



BOARD OF DIRECTORS

Thursday, November 16, 2023

Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area

10:00 a.m.

AGENDA

1. Chair's Welcome and Call to Order
2. Land Acknowledgement Statement
3. Adoption of Agenda
4. Disclosure of Pecuniary Interest
5. Disclosure of intention to record this meeting by video and/or audio device
6. Approval of Minutes from October 19, 2023
7. **Business Out of the Minutes**
 - 2024 Fee Schedule and Pay Grid Approval – Brian Horner
8. **Presentation:** Investment Income Semi-Annual Report – Adam Skillen, *Skillen Investment Management*
9. **Program Reports**
 - Report 1: (a) Development Review (O Reg147/06) – Daniel King
(b) Violations/Appeals Update – Geoff Cade/Daniel King
 - Report 2: CA Act – 2023 Inventory of Programs and Services – Brian Horner/Kate Monk
 - Report 3: Health and Safety Policies – Nathan Schoelier
 - Report 4: Risk Management Official Servicing Agreement – Geoff Cade
 - Report 5: Staff Delegation – O. Reg. 147/06 – Geoff Cade
 - Report 6: Beach Water Quality Report – Mari Veliz
 - Report 7: Rock Glen Conservation Area Summary – Mike Bax
10. Committee Reports
11. **Correspondence**
12. New Business
13. Committee of the Whole
14. Adjournment

Upcoming Meetings and Events

December 14, 2023 Board of Directors Meeting at 2:30 p.m.
Followed by Christmas Gathering at Ironwood

BOARD OF DIRECTORS MEETING

Thursday, October 19, 2023

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, Steve Herold, Jaden Hodgins, Dave Jewitt, Greg Lamport, Marissa Vaughan

DIRECTORS ABSENT

Dave Marsh, Wayne Shipley

STAFF PRESENT

Geoff Cade, Tina Crown, Abbie Gutteridge, Brian Horner, Daniel King, Mary Lynn MacDonald, Tracey McPherson, Meghan Tydd-Hrynyk, Mari Veliz

CALL TO ORDER

Chair Marissa Vaughan called the meeting to order at 10:01 a.m., welcomed everyone in attendance, and read the Land Acknowledgement Statement.

ADOPTION OF AGENDA

MOTION #BD 94/23

**Moved Steve Herold
Seconded by Ray Chartrand**

“RESOLVED, THAT the agenda for the October 19, 2023 Board of Directors Meeting be approved,”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

None.

DISCLOSURE OF INTENTION TO RECORD

None.

ADOPTION OF MINUTES**MOTION #BD 95/23**

**Moved by Greg Lamport
Seconded by Jaden Hodgins**

“RESOLVED, THAT the minutes of the Board of Directors meeting held on September 21, 2023, the minutes of the Special Hearing held on September 28, 2023 and the minutes of the Budget Committee Meeting held on October 12, 2023 be adopted.”

Carried.

BUSINESS OUT OF THE MINUTES2024 Proposed Budget

Brian Horner, General Manager/Secretary-Treasurer, reminded the Board that they asked staff to try to bring the budget to a total increase that falls between 2.5 percent and 3 percent. Staff were able to defer some smaller projects and move some funds from reserves. With these changes, the 2024 proposed total operating levy (\$1,440,622) equals a total increase to the Levy of 2.7 percent from 2023. Brian also brought back some information on the Special Benefitting Levy, as requested. This Levy is to support several structures that are located throughout the watershed, that specifically benefit certain municipalities. Municipalities that are invoiced for the Special Benefitting Levy include Lambton Shores, Huron East, South Huron, and North Middlesex.

All Directors were satisfied with the overall Proposed 2024 Budget and agreed that it can be sent to all member municipalities for review.

MOTION #BD 96/23

**Moved by Ray Chartrand
Seconded by Greg Lamport**

“RESOLVED, THAT the proposed amendments to the 2023 proposed budget be approved as presented, and

“FURTHER, THAT the member municipalities be advised of the 2024 Category 1 and Category 3 Operating Levy and budget, and provided with supplementary information for the 30 day review, as the weighted vote by apportionment is intended to be held at the December 14, 2023 Board of Directors meeting.”

Carried.

PROGRAM REPORTS1. (a) Development Review

Daniel King, Regulations Coordinator, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments within regulated areas

are protected from flooding and erosion hazards. Staff granted permission for 7 *Applications for Permission* and 4 *Minor Works Applications*.

(b) Violations/Appeals Update

Geoff Cade, Water and Planning Manager, noted that there were no updates on current violations.

MOTION #BD 97/23

Moved by Dave Jewitt

Seconded by Ray Chartrand

“RESOLVED, THAT the Board of Directors affirm the approval of applications as presented in Program Report # 1 – a) Development Review and receive the Violations and Appeals update as presented.”

Carried.

2. Profit and Loss Statement

Brian Horner provided the profit and loss statement to September 30, 2023, including a projection for the remaining quarter of 2023. He noted that levies were collected earlier this year, so the numbers appear higher than in 2022. In addition, a property donation accounts for the higher-than-expected number under Donations.

MOTION #BD 98/23

Moved by Greg Lamport

Seconded by Jaden Hodgins

“RESOLVED, THAT the financial statement to September 30, 2023 be received as presented.”

Carried.

3. Disposition of Disc Golf Baskets

Brian Horner reported that the Denver Boertien, Recreation Coordinator at the Municipality of Bluewater, formally requested that the ABCA consider donating the disc golf baskets from the Clinton Conservation area course to the Municipality of Bluewater. The course was closed earlier in 2023 and the equipment removed. While there have been other passive inquiries, this was the first formal request for the equipment. Staff recommend the disposition of the disc golf baskets to the Municipality of Bluewater.

MOTION #BD 99/23

Moved by Greg Lamport

Seconded by Ray Chartrand

“RESOLVED, THAT the report on the Disposition of Disc Golf Baskets be received as presented, and

“FURTHER, THAT the Ausable Bayfield Conservation Authority Board of Directors approve the disposition of the disc golf baskets to the Municipality Bluewater.”

Carried.

PRESENTATION

Davin Heinbuck, Water Resources Coordinator, provided the Board of Directors with a presentation on the Flood Forecasting and Warning program at the ABCA, with emphasis on the last major rainfall in the watershed that prompted a flood message to be sent to member municipalities. He noted that the infrastructure and program that the ABCA uses is excellent, but aging. Working toward a new system is a project in the Proposed 2024 Budget.

MOTION #BD 100/23

**Moved by Adrian Cornelissen
Seconded by Jaden Hodgins**

“RESOLVED, THAT the presentation on Flood Forecasting and Modelling be received for information.”

Carried.

COMMITTEE REPORTS

MOTION #BD 101/23

**Moved by Ray Chartrand
Seconded by Greg Lamport**

“RESOLVED, THAT the minutes of the Arkona Lions Museum Committee meeting held on October 4, 2023 and the motions therein be approved as circulated.”

Carried.

CORRESPONDANCE

- a) Reference: Letter from Jennifer Powell, University of Toronto Scarborough
File: A.5.1
Brief: A letter of concern on behalf of some of the community members of the Lambton Shores area expressing disappointment in the government response to a large-scale fish kill in the Ausable River in July 2023. Board Directors asked staff to respond to the letter, copying the University of Toronto Scarborough on the response.

NEW BUSINESS

1. Greg Lamport noted that the Municipality of Bluewater was receiving funds from short-term rental fees and had expressed that the funds would be used to benefit the community. Greg would like to see some of these funds go toward supporting ABCA lake monitoring in the

hope that it could help inform the need for a municipal septic replacement program. If such funds could be brought forward for this program, it would help reduce the levy for all municipalities.

MOTION #BD 102/23

**Moved by Dave Jewitt
Seconded by Ray Chartrand**

“RESOLVED, THAT ABCA staff bring back a report on water quality monitoring efforts and data collected.”

Carried.

COMMITTEE OF THE WHOLE

MOTION #BD 103/23

**Moved by Dave Jewitt
Seconded by Dave Marsh**

“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 11:40 a.m. to discuss a personnel matter with Brian Horner and Abbie Gutteridge remaining in attendance.”

Carried.

MOTION #BD 104/23

**Moved by Greg Lamport
Seconded by Dave Jewitt**

“RESOLVED, THAT the Committee of the Whole rise and report at 12:28 p.m.”

Carried.

MOTION #BD 105/23

**Moved by Ray Chartrand
Seconded by Jaden Hodgins**

“RESOLVED, THAT the information on the personnel matter be received as presented and staff move forward as discussed.”

Carried.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.

Marissa Vaughan
Chair

Abigail Gutteridge
Corporate Services Coordinator

*Copies of program reports are available upon request.
Contact Abigail Gutteridge, Corporate Services Coordinator*

DRAFT

ABCA Program Report

To: Board of Directors
Date: November 16, 2023
From: Daniel King, Regulations Coordinator
Subject: Applications for Permission - Ontario Regulation 147/06 - Development, Interference with Wetlands and Alteration to Shorelines and Watercourses

The following *Applications for Permission* have been issued by staff since the last Board of Directors Meeting.

* A Coastal Assessment was required as part of the application

** Work commenced without a permit

Major Permits

- (1) PERMIT # 2023-50
NAME: Tom Getliffe
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: construct a new residence and septic system
COMPLETED APPLICATION RECEIVED ON DATE: August 15, 2023
PERMISSION GRANTED BY STAFF DATE: September 1, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 3
STAFF NAME: Daniel King

- (2) *PERMIT # 2023-53A
NAME: Municipality of Bluewater
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install steel shoreline erosion protection
COMPLETED APPLICATION RECEIVED ON DATE: August 15, 2023
PERMISSION GRANTED BY STAFF DATE: September 20, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 27
STAFF NAME: Daniel King

- (3) *PERMIT # 2023-53B
NAME: Terry Polling
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install steel shoreline erosion protection
COMPLETED APPLICATION RECEIVED ON DATE: August 15, 2023
PERMISSION GRANTED BY STAFF DATE: September 20, 2023

NUMBER OF BUSINESS DAYS TO REVIEW: 27
STAFF NAME: Daniel King

(4) *PERMIT # 2023-53C
NAME: Brad Pinter
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install steel shoreline erosion protection
COMPLETED APPLICATION RECEIVED ON DATE: August 15, 2023
PERMISSION GRANTED BY STAFF DATE: September 20, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 27
STAFF NAME: Daniel King

(5) *PERMIT # 2023-54
NAME: Allan Cookell
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install steel shoreline erosion protection
COMPLETED APPLICATION RECEIVED ON DATE: August 15, 2023
PERMISSION GRANTED BY STAFF DATE: September 20, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 27
STAFF NAME: Daniel King

(6) *PERMIT # 2023-51
NAME: Jean Anne Crawford-Smith
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install armourstone shoreline erosion protection
COMPLETED APPLICATION RECEIVED ON DATE: August 15, 2023
PERMISSION GRANTED BY STAFF DATE: September 21, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 27
STAFF NAME: Andrew Bicknell

(7) *PERMIT # 2023-52
NAME: Juliet Promnitz
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install armourstone shoreline erosion protection
COMPLETED APPLICATION RECEIVED ON DATE: August 15, 2023
PERMISSION GRANTED BY STAFF DATE: September 21, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 27
STAFF NAME: Andrew Bicknell

- (8) PERMIT # 2023-59
NAME: Mary Chevreau
MUNICIPALITY: Lambton Shores (Bosanquet)
PERMISSION TO: construct a new residential building in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: September 12, 2023
PERMISSION GRANTED BY STAFF DATE: October 2, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 14
STAFF NAME: Andrew Bicknell
- (9) PERMIT # 2023-60
NAME: Scott & Mary Hall
MUNICIPALITY: Bayfield (Village of Bayfield)
PERMISSION TO: construct an addition to an existing dwelling
COMPLETED APPLICATION RECEIVED ON DATE: October 16, 2023
PERMISSION GRANTED BY STAFF DATE: October 19, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 3
STAFF NAME: Daniel King
- (10) PERMIT # 2023-62
NAME: Brian & Marianne Hiff
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: Demolish and reconstruct a new dwelling
COMPLETED APPLICATION RECEIVED ON DATE: October 17, 2023
PERMISSION GRANTED BY STAFF DATE: October 24, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 6
STAFF NAME: Meghan Tydd-Hrynyk
- (11) PERMIT # 2023-66
NAME: Paul Klaver
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: Construct a new garage
COMPLETED APPLICATION RECEIVED ON DATE: October 31, 2023
PERMISSION GRANTED BY STAFF DATE: November 3, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 4
STAFF NAME: Meghan Tydd-Hrynyk

Minor Permits

- (1) PERMIT # MW2023-65 (A through E)
NAME: Eastlink
MUNICIPALITY: South Huron (Stephen) -3 locations, Lambton Shores (Bosanquet) -2 locations
PERMISSION TO: complete watercourse crossings with underground utility
COMPLETED APPLICATION RECEIVED ON DATE: September 5, 2023
PERMISSION GRANTED BY STAFF DATE: October 11, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 26
STAFF NAME: Andrew Bicknell
- (2) PERMIT # MW2023-68
NAME: Enbridge Gas Inc.
MUNICIPALITY: North Middlesex (McGillivray)
PERMISSION TO: install underground gas utility in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: August 31, 2023
PERMISSION GRANTED BY STAFF DATE: October 5, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 25
STAFF NAME: Andrew Bicknell
- (3) PERMIT # MW2023-69
NAME: Enbridge Gas Inc.
MUNICIPALITY: Lambton Shores (Bosanquet)
PERMISSION TO: install underground gas utility in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: August 29, 2023
PERMISSION GRANTED BY STAFF DATE: October 5, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 28
STAFF NAME: Andrew Bicknell
- (4) PERMIT # MW2023-70
NAME: Enbridge Gas Inc.
MUNICIPALITY: Lambton Shores (Bosanquet)
PERMISSION TO: install underground gas utility in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: September 12, 2023
PERMISSION GRANTED BY STAFF DATE: October 17, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 25
STAFF NAME: Andrew Bicknell
- (5) PERMIT # MM2023-71
NAME: Enbridge Gas Inc.
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install underground gas utility in a regulated area

COMPLETED APPLICATION RECEIVED ON DATE: September 12, 2023
PERMISSION GRANTED BY STAFF DATE: October 17, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 25
STAFF NAME: Andrew Bicknell

(6) PERMIT # MW2023-72
NAME: Steven Johns
MUNICIPALITY: Huron East (Tuckersmith)
PERMISSION TO: construct a non-habitable accessory building in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: October 12, 2023
PERMISSION GRANTED BY STAFF DATE: October 17, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 5
STAFF NAME: Andrew Bicknell

(7) PERMIT # MW2023-73
NAME: ABCA c/o Nathan Schoelier
MUNICIPALITY: South Huron (former Township of Stephen)
PERMISSION TO: Install a new entrance and culvert
COMPLETED APPLICATION RECEIVED ON DATE: October 5, 2023
PERMISSION GRANTED BY STAFF DATE: October 26, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 15
STAFF NAME: Meghan Tydd-Hrynyk

(8) PERMIT # MW2023-75
NAME: Rose Roofing and Construction c/o Mike Belford
MUNICIPALITY: Bluewater (former Township of Stanley)
PERMISSION TO: replace a retaining wall in Wildwood by the River
COMPLETED APPLICATION RECEIVED ON DATE: October 27, 2023
PERMISSION GRANTED BY STAFF DATE: November 2, 2023
NUMBER OF BUSINESS DAYS TO REVIEW: 5
STAFF NAME: Meghan Tydd-Hrynyk

ABCA Program Report

To: Board of Directors
Date: November 16, 2023
From: Brian Horner, General Manager/Secretary Treasurer
Kate Monk, Projects Coordinator
Subject: Conservation Authorities Act – 2023 Inventory of Programs and Services

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act requires each conservation authority to complete an inventory of programs and services. The board approved the inventory document on December 16, 2021 that was used to develop the Municipal Cost Apportioning Agreements. It listed all the programs and services the authority was providing as of February 28, 2022, and intended to provide after February 28, 2022.

Now that we have completed the process of entering into Cost Apportioning Agreements with municipalities for Category 3 programs that require municipal financial support, we will complete any necessary updates to the inventory developed in 2021.

There are four revisions:

1. Pursuant to Bill 23, municipalities are not permitted to receive input from Conservation Authorities on natural heritage matters. This had been a Category 2 service and has been removed from the inventory.
2. Municipal Drain and Fisheries Review has been moved from Category 3 to Category 1 because it relates to natural hazards of flooding and erosion.
3. The Natural Heritage Implementation Phase incorporates environmental information, particularly around wetlands, to mitigate downstream natural hazards. It has been integrated into the Subwatershed Initiatives Program and the Natural Hazard Management Program.
4. The Watershed-based Resource Management Strategy, Conservation Lands Strategy and Inventory of Conservation Lands are one-time projects to be completed in 2024. The financial figures have been deleted from the inventory because there will not be on-going costs associated with these projects.

No programs and services have been added to the inventory. The Authority will continue to provide services such as invasive species control through fee-for-service contracts.

ABCA staff developed the original inventory with financial information from past years' actuals, current budget and five-year financial forecast. There are no significant changes in the estimated financial figures included in the original inventory, recognizing the costs will increase due to cost of living.

This updated inventory document is to be provided to municipalities and the province by January 31, 2024 for their information.

The draft 2023 Inventory of Programs and Services is attached to this report.

Recommendation

Recommended that, the Ausable Bayfield Conservation Authority approves the 2023 Inventory of Programs and Services.

**Ausable Bayfield Conservation Authority
2023 Inventory of Programs and Services**

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
<p>Natural Hazard Management Program Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes: development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education and public awareness.</p>					
Section 28.1 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs.	1	CA Act Sec. 21.1	\$204,750	Municipal Levy – 50%, Self Generated – 50%
Municipal Plan Input and Review	<p>Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).</p> <p>Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNMNRF), delegated to CAs in 1983.</p> <p>Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Sec. 28 permit requirements.</p>	1	CA Act Sec. 21.1	\$91,000	Provincial – 2%, Municipal Levy – 68%, Self Generated – 30%
Municipal Drain and Fisheries Review	This is a component of CA Act approvals for municipal drainage works. While specific to drain review and associated hazards, this also protects headwater function, habitat and ecosystem health. Recognizing this, Fisheries and Oceans Canada and other partners provide funding to ABCA in order to conduct fisheries assessments on their behalf. This includes the municipal drain classification	1	CA Act Sec. 21.1	\$40,750	Federal – 13% Municipal Levy – 50%, Self Generated – 37%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
	program, which classifies “not rated” drains to help streamline Fisheries Act approvals to the benefit of both Drain Superintendents and landowners.				
Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow course, flood event forecasting, flood warning, communications and response and equipment maintenance. Annual meeting with municipal flood emergency coordinator.	1	CA Act Sec. 21.1	\$136,000	Provincial -20%, Municipal Levy – 76%, Self Generated – 4%
Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure and low flow augmentation. Includes seven flood control projects and 16 erosion control projects that are annually inspected and routine maintenance work completed. New Project: Update asset management plan for these structures.	1	CA Act Sec. 21.1	\$104,500	Provincial – 20%, Municipal Levy – 76%, Self Generated – 4%
Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province.	1	CA Act Sec. 21.1	\$50,750	Provincial – 50% Municipal Levy – 50%
Ausable River Channel Monitoring	Monitoring Ausable River channel morphology changes at Port Franks due to ice and high flows.	1	CA Act Sec. 21.1	\$16,000	Provincial – 9%, Municipal Levy 91%
Low water response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act Sec. 21.1	\$6,750	Provincial – 22%, Municipal Levy – 78%
Information Management	Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	CA Act Sec. 21.1	\$8,750	Municipal Levy 65%, Self Generated – 35%
Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including: floodplain management, watershed hydrology, regulations areas mapping update, flood	1	CA Act Sec. 21.1	\$20,500	Municipal – 100%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
	forecasting system assessment, floodplain policy, Lake Huron shoreline management. These projects often last one to two years and are distributed over time as human resources and funding is available.				
Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters.	1	CA Act Sec. 21.1	\$9,000	Provincial – 56 % Municipal Levy – 44%
<p>Provincial Water Quality & Quantity Monitoring</p> <p>Program Description: The ABCA, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions.</p>					
Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at nine sites. CA takes water samples and MECP does lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	1	CA Act Sec. 21.1	\$13,750	Municipal Levy – 95%, Self Generated – 5%
Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 16 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring.	1	CA Act Sec. 21.1	\$40,250	Municipal Levy – 97%, Self Generated – 3%
Integrated Water and Climate Station	Water monitoring site at Parkhill Conservation Area at Parkhill Reservoir inlet for groundwater, soil, water quality and meteorological parameters. Data collected support flood forecast and warning, low water response, water quality monitoring and a number of external partners including MECP and academic institutions.	1	CA Act Sec. 21.1	\$12,250	Provincial – 30%, Municipal Levy – 55%, Self Generated – 15%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Local Water Quality Monitoring					
Program Description: The ABCA, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity.					
Surface Water Quality Monitoring Program	Surface water quality monitoring at nine sites (in addition to PWQMN), Lake Huron nearshore water monitoring at area beaches, edge-of-field monitoring at Huronview Demonstration Farm near Clinton, benthic monitoring at 30 sites across the watersheds. Responding to local spills events at the request of MECP. Costs include sampling, analysis and reporting.	3	CA Act Sec. 21.1.2	\$203,500	Federal – 7%, Municipal Levy – 32%, Self Generated – 61%
Huron County Sentinel Well Program	Long-term monitoring at six drinking water wells to characterize water quality within six major aquifers in Huron County. Through a contract, the wells have been sampled annually since 2004 with reports provided to the county and health unit.	3	CA Act Sec. 21.1.2	\$4,500	Upper Tier Contract - 100%
Watershed Report Card	Conservation Authorities report on local watershed conditions every five years. The ABCA watershed is divided into 16 subwatersheds. Measuring increases understanding of the watershed, focuses efforts and tracks progress.	3	CA Act Sec. 21.1.2	\$13,500	Municipal Levy – 86%, Self Generated – 14%
Drinking Water Source Protection					
Program Description: The protection of municipal drinking water supplies in the Ausable Bayfield Maitland Valley Region through the development and implementation of the Source Protection Plans.					
Drinking Water Source Protection Program (DWSP)	Source Protection Area/Region, technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	1	CA Act Sec. 21.1	\$243,500	Provincial – 100%
DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements. Category 2: ABCA municipal agreements.	2 3	CA Act Sec. 21.1.1 and 2	\$94,250	Municipal Contracts – 100%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
	Category 3: Maitland Valley CA municipal agreements.				
Core Watershed-based Resource Management Strategy					
<p>Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.</p>					
Strategy Development	<p>New Project: Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting. The strategy will be completed in 2024 and there will not be ongoing costs.</p>	1	CA Act Sec. 21.1	\$0	
Sub-watershed Plans and Projects					
<p>Program Description: Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.</p>					
Subwatershed Initiatives not related to natural hazards	<p>The ABCA works with communities to develop and implement subwatershed plans. Plans and initiatives are: Ausable River Recovery Strategy, Old Ausable Channel and Port Franks Management Strategy, Bayfield River, Bayfield River Watershed Plan and Lake Huron Tributaries Watershed Plan. Activities include: community engagement and objective setting, supporting protection, enhancement and restoration activities, and monitoring and evaluating actions. Note: Natural hazard considerations will be incorporated when the plans are reviewed and updated.</p>	3	CA Act Sec. 21.1.2	\$526,250	Federal – 20%, Provincial – 25%, Municipal Levy -25%, Self Generated – 30%
Lake Huron Regional Initiative	<p>Collaborative project of federal and provincial agencies and Lake Huron Southeast Shore Conservation Authorities to develop watershed plans to address broader-scale water</p>	3	CA Act Sec. 21.1.2	\$228,000	Federal – 9%, Provincial - 83%, Self Generated – 8%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
	quality issues and natural hazard issues in near-shore areas and contributing watersheds.				
Conservation Authority Lands and Conservation Areas					
Program Description: The ABCA owns 3,616 hectares of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. ABCA property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.					
Section 29 Minister's regulation for Conservation Areas	Conservation areas regulations enforcement/compliance.	1	CA Act Sec. 21.1	\$20,500	Self Generated – 100 %
Great Canadian Hideaway Campground	Long-term lease with a private party to operate a campground and associated facilities at Parkhill Conservation Area.	3	CA Act Sec. 21.1.2	\$250	Self Generated – 100%
ABCA forests and management areas (not Conservation Areas)	Management and maintenance of CA owned lands. Includes forest management, signage, gates, passive recreation, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CA Act Sec. 21.1	\$110,250	Municipal Levy – 5%, Self Generated – 95%
Conservation Areas	Management and maintenance of nine conservation areas and one recreational trail. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CA Act Sec. 21.1	\$132,250	Municipal Levy – 10%, Self Generated – 90%
Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety and environmental protection such as pedestrian bridges, boardwalks, trails.	1	CA Act Sec. 21.1	\$50,750	Municipal Levy – 25% Self Generated – 75%
Land acquisition	Strategic acquisition of environmentally-significant properties.	3	CA Act Sec. 21.1.2	TBD	Self Generated – 100%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Huron Tract Land Trust Conservancy properties	Management and maintenance of HTLTC owned lands. Includes passive recreation, risk management program, hazard tree management, forest management, signage, trails, parking lots, buildings, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CA Act Sec. 21.1	\$50,750	Self Generated – 100%
Inventory of Conservation Authority lands	New Project: The land inventory will include the following information: location as well as date, method and purpose of acquisition, land use. One time project with updates as properties are acquired or disposed of.	1	CA Act Sec. 21.1	\$0	
Strategy for CA owned or controlled lands and management plans	New Project –A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. This project will be completed in 2024 and will not have on-going costs.	1	CA Act Sec. 21.1	\$0	
Land Acquisition and Disposition Strategy	A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority. Completed in 2022.	1	CA Act Sec. 21.1	\$0	
Species at Risk Inventory	Periodic inventories of terrestrial Species at Risk on ABCA lands, GIS mapping and submission of data to NHIC. Information guides land use activities and restoration projects.	3	CA Act Sec. 21.1.2	\$12,250	Self Generated – 100%

Watershed Stewardship and Restoration (Urban, rural & agricultural)
Program Description: The stewardship and restoration program has three key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity and make the watersheds more resilient to climate change.

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Private Land Stewardship Program	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship, outreach, provide technical advice and design assistance.	3	CA Act Sec. 21.1.2	\$371,500	Federal – 54%, Provincial – 7%, Municipal Levy – 9%, Self Generated – 30%
Tree Planting and Forestry Services	Forestry services including planting plan development, site preparation, tree and shrub planting, and survival assessments. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.	3	CA Act Sec. 21.1.2	\$255,250	Self Generated – 100%
Corporate Administration – Enabling Services:					
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable the ABCA to operate in an accountable, efficient and effective manner.					
Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CA Act Sec. 21.1	\$376,000	Provincial – 3%, Municipal Levy 89%, Self Generated 8%
Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CA Act Sec. 21.1	\$101,500	Provincial – 3%, Municipal Levy 89%, Self Generated 8%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Legal Expenses	Costs related to agreements/contracts, administrative by-law updates	1	CA Act Sec. 21.1	\$2,250	Provincial – 3%, Municipal Levy 89%, Self Generated 8%
Governance	Supporting CA Boards, Advisory Committees, Office of CEO/CAO/GM and Senior Management.	1	CA Act Sec. 21.1	\$16,500	Provincial – 3%, Municipal Levy 89%, Self Generated 8%
Communications and Outreach	Informing public of ABCA programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications.	1	CA Act Sec. 21.1	\$48,250	Municipal Levy – 100%
Administration Buildings	Office buildings and workshop used to support ABCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes. Note: The Average Annual Cost does not include accessibility upgrades needed by January 1, 2025. These costs are estimated to be approximately \$250,000 in total over the next few years.	1	CA Act Sec. 21.1	\$67,000	Provincial – 3% Municipal Levy – 89%, Self Generated – 8%
Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	CA Act Sec. 21.1	\$134,500	Municipal Levy - 21%, Self Generated - 79%
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the ABCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CA Act Sec. 21.1	\$87,250	Self Generated - 100%
Conservation Education and Community Outreach					
Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local environmental issues, watersheds and ecosystems and conservation actions they can implement.					
School programs	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field	3	CA Act Sec. 21.1.2	\$69,500	Municipal Levy - 46%, Self Generated - 54%

Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
	trips to conservation areas and community parks and through online learning.				
Community programs and events	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages.	3	CA Act Sec. 21.1.2	\$77,250	Municipal Levy - 70%, Self Generated - 30%

ABCA – Program Report

To: Board of Directors
Date: November 16, 2023
From: Nathan Schoelier, Stewardship & Lands Manager
Subject: Health and Safety Policies

Background

The Ausable Bayfield Conservation Authority (ABCA) is committed to implementing and maintaining a health and safety program at all levels of its operation, to a standard not less than required by the Ontario Occupational Health and Safety Act (OHSA) RSO 1990, and all other applicable regulations and legislation. This report provides a synopsis of a new policy, and an update to an existing policy. The policies have been reviewed by ABCA's Joint Health and Safety Committee (JHSC), and all staff. The complete policies are appended to the report.

Naloxone in the Workplace

As of June 1, 2023, amendments to the OHSA require lifesaving naloxone kits in the workplace where workers are deemed at risk of overdose. Based on the criteria, the ABCA is not required to have naloxone kits in the workplace; however, the JHSC and the Management Team are recommending that ABCA adopt the policy.

Pandemic Flu

The pandemic flu policy recognizes that it is impossible to predict when an endemic, pandemic or outbreak of an illness will happen, and provides a framework for response, based upon response measures from the emergency phase of the 2020 to May 2023 pandemic experience. The policy also recognizes that these situations are dynamic and that although the policy is meant to be a response framework, Provincial health directives supersede it. This policy is an update to the existing 'Pandemic Flu' policy, that was adopted in 2009, and will replace the COVID-19 Vaccination Policy, adopted November 18, 2021.

Recommendation

Recommended that, the Ausable Bayfield Conservation Authority Board of Directors approve the health and safety policies appended to this report.

Administering Naloxone in the Workplace

Background

As of June 1, 2023 amendments to the Occupational Health and Safety Act (OHSA) require lifesaving naloxone kits in the workplaces where workers are deemed at risk of overdose. Employers must provide a naloxone kit and training when an employer becomes aware, or ought reasonably to be aware, of the following scenarios:

- There is a risk of a worker opioid overdose
- There is a risk that the worker overdoses while in a workplace where they perform work for the employer
- The risk is posed by a worker who performs work for the employer.

(Source: [Naloxone in the workplace | ontario.ca](https://www.ontario.ca/naloxone))

While the ABCA is not aware of worker opioid usage, there are circumstances that workers could come in contact with contraband based on the nature of the work being done.

Applications

This procedure is written with the intent of having to use Naloxone in the workplace by one staff to another staff.

Although the purpose of this procedure is not meant to be used on the general public, it is understood that some staff may want to respond to such circumstances. This procedure applies to both applications.

Potential Hazards

Naloxone itself may have side effects including aggressive behavior, convulsions, body aches, diarrhea, increased heart rate and other symptoms.

- Physical hazards (contact with sharps and strains)
- Chemical hazards (inhalation or contact with drugs and products)
- Biological hazard (contact with blood or bodily fluids)
- Psychological hazards (stress and violence)

Personal Protective Equipment (PPE) and Other Safety Considerations

- Gloves
- CPR mouth barrier
- Training; see '[Who can administer Naloxone in the Workplace,](#)' below

Definitions

Naloxone hydrochloride

- A drug that can temporarily stop the effects of opioid drugs
- Can help restore breathing during an opioid overdose
- There is no other use for naloxone

Opioids

- A group of drugs that includes morphine, heroin, methadone, fentanyl, and oxycodone
- This group of drugs is often prescribed to manage pain and can exist in various forms, including but not limited to syrups, tablets, skin patches, nasal sprays and injections.
- Opioids have a potential for problematic use because they can produce euphoria

Overdose

- Can occur when too much opioid is taken which impacts brain activity related to breathing
- A person is at a higher risk of an overdose if:
 - An opioid is taken that is not prescribed to them
 - A higher opioid dose is taken than is prescribed to a person
 - Illegally produced or obtained drugs that may contain opioids
 - Taken with alcohol
 - Taken with other drugs

Withdrawal Symptoms

- The person given naloxone may experience acute opioid withdrawal, leading to pain, distress, and agitation
- Can also include nausea, vomiting, convulsions, tremors, increased blood pressure, heart issues, and pulmonary edema
- Naloxone itself may have side effects including aggressive behaviour, convulsions, body aches, diarrhea, increased heart rate, and other symptoms

Opioids and Overdose

What are the Signs and Symptoms of an Opioid Overdose

B.L.U.E.

Breathing – shallow, gurgling, erratic or completely absent

Lips – lips and fingertips are blue, due to decreased oxygen through the body

Unresponsive – the victim will not respond to verbal or physical stimulation

Eyes – pupils are pinpoint (very small)

About Naloxone

Types of Kits

Naloxone nasal spray is sprayed directly into the nose, where it is absorbed. It starts to take effect in 2-3 minutes.

Naloxone injectable is injected into any muscle of the body, such as the arm or thigh. It starts to take effect in 2-3 minutes.

The ABCA will only provide and train for the use of Naloxone nasal spray kits within the workplace.

Naloxone only works temporarily

While naloxone is only active in the body for 20 to 90 minutes, the effects of most opioids last longer. This means that the effects of naloxone are likely to wear off before the opioids are gone from the body, which causes breathing to stop again.

Naloxone is safe

Naloxone is safe for all ages. It only works if you have opioids in your system. You cannot use naloxone improperly and does not create dependence. It is safe to keep a naloxone kit on hand.

Using, storing, and maintaining Naloxone kits

Employers must follow the manufacturer's instructions for using, storing and maintaining Naloxone kits. This typically means:

- Stored at room temperature (between 15 and 25°C)
- Naloxone is kept in the kit until ready for use
- Protect from light

Monthly Inspections

Naloxone has an expiry date. The expiry date is written on the nasal spray device. If the naloxone in the workplace is expired, it must be replaced.

Kits will be inspected monthly by the JHSC Worker Representative as part of the workplace inspections. Each kit must contain the following:

- 1 hard case (for example, a zippered hard black case with red "naloxone" cross)
- 2 doses of naloxone hydrochloride intra-nasal spray (4mg/0.1mL)
- 1 one-way rescue breathing barrier

- 1 pair of non-latex gloves

Kits that have expired will be given to the Health and Safety Officer for safe disposal at any Ontario pharmacy and arrange for replacements.

Training Requirements

The employer must ensure the training meets all the required elements. This includes training that allows the worker to:

- Recognize an opioid overdose
- Administer naloxone
- Be acquainted with any hazards related to the administration of naloxone

As of December 2022, a Naloxone training module has been added to First Aid courses. Staff who are trained in First Aid will receive the appropriate Naloxone training.

Naloxone Kits at the ABCA

Who can administer Naloxone in the Workplace

- Staff that have successfully completed training that meets the requirements
- Staff that have valid First Aid/ CPR certification

Location of Kits in the Workplace

Kits are to be located within the vicinity of trained staff. Employers are also required to post the names and workplace location of the workers who are in charge of the naloxone kit where that information is most likely to come to the attention of the other workers. Kits can be found:

Administration Centre

- First Aid Station; in the closet adjacent to the Boardroom
- An additional kit will be available for trained staff to take into the field if required. This kit will remain with ABCA's Health and Safety Officer.
 - Staff should check to ensure the kit is complete and that expiry dates have not passed. At the end of the day, the kit must be returned to the Health and Safety Officer.

Annex

- Closet adjacent to the upstairs washroom.

Rock Glen Conservation Area (RGCA)

- Gate house

- This Naloxone kit will be present at the RGCA gate house during the season which it is staffed. During the offseason months, this kit will be stored at the Administration Centre.

MDCA Workshop

- One kit will be stored in the MDCA Workshop, available to Field Services staff.
 - This kit will be available for Field Services staff to take into the field if required. Staff should check to ensure the kit is complete and that expiry dates have not passed. At the end of the day, the kit must be returned to its designated location.

Kits are not to be left in trucks as a primary location due to the temperature and light sensitivity.

What to do in the event of an overdose

- **Call 9-1-1 immediately and follow any directions from the 9-1-1 operator**
 - **Check the area for hazards**
 - Check the person and proceed based on what you see.
 - If the person is UNRESPONSIVE and NOT BREATHING NORMALLY:
 - Start CPR and administer naloxone
 - Continue CPR until emergency personnel arrive, or they begin breathing.
 - If the person is UNRESPONSIVE but BREATHING NORMALLY:
 - Administer naloxone
 - Monitor the person closely until emergency personnel arrive
 - Recheck them often since naloxone can cause rapid changes in their condition
 - Give the person more naloxone if required. (Remember, naloxone only stays active in the body for 20 to 90 minutes, while the effects of opioids can last much longer).
1. If they are breathing, roll the person into the **recovery position** while you wait for emergency personnel to arrive.
 2. If the person becomes responsive, reassure them that emergency personnel are on the way, and explain what has happened.
 3. The person may be agitated when they wake up, so be prepared to move away if needed. They may vomit or be confused.
- When emergency personnel arrive, make sure to share the following information:
 - The person's condition when you arrived
 - The care you provided

- If naloxone was administered, tell them:
 - The time it was administered
 - How it was administered
 - How much was administered
 - Changes to the person's condition

Following the Event

Being involved in an emergency or being personally impacted by the opioid crisis can affect our wellbeing. It is important to take time to learn about the types of stress and how we can better take care of ourselves. After helping in an opioid emergency, a person can experience different kinds of stress and emotions. It is important to check in with yourself and get help if you need. Stress presents itself differently for all of us.

Section 12 – Endemic, Pandemic or Outbreak of an Illness

12.1 Policy Statement

The Ausable Bayfield Conservation Authority (ABCA) is committed to implementing and maintaining a health and safety program at all levels of its operation, to a standard not less than required by the Ontario Occupational Health and Safety Act (OHSA) RSO 1990, and all other applicable regulations and legislation.

The ABCA is also committed to always adhering to public health and/or government guidance and has an obligation under the OHSA to take all necessary precautions to protect the health and safety of its workers.

It is impossible to predict when an endemic, pandemic or outbreak of an illnesses will happen, making a workplace policy an important measure for preparedness. Endemics, pandemics, and outbreaks of illnesses are often dynamic, which may result in new public health and/or government guidance being provided throughout evolving circumstances. Due to the dynamic nature of these events, this policy is meant to act as an organizational framework for its response but recognizes that the ABCA will always adhere to public health and/or government guidance, superseding this policy.

12.2 Purpose

To ensure that ABCA has a framework for organizational response, to protect employees, in the event of an endemic, pandemic, or outbreak of an illness.

12.3 Definitions

Endemic*: a disease that affects many people within a community, population, or region

Flu: a fever, muscle aches, sore throat, coughing and weakness that happen when a member of the influenza family of viruses moved into your body. Flu symptoms may come on suddenly.

Outbreak*: a greater than anticipated increase in the number of endemic cases

Pandemic*: an epidemic that has spread over multiple countries or continents

Pandemic illness: a world-wide outbreak of either a new type of infectious virus or disease, or one that has been inactive for a long period of time. A pandemic illness may be caused by a new strain of the influenza virus (e.g., H1N1) or caused by a non-flu virus (e.g., SARS-CoV-2). These illnesses spread easily from person to person and may cause serious illness regardless of age or physical health.

Physical distancing: distance maintained between individual in order to avoid transmitting/catching an infectious disease (based on information provided by public health and/or government guidance)

Provincial health directives: Information and direction provided by Provincial agencies, such as Ontario Health.

Public health guidelines: Information and guidance provided by Huron Perth Public Health.

*For the purposes of this policy, endemic illnesses, pandemic illnesses, and outbreaks of illnesses will be summarized as ‘pandemic(s).’

12.4 Application

To provide a safe working environment and take every precaution reasonable, this policy applies to all ABCA employees, volunteers, and board members. This policy also applies to contractors who work on ABCA’s premises (e.g., building maintenance and cleaning contractors).

12.5 Pandemic Response Measures

The pandemic experience of 2020 to May 2023, when the emergency phase of the pandemic was ended, highlighted to the Ausable Bayfield Conservation Authority (ABCA) the importance of implementing adaptive response measures based on public health and/ or government guidance. The ABCA recognizes the unpredictable, and dynamic nature of a pandemic and will continue to adhere to public health and/or government guidance to adapt to evolving circumstances, to protect its employees. The ABCA will ensure that procedures are current by reviewing public health and/or government guidance; this is to be completed by the General Manager/ Secretary – Treasurer and the Health and Safety Officer. The ABCA recognizes the importance of an employee staying home when they are sick, especially during a pandemic. Employees should reference the Personnel Regulations for more information about sick time and leaves of absence.

This section outlines measures that were implemented from 2020 to 2023 in response to the SARS-CoV-2 pandemic; however, it is important to recognize that these measures may not be applicable during future events and recognizes that new measures may be identified and recommended by public health and/or government guidance; directives from these agencies will supersede this policy.

12.5.1 Capacity Limits

Physical distancing and separation are an effective means of reducing transmission. During a pandemic, capacity limits may be implemented to achieve physical distancing. Capacity limits will identify the maximum number of people permitted to be in a specific room or area. Actual capacity limits will be determined by physical distancing guidelines provided by Provincial directives or public health guidelines. Common areas within the workplace may be restricted entirely, depending on applicable directives. When physical distancing is not possible, separation barriers may be implemented.

12.5.2 Cleaning Protocols

The ABCA utilizes a maintenance contractor for weekly building cleaning. The Health and Safety Officer is responsible for contacting the maintenance contractor to discuss these procedures.

Maintaining a clean working environment is an effective means of reducing transmission. During a pandemic, additional cleaning protocols may be enacted. These protocols may include:

- Requiring employees to use sanitizer upon entering and exiting buildings
- Cleaning commonly touched surfaces twice daily. Types of surfaces include door handles, stairs rails, light switches, and kitchen appliances. Staff members will be designated to be responsible for cleaning specific buildings and/ or areas of buildings.
- Staff are responsible for cleaning their own workstations at the end of each day.

12.5.3 Closing Physical Work Premises

If the General Manager or their designate, in consultation with the Chair of the Board of Directors, deems it necessary to close ABCA's physical work locations, employees will be responsible for working in accordance with the 'Remote Work Policy.' If circumstances of a pandemic; or the nature of an employee's work do not allow the application of the 'Remote Work Policy,' alternative arrangements may be approved by the General Manager.

During a pandemic, it may be deemed appropriate to permit staff to work from ABCA's physical work premises, but close the premises to the public, or implement restrictions for public entry. If the Administration Centre is closed, or restricted for public access, notification will be posted on entranceways indicating applicable public restrictions.

12.5.4 Face Coverings

Face coverings, or masks, are an effective means of reducing transmission of an illness. During a pandemic, employees may be required to wear a face covering at all times when in common areas (e.g., lunchroom, hallway, washroom, etc.) of the ABCA's physical work locations.

Employees may remove masks at their desks, but must put a mask on if anyone enters their office/workspace. Face coverings may be non-medical masks, or other coverings deemed acceptable by public health guidelines.

12.5.5 Provide Adequate Information, Education, and Training

ABCA is committed to providing its employees with current information related to the pandemic, due to the dynamic nature of a pandemic, this will be an ongoing measure. The General Manager/ Secretary – Treasurer and the Health and Safety Officer will be responsible for providing adequate information, education, and training related to the pandemic.

12.5.6 Workplace Screening

When applicable, ABCA will provide employees with adequate information, and resources for pandemic symptom screening directions. Employees will be responsible for completing a self-assessment using the screening resources, prior to coming to the workplace each day. If the result of screening advises that the employee isolate, staff must advise their manager, stay home, and follow professional health directives.

Staff who do not exhibit symptoms during their passive screening will be responsible for completing an online ABCA assessment screening tool when they arrive to work each day.

Pandemic screening is an important pro-active measure to prevent spreading illnesses throughout the workplace. During a pandemic, the ABCA reserves the right to send employees home if the supervisor feels they pose the risk of spreading an illness to other staff.

12.5.7 Vaccination Policies

Workplace vaccination policies may be deemed necessary as an important measure in response to a pandemic. Workplace vaccination policies may be implemented under this policy, when public health and/or government guidance recommend it, under the directive that vaccines provide a high level of protection against illnesses.

12.5.8 Workplace Response Plan

If this policy must be enacted, a workplace response plan will be developed that is specific to ABCA's response to the pandemic. The workplace response plan will identify the adaptive measures implemented in response to the pandemic, and their applicable public health and/or government guidance. The workplace response plan, and the adaptive measures implemented under it will be subject to a review and renewal period. Terminating measures prior to the specified date, or the continuation of the measures beyond the specified date will be based on public health and/or government directives. Measures may be adopted as formal policies, the

decision to adopt a policy would be made in conjunction with the JHSC, Management Team, and subject to approval by ABCA's Board of Directors.

This policy recognizes that public health and/or government agencies may implement requirements for a workplace safety plan, or similar plan. If a workplace safety plan, or similar plan, is required by public health and/or government agencies, the Management Team, in conjunction with the Joint Health & Safety Committee may determine whether a workplace response plan is required or not.

12.6 Mental Health Measures

ABCA recognizes that a pandemic situation is stressful, and that everyone experiences and manages situations and stress differently. ABCA is committed to implementing a comprehensive health and safety program, including supporting employee's mental health. ABCA recognizes the importance of communication with employees throughout a pandemic and the value of providing employees with mental health resources, including information about ABCA's Group Health Benefits and its coverage for mental health practitioners; as well as ABCA's employee policy providing sick days for physical and mental illness.

12.7 Responsibilities and Continued Adherence to Public Health Measures

All levels of ABCA management are responsible for the administration of this policy in accordance with applicable law.

Individuals are responsible for compliance with this policy and shall comply with all the applicable legal obligations in doing so, including respect to public health and/or government measures.

Employees must always adhere to all ABCA health and safety protocols and standard operating procedures while on company premises.

12.6 Review and Amendments

The ABCA will review this policy and update it as required and reasonable in response changes in government and public health direction.

ABCA Program Report

To: Board of Directors
Date: November 16, 2023
From: Mary Lynn MacDonald and Donna Clarkson, DWSP Co-Supervisors
Geoff Cade, Water & Planning Manager
Subject: Risk Management Official Servicing Agreement

Municipalities are required to implement the policies of the Ausable Bayfield and Maitland Valley Source Protection Plans under the Clean Water Act, 2006. This means a municipality is required to appoint one or more Risk Management Officials and form a "Risk Management Office." Risk Management Officials are certified by the province following training and successful completion of an examination. Municipalities may also delegate this responsibility.

Since the Plans' approval in 2015, eight municipalities have delegated the Ausable Bayfield Conservation Authority (ABCA) to act as Risk Management Officials (RMO) on their behalf. There have been three previous multi-year agreements with these municipalities. The current agreement lapses at the end of December 2023 and participating municipalities have signaled a desire to again enter a multiyear agreement with the ABCA to delivery RMO services. As a result, the ABCA staff have circulated a new draft agreement for municipal consideration. Staff have been in contact with municipalities and the draft agreement will be presented at respective municipal council meetings in November.

The services provided under the agreements include:

- negotiate new Risk Management Plans (RMP's) for activity changes/new provincial threat rules
- inspect implementation of existing RMPs
- update or rescind RMPs due to threat changes
- revise RMPs due to new owner/lease/activity changes
- monitoring Wellhead Protection Areas for prohibition/change of activity
- issuance of Section 59 notices

Like with previous agreements, the new proposed agreement outlines costs which includes a set base office/administration fee plus an additional amount which is a function of the number of properties in the municipal wellhead protection areas that will require Risk Management Plans to be managed. No ABCA program or project levy supports the RMO services.

Through the agreement the ABCA is providing a requested service to municipalities within the Source Protection Region. The cost structure is based on a user pay model.

Recommendation:

That the ABCA Board authorise the Chair and General Manager/Secretary-Treasurer to sign the Risk Management Official Servicing Agreement with interested municipalities.

Appendix A

RMO Services Costs Per Municipality

Municipality	# of wells / WHPAs*	Fixed Program Costs (Yearly Cost)	Est. # RMPs* 2024-26	% Workload for RMPs	Yearly cost % of RMP workload	Total Yearly RMO Services Cost	Total costs 2024-2026	Total Costs 2021-2023
ACW	5	\$5,787.00	7	11%	\$1,045.05	\$6,832.05	\$20,496.14	\$19,963.62
Bluewater	0	\$5,787.00	0	0%	\$0.00	\$5,787.00	\$17,361.00	\$20,778.62
Central Huron	8	\$5,787.00	13	20%	\$1,940.80	\$7,727.80	\$23,183.40	\$24,864.62
Huron East	4	\$5,787.00	8	12%	\$1,194.34	\$6,981.34	\$20,944.02	\$24,864.62
Huron-Kinloss	9	\$5,787.00	12	18%	\$1,791.51	\$7,578.51	\$22,735.52	\$27,717.12
Morris-Turnberry	2	\$5,787.00	6	9%	\$895.75	\$6,682.75	\$20,048.26	\$22,012.12
North Huron	2	\$5,787.00	9	14%	\$1,343.63	\$7,130.63	\$21,391.89	\$26,494.62
North Perth	7	\$5,787.00	10	15%	\$1,492.92	\$7,279.92	\$21,839.77	\$30,569.62
Total		\$46,296.00	65	100%	\$9,704.00	\$56,000.00	\$168,000.00	\$197,264.92

* RMP = Risk Management Plan; WHPA= wellhead protection area

Fixed Program costs include:

- Maintaining RMO certification requirements
- Maintaining Data Bases
- s.59 Notice issuance
- Annual reporting
- Support staff and IT
- Check WHPA's for Prohibition/change of activity
- Travel costs
- Answering municipal/planning staff questions
- Answering property owner/realtor/CCA/consultant questions
- Assist municipalities with new education policy
- Attend Provincial RMO mtgs
- Attending Open Houses

% RMP workload costs include:

- Negotiate new RMPS for activity changes/new threat rules
- Inspect existing RMPs
- Update or rescind RMPs due to threat rule changes
- Revise RMPs due to new owner/lease/activity changes
- Travel costs

ABCA Program Report

To: Board of Directors
Date: November 16, 2023
From: Geoff Cade, Water & Planning Manager
Subject: Staff Delegation
O. Reg 147/06 – ABCA regulation of development, interference with wetlands and watercourses and alterations to shorelines and watercourses

Background:

Ontario Regulation 147/06 allows delegated staff persons to approve applications and proposals taking place within a regulated area. Staff can only approve those permit applications where the proposed works conform with Board approved policy (*Policies and Procedures Manual for the Administration of Ontario Regulation 147/06*).

The Board of Directors has previously granted permit signing authority to the following staff positions as:

- 1.) General Manager / Secretary Treasurer
- 2.) Water & Planning Manager
- 3.) Supervisor of Water & Planning
- 4.) Planning & Regulations Coordinator
- 5.) Planning & Regulations Officer

Due to streamlining processes created Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), municipal drainage officials, Ministry of Natural Resources and Forestry (MNRF) and provincial conservation authority staff, maintenance proposals under the Drainage Act are to follow a Standard Compliance Requirement (SCR). The SCR process requires certain types of proposed drainage works to be signed off by the applicable conservation authority. This process has been working well for approximately 10 years.

To help facilitate quick turn around time for Drainage Act maintenance proposals, ABCA staff recommends that the position of Water Resources Coordinator (Davin Heinbuck) be granted authority to sign SCR approvals under O.Reg. 147/06.

Recommendation:

Staff recommends that the Water Resources Coordinator (Davin Heinbuck) be added to the list of ABCA staff positions which have delegated authority to approve Standard Compliance Requirement type Ontario Regulation 147/06 applications.

ABCA Program Report

To: Board of Directors
Date: November 16, 2023
From: Mari Veliz, Healthy Watersheds Manager
Subject: Beach Water Quality Report

From the water quality perspective, chronic issues are related to sediment and nutrient contributions and fecal contamination. Healthy Lake Huron - Clean Water, Clean Beaches is a concerted effort to address nuisance algae concerns and to promote safe and clean beaches and shorelines from Sarnia to Tobermory. Findings from earlier studies completed by the Ministry of the Environment suggested two water quality issues featured strongly in south-eastern Lake Huron at the time of study (2005 to 2006). Nutrient enrichment of the nearshore promoting fouling of shoreline by benthic algae and adverse effects on recreational water quality from fecal pollution as inferred from levels of the bacterial indicator *E. coli* are documented concerns. Further sub-watershed studies conducted from 2010 to 2020 showed the importance of watershed contributions for water, nutrient and sediment delivery. Indicators of fecal contamination appeared to be more site specific.

Healthy Watersheds staff have been monitoring *E. coli* in Lake Huron in partnership with the Bluewater Shoreline Residents' Association (BSRA) since 2006. Currently, five beaches and adjacent ravines are monitored through this partnership. Two additional beaches that were previously tested by Ausable Bayfield Conservation Authority (ABCA) are monitored by Huron Perth Public Health.

The report presented on May 18, 2023 to the ABCA Board of Directors described water quality trends at seven beaches and ravine watercourses in the ABCA area for up to sixteen years of *E. coli* testing. This work shows that *E. coli* has remained steady at both beach and ravine sites (i.e., no clear increase or decrease *E. coli* counts) over this monitoring period.

Although there are not clear trends at each beach, there were differences noted in water quality between beaches. Most beaches met the Canadian Recreational Guideline most of the time, however some sites had consistently better water quality than others. In general, sites with low *E. coli* in the ravine tended to also have low *E. coli* in Lake Huron. There are a couple of locations over the past 20 years where sampling for *E. coli* has occurred at Highway 21 and the ravine outlet. Findings from this limited monitoring effort highlight the site specificity of indicators for fecal contamination, with higher concentrations at the ravine outlet being a common result.

While it is encouraging that *E. coli* has not increased over time, there continues to be a need for localized water quality improvement and monitoring. Ongoing monitoring is important to:

- 1) assess if progress is made in achieving expected results;
- 2) identify "bottlenecks" in implementation; and

- 3) determine any unintended effects (positive or negative) from the implementation of a practice.

There can be different perspectives when it comes to the environment, monitoring helps communities understand the environment and manage accordingly.

ABCA – Information Report

To: Board of Directors
Date: November 16, 2023
From: Mike Bax, Rock Glen CA Superintendent
Subject: RGCA Summary

This report provides an overview of the 2023 season at Rock Glen Conservation Area (RGCA).

RGCA has two staff members present from May to October and a summer student during July and August. Staff are responsible for operating the gate house, to collect entry fees and answer visitors' questions upon arrival; and complete park maintenance and operations to ensure a safe, and enjoyable experience at RGCA.

RGCA provides a space for visitors, from near and far, to have a chance to enjoy the beauty of the outdoors, in the Ausable River watershed. People enjoy the waterfalls, fossils, visiting the museum, walking trails, having family picnics and weddings, RGCA has many activities which draw people to the Arkona area.

Attendance 2023

	MAY	JUN	JUL	AUG	SEPT	OCT	TOTAL
Paid Entry	4146	4395	9223	9268	4646	2784	34462
Pass Entry	140	142	172	194	133	114	895

- Family passes sold – 52
- Individual passes sold – 9
- Museum guest book entries – 2093
- Museum guest book unique countries – 46
- Canadian and USA visitors came from 9 provinces and 19 states
- Pavilions booked for 21 events – 13 picnics, reunions, and birthday parties; 2 fossil groups, 3 weddings, 1 corporate event, a car show, and by Lions Club exchange students

Education at RGCA

Working with ABCA's Education department, RGCA provides an excellent venue for all ages to learn about nature, animals, trees, the watershed and local history, with our fossil program and museum. In 2023, along with education staff, RGCA had 22 school groups utilize the property for education programs. In August, education staff also ran a day camp focused on fossils. Kelly

Graham, RGCA's Assistant, began leading education programs at RGCA this season, to better offer education opportunities to the watershed community.

The Arkona Lions Museum and Information Centre that is located at RGCA, attracts visitors to RGCA, and provides a passive education experience to visitors.

2023 Summary

RGCA continues to provide a valuable experience to conservation area visitors, and as a location to facilitate education programs. Attendance levels in 2023 were similar to the 2022 season. We saw an increase for the month of August of approximately 500 more visitors, compared to August 2022. Of note, we had one day in July with 839 paid entries.

In 2024, our goals for RGCA include increasing the number of passes sold, as well as working with the education department to have a weeklong day camp.

Recommendation

Recommended that, the Ausable Bayfield Conservation Authority Board of Directors receive the report for information.