



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2020 June "Call of the Chair" MEETING  
June 4, 2020  
10:00 am – 11:30 am  
Via video & telephone conference**

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**1. WELCOME AND CALL TO ORDER**

**2. ADOPT AGENDA**

**3. DECLARATION OF PECUNIARY INTEREST**

**4. APPROVAL OF PAST MINUTES**

- SSEA Joint Service Board Meeting 2020-04-16 held on April 16, 2020
- SSEA SPA Meeting 2020-04-16 held on April 16, 2020
- SSEA Executive Meeting Minutes held on April 23, 2020

**Business arising from the Minutes**

**5. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**

There is no SPA meeting for this agenda

**6. PRESENTATIONS**

There are no presentations for this agenda

**7. SSEA FINANCIAL REPORTS**

7.1 **Staff Report 20-20-SSEA** - Draft Financials as of June 2020

**8. CLOSED SESSION**

- 8.1 Suspend the SSEA meeting to go into closed session regarding review of budget and financials that include matters about an identifiable individual
- 8.2 Closed Session
- 8.3 Return to Open Meeting of the SSEA
- 8.4 Resolution from closed session

**9. SSEA CORPORATE ADMINISTRATION UPDATE**

- 9.1 Staff Report 23-20-SSEA Office Operations Update COVID19
- 9.2 Staff Report 24-20-SSEA Field Work Update COVID19

**10. EXECUTIVE DIRECTOR UPDATE**

10.1 Verbal on table

**11. ANNOUNCEMENTS**

**12. CORRESPONDENCE**

**13. OTHER BUSINESS**

**14. ADJOURN**



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD  
2020 FIRST QUARTER (Q1) MEETING  
April 16, 2020  
Via video & telephone conference**

**DRAFT MINUTES**

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**Present via zoom video:**

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
Councillor Jeff Bumstead	Township of Tay
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Carole McGinn	Town of Midland
Councillor Perry Ritchie	Township of Springwater
Councillor Ian Veitch	Township of Oro-Medonte

**Present via telephone conference:**

SSEA Past Chair, Councillor Ron Stevens	Township of Severn
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**Staff present via zoom video:**

Julie Cayley	Executive Director
Melissa Carruthers	Risk Management Official/ Inspector
Judy Limoges	Treasurer
Lex McPhail	IT Manager/GIS Applications Specialist
Laurie Barron	Corporate Services Coordinator/Recorder

**Guests present via zoom video:**

Lynn Dollin, Chair, South Georgian Bay Lake Simcoe Source Protection Committee  
Bill Thompson, Project Manager – South Georgian Bay Lake Simcoe Source Protection Region

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**1. WELCOME AND CALL TO ORDER**

Chair Walma called the meeting to order at 9:32 a.m.

**2. ADOPT AGENDA**

Motion: 2020-33

Moved by: P. Wiancko

Seconded by: I. Veitch

RESOLVED THAT: the SSEA Joint Service Board approve the Meeting Agenda dated April 16, 2020.

Carried;

**3. DECLARATION OF PECUNIARY INTEREST**

None declared

**4. APPROVAL OF PAST MINUTES SSEA Joint Service Board Meeting 2020-03-13 held on March 13, 2020.**

Motion: 2020-34

Moved by: P. Ritchie

Seconded by: A. Dubeau

RESOLVED THAT: the minutes of SSEA Joint Service Board Meeting 2020-03-13 held on March 13, 2020 be approved.

Carried;

**BUSINESS ARISING FROM THE MINUTES**

None noted

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

Motion: 2020-35

Moved by: J. Bumstead

Seconded by P. Wiancko

RESOLVED THAT: the SSEA Joint Service Board meeting be suspended to allow the Severn Sound Source Protection Authority meeting to proceed at 9:35 a.m.

Carried;

**6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**

**7. RECONVENE THE SSEA JOINT SERVICE BOARD MEETING**

Motion: 2020-36

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: the SSEA 2020 Joint Service Board meeting reconvene at 10:00 a.m.

Carried;

*Lynn Dollin, Chair, South Georgian Bay Lake Simcoe Source Protection Committee excused herself from the remainder of the SSEA Board Meeting.*

**8. PRESENTATIONS**

There were no presentations for this agenda.

**9. SSEA FIRST QUARTER 2020 REPORT**

Motion: 2020-37

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: the Board of Directors receive the Severn Sound Environmental Association 2020 1<sup>st</sup> Quarter (Jan. 1 – Mar. 31) Report.

Carried;

**10. SSEA FINANCIAL REPORT**

**10.1 Staff Report 13-20-SSEA 2019 Draft Financials**

Motion: 2020-38

Moved by: C. McGinn

Seconded by: P. Wiancko

RESOLVED THAT: Staff Report 13-20-SSEA regarding the 2019 Draft Financials be received for information.

Carried;

**10.2 Staff Report 14-20-SSEA 2020 1<sup>st</sup> Quarter Draft Financials**

Motion: 2020-39

Moved by: A. Dubeau

Seconded by: C. McGinn

RESOLVED THAT: Staff Report 14-20-SSEA regarding the 2020 1<sup>st</sup> Quarter Draft Financials be received for information.

Carried;

**11. SSEA CORPORATE ADMINISTRATION UPDATE**

**11.1 Staff Report 15-20-SSEA 2020 Insurance Costs**

Motion: 2020-40

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 15-20-SSEA regarding the 2020 commercial insurance costs be received for information.

Carried;

**11.2 Staff Report 16-20-SSEA SSEA Community Tree Planting & Tree Seedling Distribution Program Update**

Motion: 2020-41

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 16-20-SSEA regarding the SSEA Community Tree Planting and Tree Seedling Distribution Program Update be received for information.

Carried;

**11.3 Staff Report 17-20-SSEA SSEA 2020 Core Operations Budget Invoicing**

Motion: 2020-42

Moved by: J. Bumstead

Seconded by: C. McGuinn

RESOLVED THAT: Staff Report No. 17-20-SSEA, regarding the Core Operations budget invoicing be received for information; and

FURTHER THAT: the SSEA invoice and collect the Core Operations budget as invoiced including the Drinking Water Source Protection budget amount for municipal partners; and

FURTHER THAT: should the Ministry of Environment Conservation and Parks approve funding the 2020/21 Drinking Water Source Protection the surplus for 2020 shall be dealt with at a future board meeting.

Carried;

**11.4 Staff Report 18-20-SSEA Invasive Species Programs Staffing Update**

Motion: 2020-43

Moved by: P. Ritchie

Seconded by: P. Wiancko

RESOLVED THAT: Staff Report No. 18-20-SSEA, regarding the Invasive Species Program Staffing Update be received for information.

Carried;

**11.5 Staff Report 19-20-SSEA SSEA Social Media Update**

Motion: 2020-44

Moved by: I. Veitch

Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 19-20-SSEA regarding SSEA social media update be received for information.

Carried;

**12. EXECUTIVE DIRECTOR UPDATE**

Julie Cayley, Executive Director provided a verbal update:

- SSEA Expenses are going to look different this year, costs have shifted i.e.; internet costs for staff working from home. COVID-19 expenses will be tracked by our Treasurer.
- Cyber insurance, building insurance, equipment insurance will be reviewed to ensure SSEA assets are properly insured. Insurance costs increased significantly this year and the insurer has been asked to re-evaluate.
- The Executive Director is working on a brief update outlining the skill sets of our staff in an effort to assist our municipalities in the coming months. This will be communicated with our member municipalities CAO's and our board members.

Motion: 2020-45

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: the verbal update provided by the Executive Director be received for information.

Carried;

**13. ANNOUNCEMENTS**

Councillor Carole McGinn advised that the Town of Midland has welcomed a new Chief Administrative Officer, Mr. David Denault.

**14. CORRESPONDENCE**

There were no correspondence items for this agenda.

**15. CLOSED SESSION**

There were no closed session items for this agenda.

**16. OTHER BUSINESS**

The Board of Directors acknowledged the need for additional computer hardware for SSEA staff.

Motion: 2020-46

Moved by: R. Stevens

Seconded by: J. Bumstead

RESOLVED THAT: the Board of Directors authorize the Executive Director the flexibility within the 2020 budget year to purchase additional IT Hardware not to exceed \$5,000.00 due to the Covid-19 pandemic and the need for SSEA staff to isolate and work from home.

Carried;

**17. ADJOURN**

Motion: 2020-47

Moved by: C. McGuinn

Seconded: I Veitch

RESOLVED THAT: this meeting of the SSEA Board of Directors held on April 16, 2020 adjourn at 11:19 a.m. to meet again on Thursday July 16, 2020 or at the call of the chair.

Carried;

\_\_\_\_\_  
Chair Steffen Walma

\_\_\_\_\_  
Executive Director, Julie Cayley

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020



**SEVERN SOUND SOURCE PROTECTION AUTHORITY  
MEETING NO. 02-20-SS SPA  
Thursday April 16, 2020  
Via phone and teleconferencing  
Draft Minutes**

**Present via zoom video:**

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
Councillor Jeff Bumstead	Township of Tay
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Carole McGinn	Town of Midland
Councillor Perry Ritchie	Township of Springwater
Councillor Ian Veitch	Township of Oro-Medonte

**Present via phone:**

SSEA Past Chair, Councillor Ron Stevens	Township of Severn
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**Staff present via zoom video:**

Julie Cayley	Executive Director
Melissa Carruthers	Risk Management Official/ Inspector
Judy Limoges	Treasurer
Lex McPhail	IT Manager/GIS Applications Specialist
Laurie Barron	Corporate Services Coordinator

**Guests present via zoom video:**

Lynn Dollin, Chair, South Georgian Bay Lake Simcoe Source Protection Committee  
 Bill Thompson, Project Manager – South Georgian Bay Lake Simcoe Source Protection Region

1. **Welcome and call to order**  
 Chair Walma called the meeting to order at 9:35 a.m.
  
2. **Adoption of Agenda**  
 Motion: 2020-26  
 Moved by: I. Veitch Seconded by: P. Ritchie  
**RESOLVED THAT:** the Severn Sound Source Protection Authority approve the 02-20-SS SPA meeting agenda dated April 16, 2020.

Carried;



**3. Declaration of Pecuniary Interest**

None declared

**4. Adoption of Minutes from March 13, 2020 SS SPA Meeting**

Motion: 2020-07

Moved by: A. Dubeau

Seconded by: J. Bumstead

RESOLVED THAT: the Severn Sound Source Protection Authority approve the 01-20-SSSPA meeting minutes held on March 13, 2020.

Carried;

**5. Business Arising from the Minutes**

None noted

**6. Source Protection Committee Update**

Chair, Lynn Dollin

The SSSPA board was reminded that the Source Protection Committee have discussed the need for amendments to the Source Protection Plan and Assessment Reports to allow for new wells to be added by municipalities. Such amendments are taking place in the Severn Sound watershed. Amendments of this sort are now required before the Ministry of Environment, Conservation and Parks will issue an amended Drinking Water Works Licence, in order to ensure that all new wells receive the same level of protection as pre-existing wells.

Chair Dollin has been working with Julie Cayley, SSEA Executive Director, Melissa Carruthers, SSEA Risk Management Official/ Inspector and representatives of the other two Source Protection Authorities in our Region, to appoint new members to the Source Protection Committee.

Chair Dollin was particularly sorry to see both Herb Proudley and John Boucher retire. They ably represented the Severn Sound watershed on the Committee for over a decade. The Severn Sound Source Protection Authority have appointed very capable new members, Andy Campbell and Jeff Hamelin. A meeting of the South Georgian Bay Lake Simcoe Source Protection Committee Meeting will be held virtually on April 30, with orientation materials for new members of the Committee to be provided prior to that date, with a question and answer period just before the start of the April 30<sup>th</sup> meeting.

Motion: 2020-08

Moved by: P. Wiancko

Seconded by: I. Veitch

RESOLVED THAT: the update from Chair Lynn Dollin, Source Protection Committee be received for information.

Carried;

**7. Simplifying the Annual Reporting Process**

Staff Report No. 03-20-SS SPA and presentation from the Project Manager of the Source Protection Region regarding simplifying the Annual Reporting Process.

Motion: 2020-09

Moved by: A. Dubeau

Seconded by: J. Bumstead

RESOLVED THAT: Staff Report No. 03-20-SS SPA regarding the annual reporting requirements associated with Source Protection Plan implementation be received; and

FURTHER THAT The Severn Sound Source Protection Authority Board authorize staff to request the Minister review Regulation 287/07 in order to reduce an unnecessary workload.

Carried;

**8. Risk Management Official/Risk Management Inspector Update**

Staff Report No. 04-20-SS SPA from the Risk Management Official/Risk Management Inspector regarding the Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services Update.

Motion: 2020-10

Moved by: R. Stevens

Seconded by: C. McGinn

RESOLVED THAT: Staff Report No. 04-20-SS SPA regarding an update as to the activities that have been undertaken by SS SPA staff from February 17 to March 31st, 2020 and SSEA Risk Management staff during the SSEA Q1 of 2020 be received for information; and

FURTHER THAT: The SS SPA board approve SSEA staff to request LSRCA staff to draft a letter to MECP on behalf of the SWP region requesting swift approval of the 2020/2021 fiscal year budget regarding the drinking water source protection program.

Carried;

**9. Other Business**

None noted.

**ADJOURN**

Motion: 2020-11

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: this meeting of the Severn Sound Source Protection Authority held on April 16, 2020 adjourn at 9:59 a.m. to meet again (to be determined) at the call of the Chair.

Carried;



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICES BOARD  
EXECUTIVE MEETING (Video & Phone)  
April 23, 2020 9:00 a.m.  
Draft Minutes**

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**Present:**

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny (via video)
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay (via video)
SSEA Past Chair, Councillor Ron Stevens	Township of Severn (via phone)
Julie Cayley	SSEA Executive Director
Judy Limoges	SSEA Treasurer

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A summarized financial report was presented to the executive committee as a result of the Covid-19 pandemic, indicating best and worst case scenarios vs the approved 2020 budget.

The Executive supported implementing the best case scenario which included:

- leaving existing vacant staff positions vacant in 2020 rather than filling these positions as anticipated in the approved 2020 budget, with the exception of the Invasive Species Coordinator position. The executive recommended filling this position in 2020 based on timing to be determined by the Executive Director
- hiring students only if they are funded 100% from other sources ie grants
- Invoicing for existing implementation projects for which there is potential for delivering services in 2020, including Inland Lakes
- Sustainable Severn Sound – discussion took place as to what can be delivered under this program in 2020 and at what cost. The executive recommended that a board meeting be set up in late May/early June to discuss this program with the entire board and Chris McLaughlin from NSCFDC be invited to attend.

The meeting concluded at 10:15 a.m.



**Severn Sound Environmental Association  
Joint Municipal Service Board Meeting  
June 4, 2020**

**STAFF REPORT**

**No:** 20-20-SSEA  
**Date:** June 1, 2020  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Treasurer

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**SUBJECT: SSEA Draft Financial Report to May 29, 2020**

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***Strategic Plan Goal 4: An Exceptional Organization***

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 20-20-SSEA regarding the updated 2020 draft financials to May 29, 2020 be received as information.**

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Purpose of Staff Report

The purpose of this report is to provide the board with up to date 2020 financials. Please note that the 2019 column is not final and unaudited.

Background and Analysis

Please be advised that the 2020 financial report reflects that finances are trending favourably year to date May 29, 2020. This is due to invoicing municipal partners for core services and RMO services in March and various other projects in April. It is also due to a reduced amount of core spending. With May representing 42% of the year completed, core expenses are tracking lower at approximately 31%. This is largely due to reduced payroll expenses while our operations continue without staff anticipated in the 2020 approved budget and unfilled staff vacancies.

Please note the following:

- The financial report received from the Township of Tay has been adjusted for several items to reflect a more accurate report.
- 2020 PAYROLL HAS NOT BEEN DISTRIBUTED TO ACTIVITIES/PROJECTS. All payroll costs are included in UNDISTRIBUTED PAYROLL EXPENSE.
- Some activities/projects reflect revenue balances since the appropriate payroll expenses have not yet been allocated for works completed to date.

- Some activities/projects reflect revenue/negative balances due to posting reverse payroll accruals without the offsetting distribution of payroll in 2020.

As a result, these statements provide useful bottom line information, however, the financial status of each individual activity/project is not correct.

Prepared by:

Approved for Submission by:

*Original signed by*  
\_\_\_\_\_  
Judy Limoges, Treasurer

*Original signed by*  
\_\_\_\_\_  
Julie Cayley, Executive Director

Attachment: SSEA Financial Report ending May 29, 2020

# DRAFT

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)  
FINANCIAL REPORT  
For the Five Months Ending May-29-20

	2020		Variance \$	Actual/Budget %	2019
	YTD Actual	Annual Budget			Actual
<b>SSEA CORE OPERATIONS</b>					
GENERAL REVENUE	(898,363)	(908,069)	(9,706)	99.0%	(543,237)
UNDISTRIBUTED PAYROLL EXPENSE	220,950	291,298	70,348	76.0%	202,393
ADMINISTRATION/OVERHEAD	54,681	156,965	102,284	35.0%	109,792
GIS BASE COVERAGES	(2,007)	88,639	90,646	(2.0%)	93,848
RISK MANAGEMENT	0	17,165	17,165	0.0%	0
REQUESTS & REVIEWS	0	33,778	33,778	0.0%	9,422
RURAL PROGRAMS	0	12,183	12,183	0.0%	0
MONITORING & SURVEILLANCE	(1,428)	96,015	97,443	(1.0%)	76,764
MONITORING SUPPORT	143	22,000	21,857	1.0%	22,108
WATER SCIENTIST	(871)	61,297	62,168	(1.0%)	58,887
INVASIVE SPECIES	(528)	55,080	55,608	(1.0%)	
SOURCE WATER IMPLEMENTATION	(285)	73,649	73,934	(0.0%)	
<b>TOTAL SSEA CORE OPERATIONS</b>	<b>(627,708)</b>	<b>0</b>	<b>627,708</b>		<b>29,977</b>
<b><u>SSEA IMPLEMENTATION PROJECTS</u></b>					
GROUND WATER PROJECT					
Revenues	0	(2,500)	(2,500)	0.0%	0
Expenses	0	2,500	2,500	0.0%	20
HONEY HARBOUR SURVEY					
Revenues	0	(14,941)	(14,941)	0.0%	(15,088)
Expenses	0	14,941	14,941	0.0%	15,225
WETLANDS EVALUATION PROJECT					
Revenues	0	0	0	0.0%	0
Expenses	0	0	0	0.0%	99
INLAND LAKES					
Revenues	(18,588)	(18,588)	0	100.0%	(20,923)
Expenses	5,190	18,588	13,398	28.0%	30,083
TREE DISTRIBUTION PROJECT					
Revenues	397	(20,004)	(20,401)	(2.0%)	(19,073)
Expenses	2,932	20,004	17,072	15.0%	21,629
RMO PROJECT					
Revenues	(74,587)	(74,191)	396	101.0%	(73,104)
Expenses	(739)	74,191	74,930	(1.0%)	77,014

# DRAFT

	2020				2019
	YTD Actual	Annual Budget	Variance \$	Actual/Budget %	Actual
<b>SOURCE WATER IMPLEMENTATION</b>					
Revenues					(57,572)
Expenses					57,396
<b>VICTORIA HARBOUR WTP SURVEY</b>					
Revenues	0	(7,855)	(7,855)	0.0%	(8,504)
Expenses	0	7,855	7,855	0.0%	8,126
<b>INVASIVE SPECIES</b>					
Revenues					(52,317)
Expenses					43,539
<b>CITIZEN SCIENTIST</b>					
Revenues	(4,625)	0	4,625	0.0%	0
Expenses	0	0	0	0.0%	0
<b>FISH COMMUNITY EVALUATION</b>					
Revenues	0	0	0	0.0%	0
Expenses	0	0	0	0.0%	0
<b>HABITAT RESTORATION PROJECT</b>					
Revenues	0	0	0	0.0%	(174,863)
Expenses	0	0	0	0.0%	173,863
<b>COMMUNITY STEWARDSHIP PROJECT</b>					
Revenues	0	0	0	0.0%	0
Expenses	0	0	0	0.0%	0
<b>COASTAL MAPPING PROJECT</b>					
Revenues	0	0	0	0.0%	0
Expenses	0	0	0	0.0%	0
<b>SUSTAINABLE SEVERN SOUND</b>					
Revenues	0	(106,756)	(106,756)	0.0%	0
Expenses	0	106,756	106,756	0.0%	0
<b>TOTAL SSEA IMPLMENTATION PROJECTS</b>	<b>(90,020)</b>	<b>0</b>	<b>90,020</b>		<b>5,550</b>
<b>TOTAL SSEA OPERATING (SURPLUS)/DEFICIT</b>	<b>(717,728)</b>	<b>0</b>	<b>717,728</b>		<b>35,527</b>

NOTE: The financial report received from the Township of Tay has been adjusted to reflect a more accurate DRAFT report at May 29, 2020. Judy Limoges, SSEA Treasurer



**Severn Sound Environmental Association  
Joint Municipal Service Board Meeting  
June 4, 2020**

**STAFF REPORT**

**No:** 23-20-SSEA  
**Date:** June 2, 2020  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Julie Cayley, Executive Director

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**SUBJECT: SSEA OFFICE OPERATIONS UPDATE COVID19**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 2: Supportive Partnerships  
Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 23-20-SSEA regarding the COVID19 SSEA office closure be received; and**

**FURTHER THAT: The Board supports the return of one SSEA staff, with the appropriate safety protocols, to the Port McNicoll office as part of the safe, gradual office reopening.**

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**Purpose of Staff Report**

The purpose of this report is to inform the board of status of SSEA COVID19 Office closure and plans to being to re-open.

**Background**

As a result of the COVID19 pandemic, the SSEA office in Port McNicoll has been closed since March 18, 2020. The SSEA has been taken its lead from the Province of Ontario, the local Health Authority (SMDHU) and member municipalities regarding re-opening.

Staff have adapted to working remotely/from home however some work including GIS/IT, some document/contract printing and scanning would be more effective and efficient in the office. Staff have signed temporary work from home agreements. The office and vehicle require being visually checked several times per week for insurance purposes (ie check inside building for flooding, heating) and the office cleaning contract has been continued and will be increased to weekly surface cleaning/disinfecting once the office is re-opened.

Re-Opening to staff and then the public will require significant changes to operations, protocols and procedures including in office health and safety protocols, visitor protocols and office layout. Staff have developed a draft re-opening procedure document and have begun the difficult task of sourcing PPEs including masks, gloves, hand sanitizer and disinfectant cleaner for high traffic surfaces. A small quantity of PPE has been secured. The Township of Severn has been open



about sharing their protocols and procedures as they are being developed. We will bring these documents to the Board as we complete their development for SSEA regarding reopening.

As of June 2, 2020, the Province of Ontario has extended the provincial Declaration of Emergency to June 30, messaging that they will continue on to safely and gradually reopen the province. The SSEA office will remain closed to the public and staff, however, a gradual return to the office is being proposed. At this time, it is being proposed that one position (IT/GIS) return to the office.

**Analysis/Discussion**

The return of one person to the office will have minimal health and safety impacts. The GIS/IT position needs to be in the same building as the computer server and County internet connection to best support the rest of the SSEA team and shared server needs. There would be no public access to the office, the gate would remain closed and the doors locked so this person would have minimal to no social/physical distancing concerns. They would be required to follow a protocol of frequent hand washing and disinfecting surfaces as they leave the building. This person could also start the process of mapping out the office floor plan for the larger possible return to the office process.

**Conclusion/Recommendation**

Returning one person to the SSEA office in Port McNicoll would pose minimal risk and would add value to having regular building presence (so it does not look abandoned) and proper computer server maintenance and staff IT trouble shooting.

Prepared and submitted by:

*Original signed by*

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Julie Cayley, Executive Director



**Severn Sound Environmental Association  
Joint Municipal Service Board Meeting  
June 4, 2020**

**STAFF REPORT**

**No:** 24-20-SSEA  
**Date:** June 2, 2020  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Julie Cayley, Executive Director

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**SUBJECT: SSEA Field Work Update COVID19**

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**APPLICABLE STRATEGIC PLAN GOALS:**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 24-20-SSEA regarding SSEA Field Work and COVID19 be received for information; and**

**FURTHER THAT: The Board supports the gradual safe return to low risk high value (environmental data collection) field work in June 2020.**

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**Purpose of Staff Report**

The purpose of this report is to inform and update the board on the status of SSEA field work during the COVID19 pandemic and SSEA office closure.

**Background**

As a result of the COVID19 pandemic, the SSEA Executive Directed directed staff to suspend all field work until further notice. The SSEA continues to take our lead from the Province of Ontario, the local Health Authority (SMDHU) and member municipalities regarding policies and procedures.

As of the date of this report, the Provincial Government water quality labs (Rexdale and Dorset) remain closed with no reopening date in the foreseeable future. Critical water quality samples for drinking water and other human health related needs are still able to be sampled and processed. The Township of Tay has requested the assistance of the SSEA in carrying out their drinking water sampling. We have agreed and will be proceeding when we have new COVID19 related health and safety protocols in place.

Staff remain concerned that the 2020 field monitoring season will be lost including valuable data. In order to curtail this situation, they have focused on expanding the citizen science

program including securing funding to develop kits for local observers and citizen scientists. Staff have also identified low risk field work including deploying temperature loggers, roadside invasive species monitoring, invertebrate monitoring and identification, water level and climate/weather monitoring. For work that needs to be done in pairs staff have proposed using volunteer family members (from the same household). We are developing volunteer waivers in anticipation of this possibility. We will also be developing a use and disinfection protocol for the SSEA van. Another option is for teams of two to go in separate vehicles as some Conservation Authorities and municipal road staff are doing. We have chosen to not consider this option at this time as we don't feel it is environmentally or economically sound.

As of June 2, 2020, the Province of Ontario has extended the provincial Declaration of Emergency to June 30, messaging that they will continue on to safely and gradually reopen the province. Staff have led the development of an innovative collaborative of organizations doing similar work across the Province the share and collaborate on field protocols in these unprecedented uncertain times.

**Analysis/Discussion**

The SSEA staff will develop health and safety protocols with respect to preventing the spread of COVID19 and are proposing solid options for completing some field work while minimizing risk. This would ensure that data collection at a basic level could continue for 2020 and that we would be prepared to investigate impending water quality complaints and health risks like blue green algae blooms.

**Conclusion/Recommendation**

With the appropriate COVID19 related health and safety protocols, the SSEA staff will develop and implement a plan to carry out low risk high value field work (environmental data collection) in 2020 starting in June.

*Prepared and submitted by:*

*Original signed by*

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