

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, August 13th, 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 Meeting #04/2020 (June 11, 2020) 3 - 6
 - c) Health and Safety Committee Meetings #HS 19 / 2020 - #HS 22 / 2020 7 - 17
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 27 / 2020 - Monthly Staff Reports 18 - 21
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - b) Report FA 28 / 2020 - June & July Summary of Revenue & Expenditures ... 22 - 25
(Susan Simmons)
 - c) Report FA 29 / 2020 - Accounts Paid 26 - 27
(Susan Simmons)
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(Tony Difazio)
 - e) Report FA 31 / 2020 - Seasonal Hiring (additional park staff) 30
(Christopher Wilkinson)
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(Christopher Wilkinson)

- g) Report FA 33 / 2020 - Land Acquisition and Disposal Policies 41 - 58
(Christopher Wilkinson)
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(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 June and July, 2020
 - b) Copied:
 - A letter from Conservation Ontario to The Honourable Jeff Yurek sent June 3, 2020 re. Conservation Authorities: Next Steps
 - A letter from Conservation Ontario to The Honourable John Yakabuski sent June 26, 2020 re. Update on Conservation Ontario's Client Service and Streamlining Initiative – Reporting on the Timeliness of Section 28 Reviews
 - A letter from Conservation Ontario to The Honourable Jeff Yurek sent June 26, 2020 re. Update on Conservation Ontario's Client Service and Streamlining Initiative – Reporting on the Timeliness of Section 28 Reviews
 - A letter from The Honourable Jeff Yurek Catfish Creek Conservation Authority sent July 8, 2020 re. Modernization of Environmental Assessments
 - A letter from The Great Outdoors Fund to Catfish Creek Conservation Authority sent July 10, 2020 re. Unsmoke Canada Cleanup
 - A letter from Catfish Creek Conservation Authority to MNRF sent July 22, 2020 re. WECI Motion
 - A letter from Conservation Ontario to the Ministry of Environment, Conservation and Parks sent July 31, 2020 re. Updating Ontario's Water Quantity Management Framework (ERO#019-1340)

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

Thursday, June 11th, 2020

Meeting #04/2020

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
Susan Simmons	Financial Services Coordinator

ABSENT:

Dusty Underhill	Conservation Areas Supervisor
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Emily Febrey	Community Outreach Technician

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at 9:45 a.m.

ADOPTION OF AGENDA:

<u>Motion # 39/2020</u>	S. Martyn	M. Tinlin	CARRIED
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THAT, the Agenda for the June 11th, Full Authority meeting be adopted as amended.

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 # 40/2020 P. Buchner A. Oslach CARRIED

THAT, the Minutes of Special Meeting #01/2020 (April 7, 2020), be accepted as circulated.

Motion # 41/2020 S. Martyn P. Buchner CARRIED

THAT, the Minutes of Full Authority Meeting #02/2020 - #03/2020 (March & April, 2020), be accepted as circulated.

Motion # 42/2020 A. Oslach P. Buchner CARRIED

THAT, the Minutes of Health and Safety Committee Meeting #s 11/2020 - #18/2020 (May, 2020), be accepted as circulated.

Motion # 43/2020 M. Tinlin S. Martyn CARRIED

THAT, the Minutes of Land Management Committee Meeting #01/2020 (May 14, 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 20/2020 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 44/2020 P. Buchner M. Tinlin CARRIED

THAT, Staff Reports for the Months of March, April, and May, 2020, be noted and filed.

Report FA 21/2020 – May Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 45/2020 A. Oslach P. Buchner CARRIED

THAT, Report FA 21/2020, be noted and filed.

Report FA 22/2020 – Accounts Payable, was presented, discussed, and resolved.

Motion # 46/2020 S. Martyn P. Buchner CARRIED

THAT, Accounts Paid totaling \$95,764.51, be approved as amended in Report FA 22/2020.

Report FA 23/2020 – Seasonal Hiring, was presented, discussed, and resolved.

<u>Motion # 47/2020</u>	M. Tinlin	P. Buchner	CARRIED
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THAT, seasonal staff outlined in Report FA 23/2020 be hired for the 2020 season.

Report FA 24/2020 – WECI Resolution of Support, was presented, discussed, and resolved.

<u>Motion # 48/2020</u>	A. Oslach	M. Tinlin	CARRIED
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THAT, the Catfish Creek Conservation Authority contribute 50% of the funding to complete the Formal Engineering Inspection of Springwater Dam by March 31, 2021.

Report FA 25/2020 – Grants Update, was presented, discussed, and resolved.

<u>Motion # 49/2020</u>	S. Martyn	P. Buchner	CARRIED
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THAT, Report FA 24/2020 be received as information.

Report FA 26/2020 – Return to Work Program, was presented, discussed, and resolved.

<u>Motion # 50/2020</u>	S. Martyn	M. Tinlin	CARRIED
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THAT, the Catfish Creek Conservation Authority approve the Back to Work Plan as presented in Report FA 26/2020.

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 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 regarding 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.

b) Not Copied:

- Correspondence Registers for April and May, 2020.

Motion # 51/2020

M. Tinlin

S. Martyn

CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for April and May, 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, August 13, 2020, commencing at (10:00 a.m.).

Motion # 52/2020

A. Oslach

P. Buchner

CARRIED

THAT, the Full Authority be terminated at (10:31 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

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

Tuesday, June 9, 2020

Meeting #HS 19/2020

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 May 26, 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 draft with a focus on shower cleaning during the various phases of the Pandemic in the region. The following table summarizes the training staff may require, personal protective equipment requirements and applicable staff responsibilities:

Task	Public Shower Cleaning
Responsibilities/Roles	Field Technicians
Equipment/Tools/Materials Required:	Tub and Tile Cleaner or Riptide II, Foaming Applicator, Long Handle Brush
Health and Safety Hazards	Exposure to Covid 19
Personal Protective Equipment (PPE) Required:	Disposable Nitrile gloves OR Rubber Gloves in each service room; Long sleeve shirt and pants
Minimum Training/Experience Required	Cleaning of Multi-Use Surfaces (SOP)
Process:	1) Put on required Personal Protective Equipment (PPE). 2) Enter the shower stall. Open windows if possible. 3) Spray walls, floor and plumbing with Tub and Tile Cleaner using foaming applicator 4) Remove oneself from immediate area for 10

	minutes while the cleaner runs down wall 5) Brushing wall at least once per week or as required. Record brushing in the cleaning book. 6) Disconnect the foaming applicator and use the hose to rinse walls, floor and plumbing of the shower stall 7) Care must be taken when removing shower pad and cleaning drain
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The Management Representative will amend the Board Approved Facility Protocols to include the Shower Cleaning Procedures.

NEW BUSINESS:

a) Re-Opening Plan & Phased Approach:

The Health and Safety Committee reviewed updated measures to be in place throughout the various work locations and facilities as the Province proceeds to the next phase of the Pandemic Protocols. The objectives of the Re-Opening Plan include: ensure the health & safety of staff and clients; ensure staff are provided with all the tools and protections required to continue to perform their duties; and, maintain flexibility and responsiveness to further COVID-19 issues.

Although discussions focused on shower cleaning schedules (proposed 3 times a day), the Committee also supported opening showers on Father's Day weekend (June 19). The Springwater Pavilions will be available during the second phase and cleaning protocols along with the configuration & numbers of picnic tables were discussed. The cleaning of the shop, campground gatehouse and administrative office will be cleaned by staff twice a week. The opening of the beach will be consistent and coincide with Regional beach opening schedules to be released by the County of Elgin (proposed for June 22). Staff will finalize other services that will be offered at the campground during the various phases and further details in next few days.

A report (including details regarding the opening of the administrative office) will be presented at the next Full Authority Board meeting June 11, 2020 for consideration. The final plan or strategy will be discussed at the next staff meeting. This gradual approach will allow the Board & Staff to achieve the stated objectives and safely emerge from the COVID-19 outbreak.

ADJOURNMENT:

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

NEXT MEETING:

To be determined

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, June 25, 2020

Meeting #HS 20/2020

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 June 9, 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 (Version 4, dated June 25, 2020) including the public shower & schoolhouse cleaning protocols which are now included in the latest version of the document. Clarifications in the document include a distinction between equipment and tool cleaning protocols. The Committee also discussed staff comments and suggestions with respect the current protocols. No significant concerns have been raised by staff with the procedures; use of protective equipment to date, and office cleanliness is very good. Specifically the Septic Pumping Protocol seems to be working well and camper/customer compliance to Pandemic procedures is going well.

The Committee adopted the latest ***Covid-19 Facility Protocols & Operating Procedures (Version 4 – June 25 2020)*** and recommended that the document be emailed immediately to staff, and posted on 'SharePoint' and the Health and Safety boards.

2) Review of 'CCCA Back To Work Plan':

The Health and Safety Committee reviewed the latest Back to Work Plan (Version 2, dated June 25, 2020) and believes the CCCA is prepared to enter Phase 2 of the Recovery Plan on June 30, 2020. This will include allowing the public into the office by appointment only at this time if they comply to Covid-19 questionnaire provide contact information to the Authority. Other details include: allowing two people in vehicles if facemasks are worn, increasing works crews to 5 staff subject to distancing requirements, allowing some staff to work from home during Phase 2 & 3 (subject to office staffing requirements and scheduling with supervisor) and updated restrictions with regard to the use of the kitchen by staff.

The Committee adopted the latest ***Covid-19 CCCA Back to Work Plan (Version 2 – June 25, 2020)*** and recommended that the document and details be emailed immediately to staff and posted on 'SharePoint'.

NEW BUSINESS:

a) General Work Place Conditions and Covid-19 Protocol Compliance:

The Health and Safety Committee reviewed current measures in place to allow business and program sectors to progress into future phases of the Pandemic Protocols. Everyone is reminded to clean vehicles after each use (cab & box). Staff utilizing the shop are reminded to keep the work place clean after each shift and continue to store personal protective equipment in the designated storage containers provided.

ADJOURNMENT:

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

NEXT MEETING:

Thursday, July 16, 2020 at the Administrative 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
HEALTH AND SAFETY COMMITTEE**

Monday, July 20, 2020

Meeting #HS 21/2020

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 June 25, 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 Accident Reports to Date:

The Health and Safety Committee reviewed two reports that have been submitted by staff which summarize accidents that have occurred in the work place. The Committee discussed current practices and the actions taken by supervisory staff in response to the accidents. The Committee supported the measures in place to minimize future occurrences including purchasing of new equipment, retraining of staff and modified job duties.

b) Review of Campground Operations during Phase 3 of Pandemic:

The Health and Safety Committee reviewed the measures in place to protect staff and guests with respect to the next phase of reopening of services and amenities in the campgrounds. The Committee is satisfied with the provisions in the Protocols and Operating Procedures during the next Phase (3). This will include ensuring staff wait a minimum of 24 hours after a booking of the school house before cleaning, and recommending that park staff not enter the 'Friends of Springwater Pavilion' at this time.

c) Review of Administration Office and Field Work Protocols:

The Health and Safety Committee discussed the latest Provincial Phase 3 recovery plan announcement. The Committee has recommended we remain in the current stage 2 of the Covid-19 CCCA Back to Work Plan for the Administration Office and Field Work until further notice, likely 2-4 weeks. The situation will be discussed with staff and the Board and the next Full Authority Board meeting.

d) Staff and Visitor Parking at the Administration Office:

The Health and Safety Committee recommended that a minimum of four parking spaces be maintained for visitors and designated staff along the eastside of the office parking lot. Staff (other than designated staff) shall refrain from parking in the main/office parking lot until after office hours (4:30pm).

ADJOURNMENT:

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

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

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

Wednesday, August 5, 2020

Meeting #HS 22/2020

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 (8:30 a.m.).

ADOPTION OF AGENDA:

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

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) COVID Mask Policies

The Health and Safety Committee reviewed and updated a Standard Operating Procedure including the two required policies for both indoor public and employee spaces. The updated policy is attached to these minutes as *CCCA Standard Operating Procedure 06: Mandated Use of Face Coverings for COVID-19 Prevention within CCCA*.

The Management Representative is tasked with creating a power point training package including answers to the seven scenario questions as discussed with the committee.

Staff will be trained prior to the 12:00am August 6, 2020 deadline for compliance or prior to beginning their first shift. Once training is complete the training log sheet must be completed by the trainer for each staff member trained.

A train the trainer model will be implemented to ensure all staff can be trained prior to their first shift.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (9:25 a.m.).

NEXT MEETING:

Tuesday August 26, 2020 at 10:00 a.m. (Office Board Room)

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

CCCA Standard Operating Procedure 06
Mandated Use of Face Coverings for COVID-19 Prevention within CCCA
Written: August 4, 2020
Version 1 Approved by Health & Safety Committee: August 5, 2020

In response to the memo sent to all Municipalities in the Southwestern Public Health Region on July 30, 2020¹, the below Mandated Face Coverings protocol was adopted by the Health and Safety Committee on August 5, 2020. The protocol includes 2 policies which are required by the Health Unit.

Preamble:

Respiratory infections may spread from respiratory droplets from infected individuals through coughing, sneezing, and speaking. COVID-19 transmission can occur even when someone is not showing symptoms. As CCCA reopens during the COVID-19 pandemic, it is important to implement protocols to prevent the spread of the virus and to protect the health and wellbeing of employees, patrons, and residents. Using face coverings is a method of source control, but to reduce the risk of transmission, it must be accompanied with other measures including, physical distancing, respiratory etiquette and good hand hygiene. Wearing face coverings has not been proven to protect the person wearing it, but instead can protect others. As such, requiring the use of face coverings in any enclosed public space where physical distancing is not constantly maintained is an important strategy to control COVID-19 transmission. Enclosed public space means indoor public spaces accessed by the public, including all Transportation Vehicles.

Enclosed Public Space Policy:

Scope:

CCCA will implement a policy on mandatory facial coverings within our publically accessible areas. It is the duty of all employees of the CCCA to ensure this policy is implemented and adhered to. The scope of this policy is the following:

1. Require persons² who enter or remain in the indoor public spaces of the Administrative Building, Campground Store, washrooms, schoolhouse and FOS Pavilion to wear a face covering³ that covers the nose, mouth, and chin.
2. Best efforts shall be made to ensure that persons entering are wearing a face covering. The face covering must be worn inside the Administrative Building, Campground Store, washrooms, schoolhouse and FOS Pavilion at all times unless it is reasonably required to temporarily remove the face covering for eating or drinking.

1 https://www.swpublichealth.ca/sites/default/files/memo_-_message_to_elgin_and_oxford_municipalities_20200730.pdf

2 A person means any customer, patron, employee or visitor, who enters the establishment, public transit vehicle, or commercial transportation vehicle.

3 A face covering means a non-medical mask or other face covering such as a bandana, a scarf or cloth (including hijab and niqab) that covers the nose, mouth and chin that provides a barrier that limits community transmission. Face shields (clear plastic coverings to protect the eyes and possibly the lower part of the face) are not an acceptable alternative to a face covering for the purpose of these instructions (as they are less supported by research regarding their effectiveness). However, they may be used by individuals in addition to a face covering for added protection; in addition, anyone exempted in this instruction from using a face covering may, but are not required to, use a face shield for added protection.

3. A person shall be exempt from wearing a face covering inside the Administrative Building, Campground Store, washrooms, schoolhouse and FOS Pavilion if:
 - a. The person is a child under the age of two years; or is a child under the age of five years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
 - b. The person is incapacitated and unable to remove their face covering without assistance;
 - c. Wearing a face covering would inhibit the person's ability to breathe such as, but not limited to, during athletic, fitness or physical activity or any activity that would preclude its use (such as swimming);
 - d. For any other medical reason, the person cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.
4. No person shall be required to provide proof of any of the exemptions set out in #3 of the policy.
5. Visible signage indicating that face coverings are required will be posted at all entrances and exits to washrooms and throughout the park information boards.
6. Alcohol-based hand sanitizer of 60% or more will be available at all entrance and exit of the Administrative Building, Campground Store, washrooms, and FOS Pavilion, for use of all persons entering or exiting.
7. All employees and volunteers will receive training on the policy, learn how to respond to anyone who arrives without a face covering or removes their face covering while inside.

Enclosed Employee Space Policy:

Scope:

CCCA will implement a policy on the use of facial coverings within our shared office spaces. It is the duty of all employees of the CCCA to ensure this policy is implemented and adhered to. Many of the employee provisions are included in the facility protocol and will not be duplicated here. The scope of this policy is the following:

1. Require staff who to wear a face covering³ that covers the nose, mouth, and chin in certain areas of the Administration Office including:
 - a. In any situation where Physical Distancing can't be maintained
 - b. In the front public area, but not receptionist behind plexiglass (once Office Opens to the Public)
 - c. When travelling with more than one person in a vehicle
2. Require staff who to wear a face covering³ that covers the nose, mouth, and chin in certain areas of the Store including:
 - a. All public areas in front of the plexiglass barrier, including when leaving to the wood shed or on break
3. Require staff who to wear a face covering³ that covers the nose, mouth, and chin in certain areas of the Campground including:
 - a. The schoolhouse, when cleaning or responding to call for service
 - b. Public Areas of the Campground Store
 - c. Woodshed when more than one person inside

- d. Public Washrooms when cleaning. One staff member cleaning per washroom. Door will be locked or a sign placed outside the washroom indicating the washroom is closed for cleaning.

Training

Staff will be trained on the policy including how to respond to various circumstances including:

1. Customer arrived without a facial covering because they forgot or don't have one
2. Customer who is exempt from wearing a facial covering
3. Customer wanting more information about the policy
4. Customer who becomes aggressive about the new requirement
5. Customer wanting information about the importance of wearing a facial covering or the science on the use of facial coverings
6. Customer asking about the availability of alcohol-based hand sanitizer (at least 60% alcohol concentration)
7. Customer who removes the face covering for any other purpose than eating or drinking, prior to exiting the premise

Implementation

1. This policy will take effect at 12:00am August 6, 2020
2. This policy will be enacted and enforced in "good faith" and used as a means to educate people on face covering use. Under "good faith", CCCA will not turn away the customer to achieve the best effort standard. To ensure that no customer or patron is turned away, CCCA will have a supply of face coverings for sale or at no cost to ensure patrons have access.

More Information

1. South West Public Health Website (https://www.swpublichealth.ca/sites/default/files/use_of_non-medical_masks_infographic.pdf)
2. Public Health Ontario (<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>)
3. Government of Canada (<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>)

REPORT FA 27 / 2020: To The Full Authority

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

SUBJECT: Monthly Staff Reports

DATE: July 31, 2020

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Completed two (2) Managed Forest Tax Incentive Plans for landowner's in the CCCA watershed;
- Completed wetland restoration projects involving two (2) landowners in the watershed, creating three (3) new wetlands cells totaling 2.5 acres;
- Supervision of a 150m shoreline erosion protection project along the west branch of Catfish Creek;
- Site meetings for on-going and future stewardship projects in the watershed;
- Participation on the CCCA Health & Safety Committee; and,
- Continued monitoring of Lake Erie shoreline restoration projects in Port Bruce.

Upcoming Activities:

- Assist the Municipality of Central Elgin with erosion protection project along Catfish Creek, upstream of the Southdale Line bridge;
- Completion of an erosion control project on west branch of Catfish Creek;
- Monitoring of work permit conditions and processing of applications pursuant to Section 28 of the Conservation Authorities Act; and,
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

Current Activities:

- Monitoring Lake Erie weather conditions for wave uprush flooding and issuing subsequent shoreline condition statements as required;
- Assisted Conservation Authority staff with GIS mapping for different projects and properties;
- Performed a site visit to Port Bruce regarding Catfish Creek water quality queries;
- Assessment of National Oceanic and Atmospheric Administration (NOAA), Lake Erie Operational Forecast System for storm surge modelling;
- Evaluating the requirement of a CCCA database for weather conditions on Lake Erie for the Lake Erie at Port Bruce shoreline storm surge and wave uprush assessments;
- Low water monitoring for 2019, including continued evaluation and data analysis for low water compilations, projections and essential changes of the low water discharge benchmarks and threshold criteria to support future low water condition reporting;

- Forest Ontario 50 Million Tree Program Post-Planting Report administration and submission;
- Assist landowners with Permit To Take Water (PTTW) application renewal assistance, and;
- Attended the 'High Water on the Great Lakes: Options for Shore Protection and Stabilization' webinar.

Upcoming Activities:

- 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:

- Created a pilot spraying partnership between the Town of Aylmer and the CCCA, covering sports fields, decommissioned gardens, parking areas, the Fire Hall, and some nuisance overgrown vegetation in the different parks;
- Attended multiple COVID-19 related health and safety meetings;
- Met with Mike Hamilton from the Town of Aylmer to set a date for nuisance tree removal on the northwestern boundary of Steen Park;
- Day - to - day operations and maintenance of the various Conservation Areas;
- Seasonal Campers' administration/ enforcement;
- Hosted our first group camp-out at the School House with respect to Stage 2 and the provincial limitations set forth;
- The Canada Day weekend was a huge success with every site being rented and overflow areas utilized;
- Pavilion bathroom was painted and opened for public use;
- Removed the nuisance trees on Murray Street in Steen Park on July 13th;
- Met with Thom Poland from the Town of Aylmer Parks and Recreation Department and designed a spraying program for the Giant Ragweed in the Town's Parks;
- Dealt with a vandalism incident at the Yarmouth Natural Heritage Area (YNHA), resolved by flipping the rock and teaching the culprits to respect the natural environment;
- Worked with Ron Casier of the Canadian Chestnut Council to bring in another 1,500 American Chestnuts in. Planting will occur with various community groups in the autumn;
- Performed maintenance work at Ontario Police College 'Path of Honour';
- Interviewed two (2) individuals for a six (6) week Park Technician position, with the new staff member starting on July 27th, 2020;
- Installed a trail money box at the YNHA;
- Collected trail donations, the donations appear to have increased. The Program Support Assistant and Community Outreach Technician installed laminated signs and have made social media posts to encourage use of the boxes, and;
- Daily and bi-monthly water testing for the Springwater Campground;

Upcoming Activities:

- Ongoing day-to-day operations, maintenance and security at the various Conservation Areas;

- Gather a quote for permanent signage regarding the use of trail boxes;
- Seasonal Camper administration;
- Hazard tree removal, firewood processing and general maintenance and operations, and;
- Regular duties as assigned.

Community Outreach Technician, Emily Febrey

June Activities:

- Assisted the Conservation Lands Supervisor and the Program Support Assistant with counting trail money;
- Created and posted more "Learn with Ranger Em" educational videos and/or activities on our social media channels and website;
- Continued to update our community on the operations of the CCCA during the emergency closure and the COVID-19 pandemic;
- Continued promoting the Catfish Art Challenge 2020 (any age to complete an art project that was inspired by nature for a chance to win a prize);
- Continued working on updating the education programming (in-class/virtual programs), and;
- Maintained our social media channels.

Current (July) Activities:

- Collaborated with the Aylmer Fair Board of Directors on combining our Art Contests and extended the Catfish Art Challenge 2020 (Now Aylmer Fair – Catfish Creek CA Art Contest) deadline to August 15th;
- Assisted the Program Support Assistant with Springwater Campground duties.
- Planted native wildflowers and put up animal homes in the Springwater Pollinator Garden with the help of the Conservation Areas Supervisor and the Park Technicians;
- Submitted a TD FEF Grant Application that focuses on our Education Programming;
- Received funding from the Great Outdoors Fund – Unsmoke Canada for a clean-up day in collaboration with Canadian Mental Health Association Elgin-St. Thomas (depending on COVID-19);
- Completed a birdhouse building education program with the YWCA Settlement Services Youth Group via Zoom;
- Prepared and delivered 40 bird houses for seasonal camper visitor services program;
- Began producing and filming for the "Learn with Ranger Em" series that will be featured on Rogers TV this coming fall;
- Completed the Final Report for the funding received from TD FEF for the Springwater Pollinator Garden;
- Selected recipient for FCFF funding for Springwater Stage Documentary Movie, and;
- Maintained our social media channels.

Upcoming Activities:

- Continue on updating the CCCA Environmental Education Programming;
- Continue to assist the Program Support Assistant with Springwater Campground duties;
- Continue to create and film "Learn with Ranger Em" content for the Rogers TV program;
- Begin drafting a fundraising strategy;
- Attend a Rekindle the Spark Committee meeting;
- Wrap up the Art Contest on August 15th, 2020;

- Begin planning what the fall will look like in consideration of education and recreation programming;
- Continue to maintain our social media channels by providing relevant news, information and entertaining content, and;
- Other duties as assigned.

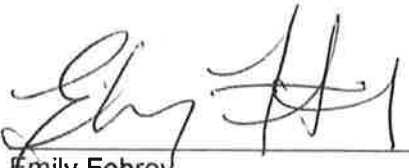
Recommendation:

That, Staff Reports for the months of June and July, 2020, be noted and filed.


 Tony Difazio
 Resource Planning Coordinator


 Peter Dragunas
 Water Management Technician


 Dusty Underhill
 Conservation Areas Supervisor


 Emily Febrey
 Community Outreach Technician

REPORT FA 28 / 2020 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: June Summary of Revenue & Expenditures
DATE: June 30, 2020

SUMMARY OF REVENUE
for the period ending June 30, 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	\$ 6,182.57	\$ (9,895.48)	\$ 48,407.18
Federal Grants	\$ 13,420.23	\$ 17,300.23	\$ 3,880.00	\$ 3,840.00
General Levy	\$ 344,356.40	\$ 186,686.45	\$ (157,669.95)	\$ 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	\$ 368,616.94	\$ 331,076.94	\$ 35,049.50
Conservation Areas Revenue	\$ 567,491.09	\$ 361,457.66	\$ (206,033.43)	\$ 408,334.97
Maple Syrup Revenue	\$ 41,776.53	\$ 17,342.53	\$ (24,434.00)	\$ 56,334.76
Bank Interest Earned	\$ 8,000.00	\$ 1,148.79	\$ (6,851.21)	\$ 1,393.47
Information & Education	\$ 9,580.00	\$ 198.00	\$ (9,382.00)	\$ 1,825.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 292.05	\$ (3,707.95)	\$ 2,411.52
Trees/Planting/Spraying	\$ 5,750.00	\$ 1,781.00	\$ (3,969.00)	\$ 5,810.30
Woodlot Management	\$ 1,000.00	\$ 707.96	\$ (292.04)	\$ 1,194.69
Watershed Stewardship Projects	\$ -	\$ -	\$ -	\$ -
Water Quality/Quantity Programs	\$ -	\$ -	\$ -	\$ -
Revenue from Other C.A. Lands	\$ 12,220.00	\$ 17,086.38	\$ 4,866.38	\$ 12,023.98
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ 0.06
Contract Services	\$ -	\$ 245.62	\$ 245.62	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 10,585.71	\$ (28,119.29)	\$ 21,752.13
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	\$ 1,006,233.54	\$ (323,842.56)	\$ 611,004.98

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	\$ 8,608.39	\$ (1,791.61)
Archie Coulter C.A. Trails	\$ 700.00	\$ 424.40	\$ (275.60)
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	\$ 368,616.94	\$ 331,076.94

SUMMARY OF EXPENDITURES

for the period ending June 30, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 53,377.35	\$ (51,470.43)	\$ 50,654.61
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 589.65	\$ (8,560.35)	\$ 784.60
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 3,770.68	\$ (5,354.32)	\$ 3,978.91
A-4 Materials & Supplies	\$ 5,150.00	\$ 1,384.24	\$ (3,765.76)	\$ 1,957.58
A-5 Rent & Utilities	\$ 10,392.00	\$ 1,423.62	\$ (8,968.38)	\$ 4,368.83
A-6 General Expenses	\$ 43,797.00	\$ 35,034.56	\$ (8,762.44)	\$ 35,305.20
TOTAL	\$ 182,461.78	\$ 95,580.10	\$ (86,881.68)	\$ 97,049.73
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 8,522.63	\$ (7,646.95)	\$ 6,166.63
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 96,641.41	\$ (79,090.75)	\$ 81,638.22
F4-5 Ice Management	\$ 35,463.97	\$ 24,445.41	\$ (11,018.56)	\$ 25,967.42
F4-6 Plan Input	\$ 39,233.34	\$ 21,214.23	\$ (18,019.11)	\$ 20,843.67
F4-71 Watershed Planning	\$ 6,518.81	\$ 2,870.25	\$ (3,648.56)	\$ 9,563.30
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 8,192.45	\$ (8,196.26)	\$ 4,933.33
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 162,237.45	\$ (127,269.12)	\$ 149,112.57
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 11,026.68	\$ (27,846.70)	\$ 9,859.66
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 11,072.14	\$ (8,109.77)	\$ 15,232.31
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 1,749.12	\$ (1,760.28)	
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ 39.17	\$ (13,781.06)	\$ 3,483.04
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ 1,200.30
Community Forest	\$ -	\$ -	\$ -	\$ -
	\$ 75,384.92	\$ 23,887.11	\$ (51,497.81)	\$ 29,775.31
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 5,191.52	\$ (13,228.50)	\$ 8,341.53
Springwater C.A. Development	\$ 39,420.00	\$ 51,231.26	\$ 11,811.26	\$ 62,909.50
Special Projects	\$ 21,221.40	\$ 438.89	\$ (20,782.51)	\$ 29,733.56
Contract Services	\$ -	\$ 655.61	\$ 655.61	\$ -
TOTAL	\$ 79,061.42	\$ 57,517.28	\$ (21,544.14)	\$ 100,984.59
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 165,787.07	\$ (397,883.81)	\$ 181,196.76
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 14,676.54	\$ (28,433.46)	\$ 17,698.34
Maple Syrup	\$ 54,660.53	\$ 36,833.81	\$ (17,826.72)	\$ 47,944.08
Other C.A. Lands	\$ 42,220.00	\$ 26,396.39	\$ (15,823.61)	\$ 10,900.50
TOTAL	\$ 703,661.41	\$ 243,693.81	\$ (459,967.60)	\$ 257,739.68
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 582,915.75	\$ (747,160.35)	\$ 634,661.88


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 28 / 2020 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: July Summary of Revenue & Expenditures
DATE: July 31, 2020

SUMMARY OF REVENUE
for the period ending July 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	\$ 6,384.67	\$ (9,693.38)	\$ 48,407.18
Federal Grants	\$ 13,420.23	\$ 17,300.23	\$ 3,880.00	\$ 3,840.00
General Levy	\$ 344,356.40	\$ 265,726.15	\$ (78,630.25)	\$ 9,747.76
Special Benefiting Levy	\$ 38,713.97	\$ -	\$ (38,713.97)	\$ -
Employment Program Grants	\$ 32,974.00	\$ 29,242.85	\$ (3,731.15)	\$ 1,005.00
Donations/Sponsorships	\$ 37,540.00	\$ 372,698.97	\$ 335,158.97	\$ 38,055.79
Conservation Areas Revenue	\$ 567,491.09	\$ 451,193.24	\$ (116,297.85)	\$ 482,693.02
Maple Syrup Revenue	\$ 41,776.53	\$ 17,735.43	\$ (24,041.10)	\$ 56,334.76
Bank Interest Earned	\$ 8,000.00	\$ 1,148.79	\$ (6,851.21)	\$ 1,656.08
Information & Education	\$ 9,580.00	\$ 268.00	\$ (9,312.00)	\$ 1,825.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 530.99	\$ (3,469.01)	\$ 2,650.46
Trees/Planting/Spraying	\$ 5,750.00	\$ 1,781.00	\$ (3,969.00)	\$ 5,810.30
Woodlot Management	\$ 1,000.00	\$ 707.96	\$ (292.04)	\$ 1,194.69
Watershed Stewardship Projects	\$ -	\$ -	\$ -	\$ -
Water Quality/Quantity Programs	\$ -	\$ -	\$ -	\$ -
Revenue from Other C.A. Lands	\$ 12,220.00	\$ 17,086.38	\$ 4,866.38	\$ 12,023.98
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ 0.06
Contract Services	\$ -	\$ 583.22	\$ 583.22	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 15,323.49	\$ (23,381.51)	\$ 21,752.13
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	\$ 1,198,740.17	\$ (131,335.93)	\$ 688,875.87

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	\$ 1,160.00	\$ (1,330.00)
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	\$ 12,284.91	\$ 1,884.91
Archie Coulter C.A. Trails	\$ 700.00	\$ 669.91	\$ (30.09)
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	\$ 372,698.97	\$ 335,158.97

SUMMARY OF EXPENDITURES

for the period ending July 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 65,299.06	\$ (39,548.72)	\$ 58,834.94
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 619.07	\$ (8,530.93)	\$ 1,004.90
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 5,118.46	\$ (4,006.54)	\$ 5,535.92
A-4 Materials & Supplies	\$ 5,150.00	\$ 1,510.82	\$ (3,639.18)	\$ 2,118.59
A-5 Rent & Utilities	\$ 10,392.00	\$ 1,614.06	\$ (8,777.94)	\$ 5,256.88
A-6 General Expenses	\$ 43,797.00	\$ 35,143.75	\$ (8,653.25)	\$ 36,157.41
TOTAL	\$ 182,461.78	\$ 109,305.22	\$ (73,156.56)	\$ 108,908.64
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 10,140.70	\$ (6,028.88)	\$ 6,868.71
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 116,676.27	\$ (59,055.89)	\$ 94,673.74
F4-5 Ice Management	\$ 35,463.97	\$ 26,868.76	\$ (8,595.21)	\$ 27,463.61
F4-6 Plan Input	\$ 39,233.34	\$ 25,399.31	\$ (13,834.03)	\$ 23,667.17
F4-71 Watershed Planning	\$ 6,518.81	\$ 3,510.11	\$ (3,008.70)	\$ 10,975.41
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 9,790.13	\$ (6,598.58)	\$ 7,761.82
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 192,736.35	\$ (96,770.22)	\$ 171,410.46
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 13,303.06	\$ (25,570.32)	\$ 9,939.66
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 12,310.69	\$ (6,871.22)	\$ 15,593.57
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 2,099.51	\$ (1,409.89)	\$ -
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ 187.16	\$ (13,633.07)	\$ 3,936.68
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ 1,200.30
Community Forest	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 75,384.92	\$ 27,900.42	\$ (47,484.50)	\$ 30,670.21
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 6,320.32	\$ (12,099.70)	\$ 9,681.25
Springwater C.A. Development	\$ 39,420.00	\$ 51,231.26	\$ 11,811.26	\$ 62,909.50
Special Projects	\$ 21,221.40	\$ 664.67	\$ (20,556.73)	\$ 33,890.78
Contract Services	\$ -	\$ 927.37	\$ 927.37	\$ -
TOTAL	\$ 79,061.42	\$ 59,143.62	\$ (19,917.80)	\$ 106,481.53
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 256,391.65	\$ (307,279.23)	\$ 248,122.55
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 16,404.73	\$ (26,705.27)	\$ 24,762.05
Maple Syrup	\$ 54,660.53	\$ 36,833.81	\$ (17,826.72)	\$ 47,944.08
Other C.A. Lands	\$ 42,220.00	\$ 28,895.71	\$ (13,324.29)	\$ 12,238.89
TOTAL	\$ 703,661.41	\$ 338,525.90	\$ (365,135.51)	\$ 333,067.57
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 727,611.51	\$ (602,464.59)	\$ 750,538.41



Susan Simmons,
Financial Services Coordinator

REPORT FA 29 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: July 31, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
Studer's Ice	30089	\$ 303.75	store product for resale
payroll June 6 (30090-30105)			
payroll June 20 (30106-30121)			
payroll July 4 (30122-30128)			
Hydro One	Cash	\$ 37.08	gauge
Eastlink	Cash	\$ 1,015.82	phone, fax line, internet, gauges
Telus Mobility	Cash	\$ 293.82	mobile phones
Reliance Home Comfort	Cash	\$ 47.09	water heater rental
Hydro One	Cash	\$ 4,557.25	campground, operations centre, gauges
payroll July 4 (30129-30140)			
Bell Canada	Cash	\$ 88.06	gauge
CIBC Visa	Cash	\$ 84.75	SGS - water test for Springwater Campground
CIBC Visa	Cash	\$ 84.75	SGS - water test for Springwater Campground
CIBC Visa	Cash	\$ 115.02	seasonal staff lunches
CIBC Visa	Cash	\$ 40.86	Amazon: supplies for cleaning showers
CIBC Visa	Cash	\$ 9.03	Amazon: Prime monthly membership
CIBC Visa	Cash	\$ 114.90	Amazon: face shields
CIBC Visa	Cash	\$ 130.54	Amazon: campground supplies
Desjardins Card Services (Staples)	Cash	\$ 409.62	campground supplies
A&J Baertsoen	30141	\$ 228.15	repairs to gates box
Aaroc Aggregates And Recycling	30142	\$ 932.38	campground maintenance
Aylmer Home Hardware	30143	\$ 141.52	supplies for Pollinator Garden & campground
Belmont Farm Supply	30144	\$ 146.90	supplies for campground & contract services
Black Cat Concepts	30145	\$ 596.06	Environmental Leadership Program
Caduceon Enterprises Inc.	30146	\$ 379.68	water quality monitoring supplies
Canadian Tire	30147	\$ 487.50	supplies for Pollinator Garden & campground
CBSC Capital Inc.	30148	\$ 701.54	photo copier maintenance
Checkers Cleaning Supply	30149	\$ 51.75	campground supplies
Christopher, Paul	30150	\$ 100.40	camping refund
Conservation Ontario	30151	\$ 10,786.08	installment 2 of 2 CO levy & ESRI annual fee
Delta Power Equipment Ltd.	30152	\$ 24.36	equipment maintenance
Dowler Karn Propane Ltd.	30153	\$ 2,348.57	equipment and vehicle fuel
Duff's Garage	30154	\$ 39.55	vehicle maintenance
Durand, Chris	30155	\$ 300.00	website management
Elgin Feeds Ltd.	30156	\$ 90.39	campground supplies
Forest City Film Festival	30157	\$ 10,000.00	Art Trail project
Glenbriar Bottled Water Co. Ltd.	30158	\$ 49.28	water cooler service
H. Broer Equipment Sales & Service Inc.	30159	\$ 49.12	equipment maintenance
Integrity IT Services	30160	\$ 181.93	computer network support
Koolen Electric	30161	\$ 1,554.00	campground maintenance
Laemers, Virginia	30162	\$ 648.00	refund of Day Camp registration fees
M Live Bait Wholesale	30163	\$ 271.20	store product for resale
Pragmatic	30164	\$ 100.94	teleconference fees
Pressey, Paul	30165	\$ 125.00	seasonal camping refund
R Safety	30166	\$ 1,219.95	campground supplies
Richmond, Mike	30167	\$ 50.00	seasonal camping refund
Secord Home Building Centre	30168	\$ 181.97	campground maintenance
Simmons, Susan	30169	\$ 235.90	mileage reimbursement (January-June)
Smale, Kim	30170	\$ 250.00	managed forest approver fee
Steelway Building Systems	30171	\$ 15,405.63	Evans Sisters Stage project
Studer's Ice	30172	\$ 224.10	store product for resale
Waste Connections of Canada Inc.	30173	\$ 949.63	campground maintenance
Youngblut Timber Art	30174	\$ 500.00	special attraction for Maple Syrup Festival
Checkers Cleaning Supply	30175	\$ 1,017.72	campground supplies
CBSC Capital Inc.	30176	\$ 701.54	photo copier maintenance
Hartman Communications	30177	\$ 1,706.24	radio system maintenance

REPORT FA 29 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: July 31, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll July 18 (30178-30198)			
Receiver General HST	Cash	\$ 30,522.45	quarterly remittance
payroll July 31 (30199-30219)			
Township of South-West Oxford	30220	\$ 140.29	final property tax bill
Municipality of Central Elgin	30222	\$ 5,103.37	final property tax bills
Eastlink	Cash	\$ 1,014.20	phone, fax line, internet, gauges
Hydro One	Cash	\$ 11,277.45	campground, operations centre, gauges
Telus Mobility	Cash	\$ 293.82	mobile phones
Bell Canada	Cash	\$ 88.06	gauge
CIBC Visa	Cash	\$ 9.04	Dollarama: campground supplies
CIBC Visa	Cash	\$ 240.66	Fish Farm Supply: aerator maintenance
CIBC Visa	Cash	\$ 57.60	Amazon: campground supplies
CIBC Visa	Cash	\$ 14.68	Amazon: campground supplies
CIBC Visa	Cash	\$ 53.84	Amazon: campground supplies
CIBC Visa	Cash	\$ 14.68	Amazon: campground supplies
CIBC Visa	Cash	\$ 9.03	Amazon: Prime monthly membership
CIBC Visa	Cash	\$ 90.21	Amazon: campground supplies
Desjardins Card Services (Staples)	Cash	\$ 450.68	campground supplies
Aylmer Home Hardware	30223	266.08	campground supplies
Aylmer Tire	30224	133.63	equipment maintenance
Canadian Tire	30225	393.37	supplies for Pollinator Garden & campground
Checkers Cleaning Supply	30226	971.75	campground supplies
Creative Irrigation Solutions Inc.	30227	1,327.75	Evans Sisters Stage project
De Lage Landen Financial Services Canada Inc.	30228	111.87	postage metre rental
Delta Power Equipment Ltd.	30229	245.62	equipment maintenance
Dowler Karn Propane Ltd.	30230	1,459.58	equipment and vehicle fuel
Elgin Feeds Ltd.	30231	90.39	campground supplies
Erie Excavating & Liquid Waste Removal Limited	30232	1,017.00	campground maintenance
Glenbriar Bottled Water Co. Ltd.	30233	69.28	water cooler service
H. Broer Equipment Sales & Service Inc.	30234	65.75	equipment maintenance
Integrity IT Services	30235	210.18	computer network support
Koolen Electric	30236	709.65	campground maintenance
London Quality Dairy and Wholesale	30237	791.19	store product for resale
M Live Bait Wholesale	30238	353.80	store product for resale
Pragmatic	30239	32.67	teleconference fees
R Safety	30240	482.86	campground supplies
Secord Home Building Centre	30241	51.02	campground supplies
Studer's Ice	30242	1,274.40	store product for resale
Thissen, John	30243	110.00	camping refund
Union Sports Sales Limited	30244	1,182.98	uniform items
Vector Electric	30245	96.05	campground maintenance
Waste Connections of Canada Inc.	30246	2,600.18	campground maintenance
Canon Canada Inc.	30247	529.33	photo copier lease
		<u>\$ 124,065.76</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$124,065.76 , be approved as presented in Report FA 29/2020.



Susan Simmons,
Financial Services Coordinator

REPORT FA 30 / 2020 : **To the Full Authority**
FROM : Tony Difazio, Resource Planning Coordinator
SUBJECT : Approved Section 28 Regulation Applications
DATE : August, 2020

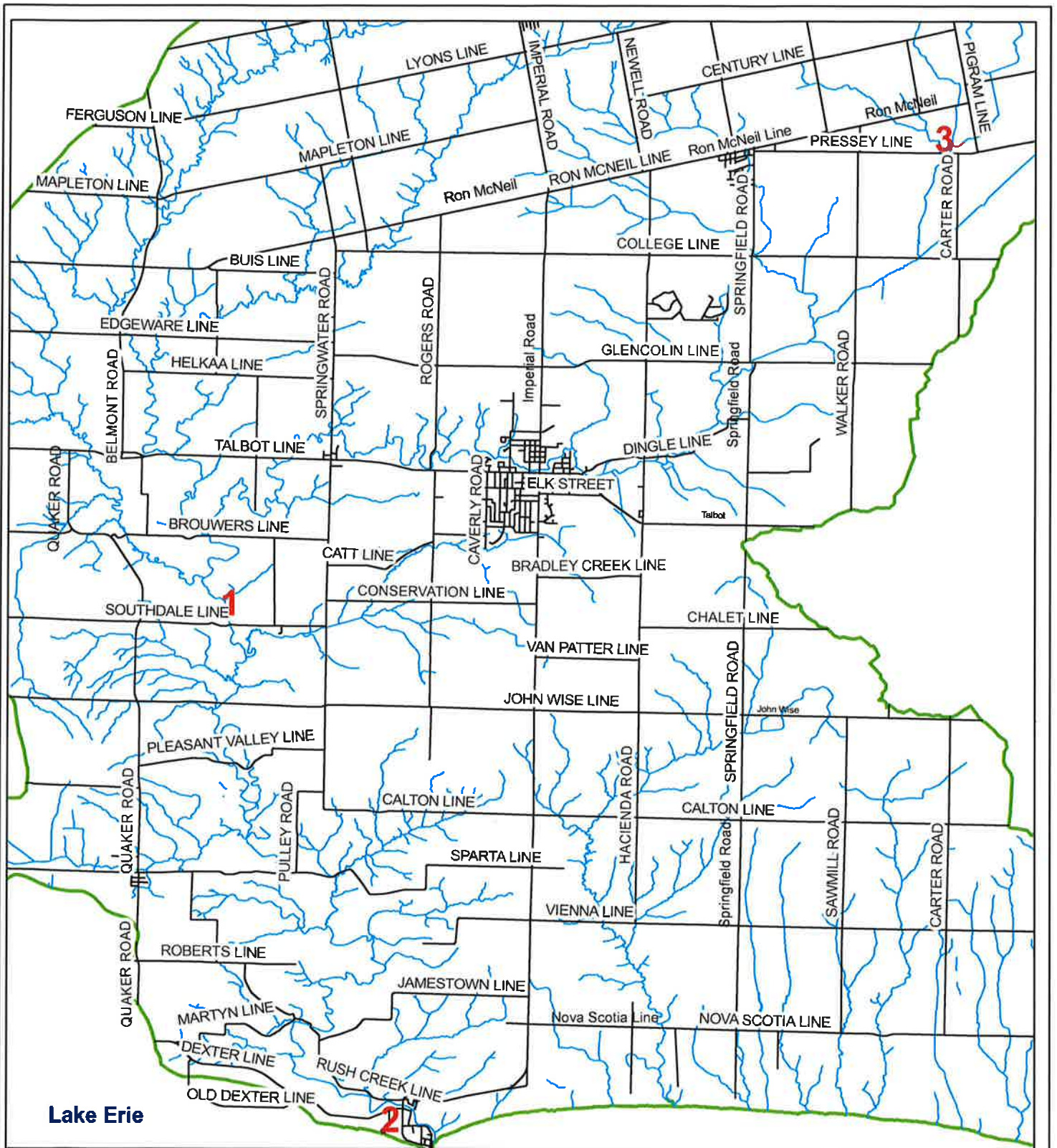
PURPOSE: To outline the 'Development, Interference with Wetlands & Alterations to Watercourses' applications approved by staff from January to July, 2020.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-01-20 (Site 1)	47154 Southdale Line; Municipality of Central Elgin	* This proposal involves the stabilization of approximately 200m of eroded shoreline along Catfish Creek; * The site is upstream of the Southdale Line bridge crossing and is being undertaken by the Municipality in accordance to plans prepared by Water'sedge Environmental Solutions;	July 27, 2020
FR-02-20 (Site 2)	49275 Shalom Drive; Waneeta Beach, Port Bruce	* This proposal involves the construction of a new deck adjacent to the Lake Erie Shoreline in Waneeta Beach; * The construction will be in compliance with the recommendations prepared by LDS Engineering Consultants;	July 6, 2020
FR-03-20 (Site 3)	52534 Pressey Line; Township of Malahide	* This proposal involves the replacement of 2 culvert crossings of the Shively-Neff & Pettman Municipal Drain on Pressey Line; * The culverts have been designed by CJDL Consulting Engineers;	July 6, 2020

RECOMMENDATION: THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA 30 / 2020**, as information.



 Tony Difazio, Resource Planning Coordinator



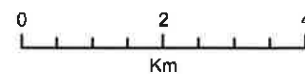
Lake Erie



REGULATIONS REPORT MAP

August, 2020

1 Work Permit Location



REPORT FA 31 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager/Secretary-Treasurer

SUBJECT: Seasonal Hiring

DATE: July 22, 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 new seasonal staff hired for the remainder of the 2020 camping season.

Background:

Due to COVID-19 sanitizing requirements, and additional tasks that need to be completed on a daily basis, an additional Park Technician is required to be hired.

Staff performed interviews between July 15 and July 22, 2020 and offered a 6 week position which was subsequently accepted.

Current Status:

The following has accepted positions with CCCA for the remainder of the 2020 season with pay consistent with Personnel Regulation No. 23.

Park Technician (1)

Kolton Levesque

Recommendation:

THAT, seasonal staff outlined in Report FA 31 / 2020 be hired for the remainder of the 2020 season.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 32 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager/Secretary-Treasurer

SUBJECT: COVID-19 Response – Updated Return to Work Plan

DATE: August 6, 2020

STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization

FINANCIAL IMPLICATIONS: Can be accommodated through existing budget

Purpose:

To have members approve the updated 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.

An evolving 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.

Version 1 of the Return to Work Plan was approved by members at the June 11, 2020 Board meeting via Motion #50/2020. Since the approval of Version 1, new provincial guidelines and timelines have been incorporated into the Plan.

As per the previous version of the Return to Work Plan, the campground opened on June 19, 2020 with a number of measures including: new general health signage, new directional signage, a safer check in procedure, increased and enhanced sanitization of our washroom facilities, and a reduced transient park capacity.

Although the province remains in a "State of Emergency", Elgin County was doing very well in terms of COVID numbers at the time and was a key factor in the decision of the General Manager to move Administration and Field Work into Stage 2 of the Return to Work Plan. Some of the highlights for Stage 2 include:

Administration and Field Work:

- Office Capacity increased to 75% or 9 people.
- Public access to office by appointment only
- Office Cleaning 2 times per week
- Vulnerable staff, or 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 where feasible

- Field Works crews limited to five staff

Re-Opening Seasonal Campground

Washroom and Shower Cleaning reduced to 3 times per day

- Enhanced cleaning and disinfection efforts are undertaken in transient sites (e.g. picnic table, taps, hydro meter, and other high-touch surfaces)
- Signage indicating public surfaces are not disinfected installed in the East and West campgrounds
- Beach open as approved by SW Public Health Beach and consistent opening time with other Elgin County Beaches.

Current Status:

In July, Elgin County was doing very well in terms of COVID numbers at the time and was a key factor in the decision of the General Manager to move the Campground into Stage 3 of the Return to Work Plan.

The CCCA moved to Stage 3 for the Campground on July 17, 2020. Administration and Field work remain at Stage 2. Some of the key changes for Stage 3 include:

Re-Opening Seasonal Campground

- Washroom and Shower Cleaning reduced to 2 times per day
- Recreational facilities and Playgrounds that meet provincial requirements and health recommendations will be opened
- Volunteers may return (subject to health screening and COVID training)

With the recent outbreak of COVID in Aylmer, there are no immediate plans to bring Administration and Field work to Stage 3. Some highlights of Stage 3 for Administration and Field work are as follows:

Administration and Field Work:

- Office Capacity increased to 100% or 12 people.
- Office Open to the public (subject to social distancing and any mask wearing requirements)
- Office Cleansing reduced to 1 time per week
- Vulnerable staff, or 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 where feasible
- Staff permitted to work from home 1-2 days per week if feasible

Face Covering policies for Public and Employee spaces have been developed as required by Southwestern Public Health and are available for information in the minutes from Health and Safety Committee meeting #22/2020.

Recommendation:

THAT, the Catfish Creek Conservation Authority approve the Updated Return to Work Plan as presented in Report FA 32 / 2020.



Christopher Wilkinson
General Manager / Secretary- Treasurer

CCCA Return to Work Plan – Version 2

Version 1: Written May 26 – Approved by CCCA BOD June 11, 2020

Version 2: Written by H&S Committee June 25, 2020, Updated by H&S Committee August 6, 2020, and Approved by CCCA BOD August 13, 2020

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.

The General Manager prepared the 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 and roles within each department, there may be periods when departments are in different phases of re-opening in adherence with provincial and regional directives, and periods where staff will be operating under different sections of the Plan depending on job duties.

The Administrative Section of the Plan will cover the administrative office and Administrative related duties (e.g. Governance, financial, computer work etc). of all staff as required.

The Field Work Section of the Plan will cover the works undertaken in the field by staff as required (e.g. Flood Forecasting and Warning, Water Quality Monitoring, Stewardship, Property Maintenance, Site Visits, Dam Management 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.
- At 12:00am on August 6th, 2020, employees and customers are mandated to wear face coverings in enclosed public spaces as outlined in the current version of the CCCA Facility Protocol, specifically *SOP-CCCA06-mandated_face_coverings.docx*.

In addition to these recommendations, a CCCA Facility Protocol and 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/or the Province enters Phase 2 of the recovery Plan and/or CCCA is ready (Currently Set for June 30 2020).

Phase 3 will begin no sooner than when the Province begins Phase 3 (When CCCA is ready post July 17th, 2020).

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) where possible.
- Staff will use the sign in/sign out sheet
- Vulnerable staff, or 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 are required if social distancing can't be maintained. Staff will be encouraged to meet off site or out doors where possible
- Vulnerable staff, or 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 to ensure their work area is disinfected regularly throughout the day based on the current version of *SOP-CCCA01-Cleaning_of_Multi-Surfaces_During_Covid-19_Pandemic*
- Kitchen microwave and fridge can be used. No eating in Kitchen. 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
- Volunteers may return (subject to health screening and COVID training)
- Office cleansing – completed once per week to “disinfect” offices and common areas - Kitchen/Bathrooms and all common touch services

- Vulnerable staff, or 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
- Kitchen microwave and fridge can be used. No eating in Kitchen. 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

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 and/or CCCA is ready (Currently Set for June 30 2020).

Phase 3 will begin no sooner than when the Province begins Phase 3 (When CCCA is ready post July 17th, 2020).

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:

- Multi-person vehicle use is permitted subject to CCCA Facility Protocol (masks required)
- 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 subject to CCCA Facility Protocol
- Volunteers may return (subject to health screening and COVID training)
- 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_June2020vs2).

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 (Currently Set for June 19, 2020).

Phase 3 will begin when the Province begins Phase 3 (July 17th, 2020).

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
- Canoe/Kayak rentals: Not offered in 2020
- Firewood and Ice Sales: Please refer to SOP-CCCA03-Gatehouse_June2020_vs2

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 locked /closed
- Beach Closed
- Concession booth closed

Phase Two:

- All campers must follow federal, provincial and regional health guidelines and recommendations as publicly directed
- No new group reservations permitted. Existing reservations for group camping and facility rentals may be honoured subject to federal and provincial Regulations and CCCA requirements
- Transient Camping Areas at 50% capacity
- Reservations for transient camping will open June 12th
- Day Camp may operate out of the schoolhouse subject to government Regulations
- Day use area, beach and all washrooms open once CCCA is ready. Opening of day use is currently planned for Saturday June 19 2020
- Some washrooms open and cleaned three times a day. Some showers may be opened should an appropriate procedure be put in place. 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 when CCCA is ready
- Laundry Closed
- Enhanced cleaning and disinfection efforts are undertaken in transient sites (e.g. picnic table, taps, hydro meter, and other high-touch surfaces)
- Signage indicating surfaces are not disinfected (same as municipal signage) to be installed on all public surfaces in the East and West campgrounds
- Contactless transactions and procedures will be preferred (electronic payment, delivery of bulk fire wood, pick up of firewood bundles, etc.)
- Beach May be open subject to provincial Regulations (Consistent with Elgin County) – Currently Set to open Monday June 22nd subject to successful Water Quality Test by the Health Unit
- Concession booth closed.

Phase Three:

- All campers must follow federal, provincial and regional health guidelines and recommendations as publicly directed

- Group Camping permitted on a case by case basis subject to Provincial Regulations and must be approved by Conservation Areas Supervisor
- 6 people maximum per site
- Transient Camping Areas at maximum 75% capacity
- Day Camp may operate out of the schoolhouse subject to government Regulations
- Washrooms and some showers open and cleaned 2 times per day, however campers will continue to be encouraged to use facilities in their trailers or recreational vehicles
- Pavilions open once CCCA is ready
- Laundry Closed
- Concession booth closed
- Enhanced cleaning and disinfection efforts are undertaken in transient campground sites (picnic table, taps, hydro meter)
- Signage in all public/shared spaces indicating un-sanitized surface (e.g. picnic tables 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.)
- Playgrounds open
- Friends of Springwater Pavilion open subject to appointment only, decreased room capacity, un-sanitized surface signage, and self cleaning by users
- All recreational facilities that can be opened while meeting provincial health recommendations will be opened (e.g. every other horseshoe pit)
- Community or private events may be permitted on a case by case basis subject to Provincial Regulations and must be approved by Conservation Areas Supervisor
- Volunteers may return (subject to health screening and COVID training)
- Beach open subject successful Health Unit water quality testing

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.

REPORT FA 33 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer

SUBJECT: Land Acquisition and Disposal Policies.

DATE: August 3, 2020

FINAICIAL IMPLICATIONS: Can be completed within current budget

STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

To approve the Land Acquisition and Disposal Policies.

Discussion:

The attached proposed policy document identifies the criteria and priorities for land acquisition.

The acquisition policy places a primary focus on lands supporting core mandates of flood and erosion control (forests and wetlands), and Conservation Areas (outdoor recreation and revenue from Lands to support other mandated programs). The acquisition policy places a secondary focus on lands with ecological features that support non-mandated programs (e.g. tall grass prairie), education and strategic opportunities.

The disposal policies consider disposal of lands with partial, limited or no provincially significant features as identified by the individual management plans. The Board of Directors must approve all disposals of surplus land.

Recommendation:

THAT the Land Acquisition and Disposal Policies be approved; and further,

THAT staff be directed to follow these policies for the securement of new properties and the disposal of surplus lands.



Christopher Wilkinson
General Manager / Secretary-Treasurer



LAND SECUREMENT AND DISPOSITION POLICIES



Catfish Creek Conservation Authority

8079 Springwater Road
Aylmer, Ontario N5H 2R4
519-773-9037
Email: admin@catfishcreek.ca
www.catfishcreek.ca

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Acknowledgements

In updating the CCCA's Land Securement and Disposal Policies, guidance was sought from the Land Securement Strategy documents of member municipalities and other Conservation Authorities. In addition, the work of CCCA staff members and Board members is greatly appreciated.

Approving Regulation

Motion #FA ____/2020

RESOLVED THAT the Land Acquisition and Disposal Policies be approved; and further,

THAT staff be directed to follow these policies for the securement of new properties and the disposal of surplus lands.

August 13, 2020

1.0 Introduction

Since 1950, the Catfish Creek Conservation Authority (CCCA) has secured approximately 550 hectares of land including environmentally sensitive lands (wetlands, woodlands), flood susceptible lands and day use park lands for passive recreation and outdoor education. The mandate of the Conservation Authority under Section 20 of the *Conservation Authorities Act* is “to establish and undertake, in the area under which it has jurisdiction, a program designed to further the conservation, restoration development and management of natural resources other than gas, oil, coal and minerals.” Based on this mandate the Catfish Creek Conservation Authority has defined its mission:

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

CCCA plans to achieve our mission through the following strategic priorities / goals outlined in our 2019-2023 Strategic Plan¹:

1. Protect life and minimize property damage from flooding and erosion
2. Improve the ecological health of the Catfish Creek watershed
3. Curate an appreciation for nature
4. Ensure our conservation lands are protected and enhanced
5. Operate a sustainable and adaptable organization

The land securement policies further CCCA's mission by providing the basis and direction for securing interests in land, through purchases, donations, conservation easements and other methods primarily to achieve our primary mandate to protect life and minimize property damage from flooding and erosion, and to ensure conservation lands are protected and enhanced. Secondary priorities for land securement include improving the ecological health of the watershed and curating an appreciation for nature.

Land is eligible for disposal if the land has partial, limited or no provincially significant features. Disposition of provincially significant features is generally prohibited by the policy.

1.1 Policy Document Intent

This policy provides an up-to-date administrative framework under which land securement of key properties by the Conservation Authority can be achieved as well as guidance for the disposal of surplus lands. It sets out specific policies related to securement, appraisal, survey, environmental audit and disposal.

¹ <https://www.catfishcreek.ca/about-us/publications/>

2.0 Conservation Authority Land Securement Legislation

Section 20 (1) of the *Conservation Authorities Act, 1990* outlines the objects of a Conservation Authority which are “to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.”

Section 21 (1) of the Conservation Authorities Act outlines the powers of authorities for the purposes of accomplishing its objects.

Subsection 21 (1) (c) states that an Authority has the power “to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired”.

Subsection 21 (1) (d) gives the Authority the power, “despite subsection (2), to lease for a term of five years or less land acquired by the authority.”

Subsection 21 (1) (e) gives the authority power “to purchase or acquire any personal property that it may require and sell or otherwise deal therewith.”

Section 21 (2) states that “if the Minister has made a grant to an authority under section 39 in respect of land, the authority shall not sell, lease or otherwise dispose of the land under clause (1) (c) without the approval of the Minister.”

Section 21 (3) states that “the Minister may impose terms and conditions on an approval given under subsection (2), including a condition that the authority pay a specified share of the proceeds of the disposition to the Minister.”

Section 31 of the Conservation Authorities Act states that “the Expropriations Act applies where land is expropriated by an authority or where land is injuriously affected by an authority in the exercise of its statutory powers.”

3.0 Policy Background

The CCCA currently owns total of 550 hectares of land (Figure 1). Of these, the majority are in Malahide Township, however lands are found in The Town of Aylmer, Municipality of Central Elgin, and the Municipality of Southwest Oxford. These lands include wetlands, managed woodlots, passive day use parks / lands for passive recreation and outdoor education, campgrounds, and undeveloped natural and environmentally significant areas.

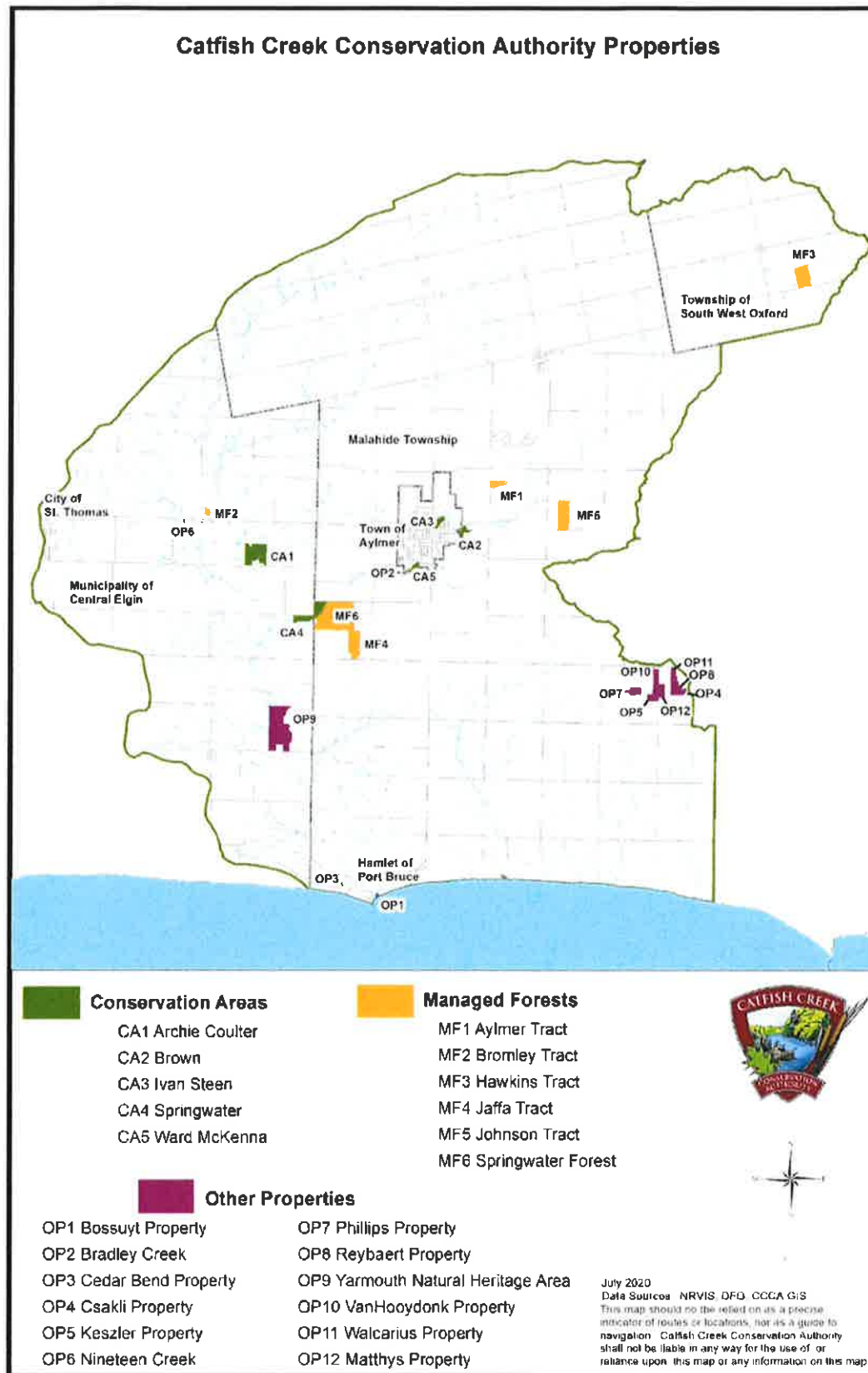


Figure 1 – Location of CCCA Properties

A detailed list of properties is as follows:

TOWNSHIP OF MALAHIDE				
Calton Swamp (Keszler & VanHooydonk) (OP5)	Conc. 4, Pt. Lot 30	Conservation Lands	72.22	1982, 1983
Calton Swamp (Matthys) (OP12)	Conc. 4, Pt. Lot 31	Conservation Lands	25	2005
Calton Swamp (Walcarius OP12 & Reynaert OP8 & Csakli – OP4)	Conc. 4, Pt. Lots 32 & 33	Conservation Lands	82.13	1993, 1985, 1984
Calton Swamp (Phillips) (OP7)	Conc. 4, N. Pt. Lots 28 & 29	Conservation Lands	22.46	1990
Springwater Forest, Day-Use Area, Beach & Schoolhouse (MF6)	Conc. 5, N. Pt. Lots 1 to 4	Conservation Area / Other Lands	344.88	1964
Jaffa Tract (MF4)	Conc. 5, S. Pt. Lot 4	Conservation Lands	93	1964
Aylmer Tract (MF1)	Conc. N. Gore, W. Pt Lots 16 & 17	Managed Forest	36	1954
Johnson Tract (MF5)	Conc. 7, N. Pt. Lot 22	Conservation Lands / Managed Forest	100	1961
Brown Conservation Area (CA2)	Conc. 7, Pt. Lots 13 & 14	Conservation Area	20.45	1976
East Bluff (Bossuyt Property) (OP1)	Conc. 1, S. Part Lot 6	Conservation Lands	3.56	1988
Cedar Bend (OP3)	Conc. 1, Pt. Lot 3	Conservation Lands	0.85	1991
Bradley Creek (OP2)	Conc. 6, STR. Pt. Lot 8	Conservation Lands	3.12	1993
MUNICIPALITY OF CENTRAL ELGIN				
Administration Building and Campground (CA4)	Conc. 6, N. Pt. Lot 28	Conservation Lands / Other Lands	23.5	1964
Nineteen Creek Property	Conc. 8, N. Pt. Lot 19	Other Lands	1.14	1980
Archie Coulter Conservation Area (CA1)	Conc. 8, S. Pt. Lots 24 & 25	Conservation Area	131.8	1977
Yarmouth Tract (OP9)	Conc. 4, N.E. 1/4 Lot 26	Conservation Lands / Managed Forest / Other Lands	254.48	1964, 2014
Bromley Tract (MF2)	Hwy. 74 E/S Conc. 9. Pt. Lot 21	Managed Forest	13.71	1991
Stamas Property	Conc. 6, N. Pt. Lot 27	Conservation Lands / Other Lands	10.13	1993
TOWN OF AYLMER				
Ivan Steen Conservation Area (CA3)	00000 Murray E/S	Conservation Area	19.2	1975
Ward McKenna Conservation Area (CA5)	Conc. STRE, Pt. Lot 82	Conservation Area	12.43	1973
Tarry Parkway	Tarry Parkway	Other Lands	3.28	1998
TOWNSHIP OF SOUTH-WEST OXFORD				
Hawkins Tract (MF3)	Conc. 11, S. Pt. Lot 19	Managed Forest	97.58	1962
		Total CCCA Area:	1370.9 Acres	554.8 Hectares

There are many reasons for a long term land securement position/plan, however two of these are:

1. A well-defined land securement and disposal plan with Board of Directors approval will put CCCA in a better position to obtain government, agency and private funding when such is made available.
2. A well-defined land securement and disposal plan provides a positive leadership position for Catfish Creek Conservation Authority and the CCCA Board of Directors relative to meeting strategic priorities such as improving the ecological health of the Catfish Creek watershed.

4.0 Regional/ Local Context

Catfish Creek Conservation Authority is located in eastern Elgin County and situated in the heart of the Deciduous Forest Region and the Norfolk Sand Plain physiographic region. Other significant public recreation lands in the region include Port Stanley beach (25 km to the South West), Port Bruce Provincial Park (15 km to the south), Long Point Provincial Park (60 km to the southeast), Dalewood Conservation Area (15km to the northwest) and Lake Whittaker Conservation Area (25km to the north).

Lying within a region devoted largely to agriculture land use, the CCCA watershed, with its vast maple-beach-oak upland forest, is a valuable remnant of a landscape settlers observed when they first arrived in the area in the 1800's.

4.1 Forms of Land Securement

Under this project there are two primary ways of protecting environmentally sensitive and significant lands; holding title (fee simple) or holding rights on the land (easements, covenants, lease agreements). The following provides a brief overview of these securement tools.

4.2 Fee Simple

This method is the purchase or donation of the total interest in a property and is the most effective way for the protection of green space.

4.3 Conservation Easements

Easements are the acquisition of specific or limited rights of use from an owner. Easements can provide for the protection of a resource, trail construction, and construction and maintenance of rehabilitation works.

In 1994 the provincial government passed Bill 175 amending the Statutes of Ontario including the *Conservation Land Act*. This amendment allows landowners to grant easements or enter into covenants for the protection and conservation of land. The owners may grant easements or enter into covenants with "conservation bodies" (such as the Crown, conservation authorities, municipal councils, bands, or registered charities) which may be registered on title and a binding on future purchasers.

4.4 Covenants

Traditionally, covenants have been used to restrict an owner from undertaking specific activities on all or a portion of his or her property. Typically, these covenants would restrict the destruction of a resource, filling, or the building of structures.

4.5 Leases and Agreements

Leases and agreements, depending on their terms, can range from more than a right to occupy to almost an equivalent of fee simple interest. The benefits and costs associated with the interests obtained varies accordingly.

4.6 Summary

There are benefits and limitations associated with each method of securement. A case by case assessment will be undertaken to determine the quality and significance of the resources or function of each property. Based on the individual property assessment and resources available, the Conservation Authority would determine the most appropriate type of securement to ensure the protection of the features and functions of the land.

5.0 Alternatives to Land Securement - Stewardship Agreements

Where the securement of a parcel of land or an interest in land is unable to be negotiated between the Conservation Authority and an individual property owner(s), staff may work with interested landowners to foster land stewardship as an alternative approach to natural heritage protection. This could be achieved through a Stewardship Agreement with the landowner. Currently there are zero (0) agreements in place in the watershed.

A Stewardship Agreement does not confer any rights to the Conservation Authority. In this instance, the owner would agree to protect the significant lands within their property or undertake rehabilitation initiatives (i.e. tree planting, livestock fencing). This usually involves consultation and technical assistance from the Conservation Authority. The agreement usually includes a request of the owner to contact the Conservation Authority prior to a change of use or proposed sale of the property in an attempt to continue protecting a specific resource. This method has been used to some extent over a long period of time to cultivate relationships with landowners and protect lands

that are under pressure. While this does not confer any rights to the Conservation Authority, it is an important tool for resource protection.

6.0 Methods of Land Securement

The following outlines various methods which could be employed in the securement of environmentally sensitive or significant lands.

6.1 The Planning Process

As part of the Conservation Authority's involvement in the Plan Review process under the *Planning Act*, (i.e., Official Plan Amendments, Draft Plans of Subdivision, re-zoning and land severance applications) environmentally significant areas may be identified through supporting studies and where appropriate designated open space, environmental protection or other designation that would restrict future development.

The opportunity to acquire some of these lands may arise from time to time, and Conservation Authority staff will review these opportunities when they present themselves.

6.2 Property Purchase

A purchase of full title and rights to a property is a typical method of land securement with a willing buyer and a willing seller.

6.3 Donations

The Conservation Authority encourages donations of land or property rights. These gifts, at appraised value, may qualify as charitable donations under the federal *Income Tax Act* through the Ecological Gifts Program². The Conservation Authority, in pursuing donations of land or property rights, will work with municipalities, environmental and other organizations, and the CCCA Board of Directors in order to secure environmentally significant/ sensitive lands.

The 1995 federal budget provided for amendments to the *Income Tax Act* to increase the 20% limitation in respect of charitable donations to 100% for donation made after February 27, 1995, to Canadian Municipalities and registered charities designated by the Minister of the Environment, of land certified by the Minister to be important to the preservation of Canada's environmental heritage. The CCCA has been designated by the Minister of the Environment and Climate Change (MOECC) to accept these donations.

² <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/ecological-gifts-program.html>

6.4 Partial Takings/ Direct Conveyance

This is an acquisition of part of a property in either a fee simple purchase or donation scenario. For example, if a landowner has a residence he/she may be willing to dispose of the majority of the property while retaining the residence and amenity area.

6.5 Split Receipt

This can be either a donation of land or easement with cash consideration back to the donor or a purchase of land with a donation of land value in cash back to the purchaser. Once the land value is determined by a qualified appraiser the percentage of the fair market value of the land to be donated versus accepted in cash will be negotiated.

6.6 Life Interest Agreement / Lease Back Arrangements

When the vendor/donor wishes to retain an interest in the property he/she can enter into either a life interest agreement or lease back arrangement. The value of the retained interest would be determined by a qualified appraiser. The agreement would specify a set term or would continue as long as the vendor resides on the subject property.

6.7 Trade Lands

Trade lands are similar to donations where a landowner wishes to donate their property to the Conservation Authority or to bequeath the property to the Conservation Authority. However, in these instances the property does not contain any significant environmental features. Where the Conservation Authority accepts these donations these properties would be sold with the proceeds being directed into and securement or other program areas as directed by the donor. Lands disposed of by the Conservation Authority will follow the procedures outlined in Section 11.0.

6.8 Exchanges

Landowners who own property within a valley system, floodplain or provincially significant areas may exchange their parcels for land owned by the Conservation Authority. These arrangements may bring funds to the Conservation Authority that can be used to acquire additional conservation lands. While these transactions traditionally consist of the exchange of fee simple interests, they can consist of any combination of property interests. Note that land exchanges are not necessarily hectare for hectare, any exchange would be based on appraised value as valley lands may not be valued the same as table lands.

6.9 Project Requirements

When lands become part of an approved project, they may be purchased outright or a

limited interest obtained directly from the owner at market value. Where the project is mutually beneficial, i.e., erosion work on all or part of which is on private land, landowners may be required to deed property rights to the Conservation Authority for a nominal amount to facilitate access for future maintenance.

6.10 City/ Municipal/ Town Lands

The Conservation Authority may enter into a management agreement or memorandum of understanding where one partner manages the lands on behalf of the other (e.g. Aylmer Woodlot) for lands within the CCCA jurisdiction.

6.11 Land Trusts, Alliances, and Non-Government Organizations

A number of Land Trusts, Alliances, and Non-Government Organizations have been formed to secure natural heritage lands (i.e., Thames Talbot Land Trust, Ontario Land Trust Alliance, Ontario Heritage Foundation) and to protect significant ecological features. It is important to work with these organizations to avoid duplication of effort and to ensure ecologically significant lands are provided with the maximum sustainable protection. Specific properties or groups of properties may be more appropriately held by one of these organizations. Staff may develop and expand on partnerships with these and other organizations involved in holding title.

7.0 Land Securement Criteria

The CCCA has mapped many environmental components of the watershed. This includes provincially significant wetlands, environmentally significant areas, areas of scientific and natural interest, areas with species at risk present, regionally significant areas, natural heritage systems, headwater areas, groundwater recharge areas and forest lands suitable for restoration as well as watercourses and shoreline features. Based on these mapped features, potential securement areas can be identified. These have been divided into two categories.

Category 1 – Priority Lands (Flood, Erosion, CLTIP)

Priority lands which contain features which would be eligible for the Ministry of Natural Resources and Forestry (MNR) Conservation Land Tax Incentive Program (CLTIP). For lands where full title to a property is acquired, this program will allow Conservation Authority owned properties to significantly reduce or eliminate the tax burden associated with the long term management costs associated with the property. Lands suitable for restoration supporting flood and erosion improvements will also be considered a priority for land securement. Possible target areas include the restoration of wetland areas and of the reforestation of marginal agricultural lands. This will ultimately help maintain the overall percent of both forest and wetland cover in the Catfish Creek watershed. Wetlands and forests have been identified as being the two most valuable natural capital land cover types. Any attempt to increase the presence of either wetlands or

forests will assist in improving the overall function of the watershed through improved water regulation and filtration.

Category 2 – Secondary Lands (Ecology, Education)

Lands which fall into the secondary priority areas for acquisition include other ecological, educational and strategic lands that meet the federal Ecological Gift Program requirements. Typically, these lands would require greater long term funding or funding from other partners to address the higher maintenance costs associated with land ownership to elevate specific projects to a securement priority. Other tax incentive programs such as the Managed Forest Tax Incentive Program may also be considered if the Conservation Land Tax Incentive Program or the Ecological Gifts Program criteria cannot be met. Once identified and evaluated, these potential securement opportunities would be discussed with various funding sources in attempt to find the resources to acquire full or partial rights to lands which provide an ecological benefit for the protection of watershed. Not all of the watershed/ecological features have been identified and mapped at this time. As technical studies and updates to Conservation Areas management plans, additional significant watershed / ecological features will be identified. These features, once identified, will be considered as part of future land securement priorities. Acquisition of land for the purpose of drinking water source protection is the responsibility of the city/ town/ municipalities. However, if the CCCA is requested by a member municipality to assist in land acquisition for the purpose of drinking water source protection the request would be evaluated against the criteria set out in this report.

8.0 Land Securement Priorities

Governments at various levels have recognized the importance of protecting environmentally significant areas. The Official Plans for the Counties of Elgin and Oxford have all recognized the important role the environment plays in the quality of life within the watershed and have adopted various policies that identify and protect the natural heritage/environmentally sensitive lands/open space system. The following sections outline the CCCA's historic land acquisition priorities and the target areas for this project.

8.1 Land Securement Target Areas

Of the properties currently owned by the CCCA, several have Master or Management Plans which have identified properties adjacent to these existing lands that would be suitable for acquisition and/or target acquisition areas. The lands identified for acquisition within the Master or Management Plans meet both Category 1 and Category 2 securement priority lands and includes the following:

1. Springwater Forest/ Conservation Area: acquisition of any lands adjacent to current CCCA holdings that would further protect and create connectivity to the Springwater Forest/ Reservoir.

2. Archie Coulter Conservation Area: acquisition of lands adjacent to current CCCA holdings that would further protect and create connectivity to the ACCA.
3. Yarmouth Natural Heritage Area: acquisition of any lands adjacent to current CCCA holdings that would further protect and create connectivity to the YNHA.
4. Aylmer Tract: acquisition of any lands adjacent to current CCCA holdings that would further protect and create connectivity to the Aylmer Tract.
5. Johnson Tract: acquisition of any lands adjacent to current CCCA holdings that would further protect and create connectivity to the Johnson Tract

Initially, the Springwater Forest and the YNHA will be the focus of this land securement project.

9.0 Securement Procedure

Given the vast area of provincially significant features across the watershed, it is doubtful that securing all of ecologically significant lands by public agencies or land trusts is possible. With existing funding levels, only the most suitable lands which may be available in any given year will be considered by the CCCA for securement. Properties will be pursued for securement upon review and recommendation by the General Manager/Secretary Treasurer and approval of the Board of Directors. This will involve identifying the funding source or program to secure the property (i.e., purchase, easement, donation). Once the funding is determined, the General Manager/Secretary Treasurer will proceed to secure the property using the following steps:

- a) Report on property to the Full Authority and obtain approval to carry out an appraisal and obtain an option to purchase
- b) Secure option or purchase agreement, conditional upon MNRF and CCCA approval. When all approvals are received, CCCA must file for a "certificate of approval for land acquisition" form
- c) Secure approval of Full Authority to exercise option or purchase agreement
- d) Commission a survey as necessary
- e) Send details to CCCA land lawyer with instructions to carry out title search and commence closing
- f) Upon receipt of deed and certificate of title, forward copy of same to MNRF district office for land assembly purposes.

When assessing the suitability of land for securement, consideration will be given to the cost of taxes and long-term maintenance of the property. Where it is desirable to have a municipality help manage a property, arrangements would be made in advance with the respective municipality to have an agreement in principle to include the land under a management agreement.

10.0 Program Funding

The following sections outline the costs associated with a new acquisition and the projected costs:

10.1 Costs

As the CCCA has limited activity in land securement, there is not a specific land securement budget. The costs associated with the land securement program include; land costs, legal, appraisal, survey, environmental audits, demolition and property clean up, G.S.T., land transfer tax, interest charges, fencing, administration, and other related costs.

10.2 Financing Alternatives

The following outlines a variety of potential funding sources for land securement and include:

10.2.1 Municipal Funding

The conservation of lands benefits all cities, towns and municipalities within the jurisdiction of the Conservation Authority by maintaining their ability to accommodate the natural functions of the ecosystem and providing open space for the enjoyment, health and wellbeing of all residents. The conservation of ecologically significant features including the securement of lands that help improve the quantity and quality of water is of benefit to the people of the entire region and will continue to contribute positively to the quality of life for future generations. Where appropriate, as land securement opportunities present themselves, each upper and lower tier municipality would be consulted to determine if there is any funding available to support the securement initiative.

10.2.2 Provincial Funding

The Province should be contacted to determine if grant opportunities are available based on the importance of, and need for, the protection of lands which meet the CCCAs primary mandate (flood) and secondary priorities (watershed health).

10.2.3 Land Sale Funding

Where revenues are realized through the sale of any surplus lands, and where the Conservation Authority receives the necessary approvals to allocate funds to acquisition, these monies will be either:

1. Applied to properties identified as suitable for acquisition.

2. In the case of trade lands, properties that do not contain environmental features would typically be sold with the proceeds being directed to the land securement program.
3. Support mandated programs as directed by the Minister as per S. 21(2) and (3) of the *Conservation Authorities Act 1990*³.

10.2.4 Federal Funding

The Federal government has an Ecological Gifts Program which provides for example tax benefits to landowners wishing to donate ecologically-sensitive land to charities or the government. Various grants may be available from time to time.

10.2.5 Funding Support

In addition to municipal, provincial and federal, other potential funding agencies include the Nature Conservancy of Canada, the Thames Talbot Land Trust, Ontario Nature (formerly the Federation of Ontario Naturalists), Ontario Heritage Foundation, our municipal partners and the MNRF and MOECC.

11.0 Land Disposition Policy

Disposition of Conservation Authority lands includes selling, leasing, exchanging, or granting of an easement.

Through the continuous update process of our master plans for existing land holdings (where funding permits), lands may be identified as surplus due to partial, limited or no provincially significant ecological features.

The Authority does not normally endorse selling off conservation lands however in the event that lands are recommended for disposition, the following requirements would apply:

- That all surplus lands be offered “as is”.
- That a staff report be prepared detailing the technical aspects of the disposition, the environmental significance of the lands, potential impacts of the disposition and any mitigation/offset requirements associated with the lands and remaining Conservation Authority land holdings.
- Where lands have been acquired through a donation or bequest of lands and the owner has given permission for the Conservation Authority to use or dispose of the lands as the Conservation Authority desires, the staff report as outlined above may not be required. Where lands are donated to the Conservation

³ <https://www.ontario.ca/laws/statute/90c27#BK28>

Authority, the family who donated the property will be given first right of refusal or requested to consent to sell unless otherwise stated in the terms of the donation or bequest.

- Disposal, leasing of lands and the sale of surplus lands will (if required) be in accordance with the Ministry of Natural Resources Policies and Procedures and Section 21 (2) of the Conservation Authorities Act, 1990 as amended.
- Disposition of Lands by the Conservation Authority will be consistent with municipal by-laws and policies (e.g. Aylmer Tree Management Policy – May 2013).
- Properties will be appraised at market value by an AACI (Accredited Appraiser Canadian Institute) qualified appraiser.
- The Authority will not transfer title to all or part of any property without first obtaining all required approvals from the Board of Directors and the Ministry of Natural Resources and Forestry (if required).

12. Summary

As part of CCCA's Strategic Plan, our corporate objectives are to protect people and property from flood and erosion, improve the health of the watershed, and curate an appreciation for nature. One of the key strategic actions is to acquire ecologically significant lands. A strategy for acquiring properties and encouraging private landowners to leave ecological legacies will contribute to this long term goal. The Authority does not normally endorse selling off conservation lands however the Board of Directors must approve disposal of any Authority owned lands.

REPORT FA 34 / 2020 : To The Full Authority**FROM:** Christopher Wilkinson, General Manager/Secretary-Treasurer**SUBJECT:** Vehicle Tender**DATE:** July 27, 2020**STRATEGIC ACTION:** Sustainable and Adaptable Organization**FINANCIAL IMPLICATIONS:** Reallocation of Funding from ReservesPurpose:

To review the tenders submitted for a 2020 full size 4x4 pickup truck.

Discussion:

The purchase of a vehicle was not included in the CCCA's Approved Final 2020 Budget. The 2010 Ford was slated for replacement in the 2021 fiscal year, however the condition has deteriorated to the point where it is no longer fiscally appropriate to repair. Funding for the vehicle is available in the Capital Acquisition Reserve, which has a current balance of \$80,928.17

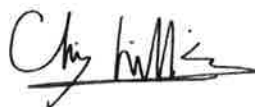
A tender for the above noted vehicle was prepared on June 30th, 2020, and distributed to the 3 local dealerships and 1 dealership associated with a local body shop. Three (3) tenders were received and recorded by staff prior to the 4:00 p.m. closing deadline on July 24, 2020.

The CCCA offered a 2010 Ford F150 pickup with 145,000 km for trade, in as-is condition.

Name of Dealership	Vehicle Make and Model	Cash Price	Less Trade-In	COST to CCCA after HST rebates
Disbrowe Chevrolet, St. Thomas	2020 Chevy Silverado 4X4; Doublecab 4doors; 6.5' box	\$34,775.00	N/A	\$35,387.04
St. Thomas Ford	2020 F150xl 4x4 Supercrew; 4doors; 6.5' box	\$36,904.00	\$4,000.00	\$33,483.11
Mt. Brydges Ford	2020 F150xl 4x4 Supercrew; 4doors; 6.5' box	\$37,500.00	N/A	\$38,160.00

RECOMMENDATION:

THAT, the tender to supply and deliver a 2020 full size 4 x 4 pickup truck in accordance with the tender specifications be awarded to St. Thomas Ford for a total price of \$32,904.00 plus applicable taxes, including trade-in of the CCCA's 2010 Ford F150 pickup valued at \$4,000.00.



Christopher Wilkinson
General Manager / Secretary-Treasurer

Correspondence: To The Full Authority**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer**SUBJECT:** Correspondence Register, June 1 – June 30, 2020**DATE:** June 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.

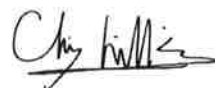
Discussion:

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

Date	Type	Agency	Topic
June 1	Email	Conservation Ontario	Natural Infrastructure is an Integral Part of Green Recovery
June 1	Email	Kettle Creek Conservation Authority	News Release: Strong wind warning and record high water levels prompts KCCA to upgrade from a Shoreline Conditions Statement into a Flood Watch for the Lake Erie Shoreline
June 1	Email	County of Elgin	Moving Forward with our Community Safety and Well-Being Plan
June 1	Email	Surface Water Monitoring Centre	Extranet / Wiski Web pro application - Service Degradation - Update #3
June 2	Email	Ministry of Environment, Conservation and Parks	Statistical Methods in Water Resources: a request to forward info to workshop attendees
June 2	Email and Reply	Ministry of Natural Resources and Forestry	WECI - 2020-2021 Transfer Payment Agreement - CCCA
June 2	Email	Steelway	Customer Statement - Catfish Creek
June 3	Email	Conservation Ontario	Extension of the Current Declaration of Emergency to June 30, 2020
June 3	Email	Conservation Ontario	Letter to Minister Yurek Regarding CAA Review - June 3, 2020
June 3	Email	Kettle Creek Conservation Authority	News Release: Ongoing record high water levels prompts KCCA to continue the Flood Watch for the Lake Erie Shoreline
June 3	Email	Surface Water Monitoring Centre	Surface Water Monitoring Centre - Extranet / Wiski Web pro application - Service Degradation - Update #4 - Resolved
June 4	Email	Conservation Ontario	Insurance Reductions, Pandemic Insurance, Business Interruption Losses, Evolving Insurance and Risk Management Implications

Date	Type	Agency	Topic
June 4	Email	Conservation Ontario	Changes to Employment Standards Act re Infectious Disease Emergency Leave
June 5	Email	Surface Water Monitoring Centre	Update and Continuation of SWMC Static Great Lakes Watches and Statement, Issued June 5, 2020, valid until July 8 unless updated earlier
June 5	Email	Conservation Ontario	Shovel ready Water and Erosion Control Infrastructure (WECI) Projects for Economic Stimulus – Input to Ontario Jobs and Recovery Committee
June 8	Email	Conservation Ontario	Extension of Emergency Orders until June 19th, 2020
June 8	Email	Surface Water Monitoring Centre	Provincial Flood Watch Statement issued for Northwestern and Northeastern on June 8, 2020 at 12:45 p.m.
June 9	Email	Steelway	Customer Statement - Catfish Creek
June 9	Email	Conservation Ontario	Ontario Moving Forward with Regional Approach to Stage 2 of Reopening the Province
June 9	Email	Steelway	Catfish Creek - Stage Project Stamped Approval Drawing Set
June 9	Email	Conservation Ontario	Contacting your MPs- Federal Stimulus Opportunities Correspondence
June 10	Email	Surface Water Monitoring Centre	Updated Provincial Flood Watch Statement issued on June 10, 2020 at 11:45 p.m.
June 10	Email	Kettle Creek Conservation Authority	News Release: Strong wind warning for the Lake Erie Shoreline results in heightened risk for storm surge
June 11	Email	Surface Water Monitoring Centre	Ontario Low Water products for the month of May
June 12	Email and Reply	Oxford County	Future Oxford Progress 2015-2020
June 12	Email	Ministry of Natural Resources and Forestry	Issue with uploading attachments to portal
June 17	Email	Conservation Ontario	COVID-19 Updates: Stage 2, Extension of Emergency Orders, Workplace Safety and More
June 17	Email	Surface Water Monitoring Centre	Ontario Low Water Response - Conditions Update
June 17	Email	Conservation Ontario	Conservation Authority User Fee Reviews and Associated Services
June 18	Email	Ministry of Natural Resources and Forestry	Hydrometric Network - Return to Service
June 18	Email	Surface Water Monitoring Centre	Provincial Flood Watch issued for Northern Ontario on June 18, 2020 at 12:30 p.m.
June 18	Email	Conservation Ontario	Comments Requested: Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe

Date	Type	Agency	Topic
June 19	Email	Conservation Ontario	Carolinian Canada and WWF In the Zone program
June 22	Email	Surface Water Monitoring Centre	Surface Water Monitoring Centre - Flood Forecasting weather product changes
June 22	Email	Grand River Conservation Authority	Viewing the June 25, 2020 Source Protection Committee Webcast
June 22	Email	Surface Water Monitoring Centre	OLWR Confirmed Conditions Update
June 22	Email	Surface Water Monitoring Centre	Provincial Flood Watch Statement issued for Northeastern Ontario on June 22, 2020 at 3:00 p.m.
June 23	Email	Conservation Ontario	Comments Requested: Updating Ontario's Water Quantity Management Framework
June 24	Email	Conservation Ontario	Conservation Ontario Council E-Bulletin
June 26	Email	Conservation Ontario	CO Client Service and Streamlining Initiative
June 27	Email	Conservation Ontario	Provincial Flood Watch Issued for the Lake Erie Shoreline on June 27, 2020 at 8:00 AM



Christopher Wilkinson
General Manager / Secretary - Treasurer

Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer

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

DATE: July 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
July 1	Email	Conservation Ontario	CO Budget and Audit Committee
July 1	Email	Kettle Creek Conservation Authority	News Release: KCCA downgrades to a Shoreline Conditions Statement—Flood Outlook for the Lake Erie Shoreline
July 1	Email	Ministry of Natural Resources and Forestry	Signed CCCA CLTIP Application Form
July 7	Email	Conservation Ontario	Reminder: Comments Requested: Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe
July 7	Email	St. Clair Region Conservation Authority	WOCA Meeting (Virtual)
July 7	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for the June 2020
July 8	Email	Ministry of Natural Resources and Forestry	Updated Provincial High Great Lakes Static Water Level Messages
July 10	Email	Conservation Ontario	COVID-19 Updates (July 10, 2020)
July 10	Email and Reply	Lower Trent CA	LTRCA - 2020 Salary Review
July 10	Email	Ministry of Natural Resources and Forestry	Current Confirmed Conditions Map for Southern Ontario as of July 10, 2020
July 11	Email	Ministry of Natural Resources and Forestry	Provincial Flood Watch Statement issued for Southern Ontario on July 11, 2020 at 11:45 a.m.

Date	Type	Agency	Topic
July 14	Email	Conservation Ontario	MMEDIATE ACTION REQUIRED - COVID Survey Updates
July 14	Email	Aylmer-Malahide Museum & Archives	Monthly Newsletter
July 15	Email and Reply	Natural Resources Canada	Lingering Ash in your Land Holdings
July 16	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for mid-month, July 2020
July 17	Email	Ministry of Natural Resources and Forestry	Surface Water Monitoring Centre - ONe-Key scheduled planned outage on Sunday, July 19 between 5:00 am to 12 noon
July 20	Email and Reply	FCFF	Documentary selection for the Springwater Forest Project
July 21	Email	Conservation Ontario	Opportunity with Destination Ontario
July 21	Email	Ministry of Natural Resources and Forestry	Thank you for participating - Modernizing Ontario's Environmental Assessment Program - Information Session
July 22	Email	Conservation Ontario	National Flood Hazard Data Layer - Conservation Authority Data Request
July 22	Email	Ministry of Natural Resources and Forestry	RE: WECL - 2020-2021 Transfer Payment Agreement - CCCA
July 23	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for the period ending July 21, 2020
July 29	Email	Ministry of Natural Resources and Forestry	CCCA Section 39 Provincial Grant Transfer Payment Agreement
July 30	Email	R.V. Anderson Associates Limited	Notice of Study Commencement, Pollution Prevention Control Plan - City of St. Thomas
July 30	Email	Conservation Ontario	Conservation Ontario's Comments on the Proposed Amendment 1 to the Growth Plan and the Proposed Land Needs Assessment Methodology
July 31	Email	Conservation Ontario	Preliminary Summary of Bill 197
July 31	Email	Ministry of Natural Resources and Forestry	Ontario Low Water - Confirmed conditions Update



Christopher Wilkinson
General Manager / Secretary - Treasurer



June 3, 2020

The Honourable Jeff Yurek
Minister of Environment, Conservation and Parks (MECP)
777 Bay Street, 5th Floor
Toronto, ON, M7A 2J3

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

Re: Conservation Authorities: Next Steps

Dear Minister Yurek,

On behalf of our member conservation authorities (CAs), I am writing to lend our support for AMO's May 19th letter to you in which they express concerns about the next steps to be taken with Conservation Authorities.

It is understood and supported that managing COVID-19 related activities is everyone's immediate priority, and, it is also agreed that moving forward in the transformation of the Conservation Authority and municipal relationship needs to occur in a manageable way.

Conservation Ontario has been surveying the CAs on disruptions and impacts to their delivery of programs and services, as well as, considering how we can support all levels of government in economic stimulus and job recovery during and post-COVID-19. While the impact is variable across the CA community, all have experienced significant revenue reductions, which in some cases has resulted in layoffs of permanent staff and seasonal staff not being hired (including some who support the flood management program), cancellation of programs (many of which are revenue-generating), and, closure of conservation areas. All these impacts have certainly had broader impacts to the local economies across the Province but can be resolved with time, collaboration and support tools. CAs are very keen to support all levels of government in economic recovery and job creation with shovel ready projects.

Conservation Authorities share AMO's concerns with regard to the impacts of COVID-19 on municipal (and CA) workloads. In particular, we have heard concerns with regard to the potential additional complexity to the CA/municipal budgeting process if there are no clear communication protocols and tools available to facilitate changes that CAs and municipalities will need to implement. Some conservation authorities and municipalities have even gone so far as to suggest that this is not the right time to be creating any new pressures on CA/Municipal budget

processes, particularly in the midst of dealing with impacts from COVID-19 and the need for economic recovery.

The above is one example of challenges that might be experienced in implementing amendments made under the *Conservation Authorities Act*. As you and your staff move forward with finalizing your analysis of feedback from consultations to date, we ask that the Ministry meet with Conservation Ontario staff and AMO staff jointly to discuss outcomes and approaches to move forward efficiently.

Finally, Conservation Ontario also supports the Province moving forward as expeditiously as possible to finalize the Section 28 regulation consultations being led by the Ministry of Natural Resources and Forestry [i.e. ERO#013-4992: "Focusing conservation authority development permits on the protection of people and property"] as well as updates to the supporting technical guides. Progress in this important business area would be consistent with concerns raised in the MECP Stakeholder Engagement sessions, and with priorities identified in the Made-in-Ontario Environment Plan, and, Ontario's Flooding Strategy. The Section 28 Regulations are a critical component of Ontario's approach to reducing risks posed by flooding and other natural hazards and strengthening Ontario's resiliency to extreme weather events.

Thank you for your consideration in support of all our efforts to continue to serve Ontarians during these challenging times while moving forward on your vision for Conservation Authorities in Ontario. We look forward to continuing to work together in this regard and CO staff are available at your convenience.

Sincerely,



Wayne Emmerson
Chair, Conservation Ontario

c.c.

The Honourable John Yakabuski, Minister of Natural Resources and Forestry
The Honourable Steve Clark, Minister of Municipal Affairs and Housing (MMAH)
Jamie McGarvey, President, Association of Municipalities of Ontario
CAOs, All Conservation Authorities



June 26, 2020

The Honourable John Yakabuski
Minister of Natural Resources and Forestry
Room 6630, 6th Floor, Whitney Black
99 Wellesley Street West
Toronto, ON, M7A 1W3

Re: Update on Conservation Ontario's Client Service and Streamlining Initiative – Reporting on the Timeliness of Section 28 Reviews

Dear Minister Yakabuski:

Conservation Ontario is the network of Ontario's 36 Conservation Authorities (CAs). In April, 2019 I wrote to you to advise of Conservation Ontario's new Client Service and Streamlining Initiative. The initiative was created to support actions outlined in the provincial *Housing Supply Action Plan*, and identifies a number of actions to improve client service and accountability, increase speed of approvals and reduce red tape and regulatory burden. This initiative is intended to help the Province address the lack of housing supply, while at the same time not jeopardizing public health and safety or the environment in the process.

A great deal of progress has been made through this initiative, including the training of over 300 staff in client-centric approaches, the creation of 5 template guidelines for CAs and the establishment of a client-centric checklist for CAs in high-growth areas. Further information on our progress can be found on our [website](#). Today, however, I want to highlight the results of our first quarter reporting on the timeliness of our CA Section 28 permit application reviews. In June, 2019 Conservation Ontario set new, challenging targets to improve client service and increase the speed of approvals. Through the *Conservation Ontario Client Service Standards for Conservation Authority Plan and Permit Review (2019)* guideline, best practice timelines were developed in response to industry concerns regarding timeliness of CA approvals. These best practice timelines represent a significant overall reduction compared to the expectations described in the *Policies and Procedures for Conservation Authority Plan Review and Permitting* (MNRF, 2010), including a 52% reduction in the overall timeline for major permit applications and 42% for minor permit applications.

I am pleased to report that the high-growth CAs were highly successful in issuing permits within the Provincial timelines and the Conservation Ontario best-practice timelines. From January 1st – March 31st, 2020 the high-growth CAs issued a combined total of 1077 permissions. During that same period, 12 of the 14 high-growth CAs issued over 96% of all permits within the Provincial timelines, and over 92% within the Conservation Ontario best practice timelines. Now, more than ever, we recognize the

importance of providing superior client service and timely approvals as the Province commences economic recovery from the COVID-19 pandemic.

The attached bulletin provides additional background information on the Client Service Initiative as well as conservation authorities' first quarter performance results. This bulletin is being shared widely with our industry partners, including the Association of Municipalities of Ontario, the Ontario Homebuilders Association, the Residential Construction Council of Ontario and the Building Industry and Land Development Association.

In summary, Conservation Ontario has remained actively engaged with our clients and is committed to process improvements in service delivery. Conservation authorities are collectively committed to working in collaboration with our member municipalities, as well as relevant stakeholders in the building and development industry to support the Province's objective to increase housing supply, while protecting public health and safety, and, the environment.

Should there be any questions or the need for additional information, please contact Kim Gavine, General Manager of Conservation Ontario, at 905-251-3268 or kgavine@conservationontario.ca.

Sincerely,

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

Wayne Emmerson
Chair, Conservation Ontario

ATTACH: Bulletin: Conservation Authorities Setting Challenging Targets and Streamlining Processes to Improve Client Service and Increase the Speed of Approvals

c.c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing (MMAH)
The Honourable Jeff Yurek, Minister of Environment, Conservation and Parks (MECP)
All CA General Managers/Chief Administrative Officers



June 26, 2020

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

Re: Update on Conservation Ontario's Client Service and Streamlining Initiative – Reporting on the Timeliness of Section 28 Reviews

Dear Premier Ford:

Conservation Ontario is the network of Ontario's 36 Conservation Authorities (CAs). In April, 2019 I wrote to you to advise of Conservation Ontario's new Client Service and Streamlining Initiative. The initiative was created to support actions outlined in the provincial *Housing Supply Action Plan*, and identifies a number of actions to improve client service and accountability, increase speed of approvals and reduce red tape and regulatory burden. This initiative is intended to help the Province address the lack of housing supply, while at the same time not jeopardizing public health and safety or the environment in the process.

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The attached bulletin provides additional background information on the Client Service Initiative as well as conservation authorities' first quarter performance results. This information has also been shared with Minister Yakabuski, as the lead Minister for Section 28 approvals under the *Conservation Authorities Act* and carbon copied to Minister Clark and Minister Yurek. We are also very pleased to share this bulletin with our industry partners involved in the Conservation Ontario Client Service and Streamlining Initiative, including the Association of Municipalities of Ontario, the Ontario Homebuilders Association, the Residential Construction Council of Ontario and the Building Industry and Land Development Association.

In summary, Conservation Ontario has remained actively engaged with our clients and is committed to process improvements in service delivery. Conservation authorities are collectively committed to working in collaboration with our member municipalities, as well as relevant stakeholders in the building and development industry to support the Province's objective to increase housing supply, while protecting public health and safety, and, the environment.

Should there be any questions or the need for additional information, please contact Kim Gavine, General Manager of Conservation Ontario, at 905-251-3268 or kgavine@conservationontario.ca.

Sincerely,

A handwritten signature in dark ink, appearing to read "Wayne Emmerson". The signature is fluid and cursive, with a large initial "W" and "E".

Wayne Emmerson
Chair, Conservation Ontario

ATTACH: Bulletin: Conservation Authorities Setting Challenging Targets and Streamlining Processes to Improve Client Service and Increase the Speed of Approvals

c.c. All CA General Managers/Chief Administrative Officers

From: Minister, MECP (MECP) [<mailto:Minister.MECP@ontario.ca>]

Sent: July 8, 2020 7:11 PM

To: Susan Simmons <admin@catfishcreek.ca>

Subject: Letter from the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks regarding Environmental Assessment modernization

Good evening,

I am writing to inform you about the Ministry of the Environment, Conservation and Parks next steps in our government's Made-in-Ontario Environment Plan commitment to build an environmental assessment (EA) program that ensures strong environmental oversight and a strong economy.

The current process for environmental assessments is slow and ineffective. It can take up to six years for some projects, slowing down important infrastructure projects that help Ontario communities, such as installing electricity infrastructure. Even projects subject to a streamlined process, such as new roads and bridges, can be further delayed by administrative burden, impacting the timely construction of basic infrastructure.

That's why, last year our government released a [discussion paper](https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf) (<https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf>) outlining the challenges with our current framework and introducing our vision for a modernized EA program, as the first step in our plan to update the nearly 50-year-old *Environmental Assessment Act* (EAA).

As we committed in our Made-in-Ontario Environment Plan, we want to improve the environmental assessment program by eliminating duplication and reducing delays on projects that matter most to Ontario communities. To start, we amended the EAA through the *More Homes, More Choice Act, 2019* to exempt low-impact projects, such as constructing roadside parks and adding bike lanes from requiring an environmental assessment. Projects like these are routine activities that have benefits to communities but little to no environmental impacts.

As part of our government's proposed COVID-19 Economic Recovery Act, we are now proposing to move forward with the next phase of environmental assessment modernization, to further reduce delays and focus our resources on projects with a higher potential for environmental impacts so that we can help communities get important infrastructure projects built faster, while maintaining strong environmental oversight.

Building infrastructure projects faster, including transit and highways, will help boost Ontario's economic recovery, create thousands of jobs, put more opportunities within

the reach of businesses, create more affordable housing, and ensure a higher standard of living in every community across the province.

The proposal includes the items outlined below:

Proposed amendments to the *Environmental Assessment Act* (EAA)

Through the COVID-19 Economic Recovery Act, our government has proposed amendments to the EAA, which allow us to move forward with our next phase of our modernization plans, while at the same time supporting the government economic recovery goals by making it possible for us to find efficiencies in the environmental assessment process of important public works.

The legislation would allow us, through subsequent regulations and proclamations, to allow online submissions, reduce the average time by half for the largest projects and match the potential environmental impact of a project to the level of study required.

The proposed changes are aimed at getting important infrastructure projects built faster, while maintaining strong environmental oversight by focusing on projects that have the most potential to impact the environment.

We posted an information notice on the environmental registry to provide information about the proposed legislative changes to the EAA that will be proceeding through the legislative process. Please refer to <https://ero.ontario.ca/notice/019-2051> for more information.

Amendments to Class Environmental Assessments (Class EAs)

My ministry is also seeking input on proposed amendments to 8 Class EAs. These proposed changes would support our modernization initiative as they would exempt low-impact projects from the requirements of the *Environmental Assessment Act*, eliminate duplication and find efficiencies in the planning process. This would speed up projects that are important to communities, such as erosion, repair, or remediation initiatives, or important upgrades to machinery such as waterpower generators.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**. Details of this proposal may be found at <https://ero.ontario.ca/notice/019-1712>.

Exempting Regulations

In addition, my ministry is also proposing regulatory exemptions from the *Environmental Assessment Act* to eliminate duplication and reduce delays for projects and activities related to Indigenous land claim settlements and other agreements with Indigenous communities dealing with land, projects within provincial parks and conservation

reserves, and select highway projects being planned by the Ministry of Transportation. Some of these projects and activities are already subject to other legislation or planning processes that would provide the appropriate level of assessment and consultation. Other projects may be exempted from the EAA but would still be subject to conditions such as requirements to post notifications or undertake technical studies as appropriate.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**.

For details of the proposal regarding land claim settlement activities and other agreements with Indigenous communities dealing with land, please refer to <https://ero.ontario.ca/notice/019-1805>.

For details of the proposal regarding projects in provincial parks and conservation reserves please refer to <https://ero.ontario.ca/notice/019-1804>.

For details of the proposals for select Ministry of Transportation projects, please refer to <https://ero.ontario.ca/notice/019-1882> and <https://ero.ontario.ca/notice/019-1883>.

Information about the proposed Class EA amendments can be found on the environmental registry. We ask that you submit any comments that you may have through the instructions provided, and by the deadlines listed above.

Should you have questions about any of the proposals, you can contact us at EAmmodernization.MECP@ontario.ca.

We look forward to your suggestions and comments on our modernization initiatives.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks



Unsmoke Canada Cleanups Welcome Package

July 10, 2020

Emily Febrey
Catfish Creek Conservation Authority
8079 Springwater Road
Aylmer, Ontario N5H 2R4

Dear Emily,

I am delighted to inform you that the Catfish Creek Conservation Authority's application for an **Unsmoke Canada Cleanups** grant has been approved for \$4,297.36 CAD to fund a cleanup of the Springwater Conservation Area. We are excited to have Catfish Creek Conservation Authority as one of our partners for the *first* year of Unsmoke Canada Cleanups!

Unsmoke Canada Cleanups is a new grant-giving program established through a partnership between The Great Outdoors Fund and UnsmokeCanada to support litter cleanup projects anywhere in Canada.

Within this Welcome Package you will find several documents that are required to be completed. This includes instructions on receiving your funds via international wire transfer and reporting requirements once your cleanup is complete. Please review and complete these documents. It is suggested that your organization reads the reporting requirements prior to hosting your event to ensure that any and all action items are completed.

Please be advised, we will be distributing a national press release announcing the grant recipients. In this release Catfish Creek Conservation Authority will be among the names of the clubs and organizations listed in the press release.

On behalf of the entire **Unsmoke Canada Cleanups** team, we'd like to thank you in advance for all the time and effort you put into your projects. We look forward to working collaboratively with Catfish Creek Conservation Authority in promoting your cleanup and reporting on the collective successes of all grant recipients.

In closing, please remember, all volunteers must be 19+ years of age and adhere to local regulations regarding COVID-19 throughout the entirety of your cleanup project.

If you have any questions, please don't hesitate to contact me at 1 (817) 946-6909.

Best regards,

A handwritten signature in cursive script, reading "Lori McCullough".

Lori McCullough



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

July 22, 2020

Scott Bates

Water Budget Program Analyst

Ministry of Natural Resources & Forestry

300 Water Street, 5th Floor South

Peterborough, ON K9J 3C7

Tel: (705) 755-1523

scott.bates@ontario.ca

Re: WECl 2020 – Motion #48 / 2020

Dear Scott,

Please be advised that at the Catfish Creek Conservation Authority meeting No. 04/2020 on June 11, 2020, the following Motion (#48/2020) was passed:

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

A. Oslach M. Tinlin CARRIED

Attached for your files are the draft minutes from the meeting which will be formally adopted August 13, 2020.

Sincerely,

Christopher Wilkinson

General Manager / Secretary-Treasurer

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"*

