



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2018 Fourth Quarter Meeting
January 24, 2019 – 1:00 p.m.**

AGENDA

Location: Port McNicoll Community Centre

[MAP](#)

560 Seventh Avenue, Port McNicoll, Ont.

1. WELCOME AND CALL TO ORDER

2. ADOPT AGENDA

3. DECLARATION OF PECUNIARY INTEREST

4. ELECTION OF SSEA CHAIR AND VICE CHAIR

5. APPROVAL OF PAST MINUTES

BUSINESS ARISING FROM THE MINUTES

6. SSEA – BRIEF ORIENTATION

6.1 Agreement – including procedures ([Under Separate File](#))

6.2 Strategic Plan ([Under Separate File](#))

6.3 Source Water Protection Authority meetings

6.4 SSEA Executive Committee Update

7. Staff Report No. 01-19-SSEA from the Risk Management Official/Risk Management Inspector regarding Severn Sound Risk Management Activities.

8. PRESENTATIONS:

There are no presentations at this time.

9. SSEA Fourth Quarter 2018 Report

10. SSEA FINANCIAL REPORT

- 10.1 Staff Report No. 02-19-SSEA from the Treasurer regarding the 2018 Fourth Quarter draft Financials.
- 10.2 SSEA 2019 budget
- 10.3 SSEA 2020-2014 Five year draft budget update
- 10.4 SSEA Members municipal budget request updates

11. SSEA CORPORATE ADMINISTRATION UPDATE

- 11.1 Staff Report No. 03-19-SSEA from Robert Canning, Invasive Species Program Coordinator; Michelle Hudolin, Wetlands & Habitat Biologist regarding the SSEA Invasive Species Pilot Program Update

12. APPOINTMENT OF SSEA TREASURER FUNCTION FOR 2019

13. EXECUTIVE DIRECTOR UPDATE REPORT

- ([Under Separate File](#))

14. ANNOUNCEMENTS

15. CORRESPONDENCE

- Georgian Bay Forever request for letter of support and letter of support
- Bill 66 – Restoring Ontario’s Competitiveness Act

16. 2019 SCHEDULE OF MEETINGS

17. CLOSED SESSION

There are no closed session items for this agenda.

18. OTHER BUSINESS

ADJOURN



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD**

**2018 Third Quarter Meeting
October 18, 2018 – 1:00 p.m.**

DRAFT MINUTES

Location: Port McNicoll Community Centre

[MAP](#)

560 Seventh Avenue, Port McNicoll, Ont.

Present:

SSEA Chair, Deputy Mayor Steffen Walma
SSEA Vice Chair, Deputy Mayor Dave Ritchie
SSEA Past Chair, Councillor Ron Stevens
Councillor Barb Coutanche
Councillor Pat File
Councillor Mike Lauder
Councillor Paul Wiancko

Township of Tiny
Township of Tay
Township of Severn
Township of Oro-Medonte
Town of Midland
Town of Penetanguishene
Township of Georgian Bay

Regrets:

Councillor Perry Ritchie

Township of Springwater

Staff:

Julie Cayley
Judy Hancock
Melissa Carruthers
Lex McPhail
Michelle Hudolin
Paula Madill
Carl Lesperance
Robert Canning

Executive Director
Treasurer
RMO/RMI
IT Manager/GIS Applications Specialist
Wetlands and Habitat Biologist
Ecosystem Health Technologist
Watershed Monitoring Lead
Invasive Species Project Coordinator

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 1:01 p.m.

A certificate of appreciation was presented to B. Coutanche for her years of dedicated service to the SSEA board.

2. ADOPT AGENDA

Motion: 68

Moved by: R. Stevens

Seconded by: M. Lauder

RESOLVED THAT: the SSEA Joint Services Board approve the 2018 Third Quarter meeting agenda dated October 18, 2018.

Carried.

3. DECLARATION OF PECUNIARY INTEREST

None declared

4. APPROVAL OF PAST MINUTES

4.4 SSEA July 2018 Board Meeting

Motion: 69

Moved by: B. Coutanche

Seconded by: P. Wiancko

RESOLVED THAT: the SSEA Joint Services Board approve the minutes of the Second Quarter meeting held on July 26, 2018.

Carried.

4.5 SSEA Electronic Vote – 2017 Annual Report - October 4, 2018 (under separate file)

Motion: 70

Moved by: D. Ritchie

Seconded by: M. Lauder

RESOLVED THAT: the SSEA Joint Services Board approve the minutes of the SSEA Electronic Vote – 2017 Annual Report held October 4, 2018.

Carried.

5. SUSPEND THE SSEA MEETING TO ALLOW THE SSSPA TO MEET

Motion: 71

Moved by: M. Lauder

Seconded by: R. Stevens

RESOLVED THAT: this SSEA meeting be suspended to allow the Severn Sound Source Protection Authority meeting to proceed at 1:05 pm.

Carried.

6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

Minutes will be provided under separate file.

7. RECONVENE THE SSEA THIRD QUARTER MEETING

Motion: 72

Moved by: D. Ritchie

Seconded by: P. File

RESOLVED THAT: the SSEA board meeting reconvene at 1:49 pm.

Carried.

8. Staff Report No. 12-18-SSEA from the Risk Management Official/Risk Management Inspector regarding Severn Sound Risk Management Activities.

Motion: 73

Moved by: D. Ritchie

Seconded by: R. Stevens

RESOLVED THAT: the SSEA Staff Report No. 12-18-SSEA from the Risk Management Official/Risk Management Inspector regarding Severn Sound Risk Management Activities be received for information.

Carried.

9. ANNOUNCEMENTS

9.4.1 SSEA Open House/reception November 30

Julie Cayley, Executive Director provided details on the upcoming SSEA Open House and reception.

Motion: 74

Moved by: D. Ritchie

Seconded by: R. Stevens

RESOLVED THAT: the SSEA 2018 Open house and reception report be received for information.

Carried.

9.4.2 Orr Lake Subwatershed 2017 Conditions Report (under separate file)

Motion: 75

Moved by: R. Stevens

Seconded by: B. Coutanche

RESOLVED THAT: the Orr Lake Subwatershed 2017 Conditions Report be received for information.

Carried.

10. PRESENTATIONS:

10.1 Severn Sound Environmental Association Strategic Plan 2018 - 2023 (under separate file)

Julie Cayley, Executive Director, provided overview presentation of the Strategic Plan

Motion: 76

Moved by: M. Lauder

Seconded by: D. Ritchie

RESOLVED THAT: the SSEA Joint Services Board approve the SSEA 2018-2023 Strategic Plan.

Carried

11. THIRD QUARTER 2018 REPORT

Motion: 77

Moved by: P. File

Seconded by: R. Stevens

RESOLVED THAT: the Third Quarter SSEA 2018 report be received for information.

Carried.

12. SSEA FINANCIAL REPORT

12.1 Third Quarter Financials

Motion: 78

Moved by: D. Ritchie

Seconded by: P. Wiancko

RESOLVED THAT: the Third Quarter Financial Report be received for information.

Carried.

12.2 SSEA 2019 Draft Budget

Motion: 79

Moved by: D. Ritchie

Seconded by: B. Coutanche

RESOLVED THAT: the Board of Directors approve the proposed SSEA 2019 budget as presented.

Carried.

13. SSEA CORPORATE ADMINISTRATION UPDATE

13.1.1 Staff Report No. 13-18-SSEA from the Wetlands and Habitat Biologist regarding the Tiny Township Well Aware Program.

Julie Cayley, Executive Director, provided high level summary of staff report

Motion: 80

Moved by: P. File

Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 13-18-SSEA, regarding the SSEA private Water Well Stewardship program, be received for information; and

FURTHER THAT: SSEA staff be authorized to proceed with developing a SSEA Water Well Stewardship program proposal, including cost, to present to Township of Tiny Council.

Carried.

13.2 Staff Report No. 14-18-SSEA from Robert Canning, Invasive Species Program Coordinator; Michelle Hudolin, Wetlands & Habitat Biologist regarding the SSEA Invasive Species Pilot Program Update

Julie Cayley, Executive Director, provided high level summary of staff report

Motion: 81

Moved by: D. Ritchie

Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 14-18, regarding the SSEA Invasive Species Pilot Program, be received for information; and

FURTHER THAT: a letter be prepared for the SSEA Board Chair’s signature to the Minister of Natural Resources and Forestry, expressing the importance of finalizing the contract for the approved 2018-19 MNRF Provincial Land Stewardship and Habitat Restoration Program (LSHRP) funding.

Carried.

13.2.1 Staff Report No. 15-18-SSEA from the Executive Director regarding the SSEA/Sustainable Severn Sound merger update.

Motion: 82

Moved by: B. Coutanche

Seconded by: P.Wiancko

RESOLVED THAT: Staff Report No. 15-18 regarding the the SSEA/Sustainable Severn Sound proposed merger/ SSEA/SSS Ad-Hoc Merger Committee, including attached Ad Hoc committee terms of reference and Communication plan, be received for information; and

FURTHER THAT: the SSEA Board continues to support the merger of SSEA and SSS; and

FURTHER THAT: SSEA staff be directed to continue to work with the SSEA/SSS Ad-Hoc Merger Committee in support of a successful merger.

Carried.

13.2.2 Staff Report No. 16-18-SSEA from the Executive Director regarding Board Governance procedures.

Motion: 83

Moved by: D. Ritchie

Seconded by: P. File

RESOLVED THAT: Staff Report No. 16-18, regarding the SSEA Board Governance, be received for information; and

FURTHER THAT: Staff be directed to work with the SSEA Board Executive to finalize draft documents for the end of November 2018 and present to the SSEA Board.

Carried.

13.2.3 Staff Report No. 17-18-SSEA from the Executive Director regarding The County of Simcoe & SSEA Draft Memorandum of Understanding (MOU)

Motion: 84

Moved by: M. Lauder

Seconded by: P. Wiancko

RESOLVED THAT: Staff Report No.17 -18 regarding the County of Simcoe and SSEA draft MOU be received for information; and

FURTHER THAT: SSEA staff be authorized to finalize this MOU with the County of Simcoe.

Carried.

14. EXECUTIVE DIRECTOR UPDATE REPORT

On-table

Motion: 85

Moved by: M. Lauder

Seconded by: D. Ritchie

RESOLVED THAT: the Board of Directors receive Executive Directors Report – Q3 (July-September 2018) for information.

Carried.

15. CORRESPONDENCE

15.1 Georgian Bay Forever

Motion: 86

Moved by: D. Ritchie

Seconded by: P. Wiancko

RESOLVED THAT: the correspondence from Georgian Bay Forever regarding a letter of support be received: and

FURTHER THAT: a letter be drafted to support in principle the request by Georgian Bay Forever for support from Tay for Phrag. removal with the caveat that they work with the SSEA.

Carried.

16. CLOSED SESSION

There are no closed session items for this agenda.

17. OTHER BUSINESS

- Julie Cayley, Executive Director, highlighted the State of the Bay report in which Aisha Chiandet, Water Scientist, provided input into
- A certificate of appreciation was presented to P. File for her years of dedicated service to the SSEA board.

ADJOURN

Motion: 87

Moved by: M. Lauder

Seconded by: P. Wiancko

RESOLVED THAT: this meeting of the SSEA Board of Directors held on October 18, 2018 adjourn at 3:52 pm to meet again on January 17, 2019 or at the call of the chair.

Carried.



**Severn Sound Environmental Association
2019 First Quarterly Meeting (Q1)**

STAFF REPORT

No: 01-19-SSEA
Date: January 24, 2019
To: Chair and Members of the SSEA Board of Directors
From: Melissa Carruthers, Risk Management Official / Risk Management Inspector

SUBJECT: Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection and SSEA Risk Management Services Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

- Continue to offer exceptional services as the Source Protection Authority for Severn Sound

Goal 2: Supportive Partnerships

- Strengthen & build relationships for the implementation of Part IV of the Clean Water Act
-

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 01-19 regarding an update as to the activities that have been undertaken by SS SPA and SSEA Risk Management staff during Q4 of 2018 be received for information

Purpose of Staff Report

The purpose of this report is to provide an update on the activities that Severn Sound Source Protection Authority staff and SSEA Risk Management staff have completed during the fourth quarter of 2018.

Background

Under the *Clean Water Act, 2006* the SSEA is one of the Source Protection Authorities within the South Georgian Bay Lake Simcoe Source Protection Region (SGBLS SPR) and work with our member municipalities as well as the District Municipality of Muskoka to implement the Drinking Water Source Protection (DWSP) Program.

Historically staff of the SSEA has been delegated by 8 municipalities (District Municipality of Muskoka, Townships of Georgian Bay, Severn, Oro-Medonte, Tay, Tiny, and Towns of Midland and Penetanguishene) to preform risk management services on behalf of their municipality under Part IV of the *Clean Water Act*. To date that work has included verifying significant drinking water threats (SDWTs) via phone calls, surveys, and site visits and if a SDWT was found, staff have started the process of negotiating risk management plans for a few properties. Answering inquiries from the general public or municipal staff and commenting on development proposals is also a large part of what the risk management staff does.

Analysis:

During the fourth quarter of 2018 Source Protection Authority staff has been completing the following tasks:

- As a region submitted a Clean Water Act section 36 workplan to the Province through LSRCA
- Renewed Clean Water Act Part IV delegation agreement with the District Municipality of Muskoka, and in principle with the Town of Penetanguishene
- Participated in 1 regional meeting, 1 provincial teleconference, and 1 regional working group
- Facilitated 1 SS SPA meeting, and 1 Severn Sound Source Water Municipal Working Group meeting
- Supported Tiny Township in preparing their ROMA Ministers meeting request
- Coordinating meeting with the Minister of Environment, Conservation and Parks regarding Source Water Protection program/funding concerns (was set for January 2019, Ministers office cancelled mtg.)

During the fourth quarter of 2018 risk management staff has been completing the following tasks:

- Transferred Risk Management Official delegation status from Keith Sherman to Melissa Carruthers for the District Municipality of Muskoka
- Signed 3 Risk Management Plans
- Held 1 Risk Management (RM) Plan negotiation meeting
- Commented on 17 development proposals and answered 3 inquiries
- Attended 3 pre-consultation meetings
- Continued threat verification work on existing significant drinking water threats
- Acquired door hangers to be used for Education and Outreach purposes

Attachments:

SSEA letter to Hon. Rod Phillips, the Minister of the Environment, Conservation and Parks, regarding the status of funding for the Drinking Water Source Protection Program.

Prepared by:

original signed by.

Melissa Carruthers, Risk Management
Official / Risk Management Inspector

Approved for Submission by:



Julie Cayley, Executive Director



Severn Sound Environmental Association 2018 4th Quarter (Oct. 1 – Dec. 31) Report/Update



SSEA 2018 Season's Greetings Card

Staffing/HR

Administration, Staffing, Training and Volunteers

Administration

- Acquired lab space at Port McNicoll Wastewater Treatment Plant (WWTP), THANK-YOU Township of Tay

Training

- Four SSEA staff members completed MNR Class 2 Electrofishing Course, provided by NVCA
- Staff First Aid/CPR re-certification
- First Nations Cultural Training with LSRCA & Cambium Aboriginal
- One staff completed Project Management and Technical Writing courses with Eco Canada



Staff Electrofishing Training

Education, Engagement, Outreach

Presentations, Articles, Media, School Involvement and Events

Presentations

- Budget deputation to the Township of Tay & Township of Tiny (Private Water Well Stewardship Project)
- Orientation presentation for new Township of Tay council
- Latonnell Conservation Symposium, "Community Based Management of Invasive Species Populations" and "Long Term Trophic Trends- A Look at 45 Years of Monitoring in Severn Sound"
- SSEA Open House, "Alien Invaders in Our Backyards"

Articles/Publications/News/Media

- Contributed to “A Brief History of Orr Lake” in [Urban North Lifestyle Magazine](#)
- Media release for [Orr Lake Subwatershed 2017 Conditions Report](#) featured in the [Springwater News October 8th Edition 532](#), Page 19
- [@SSEA SSRAP](#) Twitter activity for 4th quarter: 46 tweets, 2144 page visits, 211 Followers

Meetings, Conferences/Events

- Attended three Sustainable Severn Sound Board meetings
- Latornell Conservation Symposium - staff presented in 2 sessions
- NVCA Stakeholder Meeting - Integrated Watershed Plan
- Environment and Climate Change Canada’s Great Lakes Coastal Wetlands Information Sharing Workshop
- Couchiching Conservancy workshop - *Identifying Priority Sites in Simcoe County for Conservation Securement*
- Southern Georgian Bay Sharing Knowledge meeting hosted by Parks Canada Georgian Bay Island National Park - presented 2018 update and future work plan
- North Simcoe Soil and Crop Improvement Association AGM
- Annual SSEA Open House/ Partners Reception/Awards – November 30, Wyebriidge Community Centre
 - THANK YOU event sponsors; Grounded Coffee, Ontario Waterpower Association & the Township of Tiny
- Soft Launch of SSEA Strategic Plan with municipal members
- Georgian College GIS day, Couchiching Conservancy Citizen Science Symposium, Innovative Phosphorus Removal Technologies Workshop (George Barley Prize)



Annual SSEA Partners Reception

Tree Planting

Planting and Distribution

Community Tree Planting & Tree Seedling Distribution

- In planning stages for spring 2019
 - seedlings ordered from nursery
 - conducting site visits for community tree plant projects, seeking additional sites
 - municipalities assisting with promotion of Tree Distribution program

Fish and Wildlife Habitat / Natural Heritage

Natural Heritage Assessments, Invasive Species, Wetlands, Habitat and Stewardship

Invasive Species

- Eurasian watermilfoil monitoring on Gloucester Pool
- Participated in webinar on Hydrilla management in the U.S.
- Terrestrial and aquatic invasive species monitoring in Georgian Bay Township (detected 12 terrestrial, 2 aquatic and 1 insect invasive species)
- 4th Severn Sound Invasive Species Working Group Meeting “Invaders in the Severn Sound”
- Delivered an aquatic plant training session to Fisheries and Oceans Canada Asian Carp Program Staff (as part of Ontario Federation of Anglers and Hunters Invading Species Awareness Program)
- Presentation at Ontario Invasive Plant Council Invasive Plant Conference, “Community Based Invasive Species Initiatives”
- Applied for Invasive Species Act Authorization to possess and transport prohibited invasive species for management and education purposes within Ontario
- Attended Ontario Invasive Plant Council Conference and AGM
- Delivered a technical workshop on the identification and management of Eurasian watermilfoil to members of the Township of Georgian Bay, Six Mile Lake and Gloucester Pool Cottagers Associations



SSEA presentation on Eurasian watermilfoil in the Township of Georgian Bay

Habitat and Stewardship

- Planning and implementation of a multi-year, multi-partner stream restoration project

Fish Habitat

- Habitat condition mapping completed for a portion of Hogg Bay (Tay Twp.) - 2017/18 Severn Sound Nearshore Fish Communities Project (MNRF – Great Lakes Protection Fund)
- Completed Port Severn Walleye Spawning Shoal Habitat Survey data compilation for Trent-Severn Waterway/Parks Canada

Land Use Planning

Input and Review

- Commented on 16 proposals, applications, reports or Environmental Impact Studies

Source Water Protection

Drinking Water Source Protection, Risk Management Services

Drinking Water Source Protection

- As a region submitted a *Clean Water Act* section 36 workplan to the Province through LSRCA
- Successfully transferred RMO delegation to Melissa Carruthers for the District Municipality of Muskoka
- Renewed *Clean Water Act* Part IV delegation agreement with the District Municipality of Muskoka, and in principle with the Town of Penetanguishene
- Participated in 1 regional meeting, 1 provincial teleconference, and 1 regional working group
- Facilitated 1 SS SPA meeting, and 1 Severn Sound Source Water Municipal Working Group meeting
- Coordinating meeting with the Minister of Environment, Conservation and Parks regarding Source Water Protection program/funding concerns



Bryan Murray with the two signed RM Plans

Risk Management Services

- Signed 3 Risk Management Plans
- Held 1 Risk Management (RM) Plan negotiation meeting
- Commented on 14 development proposals and answered 3 inquiries
- Attended 3 pre-consultation meetings
- Continued threat verification work on existing significant drinking water threats
- Acquired door hangers to be used for Education and Outreach purposes

Monitoring Programs

Field/data collection: Open Water, Inland Lakes, PGMN, PWQMN/Tributaries, Stream Temperature, Stream Invertebrates and Climate, Biological Samples

Open Water

- Completed 2018 bi-weekly sampling (October & November) at 14 stations across Severn Sound open waters (including Honey Harbour area), as well as at the Tay Area Water Intake
 - data collected for water clarity, temperature, dissolved oxygen, conductivity, turbidity
 - samples collected for basic chemistry, nutrients, metals, algae, zooplankton

Inland Lakes

- Completed 2018 bi-weekly sampling at 1 station on Little Lake & 4 stations on Bass Lake (lake + 3 tributaries)
 - data collected for water clarity, temperature, dissolved oxygen, conductivity, turbidity



Winter Sampling in North Bay

- samples collected for basic chemistry, nutrients, metals, algae, zooplankton
- measured water levels

Provincial Water Quality Monitoring Network (PWQMN)

- Three sampling runs completed at 14 sampling locations across 8 streams (Lafontaine and Copeland creek, Wye, Sturgeon, Coldwater, North (Silver Creek), and Severn River (Port Severn))
 - data collected for water temperature, dissolved oxygen, pH, turbidity, conductivity
 - samples collected for basic chemistry, nutrients and metals

Provincial Groundwater Monitoring Network (PGMN)

- Water level data downloaded at 6 wells
- Partnered with Trent University to sample a PGMN well in Coldwater River watershed for dissolved organic carbon



Trent University and SSEA staff sampling PGMN well

Stream Temperature

- Retrieved and downloaded 51 stream temperature & 2 air temperature loggers

Climate

- Monthly Georgian Bay water level and regional climate data compilation
- Severn Sound and 6 inland lake ice observation (volunteer citizen scientists) data compilation
- Retrieved 4 rain gauges and analyzed data for the ice-free period of 2018 at Huronia Airport, Midland STP, Pine Grove (Penetanguishene), and Balm Beach
- Analysed monthly Crop Heat Units for Mon Piero Farms (Township of Tiny)
- Completed request from Town of Midland for August rain data

Biological Sample Update

- Contract signed with new algal taxonomist
- Partnership with Lakehead University to store and analyze Lake Couchiching zooplankton samples, open water zooplankton samples archived with DFO

Data Analysis and Reporting

Statistics, Data Management & Analysis, Stream Invertebrate ID, and GIS/Mapping

Data Management & Analysis

- Open Water and Inland Lakes (Bass Lake and Little Lake):
 - 2018 profile & water chemistry data compiled
 - Seasonal & annual summaries and trends updated

Reporting

- Finalized report *Farlain Lake Water Levels*
- One Nuisance Algae Report Form completed re: landowner complaint (Wye River)
- Displays updated with 2018 data for SSEA Open House/Partner Reception event: Bass Lake, Little Lake, Seven Sound Open Water Trends, Georgian Bay Water Levels, Honey Harbour
- Submitted 2018 Yellow Fish Road™ report to Trout Unlimited Canada

Landowner/Municipal Inquiries

- Responded to 3 landowner inquiries and/or concerns
- Responded to 2 municipal inquiries and/or concerns
- Responded to 10 municipal and/or public inquiries regarding invasive species (Phragmites, Eurasian watermilfoil, emerald ash borer, pokeweed, glossy buckthorn and invasive species disposal)

Financial

Donations, Grants, Budget, Invoicing and Revenue (fee for service)

Grants

- RECEIVED Land Stewardship and Habitat Restoration Program grant supporting Invasive Species program
- RECEIVED Eco Canada Wage Funding Program grant
- RECEIVED BioTalent Canada wage funding grant
- APPLIED FOR Loblaw Water Fund 2019 grant



Assistance for this project was provided by the Government of Ontario

Cost Recovery

- Trent Severn Waterway/Parks Canada - Walleye spawning shoal project

Thank you from the SSEA Team

- | | |
|--|--|
| ● Julie Cayley - Executive Director | ● Melissa Carruthers - Risk Mgmt. Official./Risk Mgmt. Inspector |
| ● Lex McPhail - IT Manager/GIS Applications Specialist | ● Carl Lesperance - Watershed Monitoring Lead |
| ● Paula Madill - Ecosystem Technologist | ● Judy Hancock - Contract Treasurer |
| ● Michelle Hudolin - Wetlands & Habitat Biologist | ● Robert Canning - Invasive Species Program Coordinator |
| ● Aisha Chiandet - Water Scientist | |

Disclaimer: TWITTER, TWEET, RETWEET and the Twitter logo are trademarks of Twitter, Inc. or its affiliates



**Severn Sound Environmental Association
2018 Fourth Quarterly Meeting (Q4)**

STAFF REPORT

No: 02-19-SSEA
Date: January 17, 2019
To: Chair and Members of the SSEA Board of Directors
From: Judy Hancock, Treasurer

SUBJECT: 2018 FOURTH QUARTER DRAFT FINANCIALS

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 02-19 regarding the 2018 Fourth Quarter Draft Financials be received as information.

Purpose of Staff Report

The purpose of this report is to provide an explanation as to the status of the 2018 draft financials.

Background

Please be advised that the 2018 fourth quarter financial report is DRAFT and UNAUDITED. There are adjustments that still need to be made as we proceed through the year end accounting process to the completion of the audited financial statements.

Adjustments that are not included in this report are accounts receivable accruals, accounts payable accruals, capitalization of asset purchases, depreciation of assets, labour/benefit distribution reallocations, recording of deferred revenue and audit adjustments.

The Township of Tay has advised that they expect that the yearend audit will take place in late March 2019. Audited Financial Statements will subsequently be presented to the Board.

Submitted by:

Original Signed by
Judy Hancock, Treasurer SSEA

Attachment: 2018 Fourth Quarter Draft Financials

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA) FINANCIAL REPORT For the Twelve Months Ending December-31-18 (DRAFT)					
	2018				2017
	YTD Actual	Annual Budget	Variance \$	Actual/Budget %	Final Actual
SSEA CORE OPERATIONS					
GENERAL REVENUE	(545,443)	(563,702)	(18,259)	97.0%	(537,590)
UNDISTRIBUTED PAYROLL EXPENSE	209,830	111,936	(97,894)	187.0%	200,513
ADMINISTRATION/OVERHEAD	104,739	134,436	29,697	78.0%	58,516
GIS BASE COVERAGES	90,041	85,197	(4,844)	106.0%	82,596
RISK MANAGEMENT	(12)	16,836	16,848	(0.0%)	4,995
REQUESTS & REVIEWS	5,594	32,466	26,872	17.0%	30,146
RURAL PROGRAMS	18,061	11,709	(6,352)	154.0%	9,153
MONITORING & SURVEILLANCE	62,723	92,287	29,564	68.0%	61,865
MONITORING SUPPORT	21,860	20,000	(1,860)	109.0%	18,506
WATER SCIENTIST	59,061	58,835	(226)	100.0%	59,916
TOTAL SSEA CORE OPERATIONS	26,454	0 (26,454)	0.0%	(11,384)	
SSEA IMPLEMENTATION PROJECTS					
GROUND WATER PROJECT					
Revenues	(4,453)	(2,500)	1,953	178.0%	(6,461)
Expenses	1,501	2,500	999	60.0%	6,461
HONEY HARBOUR SURVEY					
Revenues	(15,396)	(17,224)	(1,828)	89.0%	(11,051)
Expenses	9,944	17,224	7,280	58.0%	11,051
WETLANDS EVALUATION PROJECT					
Revenues	(1,926)	(1,900)	26	101.0%	(2,646)
Expenses	1,295	2,660	1,365	49.0%	2,646
INLAND LAKES					
Revenues	(5,475)	(9,775)	(4,300)	56.0%	(5,640)
Expenses	6,284	9,775	3,491	64.0%	5,597
TREE DISTRIBUTION PROJECT					
Revenues	(15,614)	(13,155)	2,459	119.0%	(19,018)
Expenses	17,469	13,155	(4,314)	133.0%	19,724
RMO PROJECT					
Revenues	(75,128)	(92,000)	(16,872)	82.0%	(60,872)
Expenses	72,946	92,000	19,054	79.0%	60,872
SOURCE WATER IMPLEMENTATION					
Revenues	(96,706)	(119,193)	(22,487)	81.0%	(80,904)
Expenses	92,731	119,193	26,462	78.0%	80,904
VICTORIA HARBOUR WTP SURVEY					
Revenues	0	(8,000)	(8,000)	0.0%	(7,530)
Expenses	7,662	8,000	338	96.0%	7,663
INVAISVE SPECIES					
Revenues	(48,892)	(49,500)	(608)	99.0%	(35,864)
Expenses	32,306	49,500	17,194	65.0%	38,911
CITIZEN SCIENTIST					
Revenues	0	(4,000)	(4,000)	0.0%	(10,000)
Expenses	29	4,000	3,971	1.0%	10,000
FISH COMMUNITY EVALUATION					
Revenues	(3,000)	(3,000)	0	100.0%	(37,590)
Expenses	0	3,000	3,000	0.0%	37,590
HABITAT RESTORATION					
Revenues	(30,000)	(10,013)	19,987	300.0%	(11,810)
Expenses	0	9,253	9,253	0.0%	11,764
COMMUNITY STEWARDSHIP PROJECT					
Revenues	0	0	0	0.0%	(2,389)
Expenses	0	0	0	0.0%	2,389
COASTAL MAPPING PROJECT					
Revenues	0	0	0	0.0%	(30,473)
Expenses	0	0	0	0.0%	32,605
PSAB ADJUSTMENTS	0	0	0	0.0%	(3,970)
TOTAL SSEA IMPLMENTATION PROJECTS	(54,423)	0 54,423	0.0%	5,929	
TOTAL SSEA	(27,969)	0 27,969	0.0%	(9,425)	

17/01/2019

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
FINANCIAL REPORT
2019 DRAFT BUDGET - SUMMARY**

	REVENUES	EXPENSES	TOTAL
CORE OPERATIONS:			
MUNICIPAL CONTRIBUTIONS	(463,796)		
OTHER (County,Community,Recoveries,etc)	<u>(109,000)</u>	(572,796)	572,796
			0
IMPLEMENTATION PROJECTS		(348,684)	348,684
			0
TOTAL SSEA	<u>(921,480)</u>	<u>921,480</u>	<u>0</u>

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
FINANCIAL REPORT
2019 DRAFT BUDGET**

	2019	2018	2018	2019 vs 2018
	Draft Budget	Annual Budget	Actual Sept 30	Budget Variance
SSEA CORE OPERATIONS				
GENERAL REVENUE	(572,796)	(563,702)	(517,965)	(9,094)
UNDISTRIBUTED PAYROLL EXPENSE	110,187	111,936	139,401	(1,749)
ADMINISTRATION/OVERHEAD	139,193	134,436	77,443	4,757
GIS BASE COVERAGES	86,901	85,197	66,130	1,704
RISK MANAGEMENT	16,829	16,836	(12)	(7)
REQUESTS & REVIEWS	33,115	32,466	4,280	649
RURAL PROGRAMS	11,944	11,709	17,636	235
MONITORING & SURVEILLANCE	94,132	92,287	48,840	1,845
MONITORING SUPPORT	20,400	20,000	19,383	400
WATER SCIENTIST	60,095	58,835	41,821	1,260
TOTAL SSEA CORE OPERATIONS	0	0	(103,043)	0
SSEA IMPLEMENTATION PROJECTS				
GROUND WATER PROJECT				
Revenues	(2,500)	(2,500)	(2,952)	0
Expenses	2,500	2,500	0	0
HONEY HARBOUR SURVEY				
Revenues	(13,926)	(17,224)	(15,396)	3,298
Expenses	13,926	17,224	9,944	(3,298)
WETLANDS EVALUATION PROJECT				
Revenues	0	(1,900)	(1,926)	1,900
Expenses	0	2,660	1,295	(2,660)
INLAND LAKES				
Revenues	(33,581)	(9,775)	(5,475)	(23,806)
Expenses	33,581	9,775	6,112	23,806
TREE DISTRIBUTION PROJECT				
Revenues	(17,000)	(13,155)	(12,973)	(3,845)
Expenses	17,000	13,155	16,986	3,845
RMO PROJECT				
Revenues	(90,780)	(92,000)	(75,128)	1,220
Expenses	90,780	92,000	50,906	(1,220)
SOURCE WATER IMPLEMENTATION				
Revenues	(119,193)	(119,193)	(53,213)	0
Expenses	119,193	119,193	95,287	0
VICTORIA HARBOUR WTP SURVEY				
Revenues	(7,691)	(8,000)	0	309
Expenses	7,691	8,000	7,343	(309)
INVAISVE SPECIES				
Revenues	(54,000)	(49,500)	(38,158)	(4,500)
Expenses	54,000	49,500	21,692	4,500
CITIZEN SCIENTIST				
Revenues	0	(4,000)	0	4,000
Expenses	0	4,000	29	(4,000)
FISH COMMUNITY EVALUATION				
Revenues	0	(3,000)	(3,000)	3,000
Expenses	0	3,000	0	(3,000)
HABITAT RESTORATION PROJECT				
Revenues	(10,013)	(10,013)	0	0
Expenses	10,013	9,253	0	760
TOTAL SSEA IMPLMENTATION PROJECTS	(0)	0	1,373	(0)
TOTAL SSEA	0	0	(101,670)	0



Severn Sound Environmental Association
2018 Fourth Quarterly Meeting (Q4)

STAFF REPORT

No: 03-19-SSEA
Date: January 17, 2019
To: Chair and Members of the SSEA Board of Directors
From: Robert Canning, Invasive Species Program Coordinator; Michelle Hudolin, Wetlands & Habitat Biologist

SUBJECT: SSEA Invasive Species Pilot Program Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

- **Build scientific knowledge and understanding: Implement science based invasive species monitoring and management programs**
- **Build resilience across Severn Sound: Reduce the impacts of invasive species through a commitment to active management**

Goal 2: Supportive Partnerships

- **Empower others to take action: Support landowner management of invasive species**

Goal 3: An Engaged & Informed Community

- **Increase watershed awareness and understanding: Develop invasive species outreach materials, public workshops and educational events for local residents**
-

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 03-19-SSEA, regarding the SSEA Invasive Species Pilot Program, be received for information.

Purpose of Staff Report

The purpose of this report is to provide an update on the key activities and accomplishments of the SSEA Invasive Species Program.

Background

Since the inception of the SSEA Invasive Species Program in 2017, the SSEA has worked effectively to reduce the ecological, economic and social impacts of invasive species, while fostering government partnerships and community relations. The Townships of Tay, Tiny, and Severn and the Town of Midland have supported the program since 2017, and the Township of Georgian Bay joined the program in the latter part of 2018.

The first two years of SSEA's Invasive Species Program have generated significant momentum in support of invasive species education, monitoring and management from local municipalities, community groups and residents. The SSEA frequently receives requests for invasive species management guidance, presentations, technical workshops and identification assistance from groups and individuals across the entire Severn Sound area.

Program Outcomes

Key accomplishments to date include:

- **Monitoring**- detection of 37 different invasive species (1,000+ observations) in Midland, Tay, Tiny, Severn and Georgian Bay including: phragmites, giant hogweed, emerald ash borer and dog strangling vine
- **Management**- engaged 167 volunteers who contributed 668 volunteer hours and approximately \$13,360 of in-kind value at 15 sites, removing over 4,500 kg of invasive plant material from municipal properties; supported multiple invasive species removal projects on private land
- **Communication**- reached approximately 1,600 people at 39 events; provided municipal training on invasive species identification; produced 13 invasive species news articles; led the 4th Municipal Invasive Species Working Group meeting; delivered technical workshops on invasive aquatic plant management and presented at multiple events including: the SSEA Open House, the Ontario Invasive Plant Council Conference, the Latonnell Conservation Symposium, the Lafontaine Area Master Planning Committee and the Fisheries and Oceans Canada Training Convention
- **Staffing**- IS Community Outreach Liaison hired in partnership with the Ontario Federation of Anglers and Hunters *Invasive Species Awareness Program*, for 8 weeks in summer; cost to SSEA was \$0.25 per hour for a total of \$69.00 for the duration of the contract
- **SSEA value recognition/cost recovery**- the SSEA IS program and Program Coordinator are recognized as leading experts and as such have delivered training to outside agencies, including Fisheries and Oceans Canada on a cost recovery basis.

Activities planned for 2019 include:

- Consultation with municipal members on, and finalization of, the Severn Sound Invasive Species Strategy
- Removal of priority invasive species populations
- Expanded terrestrial and aquatic invasive species monitoring, within participating municipalities
- Survey of local nurseries, greenhouses and garden centres for potential sources of ornamental invasive species introductions
- Development of a SSEA Approved Native Species Planting List for Commercial, Industrial and Residential Applications
- Organization of additional Municipal Invasive Species Working Group Meetings

Funding Update

- Received \$39,500 in 2018 as municipal funding which returned an additional \$132,875 in municipal benefit (includes in-kind contributions and \$22,430.90 in grants from federal and provincial programs and foundations)

- SSEA Board approval for 3rd year of the Invasive Species Program and an increased budget of \$60,000

Analysis/Discussion

As the scope of the SSEA Invasive Species Program continues to expand within the Severn Sound watershed, the need for a coordinated approach to the monitoring and management of invasive species becomes ever more apparent. Provincial trends indicate that rates of invasive species introductions and resource requirements for eradication programs continue to rise. Cooperation between local governments, non-profit organizations, community groups and citizens alike will be essential for protecting the natural heritage of the Severn Sound watershed and the livelihood of its residents through a commitment to taking action against invasive species.

Prepared by:



Robert Canning, Invasive Species Program Coordinator
Michelle Hudolin, Wetlands & Habitat Biologist

Approved for Submission by:



Julie Cayley, Executive Director

Julie Cayley

From: heather.sargeant@georgianbayforever.org
Sent: January-04-19 9:31 AM
To: Julie Cayley
Cc: Amber Gordon
Subject: Support Letter Request
Attachments: Draft Mock-up_ GBF_SSEA_Letter_of_Support_Phrag Community Funds.docx

Hi Julie

I hope you had a great New Year and happy holidays!

When we started discussing Phrag about 2-3 years ago or so, SSEA had expressed interest in helping us secure funding (and vice versa).

Could you help us with this grant request?

We are kindly asking for a letter of support that commits SSEA to a gift in kind of \$1500, that I think would be fairly simple to accomplish.

The due date back to us is January 11. Can you let us know if this is doable?

I have included some suggested copy largely from letters and correspondence in the past; and have copied Amber, our director of development, who is managing this request.

Best regards,
Heather

Heather Sargeant
Communications Director

Georgian Bay Forever

PO Box 75347, Leslie St, Toronto, ON M4M 1B3
905-880-4945 ext 4 | www.georgianbayforever.org
Please make a [donation](#) to support our water protection work today.

This email was scanned by Bitdefender



Severn Sound Environmental Association

489 Finlayson St, PO Box 460, Port McNicoll ON L0K 1R0

Phone (705) 534-7283 | Fax (705) 534-7459

Email: jcayley@severnsound.ca Website: www.severnsound.ca

January 9, 2019

Environment and Climate Change Canada - EcoAction Community Funding Program
4905 Dufferin Street
Toronto ON M3H 5T4

Dear Review Committee,

**RE: Support letter for Georgian Bay Forever's proposed EcoAction project:
Phragmites Eradication for the Health of our Water and Wetlands**

Severn Sound Environmental Association (SSEA), founded in 1997, is a partnership between federal, provincial, municipal and community partners. The SSEA provides continuing support to our partners as well as community organizations, to develop cost-effective environmental projects. The SSEA is committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships.

The SSEA is committed to working with like-minded groups and associations to achieve results on issues such as invasive species. Accordingly, the SSEA supports in principle to the proposed Georgian Bay Forever (GBF) community project to reduce the impact of invasive Phragmites (*Phragmites australis ssp. australis*) on water quality. The proposed project is complementary to the SSEA's ongoing multi-species, multi-municipality Invasive Species Program, which is focused on mapping and reporting invasive species, education and outreach, and facilitating invasive species management on publically-owned properties. Much of the shoreline in the SSEA area is privately owned, and there are few resources available to assist private landowners with Phragmites removal. The GBF initiative addresses a need by providing assistance to private landowners with on-the-ground Phragmites management.

Without management, invasive Phragmites will spread and out-compete native plants, reduce habitat, impair the proper functioning of wetlands, and impede recreational access to Georgian Bay shorelines. GBF worked with private landowners in the Township of Tay with Phragmites management in 2018, removing over 21,000 pounds of Phragmites and educating more than 100 residents. Each Phragmites stand may take up to five years to eradicate, thus Phragmites management must be monitored and resourced on an ongoing basis. Funding for the GBF proposal would support and expand their Phragmites project.

If funding is approved for the GBF project the SSEA is prepared to provide in-kind support (approximate value of \$1,500 per year for three years) as our resources allow. This may include promoting the program to residents, assisting in the recruitment of volunteers, and participating in management efforts.

We look forward to working with Georgian Bay Forever to mitigate the impacts of invasive Phragmites in the SSEA area.

Julie Cayley



Executive Director
Severn Sound Environmental Association

Cc: Steffen Walma, SSEA Board Chair and Deputy Mayor, Township of Tiny
SSEA Board of Directors
David Sweetnam, GBF Executive Director
Heather Sargeant, GBF Communications Director



Severn Sound Environmental Association

489 Finlayson St, P.O. Box 460, Port McNicoll ON L4R 3S9
(705) 534-7283 - FAX (705) 534-7459
Email: jcayley@severnsound.ca Website: www.severnsound.ca

January 17th, 2019

Ken Petersen, Manager
Ministry of Municipal Affairs and Housing
Local Government and Planning Policy Division
Provincial Planning Policy Branch
777 Bay Street – 13th floor
Toronto, ON M5G 2E5

Dear Mr. Petersen;

**RE: Proposed Open-for-Business Planning Tool, ERO number 013-4125,
As Part of Bill 66 *Restoring Ontario's Competitiveness Act, 2018***

The Severn Sound Environmental Association (SSEA) appreciates the opportunity to comment on the proposed open-for-business tool under Bill 66 *Restoring Ontario's Competitiveness Act, 2018*.

The SSEA is committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships. The SSEA is a Joint Service Board under the *Municipal Act*, working closely with eight lower tier municipalities and two upper tier municipalities in the Severn Sound area, as well as provincial and federal government, agencies and non-government organizations. The SSEA collects environmental data and provides expertise to member municipalities, works to keep water clean so it supports healthy terrestrial and aquatic ecosystems, as well as in identifying and documenting natural heritage features for several member municipalities for use in their Official Plan updates. The SSEA is the local Source Protection Authority in the area and has been delegated Part IV powers (enforcement of the act) under the *Clean Water Act* for all but one of our member municipalities.

The SSEA is proud of the work our municipalities do to ensure a thriving local economy while protecting and restoring water quality and natural heritage. It is the SSEAs understanding the proposed open-for-business (OFB) planning by-law would be used on a site specific basis to allow what would have otherwise been a non-permitted use based on various regulations (i.e. Provincial Policy Statement, Planning Act, Clean Water Act, and municipal specific Official Plans) to go ahead if various employment thresholds are

met. The SSEA offers the following comments on the proposed open-for-business tool under Bill 66 *Restoring Ontario's Competitiveness Act, 2018*.

Numerous established planning requirements and land use restrictions, plans, policies, regulations and legal requirements (e.g., Clean Water Act, Provincial Policy Statement (PPS), Growth Plan for the Greater Golden Horseshoe, municipal Official Plans, etc.) were established based on years of science and research. Municipalities who are not in Conservation Authority regulated areas need support to uphold environmental standards such as Great Lakes Remedial Action Plan commitments and Clean Water Act. The Province should ensure that the OFB tool/by-law does not undermine the very things that a healthy economy and health community are based on, clean water, natural heritage features which are often critical green/natural infrastructure (ie. Wetlands), farmland and human health

The Province is commended on looking for efficiencies for Ontario businesses, municipalities and residents. The Ministry is encouraged to consider the potential impacts of site or municipal specific by-laws on groundwater and natural heritage systems and corridors that extend beyond site and municipal boundaries. Natural heritage systems often double as natural green infrastructure and clean water is critical to the health of all Ontario's, both underpin the health of our local and Provincial economy.

The SSEA is proud of the work our municipalities do to ensure a thriving local economy while protecting and restoring water quality and natural heritage. We look forward to working with our municipalities and the Province of Ontario to ensure clean water and natural heritage are protected as the underpinning of our healthy economy. If you have any questions or comments please feel free to contact myself or Melissa Carruthers (Risk Management Officer mcarruthers@severnsound.ca) at the SSEA office.

Yours Truly,



Julie Cayley, Executive Director
Severn Sound Environmental Association

cc: SSEA Board of Directors