

**Grey Sauble Conservation Authority**  
**R.R. #4, 237897 Inglis Falls Road**  
**Owen Sound, Ontario N4K 5N6 (519) 376-3076; ext. 221**  
**[v.coleman@greysauble.on.ca](mailto:v.coleman@greysauble.on.ca)**

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**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, November 24<sup>th</sup>, 2021, at 1:15 p.m. The regular meeting will occur via the Webex web-based application. Please notify Valerie Coleman if you are unable to attend.**

**Directors**

Greig, Scott (Chair)  
Matrosovs, Andrea (Vice-Chair)  
Burley, Dwight  
Greenfield, Harley  
Greig, Ryan  
Koepke, Marion  
Little, Cathy  
Mackey, Scott  
McKenzie, Paul  
Moore Coburn, Cathy  
Vickers, Paul

**Honourary Members**

Elwood Moore  
Betty Adair

Oosting, Lara, MNRF Peterborough  
Allison, Tracy, MNRF Owen Sound  
Walker, Bill, MPP Bruce Grey Owen Sound  
Ruff, Alex, MP Bruce Grey Owen Sound  
Dowdall, Terry, MP Simcoe-Grey  
Wilson, Jim, MPP Simcoe-Grey

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula



519.376.3076  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

Protect.  
Respect.  
Connect.

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**[https://www.youtube.com/channel/UCy\\_ie5dXG8aFYDYG8tV9Yg/videos](https://www.youtube.com/channel/UCy_ie5dXG8aFYDYG8tV9Yg/videos).**

***Please note that this is a Notice of Meeting only for your information.***

The Sun Times  
Bayshore Broadcasting  
The Meaford Independent  
The Bounce  
The Wiarton Echo  
The Advance  
The Post  
The Thornbury Paper  
The Hub Owen Sound  
Blue Mountains Review  
South Grey News  
Collingwood Today

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

## **AGENDA**

Grey Sauble Conservation Authority  
Full Authority Meeting  
Wednesday, November 24, 2021, at 1:15 p.m.

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- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest**
- 3. Call for Additional Agenda Items**
- 4. Adoption of the Agenda**
- 5. Approval of Minutes**
  - i. Full Authority – October 27, 2021 – Resolution – Attachment #1
- 6. Business Out of Minutes**
- 7. Consent Agenda**
  - i. Environmental Planning – Section 28 Permits – October 2021 – Attachment #2
  - ii. Administration – Receipts & Expenses – October 2021 – Attachment #3
  - iii. Correspondence – Letter from GSCA to Ian Boddy Re: Estate Sale – Attachment # 4  
– Thank you letter - Rotary Club of Owen Sound – Attachment # 5
  - iv. Conservation Ontario – Minutes of September 2021 CO Council – Attachment # 6
  - v. Minutes – None at this time.
  - vi. Media – Attachment # 7
- 8. Business Items**
  - i. Administration
    - a. Q3 Budget Update – Information – Attachment # 8 (15 min)
    - b. Q3 Investment Update – Information – Attachment # 9 (10 min)
    - c. Reserve Funds Update – Information – Attachment # 10 (10 min)
    - d. Recruitment Guidelines for Managers – Information – Attachment # 11 (10 min)
    - e. In-Person Meeting Report Back – Resolution – Attachment # 12 (20 min)
  - ii. Water Management – Nothing at this time.
  - iii. Environmental Planning – Nothing at this time.
  - iv. Operations
    - a. Land Use Revenue Targets – Information – Attachment # 13 (15 min)

- v. Conservation Lands
  - a. Trail Counter Data – Information – Attachment # 14 (10 min)
  - b. Property Entrance Signs Update – Information – (10 min)
  - c. Eugenia Falls Management Plan ToR – Resolution – Attachment # 15 (10 min)
- vi. Forestry
  - a. Carbon Credit Review – Resolution – Attachment # 16 (20 min)
  - b. Review of Cutting Cycle Lengths for Plantations – Information – Attachment # 17 (10 min)
  - c. Kolapore 97 Tender - Resolution – Attachment # 18 (15 min)
  - d. Skinners Marsh – McNab Lake Tender Exemption – Resolution – Attachment # 19 (15 min)
- vii. Communication/Public Relations – Nothing at this time.
- viii. Education – Nothing at this time.
- ix. GIS/IT
  - a. SWOOP Update – Information (15 min)
- x. DWSP/RMO Report –
  - a. Program Update – Information – Attachment # 20 (10 min)

**9. CAO's Report**

**10. Chair's Report**

**11. Resolution to Move into Closed Session**

“THAT the GSCA Board of Directors now move into ‘Closed Session’ to consider:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on October 27, 2021; and,
- ii. To discuss an item in the Municipality of Meaford regarding litigation or potential litigation including matters before administrative tribunals and/or the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (GSCA Administrative By-Law, Section 4(xvii)(1)(d)&(f)); and,
- iii. CAO Performance Goal Setting Session - closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))

**12. Resolution that the Board of Director's has Resumed Open Session**

**13. Resolution Approving the Closed Session Minutes of October 27, 2021**

**14. Reporting out of Closed Session**

**15. Adjournment**



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-128

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of November 24, 2021.**

**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES**

**Full Authority Board of Directors  
Wednesday, October 27, 2021, at 1:15 p.m.**

The Grey Sauble Conservation Authority Board of Directors meeting was held via the internet on the meeting application, WebEx.

**1. Call to Order**

Chair Scott Greig called the meeting to order at 1:15 p.m.

Directors Present: Chair Scott Greig, Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Cathy Little, Harley Greenfield, Ryan Greig, Paul Vickers, Marion Koepke, Scott Mackey

Regrets: Paul McKenzie

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong; Manager of Conservation Lands, Rebecca Ferguson; Forestry Coordinator, Mike Fry; Manager of Environmental Planning, MacLean Plewes

**2. Disclosure of Pecuniary Interest**

The Directors were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at the time.

**3. Call for Additional Agenda Items**

Nothing at this time.

**4. Adoption of Agenda**

Motion No.:  
FA-21-113

Moved By: Dwight Burley  
Seconded By: Cathy Moore Coburn

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of October 27, 2021.**

**Carried**

## 5. Approval of Minutes

Motion No.:  
FA-21-114

Moved By: Marion Koepke  
Seconded By: Cathy Little

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of September 22, 2021.**

Carried

## 6. Business Out of Minutes

Nothing at this time.

## 7. Consent Agenda

Motion No.:  
FA-21-115

Moved By: Andrea Matrosovs  
Seconded By: Harley Greenfield

**THAT in consideration of the Consent Agenda Items listed on the October 27, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – September 2021; (ii) Administration - Receipts & Expenses – September 2021; (v) Minutes – GSCA Indigenous Relationships Committee June 25, 2021; (vi) Recent Media Articles**

Carried

## 8. Business Items

### i. **Administration**

#### a. **2022 Draft Budget and Budget Companion**

The CAO, Tim Lanthier started by thanking staff for putting together the budget companion.

Tim reported that the 2022 budget process was especially challenging with several cost increases, including a significant rise in insurance rates, the organizational salary compensation review, and the cost-of-living adjustment increase. The Board was provided a breakdown of how these increases correspond to the total levy increase.

Tim expanded on these items and provided a synopsis by department. It was noted that the forestry department is anticipating lower revenues in 2022 and plan to utilize funds from the Forestry Reserve to cover the deficit, this department does not utilize levy funding.

The floor was opened to questions from members.

It was asked if staff see any opportunity for further revenue generation to offset the increase to the levy.

Staff continue to investigate these options, but there are no further options known at this time.

It was asked how staff are approaching the parking revenue forecasting for 2022. Are staff estimating conservatively or are they hoping to see the same numbers in 2022 as 2021?

Tim answered that staff had stayed conservative in their assessment of parking revenues for 2022, allowing for variances in attendance. Any surpluses will be directed to the Lands Reserve.

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Motion No.:  
FA-21-116

Moved By: Marion Koepke  
Seconded By: Cathy Little

**WHEREAS GSCA Staff presented the 2022 Draft Budget to the Board of Directors for review and discussion at the September 2022 Full Authority meeting,**

**AND WHEREAS GSCA Staff have, upon consideration of Board of Director comments and other market factors, prepared a final 2022 Draft Budget for the Board of Directors' consideration,**

**THAT the Grey Sauble Conservation Authority received the 2022 Draft Budget,**

**AND FURTHER THAT Staff be directed to distribute the 2022 Draft Budget and Budget Companion to member municipalities for the minimum 30-day review period.**

Carried

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**b. Conservation Authority Act Phase 1 Regulations**

The CAO, Tim Lanthier, gave a brief background and timeline to the new Conservation Authority Act (CAA) regulations and their roll out from the Province. GSCA had moved forward with drafting a Transition Plan, as required, prior to the regulations being released. Now that the regulations have been released by the Province, there is very little impact on the Transition Plan already drafted.

The programs and services remain largely the same as the Consultation Guide, however GSCA is very pleased that passive recreational uses such as trails have been added into the mandatory programs area. CAs are no longer required to establish a Community Advisory Board, however; CAs retain the ability to establish community advisory boards as they see fit. The completion date for CAs to transition to the new funding framework has been extended to the end of December 2023, with some other deadlines also laid out in regulation.

Staff have been meeting with senior staff at member municipalities to discuss the draft Transition Plan, the timelines and the programs and services.

Chair Greig noted that the working group continues to work on Phase 2 which are to include items around Section 28 and the levy regulation.

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Motion No.:  
FA-21-117

Moved By: Dwight Burley  
Seconded By: Ryan Greig

**WHEREAS on October 4, 2021, the Province of Ontario released Phase 1 of the new Regulations to the Conservation Authorities Act (686/21, 687/21 and 688/21),  
THAT the GSCA Board of Directors receive this report as information.**

Carried

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**c. Update to Land Acknowledgement**

Valerie Coleman, Administrative Assistant, provided a report on the GSCA Indigenous Relationships Committee's recommendation to update the GSCA Land Acknowledgement statement. After receiving feedback from a representative of the Saugeen Ojibwe Nation (SON) Environmental Office about the wording of GSCA's current land acknowledgement, the committee discussed options for updating it. The two options presented were to reword the current statement or adopt a new one. Member Burley provided the statement used by the Township of Georgian Bluffs. The committee agreed that, aside from the reference to the Inuit community, it was well crafted and would suit the needs of GSCA.

It was asked, on what occasions does GSCA utilize the land acknowledgement?

Tim explained that it had been used at the beginning of GSCA Board of Directors meetings until COVID-19 required the Board to meet virtually. The land acknowledgement is also used at the Management Plan Committee meetings and the Indigenous Relationships Committee meetings.

Several members expressed that their municipalities use a land acknowledgement prior to all council, committee, and sub-committee meetings.

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Motion No.:  
FA-21-118

Moved By: Cathy Moore Coburn  
Seconded By: Cathy Little

**WHEREAS, GSCA Staff have received feedback from the SON Environmental Office on updating and focusing GSCA's Land Acknowledgement to reference specific local communities.**

**AND WHEREAS, The Township of Georgian Bluffs has recently developed a Land Acknowledgement that embodies these suggestions.**

**THAT, the GSCA Board of Directors approve the adoption of the proposed Land Acknowledgment statement as presented.**

Carried

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**ii. Water Management**  
Nothing at this time.

**iii. Environmental Planning**

**a. Board Orientation – Environmental Planning**

Manager of Environmental Planning, MacLean Plewes, made a presentation to the Board outlining the current staffing contingent, the role that the Environmental Planning Department plays in the GSCA and the watershed, and the additional functions that the department is involved in.

Members were provided with the number of files the department has been working through to date, by type.

MacLean then spoke to the online Inquiry and Permit forms that have been created to streamline requests made to the planning department. He credited the IT team for their hard work in creating the online forms.

MacLean fielded questions from Members.

A Member asked when the database was started and if information could be back filled? MacLean answered that the database has been active for more than 10 years, it is the linking to sharepoint and GSCA's GIS mapping platform.

A Member asked if the department could be expanded to improve efficiency and decrease wait times.?

MacLean replied that the goal of the fee review process will be to cover the cost of hiring additional staff.

A Member asked if there could be more enforcement, collaboration, and communication with member municipalities around violations and shoreline interference.

MacLean replied that a regulations officer is one of the positions that the service fee review is hoping to cover and that two of the staff members have just taken the Provincial Offences Officer Level 1 training.

A Member asked what the average turn-around time for a permit versus other CAs?

MacLean answered that it depends on the nature of the applications, however; at present it is about 4 to 6 weeks. Conservation Ontario does have a target timeline and that GSCA is not currently able to commit to that standard. The hope is that with additional resources and an improved intake process that timelines can be shortened.

#### **iv. Conservation Lands**

##### **a. Administrative Building RFP Update**

Manager of Conservation Lands, Rebecca Ferguson presented the results of the Administrative Building RFP. Three qualified bids were received. All three bids exceeded the allotted budget. As such, staff recommended that the RFP be re-issued with a more refined scope, focusing more on the Phase 1 component and removing mention of Phases 2 and 3.

A Member asked if the current budget for this RFP is sufficient to cover the cost?

Tim replied that staff have changed the budget to \$100,000 of which up to \$40,000 is earmarked for the Phase 1 architectural design and the remainder will be utilized to cover the costs of necessary repairs that cannot wait, including the roof and entrances.

Additionally, Tim explained that he would like to have a committee of the Board formed that will include Members with relevant knowledge and expertise in the construction fields.

Motion No.:  
FA-21-119

Moved By: Dwight Burley  
Seconded By: Ryan Greig

**WHEREAS the GSCA Board of Director's passed resolution FA-18-094 at the October 24, 2018 Full Authority Meeting directing staff to issue an RFP to engage an architect for concept design drawings;**

**AND WHEREAS GSCA staff issued an RFP to this effect on August 27, 2021 and received three (3) proposals, which all came in over budget;**

**AND WHEREAS the Evaluation Committee consisting of the Board Chair, the CAO, the Manager of Conservation Lands and the Operations Manager reviewed the proposals per the evaluation template in the RFP;**

**THAT the GSCA Board of Directors direct staff to reissue the RFP with a refined scope;**

Carried

**Member Cathy Moore Coburn left the meeting at 2:40 p.m.**

**The Board recessed for 10 minutes at 2:45 p.m.**

**The Board resumed session at 2:55 p.m.**

**b. Ash Management Along GSCA Trails – Preliminary Findings and Future Direction**

Manager of Conservation Lands, Rebecca Ferguson spoke with regards to ash trees in proximity to GSCA trails and the risk of the emerald ash borer (EAB) to public safety. The Board was given brief background on the EAB and its difficulty to detect in standing ash trees. It was noted that these trees present a risk to users on GSCA trails.

To begin the planning process, staff have marked, GPS located, and classified the ash trees within 20 meters of trails and infrastructure at five GSCA properties. Maps show significant numbers of ash trees along many of GSCA's trails that are classified as "Stressed" or "Dead"

Moving forward, staff will continue to map and mark ash trees at other GSCA properties. A tree removal plan is being developed that focuses on Category 1 lands and then Category 2 as per the Risk Management Guidelines. Staff will connect with the Bruce Trail Conservancy regarding trees located along the sections of Bruce Trail on GSCA lands. Funds will need to be allocated to hire an arborist to begin removing ash on a select number of properties per year, as budget allows. Additionally, staff are working to create a tree planting plan where tree removal occurs.

A Member asked if there will be any support from other agencies?

Rebecca replied that staff will be in touch with the Bruce Trail Conservancy and may look at contacting other agencies such as local ski groups and other user groups.

A Member asked how far ahead do staff need to look at removing trees, how long does it take for a tree to become a hazard?

Tim explained that staff are looking to move forward on this issue quickly. Forestry Coordinator, Mike Fry added that it is hard to determine how quickly trees can deteriorate and become a danger and stressed that it is important to be proactive. Tim echoed those comments and that ash trees are a risk management issue.

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Motion No.:  
FA-21-120

Moved By: Marion Koepke  
Seconded By: Harley Greenfield

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**

Carried

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**v. Forestry**

**a. Awarding of Forestry Tender – Holland Centre**

Forestry Coordinator, Mike Fry spoke with regard to the Holland Centre tender results. Two qualifying bids were received by the deadline. Staff recommend awarding the tender to Page Logging and Landscaping with a bid of \$6,200.

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Motion No.:  
FA-21-121

Moved By: Paul Vickers  
Seconded By: Andrea Matrosovs

**WHEREAS Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land comprised of 207 individual properties organized into 79 groupings;**

**AND WHEREAS, GSCA manages nearly 5,260 hectares (13,000 acres) of forested area to offset the operating expenses of the Forestry department and GSCA;**

**THAT the Holland Centre Management Area – Compartment 62, Firewood & Sawlog Harvest tender be awarded to Page Logging and Landscaping with a total bid of \$6,200 at the Board of Director's meeting on October 27<sup>th</sup>, 2021, subject to the signing of the agreement.**

Carried

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**vi. Communications/Public Relations**

Nothing at this time.

**vii. Education**

Nothing at this time.

**viii. GIS/IT**

Nothing at this time.

**ix. Operations**

**a. Electric Vehicle Update**

Manager of Conservation Lands, Rebecca Ferguson, spoke on behalf of Operations Manager, Morgan Barrie. A brief background of the 2021 Passenger Vehicle tender was given. It was explained that the gas-powered vehicle was delivered, however; the dealership providing the electric vehicle ran out of stock before fulfilling their order to GSCA.

Staff recommended reissuing the tender for an electric passenger vehicle.

It was asked if staff could utilize the second placed bid for an electric vehicle.

Tim explained that the next priced electric vehicle was almost double the price.

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Motion No.:  
FA-21-122

Moved By: Paul Vickers  
Seconded By: Cathy Little

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**

**Carried**

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**x. DWSP**

Nothing at this time.

**9. CAO's Report**

The CAO, Tim Lanthier spoke to GSCA activities in October and items upcoming in November. On October 7<sup>th</sup>, The Drinking Water Source Protection team, Conservation Ontario, and local source protection authorities launched a three-week public information campaign about Drinking Water Protection Zone signs and what they mean.

Staff are beginning the process of filling out the Eugenia Falls Management Plan Committee and asked for two Board members to join. It was suggested that Member Cathy Little, as a councillor from Grey Highlands, would make a good addition. Member Little agreed to participate. It was discussed whether, as Chair of the Board, Member Scott Greig should also sit on the committee. Chair Greig offered and Member Little supported this decision. Terms of References for upcoming management plans will be updated to note that the member from the local municipality of the Plan and the Board Chair will sit on the committee. Member Little and Chair Greig will sit on the Eugenia Falls committee.

Tim was invited to speak at the October 25<sup>th</sup> meeting of the Rotary Club about the work that GSCA does within the community. As a thank you for his participation, the Rotary Club donated to the Owen Sound and North Grey Union Public Library's Children Literacy Program.

The Inglis Falls Arboretum Alliance will be partnering with the Owen Sound Forest School for a day of planting seeds and learning about identifying trees.

Tim informed the Board that in honour of Elwood Moore's 100<sup>th</sup> birthday, GSCA will be commemorating a bench in the arboretum this fall and will be planting a tree next to it in the spring. A commemoration ceremony will set for November.

As a follow up to the Forestry Coordinator, Mike Fry's presentation to the Board, a woodlot tour for the Board is being planned. A survey has been sent to all Board members, if any member's have yet to respond they were asked to do so as soon as possible.

Tim thanked the staff and especially the communications team for their collective work on putting the 2022 Draft Budget and Budget Companion together.

Staff have begun work on the 2023 Strategic Plan. The process was kicked off with a whole staff engagement session. A priority for this planning process is to have staff fully engaged in the final product. Staff were asked what they would like to see in the 2023 plan, what they would like to see the process look like, and any suggestions on engaging the staff and the public. Tim would like to see Corporate Excellence as one of the pillars of this plan. Staff will be approaching the Board for input at the 2022 AGM.

There was one staffing change to report. The Planning Technician position will be vacant as of Monday November 1<sup>st</sup>. Tim let the Board know that the position had already been posted and closes on November 1<sup>st</sup>. Staff will be reviewing applications and setting up interviews shortly thereafter.

#### 10. Chair's Report

Chair Greig participated in the Conservation Ontario Chair's Listening Session on October 14<sup>th</sup>.

On October 20<sup>th</sup>, Chair Greig joined the Treading Water presentation hosted by the Georgian Bluffs Climate Action Team (GBCAT). The event was centered around how flooding, driven by climate change, are impacting communities and property values. Chair Greig suggested reviewing [www.intactcentreclimateadaptation.ca](http://www.intactcentreclimateadaptation.ca) for more information.

#### 11. Other Business

Nothing at this time.

#### 12. Resolution to Move into Closed Session

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Motion No.:  
FA-21-123

Moved By: Paul Vickers  
Seconded By: Cathy Little

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 3:31 pm to discuss matters related to the following:**

- i. **Minutes of the Closed Session of the Regular Board of Directors meeting held on August 25, 2021; and,**
  - ii. **Minutes of the Confidential Closed Session of the Regular Board of Directors meeting held on August 25, 2021; and,**
  - iii. **CAO Performance Review – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))**
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**AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, and Gloria Dangerfield, Manager of Information Services will be present for item i.**

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**Carried**

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**13. Resolution that the Board of Directors has Resumed Open Session**

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**Motion No.:  
FA-21-124**

**Moved By: Marion Koepke  
Seconded By: Andrea Matrosovs**

**THAT the Grey Sauble Conservation Authority Board of Directors resume open session.**

**Carried**

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**14. Resolution Approving the Closed Session Minutes**

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**Motion No.:  
FA-21-125**

**Moved By: Cathy Little  
Seconded By: Ryan Greig**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the August 25, 2021 Closed Session minutes as presented in the closed session agenda, as amended.**

**Carried**

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**15. Resolution Approving the Confidential Closed Minutes**

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**Motion No.:  
FA-21-126**

**Moved By: Dwight Burley  
Seconded By: Harley Greenfield**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the August 25, 2021 Confidential Closed Session minutes as presented in the closed session agenda.**

**Carried**

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**16. Reporting out of Closed Session**

Nothing at this time.

**17. Next Full Authority Meeting**

Wednesday November 24<sup>th</sup>, 2021

**18. Adjournment**

The meeting was adjourned at 4:01 p.m.

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Motion No.:  
FA-21-127

Moved By: Dwight Burley  
Seconded By: Andrea Matrosovs

**THAT this meeting now adjourn.**

**Carried**

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Scott Greig, Chair

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Valerie Coleman  
Administrative Assistant

DRAFT





## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-129

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of October 27, 2021.**

# Permits Issued from October 1, 2021 to October 31, 2021

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-336	04-Aug-21	04-Oct-21	25	6	Municipality of Meaford	St Vincent Township
Approved works:			Demolition of existing cottage, construction of new cottage and associated site alterations.		Project Location:	151 Kiowana Beach Road, plan number 1031, lot 19
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Jake Bousfield-Baste	
GS21-344	30-Jul-21	05-Oct-21			Township of Georgian Bluffs	Derby Township
Approved works:			Construction of 28.98SQM storage shed		Project Location:	137592 Concession 7
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Olivia Sroka	
GS21-392	09-Sep-21	05-Oct-21	47		Township of Georgian Bluffs	Keppel Township
Approved works:			Repair existing shoreline protection		Project Location:	504441 Grey Rd 1
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Olivia Sroka	
GS21-395	04-Oct-21	06-Oct-21			Town of the Blue Mountains	Collingwood Township
Approved works:			Installation of a new septic system to accommodate new washrooms in an existing building		Project Location:	174 Marsh Street
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Justine Lunt	
GS21-396	17-Sep-21	06-Oct-21			City of Owen Sound	City of Owen Sound
Approved works:			repairing stormwater outlet		Project Location:	3570 East Bayshore Road
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					John Bittorf	
GS21-397	01-Oct-21	06-Oct-21	5, 6	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			remove and replace existing culverts		Project Location:	unmaintained section of High Hill Rd
					<input type="checkbox"/> construct	<input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					John Bittorf	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-387	10-Sep-21	06-Oct-21			Town of the Blue Mountains	Collingwood Township
Approved works:		New Deck		Project Location: 128 Springside Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-355	12-Aug-21	06-Oct-21			Town of the Blue Mountains	Collingwood Township
Approved works:		Replace existing mudroom with a larger mudroom and covered porch addition		Project Location: 116 Kitzbuhl Cres <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-371	24-Aug-21	06-Oct-21	Pt Lot 26	5	Town of the Blue Mountains	Collingwood Township
Approved works:		Construction of a dwelling and associated site alterations		Project Location: 109 Deer Lane, Lot 3, Plan 65M-62 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-379	17-Sep-21	06-Oct-21	88		Municipality of Meaford	Sydenham Township
Approved works:		Garden storage shed		Project Location: 084580 Sideroad 6 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-314	12-Jul-21	06-Oct-21	LOT 11	4	Town of the Blue Mountains	Collingwood Township
Approved works:		Addition to dwelling and associated site alterations.		Project Location: 216 Hidden Lake Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-334	28-Jul-21	08-Oct-21	Lot 8 Reg		Town of the Blue Mountains	Collingwood Township
Approved works:		52 square metre addition and installation of shoreline protection works.		Project Location: 245 Cameron Street, The Town of Blue Mountains <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt		
GS21-172	14-May-21	08-Oct-21			Town of South Bruce Peninsula	Amabel Township
Approved works:		Raise house on existing foundation to 10' to make a full basement. Extend existing deck by 10'x34' at side of house, and installation of septic system		Project Location: 537 Lakeshore Blvd N, Sauble Beach, ON <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-286	05-Jul-21	08-Oct-21			Municipality of Grey Highlands	Artemesia Township
Approved works:			Shoreline Protection Works.		Project Location: 166 Wiles Lane Grey Highlands NOC 1G0 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-349	13-Aug-21	08-Oct-21	105	26	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a new single residential dwelling and associated site alteration		Project Location: 120 Sebastian Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt	
GS21-394	04-Oct-21	08-Oct-21	139		Township of Georgian Bluffs	Keppel Township
Approved works:			Septic Installation		Project Location: 139 mallard street <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka	
GS21-403	05-Oct-21	14-Oct-21	6		Town of the Blue Mountains	Collingwood Township
Approved works:			Pool, accessory structure and associated site grading.		Project Location: 115 KITZBUHL CRESCENT, TOWN OF THE BLUE MOUNTAIN <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-386	02-Sep-21	14-Oct-21			Town of the Blue Mountains	Collingwood Township
Approved works:			Realignment of an existing drainage feature and preliminary site grading works		Project Location: Dorothy Drive <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt	
GS21-290	07-Jul-21	14-Oct-21	17	1	Town of the Blue Mountains	Collingwood Township
Approved works:			Rock Buttress and Site Grading		Project Location: Part 2 of RP 16R11030 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-288	06-Jul-21	19-Oct-21			Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a single detached residential dwelling and associated site alteration		Project Location: 159 Sebastian Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-041	28-Jan-21	19-Oct-21	33	9	Town of the Blue Mountains	Thornbury
Approved works:		replacement of railings and decking of existing pedestrian bridge		Project Location: Pedestrian Bridge between Bruce Street & Mill Street <input checked="" type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt		
GS21-413	08-Oct-21	20-Oct-21			Municipality of Arran-Elderslie	Arran Township
Approved works:		Construct a single family dwelling of 155.14m2		Project Location: 24 Nickason Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka		
GS21-414	12-Oct-21	21-Oct-21	31	12	Town of the Blue Mountains	Collingwood Township
Approved works:		Construction of a maintenance and operations building and associated site alterations.		Project Location: 357065 Blue Mountains Euphrasia Townline <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-342	13-Aug-21	21-Oct-21			City of Owen Sound	City of Owen Sound
Approved works:		Repairs to existing shoreline protection works		Project Location: 3600 East Bayshore Road, Owen Sound <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-406	14-Oct-21	21-Oct-21			Town of the Blue Mountains	Thornbury
Approved works:		Construction of a Multi-Residential Unit and Associated Site Alterations		Project Location: 11 Bay Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt		
GS21-295	16-Jul-21	22-Oct-21			Municipality of Meaford	Sydenham Township
Approved works:		Installation of a septic system		Project Location: 423020 Harbour Drive (Cottage #8) <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS21-300	16-Jul-21	25-Oct-21			Town of South Bruce Peninsula	Albemarle Township
Approved works:		construction of residential dwelling, garage and septic system		Project Location: 82 Hea Rd <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-408	29-Sep-21	25-Oct-21	79 Birch	79 Birch St.	Town of South Bruce Peninsula	Amabel Township
Approved works:			Garden Shed		Project Location: 79 Birch St.	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by:	
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-410	12-Oct-21	25-Oct-21			Township of Georgian Bluffs	Sarawak Township
Approved works:			10x20' covered porch with wrap around corner of 5'		Project Location: 295 Finden St	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by:	
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS20-149	01-Jun-20	25-Oct-21	20	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			the construction of a driveway, dwelling and accessory structure and associated site alterations		Project Location: 5 Walker Way	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by:	
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka	
GS21-398	07-Oct-21	25-Oct-21			Township of Chatsworth	Holland Township
Approved works:			remove existing dock, build shoreline protection using cement interlocking blocks and install floating dock		Project Location: 119 Lakeview Rd	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by:	
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-416	21-Oct-21	25-Oct-21			Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of addition and garage to current dwelling		Project Location: 577 Bay St	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by:	
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-381	24-Sep-21	26-Oct-21	29	3	Township of Georgian Bluffs	Sarawak Township
Approved works:			Construction of a single-family dwelling and associated site alterations		Project Location: 544 Punkinseed Lane	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by:	
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-369	24-Aug-21	27-Oct-21			Municipality of Meaford	Town of Meaford
Approved works:			Construction of a footbridge		Project Location: 146 Margaret Street	
					<input checked="" type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by:	
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-056	19-Feb-21	27-Oct-21	13	2 SWTSR	Township of Chatsworth	Holland Township
Approved works:			Construction of an addition		Project Location: 139 Lakeview Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-399	07-Sep-21	27-Oct-21			Municipality of Grey Highlands	Osprey Township
Approved works:			Addition to existng dwelling and associated site alterations		Project Location: 634106 Road 63 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-418	05-Oct-21	27-Oct-21			Town of Collingwood	Town of Collingwood
Approved works:			Extension of existing second floor bedroom		Project Location: 333 Sunset Blvd RR 1 Thornbury ON N0H 2P0 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-422	12-Oct-21	27-Oct-21	8	5	Municipality of Grey Highlands	Euphrasia Township
Approved works:			Construction of a single-family dwelling and associated site alterations		Project Location: 147 Talisman Boulevard <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	
GS21-419	21-Sep-21	28-Oct-21			Town of the Blue Mountains	Collingwood Township
Approved works:			Fill placement for new driveway		Project Location: 417211 10th Line <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-415	30-Sep-21	29-Oct-21			Town of the Blue Mountains	Collingwood Township
Approved works:			Construction of a single-family dwelling and associated site alterations		Project Location: 110 Springside Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-393	16-Sep-21	29-Oct-21			Municipality of Grey Highlands	Artemesia Township
Approved works:			Clean-out of existng pond		Project Location: 467106 12th Concession B <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-407	15-Oct-21	29-Oct-21	Part lot 1	7	Municipality of Meaford	St Vincent Township
Approved works:			Watercourse crossing for irrigation pipe		Project Location: <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-404	25-Aug-21	29-Oct-21			Town of South Bruce Peninsula	Wiarton
Approved works:			Construction of a multi-residential development and associated site alteration		Project Location: 535 Isaac Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	



**Grey Sauble Conservation Authority**  
**Receipt Report**  
**October 1st - 31st, 2021**

Regulation Permits	\$	18,720.00	
Planning	\$	14,625.00	
Pavilion Rentals	\$	67.80	
Land Use Agreements	\$	113.00	
Season Passes	\$	395.00	
Self-Serve Parking Fees	\$	10,430.00	
Square Parking Revenue	\$	31,360.00	
Forestry	\$	8,002.87	
Timber Sales	\$	6,920.00	Comp. 108 and 62
Province of Ontario	\$	35,535.23	DWSP 2020 - 2021 Final
4th Levy Installment	\$	214,472.19	Georgian Bluffs, TOBM, Owen Sound
Education Program	\$	3,000.00	Enbridge Grant
Donations	\$	1,220.80	
Miscellaneous	\$	3,157.54	MFIPPA, Truck Sale Proceeds, Portion of Tree Removal Costs, Air Photo
Funds Owed To Foundation	\$	275.00	
Arboretum Alliance	\$	1,428.17	
Hibou Playground	\$	9,900.00	

<b>Total Monthly Receipts</b>	<b>\$</b>	<b>359,622.60</b>
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**Grey Sauble Conservation Authority**  
**Expense Report**  
**October 1st to 31st, 2021**

11617	Excel Business Systems	\$	316.22	DWSP Copy and Print Charges
11618	A-1 Toilet Rentals	\$	384.20	Hibou Toilet Rentals
11619	Municipality of Arran-Elderslie	\$	340.00	Property Tax
11620	Bell Canada	\$	160.38	Tara Stream Gauge Service
11621	Township of Chatsworth	\$	1,389.00	Property Tax
11622	Staples Advantage	\$	409.41	Office Supplies
11623	Fontasy Sign & Display Inc.	\$	409.06	Clendenan Dam Signage
11624	Township of Georgian Bluffs	\$	4,609.00	Property Tax
11625	Jim Hastie	\$	56.48	IFAA Expense
11626	Kilsyth Auto Service Ltd.	\$	595.82	Vehicle Repair and Maintenance
11627	MacDonnell Fuels Limited	\$	4,668.35	Vehicle Fuel
11628	Municipality of Meaford	\$	5,254.00	Property Tax
11629	Rogers Wireless	\$	193.74	Cell Phone Usage
11630	Carl Sadler	\$	433.92	IFAA Expense
11631	Watson & Associates	\$	2,390.52	Planning Program Rates and Fees Review
11632	Wilton Sanitation Inc.	\$	350.30	Toilet Rentals
11633	Bell Canada	\$	191.71	Monthly Phone Service
11634	The Cleaning Brigade	\$	361.60	Monthly Office Cleaning Services
11635	Minister of Finance	\$	11,494.30	SWOOP 2020 Ortho Photos
11636	Earth Power Tractors And Equipment Inc.	\$	464.90	Equipment Repair
11637	Hastie Small Engines Ltd.	\$	11.64	Shop Supplies
11638	Kilsyth Auto Service Ltd.	\$	475.10	Vehicle Repair and Maintenance
11639	MacDonnell Fuels Limited	\$	75.95	Furnace Fuel
11640	J.J. MacKay Canada Limited	\$	432.79	Self Serve Transaction Fees
11641	Messer Canada Inc.	\$	63.17	Oxygen Cylinder Lease
11642	Miller Waste Systems Inc.	\$	269.02	Tipping Fees and Garbage Bin Rental
11643	Petty Cash	\$	174.15	Petty Cash Replenishment
11644	Xerox Canada Ltd.	\$	140.81	Copy and Print Charges
11645	Mijares Law	\$	220.00	Planning Fee Refund

Kia of Owen Sound	\$ 22,474.03	Vehicle Purchase
Mastercard Payments	\$ 8,189.28	
Amilia	\$ 419.76	
Bruce Telecom	\$ 526.88	
DWSP Copier Lease	\$ 163.85	
Office Moneris Fees	\$ 111.47	
Self-Serve Moneris Fees	\$ 400.11	
Square Transaction Fees	\$ 592.55	
Hydro, Reliance	\$ 3,263.75	
Receiver General, EHT, WSIB	\$ 52,546.05	
Group Health Benefits	\$ 9,771.49	
OMERS	\$ 23,483.70	
Employee Expense Claims	\$ 168.00	
Monthly Payroll	\$ 101,665.49	

<b>Total Monthly Expenses</b>	<b>\$ 260,111.93</b>
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519.376.3076  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

Protect.  
Respect.  
Connect.

October 29, 2021

Mr. Ian C. Boddy  
195 9<sup>th</sup> Street West  
Owen Sound, ON  
N4K 3N5

**Re: Sale of Ritchie Estate  
Part Lots 27 & 28, Concession 11, Keppel Township**

Dear Mr. Boddy,

The Grey Sauble Conservation Authority (GSCA) has reviewed your request concerning the first offer of refusal to purchase which the Authority holds on the Ritchie property. We do note that the restrictive covenant on title states that GSCA will be afforded 30-days to consider whether or not to act on this right. We further note that this timeframe was not provided to GSCA, but rather we were afforded six (6) days and that the property is already subject to a purchase and sale agreement with another party, which is scheduled to close on November 1, 2021.

However, the Grey Sauble Conservation Authority is not interested in purchasing this property at this time for the requested price of \$660,000 and therefore GSCA relinquishes its rights to a first right of refusal to purchase the Ritchie Estate in Part Lots 27 & 28, Concession 11, Keppel Township.

I trust this statement is sufficient for your purposes. Please contact me if any further clarification is required.

Regards,

Tim Lanthier  
Chief Administrative Officer  
Grey Sauble Conservation Authority

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula



District 6330

*The Rotary Club of Owen Sound*

P.O. Box 352  
Owen Sound, Ontario  
N4K 5P5

Dear Tim

# Thank You

On behalf of the members of the Rotary Club of Owen Sound, I would like to thank you for recently taking time from your busy schedule to speak to us about GSCA. Our members really appreciated the opportunity to learn more about the role, GSCA plays in our community. It was interesting to learn of the broad scope of services you provide in managing the local watershed in Grey and Bruce. We are hoping your summer camp and ours will be able to move ahead next summer.

As a thank you, our club, on behalf of each of our guest speakers, donates to the Owen Sound Library in support of their children's literacy program.

Thank you again for your excellent presentation.

Rob Dors  
Past President Owen Sound Rotary Club

# ATTACHMENT # 6

## CONSERVATION ONTARIO COUNCIL MINUTES September 27, 2021 (Meeting via Zoom)

### **Voting Delegates Present:**

#### **Chair: Andy Mitchell, Otonabee**

Brian Horner, Ausable Bayfield  
Alan Revill, Cataraqui Region  
Katrina Furlnetto, Cataraqui Region  
Rick Cerna, Catfish Creek  
Karen Ras, Credit Valley  
Deb Martin-Downs, Credit Valley  
Tim Pidduck, Crowe Valley  
Jeff Lees, Ganaraska Region  
Linda Laliberte, Ganaraska Region  
Chris White, Grand River  
Samantha Lawson, Grand River  
Scott Greig, Grey Sauble  
Andrea Matrosovs, Grey Sauble  
Tim Lanthier, Grey Sauble  
Moya Johnson, Halton  
Hassaan Basit, Halton  
Santina Moccio, Hamilton  
Lisa Burnside, Hamilton  
Andy Letham, Kawartha  
Mark Majchrowski, Kawartha  
Grant Jones, Kettle Creek  
Elizabeth VanHooren, Kettle Creek  
Wayne Emmerson, Lake Simcoe Region  
Rob Baldwin, Lake Simcoe Region  
Donna Blunt, Lakehead Region  
Tammy Cook, Lakehead Region  
Michael Columbus, Long Point Region

### **Guests:**

Dusty Underhill, Catfish Creek  
Brad McNevin, Quinte Conservation  
Phil Beard, Maitland Valley Conservation  
Lisa Van De Ligt, Raisin Region  
Bill Smirle, South Nation Conservation  
Garish Sankar, St. Clair Region

### **CO Staff:**

Kim Gavine  
Deborah Balika  
Kristin Bristow  
Lauren McPherson  
Nicholas Fischer  
Bonnie Fox

Judy Maxwell, Long Point Region  
Trevor Thompson, Lower Thames  
Mark Peacock, Lower Thames  
Eric Sandford, Lower Trent  
Rhonda Bateman, Lower Trent  
Dave Turton, Maitland Valley  
Janet Mason, Mississippi Valley  
Jeff Atkinson, Mississippi Valley  
Sally McIntyre, Mississippi Valley  
Bruce Mackenzie, Niagara Peninsula  
Chandra Sharma, Niagara Peninsula  
Carl Jorgensen, Nickel District (Con.Sudbury)  
Mariane McLeod, Nottawasaga Valley  
Gail Little, Nottawasaga Valley  
Doug Hevenor, Nottawasaga Valley  
Dan Marinigh, Otonabee Region  
James Flieler, Quinte Region  
Pieter Leenhouts, Rideau Valley  
Corrina Barrett, Sault Ste Marie Region  
George Darouze, South Nation  
Angela Coleman, South Nation  
Joe Faas, St. Clair Region  
Larry Gordon, St. Clair Region  
Brian McDougall, St. Clair Region  
John Mackenzie, Toronto and Region  
Alan Dale, Upper Thames River  
Tracy Annett, Upper Thames River

### **Members Absent:**

Central Lake Ontario  
Essex Region  
Mattagami Region  
North Bay-Mattawa  
Saugeen Valley

Jane Lewington  
Nekeisha Mohammed  
Patricia Moleirinho  
Leslie Rich  
Jo-Anne Rzaeki  
Rick Wilson

**1. Welcome from the Chair**

Chair Mitchell welcomed everyone in attendance.

**2. Adoption of the Agenda**

**#43/21** Moved by: Alan Dale, Upper Thames River  
Seconded by: Carl Jorgensen, Conservation Sudbury

***THAT the Agenda be adopted.***

**CARRIED**

**3. Declaration of Conflict of Interest**

There was none declared.

**4. Approval of the Minutes of the Previous Meeting**

**#44/21** Moved by: Karen Ras, Credit Valley  
Seconded by: Dave Turton, Maitland Valley

***THAT the minutes from the June 2021 meeting be approved.***

**CARRIED**

**5. Business Arising from the Minutes**

There was none.

**6. Motion to move from Full Council to Committee of the Whole**

**#45/21** Moved by: Andy Letham, Kawartha Region  
Seconded by: Michael Columbus, Long Point Region

***THAT the meeting now move from Full Council to Committee of the Whole.***

**CARRIED**

**7. Items for Discussion**

**a. General Manager's Report**

Kim Gavine presented the report.

**C.W. #46/21** Moved by: Scott Greig, Grey Sauble  
Seconded by: Alan Revill, Cataraqui Region

***THAT Council receives this report as information.***

**CARRIED**

**b. Conservation Ontario's Proposed 2022 Annual Workplan**

Kim Gavine presented the report.

**C.W. #47/21**     **Moved by: George Darouze, South Nation**  
**Seconded by: Alan Dale, Upper Thames River**

***THAT Council approve Conservation Ontario's 2022 Annual Workplan.***

**CARRIED**

**c. Proposed 2022 Operating Budget and CA Levy**

Linda Laliberte, Chair of the CO Budget and Audit Committee, presented the report.

**C.W. #48/21**     **Moved by: Mariane McLeod, Nottawasaga Valley**  
**Seconded by: Jeff Atkinson, Mississippi Valley**

- 1) THAT Council adopt the 2022 Proposed Operating Budget as presented.***
- 2) THAT the general levy of \$ 1,343,000 be approved and apportioned in accordance with the attached schedule.***

**CARRIED**

**d. Budget Status Report for the period ending August 31, 2021**

Kim Gavine presented the report on the budget status to August 31, 2021.

**C.W. #49/21**     **Moved by: Karen Ras, Credit Valley**  
**Seconded by: Bruce Mackenzie, Niagara Peninsula**

***THAT Council receives this report as information.***

**CARRIED**

**e. Update on CO Activities in support of Phase 1 Regulatory Proposals under the *Conservation Authorities Act***

Bonnie Fox provided an update and presentation that is attached to the minutes.

**C.W. #50/21**     **Moved by: Michael Columbus, Long Point Region**  
**Seconded by: Joe Faas, St. Clair Region**

***THAT Council receives this report as information.***

**CARRIED**

**f. Update on the CO Client Service and Streamlining Initiative and Extending the Annual Reporting on Permit Review Timelines**

Leslie Rich provided an update and presentation which is attached to the minutes.



**C.W. #51/21     Moved by: Pieter Leenhouts, Rideau Valley  
Seconded by: Michael Columbus, Long Point Region**

***THAT the update on the Client Service and Streamlining Initiative be received;***

***AND THAT subject to confirmation, all Conservation Authorities endorse a commitment to tracking and reporting on Section 28 timeliness, beginning in 2022;***

***AND THAT Leilani Lee-Yates (NPCA) be endorsed as a members of the CO Timely Review and Approvals Taskforce.***

**CARRIED**

**g. Amendments to Conservation Authority Best Management Practices (BMPs) and Administrative By-Law Model**

Nicholas Fischer provided an update and presentation which is attached to the minutes.

**C.W. #52/21     Moved by: Alan Revill, Cataraqui Region  
Seconded by: Karen Ras, Credit Valley**

***THAT Council endorse the amendments to the “Conservation Authority Best Management Practices and Administrative By-Law Model” (CO, 2020) for implementation, as applicable.***

**CARRIED**

**h. Update on Conservation Ontario Governance Accountability and Transparency Initiative**

Nicholas Fischer provided an update and presentation which is attached to the minutes.

**C.W. #53/21     Moved by: Dave Turton, Maitland Valley  
Seconded by: George Darouze, South Nation**

***THAT Council receives this report as information.***

**CARRIED**

**i. Amendments to the Section 28(3) Conservation Authorities Act Hearing Guidelines**

Leslie Rich presented the report.

**C.W. #54/21     Moved by: Scott Greig, Grey Sauble  
Seconded by: Michael Columbus, Long Point Region**

***THAT Council endorse the amendments to the “Conservation Authorities Act Hearing Guidelines” dated September 16, 2021 (CO and NDMNRF, 2005; amended 2018 and 2020).***

**CARRIED**

**j. Update and Next Steps for Increased Federal Funding for Great Lakes Water Quality Agreement including Coastal Resilience**

**C.W. #55/21**    **Moved by: James Flieler, Quinte Region**  
**Seconded by: Bruce Mackenzie, Niagara Peninsula**

**CARRIED**

**CARRIED**

**CARRIED**

**CARRIED**

- m. Conservation Ontario's comments on "Modernizing environmental compliance practices of the Ministry of the Environment, Conservation and Parks" (ERO#019-2972)

*THAT Conservation Ontario's comments on "Modernizing environmental compliance practices of the Ministry of the Environment, Conservation and Parks" (ERO#019-2972) submitted to the Ministry of the Environment, Conservation and Parks on June 24, 2021 be endorsed.*

- n. Great Lakes Fisheries Commission Resolutions  
*THAT Council receives this report as information.*
- o. Great Lakes Water Quality Agreement Executive Committee and Annex Sub-Committees Updates  
*THAT Council receives this report as information.*
- p. "The Conceptual Framework for Financial Reporting in the Public Sector" and "Financial Statement Presentation, Proposed Section PS 1202" - Consultation Response to Exposure Drafts  
*THAT Council endorse the collaborative submission to the Public Sector Accounting Board entitled "The Conceptual Framework for Financial Reporting in the Public Sector" and "Financial Statement Presentation, Proposed Section PS 1202" - Consultation Response to Exposure Drafts.*
- q. Program Updates
  - i. Drinking Water Source Protection Program Update  
*THAT Council receives this report as information.*
  - ii. Business Development and Partnerships Program Update  
*THAT Council receives this report as information.*
  - iii. Marketing and Communications Program Update  
*THAT Council receives this report as information.*
  - iv. Information Management Program Update  
*THAT Council receives this report as information.*

**15. Motion to Move from Committee of the Whole to Full Council**

**#58/21                      Moved by: Michael Columbus, Long Point Region  
                                    Seconded by: Jeff Atkinson, Mississippi Valley**

***THAT the meeting now move from Committee of the Whole to Full Council***

**CARRIED**

**16. Council Business – Council Adoption of Recommendations**

**#59/21                      Moved by: Karen Ras, Credit Valley  
                                    Seconded by: Chris White, Grand River**

***THAT Conservation Ontario Council adopt Committee of the Whole (C.W.) Recommendations:  
C.W. #46/21 to C.W. #57/21.***

**CARRIED**

**17. New Business**

None identified

**18. Adjourn**

**#60/21**

**Moved by: George Darouze, South Nation**

**Seconded by: Pieter Leenhouts, Rideau Valley**

***THAT the meeting be adjourned.***

**CARRIED**



# MEDIA RELEASES AND ARTICLES

## ATTACHMENT # 7

Toronto Star

November 16, 2021

*"CN Rail Trail upgrades now approved all the way to Dundalk"*

[CN Rail Trail upgrades now approved all the way to Dundalk | The Star](#)

Welland Tribune

October 22, 2021

*"Proposed amendments to source protection plan address fuel storage and salt use"*

[Proposed amendments to source protection plan address fuel storage and salt use | wellandtribune.ca](#)

The Owen Sound Sun Times

October 22, 2021

*"Source water protection proposals up for public comment until Nov. 19"*

[Source water protection proposals up for public comment until Nov. 19 | Owen Sound Sun Times](#)

## Grey Sauble Authority Board of Directors

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### MOTION

**DATE:** November 24, 2021

**MOTION #:** FA-21-130

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT in consideration of the Consent Agenda Items listed on the November 24, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – October 2021; (ii) Administration – Receipts & Expenses – October 2021; (iii) Correspondence – Letter from GSCA to Ian Boddy Re: Estate Sale; Thank you letter from the Rotary Club of Owen Sound; (iv) Conservation Ontario – Minutes of September 2021; (vi) Recent Media Articles**

# ATTACHMENT # 8

## GREY SAUBLE CONSERVATION AUTHORITY 2021 APPROVED BUDGET vs ACTUAL - Q3

### EXPENSES

	Approved Budget 2020	Approved Budget 2021	Actual Q3 2020	Actual Q3 2021	Forecast
<b>WATER MANAGEMENT</b>					
Flood Forecasting & Warning					
<b>Total Flood Forecasting &amp; Warning</b>	110,229	132,399	81,988	76,052	111,379
<b>Flood Control Structures</b>					
<b>Total Flood Control Structures</b>	7,287	7,350	3,568	6,672	9,956
<b>Ice Management Planning &amp; Funding</b>					
<b>Total Ice Management Planning &amp; Funding</b>	-	-	-	-	-
<b>Erosion Control Structures</b>					
<b>Total Erosion Control Structures</b>	2,100	2,100	1,200	325	2,100
<b>Other Dams</b>					
<b>Total Other Dams</b>	23,043	21,141	9,118	7,959	14,741
<b>TOTAL WATER MANAGEMENT</b>	142,660	162,990	95,874	91,008	138,175
<b>Watershed Monitoring &amp; Management</b>					
<b>Total Watershed Monitoring &amp; Management</b>	50,905	36,781	20,393	23,448	36,781
<b>Stewardship</b>					
<b>Total Stewardship</b>	104,755	92,552	54,086	39,377	142,468
<b>Environmental Planning &amp; Regulations</b>					
<b>Total Environmental Planning &amp; Regulations</b>	412,089	405,066	297,141	288,331	394,667
<b>Forestry, Species &amp; Forestry Service</b>					
<b>Total Forestry, Species &amp; Forestry Service</b>	372,557	354,872	268,981	323,114	382,840
<b>CONSERVATION LANDS</b>					
Conservation Lands Policy & Strategy					
<b>Total Conservation Lands Policy &amp; Strategy</b>	189,982	203,995	86,404	147,957	200,995
<b>Grey County Management Contract</b>					
<b>Total Grey County Management Contract</b>	151,016	174,364	100,601	115,407	179,606
<b>Conservation Lands Operations</b>					
<b>Total Conservation Lands Operations</b>	248,851	357,152	179,533	244,852	432,183
<b>TOTAL CONSERVATION LANDS</b>	589,849	735,511	366,539	508,217	812,785

### FUNDING

	Approved Budget 2020	Approved 2021 Budget	Actual Q3 2020	Actual Q3 2021	Forecast
<b>WATER MANAGEMENT</b>					
Flood Forecasting & Warning					
<b>Total Flood Forecasting &amp; Warning</b>	110,229	132,399	90,045	106,649	132,399
<b>Flood Control Structures</b>					
<b>Total Flood Control Structures</b>	7,287	7,350	5,921	5,923	7,350
<b>Ice Management Planning &amp; Funding</b>					
<b>Total Ice Management Planning &amp; Funding</b>	-	-	-	-	-
<b>Erosion Control Structures</b>					
<b>Total Erosion Control Structures</b>	2,100	2,100	1,825	1,825	2,100
<b>Other Dams</b>					
<b>Total Other Dams</b>	23,043	21,141	17,282	13,981	18,641
<b>TOTAL WATER MANAGEMENT</b>	142,660	162,990	115,073	128,378	160,490
<b>Watershed Monitoring &amp; Management</b>					
<b>Total Watershed Monitoring &amp; Management</b>	50,905	36,781	35,404	26,686	36,781
<b>Stewardship</b>					
<b>Total Stewardship</b>	104,755	92,552	118,021	133,719	178,962
<b>Environmental Planning &amp; Regulations</b>					
<b>Total Environmental Planning &amp; Regulations</b>	412,089	405,066	303,428	358,973	447,066
<b>Forestry, Species &amp; Forestry Service</b>					
<b>Total Forestry, Species &amp; Forestry Service</b>	372,557	354,872	191,676	294,917	382,840
<b>CONSERVATION LANDS</b>					
Conservation Lands Policy & Strategy					
<b>Total Conservation Lands Policy &amp; Strategy</b>	189,982	203,995	154,925	164,368	200,995
<b>Grey County Management Contract</b>					
<b>Total Grey County Management Contract</b>	151,016	174,364	100,309	117,934	179,606
<b>Conservation Lands Operations</b>					
<b>Total Conservation Lands Operations</b>	248,851	357,152	238,557	352,163	432,183
<b>TOTAL CONSERVATION LANDS</b>	589,849	735,511	493,791	634,465	812,784

## EXPENSES

	Approved Budget 2020	Approved Budget 2021	Actual Q3 2020	Actual Q3 2021	Forecast
<b>Conservation Information &amp; Community Outreach</b>					
<b>Total Conservation Information &amp; Community Outreach</b>	<b>98,471</b>	<b>98,856</b>	<b>61,133</b>	<b>63,863</b>	<b>101,606</b>
<b>Education</b>					
<b>Total Education</b>	<b>55,943</b>	<b>52,290</b>	<b>10,891</b>	<b>-</b>	<b>7,232</b>
<b>Administration, Finance &amp; Human Resources</b>					
<b>Total Administration, Finance &amp; Human Resources</b>	<b>550,680</b>	<b>569,429</b>	<b>389,543</b>	<b>436,666</b>	<b>578,795</b>
<b>GIS, Information Management &amp; Information Technology</b>					
<b>Total GIS &amp; Information Management</b>	<b>238,824</b>	<b>269,432</b>	<b>152,571</b>	<b>186,403</b>	<b>262,555</b>
<b>Source Water Protection</b>					
<b>Total Source Water Protection</b>	<b>186,811</b>	<b>181,804</b>	<b>144,370</b>	<b>131,237</b>	<b>181,804</b>
<b>Source Water Risk Management Service</b>					
<b>Total Source Water Risk Management Service</b>	<b>76,679</b>	<b>61,427</b>	<b>38,246</b>	<b>44,944</b>	<b>60,527</b>
<b>Fleet &amp; Equipment Management</b>					
<b>Total Fleet &amp; Equipment Management</b>	<b>81,375</b>	<b>90,500</b>	<b>31,659</b>	<b>65,202</b>	<b>77,500</b>
<b>Total Operating Budget</b>	<b>2,961,597</b>	<b>3,111,510</b>	<b>1,931,427</b>	<b>2,201,810</b>	<b>3,177,736</b>
<b>Total Operations Budget Expenses</b>					
Salary, wages & benefits	2,121,289	2,295,068	1,461,195	1,606,625	2,199,514
Contracts & Services	229,702	201,764	122,262	181,816	227,464
Vehicles & Equipment	94,025	90,500	51,392	58,398	77,500
Materials & Supplies	252,100	224,220	148,635	201,908	337,503
Training & Workshops	22,650	18,000	6,351	3,518	12,000
Donations	3,200	100	3,000	-	-
Other	168,800	184,875	138,593	149,546	197,077
To Reserves	69,832	96,983	-	-	126,678
To Deferred Revenue	-	-	-	-	-
<b>Total Operating Budget</b>	<b>2,961,597</b>	<b>3,111,510</b>	<b>1,931,427</b>	<b>2,201,810</b>	<b>3,177,736</b>

## FUNDING

	Approved Budget 2020	Approved 2021 Budget	Actual Q3 2020	Actual Q3 2021	Forecast
<b>Conservation Information &amp; Community Outreach</b>					
<b>Total Conservation Information &amp; Community Outreach</b>	<b>98,471</b>	<b>98,856</b>	<b>73,853</b>	<b>72,267</b>	<b>101,606</b>
<b>Education</b>					
<b>Total Education</b>	<b>55,943</b>	<b>52,290</b>	<b>16,379</b>	<b>7,232</b>	<b>7,232</b>
<b>Administration, Finance &amp; Human Resources</b>					
<b>Total Administration, Finance &amp; Human Resources</b>	<b>550,680</b>	<b>569,429</b>	<b>400,555</b>	<b>434,914</b>	<b>578,795</b>
<b>GIS, Information Management &amp; Information Technology</b>					
<b>Total GIS &amp; Information Management</b>	<b>238,824</b>	<b>269,432</b>	<b>138,993</b>	<b>182,199</b>	<b>262,555</b>
<b>Source Water Protection</b>					
<b>Total Source Water Protection</b>	<b>186,811</b>	<b>181,804</b>	<b>203,963</b>	<b>172,043</b>	<b>182,304</b>
<b>Source Water Risk Management Service</b>					
<b>Total Source Water Risk Management Service</b>	<b>76,679</b>	<b>61,427</b>	<b>64,500</b>	<b>48,500</b>	<b>60,527</b>
<b>Fleet &amp; Equipment Management</b>					
<b>Total Fleet &amp; Equipment Management</b>	<b>81,375</b>	<b>90,500</b>	<b>51,090</b>	<b>70,729</b>	<b>77,500</b>
<b>Total Operating Budget</b>	<b>2,961,597</b>	<b>3,111,510</b>	<b>2,206,726</b>	<b>2,565,021</b>	<b>3,289,443</b>
<b>Total Operations Budget Funding</b>					
Municipal Levy	1,380,597	1,432,136	1,035,448	1,074,102	1,432,136
CAA S39	37,325	37,056	35,305	37,056	37,056
MECP (DWSP)	186,811	181,804	203,963	171,691	181,804
Agreements, MOUs and Grants	163,500	223,413	260,835	265,372	324,808
Services & Sales	1,133,914	1,073,901	666,689	971,042	1,185,148
Donations	7,450	6,600	234	6,500	13,100
Interest & Gains	2,000	4,000	4,253	3,520	4,000
From Reserves	50,000	152,599	-	35,738	111,390
From Deferred Revenue	-	-	-	-	-
<b>Total Operating Budget</b>	<b>2,961,597</b>	<b>3,111,510</b>	<b>2,206,726</b>	<b>2,565,021</b>	<b>3,289,443</b>



**GREY SAUBLE CONSERVATION AUTHORITY 2021 APPROVED CAPITAL BUDGET**  
**EXPENSES** **FUNDING**

	Approved Budget 2021	2021 Q3 Actual	Forecast		Approved Budget 2021	2021 Q3 Actual	Forecast
<b>WATER MANAGEMENT</b>				<b>WATER MANAGEMENT</b>			
Flood Forecasting & Warning				Flood Forecasting & Warning			
To Reserves	25,000	25,000	25,000	Municipal Levy	25,000	25,000	25,000
<b>WATER MANAGEMENT Subtotal</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>WATER MANAGEMENT Subtotal</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>CONSERVATION LANDS Policy/Operations</b>				<b>CONSERVATION LANDS Policy/Operations</b>			
Entrance Signs				Entrance Signs			
Contracts & Services	19,600		2,000	Municipal Levy	4,800		4,800
To Reserves			2,800	Reserves	14,800		-
<b>Spirit Rock - Washroom Upgrade/Gatehouse</b>				<b>Spirit Rock - Washroom Upgrade/Gatehouse</b>			
Contracts & Services	10,000	8,308	8,308	Reserves	10,000	8,308	8,308
				Sales and Services	-		
<b>Bruce's Caves, Eugenia - Washroom Upgrade</b>				<b>Bruce's Caves, Eugenia - Washroom Upgrade</b>			
Contracts & Services	10,000	798	798	Municipal Levy			
				Sales and Services			
				Reserves	10,000	798	798
<b>Eugenia, Old Baldy - Gatehouse</b>				<b>Eugenia, Old Baldy - Gatehouse</b>			
Contracts & Services		4,758	4,758	Municipal Levy			
				Reserves	-	4,758	4,758
<b>Indian Falls - Washroom Upgrades</b>				<b>Indian Falls - Washroom Upgrades</b>			

**EXPENSES**

**FUNDING**

	Approved Budget 2021	2021 Q3 Actual	Forecast		Approved Budget 2021	2021 Q3 Actual	Forecast
Contracts & Services	15,000		-	Municipal Levy			
				Agreements/MOUs/Grants	7,500		-
				Sales and Services			
				Reserves	7,500		-
Inglis Falls - Septic				Inglis Falls - Septic			
Contracts & Services	45,000	3,113	3,113	Sales and Services			
				Reserves	45,000	3,113	3,113
Inglis Falls - Safety Fence				Inglis Falls - Fence			
Contracts & Services	3,000	1,729	1,729	Sales & Services			
				Reserves	3,000	1,729	1,729
Various - Stone Repointing Projects				Various - Stone Repointing Projects			
Contracts & Services	6,000		2,000	Reserves	6,000		2,000
CONSERVATION LANDS Subtotal	108,600	18,706	25,506	CONSERVATION LANDS Subtotal	108,600	18,706	25,506
Administration, Finance & Human Resources				Administration, Finance & Human Resources			
Admin Centre refurbish Concept Design				Admin Centre refurbish Concept Design			
Contracts & Services	20,000		20,000	Reserves	20,000		20,000
Admin Centre - Renewal				Admin Centre - Renewal			
Contracts & Services	-	549	10,000	Reserves	-	549	10,000
Admin Centre - Office Furniture				Admin Centre - Office Furniture			

**EXPENSES**

	Approved Budget 2021	2021 Q3 Actual	Forecast
Materials and Supplies	6,000	3,038	6,000
Administration, Finance & Human Resources Subtotal	26,000	3,587	36,000
GIS, Information Management & Information Technology - 2020 Servers Materials & Supplies Equipment	6,000	5,941	6,500
GIS, Information Management & Information Technology - GPS Units/Tablets Materials & Supplies	500		500
GIS, Information Management & Information Technology - 2020 Screen Equipment	-		-
GIS, Information Management & Information Technology - Workstations Materials & Supplies	6,000	6,561	6,561
GIS, Information Management & Information Technology - Subtotal	12,500	12,501	13,561
Fleet & Equipment Management			

**FUNDING**

	Approved Budget 2021	2021 Q3 Actual	Forecast
Levy	6,000	3,038	6,000
Administration, Finance & Human Resources Subtotal	26,000	3,587	36,000
GIS, Information Management & Information Technology - 2020 Servers From Reserves	6,000	5,941	6,500
GIS, Information Management & Information Technology - GPS Units From Reserves Municipal Levy	500		500
GIS, Information Management & Information Technology - 2020 Smart Screen Municipal Levy	-		-
GIS, Information Management & Information Technology - Workstations Municipal Levy Reserves	6,000	6,000 561	6,000 561
GIS, Information Management & Information Technology - Subtotal	12,500	12,501	13,561
Fleet & Equipment Management			

## EXPENSES

	Approved Budget 2021	2021 Q3 Actual	Forecast
Vehicles & Equipment**	60,000	59,112	77,559
To Lands Operations**			
<b>Fleet &amp; Equipment Management Subtotal</b>	<b>60,000</b>	<b>59,112</b>	<b>77,559</b>
<b>Total Proposed Capital Budget</b>	<b>232,100</b>	<b>118,906</b>	<b>177,625</b>
<b>Total Capital Budget</b>			
Salary, wages & benefits			
Contracts & Services	128,600	19,255	52,706
Vehicles & Equipment	60,000	59,112	77,559
Materials & Supplies	18,500	15,539	19,561
Training & Workshops			
Donations			
Other	-		
To Reserves	25,000	25,000	27,800
To Deferred Revenue			
<b>Total Capital Budget</b>	<b>232,100</b>	<b>118,906</b>	<b>177,625</b>

## FUNDING

	Approved Budget 2021	2021 Q3 Actual	Forecast
Services & Sales			
From Reserves	60,000	59,112	77,559
<b>Fleet &amp; Equipment Management Subtotal</b>	<b>60,000</b>	<b>59,112</b>	<b>77,559</b>
<b>Total Proposed Capital Budget</b>	<b>232,100</b>	<b>118,906</b>	<b>177,625</b>
<b>Total Capital Budget</b>			
Municipal Levy	42,300	34,038	42,300
CAA S39			
MECP (DWSP)			
Agreements, MOUs and Grants	7,500	-	-
Services & Sales	-	4,758	4,758
Donations	-	-	
Interest & Gains			
From Reserves	182,300	80,110	130,567
From Deferred Revenue			
<b>Total Capital Budget</b>	<b>232,100</b>	<b>118,906</b>	<b>177,625</b>



## Your Investment Account statement

July 1, 2021 to September 30, 2021

GREY SAUBLE CONSERVATION  
 Portfolio number: MP3613  
 Portfolio type: Investment Account

### Your portfolio at a glance

#### You need to know

Please see **page 13** for important information about your portfolio.

Please see **page 15** for further information about Your portfolio at a glance section.

	This period (Jul 1 - Sep 30, 2021)	Year to date (Jan 1 - Sep 30, 2021)	Last 12 months (Oct 1, 2020 - Sep 30, 2021)	Last 3 years (Oct 1, 2018 - Sep 30, 2021)	Since Apr 10, 2015 (Apr 10, 2015 - Sep 30, 2021)
Beginning portfolio balance	\$1,331,642.19	\$1,230,478.39	\$1,159,255.05	\$1,147,282.80	\$0.00
Deposits & transfers-in of securities	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,200,000.00
Withdrawals & transfers-out of securities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees	-\$3,968.33	-\$11,160.54	-\$14,632.75	-\$41,610.14	-\$85,642.53
Investment income:					
Dividends	\$6,155.17	\$18,036.80	\$37,634.01	\$52,218.78	\$70,097.00
Interest	\$5,565.62	\$8,166.83	\$8,169.35	\$55,045.54	\$139,827.41
Realized capital distributions, gains and losses	\$75,445.54	\$79,809.29	\$79,809.29	\$101,377.79	\$144,380.42
Change in unrealized capital gains and losses	-\$86,811.51	\$2,697.91	\$58,253.14	\$3,616.16	\$49,268.63
Adjustments for the period	\$0.00	\$0.00	-\$459.41	-\$1,405.62	-\$1,405.62
Unallocated distributions for the current year	\$0.00	\$0.00	N/A	N/A	N/A
<b>Ending portfolio balance</b>	<b>\$1,528,028.68</b>	<b>\$1,528,028.68</b>	<b>\$1,528,028.68</b>	<b>\$1,528,028.68</b>	<b>\$1,528,028.68</b>

On September 30, 2021, CAD 1.00 = USD 0.79050

### Your personal rates of return as of Sep 30, 2021

This period	Year to date	For the last 12 months	For the last 3 years	For the last 5 years	Since Apr 10, 2015
<b>-0.20%</b>	<b>7.77%</b>	<b>14.31%</b>	<b>4.98%</b>	<b>4.85%</b>	<b>4.44%</b>

Personal rate of return reflects the total percentage return earned on the investments held in your account. Total percentage return means the cumulative realized and unrealized capital gains and losses of an investment, plus income from the investment, over a specified period of time, expressed as a percentage.

Personal rate of return is calculated using a money-weighted methodology. Unlike alternative rate of return methodologies, it takes into account any deposits or withdrawals you have made, and the performance outcomes of your investments over a specified time period, net of fees and charges paid. Rates of return are provided on an annualized basis except for any returns reflective of a period of less than one year.

This historical data offers you a longer term perspective about your account's performance and progress towards your goals.

Grey Sauble Conservation Authority  
Reserve Continuity 2021

	V & E	Admin	Forestry Mgmt.	Major Dam	Computer	Special includes swoop	Lands	Youth	Risk Management	Total	
Value at Jan 1, 2021	244,085	441,691	451,065	211,915	18,269	36,826	343,878	24,495	187,548	1,959,773	
Transfers to Reserves in Budget	33,500			25,000			59,000			117,500	} transfers on paper only
Actual Transfers to Reserves	12,130			25,000			118,116			155,246	
										-	
Actual Transfers From Reserves	(89,890)	(6,056)			(5,941)	(10,351)	(18,706)			(130,944)	
Gain/(Loss) on TD Investment Portfolio at Sept 30	11,708	21,187	21,637	10,165	876	1,766	16,495	1,175	8,996	94,006	
Bank Interest at Oct 31	312	565	577	271	23	47	440	31	240	2,507	
Dec 31, 2021 projected Ending balance	178,346	457,387	473,279	247,351	13,228	28,289	460,222	25,702	196,785	2,198,087	} budgetted transfers in excluded
Comprised of:											
Bank (BMO reserve 10/31)										548,698	
TD Investment Portfolio at Cost Sept 30										1,479,319	
2021 Transfers	(77,760)	(6,056)	-	25,000	(5,941)	(10,351)	99,410	-	-	24,302	
	178,346	457,387	473,279	247,351	13,228	28,289	460,222	25,702	196,785	2,198,087	

Transfers to Reserves	Actual	Budget
Stewardship Surplus		
Forestry surplus		
Gate staff Parking Revenue		59,000
Vehicle Reserve	12,130	33,500
Admin Centre		
Arran Lake Pavillion		
Communications		
Additional parking revenue	115,316	
Risk Management		
Lands Policy to Admin for Legal		
Signage	2,800	
Dams	25,000	25,000
Admin salary surplus for review		
Lands Policy to Capital		
Education		4,482
	155,246	121,982

Transfers from Reserves	Actual	Budget	
Indian Falls washrooms		7,500	
Forestry surplus		28,372	
Repointing Projects		6,000	
Admin Centre		20,000	
Admin - Salary review	6,056		2020 budget
Servers	5,941	6,000	
Day camp costs		2,500	
Gate Staff - 2020 Parking revenue		57,000	
Spirit Rock washroom upgrade	8,308	10,000	
Bruce's Caves, Eugenia washro	798	10,000	
Inglis Fence	1,729	3,000	
Risk Management		11,427	
Vehicles	77,559	60,000	
Signage	-	14,800	
Swoop & S&W	10,351	43,000	
Lands Policy - mangmt plan	-	6,600	
Gatehouses (Eugenia, Old Baldy)	4,758		
Inglis Falls septic	3,113	45,000	
Dump truck repairs	12,331		
	130,944	331,199	other items are from surplus so balance doesn't equal budget



# MANAGER'S TOOLKIT

## Recruitment and Onboarding Guidelines

Version 1.0

November 2021



**PROTECT. RESPECT. CONNECT.**

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519-376-3076

[www.greysauble.on.ca](http://www.greysauble.on.ca)

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# Employee Recruitment and Onboarding

## Overview

This document is intended to assist hiring managers and supervisors with the recruitment and onboarding process to ensure that we are choosing new staff that fulfill the needs of the organization and share our corporate values. This guide will also help clarify and streamline the onboarding process to ensure that new staff are made aware of relevant policies and procedures, that the hiring manager identifies any required training needs, and that other relevant departments and staff are aware of the onboarding needs so that we can effectively and efficiently welcome our new team members.

When we hire, we are looking for people that can bring new perspectives and life experiences to our Team. We are looking for people that have domain expertise that will add value to our Team. Most importantly, we are looking for people who share our corporate values and are excited to help us fulfill our vision and mission.

A step-by-step checklist is included at the end of this document.

## The Recruitment Process – Getting Started

**Identify Department needs:** The recruitment process begins with the identification of Departmental needs. This could stem from one of several scenarios such as the loss of a staff person, temporary backfill position for existing staff, creation of a new staff position, or the receipt of grant monies for a particular role.

The opportunity to hire new staff also brings with it the opportunity to rethink how current operations are working. If a change would benefit the department or organization, this change in staff could provide the opportunity to implement it.

Some questions that need to be asked are:

- Why has this vacancy arisen (e.g., retirement/termination, leave of absence, new project, increased demand, re-organization of work)?
- How long will this position be required? (e.g., to the end of a project, for the duration of a leave, ongoing permanent)?
- Does this position or skillset exist elsewhere in the organization?
- How will this position be funded?
- What skill set will be required of the incumbent?
- What duties will the incumbent be required to undertake?
- How will this position fit into the organizational structure of the department or organization?

**Determine the general terms of employment** (hours per week, months per year, length of contract). Based on these terms, determine the appropriate Employee/Assignment Type required.

- **Regular Service Staff** – This is a permanent, full-time position with no defined end.
- **Contract** – Position is hired for a specific project or program whose employment is for a specified period of time. Details of the terms of the employment will be defined in the contract. The contract will have an end date which may or may not be extended or renewed
- **Casual** – Position is hired to fill a temporary or seasonal position or vacancy as required. The term of employment will vary depending upon several factors including type of project, availability of budget, etc.

**Identify your timeline:** The hiring process can take quite a bit of time. More senior positions may take even more time to fill. As such, it is important to start developing the hiring timeline as soon as it is apparent that we will need to hire new staff. If enough

lead time is provided, you can determine the desired start date and work backwards from there.

- Determine the job posting date
- Determine the posting closing date. Allow two to six weeks, depending on role. For most positions, two to three weeks should be sufficient.
- Factor in time to review applications. Allow a few days following the posting closing.
- Factor in time to contact candidates. Allow at least a week between contacting candidates and the interview date so that the chosen candidates can clear their schedule and prepare for the interview.
- Determine what your proposed interview date will be.
- Factor in time to check references, make the job offer, negotiate terms of employment and allow the candidate time to consider. Discuss the potential new hire with the CAO and Manager of Financial and Human Resource Services to know how much latitude you have to work with in terms of negotiation prior to making the offer of employment.
- Determine what your proposed start date will be

### Review or create job description

- If this is a new position, appropriately grade the position with the Manager of Financial and HR Services and the CAO.
- A draft job description is included as Appendix 1 to this document.

### Identify available advertising budget and needs

- Prior to advertising for the new position, review your budget to see what is available. Speak to the Communications Team, the Finance Team and the CAO if you need additional resources.

### Create, review and post job ad in accordance with budget and needs

- This may be the first opportunity to promote GSCA to potential candidates. It is important to use this opportunity to sell the good things about working for GSCA.
- There is a brand appropriate job ad template that can be modified and used.
- An example job ad is included as Appendix 2 to this document.
- Provide your job ad to HR for review and posting.
- Some examples of posting locations may include:

- Academic Institutions (schools/colleges)
- Professional Associations (CPP, OPPI, CACPT, OPFA)
- Career Websites (Indeed, Job Bank, etc.)
- Direct Sourcing (networking, word of mouth, etc.)
- Job Boards (GSCA, CO)
- Journals/Publications (Municipal World, Rural Voice)
- Newspaper (print or online)
- Recruiting Events
- Employment agencies
- Social media (Face book, Instagram, Linked In, etc.)

**Create an application grading tool.** This tool will need to be modified to reflect the position needs. An example application grading tool is attached as Appendix 3 to this document. This tool will use the minimum qualifications identified in the position description to screen applicants and identify potential candidates.

**Collect and review resumes and grade applicants.** It is beneficial, though not required, that the whole interview panel is provided with this opportunity. If a large number of resumes are received for a posting, designate one individual on the team to provide a high-level initial screening.

**Arrange interviews with the chosen prospective applicants.**

## The Interview Process – Getting Ready

**Arrange a venue:** Prior to setting the interview date, arrange an appropriate venue for the interviews. The interview setting should be quiet, comfortable, and free of distraction and any other kind of interruption. If you use an office, arrange for phone calls be forwarded to another line or for the phone (and cellphones) to be set to silent. Be mindful of the position and the candidates. If existing staff are applying, you may want to choose an off-site location.

**Arrange your interview panel:** Prior to setting the interview date, arrange other staff to participate as part of the interview panel. These staff should be specifically chosen either for their expertise, role within the organization, or as part of a succession planning/skill building exercise. The panel should consist of two or three members. Speak to the CAO and HR for guidance on establishing the panel.

**Develop interview questions:** Develop questions that will tell you what you need to know. Be deliberate in choosing questions that will give you the information that you need to make this decision. Example interview questions are attached as Appendix 4 to this document. Plan to ask the same questions of all candidates.

Several types of questions are useful:

- Direct questions are easy to understand and are more likely to yield concise answers and specific information. Example: "Why did you apply for this position?"
- Open ended questions often produce unexpected and valuable information, may reveal attitudes and feelings, and can indicate how well an applicant can organize their thoughts. Example: "Tell us about your job at XYZ Corp."
- Behavioral questions require a candidate to analyze a situation and can reveal the extent of their experience. These questions must be specifically related to the job functions discussed in the position description. Example: Describe an experience when you...
- Probing questions such as "Could you explain what you mean by ...?" can further clarify the candidate's views.

Avoid the following types of questions:

- Closed questions that require merely a yes or no response.
- Leading questions that force a choice between two alternatives.
- Questions that are illegal and dealing with areas that are not factors for job performance, such as gender, sexual orientation, age, race, religion, marital status, medical conditions and disability.

### Set the date(s) and times:

- When setting the interview times, be mindful of the amount of time each interview will take, how many candidates you are interviewing and whether or not there will be a written portion or a presentation. Plan for breaks between candidates and plan for time to collect your thoughts and discuss each candidate's performance. The amount of time required will largely be based on the skill level of the position. More senior positions generally take more time as the questions are more complex and the candidates have greater experience to draw on.
- Provide for at least 15 minutes between interviews to permit candidates to come and go without overlap, and to allow the committee members to evaluate a candidate's responses to questions.
- When setting the date, be sure to provide the candidates with sufficient time to prepare for the interview. More complex processes will require more lead time.
- Also, be mindful that candidates with existing jobs will likely need to arrange to take time off to attend the interview.
- One week is usually sufficient.

## The Interview Process – Meeting the Candidates

**Dress like it's your interview:** Although the candidates are vying to get a job with us, we are also hoping to get the best candidate. Show respect for the candidates and dress appropriately for the type of position we are hiring for.

**The interview package:** It is important to prepare an interview package for each member of the panel. This should include copies of the resumes and cover letters for each candidate, a copy of the interview questions for each candidate, a copy of the job description and job ad, a pad of paper and pens.

**Pamper your Panel:** If the interviews are being held in-person, remember to bring snacks and drinks for the other members of the interview panel. It will be a long day. Show your appreciation.

**Introductions:** At the start of the interview process, try to put the candidate at ease. Start with small talk and be sure to introduce all of the members of the panel. We are building relationships. Provide candidates with a copy of the position description and any other materials you feel are important before the interview. Provide information regarding the expected timeframe for filling the position and what the interview is meant to accomplish. You can briefly define the job responsibilities.

**Let the candidate do the talking:** After defining the job responsibilities, let the candidate do most of the talking. The panel members' input should be limited to asking questions, probing deeper, and keeping the candidate on track. The panel should clear up points on the candidate's resume or cover letter and ask follow-up questions that encourage the candidate to talk. Ask only questions that are directly related to the job or the candidate's noted experience.

**Follow a logical sequence:** Keep the same format for each candidate and allow an equal amount of time for each candidate to answer questions.

**Take notes:** Taking notes will help you remember details of the interview but could be distracting to a candidate. Explain before the interview starts that you will be taking notes. This should help reduce any suspicion or nervousness. Make sure you maintain some eye contact while you are writing.

**Close on a good note:** After the panel members have explored all performance factors, they can ask the candidate if he or she has any questions, needs clarification, or has anything to add. Thank the candidate for coming, and explain when a decision will be made, whether a second interview will be conducted, and how candidates will be notified. Remember to smile, shake hands, and lead the candidate to the door.



## The Recruitment Process: Follow Through and Follow Up

**Rate and Discuss:** The members of the interview panel should review the responses to the questions and their general impressions of the candidates as it relates to the requirements of the position. The panel members should consider these items individually and then discuss them as a group to determine the most qualified candidate(s).

**Check references:** References should always be checked regardless of your impression of the interviewed candidate's qualifications. Reference checks should be conducted for the top candidates after the completion of the interview process. A list of job-related questions should be developed ahead of time to ensure consistency and fairness to all candidates. A reference check template is included as Appendix 5 to this document. Some items that should be determined are:

- Verification of employment
- Verification of what you have learned during the interview
- Obtain employment recommendations

If the candidate is a current employee, you may review the employee's past performance reviews in conjunction with Human Resources. Please contact HR for information regarding this review. If you review the candidate's past performance reviews, be mindful of how the information is to be used. Compare information that relates to the new position in terms of skills, knowledge, and abilities. Also, be aware that aged information that speaks unfavorably may no longer reflect the candidate's attributes. Check current references to ensure fairness to the candidate.

**Make your selection:** All information obtained in the interviews should be kept confidential. Evaluate the candidates solely on the resume and cover letter provided, what was learned during the interview, the candidate's responses to interview questions and information gathered during the reference check. If any panel members have an existing working relationship with the candidate, that experience should also be factored in. Each panel member should ask themselves "would I hire this person with reasonable confidence that they could handle the job successfully?" Select the candidate who has the qualifications to perform the duties of the position effectively.

### Decide on a salary:

- **New hires:** In general, new employees are hired at the starting rate for the pay grade in which their position is classified. Under exceptional conditions a higher salary or other compensation may be offered. Any compensation above the starting rate will be by exception only and requires the approval of the CAO before

a hiring commitment can be made. Salary request letters to the CAO should outline the candidate's background as it relates to the position, recruitment difficulty, salary history, and the candidate's experience to justify the placement within a higher step in the salary range.

- **Current Employees:** In general, a GSCA employee who is promoted to a step-based position within a higher value grouping may receive a salary increase to the minimum of the new salary range or the closest step equivalent of a one-step increase from their previous scale, whichever is greater, provided that the resultant salary does not exceed the maximum of the new salary range. Employees moving laterally to another position within the same value group will not typically receive a change in salary. For employees moving into a position in a lower value group, the hiring manager will discuss salary options with the CAO and the Manager of Financial and Human Resources Services.

#### Complete the recruitment process:

- Call the successful candidate to offer the position.
- Follow up with a confirmation of the offer, acceptance, salary, title and starting date, etc. Letters of confirmation will be provided by HR.
- Once the position has been accepted, follow up with the other candidates to inform them that they were not successful in this competition.
- Consider if any of the non-successful candidates may be a good fit within a different part of the organization

## Onboarding: Before the Start Date

**Inform Other Departments:** Prior to new staff starting with the Authority, there are several things that need to be arranged with other departments to ensure a smooth and efficient onboarding process.

The following departments will need to be informed at **least two weeks** prior to the start date for the new hire:

- Chief Administrative Officer / Administration
- Human Resources / Finance
- Information Services
- Joint Health and Safety Committee

These departments will need specific information about the new hire so that they can do their part to ensure a smooth transition into the organization.

- **Chief Administrative Officer / Administration**

It is imperative that the CAO is made aware of any potential new hires before the positions are posted. For casual or summer staff, this can be as simple as informing the CAO that summer staff are being hired in line with the approved budget. For any longer-term contracts or permanent staff, the CAO must be consulted before posting.

Once the hiring process is complete, the CAO will need to be informed of:

- New hire's name
- New hire's start date
- Term of employment

- **Human Resources / Financial Services**

Human Resources and Financial Services will be responsible to ensure that all of the appropriate tax, benefits and pension documents are arranged for the new hire. This department will require the following information:

- New hire's name, DOB, SIN, address, e-mail address for pay vouchers, phone number
- Job title
- Scheduled start date
- Term of employment
- Rate of pay
- Approved vacation entitlement
- Eligibility for benefits and pension
- Employee's contact information

- Driver's license information and approval to retrieve 3-yr uncertified drivers abstract
- Emergency Contact Information

#### ○ Information Services

Information Services will be responsible to ensure that the new hire has a workstation and that the new staff have a GSCA email address, network privileges and the appropriate software installed on their desktop and any mobile devices. An official hardcopy IS welcome letter with network credentials and where to find the IT and other policies will be provided. They will add this individual to the website staff contact list if deemed appropriate by their manager. (Note: some of these criteria may not apply to casual staff)

Information Services will require the following information:

- Name
- Department
- Job Title
- Desk location
- Timesheet codes
- Whether they should be listed on the website contact list (and phone extension for that list)
- Network access needs (internal and cloud/Sharepoint locations, remote access)
- Mail Group or Distribution List Access
- IT hardware needs (cell phone, other handheld devices, webcam etc.)
- Software needs (Manifold, Adobe, Splashtop, QField etc.)

#### ○ All Staff

- General email out to all staff letting them know about new hire. Provide name, position, some background information about them.
- Encourage staff to reach out and welcome this new person onto the team.

**Send a Welcome Email:** Prior to new staff starting with the Authority, they will receive a welcome email that contains:

- Welcome Letter (Appendix 6)
- Offer Letter
- Employee Information Form
- Criminal Record Check (for positions dealing with children)
- Emergency Contact
- TD1 Personal Tax Credit Return Form
- TD1-ON Ontario Personal Tax Credit Return Form

- Automatic Deposit Form
- Confidentiality Agreement
- Job Description
- Personnel Policy
- Health and Safety Policy
- IT/IM Policy
- Accessible Standards Policies
- Health and Safety Policies
- Sexual Misconduct Policy
- Branding Guidelines
- Currently:
  - COVID-19 Procedure – All Employees
  - COVID-19 Response Employee Manual and Safety Plan
- GSCA Holiday Calendar for current year
- GSCA Payroll Calendar for current year

**Prepare for the New Staff Person's Arrival:** We want to ensure that Day 1 goes as smoothly as possible for everyone involved. A little preparation will make sure that this is the case. Prior to the start date for your new hire, ensure that the following things are ready:

- Set up their workspace:
  - Remove extra things
  - Ensure there is a desk/chair
  - Ensure that they have a phone and an extension
- The following things will need to be obtained from each department:
  - Computer with required peripherals can be provided by IT
  - Cell phone can be provided by IT
  - Office/Shop keys can be provided by Administrative Assistant
  - Alarm code can be arranged by the Administrative Assistant
  - An updated internal phone list can be provided by the Administrative Assistant.

# Onboarding: Day One and Beyond

## First Day Routine (Hiring Manager):

- Welcome new staff member at office first thing in the morning.
- Show new staff to their office space.
- Introduce them to other staff in their department.
- Get them logged into their workstation.
- Show them email, general network layout, and location of policy documents.
- Get new staff to review any required policies/documents.
- At approximately 10 AM, show them around the office including:
  - Introduce to all staff with a little explanation of what each department does.
    - During extended periods of remote work, the hiring manager may choose to organize a virtual staff meeting to introduce the new staff person to the rest of the team.
  - Location of exits, fire extinguishers, washrooms, kitchen, etc.

## Paperwork and Digital Access:

Prior to or on the new staff members first day, the following paperwork and digital access items need to be completed, submitted or obtained:

- Contract / Letter of Offer (if full time)
- Tax forms: TD1 (federal), TD1 (Ontario)
- Employee information form which includes banking information
- Staff will need to attest to having read and understood the policy documents that were provided in the welcome email.
- Provide new staff with IT Welcome Letter. This letter provides them with their GSCA username and network password.
- Show staff how to access their timesheet.
  - This would be a good time to reiterate information about hours of work, lunchtime, breaks, sick time, vacation and overtime.

## Training:

During the first day on the job, the focus should be on staff training and orientation. Some of the mandatory staff training that should occur on Day 1 are:

- WHMIS Training
- AODA Training
- Workplace H&S Training – tour their work environment and ensure that they understand any hazards and their rights.
- Workplace orientation
- Job specific training (Manifold, databases, equipment, etc.)

## Legal Content

### The Ontario Human Rights Code and Reasonable Accommodation

The Ontario Human Rights Code states that every person has a right to equal treatment with respect to employment, without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

This right extends to all aspects of the hiring process, including the posting, application, screening, interviewing, selection, and offer stages. The hiring decision cannot be influenced either directly, or indirectly, by one of the prohibited grounds.

In addition, GSCA has a duty to accommodate an individual's needs, to the point of undue hardship, where those needs are protected by any enumerated ground of the Ontario Human Rights Code. If an individual makes an accommodation request during the hiring process, or if it appears that an accommodation may be required, please contact Human Resources.

### AODA 2005 and Integrated Accessibility Standards

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is a provincial law that recognizes the history of discrimination against persons with disabilities in Ontario and requires the development, implementation and enforcement of standards for accessibility to goods, services, employment, transportation, information and communications, and buildings for persons with disabilities. The Integrated Accessibility Standards was enacted on June 3, 2011, under the AODA, 2005. This new regulation sets out rules that organizations, institutions, businesses and municipalities must follow to support persons with disabilities.

The Integrated Accessibility Standards specifically outlines guidelines for employers to address barriers faced by persons with disabilities in workplace accommodations, performance management, career development and advancement and communications. It also provides guidelines for recruitment, assessment and selection. Employers must provide or arrange for the provision of accessible formats and communication supports in the hiring process. An 'Accessibility Clause' must be included in all job postings, flyers or information brochures about recruitment, job fairs and other related recruitment materials.

### GSCA's Policies on Discrimination, Harassment and Sexual Misconduct

GSCA's policies on discrimination, harassment and sexual misconduct affirms GSCA's commitment to fostering a respectful and inclusive organizational culture that is free of discrimination and harassment. The policies set out responsibilities and procedural guidelines for the GSCA community to ensure this commitment is upheld.



## Appendix 1: Example Job Description

Intentionally Blank

## Appendix 2: Example Job Ad

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## Appendix 3: Example Application Grading Tool

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## Appendix 4: Example Interview Questions

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## Appendix 5: Example Reference Check Questions

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## Appendix 6: Draft Welcome Letter

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## Appendix 7: Interview Mistakes to Avoid

Excerpt from [workable.com](https://www.workable.com)

Interviews have been the hardest part of the hiring process throughout their history. The best interview techniques for employers are challenging. Mistakes can compromise your judgement, from cognitive biases to lack of proper preparation, and they may have serious consequences.

Learning how to conduct an interview is, therefore, essential. Advice is there if you look for it. Whether or not you have researched the best interview questions and identified interview questions not to ask, how do you cut out mistakes that you're not even aware you're making?

Experienced interviewers know that acknowledging them is a vital step to dealing with them. Here's 10 things you should try to avoid:

### Lack of Preparation

Hundreds of articles urge candidates to prepare thoroughly for an interview. At the same time, few remind the interviewer that they must do the same. A candidate that comes in unprepared risks losing one of a number of job opportunities, while an interviewer has more at stake. You may miss out on a chance to a systematic technique to interviewing by recording valuable historical data. Eventually you may also lose a great hire. It's great if you know what you are looking for. But you can't always count on "when I see it I'll know it". A structured interview takes time to prepare but is one of the best predictors of job performance.

### Confirmation Bias

When a person formulates an idea or hypothesis in their minds, they will look for a way to validate it. This is confirmation bias and it should be checked. If a hiring manager decides before the interview that a candidate is stellar, they will look for (and likely find) proof of that while interviewing. Meanwhile, due to selective perception, they will be blind to anything negative that contradicts that preconceived idea. This poor interview tactic is a sure route to a bad decision.

### Halo Effect

Imagine you are awed by a candidate's coding skills. They quickly wrote a piece of code that is functional, clean and perfect to look at. Your appreciation of that skill is likely to spill over to other areas in which you are trying to evaluate the candidate. You find that their communication or teamwork skills are deficient, but their negative effect is lessened greatly. You may end up hiring this candidate and find out the hard way that they're not a good fit in your company.

### Social Comparison Bias

It happens to all of us. People have a tendency to compare themselves with others in every aspect of life. When you perceive that someone is better in some way, feelings of resentment can arise. During the interview, hiring managers may view candidates who they perceive as better than themselves with some degree of competitiveness. This results in negative feelings and no hire for a highly qualified candidate. Being aware of this bias can help you overcome it. Be reminded that this candidate isn't out to get your job, you will hire them based on potential and the benefits they can bring to the company.

### Affect Heuristic

So you and the candidate went to the same high school. You feel the familiarity and enjoy the reminiscence. If you don't quickly check it, your judgement may be easily clouded and the future decision affected. Luckily, there are remedies for that. The presence of more than one interviewer is likely to reduce the effect of subjective judgement. Most importantly though a structured interview will help you focus on objective criteria.

### Rushing to Conclusions

Half of employers report they need only five minutes to determine if a candidate is a good fit, according to a recent poll. In such a short time, you will probably be able to tell if they are polite, confident or well-dressed. But are these really correlated to future job performance? Most likely no. It's important to remember that an interview isn't a race. You don't get bonus points for deciding on a candidate quickly. First impressions can easily mislead you and compromise your willingness to ask the right questions or interpret the answers. Try to wait until the end of the interview to formulate your initial judgement. Maybe you will be surprised.

### Chasing perfection

Often, hiring managers aren't really trying to find the best among the interviewees. They are trying to find what they have dreamed as the "perfect" candidate. One that has all the qualifications they asked for and then some, who is diligent, polite, confident and dying to work for them. But such a candidate doesn't exist. You will probably keep interviewing until the decision becomes urgent. Talented candidates who could've been trained to excel, will have found another job. Instead of holding out for "perfection", be more realistic.



### Not knowing what to look for

Interviewers may occasionally rely too much on template questions they found on the internet or heard from others. Sometimes they don't know what these questions are meant to reveal. You should think about what you are trying to assess when you ask competency-based interview questions like how a candidate handled a difficult client. Is it patience, communication skills, problem-solving or all of those qualities together? Being conscious of the purpose of a question is the only way to evaluate the answer. Otherwise, you may end up interpreting it by intuition or disregard it altogether.

Using structured interviews can help you define your requirements early. Download our free guide to learn how.

### Not delving deeper into questions

Behavioral interview questions are a modern interviewing technique that is actually more complicated than it appears. Asking one question about a past experience may not tell you a lot about a candidate. You don't just want to hear their story. You want to understand their way of thinking, how they reached a solution, what was the impact of their actions and how others perceived them. Every time you ask a question, you should be ready to follow up with others until you get to the core of what you need to make an informed decision.

### Not “selling” the company

Interviewers can forget sometimes that an interview isn't only about them assessing the candidate. It's also a chance to present the company in a way that will persuade the best candidate to accept their offer. This is essential, since someone with strong qualifications will probably have other options to consider too. Of course, that doesn't mean you should get carried away bragging about your company. A sound benchmark to aim for is 80/20 listening/talking and avoid sounding arrogant or insincere. You should try to make every word count to your favor.

## Appendix 8: Onboarding Checklist

Intentionally Blank



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier, CAO  
**Meeting Date:** November 24, 2021  
**Report Code:** 052-2021  
**Subject:** Report Back Regarding In-Person Meetings for Board of Directors

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### Recommendation:

**WHEREAS COVID-19 cases with the Province of Ontario have declined substantially since the spring of 2021, but now continue to fluctuate,**

**AND WHEREAS the Grey Sauble Conservation Authority (GSCA) Board of Directors requested that Staff review the feasibility of the Board of Directors returning to in-person meetings,**

**AND WHEREAS GSCA Staff have reviewed the feasibility of such based on a variety of factors,**

**THAT, further to the information presented in this report, the GSCA Board of Directors resolve to continue meeting virtually until further notice.**

### Strategic Initiative:

This item does not relate to GSCA's Strategic Initiatives.

### Background:

The Health Unit district represented by the Grey Bruce Public Health has been relatively fortunate throughout the COVID-19 pandemic in that infection rates and deaths have been relatively low. Currently, the Grey-Bruce area has approximately the 9<sup>th</sup> lowest number of active cases and the 12<sup>th</sup> lowest number of overall cases out of 34 health units across the province.

**Subject:** Report Back Regarding In-Person Meetings for Board of Directors**Report No:** 052-2021**Date:** November 24, 2021

Within the Grey Bruce Public Health coverage area, approximately 83 percent of the eligible population is fully vaccinated and approximately 86 percent have at least one dose. This equates to approximately 73 percent and 75 percent of the total population, respectively. The 12-34 age group appears to be among the lowest vaccination rates within the local population, with another lull occurring in the 45-59 age group.

All areas of Ontario are currently operating under Step 3 of the Reopening Ontario Act. The Provincial Government has chosen to pause this schedule at Step 3 for a longer duration before proceeding with the *Roadmap Exit*

At the time of writing this report, the local councils of GSCA's member municipality and neighbouring CA's had the following meeting status:

Table 1.0: In-Person Meeting Status (blank spaces represent a lack of data)

Municipality	Members	Returned (Y/N)	Chambers or Alternate	Hybrid or Full	Staff Present (max)	Public Present (max)	Broadcast (Y/N)
Municipality of Arran-Elderslie	7	Y	Chambers	Hybrid	0	0	N
Town of the Blue Mountains	7	Y	Chambers	Hybrid			
Township of Chatsworth	5	Y	Both	Full	5	3	N
Township of Georgian Bluffs	7	Y	Chambers	Hybrid	4	0	Y
Municipality of Grey Highlands	7	Y	Chambers	Hybrid	2	0	Y
Municipality of Meaford	7	Y	Alternate	Full			
City of Owen Sound	9	Y	Chambers	Full	6	0	Y
Town of South Bruce Peninsula	5	Y	Chambers	Full	7	4	Y
Grey County	19	Y	Chambers	Full	7	12	Y
Bruce County	8	Y	Alternate	Hybrid	0	0	Y
Grey Sauble CA	11	N	n/a	n/a	n/a	n/a	Y
Saugeen Valley CA	15	N	n/a	n/a	n/a	n/a	Y
Nottawasaga Valley CA	18	N	n/a	n/a	n/a	n/a	Y

## Analysis:

Based on a review of Ontario Regulation 364/20 made pursuant to the Re-Opening Ontario Act, 2020, it is noted that the following sections of the Act are or may be relevant to the question of resuming in-person meetings of the Board of Directors:

1. Section 1(7) of Schedule 1 states, *“Nothing in this Order precludes operations or delivery of services by the following in Ontario:*
  1. *Any government.*
  2. *Any person or publicly funded agency or organization that delivers or supports government operations and services, including operations and services of the health care sector.”*

As a government and/or publicly funded agency, GSCA is within the limits of the legislation to carry on the operations and services of the organization, including meetings of the Board of Directors.

2. Section 2(1) of Schedule 1 states, *“The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the Occupational Health and Safety Act and the regulations made under it.”*

Despite Section 1(7), GSCA must ensure that we operate in a manner that is consistent with all applicable laws, including the *Occupational Health and Safety Act*. Under the clause 25(2)(h) of the OHSA, employers are required to take every precaution reasonable in the circumstances for the protection of a worker. Despite recent declines in local COVID-19 cases, COVID-19 remains a very real threat within our communities and within our workplace. As such, GSCA will continue to implement appropriate and reasonable Health and Safety precautions to protect the staff who work here.

3. Section 2(2) of Schedule 1 states, *“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.”*

GSCA currently requires this of staff, in conformance with GSCA's COVID-19 Response Employee Manual and Safety Plan. A copy of this plan is attached (Appendix 3). It is expected that compliance with this plan will also be required of members of the Board if in-person meetings resume.

4. Section 2(3.1) of Schedule 1 states, *“The person responsible for a business or organization that is open shall ensure that any person in the indoor area of the premises of the business or organization, or in a vehicle that is operating as part of the business or organization, wears a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in the indoor area unless subsection (4) applies to the person in the indoor area.”*

GSCA staff have checked in with Grey Bruce Public Health and received a response that this requirement stands for meetings of our Board of Directors unless the public are physically excluded from the meeting and social distancing can be observed.

5. Further, under Section 2(4)(l), *“Where there is any requirement under this Order that a person wear a mask or face covering, the requirement does not apply to a person who, performs work for the business or organization, is in an area that is not accessible to members of the public and is able to maintain a physical distance of at least two metres from every other person while in the indoor area.”*

GSCA Board meetings must be accessible to members of the public as stated in the Conservation Authorities Act. Additionally, GSCA requires all staff to wear a mask in all areas that are outside of their personal workspace.

However, GSCA can continue to provide a live feed of meetings and require that any members of the public who wish to address the Board must make arrangements in advance of the meeting such that they can be let into the virtual meeting. This option requires investment in equipment that could facilitate a hybrid meeting format.

6. Section 3(1) of Schedule 1 states, *“Subject to any other requirements set out in this Order with respect to capacity limits, the person responsible for a place of business or facility that is open to the public and that is operating in an indoor setting shall limit the number of members of the public in the place of business or facility so that the members of the public are able to maintain a physical distance of at least two metres from every other person in the business or facility.”*

Staff have reviewed the space available in GSCA's Board Room, laid everything out in the space and taken photographs (Appendix 1) and have drafted a simple diagram to illustrate the use of space (Appendix 2).

The total Board Room space is approximately 1000 square feet or 93 square metres. Based on a spacing of two metres between individuals, we could fit approximately 20 people in the space, assuming no desks and not accounting for a function meeting space setup.

When that space is configured for meeting tables and functional dialogue, the space will fit approximately 13 people, with additional space for one or two people in the adjacent hallway area.

Based on the foregoing, it would be possible to fit the eleven-member board and a maximum of two to four staff.

There is not sufficient space for additional staff, for members of the public or press, for delegations or for staff presentations.

### **Meeting Format Options:**

#### **Option 1:**

The first option, based on a request from the Board of Directors, is to resume in-person meetings at the GSCA Administration Centre. Based on a review of legislative requirements and the space available, it is possible for the Board to meet in this venue. However, masks will be mandatory and any participation from Staff or members of the public will need to occur via a virtual platform. As such, these meetings would constitute a hybrid approach, instead of fully in-person.

To facilitate this hybrid approach to meetings, GSCA will need to purchase appropriate conferencing equipment. This will include microphones, cameras, video/audio control unit, a capture device (for streaming to Zoom or Teams), an audio mixer, speakers, and possibly plexiglass dividers.

Staff reached out to a local company that specializes in the installation of such systems and received a multi-tiered quote that ranges from \$16,000 to over \$25,000. Similar systems for municipal partners have ranged from \$20,000 to \$70,000.

The total cost of implementing Option 1, including plexiglass dividers is estimated at between \$18,000 and \$30,000.

We also anticipate a substantial amount of staff time to facilitate training and running of the virtual hybrid platform.

#### **Option 2:**

The second option, again based on the request from the Board of Directors to investigate in-person meeting options, would be to meet at a larger location that can accommodate the Board and Staff, as well as any members of the media or the public that may wish to attend.

The cost of renting out a suitably sized room at the Bayshore will cost approximately \$156 per meeting.

Entry into the Harry Lumley Bayshore facility requires proof of full vaccination. I strongly suspect that this will cause an issue for some Board members, staff and public that may wish to participate in these meetings but will not be permitted into the building. This creates a similar issue to Option 1 in that the meeting will need to be hybrid in nature.

The quote for A/V equipment that is portable to other locations is at the higher end of the provided quotes. The total anticipated costs of implementing Option 2 are estimated to be approximately \$30,000.

We also anticipate a substantial amount of staff time to facilitate setting up and running the virtual hybrid platform, arranging for the meeting space, and travelling to and from the meeting space.

### **Option 3:**

Option 3 is to continue to meet in a virtual format. The cost of running these meetings in the WebEx Platform is \$240 per year for subscription fees. This fee is required for all three options and has been factored into the 2021 and 2022 budgets.

There is an increased burden on staff time to facilitate the meetings, but this is generally limited to the time that the meeting is on, plus providing technical support to Board members as necessary.

### **Option 4:**

Staff are currently investigating a fourth option to allow GSCA to utilize the County of Grey Council Chambers for its meetings. At the time of writing this report, the details of cost and feasibility of this option have not been finalized.

### **Recommended Option:**

GSCA is under ongoing financial constraints to find new ways to both lower expenditures and increase revenues in an effort to reduce impacts on municipal levy. Additionally, GSCA has limited staff resources to take on extra work, over and above the programs and services that we offer, meeting our Strategic Plan goals, and now meeting the new requirements of the revised Conservation Authorities Act.

Based on the foregoing and the information presented in this report, it is recommended that the Board of Directors continue to meet virtually in an effort to reduce expenses and to limit the impact of meeting administration on GSCA staff.



**Subject:** Report Back Regarding In-Person Meetings for Board of Directors

**Report No:** 052-2021

**Date:** November 24, 2021

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If the option to utilize the Grey County Council Chambers proves to be a feasible and cost-effective option, staff will bring this information back to the Board of Directors for consideration.

### **Financial/Budget Implications:**

The various options presented each come with their own financial implications. Options 1 and 2 seem unnecessarily expensive compared to GSCA's other expense needs. None of these except for Option 3 has been included in the Draft 2022 GSCA Budget.

### **Communication Strategy:**

No additional communications required.

### **Consultation:**

Senior Management Team and Board of Directors

### **Appendices:**

**Appendix 1: GSCA Board Room Photographs**

**Appendix 2: GSCA Board Room Layout**

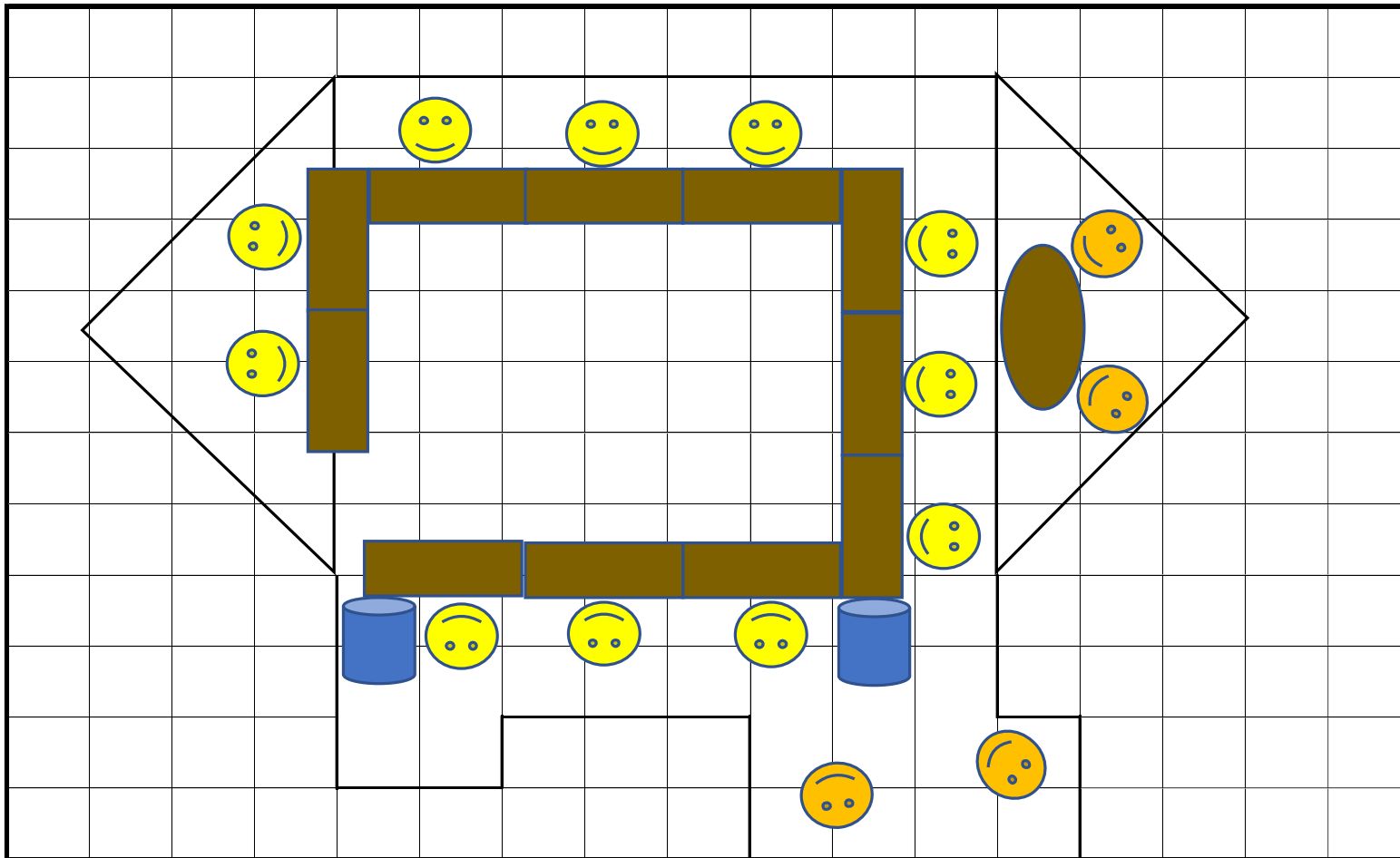
**Appendix 3: GSCA COVID-19 Response: Employee Manual and Safety Plan**

APPENDIX # 1



## APPENDIX # 2

### GSCA Basement Board Room Spacing Requirements



Note: One Square equals one metre



GSCA Board Member



GSCA Staff

Grey Sauble Conservation Authority

# COVID-19 Response

Employee Manual and Safety Plan

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## **COVID-19 Response**

<b>Stay home if ill</b>	<b>Avoid touching your face</b>	<b>Maintain good hand hygiene</b>
<b>Wear a mask in common areas</b>	<b>Daily self screening</b>	<b>Maintain proper cough etiquette</b>
<b>Maintain 2m social distance</b>	<b>Disinfect high touch surfaces</b>	<b>Follow Traffic Path</b>

## Summary

A plan for reopening the GSCA Administration Centre has been developed with the input of management, staff, JHSC, and guidance from Public Health Ontario, Grey Bruce Health Unit and other authorities. The goal of the plan is to optimize the health and safety of our employees and the public, as well as to achieve maximum business recovery. This manual is created to layout the expectations of the GSCA and staff during the current situation. We want all employees to feel comfortable and less stressed when returning to the workplace. Some key points are highlighted below, and more details are explained in this manual.

1. In our workplaces, the risk of transmission of the COVID-19 virus is mainly through 3 sources: staff to staff, public to staff, and objects/surfaces to staff through droplet and contact transmission. Thus, efforts have been taken, as applicable, to break the chain of transmission in these 3 ways based on the hierarchy of control (examples listed below).

<b>Engineering Controls (Physical Controls)</b>	<b>Administrative Control</b>	<b>Personal Protective Equipment (PPE)</b>
Plexiglass Barriers	COVID-19 Response Procedure	Masks
Human Traffic Patterns	Visitor / Client Screening	Gloves
Hand Hygiene Stations	Staff Screening	Face shields
Desk Placement	Accommodation for Vulnerable Workers	
Hands-Free Trash Cans	Illness Reporting Protocol	
Soap & Towel Dispensers	Reduce Sharing of Equipment	
	Physical Distancing	
	Environmental Cleaning & Disinfection	
	Signage	

2. All individuals, including staff, prior to entering the GSCA Administration Centre are expected to self screen with questions from the Health Status Declaration form provided on the Cloud Sharepoint site. If an individual answers “yes” to any question, that person is not permitted to enter the facilities.
3. GSCA Staff are required to undertake a similar screening prior to reporting for any GSCA-related work, whether at the office or not.
4. Perform hand hygiene and disinfect your work areas before commencing work.

5. All staff and clients are expected to maintain social distance with others of at least 2 meters and wear a mask. If social distance cannot be maintained, try to change the process
6. The majority of the Administrative Centre will remain closed to the public. For services that require access by the public, social distancing will be enforced, and the public will be limited to a designated area. Masks are required to be worn by staff and the public in any publicly accessible portions of the office.
7. Employees are expected to clean and disinfect shared tools, work areas, vehicles, and other equipment between employee usages.
8. High touch areas such as doorknobs and handrails will be disinfected throughout the day by designated staff.
9. Personal workspaces should be cleaned at the start of each shift and periodically throughout the day by the person using that space.
10. You should contact the GBHU at (519) 376-9420 for direction if you have symptoms of COVID-19. You will not be permitted to come to work if you are being tested, awaiting test results and/or are confirmed with COVID-19.

Should you have any concerns, recommendations, and accommodation requests, please contact your supervisor/manager and/or Alison Armstrong, the Manager of Finance and Human Resource Services at ext. 222 or [a.armstrong@greysauble.on.ca](mailto:a.armstrong@greysauble.on.ca)



## FAQ

- 1. I have some symptoms today (e.g. having a running nose) but feel that I am still physically able to go to work. Should I still get to the workplace?**

The short answer is no. You will not be permitted to report to your workplace if you are unwell (even if you think you do not have COVID-19). It is to protect you and your coworkers. You will be advised to stay home until your symptoms resolve and follow Public Health protocols. If well enough to work, you can continue to work remotely from home with the permission of your manager and an approved workplan.

- 2. Who should I talk to if I have a concern and/or a recommendation about returning to the workplace?**

Should you have any concerns, recommendations, and accommodation requests, please contact your supervisor and/or Alison Armstrong and/or Tim Lanthier.

- 3. What will happen if I have used up all my sick days?**

Employees are permitted to utilize their allotment of sick leave days, for the purposes of personal illness. During a pandemic that has been declared by the World Health Organization (WHO), sick credits may be used for personal illness, caring for a family member, community containment, self-isolation and quarantine due to COVID-19, unless the office has been temporarily closed or the employee has been temporarily laid off. At the discretion of your supervisor, the CAO, and the Manager of Finance and Human Resource Services, if an employee has tested positive for COVID-19, that employee may be able to receive regular salary after utilizing a maximum of eight (8) sick days, based on an individual assessment which takes into account an employee's ability to work from home.

- 4. What if I have a barrier to prevent me from returning to work?**

Please let your supervisor and/or Alison Armstrong know as soon as possible. The GSCA will evaluate these requests on a case-by-case basis.

- 5. Would public members be required to wear masks before coming into the GSCA Administration Centre?**

The public is required to wear cloth masks or other non-medical face coverings in accordance with Provincial regulations.

- 6. Can I bring my own masks to work?**

Staff are encouraged to bring their own masks if they possess them. If not, GSCA can provide disposable masks. Any employee provided masks should be tasteful and in keeping with a business environment and dress code. Please speak to your manager about any specific question about the suitability of your mask.

## **7. Where can I get more supplies?**

If you need more PPE (masks, gloves, face shields etc.) or other COVID-19 related supplies, please contact your supervisor.

## **8. What steps is GSCA taking to protect staff while allowing the public to enter the office**

The public will generally only be allowed to enter the narrow hallway at the front entrance near the Donor Tree. This area is modified to restrict access to this point and plexiglass barriers are installed to protect staff. The staff entrance door and basement entrance door will remain locked at all times. The public is not permitted to utilize staff areas such as the washrooms or kitchen. Access to the public entrance will be limited to one person or group at any given time.

The public will be permitted into a pre-determined meeting room under the following conditions:

1. The appointment has been pre-arranged with the relevant staff.
2. A maximum of two clients in one group will be permitted into the meeting room.
3. Clients will be required to answer screening questions, attest to their answers and provide a name and contact number.
4. The clients will be required to wear masks, maintain social distancing, and be seated opposite a plexiglass barrier from staff.

## **Background**

### **What is COVID-19?**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by a newly discovered coronavirus which is named SARS-CoV-2. Coronaviruses are a large family of viruses that cause illness in humans ranging from the common cold to more serious respiratory infections like bronchitis, pneumonia or severe acute respiratory syndrome (SARS).

2019 Novel Coronavirus (COVID-19) is a new strain of virus that has not been previously identified in humans. In some cases, illness caused by novel coronavirus can be mild. In more severe cases, the novel coronavirus can cause pneumonia, acute respiratory distress syndrome, severe influenza-like illness, kidney failure and even death.

### **How does COVID-19 spread?**

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or health care centre.

The virus spreads through small droplets from the nose or mouth when a person with COVID-19 coughs or exhales. These droplets can land on objects or surfaces around a person. Other people can catch COVID-19 when they breathe in the droplets or touch contaminated surfaces or objects and then touch their eyes, nose or mouth. This is why it is important to keep at least 2 meters (6 feet) away from other people who may be sick. (see the attached primer, “Routes of Transmission – What We Know so Far”

The World Health Organization advises that symptoms may appear in as few as two days, or as long as 10 to 14 days, after being exposed to someone with COVID-19. This time period is subject to change and may be updated as new information becomes available from Public Health.

### **What are the symptoms of COVID-19?**

Symptoms for COVID-19 range from mild to more severe. Some symptoms are similar to the flu and other common respiratory infections. These include fever, cough, difficulty breathing,

muscle aches, fatigue (feeling tired), headache, sore throat, runny nose, hoarse voice, difficulty swallowing, loss of sense of smell or taste, diarrhea, nausea or vomiting.

Some individuals may also experience symptoms such as, chills, delirium, falls, acute functional decline, increased heart rate, and decreased blood pressure.

In more severe cases, complications from COVID-19 can include pneumonia, kidney failure, or in some cases, death.

The risk of developing severe disease from COVID-19 may be higher if you have a weakened immune system. This may be the case for older people or anyone with chronic disease such as diabetes, cancer, heart, renal or chronic lung disease.



## General Precautions

- Talk you your healthcare provider or Public Health about receiving an approved vaccine
- Maintain social distance with others for 2 meters
- Wear a mask while in indoor public access areas or common areas of the office
- Avoid touching your face (eyes, nose or mouth)
- Maintain good hand hygiene – wash hands with soap and water or alcohol-based hand sanitizer often
- Clean and disinfect high touch objects and surfaces frequently

- Maintain proper cough etiquette – sneeze and cough on tissue paper or in elbow
- Stay at home if you are sick or unwell; and follow Public Health protocols.
- Change clothes and shower after work – Refer to GBHU Guideline *Considerations for Work Clothes and Uniforms*

## Definitions

For the purposes of this manual,

**Contractor:** A third party who performs work for the GSCA.

**COVID-19:** Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by a newly discovered coronavirus which is named SARS-CoV-2.

**Customer:** Person that is receiving service from the GSCA. This person may also be referred to as a member of the public or a client.

**GBHU:** Grey Bruce Health Unit

**High Touch Surfaces:** May also be referred to as commonly touched surfaces. It is referring to those surfaces that are regularly contacted by people. Examples include door handles, light switches, toilets, sinks, hand rails, counters, tools and photocopier controls.

**Confirmed case:** Case definition as outlined by Public Health Ontario.

**Probable case:** Case definition as outlined by Public Health Ontario.

**Self-Isolation:** this is a term regarding keeping yourself separate from others and would comprise staying home and limiting the number of visitors. Furthermore, it also means avoiding contact with other people in your home.

**Self-Monitoring:** this involves monitoring your health for symptoms of COVID-19 like fever, cough and difficulty breathing.

**WSIB:** Workplace Safety and Insurance Board

## Hazard Identification

In our workplaces, the risk of transmission of the COVID-19 virus is mainly through 3 routes: staff to staff, public to staff, and objects/surfaces to staff. Thus, potential hazards which lead to COVID-19 virus transmission should be identified and documented for each workplace. Efforts should be put in place to break the chain of transmission in these 3 ways.

Hazards in each workplace should be recognised and assessed individually and documented in a risk assessment.

## Implementation of Controls

Control measures should be implemented to mitigate the hazards identified. The Hierarchy of Controls must be considered when correcting an unsafe/ potential unsafe condition. It indicates the order that controls should be considered:

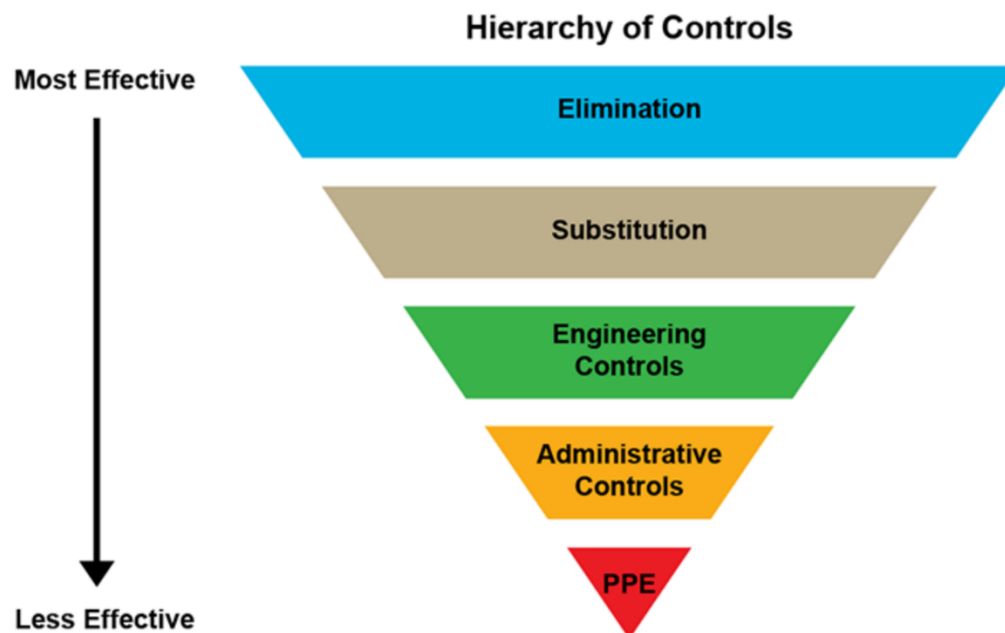


Photo Source: Government of Ontario

## Elimination

Remove the risk of exposure entirely from the workplace. Having all staff continue to work remotely would eliminate COVID-19 risk from the workplace. However, there is still a requirement for staff to attend the workplace during the pandemic situation, including the provision of public service.

## **Substitution**

Replace a hazardous substance with something less hazardous (for example, replace one chemical with another). For an infectious disease such as COVID-19, substitution is not an option.

## **Engineering controls**

Make physical changes to separate workers from the hazard or support physical distancing, disinfecting and hygiene. Examples include, installing plexiglass barriers to separate staff from customers, removing unnecessary doors that many people would have to touch, etc.

## **Administrative controls**

Make changes to the ways staff work and interact, using policies, procedures, training and signage. Examples include, creation of policies to limit the number of people in the office at one time, scheduling staggered shifts and breaks, establishing new cleaning and disinfection protocols, providing education and training on proper hand washing technique

## **Personal protective equipment (PPE)**

This is equipment and clothing worn by staff to minimize exposure to hazards and prevent illnesses and infection. PPE is used to protect the wearer and can include such things as gloves and eye protection.

PPE should only be used after other controls have been carefully considered and all feasible options implemented.

- Face coverings

Public health requires that people use a face covering (for example, non-medical mask, cloth mask) in indoor public spaces to reduce the risk of spreading COVID-19 to other people when physical distancing may be a challenge or not possible.



Face coverings are not PPE and are not an appropriate substitute for physical distancing in the workplace.

They will not protect the people wearing them from being exposed to or getting COVID-19. However, by encouraging customers and other visitors to the office to wear face coverings, we can help to protect staff. If staff choose to wear their own face coverings, this will not reduce the need for physical distancing

While elimination and substitution may be challenging in this circumstance, we have implemented engineering controls, administrative controls, and personal protective equipment (PPE) based on the findings on the risk assessments in each department and/or workplaces. Examples of control measures are listed below.

### **1. Physical Barrier**

Plexiglass will be installed at the service counters to serve as physical barriers between customers and staff members prior to members of the public being re-invited back into the office. Plexiglass will also be utilized to separate any meeting tables such that a staff member can be on one side and the client can remain on the other.

### **2. Human Traffic Pattern**

Directional arrows have been placed on the walls in the upstairs portion of the office to direct traffic patterns. Additionally, some common use areas such as the copier/printing station and the 3D Computer have been taped off on the floor such that a 2-metre separation distance can be maintained. Interior stair traffic has been divided such that the staff entrance staircase accommodates downward traffic and the back stairs (near library) accommodate upward traffic. Signage throughout the building reminds staff to social distance and respect other people's space.

### **3. Hand Hygiene Station**

Proper and frequent hand hygiene is one of the most important precautions for COVID-19. You should clean your hands frequently and whenever needed (e.g. after handling mail/packages, before eating, after cleaning, after using common areas, etc.). Using soap and water is

preferred; if that is not possible, alcohol-based hand sanitizer is provided throughout the building.

#### **4. Room Design**

Some rooms and offices may have to be adjusted to allow social distancing. For example, some office spaces may need to be relocated as possible to accommodate social distancing.

#### **5. Social Distancing**

Everyone on GSCA properties and all staff members working are expected to maintain social distance with others of at least 2 meters. Signage has been placed throughout the Administration Office to remind occupants of social distancing. To facilitate social distancing, lunchbreaks and/ or start time and end time of shifts may have to be staggered. Supervisors will communicate with team members if this is the case.

#### **6. Limited Public Access**

GSCA's Administrative Office will remain closed to the public until appropriate engineered controls are installed. Once the office is reopened to the public, The public will generally only be allowed to enter the narrow hallway at the front entrance near the Donor Tree. This area is modified to limit access to this point and plexiglass barriers are installed to protect staff. The staff entrance and basement doors will remain locked at all times. The public is not permitted to utilize staff areas such as the washrooms or kitchen. Access to the public entrance will be limited to one person or group at any given time.

The public will be permitted into a pre-determined meeting room under the following conditions:

1. The appointment has been pre-arranged with the relevant staff.
2. A maximum of two clients in one group will be permitted into the meeting room.
3. Clients will be required to answer screening questions, attest to their answers and provide a name and contact number.
4. The clients will be required to wear masks, maintain social distancing, and be seated opposite a plexiglass barrier from staff.

## **7. Self Screening**

We're conducting active and passive health screening of all employees and visitors to the Administration Office utilizing the Provincially derived screening questionnaire.

### **Employees**

- All staff are required to self screen daily before coming to work.
- Screening should be acknowledged and/or documented daily. For office staff and technical staff, confirmation of the Provincial self screening tool shall be submitted to your immediate supervisor. For other staff, email or paper documentation is required.
- Intentional failure to complete this screening or the intentional provision of false information will result in appropriate disciplinary action being taken by GSCA.

### **Clients / Contractors**

- Screening questionnaires are posted at the entrance of the Administration Office. Visitors must review the questions and self-screen before entering the facilities.
- If clients / contractors visit the other parts of the Administration Office, beyond the reception area, the screening tool, must be completed and attested to.
- Contractors are expected to complete the screening tool, daily, before commencing or continuing work at the GSCA Administration Office.
- Staff members who invite clients or contractors to the Administration Office (beyond the reception area) are responsible for signing them in and ensuring screening is completed prior entering. It is important that the name, date, and contact information is collected to assist in contact tracing if necessary.

## **8. Reporting Illness**

Staff are required to stay home and inform their supervisors if they are ill. Staff shall notify their supervisor and the Manager of Financial and Human Resource Services as soon as possible if they have symptoms of COVID-19, and/or are suspected or confirmed to have COVID-19.

## **9. Signage**

Posters are put up throughout the office to remind staff of appropriate safety precautions, including, social distancing, proper hand hygiene, cleaning, self-screening, etc.

## **10. Training**

All GSCA Staff will receive this manual digitally and shall be required to attend in-person training upon their return to the office. Any updates will be communicated in a timely manner.

## **11. Personal Protective Equipment (PPE)**

Gloves, masks, face shields and other PPE are available for staff as required. PPE required for each specific task for COVID-19 prevention should be documented in the risk assessments and communicated to employees by the JH&S Committee. Masks are to be worn by all staff and visitors in all indoor areas of the office and shop that are used in common or accessible to the public. If social distancing cannot be maintained during work in outdoor situations and the work cannot be altered, then masks are required to be worn. The exception to the foregoing would be an employee that has a health condition that restricts use of a mask. In such a case, the employee's supervisor shall be notified prior to work proceeding. If these PPE are not identified as mandatory, staff may still wear them if they feel appropriate. Please refer to the factsheets of *How to Safely Use a Non-Medical Mask or Face Covering*, *Caution for Using Gloves in Public Settings*, and *Steps to Take Off Gloves* for more details.

## **12. Cleaning and Disinfecting**

Cleaning products used to clean and disinfect should meet the Canadian government requirements (and/or information of disinfecting ability should be provided by the suppliers and reviewed by GSCA). The approved list can be found here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>. SDS forms for these chemicals will be filed in the SDS binders.

### **GSCA areas/ Computer equipment/ Tools**

In order to maintain social distancing, only one staff member should be assigned to an workstation/desk at any given time. (Note if this is not possible, cleaning should occur before use). Tool sharing should be limited.

Areas / equipment that are being shared will be equipped with:

- Soap and water or hand sanitizer (with at least 60% alcohol content) if hand washing is not convenient/practical;
- Bottle of disinfectant spray and paper towels or container of disinfectant wipes;

- Box of nitrile gloves (Optional)

Within the GSCA Office, these areas include the photocopier/printer area, the lunchroom area, the washrooms, the basement boardroom/library, and the 3D computer.

Cleaning and disinfecting work areas, computer equipment, and tools should occur at various times throughout the day by the user. These times includes: the **start of shift, between employee usages**, and at the **end of shift**. Additionally, Staff are expected to tidy common use areas accordingly after each use.

The JH&S Committee shall ensure that the Safety Data Sheet (MSDS) and product labels are up to date for each product.

When cleaning and disinfecting (high touch areas):

- DO NOT touch your face while disinfecting surfaces.
- Staff may wear gloves if they choose while cleaning and/or disinfecting (refer to *Factsheets – Caution for Using Gloves in Public Settings and Steps to Take Off Gloves for more details*). Using disinfecting wipes and/or spray cleaner(s) and wipe down the areas and computer equipment (high touch areas). **Do not spray cleaners directly on computer parts or other electronics unless advised to do so by the IT Department.**
- Wait at least 2 minutes (or as directed) to allow for disinfection to occur.
- Discard the wipes used, and carefully remove any PPE worn (refer to *Factsheet – Caution for Using Gloves in Public Settings and Steps to Take Off Gloves for more details*).
- Immediately wash your hands with soap and water or use hand sanitizer until you are able to clean your hands with soap and water.

### **GSCA vehicles**

Where possible, staff will be assigned a vehicle for there sole use during the duration of the field work and/or the pandemic. In consultation with the Operations Manager and the CAO, these staff will be assigned such vehicle and it will be recorded as such in the Vehicle Booking Calendar on Sharepoint.

As the fleet is not large enough and field work not consistent enough to warrant every staff person being assigned a vehicle for their sole use. For those vehicles and staff that are not paired up, staff may book a vehicle using the Vehicle Booking Calendar on Sharepoint.

When booking a vehicle, staff shall book the vehicle for the full day that they need it. Staff shall ensure that their booking does not overlap with another users booking for that day.

The key rack for the vehicles has been moved to the alarm room. Staff picking up keys for a vehicle shall not enter the office further than the alarm room for any reason unless they are otherwise scheduled to be in the office or the office is generally open for staff. Upon leaving the alarm room, staff shall follow the sanitization procedures included above.

All GSCA fleet vehicles will be provided with hand sanitizer, disinfectant wipes or spray and paper towel, nitrile gloves, and small personal garbage bags.

Vehicles will be equipped with (or the following items should be readily available for operators):

- Hand sanitizer (with at least 60% alcohol content)
- Bottle of disinfectant spray and paper towels or Container of disinfectant wipes
- Box of nitrile gloves

Cleaning and disinfecting fleet vehicles and equipment should occur at various times throughout the day by the user. These times includes: the **start of shift, between employee usages (if relevant)**, and at the **end of shift**. In an effort to control the spread of the virus, this cleaning practice also applies to any tools that are shared between employees.

When utilizing the high contact areas of the gasoline refueling areas (i.e. pump handles, card station, etc.) the provided gloves should be utilized to avoid touching of any of the high touch areas at the fueling station. Upon completion of fueling, the gloves can be disposed of in a garbage can at the fueling station. (refer to Factsheet – Caution for Using Gloves in Public Settings and Steps to Take Off Gloves for more details).

Staff are to ensure that they` review the Material Safety Data Sheet (MSDS) and/or labels for each product prior to use.

When cleaning fleet vehicles and equipment:

- Keep the vehicle's doors and/or windows open for ventilation.
- Staff may wear gloves while cleaning and/or disinfecting (refer to *Factsheet – Caution for Using Gloves in Public Settings and Steps to Take Off Gloves for more details*). For your consideration, if you are using fabric or leather gloves, be mindful that some viruses can remain viable on fabrics for anywhere between several hours to several days.
- Use disinfecting wipes and/or spray cleaner(s) to wipe down the dash, indoor and outdoor door handles, steering wheel, shifter, radio dials/dash touch screens and any other frequently touched items in the vehicle.
- Reminder to include any areas of the passenger compartment that may have been touched.
- Also wipe down any interior/exterior touch points such as that you or others may use during operation.
- Wait at least 2 minutes (or as directed) to allow for disinfection to occur.
- Discard the wipes used, and carefully remove any PPE worn (refer to *Factsheet – Caution for Using Gloves in Public Settings and Steps to Take Off Gloves for more details*).
- Immediately wash your hands with soap and water or use hand sanitizer until you are able to clean your hands with soap and water.

### **13. Precautions on Site Visits**

The following additional steps should be taken when staff are planning to enter private property:

- Advise the customer that as a result of the current COVID-19 situation, GSCA employees are implementing measures to protect themselves and other members of the public from further spread of the virus. As such, staff will be asking questions to assess the level of risk and inquiring as to the nature of the activity to determine which next steps to take.

- Ask screening questions (refer to *Screening Tool*) – note that the screening questions might be changed due to new information received.
- If the responses to all screening questions are all 'NO', then proceed with work.
- If the responses to all or any of the screening questions is 'YES', reschedule the work or, if relevant, request that the client is not on site during the visit.
- Staff are recommended to wear a face mask and to request the client to wear a face mask during site visits.
- Document the responses in the planfile, system log, daily journal etc.
- Social distancing of 2 meters must be maintained at all times while on site. This may need to be vocalized to the customer and/or other meeting attendees. If the customer refuses to respect the staff request, staff shall leave the site.
- If there is shared equipment, tools or other commonly touched surfaces that cannot be cleaned and disinfected, gloves may be worn while touching these surfaces.
- Refer to the Factsheets – *How to Safely Use a Non-Medical Mask or Face Covering*, *Caution for Using Gloves in Public Settings*, and *Steps to Take Off Gloves* when gloves and masks are being worn during work.
- Staff are not to enter people's homes or personal vehicles at this time.

#### **14. Precautions on Mail, Packages and Interoffice Paperwork Handling**

Any documents being handled by GSCA staff should be handled with proper care (including PPE if necessary). Additional measures to be considered if possible, include:

- Discard the original packages of mails/ packages (e.g. magazines in sleeves).
- Go paperless (i.e. e-billing, emails, electronic documents).
- Switch to virtual or online (i.e. programs, procedures, forms, audits, inspections, tasks).

#### **Wearing Gloves**

Staff may wear gloves while handling documents and packages, however, it should be noted gloves on their own do not prevent the potential spread of illness. If staff choose to wear gloves, refer to *Factsheet – Caution for Using Gloves in Public Settings and Steps to Take Off Gloves* for more details.



### **Receiving deliveries from a courier**

- Delivery staff should not enter GSCA building beyond the reception area, if possible.
- Signature confirmation of delivery receipt shall be avoided if possible; however, delivery employees may collect GSCA Staff information as confirmation of delivery.
- Packages can be put through the mail slot if it fits or can be left inside the door
- For large deliveries, delivery staff will be required to complete the Screening Tool that is posted at entrances, before entering further into the GSCA Administrative building.
- Delivery staff are required to wear a mask for entry into the building.
- Staff are to maintain a distance of two (2) meters or greater from couriers or delivery drivers.
- Discard the original packages of mails/ packages.
- Clean and disinfect delivery handling area after use.

### **Interoffice Documents Handling**

For interoffice documents or documents that have not been mailed/couriered, and are dropped off by internal staff for administrative purposes the following additional measures can be considered if possible:

- Identify if the documents can be processed digitally rather than exchanging the physical paperwork
- Identify if the documents are critical to be touched by others at this time, or if they can be placed in an appropriate location by those who completed the paperwork for future processing or filing to reduce the need for staff to handle them such as a drop box or tray
- Identify if the paperwork can be held for 24 hours prior to processing. If not, employees should take appropriate cautions in terms of not touching eyes, nose and mouth, and should wash their hands immediately afterwards with soap and water or hand sanitizer.

## **Case Management**

If an employee believes they may have COVID-19 symptoms or have been in close contact with someone who has, they should self-isolate and contact the GBHU at (519) 376-9420 for direction (including return to work directives). In addition, the employee should use Ontario's Self-Assessment Tool to determine if further care is required. If while in self-isolation COVID-19 related symptoms develop, contact the GBHU.

GBHU is responsible in identifying and notifying employees who have been subject to a credible transmission risk of COVID-19 in the workplace. If an individual has not been contacted by public health, they would not be considered a close contact of a confirmed case. If requested, the GSCA will work with the local Health Unit to assist in identifying contacts the infected employee had in the workplace. GSCA will strive to balance the infected employee's right to privacy with the employer's obligation to maintain a safe workplace.

Employees shall notify the Manager of Financial and Human Resource Services and their direct supervisor as soon as possible if they have symptoms of COVID-19, and/or are suspected or confirmed to have COVID-19. The employee is not permitted to return to the workplace until they receive clearance from the local health unit.

### **What to do if an employee has been tested for COVID-19:**

- If an employee has been tested the employee should not return to the workplace until a negative test result is received and no further symptoms are present or follow the direction of the GBHU.
- The employee's work area should be cleaned (refer to section Cleaning and disinfection of an employee's work area) or left vacant for 72-hours.
- No additional action is required in the workplace unless identified by the GBHU. The GBHU will advise the GSCA if there is follow up action required at this time.
- The Supervisor should continue to maintain contact with the employee and reasonable steps should be taken to protect the privacy of the employee.
- If the employee's test is positive, the section "What to do if employee has a confirmed case of COVID-19" will apply.

- If the employee's test is confirmed negative the employee may need to work remotely until the symptoms subside. This will decrease the risk of a non-COVID-19 illness being transmitted to other staff.

**What to do if an employee has a confirmed case of COVID-19:**

- The employee should not be permitted in the workplace until they have been tested and cleared by the GBHU.
- All employees who have worked closely with the infected employee should be removed from the workplace until guidance can be received on appropriate action from the GBHU.
- What constitutes "closely" will depend on the workplace and the nature of interactions between employees. Physical distancing and hygiene practices will dictate decisions regarding risk. The GSCA will err on the side of caution.
- Reasonable measures should be taken to protect the identity of any employee who contracts COVID-19. Notifications to employees who had close contact with the COVID-19 positive individual will be conducted by the GBHU, as they deem appropriate.
- The employee's work area should be cleaned (refer to section Cleaning and disinfection of an employee's work area).
- If the infection is suspected of being acquired at the workplace or through the course of employment, complete an Incident Report (refer to section Reporting a COVID-19 positive employee). Also notify the Manager of Financial and Human Resource Services as a WSIB submission may be required.

**What to do if an employee has a probable case of COVID-19:**

- The employee should be removed from the workplace (similar to a positive case).
- An employee who has mild symptoms should stay home and contact the GBHU. The GBHU will provide guidance on what the employee should do. The employee may be directed to get tested, self-isolate, and/or self-monitor.

- Reasonable measures should be taken to protect the identity of the employee with probable COVID-19.
- The employee's work area should be cleaned (refer to section Cleaning and disinfection of an employee's work area).
- If the COVID-19 infection is confirmed, the section "What to do if employee has a confirmed case of COVID-19" will apply.
- If the employee's test is confirmed negative the employee may need to work remotely until the symptoms subside. This will decrease the risk of a non-COVID-19 illness being transmitted to other staff.

**Cleaning and disinfecting of the employee's work area:**

- Cleaning products used to clean and disinfect a workplace should meet the Canadian government requirements (and/or information of disinfecting ability should be provided by the suppliers and reviewed by the GSCA). The approved list can be found here: <https://www.canada.ca/en/healthcanada/services/drugs-health-products/disinfectants/covid-19/list.html>
- The workstation/office space/vehicle/equipment the employee came into close contact with should not be used until disinfecting of the area can be completed or an appropriate amount of time has passed.
- Large-scale disinfection will be assessed on the individual's movement within an Authority building(s) or work area and with guidance from GBHU. Large scale disinfection may require the closing of a building(s) for disinfection to occur.
- If employees are required to be sent home while disinfecting occurs, they will continue to work remotely as possible. Should this not be possible, employees will be compensated their regular work hours. Each situation will be reviewed independently by the employee's supervisor, the Manager of Financial and Human Resource Services and the CAO.
- The building shall be closed and taped off or delineated in some way to indicate employees should not enter until cleaning has occurred.

- Work areas may undertake disinfection and cleaning if staff are available and trained.

**One of our employees told us they were in close contact with someone who has a probable case or has tested positive for COVID-19. What should we do?**

- The employee should be removed from the workplace and instructed to contact the GBHU. They will be advised, depending on how close their contact was to the individual, to either self-isolate or self-monitor for a period of 14 days.
- If the employee has been instructed to self-monitor, they may return to the workplace, unless otherwise advised by the GBHU.
- If the employee returns to the workplace, employees should be reminded of the importance of physical distancing and proper hygiene practices.
- Request direction from the GBHU as to whether co-workers should be advised to self-isolate or self-monitor.

**Reporting of a COVID-19 positive employee:**

- There is no obligation to report a confirmed case of COVID-19 to federal or provincial health authorities. The medical professional who received the diagnosis has the obligation to report the positive test result to provincial health authorities.
- If an employee in the workplace is diagnosed, the GSCA will voluntarily contact the GBHU to receive advice and assist in identifying contacts the infected employee had in the workplace.
- If an employee becomes ill from COVID-19 and it is determined that the infection is suspected of being acquired at the workplace or through the course of employment, there is an obligation to complete the notifications for a workplace illness. Notifications may include the Joint Health and Safety Committee, the Ministry of Labour, Training and Skills Development and the WSIB. The GSCA will report the incident to WSIB as per the regulatory requirement. The assessment of whether the employee is entitled to compensation would be assessed on a case-by-case basis by WSIB.

## Support

We are all in this together but we each experience it differently. In these uncertain times feelings of concern, stress, and anxiety are normal. It is good to seek help if you cannot manage on your own. Please refer to the mental health resources and supports below.

- Employee and Family Assistance Program (EFAP) from LifeWorks: 1-866-331-6851 or through the LifeWorks app available from the App Store and Google Play.
- The Centre for Addiction and Mental Health (CAMH):  
<http://www.camh.ca/covid19#coping>
- Call 211 or 1-877-330-3213 for free anytime for information and referrals for community, government, social and health services, including mental health resources across Ontario. [Live web chat](#) is also available.
- In Crisis? Call the [Mental Health Crisis Line of Grey Bruce](#) at 1-877-470-5200. This line is staffed by trained volunteers and is available to help serve people in distress or crisis. Staff are available to speak with you 24 hours a day, 7 days a week, every day of the year.

For more details, please refer to GBHU webpage “Mental Health and the COVID-19 Pandemic” at <https://www.publichealthgreybruce.on.ca/COVID-19/Mental-Health>.

It is okay if you need to take a break at work, slow down and take a deep breath. Going outside and getting some fresh air may also be a good idea!

We care about your health and safety, physically and mentally; at work and off work. Please feel free to share your thoughts with us and let us know how we can help.

## **Roles & Responsibilities**

### **Senior Management**

- Ensure proper procedures are created and adhered to.
- Maintain safe workplaces with low risk of COVID-19 transmission.
- Protect the infected employees' right to privacy.
- Work with and/or seek advice from GBHU when necessary.

### **Manager / Supervisor**

- Ensure that all employees understand responses to COVID-19 from GSCA.
- Ensure that appropriate personal protective equipment (PPE) is provided and maintained and that it is used properly if required.
- Advise the Operations Manager if products are running low.
- Provide appropriate training to all workers.
- Arrange cleaning and disinfecting of the workplaces if required.
- Complete an Incident Report with the worker if the infection is suspected of being acquired at the workplace through the course of employment.

### **Human Resources and/or Health and Safety**

- Provide training to all workers regarding this manual
- Update this manual and other COVID-19 related responses in a timely manner
- Provide assistance in the event an employee has a probable or confirmed case of COVID-19, or has been identified as a close contact by the GBHU with a person who has a confirmed case of COVID-19
- Notify appropriate parties when it is determined that the COVID-19 infection is suspected of being acquired at the workplace or through the course of employment.

### **Worker**

- Review this manual and other related procedures with supervisor
- Wear the personal protective equipment (PPE) if required
- Report any hazards, defects, or missing equipment and/or devices to supervisor
- Share any recommendations or concerns of the implemented control measures to supervisor or senior management.
- Notify the Human Resources Department as soon as possible if you have symptoms of COVID-19, and/or are suspected or confirmed to have COVID-19
- Complete an Incident Report with your manager/ supervisor if the infection is suspected of being acquired at the workplace through the course of employment

## Resources

Government of Canada (Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19):

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Grey Bruce Health Unit:

<https://www.publichealthgreybruce.on.ca/>

GBHU Considerations for Work Clothes and Uniforms:

<https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/Considerations%20for%20Work%20Clothes%20and%20Uniforms.pdf?ver=2020-04-20-114304-450>

Ontario Ministry of Health:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_case\\_definition.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_case_definition.pdf)

Ontario Ministry of Health – Self Assessment Tool:

<https://covid-19.ontario.ca/self-assessment/>

Public Health Ontario:

<https://www.publichealthontario.ca/>

## Appendices (only included in digital version)

Factsheet – How to Protect Yourself from COVID-19

Factsheet – What You Need to Know about Viral Vector Vaccines

Factsheet – What You Need to Know about mRNA Vaccines

Factsheet – When and How to Wear a Cloth Mask or Face Covering

Factsheet – Steps to Take Off Gloves

Factsheet - Caution for Using Gloves in Public Settings

Factsheet – COVID-19 Routes of Transmission – What We Know So Far (June 30, 2021)

Screening – Visitor or Contractor



## Revision History

Written by: Tim Lanthier	Date: 20-Jul-2020
Reviewed by: JH&S Committee	Date: 24-Jul-2020
Issued for Staff Review	Date: 04-Aug-2020
Date of Issue: 18-Aug-2020	
<b>Changes Tracking</b>	
<b>Date</b>	<b>Summary of Changes</b>
17-Aug- 2020	<ul style="list-style-type: none"> <li>- Minor Wording Changes</li> <li>- Changed reference of Self Assessment to Cloud Sharepoint Site</li> <li>- Addition of clause regarding masks during site visits</li> <li>- Addition of clause regarding staying home if symptoms persist</li> <li>- Removed draft watermark</li> <li>- Added final issuance date</li> </ul>
23-Aug-2021	<ul style="list-style-type: none"> <li>- Minor wording changes</li> <li>- Changed reference to Cloud Sharepoint Site to Provincial Screening Tool</li> <li>- Added requirement for masks</li> <li>- Amended section on public entry into building</li> <li>- Amended date</li> <li>- Circulated to JH&amp;S Committee for Review</li> </ul>
20-Sep-2021	<ul style="list-style-type: none"> <li>- Issued to Staff</li> </ul>

GSCA reserves the right to change this manual at any time without prior notice. In the event that any changes are made, the revised version shall be communicated to all staff as soon as possible.

## Coronavirus Disease 2019 (COVID-19)

# How to Protect Yourself from COVID-19

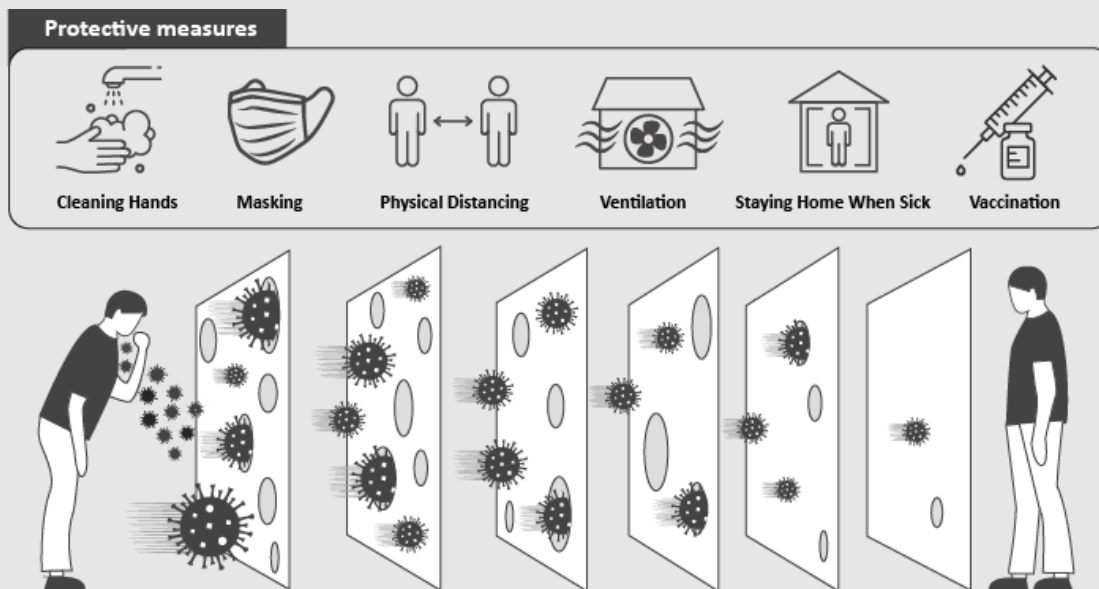
This fact sheet outlines prevention measures you can use to reduce the spread of COVID-19. Vaccination is one of the strongest layers of prevention. Combine it with other layers of prevention to lower your risk.

## Ways COVID-19 is spread

- COVID-19 is spread most commonly during close contact (generally less than 2 metres) through an infected person's respiratory droplets generated when a person breathes, coughs, sneezes, talks, or sings
- These droplets range in size from large ones which fall quickly to the ground to smaller ones, known as aerosols, which can remain suspended in the air.
- Aerosols may transmit over long distances, but the risk is higher with longer periods of time in indoor spaces with poor ventilation and lack of masking or distancing.
- Objects or surfaces (e.g., furniture, fixtures, gadgets) that have the COVID-19 virus on them may transmit the virus from your hands to your eyes, nose and mouth.

## Layers of protection against COVID-19

Use **multiple layers** of prevention to provide the best protection, especially if you cannot avoid closed spaces, crowded places, and close contact. No single intervention on its own is perfect at preventing COVID-19 spread.



Adapted from: Rockefeller Foundation. Layers of protection against covid-19 - the "Swiss cheese" model [video recording on the Internet]. New York: Rockefeller Foundation; 2021 [cited 2021 Jun 02]. 1:15 min. Available from: <https://www.youtube.com/watch?v=ou88lei-52k>

## Get vaccinated

- Get fully vaccinated as soon as you are eligible to do so. The more people who are vaccinated, the less COVID-19 will circulate in the community. For more information visit Ministry of Health website: [How to Book a COVID-19 Vaccine Appointment](#).



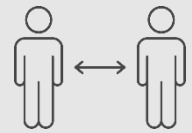
## Stay home when sick or exposed

- Stay home and get tested if you develop symptoms. See Public Health Ontario's [How to Self-isolate](#) fact sheet.
- Unless advised otherwise by public health, stay home if you have been exposed to someone with COVID-19 even if you are feeling well. People can be infectious before they are sick.



## Practice physical distancing and avoid crowded spaces

- Two metres distancing is the general recommendation, but further is better especially when indoors and unmasked, such as when eating.



## Spend time outdoors or in well-ventilated indoor spaces

- When outdoors, practice physical distancing and wear a mask where distancing is not possible.
- Ensure your ventilation system is in good working order. If you don't have a ventilation system, open windows to increase fresh air flow.



## Wear a well-fitting mask in public

- Wear a well-fitting 2-3 layer mask (ideally with filter layer). No bandanas, scarves or neck gaiters. See Public Health Ontario's [Non-medical Masks and Face Coverings](#).
- Limit time without a mask in shared indoor spaces (e.g., meal breaks).



## Practice respiratory etiquette and keep things clean

- Wash your hands frequently.
- Cover your coughs and sneezes.
- Clean high-touch surfaces regularly.



For more information please contact: \_\_\_\_\_

The information in this document is current as of June 15, 2021

## Coronavirus Disease 2019 (COVID-19)

# What You Need to Know About Viral Vector Vaccines

This fact sheet provides information on the safety and effectiveness of viral vector vaccines. For more information, see Public Health Ontario's [COVID-19 Vaccines: Viral Vector-based Vaccines](#) or visit [COVID-19 Vaccines](#) webpage.

## About viral vector COVID-19 vaccines

- Viral vector vaccines are designed to produce an immune response that protects us against the virus that causes COVID-19.
- The two currently authorized viral vector vaccines are AstraZeneca/COVISHIELD and Janssen (Johnson and Johnson) vaccine.
- AstraZeneca/COVISHIELD is given as a 2-dose vaccine series; Janssen is a 1 dose vaccine.



## How do viral vector vaccines work

- A viral vector vaccine is a modified, weakened version of a different virus (not the virus that causes COVID-19), called a vector.
- The vaccine works by providing our cells with genetic instructions on how to produce a copy of a protein that is found on the surface of the COVID-19 virus.
- These viral proteins, known as antigens, are recognized by the body which starts an immune response.
- The vaccine does not give you the virus or cause an infection. After our cells make copies of the protein, they destroy the viral vector from the vaccine.



## Viral vector vaccines are safe and effective

- The viral vector vaccines were authorized by Health Canada after they were shown to be safe, effective and of high quality in clinical trials with 87,000 people.
- In clinical trials, the efficacy of viral vector vaccines was between 67% (Janssen) and 82% (AstraZeneca/COVISHIELD when interval between 2 doses > 12 weeks) in preventing COVID-19 disease.
- Both vaccines have been shown to be highly effective in preventing severe disease, including hospital stays as well as deaths from COVID-19.
- The vaccines cannot give you COVID-19.
- The vaccines do not interfere with COVID-19 test results used to look for infection and do not give false positive test results.
- More research is being done to determine how long the vaccine protection lasts and if it will prevent others around you from getting sick with COVID-19

## Like every vaccine, there may be possible side effects

- The most common side effects are pain at the injection site, fatigue and headaches.
- Other common side effects can include: fever, chills, muscle pain and joint pain.
- These side effects usually occur within 1-2 days after vaccination and go away within 1-3 days.
- Viral vector vaccines (AstraZeneca/COVISHIELD and Janssen) have been associated with a very rare blood clotting condition, known as vaccine-induced immune thrombotic thrombocytopenia (VITT). For further information about VITT and AstraZeneca/COVISHIELD and Janssen vaccines please see the following resources:
  - Ontario COVID-19 Science Advisory Table: [Vaccine-induced immune thrombotic thrombocytopenia \(VITT\) following adenovirus vector COVID-19 vaccination: lay summary](#)
  - Ministry of Health: [COVID-19 Vaccine Information Sheet, version 5.0](#)

## Continue to protect yourself and others

- Until vaccines are widely available, it is important to continue to protect yourself and those around you from COVID-19.
- Keep practicing protective measures such as washing your hands, physical distancing, covering your mouth when you cough, wearing a mask and following local public health guidance.

## Learn about the virus

To learn more and access up-to-date information on COVID-19, visit the Ontario Ministry of Health's website: [ontario.ca/coronavirus](https://ontario.ca/coronavirus).

For more information please contact: \_\_\_\_\_

The information in this document is current as of May 26, 2021

## Coronavirus Disease 2019 (COVID-19)

# What You Need to Know About mRNA Vaccines

This fact sheet provides information on the safety and effectiveness of mRNA vaccines. For more information, see Public Health Ontario's [COVID-19 Vaccines: mRNA Vaccines](#) or visit the [COVID-19 Vaccines](#) webpage.

## About mRNA COVID-19 vaccines

- Messenger ribonucleic acid (mRNA) vaccines are designed to produce an immune response that protects us against the virus that causes COVID-19.
- The two currently authorized COVID-19 mRNA vaccines available in Ontario are the Pfizer-BioNTech and Moderna vaccines.



## How do mRNA vaccines work

- The vaccine works by delivering genetic instructions, mRNA, to our cells to produce a copy of a protein that is found on the surface of the COVID-19 virus.
- These viral proteins, known as antigens, are recognized by the body which starts an immune response.
- The vaccine does not give you the virus or cause an infection. After our cells make copies of the protein, they destroy the mRNA from the vaccine.

## mRNA vaccines are safe and effective

- The mRNA vaccines were authorized by Health Canada after they were shown to be safe, effective (94-95%) and of high quality in clinical trials.
- In the real world, both Pfizer-BioNTech and Moderna are both equally effective in preventing COVID-19 among people who have received two doses.
- Both mRNA vaccines work the same in preventing hospitalization and death, and work comparably against the circulating variants of concern.
- The vaccines cannot give you COVID-19.
- The vaccines do not interfere with COVID-19 test results used to look for infection and do not give false positive test results.
- More research is being done to determine how long the vaccine protection lasts and if it will prevent others around you from getting sick with COVID-19.



## Like every vaccine, there may be possible side effects

- The most common side effects are pain at the injection site, fatigue and a headache.
- Other common side effects can include: fever, chills, muscle pain and joint pain.
- These side effects usually occur within 1-2 days after vaccination and go away within 1-3 days.

## Continue to protect yourself and others

- Until vaccines are widely available, it is important to continue to protect yourself and those around you from COVID-19.
- Keep practicing protective measures such as washing your hands, physical distancing, covering your mouth when you cough, wearing a mask and following local public health guidance.

## Learn about the virus

To learn more and access up-to-date information on COVID-19, visit the Ontario Ministry of Health's website: [ontario.ca/coronavirus](https://ontario.ca/coronavirus).

For more information please contact: \_\_\_\_\_

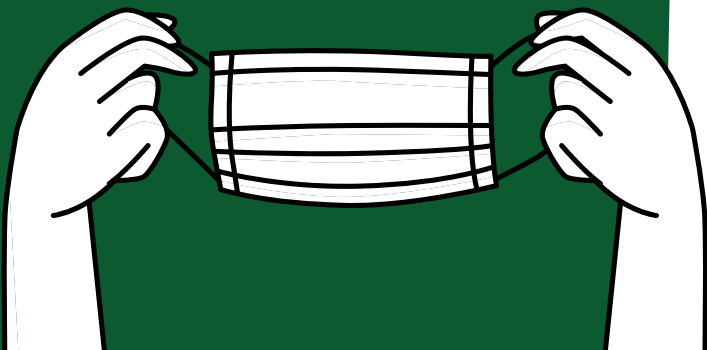
The information in this document is current as of June 28, 2021

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Ontario 

# When and How to Wear a Cloth Mask or Face Covering

*As required by the Government of Ontario*



Wear a face covering indoors, outdoors if physical distancing cannot be maintained, and when wearing one is required.

You must use a face covering (non-medical mask such as a cloth mask) in public indoor spaces including:

- ✓ public spaces like stores, event spaces, places of worship, entertainment facilities and common areas in hotels
- ✓ workplaces, even those that are not open to the public
- ✓ vehicles that operate as part of a business or organization, including taxis and rideshares

Additionally, face coverings are required in line-ups or where patrons congregating outside venues.

**Wearing a mask is just one action you can take to reduce the spread of COVID-19. Continue to practice regular hand hygiene, proper respiratory etiquette, and physical distancing. Stay home except for essential purposes.**

Source: [www.ontario.ca/page/covid-19-stop-spread#section-2](https://www.ontario.ca/page/covid-19-stop-spread#section-2)  
Updated: Jan 14, 2020



# When you don't have to wear a face covering

✕ Children younger than two years old.

## Health and accommodations

- ✕
- have a medical condition that inhibits your ability to wear a face covering
  - are unable to put on or remove your face covering without help from someone else
  - are receiving accommodations according to the Accessibility for Ontarians with Disabilities Act, 2005 or the Human Rights Code



**Businesses or organizations must ensure that masks or face coverings are worn by any person (including members of the public and workers) in the indoor area of the business or organization, with limited exceptions.**



## Residences and dwellings

- retirement homes, long-term care homes or other similar dwellings except when you are in a common area and can't maintain 2 metres from others
- residences for people with disabilities



## Performing or rehearsing

- while you are performing or rehearsing for a: film or television production, concert, artistic event, or theatrical performance



## Workplaces

- performs work for the business or organization, is in an area that is not accessible to members of the public and is able to maintain a physical distance of at least two metres from every other person while in the indoor area.



## Temporarily taking off your face covering to:

- receive services that require you to take it off (dental care, or when you have to verify your identity)
- engage in an athletic or fitness activity
- eat or drink

**You do not need documentation to support any of the exceptions.**

## Do's

- ✓ wash your hands immediately before putting on and immediately after taking off a face covering or face mask
- ✓ practise good hand hygiene while you are wearing the face covering
- ✓ make sure the face covering fits well around your nose and mouth
- ✓ avoid moving the mask around or adjusting it often
- ✓ avoid touching the covering while using it
- ✓ change the face covering or face mask when it gets slightly wet or dirty

## Dont's

- ✗ share face coverings or face masks with others
- ✗ place on children under the age of two years or on anyone unable to remove without assistance or who has trouble breathing
- ✗ use plastic or other non-breathable materials as a face covering or face mask



Make sure to wear your face covering over your nose and mouth.

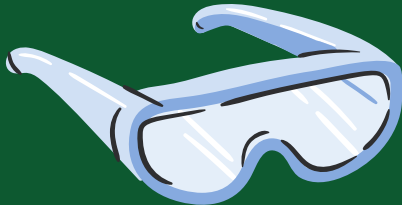
All face coverings that cannot be cleaned should be thrown out and replaced after use or as soon as they get slightly wet, dirty or crumpled.

# Wearing Eye Protection

Personal protective equipment that provides protection of the eyes, nose, and mouth, is required if a worker is required to come within 2 m of another person who is not wearing a face covering and not separated by plexiglass or some other impermeable barrier.

## GOGGLES

- Goggles provide the most reliable eye protection from splashes, sprays, and respiratory droplets with the snug fit around the eyes.
- Goggles can be re-used by the same user if they are cleaned/disinfected after each use or until they become cracked or visibility is compromised.



## FACE SHIELDS

- The face shield must cover the front and sides of the face to reduce the possibility of splash, spray, or respiratory droplets from going around the edges of the shield.
- A face shield can be re-used by the same user if it is cleaned/disinfected after each use or until it becomes cracked or visibility is compromised.

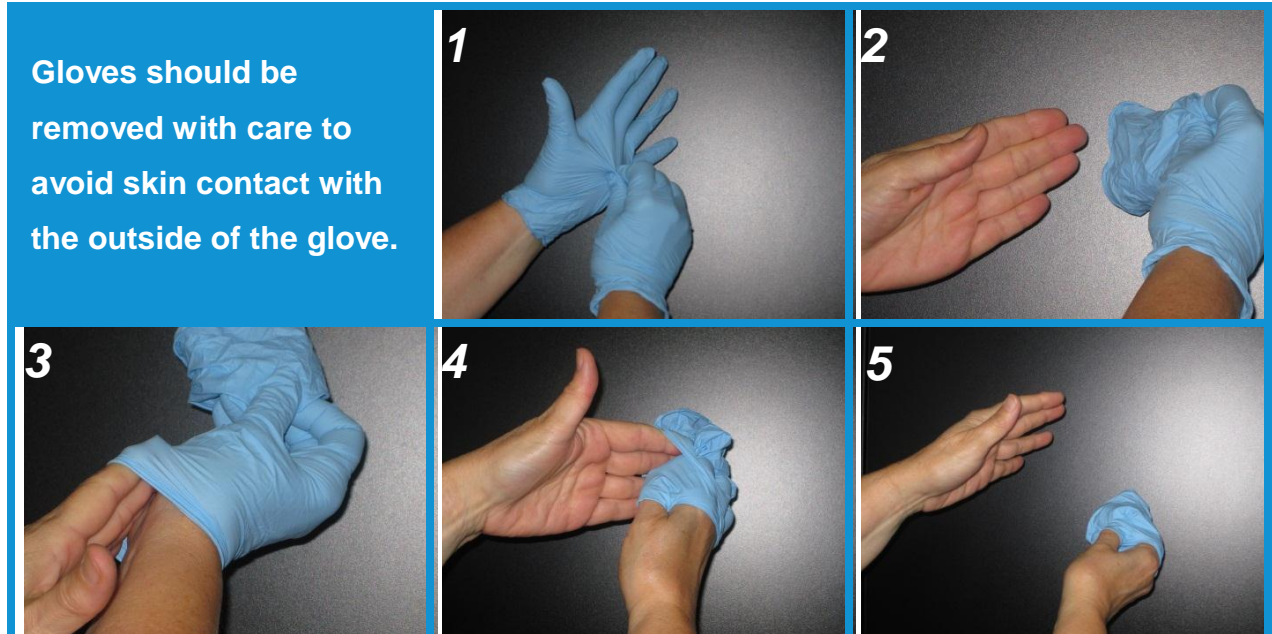


## SAFETY GLASSES

- Safety glasses may be used but they do not provide the same level of protection from splashes, sprays, and respiratory droplets as goggles or face shields.

## Steps to Take Off Gloves

Gloves should be removed with care to avoid skin contact with the outside of the glove.



©Ontario Agency for Health Protection and Promotion 2013

Disposable gloves should be removed as follows:

- 1 Remove gloves using a glove-to-glove/skin-to-skin technique. First, grasp the outside of one glove at the palm.
- 2 Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.
- 3 Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.
- 4 Gently pull outwards and down toward the fingers, removing the glove inside out.
- 5 Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.



# Caution for Using Gloves in Public Settings

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**Gloves do not replace the need for hand hygiene. Public Health does not recommend wearing gloves for everyday activities, such as shopping or retail work. Frequent handwashing is more effective to reduce the risk of COVID-19 transmission. Wash your hands often with soap and water for 15-20 seconds or use alcohol-based hand sanitizer if soap and water are not available.**

Gloves can create a false sense of security. Gloves can spread the virus. If someone touches a contaminated surface while wearing gloves and then touches their face, this can transmit COVID-19. When used improperly gloves increase the risk of spreading the virus. Gloves should only be used with the following considerations.

## **When should gloves be worn?**

Gloves should be worn when your hands, equipment or surfaces may come in contact with mucous membranes, non-intact skin, tissue, blood, body fluids, secretions or excretions.

Medical gloves are important for healthcare workers. Gloves are not required for most routine activities in public settings and can make people less likely to wash their hands. Appropriate hand hygiene should always be the first choice.

Wear gloves when taking care of others

- Anyone who has symptoms of COVID-19 or who is feeling unwell should remain at home and self-isolate. If you are caring for or living with someone who has

COVID-19, wear gloves and a mask when you may have contact with the person's saliva or other bodily fluids. See [Self-isolation: Guide for caregivers, household members and close contacts](#) for more information.

Gloves may need to be worn to protect against other hazards, such as chemicals. Follow the manufacturer's directions and/or workplace policies if you are using cleaning products that require personal protective equipment.

### **Keep practising physical distancing, hand washing and other preventive measures**

Wearing gloves is not a replacement for handwashing or physical distancing. Frequent handwashing and physical distancing will reduce your risk of being exposed to COVID-19. If you wear gloves, it is important that these measures are maintained. Do not let a false sense of security lead to practising fewer preventive measures.

### **How to wear gloves**

Gloves are task-specific and single-use for the task. Do not wash or re-use disposable gloves. Throw gloves away immediately after the task is completed.

- Select gloves that are appropriate for the task.
- Wear the correct size of gloves.
- Gloves should be put on immediately before the activity for which they are intended.
- Wash your hands immediately before putting on gloves and immediately after taking them off.
- Remember not to touch your face, hair, or rub your eyes while wearing gloves.
- Do not touch your personal items, such as cell phones, bags or glasses, with your gloves. These are items that you may touch again when you do not have gloves on.
- If you are wearing a face covering, do not touch it with your gloves.
- Gloves must be removed and discarded immediately after use.
- Dispose of gloves properly

- Soiled gloves should be discarded and replaced immediately
- Dispose of gloves properly in a lined garbage bin. Do not litter.
- Do not re-use gloves made for one-time use. If your gloves are reusable (eg. Gardening gloves), clean and disinfect them immediately after each use.
- Follow the directions to remove your gloves and wash your hands if you are going to eat, drink or smoke.

Public Health Ontario and Health Canada have created videos to demonstrate how to [put on](#) and [remove gloves](#) safely.

## Resources

- [Steps to Take off Gloves](#) – Public Health Ontario
- [Putting on Gloves](#) and [Taking off Gloves Videos](#) – Public Health Ontario
- [How to Remove Disposable Gloves](#) – Health Canada
- [How to Self-Isolate](#) – Public Health Ontario
- [Self-isolation: Guide for caregivers, household members and close contacts](#)  
Public Health Ontario

## SYNTHESIS

06/30/2021

# Additional Routes of COVID-19 Transmission – What We Know So Far

## Introduction

Public Health Ontario (PHO) is actively monitoring, reviewing and assessing relevant information related to Coronavirus Disease 2019 (COVID-19). “What We Know So Far” documents provide a rapid review of the evidence on a specific aspect or emerging issue related to COVID-19.

## Updates in Latest Version

This updated version replaces the December 1, 2020 version *COVID-19 Routes of Transmission – What We Know So Far*.<sup>1</sup> The update version focuses on evidence from systematic reviews and meta-analyses, as the body of evidence for each mode of transmission has increased since the last version. This version does not include transmission through respiratory droplets or aerosols, as PHO has recently published *COVID-19 Transmission through Large Respiratory Droplets and Aerosols...What We Know So Far* (May 21, 2021).<sup>2</sup>

## Key Findings

- Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) is transmitted primarily at short range through respiratory particles that range in size from large droplets to smaller droplets (aerosols);<sup>2</sup> however, other transmission routes are possible:
  - SARS-CoV-2 can survive on a variety of surfaces, potentially leading to transmission via fomites; however, epidemiological evidence supporting fomite transmission is limited.
  - Transmission through the ocular surface is a possible route of transmission of SARS-CoV-2 based on the detection of viral RNA in ocular samples and limited epidemiological evidence that eye protection decreases the risk of infection.
  - There is evidence for vertical intrauterine transmission of SARS-CoV-2 from mother to child; however, intrauterine transmission is uncommon.
- Routes of transmission that are theoretically possible due to the detection of viral RNA, but have not been clearly demonstrated, are: 1) vertical transmission through breast milk; 2) fecal-oral transmission; 3) transmission from transplant of blood, blood products and organs; and 4) sexual transmission via semen and vaginal secretions.



## Background

SARS-CoV-2 is transmitted most frequently and easily at short range through exposure to respiratory particles that range in size from large droplets, which fall quickly to the ground, to smaller droplets, known as aerosols, which can remain suspended in the air.<sup>2</sup> Meyerowitz et al. (2021) noted that respiratory droplets and aerosols were the dominant mode of SARS-CoV-2 transmission, with vertical intrauterine transmission and fomite transmission rare and no evidence for sexual, bloodborne or fecal-oral transmission.<sup>3</sup>

The purpose of this document is to outline the evidence for various SARS-CoV-2 transmission routes, aside from respiratory droplet and aerosol transmission. During the COVID-19 pandemic, evidence on routes of transmission has evolved. In some instances, there remains uncertainty on the relative contribution from certain modes of transmission and it is challenging to determine the precise mode of transmission where there are multiple opportunities for transmission to occur.<sup>4</sup> Within this document, we underpin our findings with systematic reviews and meta-analyses, supported by primary literature where relevant.

## Methods

In considering feasibility, scope, and a need for responsiveness, we chose a rapid review as an appropriate approach to understanding SARS-CoV-2 routes of transmission. A rapid review is a knowledge synthesis where certain steps of the systematic review process are omitted in order to be timely (e.g., quality assessment).<sup>5</sup>

We conducted literature searches in MEDLINE (March 1, 2021), National Institutes of Health COVID-19 Portfolio (Preprints) (March 5, 2021), Embase (March 2, 2021) and Global Health/Scopus (March 4, 2021) (search strategies available upon request). We searched PubMed and Google Scholar on June 14, 2021, for additional articles of interest. English-language peer-reviewed and non-peer-reviewed records that described routes of transmission of COVID-19 were included. We restricted the search to articles published after January 1, 2020. This rapid review concentrated on evidence from systematic reviews and meta-analyses, supplemented by primary literature where appropriate. We reviewed citations from included articles to identify additional research. Prior to publishing, PHO subject-matter experts review all What We Know So Far documents. As the scientific evidence expands, the information provided in this document is only current as of the date of respective literature searches.

## Fomite Transmission

**Main findings:** Laboratory-controlled studies indicate that SARS-CoV-2 can survive on a variety of surfaces, potentially leading to transmission via fomites. However, epidemiological evidence supporting fomite transmission of SARS-CoV-2 does not exclude other modes of transmission and are primarily based on reverse transcription polymerase chain reaction (RT-PCR) detection of viral RNA on surfaces without viability testing.

## SARS-CoV-2 on surfaces

In two studies on hospital environments around COVID-19 patients, researchers failed to detect viable virus on surfaces or detection of viable virus was inconsistent.<sup>6,7</sup> In a systematic review and meta-analysis of 18 studies, Marzoli et al. (2021) concluded that while SARS-CoV-2 survived for 28 days on glass, steel and polymer/paper banknotes, there was little evidence for SARS-CoV-2 transmission from dry surfaces.<sup>8</sup> Low temperatures and high humidity increased virus survival on surfaces, however,

increased ultraviolet (UV) light or sunlight decreased virus survival.

In health care settings, studies documented the presence of viral RNA in the environment of symptomatic and asymptomatic patients with COVID-19 (especially medical equipment, phones, bed rails, door handles, toilets, cadavers).<sup>7,9-17</sup> In a systematic review and meta-analysis of 10 studies, Vicente et al. (2021) reported that there was a decreased probability of RT-PCR-positives from aerosol samples compared to surface samples (odds ratio [OR]: 0.67; 95% confidence interval [CI]: 0.09–1.24;  $p=0.023$ ).<sup>18</sup> In a hospital in Wuhan, China, Ye et al. (2020) reported that the most commonly contaminated surfaces were self-service printers for patient use, keyboards and doorknobs.<sup>19</sup> In Italy, Colaneri et al. (2020) detected viral RNA on the external surface of continuous positive airway pressure helmets worn by patients; however, samples did not grow in viral culture.<sup>20</sup> A study reported viral RNA on the surfaces of keyboards, telephones and scanners in a microbiology laboratory testing COVID-19-patient respiratory samples (Bloise et al. 2020).<sup>21</sup> In a multicenter study in South Korea, Kim et al. (2020) reported contamination of surfaces was common, especially in places not adequately sanitized.<sup>22</sup> Cheng et al. (2020) reported that the median load of viral RNA on environmental surfaces around hospitalized COVID-19 patients was  $9.2 \times 10^2$  copies/mL (range:  $1.1 \times 10^2$  to  $9.4 \times 10^4$  copies/mL) and positivity rates of environmental samples increased with increasing viral loads in clinical samples from patients.<sup>14</sup>

In addition, viral RNA has been detected on surfaces in non-health care settings.<sup>23-25</sup> In a study of six playgrounds in an area of high SARS-CoV-2 transmission in Israel, Kozer et al. (2021) reported that 4.6% (2/43) of playground surfaces were positive for viral RNA, while 4.0% (1/25) of drinking water fountains were positive.<sup>26</sup> In a study of 39 patients and 259 environmental samples from their homes (Guangzhou, China), Luo et al. (2020) reported surfaces most commonly contaminated with viral RNA were in the bathroom on high touch surfaces (i.e., toilets, door knobs, faucets).<sup>27</sup>

## SARS-CoV-2 in food

To date, there is no evidence for food-borne transmission of SARS-CoV-2.<sup>28</sup> There is likely a risk of transmission from respiratory droplets or aerosols during close contact during eating; in addition, there is a possibility of indirect transmission with fomites on utensils during eating. Several studies have identified viral RNA on food preparation surfaces and utensils, which could potentially be a source of infection through the oral mucosa; however, the contribution of this mode of transmission is unknown. Several narrative reviews concluded that SARS-CoV-2 was not a food-borne illness, with transmission via food considered only a theoretical possibility.<sup>28,29</sup> In a study of surfaces in health care settings, Mouchtouri et al. (2020) detected viral RNA on food preparation areas.<sup>30</sup> Liu et al. (2020) reported on the detection of viral RNA on wooden chopsticks handled by asymptomatic and presymptomatic patients with COVID-19.<sup>31</sup>

## Epidemiological evidence of fomite transmission

There were few studies documenting fomite transmission, and where documented, other modes of transmission were not ruled out. In a case-control study of hemodialysis patients, Thadhani et al. (2021) (preprint) examined 170,234 adult patients from 2,600 outpatient facilities in the USA.<sup>32</sup> In 2,379 SARS-CoV-2-positive cases and 2,379 non-SARS-CoV-2 controls, 1.3% (95% CI: 0.90–1.87) of cases and 1.4% (95% CI: 0.97–1.97) of controls were exposed to a chair previously sat in by a patient with COVID-19. The risk of transmission among cases was not different from controls (OR: 0.94; 95% CI: 0.57–1.54;  $p=0.80$ ). From a detailed investigation by Lessells et al. (2020), including whole genome sequencing, into an inter-facility outbreak of up to 135 nosocomial COVID-19 cases (including 88 staff and 47 patients) in South Africa, a patient in the emergency department likely spread the infection to at least five hospital units, a local nursing home and an outpatient dialysis unit on campus.<sup>33</sup> Based on the pattern of transmissions, the authors concluded that indirect contact and fomite transmission were the predominant modes of

transmission, facilitated by frequent patient movement between wards. However, given the volume of cases in the outbreak areas, and the potential for additional unidentified cases who were never tested, other modes of transmission cannot be ruled out. In an epidemiological and environmental study of two family clusters (n=five patients) of COVID-19 in Guangzhou, China, Xie et al. (2020) reported potential transmission via contaminated surfaces.<sup>34</sup> In this case, the proposed link between the two families was through nasal secretions, in which a patient had touched a contaminated elevator button. In this study, other modes of transmission cannot be ruled out and viability testing was not conducted (only viral RNA detection by PCR).

## Transmission via the Conjunctiva

**Main findings:** Transmission through the ocular surface is a possible route of transmission of SARS-CoV-2 based on the detection of viral RNA in ocular samples of patients with COVID-19 and epidemiological evidence that eye protection decreases the risk of infection. In addition, several meta-analyses demonstrate that ocular symptoms are the first manifestation of COVID-19 in a small proportion of patients (approximately 0.5–2.5% of all patients), potentially indicative of the eye acting as the location of initial infection. The risk of tears or ocular secretions acting as a source of infection is low.

SARS-CoV-2 can infect the eye, acting as a potential site of initial infection that can spread to other organs. Several studies have demonstrated the expression of angiotensin converting enzyme 2 (ACE2) and transmembrane serine protease 2 (TMPRSS2) receptors in the eye's surface epithelium (i.e., conjunctiva, limbus and cornea) and corneal endothelium, indicating a potential entry point for SARS-CoV-2.<sup>35-39</sup> In addition, other proteases (e.g., furin) and glycoproteins (e.g., CD1437) on the ocular surface can aid in viral attachment and cell entry.<sup>40</sup> While ACE2 and TMPRSS2 receptors are present in ocular tissues, their expression is relatively low compared to other tissues such as in the nose and lungs.<sup>41</sup> Deng et al. (2020) demonstrated that rhesus macaques (*Macaca mulatta*) developed mild disease after inoculation of the conjunctiva, providing further animal-study evidence of conjunctival transmission.<sup>42</sup> Petronio et al. (2021), along with other authors, propose several mechanisms for ocular involvement in SARS-CoV-2 infection and transmission: 1) direct inoculation in the conjunctiva by infectious droplets [or aerosols]; 2) the nasolacrimal duct acts as a conduit for SARS-CoV-2 migration to the upper respiratory tract; or 3) haematogenic infection of the tear gland.<sup>39,43</sup> In addition, infection of the eye could arise from hand-to-eye contact, where a person touches a contaminated surface then rubs their eye(s) (i.e., fomites).<sup>39</sup>

## Ocular symptoms as first manifestations of SARS-CoV-2 infection

In a systematic review and meta-analysis of 38 studies and 8,219 patients, Nasiri et al. (2021) reported the pooled prevalence of ocular symptoms in patients with COVID-19 was 11.0% (95% CI: 5.71–17.72); the most common ocular symptoms were dry eyes, itchy eyes, redness, tearing, eye pain and discharge.<sup>44</sup> Several researchers have suggested that if ocular symptoms appear before other symptoms, then the likely route of transmission was through the ocular surface.<sup>39</sup> We included five systematic reviews and meta-analyses in which the pooled prevalence of ocular symptoms as the first symptoms of COVID-19 ranged from approximately 0.5% to 2.5%.<sup>44-48</sup> The number of primary studies included in the systematic reviews and meta-analyses ranged from two to six, with 181 to 1,074 patients.

## SARS-CoV-2 in ocular samples

While SARS-CoV-2 RNA has been detected in ocular samples from patients, with or without ocular symptoms, there was little evidence for tears or conjunctiva secretions being a source of infection. We are only aware of one study reporting the detection of live virus from ocular samples; Colavita et al.

(2020) demonstrated positive viral cultures (using Vero E6 cells) from ocular fluid in one patient.<sup>49</sup> Further work is needed to determine if SARS-CoV-2 can remain infectious in tears.

In seven systematic reviews and meta-analyses, the pooled prevalence of SARS-CoV-2-positive tears/conjunctiva swabs ranged from 1.0% to 16.7%.<sup>45-47,50-53</sup> In the systematic reviews and meta-analyses we found, five to 12 primary studies were included and the sample size in the primary studies ranged from 60 to 667 patients. None of the reviews examined the risk of infection via tears or transmission through the conjunctiva.

## Epidemiological evidence of conjunctival transmission

In three primary studies of SARS-CoV-2, researchers demonstrated that wearing protective eyewear was associated with a reduced risk of infection in health care settings. In a single hospital case-control study of 32 infected staff and 552 uninfected but exposed staff (Boston, Massachusetts), Klompas et al. (2021) reported that infected staff members were less likely to wear eye protection (prevalence ratio: 0.44; 95% CI: 0.18–1.08); this result was not significant but trended toward a wearing eye protection trended toward a protective effect.<sup>54</sup> Khalil et al. (2020) performed a multicenter cross-sectional comparative study in Bangladesh (98 SARS-CoV-2-positive physicians, 92 SARS-CoV-2-negative or no symptom physicians), in which the use of face shields and/or goggles reduced the risk of infection (OR: 0.44; 95% CI: 0.23–0.84).<sup>55</sup> In a case report, Lu et al. (2021) reported a health care worker self-reporting eye redness followed by pneumonia following care of a patient with COVID-19; the health care worker was wearing a respirator, but no eye protection.<sup>56</sup>

## Vertical Transmission

**Main findings:** There is evidence for the vertical transmission of SARS-CoV-2, specifically intrauterine transmission from mother to child; however, this does not appear to be common. There is no evidence for mother-to-child transmission of SARS-CoV-2 through breast milk; however, an infected mother can transmit the virus to a newborn through respiratory droplets and aerosols during close contact. Researchers inconsistently detect SARS-CoV-2 RNA by PCR in breast milk, with no evidence for the detection of live virus by culture.

## Intrauterine or transplacental transmission

Schwartz et al. (2020) and Schwartz (2020) proposed that confirming vertical, intrauterine transmission requires detection of SARS-CoV-2 in chorionic villous cells using immunohistochemistry or *in situ* hybridization, specifically, testing the placenta, amniotic fluid and umbilical cord tissue.<sup>57,58</sup> Early onset of COVID-19 or detection of viral RNA soon after birth in newborns, along with immunological response in newborns are not sufficient to confirm intrauterine transmission.

For the purposes of this section, we will concentrate on the evidence supporting intrauterine transmission of SARS-CoV-2, excluding evidence of intrapartum or post-partum transmission. Tests used to determine intrauterine transmission (maternal umbilical cord blood, placenta or amniotic fluid; newborn immunoglobulin M [IgM]) were performed on a small proportion of births examined in the included studies; therefore there is limited evidence available to assess the overall risk of intrauterine transmission.

In an umbrella review, Ciapponi et al. (2021) (preprint) reported that the pooled prevalence of SARS-CoV-2-RNA-positive cord blood (from confirmed positive mothers) by PCR ranged from 0–14.3% (12 studies; sample size range: 4–81), 0–12.7% (15 studies; 1–63) for placenta samples, and 0–11.1% (15 studies; 3–81) for amniotic fluid.<sup>59</sup> The proportion of newborns with a positive SARS-CoV-2 RNA PCR test

at birth (specimens tested were not reported, but included NP swabs) ranged from 0–27.3% (44 studies; 4–1,116 newborns). Based on the systematic review and meta-analysis of Juan et al. (2020), Ciapponi et al. concluded that the risk of intrauterine or transplacental transmission through the umbilical cord blood, placenta and amniotic fluid was very low; however, the certainty of the evidence was very low.<sup>60</sup>

Ten systematic reviews and meta-analyses reported on SARS-CoV-2-PCR-positive newborns, in addition to testing of intrauterine tissues for viral RNA by PCR or newborn serology for IgG and IgM antibodies.<sup>61–</sup>

<sup>71</sup> The prevalence of SARS-CoV-2-PCR-positive (includes oral swabs, anal swabs, blood samples, nasopharyngeal [NP] swabs) newborns ranged from approximately 2.5% to 6.5%. A small proportion of the RT-PCR-positive newborns had evidence of vertical transmission; the pooled prevalence of positive samples ranged from 0–12% for placental samples (n=6–67 samples), 0–3.0% for umbilical cord tissue/blood (n=30–108), 0–2.0% for amniotic fluid (n=24–111), and 4.0–33% for IgM antibodies (n=9–82). The number of primary studies in the included systematic reviews and meta-analyses ranged from 16 to 69, with 183 to 1,035 newborns.

## Transmission through breast milk

In six systematic reviews and meta-analyses, the pooled prevalence of SARS-CoV-2-positive breast milk samples ranged from approximately 2% to 13% and no studies reported the detection of live virus after culturing attempts.<sup>61,72–76</sup> The number of primary studies in systematic reviews and meta-analyses ranged from 10 to 37, with 62 to 789 lactating women per systematic review. We are not aware of any studies documenting SARS-CoV-2 transmission through breast milk.

During breastfeeding, an infected mother can transmit SARS-CoV-2 to the child through respiratory droplets and aerosols during close contact. In a systematic review and meta-analysis, Raschetti et al. (2020) reported that close contact of mother and child in the first 72 hours of life increased the risk of infection in the child (adjusted odds ratio [aOR]: 6.6; 95% CI: 2.6–16.0;  $p < 0.0001$ ), while use of expressed breast milk did not (aOR: 2.2; 95% CI: 0.7–6.5;  $p = 0.15$ ).<sup>77</sup> In experiments that inoculated breast milk with live SARS-CoV-2, Holder pasteurization inactivated the virus; therefore, donated breast milk that is pasteurized may be safe for recipient children and care providers.<sup>78</sup>

## Fecal-oral Transmission

**Main findings:** While fecal-oral transmission of SARS-CoV-2 is possible, it is unclear the extent to which this transmission route plays in the epidemiology of COVID-19. The risk of transmission via feces or urine is considered very low, as researchers do not routinely detect live SARS-CoV-2 in these samples.

Researchers have documented ACE2 receptor expression in gastrointestinal epithelial cells; SARS-CoV-2 infects these glandular cells, as evidenced by RNA detection and intracellular staining (marker of viral replication) of viral nucleocapsid protein in gastric, duodenal and rectal epithelia.<sup>79</sup> Given detection of infectious virus in stool and that virus can infect via the oral mucosa, fecal-oral transmission is possible.<sup>80</sup>

## SARS-CoV-2 in feces and urine

Live virus has been cultured in stool samples of patients with COVID-19.<sup>81,82</sup> In a systematic review, viable virus was detected in the stool of six out of 17 patients, where culturing of virus was attempted.<sup>83</sup> It is important to note that the authors did not define positive and negative controls in these studies. While researchers have detected live virus in feces, the role of fecal-oral transmission in COVID-19 epidemiology is unclear. In six systematic reviews and meta-analyses, the pooled prevalence of SARS-CoV-2-RNA-positive stool in patients with COVID-19 ranged from approximately 41% to 54% and viral RNA shedding in stool lasted longer than in NP swabs.<sup>83–88</sup> The number of primary studies included in



reviews ranged from eight to 44, with 138 to 1,989 patients.

We are only aware of one instance where infectious virus was isolated from the urine of a patient with COVID-19 (Sun et al. 2020).<sup>89</sup> In five systematic reviews and meta-analyses, the pooled prevalence of SARS-CoV-2 RNA in urine ranged from approximately 0.5% to 16.4%.<sup>84,90-93</sup> The number of primary studies included in reviews ranged from seven to 27, with 155 to 569 patients.

Viral RNA can be detected in wastewater systems in areas experiencing outbreaks; however, the risk of transmission through contaminated wastewater is low.<sup>94,95</sup> In a study of treated and raw sewage in Germany, the authors detected viral RNA, but not viable virus.<sup>96</sup> Where wastewater contaminates recreational or drinking water (especially in resource-limited countries), there is a theoretical risk of transmission; however, there is no documented transmission in these settings.<sup>97</sup>

Environmental sampling in health care and non-health care settings detected viral RNA on toilets and other bathroom surfaces.<sup>14,22,23,27,98,99</sup> While readily detected, it is not clear if the source of viral RNA in bathrooms was the result of contamination from respiratory droplets or feces.

## Epidemiological evidence of fecal-oral transmission

There are few epidemiological studies examining or reporting fecal-oral transmission. In addition, there were no instances of documented SARS-CoV-2 transmission via urine. Kang et al. (2020) reported on an outbreak of COVID-19 in a high-rise apartment building in Guangzhou, China, where the proposed mode of transmission was through fecal aerosols via the pipes in the building.<sup>24</sup> However, the authors did not demonstrate the exact mode of transmission, specifically whether it was direct contact or indirectly through inhalation of aerosolized virus or touching contaminated surfaces. In a retrospective cohort study in a densely populated area of Guangzhou, China, Yuan et al. (2020) postulated the mode of transmission was through the fecal-oral route, initiated from contaminated sewage in street puddles (viral RNA-positive).<sup>100</sup> In this study, there was an increased risk of infection when patients worked as cleaners/waste pickers (RR: 13; 95% CI: 2.3–180; n=33), wore outdoor shoes inside their homes (RR: 7.4; 95% CI: 1.8–34; n=33) and handling dirty shoes at home (RR: 6.3; 95% CI: 1.4–30; n=33). The authors did not confirm transmission via sewage in this study, as the authors did not detect viable virus from samples and they did not rule out other modes of transmission.

## Transmission via Blood, Blood Products and Organs

**Main findings:** While SARS-CoV-2 RNA is detected in the blood of patients with COVID-19, all systematic reviews and primary studies indicate the risk of blood-borne or organ-transplant transmission is low. Compared to respiratory samples, viral RNA detection in blood and blood products is relatively uncommon and, to our knowledge, there has been no detection of viable virus from these sources.

## SARS-CoV-2 in blood, blood products and organs

Two systematic reviews and meta-analyses reported the prevalence of SARS-CoV-2-RNA-positivity in blood samples from patients with acute post-acute COVID-19 was less than 18%.<sup>96,102</sup> In a systematic review and meta-analysis of five studies and 71 patients with acute COVID-19, Johnson et al. (2021) reported that the prevalence of SARS-CoV-2 RNA in whole blood was 17% (95% CI: 0–45); in five studies and 159 patients the prevalence of SARS-CoV-2 RNA in serum was 8% (95% CI: 0–35).<sup>84</sup> In a meta-analysis including 456 patients with post-acute COVID-19 (timing of blood collection was not reported), Morone et al. (2020) reported 17.5% of blood samples were positive for viral RNA by RT-PCR; however, no viable virus was cultured.<sup>90</sup>

## Epidemiological evidence of transmission via blood, blood products and organs

While SARS-CoV-2 RNA is present in blood and blood products, the risk of blood-borne transmission is low. In a review, Kiely et al. (2020) noted that bloodborne transmission was only a theoretical possibility and that a blood phase for COVID-19 infection was brief, uncommon and usually associated with severe disease.<sup>101</sup> In an adult with severe aplastic anemia, Cho et al. (2020) reported that a patient did not develop COVID-19 after receiving apheresis platelet transfusion from a donor who tested positive for SARS-CoV-2 after donation.<sup>102</sup> In an immunocompromised child, COVID-19 did not develop after platelet transfusion from an asymptomatic donor with COVID-19 (Essa et al. 2020).<sup>103</sup> In two patients with acute myeloid leukemia receiving allogeneic haematopoietic stem cell transplantation, Leclerc et al. (2021) reported that the two patients did not contract SARS-CoV-2 from two asymptomatic donors that tested positive on the day of donation.<sup>104</sup> In France, low levels of viral RNA were detected in pathogen-reduced platelet concentrate, plasma and red blood cell units from asymptomatic, SARS-CoV-2-positive donors; none of the four recipients developed disease even though they all had immune system compromise.<sup>105</sup> In the French study, positive plasma samples did not grow virus in culture attempts. Dres et al. (2020) reported no transmission of SARS-CoV-2 through extracorporeal membrane oxygenation and dialysis membranes.<sup>106</sup>

No studies have confirmed transmission of SARS-CoV-2 through organ transplantation. Hong et al. (2020) reported a possible infection in a liver recipient, in which the donor was infected at time of donation; however, transmission may have been through direct close contact with a patient with COVID-19.<sup>107</sup> Puodziukaite et al. (2021) reported that two recipients of kidneys from a patient with acute COVID-19 did not result in SARS-CoV-2 infection.<sup>108</sup>

## Sexual Transmission

**Main findings:** The risk of transmission via semen or vaginal secretions is low; however, transmission may occur via other routes during sexual activity (e.g., fecal-oral, respiratory droplets or aerosols during close contact). Currently there is no evidence for sexual transmission, and there is no evidence for the detection of live virus in semen or vaginal secretions.

Based on viral detection in feces, some have proposed possible transmission of SARS-CoV-2 through certain sexual behaviours involving oral-anal contact.<sup>109</sup> In addition, the detection of viral RNA and live virus detected in the saliva of COVID-19 patients represents a potential mode of transmission during sex or intimate contact.<sup>110,111</sup> Jing et al. (2020) reviewed the literature on ACE2 receptor expression in the female reproductive system and noted expression of ACE2 receptors in the vagina.<sup>112</sup> ACE2 receptors are also present in testes (i.e., spermatogonia, Leydig and Sertoli cells).<sup>113</sup>

## SARS-CoV-2 in semen and vaginal secretions

To date, most studies have failed to detect viral RNA in semen or vaginal secretions in patients with COVID-19.<sup>114-118</sup> In a systematic review and meta-analysis of 23 studies, Tur-Kaspa et al. (2021) reported that SARS-CoV-2 RNA was not detected in 98.0% (293/299) of seminal fluids, 94.1% (16/17) of testicular biopsies, 100% (89/89) of prostatic fluids, 98.3% (57/58) of vaginal fluids, and 100% (16/16) of oocytes.<sup>119</sup> Massarotti et al. (2020) hypothesized that viral RNA detections in semen are due to viral RNA-contamination by patient urine.<sup>120</sup>

## Zoonotic and Zooanthroponotic Transmission

**Main findings:** Animal-to-human (zoonosis) transmission is uncommon compared to human-to-animal (zooanthroponosis) transmission.

### Intermediate hosts, zoonoses, and enzootic transmission

There is still limited information regarding potential zoonotic reservoirs of SARS-CoV-2 and what risk they pose to humans and other animals. Current research indicates that SARS-CoV-2 is a close relative of SARS-CoV-1 and Middle East respiratory syndrome coronavirus (MERS-CoV), which are Beta coronaviruses ( $\beta$ CoVs) that originated from bats (*Rhinolophus* species).<sup>121-123</sup>

Malayan pangolins (*Manis javanica*) have been postulated as the intermediate host based on the presence of viruses closely related to SARS-CoV-2; however, this hypothesis has not been confirmed.<sup>124-126</sup> Shahhosseini et al. (2021) reported that SARS-CoV-2 is the result of a recombination event between Bat-SL-CoV-2 and Pangolin-CoV.<sup>127</sup> Freuling et al. (2020) reported that raccoon dogs (*Nyctereutes procyonoides*) are susceptible to SARS-CoV-2 infection and may represent an important intermediate and reservoir host.<sup>128</sup> Authors in this study infected raccoon dogs through the intranasal route, which led to animal-to-animal transmission through direct contact, with high-level viral shedding with mild disease. Raccoon dogs are widespread in China and raised for their fur. It is important to note that there are no reports of SARS-CoV-2 natural infection in raccoon dogs.

Zoonoses and enzootic transmission have been demonstrated for several domestic and companion animals. In the Netherlands, there was evidence that COVID-19 transmission occurred from an infectious American mink (*Neovison vison*) to human.<sup>129</sup> However, in most circumstances, transmission of SARS-CoV-2 involving animals is human-to-animal or animal-to-animal, and not animal-human.<sup>130</sup> In laboratory experiments, ferrets (*Mustela putorius*) transmitted virus to other ferrets through respiratory droplets and direct contact,<sup>131</sup> and potentially via aerosols.<sup>132</sup> In laboratory experiments, cats (*Felis catus*) and dogs (*Canis lupus*) were susceptible to COVID-19; however, neither developed clinical disease.<sup>130,133</sup> Cats transmitted the virus to other cats through close contact and can shed virus for 5 days post infection; however, there was no viral shedding in dogs. Authors noted oral and nasal viral shedding 7 days after exposure in two in-contact cats. Therefore, there is a possibility that transmission could occur from cats to humans. In addition, Shi et al. (2020) reported that experimental exposure in cats resulted in subclinical and symptomatic infections, and juvenile cats were at a higher risk of severe infection or death.<sup>134</sup> Recently, Gaudreault et al. (2021) demonstrated that while cats could be re-infected with SARS-CoV-2, they could not transmit the virus to susceptible, co-housed cats.<sup>135</sup> Bao et al. (2021) reported attenuation of SARS-CoV-2 over time, limiting cat-to-cat transmission.<sup>136</sup>

### Susceptible non-human hosts and zooanthroponosis

Zooanthroponosis is the transmission of a disease agent from humans to animals (reverse zoonosis). Zooanthroponosis not only poses a risk to non-human animals, but to humans as well, as the virus could potentially become adapted to a new reservoir with potential spillover back into humans.

Most of the evidence to date indicates that non-human animals are more at risk of SARS-CoV-2 infection from humans, especially companion and domestic animals.<sup>137</sup> The first documented instances of zooanthroponosis of SARS-CoV-2 occurred between an infected person in Hong Kong and their companion dog; later human-to-dog transmission was reported in Italy with whole genome sequencing of canine and human samples showing identical strains.<sup>125,138</sup> Currently, cats (domestic, captive) and ferrets appear most susceptible to SARS-CoV-2 infection. Human-to-dog transmission may be limited due to cross-reaction of SARS-CoV-2 and canine respiratory coronavirus (CRCoV), providing some



immunological cross-protection.<sup>139</sup>

The most commonly reported human-to-animal transmission pair has involved domestic cats, where most cats had close contact with a confirmed human case of COVID-19.<sup>130,140,141</sup> In the Netherlands from April through May 2020, Zhao et al. (2021) reported that seroprevalence in cats was 0.4% (95% CI: 0.01–1.55; n=500) and in dogs was 0.2% (95% CI: <0.01–1.24; n=500).<sup>142</sup> In Italy, Patterson et al. (2020) (preprint) reported on PCR and serological testing of in 603 dogs and 316 cats early in the pandemic (March to May, 2020).<sup>143</sup> No animals were PCR-positive; however, 3.4% of dogs and 3.9% of cats had measurable SARS-CoV-2 neutralizing antibodies. In a cross-sectional serosurvey of companion animals in Italy, Colitti et al. (2021) reported that seroprevalence in cats (16.2%; 11/68) was higher than in dogs (2.3%; 3/130).<sup>144</sup> All seropositive companion animals were from homes with a COVID-19 case (n=147); however, 49 owners were not tested. In Wuhan, China, Zhang et al. (2020) reported that 14.7% (15/102) of house cats (from shelters, patient homes and veterinary clinics) seroconverted to SARS-CoV-2 early during the pandemic (January to May, 2020).<sup>145</sup> In a study of 50 cats quarantined with owners or close contacts with COVID-19, Barrs et al. (2020) reported that 12% (6/50) were positive for SARS-CoV-2 and authors determined transmission was from human-to-cat.<sup>146</sup>

Natural SARS-CoV-2 infection of animals has been reported, including 1) companion animals (domestic cats, domestic dogs), 2) wild animals (American mink), and 3) captive animals (ferrets [*Mustela putorius*], gorillas [*Gorilla gorilla*], lions [*Panthera leo*], pumas [*Panthera concolor*], snow leopards [*Panthera uncia*], and tigers [*Panthera tigris*]).<sup>130,147-149</sup> There is evidence for SARS-CoV-2 infection from human-to-mink; in addition, there is emerging evidence of mink-to-human and mink-to-wildlife/domestic animal transmission. Once transmission of SARS-CoV-2 from humans to mink occurs on a farm, transmission between mink becomes rapid, as reported from Canada, Denmark, France, Greece, Italy, Lithuania, Poland, Spain, Sweden, the Netherlands and USA.<sup>149-151</sup> In a study of ten mink farms after culling (the Netherlands), Van Aart et al. (2021) reported evidence of SARS-CoV-2 was found in 11.9% (12/101) of cats (feral=89; domestic=12; all positive cats were feral) and 15.4% (2/13) of dogs.<sup>152</sup> Assuming no cat-to-cat transmission, the average chance of cat infection from mink-to-cat transmission was 12% (95% CI: 10–18). Since only feral cats were infected, transmission was presumed to be from the mink. In Spain, Aguiló-Gisbert et al. (2021) reported that 15.4% (2/13) of wild American mink (20 km away from nearest mink farm) were positive for viral RNA, indicating sustained mink-to-mink transmission in the wild.<sup>153</sup> Similarly in Utah, USA, Shriner et al. (2021) reported serological evidence for SARS-CoV-2 infection in all 11 free-ranging mink (presumed escapees from a farm) tested; however, no serological evidence of infection was found in wild mink (n=2) or other wild animals (n=89).<sup>154</sup> In North Denmark Region, Larsen et al. (2021) reported that 30% (324/1,092) of people connected to mink farms were SARS-CoV-2-RNA positive on NP swabs; 27% (95% CI: 25–30) of these positive human cases had mink-associated strains of SARS-CoV-2.<sup>155</sup>

Several researchers have highlighted the need to monitor wild animals, to ensure that zoonanthroponosis does not occur and to prevent creation of SARS-CoV-2 reservoirs.<sup>156</sup> Other susceptible animals used in experimental models included African green monkeys (*Chlorocebus sabaeus*), ferrets, fruit bats (*Rousettus aegyptiacus*), Chinese hamsters (*Cricetulus griseus*), Cynomolgus macaques (*Macaca fascicularis*), rhesus macaques, mice (*Mus musculus*), and Syrian hamsters (*Mesocricetus auratus*).<sup>130,134,157,158</sup> In North America, several studies have investigated potential reservoir species. Olival et al. (2020) reported that there is a risk of immunologically naïve North American bats acquiring SARS-CoV-2.<sup>159</sup> Fagre et al. (2020) (Preprint) demonstrated that deer mice (*Peromyscus maniculatus*) are susceptible to infection and are potential reservoirs of SARS-CoV-2 in North America.<sup>160</sup> Laboratory studies indicated that domestic ducks (*Anas platyrhynchos domesticus*), chickens (*Gallus gallus domesticus*), Northern treeshrews (*Tupaia belangeris*), Japanese quail (*Coturnix japonica*), turkeys (*Meleagris gallopavo*), Chinese domestic geese (*Anser cygnoides*), and pigs (*Sus scrofa*) were not susceptible to SARS-CoV-2.<sup>130,134,161</sup>

## Conclusions

Modes of transmission other than droplets and aerosols can occur, such as fomite, conjunctival and intrauterine transmission; however, current evidence suggests that these routes of transmission occur less frequently. Theoretical, but unlikely, routes of transmission include vertical transmission through breast milk; fecal-oral transmission; transmission from transplant of blood, blood products and organs; and sexual transmission via semen and vaginal secretions. Further experimental and epidemiological studies are required to further characterize the relative contribution of various transmission routes to the epidemiology of COVID-19.

PHO will continue to monitor the scientific evidence on transmission routes of COVID-19, updating this document as necessary.

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## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-131

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS COVID-19 cases with the Province of Ontario have declined substantially since the spring of 2021, but now continue to fluctuate,**

**AND WHEREAS the Grey Sauble Conservation Authority (GSCA) Board of Directors requested that Staff review the feasibility of the Board of Directors returning to in-person meetings,**

**AND WHEREAS GSCA Staff have reviewed the feasibility of such based on a variety of factors,**

**THAT, further to the information presented in this report, the GSCA Board of Directors resolve to continue meeting virtually until further notice.**



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Morgan Barrie, Operations Manager  
**Meeting Date:** November 24, 2021  
**Report Code:** 053-2021  
**Subject:** Parking Revenue from January 1<sup>st</sup> to October 31<sup>st</sup>, 2021

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### Recommendation:

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**

### Strategic Initiative:

This item is related to the “Enhance Current Land Management” priority set out in GSC’s Strategic Plan.

### Background:

In 2020 Grey Sauble Conservation (GSC) Operations Department, with support from various departments, made plans to expand the Ambassador program, implement a new cashless system and strategically place staff on our more popular Conservation Areas to collect parking revenues. The goal of this initiative was to improve visitor compliance, improve parking payment compliance, and to improve the overall visitor experience.

To enable this to work, GSCA installed new gatehouses at several properties, invested in the Square payment system, and hired additional seasonal staff to work at these locations.

## **Update:**

With the addition of the new gatehouses, adding more staff to the roster and successfully implementing the new cash free system GSC was able to collect more parking revenues then projected

## **Parking Revenue Analysis**

### **Inglis Falls Conservation Area**

In addition to tracking revenue transactions, GSCA also logs vehicle counts at certain properties. Discrepancies were noted when comparing vehicle data to transaction data at Inglis Falls Conservation Area. The Inglis Falls vehicle data indicates that 39,607 cars triggered the counter from May until October 2021. GSC collected \$111,310.00 in revenues. Transactions compared to visitation show that, on average, we are only seeing 28% compliance. This this does not include vehicles driven by staff, season pass holders, people turned away due to a full parking lot, landowners, police and emergency, etc. It is difficult to quantify more precise numbers in this regard. If we assume the above makes up for 20% of cars exempt, compliance translates to 48.1%. When staff are on site, it is assumed that there is 100% compliance. This suggests that noncompliance exceeds 50% of visitors when there is no staff presence at the gate.

### **Suggested improvements for the Ambassador program at Inglis Falls**

- 1) Overlap staff shifts on weekends to capture a broader time period. Shifts would run from 8:00am until 4:00pm, and 12:00pm until 8:00pm. This will allow for staff presence over a longer period of the day, and also allow for overlap during the busiest parts of the day.
- 2) Investigate an extended season for staffing, pending revenue of cost/benefit.
- 3) Investigate expanded parking area.
- 4) Dedicate staff for enforcement.

### **Spirit Rock Conservation Area**

2021 was the first time that a gatehouse was situated at Spirit Rock Conservation Area. Staff were present on weekends (Friday, Saturday, and Sunday) during July and August. This allowed GSCA to realize increases in revenue at this property in 2021. After reviewing the data and comparing it to the revenues, we

are seeing compliance at around 43%, after accounting for 15% for seasons pass holders, staff, etc.

*Suggested improvements for the Ambassador program at Spirit Rock*

- 1) Investigate an extended season for staffing, pending revenue of cost/benefit
- 2) Investigate an expanded parking area.
- 3) Dedicate staff for enforcement.

**Bruce's Caves Conservation Area**

Bruce's Caves vehicle data is very similar to Spirit Rock. The difference in transactions is attributed to the staff presence on weekends at Spirit Rock. Based on available data, compliance at Bruce's Caves is estimated at approximately 36%. Anecdotally, staff have noted that a large number of visitors utilize the parking area immediately adjacent to Grey Road 1, on Georgian Bluffs property. Visitors are walking the 1.5km from this point to the main Bruce's Caves parking area. Based on these observations, staff estimate that visitation to the site may be as much as double what is being captured by the vehicle counters. GSCA is not currently receiving any revenue from these visitors.

*Suggested improvements for the Ambassador program at Spirit Rock*

- 1) Increased signage for parking and vehicle wayfinding
- 2) Partner with Georgian Bluffs to implement the Mackay Pay program at the parking lot off Grey Road 1. This may require a new trial, so people are not using the narrow road to walk in.
- 3) Investigate an extended season for staffing, pending revenue of cost/benefit
- 4) Investigate an expanded parking area.
- 5) Dedicate staff for enforcement.

**Eugenia Falls Conservation Area**

No vehicle counter has been installed at Eugenia Falls due to the logistics of the site. However, to facilitate data collection for the management planning process,

three trial counters were installed in 2021. For our intended purposes, we have used the average number of hits between the three counters and divided that number by 2.7 (average # of people in one car). For this analysis the numbers are a bit more subjective. Based on these assumptions, compliance is estimated at 65%. In 2021, staff were present from late April until October 31<sup>st</sup>. The property closes at 6:00pm daily. Greater staff presence and closing hours could attribute to the compliance being higher than the other properties.

*Suggested improvements for the Ambassador program at Eugenia*

- 1) Determine a location to install a car counter to get a more accurate data.
- 2) Implement overlapping shifts on weekends and extend park hours.
- 3) Dedicate staff for enforcement.

**Hibou Conservation Area**

Vehicle counter data is not available for Hibou. This property is currently staffed during the summer months (June, July, and August). In 2019 (a better comparable due to the park being closed until mid-June 2020), parking revenues at Hibou were \$5,796. With an increased staff presence and the introduction of the Square payment option, revenues have jumped to \$13,897 in 2021. It has also been noted when talking with Ambassador staff that a high percentage of visitors are accessing the property using a membership pass. It should be noted that Season Pass sales in 2019 totaled \$9207. In 2021, Season/Member Pass sales totaled \$35,245. It is believed that properties such as Hibou are one of the primary Drivers for local season pass purchases.

*Suggested improvements for the Ambassador program at Hibou*

- 1) Vehicle counter on entrance road to collect data. Staff to note total number of pass users.
- 2) Investigate options to sell season passes on site.
- 3) Dedicate staff for enforcement.

**Old Baldy Conservation Area**

Vehicle counter data is not available for Old Baldy. However, trial counter data is available for a portion of the year. Staff were present at this site on weekends

from late summer to fall. The Square system, which is used by staff, brought in \$3,948.00. MacKay Pay brought in a total of \$12,840.00. The data suggests that Old Baldy's compliance rate is 78.88%. Counter numbers for this property were compromised in 2021 due to a spider's web impeding the laser. This was noticed during the retrieval of the data.

*Suggested Improvements for the Ambassador program at Old Baldy.*

- 1) Install car counter to retrieve more accurate data.
- 2) Investigate an expanded parking area.
- 3) Dedicate staff for enforcement.
- 4) Reduce staffing to weekends in the fall.

**Christie Beach Conservation Area**

In 2021, GSCA signed an agreement with the Municipality of Meaford and the Town of the Blue Mountains that allowed GSCA to collect parking revenues at the parking area along the west side of Christie Beach Road adjacent to the conservation area. Although staff was present on weekends, their focus was to control numbers at the beach. Signs were installed late summer and achieved considerable success in a short time.

*Suggested Improvements for the Ambassador program at Christie Beach*

- 1) Improve upper parking lot and add trail down to the beach.
- 2) Investigate expanded parking options in line with property capacity.
- 3) Increase signage.
- 4) Dedicate staff for enforcement.

**Ainslie Woods Conservation Area**

There is no car counter or staff at this site. Parking revenues this year came in at \$800.00. Anecdotal information suggests that the majority of users have a membership pass.

*Suggested Improvements for the Ambassador Program at Ainslie Woods*

- 1) Investigate the potential and need for expanded parking.

- 2) Install a vehicle counter to assess visitation.
- 3) Implement pilot project have staff onsite for a strategic weekend(s) to assess relevance of possible future staffing.
- 4) Add trial system to attract more users.

### **Bognor Marsh Management Area**

Bognor currently does not have a car counter. The parking lot is small and there are no staff onsite. Revenues from Mackay Pay came in at \$2,700.00. This is up from \$1,132.24 in 2020.

#### **Suggested Improvements for the Ambassador Program at Bognor**

- 1) Increase signage.
- 2) Investigate the potential and need for expanded parking.

### **Membership Passes and Seasons Passes**

In 2020, GSC sold \$14,158.04 worth of Season Passes. In 2021, GSC decided to change the system from one generic pass to a two-pass system consisting of a Membership Pass for people that live in a GSCA member municipality and a Season Pass for people residing outside of these areas. The Membership Pass is priced \$40.00, which includes a quarterly newsletter and updates on events that GSCA and partners host. The Season's Pass is priced at \$75.00 and is open users outside of our watershed. The implementation of this program was a huge success, selling well over double the passes from the previous year.

#### **Suggested improvements for the Membership Pass**

- 1) Sell passes at gatehouses.
- 2) Investigate advertising and marketing options.
- 3) Investigate a pass renewal program.

### **Conclusion**

The Ambassador program, as it relates to revenues and compliance, has proven to be a successful step in improving visitor compliance, parking compliance,

visitor experience and revenue generation. There is still room for improvement in areas such as more accurate data collection, improved staff presence at key sites, compliance enforcement, property upgrades, increased signage, potential program expansion and improved training for employees. This was a large-scale project that most GSC departments were involved in. The success of the program is a testament to the staff and what can be achieved when we all work together. We look forward to fine tuning the program to further increase efficiency.

### **Financial/Budget Implications:**

GSCA has witnessed a marked increase in parking revenues over the last several years, largely attributed to a combination of increased visitation and an increased staff presence on properties. From 2018 to 2021, GSCA has experienced an increase in total gross parking revenues of \$31,960.00, \$51,704.00, \$120,255.27 and \$306,598.94, over each year, respectively.

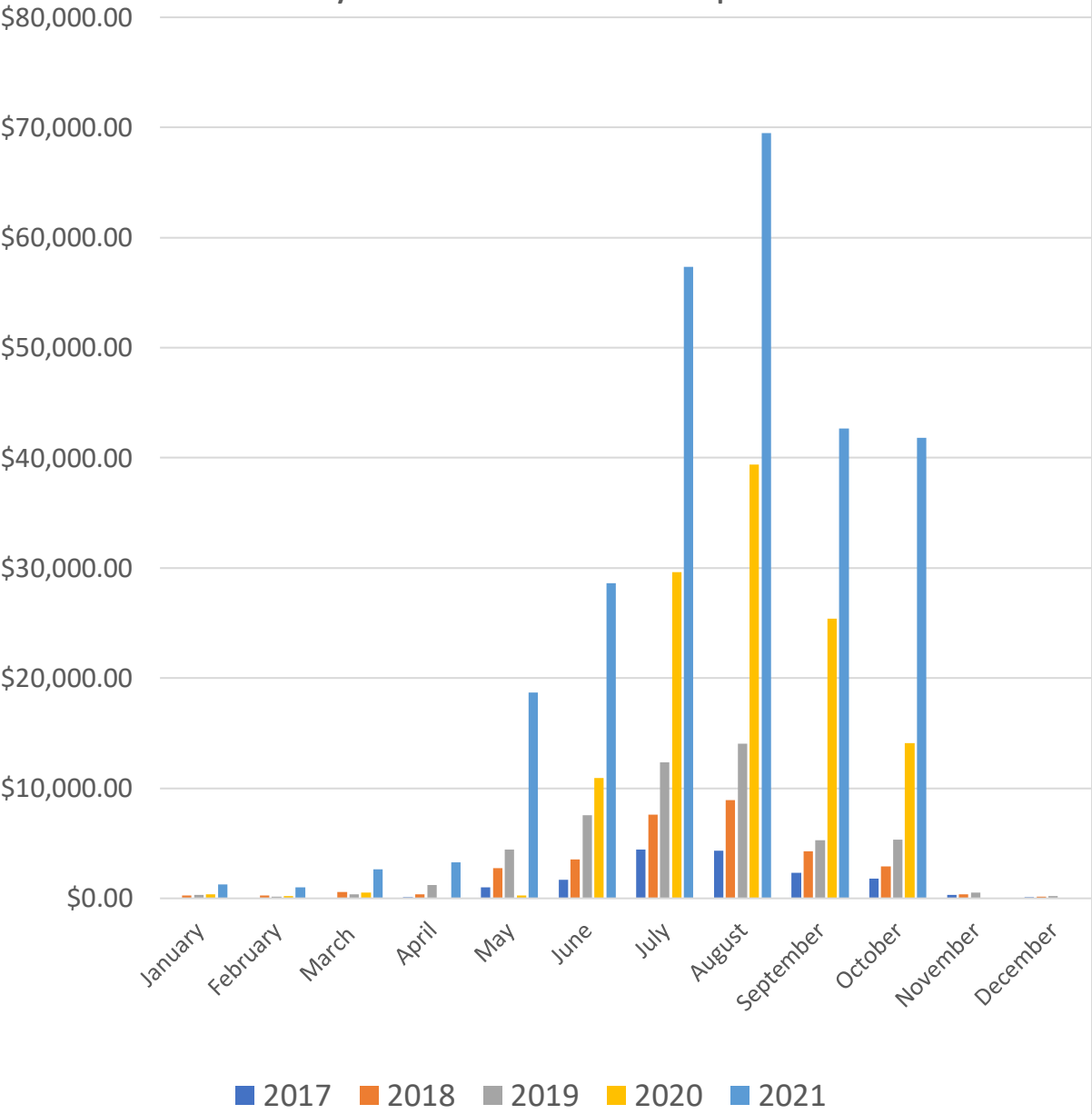
The revenues generated in 2021 exceed budgeted revenues by approximately \$115,000. As per previous discussions with the Board, most of this surplus is intended to be utilized for capital improvements. The CAO will bring forward a future report with recommendations for the use and placement of this budget surplus.

### **Consultation:**

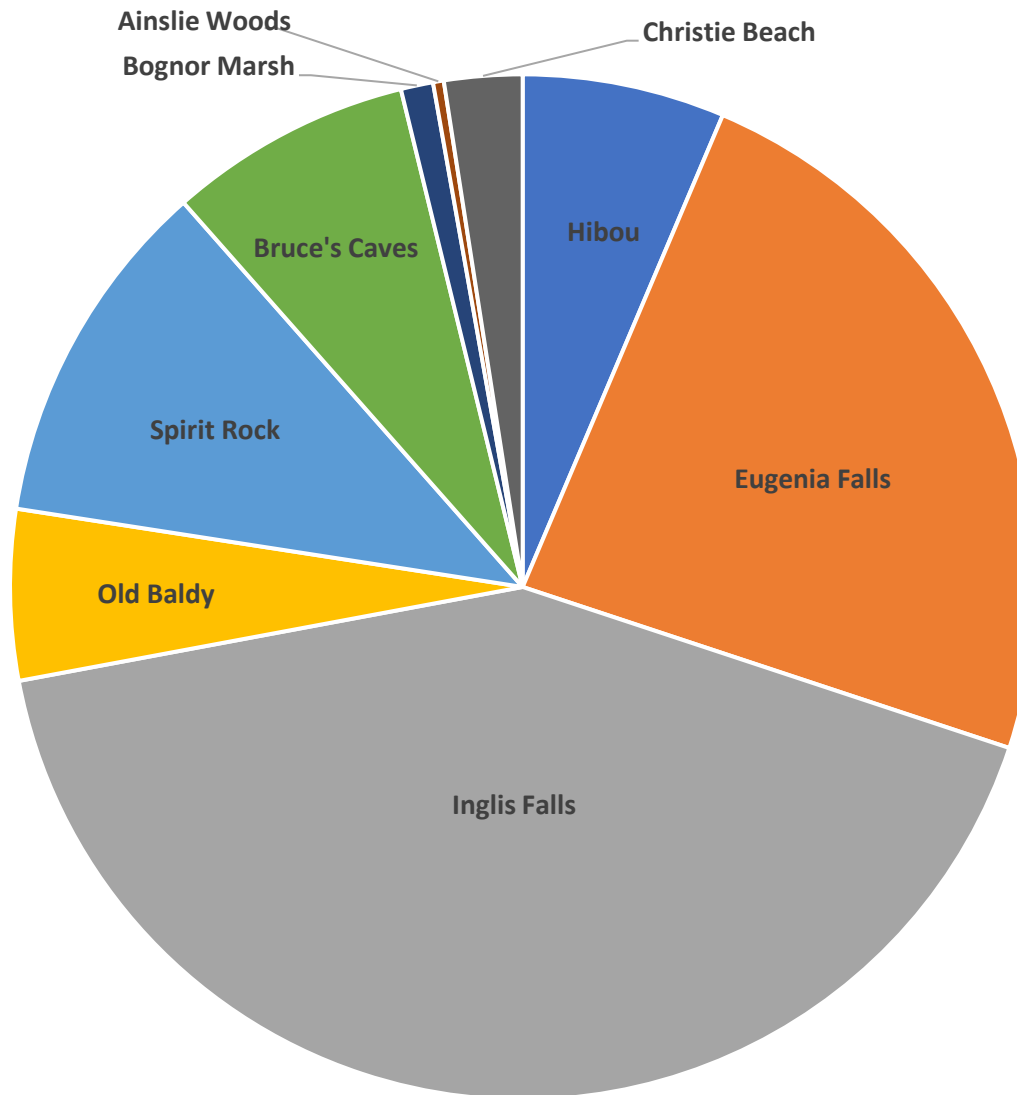
CAO, Manager of Information Services, Administration Department, Manager of Conservation Lands, Communications & Education Specialist, Water Resource Coordinator, Operations Staff



Monthly Gross Revenue Comparison



## 2021 Parking Revenues





## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-132

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**

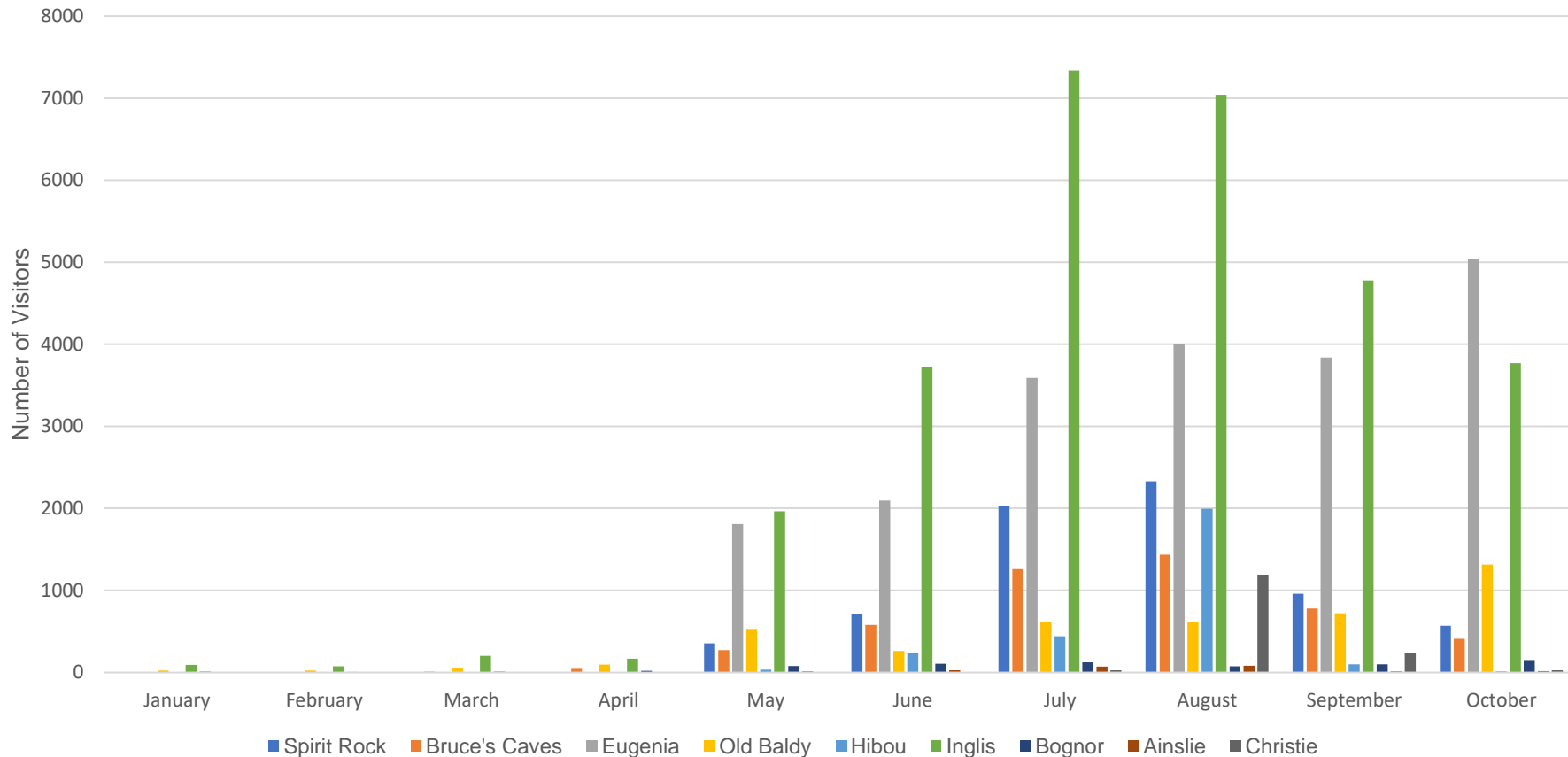


# PROPERTY VISITORSHIP 2021



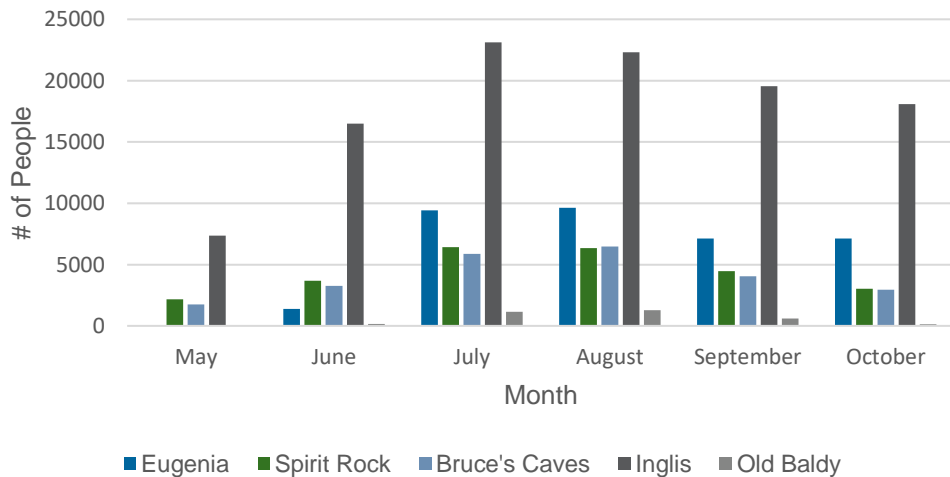
# VISITOR ESTIMATION BASED ON TRANSACTIONS

## (MacKay Pay and Square)

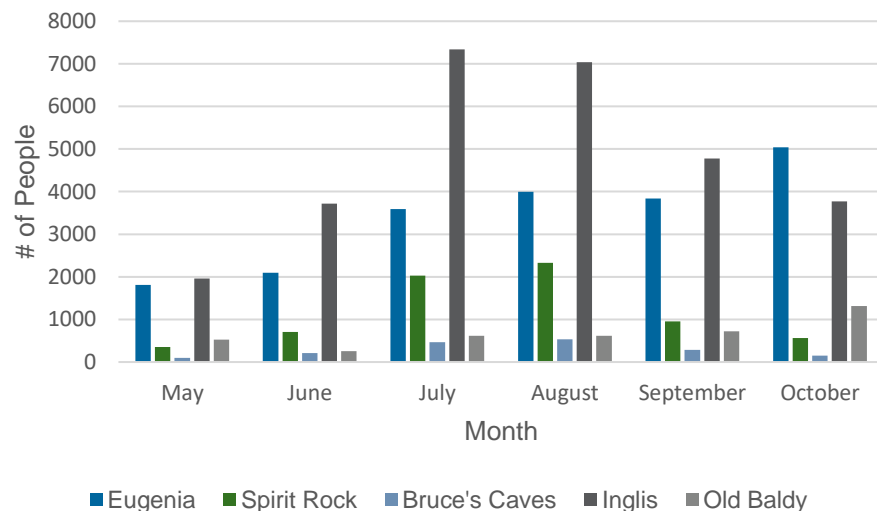


# COUNTER DATA VS. TRANSACTION DATA

## Counter Data



## Transaction Data\*

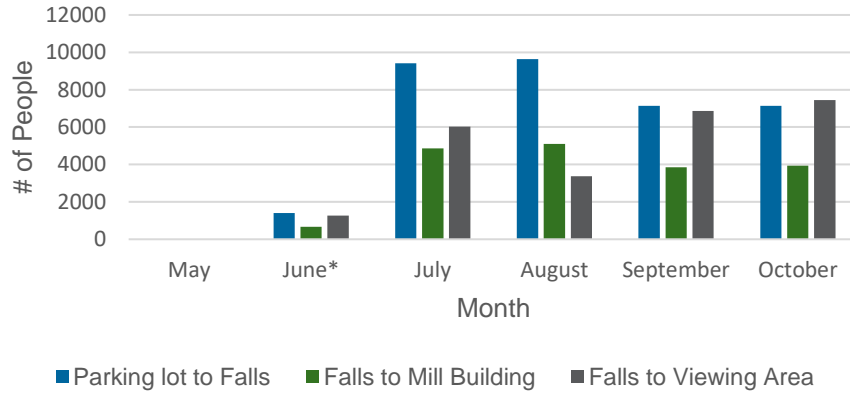


\* This includes both MacKay Pay and Square

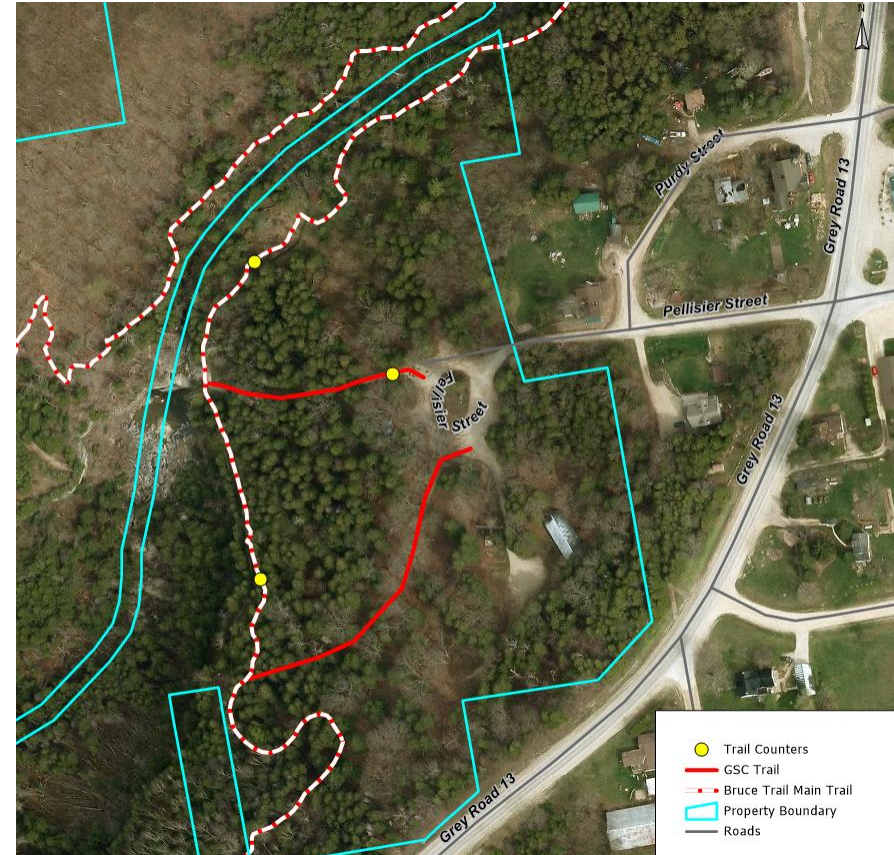
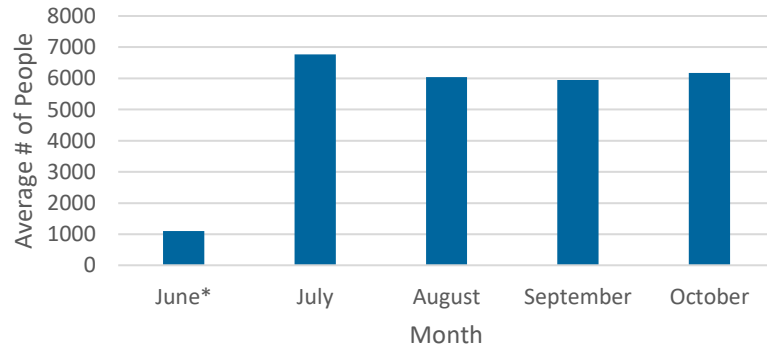


# EUGENIA FALLS COUNTER DATA

## Eugenia Falls Trail Counter Data

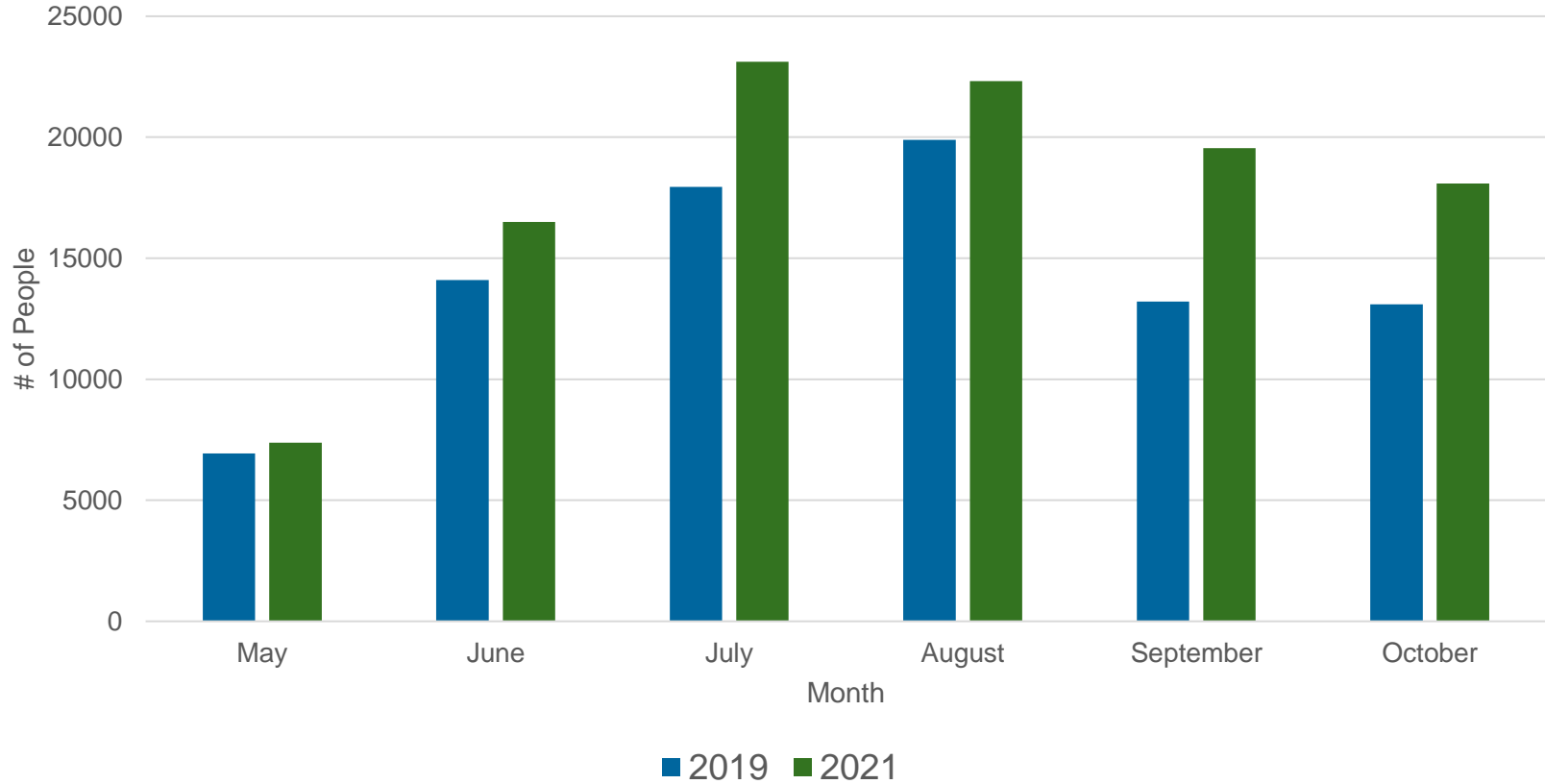


## Average # of Visitors at Eugenia Falls C.A



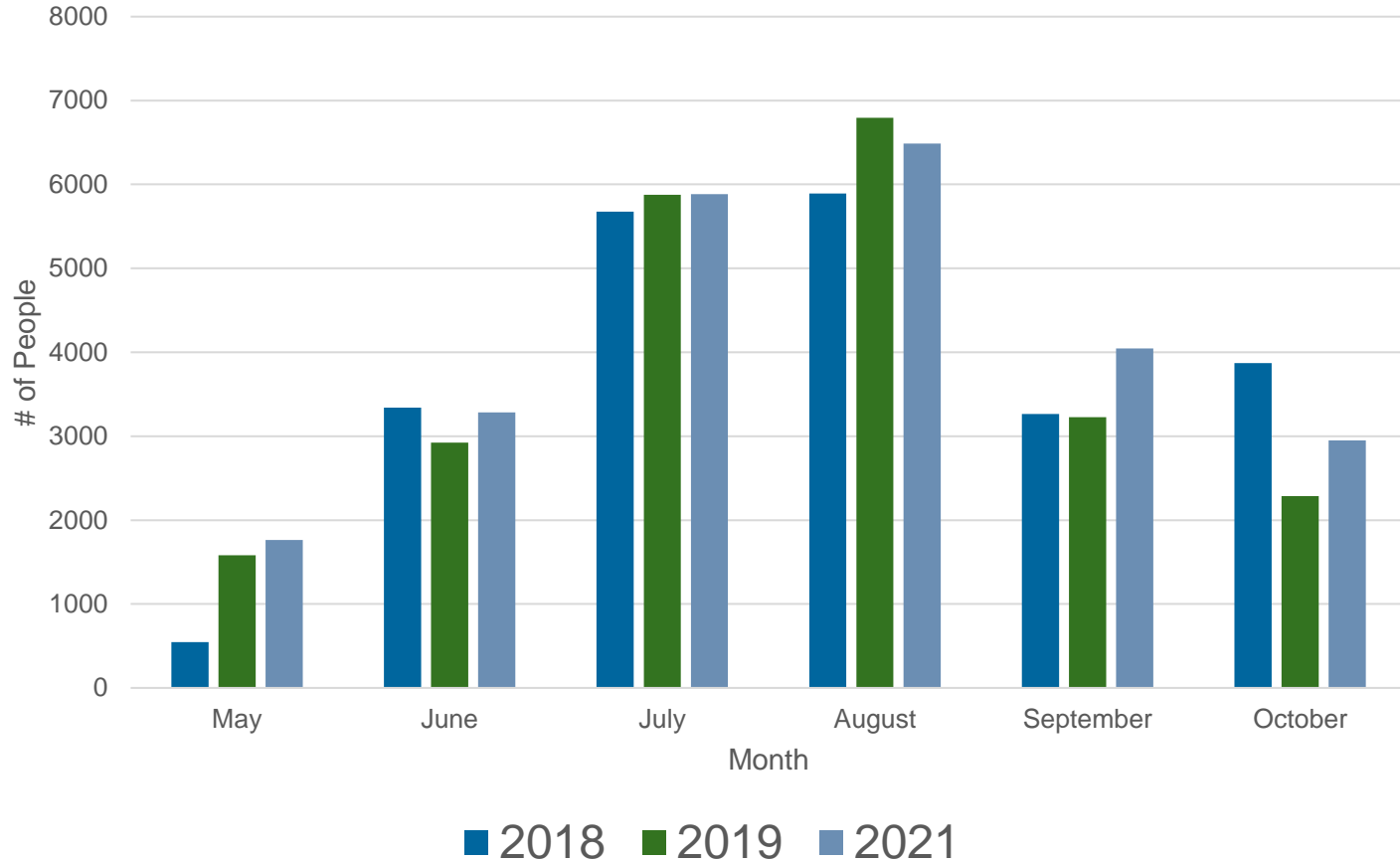
\*Installed June 23, 2021

# INGLIS FALLS CAR COUNTER DATA

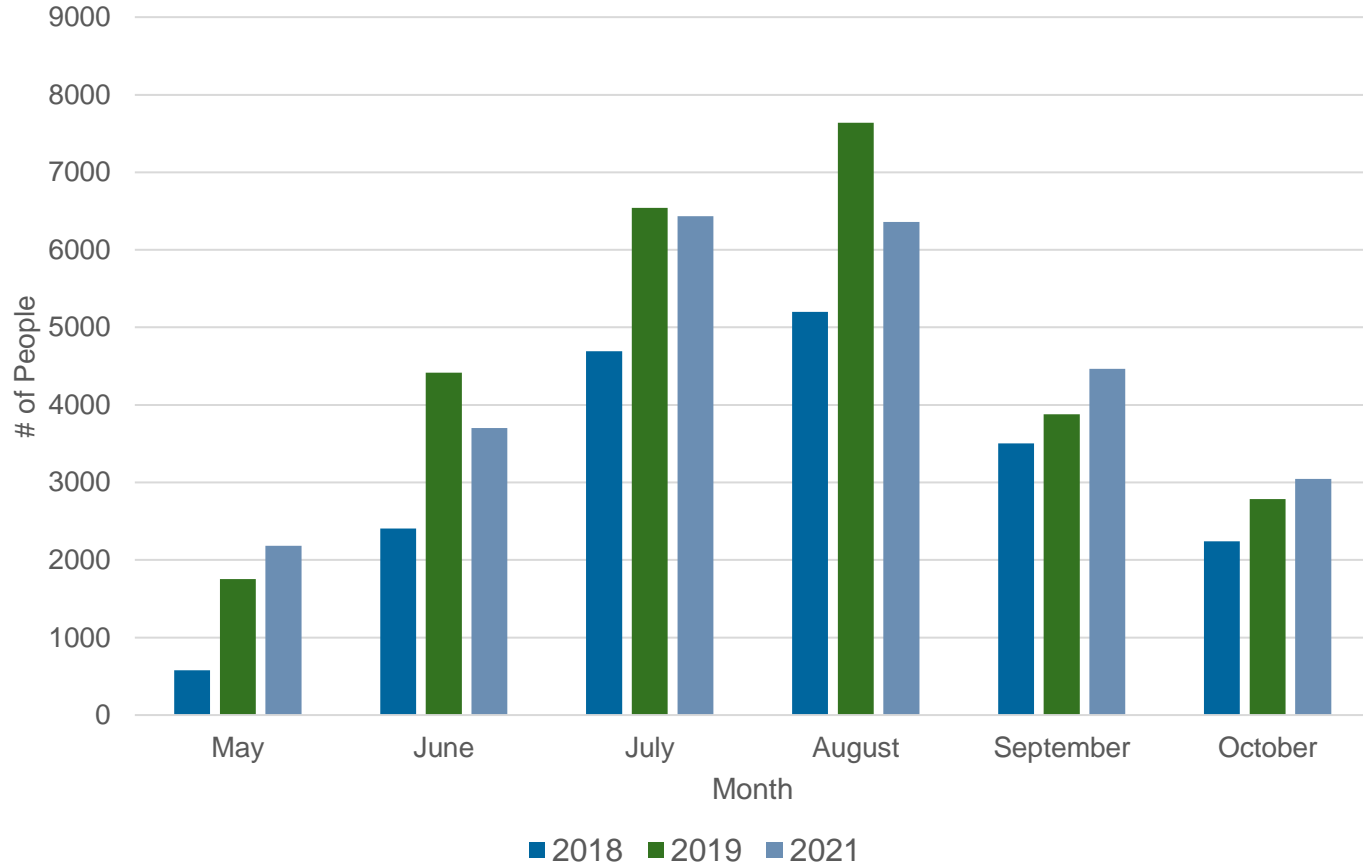




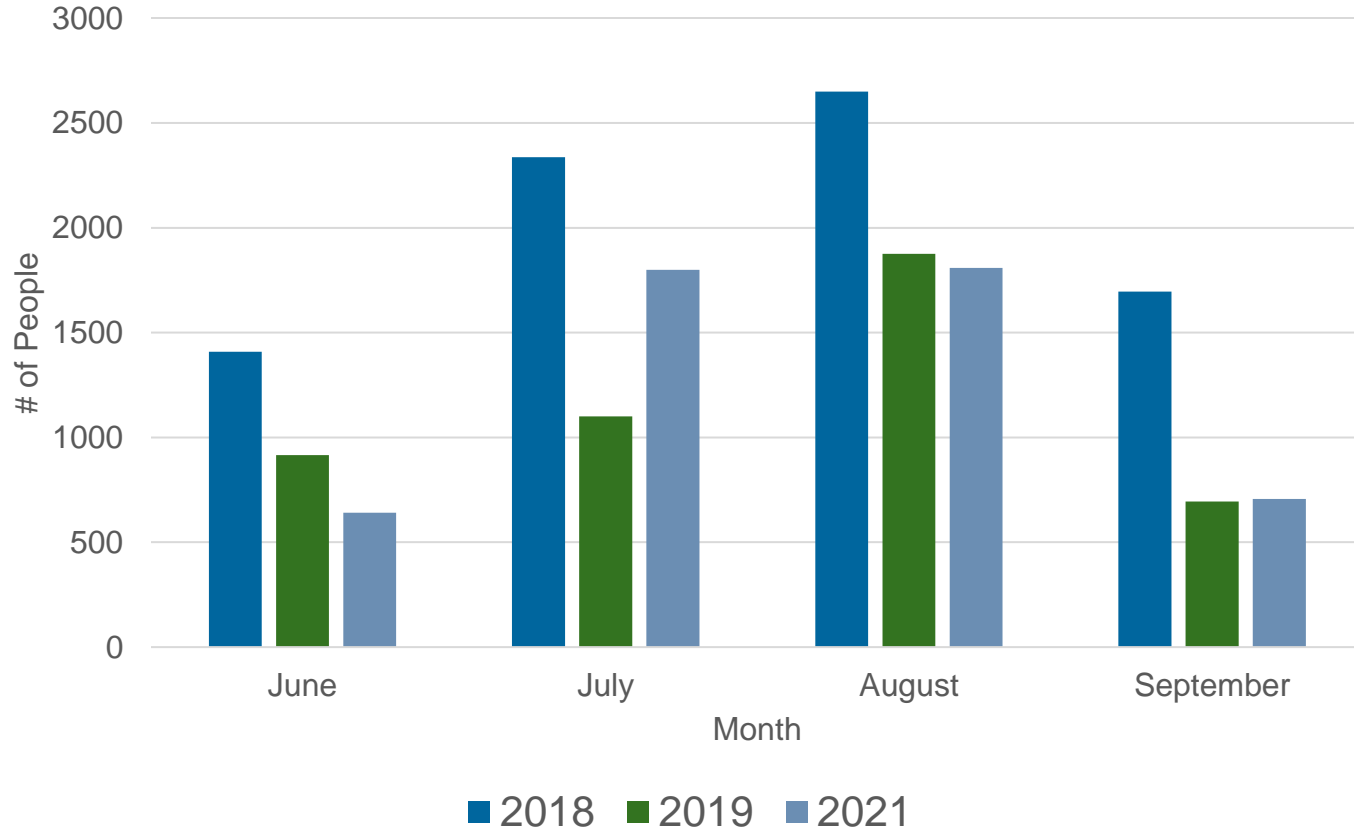
# BRUCE'S CAVES CAR COUNTER DATA



# SPIRIT ROCK CAR COUNTER DATA



# JONES FALLS TRAIL COUNTER DATA







**THANK YOU**



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Rebecca Ferguson, Manager of Conservation Lands  
**Meeting Date:** November 24, 2021  
**Report Code:** 054-2021  
**Subject:** Eugenia Falls Management Plan Terms of Reference

---

### Recommendation:

**WHEREAS, Grey Sauble Conservation Authority is committed to completing a Management Plan for the Eugenia Falls Conservation Area;**

**THAT, the Grey Sauble Conservation Authority Board of Directors endorse the provided Terms of Reference for the development of the Plan.**

### Strategic Initiative:

This item is related to the “Enhance Current Land Management” priority that is set out in GSCA’s Strategic Plan.

### Background:

As part of the Strategic Goal to enhance GSCA's current land management activities, GSCA, through staff, have committed to completing management plans for GSCA lands at a rate of approximately one plan per year.

Due to the high volume of usage at Eugenia Falls Conservation Area and limited capacity of the site, staff determined that commencing with a management plan for this property was of utmost importance. The management plan for this property was slated to be finished in 2020, however due to staffing changes, the plan has been delayed.

Staff have developed a Terms of Reference document to guide the management planning process and establish an Advisory Committee. Members from the Board of Directors representing this committee are Scott Greig and Cathy Little.

This planning process will generally include:

- Collecting and analyzing background and baseline information;
- Consulting with partners, stakeholders, and the general public;
- Developing draft concept management planning policies and strategies; and,
- Developing a finalized plan that establishes management policies, steers future use and development, enhances the local environment and user experience, and identifies an approximate cost estimate to implement.

### **Financial/Budget Implications:**

Development of the Management Plan for Eugenia Falls is part of the Lands Policy Operational Plan which is funded by levy dollars.

### **Communication Strategy:**

The Terms of Reference will be utilized as a tool to facilitate communication about the Plan with partners, stakeholders, and the general public.

The initial communication strategy is identified in Section 7.0 of the Terms of Reference.

### **Consultation:**

CAO





# EUGENIA FALLS CONSERVATION AREA

## Management Planning Terms of Reference



### PROTECT. RESPECT. CONNECT.

237897 Inglis Falls Road, Owen Sound ON, N4K 5N6

519-376-3076

[www.greysauble.on.ca](http://www.greysauble.on.ca)



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## GSCA's Mandate

Grey Sauble Conservation Authority's (GSCA) mandate comes to it legislatively from the Province of Ontario through the Conservation Authorities Act. Within the act, the objects of an Authority are to provide, in the area over which it has jurisdiction,

- (a) the mandatory programs and services required under section 21.1;
- (b) any municipal programs and services that may be provided under section 21.1.1; and
- (c) any other programs or services that may be provided under section 21.1.2. (R.S.O. 1990, c. C.27, s.20)

## GSCA's Vision

A healthy watershed environment in balance with the needs of society.

## GSCA's Mission

Our mission, in partnership with the stakeholders of the watershed, is to promote and undertake sustainable management of renewable natural resources and to provide responsible leadership to enhance biodiversity and environmental awareness

## Strategic Direction

In 2018, GSCA developed and approved a Strategic Plan to guide the operation of the organization over the next 3-4-year period, based on a 20-year strategic vision. Five primary goals were identified through this planning process and carried forward into the plan. The two of these goals that are most relevant to this management plan are to enhance GSCA land management and natural heritage preservation, and to enhance communication and education.

## 1.0 Introduction

The Grey Sauble Conservation Authority is establishing this Terms of Reference as a guiding document to assist in steering the property management planning process. As part of this terms of reference, a workplan and timeline have been developed. The timeline is relatively aggressive though considered approximate to complete a management plan for this property as there are several variables and some of these are beyond the control of GSCA.

Recreational tourism, particularly on the Bruce Peninsula, is becoming increasingly more popular with tourists. Due, in part, to social media coverage, specific locations within our region are experiencing unprecedented numbers of visitors. This was further increased due to the pandemic and associated lockdowns. Eugenia Falls Conservation Area, is one of these popular locations, given its scenic views and close proximity to Toronto (1.5 hour drive) and Collingwood (30 min drive).

The Eugenia Falls property is also extremely popular with the local population, who recognize the value of this unique local treasure. The Eugenia Falls Conservation Area is part of the Niagara Escarpment Parks and Open Space System (NEPOSS). As the name suggests, this is a system of parks and open spaces along the Niagara Escarpment that are connected by the Bruce Trail. The system is expected to provide opportunities for recreation, tourism, and to play a fundamental role in the protection of cultural and natural heritage resources. The Ontario Ministry of Natural Resources and Forestry (MNRF) coordinates the development and administration of NEPOSS, including the approval of management plans. The Niagara Escarpment Commission works collaboratively with MNRF to ensure that recreational activities and development within the NEPOSS are consistent with the objectives and policies of the Niagara Escarpment Plan.

As such, a plan is required that can address future public use demands and enhanced environmental protection. Furthermore, it is necessary to prepare a comprehensive and integrated management plan for the property that can respond to the changes in the availability of public funds and evolving concepts in conservation and sustainability. The plan must also match GSCA's vision of a healthy watershed environment in balance with the needs of society.

The Management Plan is intended to complement and/or expand on the following GSCA documents:

- GSCA Strategic Plan (2018);
- GSCA Watershed Report Card (2018);
- GSCA's Ecosystem Valuations (2018);
- GSCA Risk Management Guidelines (2018);
- Permitted Uses Guideline (2019);
- GSCA Property Signage Guidelines (2019).

## 2.0 Rational for Management Plan

- To address property management and public safety issues;
- To develop a plan which responds to future demands, an increase in recreational tourism, and increased growth in the region;
- To establish appropriate environmental protection and regeneration techniques;
- To target investments in a strategic and focused way;
- To receive public input regarding appropriate use, development and management of lands; and,
- To create a sense of stewardship among users and adjacent landowners.

## 3.0 Study Area

The Eugenia Falls Conservation Area is located on the main Beaver River watershed along the Beaver River (Figure 1). The property is approximately 23.24 hectares in size, located along the Cuckoo Valley on Lots Mill Reserve 1, 2, and Part of 3, Concession 10, Plan 20 (Eugenia) in the former Township of Artemesia of the Municipality of Grey Highlands.



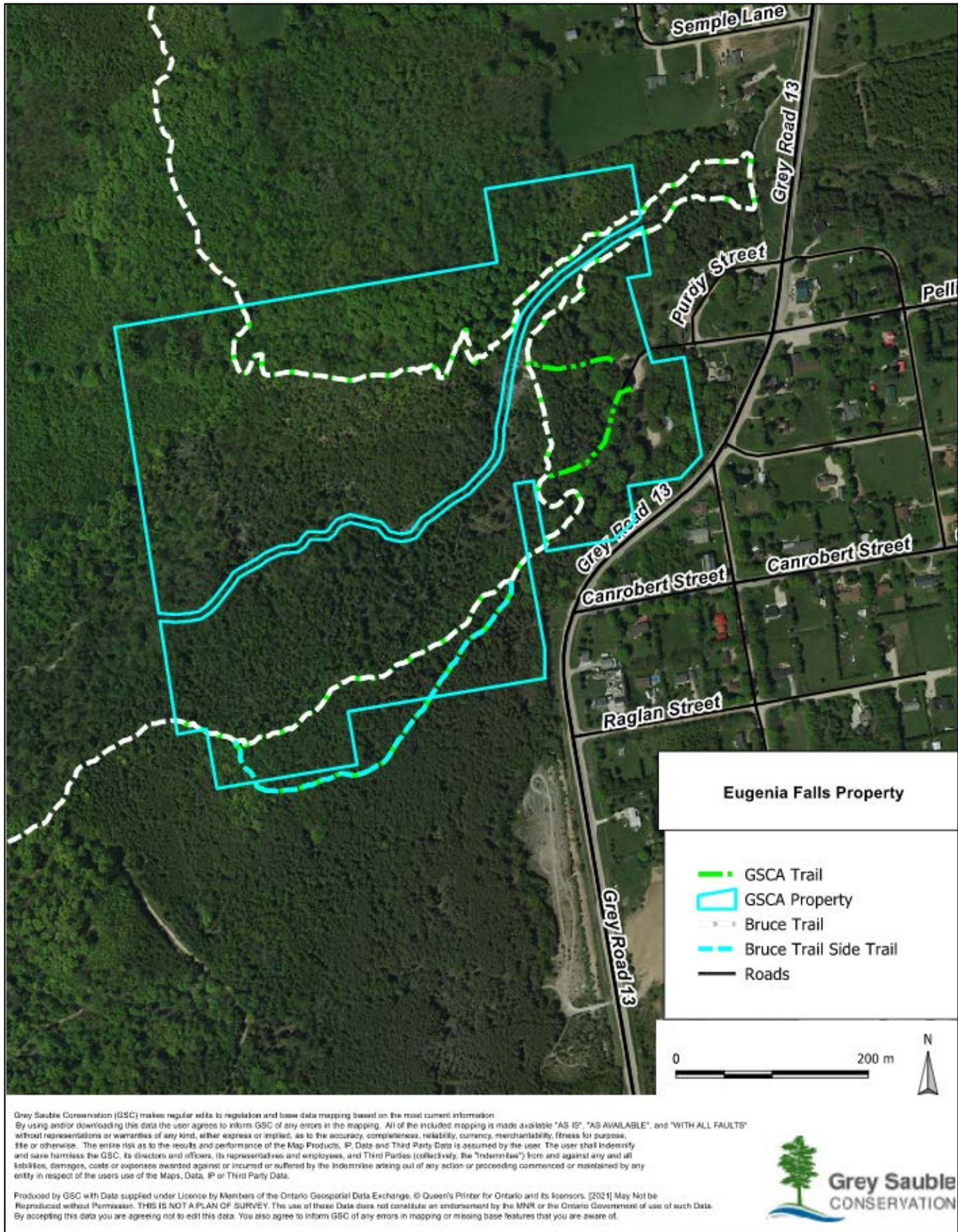


Figure 1. Eugenia Falls Conservation Area Site Map

## 4.0 Plan Goals and Objectives

The following goal and objectives were established to guide the development of the Eugenia Falls Management Plan.

### Goal:

To protect, conserve and manage the property within an ecosystem framework and, in consultation with the community, to ensure watershed health, public enjoyment, safety and environmental sustainability.

### Objectives:

- *Natural Heritage* - To protect, restore and regenerate the natural ecosystem by ensuring the health and diversity of native species, habitats, landscapes and ecological processes; to maximize the linkages and connectivity of the natural heritage features to one another and to adjacent areas; and to provide professional resource management as appropriate.
- *Cultural Heritage* - To identify, protect and conserve the cultural heritage features for their inherent value and depiction of the long-term human use and occupancy of the area, including any identified traditional uses of First Nations peoples.
- *Land Use* - To ensure protection of the ecological integrity and cultural values of the land through innovative planning and management, and appropriate conservation, recreation and other land uses.
- *Recreation* - To provide opportunities for appropriate outdoor recreation, that is sustainable in environmental, physical and economic terms, and which is consistent with all other objectives.
- *Education* - To promote knowledge and understanding of the natural and cultural values of the site, the watershed area, and the Niagara Escarpment, including their protection and management requirements, as well as their significance, sensitivities and interrelationships.
- *Stewardship* - To promote and facilitate the ongoing public involvement toward a partnership that will foster sustainable recreational tourism and will accomplish watershed management objectives.
- *Fiscal Sustainability* – To ensure that GSCA undertakes upgrades, alterations and management of the Eugenia Falls Conservation Area in a manner that considers fiscal requirements and responsibilities and strives to ensure financial balance and sustainability over the long-term.
- *Management* - To manage Eugenia Falls Conservation Area in a manner that will ensure the achievement of all objectives.
- *Visitor Safety* – To manage Eugenia Falls Conservation Area in a manner that promotes visitor safety and limits risk, within reason.

## 5.0 Plan Process

We propose that the Management Plan study approach for the Eugenia Falls Conservation Area generally follow the Niagara Escarpment Parks and Open Spaces Planning Manual. The Management Plan will include a description and evaluation of the property. The plan will also identify specific management zones within which a certain type of activity may be undertaken. In addition, a site development and environmental restoration plan will be included along with design guidelines and an implementation strategy.

### Management Plan Deliverables

- An identification of existing property features, including natural and cultural heritage;
- An evaluation of the property based on conservation planning policies, landscape features and functions, site environmental opportunities and constraints, community needs and municipal policies, plans and requirements;
- A review of how the property fits into the larger Beaver Valley recreational area context;
- An establishment of conservation land management zones, as per Part 3 of the Niagara Escarpment Plan;
- Management guidelines and recommendations for each management zone;
- Public use site development including a plan for capital improvements, environmental restoration plan and trail plan;



- A review and plan for visitor safety and,
- Implementation strategy with preliminary costs.

This Management Plan will provide a framework for the GSCA to determine priorities and rationale for future Eugenia Falls Conservation Area initiatives, including the protection of natural features, habitat regeneration, and the development of public use and environmental education opportunities.

The planning process will be undertaken in three overlapping phases. Phase One includes project start-up, initial consultations and the completion of baseline data collection. Phase Two will include data analysis, draft reporting and policy development, and the development of property management zones. Then, in Phase Three, the final management plan will be developed which will include the deliverables listed above.

The following specific tasks will be completed:

#### Phase One

- Develop Terms of Reference;
- Document historical data from literature review;
- Develop pre-consultation zone mapping;
- Establish advisory committee;
- Establish and circulate targeted consultation letter for neighbours, partners and stakeholders;
- Commence website and social media outreach;
- Host one advisory committee meeting to receive initial comments, conduct preliminary site visioning, and review initial public comments;
- Collect baseline data.

#### Phase Two

- Compile, analyse, and report on baseline data;
- Determine draft management zones based on initial consultations and baseline data;
- Develop draft management policy recommendations;
- Develop draft objectives and direction;
- Develop site concept designs alternatives;
- Integrate watershed report card recommendations where/if applicable;
- Host one advisory committee meeting;
- Develop public use and site restoration concepts;
- Develop an overall draft trail plan for the property;
- Circulate a study newsletter update;
- Host one public meeting to review draft material

#### Phase Three

- Finalize draft plan;
- Develop plan implementation strategy and costs;
- Host one advisory committee meeting;
- Host one public meeting to review final draft plan;
- Obtain MNRF and GSCA Board endorsement of plan

## 6.0 Advisory Committee

The GSCA will invite agency and community representatives to be members of the advisory committee for the duration of the project. The advisory committee will assist with determining the management zones and management recommendations. The committee will also provide direction and comment on the public use development plan and environmental protection plan.

### **Mandate**

The mandate of the Advisory Committee will be to provide advice, input and informed opinions that will guide the GSCA in decision making throughout the management planning process for the Eugenia Falls Conservation Area.

### **Roles and Responsibilities**

In fulfilling their mandate, members of the Advisory Committee will be responsible for the following:

- Review of all relevant project materials;
- Attendance and participation in all meetings (or sending an alternate);
- Ensure that appropriate staff and members at their respective municipality/agency/association are adequately informed throughout the process;
- Consideration of feedback and comments from the public through the consultation process;
- Assist in the identification of outstanding issues and suggest appropriate ways of resolving them;
- Provide comment, advice and suggestions throughout the development of the plan; and,
- Assist with plan implementation as necessary or appropriate.

### **Local Representation**

Advisory committee representatives include:

- GSCA Board of Directors;
- GSCA Staff;
- County of Grey;
- Municipality of Grey Highlands;
- Ontario Power Generation;
- Friends of South Grey Museum;
- Metis Nation of Ontario (MNO);
- Saugeen Ojibway Nation (SON);
- Grey Sauble Conservation Foundation;
- Bruce Trail Conservancy;
- Local neighbourhood representative;
- Broader community representative;
- Local business or tourism representative;
- Grey Bruce Health Unit;

### **Approval Agency Representation**

- Ministry of Northern Development, Mines, Natural Resources and Forestry; OR,
- Ministry of Environment, Conservation and Parks; AND,
- Niagara Escarpment Commission

## **7.0 Public Consultation**

There will be two public meetings throughout the process. These meetings will be held during Phase Two and Three of the Management Plan process to present the concepts for the Management Plan at each stage. These meetings will be hosted by the GSCA either virtually, or at the Eugenia Falls Conservation Area or other appropriate local location.

GSCA will also utilize targeted consultation techniques (letters, emails, phone calls) to offer neighbours, partners, and stakeholders with a direct conduit to comment and remain informed about the planning process. Additionally, GSCA will offer the public an option to provide input and comment through both our website and our social media platforms.

## 8.0 Timeline

The following chart illustrates the proposed timeline for completion of the various components of the Eugenia Falls Management Plan. This is a relatively aggressive timeline with a completion target of late 2022.

Eugenia Falls Management Plan Deliverables	Timeline
<b>Terms of Reference for Management Plan</b>	
Develop Terms of Reference (TOR)	Oct-21
Update Board of Directors on TOR	Nov-21
<b>Gather Information and Research</b>	
Historic Data from Reports	Feb-22
Historic Data from Archives (Grey Roots)	Feb-22
Traditional Information from First Nations and Metis	Ongoing
Birding Survey	Apr-22
Flora Inventory	Complete
Parking Data	Complete
Trail Use Data	Complete
<b>Conduct Public Consultation</b>	
Director Outreach and Survey	Jan-22
Neighbour Outreach and Survey (within 120m)	Complete
Stakeholder Outreach and Survey (user groups)	Dec-21
Partner Outreach and Surveys (Municipal, BTC, AA, etc.)	Dec-21
First Nations and Metis Outreach	Jan-22
Individual User Surveys	Complete
Social Media Survey Campaign	Complete
Open Call for Public Input (social media and website)	Complete
Public Open House	April and Jul 2022
Consultation Follow-Up	May and Aug 2022
<b>Determine the Classification and Zoning</b>	
Pre-Consultation Draft	Feb-22
Post-Consultation Draft	May-22
Final	Jun-22
<b>Compiling and Analyzing Data (Baseline Conditions)</b>	
Compile and map natural heritage data	Jan to Mar-22
Compile and map cultural heritage data	Jan to Apr-22
Compile, analyze, and graph property usage data	Mar-22
<b>Draft Reporting</b>	
Draft Environmental and Management Issues Section	Jan to Feb-22
Draft Objectives and Direction	Jan-22
Draft Management Policies	Jan to Mar-22
Determine Current and Future Development Area	Mar to Apr-22



EUGENIA FALLS MANAGEMENT PLAN TERMS OF REFERENCE – NOVEMBER 2021

Development Concept Designs	Jun-22
Determine Financial Considerations	Jul-22
Final Draft of Management Plan	Aug-22
<b>Board Endorsement</b>	
Update Board on Progress and First Full Draft	Jun-22
Board Endorsement of Pre-MNRF Final Draft	Sept-22
Board Endorsement of Final Draft	Nov-22
<b>MNRF/NEC Endorsement</b>	
Approval	Oct-22

## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-133

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS, Grey Sauble Conservation Authority is committed to completing a Management Plan for the Eugenia Falls Conservation Area;**

**THAT, the Grey Sauble Conservation Authority Board of Directors endorse the provided Terms of Reference for the development of the Plan.**



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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Michael Fry, Forestry Coordinator  
**Meeting Date:** November 24, 2021  
**Report Code:** 055-2021  
**Subject:** Carbon Credit Feasibility Assessment

---

### Recommendation:

**WHEREAS** under Section 21(1)(f) of the Conservation Authorities Act, Grey Sauble Conservation Authority (GSCA) has the power to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

**WHEREAS** under Section 21.1 GSCA shall provide programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title;

**WHEREAS** GSCA owns and manages over 11,300 hectares (28,000 acres) of land comprised of 207 individual properties organized into 79 groupings;

**AND WHEREAS**, GSCA manages nearly 5,260 hectares (13,000 acres) of forested area to offset the operating expenses of the Forestry department and GSCA;

**THAT** the Board of Director's approve the recommendation to engage CarbonZero to conduct a Feasibility Assessment of GSCA lands to assess the potential of a viable Forest Carbon Offset project.

### Strategic Initiative:

This initiative applies to the GSCA Strategic Plan goal of 'Enhance Land Management and Natural Heritage Preservation.'

## **Background:**

Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land throughout its jurisdiction. Approximately 85% (9,600 hectares / 23,800 acres) is forested. Many of these areas are used for several activities such as hunting, hiking, or forest management.

GSCA's forests sequester carbon dioxide from the atmosphere and store it as carbon within the tree. This carbon that is removed helps to reduce the amount of carbon dioxide within the atmosphere and therefore helps to reduce the impacts of global warming. Carbon dioxide is a main gas driving global warming and the greenhouse effect.

Over the last number of years, companies and individuals have become concerned about their own carbon footprint and have looked for ways to reduce and offset their carbon footprints through different actions. A carbon footprint is the amount of greenhouse gases, and specifically carbon dioxide, that are released due to one's actions over a set period. Individuals and companies can work towards reducing their carbon footprint by changing their practices and reducing the amount of greenhouse gases that they produce, or by purchasing 'carbon offsets'. A carbon offset is an environmental benefit that avoids or reduces greenhouse gas pollution from the environment.

The amount of carbon sequestered by forests can be quantified through sampling within the forests and verified, by a third party. The amount of carbon being sequestered by any given area can be sold through a carbon market where individuals or companies purchase specific carbon offsets, and these offsets are then retired, meaning they cannot be sold to another individual.

Carbon credits represent a reduction in emissions of carbon dioxide or greenhouse gases made in one location in order to compensate for emissions made elsewhere. These credits can be traded to make up for the production of greenhouse gases generated by industry, transportation or other activities.

There are two different carbon offset streams within Canada, the voluntary offset program and the regulatory offset program. The regulatory offset program is where government mandate a limit on the amount of greenhouse gases that can be emitted and any emissions above this the corporation must purchase carbon offset credits from a verified carbon offset project. For this program, we are generally talking about corporations that produce large amounts of emissions such as smelters or oil and gas companies. Ontario currently does not have a regulatory carbon offset program as no legislation has been enacted setting a cap on the amount of emissions. This program is also called 'cap and trade'. The second offset program is the voluntary market. This is where individuals and companies choose to purchase credits to offset their activities. There is no requirement to do so through legislation, rather the company or individual is

choosing to. In many cases companies are identifying climate change as a threat to their business, or self, and through various activities have identified the desire to reduce emissions, either through changes in behaviours/actions or through purchasing carbon credits.

Carbon offset projects are required to show a net benefit from the currently allowable practices. Within GSCA watershed, local County By-laws allow for the harvesting of forested areas through 'Good Forestry Practices' and Circumference-limit (diameter-limit) harvesting. GSCA has made the decision that approximately half of its land-base is not suitable for harvesting. Given certain conditions this area could be sustainably harvested for forest products, but GSCA has chosen not to in order to protect the ecological, social, or aesthetic values. By intentionally not harvesting these areas, GSCA lands are sequestering additional carbon than if they were managed through either Good Forestry Practices or Circumference-limit (diameter-limit) harvesting. This additional sequestered carbon is what is available for sale through a carbon offset project.

### Analysis:

Staff searched on the internet for organizations that provide forest carbon project development services. As this is a fairly niche market, there are not many companies offering services like this. Staff identified one company based in Toronto and a second based in Calgary. Otherwise, companies were in the USA or Europe.

Staff contacted both Canada-based companies requesting a quote for a Feasibility Assessment. One was received from the company based in Toronto, while the second company required a Non-Disclosure Agreement to be signed.

GSCA maintains and follows a Procurement Policy, which was updated and approved in July 2021, to ensure our purchasing is open and transparent. Through this procurement policy, three quotes are required for purchases under \$20,000. Purchasing over \$20,000 requires the use of an RFQ or RFP process. In this instance, GSCA has been unable to find any additional companies to provide this specialized service.

In order to further explore revenue in carbon credits a Feasibility Assessment needs to be conducted. The Feasibility Study will provide context and guidance to the full development of the forest carbon project. This assessment will reduce uncertainty; establish the tasks required and the timelines associated with developing the project.

The Feasibility Assessment completed by CarbonZero will include the following items:

- Assessment of available data types, cost, limitations, and reliability for the purpose of generating carbon offset units;
- Evaluation of methods for generating an estimate of the carbon stocks based on the best available data;

- Development of preliminary greenhouse gas removal assertion estimation;
- Determine which recognized greenhouse gas programs and standards the project could be submitted with regards to the main greenhouse gas project criteria;
- Assessment of methodologies applicable to the proposed project;
- Assessment of barriers and challenges to achieving the emission reductions, and strategies to mitigate barriers and challenges;
- Overall assessment of the proposed projects feasibility. Determination of a go or no-go scenario; and
- Market Assessment – Opportunities will be explored for selecting a buyer, this includes:
  - o Evaluate market for potential buyer(s), based on the results from the Feasibility Study assessment;
  - o Determine suitable buyers, marketing strategies and project components suitable for these objectives; and
  - o Quality market demand and suggest an approach to develop the project focus around the intended client based.

It is estimated that each acre of forested land GSCA owns sequesters 1-3 tonnes of carbon (equivalent) per acre per year and GSCA has roughly 13,000 acres of forest land it does not consider for forest management (but under certain conditions could). Through a carbon broker such as CarbonZero, GSCA is able to realize between revenue of \$8-10/tonne (equivalent). The table below shows rough calculations of the amount of revenue that could be realized.

	Low	High
Carbon sequestered per acre per year	1	3
\$ per Tonne (equivalent)	8	10
Area (ac)	13,000	13,000
<b>Total Revenue (\$)</b>	<b>\$104,000</b>	<b>\$390,000</b>

In addition to the Feasibility Assessment, there will be other start-up costs, including: Project Registration, Initial Project Verification, Monitoring, and staff time. It is estimated that total project initiation costs will range between \$30,000-\$70,000.

From discussions with CarbonZero, it is anticipated that a viable Forest Carbon Offset Project is present for GSCA's lands. The Feasibility Assessment will provide more clarity in terms of possible valuation.

It is anticipated that the Feasibility Assessment will take eight to 12 weeks to complete. When this is completed, staff will be able to report the findings to the Board of Directors and determine the necessary next steps.

### **Financial/Budget Implications:**

The Feasibility Assessment completed by CarbonZero will have a maximum cost of \$10,000 plus HST. As these funds were not budgeted for in 2021, GSCA staff propose to utilize money within the Forestry Reserve to cover the cost. A 50% deposit (\$5,000) is required to initiate the Feasibility Assessment. It is anticipated that the deposit will be spent in 2021, while the remaining amount will be spent in 2022 (also from the Forestry Reserve). After the Feasibility Assessment is complete and should GSCA wish to proceed with a Carbon Offset Program, revenue generated from selling carbon credits will be paid back to the Forestry Reserve to cover initial startup costs.

Once the Feasibility Assessment is complete, longer-term budget implications will become clearer as well.

### **Communication Strategy:**

None required

### **Consultation:**

Manager of Conservation Lands, CAO, Forestry Coordinator



## Grey Sauble Authority Board of Directors

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### MOTION

**DATE:** November 24, 2021

**MOTION #:** FA-21-134

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS** under Section 21(1)(f) of the Conservation Authorities Act, Grey Sauble Conservation Authority (GSCA) has the power to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

**WHEREAS** under Section 21.1 GSCA shall provide programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title;

**WHEREAS** GSCA owns and manages over 11,300 hectares (28,000 acres) of land comprised of 207 individual properties organized into 79 groupings;

**AND WHEREAS**, GSCA manages nearly 5,260 hectares (13,000 acres) of forested area to offset the operating expenses of the Forestry department and GSCA;

**THAT** the Board of Director's approve the recommendation to engage CarbonZero to conduct a Feasibility Assessment of GSCA lands to assess the potential of a viable Forest Carbon Offset project.





## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Michael Fry, Forestry Coordinator  
**Meeting Date:** November 24, 2021  
**Report Code:** 056-2021  
**Subject:** Forest Management – Cutting Cycle Length

---

### Recommendation:

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**

### Strategic Initiative:

This item relates to the “Enhance Current Land Management” priority set out in GSCA’s Strategic Plan.

### Background:

Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land throughout its jurisdiction. Approximately 85% (9,600 hectares / 23,800 acres) is forested. Much of these areas are used for several activities such as hunting, hiking, and forest management.

GSCA maintains a Forest Management Plan (FMP) which clearly and systematically sets out GSCA’s forest stands, geographic characteristics and environmentally sensitive areas. The FMP provides detailed forest inventory information including species, size, and distribution of trees with the stands. It provides an estimate of annual harvestable area over the length of the plan. The amount of area available for harvest annually was initially determined through field inventories, applying expected growth rates, and the assignment of a cutting cycle length.

The cutting cycle length is the planned interval between harvest operations within the same stand. The length of the cutting cycle can either be fixed at a specific timeframe, for example 15-years, or variable and dependent on factors such as species composition, site conditions, and economic considerations.

Figure 1 shows a theoretical growth and harvest timeline for a stand utilizing a 20-year cutting cycle length. In the example below, the stand's basal area is growing at 0.5 m<sup>2</sup>/ha/yr and every 20 years 10 m<sup>2</sup>/ha are harvested. This is an example of a sustainable harvest level because every 20 years the forest manager is able to remove (harvest) 10 m<sup>2</sup>/ha of basal area from this stand.

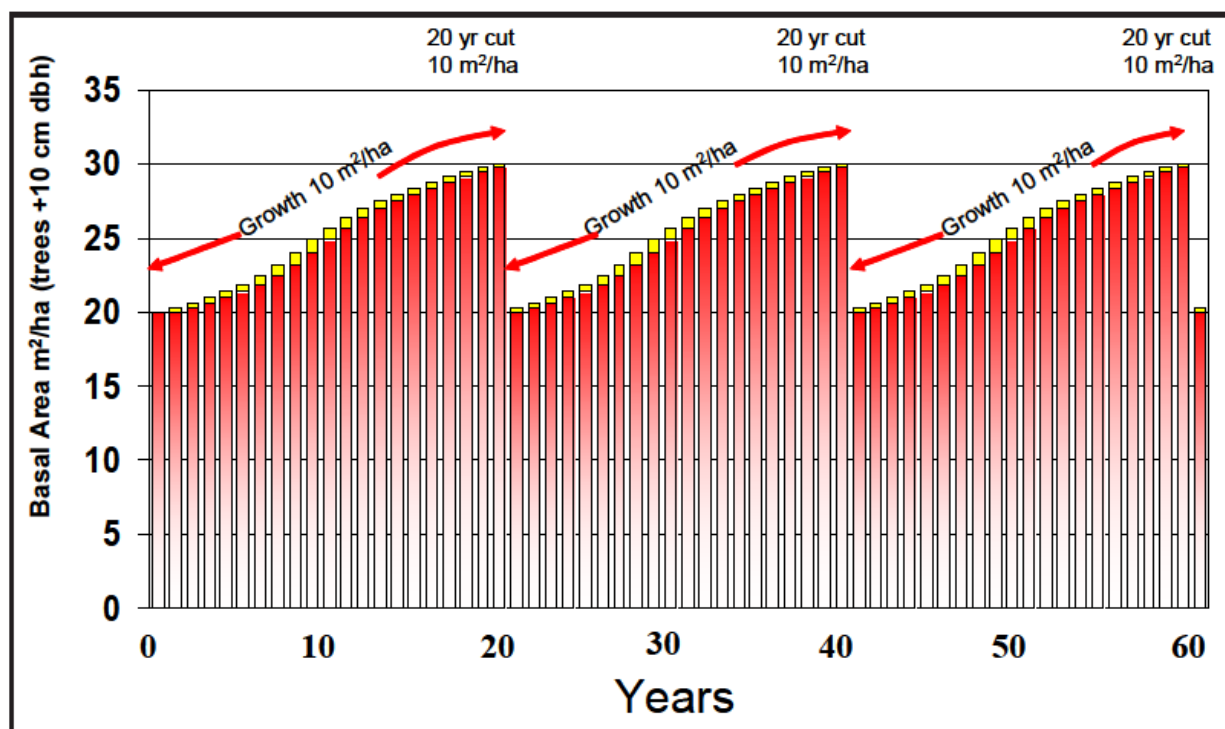


Figure 1 - Theoretical Stocking Development Projection. OMNR. 2004. Ontario Tree Marking Guide, Version 1.1

Using a similar example as above, if the harvest was removing 12 m<sup>2</sup>/ha of basal area every 20 years would cause a decrease of 2m<sup>2</sup>/ha every 20 years eventually leading to a situation where harvesting would not occur for at least one cycle (20-year period).

The cutting cycle length is a key component of a sustainable forest management plan. As the FMP sets out an intended harvest schedule over the length of the plan, properly identifying the cutting cycle length will allow for sustainable forest management operations going forward. If the cutting cycle length is too short overharvesting will take place and a sustainable supply of wood products will not be possible. In certain cases, one or two operations maybe possible with a shortened return interval, but then the forest will be left in a poor condition and a viable harvest operation will not be possible for many (50+) years. Utilizing a cutting cycle length that is too long for the site

conditions will cause tree growth to slow and possibly stagnate, loss of economic value due to slowing growth, and potential forest health decline due to diseased and defective trees being present within the forest and allowing for the spread of determinantal pathogens. Selecting an appropriate length is important for the overall sustainability of a forest management program.

Staff are working with Growth and Yield staff from NDMNRF to coordinate the measuring of long-term growth and yield plots located on GSCA lands. There are 14 plots within GSCA forests, and the intent is that these are measured every 10 to 15 years. Within these plots, trees are numbered allowing for repeated measurements. During the measurements, information about tree size, quality/health, plants, crown, and disturbances is collected. The information is sent to NDMNRF staff and use it within growth and yield modelling software to identify growth and project it into the future. The plots are located within in different forest types across the watershed allowing for information to be applied to many of our stand cover types. In some cases, harvesting is scheduled to take place within stands with plots in them. In these cases, forestry staff work with NDMNRF staff to measure the plot before and after harvest to understand the change. These plots provide valuable long-term growth data for our forests and due to cutbacks, the measurements of these plots must be driven by GSCA staff.

### **Analysis:**

Currently, GSCA has applied a 15-year cutting cycle to all stands. This length was selected based on consultation with staff from NDMNRF and historic forest management practices. At the time, it was felt an appropriate amount of volume would be available for harvest at each 15-year interval for an operation to be economically viable. Staff are now seeing that stands harvested 15-years ago do not have suitable volumes for a financially viable harvest.

GSCA uses a tender process to select suitable contractors to complete harvest operations on their properties. GSCA does not harvest its own forests. Due to this, when selecting stands for harvest, forestry staff must determine if there is suitable volume to interest a buyer of the standing timber. Recently, staff have marked and tendered stands and received no bids indicating local contractors did not believe it was financially viable to harvest the stand. In these cases, staff contacted local contractors to identify why they did not bid, and the feedback was a lack of volume present. In some cases, staff have tried working with adjacent landowners to have their forests marked and tendered at the same time as GSCA's to increase the amount of volume available for purchase.

Staff are working on better understanding the long-term supply of wood from GSCA properties. One of the methods we are using is obtaining Density Management

Software from NDMNRF. Plantations were selected to be examined first because there is less variability within the stand and allow for simulations to be run easier.

### Plantation Management – Density Management Diagram

The plantation cover (forest) type makes up 1,086 ha (2,684 acres) of GSCA forests. This is the third largest cover type behind only upland deciduous (9,554 ha) and lowland deciduous (2,732 ha) cover types. Many of these plantations have been established with the intent of being managed in the future and eventually being converted from a plantation into a mixed hardwood forest. This conversion is driven by thinning operations to remove conifer trees and promote the establishment and growth of native hardwood trees. In general, thinnings are planned starting at year 30 and each 15 years thereafter. Each intervention/operation targets removal of 30% of the trees to allow the remaining trees to continue growing and to remove poorer quality trees. Through these interventions, we are controlling the density of the forest. Staff are working towards utilizing site- and stand-specific information to drive how much volume (how many trees) is removed from a plantation. The software allows for the input of stand specific information such as quadratic mean diameter at breast height (DBHq), stand top height (m), density (trees/ha), and breast height age (years). The software takes these variables and plots them onto a graph showing the current state of the plantation. From there, we are able to develop different scenarios for the software to calculate including percent removal by density or by basal area. The outputs of these scenarios supply us with tree and stand-level information such as average diameter, stand density, stand volume, and volume removed. Figure 2 below shows the initial output from the software using data from a plantation. The red dot in the middle shows where the stand attributes currently are. In this case, the stand is within the Zone of Optimum Stand Density and growing at its maximum potential.

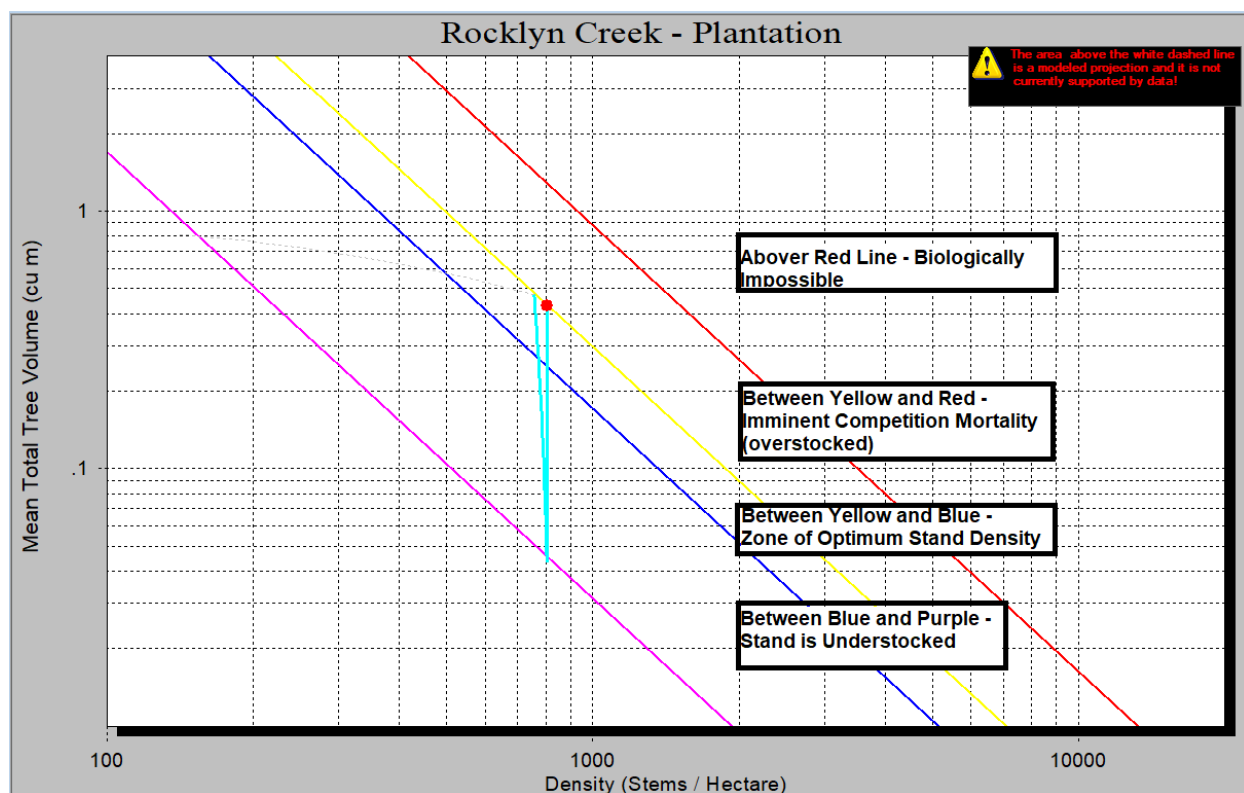


Figure 2 - Rocklyn Creek MA Plantation - Initial

In figure 2, the different regions/areas show different impacts of density and tree volume:

Above the Red Line - this is biologically impossible. We are not able to create this situation in the real world.

Between the Yellow and Red Lines - trees will begin dying due to competition from other trees. Within this zone, tree mortality will cause a decrease in volume.

Between Yellow and Blue Lines - this is the Zone of Optimum Stand Density. Maintaining a stand within this zone will ensure optimum growth.

Between Blue and Purple Lines - the stand is understocked, and growth and volume is lower than ideal.

Figure 3 below shows a theoretical thinning regime that could be implemented for this stand. Thinnings are scheduled to occur where the green and blue lines meet (black numbers). In this case, there will be three thinnings planned.

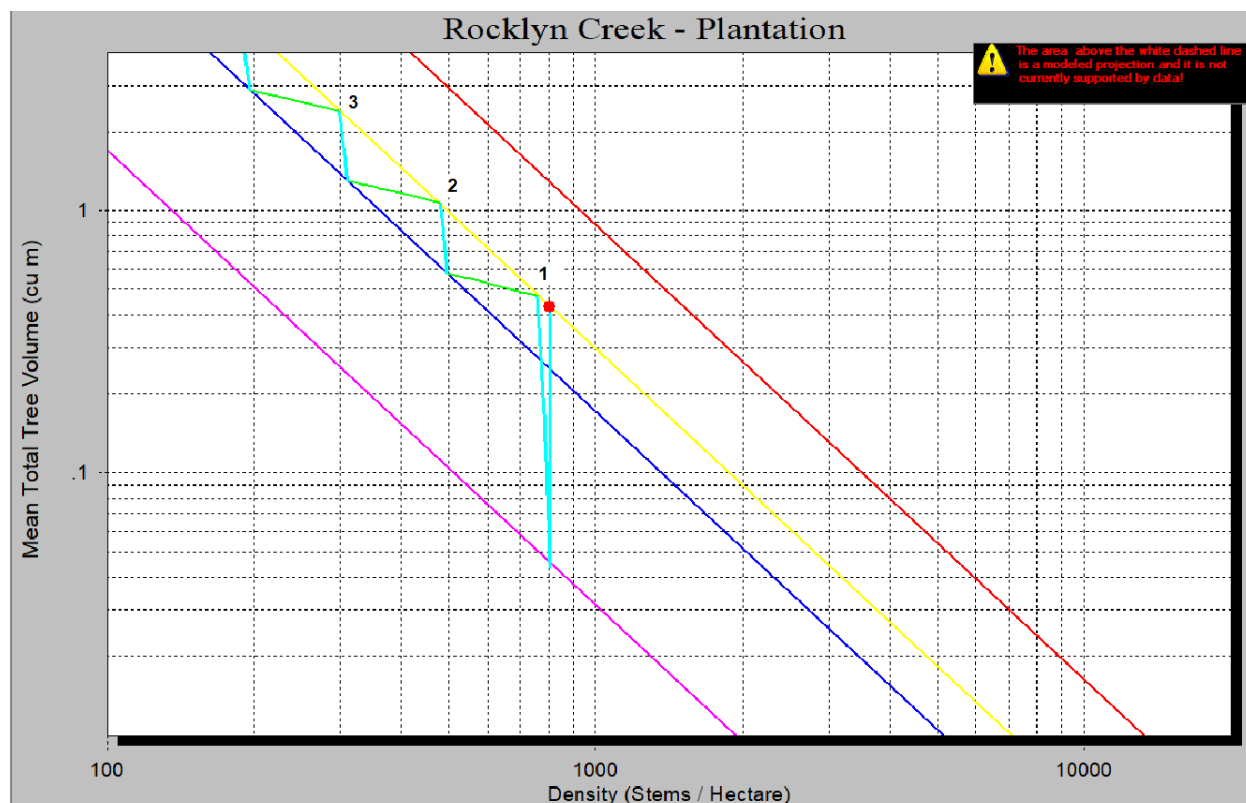


Figure 3 - Plantation Thinning Regime for Rocklyn Creek MA

Figure 4 below shows the theoretical timing and stand characteristics for each of the thinning operations. Figures 3 and 4 are utilizing the same data.

White Pine [Existing Stand \ Planted]:2				
	Current	Thinning #1	Thinning #2	Harvest
Total Age [Site Index = 28]	30	62	77	97
Top Height (m)	23.6	24.1	28.7	33.9
Pre thin DBHq (cm)	23.2	24.2	34.1	48.0
Post thin DBHq (cm)		26.5	37.3	
Pre thin Density (stems/ha)	807	757	481	298
Post thin Density (stems/ha)		496	310	
Trees Removed (stems/ha)		261	171	298
Pre thin Basal Area (m2/ha)	34.1	34.8	43.9	53.9
Post thin Basal Area (m2/ha)		27.3	33.9	
Basal Area Removed (m2/ha)		7.5	10.0	53.9
Percent Basal Area Removed		21.5	22.8	100.0
Mean Tree Total Volume (m3/ha)	0.4288	0.5754	1.2955	2.3956
Pre thin Total Volume (m3/ha)	346.0	358.5	513.4	714.1
Post thin Total Volume (m3/ha)		285.4	401.9	
Total Volume Removed (m3/ha)		73.1	111.5	714.1
Cum. Total Volume Removed (m3/ha)		73.1	184.6	825.6

Figure 4 - Theoretical timing of Thinning Operations

The above thinning regime had the software determine when to schedule and operations based on maintaining the stand with the Zone of Optimum Stand Density (between the blue and yellow lines). Staff are also able to apply specific targets such as a reduction in tree density, percent removal of basal area, or a desired future state of a certain density (trees per hectare), or diameter of trees.

The above figures, 3 and 4, present a final harvest at 97 years of age. For GSCA plantation management, we work towards converting our plantations to mixed forests. We would not follow a thinning regime where we remove all trees as this is a clearcut harvest method. After the first row thinning, GSCA uses a single-tree selection approach to identify individual trees for removal.

Utilizing this approach and software will help staff to plan harvests and project future harvest volumes and timing. Staff are planning to use the output of this software within a plantation scheduled for marking in 2022 as a trial. Using the results will allow us to fine-tune the model.

### **Financial/Budget Implications:**

This does not have direct impacts on the current year's budget as the software was obtained for free.

### **Communication Strategy:**

None needed.

### **Consultation:**

NDMNRF Growth and Yield Staff, local forestry professionals



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-135

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**





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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Michael Fry, Forestry Coordinator  
**Meeting Date:** November 24, 2021  
**Report Code:** 057-2021  
**Subject:** Awarding of Forestry Tender – Kolapore (97) MA (GSC-21-03)

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Recommendation:

**WHEREAS Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land comprised of 207 individual properties organized into 79 groupings;**

**AND WHEREAS, GSCA manages nearly 5,260 hectares (13,000 acres) of forested area to offset the operating expenses of the Forestry department and GSCA;**

**THAT the Grey Sauble Conservation Authority Board of Directors award the following forestry tender:**

**Sawlog Harvest tender (GSC-21-03) for Kolapore Management Area –  
Compartment 97 – to \_\_\_\_\_ for their total bid of \$\_\_\_\_\_, subject to  
signing the agreement;**

### Strategic Initiative:

This initiative applies to the GSCA Strategic Plan goal of 'Enhance Land Management and Natural Heritage Preservation.' It also falls under GSCA's Overall Desired Outcome of Healthy and Enough Forests and Habitats.

### Background:

Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land throughout its watersheds. GSCA has deemed approximately 5,260 hectares (13,000 acres) suitable for forest management activities.

Forest management activities are conducted in a sustainable manner to ensure the long-term supply of wood products as well as the continual existence of values, such as wildlife habitat and wetlands. Forest management activities use the best available scientific information to ensure values are maintained.

The following table describes the location, area, and expected forest products to be harvested. A map showing the property is contained within Appendix A.

<b>Properties</b>	<b>Area (hectares/acres)</b>	<b>Forest Products</b>
Compartment 97 – Kolapore (97) MA	26.3 hectares / 65 acres	Hardwood – Sawlog/Firewood
<b>Total Area Marked</b>	<b>26.3 hectares / 65 acres</b>	

### **Financial/Budget Implications:**

Revenues raised through the sale of wood products from GSCA properties are used to offset the operating expenses of GSCA.

### **Communication Strategy:**

After the tender are awarded, the selected bidder will be notified, and a contract will be entered into with them. Other bidders will have their deposit cheques returned and they will be informed of the selected bidder and the bid.

The results of the tendering process will be posted on the GSCA website.

### **Consultation:**

GSCA Forestry staff, Board of Directors' Chair, CAO



## Grey Sauble Authority Board of Directors

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### MOTION

**DATE:** November 24, 2021

**MOTION #:** FA-21-136

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS** Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land comprised of 207 individual properties organized into 79 groupings;

**AND WHEREAS**, GSCA manages nearly 5,260 hectares (13,000 acres) of forested area to offset the operating expenses of the Forestry department and GSCA;

**THAT** the Grey Sauble Conservation Authority Board of Directors award the following forestry tender:

**Sawlog Harvest tender (GSC-21-03) for Kolapore Management Area –  
Compartment 97 – to \_\_\_\_\_ for their total bid of \$\_\_\_\_\_, subject to  
signing the agreement;**



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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Michael Fry, Forestry Coordinator  
**Meeting Date:** November 24, 2021  
**Report Code:** 058-2021  
**Subject:** RFQ Sale of Wood Products - Skinner's Marsh MA

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Recommendation:

**WHEREAS, GSCA maintains and follows a Board approved Wood Products Tendering Policy which allows for stands of marked trees with an estimated value of less than \$10,000 to be sold through an RFQ process instead of public tender;**

**AND WHEREAS, Compartments 110 and 112 at Skinner's Marsh – McNabb Lake have been marked and estimated at a value below this threshold;**

**AND WHEREAS, Board approved changes to GSCA's management of ash trees has changed since time of marking and valuing these Compartments;**

**THAT the Board of Directors authorize staff to utilize the RFQ process for these Compartments even if the added value of ash exceeds \$10,000.**

### Strategic Initiative:

This initiative applies to the GSCA Strategic Plan goal of 'Enhance Land Management and Natural Heritage Preservation.' It also falls under GSCA's Overall Desired Outcome of Healthy and Enough Forests and Habitats.

### Background:

Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land throughout its watersheds. GSCA has deemed approximately 5,260 hectares (13,000 acres) suitable for forest management activities.

Forest management activities are conducted in a sustainable manner to ensure the long-term supply of wood products as well as the continual existence of values, such as

wildlife habitat and wetlands. Forest management activities use the best available scientific information to ensure values are maintained.

GSCA’s Wood Products Tendering Policy provides direction for the sale of wood products from GSCA lands with the intent to receive the best value for the wood products sold, while ensuring an open and transparent process. Through this Policy, marked areas with an estimated value of less than \$10,000, staff can utilize the Request for Quotation (RFQ) process. This process does not require a public tender process, rather staff contact known contractors who they believe maybe interested. Any quotations received are reviewed by the Forestry Coordinator and CAO prior to acceptance, and the accepted quotation is presented to the Board of Directors at the next Full Authority meeting for information purposes only. The Policy allows for the Full Authority to provide exceptions to the use of a public tender or an RFQ.

In the winter of 2020, staff marked and tendered an area within GSCA’s Skinner’s Marsh-McNab Lake Management Area (Compartment 110 and 112). The tender did not receive any bids at the time. Feedback was sought from several contractors to find out why no bids were received. The feedback mainly focused on the amount of volume marked was too low. Since then, staff have been approached by another contractor who is interested in bidding on the marked volume. At the time of tendering, staff estimated the value of the marked timber (not including additional ash) to be less than \$10,000. The offer that has been received is also below \$10,000 and is consistent with staff’s estimated value.

The marked timber within the properties indicated below is being sold through the RFQ process, contingent on signing a contract. A map showing the areas to be harvested is included as Appendix A.

<b>Properties</b>	<b>Area (hectares/acres)</b>	<b>Forest Products</b>
Compartments 110 and 112 – Skinner’s Marsh-McNab Lake MA	14.2 hectares / 35 acres	Hardwood - Sawlog
<b>Total Area Marked</b>	<b>14.2 hectares / 35 acres</b>	

### **Analysis:**

Between the time this forest was marked and now, GSCA has updated their management approach regarding ash trees within our forests. With the approved approach being the removal of ash trees (over similar quality non-ash trees) and removing all ash trees over 34 cm (~13 inches) diameter, GSCA staff will ‘remark’ this area identifying ash for removal. The addition of this marked ash volume may push the total value of this RFQ over \$10,000, therefore triggering the public tender process.

Considering this area has already been put through a public tender and did not receive any bids, staff would like to move forward with the RFQ as it is, mark the additional ash trees and calculate their value. If the total value (RFQ bid plus value of marked ash trees) exceeds \$10,000, staff request an exception from the Board of Directors to still utilize the RFQ process versus a public tender.

#### **Financial/Budget Implications:**

Revenues raised through the sale of wood products from GSCA properties are used to offset the operating expenses of GSCA.

#### **Communication Strategy:**

The results of the RFQ process will be posted on the GSCA website.

#### **Consultation:**

GSCA Forestry staff, CAO



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-137

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS, GSCA maintains and follows a Board approved Wood Products Tendering Policy which allows for stands of marked trees with an estimated value of less than \$10,000 to be sold through an RFQ process instead of public tender;**

**AND WHEREAS, Compartments 110 and 112 at Skinner's Marsh – McNabb Lake have been marked and estimated at a value below this threshold;**

**AND WHEREAS, Board approved changes to GSCA's management of ash trees has changed since time of marking and valuing these Compartments;**

**THAT the Board of Directors authorize staff to utilize the RFQ process for these Compartments even if the added value of ash exceeds \$10,000.**



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Gloria Dangerfield, Manager of Information Services  
**Meeting Date:** November 24, 2021  
**Report Code:** 059-2021  
**Subject:** SWOOP 2020 Air Photos

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### Recommendation:

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**

### Strategic Initiative:

This item supports all of GSCA's strategic goals by supporting the information needs and mapping for these programs.

### Background:

GSCA has been part of the SWOOP partnership since 2006.

Before this initiative, hard copy air photos from 1955, 1978 and 1991 were used. These photos were not georeferenced, but they were scanned from hardcopy in the mid-2000s. They did not have ground coordinates associated with them and could not be overlaid or used as a "layer" in a GIS environment. This made updating base information using these older photos a significant challenge.

The initial Southwestern Ontario Orthophotography Project was undertaken in 2006, after which the province created a Provincial Imagery Strategy that defined the acquisition of air photos for each section of the province every 5 years. Since then, we have received 2010, 2015 and most recently 2020 air photos.



## **Analysis:**

Participating in the SWOOP partnership allows agencies to acquire and use these photos in-house at a significantly reduced rate. Creating a collective of agencies that are paying for overlapping areas of interest reduces the individual cost to each party.

This imagery has become one of the keystone sources for decision making at GSCA as it is used as the base of information for mapping updates. It provides information for accurately mapping and updating features like watercourses, waterbodies, wetlands, wooded areas and land cover.

In addition to the orthophotography products, we can also use our stereo system to view the raw imagery and create overlapping stereo pairs. Using 3D glasses and our stereo software, GSCA can view data in an environment that allows the capture of elevation information and provides a 3D perspective on features like confined valley systems, forest stands and wetlands.

These types of mapping updates significantly improve our mapping capabilities and the quality of information on which we're making both regulatory and non-regulatory decisions. Making this information available to all staff also improves the efficiency of these processes.

## **Financial/Budget Implications:**

GSCA sets aside approximately \$3000/year in reserves, to cover the cost of this imagery every fifth year. The 2020 cost was under \$11,000.

## **Communication Strategy:**

Direct communication with staff and the BOD on the availability of these products.

## **Consultation:**

Staff and board of directors



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-138

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.**



**TO: GREY SAUBLE SOURCE PROTECTION AUTHORITY**

**DATE: NOVEMBER 24, 2021**

**SUBJECT: PROGRAM REPORT**

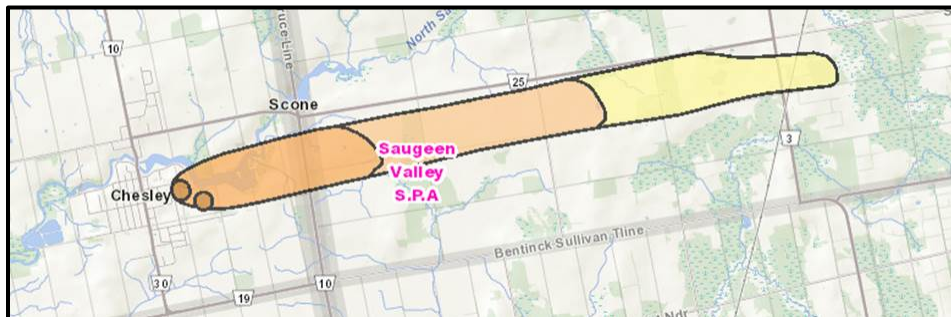
**RECOMMENDATION: THAT the Grey Sauble Source Protection Authority receives this Report for information.**

#### Source Protection Program – Budget Update

For the reporting period of April 1, 2021 to September 30, 2021, the Source Protection Program has spent \$93,043 out of a budget amount of \$196,799 for the fiscal year. The program is forecasted to spend the majority of the allocated budget by March 31, 2022 with some reduced expenses as a result of reduced travel costs. It is anticipated that these savings will be largely offset by increased insurance and staffing costs due to the recent salary review process.

#### New Proposed Chesley Well #4

Staff received notification from the Municipality of Arran-Elderslie regarding plans for a new groundwater well in Chesley to supply the community. As part of the Environmental Assessment process, consultants are currently looking into possible source protection implications, including groundwater modeling work and threats assessment.



As required under O. Reg. 205/18 under the *Safe Drinking Water Act, 2002*, a Notice needs to be issued by the local Source Protection Authority (SPA) before the owner can apply for a drinking water works permit/license, and the water not be provided to the public until the updated source protection plan is approved. This Notice needs to include the information provided by the system owners to ensure that the work to assess the vulnerability of the new drinking water system is completed and accepted by the local SPA. This may necessitate a Sec.34 amendment in 2022 to the Source Protection Plan, depending on the preferred location of the new well.

## Lake Rosalind/Marl Lake Surface Water Quality Concerns

Staff attended a meeting with the Lake Rosalind Property Owners Association on September 17, 2021, with representatives from the Lake Rosalind/Marl Lake (the Lakes) Water Quality Committee and Saugeen Valley Conservation Authority. At this meeting, information was reviewed from a recent microbial source tracking study that was completed by a local Master's student who reported on a number of possible E. Coli and total coliform sources that were potentially impacting the Lakes.

The main discussion points resulting from this meeting included a need for broader education and awareness of what residents can do collectively to protect surface water and minimize contaminants to the Lakes. The option to add private drinking water systems to the Terms of Reference (TofR) of the local Source Protection Plan was also discussed as a possible tool to help protect the Lakes. It was noted that, for private drinking water sources connected to individual wells/intakes to be included in the TofR, this option would be a lengthy and extensive process which involves submitting a request to the Minister of the Environment, Conservation and Parks (the Minister). Some of the key steps include:

- A Resolution from the Municipality of Brockton requesting the Minister to expand the TofR
- Support from affected residents and consultation with all property owners to support a municipal resolution
- Approval from the Minister to amend the TofR
- Technical work to delineate new Intake Protection Zone(s)
- Amendments to the Assessment Report/Source Protection Plan

Given this process could take several years and the possibility of not being approved to proceed, it was advised that the Municipality can take steps and use tools such as the *Planning Act*, the *Municipal Act* and the Ontario Building Code, to help protect vulnerable sources of drinking water. Landowners can also take steps to protect their own private wells by ensuring that their septic systems are functioning properly, and that any on-site sources of contamination are properly stored and managed. Furthermore, the MECP is currently working with the Ministry of Municipal Affairs and Housing to develop guidance and best management practices to assist municipalities in understanding the ways they may protect other at-risk systems.

Respectfully submitted,



Carl Seider  
Project Manager  
Drinking Water Source Protection

## **REPORT #7a**

**TO: GREY SAUBLE SOURCE PROTECTION AUTHORITY**

**DATE: NOVEMBER 24, 2021**

**SUBJECT: SOURCE PROTECTION PLAN AMENDMENTS- CONSULTATION  
UPDATE**

**RECOMMENDATION: THAT the Grey Sauble Source Protection Authority receives this Source Protection Plan Amendments Consultation Report for information and directs Staff to submit proposed Source Protection Plan amendments to the Ministry of the Environment, Conservation and Parks, pending updates to address any outstanding comments and approval of the amended Director's Technical Rules.**

### Source Protection Plan Amendments – Update

Pre-Consultation on proposed Source Protection Plan amendments was completed on September 30, 2021 with over 160 letters sent out to affected landowners/parties informing them of potential implications of proposed changes. To date, there was a limited number of comments received during the pre-consultation period with general support for proceeding with proposed Plan amendments.

On October 13, 2021, the public consultation stage began, with a notice issued to local media sources, municipalities, Ministry of the Environment, Conservation and Parks (MECP) and neighbouring Risk Management Officials. The deadline to provide comments was November 19, 2021. Staff also received a request for comments and clarification on the proposed amendments from reporters for the Walkerton Herald and the Owen Sound Sun Times.

Written comments were received by MECP on August 4, 2021, as well as from the Wellington County Risk Management Official on behalf of the Municipalities of Minto and Wellington North. These comments were reviewed and addressed through minor updates to proposed Plan amendments.

It is important to note that a few of the Plan amendments address proposed updates to the Director's Technical Rules and the Tables of Drinking Water Threats (e.g. salt application/storage policies). The adoption of these Technical Rule updates are anticipated soon, however a firm date has not been provided by the Ministry with respect to these updates.

As summary of the consultation activities completed to-date are as follows:

1. Letters to landowners for Blair's Grove (37 letters) - August 18, 2021.
2. Letters to landowners with potential salt threats (35 letters) – September 15, 2021, and September 22, 2021 (Wellington area 27 letters).
3. Letters to landowners in the East Linton Events-based Area (65 letters) – Sept. 29, 2021.
4. Public Consultation:
  - a) October 13 to November 19, 2021 at 4:30 p.m.
  - b) Media Release and Social Media Posts publicized on October 13<sup>th</sup>, 2021.
  - c) Information Webinar held on November 10, 2021.

5. Source Protection Committee (SPC) review and consideration of comments from all consultation activities - November 26, 2021.
6. Final edits to documents and submission (Early winter 2022).

Comments received to-date have been addressed as follows:

- The comment related to proposed Phase 2 Technical Rule changes for salt application threats was noted and proposed wording amended in the Explanatory Document, which describes the updated circumstances and vulnerable areas/scores where this policy would apply.
- References to the Provincial Tables of Circumstances have now all been changed in the Plan/Assessment Report to “Tables of Drinking Water Threats”.
- Changes have been included regarding the effective date for policy amendments as follows:

All locations for Risk Management Plans for existing activities shall be inventoried within three years and plans established within five years of the amendment ~~effective date of~~ to the Source Protection Plan taking effect.

Comments from Wellington County/Minto & Wellington North were addressed as follows:

- No concerns from Council, but there was a general comment about ensuring the salt policies balance safety and source protection requirements.
- Restricted Land Use Policies (G-01, G-02 and G-03) amended to remove “zoning by-law” and replace with “land use” and to broaden the policy wording to encompass land uses where Section 59 does and does not apply.
- Request to add contractor and municipal staff training to Salt Management Plan policies not specified in policy, as training requirements should be standard practice for any risk/salt management plan.
- Request to add Conservation Authority (CA) to list of implementing bodies for education and outreach respecting salt policies not included, due to uncertainties over CA Act changes and what work/services are considered core responsibilities of the CA.
- Other minor typos and edits completed as suggested.

Respectfully submitted,



Carl Seider  
Project Manager  
Drinking Water Source Protection

## **Grey Sauble Authority Board of Directors**

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### **M O T I O N**

**DATE:** November 24, 2021

**MOTION #:** FA-21-139

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at X:XX pm to discuss matters related to the following:**

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on October 27, 2021; and,**
- ii. To discuss an item in the Municipality of Meaford regarding litigation or potential litigation including matters before administrative tribunals and/or the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (GSCA Administrative By-Law, Section 4(xvii)(1)(d)&(f)); and,**
- iii. CAO Performance Goal Setting Session - closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))**

**AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, and Gloria Dangerfield, Manager of Information Services will be present.**



## **Grey Sauble Authority Board of Directors**

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### **M O T I O N**

**DATE:**                November 24, 2021

**MOTION #:**        FA-21-140

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors resume open session.**





## **Grey Sauble Authority Board of Directors**

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### **M O T I O N**

**DATE:**                November 24,2021

**MOTION #:**        FA-21-141

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors approve the October 27, 2021 Closed Session minutes as presented in the closed session agenda.**



## **Grey Sauble Authority Board of Directors**

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### **M O T I O N**

**DATE:**                November 24, 2021

**MOTION #:**        FA-21-142

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors**



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** November 24, 2021

**MOTION #:** FA-21-143

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT this meeting now adjourn.**