

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 at **Aylmer Legion** on
Thursday, **September 10th, 2020**, commencing at **10:00 a.m.**

Meeting Location: Aylmer Legion (211 John Street North, Aylmer, ON N5H 2B2)

* Masks must be worn and hand sanitizer used upon entry to building. Please go straight upstairs to the 2000+ sq. ft. multi purpose space where the meeting will be held. Assigned individual tables will be set up in the room. Please bring your own water / coffee. Once you sit down masks can be removed. Any time you leave your seat, the mask has to be put back on.

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 #05/2020 (August 13, 2020) 3 - 6
 - b) Health & Safety Meeting #23/2020 (August 24 2020) 7 - 9
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 35 / 2020 - Monthly Staff Reports 10 - 12
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - b) Report FA 36 / 2020 - August Summary of Revenue & Expenditures 13 - 14
(Susan Simmons)
 - c) Report FA 37 / 2020 - Accounts Paid 15
(Susan Simmons)
 - d) Report FA 38 / 2020 - Property Tax Comparison 16 - 23
(Susan Simmons)
 - e) Report FA 39 / 2020 - Monthly Plan Review 24 - 27
(Tony Difazio)

- f) Report FA 40 / 2020 - Johnson Tract Forest Tender 28 - 30
(Tony Difazio)
- g) Report FA 41 / 2020 - COVID-19 Response – Updated Return to Work Plan . . . 31 - 32
(Christopher Wilkinson)
- h) Report FA 42 / 2020 - Amended By-Laws 33 - 34
(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 Register for August, 2020
 - b) Copied:
 - a letter received by CCCA from the Ministry of Natural Resources and Forestry on August 10, 2020 indicating CCCA was unsuccessful in the application to the 2020/21 Species at Risk Stewardship Program
 - a letter received by CCCA from Environment and Climate Change Canada on August 11, 2020 indicating CCCA was unsuccessful in the application to the Bradley Creek Phosphorus Reduction Study under the Great Lakes Protection Initiative
 - a letter received by Wayne Emmerson, Chair of Conservation Ontario from John Yakabuski, Minister of Natural Resources and Forestry on August 11, 2020 thanking Authorities for providing an update to the Client Service and Streamlining initiative
 - a letter received by CCCA from Southwestern Public Health on August 21, 2020 re. Memo to all businesses and organizations in Elgin County, Oxford County and the City of St. Thomas
- 14) Closed Session
 - a) Approve Dec 10 Closed Session Minutes
 - b) Labour relations / negotiations (C.13 (d))
 - c) A proposed or pending acquisition or disposition of land by the Authority (C.13 (c))
- 15) Next Meeting / Termination

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

Thursday, August 13th, 2020

Meeting #05/2020

PRESENT:

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

STAFF:

Christopher Wilkinson	General Manager / Secretary – Treasurer
Susan Simmons	Financial Services Coordinator
Dusty Underhill	Conservation Areas Supervisor
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Emily Febrey	Community Outreach Technician

ABSENT:

Mark Tinlin	Member	City of St. Thomas
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OTHERS PRESENT:

Veronica Reiner	Aylmer Express
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at 9:34 a.m.

ADOPTION OF AGENDA:

<u>Motion # 53/2020</u>	A. Oslach	S. Martyn	CARRIED
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THAT, the Agenda for the August 13th, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

ADOPTION OF MINUTES:

Motion # 54/2020 S. Martyn A. Oslach CARRIED

THAT, the Minutes of Full Authority Meeting #04/2020 (June 11, 2020), be accepted as circulated.

Motion # 55/2020 A. Oslach S. Martyn CARRIED

THAT, the Minutes of Health and Safety Committee Meeting #s 19/2020 - #22/2020, 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 27/2020 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 56/2020 A. Oslach S. Martyn CARRIED

THAT, Staff Reports for the Months of June and July, 2020, be noted and filed.

Mr. Dragunas, Mr. Underhill, and Miss Febrey departed the meeting.

Report FA 28/2020 – June & July Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 57/2020 S. Martyn A. Oslach CARRIED

THAT, Report FA 28/2020, be noted and filed.

Mr. Difazio departed the meeting.

Report FA 29/2020 – Accounts Payable, was presented, discussed, and resolved.

Motion # 58/2020 P. Buchner S. Martyn CARRIED

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

Report FA 30/2020 – Section 28 Permits, was presented, discussed, and resolved.

Motion # 59/2020 A. Oslach S. Martyn CARRIED

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

Report FA 31/2020 – Seasonal Hiring (additional park staff), was presented, discussed, and resolved.

Motion # 60/2020 P. Buchner A. Oslach CARRIED

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

Report FA 32/2020 – Updated Return to Work Plan, was presented, discussed, and resolved.

Motion # 61/2020 P. Buchner A. Oslach CARRIED

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

Report FA 33/2020 – Land Acquisition and Disposal Policies, was presented, discussed, and resolved.

Motion # 62/2020 S. Martyn P. Buchner CARRIED

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

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

Report FA 34/2020 – Land Acquisition and Disposal Policies, was presented, discussed, and resolved.

Motion # 63/2020 P. Buchner A. Oslach CARRIED

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.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

The General Manager advised the board that a security company has been hired for weekends up until and including Labour Day weekend to provide additional support to staff. The security company will remain on site until 3am on weekends providing an additional hour of patrols.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Copied:

- A letter from Conservation Ontario to The 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. WECl 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)

b) Not Copied:

- Correspondence Registers for June and July, 2020.

Motion #64/2020

S. Martyn

P. Buchner

CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for June and July, 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, September 10, 2020, commencing at (10:00 a.m.).

Motion # 65/2020

P. Buchner

A. Oslach

CARRIED

THAT, the Full Authority be terminated at (10:51 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

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

Monday, August 24, 2020

Meeting #HS 23/2020

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 (7:45 a.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the August 5 2020, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

1) COVID Mask Policies

Policies with respect to facemasks in the workplace have been revised and posted in various work centers. All staff have received specific training for the use and wearing of masks in the workplace. The updated *Standard Operating Procedure (SOP 06: Mandated Use of Face Coverings for COVID-19 Prevention within CCCA)* has also been posted through electronic media (SharePoint) for staff to reference.

NEW BUSINESS:

a) Review of Accident Report

The Health and Safety Committee discussed the most recent incident involving a leaky spray bottle causing a liquid to make contact with a worker's eye. The Committee updated the two relevant policies in *SOP 01: Cleaning of Multi-Use Surfaces During Covid19 Pandemic Vs4* to refine the PPE staff are to wear when cleaning the schoolhouse, washrooms and showers. This includes reference to the MSD sheets for additional Health and Safety Hazards above COVID-19, and an update to the PPE required indicating either safety glasses or face shields are to be used (in combination with facemasks when social distancing measures cannot be maintained) as per *SOP 06: Mandated Use of Face Coverings for COVID-19 Prevention within CCCA*.

Task	Public Washroom Cleaning (Toilets, Sinks, Floors, Buttons, Doors etc.)
Responsibilities/Roles	Field/Park Technicians
Equipment/Tools/Materials Required:	Spray bottle/disinfectant; Paper towel roll, Pressure Washer, (Pine D Cleaner and Toilet Bowl Cleaner)
Health and Safety Hazards	See MSD sheet; Exposure to Covid 19

Personal Protective Equipment (PPE) Required:	Nitrile gloves; Long sleeve shirt and pants, Safety Glasses or Face Shield
Minimum Training/Experience Required	Cleaning of Multi-Use Surfaces (SOP)
Process:	<ol style="list-style-type: none"> 1) Put on required Personal Protective Equipment (PPE). 2) Enter the room. Open windows if possible. 3) Spray all table surfaces, light switches and arms of chairs. For electronic equipment, spray paper towel and wipe various electronic equipment (DO NOT OVER SATURATE PAPER TOWEL WHEN WIPING DOWN ELECTRONIC EQUIPMENT). 4) Remove oneself from immediate area for 10 minutes. 5) Wipe down the areas with the provided paper towels. 6) When done using paper towels, dispose of in appropriate recycling container. 7) Remove and dispose of gloves. 8) Use Pressure Washer with disinfectant foam in canister to clean as/if required and feasible (e.g. hose length is limited).

Task	Public Shower Cleaning
Responsibilities/Roles	Field/Park Technicians
Equipment/Tools/Materials Required:	Tub and Tile Cleaner or Riptide II, Foaming Applicator, Long Handle Brush
Health and Safety Hazards	See MSD sheet; Exposure to Covid 19
Personal Protective Equipment (PPE) Required:	Disposable Nitrile gloves OR Rubber Gloves in each service room; Long sleeve shirt and pants; Safety Glasses or Face Shield
Minimum Training/Experience Required	Cleaning of Multi-Use Surfaces (SOP)
Process:	<ol style="list-style-type: none"> 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

Task	Schoolhouse Cleaning
Responsibilities/Roles	Field/Park Technicians
Equipment/Tools/Materials Required:	Spray bottle/disinfectant; Paper towel roll
Health and Safety Hazards	See MSD sheet; Exposure to Covid 19
Personal Protective Equipment (PPE) Required:	Nitrile gloves; 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 schoolhouse. Open windows if possible. 3) Spray all table surfaces, light switches and arms of chairs, washrooms. 4) Wipe down the areas with the provided paper towels. 5) When done using paper towels, dispose of in appropriate recycling container. 6) Use toilet bowl cleaner if necessary. 6) Remove and dispose of gloves. 8) Use Pressure Washer with disinfectant foam in canister to clean as/if required and feasible (e.g. hose length is limited).

Review of Office Stage 3

The Health and Safety Committee discussed any concerns with moving the Administration Office to Stage 3 which will allow public to access the front vestibule of the front entrance to the Administration Office. Plexiglas has been installed and provides a barrier between reception and customers. Staff will be required to wear masks when using the front vestibule area when public are present.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (8:15 a.m.).

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

REPORT FA 35 / 2020: To The Full Authority

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

SUBJECT: Monthly Staff Reports

DATE: September 1, 2020

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Monitored the completion of an extensive erosion control project completed by the Municipality of Central Elgin along the main branch of Catfish Creek, upstream of the Southdale Line bridge.
- Monitoring of shoreline protection measures being implemented by several landowners in Port Bruce. The majority of the revetment is in place and work now is focusing on stabilizing a small section of eroded bluff and bio-engineering of disturbed soils.
- Participated in a conference call with adjacent Conservation Authorities to discuss potential funding through the Canada Ontario Agreement being administered by the Ontario Ministry of Agriculture, Food and Rural Affairs.
- Participated in a CCCA Health & Safety Committee meeting.
- Administration and review of logging bids for the Johnson Tract.

Upcoming Activities:

- Project planning for stewardship initiatives with Environmental Leadership Program and other volunteers.
- Forest Management planning and implementation for the fall and winter of 2020.
- Monitoring of work permit conditions and processing of applications pursuant to Section 28 of the Conservation Authorities Act.

Water Management Technician, Peter Dragunas

Current Activities:

- Monitoring the watershed for the 2020 low water season.
- Maintaining the low water database and analysis for low water compilations, projections and fundamental modifications of the low water discharge benchmarks and threshold criteria to support low water condition rationalizations. At present the Catfish Creek and its tributaries are showing preliminary environmental indications of low water level pressure.
- Continued assessment of National Oceanic and Atmospheric Administration (NOAA), Lake Erie Operational Forecast System for storm surge modelling.
- Continued monitoring of weather conditions on Lake Erie for possible Lake Erie at Port Bruce shoreline storm surge and wave uprush assessments.
- Started the preliminary assessment and evaluation of the Catfish Creek Conservation Authority (CCCA) 2019 flood criteria, thresholds and Flood Watch and Warning Guideline Check List ratings.

- Forests Ontario 50 Million Tree Program administration.
- Canada Ontario Agreement (COA) conference call with Kettle Creek Conservation Authority and Long Point Region Conservation Authority to discuss Ontario Ministry of Agriculture, Food and Rural Affairs (OMARFA) potential project funding proposals.
- Completed Permit To Take Water (PTTW) application renewal assistance.
- Assessment of the Catfish Creek Conservation Authorities Geographic Information System (GIS) data and hardware.

Upcoming Activities:

- Continue with data collection for the low water database.
- Site visits with landowners to discuss and assist with CCCA 2021 Tree Planting Program,
- Flood forecasting baseline and threshold analysis.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Applied herbicide on the trails and the memorial rocks at the Ontario Police College's Path of Honor.
- Attended a site meeting with Thom Polland from the Town of Aylmer regarding complaints from a resident regarding Giant Ragweed. Four pesticide applications are planned for next year throughout the allergy season.
- Compliance with the Southwestern Public Health Unit small drinking water system standards.
- Had a teleconference with Adrienne Sones, Environmental Service Engineer with the City of London regarding the aerator system in the Springwater Pond. The City of London is considering running a similar system on some of their properties.
- Had a meeting with other Authority Staff and Duncan Sinclair of East Elgin Secondary School about the upcoming Environmental Leadership Program (ELP) and the impacts of COVID-19 and the contributions the Authority can make towards the program.
- Planning with the Financial Services Coordinator for the Job Creation Program (JCP) where four (4) unemployed individuals will be employed at the Authority for 42-weeks as Conservation Lands Technicians.
- Met with Jeff Summers, Workplace Therapy Volunteer from the March of Dimes about returning to volunteer once a week.
- Registered for an Indigenous Awareness Webinar.
- Registered the Field Technician – Lands for a 'Sound in the Environment' Webinar dealing with noise pollution in outdoor settings.
- Consulted with scheduling the Field Technician - Water for Flood Forecasting meetings.
- Continual support in the removal of the Weather Station in Port Bruce.

Upcoming Activities:

- Hazard tree removal, firewood processing, and general maintenance and operations.
- Preparing for the JCP interviews, training and fulfillment of the program.
- Health and safety training for this year's ELP students.
- Regular duties as assigned.

Community Outreach Technician, Emily Febrey

Current Activities:

- Assisted the Conservation Areas Supervisor and the Program Support Assistant with counting trail money and assisted with Gatehouse operations.
- Filming with Rogers TV for the "Learn with Ranger Em" educational television series.
- Continued to update our community on the operations of the CCCA during the emergency closure and the COVID-19 pandemic.
- Announced the winners of the Aylmer Fair – Catfish Creek Art Contest.
- Wrote a "Nature Nugget" for the Rekindle the Sparks (a committee representing outdoor educators) newsletter.
- Met with Andrew Gunn (Gunn Consulting Inc.) and Donnie Ivey (the winner) about the Springwater Forest Project, featuring the construction of the stage.
- Attended a Carolinian Forest Festival meeting discussing presenting the Festival virtually.
- Met with Duncan Sinclair concerning Marsh Quest and the ELP program.
- Attended a Rekindle the Sparks meeting and joined the Communications subcommittee to assist with marketing and outreach to promote programs for outdoor educators.
- Organized and prepared for the Springwater W.I.L.D. Rangers Day Camp.
- Maintained our social media channels.


Upcoming Activities:

- Host the Springwater W.I.L.D. Rangers Day Camp (Sept 1-3 and Sept 8-10).
- Assist the Program Support Assistant with Springwater Conservation Area administration.
- Continue to create and film "Learn with Ranger Em" content for the Rogers TV program (premiering Sept. 24th at 8:00 p.m. on the Rogers channel).
- Continue working on the draft fundraising strategy.
- Assist with the programs hosted by Rekindle the Sparks.
- Assist with filming and editing videos for the Carolinian Forest Festival and Marsh Quest with Kettle Creek CA and East Elgin SS ELP class.
- Meet with Donnie Ivey in Springwater Conservation Area to discuss his project and how the CCCA can assist in the documentary.
- Maintain social media channels providing relevant news, information, & entertaining content.

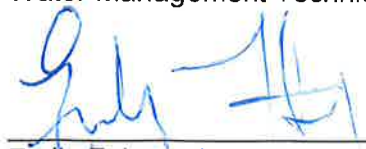
Recommendation:

That, Staff Reports for the month of August, 2020, be noted and filed.


Tony Difazio
Resource Planning Coordinator


Dusty Underhill
Conservation Areas Supervisor


Peter Dragunas
Water Management Technician


Emily Febrey
Community Outreach Technician

REPORT FA 36 / 2020 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: August Summary of Revenue & Expenditures
DATE: August 31, 2020

SUMMARY OF REVENUE
for the period ending August 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
MNRF Provincial Grants	\$ 41,214.50	\$ -	\$ (41,214.50)	\$ 41,214.50
Other Provincial Grants	\$ 16,078.05	\$ 6,766.43	\$ (9,311.62)	\$ 48,714.79
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)	\$ 305,596.92
Special Benefiting Levy	\$ 38,713.97	\$ -	\$ (38,713.97)	\$ 8,250.00
Employment Program Grants	\$ 32,974.00	\$ 29,242.85	\$ (3,731.15)	\$ 1,005.00
Donations/Sponsorships	\$ 37,540.00	\$ 374,971.43	\$ 337,431.43	\$ 41,556.31
Conservation Areas Revenue	\$ 567,491.09	\$ 517,117.34	\$ (50,373.75)	\$ 537,398.83
Maple Syrup Revenue	\$ 41,776.53	\$ 18,176.03	\$ (23,600.50)	\$ 56,334.76
Bank Interest Earned	\$ 8,000.00	\$ 1,148.79	\$ (6,851.21)	\$ 8,231.77
Information & Education	\$ 9,580.00	\$ 1,384.00	\$ (8,196.00)	\$ 1,825.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 1,106.22	\$ (2,893.78)	\$ 2,973.47
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	\$ -	\$ 6,780.00	\$ 6,780.00	\$ -
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	\$ -	\$ 1,409.33	\$ 1,409.33	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 22,222.96	\$ (16,482.04)	\$ 27,705.32
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	\$ 1,283,955.90	\$ (46,120.20)	\$ 1,105,555.36

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	\$ 1,320.00	\$ (1,170.00)
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	\$ 14,157.37	\$ 3,757.37
Archie Coulter C.A. Trails	\$ 700.00	\$ 822.26	\$ 122.26
YNHA	\$ -	\$ 627.65	\$ 627.65
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	\$ 374,971.43	\$ 337,431.43

SUMMARY OF EXPENDITURES

for the period ending August 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 73,374.50	\$ (31,473.28)	\$ 66,767.69
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 619.07	\$ (8,530.93)	\$ 1,004.90
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 5,299.85	\$ (3,825.15)	\$ 5,607.05
A-4 Materials & Supplies	\$ 5,150.00	\$ 1,510.82	\$ (3,639.18)	\$ 2,389.44
A-5 Rent & Utilities	\$ 10,392.00	\$ 1,788.95	\$ (8,603.05)	\$ 6,285.16
A-6 General Expenses	\$ 43,797.00	\$ 35,268.99	\$ (8,528.01)	\$ 37,831.33
TOTAL	\$ 182,461.78	\$ 117,862.18	\$ (64,599.60)	\$ 119,885.57
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 12,420.21	\$ (3,749.37)	\$ 7,586.36
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 129,628.77	\$ (46,103.39)	\$ 106,394.05
F4-5 Ice Management	\$ 35,463.97	\$ 28,526.50	\$ (6,937.47)	\$ 28,925.55
F4-6 Plan Input	\$ 39,233.34	\$ 28,608.83	\$ (10,624.51)	\$ 26,590.51
F4-71 Watershed Planning	\$ 6,518.81	\$ 3,951.02	\$ (2,567.79)	\$ 12,369.38
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 10,939.63	\$ (5,449.08)	\$ 10,553.73
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 214,426.03	\$ (75,080.54)	\$ 192,419.58
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 15,544.20	\$ (23,329.18)	\$ 10,006.43
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 13,155.11	\$ (6,026.80)	\$ 15,950.68
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 2,319.97	\$ (1,189.43)	\$ 4,460.05
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ 11,613.54	\$ (2,206.69)	\$ 1,242.90
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Community Forest	\$ -	\$ -	\$ -	\$ -
	\$ 75,384.92	\$ 42,632.82	\$ (32,752.10)	\$ 31,660.06
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 7,094.78	\$ (11,325.24)	\$ 10,941.80
Springwater C.A. Development	\$ 39,420.00	\$ 57,806.26	\$ 18,386.26	\$ 62,909.50
Special Projects	\$ 21,221.40	\$ 886.19	\$ (20,335.21)	\$ 39,029.96
Contract Services	\$ -	\$ 1,133.79	\$ 1,133.79	\$ -
TOTAL	\$ 79,061.42	\$ 66,921.02	\$ (12,140.40)	\$ 112,881.26
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 341,436.65	\$ (222,234.23)	\$ 327,677.45
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 16,943.72	\$ (26,166.28)	\$ 27,097.37
Maple Syrup	\$ 54,660.53	\$ 36,833.81	\$ (17,826.72)	\$ 47,944.08
Other C.A. Lands	\$ 42,220.00	\$ 30,944.18	\$ (11,275.82)	\$ 13,685.21
TOTAL	\$ 703,661.41	\$ 426,158.36	\$ (277,503.05)	\$ 416,404.11
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 868,000.41	\$ (462,075.69)	\$ 873,250.58



Susan Simmons,
Financial Services Coordinator

REPORT FA 37 / 2020 : TO THE FULL AUTHORITY

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

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll August 15 (30248-30269)	30248		
Reid, Ethan	30270	500.00	Student Scholarship Recipient
payroll August 29 (30271-30292)			
Hydro One	Cash	28.30	gauge
Telus Mobility	Cash	293.82	mobile phones
Hydro One	Cash	12,165.47	campground & operations centre
Hydro One	Cash	685.74	dayuse area & schoolhouse
Back, Kevin	30293	48.00	camping refund
Township of Malahide	30294	387.90	final property tax bills
Aylmer Express Limited	30296	680.26	business cards
Aylmer Tire	30297	323.39	equipment maintenance
Canadian Tire	30298	151.25	campground supplies
Checkers Cleaning Supply	30299	593.96	campground supplies
De Lage Landen Financial Services Canada Inc.	30300	111.87	postage metre rental
Debrabenderere Farms	30301	9,297.00	watershed stewardship project
Delta Power Equipment Ltd.	30302	111.00	equipment maintenance
Elgin Pure Water	30303	141.36	campground maintenance
Erie Excavating & Liquid Waste Removal Limited	30304	508.50	campground maintenance
Fish Farm Supply Co.	30305	1,279.17	reservoir maintenance
Glenbriar Bottled Water Co. Ltd.	30306	50.78	water cooler rental & refills
H. Broer Equipment Sales & Service Inc.	30307	80.25	equipment maintenance
Howe, Paul & Alice	30308	1,998.80	watershed stewardship project
Howey Line Forestry Inc.	30309	8,576.70	firewood for resale
Integrity IT Services	30310	249.73	computer network support
Koolen Electric	30311	815.42	campground maintenance
Laemers Excavating	30312	327.70	campground maintenance
London Quality Dairy and Wholesale	30313	444.26	store product for resale
M Live Bait Wholesale	30314	162.72	store product for resale
Mobile Vintage Repairs and Engineering	30315	40.39	equipment maintenance
Printers Plus	30316	1,214.74	office and campground supplies
Purolator Courier	30317	16.29	courier fees
R Safety	30318	854.18	campground supplies
Secord Home Building Centre	30319	282.42	campground & forest trail maintenance
Simmons, Susan	30320	243.54	mileage reimbursement
Studer's Ice	30321	957.15	store product for resale
That Tree Guy	30322	565.00	campground maintenance
Thomas P Rylett Limited	30323	6,102.00	engineering services for stage project
Waste Connections of Canada Inc.	30324	3,507.52	campground maintenance

\$ 53,796.58

RECOMMENDATION:

THAT, Accounts Paid totalling \$53,796.58 , be approved as presented in Report FA 37/2020.



Susan Simmons,
 Financial Services Coordinator

REPORT FA 38 / 2020 : To The Full Authority

FROM: Susan Simmons, Financial Services Coordinator

SUBJECT: Property Tax Comparison

DATE: August 26, 2020

Purpose:

To provide the Board with a comparison between the 2019 and 2020 property taxes.

Discussion:

A Property Tax Comparison Sheet for land owned by the Catfish Creek Conservation Authority (CCCA) has been attached for your review and information.

According to the attached data, the CCCA experienced an overall decrease in its 2020 property taxes of \$229.43 compared to an overall increase in its 2019 property taxes of \$341.44.

RECOMMENDATION:

That, Report FA 38 / 2020, be received as information at this time.



Susan Simmons,
Financial Services Coordinator



**CATFISH CREEK
CONSERVATION AUTHORITY**

PROPERTY TAX REGISTER

2020

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2020**

	Total Acres	2019	2020	Difference
TOTAL TAX PER TOWNSHIP:				
Township of Malahide	802.76	\$736.69	\$753.90	-\$17.21
Municipality of Central Elgin	389.21	\$10,750.44	\$10,478.61	\$271.83
Township of South-West Oxford	97.58	\$270.34	\$275.43	-\$5.09
Town of Aylmer	34.91	\$685.37	\$705.47	-\$20.10
TOTAL	1,324.46	\$12,442.84	\$12,213.41	\$229.43

	CODE	2019	2020	Difference
TOTAL TAX PER ACCOUNTING CODE:				
F4-21 Operation of Flood Control Structures	5096	\$51.71	\$50.21	\$1.50
CA-2 Taxes on Local Areas [Regionally Significant]	5155	\$138.53	\$145.07	-\$6.54
CA-2 (a) Taxes on CAs [Provincially Significant]	5156	\$50.97	\$54.18	-\$3.21
CA-2 (b) Taxes on Agreement Forests	5157	\$901.01	\$924.16	-\$23.15
CAMP TAXES	5685	\$7,386.33	\$7,193.81	\$192.51
Day-Use TAXES	5720	\$120.66	\$117.16	\$3.50
A6-51	5270	\$3,108.26	\$3,023.35	\$84.92
SUB-TOTAL		\$11,757.47	\$11,507.94	\$249.53
OTHER N-E FOR GRANT (Pd. by Aylmer)		\$685.37	\$705.47	-\$20.10
TOTAL		\$12,442.84	\$12,213.41	\$229.43

CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX ANALYSIS - 2020

NAME OF PROPERTY	Location	Municipal Address	ROLL NUMBER	Classification	Total Acres	CLTIP Eligible Acres	Year Purchased	2020 Market Value Assessment	2020 Taxable Assessment	2020 Municipal Tax Rate	Tax at 2020 Municipal Rate	2020 Taxes Per Bills	2019 Taxes Per Bills	Increase (Decrease) over 2019
TOWNSHIP OF MALAHIDE														
Calton Swamp (Keszler & VanHogdydenk)	Conc. 4, Pt. Lot 30	52591 John Wise Line	3408-000-020-207-01-000	Conservation Lands	72.22	72.22	1982, 1983	53,000.00	0.00		\$0.00	\$0.00	\$0.00	\$0.00
Calton Swamp (Matthys)	Conc. 4, Pt. Lot 31	7696 Carter Road (PrkngLot)	3408-000-020-209-05-000	Conservation Lands	25.00	25.00	2005	55,000.00	0.00		\$0.00	\$0.00	\$0.00	\$0.00
Calton Swamp (Walcarius & Reynaert & Csaki)	Conc. 4, Pt. Lots 32 & 33	52841 John Wise Line	3408-000-020-212-00-000	Conservation Lands	82.13	82.13	1993, 1984, 1985	52,000.00	0.00		\$0.00	\$0.00	\$0.00	\$0.00
Calton Swamp (Phillips)	Conc. 4, N. Pt. Lots 28 & 29	N/A (land lot - No #)	3408-000-020-198-20-000	Conservation Lands	22.46	19.11	1990	22,000.00	3,300.00	1.418532%	\$46.81	\$46.81	\$43.82	\$2.99
Springwater Forest	Conc. 5, N. Pt. Lots 1 to 4	47719 Conservation Line	3408-000-030-059-00-000	Other Lands	0.91			196,000.00	0.00					
Day-Use Area, Beach & Schoolhouse				Conservation Lands	343.97	325.27	1964		11,800.00	1.418532%	\$167.39	\$167.37	\$172.37	-\$5.00
Jaffa Tract	Conc. 5, S. Pt. Lot 4	48278 John Wise Line	3408-000-030-062-00-000	Conservation Lands	93.00	92.55	1964	70,000.00	275.00	1.418532%	\$3.90	\$4.24	\$4.02	\$0.22
Aylmer Tract	Conc. N. Gore W. Pt. Lots 16 & 17	9982 Hacienda Road	3408-000-040-031-00-000	Managed Forest	36.00		1954	58,000.00	58,000.00	0.354633%	\$205.69	\$205.69	\$194.47	\$11.22
Johnson Tract	Conc. 7, N. Pt. Lot 22	51352 Woolleyville Line	3408-000-050-064-00-000	Conservation Lands	0.00	36.37	1961	67,000.00	0.00					
				Managed Forest	100.00				61,800.00	0.354633%	\$219.16	\$219.16	\$214.45	\$4.71
Brown Conservation Area	Conc. 7, Pt. Lots 13 & 14	49685 Dingle Street	3408-000-060-282-00-000	Managed Forest	20.45		1976	30,000.00	30,000.00	0.354633%	\$106.39	\$106.39	\$103.19	\$3.20
East Bluff (Bossuyt Property)	Conc. 1, S. Part Lot 6	N/A (vacant land - No #)	3408-000-001-068-02-000	Conservation Lands	3.56	3.56	1986	3,900.00	0.00	1.418532%	\$0.00	\$0.00	\$0.00	\$0.00
Cedar Bend	Conc. 1, Pt. Lot 3	N/A (vacant land - No #)	3408-000-001-010-00-000	Conservation Lands	0.85	0.85	1981	2,000.00	1,850.00	0.000000%	\$0.00	\$0.00	\$0.00	\$0.00
Bradley Creek	Conc. 6, STR. Pt. Lot 8	N/A (vacant land - No #)	3408-000-060-140-15-000	Conservation Lands	3.12	2.70	1993	2,400.00	300.00	1.418532%	\$4.26	\$4.24	\$4.37	-\$0.13
MUNICIPALITY OF CENTRAL ELGIN														
Administration Building	Conc. 6, N. Pt. Lot 28	8079 Springwater Road	3418-000-005-092-00-000	Conservation Lands		2.01	1964	669,000.00	0.00	0.000000%	\$0.00			
Campground	Conc. 6, N. Pt. Lot 28	8059 Springwater Road		Other Lands	23.50				643,700.00	1.565610%	\$10,077.83	\$10,077.82	\$10,360.86	-\$283.06
Nineteen Creek Property	Conc. 8, N. Pt. Lot 19	N/A (vacant land - No #)	3418-000-007-016-00-000	Other Lands	1.14		1980	2,200.00	2,200.00	1.565610%	\$34.44	\$34.44	\$30.97	\$3.47
Archie Coulter Conservation Area	Conc. 8, S. Pt. Lots 24 & 25	46900 Brouwers Line	3418-000-007-062-00-000	Conservation Lands	131.80	131.50	1977	122,000.00	200.00	1.565610%	\$3.13	\$3.13	\$3.13	\$0.00
Yarmouth Tract	Conc. 4, N.E. 1/4 Lot 26	N/A (vacant land - No #)	3418-000-003-127-00-000	Conservation Lands	254.48	204.48	1964, 2014	216,000.00			\$0.00			
Yarmouth Natural Heritage Area	Conc. 4, Pt. Lot 27	47502 Sparta Line		Managed Forest (50a)					42,500.00	0.391403%	\$166.35	\$166.34	\$164.98	\$1.36
Bromley Tract	Hwy. 74 E/S Conc. 9, Pt. Lot 21	N/A (vacant land - No #)	3418-000-007-132-50-000	Managed Forest	13.71		1991	14,700.00	14,700.00	0.391403%	\$57.54	\$57.54	\$56.77	\$0.77
Stamas Property	Conc. 6, N. Pt. Lot 27	N/A (vacant land - No #)	3418-000-005-082-00-000	Conservation Lands		3.03	1993	12,600.00	0.00		\$0.00			
				Other Lands	10.13				8,900.00	1.565610%	\$139.34	\$139.34	\$133.71	\$5.63
TOWN OF AYLMER														
Ivan Sleen Conservation Area	00000 Murray E/S	Spruce Street	3411-030-000-065-00-000	Other Lands	19.20	0.00	1975	30,625.00	31,500.00	1.592443%	\$501.62	\$501.63	\$492.42	\$9.21
Ward McKenna Conservation Area	Conc. STRE. Pt. Lot 82	Fourth Avenue	3411-020-000-499-00-000	Other Lands	12.43	5.39	1973	11,625.00	12,400.00	1.592443%	\$197.46	\$197.46	\$188.93	\$10.53
Tarry Parkway	Tarry Parkway		3411-020-000-500-73-000	Other Lands	3.28	3.05	1998	375.00	400.00	1.592443%	\$6.37	\$6.38	\$8.02	-\$0.28
* paid by the Town of Aylmer														
TOWNSHIP OF SOUTH-WEST OXFORD														
Hawkins Tract	Conc. 11, S. Pt. Lot 19	N/A (vacant land - No #)	3211-010-060-196-00-000	Managed Forest	97.58		1962	106,000.00	106,000.00	0.259833%	\$275.42	\$275.43	\$270.34	\$5.09
					1,370.92	1,009.22		\$1,796,425.00	\$1,029,825.00		\$12,213.10	\$12,213.41	\$12,442.84	-\$229.43

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2020**

Property Description	Total Acres	2019 Taxes	2020 Taxes	Difference	Code To
TOWNSHIP OF MALAHIDE:					
1) Conc. 4, Pt Lot 30 000-020-207-01-000 R.P. 11R-2473, Part 1, R.P. 11R-2566, Part 1, s/s Conc. 4 Rd 72.22 acres Calton Swamp (Keszler & VanHooydonk property)	72.22	\$0.00	\$0.00	\$0.00	CA-2(a) Taxes on CAs 5156
2) Conc. 4, Pt Lots 32, 33 000-020-212-00-000 RP 11R-2555 - Parts 1 & 2 RP 11R-2647 - Part 1 RP 11R-2684 - Part 1 82.13 acres Calton Swamp (Walcarius, Reynaert & Csakli Property)	82.13	\$0.00	\$0.00	\$0.00	CA-2(a) Taxes on CAs 5156
3) Conc. 5, N Pt Lot 1 to 4 000-030-059-00-000 Conc. 5, Gore S. Pt Lot 1 ES West Townline 181.00 FR 2209 D 0.91 acres 343.97 acres (Springwater Forest, Day-Use, Schoolhouse)	343.97	\$172.37	\$167.37	-\$5.00	Day-Use Taxes (5720) - 70% Op FC Struc F4-21 (5094) - 30%
4) Conc. 5, S Pt Lot 4 000-030-062-00-000 N/S Cty Rd 45 Wooded Parkland 93 acres (Jaffa Tract)	93	\$4.02	\$4.24	\$0.22	CA-2(a) Taxes on CAs 5156
5) Conc N Gore, W Pt Lots 16, 17 000-040-031-00-000 E/S Hacienda Rd, RP 11R-3643, Part 1 33.69 acres (Aylmer Tract)	36	\$194.47	\$205.69	\$11.22	CA-2(b) Taxes on Agr. Forests 5157
6) Conc. 7, N Pt Lot 22 000-050-064-00-000 Conc. NTR, N Pt Lot 95 36.37 ACRES + 63.63 acres (Johnson Tract)	100	\$214.45	\$219.16	\$4.71	CA-2(b) Taxes on Agr. Forests 5157
7) Conc. 7, Pt Lots 13 & 14 000-060-282-00-000 Conc. NTR, Pt Lots 86,87 RP 11R-891, Parts 2-6 20.45 acres (Brown C.A.)	20.45	\$103.19	\$106.39	\$3.20	CA-2 Taxes on Local Areas 5155

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2020**

Property Description	Total Acres	2019 Taxes	2020 Taxes	Difference	Code To
8) Conc. 1, S. Part Lot 6 000-001-068-02-000 RP 11-R - 3253, Part 1 3.56 acres (East Bluff - Bossuyt Property))	3.56	\$0.00	\$0.00	\$0.00	CA-2 Taxes on Local Areas 5155
9) Conc. 4, N. Pt. Lots 28, 29 000-020-198-20-000 RP11R4168 Part 1 22.46 acres Calton Swamp (Phillips)	22.46	\$43.82	\$46.81	\$2.99	CA-2(a) Taxes on CAs 5156
10) Conc. 1, Pt. Lot 3 000-001-010-00-000 RP 11R-4834, Part 1 .85 acres (Cedar Bend)	0.85	\$0.00	\$0.00	\$0.00	CA-2 Taxes on Local Areas 5155
11) Conc. 6, STR. Pt. Lot 8 000-060-140-15-000 Conc. STR, Pt. Lot 81 RP 11R-5165, Parts 1,2 3.12 acres (Bradley Creek)	3.12	\$4.37	\$4.24	-\$0.13	CA-2 Taxes on Local Areas 5155
12) Conc. 4, Pt Lot 31 000-020-209-05-00-000 RP 11R-8328 - Parts 1 25 acres Calton Swamp (Matthys)	25	\$0.00	\$0.00	\$0.00	CA-2(a) Taxes on CAs 5156
TOTAL Township of Malahide	802.76	\$736.69	\$753.90	\$17.21	

MUNICIPALITY OF CENTRAL ELGIN:

1) Conc. 8, N. Pt. Lot 19 000-007-016-00-000 RP 11R-1870, Part 1 & 2 s/s Hwy. # 3 1.14 acres 204.07 FR. (Nineteen Creek Property) (former airport septic system)	1.14	\$30.97	\$34.44	\$3.47	CA-2 Taxes on Local Areas 5155
2) Conc. 4 - Lot 26 & 27 000-003-127-00-000 RP11R-6841 50 acres (Managed Forest); 158.93 acres Conservation Lands (Yarmouth Natural Heritage Area)	208.93	\$164.98	\$166.34	\$1.36	CA-2(b) Taxes on Agr. Forests 5157
3) Conc. 8, S Pt. Lots 24 & 25 000-007-062-00-000 RP 11R-1754 Part 1, 5 & 7 131.80 acres (Archie Coulter C.A.)	131.8	\$3.13	\$3.13	\$0.00	CA-2(a) Taxes on CAs 5156

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2020**

Property Description	Total Acres	2019 Taxes	2020 Taxes	Difference	Code To
4) Conc. 6, N. Pt Lot 28 000-005-092-00-000 23.50 acres WS Cty. Rd. 35 5 acres Conservation Lands; 18.5 acres Other Lands (CCCA Adm. Building & Campground)	23.5	\$10,360.88	\$10,077.82	-\$283.06	CAMP TAXES (5685) - 70% Trailer Taxes (5685) - 100% Operations Centre (5115) - 30%
5) Hwy. 74 E/S Conc. 9, Pt. Lot 21 000-007-132-50-000 RP 11R-4528, Part 5 to 15 13.71 acres (Bromley)	13.71	\$56.77	\$57.54	\$0.77	CA-2(b) Taxes on Agr. Forests 5157
6) Conc. 6, N. Pt. Lot 27 000-005-082-00-000 10.13 acres (Stamas)	10.13	\$133.71	\$139.34	\$5.63	CAMP TAXES - 100% 5685
TOTAL Central Elgin	389.21	\$10,750.44	\$10,478.61	-\$271.83	

TOWN OF AYLMER

1) Conc. STRE, Pt Lot 82 020-000-499-00-000 RP 11R-163, Pt 2, Pt. Part 1 RP 11R-2080, Parts 1, 2 & 3 RP 11R 2646 Pt 1 12.43 acres (Ward McKenna C.A.) 27 Tarry Parkway (Lion's Park)	12.43	\$186.93	\$197.46	\$10.53	Other N-E GRANT
2) OOOOO Murray E/S 030-000-065-00-000 Plan 164, Pt Lots 10, 11, 12 Plan 164, Pt Lots R, S, U RP 11R 788, Pts 1 to 4 RP 11R 2726 Pt 2 19.2 acres (Ivan Steen C.A. & Canadian Tire property)	19.2	\$492.42	\$501.63	\$9.21	Other N-E GRANT
3) Tarry Parkway 020-000-500-73-000 Plan M-91 Block 42 No Frontage Parcel #020-000-49900 3.28 acres	3.28	\$6.02	\$6.38	\$0.36	Other N-E GRANT
TOTAL Town of Aylmer	34.91	\$685.37	\$705.47	\$20.10	

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2020**

Property Description	Total Acres	2019 Taxes	2020 Taxes	Difference	Code To
TOWNSHIP OF SOUTH-WEST OXFORD:					
1) Conc. 11, S Pt Lot 19 010-060-196-00-000 RP 41R-1478, Part 1, Part 2 Woodlot & Swamp 97.58 acres (Hawkins Tract)	97.58	\$270.34	\$275.43	\$5.09	CA-2(b) Taxes on Agr. Forests 5157
Catfish Creek Drain				\$0.00	CA-2(a) Taxes on CAs 5156
TOTAL South-West Oxford	97.58	\$270.34	\$275.43	\$5.09	
TOTAL TAXES ALL MUNICIPALITIES	1324.46	\$12,442.84	\$12,213.41	-\$229.43	

REPORT FA 39 / 2020	:	To The Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	MONTHLY PLAN REVIEW
DATE	:	September 7, 2020

PURPOSE: To outline the Monthly Plan Review Report as it has been implemented from January, 2020 to September 2020.

BACKGROUND: Technical staff have responded to each of the applications as per their committee dates.

RECOMMENDATION: THAT, the Full Authority approve the Monthly Plan Review Report for the months of January to September 2020.

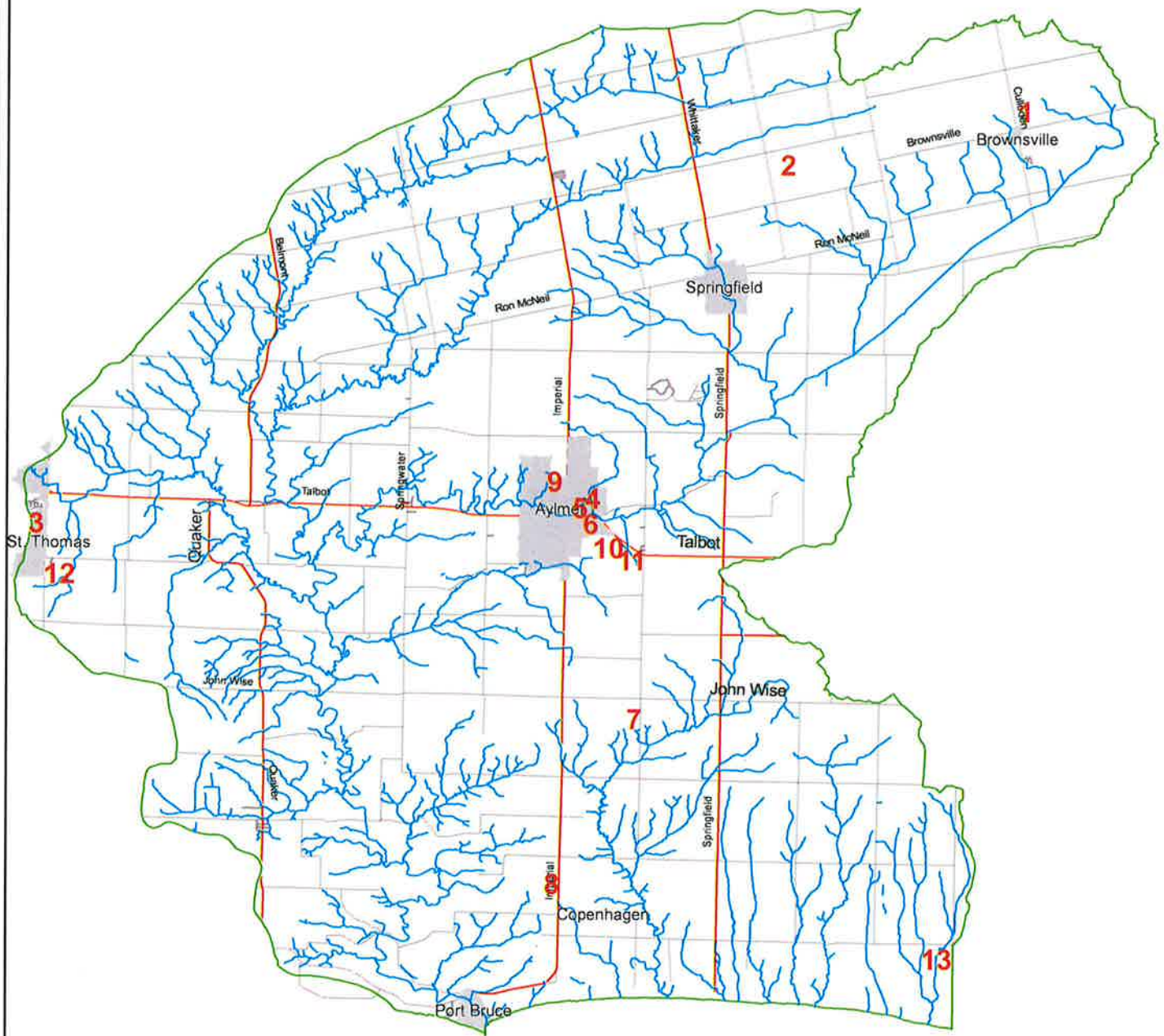
 FOR

Tony Difazio, Resource Planning Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
MONTHLY PLAN REVIEW REPORT
 September 2020

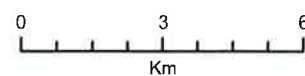
OFFICIAL PLAN/ZONING BYLAW AMENDMENTS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
1	Pt.Lot:21; Conc.:10; Township of South-West Oxford	* Official Plan Amendment at 163567 Brownsville Road in north-east quadrant of Brownsville to adjust the current settlement boundary; * This will reconfigure the Agricultural and Residential parcels to facilitate a Consent application in the new Settlement portion; * The Zoning Amendment will also permit a warehouse in addition to the residential use;	* NO OBJECTIONS
2	Pt. Lot: 3; Conc.: 11; Township of Malahide	* This amendment will change the Zoning on a surplus farm dwelling at 51655 Lyons Line to <i>Rural Residential</i> ; * The retained parcel (19.5 ha.) will be rezoned <i>Special Agriculture</i> to prohibit the construction of any new dwellings;	* NO OBJECTIONS
3	Pt. Lot:10; Conc.: STR; Municipality of Central Elgin	* This amendment will change the Zoning on a parcel located at 116 Coulter Avenue to increase the maximum height of a proposed/detached garage and permit an accessory dwelling on the second floor;	* NO OBJECTIONS
4	50 Victoria Street; Town of Aylmer	* This amendment to the Zoning By-Law will permit a semi-detached dwelling, home occupation and an accessory use;	* NO OBJECTIONS
5	211 Talbot Street; Town of Aylmer	* This amendment to the Zoning By-Law will permit the creation of a semi-detached dwelling and a single detached dwelling as a home occupation and an accessory use;	* NO OBJECTIONS
6	33 South Street, East; Town of Aylmer	* This Official Plan & Zoning By-Law Amendment will increase the residential lot density to permit the creation of one additional dwelling unit (fifth) within the existing single detached dwelling, with no further expansions;	* NO OBJECTIONS
7	Pt. Lot: 15; Conc.: 4; Township of Malahide	*This Zoning By-Law Amendment will permit the creation of two lots, one of which would constitute a new building lot in the Hamlet of Luton, for residential purposes;	* NO OBJECTIONS
8	Pt. Lot: 10; Conc.:2; Township of Malahide	* In addition to the recognizing the existing single family dwelling, greenhouses, workshops and barns, this Zoning Amendment will permit a market garden and animal kennel in addition to the residential use currently operating at 5457 Imperial Road;	* NO OBJECTIONS

SEVERANCE APPLICATIONS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
1	Pt. Lot: 21; Conc.:10; Township of S.W. Oxford	* Sever a 1 acre residential building lot fronting Culloden Line and incorporate into the Settlement designation in Brownsville; * The remainder of the farm parcel will be retained for agricultural purposes;	* NO OBJECTIONS
2	Lot: 3; Conc: 11 Township of Malahide	* Sever a 65m X 91m parcel at 51655 Lyons Line, deemed surplus to the needs of the applicants, to create one new residential lot containing a house, barn and garage; * The owners are retaining 48 acres to remain in agricultural use;	* NO OBJECTIONS
9	37 & 38 Forest Street; Town of Aylmer	* The applicants propose to sever a 11m X 45m lot containing one semi-detached unit, to remain in residential use; * The owners are retaining 492 square metres containing one semi-detached unit, to remain in residential use;	* NO OBJECTIONS
5	211 Talbot St. East, Town of Aylmer	* The applicant proposes to sever a 9.5m X 41m lot, containing one semi-detached dwelling, to create one residential lot; * The owner is retaining 441 square metres containing one semi-detached dwelling to remain in residential use;	* NO OBJECTIONS
10	Pt. Lot:85-89 Conc.: SSTR; Town of Aylmer & Township of Malahide	* The applicants propose to sever a 35m X 50m parcel at 140 Elk Street containing one house, garage and shed to remain in residential use; * The owners are merging the remainder of the parcel (146 Elk Street) with 49639 Talbot Line, retaining at total of 88 ha. to remain in agricultural use;	* NO OBJECTIONS
11	Pt. Lot: 88; Conc: SSTR; Township of Malahide	* The applicants propose to sever/create a 9m X 128m easement along Talbot Line to provide access to the adjoining lands to the west; * The owners are retaining 2563 square metres containing one house to remain in residential use;	* NO OBJECTIONS
12	Pt. Lot: 11; Conc.: 7; Municipality of Central Elgin	* Sever a 41m X 44m parcel at 8518 Centennial Road, containing 2 shops, to create one residential building lot; * The owners are retaining 1552 square metres, containing one house, to remain in residential use;	* NO OBJECTIONS
13	Pt. Lot: 34; Conc: 1; Township of Malahide	* The applicants propose to sever a 72m X 81m residential lot at 53233 Nova Scotia Line, containing one house, garage and mobile home, deemed surplus to the needs of the applicants; * The owners are retaining 53 ha. to remain in agricultural use.	* NO OBJECTIONS



Plan Review Map September, 2020

1 Plan Review Site Number



REPORT FA	40/2020	:	To The Full Authority
FROM		:	Tony Difazio, Resource Planning Coordinator
SUBJECT		:	Woodlot Management Contract
DATE		:	September 4, 2020

PURPOSE:

To provide the Board with an update on the status of the forest management activities planned at the Johnson Tract in 2020 and 2021.

BACKGROUND:

Earlier this year staff completed an evaluation of all Catfish Creek Conservation Authority (CCCA) owned properties to update the Board on the Forest Management activities required on each. At this time the Johnson Tract, a 100-acre parcel located on Woolleyville Line, was identified as a woodlot that required a regeneration cut to encourage new/natural regeneration and to salvage some of the remaining dead Ash trees throughout the stand.

A private Forestry Consultant (GWG Resources Services) was retained to complete a forest management prescription for the property. This included marking any merchantable trees (larger/older trees suitable for lumber) or diseased, dead or dying trees suitable for other uses such as firewood. The service included marking, tallying and estimating the board footage of each species along with providing an estimate for the value of the standing/marked trees.

DISCUSSION:

GWG marked approximately 363 trees suitable for sawlogs with an estimated volume of just over 79,000 foot board measure. The species that were marked included 133 Black Cherry, 72 Soft Maple, 55 Ash, 22 White Pine and other hardwood species. There were also 222 other trees marked that were deemed suitable for firewood that should also be removed at this time. It should be noted that only 40 acres of the woodlot was marked in order to restrict any impacts to the evaluated wetland on the property, which is enrolled in the Conservation Land Tax Program.

The marked timber was advertised to local log buyers with a deadline for bids of August 27, 2020. Five bids were received by local log buyers for the standing timber, four of which were very close in value.

Staff have based the following recommendation in awarding this logging contract on a number of factors including competitiveness of bid, past working relationship on other forest management projects, location within the watershed and ability to carry out other necessary tree removal for the duration of the contract, as may be required.

RECOMMENDATION:

THAT, the Board offer the sale of standing timber at the Johnson Tract to Springwater Mills, consistent with the Tree Marking Prescription and Marking Inventory prepared by GWG Resources Services, dated April 8, 2020.



Tony Difazio, Resource Planning Coordinator

BIDS RECEIVED ON ADVERTISED WOODLOTS

Closing date: Thursday August 27th, 2020

Highlighted price is the highest bidder

Buyers Name	Company Name	Catfish Creek Conservation Authority "Johnson Tract"	John Hockey	Nick Beard	Tim VanNes			Environs Wholesale Nursery			
					Woodlot #1	Woodlot #2	TOTAL	Woodlot #1	Woodlot #2	Woodlot #3	TOTAL
Denis Nash	Nash & Sons Forestry	\$32,700									
Oscar Horst	Tri-County Timber										
Willis Frey											
Mike Jacob	Kitchener Forest Products										
Allen Shirk	Bamburg Sawmill	\$22,700**									
Leonard Pilkey											
Bill Carl	Townsend Lumber	\$34,650									
Marvin Gascho		\$32,900									
Ken White	Springwater Mills	\$33,750									

- **Access to the field on the East side. (Bamburg Sawmill)

These are the bids received; however; landowners have made no decisions to sell. We will contact successful bidders when landowners have made their decisions. Thanks for bidding!

Darry Greer & Nick Courtney



REPORT FA 41 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager/Secretary-Treasurer

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

DATE: August 24, 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:

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.

Version 2 of the Return to Work Plan was approved by members at the August 24, 2020 Board meeting via Motion #61/2020.

Current Status:

In recent days there has been a significant reduction in the number of COVID cases in Aylmer (11 at the time of writing, down from 17 a few days prior). As a result, the General Manager / Secretary-Treasurer proposes to move CCCAs Administration and Field work services to Stage 3. Details of Stage 3 for Administration and Field work are as follows:

Administration and Field Work:


- Office is open to all full time and contract staff (100% or 12 staff)
- The office is open to the public with no appointment. Front vestibule area is limited to 1 member of the public. Masks will also be worn by staff when meeting with the public in the boardroom
- Staff may work from home on a specific day and as approved by the General Manager / Secretary-Treasurer
- Administration and Field Work 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. Corporate dishware/utensils/drinkware must be put away at the end of the day
- Field Works crews limited to five staff

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 for Administration and Field Work as presented in Report FA 41 / 2020.



Christopher Wilkinson
General Manager / Secretary- Treasurer

REPORT FA 42 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: CCCA Administrative By - Law Update
DATE: August 31, 2020
FINANCIAL IMPLICATIONS: None
STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

To present the members with an updated Administrative By - Law for the Catfish Creek Conservation Authority (CCCA) to enable electronic meetings outside of a period where the province and municipalities have Declared a State of Emergency.

Background:

A March 26, 2020 Minister's Direction enabled all conservation authorities (CAs) to conduct electronic meetings during an emergency declaration under section 4 or 7.0.1. of the *Emergency Management and Civil Protection Act* (EMCPA). Motion Number SM 01 / 2020 on April 7, 2020 amended CCCAs by-laws to allow for the ability to hold electronic Authority meetings during a state of emergency.

A new section (s. C.20) titled: "Declared State of Emergency" was added to the CCCAs Administrative By-law enabling electronic meetings applies where an emergency has been declared "in all or part of an area over which the Authority has jurisdiction". Therefore, as long as either the province or at least one (1) municipality within a CA's jurisdiction maintains an state of emergency, meetings can be conducted electronically.

CCCAs current electronic participation rules expire with the termination of the provincial and municipal emergency declarations. This means that once the latter of these declarations end, all Members must attend Board and committees in person.

Bill 197 *COVID-19 Economic Recovery Act* received Royal Assent July 21, 2020 and amends the *Municipal Act* to provide for electronic participation in meetings and to provide for proxy voting. In order to permit electronic participation outside of an emergency, CCCA needs to amend their by-laws to be consistent with Bill 197 (*COVID-19 Economic Recovery Act*).

As the emergencies can be expected to be lifted before the risk of community transmission of COVID-19 has been eliminated, and before a second wave of infection is expected to occur, Members should use the authority in Bill 197 to widen the electronic participation rules.

The provincial emergency under section 7.0.1 was lifted July 24, 2020; however, municipal emergency declarations under section 4 are still in effect. As it is unknown when member municipalities will rescind their state(s) of emergency, the window of opportunity for electronic meetings to amend the CCCA by-laws is uncertain, and is therefore recommended to update CCCAs administrative by-laws to ensure electronic meeting can continue.

Current Status:

Since the CCCA By-Laws reference other best management practices for board governance (e.g. Section C-1), CCCA cannot continue to meet electronically outside of a state of emergency due to the limitations set out in the meeting procedures, Section C-10: "Electronic Participation".

As a result, staff recommend updating CCCAs BMPs/Administrative By-Law Model utilizing the new amendments to the *Municipal Act* and CCCAs recent experiences and procedures for electronic meetings and participation during this Pandemic. It is recommended that the CCCA By-Laws documenting the procedure which CCCA BOD meets electronically (Section 10) be amended to allow for Electronic Participation if warranted following the rescinding of a municipal or provincial "Declared State of Emergency". The updated Section 10 reads as follows:

10. Electronic Participation

Members may participate in a meeting that is open or closed to the public by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting. A Member participating in a meeting electronically shall be counted in determining quorum at any point in time.

Electronic meetings must follow/accommodate all Section C. Meeting Procedures identified in this by-law, or in the case of Hearings, APPENDIX 5 - HEARING PROCEDURES.

For open electronic meetings, the public must be able to participate in the meeting electronically and be able to hear all Members at the meeting.

Additional supporting updates include:

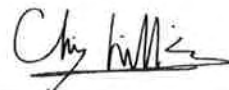
1. The first paragraph (p.1) adding a paragraph to link in with the electronic requirements for hearings as outlined in the *Statutory Powers and Procedures Act* (SPPA).
2. The last paragraph of Section 2 (p.2), adding a sentence to allow that if warranted, hold the meeting electronically provided quorum and public participation can be met.

It is expected that, if Members amend the meeting procedure rules, meetings during the recovery period will involve a mix of in-person and electronic attendance at meetings. The by-laws may require further amendments due to future enhancements to internet access to support Zoom meetings.

Recommendation:

THAT, the Catfish Creek Conservation Authority Best Management Practices and Administrative By-Law approved by the Full Authority in Motion #SM 01 / 2020 are hereby revoked; and further,

THAT, the new Administrative By - Law for the Catfish Creek Conservation Authority attached to Report FA 42 / 2020, be adopted as presented.



Christopher Wilkinson
General Manager / Secretary-Treasurer

Correspondence: To The Full Authority**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer**SUBJECT:** Correspondence Register, August 1 – August 31, 2020**DATE:** August 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
Aug 4	Email	Conservation Ontario	Reminder: Comments Requested: Proposed changes to environmental approvals for municipal sewage collection works (*Including Stormwater systems)
Aug 4	Email and CCCA Reply	Conservation Ontario	Flooding Strategy - Flood Mapping Technical Team
Aug 4	Email and CCCA Reply	Watershed Resident	Dead Ash Tree
Aug 4	Email and CCCA Reply	DUC	Wetland Budget
Aug 6	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for the month ending July 31 2020
Aug 7	Email and CCCA Reply	Conservation Ontario	FW: Ontario Application details for the ICIP COVID 19 Resilience Stream
Aug 10	Email	Ministry of Natural Resources and Forestry	Ontario Low Water Response - Update to Confirmed Conditions - South
Aug 11	Email	Ministry of Natural Resources and Forestry	Updated Provincial Flood Watch for Lakes Erie and Superior and Shoreline Condition Statement for Lake Huron Issued by the Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry August 11, 2020 at 10:30 a.m.
Aug 11	Email	St. Clair Region Conservation Authority	WOCA Meeting Minutes
Aug 14	Email	Conservation Ontario	FOR YOUR REVIEW AND FEEDBACK: Electronic Meetings Status/Minister's Direction and Draft Amendments to Model Administrative By-Law

Date	Type	Agency	Topic
Aug 14	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for Mid Month, August 2020
Aug 17	Email	Conservation Ontario	NEW NOAA risk communication 3-week virtual workshop
Aug 18	Email	Conservation Ontario	ERO Posting: Source Water Protection 2020 Proposed Amendments to the Director's Technical Rules
Aug 18	Email	Conservation Ontario	Conservation Ontario's Response to the Proposed Major Amendments to the Class EA for Remedial Flood and Erosion Control Projects
Aug 18	Email	Conservation Ontario	AMO Conference - Minister Yurek Remarks
Aug 18	Email	BT Engineering	Centennial Road/Elm Line Intersection Notice of Completion
Aug 18	Email	Conservation Ontario	General Managers' meeting - draft agenda
Aug 21	Email	Township of Malahide	Port Bruce Ice Breaking RFQ
Aug 25	Email	Conservation Ontario	FOR REVIEW: Draft Conservation Ontario Pre-Consultation Guidelines - September 9th deadline
Aug 25	Email	UTRCA	Municipal Drain Mapping
Aug 26	Email	Ministry of Natural Resources and Forestry	Provincial Flood Watch for Northeastern and Southern Ontario, Issued Aug 26 2020 at 10:30 AM



Christopher Wilkinson
General Manager / Secretary - Treasurer

Ministry of the Environment,
Conservation and Parks

Species at Risk Branch

40 St. Clair Avenue West
14th Floor
Toronto ON M4V 1M2

Ministère de l'Environnement, de
la Protection de la nature et des Parcs

Direction des espèces en péril

40, avenue St. Clair Ouest
14^e étage
Toronto ON M4V 1M2

August 10, 2020

8079 Springwater Road
Aylmer, ON
N5R 2R4

RE: **Application to the 2020/21 Species at Risk Stewardship Program**

Dear: Christopher Wilkinson

Thank you for your application to the 2020/21 Species at Risk Stewardship Program (SARSP) for the project entitled "**Restoration and Maintenance for three Species at Risk at the Yarmouth Natural Heritage Area**". There were over 124 applications submitted for this round of funding.

I regret to advise you that your application was not selected for funding for the 2020/21 SARSP. Applications were evaluated based on many criteria, including how effectively they addressed priority categories and how strongly they met recovery needs for species at risk. All applications had their own merits, but unfortunately there is limited funding available through the competitive application process.

Thank you for your interest in working with the Ministry of the Environment, Conservation and Parks to support the protection and recovery of species at risk in Ontario. If you wish to discuss the review of your application to help with future proposal development, please contact the SARSP team at SAR.stewardship@ontario.ca.

Sincerely,

Glenn Desy, Coordinator
Species at Risk Recovery Unit
Species at Risk Branch

Catfish Creek Conservation Authority
8079 Springwater R.R. #5,
Aylmer, ON, Canada
N5H 2R4

Dear Mr. Wilkinson,

Project title: Bradley Creek Phosphorus Reduction Study

On behalf of Environment and Climate Change Canada, I would like to thank you for submitting an application for funding under the Great Lakes Protection Initiative.

Environment and Climate Change Canada's project evaluation stage for the Great Lakes Protection Initiative was conducted in accordance with established criteria. I regret to inform you that the above-referenced application has not been selected for funding. If you require further information or would like to discuss this matter further, please do not hesitate to contact Brad Bass at 416-648-5387.

Thank you for your interest and your commitment to the restoration and protection of Great Lakes water quality and ecosystem health. I wish you success in all your stewardship endeavours.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Sealock", is centered below the word "Sincerely,".

Lisa Sealock
A/Manager, Great Lakes Harmful Pollutants
Environment and Climate Change Canada
4905 Dufferin Street
Toronto, Ontario
M3H 5T4

Ministry of Natural
Resources and Forestry

Office of the Minister

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

Ministère des Richesses
naturelles et des Forêts

Bureau du ministre

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



AUG 11 2020

354-2020-1243

Mr. Wayne Emmerson
Chair

Conservation Ontario

chair@conservationontario.ca

Dear Mr. Emmerson:

Thank you for providing me with an update on Conservation Ontario's Client Service and Streamlining Initiative. I am pleased to see the progress and success since its launch.

As you are aware, Ontario has committed to modernizing the regulations under the *Conservation Authorities Act* to focus conservation authorities on their core mandate of protecting people and property from flooding and other natural hazards following recommendations from the Special Advisor on Flooding's Report, and also in support of the government's Housing Supply Action Plan.

This work, along with the success of the Client Service and Streamlining Initiative, complements the broader work led by the Ministry of the Environment, Conservation and Parks (MECP). Both my ministry and the MECP are working together to define the conservation authorities mandatory natural hazard management program; ensure that other recent changes to the Act increase transparency; and help to focus conservation authorities' ability to deliver on their core mandate.

As proposals for new changes are developed, I assure you that opportunities for further consultation will be available for stakeholders to provide their feedback. I look forward to continuing to work together to protect people, property and communities from flooding and other natural hazards.

Thank you again for writing.

Sincerely,

John Yakabuski

Minister of Natural Resources and Forestry

- c. The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable Steve Clark, Ministry of Municipal Affairs and Housing
Kim Gavine, General Manager, Conservation Ontario



RECEIVED

AUG 21 2020

August 7, 2020

Memo to all businesses and organizations in Elgin County, Oxford County and the City of St. Thomas

Dear business/organization leader,

Please be advised that on July 30, 2020, Southwestern Public Health provided instruction to all businesses and organizations in Elgin County, Oxford County and the City of St. Thomas to require face coverings in enclosed public spaces. We communicated this via email with the Chambers of Commerce, posted details on our website, and through the media and on social media.

Enclosed is a copy of the full letter of instruction and subsequent memo for reference. This instruction came with a one-week grace period to allow businesses and organizations time to prepare. All policies must now be in-place to avoid enforcement.

Refer to our website www.swpublichealth.ca/facecoverings for guidance, signage, FAQ and resources. If you have questions or need advice, please call us at **1-800-922-0096 ext. 9**.

Thank you for your support in containing the spread of COVID-19 in our region. We are committed to supporting you as you establish new policies that protect us all from COVID-19.

Sincerely,

The Team at Southwestern Public Health

MEMO

Memo to Councils and CAOs/City Managers,
All Municipalities in the Southwestern Public Health Region:

Please be advised that today, July 30, 2020, I am providing instruction to the businesses and organizations within the geographic area serviced by Southwestern Public Health (SWPH), requiring persons within enclosed public spaces to wear a face covering. Attached is my letter of instruction on this matter, which is being distributed by email today, posted on Southwestern Public Health's website, communicated via the media, and by social media.

In doing so, I am drawing upon regulation *O. Reg 364/20 s.2(2)* formerly a regulation under the *Emergency Management and Civil Protection Act, R.S.O. 1990* but now a regulation under the *Reopening Ontario Act, S.O. 2020*, as follows:

The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations, and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning, or disinfecting

In order to more successfully reach all businesses and organizations, I request that you also forward the appended letter to those that you know of in your community.

With this approach, enforcement may be conducted by police officers as well as provincial offences officers (which includes municipal bylaw officers and public health enforcement personnel). I appreciate, from communication with the CAOs/City Managers of the municipalities, that resources to conduct such enforcement are very limited. As such, it will be incumbent on Southwestern Public Health, in partnership with our municipalities, and other stakeholders, to educate and support these businesses and organizations, as well as the general public, in order to achieve a high degree of compliance.

My rationale for proceeding with this course of action, at this time, is as follows:

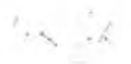
- As we proceed through the stages of the province's plan to open the economy, there is a risk of resurgence of COVID-19 transmission in our communities. There have been very worrisome examples of resurgence internationally, and we have had some experiences of limited resurgence in Ontario.
- There is emerging evidence, primarily based on ecological studies and modelling, suggesting that COVID-19 transmission rates can be reduced with a high level of population compliance of face covering/non-medical mask use, in conjunction with physical distancing, hand sanitation, self-isolation, and testing when ill.
- I am aware of a high degree of support for face coverings expressed by many in our community and I am also aware that some do not support using face coverings.

For these reasons, I am proceeding with my instruction using this regulation. Further to this instruction, I advise and recommend our local municipalities to enact a local bylaw that requires face coverings in enclosed public spaces and articulates, at minimum, the same scope and breadth of this letter of instruction.

Constituents elect municipal leaders to represent their interests – they respect your authority and guidance on all matters related to their community. Bylaws are recognized as part of the municipal process and bylaws give municipalities control over their local approach to COVID-19 prevention and containment measures. As well, unlike a letter of instruction, a bylaw timeline is not tied to Provincial or Municipal Emergency Orders, giving further autonomy to municipalities.

Thank you for the support that Southwestern Public Health has received related to this very important and challenging public health matter. COVID-19 is the pandemic of our lifetime, and it takes the collective efforts of all of us to protect our communities from it.

Sincerely,


Dr. Joyce Lock
Medical Officer of Health
Southwestern Public Health

Copy: Cynthia St. John, CEO, Southwestern Public Health
Board of Health members, Southwestern Public Health

July 30, 2020

To: Employers in Elgin County, Oxford County, and the City of St. Thomas:

Re: **Instructions to Persons Responsible for a Business or Organization Permitted to Open under the *Reopening Ontario Act, S.O. 2020* and related Regulations**

I am writing to all persons responsible for a business or organization permitted to be open in the Southwestern Public Health service area. This letter conveys my instructions to such persons pursuant to Ontario Regulation 364/20: Rules for Areas in Stage 3 under the *Reopening Ontario Act*, formerly a regulation under the *Emergency Management and Civil Protection Act* (EMCPA).

Much of the province, including the area served by Southwestern Public Health, entered Stage 3 of Reopening Ontario on July 17, 2020. In Stage 3, more restrictions are loosened and nearly all businesses and public spaces are reopened, provided they follow Public Health advice and workplace safety guidance.

Make no mistake, the key to continued success in protecting our health and our economy from COVID-19 is in our hands. The Public Health instructions to business and organization owners and operators provide you with clear direction so you can continue to be part of the solution in keeping our communities safe. I sincerely thank you for your ongoing work and commitment.

As Medical Officer of Health, the following are my instructions, pursuant to O. Reg. 364/20, Schedule 1, s.2(2), formerly a regulation under the EMCPA but now found as a regulation under the new *Reopening Ontario Act* (or as current), to all persons who are responsible for a business or organization that is open within the geographic area served by Southwestern Public Health, effective 11:59 p.m. on July 30, 2020. Note that to the extent that anything in these instructions conflicts with setting-specific rules under the former O. Reg. 364, now found as a regulation under the new *Reopening Ontario Act*, or other applicable provincial legislation or policy, those provincial directions prevail. Where conflicts do not exist, these instructions are additional to any applicable provincial directions.

INSTRUCTIONS:

1. (1) Have a policy in place to ensure that no Person is permitted to enter or remain in an **Enclosed Public Space** of a business or organization unless they are wearing a **Face Covering** at all times in a manner that covers the mouth, nose and chin without gaping. The **Face Covering** may be temporarily removed to access services provided by the business or organization where it is reasonably required to do so.

For greater clarity, a **Person** means any customer, client, patron, employee, or visitor, who enters the enclosed public space; **Enclosed Public Space** means indoor public spaces of businesses or organizations accessed by the public, including all Public Transit Vehicles and Commercial Transportation Vehicles; **Face Covering** means a medical mask or a non-medical mask or other face covering such as a bandana, a scarf, or a cloth that covers the mouth and nose. Face shields are not an acceptable form of a face covering for the purpose of these instructions.

(2) Have a policy in place for **Enclosed Employee Space (accessed by Employees and not accessed by the public)** to ensure the following are in place for Persons accessing this space:

- i. Physical distancing of two metres.
- ii. Face Covering requirement if physical distancing is not possible.
- iii. Routine screening for COVID-19 symptoms, including requiring those with symptoms to stay home and advising them to be tested for COVID-19.
- iv. Promoting excellence in hand hygiene and cough and sneeze etiquette.
- v. Enhanced cleaning and disinfecting of surfaces.

For greater clarity, **Employees** means employees, volunteers, students, contractors, and others who access the Enclosed Employee Space.

(3) Subsections (1) and (2)(ii) do not apply to:

- a) Children under two years of age; or children under the age of five years either chronologically or developmentally who refuse to wear a face covering and cannot be persuaded to do so by their caregiver;
- b) Persons who are unable to wear a face covering as a result of a medical condition (for example, due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);

- c) Where 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); or
 - d) Persons who cannot wear or remove a face covering without assistance, including people who are accommodated under the *Accessibility for Ontarians with Disabilities Act (AODA)* or are protected under the *Ontario Human Rights Code*, R.S.O. 1990, c.H. 19 as amended.
2. Implement and enforce the policies based on "**good faith**," using them primarily as a means of educating Persons on Face Covering use.
 3. Post appropriate visible signage indicating that all persons entering or remaining inside the Enclosed Public Space must wear a Face Covering.
 4. Require that employees provide verbal reminders to Persons entering the Enclosed Public Space without a Face Covering or Persons unreasonably removing the Face Covering while in the premises.
 5. Ensure the availability of alcohol-based hand rub (60% alcohol or more) at all entrances and exits for the use of all Persons entering or exiting the premises.
 6. Ensure that all employees are aware of the policies and are trained on their implementation and enforcement.
 7. Provide a copy of the policies, upon request, to a Public Health Inspector or other person authorized to enforce the *Reopening Ontario Act* (formerly EMCPA).
 8. No person shall be required to provide proof of any of the exemptions set out in Subsection 1.
 9. Where **sufficient barriers** are provided for employees/volunteers that protect the persons from close contact from a member of the public, a face covering is not required for the employee/volunteer, but is required for the member of the public.
 10. Every Owner/Operator of a commercial establishment and transportation service, upon request, shall provide a copy of the policy to a Public Health Inspector or other person authorized to enforce the provisions of the *Reopening Ontario Act* (formerly EMCPA).

It is important to know that while we will commence with an educational and supportive approach, as per the *Reopening Ontario Act* (formerly EMCPA), those who do not comply with the above-noted requirements may be fined. Individuals may be liable for a fine of \$750 - \$1,000 up to a maximum of \$100,000, while corporations may be liable for a fine of up to \$10,000,000 for each day or part of each day on which the offence occurs or continues.

Please be reminded that O. Reg. 364, formerly a regulation under the EMCPA, but now found as a regulation under the new *Reopening Ontario Act*, requires persons responsible for a place of business or a facility that is open to the public to limit the number of persons in the place of business or facility so that every member of the public is able to maintain a physical distance of at least two meters from every other person in the business or facility. Exceptions are specified in the Regulation.

Southwestern Public Health is committed to supporting local businesses and organizations to reopen safely. Please visit our website to access the workplace toolkit for this purpose. The toolkit includes sample policies, checklist, signage, and a Frequently Asked Questions resource.

Should you require additional information, please visit <https://www.swpublichealth.ca/facecoverings> for additional information and resources or contact the Southwestern Public Health COVID-19 Call Centre Toll-free at 1-800-922-0096 x 9.

Thank you for your ongoing collaboration as we work together to keep the brakes on COVID-19 and the accelerator on our local reopening.

Sincerely,



Dr. Joyce Lock, MD, MSC, FRCPC
Medical Officer of Health
Southwestern Public Health
1230 Talbot Street
St. Thomas, Ontario, N5P 1G9

c: Dr. David Williams, Chief Medical Officer of Health, Ministry of Health

DEFINITIONS

1. A commercial establishment may include but is not limited to the following:

- Bank or financial institutions
- Casino, bingo hall and charitable gaming establishments
- Convenience stores
- Entertainment venues, including cinemas
- Indoor farmers' markets and flea markets
- Fitness centres and gyms
- Grocery stores and bakeries
- Gas stations (indoor premises)
- Malls and plazas
- Mechanics shops, garages and repair shops
- Personal service settings
- Retail stores
- Restaurants, cafes, pubs, bars, and nightclubs
- Sports and recreational centres, including community centres

NOTE: These requirements do not apply to the following as they are provincially regulated:

- Schools under the Education Act, R.S.O. 1990, c. E.2, as amended;
- Child care centres and providers governed by the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, as amended;
- Day camps.

2. A public transit service means any municipally operated or contracted conventional or specialized passenger transportation service including buses and paratransit.
3. A commercial transportation service means any vehicle commissioned for transporting passengers including taxis, limousines, buses, or rideshare agencies.
4. A person means any customer, patron, employee or visitor, who enters the establishment, public transit vehicle, or commercial transportation vehicle.

5. **Indoor public space** of an establishment, public transit vehicle, or commercial transportation vehicle that is subject to the mandatory face covering requirements of these instructions is defined as:
- Any indoor areas within the establishment, public transit vehicle, or commercial transportation vehicle that are open or accessible to members of the public and not exclusively to employees/employers only.
 - Examples may include, but are not limited to, indoor dining areas of a restaurant, an indoor farmers' market, indoor food court areas of a mall, and indoor areas of a mechanic's shop or gas station which are open to the public.
6. A **face covering** means a non-medical mask or other face covering such as a bandana, 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.
7. **Best efforts** when restricting entry to customers/riders wearing face coverings are defined as follows:
- A verbal reminder that the customer/rider should be wearing a face covering as a result of these instructions shall be given to any customer/rider entering establishments, public transit vehicles, or commercial transportation vehicles without one. For greater clarity, there is not a need for an establishment, public transit services, or commercial transportation service to turn away the customer to achieve the best effort standard.
 - For persons in an establishment, public transit vehicle, or commercial transportation vehicle seen removing their face covering for extended periods of time, a verbal reminder to the customer/rider of the requirement to wear face coverings under these instructions is recommended.
8. **Good faith:** Although an establishment, public transit service, and commercial transportation service has the right to deny entry to their premises, the policy regarding the use of face coverings indoors should be enacted and enforced in "good faith" and used as a means to educate people on face covering use. Under "good faith", there is no need for a business to turn away the customer to achieve the best effort standard—this is the decision of the business, understanding that COVID-19 resurgence will impact the health of individuals and our economy. To ensure that no customer or patron is turned away, PPH recommends that establishments have a supply of face coverings for sale or at no cost to ensure patrons have access.

9. **Sufficient barriers** consist of solid surfaces such as glass or plexiglass that forms a barrier between employees/volunteers and members of the public. Barriers that allow for potential exposure and transmission because they do not provide complete separation will not be considered sufficient; in such situations face coverings will be required by staff providing service to the public. An example of an insufficient barrier would be plexiglass arrangements that allow members of the public to be within unobstructed reach of employees.