



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2019 First Quarter Meeting
April 18, 2019, 9:00 a.m. to 12 noon**

**Location: Township of Tay Council Chambers,
450 Park Street, Victoria Harbour**

AGENDA

- 1. WELCOME AND CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. APPROVAL OF PAST MINUTES**
BUSINESS ARISING FROM THE MINUTES
- 5. SPECIAL PRESENTATION (9:10 a.m.)
Bob Whittam Award to Scott Warnock**
- 6. SUSPEND THE SSEA MEETING TO ALLOW THE SSSPA TO MEET**
- 7. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**
- 8. RECONVENE THE SSEA First Quarter MEETING**
- 9. PRESENTATIONS:**
Severn Sound Environmental Association Invasive Species Strategy Update.
Robert Canning, Invasive Species Program Coordinator.
- 10. SSEA First Quarter 2018 Report**

11. SSEA FINANCIAL REPORT

- 11.1 Staff Report No. 04-19-SSEA from the Treasurer regarding the 2018 Year End Financials and Audit.
- 11.2 Staff Report No. 08-19-SSEA re: 2019 First Quarter Financials (Draft)
- 11.3 SSEA Members municipal budget request updates.
- 11.4 Staff Report No. 05-19-SSEA from the Executive Director regarding SSEA 2019 Staff Salary Increase.
- 11.5 SSEA 2020-2024 Five year draft budget update.
(on table presentation - to be finalized for submission by the end of summer 2019)

12. EXECUTIVE DIRECTOR UPDATE REPORT

- 12.1 Staff Report No. 06-19-SSEA from the Executive Director re: Executive Director's updated - January 1 to April 8, 2019

13. SSEA CORPORATE ADMINISTRATION UPDATE

- 13.1 Staff Report No. 07-19-SSEA from the Executive Director regarding exploring the Foundation/Charitable model for SSEA.

14. ANNOUNCEMENTS

**SSEA Staff and Volunteer Tree Plant,
May 10/19, 1:30 p.m. to 4:00 p.m. – Waverley property**

15. CORRESPONDENCE

There are no correspondence items for this agenda.

16. CLOSED SESSION

There are no closed session items for this agenda.

17. OTHER BUSINESS**ADJOURN**



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2018 Fourth Quarter Meeting
January 24, 2019 – 1:00 p.m.
DRAFT MINUTES
Location: Port McNicoll Community Centre
560 Seventh Avenue, Port McNicoll, Ont.**

1. WELCOME AND CALL TO ORDER

Pro Tem Chair Julie Cayley, Executive Director called the meeting to order at 1:05 p.m.

Introductions of SSEA Board Members and Staff.

2. ELECTION OF SSEA CHAIR AND VICE CHAIR

Election Procedures

Julie Cayley, Executive Director reviewed the election procedures with the SSEA Board.

Conduct Election of SSEA Chair

Nominations for the Position of Chair

Paul Wiancko and Anita Dubeau nominated Steffen Walma to the position of chair for 2019.

Affirmation of nomination:

Steffen Walma affirmed he would be willing to run for the position of Chair for 2019.

Pro Tem Chair Julie Cayley called for further nominations three times.
No further nominations were put forward.

Motion: #1

Moved by: Carole McGinn Seconded by: Ian Veitch

RESOLVED THAT: nominations for the position of SSEA Board Chair be closed.
Carried.

Election of SSEA Chair Result:

Steffen Walma was acclaimed as SSEA Chair for 2019.

Nominations for the Position of SSEA Vice Chair

Carole McGinn nominated herself for the position of Vice Chair
Steffen Walma nominated Paul Wiancko for the position of Vice Chair.

Pro Tem Chair Julie Cayley called for further nominations three times.
No further nominations were put forward.

Motion: #2

Moved by: Ian Veitch

Seconded by: Anita Dubeau

RESOLVED THAT: nominations for the position of SSEA Board Chair be closed.
Carried.

Appointment of Scrutineers

Motion: #3

Moved by: Carole McGinn

Seconded by: Steffen Walma

RESOLVED THAT: Victoria Ervick, Sustainable Severn Sound Climate Change Coordinator and Judy Hancock, SSEA Treasurer be appointed as scrutineers for this 2019 Election of Vice Chair; and

FURTHER THAT: ballots be destroyed after the election process.

Carried.

Election of SSEA Vice Chair Result

Paul Wiancko was election Vice Chair for 2019.

Motion: #4

Moved by: Ian Veitch

Seconded by: Anita Dubeau

RESOLVED THAT: the Severn Sound Environmental Joint Municipal Services Board has elected and/or appointed for the year 2019 the SSEA Officers as follows:

Chair: Steffen Walma

Vice Chair: Paul Wiancko

Carried.

3. ADOPT AGENDA

Motion: #5

Moved by: Carole McGinn

Seconded by: Perry Ritchie

RESOLVED THAT: the SSEA Joint Services Board approve the 2018 Fourth Quarter Meeting Agenda dated January 24, 2019 as amended:

Item #5 to read - Review of past minutes

Item #10.3 to read - SSEA 2020-2024 Five Year Draft Budget Update

Carried.

4. DECLARATION OF PECUNIARY INTEREST

None declared.

5. REVIEW OF PAST MINUTES

Motion: #6

Moved by: Carole McGinn

Seconded by: Ian Veitch

RESOLVED THAT: the minutes of the SSEA October 18, 2018 Third Quarter meeting be received for information.

Carried.

BUSINESS ARISING FROM THE MINUTES

None noted.

6. SSEA – BRIEF ORIENTATION

- 6.1 SSEA Agreement – including procedures
- 6.2 SSEA Strategic Plan
- 6.3 SSEA Source Protection Authority meetings
- 6.4 SSEA Executive Committee update

Julie Cayley, Executive Director provided a verbal update on the above noted items.

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

Motion: #7

Moved by: Paul Wiancko Seconded by: Anita Deneau

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

Carried.

Discussion regarding a request from Councillor Ian Veitch, Oro-Medonte to consider an information session for residents regarding Source Water Protection Legislation and education for private well owners in the municipality. SSEA will follow-up with the municipality regarding this request.

8. PRESENTATIONS:

There were no presentations.

9. SSEA Fourth Quarter 2018 Report

Motion: #8

Moved by: Carole McGinn Seconded by: Paul Wiancko

RESOLVED THAT: the Fourth Quarter 2018 report presented by Julie Cayley, Executive Director be received for information.

Carried.

At the board meeting, during the showing of SSEA's quarterly report, Councillor Perry Ritchie, asked about "Analysed monthly Crop Heat Units for Mon Piero Farms in the Township of Tiny". Councillor Ritchie advised that this information is very important for the agriculture community and would like more information about the 2018 results of Crop Heat Units that were calculated. He also expressed that this information would be useful if it was

shared with the community and asked for it to be more broadly shared and presented.

SSEA staff advised that this information is sent to Paul Maurice who normally presents the findings at the North Simcoe Soil & Crop Improvement Association.

10. SSEA FINANCIAL REPORT

Julie Cayley, Executive Director congratulated staff for their continued hard work and dedication working on proposed funding models for the SSEA.

10.1 Staff Report No. 02-19-SSEA from the Treasurer regarding the 2018 Fourth Quarter draft Financials.

Motion: #9

Moved by: Anita Dubeau

Seconded by: Perry Ritchie

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

Carried.

10.2 SSEA 2019 budget

Motion: #10

Moved by: Carole McGinn

Seconded by: Anita Dubeau

RESOLVED THAT: the SSEA 2019 budget be received for information.

Carried.

10.3 SSEA 2020-2024 Five year draft budget update.

Julie Cayley, Executive Director updated the board on plans to formulate a five year draft budget for 2020-2024.

10.4 SSEA Members municipal budget request updates

The following updates were provided by the members.
2019 Budget meeting timelines are as follows:

Springwater - January and February budget meetings
Georgian Bay – Draft February 12th, March 8 for approval
Penetanguishene – February 6th asking for a 2.5% increase
Midland – March 27th will be the first budget meeting.
Oro-Medonte – January 29th budget discussion (supportive)
Tiny – in deliberations (supportive)

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

Motion: #11

Moved by: Perry Ritchie

Seconded by: Paul Wiancko

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

Carried.

12. APPOINTMENT OF SSEA TREASURER FUNCTION FOR 2019

Motion: #12

Moved by: Anita Dubeau

Seconded by: Ian Veitch

RESOLVED THAT: The Township of Tay be appointed the SSEA Treasurer function for 2019.

Carried.

13. EXECUTIVE DIRECTOR UPDATE REPORT

Motion: #13

Moved by: Carole McGinn

Seconded by: P. Ritchie

RESOLVED THAT: the SSEA Board of Directors receive for information the Executive Director's report.

Carried.

14. ANNOUNCEMENTS

The Board of Directors were advised that staff are planning a bus tour in the spring of 2019 to showcase SSEA works throughout the watershed.

15. CORRESPONDENCE

- Georgian Bay Forever request for letter of support and letter of support
- SSEA letter to the Ministry of Municipal Affairs and Housing regarding the proposed Open-for-business Planning Tool, ERO number 013-4125, as part of Bill 66 – Restoring Ontario's *Competitiveness Act*.

Motion: #14

Moved by: Ian Veitch

Seconded by: Anita Dubeau

RESOLVED THAT: the correspondence contained in this January 24, 2019 agenda be received for information.

Carried.

16. 2019 SCHEDULE OF MEETINGS

Motion: #15

Moved by: Ian Veitch

Seconded by: Anita Dubeau

RESOLVED THAT: the 2019 SSEA Joint Services Board Schedule of Meetings for 2019 be as follows: January 24 (1:00 p.m.), April 18 (9:00 a.m.), July 18 (1:00 p.m.), October 17, (1:00 p.m.) , location to be determined; and

THAT: the 2019 Schedule of Meetings be posted on the SSEA web site.

Carried.

17. CLOSED SESSION

There were no closed session items for this agenda.

18. OTHER BUSINESS

Chair Walma will provide snacks for the April 18th meeting.

ADJOURN

Motion: #16

Moved by: Ian Veitch

Seconded by: Perry Ritchie

RESOLVED THAT: this meeting of the SSEA Board of Directors held on January 24, 2019 adjourn at 3:14 p.m. to meet again on April 18, 2019 or at the call of the chair.

Carried.

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this _____ day of _____, 2019.

Severn Sound Area Invasive Species Strategy



**SSEA Board Meeting
April 18, 2019**

Invasive Species (IS) Pilot Program

Management & Monitoring

- Removed **>10, 000 lbs** of IS plant material
- Engaged **167** volunteers over **8** projects
- Tracking **44** different IS



Working Group Field Tour

Communication

- Reached **1600** people at **41** events
- Published **15** IS articles



Phragmites Management



County of Simcoe Volunteers

The Role of an IS Strategy

Challenges

- 1) Diverse negative impacts of IS
- 2) IS cannot be tackled in isolation
- 3) IS management requires coordination

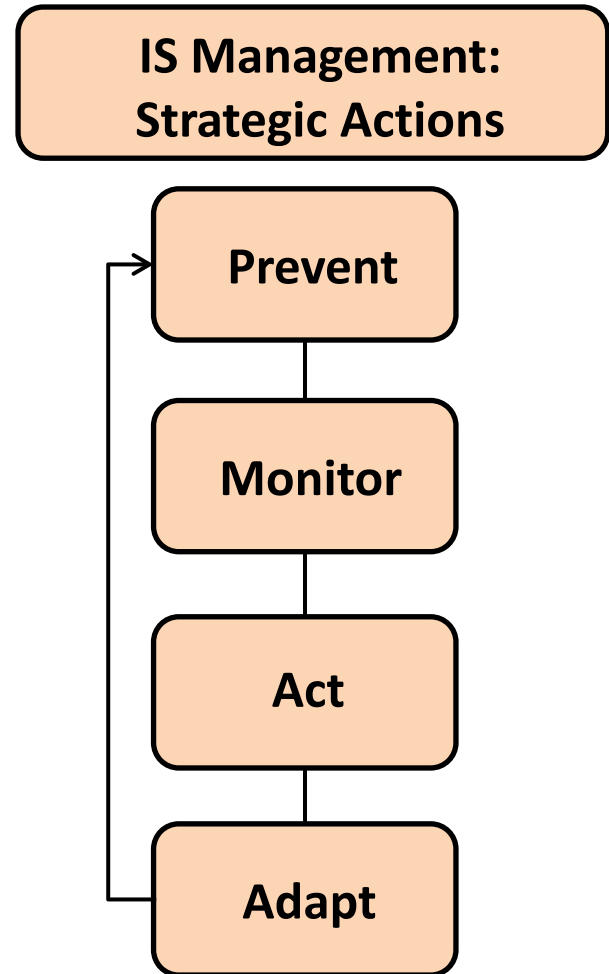
Benefits

- 1) Network of IS detection and response partners
- 2) Knowledge and resource sharing
- 3) Enhanced mitigation and restoration



Strategy Components

- 1) **Program Background**
 - IS in Ontario, value of program
- 2) **Introduction to Invasive Species**
 - Terminology, IS biology, impacts
- 3) **Invasive Species in the Severn Sound Area**
 - Distribution, community composition
- 4) **Strategic Actions**
 - Prevent, Monitor, Act and Adapt
- 5) **Appendix**
 - Case studies, Quick Start Guide, regulations/legislation
- 6) **References/Works Cited**



Key Recommendations

- Central contact with IS expertise
 - coordinate approach
 - sustain and build on IS program momentum
- Inaction is costly: invest and take action now
- Identify IS priorities
 - sites, species and actions



Key Recommendations

- Facilitate and continue IS management
- Support broader action on IS
- Expand partnerships and IS Working Group
 - knowledge sharing
- Increase public involvement and engagement



Thank You

CAUTION
COMMUNITY
CLEAN-UP
IN PROGRESS
Tiny

Questions?



Severn Sound Environmental Association 2019 First Quarter (January 1-March 31) Report/Update



A frosty afternoon landscape winter water sampling on Orr Lake

Staffing/HR

Administration, Staffing, Training and Volunteers

Administration

- New Board inaugural meeting and new Board orientation
- SSEA Agriculture Advisory Committee – established & inaugural meeting

Staffing

- Advertised for:
 - Environmental Monitoring Seasonal Staff (2)
 - SSEA/Ontario Federation of Anglers and Hunters Summer Technician (1)
 - Watershed Monitoring Lead (1 full time/permanent)

Volunteers

- Confirmed volunteer placement for Fleming College Ecosystem Management Technician Program student (April 8-19)

Training

- Three staff members completed *Working on Ice* training
- As a PAG, the ED completed *Farmland Health Check Up* training & certification

Education, Engagement, Outreach

Presentations, Articles, Media, School Involvement and Events

Presentations

- Budget deputation to the Townships of Oro-Medonte, Springwater and Georgian Bay
- SSEA Highlights and Summary Report “Ensuring the Environmental Stability of the Headwaters of the Severn Sound Watershed in the Township of Springwater – Looking Back and Looking Ahead”
- Simcoe and District Maple Syrup Producers Association Annual General Meeting “Invasive Forest Pests”
- Water Quality in Severn Sound presentation to Midland, Penetanguishene and Tay municipal water and wastewater staff (Severn Sound Limnology 101)



Aisha delivering “Limnology 101”

Articles/Publications/News/Media

- [Impact story for 2018 Huronia Community Foundation grant](#)
- Farlain Lake Community Association newsletter article submitted: *High Waters on Farlain Lake*
- Three articles submitted to the Honey Harbour Association HOOTS magazine:
 - *Meet Team SSEA*
 - *Update on Water Quality in Honey Harbour*
 - *Invasive Species in Georgian Bay Township*
- One article submitted to the Federation of Tiny Township Shoreline Associations “Invasive Species in Tiny Township”
- [@SSEA_SSRAP](#) Twitter activity: 37 tweets | 2721 page visits | 227 Followers
- Community engagement on Twitter during Invasive Species Awareness Week
- SSEA website activity: 1,600 unique user visits

School Involvement

- Submitted proposal to Georgian College for 3rd Year Environmental Technology/Technician Program Student project



Aisha & Carl with Mpp Jill Dunlop

Events/Meetings/Conferences

- Three Midland Technical Review Committee (TRC) mtgs
- SSEA orientation session for
 - MPP Jill Dunlop
 - SSEA Board of Directors
- Tiny Winter Carnaval D’Hiver
- Three Sustainable Severn Sound Board meetings
- Couchiching Conservancy AGM
- Simcoe & District Maple Syrup Producers Association AGM
- Rural Ontario Municipal Association (ROMA)
- Tiny Township Teedon Pit Open House
- Georgian College’s Environmental Technician/Technologist Annual Meet & Greet
- Provincial Water Quality Monitoring (PWQMN – MECP) Water Quality Workshop
- Municipal Stormwater Management Workshop (Lake Simcoe Region CA)
- Community Climate Change Planning (Georgian Bay Biosphere Reserve)
- Accelerating Climate Action workshop
- Central Ontario Agriculture Conference (COAC, Barrie)
- Township of Springwater special council meeting with Mpp Doug Downey
- Abstracts accepted for NABEC 2019 (June, Quebec)
 - *Working with Farmers to Protect Municipal Drinking Water in the Township of Tiny, Severn Sound*
- Abstracts accepted for IAGLR conference (June, Brockport NY)
 - *Habitat Survey and Management Recommendations for a Walleye Spawning Shoal in Severn Sound*
 - *Algae and Zooplankton Community Dynamics in Severn Sound*



SSEA staff Michelle and Robert speak with local residents about invasive species at the Tiny Carnival D’Hiver

Tree Planting

Planting and Distribution

Community Tree Planting

- In planning stages for spring 2019
 - Four planting sites confirmed for spring
 - 2,970 trees will be planted by volunteers

Tree Distribution

- In planning stages for spring 2019
 - Participating landowners from all eight municipalities
 - 6,640 seedlings pre-ordered by 156 participants



White spruce seedlings

Fish and Wildlife Habitat / Natural Heritage

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

Invasive Species

- Conducted post-treatment monitoring of invasive species management sites in Tiny, Severn and Tay
- Produced locally-themed Twitter content for Invasive Species Week
- Participated in webinars on phragmites, hydrilla, dog strangling vine and asian carps
- Planning for 2019 invasive species monitoring, management and outreach activities
- Finalizing Draft SSEA Invasive Species Strategy

Habitat and Stewardship

- Continued planning and implementation of a multi-year, multi-partner stream restoration project (grant from The W. Garfield Weston Foundation through Swim Drink Fish)

Land Use Planning

Input and Review

Plan Input

- Commented on Environmental Registry postings/Provincial Policy (4)
 - Proposed open-for-business planning tool under Bill 66
 - Amendment 1 to the Growth Plan for the Greater Golden Horseshoe
 - Preserving and Protecting our Environment for Future Generations: A Made-in- Ontario Environment Plan
 - 10th Year Review of Ontario's Endangered Species Act: Discussion Paper
- Commented on municipal specific reviews (3)
 - Horseshoe Craighurst Corridor Water, Wastewater and Transportation Master Plan
 - Midland Waterworks Master Plan review
 - Ongoing participation in Official Plan review for Midland
- Commented on 13 applications, reports and Environmental Impact Studies

Drinking Water Source Protection

Drinking Water Source Protection, Risk Management Services

Drinking Water Source Protection

- Submitted draft 2019/20 funding application & workplan to Region & MECP
- Assisted municipalities in meeting their February 1st annual reporting requirements
- Ongoing communication with Oro-Medonte regarding changes to municipal water supplies
- Attended two regional meetings, one provincial teleconference and one provincial webinar



SSEA display at the Central Ontario Agricultural Conference

- Display at the Central Ontario Agricultural Conference (COAC)

Risk Management

- Commented on 20 development applications, answered 8 inquiries, attended two (2) pre-consultation meetings and signed one (1) Risk Management Plan

Monitoring Programs

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

Open Water

- Planning for 2019 field season, lab load request submitted to MECP Dorset lab
- Three sampling visits for Tay Area water intake

Inland Lakes

- Planning for 2019 field season – Little Lake (Midland) & Lake Couchiching (Severn)
- Planning for new citizen science program pilot on Farlain Lake (Tiny) – Water Level Watchers

Provincial Water Quality Monitoring Network (PWQMN)

- Three sampling runs completed at 14 sampling stations across 8 tributaries (data collected for water temperature, dissolved oxygen, pH, turbidity and conductivity)

Provincial Groundwater Monitoring Network (PGMN)

- Downloaded Water level loggers at three monitoring wells located in Oro-Medonte

Stream Temperature

- Processed data for 40 stream temperature loggers

Climate

- Processed data for four rain gauge loggers
- Updated Georgian Bay water levels and Environment and Climate Change Canada climate station datasets



PWQMN sampling in the Severn River

Data Analysis and Reporting

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

Statistics/Data Management & Analysis

- Datasets completed: 2018 open water and inland lake water chemistry and Georgian Bay water levels

- Severn Sound data analysis and trends update to 2018
- Bass Lake and Little Lake data analysis and trends update to 2018
- Wye River data analysis and trends update to 2018
- 2018 air temperature and stream thermal stability datasets completed
- Lakehead University data request – Lake Couchiching water chemistry
- District of Muskoka data request – Little Lake/Gloucester Pool water chemistry

Reporting

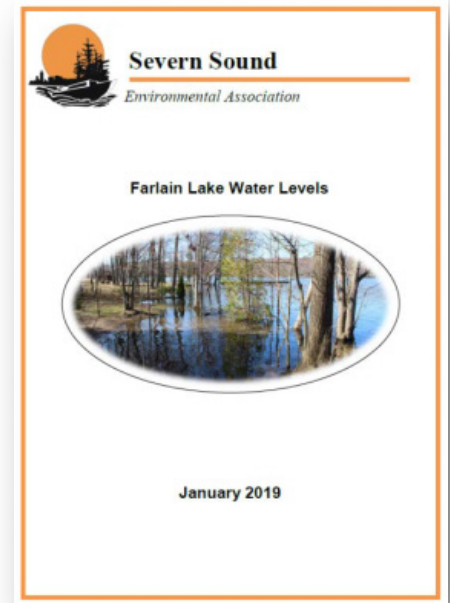
- [Farlain Lake Water Levels report](#)
- Contributed to *Updated State of Knowledge for South-Eastern Georgian Bay*, led by Georgian Bay Biosphere Reserve

Stream Invertebrate ('bugs') ID

- 38 long-term SSEA monitoring stations identified from Wye River and Silver Creek watersheds
- One OBBN station evaluated from Bass Lake
- 15,360 'bugs' identified

GIS/Mapping

- Map of Provincial Government Ridings coinciding with SSEA Boundary produced and provided to MPP Doug Downey
- Map highlighting Severn Sound watershed flow direction from North Springwater Twp. included in SSEA Highlights and Summary Report



Partnerships

New/Updated NGO partners and MOU's

Networks

- Participated in finalizing Terms of Reference for Simcoe Muskoka Climate Change Exchange
- Exploring Severn Sound Municipal participation in the *Collaborative Climate Change issue table reference group on shoreline resiliency pilots*
- Establishing *Severn Sound Healthy Soils Health Watersheds* Advisory Committee

MOUs

- Renewed Simcoe County Tree Planting Program MOU with County of Simcoe
- Springwater and Oro-Medonte Agreements (compiled and sent SSEA 2018 datasets to NVCA)
- Reviewing PGMN well agreements with County of Simcoe for wells on County land

Financial

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

Grants

- Simcoe County Grant Application – P5 Stream Restoration Project pre-application
- EcoAction application – *Wye River Headwaters Healthy Soils*
- Canadian Agricultural Partnership pre-proposal application – *Healthy Soils, Healthy Watershed*
- Applied for Eco Canada Student Work-Integrated Learning (SWILP) grant for Environmental Monitoring Student position
- Applied for Service Canada/Canada Summer jobs grant for two Environmental Monitoring Student positions
- Approved for OFAH partner summer Invasive Species Technician

Budget

- Drafting 5-year SSEA budget (2020-2024)
-

Thank you from the SSEA Team!

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

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**Severn Sound Environmental Association
2019 First Quarter (Q1) Board Meeting**

STAFF REPORT

No: 04-19-SSEA
Date: April 18, 2019
To: Chair and Members of the SSEA Board of Directors
From: Judy Hancock, Treasurer

SUBJECT: 2018 DRAFT FINANCIALS

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 04-19-SSEA regarding the 2018 Draft Financials be received as information.

Purpose of Staff Report

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

Background

Please be advised that the 2018 yearend financial report is DRAFT and in the process of being audited. There are adjustments that still need to be made before the audited financial statements will be ready for presentation to the board.

The Township of Tay has advised that they are hopeful that their 2018 financial statements will be completed and presented to the Township Council towards the end of May. It is expected that SSEA's financial statements will be ready around the same time.

Submitted by:

Original signed by
Judy Hancock, Treasurer SSEA

Approved for Submission by:

Original signed by
Julie Cayley, Executive Director

Attachment: SSEA Financial Report ending Dec 31, 2018

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)
FINANCIAL REPORT
For the Twelve Months Ending Dec 31 2018

	2018		Variance \$	2017	
	YTD Actual	Annual Budget		Actual/Budget %	Annual Budget
SSEA CORE OPERATIONS					
GENERAL REVENUE	(537,447)	(563,702)	(26,255)	95.%	(537,590)
UNDISTRIBUTED PAYROLL EXPENSE	193,734	111,936	(81,798)	173.%	200,513
ADMINISTRATION/OVERHEAD	114,671	134,436	19,765	85.%	58,516
GIS BASE COVERAGES	84,715	85,197	482	99.%	82,596
RISK MANAGEMENT	(12)	16,836	16,848	(0.%)	4,995
REQUESTS & REVIEWS	5,594	32,466	26,872	17.%	30,146
RURAL PROGRAMS	18,061	11,709	(6,352)	154.%	9,153
MONITORING & SURVEILLANCE	62,723	92,287	29,564	68.%	61,865
MONITORING SUPPORT	21,860	20,000	(1,860)	109.%	18,506
WATER SCIENTIST	58,250	58,835	585	99.%	59,916
TOTAL SSEA CORE OPERATIONS	22,149	0	(22,150)	0.0%	(11,384)

SSEA IMPLEMENTATION PROJECTS

GROUND WATER PROJECT					
Revenues	(4,453)	(2,500)	1,953	178.%	(6,461)
Expenses	1,501	2,500	999	60.%	6,461
HONEY HARBOUR SURVEY					
Revenues	(15,396)	(17,224)	(1,828)	89.%	(11,051)
Expenses	9,944	17,224	7,280	58.%	11,051
WETLANDS EVALUATION PROJECT					
Revenues	(1,926)	(1,900)	26	101.%	(2,646)
Expenses	1,295	2,660	1,365	49.%	2,646
INLAND LAKES					
Revenues	(10,208)	(9,775)	433	104.%	(5,640)
Expenses	6,284	9,775	3,491	64.%	5,597
TREE DISTRIBUTION PROJECT					
Revenues	(15,614)	(13,155)	2,459	119.%	(19,018)
Expenses	17,469	13,155	(4,314)	133.%	19,724
RMO PROJECT					

Revenues	(75,128)	(92,000)	(16,872)	82.%	(60,872)
Expenses	73,328	92,000	18,672	80.%	60,872
SOURCE WATER IMPLEMENTATION					
Revenues	(84,568)	(119,193)	(34,625)	71.%	(80,904)
Expenses	105,916	119,193	13,277	89.%	80,904
VICTORIA HARBOUR WTP SURVEY					
Revenues	(8,000)	(8,000)	0	100.%	(7,530)
Expenses	7,662	8,000	338	96.%	7,663
INVAISVE SPECIES					
Revenues	(52,425)	(49,500)	2,925	106.%	(35,864)
Expenses	32,306	49,500	17,194	65.%	38,911
CITIZEN SCIENTIST					
Revenues	0	(4,000)	(4,000)	0.%	(10,000)
Expenses	839	4,000	3,161	21.%	10,000
FISH COMMUNITY EVALUATION					
Revenues	(3,000)	(3,000)	0	100.%	(37,590)
Expenses	5,326	3,000	(2,326)	178.%	37,590
HABITAT RESTORATION PROJECT					
Revenues	(30,000)	(10,013)	19,987	300.%	(11,810)
Expenses	2,973	9,253	6,280	32.%	11,764
COMMUNITY STEWARDSHIP PROJECT					
Revenues	0	0	0	0.%	(2,389)
Expenses	0	0	0	0.%	2,389
COASTAL MAPPING PROJECT					
Revenues	0	0	0	0.%	(30,473)
Expenses	0	0	0	0.%	32,605
PSAB ADJUSTMENTS					
	(10,763)	0	10,763	0.%	(3,970)
TOTAL SSEA IMPLMENTATION PROJECTS	(35,875)	0	35,875	0.0%	5,929
TOTAL SSEA	(24,489)	0	24,487	0.0%	(9,425)



**Severn Sound Environmental Association
2019 First Quarter (Q1) Board Meeting**

STAFF REPORT

No: 08-19-SSEA
Date: April 18, 2019
To: Chair and Members of the SSEA Board of Directors
From: Judy Hancock, Treasurer

SUBJECT: 2019 1ST Quarter Draft Financials

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 08-19-SSEA regarding the 2019 Draft Financials be received as information.

Purpose of Staff Report

The purpose of this report is to provide the board with the first quarter 2019 financials.

Background

Please be advised that the 2019 financial report reflects that finances are trending favourably for the first quarter. It is worth noting that municipal revenue is not included as we are currently invoicing in April, now that the municipal budgets are passed.

Submitted by:

Approved for Submission by:

Original signed by
Judy Hancock, Treasurer SSEA

Original signed by
Julie Cayley, Executive Director

Attachment: SSEA 1st Quarter Financials

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)
FINANCIAL REPORT
For the Three Months Ending March-31-19

	2019		Variance \$	Actual/Budget %
	YTD Actual	Annual Budget		
SSEA CORE OPERATIONS				
GENERAL REVENUE	50	(572,796)	(572,846)	(0.%)
UNDISTRIBUTED PAYROLL EXPENSE	49,555	110,186	60,631	45.%
ADMINISTRATION/OVERHEAD	17,614	139,193	121,579	13.%
GIS BASE COVERAGES	23,937	86,901	62,964	28.%
RISK MANAGEMENT	0	16,829	16,829	0.%
REQUESTS & REVIEWS	3,768	33,116	29,348	11.%
RURAL PROGRAMS	0	11,944	11,944	0.%
MONITORING & SURVEILLANCE	17,099	94,132	77,033	18.%
MONITORING SUPPORT	10,490	20,400	9,910	51.%
WATER SCIENTIST	17,747	60,095	42,348	30.%
TOTAL SSEA CORE OPERATIONS	140,260	0	(140,262)	0.%
<u>SSEA IMPLEMENTATION PROJECTS</u>				
GROUND WATER PROJECT				
Revenues	0	(2,500)	(2,500)	0.%
Expenses	0	2,500	2,500	0.%
HONEY HARBOUR SURVEY				
Revenues	0	(13,926)	(13,926)	0.%
Expenses	0	13,926	13,926	0.%
WETLANDS EVALUATION PROJECT				
Revenues	0	0	0	
Expenses	0	0	0	
INLAND LAKES				
Revenues	0	(33,581)	(33,581)	0.%
Expenses	0	33,581	33,581	0.%
TREE DISTRIBUTION PROJECT				
Revenues	(12,779)	(17,000)	(4,221)	75.%

Expenses	4,690	17,000	12,310	28.%
RMO PROJECT				
Revenues	0	(90,780)	(90,780)	0.%
Expenses	20,878	90,780	69,902	23.%
SOURCE WATER IMPLEMENTATION				
Revenues	(12,011)	(119,193)	(107,182)	10.%
Expenses	2,555	119,193	116,638	2.%
VICTORIA HARBOUR WTP SURVEY				
Revenues	0	(7,691)	(7,691)	0.%
Expenses	0	7,691	7,691	0.%
INVAISVE SPECIES				
Revenues	(2,500)	(54,000)	(51,500)	5.%
Expenses	10,951	54,000	43,049	20.%
CITIZEN SCIENTIST				
Revenues	0	0	0	
Expenses	0	0	0	
FISH COMMUNITY EVALUATION				
Revenues	0	0	0	
Expenses	0	0	0	
HABITAT RESTORATION PROJECT				
Revenues	0	(10,013)	(10,013)	0.%
Expenses	11,878	10,013	(1,865)	119.%
COMMUNITY STEWARDSHIP PROJECT				
Revenues	0	0	0	
Expenses	0	0	0	
COASTAL MAPPING PROJECT				
Revenues	0	0	0	
Expenses	0	0	0	
PSAB ADJUSTMENTS				
	0	0	0	
TOTAL SSEA IMPLMENTATION PROJECTS				
	23,662	0	(23,662)	0.%
TOTAL SSEA				
	163,922	0	(163,923)	0.%

11/04/2019



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

STAFF REPORT

No: 05-19-SSEA
Date: April 18, 2019
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: SSEA 2019 Staff Salary Increase

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 05-19-SSEA regarding a 2019 annual salary increase of 2.0% be approved; and

FURTHER THAT: The Executive Director be authorized to implement a 2.0% cost of living increase for SSEA FTE staff retroactive to January 1, 2019.

Purpose of Staff Report

The purpose of this report is to provide a recommendation regarding the general annual salary increase for SSEA FTE.

Background

The chart below provides a history of SSEA approved salary increases from 2015-2018

Year	% Salary Increase
2015	1.6%
2016	1.5%
2017	1.49%
2018	1.6%

Eight municipalities in the Severn Sound watershed area were canvassed for staff wage increases for 2019, the average was 1.7%.

The recommended increase of 2% would be effective January 1, 2019.

Submitted by:

Original signed by
Julie Cayley, Executive Director

Attachment: Municipal and Conservation Authority Comparison of salary increases 2017/2018/2019

2019 WAGE INCREASES

Municipality	Union	Non-Union	2018	2017
			Wage increase	Wage increase
Georgian Bay	1.015%	1.50%	1.50%	0.02%
Midland	budget not approved as of April 18, 2019			
Oro-Medonte		1.50%		
Penetanguishene	1.6% and 1.7%	1.65%	1.60%	1.75%
Severn		1.75%		
Springwater		1.77%	1.84%	1.46%
Tay		2.50%	1.50%	
Tiny		1.50%	1.60%	1.50%
	Municipal Average	1.74%		
Conservation Authorities				
NVCA		2.50%		1.72%
LSRCA		1.50%		



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

STAFF REPORT

No: 06-19-SSEA
Date: April 18, 2019
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: Executive Director's Report – January 1 to April 8, 2019

APPLICABLE STRATEGIC PLAN GOALS:

- Goal 1: Sound Science**
 - Goal 2: Supportive Partnerships**
 - Goal 3: An Engaged & Informed Community**
 - Goal 4: An Exceptional Organization**
-

RECOMMENDATION:

RESOLVED THAT: the SSEA Board of Directors receive the Executive Director's Staff Report No. 06-19-SSEA for information.

The following are some of the highlighted activities from the SSEA ED (Jan. 2019 – March 2019):

Budget/Financial/Fundraising

- Working with SSEA Treasurer developing 5 year financial "plan" – draft budget and core funding proposal
- SSEA 2019 Budget deputations to Midland Council as requested
- Focused effort on responding to Springwater Council concerns over SSEA/NVCA services costs and MOU clarity
 - Prepared & submitted summary "Ensuring the Environmental Stability of the Headwaters of the Severn Sound Watershed in the Township of Springwater – Looking Back and Looking Ahead"
- Supporting staff/team in identifying & pursuing outside funding including:
 - EcoAction (Wye River– *Healthy Soils, Healthy Watershed* Water Quality Project – Tiny and Springwater) (applied for \$100,000 total project \$214,000)

- Canadian Agricultural Partnership pre-proposal application – *Healthy Soils, Healthy Watershed* – significant changes and SSEA investment required for full submission so have passed on this round of full submissions
- Eco Canada Student Work-Integrated Learning (SWILP) grant for Environmental Monitoring Student position – 50% for 6 months (approved)
- Applying for US Great Lakes Integrated Sciences and Assessments ([GLISA](#)) 2019 small grants (approx. \$20,000 US) competition for *Exploring scenarios to inform climate adaptation planning in Severn Sound* (workshop, enhance climate modelling and data products)
- Applying to HCF community fund for enhanced climate/weather station (\$2,000)
- Focus on year end financials, audit preparation
- Exploring sustainable funding beyond core - Discussion with Huronia Community Foundation to explore a Foundation for Severn Sound

Outreach/Orientation

- Continued to participate as a Director on the Huronia Community Foundation (HCF) Board
- New SSEA Board orientation held in SSEA office
- Spring/Summer watershed tour and SSA Strategic Plan Full Launch event (June 2019 target)
- Article lead by Keith Sherman *Severn Sound Remedial Action Plan: The friendly little monster* (co-authors Robert Whittam and Julie Cayley) published in Aquatic Ecosystem Journal

Networking/Partners

- Provincial Source Water funding (MOECP) has been confirmed however, SSEA and Regional SPA staff are in the process of negotiating the regional budget and workplan (SSEA funding will be down approximately \$30,000 from previous year)
- New Integrated Water Management program at The Southern Alberta Institute of Technology (SAIT), have asked ED to help review and develop curriculum, project and placement program for students. This will be an opportunity for enhanced SSEA data analysis and reporting and, future intern placements.
- Regular contact with Municipal and County staff regarding SSEA interests in Regional Government Review discussions.
- Great Lakes St. Lawrence Collaborative Strategy – Climate Change
 - Supporting Tiny and Penetanguishene in *Collaborative Climate Change issue table reference group on shoreline resiliency pilots* (Building Shoreline resiliency and integrating shoreline considerations into a Community's adaptation plan Pilot projects in five Ontario communities)
- As part of development of Healthy Soils Healthy Watershed (Wye River and Tiny ICA area) project, pulling together an expert advisory committee (OMAFRA, NSSCIA, SCFA have all committed)
- Connected with Great Lakes Commission, attending Best Practices for Integrated Water Infrastructure Asset Management (IWAM) webinars and exploring partnership opportunity.

SSEA Board/Organization/Operations

- Comments on Provincial Policy – exploring regional government review
- Working with consultant updating SSEA Board Governance and per Board direction
- Finalized County of Simcoe “Access Agreement Well Monitoring”
- Updating insurance including looking into adding cyber liability insurance
- Supporting staff in meetings with *Midland Laneway Project Committee* and *Tiny Twp Farlain Lake Cottagers Association (Trillium IS project & water levels)*
- Establishing SSEA Agriculture Advisory Committee – first preliminary meeting held
- HR/Staffing
 - Focus on hiring Watershed Monitoring Coordinator
 - 1 Seasonal staff position has been awarded, waiting on funding to confirm 2nd position
- Training/Conferences (ED)
 - Planning municipal LID Workshop with support from LSRCA and Town of Midland (last week of May 2019) – draft agenda developed, confirming speakers, save the date
 - Finished Certification for Farmland Health Check Up
 - Great Lakes St Lawrence Cities Initiative – (Michigan June 2019) – WEGE Grant report presentation required (SSEA spoke with Tiny and Tay, ED will represent SS and present video report) & support SSEA municipal attendees
 - Great Lakes Economics Summit (Cleveland May 2019) – registration fee has been waived
 - Presenting paper “*Working with Farmers to Protect Municipal Drinking Water in the Township of Tiny, Severn Sound*” at Northeast Agriculture and Biological Engineering Conference (Quebec June 2019)

Submitted by:

Original signed by
Julie Cayley, Executive Director



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

STAFF REPORT

No: 07-19-SSEA
Date: April 12, 2019
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: Exploring the Foundation/Charitable model for SSEA

**APPLICABLE STRATEGIC PLAN GOALS:
Goal 4: An Exceptional Organization**

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 07-19-SSEA Exploring the Foundation/Charitable model for SSEA be received for information; and

FURTHER THAT: The SSEA Executive Director be directed to explore the Charitable Foundation option and report back to the Board in the fall of 2019.

Purpose of Staff Report

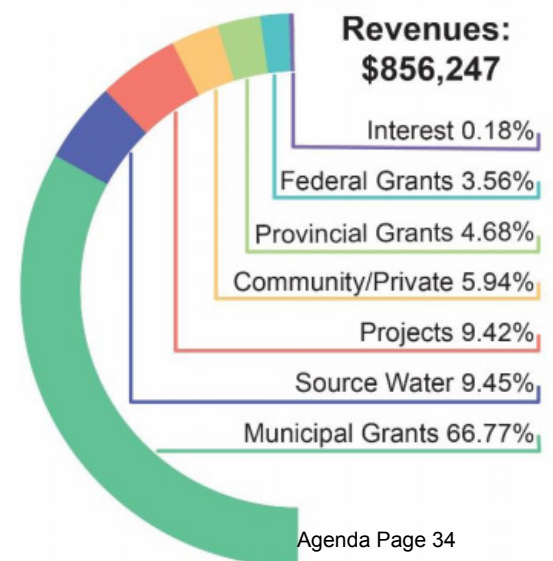
The purpose of this report is to seek direction from the Board to investigate opportunities for sustainable long-term funding for the SSEA, in particular the establishment of a foundation to support the success in 'building an Environmental Legacy' in Severn Sound.

Background

The SSEA's core budget funding is provided by the Municipal partners. The organization operates on a budget that is made up of core, special project and external funding. Funding comes from a number of external sources including foundations, Federal and Provincial Government and private donation. The external funding sources, including other levels of Government, are unpredictable and short term.

In the 2018 – 2023 SSEA Strategic Plan, the need to "identify and implement opportunities to ensure funding for SSEA is secure and sustainable over the long-term" was identified as a priority action. One option would be to establish a registered Foundation for Severn Sound.

SSEA OPERATIONS



Analysis/Discussion

Investigating the establishment of a Severn Sound Foundation is a direct link to the 2018-2023 Strategic Plan priority actions.

Financial Impact

None in the short term other than staff time as part of the Executive Directors workplan. The establishment of a foundation could provide the potential to increase SSEA funding and ability to operate and serve the Severn Sound community on a sustainable basis.

Submitted by:

Original signed by
Julie Cayley, Executive Director

SSEA Staff & Volunteer Tree Plant

Friday, May 10th, 2019
1:30 p.m. to 4:00 p.m.
Private land near Waverley*

**Bring your family & friends and help plant
native tree & shrub seedlings**

- ✳ Dress for the weather (*rain or shine, we will be planting*)
- ✳ Wear sturdy footwear & bring work gloves
- ✳ Severn Sound Environmental Association will supply the tree & shrub seedlings, loan shovels & buckets, and give a tree planting demonstration

*Please **register by April 30th** if you plan to attend and you will be provided with directions to the site.

To register, or for more information, contact:
Michelle Hudolin, Wetlands & Habitat Biologist
Severn Sound Environmental Association

mhudolin@severnsound.ca

705-534-7283 ext. 202

