



SSMRCA August Board Meeting (Amended)

Sault Ste. Marie Region Conservation Authority
August 1st, 2023, at 4:45 PM EDT
1100 Fifth Line East / ZOOM

Agenda

I. Call to Order

II. Declaration of a Conflict of Interest

III. Adoption of Agenda

RECOMMENDED:

THAT the agenda be adopted as presented.

IV. Delegations

There are no requests for delegations received for this meeting.

V. Public Input (3 minutes per speaker)

VI. Finance and Administration

A. Adoption of Regular Meeting Minutes of May 16, 2023

RECOMMENDED:

THAT the Regular Meeting Minutes of May 16, 2023, be adopted.

B. Health and Safety Meeting Minutes

RECOMMENDED:

THAT the Health and Safety Meeting Minutes be received as information, be approved.

C. Accounts Payable

RECOMMENDED:

THAT the list of accounts payable from May 12 to July 5, 2023, cheque #8570 to #8661 in the total amount of \$130,308.51 be received as information, be approved.

D. 2023 Budget Update

RECOMMENDED:

THAT the staff memo titled "2023 Budget Update" dated August 1, 2023, be received as information, be approved.

E. N1 Strategy Proposal for Strategic Plan Update

RECOMMENDED:

THAT the presentation of the proposal by the firm of N1 Strategy for the facilitation of the Strategic Plan Update be deferred to the next regularly scheduled Board meeting, be approved.

F. Hazard Tree Removal on Clark Creek

RECOMMENDED:

THAT the staff memo titled “Hazard Tree Removal on Clark Creek” dated August 1, 2023, be received as information, and

Further THAT the Board approve the hiring of a tree removal company in order to address the hazard willow trees along Clark Creek at a cost of \$4000 + HST, be approved.

Water and Related Land Management

G. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

RECOMMENDED:

THAT the summary of the 31 site reports approved by staff from May 13 to July 7, 2023, pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

VIII. Correspondence

A. Fifth Quarterly Report to MECP – *O.Reg.687/21*

RECOMMENDED:

THAT the correspondence to the Ministry of the Environment, Conservation and Parks for the required quarterly report under *O. Reg. 687/21* “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of The Act” be received as information, be approved.

IX. New Business and Other

A. General Manager's Report

RECOMMENDED:

THAT the General Manager's Report of July 18, 2023, be received as information, be approved.

RECOMMENDED:

THAT the Board approve the creation of the new temporary staff position and job description of GIS Technician, that will run from June 19th to August 30th, 2023, as per the email shared with the Board on June 1st, 2023, be approved.

B. Pinder Parking Lot Open House and Comments Received Update

RECOMMENDED:

THAT the topic and associated information related to the Pinder Parking Lot Open House and Comments Received be deferred to a future Board meeting, be approved.

C. Sherwood Heights Subdivision – Land Use Agreement

RECOMMENDED:

THAT the Board authorize the execution of the Agreement between the City of Sault Ste. Marie, the Sault Ste. Marie Region Conservation Authority and Smooth Rock Properties Inc. with respect to the Sherwood Heights Subdivision land use agreement, be approved.

D. 2023 Review of Health and Safety Program Manual - Section 9 & Section 10

RECOMMENDED:

THAT Section 9 and Section 10 of the SSMRCA Health and Safety Program Manual be approved as worded.

E. 2023 Review of Human Resources Policies and Procedures - Accessibility

RECOMMENDED:

THAT the Accessibility section of the SSMRCA Human Resources Policies and Procedures be approved as worded.

X. Closed Session

To discuss the security of the property of the Conservation Authority.

XI. Adjournment

For members of the public interested in attending this meeting, please contact the General Manager, Corrina Barrett, at cbarrett@ssmrca.ca to make arrangements. Thank you in advance for your cooperation.



SSMRCA May Regular Board Meeting Minutes

Sault Ste. Marie Region Conservation Authority

May 16, 2023 at 4:45 PM EST

@ 1100 Fifth Line East / ZOOM

Attendance

Present

Members: Sandra Hollingsworth (Chair), Corey Gardi (remote), Ron Zagordo (remote)

Also Present: Corrina Barrett (General Manager)

I. Call to Order

Meeting was Called to Order at 4:44 p.m.

II. Declaration of Conflict of Interest

None.

III. Adoption of Agenda

THAT the agenda be adopted as amended.

Motion: # 72/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

IV. Delegations

There are no requests for delegations received for this meeting.

V. Public Input (3 mins per speaker)

None.

VI. Finance and Administration

A. Adoption of Regular Meeting Minutes of April 18, 2023

THAT the Regular Meeting Minutes of April 18, 2023, be adopted.

Motion: # 73/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

B. Accounts Payable

THAT the list of accounts payable from April 14 to May 11, 2023, cheque #8537 to #8569 in the total amount of \$128,740.55 be received as information.

Motion: # 74/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

C. 2023 Budget Update

THAT the staff memo titled "2023 Budget Update" dated May 16, 2023, be received as information, be approved.

Motion: # 75/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

VII. Water & Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

THAT the summary of the 7 site reports approved by staff from April 14 to May 12, 2023, pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

Motion: # 76/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

VIII. Correspondence

There was no correspondence received for this meeting.

IX. New Business & Other

A. General Manager's Report

THAT the General Manager's Report of May 16, 2023, be received information, be approved.

Motion: # 77/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

B. Communications Update

THAT the Communications Update of May 16, 2023, be received as information.

Motion: # 78/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

C. 2023 Review of Health and Safety Program Manual - Section 7 & Section 8

THAT Section 7 and Section 8 of the SSMRCA Health and Safety Program Manual be approved as worded.

Motion: # 79/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

D. 2023 Review of Human Resources Policies and Procedures - Financial Section

THAT the Financial Section of the SSMRCA Human Resources Policies and Procedures be approved as worded.

Motion: # 80/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

X. Closed Session

THAT the Board move into Closed Session to approve the minutes of a previous closed session at 5:09 p.m., be approved.

Motion: # 81/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

THAT the Board come out of Closed Session at 5:11 p.m., be approved.

Motion: # 82/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

XI. Adjournment

There being no further business,

THAT the meeting be adjourned at 5:12 p.m., be approved.

Motion: # 83/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

Corrina Barrett,
General Manager

Sandra Hollingsworth,
Board Chair

DRAFT

SAULT STE. MARIE REGION CONSERVATION AUTHORITY (SSMRCA)

Health & Safety Meeting June 12, 2023

Attendance: Corrina Barrett, Marlene McKinnon, Anjum Amin, Jamie Eaton, John Allard and Debbie Witty

Start: 9:20 a.m.

Health & Safety

- Jamie reported that our flood control channels are in good shape, the vehicles and equipment are in good working order, and they have sufficient supplies to complete their field work.
- Field staff were reminded to dress appropriately for the weather, apply insect repellent and sunscreen when needed, and to keep hydrated. Also, with an increase in sightings of bears and ticks this year, staff were cautioned to always be aware of their surroundings when working in the field.
- With current extremely dry conditions and large number of forest fires burning across the country, staff were told to be cognizant of poor air conditions when they are outdoors.
- Recently when conducting his PGMN water sampling, Anjum encountered several small wasp nests at his testing sites. Staff briefly discussed possible solutions to help deal with the problem.
- Marlene conducted a monthly Office health & safety inspection on June 1st. The first aid kits, Naloxone kits, eye wash station, floor track lighting and carbon monoxide detector were all good; however, the smoke detector required changing.
- In July, a new policy will be added to the SSMRCA Health and Safety Policy manual to address the handling – picking up and disposal – of needles and other sharp items encountered while working.
- CA staff will continue to encourage online permit processing and recommend that clients make appointments to visit the office.
- The June CA Board meeting was cancelled due to attendance issues. The next Board meeting is scheduled for July 18th.
- Staff are looking into the purchase of an OWL system that will provide a 360° visual for virtual meetings.
- The CA is currently conducting interviews to hire aid for summer field work and GIS services.
- Staff were reminded to not hesitate to ask questions or voice any concerns they may have in the workplace, and to report all workplace accidents and injuries, no matter how minor they may seem, immediately.
- Unsafe work conditions, accidents, health and safety issues and any other work-related concerns should promptly be brought to the attention of their supervisor or the general manager.
- No other health and safety comments, issues or concerns were brought forward.
 - Incidents reported = 1
 - First aid treatment incidents = 0
 - Lost time = 0
- Meeting adjourned at 10:00 a.m

SAULT STE. MARIE REGION CONSERVATION AUTHORITY (SSMRCA)

Health & Safety Meeting July 24, 2023

Attendance: Corrina Barrett, Christine Ropeter, Marlene McKinnon, Anjum Amin, Gerard Lavoie, John Allard, Elias Tomas and Jesse Eaton

Start: 9:00 a.m.

Health & Safety

- John reported that our flood control channels are in good shape, the vehicles and equipment are in good working order, and they have sufficient supplies to complete their field work.
- Field staff were reminded to dress appropriately for the weather, apply insect repellent and sunscreen when needed, and to keep hydrated. Also, with an increase in sightings of bears and ticks this year, staff were cautioned to always be aware of their surroundings when working in the field.
- Marlene reported that the Office fire extinguishers, smoke alarms, carbon monoxide detector, emergency lighting, AED, First Aid kits and supplies and emergency lighting all underwent routine inspection on July 4th.
- Due to warmer weather conditions the furnace is not currently being used. Office humidity is currently at an acceptable level and does not require the humidifier.
- Anjum encountered several small wasp nests at his testing sites. Staff briefly discussed possible solutions to help deal with the problem, and some spray will be purchased for him to carry with him.
- The July CA Board meeting was cancelled due to attendance issues. The next SSMRCA Board is scheduled for Tuesday, August 1st. The Board will continue to have hybrid Board meetings at this time.
- CA staff will continue to encourage online permit processing and recommend that clients make appointments to visit the office.
- Staff were reminded to not hesitate to ask questions or voice any concerns they may have in the workplace, and to report all workplace accidents and injuries, no matter how minor they may seem, immediately.
- Unsafe work conditions, accidents, health and safety issues and any other work-related concerns should promptly be brought to the attention of their supervisor or the general manager.
- No other health and safety comments, issues or concerns were brought forward.
 - Incidents reported = 0
 - First aid treatment incidents = 0
 - Lost time = 0
- Meeting adjourned at 9:30 a.m.

Conservation Authority Account Payables - May 12 to July 5, 2023

Chq #	Payable to	Particulars	Amount
8570	Coop Regionale Nip-Sud Ltd.	Coloured fuel for equipment	1,082.34
8571	Superior Chrysler Dodge Jeep	Annual truck mechanical & oil change	358.10
8572	Corporate Visa	See attached worksheet for Apr. 10 to May 8 Visa purchases	2,655.89
8573-8579	Bi-weekly Payroll	Bi-weekly pay period ending May 13	11,475.34
8580	Shaw Cablesystems	June 8 to July 7 Internet & Fax services	176.27
8581	Martin's Trailers	Float trailer annual mechanical	225.94
8582	OMERS	May pension contributions	6,305.80
8583	Receiver General	May payroll tax remittance	10,146.19
8584	Service Master	May Office cleaning services	226.00
8585	Conservation Ontario	Box of Conservation Authority (CA) guides	150.91
8586	Telus	May 6 to June 5 cell phone services (Jamie)	122.04
8587	Algoma Office Equipment	Apr. 16 to May 15 Office copier service & maintenance	74.68
8588	SSMarie Innovation Centre	Apr. Information Technology & Spam filtering services	339.00
8589	Kal Tire	Kubota grass machine tire change over	46.69
8590	Bell Canada	May 7 to June 6 Shop telephone	50.86
8591	Enbridge Gas	Apr 14 to May 11 Office & Shop natural gas heat	22.96
8592	PUC Services Inc.	Mar. 28 to Apr. 26 PUC services - Office & Shop	466.73
8593	Deluxe	1000 customized security embossed cheques	839.22
8594	Staples	Office supplies - journal & post-its	37.27
8595	Possamai Construction	Gravel to repair Pinder Trail parking lot	1,073.50
8596	Sun Life Assurance Company	June health insurance	3,022.95
8597	Northshore Tractor	Blades for John Deere grass mower	125.67
8598	Construction Equipment Co.	Chain saw chains and oil	163.87
8599	Kal Tire	New tires for Kubota & John Deere grass mowers, tire repair	802.13

8600-8606	Bi-weekly Payroll	Bi-weekly pay period ending May 27	11,569.84
8607-8613	Bi-weekly Payroll	Bi-weekly pay period ending June 10	11,475.34
8614	Conservation Ontario	2nd installment of 2023 Conservation Ontario levy	8,775.00
8615	Christine Ropeter	May mileage	55.50
8616	Home Hardware	Spray paint for marking flood control channels	32.16
8617	Void	Voided cheque	0.00
8618	S. & T. Group	June Office & Shop security monitoring services	38.42
8619	SSMarie Innovation Centre	May Information Technology (IT) & Spam filtering services	339.00
8620	PUC Services Inc.	Apr. 12 to May 10 PUC services - Fort Creek	57.83
8621	Corporate Visa	May 8 to June 7 Visa paid expenses - see attached worksheet for details	1,468.46
8622	Anjum Amin	Apr. mileage reimbursement	137.90
8623	Anjum Amin	May Mileage reimbursement	295.35
8624	Jamie Eaton	Annual Driver's medical	208.00
8625	Linde Canada Inc.	Annual cylinder lease fees	315.44
8626	Kal Tire	Repair to Utility trailer tire	34.35
8627	Martin's Trailers	Annual landscape trailer mechanical	311.02
8628	Northshore Tractor	Parts for Kubota & John Deere grass machine repairs & maintenance	462.39
8629	Shaw Cablesystems	July 8 to Aug. 7 Internet & Fax services	176.27
8630	Service Master	June Office cleaning services	226.00
8631	City of SSMarie	Municipal Administration Program - Tuition Unit 2	475.00
8632	Algoma Office Equipment	May 16 to June 15 copier service & maintenance fee	82.29
8633	Staples	Office supplies -pens & coil books	41.87
8634	Christine Ropeter	Out of pocket Office expense - Clean North rain barrel	100.00
8635	Reliable Maintenance Products	Garbage bags, toilet tissue & hand towels for Shop	455.57
8636	Telus	June 06 to July 05 cell phone services (Jamie)	90.40
8637	City of SSMarie	July 5 property tax instalments	4,901.14

8638	Kal Tire	Kubota grass machine tire repair	23.96
8639	Testmark	Backbill for Purolator shipping of Apr. SSMRCA water sample for testing	26.07
8640	Bell Canada	June 7 to July 6 Shop telephone	57.64
8641	Enbridge Gas	May 12 to June 13 natural gas for Office & Shop (estimate)	37.88
8642	Mr Sudz	Tinting glass window of excavator	904.00
8643	Blue Diamond Cleaning	Power washing privies at Fort Creek & Marks Bay	305.10
8644	Sun Life Assurance Company	July health insurance	3,022.95
8645-8654	Bi-weekly Payroll	Bi-weekly pay period ending June 24	13,675.01
8655	Receiver General	June payroll tax remittance	15,728.82
8656	OMERS	June pension contributions	9,485.78
8657	WSIB	Apr. 1 to June 30 (2nd Q) WSIB premium remittance	3,742.09
8658	PUC Services Inc.	Apr. 26 to May 29 PUC services - Office & Shop	367.06
8659	Heritage Home Hardware	Shop septic repairs	275.33
8660	WirelessCom.ca Inc.	Trouble shoot Office telephone issues & replace router damaged by electrical storm	436.73
8661	Debbie Witty-Petty Cash	Replenishing Petty Cash - Registered mail, staff mileage, office supplies, travel expense	105.20
Total			130,308.51

May 7 Visa Statement (Apr. 8 to May 7 Visa purchases)

Vendor	Description of Expense	Cost
Bright HR Limited	Apr. billing for HR services	144.93
Corporate Payment Systems	Annual credit card fee (Corrina)	25.00
Staples	Electric pencil sharpener for Office	31.06
S.S. Locksmithing	25 heavy duty pad locks	734.50
Porter	Airfare for Corrina to attend Superior Work Group meeting in Thunder Bay	680.54
Peavey Mart	Discs for Shop grinder	22.37
Ro-Von Steel Inc.	Making hitch for John Deere grass mower	12.75
Telus	Cell phone wall adapter & 7' USB cable	67.78
Tool Town	Gloves & safety glasses for field work, 20L self-venting diesel can for excavator	121.35
Princess Auto	Channel work supplies - sunglasses, ratchet straps, pistol grip airblower, 18,000 lb strap recovery	186.34
Sootoday	Summer student job ad	84.75
Post Media	Summer student job ads	142.38
Amazon.ca	2 Portable easel display stands	67.78
Great Lakes Outfitters	A \$100 Gift card for 2023 City Nature Challenge (Note: Cheque #8502 issued to Sault Naturalists on Mar. 16/23 in the amount of \$100 was voided and replaced with this gift card per Sault Naturalists' request)	100.00
Pay Pal	Tech Soup / Adobe Creative Cloud download	7.91
Wireless.com	May office telephone	153.02
Adobe	Apr. & May Adobe fees	73.43
Total		2,655.89

June 8 Visa Statement (May 8 to June 7 Visa purchases)

Vendor	Description of Expense	Cost
Bright HR Limited	Apr. billing for HR services	144.93
Zoom Video Communications Inc.	May 11/23 to May 10/24 annual Zoom subscription	226.00
Air Canada	Air fare to Thunder Bay to attend Superior Work Group meeting	429.68
Heritage Home Hardware	Smoke alarm & batteries for Sugar Shack	40.66
MTO	Fee to upgrade license on Dodge truck	132.00
No Frills	Water bottles for field workers	11.45
Adobe	Apr. & May Adobe fees	53.09
Canada Post/ Shoppers' Drug Mart	Registered mail & 1 roll of postage stamps	118.58
Shoppers' Drug Mart	Registered mail - violation notice	13.21
Shoppers' Drug Mart	Registered mail - violation notice	12.49
Wireless.com	June office telephone	153.02
Shoppers' Drug Mart	Registered mail - violation notice	12.49
Home Depot	Plants for Office bee attracting flower bed	36.11
Soo Today	Public notice ad re meeting on proposed Pinder Trail upgrades	84.75
Total		1,468.46



MEMO

Date: August 1st, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **2023 Budget Update**

The attached budget reflects revenues and expenditures for the first six months of 2023. Spending is on track but for the notable exceptions as follows:

- a) Conservation Ontario levy is split into 2 payments and both payments have been made in full.
- b) Computer Maintenance is up as some one time annual payments have been taken out already.
- c) Telephone, utilities and heat are all up due to increases in costs (inflation).
- d) Office cleaning is up as we have a cleaner coming in once a month. This cost is shared with the SSMNPB, who we bill quarterly.
- e) Audit fees were higher than last year but have been fully expensed.
- f) Staff training is up as it includes Bright HR software expense.
- g) Insurance has been fully expensed and was lower than originally anticipated (resulting in a cost savings).
- h) Property taxes is on track and dependent on when the municipality invoices.
- i) Forest Management is a one-time fee.
- j) Vehicle Licensing & Inspections are higher than anticipated due to costs associated with inspection related repairs that were needed to both vehicles and trailers.
- k) Vehicle Maintenance is up due to the increasing cost of fuel.
- l) Operations Centre expenses are up as there was a septic issue that has since been remedied.
- m) Miscellaneous N/G Expenses are up due to legal fees.
- n) SPC Meetings Expenses includes per diem payments that were made to SPC members in March. The remainder of the per diem payments will be made in December.

Currently we are just over our expected target with the overall monthly spending sitting at 54% spent of the allocated budget, where we would have expected to be at 50% by the end of June. Although some areas in the budget have gone over their proportionate

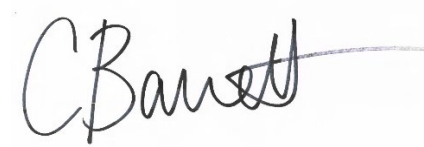


amounts, other areas will end up coming in under and offset the overages (such as a reduction in travel, truck lease payments, and snow plowing). Current low cost areas, such as Members Allowance, Signage and Newly Mandated Reports anticipate full allocation of funds before the end of 2023.

Recommendation:

THAT the staff memo titled "2023 Budget Update" dated August 1, 2023, be received as information, be approved.

Respectfully submitted for information,

A handwritten signature in black ink, appearing to read "C Barrett", with a long horizontal flourish extending to the right.

Corrina Barrett,
General Manager

2023 SSMRCA BUDGET & Actuals

Expenses	2023 Approved Budget	Jan 1 to June 30, 2023 Actuals	% Spent	
Staff Wages	\$ 440,500.00	\$ 216,109.67	49%	
Benefits	\$ 123,500.00	\$ 65,742.40	53%	
Members Allowance	\$ 504.70	\$ -	0%	
Conservation ON Levy	\$ 18,000.00	\$ 17,550.00	98%	Charged in 2 installments, paid in full
Office Equipment Purchase	\$ 5,613.50	\$ -	0%	
Uniforms	\$ 499.55	\$ -	0%	
Postage	\$ 525.30	\$ 141.16	27%	
Office Supplies	\$ 1,802.50	\$ 998.72	55%	
Alarm system maintenance	\$ 630.36	\$ 207.60	33%	
Office Equipment Maintenance	\$ 1,575.90	\$ 314.03	20%	
Computer/Software/Hardware Maintenance	\$ 7,984.56	\$ 5,665.09	71%	Some of these include fees for the entire year (Miramar, Sage, Etc.)
General Printing	\$ 262.65	\$ -	0%	
Telephone	\$ 1,800.00	\$ 1,502.59	83%	
Public Utilities	\$ 2,475.00	\$ 1,503.89	61%	
Heat	\$ 1,287.50	\$ 981.68	76%	
Office Cleaning	\$ 525.30	\$ 1,255.69	239%	We now have a cleaner coming in once a month. Sharing cost with the SSMNPB.
Audit Fees, Bank Service Fee	\$ 9,012.50	\$ 10,326.51	115%	This includes the full cost of the audit which was up this year (by \$1800)
Memberships	\$ 447.02	\$ -	0%	
General	\$ 2,363.85	\$ 55.46	2%	
Staff Training	\$ 1,575.90	\$ 1,777.31	113%	This also includes HR Administration
Staff Travel and Mileage	\$ 9,785.00	\$ 1,923.92	20%	
Insurance (property, vehicle, liability)	\$ 79,689.00	\$ 68,931.64	87%	Paid in full
Property Tax	\$ 20,600.00	\$ 14,257.45	69%	On track, dependent on municipal invoicing
Forest Management (seed storage)	\$ 51.50	\$ 34.76	67%	Paid in full
Vehicle Licensing & Inspection	\$ 1,050.60	\$ 1,995.78	190%	Includes inspections for the entire year for all vehicles and trailers
Signage/trail expenses	\$ 4,120.00	\$ 1,241.48	30%	
2020 Truck Lease -Payment \$579.75/mth	\$ 7,210.00	\$ 3,654.56	51%	
Vehicle & Equipment Repair & Maintenance	\$ 9,980.70	\$ 6,573.89	66%	Cost of fuel is up this year
Regulation Expense	\$ 2,101.20	\$ 186.80	9%	
Flood Control Operation - expenses	\$ 2,626.50	\$ 272.46	10%	
Operations - Utilities	\$ 5,778.30	\$ 2,054.07	36%	
Routine Maintenance - expenses	\$ 10,506.00	\$ 1,012.73	10%	
Flood Forecasting wages + expenses	\$ 9,980.70	\$ 4,552.32	46%	
Data Collection - expenses	\$ 2,101.20	\$ 152.55	7%	
Communications - expenses	\$ 5,253.00	\$ 2,442.55	46%	
Operations Centre - expenses	\$ 6,303.60	\$ 4,057.60	64%	As mentioned in last update, septic issues that have been resolved
Plan Input Services	\$ 4,202.40	\$ 1,233.92	29%	
Snow Plowing	\$ 4,202.40	\$ -	0%	
Miscellaneous N/G Expenses	\$ 5,253.00	\$ 3,589.06	68%	Includes Legal Fees paid to date
SPC Meeting Expenses (2/year)	\$ 1,260.72	\$ 783.32	62%	Includes SPC per diems paid in March
Capital Purchases	\$ -	\$ -	0%	
NEW - Mandated reports (CA)	\$ 15,000.00	\$ -	0%	
TOTAL EXPENDITURES	\$ 827,941.91	\$ 443,082.66	54%	

Revenues	2023 Budget	2023 Actuals	% Received	
MNRF Levy	\$ 68,113.00	\$ -	0%	
City of SSM Levy	\$ 557,001.45	\$ 278,500.72	50%	
SSM Special Levy	\$ -	\$ -	0%	
Prince Levy	\$ 6,622.00	\$ 6,622.00	100%	Paid in Full
Grass Cutting - City/Bd of Ed.	\$ 2,500.00	\$ -	0%	This will start in May/June
Development Regulations	\$ 35,000.00	\$ 29,737.03	85%	Gross development reg. revenue
MOECC - DWSP (estimate)	\$ 119,000.00	\$ 74,594.00	63%	
Miscellaneous N/G Revenue	\$ 25,000.00	\$ 14,421.09	58%	Misc rev, land lease, Sshack, SSMNPB lease
MNRF - Summer Student Wage Rebate	\$ 14,705.46	\$ -	0%	Approved for \$10,024 for 8 weeks
TOTAL REVENUES	\$ 827,941.91	\$ 403,874.84	49%	



MEMO

Date: August 1, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **Hazard Tree Removal on Clark Creek**

Along the Clark Creek Channel there are a couple of hazard willow trees that are growing on SSMRCA property but leaning onto one of our neighbours house and fence. As a result of the health one of the of the trees (partially dead), the best plan moving forward will be to remove the dying tree and trim back some of the hazard branches on the other tree.

Due to the size of the trees and work needed, staff have decided to reach out to some professional tree removal companies in order to move ahead.

Please find below some images of the trees in question:





3 quotes have been received to date and are as follows:

Quote #1 from Sault Tree Experts – \$5500 + HST

Quote #2 from Tree Men & A Chainsaw – \$4000 + HST

Quote #3 from Gees Tree Removal – \$5000 + HST

At this time, staff recommends moving ahead with the lowest quote of \$4000 + HST in order to remove the hazard tree as well as three branches overhanging the neighbours property on the second tree.

Recommendation:

THAT the staff memo titled “Hazard Tree Removal on Clark Creek” dated August 1, 2023, be received as information, and
Further **THAT** the Board approve the hiring of a tree removal company in order to address the hazard willow trees along Clark Creek at a cost of \$4000 + HST, be approved.

Respectfully submitted for information and approval,

A handwritten signature in black ink, appearing to read 'C Barrett'.

Corrina Barrett,
General Manager



MEMO

Date: July 18, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **List of Application Approvals: May 13, to July 7, 2023**

The following is a list of the 31 applications that were approved to date since May 13, 2023:

Permit #	Subject Property	Category #	Fee (\$)
BCC23-05-09	110 Parkewood Drive	Cat 5	635.00
USM23-05-12	841 Sunnyside Beach Road	Cat 5	635.00
EDC23-05-23	196 Fourth Line West	Cat 1	92.00
USM23-05-16	284 Pointe Louise Drive	Cat 4	385.00
CWC23-05-18	155 Landslide Road	Cat 4	385.00
FC23-05-17	32 Bainbridge Street	Cat 1	184.00
LSM23-04-24	184 Queensgate Blvd	Cat 6	1347.00
CYC23-05-15	483 Landslide Road	Cat 5	635.00
FC23-05-17	35 Sunnyside Road	Cat 4	385.00
FC23-05-29	3 Grandy Road	Cat 5	635.00
BNC23-05-29	267 Allen's Side Road	Cat 4	385.00
FC23-04-28	1091 Great Northern Road	Cat 6	1024.00
USM23-05-29	849 Sunnyside Beach Road	Cat 4	385.00
LBC23-05-31	1343 Second Line West	Cat 4	385.00



RR23-06-05	247 Glengary Gate Crescent	Cat 3	256.00
FC23_06_07	250 St Georges Ave East	Cat 4	385.00
USM23_05_24	193 Pointe Des Chenes Crescent	Cat 4	770.00
FC23_06_05	430 Third Line East	Cat 5	635.00
EDC23-06-13	1267 Goulais Avenue	Cat 1	92.00
BCC23-06-19	856 Airport Road	Cat 1	92.00
USM23-06-09	151 Pointe Louise Drive	Cat 5	635.00
RR23-06-14	151 White Pine Court	Cat 5	635.00
CYC23-06-16	453 Landslide Road (southern portion)	Cat 4	385.00
FC23-06-15	27 White Oak Drive West	Cat 2	201.00
FC23-06-27	61 Northridge Road	Cat 1	92.00
FC23-06-21	452 Charles Street	Cat 2	182.00
EDC23-06-16	61 Pittsburgh Avenue	Cat 4	385.00
LSM23-06-19	2 Riverview Avenue	Cat 4	385.00
BNC23-06-19	87 Anderson Road	Cat 5	635.00
CNC23-06-19	1007 Goulais Avenue (Plan 1R-4505 Pt 3)	Cat 4	385.00
RR23-06-21	859 Fourth Line East	Cat 2	182.00
		TOTAL	13,829

Please note that this list does not include any revisions, renewals, or PDTAs that took place during the same time period (except for the items noted).

In the interest of saving paper and ink, these approvals have not been printed out for this Board meeting. The corresponding Site Reports were shared with the Board electronically prior to the Board Meeting.



**Sault Ste. Marie Region
Conservation Authority**

Recommendation:

THAT the summary of the 31 site reports approved by staff from May 13 to July 7, 2023, pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

Respectfully submitted for information and approval,

A handwritten signature in black ink, appearing to read 'C Barrett', with a horizontal line extending to the right.

Corrina Barrett,
General Manager



1100 Fifth Line East
Sault Ste. Marie, ON
P6A 6J8



705-946-8530



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www.ssmrca.ca



Inventory Progress Report #5

July 2023

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Purpose

The passage of *Regulation 687/21 "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act"* requires the development and implementation of Transition Plans by each Conservation Authority. The Transition Plans are to outline the process and timelines for the development of cost apportioning agreements with municipalities within their jurisdiction for non-mandated programs and services.

This Transition Plan is valid for the following municipalities in the jurisdiction of the Sault Ste. Marie Region Conservation Authority: the City of Sault Ste. Marie and the Township of Prince. For the purposes of the *Clean Water Act* a portion of the unorganized townships of Dennis, Pennefather, Aweres, Jarvis and Duncan are included.

Per O. Reg. 687/21: *Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act* Section 7(2) the authority shall submit six progress reports on:

1. July 1, 2022
2. October 1, 2022
3. January 1, 2023
4. April 1, 2023
5. July 1, 2023
6. October 1, 2023.

Progress To Date

- a) **Any comments or other feedback submitted by a municipality referred to in clause 5(1)(b) regarding the inventory.**

No comments have been received from the Member Municipalities.

- b) **A summary of any changes that the authority has made to the inventory to address comments or other feedback referred to in a clause (a), including the changed inventory and a clear description of the changes between the previous inventory and the changed inventory.**

None for this reporting period.

- c) **An update on the progress of negotiations of cost apportioning agreements with the participating municipalities.**

Agreements continue to be drafted. Tentative meetings to discuss cost apportioning agreements are to be determined.

- d) **An outline of any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements with one or more participating municipality by the transition date.**

A challenge affecting the ability to develop and complete Agreements by the transition date is the passage of Bill 23, More Homes Built Faster Act, 2022. The Act, as currently worded, has affected and will continue to affect our municipal partner's operations, processes and relationship with the SSMRCA. Bill 23 may drastically affect the SSMRCA's ability to complete the required Agreements within the allotted timeframe. Bill 23 may also affect the proposed Category 2 Program: Plan Review Not Related to Natural Hazards (i.e., stormwater mgmt), as the Act, as written, prohibits this from being an eligible program provided to our partner municipalities. This may negate the necessity to negotiate the Agreement.

Attached: SSMRCA Inventory of Programs and Services and associated appendices.

Sault Ste. Marie Region Conservation Authority Inventory of Programs and Services – Version 3.0

December 1, 2022

Current/ New Project	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Enabling Services / General Operating Expenses						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable SSMRCA to operate in an accountable, transparent, efficient and effective manner.						
Current	Corporate Services	Administration of human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, WSIB, overseeing programs and policies.	1	CAA s.20, Reg. 402/22	\$158,089	Municipal Levy – 94% Self Generated – 6%
Current	Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CAA s.20, Reg. 402/22	\$72,628	Municipal Levy – 100%
Current	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates, HR, etc.	1	CAA s.20, Reg. 402/22	\$2,790	Municipal Levy – 100%
Current	Governance	Supporting CA Boards, Advisory Committees, Office of the GM/Secretary-Treasurer	1	CAA Part IV	\$17,576	Municipal Levy – 100%
Current	Communications and Outreach	Corporate communications, marketing, website, corporate publications (Annual Report, calendar, fact sheets, brochures, etc.).	1	CAA s.20, Reg. 402/22	\$10,229	Municipal Levy – 100%

Current	Administration Buildings	Administrative office used to support staff, programs, and services. Includes utilities, routine and major maintenance, property taxes.	1	CAA s.20, Reg. 402/22	\$16,274	Municipal Levy – 71% Self Generated – 29%
Current	Information Management + GIS	Data collection, management, mapping, data sets, watershed orthophotography for use by all programs. Development and use of systems to collect and store data and documents, and to provide spatial geographical representations of data. This includes our geographical information systems, maintenance, and support. Records retentions are in accordance with industry standards and legislative requirements.	1	CAA s.20, Reg. 402/22	\$13,949	Municipal Levy – 100%
Current	Vehicle and Equipment	Vehicles and equipment to support the work of SSMRCA, including capital purchases, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CAA s.20, Reg. 402/22	\$29,757	Municipal Levy – 100%
Natural Hazard Management Program						
Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, education, and public awareness.						
Current	SSMRCA Regulations Administration (Section 28)	Section 28 Permissions - Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, consultants, legal costs, enforcement and compliance.	1	CAA s.21.1(1), 28	\$93,210	Municipal Levy – 35% Self-Generated – 65%
Current	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor	1	CAA s.21.1(1)	\$4,143	Municipal Levy – 100%

		Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.				
New Project	Plan Review Not Related to Natural Hazards (i.e., stormwater mgmt)	New Project: Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).	2	CAA s.21(1)(n)	TBD	Municipal Agreement – 100%
Current	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, and communications.	1	CAA s.21.1(1), Reg. 686/21 s.2	\$45,155	Provincial Transfer Payment – 15% Municipal Levy – 85%
Current	Low Water Response	Conditions monitoring and analysis. Technical and administrative support to the municipality and the province, i.e., input to those who initiate drought response.	1	CAA s.21.1(1), Reg. 686/21 s.3	\$2,000	Municipal Levy – 100%
Current	SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, etc.) that are annually inspected, and routine maintenance work completed.	1	CAA s.21.1(1), Reg. 686/21 s.5	\$131,600	Provincial Transfer Payment – 43% Municipal Levy – 57%

Current	Non-SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, weirs, erosion control, etc.) that are annually inspected, and routine maintenance work completed.	2	CAA s.21.1.1	Ranges from \$2,500 to \$4,000 annually	Municipal Levy – 100% Special Benefitting Municipal Levy – when required
Current	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CAA s.21.1(1)	Varies from year to year (range from \$0 to \$60,000+)	Provincial WECI – 50% Special Benefitting Municipal Levy – 50%
Current	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Superior shoreline management. These projects often last a specific number of years and are distributed over time as human resources and funding are available.	1	CAA s.21.1(1), Reg. 686/21 s.1(3)1	Varies from year to year (range from \$0 to \$60,000+)	Municipal Levy – 100% Alternate grant funding when available
Current	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate school-aged children and the public about the dangers of fast-flowing water, danger of dams, etc.	1	CAA s.21.1(1)	\$7,767	Municipal Levy – 50% Self Generated – 50%
Provincial Water Quality & Quantity Monitoring						

Program Description: Sault Ste. Marie Region Conservation Authority, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends.						
Current	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring at 5 sites. SSMRCA staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and watershed project prioritization.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)2	\$4,262	Municipal Levy – 100%
Current	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 12 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring and watershed report cards.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)1		Municipal Levy – 100%
Drinking Water Source Protection						
Program Description: The protection of municipal drinking water supplies in the Sault Ste. Marie Region Source Protection Area through the development and implementation of SSMR Source Protection Plan.						
Current	Regional Drinking Water Source Protection Program (DWSP)	SSM Region Source Protection Area, technical support and program management, Source Protection Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	1	CAA s.21.1(1), Clean Water Act	\$107,368	Provincial Transfer Payment – 100%
Current	DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements. Designated through Council resolution to act as both the RMO and RMI. Role primarily covers RMI services, but also acting RMO when needed.	2	CAA s.21.1.1	\$2,000	Municipal Agreement – 100%

Current	DWSP Education and Outreach	Carrying out Education and Outreach responsibilities on behalf of municipalities through service agreements.	2	CAA s.21.1.1	Varies from year to year (range from \$0 to \$10,000)	Municipal Agreement – 100 %
Core Watershed-based Resource Management Strategy Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
New Project	Watershed-based Resource Management Strategy	New Project: Developing guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting. A review of programs and services provide for the purposes of compliance with the regulations and Section 21.1 of the CA Act. Develop process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component. Make available to the public.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)3, s.12(4)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
Conservation Authority Lands and Conservation Areas Program Description: Sault Ste. Marie Region Conservation Authority owns and manages over 5,000 acres of land which includes conservation areas, management areas, forests, farmland, dynamic beaches and flood control structures and surrounding land. SSMRCA property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						

Current	Conservation Areas Management including Section 29	Conservation Areas regulation enforcement and compliance. Management and maintenance of 5 conservation areas and associated recreational trails. Includes passive recreation, forest management plans, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, planning, carrying costs such as taxes and insurance.	1	CAA s.21.1(1), CAA s.29	\$43,050	Municipal Levy – 86% Self-Generated – 14% Costs greater than \$5,000 in capital budget
Current	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, privies, trails.	1	CAA s.21.1(1)		Municipal Levy – 100% Major works greater than \$5,000 in capital budget
New Project	Inventory of Conservation Authority Lands	New Project: The land inventory will include the following information: location, date obtained, method and purpose of acquisition, land use. Project updates as inventory changes.	1	CAA s.21.1(1), Reg. 686/21 s.9(3)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
New Project	Strategy for CA owned or controlled lands and management plans	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans.	1	CAA s.21.1(1), Reg. 686/21 s.9(1)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
New Project	Land Acquisition and Disposition Strategy	New Project: A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority.	1	CAA s.21.1(1), Reg. 686/21 s.9(2)vi	Cost unknown, anticipate completing internally.	Municipal Levy – 100%

New Project	Land acquisition	New Project: Strategic acquisition of environmentally significant properties.	2/3	CAA s.21.1	TBD	Municipal Agreement – 100%
Special Projects Program Description: Sault Ste. Marie Region Conservation Authority delivers other programs that are not part of the mandatory programs and services as outlined in O. Reg. 686/21. Most of these programs are funded without municipal levy but occasionally there are opportunities for municipal participation based on special benefitting funding. All of the programs influence and enhance the health and watershed management of the SSMRCA. They are part of a larger integrated watershed management model.						
Current	St. Marys Canadian Heritage River	St. Marys River is 1 of Canada's 40 Heritage Rivers that are recognized nationally for their outstanding natural, cultural, and recreational heritage. Once rivers are designated to the Canadian Heritage Rivers System, they become part of a network of waterways that are cared for by passionate river stewards. SSMRCA is responsible for the management of this Canadian Heritage River and includes governance, administration, stakeholder and public outreach, First Nation engagement, communications, data compilation, data analysis and review, and reporting.	3	The Canadian Heritage Rivers System (CHRS) Program	Varies from year to year (range \$0 to \$10,000)	Federal Transfer Payment – 50% (Parks Canada) Self-Generated – 50%
Current	Watershed Stewardship and Restoration	Local watershed stewardship and restoration related projects include working with local community groups to engage volunteers in tree planting on CA or partner owned lands. This item occurs as funding availability and staffing allows. This item also includes the use of CA owned lands (via MOUs) by local educational facilities (such as Sault College & Algoma University) to foster supportive experiential learning, research, and information sharing while bolstering each organizations' research capabilities.	3	CAA s.21.1.2	Varies from year to year (range \$0 to \$3000) NIL	Self-generated and alternate grant funding when available (such as TD Tree Days) Memorandum of Understanding between the SSMRCA and each of Sault College and Algoma University
New Project	New Project	New Project: Opportunities for new projects that benefit the watershed and its municipal partners	3	CAA s.21.1.2	TBD	Combination of self-generated, municipal

		can occur anytime and can have varying durations. These projects may require matching funding or be self-sustaining. New projects may require municipal participation and/or funding. Currently a placeholder for municipalities to lead on or ask for.				agreement and alternate grant funding when available
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See Appendix 1 for Caveats and Appendix 2 for Category 2 Summary Information, and Appendix 3 for Category 3 Summary Information

Appendix 1

Caveats:

- 1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers.
- 2) Under *O. Reg. 687/21 Section 6. (2)(c)(i)(D)* if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment. The costs associated with each program and service are estimated based on the 2022 approved budget for the Sault Ste. Marie Region Conservation Authority. The rationale for this approach is that a five-year estimate is not reflective of current and future costs and does not allow for program shifts made as a result of recent provincial funding cuts. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

Appendix 2

Category 2 Summary Information:

Category 2 Service	Participating Municipalities	Date of agreement (most recent version)
Plan Review Not Related to Natural Hazards	Sault Ste. Marie	Stormwater Management Plans, etc.: Agreement to be developed
DWSP Risk Management Official	Sault Ste. Marie	Agreement in development, currently invoice for services
DWSP Education and Outreach	Sault Ste. Marie	Agreement to be developed, currently invoice for services
Non-SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Sault Ste. Marie	Agreement to be developed, to date the service has been paid from municipal levy
Land Acquisition	Sault Ste. Marie Prince Township	Agreements to be developed

Appendix 3

Category 3 Summary Information:

For existing Category 3 programs and services, there are no programs or services financed through any Sault Ste. Marie Region Conservation Authority partner municipality.

For future Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. Future projects that are beneficial to the watershed as a whole or that are benefitting to a particular municipality are variable and generally dependent on other funding sources and their funding criteria.

SSMRCA will continue to actively search for alternate funding for beneficial watershed and research projects.

SSMRCA intends to enter into cost apportioning agreements with municipalities as projects are developed and executed, when necessary.



MEMO

Date: July 18, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **General Manager's Report**

CONSERVATION ONTARIO

Conservation Ontario held a virtual Regular Council meeting on June 26th, the agenda included the adoption of the Standard Operating Procedures (SOPs) in Conservation Areas. These SOPs will be brought forward in a future agenda for approval by the SSMRCA Board.

The GM/CAO two-day session ran from June 27th-28th at the Kingbridge Centre in King City. The second day was a training workshop on media relations.

STAFFING

Elias Tomas and Jesse Eaton were the two successful Labourer, Grounds Maintenance candidates hired under the Canada Summer Jobs program, and they started in the field on June 19th. These are 2-month positions.

Gerard Lavoie joined the team on June 19th as the new temporary GIS Technician focusing on enhancing our GIS section, aiding in dealing with the influx of development permits, and creating GIS/mapping of our Conservation Areas and flood control channels to help inform upcoming mandated reports. This is a 2-month position.

ST. MARYS RIVER TRIBUTARY ENHANCEMENT PROJECT UPDATE 2023

Commencing in 2022, the purpose of the St. Marys River Tributary Enhancement Project (funded by the Ontario Community Environment Fund) is to enhance water quality and restore wildlife habitat around flood control channels in Sault Ste. Marie, Ontario.

There are three main objectives which include enhancing water quality, removing invasive plant species, and restoring wildlife habitats. These main objectives and benefits are being accomplished by implementing the following activities:



- Stream cleanups: Volunteer stream cleanup days have been organized to remove litter and debris from the SSMRCA's five flood diversion channels. During 2022, 617 pounds of litter and debris was removed.
- Invasive species removal: eight invasive plant species were assessed and managed from the flood diversion channels.
- A 25 m2 rain garden was established in 2022 on the Central reek diversion channel near the bridge behind Korah Collegiate track. The rain garden is designed to collect, capture, soak up, absorb, and filter stormwater runoff.
- Habitat restoration: Creation of edge habitat and/or artificial nesting structures (nest boxes) in areas that do not impede flood control maintenance, such as outer flood boundaries. In 2022, workshops were held for participant to construct bird nesting boxes.

The nesting boxes were installed on July 13th at two different sections of the Bennet-West Davignon flood diversion channel (Wallace Terr/Brookfield and Allen Side Road).

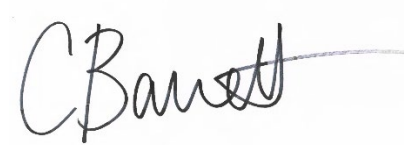
Additional locations have recently been selected for more rain garden and riparian plantings which are scheduled to be complete prior to September 2023.

This environmental protection and restoration effort has brought together project managers from Algoma University, educators, residents, Sault College summer students, volunteers and SSMRCA staff and will directly benefit our community.

Recommendation:

THAT the "General Manager's Report" dated July 18, 2023, be received as information, be approved.

Respectfully submitted for information,

A handwritten signature in black ink, appearing to read 'C Barrett', with a long horizontal flourish extending to the right.

Corrina Barrett,
General Manager



MEMO

Date: July 18, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **Sherwood Heights Subdivision Land Use Agreement**

The Sherwood Heights Subdivision – Phase I is comprised of 10 lots fronting on the north side of Sherwood Parkway. A storm sewer was designed to convey stormwater from this phase, discharging to the ravine lands to the east via a rip rap swale. The ravine lands to the east extend onto property owned by the SSMRCA.

Once the subdivision receives final acceptance, the City will assume maintenance responsibilities for the rip rap swale, along with other municipal infrastructure. To carry out these duties, a land use agreement is required with the SSMRCA to ensure access to these lands.

As a result, a three party Land Use Agreement between the City of Sault Ste. Marie, the Sault Ste. Marie Region Conservation Authority, and Smooth Rock Properties Inc., referred to as the “Sherwood Heights Subdivision land use agreement” must be approved by the SSMRCA Board of Directors.

Attached is a copy of the land use agreement for your convenience.

Recommendation:

THAT the Board authorize the execution of the Agreement between the City of Sault Ste. Marie, the Sault Ste. Marie Region Conservation Authority and Smooth Rock Properties Inc. with respect to the Sherwood Heights Subdivision land use agreement, be approved.

Respectfully submitted for information and approval,

A handwritten signature in blue ink, appearing to read 'C Barrett'.

Corrina Barrett,
General Manager



THIS LAND USE AGREEMENT is dated this 10th day of July, 2023.

B E T W E E N

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

(“SSMRCA”)

and

SMOOTH ROCK PROPERTIES INC.

(“Smooth Rock”)

and

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

(“City”)

WHEREAS SAULT STE. MARIE REGION CONSERVATION AUTHORITY (hereinafter “SSMRCA”) is the registered owner of Fort Creek Conservation Area, Sault Ste. Marie, Ontario being (PIN 31567-0218 LT, PT BLK 19 STEWART SURVEY OF KORAH BLOCKS KORAH, PT BLK 20 STEWART SURVEY OF KORAH BLOCKS KORAH; PT BLK 23 STEWART SURVEY OF KORAH BLOCKS KORAH PT 1-4 T79721 EXCEPT PT 1 1R11205, SAULT STE. MARIE; SUBJECT TO AN EASEMENT IN GROSS OVER PT 1 1R12142 & PT 1 1R12143 AS IN AL106231) hereinafter the “SSMRCA Lands”;

AND WHEREAS SMOOTH ROCK PROPERTIES INC. (hereinafter “Smooth Rock”) is the registered owner of Sherwood Heights Subdivision, Sault Ste. Marie, Ontario being (PIN 31567-0242 LT, PART RDAL OF THE STEWART SURVEY OF THE KORAH BLK KORAH PART SEC 25 KORAH PART 1, 2, 3, 4, 5, 6 & 7 1R2271 EXCEPT PARTS 1-5, 7-8 & 10-12, 1R9026 AND PARTS 3 AND 6, 1R13840; S/T T120343, T120344, SUBJECT TO AN EASEMENT IN GROSS OVER PART 7, 1R13840 AS IN AL251241; PART SECTION 25 KORAH, PART 5 PLAN 1R13840; SAULT STE. MARIE) hereinafter the “Smooth Rock Lands”;

AND WHEREAS The Corporation of the City of Sault Ste. Marie has a drainage easement by way of Instrument AL130090 over Part 1, 1R12362 (part of PIN 31567-0039 LT) “Easement Lands” which lands are privately owned which lands abut the SSMRCA Lands and which easement will be utilized for drainage as part of the development of the Smooth Rock Lands;

AND WHEREAS , the Easement Lands, and the Smooth Rock Lands abut the SSMRCA Lands along the westerly boundary line of the SSMRCA Lands and the easterly boundary line of a portion of the Smooth Rock Lands and Easement Lands, such area of abutment hereinafter the “Common Boundary Line”;

AND WHEREAS Smooth Rock proposes to develop the Smooth Rock Lands into the Sherwood Heights Subdivision and is required to formulate an extension of the rip-rap swale at the boundary of the Easement Lands to the bottom of the slope onto SSMRCA Lands to protect the slope from erosion as part of such development;

AND WHEREAS located upon the SSMRCA Lands is a Conservation Area known as and hereinafter referred to as the “Fort Creek Conservation Area”;

AND WHEREAS THE SSMRCA agrees, subject to the requirements and conditions specified within this Agreement, to permit Smooth Rock to create an extension of the rip-rap swale into the Fort Creek Conservation Area as part of the development of the Smooth Rock Lands;

NOW THEREFORE to implement the foregoing, this Agreement witnesses that in consideration of the use of the SSMRCA Lands and the covenants hereinafter set forth and such other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties mutually agree to the following:

Acceptance of Recitals

1. a) The parties accept the above recitals as true and correct and agree same shall form a part of this Agreement.

Term

2. a) This Agreement shall be in effect for a term of two (2) years commencing July 10, 2023 and terminating June 30, 2025. Unless otherwise terminated by the City in writing within 90 days of expiry, this Agreement shall be automatically renewed on June 30, 2025 and on June 30th of each year thereafter for additional one year terms.

Subject Lands

3. a) This Agreement applies only to the SSMRCA Lands known as the Fort Creek Conservation Area and more particularly set out in **Schedule “A”** attached hereto.

b) SSMRCA grants to Smooth Rock the right to use the SSMRCA Lands for the purpose of extending of the rip-rap swale into the Fort Creek Conservation Area as part of the development of the Smooth Rock Lands for the term of this Agreement.

c) The parties hereto agree that this Agreement does not create any ownership rights in the SSMRCA Lands for Smooth Rock nor does it create any exclusive right of possession or occupancy for Smooth Rock.

d) Smooth Rock acknowledge that if the extension of the rip-rap swale is to traverse any lands not owned by SSMRCA, that Smooth Rock exclusively shall be responsible for obtaining permission from the landowner or other person having care or control of the lands to enter upon the said lands.

Smooth Rock Responsibilities

4. a) Smooth Rock agrees to undertake and arrange all aspects of the proposed work to extend the said rip-rap swale as per the WSP plans and specifications.

b) Smooth Rock is responsible for any and all financial obligations associated with the proposed work until such time as Phase 1 is assumed by the City pursuant to the terms hereof and the relevant Subdivision Agreement between Smooth Rock and the City.

c) The parties hereto agree that the rip-rap swale will be the exclusive responsibility of Smooth Rock until completion and final acceptance of Phase 1 of the Sherwood Heights Subdivision by the City. The SSMRCA is not responsible for the enforcement or monitoring of any activity or providing protection from unauthorized use of the rip rap swale located on SSMRCA Lands during or after its construction.

d) Upon completion and final acceptance of Phase 1 of the Sherwood Heights Subdivision by the City, the City shall assume ownership of the rip-rap swale and be responsible for any maintenance, servicing, repair, and replacement as may be required from time to time. The SSMRCA shall permit access to the SSMRCA Lands and property whenever the rip-rap swale requires maintenance, servicing, repair, or replacement. "Smooth Rock" shall specifically be substituted for "the City" upon completion and final acceptance of Phase 1 of the Sherwood Heights Subdivision by the City in provisions 2 to 9 of this Agreement.

Safety and Professional Conduct

5. a) Smooth Rock and SSMRCA agree to conduct themselves in a professional and cooperative manner at all times and in particular in its dealings with Smooth Rock and SSMRCA board members and staff members.

b) Smooth Rock acknowledges the overriding importance of safety for its

employees, volunteers, patrons and the general public. All aspects of safety for Smooth Rock employees, volunteers, patrons and the general public are the exclusive responsibility of Smooth Rock. Smooth Rock agrees to take all reasonable precautions to ensure all activities associated with the proposed works are conducted in a safe manner and in compliance with all laws, regulations and by-laws including but not limited to the Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, as amended, and the regulations thereto.

c) Throughout the term of this Agreement, Smooth Rock shall obtain and keep in force any and all requisite licenses, permits or other approvals and permissions at its sole cost and expense.

Accessibility of Site

6. a) Smooth Rock acknowledges that SSMRCA shall have access to the SSMRCA Lands at all times. All precautions shall be undertaken by the SSMRCA to ensure that such access does not compromise the quality, integrity and/or safety of the proposed work.

Alteration to SSMRCA Property

7. a) Smooth Rock agrees to maintain the SSMRCA Lands in a clean and litter-free state during the proposed works and shall leave the SSMRCA Lands in a clean and litter-free state upon completion of the proposed work.

b) Smooth Rock agrees that siltation controls will be implemented for the proposed work wherever there is a possibility that sediment may be entrained into any off site drainage. The siltation control system must be maintained by Smooth Rock until such time as vegetation has been re-established.

c) Smooth Rock shall not make any alteration to SSMRCA Lands or features beyond the proposed work as contemplated herein and as outlined in the WSP engineering plans for the development of the Subdivision Phase I without the prior express permission of the SSMRCA. Any such work when approved must be conducted in the most environmentally reasonable fashion and in accordance with all relevant laws, by-laws and regulations. Any unauthorized work may be deemed a material breach of this Agreement and may be cause for the Agreement to be terminated in accordance with the provisions of Section 15.

d) Any structures or equipment which may be placed or erected on SSMRCA property, whether permanent or temporary shall be at Smooth Rock's sole expense and shall require the approval of SSMRCA prior to the said placement or erection. The SSMRCA shall not be responsible for the security of any structure or equipment placed or erected on SSMRCA property by Smooth Rock and SSMRCA shall not be liable to repair or compensate for damage to the said structure or equipment howsoever caused. Upon termination of this Agreement and/or in the absence of an

agreement with the new property owner once Smooth Rock transfers ownership, any structures or equipment, whether permanent or temporary, shall be removed by Smooth Rock and Smooth Rock shall return the land to its original state.

e) In the event that Smooth Rock fails to remove any structures or equipment on SSMRCA property the said structures or equipment may be removed by SSMRCA, the land returned to its original state, and the cost of the same charged to Smooth Rock.

f) Smooth Rock shall be solely responsible to repair any damage to the SSMRCA Lands or other SSMRCA lands resulting from the activities associated with Smooth Rock's proposed works.

Fuel Storage and Handling

8. a) Storage of fuels, petrochemicals or other materials are specifically prohibited on SSMRCA property.

b) Where portable fuelling of equipment is necessary Smooth Rock agrees to ensure that it takes all reasonable steps to catch and contain any spillage that may occur during refueling.

c) Due to the proposed work being located in the potential groundwater recharge area, a means must be provided to catch and contain any spillage that may occur during refueling, in the event that portable fueling of equipment becomes necessary. If a spill occurs, Smooth Rock must remove the contaminated soil and vegetation; place absorptive material on any exposed soil or rock surfaces and later remove this absorptive material when conditions permit; report the location and approximate volume of spillages over 500 ml (0.5 litre) to the SSMRCA forthwith; and report spillages to Ministry of the Environment (MOE) Spills Action Centre as required by MOE guidelines.

Signage

9. a) Any signs intended to be placed on SSMRCA property shall be provided to SSMRCA prior to their installation for review, consultation and consent as to the content, size and proposed location of the said signs.

b) Any temporary signage erected by Smooth Rock anywhere on SSMRCA property shall be removed by the end date of this Agreement.

Insurance

10. a) Prior to commencing any proposed work on SSMRCA Lands, Smooth Rock shall have in force during the term of this Agreement public liability and property damage insurance in the amount of not less than \$5 million in the aggregate.
- b) The said insurance policy must contain a cross liability coverage clause/severability of interest clause. The said policy shall also include employer's liability coverage with respect to paid employees as well as volunteers.
- c) The certificate of insurance must be provided to SSMRCA prior to the commencement of the proposed works.
- d) Smooth Rock shall provide to SSMRCA confirmation of Workplace Safety and Insurance Board coverage prior to the commencement of each season.
- e) The SSMRCA shall be identified as Additional Insured on this policy. In the event of a claim which names the SSMRCA to and related to the proposed works of Smooth Rock, Smooth Rock will pay the deductible on the insurance, and the Smooth Rock's policy will respond to the claim.

Termination/Default

11. a) In the event of default the SSMRCA may at its option terminate this Agreement through the dispute resolution provisions contained in Section 12. The following events constitute default:
- (i) Unauthorized work outside of the scope of the proposed work as defined in Section 7;
 - (ii) Failure of the SSMRCA to receive the insurance certificate;
 - (iii) Any material misrepresentation made by Smooth Rock to SSMRCA in connection with this Agreement;
 - (iv) If Smooth Rock becomes bankrupt (voluntarily or involuntarily) or becomes the subject of any proceedings seeking liquidation, rearrangement, relief or relief from creditors; and
 - (v) Any material breach of obligations as set out in this Agreement.

Dispute Resolution

12. a) An independent arbitration board shall resolve disputes that cannot be resolved between the two parties. This independent arbitration board shall consist of three individuals, selected as follows:
- (i) The SSMRCA shall select one individual;

- (ii) Smooth Rock shall select one individual;
- (iii) The remaining individual shall be selected by mutual agreement of the parties that have been selected by the SSMRCA and Smooth Rock;

The Arbitration Board shall have the power to resolve disputes through binding arbitration, and if necessary, to terminate any agreement between the SSMRCA and Smooth Rock if circumstances warrant this action.

Communications

- 13. a) The contact persons for administrative communication shall be with and through the SSMRCA General Manager and Smooth Rock Executive designate.
- b) Smooth Rock shall appoint a contact person having proper authority to act on behalf of Smooth Rock for the proposed works and shall provide to SSMRCA the contact information.

Notice

- 14. a) Any notice required or permitted to be given under this Agreement must be delivered in writing and may be given by delivering or mailing the notice to:

SAULT STE. MARIE REGION CONSERVATION AUTHORITY
C/O General Manager
1100 Fifth Line East
Sault Ste. Marie, Ontario P6A 6J8

SMOOTH ROCK PROPERTIES INC.
1 Ceasar Road, Sudbury, ON P3E 5P3

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
99 Foster Drive, Sault Ste. Marie, ON P6A 5X6
C/O City Clerk

Assignment

- 15. a) This Agreement shall not be assigned by Smooth Rock without the prior written consent of SSMRCA which consent may be refused in the sole and absolute discretion of SSMRCA.

IN WITNESS WHEREOF the parties hereto have executed these presents as of the day and year first above written.

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

Per:

Corrina Barrett, General Manager

Sandra Hollingsworth, Board Chair

We have authority to bind the Corporation

SMOOTH ROCK PROPERTIES INC.

Per:

We have authority to bind the Corporation

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

Per:

Mayor Matthew Shoemaker

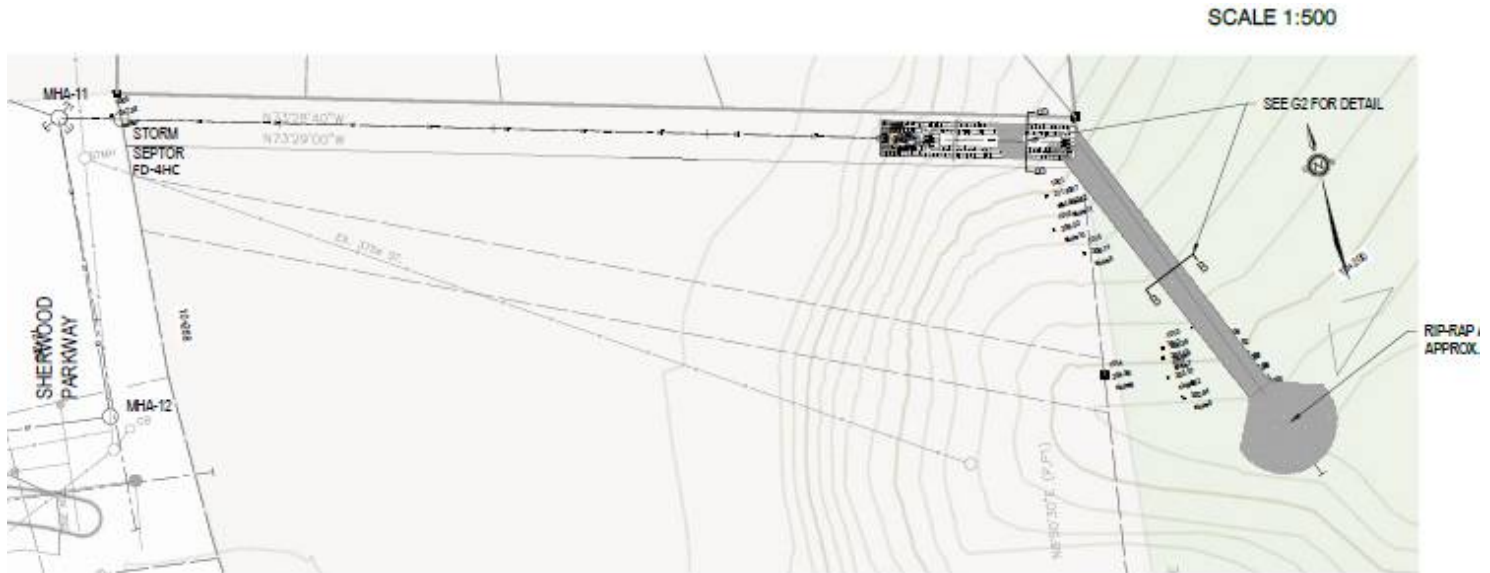
Clerk Rachel Tyczinski

We have authority to bind the Corporation

SCHEDULE "A"

PIN 31567-0218 LT

PT BLK 19 STEWART SURVEY OF KORAH BLOCKS KORAH, PT BLK 20 STEWART SURVEY OF KORAH BLOCKS KORAH; PT BLK 23 STEWART SURVEY OF KORAH BLOCKS KORAH PT 1-4 T79721 EXCEPT PT 1 1R11205, SAULT STE. MARIE; SUBJECT TO AN EASEMENT IN GROSS OVER PT 1 1R12142 & PT 1 1R12143 AS IN AL106231





SAULT STE. MARIE REGION CONSERVATION AUTHORITY

HEALTH & SAFETY PROGRAM MANUAL

Approved by the SSMRCA Board: December 18, 2018

Most recent revision: December 2021

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SECTION 9: FIRE SAFETY PROCEDURES

INTRODUCTION

The Sault Ste. Marie Region Conservation Authority has developed a plan suitable for each of its locations. A copy of the SSMRCA Health and Safety Program, complete with Fire Safety Procedures is provided to each member of management. All staff must be made aware of the Fire Safety Procedures and these procedures must be posted at each exit in each building.

RESPONSIBILITIES

The Sault Ste. Marie Region Conservation Authority is responsible for preparing a Fire Safety Plan and ensuring that its buildings and facilities comply with the provisions of the fire code.

The SSMRCA will assign a warden to be responsible for ensuring that a fire evacuation plan is posted in prominent places. This document will show the routes of evacuation to be followed from different locations in the building should staff, or occupants, be required to leave the building because of fire. The appointed warden may, or may not be, a member of the Health and Safety Committee (if a committee exists), but should be a worker member, not management. This appointee will assign other staff to assist him / her in the conduct of an evacuation.

Management personnel are directly responsible for ensuring that their employees are protected against fire. All staff shall be instructed in all aspects of the Fire Safety Plan.

Management Responsibilities

- Designate and train the fire warden and assistants to act in the fire warden position during the fire warden's absence from the building. Ensure that vacant positions are reassigned immediately. Ensure that the warden is in complete charge regarding fire safety matters.
- Educate and train all staff in the use of fire safety equipment and in the actions to be taken under the Fire Safety Plan.
- Ensure that the fire warden and assistant(s) survey the building to determine the number of exits available in each area and the location of any temporary areas of refuge.
- Ensure that the fire warden and assistant(s) understand the operation of the fire protection systems, fire alarm system and voice communication system.
- Ensure that the fire warden and assistant(s) prepare and post in each department / building section, a chart showing the location of the fire extinguishers and a fire exit route map indicating the primary and secondary exits to be used in the event of an evacuation.

Fire Warden Responsibilities (In the Event of a Fire)

- Dial 911 and notify the fire department of the fire emergency.
- Supervise the evacuation of the occupants.
- Where applicable, ensure one-way movement away from the fire source and out of the building.
- Upon arrival of the fire department, inform the fire department of the condition of the building and co-ordinate the efforts of supervisory staff with those of the fire department.

Employee's Responsibilities

- Keep hallways, passageways and exits clear of obstructions and combustible refuse at all times.
- Ensure that electrically powered equipment, especially coffee makers and kettles, are shut off when not in use, and especially at closing time.
- Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlets and lamp wire for permanent wiring.
- Do not overload electrical circuits.
- Be familiar with the exit closest to you and the next best alternative to use in the event of fire or evacuation. The fire warden or his / her assistant will advise you in advance, to which location you should proceed in the event of a fire.
- Be familiar with the location of the fire extinguishers.
- In the event of a fire:
 - Warn co-workers and immediately call the Fire Department at 911.
 - Know the correct address (SSMRCA office/workshop – 1100 Fifth Line East)
 - If you hear a fire alarm, do not stop and hesitate to speculate its cause – leave the building immediately, in a calm manner.
 - Do not stop to pick up personal belongings.
 - Proceed to the exit closest to you and stay with the other employees at the spot designated to you by the Fire Warden.
 - Do not re-enter the building until you have been advised to do so by the fire warden, who will be advised by the Fire Department.
 - Always be aware of fire safety and ensure potential fire hazards are immediately reported to your supervisor.

FIRE DRILLS

Fire drills shall be conducted on a semi-annual basis at the main office and work shop.

Following each drill, all persons of delegated responsibility should attend a debriefing to report on their actions and the reactions of the occupants. A record of participants should be retained.

Maintenance of Fire Safety Equipment

Facilities and equipment including fire extinguishers are to be maintained on a regular basis. A record/ log of inspection and maintenance must be kept. The record shall include the date the inspection was conducted, who conducted the inspection, the results of the inspection and details describing maintenance required and performed. The General Manager is responsible for ensuring that the log and equipment is maintained.

SECTION 10: HAND TOOLS / POWER TOOLS

INTRODUCTION

This policy provides an outline of safe work practices and procedures for hand tools and power tools, used by Sault Ste. Marie Region Conservation Authority (SSMRCA) staff.

EQUIPMENT USED

The following section lists some of the tools used by SSMRCA staff.

Chopping / Cutting Tools: axes, knives, loppers, shears, Swedish brush axe, pole pruners, pole saws, hand saws, brush saws, chainsaws.

Log Handling Devices: cant hooks, carrying bars, felling levers

Wedges / Chisels / Drills: augers and bits, chisels, drills, wedges

Hammers / Mauls / Shovels / Sledges: brooms, mallets, rakes, shovels, spaces, sledge hammers

Load Controlling Devices and Components: carabineers, chain falls, come-a long, lowering devices, pulleys, slings, tackle blocks, lanyards, ropes, harnesses.

Ladders: step ladders, extension ladders, elevated platforms, scaffolding

Hand Power Tools: drills, sanders, saws, skill saws, jigsaws, reciprocating saws, routers, planers.

WORK PRACTICE GENERAL INFORMATION

- Equipment hazards of concern include: climatic conditions, ergonomics, electrical and mechanical hazards.
- Appropriate protective equipment must be worn. This may include hardhats, safety boots, safety vests, hearing and eye protection, and other protective equipment as required.
- All use, inspection and maintenance of tools and equipment must adhere to the manufacturer's instructions where applicable.
- All appropriate limits of approach to electrical apparatus must be maintained.
- Guards and sheaths should be used to protect sharpened edges of knives, blades or chains etc. when storing or transporting.
- Gasoline, oil and gas-powered equipment must be stored separately from other tools and in a well-ventilated area.
- Rigging equipment must be labeled with the appropriate working loads.
- Power cords for electrical tools must be monitored to ensure they are not cut, frayed or have loose connections. Power cords must always be kept away from water.

- Equipment and tools are to be inspected daily before use, for loose handles, cracks, defects, loose bolts, sharpness, frayed cords, electrical connections, and other potential problems.
- The correct hand tool(s) and equipment must be selected for all jobs.
- Hand tools and equipment that have been made unsafe by damage or defect must not be used.
- Workers must maintain a safe distance from each other when using hand tools and equipment.
- Hand tools and equipment must be properly stored or placed in sight, out of the immediate work area, when not in use.
- Extension cords must be inspected for cuts, frayed ends, and loose connections.

PROPER EQUIPMENT USE

Chopping Tools

- Chopping tools that have loose or cracked heads or splintered handles shall not be used.
- Chopping tools should not be used while working aloft.
- Chopping tools shall be swung away from the feet, legs, and body, using the minimum force practical for control.
- Chopping tools shall not be used as wedges or used to drive metal wedges.
- A secure grip, firm footing and clearance of overhead hazards shall be maintained when swinging chopping tools
- Manual pole pruners, pole saws, and other similar tools with poles made of metal or other conductive material shall not be used in operations where electrical hazards exist.
- Structurally damaged poles shall be removed from service.
- When tools are not in use they shall be stored properly and not left on the ground or placed in such a way that they may cause an injury.

Log Handling Devices

- Cant hooks must be firmly set before applying force.
- Tools with cracked, splintered, or weakened handles shall not be used.
- All workers must be warned and be a safe distance away before logs are moved.
- All workers must stand to the rear and uphill when rolling logs.

Wedges / Chisels / Drills

- Wedges and chisels must be inspected for cracks and flaws before use.
- Wedges and chisels must be properly pointed and tempered. Tools with mushroomed heads shall not be used.

- Eye protection must be worn during impact operations.
- Only wood, plastic, or soft-metal wedges shall be used to stop binding while operating chain saws.
- Wood handle chisels should be protected with a ferrule on the striking end.
- Wood, rubber or high-impact plastic mauls, sledges or hammers should be used when striking wood handle chisels or gouges.

Load Controlling Devices and Components

- Approved harnesses, safety lines or lanyards shall be worn to protect workers when working aloft.
- Approved climbing harnesses must carry a date stamp to show they are not expired.
- Ropes and climbing equipment shall be stored and transported in such a manner to prevent damage through contact with sharp tools, cutting edges, gas, oil, chemicals or ultraviolet light.
- Rope ends shall be finished in a manner to prevent unraveling.
- Workers shall inspect ropes, lanyards, and other climbing equipment for damage, cuts, abrasion, and/or deterioration before each use and shall remove it from service, if signs of excessive wear or damage are found.

Ladders

- Ladders made of metal or other conductive material shall not be used where electrical hazards exist.
- Ladders shall conform to the appropriate CSA standard.
- Workers must ensure that the appropriate grade of ladder is used.
- All ladders must be inspected before use.
- Cleats, metal points, skid-resistant feet, lashing or other effective means of securing the ladder must be used when there is danger of slipping.
- Ladders shall be supported while in storage to prevent sagging. Except when on mobile equipment, ladders should be stored under suitable cover, protected from the weather, and kept in a dry location away from excessive heat.
- Ladders shall not be used as bridges or inclined planes to load or handle logs or other material.
- The appropriate 4 to 1 ratio of vertical height to distance from base must be maintained.

Hand Power Tools

- Hand power tools include drills, sanders, saws, table saws, jigsaws, reciprocating saws, routers and planers
- All power tools are to be inspected before use for loose parts, missing safety devices (such as blade guards), frayed or cut electrical cords or other potential problems.

- Workers shall use the proper tools for the job.
- Workers shall ensure that the control / power switch of the tool being used is in the off position before the tool is plugged in to the power supply.
- Workers must wear appropriate protective equipment, including hardhats, hearing and eye protection, safety foot wear, protective gloves, etc. when operating hand power tools.

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

STATEMENT OF UNDERSTANDING - EQUIPMENT OPERATION

This is to acknowledge that that I have received a copy of the Sault Ste. Marie Region Conservation Authority Health and Safety Program and confirm that I understand and agree to abide by the procedures contain therein. If necessary, I have sought clarification and instruction from appropriate personnel on matters about which I felt uncertain and now feel confident that I understand the procedures.

Further, I acknowledge that I have received orientation and training on both the Kut-Kwick and Kubota grass cutting machinery, and have demonstrated to my supervisor my ability to operate each machine.

Name: _____

Signature: _____

Date: _____

Supervisors Signature: _____



**Human Resources
Policies and Procedures
Manual**

Updated April 2020

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STATEMENT OF TRAVELLING EXPENSES OR DISBURSEMENTS FORM 53



ACCESSIBILITY



Section	ACCESSIBILITY
Title	AODA- Integrated Accessibility Standards Regulation – Customer Service
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

AODA- Integrated Accessibility Standards Regulation - Customer Service

Intent

This policy is intended to meet the requirements of the Customer Service Standards included in the Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*. It applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All goods and services provided by the Sault Ste. Marie Region Conservation Authority (SSMRCA) shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Assistive Device: a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Disability: the term disability as defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Ontario Human Rights Code*, refers to:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.



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Guide Dog: a highly-trained working dog that has been trained at one of the facilities listed in R.R.O. 1990, Ontario Regulation 58 under the *Blind Persons' Rights Act*, to provide mobility, safety and increased independence for people who are blind.

Service Animal: an animal is a service animal for a person with a disability if:

1. the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or
2. the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
 - A member of the College of Audiologists and Speech-Language Pathologists of Ontario;
 - A member of the College of Chiropractors of Ontario;
 - A member of the College of Nurses of Ontario;
 - A member of the College of Occupational Therapists of Ontario;
 - A member of the College of Optometrists of Ontario;
 - A member of the College of Physicians and Surgeons of Ontario;
 - A member of the College of Physiotherapists of Ontario;
 - A member of the College of Psychologists of Ontario; or
 - A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

Service Dog: as reflected in *Health Protection and Promotion Act, Ontario Regulation 562* a dog other than a guide dog for the blind is a service dog if:

- it is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- if person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

Support Person: a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.



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Guidelines

In accordance with the Customer Service Standards, this policy addresses the following:

- A. The Provision of Goods and Services to Persons with Disabilities;
- B. The Use of Assistive Devices
- C. The Use of Guide Dogs, Service Animals and Service Dogs
- D. The Use of Support Persons
- E. Notice of Service Disruptions
- F. Customer Feedback
- G. Training
- H. Notice of Availability and Format of Required Documents

A. The Provision of Goods and Services to Persons with Disabilities

The SSMRCA will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- ensuring that all customers receive the same value and quality;
- allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- taking into account individual needs when providing goods and services; and
- communicating in a manner that takes into account the customer's disability.

B. The Use of Assistive Devices

Customer's Own Assistive Device(s)

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by the SSMRCA.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring



Section	ACCESSIBILITY
Title	AODA- Integrated Accessibility Standards Regulation – Customer Service
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the customer is in a location that would be considered safe for both the customer and business.

C. Guide Dogs, Service Animals and Service Dogs

A customer with a disability that is accompanied by guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

Food Service Areas

A customer with a disability that is accompanied by guide dog or service dog will be allowed access to food service areas that are open to the public unless otherwise excluded by law.

Other types of service animals are not permitted into food service areas due to the *Health Protection and Promotion Act, Ontario Regulation 562 Section 60*.

Exclusion Guidelines

If a guide dog, service animal or service dog is excluded by law (see applicable laws below) the SSMRCA will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

Applicable Laws

The *Health Protection and Promotion Act, Ontario Regulation 562 Section 60*, normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

Recognizing a Guide Dog, Service Dog and/or Service Animal:

If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, the SSMRCA may request verification from the customer.

Care and Control of the Animal:



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The customer who is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

Allergies

If a health and safety concern presents itself for example in the form of a severe allergy to the animal, the SSMRCA will make all reasonable efforts to meet the needs of all individuals.

D. The Use of Support Persons

If a customer with a disability is accompanied by a support person, the SSMRCA will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person.

There may be times where seating and availability prevent the customer and support person from sitting beside each other. In such situations, the SSMRCA will make every reasonable attempt to resolve the issue.

In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

Admission Fees

Where the SSMRCA requires a support person to accompany a person with a disability, and where the person with a disability has agreed to the accompaniment, the SSMRCA will not charge the support persons any fees or fares.

E. Notice of Disruptions in Service

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of the SSMRCA. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use the SSMRCA's goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

In the event that a notification needs to be posted, the following information will be included unless it is not readily available or known:

- goods or services that are disrupted or unavailable;
- reason for the disruption;
- anticipated duration; and
- a description of alternative services or options.



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Notification Options

When disruptions occur, the SSMRCA will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and/or on the SSMRCA website;
- contacting customers with appointments;
- verbally notifying customers when they are making a reservation or appointment; or
- by any other method that may be reasonable under the circumstances.

F. Customer Feedback

The SSMRCA shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers and notice of the process will be made available on the SSMRCA website and at the SSMRCA Administrative Office. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request.

Submitting Feedback

Customers can submit feedback to:

Sault Ste. Marie Region Conservation Authority
 1100 Fifth Line East
 Sault Ste. Marie, ON P6A 6J8
 Telephone: (705) 946-8530 Fax: (705) 946-8533 E-mail: nature@ssmrca.ca

Customers who wish to provide feedback can by completing an onsite customer feedback form or verbally with any SSMRCA employee.

Customers who provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

G. Training

Training will be provided to:

- Every person who is an employee of, or a volunteer with, the SSMRCA.



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- Every other person who provides goods, services or facilities on behalf of the SSMRCA.

The SSMRCA shall ensure that training is provided as required by the Regulation. The content of the training shall include the requirements of the accessibility standards referred to in the Regulation and the *Human Rights Code* as it pertains to persons with disabilities. The training provided shall be appropriate to the duties of those being trained. Ongoing training shall be provided to new employees as soon as practicable. If any changes are made to this policy or the requirements, training shall be provided. The SSMRCA shall keep records of the training, including the date on which the training is provided and the number of individuals to whom it was provided. The names of individuals trained shall be recorded for training administration purposes, subject to the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA").

Training Schedule

The SSMRCA will provide training as soon as practicable. Training will be provided to new employees, volunteers, agents and/or contractors (i.e. during orientation). Revised training will be provided in the event of changes to legislation, procedures, policies, and/or practices.

Administration

This policy and its related procedures will be reviewed as required in the event of legislative changes, or changes to company procedures.



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AODA- Integrated Accessibility - Standards Regulation – Employment

Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of accessible employment services for persons with disabilities.

All employment services provided by the SSMRCA shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports: include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Performance Management: activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment: the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Recruitment, Assessment and Selection
- C. Accessible Formats and Communication Supports for Employees
- D. Workplace Emergency Response Information
- E. Performance Management and Career Development and Advancement



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F. Redeployment

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to the SSMRCA's accessibility policies occur.

B. Recruitment, Assessment and Selection

The SSMRCA will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, the SSMRCA will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of the SSMRCA's policies and supports for accommodating people with disabilities.

C. Accessible Formats and Communication Supports for Employees

The SSMRCA will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, the SSMRCA will provide or arrange for the provision of accessible formats and communication supports for the following:

1. Information needed in order to perform his/her job; and



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2. Information that is generally available to all employees in the workplace.

The SSMRCA will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

D. Workplace Emergency Response Information

Where required, the SSMRCA will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

This information will be reviewed when:

3. The employee moves to a different physical location in the organization;
4. The employee's overall accommodation needs or plans are reviewed; and/or
5. The SSMRCA reviews general emergency response policies.

E. Performance Management and Career Development and Advancement

The SSMRCA will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

Individual accommodation plans will be consulted, as required.

F. Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

Individual accommodation plans will be consulted, as required.

Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.



Section	ACCESSIBILITY
Title	AODA- Integrated Accessibility Standards Regulation – Information and Communications
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AODA- Integrated Accessibility - Standards Regulation – Information and Communications

Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of information and communications services and materials for persons with disabilities.

All information and communications materials and services provided by the SSMRCA shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports: include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Conversion Ready: an electronic or digital format that facilitates conversion into an acceptable format.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Accessible Formats and Communication Supports
- C. Exceptions

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.



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Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to The SSMRCA's accessibility policies occur.

B. Accessible Formats and Communication Supports

Unless deemed unconvertible the SSMRCA will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request. Accessible formats and communication supports will be provided in a timely manner and at no additional cost to the individual.

The SSMRCA will take into account the person's accessibility needs when customizing individual requests and shall consult with the individual making the request to ensure suitability.

The SSMRCA will make the availability of accessible formats and communication supports publicly known.

C. Exceptions

The Information and Communications Standard does not apply to:

1. Products and product labels;
2. Unconvertible information or communications; or
3. Information that the organization does not control either directly or indirectly through a contractual relationship.

Unconvertible Information or Communications



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If it is determined, in consultation with the requesting party, that information or communications are unconvertible, the SSMRCA will ensure that the individual who made the request is provided with an explanation and a summary of the information.

The SSMRCA will classify information or communications as unconvertible where:

4. It is not technically practicable to convert; or
5. The technology required to make the conversion is not readily available.

Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.



Section	ACCESSIBILITY
Title	AODA- Integrated Accessibility Standards Regulation – Design of Public Spaces
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AODA- Integrated Accessibility - Standards Regulation – Design of Public Spaces

Intent

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* for the *Design of Public Spaces Standard* set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to removing barriers in two (2) areas:

1. Buildings; and
2. Public spaces.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Beach Access Routes: routes that are constructed for public pedestrian use that provide access to public beaches from off-street parking facilities, recreational trails, exterior paths of travel and amenities.

Environmental Mitigation: activities that are intended to address any negative effects on the environment caused by the standard.

Environmental Restoration: activities that will benefit the environment.

Exterior Paths of Travel: refers to sidewalks and walkways designed and constructed for pedestrian travel and intended to provide a functional route from Point A to Point B, rather than a recreational experience.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Recreational Trail: a public pedestrian trail intended for recreational and leisure purposes.

Redeveloped: a planned significant alteration to a public space. It does not include maintenance activities, environmental mitigation or environmental restoration.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:



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- A. General Requirements
- B. Recreational Trails and Beach Access Routes
- C. Outdoor Public Use Eating Areas
- D. Outdoor Play Spaces
- E. Exterior Paths of Travel
- F. Off-Street Accessible Public Parking
- G. Obtaining Services

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to the SSMRCA's accessibility policies occur.

B. Recreational Trails and Beach Access Routes

Consultation on Recreational Trails

Prior to constructing or redeveloping a recreational trail, the SSMRCA shall consult on design elements with the public and persons with disabilities when required as per 4.0 Exceptions.

Technical Requirements for Recreational Trails



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Any newly constructed or redeveloped recreational trails will meet, and where possible exceed, the technical requirements of the Integrated Accessibility Standards, section 80.9 when required as per 4.0 Exceptions.

Technical Requirements for Beach Access Routes

Any newly constructed or redeveloped beach access routes will meet, and where possible exceed, the technical requirements of the Integrated Accessibility Standards, section 80.10 when required as per 4.0 Exceptions.

C. Outdoor Public Use Eating Areas

The SSMRCA is committed to ensuring that any newly constructed and/or redeveloped outdoor public use eating areas have a minimum 20% of tables that are made accessible in accordance with the Integrated Accessibility Standards, section 80.17.

D. Outdoor Play Spaces

Consultation

Prior to constructing or redeveloping an outdoor play space, the SSMRCA shall consult on the needs of children and caregivers with disabilities with the public and persons with disabilities.

Accessibility in Design

The SSMRCA will ensure that any new or redesigned outdoor play spaces incorporate various accessibility features (e.g. sensory and active play components) into their design and are constructed in accordance with the requirements outlined in the Integrated Accessibility Standards, section 80.20.

E. Exterior Paths of Travel

To ensure the health and safety of all pedestrians, any newly constructed or redeveloped exterior paths of travel will meet, and where possible exceed, the technical requirements of the Integrated Accessibility Standards, section 80.23, and where applicable, sections 80.24 – 80.28.



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Consultation on Rest Areas

Prior to constructing or redeveloping rest areas on exterior paths of travel, the SSMRCA shall consult on the needs of children and caregivers with disabilities with the public and persons with disabilities.

F. Off-Street Accessible Public Parking

Types of Spaces and Access Aisles

The SSMRCA will ensure that any newly constructed or redeveloped off-street parking facilities provide the following two (2) types of parking spaces available for persons with disabilities:

3. Type A – Parking space with a minimum width of 3.4 m; and
4. Type B – Standard parking space with a minimum width of 2.4 mm.

Access aisles will be provided for all accessible parking spaces and will meet the requirements of the *Integrated Accessibility Standards*, section 80.35.

Minimums

The SSMRCA will ensure that any newly constructed or redeveloped off-street parking facility meets, and where possible exceeds, the required number of accessible parking spaces based on the size of the lot. The number of accessible spaces will be aligned with the requirements specified in the *Integrated Accessibility Standards*, section 80.36.

Signage

The SSMRCA will ensure that the proper signage is provided for each accessible parking space. Type A parking spaces will have signage indicating van accessibility.

G. Obtaining Services

Service Counters

When constructing or replacing any service counters the SSMRCA will ensure that at least one (1) counter is made accessible in accordance with the *Integrated Accessibility Standards*, section 80.41.

Fixed Queuing Guides



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When constructing new fixed queuing guides, the SSMRCA will ensure that they are made accessible to people with various disabilities in accordance with the *Integrated Accessibility Standards*, section 80.42.

Waiting Areas

When constructing or redeveloping an existing waiting area, the SSMRCA will ensure that a minimum of 3% of the seating is made accessible. The SSMRCA will ensure that there will be at least one (1) accessible seat.

Exceptions

There may be times where it is not possible for the SSMRCA to meet all technical requirements as outlined within legislation. In these instances, the SSMRCA will strive to meet the requirements to the fullest extent to allow for accessible use with particular constraints as addressed in legislation.

Specifically, the exceptions listed below would exempt the SSMRCA from developing accessible trails where the landscape, terrain and biodiversity of a Conservation Area or Forest Management Property would prevent accessible trail development beyond simple nature trails.

As outlined in Section 80.15 of *O. Reg. 191/11: Integrated Accessibility Standards*: Exceptions to the requirements that apply to recreational trails and beach access routes are permitted where obligated organizations can demonstrate one or more of the following:

5. There is a significant risk that the requirements, or some of them, would adversely affect water, fish, wildlife, plants, invertebrates, species at risk, ecological integrity or natural heritage values, whether the adverse effects are direct or indirect.
6. It is not practicable to comply with the requirements, or some of them, because existing physical or site constraints prohibit modification or addition of elements, spaces or features, such as where surrounding rocks bordering the recreational trail or beach access route impede achieving the required clear width. *O. Reg. 413/12, s. 6.*

Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.



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Title	AODA- Integrated Accessibility Standards Regulation – Transportation
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AODA- Integrated Accessibility - Standards Regulation – Transportation

Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of accessible employment services for persons with disabilities.

All transportation services provided by the SSMRCA shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Accessible Taxicab: a passenger vehicle that is an accessible vehicle and that is licensed as a taxicab by the municipality.

Accessible Vehicle: a passenger vehicle or a bus, other than a school bus, that is:

- Designed or modified to be used for the purpose of transporting persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities; and
- Operated by, for or on behalf of any person, club, agency or organization that holds itself out as providing a transportation service to persons with disabilities (either for compensation or not).

Conventional Transportation Service Provider: refers to public passenger transportation services on transit buses, motor coaches or rail-based transportation that operate only in Ontario.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Mobility Aid: refers to devices used to facilitate the transport, in a seated posture, of people with disabilities.

Mobility Assistive Device: refers to a cane, walker or similar aid.



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Specialized Transportation Service Provider: refers to a designated public sector transportation organization described in paragraph 5 of Schedule 1 of the Integrated

Accessibility Standards Regulation that provides specialized transportation services that operate only in Ontario.

3.0 General Principles

In accordance with the Integrated Accessibility Standards, Ontario Regulation 191/11, this policy addresses the following:

- A. General Requirements
- B. Availability of Information on Accessible Equipment
- C. Non-Functioning Accessibility Equipment
- D. Accessibility Training
- E. Emergency Preparedness and Response Policies
- F. Support Persons

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.



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Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to the SSMRCA's accessibility policies occur.

B. Availability of Information on Accessible Equipment

The SSMRCA will make current information regarding accessibility equipment and features of our vehicles, routes and services available to the public. This information will be provided in an accessible format, upon request.

C. Non-Functioning Accessibility Equipment

Where the accessibility equipment on one (1) of our vehicles is not functioning, the SSMRCA will ensure that it is repaired as soon as is reasonably practicable. Until such time, the SSMRCA will take all reasonable steps to accommodate persons with disabilities.

D. Accessibility Training

In addition to the general training requirements the SSMRCA will provide all employees and volunteers with accessibility training. Training will address:

- How to safely use accessibility equipment;
- The features of accessibility equipment;
- Acceptable modifications to procedures (e.g. equipment fails); and
- Emergency preparedness and response procedures.

Records

The SSMRCA will maintain a record of all training provided. Training records will include the dates on which training was provided and the number of people that were trained.

E. Emergency Preparedness and Response Policies

To ensure the safety of individuals with disabilities that use our transportation services, the SSMRCA will establish, implement, maintain and document emergency preparedness and response policies. These policies will be provided in an accessible format, upon request.

In addition, the SSMRCA will ensure that all publicly-available safety and emergency information (e.g. evacuation procedures, floor plans etc.) is provided in an accessible format or with appropriate communication supports, upon request.



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F. Support Persons

The SSMRCA will not charge a fare to a support person who is accompanying a person with a disability. The SSMRCA reserves the right to inquire about the nature of an individual's need for a support person.

4.0 Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.