

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, **June 11th, 2020**, commencing at **9:30 a.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
- 3) Disclosure of Pecuniary Interest
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
 - a) Full Authority Special Meeting #01/2020 (April 7, 2020) 3 - 4
 - b) Full Authority Meeting #02/2020 (March 19 postponed to April 9, 2020). 5 - 10
 - c) Full Authority Meeting #03/2020 (April 9, 2020) 11 - 15
 - d) Health and Safety Committee Meetings # HS 11 / 2020 - #HS 18/ 2020 16 - 41
 - e) Land Management Committee Meeting #01/2020 (May 14, 2020) 42 - 45
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 20 / 2020 - Monthly Staff Reports 46 - 49
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - b) Report FA 21 / 2020 - May Summary of Revenue & Expenditures 50 - 51
(Susan Simmons)
 - c) Report FA 22 / 2020 - Accounts Payable 52 - 53
(Susan Simmons)
 - d) Report FA 23 / 2020 - Seasonal Hiring 54
(Christopher Wilkinson)
 - e) Report FA 24 / 2020 - WECl Resolution of Support 55
(Christopher Wilkinson)

- f) Report FA 25 / 2020 - Grants Update 56 - 57
(Christopher Wilkinson)
- g) Report FA 26 / 2020 - Return to Work Program 58 - 64
(Christopher Wilkinson)
- 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) Not Copied:
 - Correspondence Registers for April and May, 2020
 - b) Copied:
 - A letter received from the Ministry of Natural Resources and Forestry sent April 1, 2020 announcing the maintaining of operational funding for this fiscal year.
 - A letter from Environment and Climate Change Canada to Karen Vecchio sent April 6, 2020 regarding support for CCCAs Springwater Pond water quality project.
 - A letter from 112 organizations to Premier Ford sent April 27, 2020 re. support for Ontario Conservation Areas.
 - A letter from the Association of Municipalities Ontario to the Minister of Environment, Conservation and Parks sent May 19, 2020 re. Conservation Authorities - Next Steps.
 - A letter from various Environmental Organizations including Conservation Ontario to the Prime Minister of Canada sent May 20, 2020 re. Natural Infrastructure is an Integral Part of Green Recovery
 - A letter from Karen Vecchio to Catfish Creek Conservation Authority sent May 21, 2020 re. Successful application to Canada Summer Jobs
 - A letter from Conservation Ontario to the Federal Government sent May 28, 2020 re. Conservation Authorities – Implementation Agents for Stimulating a More Resilient, Sustainable and Green Canadian Economy
 - A letter from the Ministry of Natural Resources & Forestry to Catfish Creek Conservation Authority sent May 29, 2020 re. Successful WECl funding application
 - A letter from the Ministry of Heritage, Sport, Tourism and Culture to CCCA on June 1, 2020 indicating CCCA was unsuccessful in the Celebrate 2020 grant.
- 14) Committee of the Whole
- 15) Next Meeting / Adjournment

**MINUTES OF THE SPECIAL MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY**

TUESDAY, April 7th, 2020

Meeting #SM 01/2020

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
Arthur Oslach	Vice-Chairperson	Town of Aylmer
Sally Martyn	Member	Municipality of Central Elgin
Mark Tinlin	Member	City of St. Thomas
Paul Buchner	Member	Township of South-West Oxford

STAFF:

Christopher Wilkinson General Manager / Secretary – Treasurer

OTHERS PRESENT:

None

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (1:39 p.m.).

ADOPTION OF AGENDA:

<u>Motion # SM 01/2020</u>	M. Tinlin	A. Oslach	CARRIED
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THAT, the Agenda for the April 7th, 2020, Special Meeting be adopted as circulated.

All Members Recorded Vote was yes.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

No one had a pecuniary interest to disclose at this time.

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

The Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

ADOPTION OF MINUTES:

None

BUSINESS ARISING FROM MINUTES:

No one reported any outstanding business to discuss from the previous Minutes.

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report SM 01/2020 – CCCA Administrative By-Law Update, was presented, discussed, and resolved.

<u>Motion # SM 02/2020</u>	S. Martyn	M. Tinlin	CARRIED
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THAT, the Catfish Creek Conservation Best Management Practices and Authority Administrative By-Law approved by the Full Authority in Motion #71 / 2018 are hereby revoked; and further,

THAT, the new Administrative By - Law for the Catfish Creek Conservation Authority attached to Report SM 01 / 2020, be adopted as amended.

All Members Recorded Vote was yes.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 9th, 2020, commencing at (1:30 p.m.).

<u>Motion # SM 03/2020</u>	A. Oslach	P. Buchner	CARRIED
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THAT, the Special Meeting be terminated at (1:59 p.m.).

All Members Recorded Vote was yes.

General Manager / Secretary –Treasurer

Authority Chairperson

**MINUTES OF THE MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY**

Thursday, April 9th, 2020

Meeting #02/2020

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
Arthur Oslach	Vice-Chairperson	Town of Aylmer
Sally Martyn	Member	Municipality of Central Elgin
Paul Buchner	Member	Township of South-West Oxford

STAFF:

Christopher Wilkinson	General Manager / Secretary – Treasurer
Susan Simmons	Financial Services Coordinator

ABSENT:

Mark Tinlin	Member, City of St. Thomas
Dusty Underhill	Conservation Areas Supervisor
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Emily Febrey	Community Outreach Technician

OTHERS PRESENT:

Veronica Reiner	Aylmer Express
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (1:40 p.m.).

ADOPTION OF AGENDA:

<u>Motion # 12/2020</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Agenda for the March 19th, 2020, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

No one had a pecuniary interest to disclose at this time.

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

The Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

ADOPTION OF MINUTES:

Motion # 13/2020 A. Oslach P. Buchner CARRIED

THAT, the Minutes of Full Authority Meeting # 01/2020 (February 20, 2020), be accepted as circulated.

Motion # 14/2020 S. Martyn A. Oslach CARRIED

THAT, the Minutes of Interview Committee Meeting # 01/2020 (February 13, 2020), be accepted as circulated.

Motion # 15/2020 P. Buchner A. Oslach CARRIED

THAT, the Minutes of Health and Safety Committee Meeting # 01/2020 (February 27, 2020), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

No one reported any outstanding business to discuss from the previous Minutes.

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 03/2020 – 2020 - 2021 General Insurance Program Renewal, was presented, discussed, and resolved.

Motion # 16/2020 S. Martyn A. Oslach CARRIED

THAT, the Full Authority approve the Catfish Creek Conservation Authority renewal of its 2020 – 2021 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at the total cost of \$41,364.00, plus applicable taxes; and further,

THAT, staff be directed to obtain quotations prior to the 2021 renewal date.

Report FA 04/2020 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 17/2020 P. Buchner S. Martyn CARRIED

THAT, Staff Reports for the months of January and February, 2020, be noted and filed.

Report FA 05/2020 – January & February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 18/2020 A. Oslach P. Buchner CARRIED

THAT, Report FA 05/2020, be noted and filed.

Report FA 06/2020 – Accounts Paid, was presented, discussed, and resolved.

<u>Motion # 19/2020</u>	P. Buchner	S. Martyn	CARRIED
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THAT, Accounts Paid totaling \$59,767.62, be approved as presented in Report FA 06/2020.

Report FA 07/2020 – Accounts Payable, was presented, discussed, and resolved.

<u>Motion # 20/2020</u>	A. Oslach	S. Martyn	CARRIED
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THAT, Accounts Payable totaling \$11,591.71, be approved for payment as presented in Report FA 07/2020.

Report FA 08/2020 – Monthly Plan Review, was presented, discussed, and resolved.

<u>Motion # 21/2020</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Full Authority approve the Monthly Plan Review Report for the months of January and February, 2020.

Report FA 09/2020 – Flood Forecasting & Warning Program Update, was presented, discussed, and resolved.

<u>Motion # 22/2020</u>	P. Buchner	A. Oslach	CARRIED
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THAT, Report FA 09/2020, be received as information at this time.

Report FA 10/2020 - Firewood, was presented, discussed, and resolved.

<u>Motion # 23/2020</u>	S. Martyn	P. Buchner	CARRIED
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THAT, Report FA 10/2020, be received as information at this time.

Report FA 11/2020 – Grants & Special Projects Funding Update, was presented, discussed, and resolved.

<u>Motion # 24/2020</u>	P. Buchner	A. Oslach	CARRIED
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THAT, Report FA 11/2020, be received as information at this time.

Report FA 12/2020 - 2020 Final Budget and Municipal Levy, was presented, discussed, and resolved.

<u>Motion # 25/2020</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the 2020 Catfish Creek Conservation Authority budget document totalling \$1,330,076.10 be adopted as presented; and further,

THAT, the 2020 Municipal General Levy in the amount of \$344,356.40 (\$82,429.00 Matched and \$261,927.40 Non-Matched), the Special Plan Review Levy in the amount of

\$8,250.00, and the Special Benefiting Levy of \$30,463.97 for the Township of Malahide be approved as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Rick Cerna	Township of Malahide	36.8389	Yes	
Arthur Oslach	Town of Aylmer	26.2677	Yes	
Sally Martyn	Municipality of Central Elgin	27.0742	Yes	
Paul Buchner	Township of South-West Oxford	3.7711	Absent	
Mark Tinlin	City of St. Thomas	6.0480	Yes	

Report FA 13/2020 - CCCA Committees, was presented, discussed, and resolved.

Motion # 26/2020 S. Martyn A. Oslach CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2020, as outlined in Report FA 13/2020.

Report FA 14/2020 – Community Safety and Well-Being Plan Committee, was presented, discussed, and resolved.

Motion # 27/2020 P. Buchner A. Oslach CARRIED

THAT, the Community Outreach Technician be appointed to represent the CCCA on the Community Safety and Well-Being (CSWB) Plan Advisory Committee.

Report FA 15/2020 – Purchasing Policy – In Year Review, was presented, discussed, and resolved.

Motion # 28/2020 S. Martyn P. Buchner CARRIED

THAT, the Full Authority receive Report FA 15/2020 as information.

Report FA 16/2020 – Provincial Flood Strategy, was presented, discussed, and resolved.

Motion # 29/2020 A. Oslach P. Buchner CARRIED

THAT, Staff Report FA 16/2020 be received as information.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

None

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Copied:

- A council resolution received from The Municipality of Dutton Dunwich to Conservation Authorities on January 15, 2020 supporting the delivery of watershed management programs to the municipality.
- An email received from the Minister of Environment, Conservation and Parks to Chairperson Cerna on January 23, 2020 inviting the CCCA to the multi-stakeholder engagement consultations.
- A letter received from the Municipality of Central Elgin to CCCA on January 28, 2020 indicating approval of their levy apportionment.
- A letter sent to the Ministry of Natural Resources and Forestry from Conservation Ontario on January 30, 2020 regarding Conservation Ontario's comments on the "Proposal to amend Ontario Regulation 454/96 (Construction) to provide alternative regulatory approval requirements for repairs to existing low hazard wetland dams".
- A letter received from the Municipality of Central Elgin to CCCA on February 25, 2020 supporting the delivery of watershed management programs to the municipality.
- A letter sent to The Honourable Dave MacKenzie from the Township of South-West Oxford on March 6, 2020 expressing support of the Federal government commitment to plant two million trees.
- A letter sent from the Honourable John Yakabuski, Minister of Natural Resources and Forestry to Conservation Ontario on March 9, 2020 providing a link to the recent flood strategy and indicating he looks forward to continuing to work with Conservation Ontario on this vital matter.

b) Not Copied:

- Correspondence Registers for January and February, 2020.

Motion # 30/2020

A. Oslach

S. Martyn

CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for January and February, 2020, be noted and filed.

CLOSED SESSION:

None

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, June 11, 2020, commencing at 10:00 a.m.

Motion # 31/2020

P. Buchner

A. Oslach

CARRIED

THAT, the Full Authority be terminated at 2:37 p.m.

General Manager / Secretary –Treasurer

Authority Chairperson

**MINUTES OF THE MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY**

Thursday, April 9th, 2020

Meeting #03/2020

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
Arthur Oslach	Vice-Chairperson	Town of Aylmer
Sally Martyn	Member	Municipality of Central Elgin
Paul Buchner	Member	Township of South-West Oxford

STAFF:

Christopher Wilkinson	General Manager / Secretary – Treasurer
Susan Simmons	Financial Services Coordinator

ABSENT:

Mark Tinlin	Member, City of St. Thomas
Dusty Underhill	Conservation Areas Supervisor
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Emily Febrey	Community Outreach Technician

OTHERS PRESENT:

Veronica Reiner	Aylmer Express
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at 2:45 p.m.

ADOPTION OF AGENDA:

<u>Motion # 32/2020</u>	P. Buchner	O. Oslach	CARRIED
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THAT, the Agenda for the April 9th, 2020, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

No one had a pecuniary interest to disclose at this time.

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

The Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

ADOPTION OF MINUTES:Motion # 33/2020

S. Martyn

P. Buchner

CARRIED

THAT, the Minutes of Health and Safety Committee Meetings # 02/2020 - # 10/2020 (March, 2020), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

No one reported any outstanding business to discuss from the previous Minutes.

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 17/2020 – March Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 34/2020

A. Oslach

P. Buchner

CARRIED

THAT, Report FA 17/2020, be noted and filed.

Report FA 18/2020 – Accounts Payable, was presented, discussed, and resolved.

Motion # 35/2020

S. Martyn

A. Oslach

CARRIED

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

Report FA 19/2020 – Working from Home Policy, was presented, discussed, and resolved.

Motion # 36/2020

S. Martyn

A. Oslach

CARRIED

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.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

None

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

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 Latonnell 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 Registers for March, 2020.

Motion # 37/2020

P. Buchner

A. Oslach

CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for March, 2020, be noted and filed.

CLOSED SESSION:

None

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, June 11, 2020, commencing at (10:00 a.m.).

Motion # 38/2020

A. Oslach

P. Buchner

CARRIED

THAT, the Full Authority be terminated at 3:08 p.m.

General Manager / Secretary –Treasurer

Authority Chairperson

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

Thursday, April 2 2020

Meeting #HS 11 /2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 (10:30 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the March 30, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) CCCA Workplace Conditions & Protocols:

The Health and Safety Committee discussed the status of earlier orders and work place protocols. The Committee then focused on potential duties for Field Technicians, which are compliant with Provincial Orders and can be undertaken safely in the Campground and Conservation Areas. The Committee determined that routine, maintenance work within the Springwater Campground (westside) is not an essential service. Work in the Campground will be limited to enforcement, compliance with Provincial Orders and protection of critical infrastructure. The majority of these tasks will be monitored, implemented or coordinated by the Conservation Areas Supervisor.

The committee also resolved that monitoring, maintenance of Conservation Areas, which includes the day-use area (east campgrounds) are essential at this time. Field staff that are responsible or undertaking work in these areas will implement the following:

1. Confirm with supervisor (Dusty) of all proposed tasks or scheduling of work;
2. Staff will travel to work site(s) individually in a fleet vehicle (or personal vehicle if authorized) to maintain the two metre (2m) radius recommendation for social distancing;

3. Staff/work crews are to be reduced to the minimum number required to maintain operation while considering the health & safety requirement of the task/work site;
4. Vehicles, tools, and equipment should not be shared between staff and should also be part of the vigorous disinfection routine;
5. Staff will use all personal protective equipment, including latex gloves, when handling property or items which may be available, accessed or touched by the general public, (e.g. picnic tables, garbage cans); and,
6. Staff must maintain the 2m physical distancing measure with the general public, including notifying anyone who approaches to respect this practice.

In keeping with Provincial Regulations and Workplace Policies, staff should notify the immediate supervisor if they are uncomfortable in carrying out any assigned tasks. Staff can also, and are encouraged to identify any workplace safety concerns to a member of the Health & Safety Committee.

ADJOURNMENT:

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

NEXT MEETING:

Thursday, April 9, 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**

Thursday, April 09 2020

Meeting #HS 12 /2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 (10:30 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the April 02, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as presented.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) Updated Essential Workplace & CA Activities List:

The Health and Safety Committee discussed the April 8, 2020 list of Essential Workplaces and Activities document under review by Conservation Ontario and General Managers. The Committee agreed that the CCCA list of essential services and activities is consistent with Provincial requirements at this time.

The committee discussed specific duties and responsibilities with respect to delivering essential services, programs, property maintenance and operations during this phase of the Covid-19 Epidemic. The Committee agreed that some maintenance and compliance activities are essential in the immediate future within Conservation Areas, including Springwater Campground.

Compliance activities (Section 28 & 29) will be implemented to limit interaction with the general public and in keeping with best practices currently being developed by several Conservation Authorities. These practices will be reviewed by the Committee and provided to staff for input and implementation within the CCCA workplace.

The committee recommend the following measures be adopted and implemented:

1. Dusty will develop a list of all essential tasks, including a schedule for field staff undertaking necessary maintenance work in Conservation Areas and the Campground to ensure a minimum of two (2) staff are on-site, and work in accordance with CCCA field staff protocols;
2. Hand Sterilization stations will be installed at each (2) workplace entrance;
3. The Management Representative will discuss the spring, 2020 Tree Planting situation with supervisors to help develop a work plan, including scheduling recommendations, and report back to Committee at the next Health & Safety meeting; and,
4. The Management Representative will develop an authorization letter, which states that applicable CCCA Programs & staff are an essential service, as prescribed by applicable Provincial Orders. The letter will outline and name specific staff that are authorized to implement and deliver CA programs from home or within the Watershed.

ADJOURNMENT:

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

NEXT MEETING:

Thursday, April 16, 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**

Thursday, April 16, 2020

Meeting #HS 13/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 (10:00 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the April 09, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

The following two (2) items were noted as outstanding business to discuss from the previous meeting:

1) CA Staff Essential Services Authorization Letter:

The Committee discussed the Authorization letter prepared by the Management Representative and adopted posting the letter for all staff to carry while at work or in transit. The Management Representative indicated Authorization letters have been prepared and posted for staff.

2) Review of Staff Operational Safety Practices & Procedures Documents:

The Committee discussed the various policies with a focus on safety during tree planting, field services and park operations including the use of portable radios. The committee adopted the current policies, dated April 16, 2020 (attached). The Committee will continue to monitor and review additional documents as posted by other CA's for specific programs and job activities as they become available. The Management Representative will outline the various documents and field services activities at the next staff meeting.

NEW BUSINESS:a) Extension of the Ontario State of Emergency:

The Health and Safety Committee discussed the 28-day extension of the State of Emergency. The Committee also discussed the current CCCA stay at home from work policy, which will continue until May 15, 2020 or until further notice.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (10:30 a.m.).

NEXT MEETING:

Thursday, April 23 2020 at 10:00 a.m. (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**

Thursday, April 23, 2020

Meeting #HS 14/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 (10:00 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the April 16, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) Review of Workplace Safety Practices:

The Health and Safety Committee reviewed the 'Additional Staff Safety Practices for COVID-19' for Park Maintenance & Administration Office. Following a discussion, the documents were amended and endorsed by the Committee. The documents (attached) will be emailed to staff, posted on 'Share Point', and discussed at the next staff meeting.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (10:30 a.m.).

NEXT MEETING:

Thursday, April 30 2020 at 10:00 a.m. (by teleconference)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

e-mail: admin@catfishcreek.ca • www.catfishcreek.ca

Additional Staff Safety Practices for COVID-19. These measures will remain in place until the Emergency Order is lifted (currently set for May 15th 2020).

Tree Planting – Endorsed April 16th 2020

- No more than one person in a truck at any time. Personal vehicles should be considered to get staff out to the work site. Approval by GM is required for use of personal vehicles.
- Authorization Letters must be carried and staff uniforms must be worn at all times.
- Trucks must be sanitized after each use. Cleaning supplies are available in the trucks.
- Equipment (e.g. tractor, shovels, tarps, tree planting equipment etc.) must be sanitized after each use. Cleaning supplies are available in the shop but must also be brought out into the field should a situation arise where staff require sanitization of equipment while in the field.
- Only one staff member in the shop at one time. This may require that only one staff is able to prepare equipment at any one time.
- As staff may not be working in the same area, provisions for working alone must be adhered to such as carrying a phone to call 911. The CB Radio is not manned at the office so this can not be used for communications in the event of an emergency.
- Staff must also carry a portable radio at all times in the field in case of emergency.
- Staff must remain 6 feet apart at all times, even when operating equipment. Jobs requiring 2 people working under 6 feet (e.g. such as using the tree planter) will only be done in consultation with the Health and Safety committee and your Supervisor. Hand Planting is recommended.
- No on site tree order pickup will be provided this year. Delivery with digital payments only. When delivering, staff will ensure to not enter any building and remove plants from truck, place directly on ground, return to vehicle. No signatures required.
- Contact Chris or Peter with any questions or concerns:
- Chris: 519 617 2146
- Peter: 519 808 6370
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**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Thursday, April 30, 2020

Meeting #HS 15/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 (9:30 a.m.).

ADOPTION OF AGENDA:

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

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) Review of Workplace Safety Protocols:

The Health and Safety Committee reviewed various guidelines to assist workers interact with each other, the public and work safely during the pandemic. A number of workplace guidelines were discussed, covering topics such as: self-screening protocols & posters; cleaning of multi-services in the office & campground; interaction of staff with contractors, customers and the general public; and other office procedures, which may allow for the gradual and safe resumption of services.

The Management Representative will research and develop a comprehensive Facilities Guideline, which will cover all aspects of Covid-19 workplace protocols, for presentation at a future Committee meeting.

b) Workplace Safety Measures and Requirements:

The Health and Safety Committee had general discussions around current equipment needs, facilities improvements, and resumption of services in the future. The Committee will monitor upcoming guidance from the Province on this matter, including details and timing of changes to the emergency measures. The Chair of the Committee will discuss with staff, safety requirements or potential workplace modifications to reduce exposure to the Covid-19 virus in order to work safely during future stages of the emergency measures.

All staff are encouraged to bring forward ideas to improve office health & safety to members of The Health & Safety Committee who will discuss the various options, measures and equipment acquisition at the next scheduled meeting.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (10:00 a.m.).

NEXT MEETING:

Thursday, May 7, 2020 at 10:00 a.m. (by teleconference)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

e-mail: admin@catfishcreek.ca • www.catfishcreek.ca

Additional Staff Safety Practices for COVID-19. These measures will remain in place until the Emergency Order is lifted (currently set for May 15th 2020).

Administration Office – Endorsed April 23 2020

- No more than three people in the office at any one time. This does not include the shop which is a separate protocol (Park Maintenance Protocol).
- Front Door locked at all times. No public access.
- Staff answering yes to any of the below 4 questions may not enter the building:
 1. Do you have any of the following symptoms: fever, new or existing cough, or difficulty breathing
 2. Have you travelled internationally in the last 14 days (outside of Canada)
 3. Have you had close contact with a confirmed or probable COVID-19 case
 4. Have you had close contact with acute respiratory illness who has been outside Canada in the last 14 days.
- Shop (field) staff entering the office must ensure no more than three people are in the office at any one time. The phone in the shop should be used to communicate with staff in the office when office capacity is exceeded.
- Staff must sign in and out using the sheet. The sheet will inform those entering the number of people currently in office.
- Entry must be scheduled with the General Manager. Daily notification will be provided informing of the office staff attending the following day. Staff should continue to work at home, and entry is only for as minimal time as possible to gather required materials, or use equipment etc.
- Staff must be situated in their office at all times, except to retrieve photocopies or similar.
- Only one staff member in kitchen, admin desk and hallway under stairs, stairs, upstairs hallway, utility rooms, basement, and other high touch / high constrictor point areas.
- Staff must remain 6 feet apart at all times when in the office
- Staff will wipe down all surfaces touched using the available disposable towels and industrial cleaning solutions.
- Staff must not take breaks together and schedule separate break times
- Staff are not to use the kitchen and must bring their own food and drinks in their own containers, eating in their respective offices.
- Office cleaning will be performed Friday afternoon by internal staff starting at 1pm using the in house industrial strength cleaners. A 10% bleach mix may also be used.
- Copies of this protocol must be emailed to staff, and posted in every office, common area, and on the health and safety board.
- Contact Chris, Tony or Dusty with any questions or concerns:
- Chris: 519 617 2146 Tony: 519 868 0552 Dusty: 519 200 0351



CATFISH CREEK CONSERVATION AUTHORITY

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Additional Staff Safety Practices for COVID-19. These measures will remain in place until the Emergency Order is lifted (currently set for May 15th 2020).

Park Maintenance – Endorsed April 23rd 2020

- No more than one person in a truck at any time.
- No more than two staff in the shop at any one time. If staff wish to enter the Administration Office, they must adhere to the Administration Office Protocol.
- Staff answering yes to any of the below 4 questions may not enter the Shop or Park:
 1. Do you have any of the following symptoms: fever, new or existing cough, or difficulty breathing
 2. Have you travelled internationally in the last 14 days (outside of Canada)
 3. Have you had close contact with a confirmed or probable COVID-19 case
 4. Have you had close contact with acute respiratory illness who has been outside Canada in the last 14 days.
- Only one staff member in any high touch / high constriction point area (e.g. tool room, safety gear area, chainsaw room, shed, garage bay, fuel pumps, fuel room at any one time.
- Authorization Letters must be carried and staff uniforms must be worn at all times.
- Trucks must be sanitized after each use. Cleaning supplies are available in the trucks.
- Equipment (e.g. tractor, mowers, weed eaters, saws etc.) must be sanitized after each use. Cleaning supplies are available in the shop.
- As staff may not be working in the same area, provisions for working alone must be adhered to such as carrying a cell phone to call 911. The CB Radio is not manned at the office so this can not be used for communications in the event of an emergency.
- In addition, staff must also carry a portable radio to contact the other on-site staff member in case of emergency.
- Staff must remain 6 feet apart at all times, even when operating equipment. This may require that only one staff is able to prepare equipment at any one time. Staggered start times should be considered. Two staff must be working when dangerous equipment (e.g. lawnmower, Chainsaw, pole saw etc.) is being used.
- Unique tasks requiring 2 people working under 6 feet (e.g. such as cleaning gutters) will only be done in consultation with the Health and Safety committee and your Supervisor.
- Contact Chris or Dusty with any questions or concerns:
- Chris: 519 617 2146 Dusty: 519 200 0351

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

Tuesday, May 12, 2020

Meeting #HS 16/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 Minutes from the April 30, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) Review of 'CCCA Covid-19 Facility Protocols & Operating Procedures':

The Health and Safety Committee reviewed various guidelines, which are being streamlined into one document for the duration of the Pandemic. The Committee focused on the Gatehouse Operating Procedures, Cleaning of Multi-Use Surfaces and Septic Pumping Procedures. The Committee also inspected the administration office; campground office; and shop to assist with discussion and amendments to the Procedures.

The Management Representative will incorporate the amendments and prepare a draft for discussion at the next Committee meeting.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (11:30 a.m.).

NEXT MEETING:

Tuesday May 19, 2020 at 10:00 a.m. (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**

Tuesday, May 19, 2020

Meeting #HS 17/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 (10:00 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the May 12, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

1) Review of 'CCCA Covid-19 Facility Protocols & Standard Operating Procedures':

The Health and Safety Committee reviewed the latest protocols and procedures, which are being drafted for the current stage(s) of the Pandemic. The Committee, after completion of a Risk Assessment, discussion and consideration of suggestions from staff, and subsequent amendments, approved the amended Facility Protocols & Standard Operating Procedures (attached).

The Management Representative will review the final documents at the next staff meeting.

NEW BUSINESS:

a) Update on Work Place Facilities and Equipment:

The Health and Safety Committee discussed the condition of the administration office, shop and campground office with respect to anticipated staff levels, worker needs and personal protective equipment (PPE) requirements. It was noted that storage facilities will be required for individual staff to store PPE and other items in the shop. Dusty Underhill will investigate various options and acquire necessary bins or storage totes. The management representative has posted current, CCCA Board Approved Health & Safety Policies, and signage with respect to COVID-19 throughout the work place. Other necessary work place signage for COVID-19 has been ordered and will be in place prior to the opening of the office/facilities.

b) Seasonal Staff Training:

The Health and Safety Committee discussed staffing levels with respect to worker safety, and developing appropriate training material. This will allow various supervisory staff to provide consistent work place safety training, including the new COVID-19 procedures.

Chris and Dusty will meet later this week to prepare training packages for use by supervisory staff in training seasonal staff as required. This will also involve updated Workplace Hazardous Material Information System (WHMIS) training including a review of the recently updated Material Safety Data Sheets and Binder, which has been posted in the office.

Updated training will also be required for Volunteers when it is deemed appropriate for them to return to the work place.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (10:30 a.m.).

NEXT MEETING:

Tuesday May 26, 2020 at 10:00 a.m. (by teleconference)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

Catfish Creek Conservation Authority

CCCA COVID-19 Facility Protocols

Version 3 – Approved by CCCA Health & Safety Committee: May 19, 2020

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COVID-19 CCCA Health & Safety Facility Protocols

Introduction

The following document has been prepared for staff to provide direction on CCCA Health & Safety protocols approved and enacted during the COVID-19 pandemic to ensure the Health and Safety of CCCA staff. The Protocol is based on the latest available regulations and information.

This document will be updated as required, with version control numbers and date of update contained in the footer of the document. It is owned and maintained by the CCCA Health & Safety Committee.

Ontario's safety guidelines support employees and worker. Many of the guidelines apply to CCCA business and have been taken into account, considered by staff and the Health & Safety committee, and then implemented as follows:

1. Management Expectations, Health, Safety and Wellness

A safe and healthy workplace is everyone's responsibility. It is the **accountability of every staff person at the CCCA to follow safety protocols and to report any concerns** regarding health and safety to their supervisor or their Joint Health and Safety Committee representative.

All staff are required to implement the following safety precautions to prevent the spread of illness:

- If you are sick, stay home. Prior to reporting to work, staff must undertake a screening self-assessment and report any health concerns to their supervisor.
- **Staff answering yes to any of the below 4 questions may not enter any CCCA facility:**
 1. **Do you have any of the following symptoms: fever, new or existing cough, or difficulty breathing**
 2. **Have you travelled internationally in the last 14 days (outside of Canada)**
 3. **Have you had close contact with a confirmed or probable COVID-19 case**
 4. **Have you had close contact with acute respiratory illness who has been outside Canada in the last 14 days.**
- Maintain a physical distance of 2 meters from others at all times both indoors and outdoors.
- Authorization Letters must be carried and staff uniforms must be worn at all times when at CCCA facilities.
- Wash your hands often (at least at the start of the shift, after washroom breaks, prior to and after breaks, and at the end of shift) with soap and water for at least 15-20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Avoid unnecessary contact such as hugging, shaking hands or other gestures.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash, or sneeze or cough into your sleeve.
- Clean and disinfect frequently touched objects and surfaces following: *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*
- Do not share personal items with others such as utensils, water bottles etc.
- Sanitize any shared personal equipment and tools after use.

- Increase the sanitation of your personal workspace by cleaning frequently used items (e.g. computer, telephone etc) with paper towel and sanitizing spray.
- Office, Shop and Store cleaning will be performed Friday afternoon by internal staff starting at 1pm using the following guideline: *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*

The changes identified by the committee results in changes to normal processes, use of the facilities, and procedures and guidelines for staff.

If you have health and safety concerns, you are required to report your concerns to your supervisor or Joint Health and Safety Committee representative.

2. Administration office

Protocols have been put in place to ensure the Health and Safety of staff. The following protocol was adopted by the Health and Safety Committee April 23, 2020.

- No more than **six staff** in the office at any one time. This does not include the shop which is a separate protocol (Park Maintenance Protocol).
- Front Door locked at all times. No public access until further notice.
- Staff must sign in and out using the sheet. The sheet will inform those entering the number of people currently in office.
- If possible, staff should continue to work at home (until further notice) , and entry is only for as minimal time as possible to gather required materials, or use equipment etc.
- Some positions may require staff to be in the office for longer periods (e.g. Reception, Planning).
- Staff must be situated in their office at all times, except to retrieve photocopies or similar.
- Only one staff member in kitchen, admin desk and hallway under stairs, stairs, upstairs hallway, utility rooms, basement, and other high touch / high constrictor point areas.
- Staff will wipe down all surfaces touched using the available disposable towels and industrial cleaning solutions.
- When Public are permitted again, they are required to stay in entrance area behind the line and behind the barrier enacted for the health & safety of the Receptionist. Signage on front door indicating one public at any one time is installed at all times.
- The A frame information board must be placed outside the door during opening hours.
- The POS machine will be at least 6 feet away from the Receptionist, guarded by plexiglass, and cleaned using the following guideline after each use: *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.
- Upon office opening, a sign in sheet to track visitor names must be available.
- Social Distancing Posters up in office.

3. Shop and Park Maintenance

Protocols have been put in place to ensure the Health and Safety of staff. The following protocol was adopted by the Health and Safety Committee April 23, 2020.

- No more than **four staff in the shop** at any one time. If staff wish to enter the Administration Office, they must adhere to the Administration Office Protocol.

- **Only one staff member in any high touch / high constriction point area** (e.g. tool room, safety gear area, chainsaw room, shed, garage bay, fuel pumps, fuel room **at any one time**.)
- Equipment (e.g. tractor, mowers, weed eaters, saws etc.) will be generally assigned, but if shared, and must be sanitized after each use. Equipment used must also be sanitized each morning and at the end of the shift. Cleaning supplies are available in the shop. Please refer to *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.
- Tools (e.g. wrenches and drills) cannot be practically assigned and therefore must be sanitized after each use. Equipment will also be sanitized each morning and at the end of the shift. Cleaning supplies are available in the shop. Please refer to *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.
- Two staff must continue be on site when working when any dangerous machinery is being used (e.g. Landmower, Chainsaw, Pole Saw etc).
- As staff may not be working in the same area, provisions for working alone must be adhered to such as carrying a cell phone to call 911. The CB Radio is not manned at the office so this can not be used for communications in the event of an emergency. As a result, **staff must also carry a portable radio** to contact the other on-site staff member in case of emergency.
- Staff must remain 6 feet apart at all times, even when operating equipment. Unique tasks requiring 2 people working under 6 feet (e.g. such as cleaning gutters) will only be done in consultation with the Health and Safety committee and your Supervisor.
- For Septic pump outs, only the one designated staff member (Field Technician Lands) will follow *SOP-CCCA02-Septic_Pumping_SOP_May2020*.
- Social Distancing Posters up in shop
- Staff will label all equipment and keep in their own labelled plastic tote after shifts.

4. Campground Store

SOP-CCCA03-Gatehouse_May2020 (attached) addresses the process staff are required to operate the gatehouses safely and effectively protect themselves, the worker, while performing transactions and providing customer service.

The A frame information board must be placed outside the door (by woodshed) during opening hours.

The POS machine must be cleaned using the following guideline after each use: *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.

Canoes, Kayaks and Lifejackets are not available for rent at this time.

5. Board Room

The Board room (22' x 18') has been reconfigured to enable proper physical distancing. As such, the capacity in the room is a **maximum of 6** people. Additional seating has been removed or rearranged to denote the applied physical distancing. Rooms have been equipped with sanitizing spray and paper towels to disinfect surfaces before and after use. Please refer to *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.

Any meeting in excess of 6 people must be held in a location that can meet the required health and safety measures such as keeping 6' apart.

6. Kitchen Area

Due to the size of the kitchen, it is impossible to configure it in a way to enable proper physical distancing. As such, only one person in the kitchen at any one time. Staff will need to be patient and wait to be able to access the kitchen area should the capacity of 1 staff member be exceeded, and physical distancing is not able to be achieved.

At this time, Staff are not to use the kitchen and must bring their own food and drinks in their own containers, eating in their respective offices. Coffee machines are not to be used. The fridge may be used to store lunches.

Should the kitchen be used inadvertently or for example in an emergency, the kitchen has been equipped with sanitizing spray and paper towels to disinfect surfaces before and after use. Please refer to *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.

7. Washrooms and Laundry.

Staff Washrooms are generally limited in space and it can be difficult to both maintain physical distancing and to recognize when the space is already occupied. However, all washrooms used by staff are single person washrooms. A maximum of 1 staff member in any staff washroom at any one time. In addition, each washroom is equipped with sanitizer. All surfaces touched must be cleaned. **Please refer *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.**

To remain open, Public Washrooms are to be cleaned 4 times a day. At this time showers and laundry are closed to the public. Please refer Public Washroom Cleaning section of *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.

8. Breaks/Off-Site Washroom Facilities

Breaks should continue to be taken at the work site. Staff should not congregate during breaks. Staggered breaks will be taken where feasible. Physical distancing and personal hygiene must be maintained at all times.

If an offsite washroom facility is required, staff will select a facility that to their knowledge will have appropriate cleaning standards in place (e.g. community facilities) and ensure they have sanitized prior to re-entering a CCCA vehicle or facility.

9. Fleet Services

Staff will be assigned a vehicle by their supervisor. Staff may use personal vehicles for small jobs where approved by your supervisor.

Staff must occupy the same seats in the vehicle throughout the shift. Staff will be assigned 1 person per vehicle whenever possible. **Should more than 1 person be required in a truck/vehicle, those two staff must wear a protective face mask.**

Physical barriers will not be installed in vehicles due to safety and insurance concerns.

Staff are responsible for sanitizing the vehicle at the start/end of the shift, as well as between each shift as required. Cleaning supplies are available in the trucks. Please refer to *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.

Staff are to notify their supervisor when they are out of disinfectant so that supply can be replenished.

10. Fueling CCCA Vehicles and Equipment

Only the CCCA fueling station shall be used and the following procedures shall be used:

- As the pump handle/nozzle and other surfaces (fuel cap, fuel room door handle) may be contaminated, especially in busy areas where there is a lot of traffic at the station
- For any shared vehicles, wipe down the cap prior to removal.
- Wipe down the pump handle and any other parts of the fuel-dispensing equipment (e.g., screen and touch pad) you may be required to touch with the truck/equipment sanitizing equipment.
- Once the fuel stop is complete, remove gloves and ensure you wash your hands or use hand sanitizer.

11. Mail, Packages, Deliveries and Paperwork

Coronaviruses generally die off fairly rapidly on surfaces that they have contaminated. While potentially surviving for a few days under ideal conditions on smooth surfaces, on cardboard and paper no living coronavirus remains after one day. The risk of spread of COVID-19 from products that are shipped over a period of days is very low.

All mail, packages and materials deliveries are designated to arrive either to the mailbox, mail slot, or delivered by courier to the reception area. Staff may wear gloves while handling interoffice paperwork, however, it should be noted that gloves on their own do not prevent the potential spread of illness.

Mail will be handled by the Administrative Assistant or his/her designate using the following framework:

- Identify if the document(s) can be processed digitally rather than exchanging the physical paperwork.
- Identify if the documents are critical to be touched by others at this time, or if they can be placed in an appropriate location by those who completed the paper work for future processing or filing to reduce the need for staff to handle. **A drop box for newspaper, and a second drop box for envelopes are available in the reception area for staff picking up mail.**
- Identify if the paperwork can be held for 24 hours prior to processing

12. Tree Planting Protocol

The following protocol was adopted by the Health and Safety Committee on April 16th, 2020. All previous protocols related to washroom, breaks, vehicles etc. apply. Additionally:

- Equipment (e.g. tractor, shovels, tarps, tree planting equipment etc.) must be sanitized after each use. Please refer to *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*.

- As staff may not be working in the same area, provisions for working alone must be adhered to such as carrying a phone to call 911. The CB Radio is not manned at the office so this cannot be used for communications in the event of an emergency. As a result, staff must also carry a portable radio at all times in the field in case of emergency.
- Staff must remain 6 feet apart at all times, even when operating equipment or planting trees. Jobs requiring 2 people working under 6 feet (e.g. such as using the tree planter) will only be done in consultation with the Health and Safety committee and your Supervisor. Hand Planting is recommended for 2020.
- No on site tree order pickup will be provided this year. Delivery with digital payments only. When delivering, staff will ensure to not enter any building and remove plants from truck, place directly on ground, return to vehicle. No signatures are required.

13. Deep Cleaning Policy

If a COVID case is confirmed or suspected among the Authority staff:

1. All staff who were in contact with the individual will self-isolate for 14 days and monitor for symptoms
2. A third party professional company will be hired to deep clean the office and/or shop and/or any other CCCA building/facility the employee came in contact with in the previous 72 hours.
3. Staff will be notified by their supervisor when it is deemed safe to return to the workplace.

14. Septic Pumping Protocol

SOP-CCCA02-Septic_Pumping_SOP_May2020 (attached) addresses the process staff are required to follow to safely and effectively protect themselves, the worker, while using the Septic Pump to clean out recreational trailers and vehicles waste water holding tanks.

15. Safety Communication

Information related to COVID-19 is constantly evolving as health professionals learn more about the virus. It is recognized that information, protocols and best practices will continue to evolve, and as such, regular communication of the Health & Safety Committee will occur to ensure a safe workplace. Communication will take place through:

- Safety orientation when returning to the work place
- Regular teleconference discussions (staff meetings)
- COVID related information will continue to be posted on the Health & Safety bulletin boards (Admin Office, Shop, Store).
- All meeting minutes and procedures are posted on the Sharepoint page (<https://catfishcreek.sharepoint.com/sites/CCCStaff/Shared%20Documents/Forms/AllItems.aspx>)
- Contact Chris, Dusty or Tony with any questions or concerns:
- Chris: 519 617 2146 Dusty: 519 200 0351 Tony: 519 868 0552

16. References

Ontario Resources to prevent COVID-19 in the workplace <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

- [Conservation and fisheries employers](#)
- [Parks and recreation employers](#)

Cleaning and Disinfecting Public Settings

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Social Distancing Poster

<https://thesafetybus.com/wp-content/uploads/2020/04/CV-construction-BW-colour-EN-85X11.pdf>

Risk Assessment Framework

<https://thesafetybus.com/wp-content/uploads/2020/04/Covid-19-Risk-Assessment.docx>

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

Tuesday, May 26, 2020

Meeting #HS 18/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
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 (10:00 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the May 19, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

1) Review of 'CCCA Covid-19 Facility Protocols & Operating Procedures':

The Health and Safety Committee reviewed the latest Facility Protocols and the Water Management Standard Operating Procedures (SOP) prepared by Peter Dragunas. The procedures provide guidelines in implementing the Flood Forecasting & Monitoring, Provincial Ground and Surface Water Monitoring Programs during future stages of the Pandemic.

The Committee also discussed the opening of the Springwater Campground on May 22nd and the existing measures in place. No complaints were received by the Committee from staff regarding Covid-19 Procedures currently in place and staff were generally satisfied with customer compliance.

The Management Representative will amend the Facility Protocols to include the Water Management SOP for discussion at the next Committee Meeting.

2) Personal Protective Equipment and Signage:

Dusty Underhill informed The Health and Safety Committee that cloth masks have been ordered and will be delivered in the next day or two. Storage of PPE and other items, in the shop for individual staff is in place and will be maintained by all staff.

The Health and Safety Committee discussed the updated measures in place throughout the various work locations. New signage has been delivered at the entrance to the facilities and posted throughout the office, shop, campgrounds and store.

The traffic flow and safety features in the store appear to be working in protecting staff and the public during the opening weekend.

NEW BUSINESS:

a) Work Place Facilities and Training:

The Health and Safety Committee reviewed updated measures in place throughout the various work locations. New signage has been delivered at the entrance to the facilities and posted throughout the office, shop, campgrounds and store. The traffic flow and safety features in the store appear to be working in protecting staff and the public during the opening weekend.

Training material appears to be satisfactory and training of permanent and seasonal staff is proceeding well. All seasonal staff hired to date have been trained and documented.

b) Next Steps and Updated Risk Assessment:

The Health and Safety Committee discussed the measures in place throughout the work sites and planning for possible future stages of the Pandemic and the current State of Emergency (set to expire on June 2, 2020). This includes finalizing the Risk Assessment Document to ensure the CA is prepared for any future Provincial Orders and Guidelines. The finalized document will be discussed at a future Committee Meeting.

Enhanced cleaning procedures will be in place, including hiring staff to thoroughly clean the office twice a week during the current stage of the Pandemic or extension of the State of Emergency. Final details are being worked out to permit increased numbers of staff in the office and anticipated easing of restrictions to permit access by the public (including pre-screening of customers/visitors).

ADJOURNMENT:

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

NEXT MEETING:

Tuesday June 2, 2020 at 3:00 p.m. (Office Board Room)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

**MINUTES OF THE MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY
LAND MANAGEMENT COMMITTEE**

Thursday, May 14th, 2020

Meeting #01/2020

PRESENT:

Arthur Oslach	Committee Chairperson	Town of Aylmer
Sally Martyn	Committee Member	Municipality of Central Elgin
Paul Buchner	Committee Member	Township of South - West Oxford
Mark Tinlin	Committee Member	City of St. Thomas
Rick Cerna	Authority Chairperson	Township of Malahide

STAFF:

Chris Wilkinson	General Manager / Secretary - Treasurer
Susan Simmons	Financial Services Coordinator
Dusty Underhill	Conservation Areas Supervisor
Tony Difazio	Resource Planning Coordinator

WELCOME / CALL TO ORDER:

Committee Chairperson Oslach welcomed everyone and called the meeting to order at (10:00 a.m.).

ADOPTION OF AGENDA:

<u>Motion #LMC 01/2020</u>	M. Tinlin	R. Cerna	CARRIED
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THAT, the Agenda for the May 14th, 2020, Land Management Committee meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST:

No one had a pecuniary interest to declare at this time.

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

The Committee Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report LM 01/2020 – Springwater Conservation Area 2020 Operating Season, was presented, discussed, and resolved.

Motion #LMC 02/2020 P. Buchner M. Tinlin CARRIED

THAT, the Springwater Conservation Area 2020 Operating Season Report be received for information; and further,

THAT, then proposed operating hours and staffing changes for 2020 be approved as presented in Report LM 01/2020

Report LM 02/2020 – Maple Syrup Program Summary, was presented, discussed, and resolved.

Motion #LMC 03/2020 M. Tinlin R. Cerna CARRIED

THAT, the 2020 Maple Syrup Program Summary be received as information.

Report LM 03/2020 – Johnston Tract Harvesting Project, was presented, discussed, and resolved.

Motion #LMC 04/2020 P. Buchner S. Martyn CARRIED

THAT, the Full Authority approve the issuance of a tender for the Johnson Tract harvesting as presented in Report LM 03/2020.

Motion #LMC 05/2020 M. Tinlin R. Cerna CARRIED

THAT, the meeting be adjourned at (10:45 a.m.).

Motion #LMC 06/2020 P. Buchner M. Tinlin CARRIED

THAT, the meeting be reconvened at (11:28 a.m.).

Mr. Difazio did not reconvene to the meeting.

Report LM 04/2020 – Wildlife Co-Management Program, was presented, discussed, and resolved.

Motion #LMC 07/2020 R. Cerna M. Tinlin CARRIED

THAT, Land Management Committee advise the Full Authority that permission was granted to the Aylmer District Trappers Council to enter the Calton Swamp properties from February 25, 2020, to March 31, 2020; and further,

THAT the members approve the proposed Wildlife Co-Management Program for 2020 - 2021 as proposed.

Report LM 05/2020 – Yarmouth Natural Heritage Area Controlled Hunt, was presented, discussed, and resolved.

Motion #LMC 08/2020 P. Buchner R. Cerna CARRIED

THAT, the Land Management Committee recommend to the Full Authority that a controlled hunt be authorized at the Yarmouth Natural Heritage Area in 2020 in accordance with the terms and conditions outlined in Report LM 05 / 2020.

UNFINISHED BUSINESS:

None

COMMITTEE CHAIRPERSON'S / COMMITTEE MEMBER'S REPORT:

None

CORRESPONDENCE:

a) Copied:

- None

b) Not Copied:

- None

NOTICE OF MOTIONS / NEW BUSINESS:

None

Mr. Underhill left the meeting at (11: 58 a.m.).

CLOSED SESSION:

<u>Motion #LMC 09/2020</u>	P. Buchner	R. Cerna	CARRIED
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THAT, the Land Management Committee adjourn to Closed Session to discuss two (2) matter of property at (11:59 a.m.).

<u>Motion #LMC 10/2020</u>	M. Tinlin	R. Cerna	CARRIED
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THAT, the Land Management Committee rise from Closed Session with report at (12:25 p.m.).

<u>Motion #LMC 11/2020</u>	M. Tinlin	S. Martyn	CARRIED
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THAT, the Land Management Committee receive the attached correspondence as information.

<u>Motion #LMC 12/2020</u>	M. Tinlin	S. Martyn	CARRIED
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THAT, the Land Management Committee authorize the transfer of the Hacienda Line lands from the CCCA to the Town of Aylmer; and further,

THAT, The Town of Aylmer will be responsible for all legal costs associated with the transfer.

TERMINATION:

Motion #LMC 13/2020

S. Martyn

M. Tinlin

CARRIED

THAT, the meeting be terminated at (12:26 p.m.).

General Manager / Secretary - Treasurer

Committee Chairperson

REPORT FA 20 / 2020: To The Full Authority

FROM: Resource Planning Coordinator
Water Management Technician
Conservation Areas Supervisor
Community Outreach Technician

SUBJECT: Monthly Staff Reports

DATE: June 1, 2020

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Completed audit of marking and commercial harvest report for the Johnson Tract for consideration of forest management operations later this year within portions of this Authority-owned woodlot located on Wooleyville Line;
- Supervision of shoreline protection projects underway along the Lake Erie shoreline in Port Bruce;
- Supervision of the Port Bruce Pier reconstruction project at the harbour in Port Bruce. The work has been completed and the Township may be reopening the road and pier soon.
- Monitoring of the on-going Imperial Road bridge replacement in Port Bruce;
- Forest Data collection for renewals of Managed Forest Tax Incentive Program (MFTIP) plans for two landowners in the Catfish Creek watershed; and,
- Attended several Health & Safety Committee meetings via teleconference regarding COVID-19 policies and procedures;

Upcoming Activities:

- Completion and submission of MFTIP plans for landowners;
- Completion of stewardship restoration projects on private properties and tall grass prairie restoration at the Yarmouth Natural Heritage Area; and,
- On-going audit and supervision of shoreline restoration projects and other Regulatory Inquires.

Water Management Technician, Peter Dragnas

Current Activities:

- Lake Erie Shoreline Watershed Condition Statement issued:
 - April 12th, 2020
- Lake Erie Shoreline flood watch monitoring.
- Conservation Ontario and Conservation Authority teleconference regarding Conservation Authorities tree planting outlook due to Covid-19
- Literature review of weather patterns and the effects on Lake Erie at Port Bruce for shoreline storm surge and wave uprush literature.
- Site visits with landowner to discuss tree planting configurations and locations.

- Monitoring of weather conditions on Lake Erie for shoreline condition statements as required.
- Forests Ontario 50 Million Tree Program administration.
- Completed the planting component of the Catfish Creek Conservation Authority Tree Planting Program.
- Assisted the Conservation Authority staff with GIS mapping.
- Provincial Groundwater Monitoring Network Webinar.
- Administration of the Catfish Creek Memorial Tree Planting Program.
- Provided the Catfish Creek health and Safety Committee with SOP's for water management related field work (flood monitoring, PGMN, PWQMN, OBBN)
- Site visit to Port Bruce regarding Catfish Creek water quality queries.
- Instituted a database for the weather conditions on Lake Erie for the Lake Erie at Port Bruce shoreline storm surge and wave uprush numeric interpretation assessments.
- Visual OTTHYMO Webinar Demo
- Greenland Teleconference software capabilities introduction.
- Conservation Ontario and Conservation Authority teleconference regarding CA tree planting outlook due to Covid-19
- Literature review of the Springwater Pond Water Quality Reports.
- Assisted Water Resource Technician with data compilation and analysis of Springwater Pond water quality analysis.
- Preliminary exploration of Lake Erie shoreline storm surge and wave uprush literature.

Upcoming Activities:

- Continue to assist the Water Resource Field Technician with data compilations and analysis of the Springwater Pond water quality analysis.
- Lake Erie shoreline storm surge and wave uprush literature reviews.
- Assessment for the application of Lake Erie storm surge and wave uprush literature reviews relative to the new Ministry of Natural Resources and Forestry Lake Erie Shoreline Statements.
- Continued review of Lake Erie shoreline storm surge and wave uprush literature.
- Continue with the assessment for the application of Lake Erie storm surge and wave uprush for the new Ministry of Natural Resources and Forestry Lake Erie Shoreline Statements.
- Regular duties as assigned.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Interpreted and liaised with vendors, volunteers and visitors for the 2020 Springwater Maple Syrup Festival until March 16th, 2020.
- Submitted the required Ministry of Natural Resources and Forestry fish stocking application.
- Ordered and installed gravel for the Springwater Conservation Area playgrounds to meet the insurable requirements.
- Worked with the General Manager / Secretary - Treasurer on the Springwater Master Plan.
- Multiple property inspections throughout the course of the Provincial Emergency Order at the Yarmouth Natural Heritage Area (YNHA), Archie Coulter Conservation Area (ACCA), and Springwater Conservation Area
- Educating the public on proper use of the trail systems on the importance of following proper

- social distancing rules, and enforcing Provincial Regulations when necessary.
- Had a Memorial Path of Honor meeting with Brandon Boverhof of the Ontario Police College by teleconference to discuss the 2020 season maintenance and the necessary pandemic precautions.
- Completed twenty (20) Health and Safety Meetings with the Health and Safety Committee keeping with current and up-to-date government orders, contributing to policy creation regarding COVID-19 protocols.
- Assisted the Water Management Technician with the 2020 tree planting season.
- Woodlot management activities on Authority-owned lands.
- Began updating the Conservation Authority Land Securement and Disposal policy.
- Stocked the pond with Rainbow Trout on April 16th, 2020 with 300 medium sized fish and another 100 smaller class fish thanks to a donation by the Order of Good Cheer.
- Helped organize Memorial Tree plantings.
- Assisted in the Evans Sisters' Stage development and public announcement.
- Dealt with normal maintenance in preparation to opening the Springwater Campground.
- Consulted with Southwestern Public Health for their directive and guidance to opening of seasonal camping season.
- Organized the removal of seasonal camper belongings after the conclusion of the Winter Storage contracts.
- Submitted and passed all water testing requirements to open the Springwater Campground.
- Hired four (4) seasonal Park Technicians, all of whom worked last season.
- Rescheduled the Aylmer District Trappers Council tree planting initiative.
- Worked with staff and patrons to communicate daily updates of the status of camping and day use activities from the COVID-19 situation at the Springwater Conservation Area.
- Met with a potential land donor.
- Seasonal camper / staff administration.

Upcoming Activities:

- Seasonal camper administration.
- Property inspections and follow ups.
- Trail maintenance at YNHA and other conservation areas.
- Assisting the Park Technicians and Field Technicians with Springwater Campground maintenance and duties.
- Other duties as assigned.

Community Outreach Technician, Emily Febrey

Current Activities:

- Interpreted and liaised with vendors, volunteers and visitors for the 2020 Springwater Maple Syrup Festival until March 16th, 2020.
- Attended the Conservation Ontario's Communications Workshop with the Program Support Assistant in Newmarket on March 11th, 2020.
- Hosted a Credit Valley Conservation employee for a tour around the Springwater Maple Syrup Festival sharing resources and ideas about event planning and outreach projects.
- Prepared COVID-19 Communications for Authority Staff to use for commonly asked questions revolving around our properties and services available.

- Worked with the Program Support Assistant and the Financial Services Coordinator to update the Community Forest tree donation form.
- Assisted the Conservation Areas Supervisor and the Program Support Assistant with counting trail money.
- Created and posted seven (7) "Learn With Ranger Em" educational videos and / or activities on our social media channels and website.
- Provide rapid updates to our community on the operations of the Authority during the emergency closure and the COVID-19 pandemic.
- Completed a draft copy of the CCCA Corporate Social Media Policy with the assistance of the Financial Services Coordinator and the General Manager/Secretary-Treasurer.
- Completed a draft copy of the CCCA Social Media Strategy with the assistance of the Financial Services Coordinator and the General Manager/Secretary-Treasurer.
- Created engaging social media content to encourage watershed residents to get outside to our properties (highlighting Ivan Steen CA and Ward McKenna CA to increase traffic at these not well-known spots).
- Assisted the Water Management Technician with tree planting duties.
- Update the education programming.
- Created the Catfish Art Challenge 2020 to encourage people of all ages to create nature inspired art for a chance to win a prize.
- Assisted the Program Support Assistant in preparing and working in the Main Gatehouse / Store for seasonal camping.
- Planted native wildflowers in the Springwater Pollinator Garden.
- Maintained our social media channels.

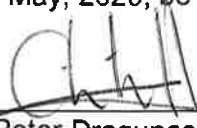
Upcoming Activities:


- Continue on updating the Environmental Education Programming offered by the Authority.
- Continue to create "Learn With Ranger Em" content.
- Begin drafting a fundraising strategy.
- Work with Rogers TV on outdoor environmental education television programming.
- Continue to maintain our social media channels by providing relevant news, information and entertaining content.
- Other duties as assigned.

Recommendation:

That, Staff Reports for the month of March, April and May, 2020, be noted and filed.


 Tony Difazio
 Resource Planning Coordinator

 FOR
 Peter Dragunas
 Water Management Technician


 Dusty Underhill
 Conservation Areas Supervisor


 Emily Febrey
 Community Outreach Technician

REPORT FA 21 / 2020 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: May Summary of Revenue & Expenditures
DATE: May 31, 2020

SUMMARY OF REVENUE
for the period ending May 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	\$ 4,973.71	\$ (11,104.34)	\$ 48,033.65
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)	\$ 9,747.76
Special Benefiting Levy	\$ 38,713.97	\$ -	\$ (38,713.97)	\$ -
Employment Program Grants	\$ 32,974.00	\$ 15,572.85	\$ (17,401.15)	\$ 1,000.00
Donations/Sponsorships	\$ 37,540.00	\$ 366,219.61	\$ 328,679.61	\$ 27,746.50
Conservation Areas Revenue	\$ 567,491.09	\$ 207,188.70	\$ (360,302.39)	\$ 343,092.64
Maple Syrup Revenue	\$ 41,776.53	\$ 16,720.73	\$ (25,055.80)	\$ 56,334.76
Bank Interest Earned	\$ 8,000.00	\$ 1,148.79	\$ (6,851.21)	\$ 1,214.54
Information & Education	\$ 9,580.00	\$ 846.00	\$ (8,734.00)	\$ 714.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 292.05	\$ (3,707.95)	\$ 1,207.98
Trees/Planting/Spraying	\$ 5,750.00	\$ 1,781.00	\$ (3,969.00)	\$ 750.40
Woodlot Management	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ 1,194.69
Revenue from Other C.A. Lands	\$ 12,220.00	\$ 16,873.99	\$ 4,653.99	\$ 12,023.98
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ 0.06
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 7,943.12	\$ (30,761.88)	\$ 16,486.18
Previous Year Surplus (Deficit)	\$ 1,028.80	\$ 1,028.80	\$ -	\$ 1,879.04
Income Appropriation from Special Reserves	\$ 47,092.80	\$ -	\$ (47,092.80)	\$ -
Income Appropriation from General Reserves	\$ 68,634.73	\$ -	\$ (68,634.73)	\$ -
	\$ 1,330,076.10	\$ 742,831.40	\$ (587,244.70)	\$ 525,266.80

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)
Commemorative Forest	\$ 250.00	\$ 360.00	\$ 110.00
Maple Syrup Program	\$ 10,700.00	\$ 11,650.00	\$ 950.00
Springwater Forest Trails	\$ 10,400.00	\$ 6,403.97	\$ (3,996.03)
Archie Coulter C.A. Trails	\$ 700.00	\$ 231.49	\$ (468.51)
YNHA	\$ -	\$ 540.00	\$ 540.00
Springwater C.A. Development	\$ 1,500.00	\$ 335,000.00	\$ 333,500.00
Ontario Police College Path of Honour	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00
TOTAL Donations/Sponsorships	\$ 37,540.00	\$ 366,219.61	\$ 328,679.61

SUMMARY OF EXPENDITURES

for the period ending May 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 45,184.81	\$ (59,662.97)	\$ 42,338.49
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 498.75	\$ (8,651.25)	\$ 735.45
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 3,060.33	\$ (6,064.67)	\$ 3,927.06
A-4 Materials & Supplies	\$ 5,150.00	\$ 1,374.88	\$ (3,775.12)	\$ 1,618.26
A-5 Rent & Utilities	\$ 10,392.00	\$ 1,207.72	\$ (9,184.28)	\$ 3,678.47
A-6 General Expenses	\$ 43,797.00	\$ 25,042.28	\$ (18,754.72)	\$ 25,444.31
TOTAL	\$ 182,461.78	\$ 76,368.77	\$ (106,093.01)	\$ 77,742.04
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 7,443.53	\$ (8,726.05)	\$ 5,474.89
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 83,585.91	\$ (92,146.25)	\$ 69,649.16
F4-5 Ice Management	\$ 35,463.97	\$ 22,793.49	\$ (12,670.48)	\$ 24,472.61
F4-6 Plan Input	\$ 39,233.34	\$ 18,189.30	\$ (21,044.04)	\$ 17,931.47
F4-71 Watershed Planning	\$ 6,518.81	\$ 2,433.39	\$ (4,085.42)	\$ 8,169.33
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 6,235.26	\$ (10,153.45)	\$ 2,586.05
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 141,031.95	\$ (148,474.62)	\$ 128,283.51
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 9,084.33	\$ (29,789.05)	\$ 6,622.63
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 10,139.47	\$ (9,042.44)	\$ 7,507.47
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 1,206.70	\$ (2,302.70)	\$ -
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ -	\$ (13,820.23)	\$ 3,035.23
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ 1,183.26
Community Forest	\$ -	\$ -	\$ -	\$ -
	\$ 75,384.92	\$ 20,430.50	\$ (54,954.42)	\$ 18,348.59
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 4,077.54	\$ (14,342.48)	\$ 6,849.10
Springwater C.A. Development	\$ 39,420.00	\$ 25,825.63	\$ (13,594.37)	\$ 62,909.50
Special Projects	\$ 21,221.40	\$ 214.14	\$ (21,007.26)	\$ 23,325.86
Contract Services	\$ -	\$ 1,190.31	\$ 1,190.31	\$ -
TOTAL	\$ 79,061.42	\$ 31,307.62	\$ (47,753.80)	\$ 93,084.46
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 127,169.82	\$ (436,501.06)	\$ 123,899.46
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 12,428.66	\$ (30,681.34)	\$ 13,487.13
Maple Syrup	\$ 54,660.53	\$ 36,391.33	\$ (18,269.20)	\$ 47,944.08
Other C.A. Lands	\$ 42,220.00	\$ 24,503.86	\$ (17,716.14)	\$ 9,759.65
TOTAL	\$ 703,661.41	\$ 200,493.67	\$ (503,167.74)	\$ 195,090.32
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 469,632.51	\$ (860,443.59)	\$ 512,548.92



Susan Simmons,
Financial Services Coordinator

REPORT FA 22 / 2020 : TO THE FULL AUTHORITY

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

VENDOR	CHQ #	TOTAL	EXPLANATION
Belmont Farm Supply	30000	\$ 528.00	supplies for contract services (spraying)
payroll April 11 (30001 - 30010)			
payroll April 27 (30011 - 30020)			
City of St. Thomas	30021	\$ 810.00	per Diems (replacement for lost cheque #29783)
Hamilton, Ward, & Cathers Insurance	30022	\$ 14,719.90	installment 1 of 3 - general insurance premiums
Eastlink	30023	\$ 1,184.75	operations centre, fax line, internet, gauges
Telus Mobility	Cash	\$ 461.87	mobile phones
Hydro One	Cash	\$ 742.57	campground, Day Use area, gauges
Hydro One	Cash	\$ 28.30	gauge
payroll May 9 (30024-30033)			
Bell Canada	Cash	\$ 88.06	gauge
Hydro One	Cash	\$ 37.08	gauge
Francotyp-Postalia Canada	30034	\$ 266.12	postage metre rental
CIBC Visa	Cash	\$ 70.45	prepaid phone cards, Amazone Prime, Maple Syrup Ad
Eastlink	Cash	\$ 549.66	operations centre
Hydro One	Cash	\$ 28.30	gauge
Eastlink	Cash	\$ 492.34	fax line, internet, gauges
Telus Mobility	Cash	\$ 293.82	mobile phones
A&J Baertsoen	30035	\$ 869.60	equipment repair, trail box for YNHA
Aylmer Express Limited	30036	\$ 169.50	farm edition ad
Berdan Paving Ltd.	30037	\$ 3,299.60	campground maintenance
Canon Canada Inc.	30038	\$ 399.36	photo copier service agreement
Checkers Cleaning Supply	30039	\$ 1,370.69	campground supplies
Corner, Duane	30040	\$ 50.00	seasonal camping refund
Delta Power Equipment Ltd.	30041	\$ 73.78	equipment repair
Difazio, Tony	30042	\$ 81.54	mileage reimbursement
Elgin Pure Water	30043	\$ 93.90	campground maintenance
G.W.G. Resources Services	30044	\$ 1,627.20	woodlot assessment
Glenbriar Bottled Water Co. Ltd.	30045	\$ 11.24	water cooler rental
Hamilton, Ward, & Cathers Insurance	30046	\$ 14,719.89	installment 2 of 3 - general insurance premiums
Integrity IT Services	30047	\$ 390.70	computer network support
Kettle Creek Conservation Authority	30048	\$ 191.53	London farm show
Lil' Country Woodshop	30049	\$ 4,994.60	Aylmer Police College Path of Honour
McBain Signs & Graphic Design	30050	\$ 115.26	supplies for Maple Syrup program
McCallum, Danielle	30051	\$ 75.00	seasonal camping refund
McLellan, Jason	30052	\$ 250.00	seasonal camping refund
Mimosa Springs Rainbow Trout Farm	30053	\$ 1,000.00	Stocking Springwater Pond
Pragmatic	30054	\$ 170.40	teleconference fees
R Safety	30055	\$ 277.80	campground supplies
Richmond, Mike	30056	\$ 50.00	seasonal camping refund
Robbins' Mobile Small Engine Service	30057	\$ 176.39	equipment maintenance
Stracuzza, John	30058	\$ 345.00	schoolhouse rental refund
Waste Connections of Canada Inc.	30059	\$ 32.07	campground maintenance
payroll May 23 (30060-30069)			
Simmons, Susan	30070	\$ 1,223.00	store product for resale
Hydro One	Cash	\$ 293.44	campground & gauges
Hydro One	Cash	\$ 435.87	Day Use area & operations centre
Bell Canada	Cash	\$ 88.06	gauge
Desjardins Card Services (Staples)	Cash	\$ 784.83	campground supplies
CIBC Visa	Cash	\$ 699.73	campground supplies
Aylmer Express Limited	30071	\$ 355.27	Covid signage
Aylmer Home Hardware	30072	\$ 212.92	campground supplies
Aylmer Tire	30073	\$ 34.52	vehicle maintenance
Bircham, Cathy	30074	\$ 125.00	seasonal camping refund
Brintnell, Andrew	30075	\$ 100.00	seasonal camping refund
Canadian Tire	30076	\$ 273.25	campground supplies

REPORT FA 22 / 2020 : TO THE FULL AUTHORITY

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

VENDOR	CHQ #	TOTAL	EXPLANATION
Checkers Cleaning Supply	30077	\$ 28.14	campground supplies
County of Elgin	30078	\$ 35.00	legal fees
Dotsy's Entertainment Co.	30079	\$ 113.00	campground supplies
Glenbriar Bottled Water Co. Ltd.	30080	\$ 110.03	water cooler rental & supplies
Hamilton, Ward, & Cathers Insurance	30081	\$ 14,719.89	installment 3 of 3 - general insurance premiums
Integrity IT Services	30082	\$ 181.93	computer network support
Koolen Electric	30083	\$ 848.80	campground maintenance
Kremers, Gerrit	30084	\$ 169.50	uniform item reimbursement
Laemers Excavating	30085	\$ 3,842.00	TD Project : Turtle Basking/Habitat
R Safety	30086	\$ 120.09	campground supplies
Somerville Nurseries Inc.	30087	\$ 4,124.59	tree seedlings for resale
Steelway Building Systems	30088	\$ 15,405.63	downpayment on Stage construction
Studer's Ice	30089	\$ 303.75	store product for resale
		<u>\$ 95,764.51</u>	

RECOMMENDATION:

THAT, Accounts Payable totalling \$95,764.51 , be approved for payment as presented in Report FA 22/2020.



Susan Simmons,
Financial Services Coordinator

REPORT FA 23 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager/Secretary-Treasurer

SUBJECT: Seasonal Hiring

DATE: June 3, 2020

STRATEGIC ACTION: Ensure our conservation lands are protected and enhanced

FINANCIAL IMPLICATIONS: Can be accommodated through existing budget

Purpose:

To update the Board on the seasonal staff hired for the 2020 season.

Background:

Personnel Regulation No. 6 was updated by members via Motion #PF 14/2019 to allow seasonal staff to be re-hired without an interview where the staff member received a successful performance review from the previous year.

At the May 14, 2020 Land Management Committee meeting, the following positions were approved by Motion # LMC 02/2020:

- 3 Park Technicians + 1 additional as required
- 5 Gate Attendants

Due to COVID-19 sanitizing requirements, and additional Part-Time Park Technician was hired within the current budget to focus on custodial duties in the job description.

Current Status:

The following have accepted positions with CCCA for the 2020 season:

Gate Attendants (5)

Kayla Froese
Leah Moore
Carley Wilson
Kiara Wilson
Mikella Wilson

Park Technician (3+2)

Noah Pineau
Robyn Whaley
Alex White
Joseph Buchanan * alternate
Cathy Brooks * Part-Time Custodial duties

Recommendation:

THAT, seasonal staff outlined in Report FA 23 / 2020 be hired for the 2020 season.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 24 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer

SUBJECT: WECl Capital Investment Program

DATE: June 1, 2020

STRATEGIC ACTION: Protect life and minimize property damage from flooding and erosion

FINANCIAL IMPLICATIONS: \$2500

Purpose:

To adopt a Resolution of Support to undertake one project under the Water and Erosion Control Infrastructure (WECl) Capital Investment Program.

Discussion:

Staff entered three candidate projects into the WECl Inventory Database for funding consideration in 2020/2021 prior to the submission deadline.

One project was approved:

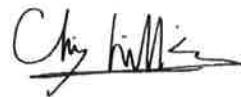
<u>Name of Project</u>	<u>Category</u>	<u>Estimated Cost</u>	<u>Provincial Grant</u>	<u>Resolution</u>
Springwater Dam Engineering Inspection	Study	\$5,000	\$2,500	Full Authority

As the fund is cost shared with participating municipalities dollar for dollar, written confirmation is required to acknowledge that the municipal portion of the funds is secured and that each project will be completed by March 31, 2021.

The required funds (\$2500) are anticipated to be drawn from the CA Development Reserve.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority contribute 50% of the funding to complete the Formal Engineering Inspection of Springwater Dam by March 31, 2021.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 25 / 2020: To The Full Authority

FROM: Emily Febrey, Community Outreach Technician

SUBJECT: Grant & Special Projects Funding Update

DATE: June 3, 2020

STRATEGIC ACTION: Operate a sustainable and adaptable organization

FINANCIAL IMPLICATIONS: Improves the organizations financial position for 2020

Purpose:

To update the Board on the status of the grant applications for employment and Special Projects applied for to-date in 2020.

Discussion:

The Catfish Creek Conservation Authority (CCCA) regularly applies for funding to support a wide range of mandated and non-mandated environmental projects and initiatives. These additional sources of revenue allow the CCCA to complete important work that would otherwise be impossible to undertake.

The following table provides a summary of the various projects applied for in 2020.

Name of Program / Funder	Description	Funds Requested	Status
Habitat Stewardship Program for Aquatic Species at Risk (Department of Fisheries and Oceans)	Create wetlands, restore shorelines and plant riparian vegetation	2020-2021: \$10,440.00	Approved: Contract Signed January 28, 2020
Celebrate Ontario (Ministry of Heritage, Sport, Tourism and Culture Industries)	Springwater Maple Syrup Festival	\$30,000.00	Submitted: January 21, 2020 Denied: June 1, 2020
Regional Biodiversity Funding Program 2020-2023 (Ontario Power Generation)	Restore 150m stream bank, 4.2 acres of wetlands and 4.2 acres of grasslands	\$48,000.00	Submitted: January 17, 2020 Denied: March 3, 2020
EcoAction (Environment and Climate Change Canada)	Naturalize a Watercourse (Tributary of Bradley Creek) through Springwater Park	\$26,000.00	Submitted: March 3, 2020 Pending approval
Great Lakes Protection Initiative (Environment and Climate Change Canada)	Water and Soil Monitoring to evaluate the effectiveness of BMP's to reduce phosphorous in Bradley Creek (Tributary of Catfish Creek / Lake Erie)	\$51,799.00	Submitted: March 3, 2020 Pending approval

Water Erosion and Control Monitoring (WECl) (Ministry of Natural Resources and Forestry)	50% cost share for a Formal Engineering Inspection	\$2,500.00	Submitted: February 21, 2020 Approved: June 1, 2020
Job Creation Partnership Program	Providing work experience to eligible unemployed job seekers. Requesting 4 Field Technicians for 42 weeks	\$23,495.00	Submitted: March 11, 2020 Pending approval
GreenJobs Winter 2019	Funding for 1 Field Technician for 16 weeks from December 10, 2019 - March 30, 2020	\$5,712.00	Submitted: November 24, 2019 Approved: November 28, 2019
Youth Job Connection	Providing work experience to one eligible unemployed job seeker.	\$6,209.00	Approached by Fanshawe Employment Services February 19, 2020 Approved by CCCA: March 2, 2020
Canada Summer Jobs	Employment Funding for 5 eligible youth for 8 weeks each	\$20,251.00	Submitted: February 6, 2020 Approved: May 21, 2020
GreenJobs Funding Summer 2020	Project Learning Tree Canada Parks & Rec Association	\$0.00	Funding is not available for 2020 at this time. We will be contacted if/when funding becomes available
Bushell Estate	Green Stage, Art Trail and Documentary	\$335,000.00	Submitted: February 6, 2020 Approved: May 28, 2020
<p align="center">Total Grant Funding Requested: \$559,406.00 Total Grant Funding Received by June 1, 2020: \$380,112.00</p>			

Recommendation:

THAT, Report FA 24 / 2020 be received as information.


 Emily Febrey
 Community Outreach Technician

REPORT FA 26 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager/Secretary-Treasurer

SUBJECT: COVID-19 Response - Return to Work Plan

DATE: June 3, 2020

STRATEGIC ACTION: Ensure our conservation lands are protected and enhanced

FINANCIAL IMPLICATIONS: Can be accommodated through existing budget

Purpose:

To have members approve the proposed Return to Work Plan.

Background:

COVID-19 has changed the way we live and the way we work, locally, regionally, provincially and nationally. In these unprecedented times, we have had to find unique ways of adjusting and adapting our responsibilities in this new normal that is life during a pandemic. Although our office is closed, the Catfish Creek Conservation Authority members and staff have remained committed to working hard on behalf of our member municipalities.

A Return to Work Plan is required and is to be structured to continue adherence to Provincial directives while ensuring that staff and clients are protected as our operations return to new normal levels.

Current Status:

The General Manager prepared the following Plan in consultation with staff. It must be stated that this is a living document. Many edits will be necessary and multiple versions of this document are anticipated.

There are three objectives of the Plan including:

1. Ensure the health and safety of staff and clients
2. Ensure staff are provided with all the tools and protections required to continue to perform the duties
3. Maintain flexibility and responsiveness to further COVID 19 issues

Understanding that this plan will direct CCCA's action going forward, the timing of these actions will be contingent on the directives of the Province of Ontario as well as Southwestern Public Health.

In order to simplify this plan, it would have been preferred to have all departments of the Authority adhere to the same phase of the plan. However, due to the distinct differences between the departments, there may be periods when departments are in different phases of re-opening in adherence with provincial and regional directives.

The Administrative Section of the plan will cover the administrative office, financial services, Reception, Planning, education program staff and Springwater Dam staff.

The Field Work Section of the plan will cover the works undertaken in the field such as Flood Forecasting and Warning, Water Quality Monitoring and Tree Planting.

The Campgrounds Section of the plan will cover campground areas at Springwater Conservation Area.

CCCA's facility protocol, approved through the Health and Safety Committee includes a number of Health & Safety considerations applicable to **ALL** phases of this plan. A summary of considerations includes:

- Anyone, staff, contractors, campers, etc. are expected to **Stay Home or Go Home** if they are unwell or symptomatic
- Prior to reporting to work, staff must undertake a screening self-assessment (<https://covid-19.ontario.ca/self-assessment/>) and report any health concerns to their supervisor.
- Continued practice of physical distancing of at least 2 metres both indoors and outdoors.
- Non-essential face to face meetings are discouraged
- Wash your hands often (at least at the start of the shift, after washroom breaks, prior to and after breaks, and at the end of shift) with soap and water for at least 15-20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Should a staff member be made aware of a positive COVID 19 test, all coworkers who have been in close contact with the sick staff member will sent home to self quarantine and the Deep Cleaning Standard Operating Procedure outlined in the CCCA Facility Protocol will be implemented.

In addition to these recommendations, Standard Operating Procedures (SOPs) have been developed for additional support in directing the activities of staff.

These documents and other references and a further information collective are available on the CCCA SharePoint Site, with hard copies available on Health and Safety Bulletin Boards. All staff have been trained in COVID protocols. Any new staff will be trained prior to the first shift.

Phases of Re-Opening Administrative Office

Phase 1 will be in place during the current provincial Emergency order and consistent with Motion #36 / 2020 from the April 9, 2020 Full Authority meeting where staff will be working from home where possible until the declared State of Emergency has been lifted.

Phase 2 will begin once the currently provincial Emergency Order is lifted and the Province enters Phase 2 of the recovery plan.

Phase 3 will begin when the Province begins Phase 3.

Phase One

- Office cleansing – completed twice per week to "disinfect" offices and common areas - Kitchen/Bathrooms and all common touch services
- Office is open to all staff

- Office remains closed to the public
 - Office at 50% of normal occupancy (Office Currently Limited to 6 staff, Shop to 4 staff)
 - Staff who have elementary school age children or younger who do not have childcare due to required closures will be permitted to continue to work from home
 - Staff who are vulnerable to COVID-19 will be permitted to continue to work from home
 - Alternate days or shifts at the office may permit a greater variety of staff to attend the office while assisting in controlling the number of staff in the office
 - All employees are responsible for ensure area is disinfected regularly throughout the day based on the SOP
 - Kitchen is closed, with all meetings to take place in the Boardroom with a maximum capacity of 6 people (subject to Provincial Regulations as amended)
 - Staff will be required to bring own utensils, plates and drinkware, and will need to take these home for cleaning as no corporate dishware/utensils/drinkware will be used
- **Phase Two:**
 - Office cleansing – completed twice per week to “disinfect” offices and common areas - Kitchen/Bathrooms and all common touch services
 - Office is open to staff at 75% of normal occupancy (Office Limited to 9 staff, Shop to 6 staff)
 - Office open to public via appointment only – Face Masks will be required and provided if necessary
 - Staff with elementary school age children or younger who do not have childcare due to required closures will be permitted to continue to work from home
 - Alternate days or shifts at the office may permit a greater variety of staff to attend the office while assisting in controlling the number of staff in the office
 - Passing employees through halls will need to ensure that social distancing is maintained - as halls are narrow, only one employee in one direction can be allowed – please yield to your coworkers to permit safe passage
 - All employees are responsible for ensure area is disinfected regularly throughout the day based on the SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic
 - Staff will be required to bring own utensils, plates and drinkware, and will need to take these home for cleaning as no corporate dishware/utensils/drinkware will be used

Phase Three:

- Office is open to full staff and public
- Staff with elementary school age children or younger who do not have childcare due to required closures will be permitted to continue to work from home.

Phases of Re-Opening Field Work

Phase 1 will be in place during the current provincial Emergency order and consistent with Motion #36 / 2020 from the April 9, 2020 Full Authority meeting where staff will be working from home where possible until the declared State of Emergency has been lifted.

Phase 2 will begin once the currently provincial Emergency Order is lifted and the Province enters Phase 2 of the recovery plan.

Phase 3 will begin when the Province begins Phase 3.

Phase One:

- All vehicular transportation will be undertaken with one individual in the vehicle unless physical distancing of 2 metres can be maintained or personal protective equipment (masks and eye protection) are worn
- Protocols for vehicle cleaning are posted and similar cleaning techniques should be used for any tools or multiple use materials which are handled
- Herbicide/ Pesticide management may be undertaken with the usual personal protective equipment and physical distancing measures
- For Water Monitoring, please refer to the Water Monitoring Protocol SOP Procedures in the CCCA Facility Guide (as amended). This includes:
 - Equipment must be sanitized after each use.
 - Pandemic cleaning supplies are considered as a component of the field equipment and are to be available in a separate tote bag in a truck to clean equipment after each use.
 - The CB Radio should be used to communicate between trucks and handheld portable CB radio is required to be carried by field staff at all times when not in a truck/vehicle.
 - When you are in the office after hours for Flood Forecasting and Warning related activities the office pandemic procedures are to be followed.
- For Tree Planting, please refer to the Tree Planting SOP in the CCCA Facility Protocol (as amended) This includes:
 - o Hand Planting only
 - o Delivery of stock with no on site pickup by the public
- These documents and other references and a further information collective are available on the CCCA SharePoint Site, with hard copies available on Health and Safety Bulletin Boards. All staff have been trained in COVID protocols. Any new staff will be trained prior to the first shift.

Phase Two:

- All vehicular transportation will be undertaken with one individual in the vehicle unless physical distancing of 2 metres can be maintained or personal protective equipment (masks and eye protection) are worn or if Provincial guidance permits more than one person per vehicle
- Works crews limited to five staff

- When physical distancing is not possible, personal protective equipment will be available including masks, eye protection, face shields, gloves, etc.

Phase Three:

- Personal protective equipment will be available upon request however its use is not a requirement
- Multi-person vehicle use is permitted
- Works crews may be as large as the provincial guidelines for gatherings dictate

Phases of Re-Opening Seasonal Campground

The Province allowed for campers with seasonal contracts to camp starting May 16, 2020.

CCCA was ready for Phase 1 starting May 23, 2020. General Campground Safety Precautions are included in the Campground sections (Section 3 and 4) of the CCCA Facility protocol, and the Gatehouse SOP (SOP-CCCA03-Gatehouse_May2020).

Phase 2 will begin once the currently provincial Emergency Order is lifted or any Provincial exceptions are put in place, and CCCA is ready to begin Phase 2.

Phase 3 will begin when Provincial exceptions are consistent with Phase 3 re-opening plans, and CCCA is ready to begin Phase 3.

Conditions applicable to all 3 phases include:

Office/Gatehouse: COVID signage throughout facility and A frame information board must be placed outside the door (by woodshed) during opening hours. Directional arrows, barrier for staff, and contactless payment whenever possible.

Campground Events: Most special events have been cancelled and communicated to campers and the public via appropriate facebook/email. Camper activities through visitor services may be available throughout the season depending on Provincial Regulations.

Playgrounds: Caution tape wrapped around playgrounds with closed signs. Open when province recommends.

Canoe/Kayak rentals: Not offered in 2020

Firewood and Ice Sales: Please refer to SOP-CCCA03-Gatehouse_May2020

Phase One:

- All campers must follow federal, provincial and regional health guidelines and recommendations as publicly directed
- Seasonal camping with paid seasonal contract permitted
- COVID 19 Training mandatory for staff
- All recreational facilities must remain closed including playgrounds, games (Horseshoes, and Volleyball), and pavilions will remain closed

- Washrooms: Washrooms open and cleaned four times a day, twice the recommended amount by the Health Unit. Showers are currently closed. Staff will wear disposable gloves and surgical mask for washroom cleaning. All common touch surfaces wiped down with disinfectant each cleaning. Campers will be encouraged to use bathroom facilities in their trailers or recreational vehicles
- Laundry: Laundry building are currently locked /closed
- Beach Closed

Phase Two:

- All campers must follow federal, provincial and regional health guidelines and recommendations as publicly directed
- No new group campsites/reservations permitted. Existing reservations for group camping and facility rentals may be honoured subject to federal and provincial Regulations and CCCA requirements such as using every other site (no tap sharing)
- Day use area and beach washroom open once CCCA is ready. Opening of day use is currently planned for Saturday June 27 2020
- Washrooms: Washrooms open and cleaned four times a day, twice the recommended amount by the Health Unit. Showers may be opened should an appropriate procedure be put in place. Staff will wear disposable gloves and surgical mask for washroom cleaning. All common touch surfaces wiped down with disinfectant each cleaning. Campers will continue to be encouraged to use bathroom facilities in their trailers or recreational vehicles
- SPW Pavilion, Horseshoes, and Volleyball: When province permits group sizes and allows sports, open to a maximum number with signs if CCCA is ready
- Beach Closed
- Laundry: Laundry building are currently locked and may be opened should an appropriate procedure be put in place
- Enhanced cleaning and disinfection efforts are undertaken in transient sites and in all public/shared spaces (e.g. picnic table, taps, hydro meter, and other high-touch surfaces)

Phase Three:

- All campers must follow federal, provincial and regional health guidelines and recommendations as publicly directed
- Group and transient camping will be allowed subject to government Regulations.
- Transient campsites may have occupancy limitations (e.g. every other site and no tap sharing)
- Washroom must be open and cleaned 2 times per day, however campers will continue to be encouraged to use bathroom facilities in their trailers or recreational vehicles
- Showers may be open and cleaned 2 times per day, however campers will continue to be encouraged to use shower facilities in their trailers or recreational vehicles.
- Laundry: Laundry building are currently locked and may be opened should an appropriate procedure be put in place

- Enhanced cleaning and disinfection efforts are undertaken in campground sites and in all public/shared spaces (e.g. picnic table, taps, hydro meter, and other high-touch surfaces)
- Contactless transactions and procedures will be preferred (electronic payment, delivery of bulk fire wood, pick up of firewood bundles, etc.)
- All recreational facilities that can be opened while meeting provincial health recommendations will be opened
- All community or private events may be permitted with a valid booking and participant limitations based on Provincial guidelines for gatherings
- Beach may be open subject to Provincial and Health Unit requirements and Regulations

References and Other Information Collective

References, SOPs and any other documents used in conjunction with the development of this document or which was deemed to have value in planning the Catfish Creek Conservation Authority's response to COVID 19 have been collected and stored on SharePoint for the use and benefit of all members of the organization. Any documents which staff find of benefit in relation to COVID 19 response, can be saved to this location for the benefit of staff and the organization.

Recommendation:

THAT, the Catfish Creek Conservation Authority approve the Back to Work Plan as presented in Report FA 26 / 2020.



Christopher Wilkinson
General Manager / Secretary- Treasurer

Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, April 1 – April 30, 2020

DATE: April 30, 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
Apr 1	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Watershed Conditions Statement issued for Ontario on April 1, 2020 at 2:30 p.m.
Apr 1	Email	Conservation Ontario	CO Guidance During Pandemic Conditions: Amendment to Procedures Regarding Permit Hearings
Apr 2	Email	Conservation Ontario	CO Pandemic Guidance- Enforcement of Public Safety and Security Orders
Apr 3	Email	Grand River Conservation Authority	Scheduling the Next LERMC Meeting
Apr 3	Email	Surface Water Monitoring Centre	Provincial Watershed Conditions Statement issued for Southern and Northeastern Ontario on April 3, 2020 at 2:30 p.m.
Apr 3	Email	Surface Water Monitoring Centre	Surface Water Monitoring Centre Update #1
Apr 6	Email	Conservation Ontario	essential services/essential workplace
Apr 6	Email and CCCA Reply	Township of Malahide	Roadside Tree planting
Apr 6	Email	Conservation Ontario	Reply from the Honourable Jonathan Wilkinson, Minister of Environment and Climate Change - MIN - 264979
Apr 6	Email	Grand River Conservation Authority	April 7, 2020 Lake Erie Region Source Protection Committee Report Package
Apr 8	Email	Conservation Ontario	Floodplain Mapping and Integrated Watershed Management in First Nations Communities - a Partnership Approach
Apr 8	Email	Surface Water Monitoring Centre	Provincial Flood Watch - Great Lakes Shorelines (Surge and Waves) - Issued April 8, 2020 12:00 PM

Date	Type	Agency	Topic
Apr 8	Email	Ministry of Environment, Conservation, and Parks	Confirmation of Receipt: 2020-2021 Species at Risk Stewardship Program Call for Proposals
Apr 9	Email	Surface Water Monitoring Centre	Updated Provincial Watershed Conditions Statement - Southern and Northeastern Ontario - Apr 9 - Rain Snow and Storm Surge for Easter Sunday Monday
Apr 9	Email	Surface Water Monitoring Centre	Ontario Low Water products for the Month Ending March 31st 2020
Apr 9	Email	Kettle Creek Conservation Authority	Authorization letter for employees/correspondence from MMAH
Apr 9	Email	Canada Life	Additional support for you
Apr 9	Email	Conservation Ontario	Update: Exemption of Policy Proposals from EBR
Apr 11	Email	Surface Water Monitoring Centre	High Great Lakes Water Levels Continue... Reissue of Long Term Advisories for Lake Erie, Ontario, Superior, and New Lake Huron/Georgian Bay, April 11 2020
Apr 12	Email	Kettle Creek Conservation Authority	News Release: Wet and Windy forecast prompts KCCA to issue a Flood Watch for the Lake Erie Shoreline
Apr 14	Email	HWC Insurance	CATFISH CREEK CONSERVATION AUTHORITY - Electronic Renewal Documents 2020
Apr 14	Email	Ducks Unlimited Canada	DUC Update
Apr 14	Email	Surface Water Monitoring Centre	UPDATED - Provincial Watershed Conditions Statement issued for Southern and Northeastern Ontario on April 14, 2020 at 2:00 p.m.
Apr 14	Email	Surface Water Monitoring Centre	Hydrometric Network - Return to Service
Apr 14	Email	Conservation Ontario	No confirmed timing of DWSP TPAs for 2020-21
Apr 14	Email	Conservation Ontario	Guideline on Working During a Pandemic
Apr 15	Email	Conservation Ontario	Planning Act and Development Charges Act Amendments - Bill 189 Coronavirus Support and Protection Act, 2020
Apr 15	Email	Conservation Ontario	Emergency Order: Temporary Health Care Structures for COVID-19
Apr 15	Email	Conservation Ontario	Monitoring samples storage info
Apr 16	Email	Conservation Ontario	Extension of the Current Declaration of Emergency + Emergency Orders
Apr 16	Email	Conservation Ontario	Extending Source Protection Plan policy timelines
Apr 17	Email	Surface Water Monitoring Centre	UPDATED - Provincial Watershed Conditions Statement issued for Southern and Northeastern Ontario on April 17, 2020 at 3:30 p.m.

Date	Type	Agency	Topic
Apr 20	Email	Grand River Conservation Authority	Lake Erie Region Management Committee Meeting Agenda Package, April 23, 2020
Apr 20	Email	Conservation Ontario	CO Pandemic Guidance - Section 28 Permit Validity Timelines
Apr 20	Email and CCCA Reply	Grand River Conservation Authority	Catfish CA board meeting in May
Apr 21	Email	Surface Water Monitoring Centre	Provincial Watershed Conditions Statement issued for Southern and Northeastern Ontario and Storm Surge - Flood Watch for Lower Great Lakes Region on April 21, 2020
Apr 23	Email	Conservation Ontario	Need for Re-allocation of In-Year Water and Erosion Control Infrastructure Funds
Apr 23	Email	Conservation Ontario	Extension of Emergency Orders to May 6th
Apr 23	Email	Conservation Ontario	CA Annual Survey - 2019 Data Collection
Apr 24	Email	Conservation Ontario	CEWS eligibility Confirmed
Apr 24	Email	Grand River Conservation Authority	April 30, 2020 Lake Erie Region Source Protection Committee agenda package now available on eScribe
Apr 24	Email	Surface Water Monitoring Centre	Provincial Watershed Conditions Statement issued for Southern and Northeastern Ontario and Storm Surge - Flood Watch for Lower Great Lakes Region on April 24th, 2020
Apr 27	Email	Conservation Ontario	Conservation Ontario Council E-Bulletin
Apr 27	Email	Conservation Ontario	Agenda and materials for Thursday's webinar
Apr 28	Email	Surface Water Monitoring Centre	Provincial Flood Watch Statement issued for Southern and Northeastern Ontario on April 28, 2020 at 11:30 a.m.
Apr 28	Email	Kettle Creek Conservation Authority	Onshore wind alert prompts KCCA to issue a Flood Watch for the Lake Erie Shoreline.
Apr 29	Email	Conservation Ontario	RE: CA Annual Survey - 2019 Data Collection
Apr 29	Email	Grand River Conservation Authority	April 30, 2020 SPC Zoom meeting: protocols, guidance and meeting link
Apr 29	Email	Conservation Ontario	stakeholder letter to Province
Apr 30	Email	Hydro One	Disconnect/Remove - Weather Tower and Stream Gauge



Christopher Wilkinson
General Manager / Secretary - Treasurer

Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, May 1 – May 31, 2020

DATE: May 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
May 4	Email	South West Public Health	Workplace Guidance for Business Owners
May 4	Email	Grand River Conservation Authority	2019 Catfish Creek Annual Progress Reports
May 5	Email	Surface Water Monitoring Centre	Update and Extension of Provincial Flood Watches on Lake Ontario and Lake Erie, Conditions Statements on Lakes Superior and Huron/Georgian Bay May 5, 2020
May 5	Email	Kettle Creek Conservation Authority	News Release: Shoreline Conditions Statement—Lake Erie (High) Static Water Level
May 5	Email	Surface Water Monitoring Centre	Ontario Low Water products for the month of April
May 6	Email	Conservation Ontario	Extension of Emergency Orders to May 19th
May 7	Email	Elgin County	Centennial Road/Elm Line Intersection Notice of Online Public Information Centre
May 7	Email	Surface Water Monitoring Centre	Provincial Flood Watch - Lake Erie - May 7, 2020
May 7	Email	Aylmer District Trapper's Council	2019-2020 Wildlife Management Program Report
May 8	Email	Environmental Monitoring and Reporting Branch	KISTERS Webinar Series - Remote Data Collection & Processing; Groundwater Focus
May 8	Email	Surface Water Monitoring Centre	Update and Extension of Provincial Flood Watch for Northeastern Ontario, May 8, 2020
May 8	Email	Aylmer Express	COVID related signage
May 8	Email	Conservation Ontario	Provincial Day of Action

Date	Type	Agency	Topic
May 10	Email	Conservation Ontario	Provincial media Release and Toronto Start editorial
May 11	Email	Conservation Ontario	CO Communication Recommendations for CA staff for Current Issues
May 11	Email and CCCA Reply	Sarto Provenzano	Freedom of Information Request
May 12	Email	Conservation Ontario	Conservation Ontario's Comments on the Proposed Amendments to O.Reg. 244 and the Aggregate Resources of Ontario Provincial Standards
May 13	Email	Surface Water Monitoring Centre	Updated Provincial Flood Watch Statement issued for Northeastern Ontario on May 13, 2020 at 11:30 a.m.
May 14	Email	Conservation Ontario	TIME SENSITIVE May 22nd - Brief survey - COVID Impacts to CAs
May 14	Email	Hamilton Halton Brant Regional Tourism Association	URGENT: Minister's RTO Leadership Outdoor and Recreation Sub-Panel (COVID-19 Response and Planning Initiative) Input Request
May 14	Email	Conservation Ontario	provincial announcement around private campgrounds - allowed to open
May 14	Email	Surface Water Monitoring Centre	Updated Provincial Flood Watch Statement issued for Northeastern and Southern on May 14, 2020 at 3:45 p.m.
May 14	Email	Conservation Ontario	Ministerial Advisory Council consultations for Ontario Provincial Parks and Conservation Sector AND Minister's RTO Leadership Outdoor and Recreation Sub-Panel (COVID-19 Response and Planning Initiative)
May 15	Email	Kettle Creek Conservation Authority	News Release: KCCA Opens Some Trails for Responsible Recreation
May 15	Email	Town of Aylmer	Resolution from the CCCA Land Management Committee
May 15	Email	Grand River Conservation Authority	Catfish CA board meeting in May
May 15	Email	bowsher and bowsher	Hacienda Line Surplus Property
May 16	Email	Surface Water Monitoring Centre	Updated Provincial Flood Watch Statement issued for Northeastern and Southern Ontario on May 16, 2020 at 3:00 p.m.
May 16	Email	Kettle Creek Conservation Authority	News Release: A wet start to summer. KCCA is issuing a watershed conditions statement—flood outlook for Victoria Day Weekend
May 19	Email	Conservation Ontario	Conservation Ontario's Occupational Health and Safety/Rick Management Committee - COVID 19 Support

Date	Type	Agency	Topic
May 19	Email	Conservation Ontario	Ministerial Advisory Council consultations for Ontario Provincial Parks and Conservation Sector AND Minister's RTO Leadership Outdoor and Recreation Sub-Panel (COVID-19 Response
May 20	Email	Conservation Ontario	Update on Conservation Authorities Act Review
May 20	Email	Conservation Ontario	Extension of Emergency Orders + Re-Opening of Certain Outdoor Amenities
May 20	Email	Surface Water Monitoring Centre	Provincial Flood Watch Statement issued for Northeastern and Southern Ontario on May 20, 2020 at 3:00 p.m.
May 20	Email	Conservation Ontario	Infrastructure Funding Opportunity
May 20	Email and CCCA Reply	Steelway Building Systems	Steelway Building Systems Order Confirmation: 75765 – Catfish Creek - Stage Project
May 21	Email	Grand River Conservation Authority	Submission of Catfish Creek 2019 Annual Reporting
May 21	Email	County of Elgin	Moving Forward with our Community Safety and Well-Being Plan
May 21	Email	Ministry of the Environment, Conservation and Parks	RE: Submission of Catfish Creek 2019 Annual Reporting
May 22	Email	Conservation Ontario	Opening Campgrounds and Waivers and Signage
May 27	Email	PSD	Asset Management Grant for Conservation Authorities
May 27	Email	Ministry of Natural Resources and Forestry	2020 Informational Bulletin for MFPAs
May 27	Email	Lower Trent Conservation	Trust the Tap Campaign
May 28	Email	Conservation Ontario	Extension of Emergency Orders + Overview of Recent COVID Announcements + Resources
May 28	Email	Surface Water Monitoring Centre	Surface Water Monitoring Centre - Extranet / Wiski Web pro application - Service Degradation - Update #1
May 28	Email	Ministry of Natural Resources and Forestry	Section 39 Year End Reports for Provincial Fiscal 2019-20
May 28	Email	Conservation Ontario	Federal Stimulus - short term Opportunities
May 28	Email	Ministry of Natural Resources and Forestry	Surface Water Monitoring Centre - Extranet / Wiski Web pro application - Service Degradation - Update #2

Date	Type	Agency	Topic
May 29	Email	Credit Valley Conservation	Conservation Areas Workshop - fall workshop paused for 2020
May 29	Email	Conservation Ontario	ADDITIONAL EXTENSION RE: TIME SENSITIVE May 22nd - Brief survey - COVID Impacts to CAs
May 29	Email	Ministry of Natural Resources and Forestry	WECI Notification - 2020-2021
May 29	Email	Conservation Ontario	Amendments to Workplace Safety and Insurance Amendment Act



Christopher Wilkinson
General Manager / Secretary - Treasurer

**Ministry of Natural Resources and
Forestry**

Regional Operations Division
Integration Branch
300 Water Street
Peterborough, ON K9J 3C7
Tel.: 705-755- 1620
Fax.: 705-755- 1201

**Ministère des Richesses naturelles et
des Forêts**

Division des opérations régionales
Direction de l'intégration
300, rue Water
Peterborough (Ontario) K9J 3C7
Tél.: 705-755- 1620
Téléc.: 705-755- 1201

April 1, 2020

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

generalmanager@catfishcreek.ca

Dear Mr. Wilkinson,

The Ontario government recognizes the importance of conservation authorities, and the services that you provide to communities across this province.

Conservation authorities are a valued partner in protecting people and property from the effects of flooding. I am writing to inform you that the Ministry of Natural Resources and Forestry (MNRF) is maintaining operational funding this year. For the 2020/21 fiscal year, \$3.85 million in funding will be provided to conservation authorities in the province.

This funding will help to assist conservation authorities in providing flood forecasting and warning, dam operations and municipal planning support related to natural hazards. The ministry will also provide \$5 million in capital funding through the Water Erosion Control Infrastructure program to support the maintenance of critical water and erosion control infrastructure.

Building healthy and safe communities is our top priority and that is why we have developed Ontario's Flooding Strategy, the province's first comprehensive strategy to protect people and property from flooding impacts. For more information on the strategy, please visit our [website](#).

Sincerely,



Kathy Woeller
Director



Ottawa, Canada K1A 0H3

APR - 6 2020

Mrs. Karen Vecchio, M.P.
Elgin – Middlesex – London
House of Commons
Ottawa ON K1A 0A6

Dear Mrs. Vecchio:

Thank you for your letter of March 10, 2020, and enclosures, in which you express support for the Catfish Creek Conservation Authority's application for funding under the Great Lakes Protection Initiative.

The protection of fresh water, including the Great Lakes, continues to be a key priority for the Government of Canada. The Government recognizes the important contributions of partners and stakeholders across the basin that help to enhance Great Lakes water quality and ecosystem health.

Applications received under the Great Lakes Protection Initiative are now undergoing a multi-stage review process to ensure a robust evaluation, which results in the best investment of Government of Canada funding. Applicants will be notified of the result of this review as soon as decisions are finalized.

I appreciate your interest in protecting the waters of the Great Lakes. Please accept my best regards.

Sincerely,

The Honourable Jonathan Wilkinson, P.C., M.P.

The Honourable Doug Ford,
Premier
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON
M7A 1A1

April 27, 2020

Dear Premier Ford,

We, the 112 undersigned organizations, call on the Government of Ontario to retain the current mandate of the province's 36 Conservation Authorities in protecting, restoring and managing the watersheds where 95 percent of Ontarians reside. Their functions and responsibilities with respect to land use planning and permitting, monitoring, stewardship and education must be maintained, for the reasons outlined below.

Our Conservation Authorities are a unique and widely respected Ontario innovation. They were established in the 1940s in response to concerns expressed by agricultural, environmental and sports groups about the unhealthy state of the province's lands and waters as a result of poor resource management practices. The combined impacts of drought and deforestation had led to extensive soil loss and flooding, pointing to the need for a regional approach to managing Ontario's watersheds, for the safety and well-being of communities.

Today, Conservation Authorities provide a much-valued bridge across municipal boundaries to understand and address environmental concerns, such as flooding. Because they operate at the watershed level, they are ideally positioned to encourage science-based collaborative strategies and decision-making.

The Flood Advisor's report showed strong support for the Conservation Authority model in protecting Ontario from the impacts of climate change. Their role in flood mapping, hazard assessment and monitoring is critical to protecting life and property. This model only works, however, if Conservation Authorities have the necessary regulatory power, appropriate staffing and adequate funding to intervene in planning decisions and development applications. Their vital role in land use planning and permitting must be retained to ensure that development does not put communities at risk from flooding and other climate change impacts through loss of wetlands, woodlands and farmland.

The monitoring initiatives implemented by Conservation Authorities are necessary for delivery of flood mitigation and drinking water protection programs. Additionally, they support broader environmental protections including land conservation (including areas of importance to protecting water resources), biodiversity conservation, water quality protection and ecological restoration. This monitoring role is essential to evidence-based decision-making and should be maintained.

Conservation Authorities are locally based organizations that have a solid track record in responding innovatively and effectively to community needs and priorities. They support multiple municipalities and partner with conservation groups, farmers, other landowners and other community members. They deliver regionally significant projects and provide on-the-ground expertise and funding. Such projects include, for example, implementation of agricultural best practices and wetland restoration or creation.

The province's Conservation Authorities are the second largest landowner in Ontario, protecting significant natural areas and hydrological features in our watersheds. They also own and manage conservation areas that are open to the public and provide highly valued nature-based opportunities for recreation and leisure for millions of Ontarians. Here and across their watersheds Conservation Authorities deliver valuable education and outreach programs, serving youth and enriching communities across Ontario.

Any effort to reduce or constrain the mandate of Conservation Authorities is contradictory to the interests of the people of Ontario who are facing enormous risks and costs as a result of climate change and ongoing biodiversity loss. The roles and responsibilities of Conservation Authorities are critical in protecting the lands, waters and wildlife which benefit businesses and communities across Ontario, and upon which our health and well-being ultimately depend.

None of us can afford to ignore the tragic history of poor watershed management and over-exploitation which led to the creation of Conservation Authorities in the last century. Now more than ever we need their expertise to respond effectively to the challenges ahead.

Yours truly,



Caroline Schultz
Executive Director
Ontario Nature



Tim Gray
Executive Director
Environmental Defence



Theresa McClenaghan
Executive Director
Canadian Environmental Law Association

Cc: Jeff Yurek, Minister of the Environment, Conservation and Parks
Cc: John Yakabuski, Minister of Natural Resources and Forestry
Cc: Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Cc: Steve Clark, Minister of Municipal Affairs and Housing
Cc: Jerry DeMarco, Commissioner of the Environment

This letter is endorsed by the following national, provincial and local organizations:



Environmental Stewardship

Luke Wilson
Chief Executive Officer
A Rocha Canada



A2A

Algonquin to
Adirondacks
Collaborative

David Miller
Executive Director
**A2A- Algonquin to Adirondacks
Collaborative**

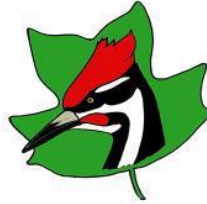


Terry Bradt
Past-President
Bancroft Field Naturalists



**BAY AREA
RESTORATION
COUNCIL**

Chris McLaughlin
Executive Director
Bay Area Restoration Council



Deb Sherk
President
Bert Miller Nature Club



Liz Purves
Director, Ontario
Birds Canada



Lawrence Gunther
President
Blue Fish Canada



Norman Wingrove
Acting President and Secretary
Blue Mountain Watershed Trust



Amy Schnurr
Executive Director
**BurlingtonGreen
Environmental Association**



Raj Gill
Great Lakes Director
Canadian Freshwater Alliance



Tom Wilson
President
Carden Field Naturalists



Dr. Dawn Bazely, Chair
Michelle Kanter, Executive
Director
Carolinian Canada Coalition



Citizens Environment Alliance

Derek Coronado
Coordinator

**Citizens Environment Alliance of
Southwest Ontario**



Bruce Craig
Chair

**Concerned Citizens of King
Township**



Michael Douglas
Spokesperson

Concerned Citizens of Ramara



Rachel Plotkin
Boreal Project Manager
David Suzuki Foundation



Lois Gillette
President
Durham Region Field Naturalists



Amber Ellis
Executive Director
Earthroots



Paul Mero
Executive Director
EcoSpark



Thomas McAuley-Biasi
Chair
Emerging Leaders for Biodiversity



Bob Barnett
Executive Director
**Escarpment Biosphere
Conservancy**



Pat Learmonth
Director
Farms at Work



Geoff Kettel
President
**Federation of Urban
Neighborhoods**



Raymond Metcalf
President
Four Seasons Conservancy



Ensuring the Healthy Future of Our Waters

Kristy Meyer
Associate Director
Freshwater Future



Susan Moore
President
Friends of Salmon River



Peter Kannar
President
Friends of Second Marsh



Thomas McClenaghan
President
Friends of the Coves Subwatershed Inc.



Friends of the Earth
Les Ami(e)s de la Terre
Protecting the Earth for tomorrow / Pour protéger l'avenir de la Terre

Beatrice Olivastri
CEO
Friends of the Earth Canada



Libby Racansky
President
Friends of the Farewell



Rupert Kindersley
Executive Director
Georgian Bay Association



GRAND RIVER
ENVIRONMENTAL NETWORK

Susan Bryant
Co-Chair
Grand River Environmental Network



Graham Flint
President
Gravel Watch Ontario



Richard Witham
Chair
Greater Sudbury Watershed Alliance



Jennifer Court
Executive Director
Green Infrastructure Ontario Coalition



Giuliana Casimirri
Executive Director
Green Venture



Haldimand Stewardship Council Inc.

15 Cayuga St. N. P.O. Box 730 Cayuga, ON N0A 1S0

Phone: 905 772-1393 Fax: 905 772-1459

Email: dan@haldimandstewardshipcouncil.org

Website: www.haldimandstewardshipcouncil.org

Dan Romanoski

President

Haldimand Stewardship Council



Haliburton

Highlands

Land Trust

*Protecting the land we love
for future generations*

Mary-Lou Gerstl

Chair

Haliburton Highlands Land Trust



Halton/North Peel

Naturalist Club

Don Scallen

President (Acting)

**Halton/North Peel Naturalist
Club**



**Hamilton
Naturalists'
Club**

Chris Motherwell

President

Hamilton Naturalist Club



HIGH PARK
nature

Sharon Lovett

Co-Chair

High Park Nature



Sheila Fleming

President

Ingersoll District Nature Club

*Junction Creek
Stewardship Committee*



Miranda Virtanen

Executive Director

**Junction Creek Stewardship
Committee**



Arthur Gladstone

President

Kawartha Field Naturalists



**Land Over
Landings**

*Because food is a
GROWING concern!*

Mary Delaney

Chair

Land Over Landings



Janet McKay

Executive Director

**Local Enhancement and
Appreciation of Forests**



Susan Hirst

President

**Midland-Penetanguishene Field
Naturalists Club**



Don Ciparis

President

**National Farmers Union –
Ontario**



Dorothy McKeown
President
Nature Barrie



Rose Feather
President
Nature League



Gordon Neish
President
Nature London



Joyce Sankey
Conservation Director
Niagara Falls Nature Club



Dorothy Wilson
Communications Officer
Nith Valley EcoBoosters



Cara Gregory
President
North Durham Nature



Karen Brock
President
Oakvillegreen Conservation Association Inc.



Steve Hounsell
Chair
Ontario Biodiversity Council



Kathryn Enders
Executive Director
Ontario Farmland Trust



ONTARIO LAND TRUST ALLIANCE
Alison Howson
Executive Director
Ontario Land Trust Alliance Inc.

Grace Gong

Ontario Nature Youth Council



ONTARIO PARKS ASSOCIATION
*Protecting Tomorrow Today**

Jim Pitman
President, OPA Board of Directors
Ontario Parks Association



Linda Heron
Chair
Ontario Rivers Alliance



Stuart Atkinson
Lead, Policy and Government
Relations
**Ontario Society of Professional
Engineers**



Ian McLaurin
Chair
**Ontario Soil Regulation Task
Force**



Sandy Donald
Director
Ontario Wildlife Rescue



Liz Benneian
Executive Director
**Ontariogreen Conservation
Association**



Denis Paccagnella
President
Orillia Naturalists Club



Elizabeth Logue
Riverkeeper
Ottawa Riverkeeper



Donna DuBreuil
President
Ottawa-Carleton Wildlife Centre



Dave Harvey
Executive Director
Park People



Tianna Burke
Vice President
Parry Sound Nature Club



Matt Brown
Manager
Patagonia Toronto



Marg Reckahn
President
**Penokean Hills Field
Naturalists**



Steve LaForest
President
Pickering Naturalists



Dr. John Bacher
Researcher
Preservation of Agricultural Lands Society



Sandra Dowds
President
Prince Edward County Field Naturalists

Dr. Simon Courtenay
Professor and Director
School of Environment, Resources and Sustainability – University of Waterloo

Dr. Merrin MacRae
Professor and Academic
University of Waterloo



Roger Goulet
Executive Director
Protecting Escarpment Rural Land



Lenka Holubec
Position Member
ProtectNatureTO



Edeltraud Neal
President
Provincial Council of Women of Ontario



George Thomson
President
Quinte Field Naturalists



Tom Woodcock
Planning Ecologist
rare Charitable Research Reserve



Jean L. Williams
Chair
Ratray Marsh Protection Association



Angus Inksetter
President
Saugen Nature



Jan Beveridge
Save Our Water



Lino Grima
Chapter Chair
Sierra Club of Ontario



Rosemary Keenan
Chair
Sierra Club of Ontario – Peel
Group



Margaret Prophet
Executive Director
Simcoe County Greenbelt Coalition



Paul Harpley
President
South Lake Simcoe Naturalists
Thames Talbot Land Trust
André Lachance
President
Thames Talbot Land Trust



Mark Cranford
President
South Peel Naturalists' Club
The Couchiching Conservancy
Mark Bisset
Executive Director
The Couchiching Conservancy



Bryan Smith
Chair
The Oxford Coalition for Social
Justice



Ellen Schwartzel
Co-Vice President
Toronto Field Naturalists



David Cork
Executive Director
TREC

Karen Peterson
President
Trout Lake Campers Association

Fran Fendelet
Co-Chair
Tyandaga Environmental Coalition
Inc.

Raymond Metcalfe
President
Upper Ottawa Valley Nature
Club



John Peach
Executive Director
Upper St. Lawrence Riverkeeper



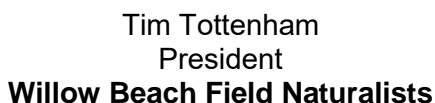
Jenna Quinn
President
Waterloo Region Nature



Arlene Slocombe
Executive Director
Wellington Water Watchers



Katie Krelowe
Ontario Campaigner
Wilderness Committee



Tim Tottenham
President
Willow Beach Field Naturalists



Brent R. Kopperson
Founder & Executive Director
Windfall Ecology Centre



Cassie Barker
Executive Director
Women's Healthy Environment Network



Elizabeth Hendricks
VP, Freshwater
World Wildlife Fund Canada



Gloria Marsh
Executive Director
York Region Environmental Alliance



Jeanne Beneteau
President
York Simcoe Nature Club

Sent via email to: minister.mecp@ontario.ca

May 19, 2020

The Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
College Park
777 Bay St, 5th Floor,
Toronto, Ontario
M7A 2J3

Re: Conservation Authorities: Next Steps

Dear Minister Yurek:

On behalf of the Association of Municipalities of Ontario, I am inquiring about the outcomes of the recent consultation regarding Conservation Authorities (CAs). While we understand that managing COVID-19 related activities comes first and foremost, we also know that prior to this outbreak, we were poised for next steps in transforming the relationship between municipal governments and Conservation Authorities. We want to ensure that these changes move forward in a way that is manageable.

To that end we first would ask for an update on the progress of analysing the feedback from the consultation that took place at the end of last year. We know that a substantial amount of input was received and that with other priorities in play, this work may not yet be completed.

Once the work is completed, we ask that the Ministry would meet with AMO Staff and Conservation Ontario staff jointly to discuss the potential directions and approaches to move forward in keeping with the changes in the legislation.

Of greatest importance is a full understanding of what types of conservation authority activities will be subject to Municipal/CA memoranda of understanding (MOUs). Given the impacts of COVID -19 on municipal workloads, we ask that ongoing joint meetings start as soon as is practical so that together we can facilitate any changes that municipal governments would have to implement. For example, the creation of MOU templates will be a helpful way to efficiently move forward on this, saving municipal staff time.

MOUs with CAs will add a layer of complexity to the municipal budgeting process, particularly in the first year. The MOU needs to be integrated into both the municipal and CA budgeting process. Furthermore, municipal budgets drafted this fall for 2021 will be focused on the aftermath of COVID-19, and economic recovery. Adding the

need to generate MOUs may not be as successful as hoped if rushed. AMO has suggested to properly prepare and execute MOUs, if templates are provided will take about a year. Given the budgeting implications of the MOUs and the fact that 2021 municipal budgets will be complex enough grappling with the aftermath of COVID -19, AMO suggests that templates be created this year and local MOUs start in the first quarter of 2021.

To keep momentum going on the changes to the *Conservation Authority Act*, AMO suggests that follow up on improvements to the use of "Section 28" would benefit both the Conservation Authority review through your ministry and reducing the potential for flood damage through the MNRF.

As well, this approach would allow municipal governments to continue their COVID-19 response into the fall with out drawing staff resources off to new activities related to coordination with the CA/ municipal budgeting processes and negotiating contracts. Furthermore, all municipal activities will need to reflect the COVID-19 related longer term new costs and ways of doing business.

We look forward to continuing to work together with you on this important matter and the AMO staff are pleased to be available to meet with your staff and move this matter forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. McGarvey', with a stylized flourish extending to the right.

Jamie McGarvey
AMO President
Mayor of Parry Sound

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
Wayne Emmerson, Chair, Conservation Ontario



20 May 2020

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, Ontario K1A 0A2

Subject: Natural Infrastructure is an Integral Part of Green Recovery

Dear Prime Minister:

Natural infrastructure¹ projects create good jobs, support local supply chains, and provide a variety of environmental, social, and health benefits. Natural infrastructure can also reduce capital and operating costs for municipalities and Indigenous communities to provide essential services. Support for natural infrastructure solutions as part of a post-COVID green recovery stimulus would help to realize all of these benefits, as well as meeting specific mandates across several federal departments, including Infrastructure, Environment and Climate Change, Natural Resources, Agriculture and Agri-Food, and Public Safety.² The case is strong for the value these solutions hold both in advancing climate resilience, disaster risk reduction, enhanced biodiversity and supporting economic recovery.

This letter provides detailed recommendations for short- and medium-term investment in natural infrastructure as an integral part of Canada's economic recovery from the COVID crisis and its long-term resilience to climate change. Financial support for smaller, job-rich natural infrastructure projects across the country will create benefits that go beyond any one project. In addition to their positive economic impact, natural infrastructure projects can be implemented much more quickly than large-scale grey infrastructure projects to provide climate resilience (e.g., inland flood protection, coastal protection, and mitigation of urban heat island effects) while offering additional benefits (as compared to their grey alternatives), such as improved water quality, supporting biodiversity, and (perhaps most importantly in these challenging times) offering mental health benefits. In short, investment in natural infrastructure will allow us to build back better. In order to realize all of these benefits, our specific recommendations³ are:

1. **Get money moving:** Expedite funding to: 1) projects that are "shovel-ready" and "shovel-worthy"; and 2) to readiness-assessments and other early stage support to create an ongoing pipeline of fundable projects. Benefits include immediate jobs and support for local supply chains. Indigenous peoples must be engaged in all projects impacting their traditional territories, consistent with the principles of free, prior and informed consent as set out in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
2. **Keep money moving:** Modify existing programs, such as the Disaster Mitigation and Adaptation Fund (DMAF) and the Investing in Canada Infrastructure Program (ICIP) to address current barriers for natural infrastructure projects. Concurrently, continue to fund ongoing monitoring, measurement and evaluation of initial "shovel-ready" projects.
3. **Sustained support:** Enable integrated policy, programs and legislation over the longer-term, including the establishment of a dedicated natural infrastructure fund.

¹ Natural Infrastructure solutions use "preserved, restored or enhanced ecosystem features and materials (e.g., water, native species of vegetation, sand and stone, etc.) to meet targeted infrastructure outcomes, while providing a range of ancillary benefits to the environment, the economy, community health and well-being." From: Natural Infrastructure Framework: Key Concepts, Definitions and Terms. Canadian Council of Minister of the Environment (Final Draft).

² See Appendix 2 for a summary of mandates that support natural infrastructure investment.

³ See Appendix 1 to this letter for detailed recommendations on what's needed across programs and policies to support these recommendations.

The case for the benefits of natural infrastructure is becoming increasingly clear. A recent report released by the Green Infrastructure Ontario Coalition highlights the economic impact of natural infrastructure solutions in Ontario. It calculated that the sector contributed \$8.33 billion in GDP and 122,000 jobs in the province in 2018.⁴ Comparing that to Ontario's total sector jobs, that aligns it just behind the real estate sector (which employed an estimated 166,000). Previous reports, such as from the Intact Centre on Climate Adaptation, the International Institute for Sustainable Development⁵ and the Insurance Bureau of Canada⁶ have highlighted the high return on investment in natural infrastructure projects across Canada, for climate resilience and disaster risk reduction, in particular, to flooding, which has emerged as the costliest and most pervasive natural disaster nationally in the past decade. In addition, a 2019 Environment and Climate Change Canada commissioned report found that for comparable infrastructure outcomes, nature-based infrastructure solutions provide significant additional benefits and more often at much lower cost as compared to grey alternatives.⁷

Beyond the size of the sector, natural infrastructure efforts require the collaboration of a diversity of partners, including: municipal planners, landscape architects, engineers, biologists, farmers, non-governmental organizations and academics (to name just a few). This diversity of partners also reflects the diversity of employment opportunities from design, to project management, to site construction, to horticulture, and long-term maintenance, evaluation and monitoring.

There are thousands of "shovel-ready" and "shovel-worthy" projects across the country and within Indigenous communities. Research by a number of groups, including a pending analysis by the Our Living Waters Network, adds fodder to the mounting evidence on the opportunities, citing projects across the country, communities, and nations. The more than 250 curated projects cover a diverse range of works, including: creek restorations; rain gardens; household green infrastructure tools; efforts to fill science and data gaps; flood management; wetland restoration in both urban and agricultural communities; tree plantings; and bioswales. In addition, organizations such as the Municipal Natural Assets Initiative have proven methodologies and tools to help local governments assess, plan and implement natural asset management projects that deliver core local government services. Deploying these methods as part of a larger investment in natural infrastructure would help local governments plan and design effective projects for funding under existing programs, such as DMAF and ICIP.

In addition, organizations such as the Municipal Natural Assets Initiative have proven methodologies and tools to help local governments assess, plan and implement natural asset management projects that deliver core local government services. Deploying these methods as part of a larger investment in natural infrastructure would help local governments plan and design effective projects for funding under existing programs such as the Disaster Mitigation and Adaptation Fund (DMAF) and the Investing in Canada Infrastructure Program (ICIP).

There are also numerous projects that have been cancelled or put on hold due to the economic downturn, which could quickly and easily be revitalized with renewed funding. In many cases plans have already been developed, but projects cannot move forward due to lack of money to hire staff or purchase supplies.

Our consortium will continue our efforts to develop a long-term roadmap to ensure that the natural infrastructure movement is normalized municipally, provincially and federally. In looking to solve our infrastructure challenges across the country, natural infrastructure solutions will be a top priority.

There is no silver lining in the devastation that COVID-19 has brought to our communities, our households, our country. We can, however, make sure that the responsive investments truly advance more resilient, healthy and sustainable communities into the future. We welcome and request the opportunity to explore this conversation with you all in more detail.

Signed,

List of signatories below

cc: Hon. Catherine McKenna, Minister of Infrastructure and Communities
Hon. Jonathan Wilkinson, Minister of Environment and Climate Change
Hon. Seamus O'Regan, Minister of Natural Resources
Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Hon. Bill Blair, Minister of Minister of Public Safety and Emergency Preparedness
Hon. Steven Guilbeault, Minister of Canadian Heritage

Attachments:

Appendix 1 - Policy and Program Recommendations to Support Natural Infrastructure Investment

Appendix 2 - Mandates Supporting Natural Infrastructure Investments

⁴ https://greeninfrastructureontario.org/app/uploads/2020/04/Economic-Impact-Assessment-of-GI-Sector-in-Ontario_Online.pdf

⁵ <https://www.iisd.org/sites/default/files/publications/savi-pellys-lake-stephenfield-canada-en.pdf>

⁶ <http://assets.ibc.ca/Documents/Resources/IBC-Natural-Infrastructure-Report-2018.pdf>

⁷ <https://www.horizonadvisors.org/natural-infrastructure-benefits>

List of Signatories (Alphabetical by Organization)

Lara Ellis	Senior Vice-President	ALUS Canada
Silke Nebel	Vice-President, Conservation and Science	Birds Canada
Theresa McClenaghan	Executive Director and Counsel	Canadian Environmental Law Association
Lindsay Telfer	National Director	Canadian Freshwater Alliance
Florence Daviet	National Forest Program Director	Canadian Parks and Wilderness Society
Glenn O'Connor	President	Canadian Society of Landscape Architects
Robert Haller	Executive Director	Canadian Water and Wastewater Association
David Allen	Chief Administrative Officer	City of Courtenay
Catherine Abreu	Executive Director	Climate Action Network Canada
Rik Logtenberg	Executive Director	Climate Caucus
Daimen Hardie	Executive Director	Community Forests International
Hassaan Basit	Chief Administrative Officer	Conservation Halton
Kim Gavine	General Manager	Conservation Ontario
Jay Ritchlin	Director-General, Western Canada	David Suzuki Foundation
James Brennan	Director of Government Affairs	Ducks Unlimited Canada
Velta Tomsons	Living City Program Manager	Ecology Ottawa
Tim Gray	Executive Director	Environmental Defence
Rob Keen	Chief Executive Officer	Forests Ontario / Forest Recovery Canada
Amy Taylor	Chief Executive Officer	Green Analytics
Sé Keohane	Acting Executive Director	Green Communities Canada
Jennifer Court	Executive Director	Green Infrastructure Ontario Coalition
Edward McDonnell	Chief Executive Officer	Greenbelt Foundation
Amin Asadollahi	Executive Director	Horizon Advisors
Sean Cleary	Executive Director	Institute for Sustainable Finance, Queen's University
Craig Stewart	Vice-President, Federal Affairs	Insurance Bureau of Canada
Natalia Moudrak	Director of Climate Resilience	Intact Centre on Climate Adaptation, University of Waterloo
Jane McDonald	Executive Vice President	International Institute for Sustainable Development
Philippe Gachon	Director General of RIISQ	Intersectorial Flood Network of Québec, University of Québec at Montréal
Nancy Flood	President	Kamloops Naturalist Club
Anastasia M Lintner	Principal	Lintner Law
Stephen Huddart	President and Chief Executive Officer	McConnell Foundation
Andre Vallillee	Environment Program Director	Metcalf Foundation
Roy Brooke	Executive Director	Municipal Natural Assets Initiative
Graham Saul	Executive Director	Nature Canada
Robert P. Wilson	Director, Conservation Finance	Nature Conservancy of Canada
Steve Hounsell	Chair	Ontario Biodiversity Council
Andrew Stegemann	Director	Our Living Waters
Isabelle Turcotte	Director, Federal Policy	Pembina Institute
Frances Braceland	Project Manager, Souris and Area Branch	PEI Wildlife Federation
Sébastien Doiron	Planning Director	Southeast Regional Service Commission
Joanna Kerr	President and Chief Executive Officer	Tides Canada
Aaron Hill	Executive Director	Watershed Watch Salmon Society
Mary MacDonald	Senior Vice President and Chief Conservation Officer	World Wildlife Fund - Canada

Appendix 1 - Policy and Program Recommendations to Support Natural Infrastructure Investment

1 Get Money Moving

The following actions could be taken to support quick movement of money and resources in support of natural infrastructure.

- a. Expand funding and support for municipality and community “readiness” assessments and preparation for future work, including:
 - i. Greenhouse Gas (GHG) assessments (ECCC / INFC);
 - ii. Climate risk analysis and adaptation planning (ECCC);
 - iii. Species at Risk (SAR) assessments (ECCC);
 - iv. Afforestation and deforestation reduction (ECCC / NRCAN);
 - v. Natural asset and regulatory barrier assessments (INFC / ECCC) to develop and support the application of tools to quantify natural infrastructure benefits (GHG, water quality, biodiversity, costs etc.).
- b. Make immediate funding available to advance natural infrastructure projects via a “start up” Natural Infrastructure Fund (INFC) and monitoring program (INFC and ECCC). This would include:
 - i. Support for pilot initiatives;
 - ii. Establishing standardized monitoring and evaluation;
 - iii. Strengthening local supply chain for native plants and saplings;
 - iv. Support across sectors including small businesses, municipalities, science and academic institutions, and non-governmental organizations.

2 Keep Money Moving

via medium term investments and adjustments in existing programs.

- a. Revise infrastructure funding program requirements, including DMAF and ICIP to facilitate broader NI investment (INFC w/ ECCC). Specifically:
 - i. Remove or revise capital asset and expenditure requirements to better incent natural infrastructure initiatives;
 - ii. Enable strategies for getting smaller, more numerous, funding dockets out the door (using intermediaries for example)
 - iii. Reducing bottle-necking by easing multiple jurisdiction requirements.
- b. Fund science gaps as needed to support the development of tools, procedures and open-access data hubs to support publicly accessible data analysis (ECCC and NRCAN);
- c. Develop an ecosystem GHG emissions and biodiversity screen for infrastructure investment/ criteria to assess the GHG emissions from downstream impacts of destroying natural assets for climate resilience and disaster risk reduction.

3 Sustained Support

via policy evolution and programs for mainstreaming.

- a. Develop simplified GHG offset protocol or other incentive programs for “natural asset” landowners (ECCC);
- b. Support the development of clear metrics for natural infrastructure outcomes, such as lower costs related to disasters, and cleaner water;
- c. Develop public-private finance mechanisms to advance natural infrastructure solutions;
- d. Support the development of consistent and clear regulations and policy tools in provinces and municipalities that prioritize natural infrastructure options for infrastructure needs, (for example, to allow natural assets in public service accounting frameworks, more stringent requirements to manage stormwater on site, etc.);
- e. Establish an inter-departmental working group alongside an expert advisory committee to streamline ministry programs, identify government-wide targets, monitoring and outcome measure for natural infrastructure projects across ministries (INFC, ECCC, AAFC, NRCAN, PSC, DFO);
- f. Support education and professional development of the sector.

Appendix 2 - Mandates Supporting Natural Infrastructure Investments

The benefits of natural infrastructure support a number of priority mandates across federal departments:

Mandate References that Support Natural Infrastructure Investment	Departments
Launch a new call for proposals under the Disaster Mitigation and Adaptation Fund to address the impacts of climate change, adjusting the program as required to ensure that the most impactful projects are supported, including those related to natural infrastructure, whether they are from small, rural and Indigenous communities or large urban centres.	INFC
Work with the Federation of Canadian Municipalities through the Green Municipal Fund, the Municipalities for Climate Innovation Program and the Municipal Asset Management Program to build climate resilience, reduce greenhouse gas emissions, make better decisions, and monitor investments and ensure they reduce emissions from residential, commercial and multi-unit buildings.	INFC
Implement the Pan-Canadian Framework on Clean Growth and Climate Change, while strengthening existing and introducing new greenhouse gas reducing measures to exceed Canada's 2030 emissions reduction goal and beginning work so that Canada can achieve net-zero emissions by 2050.	ECCC
operationalize the plan to plant two billion incremental trees over the next 10 years, as part of a broader commitment to nature-based climate solutions that also encompasses wetlands and urban forests.	NRCAN ECCC
Create a new Canada Water Agency to work together with the provinces, territories, Indigenous communities, local authorities, scientists and others to find the best ways to keep our water safe, clean and well-managed	ECCC AAFC
Help cities expand and diversify their urban forests. You will both also invest in protecting trees from infestations and, when ecologically appropriate, help rebuild our forests after a wildfire.	NRCAN ECCC
Complete all flood maps in Canada.	ECCC NRCAN
Introduce new greenhouse gas reducing measures to exceed Canada's 2030 emissions reduction goal and begin work so that Canada can achieve net-zero emissions by 2050.	ECCC
A new ambitious plan to conserve 25 percent of Canada's land and 25 percent of Canada's oceans by 2025, working toward 30 percent of each by 2030.	ECCC
Develop further protections and take active steps to clean up the Great Lakes, Lake Winnipeg, Lake Simcoe and other large lakes.	ECCC
Continue to work to protect biodiversity and species at risk, while engaging with provinces, territories, Indigenous communities, scientists, industry and other stakeholders to evaluate the effectiveness of the existing Species at Risk Act and assess the need for modernization.	ECCC
Support research and provide funding so that municipalities have access to domestic sources of climate-resilient and genetically diverse trees that will increase the resilience of our urban forests.	NRCAN
Work with the Minister of Families, Children and Social Development, who is the Minister responsible for the Canada Mortgage and Housing Corporation, to create a new low-cost national flood insurance program to protect homeowners at high risk of flooding and without adequate insurance protection, as well as to develop a national action plan to assist homeowners with potential relocation for those at the highest risk of repeat flooding.	PSC



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Karen Vecchio
Member of Parliament
Elgin—Middlesex—London

May 21, 2020

TO: Catfish Creek Conservation Authority
ATTN: Susan Simmons

RE: Canada Summer Jobs

I am pleased to advise you that your organization has been granted funding under the Canada Summer Jobs program.

Your organization will be receiving \$20,251 for 5 student(s).

Service Canada will begin to notify in writing all approved employers in your constituency on May 15. Please note that jobs funded through the Canada Summer Jobs program cannot begin until the employer receives written notification from Service Canada.

Please do not hesitate to contact my office if you have any further questions.

Sincerely,

Karen Vecchio
Member of Parliament
Elgin-Middlesex-London

Ottawa

House of Commons
Room 449 Confederation Building
Ottawa, Ontario K1A 0A6
Tel: 613-990-7769
Fax: 613-996-0194
karen.vecchio@parl.gc.ca



Constituency

203-750 Talbot Street
St. Thomas, Ontario N5P 1E2
Tel: 519-637-2255
Fax: 519-637-3358
Toll Free: 866-404-0406
www.karenvecchiomp.ca



May 28, 2020

The Honourable Bill Morneau
Minister of Finance

The Honourable Catherine McKenna
Minister of Infrastructure and Communities

The Honourable Jonathan Wilkinson
Minister of Environment and Climate Change

Via E-mail

Conservation Authorities – Implementation Agents for Stimulating a More Resilient, Sustainable and Green Canadian Economy

Conservation Ontario represents the network of Ontario's 36 conservation authorities. We are writing to express our interest in working with your government to advance our shared objectives and to request your support for some program design considerations for any potential economic stimulus package arising from COVID-19.

As the Federal government assesses the ever-changing Canadian landscape due to the COVID-19 pandemic, it is abundantly clear that our way of life has been indefinitely disrupted. After spending the last two months predominantly indoors, Canadians are experiencing an unfamiliar disconnection from the natural world. With long-awaited warm weather arriving in Ontario, millions of Canadians are inspired to reconnect with natural areas, greenways, and trails as a reprieve to their mental and physical health.

The pandemic has additionally emphasized the need for access to the environment, through cleaner air, clearer water, and greener spaces. As restrictions begin to ease, Canadians are eager to recreate and improve the quality of open spaces and to invest in important projects. Governments and sectors of the economy that have been negatively impacted are looking to the government to stimulate the move towards a more resilient, sustainable green economy.

Ontario's Conservation Authorities, which cover a watershed jurisdiction that includes approximately 40% of the national population are uniquely qualified implementation agents, proficient and experienced in assisting all levels of government in delivering shovel worthy projects and programs. Any

economic stimulus program arising from this pandemic provides a rare opportunity for the Federal government to further our collective mission to protect, conserve and restore natural resources and develop resilient communities through education, the application of science, community engagement, service excellence and collaboration with our partners.

Conservation authorities are collaborating in many initiatives across the province including the Healthy Lake Huron and Lake Erie Action Plans to restore priority watersheds that drain into Lakes Erie and Huron using rural storm water management systems, wetland restoration, tree planting and promotion of soil health practices. Conservation authorities are also critical partners in the Greenbelt Foundation's Positively Green Initiative, a collaboration with 13 conservation authorities located in and around Ontario's greenbelt area. The projects identified in their proposal are valued at \$85 million and provide further evidence that the environmental sector is good for job creation, and, building better climate and community economic resilience.

Conservation Ontario represents the collective interests of all conservation authorities across the province and we are aware that conservation authorities are having discussions with senior staff in your Ministries about project priorities in their individual jurisdictions. We would like to take this opportunity to highlight potential funding opportunities for vital projects within our collective jurisdiction, which would facilitate flood and erosion risk reduction, nature-based climate solutions, expansion of green infrastructure, climate change adaptation and Great Lakes health.

Prior to delving into the details of these initiatives, we wanted to recognize how investing in conservation authorities allows the government to realize their re-employment objectives and promote prudent spending while operating during these difficult economic times. The following financial realities are widely supported by scientific studies:

- Investments in trails and green spaces lowers the need for more expensive investments in hospitals and health care.
- Investments in the existing critical flood and erosion control infrastructure managed by conservation authorities protects life and property and avoids significant costs associated with flooding in Ontario
- Investments in 'living shorelines' is more sustainable and resilient than investing in sheet steel/hard shorelines, reduces long-term operational costs, and provides multiple secondary benefits.
- Investments in green infrastructure creates jobs and is both effective and cost effective in the short and long-term.

It is therefore with good reason that Conservation Authorities see funding opportunities as a win-win situation, as your investment to facilitate Canada's economic recovery from pandemic conditions will also further develop resilient and prosperous watersheds throughout the Province.

To achieve this shared vision for a more resilient, sustainable and green economy, we feel there is an important opportunity for various ministries within your government to work directly with conservation authorities to undertake projects that will, in turn, stimulate other local business and sectors. For example:

- **Building Resiliency:**

Public and private infrastructure is particularly vulnerable to impacts from climate change as municipalities in Canada struggle with the cost of maintaining these crucial assets. Research is showing that investments in adaptation and risk mitigation measures can help ensure Canadian communities are resilient to threats caused by a changing climate, including risks to our public infrastructure. Some studies have shown a return on investment around 6:1, meaning that for every dollar invested in mitigation measures, \$6 is saved in future damages.

Conservation authority water and erosion control infrastructure annually already helps to avoid at least \$150 M in damages to properties. We deliver this program in partnership with the Province of Ontario for a total project investment of \$10 million (Provincial contribution is \$5 million). In response to increasing risk associated with climate change (e.g. high water levels and flooding/erosion), the 2020/2021 funding envelope for the program is oversubscribed by almost two-fold with an estimated total project cost of more than \$19 million for 102 project submissions from 30 conservation authorities across the Province.

In addition, over the past 13 years, conservation authorities have identified, on average, 128 studies and repair projects each year and this demand is expected to continue. These shovel worthy/shovel ready studies and repair projects are an investment in jobs and economic activity (e.g. consultants, contractors, materials) and are vital in protecting the people of Ontario from flood and erosion risk.

Federal investment in water and erosion control and green infrastructure programs would mean that more studies and projects could be completed by providing a greater proportion of total project costs to relieve the burden on municipal budgets. This would accelerate work to make critical infrastructure safe and resilient to the increasing impacts of climate change while stimulating the economy. On Toronto's waterfront for example, investments in protecting infrastructure such as water treatment plants, Billy Bishop Airport and connecting road and transmission networks from erosion will limit risks of failure, lengthen replacement cycles, so as to protect these essential assets for the long-term.

- **Greenspaces and Nature based activities for health and wellbeing:**

Over these last several months, we have learned just how important getting outside and visiting greenspaces and greenways are to the general public while experiencing pandemic conditions. Conservation Authorities collectively own and manage just over 500 conservation areas and over 3,500 km of trails that were visited by over 8 million people in 2018.

These natural areas offer a wide variety of nature-based activities that provide important mental and physical benefits to users. Visitors to these areas also provide spillover benefits to nearby communities visiting shops, cultural venues and restaurants. Conservation Areas and Greenways have positive impacts on property values and are a deciding factor for many individuals and industries choosing a new location. The Ontario Trails Council identified that in 2016, for example, trails represented over \$2 billion to the Ontario economy. In addition, being active, especially in outdoor spaces, has significant impact to the health of our communities, and in particular children's health. Health Canada estimates that only 12% of youth get adequate exercise.

In addition to these benefits, Federal investments in trails, greenways and conservation areas (e.g. land acquisition, infrastructure improvements such as improved and widened trails and bridges, active/green transportation links to similar sites or communities, touchless gates and pay systems as well as visitor monitoring systems and consistent signage) would enable safer visits in pandemic conditions and educate the public on how looking after the health of our environment will help to prevent future pandemics from occurring.

- **Healthy Great Lakes:**

Investments in conservation authority Rural Clean Water programs help to maintain soil health for agriculture and reduce nutrient loadings to the Great Lakes as documented in the Great Lakes Water Quality Agreement, and through existing Federal support of collaborative efforts to implement the Lake Erie Action Plan, and Healthy Lake Huron.

In 2018 conservation authorities engaged 737 landowners resulting in 683 projects (82% Agricultural). Over \$3 M grant dollars were provided to landowners to implement projects including windbreaks, soil erosion control measures, manure storage, stream buffers. The total value of these projects was estimated to be in the order of \$7.5 M to the rural and agriculture economy which went to design, materials, contractors and farmers to implement the projects. There is a greater demand for projects than funding available.

In order to actually improve the health and resiliency of the watersheds, new investments are needed to increase the scale, scope and intensity of our efforts. In economic stimulus studies undertaken in the United States it was estimated that every dollar invested in the Great Lakes Restoration Initiative is projected to generate more than three dollars in additional economic activity.

- **Habitat Enhancement, Rehabilitation and Restoration:**

Conservation authorities could increase delivery of habitat restoration and rehabilitation projects that provide multiple benefits to healthy Great Lakes, natural infrastructure, maintaining biodiversity, protecting water supplies, sequestering carbon, building climate resilience and air quality as well as flood resilience. In 2018 conservation authorities engaged close to 800 landowners resulting in almost 1500 projects:

- 201 wetland projects
- 911 habitat projects
- 259 shoreline riparian projects o 65 stream/fish habitat projects
- 178 projects aimed at invasive species management
- 135 projects were aimed to protect and restore species at risk habitat
- 673 hectares and 46 km of stream restored or rehabilitated

Total value of these projects was close to \$18 M supporting project planning/consultants, supplies, contractors, materials and labour to implement the projects.

These programs are delivered in partnership with agencies like Forests Ontario, which has documented the economic impact of tree planting and restoration programs in local economies. This study reported that the GDP impact on the Canadian economy of tree planting activities in Southern Ontario is estimated to be \$12.7 million annually. This equates to a 3:1 return on investment for the government's annual investment in the 50 Million Tree Program of which CAs are

key partners (planting over 50 percent of the trees funded under this program) which is more than any other agency under this program.

Stimulus investments would enable conservation authorities to meet the greater demand for projects. In 2018 they planted close to 2 Million trees on over 1100 hectares of land in southern Ontario. Over 2,000 landowners were engaged, resulting in 1,173 projects. Close to \$4.5 M grant dollars were provided to projects generating a total value of over \$5 M to the urban, rural and agricultural (44%) economy which went to planning, nurseries, tree planters, machinery and supplies.

Stimulus investments need to include delivery of habitat restoration and rehabilitation projects that will restore the health of forests, wetlands and rivers.

Key Short-term Program Design Considerations

We believe that immediate and short term stimulus funding is needed to support resilient, sustainable, healthy, and prosperous communities and watersheds through investment in the types of projects described above. This investment can be administered through modifications to existing programs like the Disaster Mitigation and Adaptation Fund (DMAF), the Investing in Canada Infrastructure Program (ICIP) and Great Lakes Protection Initiative (GLPI), to swiftly generate job growth and new economic activity across the province. This would respond to the needs of small, rural and northern communities and farmers, in addition to the demands being placed on larger urban communities due to this Pandemic.

Some key short-term program design considerations include:

- **Increase investment in currently eligible projects described above and make these projects specifically eligible.**
- **Continue to allow Conservation Authorities the flexibility to apply directly for these funding programs and to include our municipal and agency partners as part of future intake processes.**
- **Modify the funding distribution to 75-100% federal contributions and modify program design to benefit all communities with smaller projects.** Our municipal partners have communicated consistently that finding matching funds for infrastructure and other projects will be challenging at this time because of the budget impacts of COVID 19 pandemic response. This issue is further exacerbated by the high dollar value expected for eligible projects (e.g. DMAF program). .
- **Include Environmental Assessment and project planning design elements in addition to construction as eligible** for stimulus funding. A project that is well-planned and designed takes time and money and is an investment into shovel worthy project construction.
- **Include as eligible, monitoring of environmental improvements**, water quality, quantity, air quality, forest cover, biodiversity and areas of wetlands and other natural systems improved through restoration **to track program effectiveness and long term climate trends, in addition to evaluating and reporting the resulting job creation and benefits of economic stimulus to local economies.**

Moving Forward

Summary of immediate Conservation Authority opportunities:

- Modifications to current federal programs will create projects that support jobs and stimulate local economies and provides an opportunity for quick implementation.
- Additional investments will stimulate flood and erosion control infrastructure projects in 2020/21. Such investment will mean the difference in whether or not many 2020/21 shovel ready/worthy flood and erosion control infrastructure studies and repair projects will occur.
- Federal investments in conservation authority trails, greenways and conservation areas will enable safer visits in pandemic conditions and educate the public about the importance of maintaining a healthy environment.
- Conservation authorities have many shovel ready/worthy and near ready, habitat enhancement, restoration and rehabilitation projects, often with many local partners.
- A greater investment in clean water projects will accelerate improvements to water quality of the Great Lakes and in our watersheds.
- With additional investments, conservation authorities can increase tree planting and habitat enhancement, rehabilitation and restoration across the province.

Conservation authorities have already started to develop and implement new standards and practices to ensure safety of staff and the public as they deliver current essential services under pandemic conditions, and plan for a broader delivery of programs and services as we recover towards what we believe will be a new resilient economy that continues to position Ontario, and Canada, competitively in the future.

While there is no specific blueprint for the Federal government to restart the Canadian economy under pandemic conditions such as we are experiencing, it makes sense to invest in projects and programs with experienced and tested partners who can provide additional co-benefits to other struggling local businesses and sectors. Ontario's conservation authorities offer a number of ready areas to develop or expand which will not just help people to get back to work and business to re-open, but will also be part of the growing foundation for the establishment of a greener economy which will take us into the future and better position us to develop more resilient, greener, healthy, and prosperous communities.

We thank you for your support with previous and current successful programs, such as the GLPI, DMAF, ICIP, and National Disaster Mitigation Program (NDMP). In developing an updated green economic stimulus program, we ask for your support to increase investments and to build upon the current or new programs following the above design considerations. This will ensure streamlined release of short-term stimulus funding.

On behalf of Conservation Ontario we would be pleased to meet with you and your staff to discuss our interest in the above and how we could work with you to support our mutual objectives.

Sincerely,

A handwritten signature in black ink, reading "Wayne Comerish". The signature is fluid and cursive, with a large, stylized initial "W" and "C".

Chair of Conservation Ontario

Cc: The Honourable Bill Blair, Minister Public Safety and Emergency Preparedness
The Honourable Seamus O'Regan, Minister Natural Resources
The Honourable Marie-Claude-Bibeau, Minister Agriculture and Agri-Food

**Ministry of Natural Resources and
Forestry**

Regional Operations Division
Integration Branch
300 Water Street
Peterborough, ON K9J 3C7
Tel.: 705-755-1215
Fax.: 705-755-5038

**Ministère des Richesses naturelles et
des Forêts**

Division des opérations régionales
Direction de l'intégration
300, rue Water
Peterborough (Ontario) K9J 3C7
Tél.: 705-755-1215
Télééc.: 705-755-5038

May 29, 2020

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

SUBJECT: Water and Erosion Control Infrastructure Program

Dear Mr. Wilkinson:

We are pleased to advise that the projects listed on the page below were successful under your application to the Water and Erosion Control Infrastructure (WECI) program. This year the Ministry of Natural Resources and Forestry (MNR) and the WECI Committee received and reviewed 115 project applications from 30 conservation authorities. A total of 59 projects have been approved for funding.

Please note it is the responsibility of the funding recipient (and any person it provides funds to) to ensure they remain in compliance with applicable laws, including O. Reg. 82/20 related to essential business, and any other emergency orders that may be made under the Emergency Management and Civil Protection Act.

A pre-populated Transfer Payment Agreement will also be sent separately to you from Scott Bates today with instructions for completing the process. We would appreciate you returning the completed agreement as soon as possible. If changes have occurred to any of your successful projects (e.g. cancellations or cost reductions) please do not sign the agreement and contact Scott Bates to provide details so he can revise your agreement accordingly and send it back to you.

We look forward to our continued partnership in the delivery of natural hazards management that assists the province in protecting human life, property and natural resources.

If you have any questions about the WECI Program or the process for this year's Transfer Payment Agreements, please contact Scott Bates at (705) 868-2856 or scott.bates@ontario.ca.

Sincerely,



Dave Burritt, P.Eng.
Supervisor,
Surface Water Monitoring Centre

Catfish Creek Conservation Authority – 2020-2021 Successful Projects

Project ID	Project Name and Description	Project Cost	Local Share (50%)	Provincial Share (50%)
S.20.036	Formal Engineering Inspection	\$5,000.00	\$2,500.00	\$2,500.00
Totals		\$5,000.00	\$2,500.00	\$2,500.00

**Ministry of Heritage,
Sport, Tourism and Culture
Industries**

Assistant Deputy Minister
Heritage, Tourism and Culture
Division
401 Bay Street, Suite 1800
Toronto ON M7A 0A7
Tel. 416 314-7262
Fax: 416 314-7461

**Ministère des Industries du
patrimoine, du sport, du tourisme et
de la culture**

Sous-ministre adjoint
Division du patrimoine, du tourisme et de
la culture
401 rue Bay, bureau 1800
Toronto ON M7A 0A7
Tél. : 416 314-7262
Téléc. : 416 314-7461



June 1, 2020

Emily Febrey
Community Outreach Technician
Catfish Creek Conservation Authority
8079 Springwater Road
Aylmer, ON N5H 2R4
communications@catfishcreek.ca

Dear Miss Febrey,

Thank you for your application to the Celebrate Ontario 2020 program.

Following a detailed review of your application for Springwater Maple Syrup Festival, I am writing to inform you that the event has not been approved for funding.

The Celebrate Ontario 2020 program was highly competitive with over 400 applications received from festivals and events across Ontario. Total funding requested exceeded available funding such that not all applications could be supported.

The ministry recognizes the significant economic and social benefits that festivals and events bring to communities across the province and how important they will be as we emerge from the COVID-19 pandemic. As the province looks ahead, I encourage you to reach out to your local tourism advisor once the 2021 program launches to consult on submitting a strong, competitive application to next year's program.

Wishing you success in your future events.

Sincerely,

A handwritten signature in dark ink, reading "Kevin Finnerty". The signature is written in a cursive, flowing style.

Kevin Finnerty
Assistant Deputy Minister