms are non-specific or mild. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
Virulence	How serious is the disease caused by this virus?	Epidemiologic evidence suggests that COVID-19 manifests as a non-severe disease in most cases (~80 %), with a smaller proportion of cases developing severe pneumonia, and some dying.	High importance	Not Applicable
Incubation period	How long from the time someone is infected to the time they develop the disease?	Estimated to be 5-6 days on average, with a maximum incubation period suggested to be 14 days. If people are infected at the mass gathering, they may not shown any sign of illness until after returning home, which could result in geographic dissemination of the disease.	High importance	Not Applicable
Environment / Setting				
Health system capacity	Does the local health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	Persons under investigation and cases of COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.	High importance	Various
Geographic location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. Proximity to a densely populated area could result in more rapid dissemination of disease.	Medium importance	Not close to a large urban centre, although many people from urban centres are attending the event
Local demographics and epidemiology	Is the local population at increased risk of severe disease if COVID-19 circulated?	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium importance	One case in London May 15 am, another case in London May 15 pm.

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

**Wednesday March 18 2020 @ 10am
By Teleconference**

Meeting #HS 06/2020

PRESENT:

Dusty Underhill	Employee Representative
Christopher Wilkinson	Management Representative
Tony Difazio	Employee Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (10:16am.).

ADOPTION OF AGENDA:

The committee approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES

The committee discussed the previous risk assessment, and determined an update was necessary based on federal, provincial and local announcements made on March 17th.

NEW BUSINESS

The committee updated the Risk Assessment for the CCCA office and park facilities (attached). The committee determined that the measures put in place were effective for ensuring the safety of staff. The committee discussed the safety of park users and recommended the General Manager complete a business continuity plan in consultation with each division head / supervisor.

Recommendations:

- The general Manager will complete a business continuity plan in consultation with each division head / supervisor.

NEXT MEETING

- Friday March 20th 2020 @ 10am via teleconference.
- Dial in Number: 855-392-2520, Access Code: 7817846

ADJOURNEMENT

Christopher Wilkinson, Management Representative

Dusty Underhill, Employee Representative

Tony Difazio, Employee Representative

March 18 10am

Characteristics	Risk considerations	Implications	Weight	Actions
Event				
Population attending the event	Are persons attending the event coming from regions where there is community transmission of COVID-19 or from countries with unreliable surveillance of the disease? See affected areas list.	If participants are expected from affected areas, the risk of importation is higher. These travellers may be self-monitoring for symptoms of COVID-19 for 14 days from their arrival in Canada, based on public health advice provided upon entry to Canada.	High importance	No Public Access to office. No interaction of staff with Public In Parks. Limited and coordinated staff access to office
	Are persons attending the event members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection due to the possibility of occupational exposure.	Medium importance	No Public Access to office. No interaction of staff with Public In Parks. Limited and coordinated staff access to office
	Are persons attending the event from demographic groups at greater risk of severe disease, such as older adults?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases. Communication about risk to these attendees should be emphasized.	High importance	No Public Access to office. No interaction of staff with Public In Parks. Limited and coordinated staff access to office
	Are persons attending the event at greater risk of spreading the disease, such as young children?	Young children may be at greater risk of amplifying disease transmission so consideration should be given to protecting them from possible exposure to COVID-19 cases. Reducing transmission among children indirectly protects the population and may therefore reduce the demand on the health care system.	Medium importance	No Public Access to office. No interaction of staff with Public In Parks. Limited and coordinated staff access to office
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, participants may be subject to self-isolation or may become cases themselves. This could lead to critical infrastructure disruptions/absenteeism if the participants at the event represent critical services and industries.	High importance	No Public Access to office. No interaction of staff with Public In Parks. Limited and coordinated staff access to office
	How many people are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding.	High importance	No Public Access to office. No interaction of staff with Public In Parks. Limited and coordinated staff access to office
Event activities	Will participants be participating in activities that promote transmission?	Activities that could contribute to spread: singing, cheering, close physical contact such as when participating in contact sports, sharing food or beverages, etc.	High importance	No Public Access to office. No interaction of staff with Public In Parks. Limited and coordinated staff access to office
Crowding	Is the event being held indoors, outdoors or both?	Events held outdoors (i.e. higher ventilation) are likely to be lower risk than those held indoors.	Medium importance	Office staff are indoors - no public entry to office and shop. CA Lands outdoors - not able to work due to potential contact with eachother in shop or with customers at access points.
	Will participants be consistently within 2 metres of one another?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	No - As they will be working from home. Only 2 people in office maximum at any one time. Permission from GM must be granted prior to entering office to coordinate staff access. Any staff on quarantine are restricted from using company vehicles or coming into the office.
Event duration	How long will participants be gathered at the event?	Longer events present more opportunities for transmission. Events at which attendees share overnight accommodation could also increase transmission risk.	Medium importance	8 hrs a day
Event resources	Will hand hygiene stations be available throughout the venue?	Hand hygiene will be performed more frequently if alcohol-based hand rub or hand washing sinks with soap and disposable towels are readily available.	Medium importance	Yes
	Can event venue(s) be configured to maintain a 2 metre distance between participants?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium importance	Outdoor work configured Indoor work - limit number of people in office ayt any one time. Reception is only one required.

	Will there be health professionals or first responders at the event to screen and/or attend to someone who may be symptomatic?	Although attendees with COVID-19 may not necessarily be identified through screening, this measure may identify some people with obvious symptoms which could help prevent spread. Should someone become ill while attending the event, a health care professional should be familiar with appropriate PPE and IPC measures	Low importance	No
Disease: SARS-CoV-2 / COVID-19 (Refer to Summary of assumptions)				
Transmissibility	How readily does this disease transmit amongst people?	Epidemiologic evidence suggests this virus transmits readily by respiratory droplets and contact. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
	Can people transmit this disease without symptoms?	It is possible that cases transmit the virus in the early phase of their illness, when their symptoms are non-specific or mild. This suggests that attendance at a mass gathering could result in transmission if a case is present.	High importance	Not Applicable
Virulence	How serious is the disease caused by this virus?	Epidemiologic evidence suggests that COVID-19 manifests as a non-severe disease in most cases (~80 %), with a smaller proportion of cases developing severe pneumonia, and some dying.	High importance	Not Applicable
Incubation period	How long from the time someone is infected to the time they develop the disease?	Estimated to be 5-6 days on average, with a maximum incubation period suggested to be 14 days. If people are infected at the mass gathering, they may not shown any sign of illness until after returning home, which could result in geographic dissemination of the disease.	High importance	Not Applicable
Environment / Setting				
Health system capacity	Does the local health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	Persons under investigation and cases of COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.	High importance	Various
Geographic location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. Proximity to a densely populated area could result in more rapid dissemination of disease.	Medium importance	Not close to a large urban centre, although many people from urban centres are attending the event
Local demographics and epidemiology	Is the local population at increased risk of severe disease if COVID-19 circulated?	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium importance	One case in London May 15 am, another case in London May 15 pm.

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Friday March 20, 2020 - 10:30 a.m

By Teleconference

Meeting #HS 07/2020

PRESENT:

Dusty Underhill	Employee Representative
Christopher Wilkinson	Management Representative
Tony Difazio	Employee Representative (Chairperson)

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (10:30am.).

ADOPTION OF AGENDA:

The committee approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES

The committee discussed the previous risk assessment, and determined it was sufficient.

NEW BUSINESS

The committee discussed the recent measures put in place and recommended by both Provincial and Federal Governments. Province of Ontario has put in place a State of Emergency with groups continued to be limited to 50 people or more.

Recommendations:

- All recommendations previously put in place are working well and will remain in place
- Maximum of 2 staff in the office any one time, for as minimal time as possible, with access coordinated through the general manager.
- Staff are to continue to work from home where possible.
- Continued use by the public of Conservation Areas is allowed and is consistent with Federal direction and other Conservation Authorities.

NEXT MEETING

- Monday March 23rd 2020 @ 10:30am via teleconference.
- Dial in Number: 855-392-2520, Access Code: 7817846

ADJOURNEMENT

Christopher Wilkinson, Management Representative

Dusty Underhill, Employee Representative

Tony Difazio, Employee Representative

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Monday, March 23 2020

Meeting #HS 08 /2020

PRESENT:

Tony Difazio	Employee Representative (Chairperson)
Dusty Underhill	Employee Representative
Christopher Wilkinson	Management Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (10:30 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Board approved Minutes from the March 20, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

The following item was noted as outstanding business from the previous meeting:

1) Office Risk Assessment Document:

The Management Representative advised the Committee that he has completed a final draft of the CCCA Risk Assessment for the current Coronavirus (COVID-19) event. The document was reviewed, discussed and adopted as being appropriate at this time.

NEW BUSINESS:

a) Working From Home Policy:

The Health and Safety Committee discussed the Board approved 'Working From Home Policy' and deemed it to be appropriate at this time/stage of the COVID-19 event. No new concerns have been brought forward to the Committee from the employees. The document will be reviewed and discussed by all staff at the next staff meeting, scheduled for Tuesday, March 24, 2020.

b) Update on Workplace Conditions:

The Health and Safety Committee discussed the current operational situation at the office and the use of CCCA properties by the general public. The committee resolved that the current outside contractor for office cleaning will be notified that services will not be required for the

near future. Furthermore, in the interim office CA staff will clean facilities weekly. The Committee also recommended that the public be banned from accessing/using all playground equipment located on CA properties. Furthermore, the equipment will be demarcated with Caution Tape immediately. If warranted, in the future, the equipment will be fenced and posted as closed.

c) Government and CCCA Updates of Situation (COVID-19):

The Committee discussed the recent Federal and Provincial announcements and recommendations with respect to workplace and personal safety precautions. The Committee also discussed the first draft (March 22, 2020) of the 'Business Continuity Plan' currently being prepared by the Management Representative. The second/full draft will be presented and discussed at the next staff meeting.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (10:45 a.m.).

NEXT MEETING:

Wednesday, March 25, 2020 (by teleconference)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Wednesday, March 25 2020

Meeting #HS 09 /2020

PRESENT:

Tony Difazio	Employee Representative (Chairperson)
Dusty Underhill	Employee Representative
Christopher Wilkinson	Management Representative

WELCOME AND CALL TO ORDER: (via conference call)

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (10:40 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the March 23, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) Provincial Updates and List of Essential Workplaces:

The Health and Safety Committee reviewed recent Provincial updates on COVID 19 with a focus and discussion on the 'List of Essential Workplaces'. The Management Representative proposed that the CCCA conforms to several categories or businesses, which are encouraged to remain open by the Province. The Committee acknowledged/reviewed the following list that is currently applicable to the CCCA: Item 34-Financial Activities, which includes office payroll (Susan); Item 38-Resources, which involves administration of applicable regulations pursuant to the **Conservation Authorities Act** (Tony & Dusty); Item 40-Environmental Services, which includes herbicide and pesticide application, with a focus on CA owned properties (Dusty); Item 41.b)- Utilities and Community Services, which includes operation, inspection and sampling of potable drinking water in CA owned facilities/offices (Dusty); and, Item 42 Dam Operations (Dusty & Tony).

b) Update on Workplace Conditions:

The Health and Safety Committee discussed the current operational situation at the office and the use of CCCA properties by the general public. The committee resolved the following:

1. Prior to the end of the week, Dusty will oversee the cleaning of the Administration Office

and all CA owned vehicles, including stocking vehicles with disinfectant and equipment so staff can clean trucks after each use;

2. Staff entering the Administration building will clean all surfaces that they come in contact with. Chris will post a sheet on the kitchen table which all staff should initial with the time they entered and vacated the building;
3. Chris will review the current practice with respect to the collection of monies (including trail fees), storage and counting with applicable staff;
4. Park will continue to be monitored; including placement of applicable signage on all CA owned properties. Washrooms will be closed to the public and staff until further notice.

c) Staff Notifications and Input:

The Management Representative will email the final Health & Safety Committee minutes to each staff member during this event/Pandemic. It will be difficult to circulate agendas to staff prior to all upcoming Health & Safety Meetings; however, staff input is important and can be provided for a subsequent meeting or discussed at weekly staff meetings.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (11:15 a.m.).

NEXT MEETING:

Monday, March 30, 2020 (by teleconference)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Monday, March 30 2020

Meeting #HS 10 /2020

PRESENT:

Tony Difazio	Employee Representative (Chairperson)
Dusty Underhill	Employee Representative
Christopher Wilkinson	Management Representative

WELCOME AND CALL TO ORDER: (via conference call)

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (10:40 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the March 25, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) Government Updates:

The Province has recommended that groups or public gatherings be limited to a maximum of five. All other/current Federal and Provincial orders and guidelines remain in place.

b) Update on CCCA Workplace Conditions:

The Health and Safety Committee discussed the current operational situation at the office and the use of CCCA properties by the general public. The four items from the previous meeting have been implemented by applicable staff. The committee resolved the following:

1. Dusty will coordinate formal/thorough office cleaning each Friday;
2. The pavilions will be closed to public use and will be posted and demarcated immediately to ensure staff are not in contact with groups larger than 5 people.
3. Staff noted potential hazard tree issues at Archie Coulter which will be assessed further and corrected by staff as soon as practical. Should staff need to remove the hazard trees, the following practices will be observed by staff in the field:
 - a. Using separate vehicles to get to the site

- b. Keep 2m apart while performing all work

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (11:00 a.m.).

NEXT MEETING:

Thursday, April 2, 2020 @ 10:30am (by teleconference)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

REPORT FA 17 / 2020 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: March Summary of Revenue & Expenditures
 DATE: March 31, 2020

SUMMARY OF REVENUE
 for the period ending March 31, 2020


	2020 Budget	2020 To Date	Difference	2019 To Date
MNRF Provincial Grants	\$ 41,214.50	\$ -	\$ (41,214.50)	\$ -
Other Provincial Grants	\$ 16,078.05	\$ 224.56	\$ (15,853.49)	\$ 28,543.16
Federal Grants	\$ 13,420.23	\$ 6,860.23	\$ (6,560.00)	\$ 3,840.00
General Levy	\$ 344,356.40	\$ 95,381.82	\$ (248,974.58)	\$ -
Special Benefiting Levy	\$ 38,713.97	\$ -	\$ (38,713.97)	\$ -
Employment Program Grants	\$ 32,974.00	\$ 1,276.92	\$ (31,697.08)	\$ -
Donations/Sponsorships	\$ 37,540.00	\$ 29,081.26	\$ (8,458.74)	\$ 22,370.80
Conservation Areas Revenue	\$ 567,491.09	\$ 108,526.92	\$ (458,964.17)	\$ 78,086.18
Maple Syrup Revenue	\$ 41,776.53	\$ 16,368.46	\$ (25,408.07)	\$ 55,024.96
Bank Interest Earned	\$ 8,000.00	\$ 755.85	\$ (7,244.15)	\$ 731.75
Information & Education	\$ 9,580.00	\$ 846.00	\$ (8,734.00)	\$ 10.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 292.05	\$ (3,707.95)	\$ 951.34
Trees/Planting/Spraying	\$ 5,750.00	\$ 1,421.00	\$ (4,329.00)	\$ -
Woodlot Management	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ 486.73
Revenue from Other C.A. Lands	\$ 12,220.00	\$ 16,803.19	\$ 4,583.19	\$ 11,953.18
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ 0.06
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 4,382.85	\$ (34,322.15)	\$ 8,252.44
Previous Year Surplus (Deficit)	\$ 1,028.80	\$ 1,028.80	\$ -	\$ 1,387.50
Income Appropriation from Special Reserves	\$ 47,092.80	\$ -	\$ (47,092.80)	\$ -
Income Appropriation from General Reserves	\$ 68,634.73	\$ -	\$ (68,634.73)	\$ -
	<u>\$ 1,330,076.10</u>	<u>\$ 283,249.91</u>	<u>\$ (1,046,826.19)</u>	<u>\$ 211,638.72</u>

DONATIONS/SPONSORSHIPS	2020 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 250.00	\$ -	\$ (250.00)
Annual Report	\$ 1,250.00	\$ 875.00	\$ (375.00)
Environmental Education	\$ 2,490.00	\$ 1,000.00	\$ (1,490.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 6,659.15	\$ (840.85)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 10,700.00	\$ 11,650.00	\$ 950.00
Springwater Forest Trails	\$ 10,400.00	\$ 5,125.62	\$ (5,274.38)
Archie Coulter C.A. Trails	\$ 700.00	\$ 231.49	\$ (468.51)
YNHA	\$ -	\$ 40.00	\$ 40.00
Springwater C.A. Development	\$ 1,500.00	\$ -	\$ (1,500.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00
TOTAL Donations/Sponsorships	<u>\$ 37,540.00</u>	<u>\$ 29,081.26</u>	<u>\$ (8,458.74)</u>

SUMMARY OF EXPENDITURES

for the period ending March 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 28,638.07	\$ (76,209.71)	\$ 24,893.63
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 345.30	\$ (8,804.70)	\$ 320.04
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 2,369.39	\$ (6,755.61)	\$ 2,195.88
A-4 Materials & Supplies	\$ 5,150.00	\$ 1,365.68	\$ (3,784.32)	\$ 1,057.69
A-5 Rent & Utilities	\$ 10,392.00	\$ 839.97	\$ (9,552.03)	\$ 2,309.00
A-6 General Expenses	\$ 43,797.00	\$ 19,687.85	\$ (24,109.15)	\$ 20,764.14
TOTAL	\$ 182,461.78	\$ 53,246.26	\$ (129,215.52)	\$ 51,540.38
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 3,549.85	\$ (12,619.73)	\$ 3,004.63
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 47,687.27	\$ (128,044.89)	\$ 38,121.09
F4-5 Ice Management	\$ 35,463.97	\$ 19,444.78	\$ (16,019.19)	\$ 6,645.38
F4-6 Plan Input	\$ 39,233.34	\$ 9,927.35	\$ (29,305.99)	\$ 8,928.40
F4-71 Watershed Planning	\$ 6,518.81	\$ 1,549.05	\$ (4,969.76)	\$ 5,749.98
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 3,956.62	\$ (12,432.09)	\$ 1,787.59
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 86,465.99	\$ (203,040.58)	\$ 64,237.07
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 6,425.35	\$ (32,448.03)	\$ 6,337.15
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 6,583.78	\$ (12,598.13)	\$ 4,012.09
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 764.52	\$ (2,744.88)	\$ -
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ -	\$ (13,820.23)	\$ 1,592.04
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Community Forest	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 75,384.92	\$ 13,773.65	\$ (61,611.27)	\$ 11,941.28
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 2,549.38	\$ (15,870.64)	\$ 4,273.75
Springwater C.A. Development	\$ 39,420.00	\$ 6,000.00	\$ (33,420.00)	\$ 31,009.50
Contract Services	\$ -	\$ 662.31	\$ 662.31	\$ -
Special Projects	\$ 21,221.40	\$ 214.14	\$ (21,007.26)	\$ 15,437.22
TOTAL	\$ 79,061.42	\$ 9,425.83	\$ (69,635.59)	\$ 50,720.47
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 59,439.45	\$ (504,231.43)	\$ 55,244.16
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 4,501.56	\$ (38,608.44)	\$ 6,913.13
Maple Syrup	\$ 54,660.53	\$ 35,244.21	\$ (19,416.32)	\$ 49,084.09
Other C.A. Lands	\$ 42,220.00	\$ 13,898.57	\$ (28,321.43)	\$ 5,095.55
TOTAL	\$ 703,661.41	\$ 113,083.79	\$ (590,577.62)	\$ 116,336.93
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 275,995.52	\$ (1,054,080.58)	\$ 294,776.13



Susan Simmons,
Financial Services Coordinator


REPORT FA 18 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Payable
 DATE: March 31, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll March 16 (29952-29961)	29952		
Telus Mobility	online	\$ 193.23	mobile phones
payroll March 30 (29962-29985)			
Reliance Home Comfort	online	\$ 47.09	water heater rental
Hydro One	online	\$ 1,016.74	campground, admin centre, gauge
Aylmer Express Limited	29986	\$ 49.35	subscription renewal
Aylmer Home Hardware	29987	\$ 30.48	supplies for Springwater Forest Signs
Canadian Tire	29988	\$ 24.83	supplies for Maple Syrup Festival
Checkers Cleaning Supply	29989	\$ 469.29	supplies for Maple Syrup Festival & campground
Deep Roots Farm	29990	\$ 1,285.50	maple product for resale
Dowler Karn Propane Ltd.	29991	\$ 218.41	shop heat fuel
Duff's Garage	29992	\$ 603.88	vehicle maintenance
Glenbriar Bottled Water Co. Ltd.	29993	\$ 11.24	water cooler service
Higgs & Higgs Inc	29994	\$ 3,209.20	Port Bruce ice management
Integrity IT Services	29995	\$ 26.84	computer network support
Molly Maid	29996	\$ 87.00	administration centre cleaning service
R Safety	29997	\$ 30.48	campground supplies
St. Thomas Times Journal	29998	\$ 218.40	subscription renewal
Thomas P Rylett Limited	29999	\$ 6,780.00	engineering services for stage project
Desjardins Card Services (Staples)	online	\$ 271.81	supplies for Maple Syrup Festival & campground
		<u>\$ 14,573.77</u>	

RECOMMENDATION:

THAT, Accounts Payable totalling \$14,573.77 , be approved for payment as presented in Report FA 18/2020.


 Susan Simmons,
 Financial Services Coordinator

Report FA 19 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: Work from Home Policy
DATE: April 1, 2020
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: N/A

PURPOSE:

To approve a working from home policy to facilitate business continuity.

DISCUSSION:

New Work From Home Policy

CCCA does not currently have a work from home policy. An interim policy was put in place by the General Manager on March 16th allowing staff to work from home during the emergency.

Staff consulted with other CAs and our HR Downloads software to prepare the following amendment to the Personnel Policy.

8.1 Work From Home

Cattfish Creek Conservation Authority is a service based organization that requires staff to be present in the workplace. The Authority recognizes that working from home may meet a variety of interests such as emergencies and enhancing employee productivity and satisfaction, and that there are circumstances where this may be feasible.

Working from home does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all company rules, policies, practices and instructions that would apply if the employee were working at the regular company worksite.

The Authority recognizes that working from home is completely voluntary and that certain employees may choose not to select the working from home option if offered on a case-by-case basis.

Definitions

Home - refers to the employee's residence or another off-site location, as approved by the supervisor and General Manager / Secretary-Treasurer.

Policy Provisions

1. Under no circumstances are employees permitted to work at home without prior permission from the employee's supervisor and General Manager / Secretary-Treasurer.
2. Long-term work from home is not contemplated due to the service-oriented nature of the organization. Any proposal for a long-term work from home arrangement would be in consultation with the Board of Directors through the General Manager / Secretary-Treasurer.

3. Short-term work from home, defined as an occasional day, may be permitted subject to the following conditions:
 - a. Before granting permission for short-term work at home arrangements, supervisors must know the specific work to be performed and the projected amount of time expected.
 - b. Employees may be required to provide the work completed to their supervisor for review upon return to the office.
 - c. The employee shall provide the address and contact information for the work site with the request to work from home.
 - d. Requests to work overtime or take time off must be approved in the same manner as when working at the regular Authority worksite.
 - e. The employee agrees to take reasonable steps to protect any Catfish Creek Conservation Authority property from theft, damage, or misuse. This includes maintaining data security and record confidentiality to at least the same degree as when working at the regular Conservation Authority worksite.
 - f. Work products developed or produced by the employee while working from home remain the property of the company.
 - g. The employee will ensure that the alternate worksite is safe and ergonomically suitable.
4. Staff on approved work at home arrangement will be required to identify on their time sheets all time spent working at home.
5. Salaried Regular Employees as outlined in Personnel Regulation No. 5, and Contract Employees as outlined in Personnel Regulation No. 6 are eligible for work from home arrangements.

Long-term work from home arrangements

The proposed policy indicates that a long-term work from home arrangement is made in consultation with the Board of Directors through the General Manager / Secretary-Treasurer.

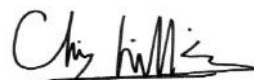
Since the declaration of the State of Emergency, staff have been successfully working from home. Essential work is being performed as required based on the recommendations from the Health and Safety.

The General Manager / Secretary-Treasurer proposes to the Board of Directors that all staff be permitted to work at home under a Long Term work from home arrangement, subject to the Short-Term work arrangement conditions, until the declared State of Emergency has been lifted.

RECCOMENDATION:

THAT, the Full Authority approve the Work from Home Policy as outlined in Report FA 19 / 2020; and further,

THAT, the Full Authority approve the Long-term work from home arrangements outlined in Report FA 19 / 2020.



Christopher Wilkinson,
General Manager / Secretary-Treasurer



February 18, 2020

Sara Peckford
Food Safety and Environmental Policy Branch
1 Stone Road West
Ontario Government Building, 2nd Floor, Southwest
Guelph, ON N1G 4Y2

Ms. Peckford:

Re: Conservation Ontario's Comments on the "Drainage Act Discussion Paper" (ERO # 019- 1187)

Thank you for the opportunity to provide comments on the "Drainage Act Discussion Paper". Conservation Ontario (CO) is the network of Ontario's 36 conservation authorities (CAs). Conservation Ontario appreciates the webinar that the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) hosted to better inform CAs about this proposal and the acknowledgement within the discussion paper that CAs have worked closely with the agricultural and drainage communities to streamline approvals for low risk activities through the *Drainage Act and Conservation Authorities Act Protocol* ("DART"). These comments are not intended to limit comments provided directly by CAs on this discussion paper.

Comments on the Drainage Act Discussion Paper

1. Supporting technical protocols – Authority to adopt protocols by reference in regulation

Conservation Ontario is supportive of legislative changes that would allow for the Minister to collaboratively develop and sign off on technical protocol documents, such as the DART. Prior to Ministerial sign off, these protocols should also proceed through a public consultation process. Conservation Ontario agrees that the DART model is an appropriate model to emulate for future protocol development. The DART model has been successful as it focused on establishing mutually agreeable solutions that streamlined approvals, addressed stakeholder concerns and maintained environmental standards utilizing a multi-agency approach. Conservation authorities are prepared to assist in the development of future technical protocols and have identified additional potential protocols in response to question 1 below.

2. Streamlining Approvals – Creating a new process for minor improvements

Conservation Ontario is supportive in principle of the proposal to create a new process for minor improvements to municipal drains. Through their stewardship programs, conservation authorities have been involved in many projects that which could have benefited from a streamlined approval process (e.g. reconnecting flood plain area due to drain spoil bank placement, bank protection, buffer enhancement, etc.) Streamlining the approval process for these projects would have provided an additional incentive for landowners to undertake these actions. It is noted that these activities would generally fit into the “addition of a feature with environmental benefits” example provided within the discussion paper.

The other examples of minor improvements provided within the discussion paper require careful consideration and further discussion with affected stakeholders. For example, “creating or widening a crossing” would not necessarily be considered a minor activity if it was proposed on a large watercourse with extremely high flow velocities. This new crossing could potentially restrict flow capacity leading to potential ice jams or increased erosion. “Relocating a drain on an individual property” may also not be considered a minor activity, given the size of individual properties and the nature of individual watercourses will vary significantly. The current DART protocol streamlines maintenance and repair of existing municipal drains, with approved engineers reports and a municipal by-law. The proposed examples of minor improvements may not conform to regulations made under the *Conservation Authorities Act* and any proposal to create a new process for minor improvements to municipal drains should acknowledge that additional approvals under other pieces of legislation may still be required. Given the shared interest in streamlining approvals and managing watercourses, Conservation Ontario respectfully requests direct involvement with the development of proposed technical protocols and regulations to streamline minor improvements to municipal drains.

3. Simplifying Administrative Processes – Accounting for changes to drain design during construction

Conservation authorities are generally supportive of simplifying the process to account for minor changes to the design plans in the engineer’s report because of unforeseen site conditions in the field. The proposed “simplified process” should include a requirement to consult with the applicable CA. Any amendments to the engineer’s report must not contravene an existing permission under the *Conservation Authorities Act* and there may be a requirement to amend the permit to reflect the as-built condition. The requirement to consult with the applicable CA will prevent non-compliance issues under another piece of provincial legislation. The proposed simplified administrative process should require clearance from the local CA or the Ministry of Natural Resources and Forestry for areas outside of CA watersheds, prior to granting the municipality authority to maintain the drain “as built”.

Questions for Consultation

- i. *Beyond the DART Protocol, what additional protocols could be established to help streamline approvals?*

Conservation Ontario welcomes the opportunity to work in partnership with the drainage community to develop additional protocols to help streamline approvals. As previously indicated, Conservation Ontario is supportive of the DART model and acknowledges that an update to the group’s Terms of Reference

120 Bayview Parkway Newmarket Ontario L3Y 3W3
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could assist in broadening the scope of its work. In general, it is recommended that a process be established to monitor and report on the effectiveness of the existing and proposed streamlined protocols, looking at parameters including reduction of administrative burden, improved drainage and the maintenance of environmental standards.

Additional protocols to be considered include:

- **Bridge/Culvert Design and Approval Protocol (for upsizing)**

Currently, the *Drainage Act* does not allow deviation from an approved engineer's report to upsize an existing bridge/culvert or to add a new bridge/culvert to the existing report without re-opening the entire report. This results in money that could be used on improved infrastructure being spent on the approval process. The current process deters private landowners and occasionally municipalities from properly upsizing a stream crossing even when the existing structure is causing flooding and/or erosion. A streamlined protocol (and corresponding clauses in a proposed regulation for minor improvements) would encourage the installation of appropriately-sized watercourse crossings and should include reference to the local flood event standards.

- **Erosion Control Protocol**

It is recommended that a protocol document be developed which allows for the design, installation and streamlined approval/inclusion in the drainage report of field, bank and channel erosion controls. This will help to incentivize erosion control projects on municipal drains that do not currently conform to the existing drainage report.

- **S. 78 Drainage Act Improvements**

Conservation Ontario would support a new DART protocol for S. 78 Drainage Improvements to streamline very low risk activities and to clearly identify the types of activities that are likely to require permissions under the *Conservation Authorities Act*.

- **Invasive Species Management Protocol**

Given the shared concern between the municipalities and conservation authorities with regard to the spread of invasive species (e.g. Phragmites) via waterways, an invasive species management protocol may be appropriate. These invasive species can cause blockages that cannot be easily rectified via traditional drain maintenance.

- **Drainage Act and Conservation Authorities Act Compliance Protocol**

While it is acknowledged that this protocol would not assist with streamlining approvals, it would assist with the maintenance of approved municipal drainage projects. As drainage works often meet the definition of a watercourse under the *Conservation Authorities Act*, municipal Drainage Superintendents and CA staff should work together to achieve compliance related to *Drainage Act* and *Conservation Authorities Act* approvals.

ii. *What projects should be included in the definition of minor improvements? What else would you like a minor process to achieve?*

Conservation Ontario recommends that the definition of minor improvements should be developed in a collaborative, forum, similar to that of DART. Potential projects to consider include: installing new

appropriately-sized crossings, upsizing existing crossings, and the addition of a feature with environmental benefits (vegetative buffers, bio-engineering erosion control projects, etc.). Additional projects to discuss could include tile extensions/relocations/re-sizing; new catch basins/junction boxes; and works outside of a CA regulated area. In the development of the definition of minor improvements, there may need to be a differentiation between works within or outside of a CA regulated wetland.

iii. *Do you have any specific concerns with any of the items discussed in the paper?*

Conservation Ontario has previously identified concerns related to the proposed definition of minor improvements. Throughout this process of creating regulations and protocols it should be acknowledged that other approvals may still apply to the drainage works. These approval agencies (i.e. CAs) should be directly consulted with in the development of any protocols or regulations.

iv. *Do you have any additional suggestions to reduce burden or contribute to additional opportunities for your business?*

In addition to the current review, OMAFRA should consider:

- Modernizing the technical design standards for drainage works to better assist with rural stormwater management, flood mitigation and resiliency, and erosion protection;
- Modernizing the notification system regarding drain meetings under the Act (e.g. providing more options than regular mail) to encourage greater participation;
- Amending the timeframe requirements for the submission of a new Engineer's Report to Council to allow reasonable time for external agency review; and,
- Modernizing the assessment of costs process to incentivize landowners who employ BMPs such as buffer strips.

Thank you for the opportunity to provide comments on the "Drainage Act Discussion Paper" and for facilitating a webinar on this topic for conservation authority staff. Conservation Ontario appreciates OMAFRA's commitment to consult further on more specific changes to be included in a regulatory proposal for minor drain improvements and looks forward to working collaboratively with OMAFRA on this work, as well as in the development of future protocols. Should you have any questions about this letter, please feel free to contact me at lrich@conservationontario.ca or extension 226.

Sincerely,



Leslie Rich
Policy and Planning Liaison

c.c. all CA GMs/CAOs
Jennifer Keyes, Director, Natural Resources Conservation Policy Branch, Ministry of Natural Resources and Forestry
Ling Mark, Director, Great Lakes and Inland Waters Branch, Ministry of Environment, Conservation and Parks

120 Bayview Parkway Newmarket Ontario L3Y 3W3
Tel: (905) 895-0716 Fax: (905) 895-0751 Email: info@conservationontario.ca



February 28, 2020

Honourable John Yakabuski
Minister of Natural Resources
99 Wellesley Street West, 6th Floor
Toronto, Ontario
M7A 1W3

Dear Minister Yakabuski:

Thank you for your continued provincial investment of \$5 Million in improvements to aging Conservation Authority (CA) Water and Erosion Control Infrastructure (WECI) which is required to be at least a 50/50 cost share from local municipalities or contributors. I am writing about the opportunity to leverage future Federal Investments provided under the Investing in Canada Infrastructure Program (ICIP) Green Stream towards Ontario's 'small community' flood and erosion control infrastructure (aka CA WECI).

The WECI funding program is critical. The replacement value of this infrastructure is approximately \$3.8 billion. As well, avoided annual damages to houses from flooding and erosion because of this infrastructure is estimated to be approximately \$150 Million per year. The funding is allocated by your Ministry according to a risk management framework which we support. Successful projects are of high urgency, required to avoid structural failure and structures which, if they fail, present the greatest risk to life and property. We have noted, however, that the 'high risk' approach oftentimes means that structures located in rural areas, with less costs from damages, do not rank high enough to access this funding. This is exacerbated by the fact that the funding program is regularly oversubscribed by \$4Million per year in total project costs. As a result, it is usually structures in small and rural communities that rank lower even though keeping people, property and businesses safe is important to their local economies and quality of life.

One of the outcomes of the federal Investing in Canada Infrastructure Program (ICIP) Green stream supports greater adaptation and resilience to the impacts of climate change and climate-related disaster mitigation for communities. It is also recognized that there is already a provincial commitment to programs that focus on bringing infrastructure investments to small communities across Ontario.

While Water and Erosion Control Infrastructure has not yet been eligible under the ICIP Green Stream, the ongoing flooding and erosion which is taking place in Ontario provides the case for Federal and

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Provincial investments in WECl under the Green Stream, particularly for those projects in small communities. The Province has an opportunity to demonstrate its commitment to disaster mitigation by promoting the need for Federal Investments in WECl, in addition to leveraging additional provincial dollars for much needed investments in small community projects that have not ranked high enough under the current WECl program.

Conservation Ontario will continue to engage with the Federal Government to encourage investments in Ontario's flood management services, tools, programs and infrastructure recognizing that this is a shared responsibility of all levels of government.

We would be happy to discuss this important opportunity with you.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Emmerson".

Wayne Emmerson

Chair, Conservation Ontario

c.c. Honourable Laurie Scott, Minister of Infrastructure
Honourable Jeff Yurek, Minister of Environment Conservation and Parks
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Honourable Sylvia Jones, Solicitor General
Honourable Rod Phillips, Minister of Finance



COVID-19 Support for Elgin County Businesses

Dear Elgin County Business Owners,

On behalf of myself and County Council, I would like to personally thank you for all that you do to make Elgin County a great place to live, work, and play. The current COVID-19 Pandemic is impacting all of us within our community, and we realize that this poses a significant impact on our local businesses.

It is times like these where we need to all work together as a community to support one another. I want to emphasize that Elgin County Council and the Elgin County Economic Development and Tourism team are here to assist you in any way that we can.

Economic Development and Tourism staff will be continually sharing information with you as it becomes available from the Provincial or Federal government. Moreover, staff will assist in sharing your business's posts on their social media platforms (@elgincounty) to ensure that the public is aware of your business' status.

The Government of Canada announced that they will be taking immediate and decisive action to support Canadians facing hardship as a result of the COVID-19 outbreak.

On March 18, 2020, the Prime Minister announced a new set of economic measures to help stabilize the economy during this difficult time. Delivered as part of the Government of Canada's *COVID-19 Economic Response Plan*, these measures will provide up to \$27 billion in direct support to Canadian businesses and workers.

As we continue to monitor the COVID-19 Pandemic, below are some business resources that have been created thus far. Please share these with your networks to help ensure that businesses are prepared to manage through this challenging time. These links can also be found on our Economic Development website at www.progressivebynature.com/COVID19. Economic Development and Tourism Staff will update these resources as they become available.

Government of Canada Resources

- **Work Share Program** – <https://www.canada.ca/en/employment-social-development/services/work-sharing.html>
- **Resources for business from trade commissioner** – <https://www.tradecommissioner.gc.ca/campaign-campagne/ressources-entreprises-COVID-19-business-resources.aspx?lang=eng>
- **Business Development Bank: Support for entrepreneurs impacted by Covid-19** – <https://www.bdc.ca/en/pages/special-support.aspx?special-initiative=covid19>

- **Funding** – https://www.bdc.ca/en/pages/special-support.aspx?special-initiative=covid19&_ga=2.190559339.1591330801.1584414343-2137179842.1584414343
- **Continuity Plans** – <https://www.bdc.ca/en/articles-tools/entrepreneur-toolkit/templates-business-guides/pages/business-continuity-guide-templates-entrepreneurs.aspx>
- **Export Development Canada** – <https://www.edc.ca/en/events/webinar/managing-impact-on-global-supply-chains.html>
- **Service Canada** – <https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>

General Resources

- **Trade Commissioner** – [Resources for Business](#)
- **Canadian Chamber of Commerce** – [Preparedness Website & Preparedness Guide](#)
- **Federation of Canadian Municipalities** – [COVID 19 Resources for Municipalities](#)
- **Ontario Chamber of Commerce** – [Pandemic Preparedness Toolkit](#)
- **Workplace Safety & Prevention Services** – [Pandemic Preparedness Toolkit](#)
- **Retail Council of Canada** – [Resources for Retailers](#)
- **Canadian Agriculture Human Resource Council** – [Information and Tips](#)
- **World Health Organization** – [Resources for Businesses and Employees](#)
- **Conference Board of Canada** – [Updates & Resources](#)
- **Tourism Industry Association of Ontario** – [Industry Survey](#)

Local Resources

- [Elgin Business Resource Centre](#) – Can offer quick loans to businesses

Elgin County is a resilient and robust community, and by working together, we will get through this uncertain time.

Please stay in touch and reach out with questions or comments about business challenges via email (info@elgin.ca) and on our social media channels (@elgincounty). We are committed to the well-being of our staff and community, and as a result, our Administrative Building has limited public access to tenants only. However, we will be maintaining regular working hours so that we can continue supporting you.

I wish you the best in health at this time,



Dave Mennill
Elgin County Warden

CURRENTS *change*
OF
inspiring • creating • transforming

Christopher Wilkinson
General Manager/Secretary Treasurer
Catfish Creek Conservation Authority
8079 Springwater Road R.R.5
Aylmer, Ontario N5H 2R4

Attention: Christopher Wilkinson

Dear Christopher,

Thank you for your generous donation to the A.D. Latornell Conservation Symposium Dream Auction held in November 2019. The Dream Auction ensured a lively evening and successful conference!

Each year, funds raised at the previous year's Auction provide financial support to post-secondary students and non-government organizations to attend the conference. Thanks to the generous support of donors the auction raised \$8,500 which will fund the 2020 Grant Program.

Again, thank you for your support of the Symposium and for the valuable opportunities the donation will provide to the next generation of conservation professionals.

Warm regards,

Freyja Whitten
Chair, Latornell Auction

NOVEMBER 19-21, 2019

Nottawasaga Inn Resort & Conference Centre
www.latornell.ca



LATORNELL
CONSERVATION SYMPOSIUM

Chris Wilkinson

Subject: FW: Message from the Honourable John Yakabuski, Minister of Natural Resources and Forestry
Attachments: Final Yakabuski_ICIP Green Stream for WECI February 28, 2020.pdf

From: MIN Feedback (MNR) [<mailto:minister.mnr@ontario.ca>]

Sent: Tuesday, March 31, 2020 1:00 PM

To: Jo-Anne Rzadki <jrzadki@conservationontario.ca>

Subject: Message from the Honourable John Yakabuski, Minister of Natural Resources and Forestry

**Ministry of Natural
Resources and Forestry**

Office of the Minister

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

**Ministère des Richesses
naturelles et des Forêts**

Bureau du ministre

Édifice Whitney, bureau 6630
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2301



354-2020-422

March 31, 2020

Mr. Wayne Emmerson
Chair
Conservation Ontario
c/o jrzadki@conservationontario.ca

Dear Mr. Emmerson:

Thank you for your letter expressing your interest in leveraging funding under the Investing in Canada Infrastructure Program (ICIP) Green Stream. I am pleased to see conservation authorities exploring additional opportunities for flood management program funding for important flood management projects.

As I am sure you are aware, applications for the recent Green Stream intake, which focuses on bringing infrastructure investments to small communities across Ontario, with emphasis on improving drinking water, wastewater and stormwater infrastructure, closed on January 22, 2020. All applications are currently being reviewed and successful applicants will be notified in the coming months.

As the scope and eligibility of the second intake of Green Stream is developed, my ministry will continue to advocate for the federal government to focus on funding for flood management and water and erosion control infrastructure, particularly for projects in small communities

I would encourage your member authorities to continue to seek federal funding opportunities as they become available.

Thank you again for writing.

Sincerely,

John Yakabuski
Minister of Natural Resources and Forestry

c: The Honourable Laurie Scott, Minister of Infrastructure
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable Sylvia Jones, Solicitor General
The Honourable Rod Phillips, Minister of Finance

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Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Correspondence Register, March 1 – March 31, 2020

DATE: March 31, 2020

STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization

FINANCIAL IMPLICATIONS: None

Purpose:

To update members on correspondence received by the General Manager / Secretary-Treasurer.

Discussion:

The following is a list of correspondence received by the General Manager / Secretary-Treasurer:

Date	Type	Agency	Topic
Mar 2	Email and CCCA Reply	HWC Insurance Ltd.	Frank Cowan Company's Risk Management Recommendations
Mar 2	Email	Ontario land Trust Alliance	Help us close the floodgates on cutbacks!
Mar 2	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	WISKI Maintenance: Scheduled for Tuesday March 3rd from 9am to 5pm
Mar 2	Email	Conservation Ontario	Reminder: Comments Requested: Proposed Amendments to O.Reg 244/97 and the Aggregate Resources of Ontario Provincial Standards under the Aggregate Resources Act
Mar 2	Email	Kettle Creek Conservation Authority	News Release: Lake Erie Shoreline Flood Outlook Update
Mar 2	Email	Conservation Ontario	Conservation Ontario's Responses to MECP online survey and link to Blog
Mar 3	Email	Lake Simcoe Region Conservation Authority	Request for info: AODA and source water protection document
Mar 3	Email	Ontario Power Generation	1 lot(s) from Event OPG Regional Biodiversity Funding Program have been awarded to other bidder(s).
Mar 4	Email	Ministry of the Environment, Conservation and Parks	Final agenda and webinar info: PWQMN workshop
Mar 4	Email	Ministry of Natural Resources and Forestry	Reminder: RSVP to North Bay MECP Engagement Session Scheduled for March 5
Mar 4	Email	Surface Water Monitoring Centre of	WISKI Maintenance: Scheduled for Tuesday March 3rd from 9am to 5pm - Update #2

Date	Type	Agency	Topic
		the Ministry of Natural Resources and Forestry	
Mar 4	Email	Elgin County	Our Community Safety and Well-Being Plan
Mar 5	Email and CCCA Reply	HWC Insurance Ltd.	2020 Renewal Report
Mar 5	Email	Ontario land Trust Alliance	Letter to the Premier Regarding CAs
Mar 5	Email	Grand River Lead Source Protection Authority	Public Interest Seat on the SPC - Nanticoke Regional Water Supply System
Mar 5	Email	Rideau Valley Conservation Authority	It's official! CA Tournament April 4th in Kingston. Please respond with your interest
Mar 5	Email and CCCA Reply	Dan and Shirley Dale	Springwater Park
Mar 5	Email	Ministry of the Environment, Conservation and Parks	Call for Proposals - 2020-2021 Species at Risk Stewardship Program
Mar 6	Email	Lake Simcoe Region Conservation Authority	2019 LSRCA Annual Report
Mar 6	Email and CCCA Reply	Grey Sauble Conservation Authority	GSCA Announces Tim Lanthier as the new CAO
Mar 9	Email	Conservation Ontario	Ontario's Flooding Strategy
Mar 9	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Watershed Conditions Statement issued for Southern and Northeastern Ontario on March 9, 2020 at 10:30 a.m.
Mar 9	Email	Ontario Ministry of Natural Resources and Forestry	Release of 'Protecting People and Property: Ontario's Flooding Strategy'
Mar 9	Email	Aerial Gypsy Moth Control	Zimmer Air Services Inc.
Mar 9	Email	Upper Thames Region Conservation Authority	Watershed Conditions Statement - Water Safety/Flood Outlook (March 9, 2020)
Mar 9	Email	Conservation Ontario	CO Media Release re: Provincial Response to Flood Advisor's Report
Mar 10	Email	Conservation Ontario	COVID-19 in the workplace
Mar 10	Email	Upper Thames Region Conservation Authority	Water Safety / Flood Outlook Update
Mar 10	Email	Office of Karen Vecchio	Letter from Catfish Creek CA to MP Vecchio re GLPI
Mar 11	Email and CCCA Reply	Creative Irrigation Inc.	Irrigation Layout
Mar 11	Email	OFA	Add your voice to Ontario Conservation Authorities consultations

Date	Type	Agency	Topic
Mar 12	Email	Conservation Ontario	Provincial Day of Action on Litter Act
Mar 12	Email	HWC Insurance Ltd.	Certificate for the Ministry of Education
Mar 12	Email	Conservation Ontario	Council Meeting
Mar 16	Email	Conservation Ontario	CO Office actions to addresss COVID-19
Mar 16	Email	Elgin County	Notice of Cancellation: CSWB Advisory Committee Meeting, April 3
Mar 17	Email	CIBC	Meeting Your Needs in Challenging Times - A Letter From Our CEO
Mar 19	Email	Conservation Ontario	Municipal Emergency Act 2020 and CA Bylaw
Mar 23	Email and CCCA Reply	Conservation Ontario	Essential Services
Mar 23	Email	Niagara Peninsula Conservation Authority	Cancellation of Biennial Tour
Mar 23	Email	Conservation Ontario	Update: CA By-laws (electronic meetings, etc.) & Hearing Board Guidelines
Mar 23	Email	Festivals and Events Ontario	Federal and Provincial Government Announcements AND Important COVID-19 Resource Links
Mar 24	Email and CCCA Reply	Conservation Ontario	RE: DRAFT Minister's Direction - TIME SENSITIVE REVIEW BY 11 a.m. TUESDAY - Emergency Administrative ByLaws
Mar 24	Email and CCCA Reply	Conservation Ontario	Essential Services - Forestry and Stewardship/Restoration Request for information
Mar 27	Email and CCCA Reply	City of St. Thomas	April 9 Board Meeting
Mar 27	Email	Conservation Ontario	Day of Action on Litter
Mar 27	Email	Conservation Ontario	FW: Supporting materials for electronic meetings
Mar 30	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Watershed Conditions Statement issued for Southern and Northeastern Ontario on March 30, 2020 at 2:00 p.m.
Mar 31	Email	Conservation Ontario	Section 39 funding
Mar 31	Email	Conservation Ontario	CO Guidance During Pandemic Conditions: Minister's Direction i) By-Law Amendments and ii) Procedural BMPs CA Board Meetings #1
Mar 31	Email	Conservation Ontario	Conservation Areas and recent announcement regarding Closure of Outdoor Recreational Amenities



Christopher Wilkinson
General Manager / Secretary - Treasurer