



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)
2020 SECOND QUARTER (Q2) MEETING
July 16, 2020
10 am – 12 noon
Via video & telephone conference**

1. WELCOME AND CALL TO ORDER

2. ADOPT AGENDA

3. DECLARATION OF PECUNIARY INTEREST

4. APPROVAL OF PAST MINUTES

- SSEA Joint Service Board Meeting 2020-06-04 held on June 4, 2020

BUSINESS ARISING FROM THE MINUTES

5. SUSPEND THE SSEA MEETING TO ALLOW THE SS SPA TO MEET

6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

7. RECONVENE THE SSEA JOINT SERVICE BOARD MEETING

8. PRESENTATIONS

8.1 Invasive Species Update Gypsy Moths

Alyson Karson, SSEA Invasive Species Coordinator

8.2 Sustainable Severn Sound: Special Project Update

Tracy Roxborough, SSEA Sustainability Coordinator

9. SSEA SECOND QUARTER 2020 REPORT

10. SSEA FINANCIAL REPORTS

10.1 Staff Report 25-20-SSEA - 2019 Financials Status

10.2 Staff Report 26-20-SSEA - 2020 2nd Quarter Draft Financials

10.3 Staff Report 27-20-SSEA - 2020 Insurance Costs Update

10.4 Staff Report 28-20-SSEA - 2021 Budget Review

10.5 Staff Report 29-20-SSEA – SSEA successful citizen science grant application

11. SSEA CORPORATE ADMINISTRATION UPDATE

11.1 Staff Report 30-20-SSEA – Citizen Science Update

11.2 Staff Report 31-20-SSEA – Water Levels Update – on table

11.3 Staff Report 32-20-SSEA – SSEA Invasive Species Program Update

11.4 Staff Report 33-20-SSEA – Sustainable Severn Sound Update

12. EXECUTIVE DIRECTOR UPDATE

12.1 Verbal on table

13. ANNOUNCEMENTS

14. CORRESPONDENCE

15. CLOSED SESSION

There are no closed session items for this agenda

16. OTHER BUSINESS

17. ADJOURN



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
DRAFT MINUTES

Present via zoom video:

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
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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Regrets

SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
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Staff present via zoom video:

Julie Cayley	Executive Director
Judy Limoges	Treasurer
Lex McPhail	IT Manager/GIS Applications Specialist
Laurie Barron	Corporate Services Coordinator/Recorder

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 10:03 a.m.

2. ADOPT AGENDA

Motion: 2020-48

Moved by: C. McGinn

Seconded by: I. Veitch

RESOLVED THAT: the SSEA Joint Service Board approve the Meeting Agenda dated June 4, 2020

Carried;

3. DECLARATION OF PECUNIARY INTEREST

None noted.

4. APPROVAL OF PAST MINUTES

4.1 SSEA Joint Service Board Meeting 2020-04-16 held on April 16, 2020.

Motion: 2020-49

Moved by: A. Dubeau

Seconded by: J. Bumstead

RESOLVED THAT: the minutes of SSEA Joint Service Board Meeting 2020-04-16 held on April 16, 2020 be approved.

Carried;

4.2 SSEA SPA Meeting 2020-04-16 held on April 16, 2020

Motion: 2020-50

Moved by: A. Dubeau

Seconded by: J. Bumstead

RESOLVED THAT: the minutes of SSEA SPA Meeting 2020-04-16 held on April 16, 2020 be approved.

Carried;

4.3 SSEA Executive Meeting Held on April 23, 2020.

Motion: 2020-51

Moved by: A. Dubeau

Seconded by: J. Bumstead

RESOLVED THAT: the minutes of the Executive Meeting held on April 23, 2020 be received.

Carried;

5. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

There was 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.

Motion: 2020-52

Moved by: P. Ritchie

Seconded by: R. Stevens

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

Carried;

Item #8. Closed session portion of the agenda was moved to the end of the agenda after Item 13

9. SSEA CORPORATE ADMINISTRATION UPDATE

9.1 Staff Report 23-20-SSEA Office Operations Update COVID19

Motion: 2020-53

Moved by: R. Stevens

Seconded by: C. McGinn

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.

Carried;

9.2 Staff Report 24-20-SSEA regarding SSEA Field Work and COVID19

Motion: 2020-54

Moved by: P. Ritchie

Seconded by: R. Stevens

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.

Carried;

The board recessed at 10:35 a.m. due to technical difficulties

The board reconvened at 10:50 a.m.

10. EXECUTIVE DIRECTOR UPDATE

10.1 Verbal on table

The Executive Director provided an update to the board on the following:

- The Invasive Species Coordinator position has been filled and the successful candidate will join SSEA on June 15, 2020 (working from home)
- Bio-Talent funding was approved for the Invasive Species Coordinator position.
- Canada Summer Jobs (CSJ) has approved 5 summer student positions for SSEA. The CSJ will cover \$14.00/hr, SSEA will cover an additional \$.50/hr
- SSEA Staff are investigation partnering in McMaster University program re: sewage treatment plants participating in COVID testing.
- Staff are working on a webinar regarding water levels on Georgian Bay to be made available to our municipal partners.
- SSEA IT Manager/GIS Applications Specialist is researching a flood mapping model considering the expected shoreline wave uptake on Georgian Bay.

Motion: 2020-55

Moved by: C. McGinn

Seconded by: I. Veitch

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

Carried;

11. ANNOUNCEMENTS

The Chair and Executive Director advised that Laurie Barron, SSEA part time Corporate Services Coordinator will be working for SSEA on a voluntary basis moving forward. Laurie advised it is her pleasure to volunteer her time to this vital organization.

12. CORRESPONDENCE

No correspondence items on this agenda.

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.

Motion: 2020-56

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: this meeting of the board go in closed session at 11:12 a.m. to discuss matters about an identifiable individual; and

THAT: Julie Cayley, Executive Director, Judy Limoges Treasurer and Laurie Barron, Recorder be present.

Carried;

Motion: 2020-57

Moved by: C. McGinn

Seconded by: I. Veitch

RESOLVED THAT: this meeting of the board rise out of closed session at 11:53 a.m. and report.

Carried;

Motion: 2020-58

Moved by: R. Stevens

Seconded by: J. Bumstead

RESOLVED THAT: Closed Session Staff Report No. 21-20-SSEA regarding the 2020 revised operations for Sustainable Severn Sound be received; and

FURTHER THAT: OPTION 1, to extend existing program to December 23, 2020, be approved.

Carried;

Motion: 2020-59

Moved by: A. Dubeau

Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 22-20-SSEA regarding the 2020 revised budget scenarios due to Covid19 be received; and

FURTHER THAT: The board approve Option 1 as detailed in the report; and

FURTHER THAT: Any excess funds at year end be dealt with at a future board meeting.

Carried;

13. OTHER BUSINESS

None noted.

14. ADJOURN

Motion: 2020-60

Moved by: C. McGinn

Seconded by: P. Ritchie

RESOLVED THAT: this meeting of the SSEA Board of Directors held on June 4, 2020 adjourn at 11:58 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

Invasive Species Update: Gypsy Moth (*Lymantria dispar*)



Alyson Karson, SSEA Invasive Species Project Coordinator

What is Gypsy Moth?

- An invasive leaf-eating insect native to Europe
- Introduced to North America in the 1860's and is now established in Northeastern United States and Eastern Canada
 - Spread into Ontario by 1969
- Outbreaks are cyclical, typically occurring every 7 to 10 years. In Ontario, major outbreaks have peaked in 1985, 1991, 2002, 2008, and now in 2020

Life Cycle



1. Eggs

- Tanned yellow egg mass
- August to April

2. Larvae

- Up to 6 cm in length, 5 pairs of blue dots and 6 pairs of red dots; covered with hairs
- April to July



3. Pupae

- Dark brown shell; transition to winged moth

4. Adult

- Winged moths; males brown in colour with feathery antennae and female's beige
- Lack mouthparts
- Two-week period for mating and egg-laying



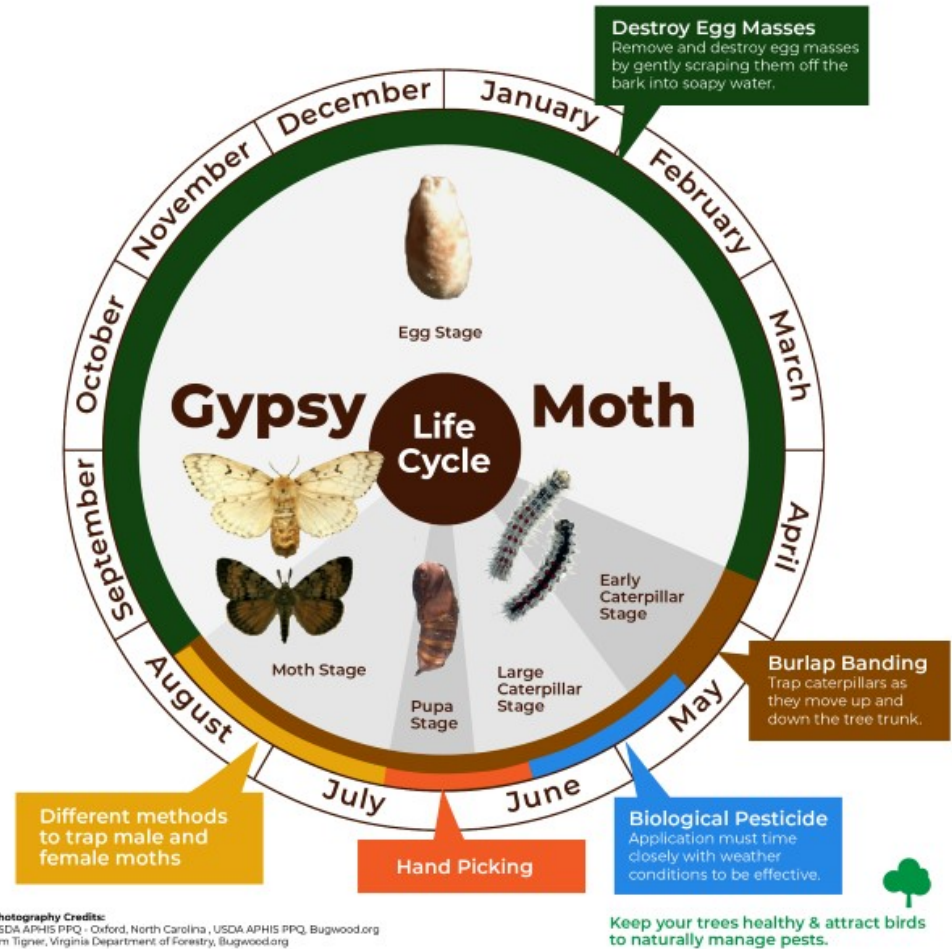
Tree & Forest Impacts

- Preferred host trees include Oak, Maple, Birch, Alder and Hawthorne
- Are most noticeable and destructive during their larval stage (caterpillar)
- Nuisance to forest users and property owners
 - Can consume a significant amount of foliage and produce a considerable quantity of frass
- Severe defoliation may cause stress and mortality in trees if reoccurring invasions happen in subsequent years



Control Options

- **Biological:** naturally occurring fungal (*Entomophaga maimaigi*) and viral (*Nucleopolyhedrosis virus-NPV*) pathogens
- **Mechanical:** scraping/destroying egg masses, shade and pheromone traps, and hand-picking
- **Chemical:** bacterium spray, Btk (*Bacillus thuringiensis*), TreeAzin



Sustainable Severn Sound: Special Project Update

Tracy Roxborough
Sustainability Coordinator
July 16, 2020

Local
Climate Change
Action Plan
Sustainable Severn Sound

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Key achievements 2019-2020

1. PCP program progress, M1-M4
2. Maturity scale for GHG reduction
3. Partnership development
4. Website enhancements
5. Merger implementation
6. SSS work plan development

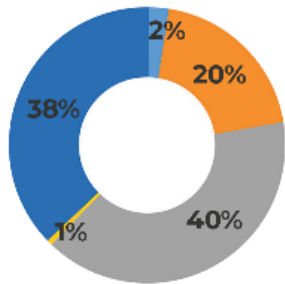


Partners for Climate Protection program progress

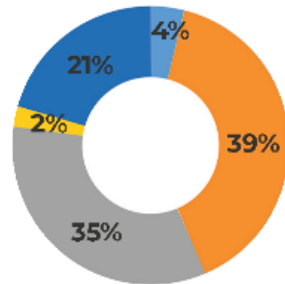
	Milestone 1: GHG emission inventory	Achieved July 2018
	Milestone 2: Set an emission reduction target	Q3 2019
	Milestone 3: Develop a local action plan	Q3 2019
	Milestone 4: Implementing the local action plan	2020+
	Milestone 5: Monitor & report progress	2020+

M1: Corporate GHG emissions by sector

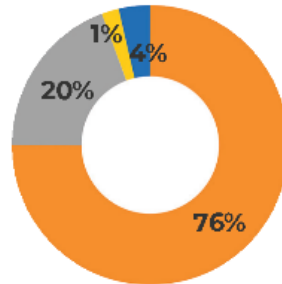
STREETLIGHTS FLEET BUILDINGS AND FACILITIES WASTE WATER AND SEWAGE



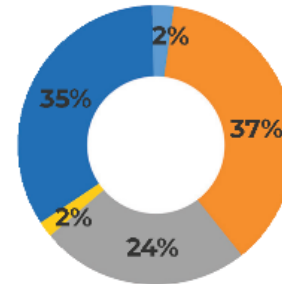
Town of Midland



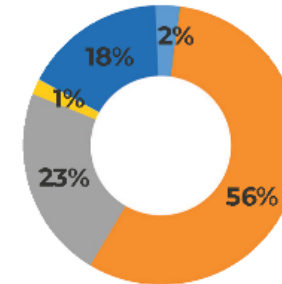
Town of Penetanguishene



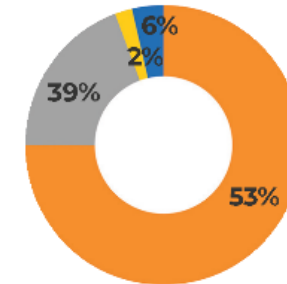
Township of Tiny



Township of Tay



Township of Severn



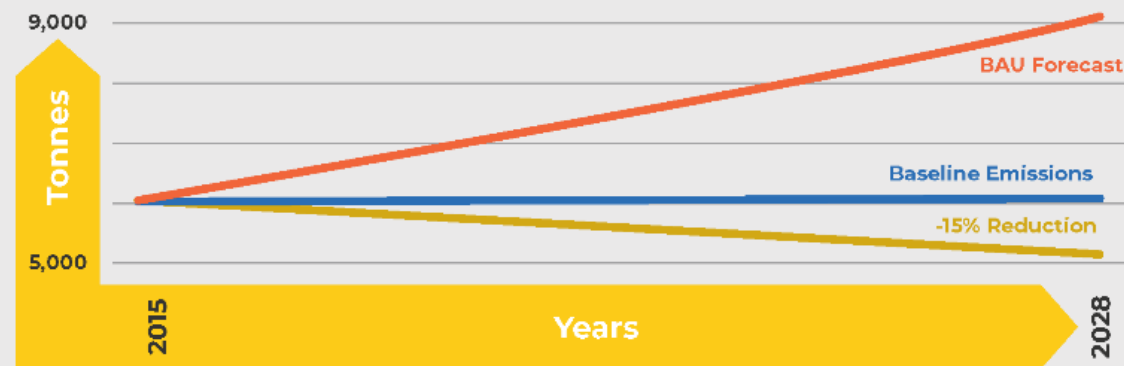
Township of Georgian Bay

*At the time of publication, Oro-Medonte's corporate inventory was incomplete.

Corporate BAU forecast

In 2015, our seven municipalities contributed 6025 tonnes of CO₂e from their day-to-day municipal operations. Based on the average projected growth for our area (3.1 per cent), corporate emissions are expected to grow to 8958 tonnes CO₂e by 2028 if we do nothing.

CORPORATE GHG EMISSIONS FORECAST, 2015-2028

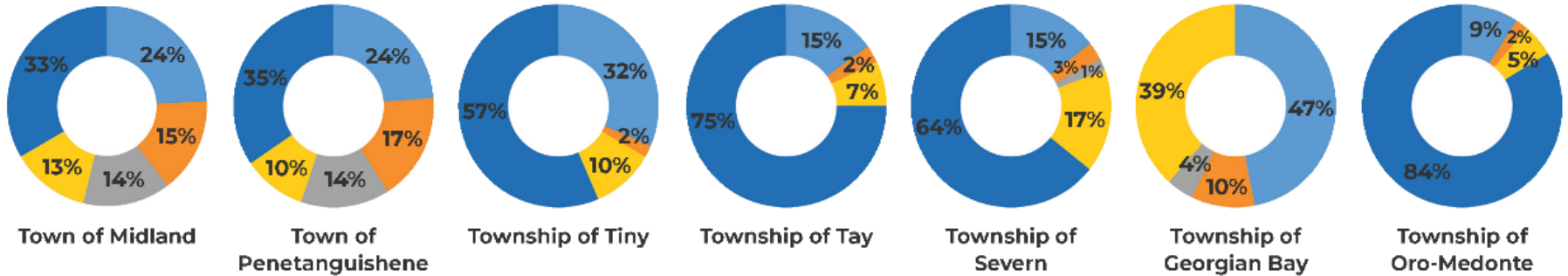


Total GHG Emissions	Baseline Emissions (2015)	Baseline Emissions (BAU, 2028)	Target Emissions (2028, -15% Reduction)
SSEA Agenda Page 16	6025	8958	5120

Figure 1

M1: Community GHG emissions per sector

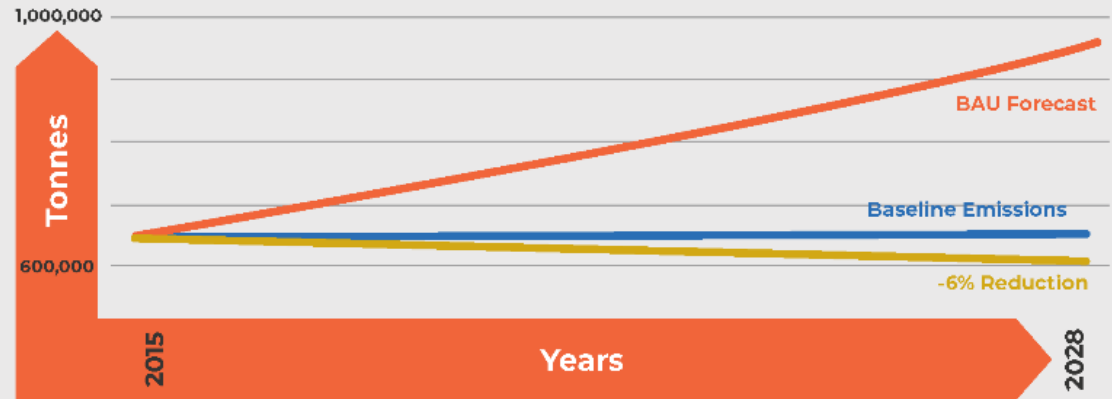
TRANSPORTATION RESIDENTIAL WASTE COMMERCIAL & INSTITUTIONAL INDUSTRIAL



Community BAU forecast

In 2015, 644,347 tonnes of CO₂e were emitted overall by the seven communities. With an average projected population growth of 3.1 per cent, community emissions are expected to reach 958,259 tonnes CO₂e by 2028 if we continue living as we do today.

COMMUNITY GHG EMISSIONS FORECAST, 2015 - 2028



Total GHG Emissions	Baseline Emissions (2015)	Baseline Emissions (BAU, 2028)	Target Emissions (2028, -6% Reduction)
SSEA Agenda Page 17	644,347	958,259	605,686

Figure 2

M2: GHG reduction targets (i.e., Severn)



Community



Corporate



M3: Municipal climate change action plans

1. Municipal-level baseline GHG inventory
2. GHG forecast (BAU) to 2028
3. Municipal-level GHG reduction targets
4. Stakeholder engagement
5. Action item selection
6. Municipal table-top exercises, staff comments & committee presentations
7. Council adoption of each action plan



Why develop a climate action plan?

By adopting practices that reduce GHG emissions, municipalities can improve the quality of life for residents while saving money in operation & energy costs.

All (6) municipal climate change action plans align with, &/or deliver on:

1. Corporate objectives (i.e, strategic plans, parks/trails plans, development plans),
2. Energy Conservation & Demand Management Plans,
3. Asset Management Plans &/or policies,
4. Official Plans, &
5. PCP program council resolutions.

A close-up photograph of a wooden file folder with a white label that says "Strate". The folder is part of a collection, with other folders visible in the background. The image is slightly blurred, focusing on the label.

M4: How will SSS support implementation?

1. Helping our municipal partners plan for a sustainable future:
 - a. **Support & information services** on climate change mitigation & planning
 - b. **Alignment of climate change goals** with existing & evolving municipal plan & priorities
 - c. **Assistance with identifying funding** & preparing proposals

2. Technical services:
 - a. **GHG inventories** & baseline profiles
 - b. **GHG reduction project identification**
 - c. **GHG analysis, projections & trends**



SSS Work plan Jul-Dec-2020

1. Merger administration
2. SSS Special Project work plan 2021-2024
3. PCP Program tasks
 - ❑ *Milestone 4: Implement the local action plan*
 - ❑ *Milestone 5: Monitor progress & report results (analysis of new GHG data)*
4. Website transition, communications & social media



Contact information

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@SustainableSevernSound

<https://www.facebook.com/SustainableSevernSound/>



@sustainsevsound



Severn Sound Environmental Association 2020 2nd Quarter (Apr. 1 – Jun. 30) Report/Update

Staffing/HR

Administration, Staffing, Training and Volunteers

Administration

- Temporary closure of the office due to circumstances surrounding COVID-19. Staff continue to work remotely with the exception of IT/GIS Manager, who resumed work at the office on June 15.



Sturgeon Bay

Staffing

- THANK YOU to Robert Canning, outgoing Invasive Species Program Coordinator
- Recruiting for summer positions:
 - Outreach, Communications and Citizen Science Assistant
 - Invasive Species Technicians (2)
 - Aquatic Plant Management Technician
- Welcome Alyson Karson, Invasive Species Program Coordinator and Tracy Roxborough, Sustainability Coordinator

Volunteers

- Thank you to Sean Ryan for help with field work and remote data entry during College Boreal Field Placement (Mar.2 - Apr.17)

Training

- Over 21 no cost webinars attended by Staff
- Topics included: business tools & skills, data management & analysis, communication during COVID-19, climate change, water levels, great lakes collaborations & policy, road salt usage, drinking water, conservation & invasive species, citizen science, managing budgets & cash flow during COVID-19, public pensions & the pandemic.

Education, Engagement, Outreach

Presentations, Articles, Media, School Involvement and Events

Presentations

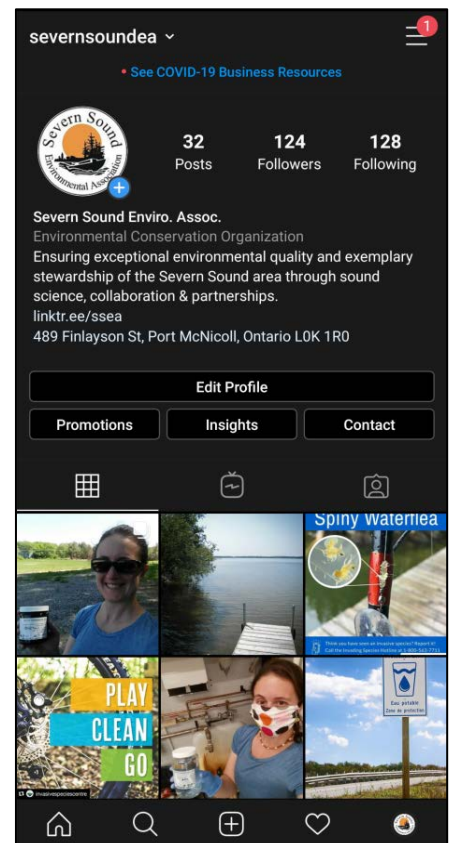
- Townships of Tay and Tiny Council: Drinking Water Source Protection 101
- Township of Tiny Council: Invasive Species Program Update
- Bass Lake Ratepayers Association AGM: Natural Shorelines
- Panelist for Working Together: Advancing Climate Adaptation Through Strategic Partnerships for ICLEI Canada <https://icleicanada.org/> sharing the SSEA unique organization structure and success

Articles/Publications/News

- Interviews with: Midland Today on citizen science “[Severn Sound Environmental Association looking for budding scientists](#)”
- Article on [shoreline stewardship](#) for the Honey Harbour Association Hoots and Gloucester Pool Cottage Association annual magazines
- Article on blue-green algae and shoreline stewardship in Severn Township newsletter for Lake Couchiching area residents
- Midland Today article “[Risk Management a Key Part of Protecting Source Water](#)”
- [Minimize Your Impact and Protect Your Shoreline](#) fact sheet produced

Media

- @severnsoundea SSEA Instagram activity for second quarter: 32 posts, 23 profile visits, and 124 followers
- @SSEA_SSRAP Twitter activity for second quarter: 43 tweets, 304 profile visits, and 319 followers
- Post topics included: invasive species information, Drinking Water Source Protection, COVID-19, SSEA monitoring activities, citizen science, and links to resources
- Web Site Activity: 518 users visited www.severnsound.ca
- 6 New SSEA informational videos uploaded to SSEA YouTube Channel, including [Drinking Water Source Protection 101 Overview](#), [The Role of a Risk Management Official/Inspector](#), [Severn Sound Source Protection Authority & Area](#), [Drinking Water Protection Zone Signs](#), [The Key to Keeping Our Water Healthy](#) and [Farlain Lake Water Level Watchers](#)



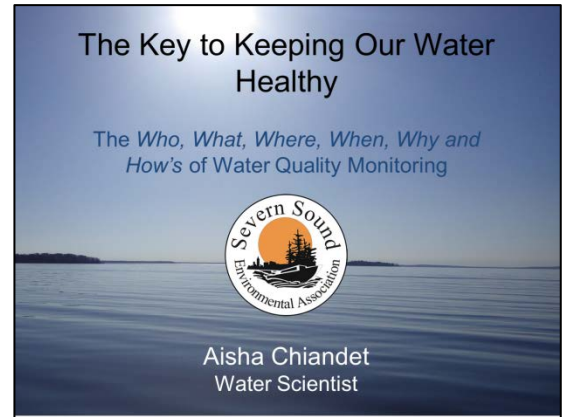
Screen shot of @severnsoundea SSEA Instagram Page

Events/Meetings/Conferences

- Submitted presentation to Virtual IAGLR 2020: Climate Change, Invasive Species and Nutrients as Drivers of Plankton Dynamics in Severn Sound
- Hosted meeting on Sharing Field Protocols during COVID-19 Pandemic, attended by Conservation Authorities and other water research agencies in Ontario

School Involvement & Partnerships

- Collaborating with two Georgian College students for Environmental Technology Applied Research Projects on Orr Lake
- Virtual presentation to gr 11 class at Patrick Fogarty Catholic School on the Key to Keeping Our Water Healthy



Virtual Presentation for Patrick Fogarty Students

Tree Planting

Planting and Distribution

Community Tree Planting & Tree Seedling Distribution

- Both programs deferred to spring 2021 due to pandemic
- Issued refunds to Tree Distribution participants – THANK YOU to participants that generously donated to support the SSEA tree program

Fish and Wildlife Habitat / Natural Heritage

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

Invasive Species

- Responded to inquiries about invasive species, confirming identification and providing information and advice
- Partnering on special projects: Farlain Lake Community Association's Eurasian water-milfoil project & Friends of Wye Marsh's Phragmites management project.



Invasive Gypsy Moths



Copeland Creek Tree Plant

Habitat & Stewardship

- Assisted with planting of 150 tree seedlings at Copeland Creek restoration site, in partnership with Township of Tiny and Georgian Bay Métis Council

Land Use Planning

Input and Review

Plan Input

- Commented on municipal specific projects or reviews
 - HWY 93 Secondary Plan
- Commented on 5 applications, reports and Environmental Impact Studies

Drinking Water Source Protection

Drinking Water Source Protection, Risk Management Services

Drinking Water Source Protection

- Provincial funding for the 2020/21 government fiscal year was secured
- An updated Source Protection Authority Letter of Agreement was signed between SSEA, LSRCA and NVCA.
- Continuing to support municipalities in updating Assessment Reports for new or changing water systems
- Assisted other Source Protection Authorities in the region to start work on updating some of the policies in the local Source Protection Plan

Risk Management

- Commented on 5 development applications, answered 6 inquiries, sent out 1 Draft Risk Management Plans, and conducted 1 virtual site visit

Monitoring Programs

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

Adapting to COVID-19 Challenges

Due to COVID-19, both Provincial laboratories that SSEA sends water samples to for open water, lake, stream and groundwater monitoring programs have temporarily stopped accepting non-essential (i.e. not drinking water related) samples. We are reviewing our COVID-19 safety protocols for fieldwork, and will commence sampling in some capacity as soon as possible. The bulk of the work for many SSEA sampling programs (e.g. stream invertebrates, groundwater sampling) normally occurs in late summer into fall, and will hopefully not be impacted. In the meantime, there will be a focus on updating datasets and reporting on 2019 results.



Raw Water Intake Sampling

Open Water

- Completed 2 water quality sampling events at the raw water intake at the Tay Area and Rope Subdivision water intakes, using new safety protocols
- Open Water sampling program on hold pending re-opening of MECP labs

Inland Lakes

- Inland Lake sampling program on hold pending re-opening of MECP labs

Climate

- Compilation of monthly Georgian Bay water level, regional climate data and ice off data

Citizen Science

- Repaired and re-installed water level gauge on Farlain Lake
- Water Level Watch volunteers from Farlain Lake submitted 11 water level observations from a static water gauge
- Added 16 volunteers to SSEA citizen science programs (Shore Watch, Stream Watch)
- Program development for Shore Watch, Stream Watch, supported by funding from TD Friends of Environment Foundation, and Lake Huron Georgian Bay Framework for Community Action



Spring Soil Sampling at Penetanguishene Snow Disposal Site

Special Projects

- Spring soil sampling completed at Penetanguishene snow disposal site as a cost recovery project

Data Analysis and Reporting

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

GIS/Mapping

- To support Municipal emergency preparedness, SSEA Staff completed a GIS desktop inventory of building structures adjacent to Severn Sound Southern shoreline areas with potential flood risk during high water condition periods

Reporting

- Tay Township Raw Water Assessment Report, in support of the Township's drinking water license renewal

Statistics/Data Management & Analysis

- Severn Sound-wide sodium and chloride analysis completed, and draft sodium map produced
- Updated algae and zooplankton analysis for open water sites, presented in IAGLR virtual presentation

Stream Invertebrate Identification

- 53 samples completed for a total of 10,000 bugs identified. Sturgeon River identification from 1998 to 2018 has been completed

Provincial Groundwater Monitoring Network (PGMN)

- Analysis and trends of 2019 groundwater chemistry data has been completed
- 2019 sodium concentrations at Bass Lake Side Road monitoring well continue to marginally exceed the Ontario Drinking Water System Regulations 170/03

Partnerships

New/Updated NGO partners and MOU's

NGO Partners

- Friends of Wye Marsh - SSEA is partner on Eastern Georgian Bay Initiative grant (2020-2025)
- Farlain Lake Community Association - SSEA is partner on Ontario Trillium Foundation grant (2020-2022)

Other Partners

- Preliminary discussions with McMaster University research group on possible SSEA networking role in [municipal monitoring of COVID-19 in wastewater](#)
- Preliminary discussions with Canadian Water Network on possible SSEA participation and networking role in [COVID-19 Wastewater Coalition](#)

Financial

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

Grants

- Approved: Employment and Social Development Canada's *Canada Summer Jobs* funding for eight-week placements for five summer contract positions
- Approved: BioTalent Canada's Career Starter Program funding to support the SSEA Invasive Species Program Coordinator
- Approved: Lake Huron Georgian Bay Community Action Framework citizen science program for \$7,500

Budget

- The board approved a revised budget scenario due to COVID-19 at the meeting held on June 4, 2020, any excess funds that may result at year end will be dealt with at a future board meeting
- The board approved revised operations for SSS at their meeting on June 4, 2020 resulting in a 66% decrease in costs to municipalities

Invoicing

- Invoices sent to municipalities for cost recovery land use planning reviews from first quarter of 2020
- Invoices sent to municipalities for Inland Lakes, Honey Harbour Survey, Sustainable Severn Sound (SSS)

Thank you from Team SSEA

- 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
- Judy Limoges –Treasurer (p/t)
- Alyson Karson – Invasive Species Program Coordinator (started with SSEA June 15th)
- Robert Canning – Invasive Species Program Coordinator (Left SSEA April 10th)
- Nikole Priestman – Watershed Health Field Technician
- Laurie Barron – Corporate Services Coordinator (p/t)
- Tracy Roxborough – Sustainable Severn Sound



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No: 25-20-SSEA
Date: July 14, 2020
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: 2019 FINANCIALS STATUS

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 25-20-SSEA regarding the 2019 financials status be received as information.

Purpose of Staff Report

The purpose of this report is to provide an update as to the status of 2019 financials.

Background

A staff report was received by the SSEA board of directors during the April 16, 2020 meeting. At that time it was expected that the 2019 audit would take place in April. Since that time, it has been advised by the Treasurer for the Township of Tay that the audit is currently in progress, with draft audited financial statements expected to be ready in August. The Township of Tay has requested that the SSEA financial statements be completed first, as all of our municipal partners require our financial statements for government reporting purposes.

Once the draft statements are ready, they will be presented to the entire board at a future meeting.

Submitted by:

Original signed by
Judy Limoges, Treasurer SSEA

Approved for Submission by:

Original signed by
Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No: 26-20-SSEA
Date: July 13, 2020
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: 2020 2nd Quarter Draft Financials

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 26-20-SSEA regarding the 2020 second quarter draft financials be received as information.

Purpose of Staff Report

The purpose of this report is to provide the board with up to date 2020 financials.

Background and Analysis

Please be advised that the 2020 financial report reflects that finances are trending favourably year to date June 30, 2020. We are in a net revenue position as expected. This is in part due to issuing the majority of our invoices in the first half of the year. This is also due to a reduced amount of core spending. With June representing 50% of the year completed, core expenses are tracking lower at approximately 34%. This is largely due to reduced payroll expenses while our operations continue without staff anticipated in the 2020 approved budget and unfilled staff vacancies. When comparing actual to date with the revised COVID budget approved by the board, core expenses are still tracking favourably at 41%.

Please note that June payroll has not been distributed to activities/projects and is currently included in undistributed payroll expense.

Projects are also tracking favourably as revenues are largely in place and spending continues throughout the remainder of 2020.

Prepared by:

Approved for Submission by:

Original Signed By

Original Signed By

Judy Limoges, Treasurer SSEA

Julie Cayley, Executive Director

Attachment: SSEA Financial Report ending June 30, 2020

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)
FINANCIAL REPORT
For the Six Months Ending June-30-20

	2020	2020	2020	2020	2020	2019
	YTD Actual	REVISED Budget re Covid	Actual/Budget %	APPROVED Annual Budget	Actual/Budget %	APPROVED Actual
SSEA CORE OPERATIONS						
GENERAL REVENUE	(883,430)	(851,970)	104%	(908,069)	97. %	(509,630)
UNDISTRIBUTED PAYROLL EXPENSE	139,160	237,624	59%	291,298	48. %	107,190
ADMINISTRATION/OVERHEAD	67,563	157,245	43%	156,965	43. %	33,355
GIS BASE COVERAGES	36,501	88,639	41%	88,639	41. %	46,943
RISK MANAGEMENT	0	0	0%	17,165	0. %	0
REQUESTS & REVIEWS	4,003	5,500	73%	33,778	12. %	5,085
RURAL PROGRAMS	0	0	0%	12,183	0. %	0
MONITORING & SURVEILLANCE	28,608	72,011	40%	96,015	30. %	33,578
MONITORING SUPPORT	143	16,500	1%	22,000	1. %	12,278
WATER SCIENTIST	24,345	61,297	40%	61,297	40. %	32,964
INVASIVE SPECIES	13,805	48,113	29%	55,080	25. %	(24,973)
SOURCE WATER IMPLEMENTATION	(285)	76,149	0%	73,649	(0. %)	(1,089)
PSAB ADJUSTMENTS	0			0	0. %	0
TOTAL SSEA CORE OPERATIONS	(569,587)	(88,891)	0%	0	0. %	(264,299)
SSEA IMPLEMENTATION						
GROUND WATER PROJECT						
Revenues	0	(2,500)	0%	(2,500)	0. %	0
Expenses	0	2,500	0%	2,500	0. %	0
HONEY HARBOUR SURVEY						
Revenues	(14,941)	(14,941)	100%	(14,941)	100. %	(15,088)
Expenses	2,109	14,941	14%	14,941	14. %	1,967
INLAND LAKES						
Revenues	(18,588)	(18,588)	100%	(18,588)	100. %	(20,923)
Expenses	5,403	18,588	29%	18,588	29. %	6,894
TREE DISTRIBUTION PROJECT						
Revenues	397	0	0%	(20,004)	(2. %)	(13,870)
Expenses	5,324	5,503	97%	20,004	27. %	18,950
RMO PROJECT						
Revenues	(74,587)	(74,191)	101%	(74,191)	101. %	(68,952)
Expenses	18,619	74,191	25%	74,191	25. %	42,174
VICTORIA HARBOUR WTP SURVEY						
Revenues	0	(7,855)	0%	(7,855)	0. %	0
Expenses	0	7,855	0%	7,855	0. %	1,526
CITIZEN SCIENTIST						
Revenues	(4,625)	(4,625)	100%	0	0. %	0
Expenses	1,652	4,625	36%	0	0. %	0
HABITAT RESTORATION PROJECT						
Revenues	0	0	0%	0	0. %	(30,000)
Expenses	0	0	0%	0	0. %	17,878
SUSTAINABLE SEVERN SOUND						
Revenues	(32,256)	(106,756)	30%	(106,756)	30. %	0
Expenses	0	106,756	0%	106,756	0. %	0
FARLAIN LAKE PROJECT						
Revenues		(10,000)	0%			
Expenses		10,000	0%			
TOTAL SSEA IMPLMENTATION PROJECTS	(111,493)	5,503	0%	0	0. %	(59,444)
TOTAL SSEA OPERATING (SURPLUS)/DEFICIT	(681,080)	(83,388)	0%	0	0. %	(323,743)



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No: 27-20-SSEA
Date: July 6, 2020
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: 2020 INSURANCE COSTS UPDATE

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 27-20-SSEA regarding the 2020 commercial insurance revised costs be received as information.

Purpose of Staff Report

The purpose of this report is to inform the board of the results of the Executive Director's negotiations with the insurer, for commercial general liability and property insurance cost reductions due to SSEA operational changes as a result of the Covid-19 pandemic.

Background

A staff report was presented to the board on April 16, 2020 indicating an 18.5% increase in these insurance costs over 2019 rates. This would have resulted in a shortfall of \$1,100.00 in 2020.

The insurer was advised of the impact of Covid-19 on our activities, revenues and expenses.

Conclusion

The insurer has advised that a refund of \$1,008.00 will be issued to SSEA as a reduction to the invoiced cost. As the insurance year differs from the calendar year, this will result in a shortfall in 2020 of \$383.00 (actual cost \$8,645 vs budget \$8,262). Insurance costs will be reviewed in future budgets accordingly.

Prepared by:

Approved for Submission by:

Original signed by

Judy Limoges, Treasurer

Original signed by

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No: 28-20-SSEA
Date: July 14, 2020
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: SSEA 2021 Budget Review

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 28-20-SSEA regarding the 2021 SSEA budget be received for information; AND

FURTHER THAT: SSEA staff submit budget requests reflecting the “approved in principle” SSEA budget indicating the SSEA Board will be meeting to discuss and modify the 2021 approved budget prior to September 2020; AND

FURTHER THAT: A special SSEA Board meeting to review and approve the 2021 budget be schedule prior to September 1, 2020.

Purpose of Staff Report

The purpose of this report is to review the approved 2021 SSEA Budget. See SSEA Budget Municipal Shares 2020-2024 attached.

Background

A staff report was presented to the board July 18, 2019 and the SSEA Board approved in principle the five year 2020-2024 SSEA budget (resolution included below).

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

SSEA municipal partners have started to request 2021 budget funding requests be submitted, Georgian Bay has indicated they would like our request July 27, 2020. The 2021 budget was approved in principle by the SSEA Board as per the resolution above, prior to the current COVID-19 Pandemic.

Conclusion/Recommendation

As the 2021 SSEA budget was approved in principle by the SSEA Board in 2019 and, as the request for 2021 SSEA budget request is required by July 27th, it is recommended that the SSEA staff submit the budget request as approved in principle indicating the SSEA Board will be meeting to discuss and modify the 2021 approved budget incorporating changes due to the pandemic, prior to September 2020.

Prepared by:

Original signed by

Julie Cayley, Executive Director

Severn Sound Environmental Association

Municipal Sharing of SSEA Agreement for Operations

Including Sustainable Severn Sound as an implementation Project

Municipal Revenue Shares Calculated for 2020-2024

Municipality	Properties in W'shed	Assessment in W'shed	% Cost Share (8 Municipalities)	2018 APPROVED	2019 APPROVED 2% OVER 2018	2020 APPROVED	2021 APPROVED IN PRINCIPLE	2022 APPROVED IN PRINCIPLE	2023 APPROVED IN PRINCIPLE	2024 APPROVED IN PRINCIPLE	
Georgian Bay	2114	\$478,457,400	5.60	\$42,983	\$44,027	\$ 74,443	\$ 78,600	\$ 81,914	\$ 84,000	\$ 85,271	
Midland	6181	\$1,366,966,807	16.18	\$63,862	\$65,413	118,584	125,407	130,822	133,160	136,187	
Oro-Medonte	4256	\$1,112,902,900	12.20	\$56,008	\$57,368	101,979	107,799	112,424	114,667	117,034	
Penetanguishene	3446	\$734,452,100	8.85	\$49,397	\$50,597	88,003	92,978	96,938	99,101	100,912	
Severn	3358	\$687,466,543	8.45	\$48,608	\$49,788	86,334	91,209	95,089	97,242	98,987	
Springwater	2343	\$486,289,200	5.93	\$43,634	\$44,694	75,820	80,060	83,439	85,533	86,859	
Tay	6101	\$809,898,203	12.63	\$56,857	\$58,238	103,773	109,702	114,412	116,665	119,103	
Tiny	12303	\$2,392,111,202	30.16	\$91,451	\$93,672	176,911	187,257	195,448	198,118	203,466	
Totals:	41819	\$8,527,660,659	100	\$454,702	\$463,796	\$825,847	\$ 873,012	\$ 910,485	\$ 928,484	\$ 947,819	
				CORE-HISTORICAL	\$452,800	\$463,796	\$697,118	\$772,158	\$814,368	\$831,563	\$854,022
				INVASIVE SPECIES	\$49,500	\$52,500	\$55,080	\$56,182	\$57,305	\$58,451	\$59,620
				SOURCE WATER	\$0	\$0	\$73,649	\$44,672	\$38,812	\$38,469	\$34,177
				TOTAL CORE	\$502,300	\$516,296	\$825,847	\$873,012	\$910,485	\$928,484	\$947,819
				PROJECT:							
				SUSTAINABLE SEVERN SOUND	64,200	\$71,400	\$96,352	\$78,085	\$79,558	\$81,360	\$82,221
					\$566,500	\$587,696	\$922,199	\$951,097	\$990,043	\$1,009,844	\$1,030,040
				Total annual operating/core budget	\$567,677	\$579,030	\$908,069	\$956,879	\$996,029	\$1,030,739	\$1,036,819
				Base amount for each municipality	\$31,932	\$32,570	\$51,079	\$53,824	\$56,027	\$57,979	\$58,321

Note: Determination of Cost Apportionment as of December 2007 for agreement using revised SSEA watershed boundary.

1. the number of properties within the watershed area of each municipality was determined and from that, a percentage for cost sharing was calculated
2. the assessment within the watershed area for each municipality was determined and from that, a percentage for cost sharing was calculated
3. the average of 1. and 2.was used as the %cost share
4. for calculations with 8 municipalities, a base amount of 5.625% of the total annual operating budget was added to each share and followed by the percent of the remainder of the municipal amount
5. 2020-2024 include Invasive Species Project in core operations, previously an implementation project
6. Source Water Implementation Project funded by core in 2020-2024 due to lack of provincial funding



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No: 29-20-SSEA
Date: July 14th, 2020
To: Chair and Members of the SSEA Board of Directors
From: Aisha Chiandet, Water Scientist

SUBJECT: SSEA successful citizen science grant application

**APPLICABLE STRATEGIC PLAN GOALS:
Goal 2: Supportive Partnerships**

RESOLVED THAT: Staff Report No. 29-20-SSEA regarding an update on SSEA's successful citizen science grant be received as information.

Purpose of Staff Report

To update the Board on a second successful grant application for citizen science, which impacts budget and workload in 2020.

Background

SSEA was successful in securing a grant of \$7,500 from the Lake Huron Georgian Bay Community Action Initiative. The grant is administered by the Ausable Bayfield Conservation Authority, and will support development of the Shore Watch and Stream Watch branches of SSEA's Citizen Science Program. This grant is in addition to the \$4,625 received from the TD Friends of Environment Foundation (TD FEF) to implement citizen science.

Analysis:

Of the total grant amount, \$5,700 will go towards equipment and promotions for citizen science monitoring, and \$1,800 will go towards staff time to implement the program. Grant payment will be processed upon completion of the project and submission of a final report. Funds must be spent and reporting completed by December 2020. In addition to the funds to cover staff time through this grant, \$2,775 was allocated to staff time through the TD FEF grant. SSEA was also able to hire an Outreach, Communications and Citizen Science Assistant through Canada Summer Jobs funding. This position will play a significant role in assisting with delivery of the program.

Prepared by:

Approved for Submission by:

Original signed by _____
Aisha Chiandet, Water Scientist

Original signed by _____
Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No: 30-20-SSEA
Date: July 16th, 2020
To: Chair and Members of the SSEA Board of Directors
From: Aisha Chiandet, Water Scientist

SUBJECT: SSEA Citizen Science Program Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

- Build Scientific Knowledge & Understanding
- Build Resilience Across Severn Sound

Goal 2: Supportive Partnerships

- Empower Others to Take Action

Goal 3: An Engaged & Informed Community

- Increase Watershed Awareness & Understanding
 - Learn from Others
-

RESOLVED THAT: Staff Report No. 30-20 regarding an update on SSEA's citizen science program be received for information.

Purpose of Staff Report

To update the Board on SSEA's Citizen Science programs, including status and objectives.

Background

With support from two grants totaling \$12,125 (TD Friends of Environment Foundation, and Lake Huron Georgian Bay Community Action Initiative), SSEA is further developing two citizen science programs, Shore Watch and Stream Watch (formerly Community Environmental Monitoring):

Shore Watch

- Lake-focused
- Can be done from shore, dock or boat
- Measurements include air and water temperature, weather and wave conditions, water clarity and conductivity, observations of algae, water level impacts, plastic pollution, wildlife, invasive species, species at risk and human disturbances

Stream Watch

- Stream-focused
- Can be done from streambank or bridge
- Measurements include air and water temperature, weather and flow conditions, water clarity and conductivity, observations of algae, water level impacts, plastic pollution, wildlife, invasive species, species at risk and human disturbances

The objectives of these programs include:

- increasing community engagement and knowledge of local environmental issues
- increasing SSEA's capacity to observe environmental conditions across the watershed
- tracking relationships between nearshore algae growth and environmental factors such as wind direction and temperature
- collecting sightings of invasive species and species at risk
- identifying areas in need of beach clean-ups or habitat restoration
- tracking indicators of climate change, such as water temperature and wind speed
- determining thermal stability of streams, which provides rationale for protection of cool and cold water fish habitats

These programs are in addition to the Ice Spotters and Water Level Watch programs, the latter which currently only operates on Farlain Lake.

Analysis:

To date, there are 22 new volunteers signed up under the **Shore Watch** and **Stream Watch** programs, covering 25 locations across the Severn Sound area. Monitoring sites are located on streams, inland lakes, and the Severn Sound coastline. Monitoring kits are being assembled, which has taken longer than expected partly due to the COVID-19 situation. Volunteers have been given waivers and data release forms, and will be able to take part in a training webinar, currently in development. Videos have also been produced and will be posted on YouTube for further reference. Once forms have been submitted by volunteers, a data entry sheet is sent out so that participants can begin collecting data that doesn't require specialized equipment, while they wait for their kits.

For the 2019/2020 ice on and off season, we had 12 volunteers submit **Ice Spotters** observations at locations across Severn Sound and local inland lakes. Ice on/off observations are useful in tracking climate change impacts, and may be important in predicting summer algae growth.

Under the **Watch Level Watch** program, one volunteer has submitted 13 measurements in 2020 since the re-installation of the water level gauge. These measurements will help SSEA understand the relationship between local climate conditions and water level fluctuations.

All citizen science programs are being operated using guidance from the Simcoe Muskoka District Health Unit and the Province to reduce the spread of COVID-19.

Protocols include reminding participants to physically distance, sanitize their hands regularly, and avoid contact with those outside their household. SSEA protocols include arranging contactless pick-up or drop-off of monitoring kits, and encouraging submission of forms and data sheets electronically to the extent possible.

Through a Canada Summer Jobs grant, Zack Fryer has been hired as an Outreach, Communications and Citizen Science Assistant, and he will be helping with delivery of these programs, developing social media content, and developing a citizen science strategy.

Board members are welcome to participate in any of our programs, and are encouraged to spread the word about the program to their networks within the watershed. Interested participants can contact Aisha Chiandet by email at achiandet@severnsound.ca. Additional program information can be found at <http://bit.ly/sseacit-sci>.

Prepared by:

Approved for Submission by:

Original Signed By

Original Signed By

Aisha Chiandet, Water Scientist

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No: 32-20-SSEA
Date: July 16, 2020
To: Chair and Members of the SSEA Board of Directors
From: Alyson Karson, Invasive Species Program Coordinator;
Michelle Hudolin, Wetlands & Habitat Biologist

SUBJECT: SSEA Invasive Species Program Update

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. 32-20-SSEA, regarding the SSEA Invasive Species Program be received as information.

Purpose of Staff Report

The purpose of this report is to provide an update on the SSEA Invasive Species Program to date in 2020.

Background

The Invasive Species Program is now a core project of the SSEA. The SSEA is working to address public and municipal concerns regarding non-native species establishment within the Severn Sound watershed, and to reduce the ecological, economic and social impacts of invasive species, while fostering regional partnerships and community relations.

Updates

- Alyson Karson started as the SSEA Invasive Species Program Coordinator on June 15, 2020. Born and raised in Midland, Alyson's recent employment background includes experience with the Ministry of Natural Resources and Forestry, the Department of Fisheries and Oceans, and conservation authorities. She has been involved with many invasive species management programs including Sea Lamprey, Asian carp, and various terrestrial plants, as well as contributing to understanding the impacts that the invasive Round Goby, Red-eared Slider, Phragmites, and White-nose Syndrome may have on native populations.

- The SSEA continues to work with the Farlain Lake Community Association (FLCA) on Eurasian Water-milfoil management, as a special project. Given that the project was impacted due to COVID-19, FLCA received a one-year extension to their Ontario Trillium Foundation grant for the project. SSEA staff are negotiating an agreement with FLCA that would provide funding for SSEA's involvement for 2020 through to 2022.
- The SSEA is working with the Friends of Wye Marsh on development of a project that would address Phragmites in the Provincial Wildlife Area.
- Residents of the SSEA area, including Midland, Penetanguishene, and the Townships of Severn, Oro-Medonte, Tay and Tiny, have reported a significant increase in the Gypsy Moth population as well as defoliation of trees on private property. SSEA's recommendations in managing Gypsy Moth are consistent with the County of Simcoe's: to continue monitoring the population to assess and inform appropriate future management options. Chemical insecticide application is currently up to individual landowners and should be applied in May-June to effectively target this species. A biological pathogen that infects Gypsy Moth has been observed in the SSEA area and is likely an effective natural method of control.
- Three seasonal contract staff started on July 8, 2020 to support the general invasive species program (two *Invasive Species Technicians*) and the Farlain Lake Eurasian Water-milfoil project (one *Aquatic Plant Management Technician*). These positions are principally supported by the Canada Summer Jobs federal grant program.

Analysis and Discussion

The COVID-19 situation has had a direct impact on the work plan related to the SSEA Invasive Species Program. The SSEA is not able to conduct invasive species field work or facilitate community removal events at this time. In order to keep staff and the community safe, the SSEA has refocused to working online and telework, and connecting with and engaging the community through virtual means. Field work continues to be re-evaluated as the SMDHU and the Province revise and update direction on safe work practices.

Invasive species summer staff will be conducting virtual monitoring through verifying sightings from photographs and remote sensing, planning future invasive species management activities. They will also be involved in significant communications duties, including developing social media posts and training sessions, and making and editing videos to support invasive species education and outreach, prevention, and control activities.

Financial Implications

Canada Summer Jobs funding for the three seasonal positions was approved at 100% of minimum wage (i.e., \$14.00 per hour) for 8-week contracts at 35 hours per week each. The SSEA is covering the cost of a \$0.50 per hour wage top up, as well as the Mandatory Employment Related Costs which are typically in the range of 12%. As a result, these positions are anticipated to cost SSEA approximately \$1,890 in 2020. Laptop computers are being sourced to help support these staff in working from home.

Changes to the work plan due to COVID-19 may result in a reduction of funding available to support special projects (Farlain Lake Eurasian Water-milfoil, Wye Marsh Phragmites project) in 2020. However, the funding for these projects would be tied to achieving deliverables and works will only commence if funding is secured.

Prepared by:

Original signed by

Alyson Karson, Invasive Species Program Coordinator
Michelle Hudolin, Wetlands & Habitat Biologist

Approved for Submission by:

Original signed by

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Second Quarterly Meeting (Q2) July 16, 2020**

STAFF REPORT

No. 33-20-SSEA
Date: July 14, 2020
To: Chair and Members of the SSEA Board of Directors
From: Tracy Roxborough, Sustainability Coordinator, the Sustainable Severn Sound (SSS) project

SUBJECT: SSEA'S SSS Special Project Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

Priority Actions: Build Resilience Across Severn Sound

Goal 2: Supportive Partnerships

Priority Actions: Build New Alliances

Goal 4: An Exceptional Organization

Priority Actions: Commit to a Culture of Continuous Improvement

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 33-20-SSEA, regarding the Sustainable Severn Sound (SSS) special project update be received as information; AND

FURTHER THAT: The SSEA Board supports the recommendation for SSEA staff to explore the establishment of an ad-hoc Climate Resilience Advisory Committee.

Purpose of Staff Report

The purpose of this report is to provide a summary of the SSS project to-date, update the SSEA Board of Directors on the accomplishments of the SSS project for 2019 and Q1 2020 and outline next steps for the SSS project as a special project of SSEA.

Background

In late 2007, the SSEA facilitated the development of the [Severn Sound Sustainability Plan](#) endorsed by all nine watershed partner municipalities in the Spring of 2009. In 2011, the Sustainability Plan Steering Committee (SC, or Sustainability Committee)

created the Sustainable Severn Sound (SSS) program, which operated independently of SSEA. In 2016, SSS program staff introduced the [Municipal Sustainability Report Card](#) that identified the successes and opportunities for the seven active SSS partner municipalities/funders including the Towns of Midland and Penetanguishene, and the Townships of Severn, Oro-Medonte, Georgian Bay, Tiny and Tay. A key priority identified for action within the Municipal Sustainability Report Card was municipal climate change planning.

In 2017, SSS was the recipient of a \$68,700 seed grant from the Ontario Trillium Foundation to initiate the development of the area's first Climate Change Action Plan. This work was aligned with the Federation of Canadian Municipalities (FCM) and ICLEI (Local Governments for Sustainability) [Partners for Climate Protection \(PCP\) 5-milestone program](#). In 2018, SSS released the [Local Climate Change Action Plan \(LCCAP\)](#), which presented the GHG baseline inventory and 10-year GHG projections for the seven SSS partnering municipalities.

In 2018-19, SSS program staff further developed [six Municipal-level Climate Change Action Plans \(MCCAP\)](#). This work was completed with the support of a \$89,700 grant from FCM'S Municipalities for Climate Innovation Program. MCCAPs were prepared for the six municipalities including the Towns of Midland and Penetanguishene, and the Townships of Severn, Georgian Bay, Tiny and Tay.

In 2019 the SSS committee and SSEA Board identified several opportunities/advantages that could be achieved by incorporating the SSS activities into the SSEA. At the direction of the SSEA Board and SSS Sustainability Committee, a sub-committee was struck in 2019 and the merger of SSS into SSEA began. As of early 2020, the approved SSEA budget incorporated the SSS as a special project and the transition was underway.

2019-Q1 SSS Project Results: Overview

PCP Program Progress

In 2019, a Letter of Understanding was signed by each respective CAO of the six municipalities, recognizing SSS program staff as the Associate Member responsible for all submissions as members in the PCP program and this designation was confirmed with FCM. By the end of 2019, each of the six municipalities had achieved the Milestones 1, 2 and 3 of the PCP program, with SSS managing the development, analysis and submission of all documents and data to FCM. The following identifies the Milestone requirements, and what tasks were completed by SSS program staff as the designated Associate Member:

Milestone 1: GHG Inventory and Forecast

Milestone 2: Set Emissions Reduction Targets

Milestone 3: Develop a Local Action Plan

Maturity Scale for Municipal GHG Reduction

The Maturity Scale for Municipal GHG Reduction as developed as part of FCM's Municipalities for Climate Innovation Funding Program. As a successful funding applicant, SSS program staff were required to submit a completed maturity scale report for each of the six PCP program municipalities. The maturity scale was developed to provide municipalities with a tool to identify the areas of improvement in climate planning and GHG mitigation across three categories or competencies: (1) Policy (adopting policies and language that support the implementation of actions to reduce GHGs), (2) Human resources and government (equipping municipalities with the understanding, skills and knowledge needed to increase capacity for reducing municipal GHG emissions) and (3) Technical capacity (access to, and the ability to, utilize the tools needed to reduce GHG emissions and track progress).

Each of the six PCP member municipalities were assessed by SSS using the three competencies and these assessments were submitted to FCM's PCP program Secretariat by SSS in final report form in early 2020.

Partnership Development

Since its inception, the SSS program has had representation on the Sustainability Committee from our partnering municipalities (council and/or staff members), as well as community partners including the North Simcoe Community Futures Development Corporation, the Simcoe Muskoka District Health Unit and the SSEA. In 2019, SSS was successful in confirming the participation of the County of Simcoe Sustainable Operations Department staff as an advising member of the Sustainability Committee.

In 2018-19, SSS program staff delivered presentations on the SSS model, the LCCAP and MCCAP's to the Muskoka Watershed Council (including District Municipality of Muskoka staff and council), the Healthy Environment program staff at the Simcoe Muskoka District Health Unit, to attendees of the Regional Sustainability Workshop on Manitoulin Island as hosted by rethink Green, and to municipal staff and Indigenous representatives at a Community Climate Change Meeting hosted by Georgian Bay Biosphere Reserve (GBBR) and Whata First Nation. SSS program staff also worked closely with the GBBR staff in the development of their Integrated Community Energy and Climate Action Plan (ICECAP) project, which applied a similar model (PCP 5-Milestone Framework) as utilized by SSS. SSS program staff were also invited to participate as a member of the ICECAP committee, a task that has most recently been supported by SSEA staff since Apr-2020.

Status of the SSS Program

In late 2019, at the request of the municipal partners, the Severn Sound Environmental Association's (SSEA) Board of Directors and Sustainable Severn Sound's (SSS) Sustainability Committee collectively agreed to integrate programs. The integration of SSS as a special project of SSEA will enhance the value of the services provided for the

members and partners of both organizations and reduce brand confusion. The SSEA Executive Director, SSEA Team Members and SSS project staff are working together to address the outstanding items from the merger plan. These tasks are further detailed in the proposed work plan items for the remainder of 2020.

SSEA SSS Work Plan – June 2020 to December 2020

1. Merger Finalization
2. SSS Special Project Work Plan Development 2021-2024
3. PCP Program Tasks (Milestone 4 and Milestone 5)
Milestone 4: Implement the Local Action Plan
Milestone 5: Monitor Progress and Report Results
4. Administration (transition)
5. Communications, Website and Social Media

A more detailed version of the SSS Special Project Update, July 16, 2020, Staff Report is available on request.

Conclusion/Recommendation

Staff are implementing the work plan items for June 2020 to December 2020. The completion of these items will deliver on the program's standing PCP program commitments to the six PCP member municipalities, and provide the municipal partners with anticipated deliverables. These successful efforts will serve to support the continued municipal funding of the SSS special project under SSEA for 2021 and beyond.

As the SSS Sustainability Committee included community members with expertise in climate change and community health and resilience (i.e., Simcoe Muskoka District Health Unit), staff recommend creating an ad-hoc or "climate resilience advisory committee" to help support and provide insight and expertise to the Sustainable Severn Sound project to ensure an inclusive, high-value watershed climate resilience or action plan.

Prepared by:

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