





**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2019 Third Quarter Meeting
October 17, 2019
9:30 a.m. to 12:00 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**
Minutes of the Second Quarter meeting of the SSEA Joint Services Board held on July 18, 2019.
- 5. BUSINESS ARISING FROM THE MINUTES**
- 6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**
There is no SS SPA meeting scheduled for this agenda.
- 7. RISK MANAGEMENT OFFICIAL/INSPECTOR UPDATE**
Staff Report No. 13-19-SSEA regarding an update of the activities that have been undertaken by SS SPA and SSEA Risk Management staff during the SSEA Q3 of 2019.
- 8. PRESENTATIONS**
 - 8.1 Fairlain Lake water levels and invasive species update.**
Aisha Chiandet, Water Scientist and Robert Canning, Invasive Species Program Coordinator. 
 - 8.2 Copeland Creek Restoration – Bridge P5 update.**
Michelle Hudolin, Wetlands and Habitat Biologist 
(this presentation is supported by Staff Report No. 14-19-SSEA)

STAFF REPORTS

- 9.1** Staff Report No. 14-19-SSEA from SSEA Wetlands and Habitat Biologist regarding Copeland Creek Restoration – Bridge P5 update.
- 9.2** Staff Report No. 15-19-SSEA from SSEA Invasive Species Program Coordinator and Habitat Biologist regarding an Invasive Species update.
- 9.3** Staff Report No. 16-19-SSEA from the Executive Director and the Treasurer regarding Sustainable Severn Sound/SSEA integration.

10. SSEA THIRD QUARTER 2019 REPORT

11. SSEA FINANCIAL REPORT

- 11.1** Staff Report No. 17-19-SSEA from the Treasurer regarding the 2019 Third Quarter Financials.
- 11.2** Staff Report No. 18-19-SSEA from the Treasurer regarding SSEA Employee Group Benefit Plan Renewal November 1, 2019.
- 11.3** Staff Report No. 19-19-SSEA from the Treasurer regarding SSEA Credit Card for Purchases.

12. EXECUTIVE DIRECTOR UPDATE REPORT

Staff Report No. 20-19-SSEA from the Executive Director re: Executive Director's Report – July 13 to October 1, 2019.

13. ANNOUNCEMENTS

- SSEA Partners Reception
- Introduction of SSEA Drinking Water Source Protection Assistant (PT)

14. CORRESPONDENCE

No correspondence for this agenda.

15. CLOSED SESSION

There are no closed session items for this agenda.

16. OTHER BUSINESS

ADJOURN



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2019 Second Quarter Meeting
July 18, 2019 – 1:00 p.m. to 3:00 p.m.
DRAFT MINUTES**

**Location: Township of Tay Council Chambers
450 Park Street, Victoria Harbour, Ont. L0K 2A0**

Present:

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay Tay
SSEA Past Chair, Councillor Ron Stevens	Township of Severn
Councillor Jeff Bumstead	Township of Tay
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Carol McGinn	Town of Midland
Councillor Ian Veitch	Township of Oro-Medonte

Regrets:

Councillor Perry Ritchie	Township of Springwater
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Staff:

Julie Cayley	Executive Director
Judy Hancock	Treasurer
Melissa Carruthers	Risk Management Officer/Risk Management Inspector

Guest:

Stephen Couchman	Executive Director, Huronia Community Foundation
Drew Pahapill & Rebecca MacDonald	Pahapill & Associates Chartered Accountants
Joanne Sanders	Township of Tay Director of Finance / Treasurer
Lindsay Barron	Township of Tay Financial Analyst
Blake Sova	Township of Tay Co-op Student

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 1:00 p.m.

2. ADOPT AGENDA

Motion: #30

Moved by: I. Veitch

Seconded by: R. Stevens

RESOLVED THAT: the SSEA Joint Services Board approve the 2019 Second Quarter meeting agenda dated July 18, 2019 as amended.

Agenda was amended to include:

- Item 4.1 - Correction to the date of the First Quarter meeting from April 19, 2019 to April 18, 2019.
- 11.3 to be presented before 11.2

Carried.

3. DECLARATION OF PECUNIARY INTEREST

None declared.

4. APPROVAL OF PAST MINUTES**4.1 SSEA Joint Services Board First Quarter Minutes dated April 18, 2019.**

Motion: #31

Moved by: R. Stevens

Seconded by: C. McGinn

RESOLVED THAT: the SSEA Joint Services Board approve the minutes of the First Quarter meeting held on April 18, 2019.

Carried.

4.2 SSEA Executive Meeting Minutes held on June 27, 2019

Motion: #32

Moved by: R. Stevens

Seconded by: P. Wiancko

RESOLVED THAT: the SSEA Joint Services Board receive the minutes of the SSEA Executive meeting held on June 27, 2019.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

None noted.

6. PRESENTATIONS**Exploring Foundation/Charitable funding models**

Huronian Community Foundation, Stephen Couchman, Executive Director

Motion: #33

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: the presentation from Stephen Couchman, Executive Director with the Huronia Community Foundation be received for information.

Carried.

Stephen Couchman's presentation focused on the roles the Huronia Community Foundation plays in the community as well as the opportunities for the SSEA in the short and long term to work with HCF including establishing a fund with the HCF and a foundation within the SSEA structure.

7. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

There was no SSSPA meeting scheduled for this agenda.

8. RISK MANAGEMENT OFFICIAL/INSPECTOR UPDATE

Motion: #34

Moved by: P. Wiancko

Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 09-19-SSEA regarding an update as to the activities that have been undertaken by SS SPA and SSEA Risk Management staff during the SSEA Q2 of 2019 be received for information.

Carried.

Melissa Carruthers (SSEA RMO/RMI) advised that the draft 2019/2020 funding agreement has been received from the Province just prior to this Board meeting. It is expected that the agreement will be signed pending final review by SSEA and the lead SPA Lake Simcoe Region Conservation Authority.

9. SSEA Second Quarter 2019 Report

Motion: #35

Moved by: R. Stevens

Seconded by: C. McGinn

RESOLVED THAT: the Second Quarter 2019 report presented by Julie Cayley, Executive Director be received for information.

Carried.

The Board requested a special presentation at the October 17th, 2019 SSEA board meeting by SSEA staff, Aisha Chianet and Robert Canning regarding the water levels and status of invasive species in Farlain Lake.

10. Sustainable Severn Sound merger – (added as a special project to 2020 budget). Verbal update

Due to timing constraints, item was discussed after Section 12: Executive Director Update Report.

There have been some staffing changes with Sustainable Severn Sound (SSS). SSEA is working with the SSS Chair Doug Luker and the SSEA/SSS merger committee on some Human Resource questions regarding incorporating current SSS staff into SSEA. The proposal is to "step" the merger by first bringing SSS in to SSEA as a "Special Project" then as one of the specialist services offered by SSEA.

Discussion included starting the process by combining SSEA and SSS Board meetings as many SSEA Board Members are also SSS Board members. This will be investigated.

11. SSEA FINANCIAL REPORT

11.1 2018 Audited Financial Statements

Motion: #36

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: the board of directors approve the 2018 Audited Financial Statements as provided by Pahapill and Associates Professional Chartered Accountants; and

FURTHER THAT: a copy of the final 2018 SSEA Audited Financial Statements be posted on the SSEA website

Carried.

11.2 2018 Draft SSEA Annual Report

Motion: #37

Moved by: P. Wiancko

Seconded by: A. Dubeau

RESOLVED THAT: the board of directors approve the draft 2018 SSEA Annual Report.

Carried.

11.3 Staff Report No. 10-19-SSEA from the Treasurer regarding the SSEA Accumulated Surplus (2018) Surplus/Deficit report

Motion: #38

Moved by: R. Stevens

Seconded by: I. Veitch

RESOLVED THAT: the board of directors approved the transfer of \$48,601 of the accumulated surplus for 2018 in a reserve for future employee benefits/capital equipment upgrade/replacement.

Carried.

11.4 Staff Report No. 11-19-SSEA from the Treasurer regarding the 2019 Second Quarter Financials

Motion: #39

Moved by: C. McGinn

Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 11-19-SSEA regarding the 2019 Second Quarter Financials be received for information.

Carried.

11.5 SSEA 2020-2024 Five year draft budget update.

Motion: #40

Moved by: R. Stevens

Seconded by: C. McGinn

RESOLVED THAT: the board of directors approve the 2020 SSEA budget as presented; and

FURTHER THAT: the board of directors approve in principle the proposed five year plan for 2020 to 2024; and

FURTHER THAT: staff be directed to proceed with 2020 core funding request and, request to approve in principle the five-year SSEA budget plan (2020-2024) to SSEA municipal partners.

Carried.

Chair Walma asked staff to create a "cheat sheet" to help explain the details of various projects prior to budget deputations.

P. Wiancko suggested J. Cayley and Chair Walma should meet with CAO's, Mayors and Deputy Mayors prior to going before council with budget deputations. S. Walma re-confirmed his commitment to join the SSEA ED to meet with CAOs, mayors and deputy mayors of each member municipality as a pre-budget deputation meeting.

Board members will let the SSEA staff know their municipalities' 2020 budget schedule.

12. EXECUTIVE DIRECTOR UPDATE REPORT

Staff Report No.12-19-SSEA from the Executive Director re: Executive Director's update – April 8 to July 12, 2019

Motion: #41

Moved by: J. Bumstead

Seconded by: P. Wiancko

RESOLVED THAT: the board of directors receive for information Staff Report No. 12-19-SSEA regarding the Executive Director's update – April 9 to July 12, 2019

Carried.

13. ANNOUNCEMENTS

- **SSEA Open House/Reception – August 23, 2019**

Baxter Ward Community Center, 12:00 noon to 6:00 p.m.
25 Community Centre Dr., Port Severn

- **Summer staff introductions**

Nikole Priestman returning for a second season. Recently completed her bachelor's degree in Arts and Science majoring in Environmental Sustainability from Lakehead University in Orillia

Kelcey McLean recently started with the SSEA and also just completed her bachelor's degree in Arts and Science majoring in Environmental Sustainability from Lakehead University in Orillia

- **Latornell Presentations**

The Latornell Conservation Symposium held at the Nottawasaga Inn Resort & Convention Centre in Alliston, Ontario. The 26th edition of the Symposium will be held from Tuesday to Thursday, November 19th to 21st, 2019. The Symposium provides a forum for practitioners, policy makers, nongovernment organizations, academics and businesses to network and

discuss the challenges and opportunities in Ontario's conservation field <http://www.latornell.ca/>. Two SSEA staff members have had their presentation proposals approved to present:

- 1) Robert Canning, Invasive Species Coordinator, will be speaking on Best Management Practices for Invasive Plant Removal: Lessons from the Field
- 2) Melissa Carruthers, RMO/RMI, will be speaking on "Working with farmers to protect municipal drinking water in the Township of Tiny"

14. CORRESPONDENCE

- a) SSEA letter dated July 5, 2019 sent to the Ministry of the Environment, Conservation and Parks providing comments on the New Canadian Ontario Agreement on the Great Lakes Water Quality and Ecosystem Health.

15. CLOSED SESSION

There were no closed session items for this agenda.

16. OTHER BUSINESS

None declared.

ADJOURN

Motion: #42

Moved by: I. Veitch

Seconded by: A. Dubeau

RESOLVED THAT: this meeting adjourn at 3:00 p.m. to meet again on Thursday October 17, 2019 at 9:30 a.m., or at the call of the chair.

Carried.

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this _____ day of _____, 2019.



**Severn Sound Environmental Association
2019 Third Quarterly Meeting (Q3)**

STAFF REPORT

No: 13-19-SSEA
Date: October 17, 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 Update 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. 13-19-SSEA regarding an update of the activities that have been undertaken by SS SPA and SSEA Risk Management staff during the SSEA Q3 of 2019 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 SSEA 3rd quarter of 2019.

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 perform 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. 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:

SSEA welcomed Cody Avery as the Drinking Water Source Protection Assistant on a short term/part time contract, to assist with meeting legal requirements under the *Clean Water Act, 2006*.

SPA – During the SSEA third quarter (government fiscal second quarter) of 2019 Source Protection Authority staff has completed the following tasks:

- Attended 5 meetings/teleconferences
- Sent update letter regarding status of Risk Management Plans to member municipalities including a copy of what was submitted to the Minister (MECP) as part of the legally required annual reporting process
- Held a meeting with Oro-Medonte staff to discuss next steps with changes to municipal water systems
- Received and signed the 2019/20 MOU agreement with LSRCA

RMO - During the second quarter of 2019 risk management staff has completed the following tasks:

- Commented on 11 development applications, answered 12 inquiries, conducted 5 site visits, actively negotiating an additional 2 Risk Management Plans, and issued 270 prohibition letters
- Hosted an open house for the 270 residents effected by the prohibition of commercial fertilizer

Attachment:

Status of Risk Management Plans in the Severn Sound Area table

Prepared by:
Original signed by
Melissa Carruthers, Risk Management
Official / Risk Management Inspector

Approved for Submission by:
Original signed by
Julie Cayley, Executive Director

Status of Risk Management Plans in the Severn Sound Area – As of September 30, 2019

Municipality	RMPs agreed to total	RMPs outstanding as of Jul 1, 2019	# of RMPs no longer required (removed)	# of Prohibitions put in place	RMPs outstanding as of Sept 30, 2019	RMPs/Pro in progress	# of parcels affected by RMPs/Pro in progress
Georgian Bay		0			0		
Midland	2	21	2		19		
Oro-Medonte		3			3		
Penetangusihene	2	3	1		2		
Severn		18			18	1	1
Tay	1	1			1		
Tiny	1	62		270	21	4	9
Total	6	108	3	270	64	5	10
<i>Pro = Prohibition</i>							
<i>RMPs = Risk Management Plans</i>							



**Severn Sound Environmental Association
2019 Third Quarterly Meeting (Q3)**

STAFF REPORT

No: 14-19-SSEA
Date: October 17, 2019
To: Chair and Members of the SSEA Board of Directors
From: Michelle Hudolin, Wetlands & Habitat Biologist

SUBJECT: Copeland Creek Free Flow Bridge P5 Stream Remediation Project

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: Staff Report No. 14-19-SSEA, regarding the Copeland Creek Free Flow Bridge P5 Stream Remediation Project, be received for information.

Purpose of Staff Report

The purpose of this report is to provide an update on the Copeland Creek Free Flow Bridge P5 Stream Remediation Project, Township of Tiny.

Background

The Severn Sound Environmental Association (SSEA) is working with the Township of Tiny and several other local partners on a multi-year stream remediation project on Copeland Creek.

An abandoned railway line in the Township of Tiny was converted to a recreational trail that is part of the Tiny Trail. A large steel railway culvert under Bridge P5 was prone to blockage by debris, causing damming of Copeland Creek, obstruction to fish passage, erosion of the stream banks under the bridge, and sedimentation and water quality impacts to downstream habitat. A restoration project was undertaken to improve habitat and protect the trail infrastructure.

In 2018, the Township of Tiny committed funds towards the project, and SSEA secured a grant from The W. Garfield Weston Foundation through Swim Drink Fish.

Project planning and design activities in 2018 included: characterization of substrate and habitat conditions and compilation of background info on Copeland Creek, as part of a Fisheries and Oceans Canada Request for Review; obtaining a Licence to Collect Fish for Scientific Purposes from Ministry of Natural Resources and Forestry (MNRF), and; engineering and environmental design.

2019 Project Activities

The main on-the-ground restoration work was completed in August 2019. This involved: isolating flowing water from the work area; capture and live-release of fish, including native Brook Trout, from the work area (under permit with MNRF); removal of the steel box culvert structure, metal girders and cross members, and; grading and restoration of channel profile and stabilization of the creek banks to prevent further erosion and protect the bridge infrastructure.

In addition to providing funds towards the project, the Township of Tiny administered the contract with construction company; SSEA secured additional funding for project implementation from the Dufferin Simcoe Land Stewardship Network and the Georgian Bay Métis Council/Bruce Power. RJ Burnside & Associates and the North Simcoe Anglers and Hunters Conservation Club provided in-kind contributions.

Funding contributions (approximate, not including in-kind contributions):

<i>Funder</i>	<i>Amount</i>
Township of Tiny	\$25,000
The W. Garfield Weston Foundation through Swim Drink Fish	\$130,000
Dufferin Simcoe Land Stewardship Network	\$18,000
Georgian Bay Métis Council/Bruce Power	\$2,500
Total	\$175,500

Discussion

Future enhancements at the project site in fall 2019/spring 2020 will include installation of an interpretive sign by the Township, and additional tree planting and invasive species management by SSEA.

The benefits of this project include restoration of free flowing conditions within the creek channel, improved stream habitat and permanent access for Brook Trout and other fish to upstream areas of Copeland Creek, and protection of the bridge infrastructure. This project is an excellent example of partners working together to achieve multiple objectives of rehabilitating habitat and safeguarding public infrastructure.

Prepared by:
Original signed by
 Michelle Hudolin, Wetlands & Habitat Biologist

Approved for submission by:
Original signed by
 Julie Cayley, Executive Director



**Severn Sound Environmental Association
2019 Third Quarterly Meeting (Q3)**

STAFF REPORT

No: 15-19-SSEA
Date: October 7, 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 Program Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science- using science based monitoring and management techniques to build understanding of invasive species populations and develop local best management practices

Goal 2: Supportive Partnerships- strengthen existing relationships with local organizations and empower others to participate by acting as community leaders in the fight against invasive species

Goal 3: An Engaged & Informed Community- increasing public awareness of local invasive species issues through education, attendance at community events, social media and hands-on learning opportunities

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 15-19-SSEA, regarding the SSEA Invasive Species 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 up to October 1 2019.

Background

In 2017, the SSEA launched a dedicated Invasive Species Program to address public and municipal concerns regarding non-native species establishment within the Severn Sound watershed. Since then, the SSEA has worked to reduce the ecological, economic and social impacts of invasive species, while fostering regional partnerships and community relations. The program has expanded to now include participation by six SSEA member municipalities: Georgian Bay, Midland, Penetanguishene, Severn, Tay and Tiny.

The community-based focus of the SSEA Invasive Species Program has generated significant momentum and support for continued invasive species education, monitoring and management within the region. 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

- **Monitoring**- observed 54 different invasive species (1400+ observations) including: phragmites, giant hogweed, emerald ash borer and dog strangling vine; new invasive species introductions found using the SSEA monitoring system include the Chinese mystery snail and gypsy moths
- **Management**- engaged 97 volunteers who contributed approximately 634 volunteer hours and \$12,680 of in-kind value to help remove invasive terrestrial and aquatic plants; SSEA led invasive species management projects in Tay, Tiny, Severn and Penetanguishene for: phragmites, spotted knapweed, dog strangling vine, giant hogweed, Eurasian watermilfoil, white sweet clover and coltsfoot; worked with staff and inmates from Central North Correctional Centre on largest SSEA phragmites removal project to date; provided management guidance for multiple invasive species removal projects on private land including: wild parsnip, periwinkle, Japanese knotweed, Himalayan balsam, gypsy moth
- **Communication**- attended 15 events with a fully interactive display including: Tiny Community BBQ, Tay Bike Day, Coldwater Canadiana Heritage Day, Midland Canada Day and Penetanguishene All things Canadian Festival
 - provided training on noxious and invasive species identification, management and safe handling procedures
 - provided text and video content for local newspapers and news outlets, issued SSEA press release regarding gypsy moths in the Severn Sound area
 - presented at multiple events including: Georgian Bay Hunters and Anglers Dinner and Huronia Community Foundation AGM

Funding Update

- Received \$52,500 of municipal funding in 2019 which has returned an estimated additional \$96,620 (as of October 1, 2019) in municipal benefit (includes in-kind contributions)
- Received a \$1,500.00 grant from the Huronia Community Foundation to purchase invasive species monitoring equipment

Analysis/Discussion

The value of the SSEA Invasive Species Project continues to increase as populations of non-native species expand across the Severn Sound watershed and community members come into conflict over issues related to property maintenance, tree-cover, aesthetics and land usage limitations. Local residents experience benefits from this program through their ability to contact the SSEA directly for assistance with invasive species identification, management and disposal. The hands-on approach of the Invasive Species Program has been very effective at increasing public support for community-based eradication projects and raising awareness about local invasive species issues.

Prepared by:

Approved for Submission by:

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

Original signed by
Julie Cayley, Executive Director



**Severn Sound Environmental Association
2019 Third Quarter Meeting (Q3)**

STAFF REPORT

No: 16-19-SSEA
Date: October 17, 2019
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: SSEA and Sustainable Severn Sound (SSS) Integration Update.

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 16-19-SSEA regarding the SSEA and Sustainable Severn Sound Integration (SSS) be received as information.

Purpose of Staff Report

The purpose of this report is to provide the board with the current information on the status of the SSEA and SSS integration.

Background

As part of the ongoing integration of SSEA and SSS, a letter has been prepared and sent to each municipality as part of the 2020-2024 budget process. Most member municipalities received this letter along with their budget request prior to the required 2020 pre-budget meetings. The SSEA 2020+ budget includes the SSS budget as a special project. Accordingly, municipalities will no longer receive a separate request from SSS. A sample of the integration letter is attached for your information.

Prepared and submitted by:

Original signed by
Judy Limoges, Treasurer

Approved for Submission by:

Original signed by
Julie Cayley, Executive Director

Attachment

September 16, 2019

Mayor Cornell and Council
Township of Tiny
130 Balm Beach Road West
Tiny, Ontario L0L 2J0

Dear Mayor Cornell and Council,

At the request of some municipal partners, and after several years of operating as two organizations, Severn Sound Environmental Association's (SSEA) Board of Directors and Sustainable Severn Sound's (SSS) Sustainability Committee have collectively agreed to integrate programs.

The first step toward the integration of programs will begin immediately with the 2020 municipal budget process. Please be advised that Severn Sound Environmental Association's 2020 budget request will include a funding ask for Sustainable Severn Sound as a special project, in addition to its core funding. With your continued financial contribution, both organizations will continue business as usual, while strengthening programs and enhancing service-levels.

Notwithstanding limited resources, Sustainable Severn Sound has emerged as the center for collaborative climate change planning amongst our municipal partners. In 2018, Sustainable Severn Sound released the area's first [Local Climate Change Action Plan](#) and continues to plan for long-term climate action by developing and implementing corporate-level action plans for its partners. As part of this, Sustainable Severn Sound is recognized as the Township of Tiny Associate Member to the Partners for Climate Protection (PCP) program and will continue to support Milestone achievements on behalf of your municipality.

We believe the integration of Sustainable Severn Sound as a special project of Severn Sound Environmental Association will enhance the value to the members and partners of both organizations. On behalf of Severn Sound Environmental Association and Sustainable Severn Sound, we would like to thank you for your continued support and participation.

Sincerely,

Doug Luker, Chair, Sustainability Committee, SSS
CAO, Township of Tiny

Steffen Walma, Chair, SSEA
Deputy Mayor, Township of Tiny

CC. Doug Taylor, Director of Finance and Administration
Sue Walton, Director, Legislative Services/Clerk



**Severn Sound Environmental Association
2019 Third Quarterly Meeting Q3**

STAFF REPORT

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

SUBJECT: 2019 3RD QUARTER DRAFT FINANCIALS

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 17-19-SSEA regarding the 2019 3rd Quarter Draft Financials be received for information.

Purpose of Staff Report

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

Background

Please be advised that the 2019 financial report reflects that finances are trending favourably for the third quarter. Final payroll allocations will occur in the fourth quarter. We are in a net revenue position, having invoiced the majority of core revenues in April, prior to incurring the majority of our expenses which are ongoing.

Core Cost Recovery revenues have been budgeted too high in 2019 at \$80,000. This has been addressed in the 2020-2024 budgets, with the 2020 budget set at \$50,000. However, we are currently under budget \$53,561. This shortfall is expected to be partially offset by payroll savings due to delayed hiring and reduced part time hours of approximately \$30,000. SSEA will continue to monitor spending closely and achieve whatever savings are possible over the remainder of 2019 in an effort to end the year on budget.

Submitted by:
Original signed by
Judy Limoges, Treasurer SSEA

Approved for Submission by:
Original signed by
Julie Cayley, Executive Director

Attachment

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)						
FINANCIAL REPORT						
For the Nine Months Ending September-30-19						
	2019		Variance \$	Actual/Budget %	2018	
	YTD Actual	Annual Budget			Actual	
SSEA CORE OPERATIONS						
GENERAL REVENUE	(514,335)	(572,796)	(58,461)	90.0%	(535,679)	COST RECOVERY BUDGET SET TOO HIGH, ADJUSTED IN 2020 BUDGET
UNDISTRIBUTED PAYROLL EXPENSE	143,413	110,186	(33,227)	130.0%	109,958	FINAL PAYROLL ALLOCATIONS WILL OCCUR IN 4TH QTR
ADMINISTRATION/OVERHEAD	68,009	139,193	71,184	49.0%	103,909	
GIS BASE COVERAGES	73,235	86,901	13,666	84.0%	82,298	
RISK MANAGEMENT	0	16,829	16,829	0.0%	0	FINAL PAYROLL ALLOCATIONS WILL OCCUR IN 4TH QTR
REQUESTS & REVIEWS	7,293	33,116	25,823	22.0%	5,594	FINAL PAYROLL ALLOCATIONS WILL OCCUR IN 4TH QTR
RURAL PROGRAMS	0	11,944	11,944	0.0%	18,061	FINAL PAYROLL ALLOCATIONS WILL OCCUR IN 4TH QTR
MONITORING & SURVEILLANCE	51,335	94,132	42,797	55.0%	100,174	FINAL PAYROLL ALLOCATIONS WILL OCCUR IN 4TH QTR
MONITORING SUPPORT	27,275	20,400	(6,875)	134.0%	21,860	FINAL PAYROLL ALLOCATIONS WILL OCCUR IN 4TH QTR
WATER SCIENTIST	48,840	60,095	11,255	81.0%	51,118	
PSAB ADJUSTMENTS	0	0	0	0.0%	10,763	
TOTAL SSEA CORE OPERATIONS	(94,935)	0	94,935		(31,944)	
SSEA IMPLEMENTATION PROJECTS						
GROUND WATER PROJECT						
Revenues	0	(2,500)	(2,500)	0.0%	(4,453)	
Expenses	11	2,500	2,489	0.0%	1,501	
HONEY HARBOUR SURVEY						REVENUE INVOICED IN APRIL, WORK IS ONGOING
Revenues	(15,088)	(13,926)	1,162	108.0%	(15,396)	
Expenses	899	13,926	13,027	6.0%	15,742	
WETLANDS EVALUATION PROJECT						
Revenues	0	0	0	0.0%	(1,926)	
Expenses	99	0	(99)	0.0%	1,295	
INLAND LAKES						REVENUE INVOICED IN APRIL, WORK IS ONGOING
Revenues	(20,923)	(33,581)	(12,658)	62.0%	(10,208)	
Expenses	11,393	33,581	22,188	34.0%	12,249	
TREE DISTRIBUTION PROJECT						COUNTY REVENUE TO COME = \$3400
Revenues	(13,870)	(17,000)	(3,130)	82.0%	(15,614)	
Expenses	19,494	17,000	(2,494)	115.0%	17,469	
RMO PROJECT						
Revenues	(72,624)	(90,780)	(18,156)	80.0%	(75,128)	
Expenses	70,868	90,780	19,912	78.0%	102,640	
SOURCE WATER IMPLEMENTATION						
Revenues	(40,558)	(119,193)	(78,635)	34.0%	(105,710)	
Expenses	39,263	119,193	79,930	33.0%	105,916	
VICTORIA HARBOUR WTP SURVEY						
Revenues	(338)	(7,691)	(7,353)	4.0%	(7,662)	
Expenses	568	7,691	7,123	7.0%	7,662	
INVASIVE SPECIES						REVENUE INVOICED IN APRIL, WORK IS ONGOING
Revenues	(52,244)	(54,000)	(1,756)	97.0%	(46,191)	
Expenses	31,302	54,000	22,698	58.0%	46,191	
CITIZEN SCIENTIST						
Revenues	0	0	0		0	
Expenses	0	0	0	0.0%	839	
FISH COMMUNITY EVALUATION						
Revenues	0	0	0	0.0%	(2,600)	
Expenses	0	0	0	0.0%	5,326	
HABITAT RESTORATION PROJECT						NOT ALL REVENUES AND COSTS ARE INCLUDED, PROJECT IS ONGOING
Revenues	(77,527)	(10,013)	67,514	774.0%	(2,973)	
Expenses	18,468	10,013	(8,455)	184.0%	2,973	
COMMUNITY STEWARDSHIP PROJECT						
Revenues	0	0	0		0	
Expenses	0	0	0		0	
COASTAL MAPPING						
Revenues	0	0	0		0	
Expenses	0	0	0		0	
TOTAL SSEA IMPLEMENTATION PROJECTS	(100,807)	0	100,807		31,942	
TOTAL SSEA OPERATING (SURPLUS)/DEFICIT	(195,742)	0	203,741		(2)	

10/10/2019



**Severn Sound Environmental Association
2019 Third Quarterly Meeting (Q3)**

STAFF REPORT

No: 18-19-SSEA
Date: October 17, 2019
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

Subject: SSEA EMPLOYEE GROUP BENEFIT PLAN RENEWAL NOVEMBER 1, 2019

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 18-19-SSEA regarding the November 1, 2019 annual renewal report for the SSEA employee group benefit plan from Mosey & Mosey be received as information.

Purpose of Staff Report

The purpose of this staff report is to inform the board of directors of the SSEA employee group benefit plan renewal for the year commencing November 1, 2019.

Background

SSEA continues to be part of a multi-employer consortium plan consisting of municipalities and municipal organizations developed by Mosey & Mosey and LAS. The benefits are provided through Sun Life. The plan allows SSEA to achieve reduced costs by obtaining volume discounts and reduced administrative costs.

The current annual cost is \$44,471. The renewal annual cost is \$47,529 representing an increase of \$3,058 or 6.9%. This increased cost is covered in the 2019 and 2020 budgets and represents an overall increase in total SSEA employee benefit costs of 2%.

SSEA will continue working with Mosey & Mosey to achieve cost savings and reduce risk while continuing to take care of our staff.

Prepared and submitted by:

Original signed by
Judy Limoges, Treasurer

Approved for Submission by:

Original signed by
Julie Cayley, Executive Director



**Severn Sound Environmental Association
2019 Third Quarterly Meeting (Q3)**

STAFF REPORT

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

SUBJECT: SSEA CREDIT CARD FOR PURCHASES

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

**RECOMMENDATION:
RESOLVED THAT: Staff Report No. 19-19-SSEA regarding approval for the Executive Director to obtain credit card(s) for SSEA purchases and to work with the Township of Tay to establish a "purchasing card" policy, be approved.**

Purpose of Staff Report

The purpose of this report is to advise the board of the need for the use of credit card(s) for the convenience of various purchases required in the course of doing SSEA business.

Background

Purchases are often required that are most efficiently charged to a credit card. As the SSEA currently does not own any credit cards, staff use their own cards and are reimbursed accordingly. It is more convenient to have a card for the SSEA specifically with guidelines for use, limits and approvals.

The SSEA treasurer municipality, the Township of Tay, has a policy for corporate purchase cards. With the SSEA board's approval, the Executive Director would have authority to work with Tay to establish a "Purchasing Card Policy" for ownership and use of credit card(s) for SSEA business.

Prepared and submitted by:

Original signed by
Judy Limoges, Treasurer

Approved for Submission by:

Original signed by
Julie Cayley, Executive Director



**Severn Sound Environmental Association
2019 Third Quarterly Meeting (Q3)**

No: 20-19-SSEA
Date: October 17, 2019
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: Executive Director's Report – July 13 to October 1, 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 Receives the Executive Director's Report No. 20-19-SSEA for information.

The following are some of the highlighted activities from the SSEA ED (April to July 12 2019):

Budget/Financial/Fundraising

- Pre meetings (5) and budget deputations (2) of SSEA 2020 (and 5 year 2020-2024) budget
 - Georgian Bay (both), Tiny (pre mtg), Penetanguishene (both), Tay (pre mtg), Severn (pre mtg)
- Supporting staff/team in identifying & pursuing outside funding including:
 - OMAFRA grant application
- Received grant to cover summer field staff (approx. \$3,900)
- Ongoing exploring sustainable funding beyond core - Discussion with Huronia Community Foundation to explore a Foundation for Severn Sound as per Board direction
- Secured significant funds through Lake Ontario Swim Drink Fish (\$100,000) for Township of Tiny "Bridge P5 Project", improving infrastructure and public safety while restoring Coldwater fish habitat.
- Approximately \$300 of Team SSEA shirts donated by Cabellas Barrie

- Submitted unsuccessful grant application to “Great Lakes Emerging Champions Mini-Grant Program” – this was a follow up action to the SSEA LID Workshop held in the Spring of 2019
- Enlisted consultant to help with “Healthy Soils = Healthy Watershed” funding proposal for OMAFRA funding

Outreach

- Continued to participate as a Director on the Huronia Community Foundation (HCF) Board
- Successful SSEA 2019 Open house Georgian Bay Township August 23rd.
- Joined Southern Georgian Bay Chamber of Commerce (www.southerngeorgianbay.ca)
 - 3 introduction videos developed and posted on website and Facebook
 - 5 more information videos (“Did you know...”) being developed
- Follow up with inquiries/request from municipal councillors and staff regarding issues around hydrogeology/groundwater, algae and septage

Networking/Partners

- Meeting with Doug McNeil, provincial flooding advisor as part of **Action Plan 2030 to Protect the Great Lakes**
 - Represented Severn Sound communities re: flood resilience/shoreline protection in the face of changing climate
- Aided in securing and supported Municipalities (Tiny) at the AMO conference – developed support briefing note material and sent technical expert staff
 - Mtgs with Minister of Environment, Conservation and Parks (MECP) and with Parliamentary Assistant to Minister of Agriculture, Food and Rural Affairs (OMAFRA)
- Attended grand opening of the County of Simcoe Red Pine House forestry education centre
- Appointed to the Muskoka Watershed Advisory Group by Minister Yurek (MECP)
- Meeting with Beausoleil First Nation at SSEA office re: climate change project – tour of island set up to follow
- Developing relationship with the Fertilizer Institute of Canada to support education component of SWP ICA fertilizer application prohibition
- Approached for input to Town of Caledon Climate Action Plan development and consultation around positive approach to working with farmers
- Coordinated presenters for local meetings including Hydrogeology presenter for Horseshoe Valley Ratepayers meeting and MNRF speaker for SSEA Open House
- Supporting staff and municipal partners researching regulations around fogging for insects on lawns and spraying for gypsy moths.
- Collaborating with Pennsylvania State University Department of Agriculture & Biological Engineering faculty - research proposal for Citizen Science, endocrine disrupting compounds
- Continued networking with agriculture community and agriculture advisory committee members to build support for potential funding applications (Healthy Soils)

SSEA Board/Organization/Operations

- Developed first draft of the SSEA staff policy manual
- Researching options for vehicle
 - Including purchase through municipal partner and borrowing

- All staff have completed County of Simcoe WHMIS training (no cost)
- Comments on Provincial Policy
 - Submitted comments on Canada Ontario Agreement (COA) to Provincial and Federal Ministers
- Continued to develop, plan and implement merger of SSS with SSEA
- Negotiate and sign 2019 Source Water Protection MOU with Lake Simcoe Region Conservation Authority (as agent for MECP)
- HR/Staffing
 - One on one meetings as well as group staff meeting
 - Part time contract staff Cody Avery hired (3 days a week until the end of December 2019) to support Melissa RMO in meeting 2020 Risk Management Plan deadline.
 - Interviewed for *Watershed Monitoring Coordinator*
- Supported SSEA RMO, Open House for lawn fertilizer nitrate prohibition in Tiny Township ICA
- Training/Conferences (ED)
 - Presenting as *Thought Leader* at Near North Education Centre Climate Change: Are we Ready symposium (<https://www.nneec.ca/climate-change-are-we-ready>)
 - spoke to Joint Municipal Services Board collaborative structure
 - Attended International Joint Commission (IJC) consultation in Collingwood
 - Attended the Farlain Lake Community Association AGM where SSEA was recognized for the great work done by Robert (Invasive Species – Eurasian Milfoil), Aisha (Water Levels) and Lex (GIS project and research mapping)
 - Attended Simcoe County Federation of Agriculture summer meeting and BBQ

Prepared and Submitted by:

Original signed by
Julie Cayley, Executive Director

Attachment

SSEA Executive Director Quarter 3 Time Tracking Summary



- 3% Inquiries
- 3% Risk Management Services
- 3% Agriculture
- 3% Sustainable Severn Sound
- 4% Source Water Protection
- 4% Human Resources
- 6% Fundraising
- 6% SSEA Event
- 9% Other
- 9% Board of Directors
- 13% Administrative
- 14% Budget
- 24% Networking/Partners

Note: Other includes Education & Outreach, Health & Safety, Municipal Requests, Policy Review, Climate, Social Media and Invasive Species.