



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)
2020 Third Quarter (Q3) Meeting**

**October 15, 2020
9:30 am – 12:00 noon
Via video & telephone conference**

- 1. WELCOME AND CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. APPROVAL OF PAST MINUTES**
 - 4.1 Minutes of Second Quarter (Q2) meeting of the SSEA Joint Municipal Service Board held July 16, 2020
 - 4.1 Minutes of the Severn Sound Source Protection Authority Meeting NO. 03-20-SS SPA held July 16, 2020
 - 4.2 Minutes of the special meeting the SSEA Joint Municipal Service Board held August 25, 2020
 - 4.3 Business arising from the minutes
- 5. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**

No SPA meeting this quarter
- 6. RISK MANAGEMENT OFFICIAL/INSPECTOR UPDATE**
 - 6.1 Staff Report 36-20-SSEA SPA/RMO Update
- 7. SSEA THIRD QUARTER (Q3) 2020 REPORT**
- 8. SSEA FINANCIAL REPORT**
 - 8.1 Staff Report 37-20-SSEA 2019 Draft Audited Financials
 - 8.2 Staff Report 38-20-SSEA SSEA Reserve Policy
 - 8.3 Staff Report 39-20-SSEA 2020 3rd Quarter Financials
Not available at time of posting, on table
 - 8.4 Staff Report 40-20-SSEA SSEA Drinking Water Source Protection 2020 revenue

9. PRESENTATIONS (11:00)

Huronian Community Foundation – Fund Establishment

Presented By: Scott Warnock, Executive Director Huronia Community Foundation

10. SSEA CORPORATE ADMINISTRATION UPDATE

10.1 Staff Report 41-20-SSEA Diversifying SSEA revenue sources

10.2 Staff Report 42-20-SSEA Btk Aerial Spraying Contractors

10.3 Staff Report 43-20-SSEA Sustainable Severn Sound Special Project 2020 Q3 Update

11. EXECUTIVE DIRECTOR UPDATE

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 SECOND QUARTER (Q2) MEETING
July 16, 2020
10:02 a.m. – 11:48 a.m.
Via video & telephone conference
DRAFT MINUTES**

Present via zoom video:

SSEA Chair, Deputy Mayor Steffen Walma
SSEA Vice Chair, Councillor Paul Wiancko
SSEA Past Chair, Councillor Ron Stevens
Councillor Carole McGinn
Councillor Ian Veitch
Deputy Mayor Anita Dubeau
Councillor Perry Ritchie
Councillor Jeff Bumstead

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

Staff present via zoom video:

Julie Cayley
Lex McPhail
Aisha Chiandet
Alyson Karson
Judy Limoges
Melissa Carruthers
Michelle Hudolin
Tracy Roxborough

Executive Director
IT Manager/GIS Applications Specialist
Water Scientist
Invasive Species Coordinator
Treasurer
Risk Mgmt. Official/Risk Mgmt. Inspector
Wetlands & Habitat Biologist
Sustainability Coordinator

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 10:02 a.m.

2. ADOPT AGENDA

Motion: 2020-61

Moved By: A. Dubeau

Seconded BY: P. Wiancko

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

Carried;

Mr. Ritchie joined the meeting

3. DECLARATION OF PECUNIARY INTEREST

None noted.

4. APPROVAL OF PAST MINUTES

Motion: 2020-62

Moved By: C. McGinn

Seconded By: J. Bumstead

RESOLVED THAT: the SSEA Joint Service Board approve the minutes of the 2020-06-04 meeting that was held on June 4, 2020

Carried;

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

Motion: 2020-63

Moved By: P. Ritchie

Seconded By: A. Dubeau

RESOLVED THAT: the SSEA Joint Service Board meeting be suspended to allow the Severn Sound Source Protection Authority meeting to proceed at 10:06 a.m.

Carried;

6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

Mr. Stevens joined during the SS SPA meeting

7. RECONVENE THE SSEA JOINT SERVICE BOARD MEETING

Motion: 2020-64

Moved By: C. McGinn

Seconded By: I. Veitch

RESOLVED THAT: the SSEA 2020 Second Quarter Joint Service Board meeting reconvene at 10:28 a.m.

Carried;

8. PRESENTATIONS

8.1 Invasive Species Update Gypsy Moths

Motion: 2020-65

Moved By: P. Wiancko

Seconded By: A. Dubeau

RESOLVED THAT: the presentation regarding an Invasive Species Update on Gypsy Moths be received as information

Carried;

It was noted that SSEAs is not currently supporting aerial spraying, as it is not selective in killing only gypsy moths. The decision to spray has been left to the municipalities or private landowners.

Follow up actions requested by the board include;

- SSEA to provide resource material to be shared with council, staff, and residents
- SSEA to work with Tiny to obtain their list of aerial sprayers and share amongst the other municipalities

8.2 Sustainable Severn Sound: Special Project Update

Motion: 2020-66

Moved By: J. Bumstead

Seconded By: C. McGinn

RESOLVED THAT: the presentation regarding the Sustainable Severn Sound, special project update be received for information.

Carried;

9. SSEA SECOND QUARTER 2020 REPORT

Motion: 2020-67

10. SSEA CORPORATE ADMINISTRATION UPDATE

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

Motion: 2020-73

Moved By: C. McGinn

Seconded By: I. Veitch

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

Carried;

It was noted Ms. McGinn would like to participate

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

Motion: 2020-74

Moved By: P. Wiancko

Seconded By: R. Stevens

RESOLVED THAT: Staff Report No. 31-20-SSEA regarding an update on water levels be received for information; AND

FURTHER THAT: The Board supports the recommendations proposed by SSEA staff.

Carried;

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

Motion: 2020-75

Moved By: P. Ritchie

Seconded By: J. Bumstead

RESOLVED THAT: Staff Report No. 32-20-SSEA, regarding the SSEA Invasive Species Program be received as information.

Carried;

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

Motion: 2020-76

Moved By: J. Bumstead

Seconded By: P. Ritchie

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.

Carried;

11. EXECUTIVE DIRECTOR UPDATE

Motion: 2020-77

Moved By: A. Dubeau

Seconded By: C. McGinn

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

Carried;

Updates included;

- Continuing to follow the advice of local Medical Officer of Health Dr. Gardner and all staff except Mr. McPhail are continuing to work remotely.
- Limited field work has started with the installation of temperature loggers. It is being done in the safest way possible and following COVID protocols, as well as being mindful of heat related safety issues with additional mask precautions.

- Looking into replacing two weather stations; one in Tiny near Lafontaine and one at the Midland Sewage Treatment Plant. Cost is significant, but would like to update and use real time data that would link direct to the SSEA website. Cost share opportunities are also being investigated.
- Big THANK YOU to Penetanguishene staff for including the SSEA as recipients of goodie bags including masks and other small items.

Vice Chair Mr. Wiancko left the meeting at 11:40

12. ANNOUNCEMENTS

None noted.

13. CORRESPONDENCE

No correspondence items on this agenda.

14. CLOSED SESSION

There are no closed session items for this agenda.

15. OTHER BUSINESS

None noted.

16. ADJOURN

Motion: 2020-78

Moved By: P. Ritchie

Seconded By: R. Stevens

RESOLVED THAT: this meeting of the SSEA Board of Directors held on July 16, 2020 adjourn at 11:48 a.m. to meet again on Thursday October 15, 2020 or at the call of the chair.

Carried;

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this _____ day of _____, 2020



South Georgian Bay Lake Simcoe Source Protection Region

**SEVERN SOUND SOURCE PROTECTION AUTHORITY
MEETING NO. 03-20-SS SPA
Thursday July 16, 2020 10:00 a.m.
Via video & telephone conference
Draft Minutes**

1. **WELCOME AND CALL TO ORDER**
Chair Walma called the meeting to order at 10:06 a.m.

2. **ADOPTION OF AGENDA**
Motion: 2020-12
Moved By: P. Wiancko Seconded BY: P. Ritchie
RESOLVED THAT: the Severn Sound Source Protection Authority approve the 03-20-SS SPA meeting agenda dated July 16, 2020.

Carried;

3. **DECLARATION OF PECUNIARY INTEREST**
None noted.

4. **APPROVAL OF PAST MINUTES FROM APRIL 16, 2020 SS SPA MEETING**
April 16, 2020 minutes were approved at part of the June 4, 2020 SSEA meeting

Mr. Stevens joined the meeting

5. **2019 REGIONAL ANNUAL REPORTING UPDATE**
Motion: 2020-13
Moved By: R. Stevens Seconded BY: I. Veitch
RESOLVED THAT: Staff Report No. 05-20-SS SPA and presentation regarding an overview on the 2019 Source Protection Plan annual reporting implementation status be received as information

Carried;

- Follow up actions requested by the board include:
- A copy of a signed Risk Management Plan to be shared to the board as an example

6. RISK MANAGEMENT OFFICIAL/RISK MANAGEMENT INSPECTOR UPDATE

Motion: 2020-14

Moved By: R. Stevens

Seconded BY: C. McGinn

RESOLVED THAT: Staff Report No. 06-20-SS SPA regarding an update as to the activities that have been undertaken by SS SPA and SSEA Risk Management staff during the SSEA Q2 of 2020 be received as information.

Carried;

7. OTHER BUSINESS

None noted

8. ADJOURN

Motion: 2020-15

Moved By: P. Ritchie

Seconded BY: A. Dubeau

RESOLVED THAT: this meeting of the Severn Sound Source Protection Authority held on July 16, 2020 adjourn at 10:28 a.m. to meet again (to be determined) at the call of the Chair.

Carried;

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this _____ day of _____, 2020

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)
SPECIAL MEETING
August 25, 2020
2:00pm – 4:00 pm
Via video & telephone conference
DRAFT MINUTES**

Present via zoom video:

SSEA Chair, Deputy Mayor Steffen Walma
SSEA Vice Chair, Councillor Paul Wiancko
Councillor Carole McGinn
Deputy Mayor Anita Dubeau
Councillor Perry Ritchie
Councillor Jeff Bumstead

Township of Tiny
Township of Georgian Bay
Town of Midland
Town of Penetanguishene
Township of Springwater
Township of Tay

Regrets

SSEA Past Chair, Councillor Ron Stevens
Councillor Ian Veitch

Township of Severn
Township of Oro-Medonte

Staff present via zoom video:

Julie Cayley
Judy Limoges
Melissa Carruthers

Executive Director
Treasurer
Risk Mgmt. Official/Risk Mgmt. Inspector

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 2:02 pm.

2. ADOPT AGENDA

Motion: 2020-79

Moved By: A. Dubeau

Seconded By: C. McGinn

RESOLVED THAT: the SSEA Joint Service Board approve the Meeting Agenda dated August 25, 2020

Carried;

3. DECLARATION OF PECUNIARY INTEREST

None noted.

4. SSEA 2021 Budget

4.1 Staff Report 34-20-SSEA: SSEA 2021 Staff Cost of Living Salary Increase

Motion: 2020-80

Moved By: P. Wiancko

Seconded By: J. Bumstead

RESOLVED THAT: Staff Report No. 34-20-SSEA regarding a 2021 annual cost of living adjustment (cola) salary increase by received; and

FURTHER THAT: Option A, an increase of 2.0% is approved by the board; and

FURTHER THAT: The Executive Director be authorized to implement this increase for SSEA FTE staff effective January 1, 2021.

Carried;

4.2 Staff Report 35-20-SSEA; 2021 Draft Budget

Motion: 2020-81

Moved By: P. Ritchie Seconded By: C. McGinn

RESOLVED THAT: Staff Report No. 35-20-SSEA regarding the 2021 Draft Budget be received; and

FURTHER THAT: The board approve an overall 2021 5.9 percentage increase over the 2020 final budget for the municipal contributions portion of the core 2021 budget.

Carried;

Motion: 2020-82

Moved By: P. Ritchie Seconded By: J. Bumstead

RESOLVED THAT: The Executive Director be directed to report back before year end with projected 2020 surplus and recommendations as to how to allocate for 2021 and beyond.

Carried;

5. OTHER BUSINESS

A member of the Gloucester Pool community has passed away and the family has generously asked for donations to go to the SSEA in memoriam. Donations can be made in cash or cheque to SSEA through the Township of Tay, however, most potential donors are looking for online electronic donation methods. SSEA staff will explore options including the possibility of working with the Huronia Community Foundation to bring forward to the Board at a later date.

6. ADJOURN

Motion: 2020-83

Moved By: A. Dubeau Seconded By: C. McGinn

RESOLVED THAT: this meeting of the SSEA Board of Directors held on August 25, 2020 adjourn at 2:59 pm to meet again on Thursday October 15, 2020 or at the call of the chair.

Carried;

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this ____ day of _____, 2020



**Severn Sound Environmental Association
2020 Third Quarterly Meeting (Q3)**

STAFF REPORT

No: 36-20-SSEA
Date: October 15th, 2020
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 2020 Q3 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:

BE IT RESOLVED THAT: Staff Report No. 36-20-SSEA regarding an update as to the activities that have been undertaken by SS SPA and SSEA Risk Management staff during the SSEA Q3 of 2020 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 third quarter of 2020.

Background

Under the *Clean Water Act, 2006* the SSEA is one of the Source Protection Authorities within the South Georgian Bay Lake Simcoe Source Protection Region (SGBLS SPR) and work with

our member municipalities as well as the District Municipality of Muskoka to implement the Drinking Water Source Protection (DWSP) Program.

Historically staff of the SSEA has been delegated by 8 municipalities (District Municipality of Muskoka, Townships of Georgian Bay, Severn, Oro-Medonte, Tay, Tiny, and Towns of Midland and Penetanguishene) to preform risk management services on behalf of their municipality under Part IV of the *Clean Water Act*. To date that work has included verifying significant drinking water threats (SDWTs) via phone calls, surveys, and site visits and if a SDWT was found, staff have started the process of negotiating risk management plans. 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:

SPA – During the SSEA third quarter (government fiscal second quarter) of 2020 Source Protection Authority staff has completed the following tasks:

- Continuing to support municipalities in updating Assessment Reports for new or changing water systems
- Continue to work towards / assisted other Source Protection Authorities in the region in completing the workplan items submitted to the Minister (MECP) for updates to the local source protection plan in 2018
- Attended 2 regional meetings, 1 Source Protection Committee meeting, 1 SS SPA meeting, and 4 meetings specific to changes to municipal water supplies
- Conducted 2 municipal council DWSP 101, RMP and SPA status updates deputations
- Submitted a press release to local media outlets highlighting new source protection committee members
- SSEA staff featured in the "[Drinking Water Source Protection in Ontario 20 Years After Walkerton](#)" article in the June/July 2020 Environmental Science & Engineering Magazine
- SSEA staff featured in Midland Today article "[Threats to Midland’s drinking water falling like rain: Expert](#)"

RMO - During the third quarter of 2020 risk management staff has completed the following tasks:

- Commented on 10 development applications, answered 8 inquiries, sent out 1 Draft Risk Management Plan, and attended 1 virtual pre-consultation meeting

Prepared by:

Approved for Submission by:

Original signed by

Original signed by

Melissa Carruthers, Risk Management
Official / Risk Management Inspector

Julie Cayley, Executive Director



Severn Sound Environmental Association 2020 3rd Quarter (Jul. 1 – Sept. 30) Report/Update

Staffing/HR

Administration, Staffing, Training and Volunteers

Administration

- SSEA offices remain closed due to COVID-19. Staff continue to work remotely with the exception of IT/GIS Manager and field staff accessing the office as needed.
- 2 SSEA Board meetings – 2nd Quarter and 2021 Budget Approval



Green frog at monitoring site on North River

Staffing

- THANK YOU to *Canada Summer Jobs* and our seasonal staff members Cameron Epp and Tamara Brincat (Invasive Species Technicians), Michael Rogers (Aquatic Plant Management Technician), and Zachary Fryer (Outreach, Communications and Citizen Science Assistant) for all your hard work over the summer
- Welcome Tamara Brincat, Invasive Species Program Coordinator
- Recruiting for fall 8-week *Environmental Technician* position:

Volunteers

- THANK YOU to Cody Avery, volunteer boat driver - Orr Lake
- THANK YOU to all of our citizen science participants for making our first year of Shore Watch and Stream Watch a success!

Training

- 32+ no-cost webinars attended by staff
- Topics included: mental health and nutrition, managing employees in uncertain times, invasive species, climate change and ecosystem stressors, environmental DNA, water levels, online environmental programming, microplastics, statistical analysis methods, Oak Ridges Moraine Groundwater Project, managing field work during COVID-19, how to create an efficiency financing program for your community.



Citizen Science volunteers measure Secchi depth in Honey Harbour

Education, Engagement, Outreach

Presentations, Articles, Media, School Involvement and Events

Presentations

- Township of Springwater Council & Staff: *SSEA Educational Session*
- Farlain Lake Community Association AGM: *Invasive Gypsy Moth and Farlain Lake Invasive Eurasian Watermilfoil Control Update*
- Towns of Midland and Penetanguishene Council: *Drinking Water Source Protection 101*
- Gloucester Pool Cottage Association virtual AGM: [Algae in the Severn Sound Area](#)
- Delegation to Minister Yakabuski (Minister of Natural Resources and Forestry) on behalf Township of Tiny and Tay and Towns of Penetanguishene and Midland who were successful in securing a delegation to the Minister at the Association of Municipalities of Ontario (AMO 2020) conference: *Great Lakes Water Levels – Shoreline Community Resilience*
- Season staff presented to MP Bruce Stanton sharing their SSEA experience and thanking him for Canada Summer Jobs funding



Articles/Publications/News

- Interview with: Midland Today on invasive Gypsy Moth “[Gypsy Moth population is surging in North Simcoe](#)”
- SSEA staff featured in the “[Drinking Water Source Protection in Ontario 20 Years After Walkerton](#)” article in the June/July 2020 Environmental Science & Engineering Magazine
- SSEA staff featured in Midland Today article “[Threats to Midland’s drinking water falling like rain: Expert](#)”
- Announced the [merger of SSS as a special project of the SSEA](#). Including coverage in August 3, 2020 Midland Mirror [Severn Sound Environmental Association & Sustainable Severn Sound Merge](#)

Media

- @severnsoundea SSEA Instagram activity for third quarter: 12 posts, 40 profile visits, and 183 total followers
- @SSEA_SSRAP Twitter activity for third quarter: 19 tweets, 241 profile visits, and 331 total followers
- Post topics included: invasive species, Drinking Water Source Protection, SSEA monitoring activities, citizen science, algae, shoreline phenomena, and links to resources

- Web Site Activity: 1,459 users visited www.severnsound.ca
- [YouTube channel](#): 15 total subscribers
- 4 New SSEA informational videos uploaded to SSEA YouTube channel: [Invasive Species: Phragmites - A Threat to Shorelines](#), [Invasive Species: Gypsy Moth](#), [Invasive Gypsy Moth Egg Mass Removal](#), and [Algae in the Severn Sound Area](#)
- 8 new SSEA citizen science training videos uploaded to SSEA YouTube channel playlist: [Citizen Science How-To Videos](#)

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

Events/Meetings/Conferences

- Understanding Algae Blooms virtual conference; Lake Huron Centre for Coastal Conservation “Is the Coast Clear” virtual conference
- Dufferin Simcoe Land Stewardship Network virtual AGM; Great Lakes Network meeting; ICECAP partners meeting
- Township of Springwater and Orr Lake Ratepayers: *A conversation about Orr Lake Water Quality*

School Involvement & Partnerships

- Wrapped up collaboration with two Georgian College students for Environmental Technology Applied Research Projects on Orr Lake
- Students from Eco Club at Patrick Fogarty Catholic High School participated in SSEA citizen science programs

Inquiry Responses

- SSEA staff responded to 11 inquiries from municipal partner representatives (not including Invasive Species [IS] inquiries)
- SSEA staff responded to 31 inquiries from members of the public or contractors working on behalf of landowners (not including IS inquiries)

Tree Planting

Planting and Distribution

Community Tree Planting & Tree Seedling Distribution

- In planning stages for spring 2021 (both programs deferred in 2020 due to pandemic)

Fish and Wildlife Habitat / Natural Heritage

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

Invasive Species

- Responded to 30 inquiries about invasive species, confirming identification and providing information and advice
- Documented occurrences of 13 invasive species

- Attended 2 community events on invasive Gypsy Moth
- Partnering on special projects: Farlain Lake Community Association's Eurasian Water-Milfoil project & Friends of Wye Marsh's Phragmites management project
- Produced 3 new SSEA fact sheets on [Gypsy Moth](#), [Chinese Mystery Snail](#), and [Banded Mystery Snail](#)
- Produced training video for the Friends of Wye Marsh's Phragmites management project



Invasive Species Technician, Cameron holding an invasive Banded Mystery Snail

Land Use Planning

Input and Review

Plan Input

- Commented on 7 applications, reports and Environmental Impact Studies

Policy Input

- Policy review: commented on proposed provincial water quantity framework
- SSEA letter to Minister Yurek (Minister of Environment, Conservation and Parks) re: concern over ongoing closure of MECP analytical labs.

Drinking Water Source Protection

Drinking Water Source Protection, Risk Management Services

Drinking Water Source Protection

- Continuing to support municipalities in updating Assessment Reports for new or changing water systems
- Continue to work towards / assisted other Source Protection Authorities in the region in completing the work plan items submitted to the Minister (MECP) for updates to the local source protection plan in 2018
- Attended 2 regional meetings, 1 Source Protection Committee meeting, 1 SS SPA meeting, and 4 meetings specific to changes to municipal water supplies

Risk Management

- Commented on 11 development applications, answered 8 inquiries, sent out 1 Draft Risk Management Plan, and attended 1 pre-consultation meeting.

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, inland lake, stream and groundwater monitoring programs are temporarily closed to non-essential (i.e. not drinking water related) samples. Team SSEA pivoted to focus field work on

programs that didn't rely on lab analysis, sending some samples to a private lab and some saved for future analysis pending re-opening of MECP labs. **SSEA wrote to the Minister of Environment, Conservation and Parks, Minister Yurek, copying MPP Dunlop and MPP Downey urging the province to re-open these labs as soon as it is safe and feasible.**

Update: As of Oct 2 2020, the MECP lab in Rexdale has re-opened for submission of PWQMN samples for the remainder of the calendar year.

Open Water

- Completed 7 water quality sampling events at the raw water intake in Tay Area and Rope Subdivision
- 3 Open Water sampling runs completed; samples saved for later analysis pending Dorset lab reopening



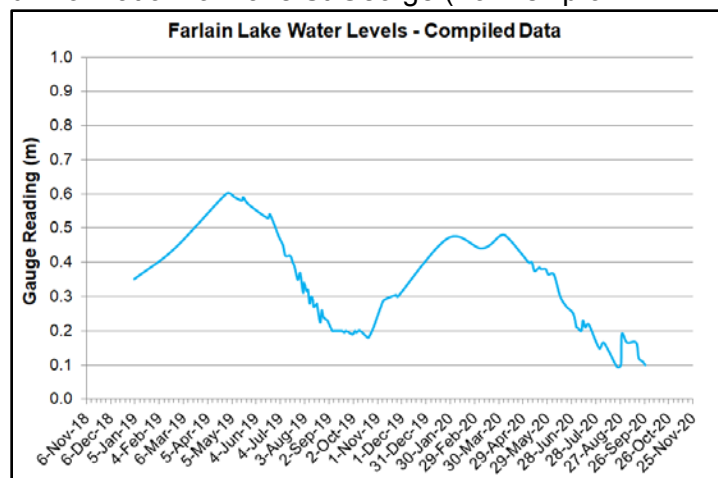
Sampling on Little Lake, Midland with SSEA Canoe

Inland Lakes

- 5 sampling runs completed on Little Lake, samples saved for later analysis pending Dorset lab reopening
- Submitted proposal and background information for Lake St George (Township of Severn)
- Update provided to Farlain Lake Community Association on water levels

Climate

- 3 air temperature loggers installed: Midland Sewage Treatment Plant, Huronia Airport
- 5 rain gauges installed: Huronia Airport, Midland Sewage Treatment Plant, Pine Grove, Ingram Sideroad and SSEA Office
- Researched options for new SSEA weather stations



Jan 2019-Sept 2020 water levels based on volunteer readings from gauges on Farlain Lake

Stream Temperature

- 39 temperature loggers installed; 27 removed and downloaded as of September 30.

Stream Invertebrates

- Sampled 14 long-term stations within Coldwater River, Sturgeon River, North River, Avon River, Silver Creek and Bass Lake watersheds



Stonefly (Order Plecoptera) found in the North River.

Groundwater

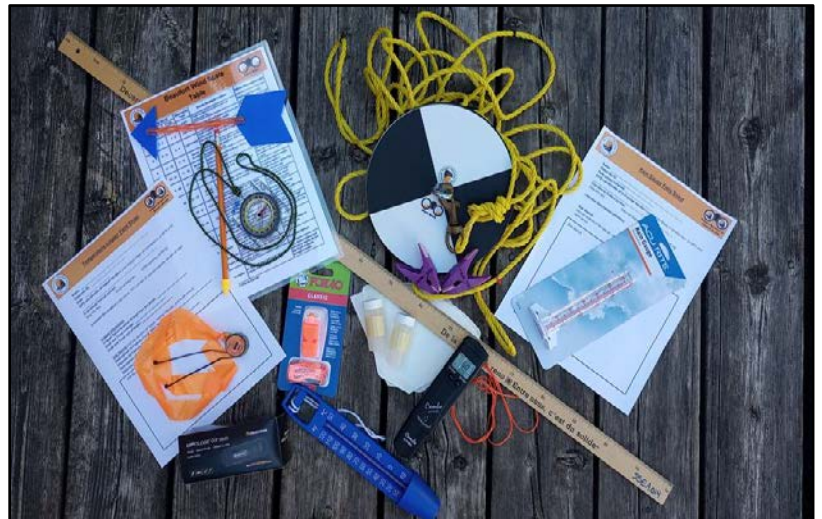
- Collected manual water level readings and downloaded level and temperature loggers from 9 Provincial Groundwater Monitoring Network (PGMN) stations and 6 SSEA monitoring wells

Flow Monitoring

- Measured stream baseflow (portion of flow from groundwater contributions) at 10 Coldwater River locations

Citizen Science

- Water Level Watch volunteers from Farlain Lake submitted 17 water level observations from a static water level gauge
- Added 29 volunteers to SSEA citizen science programs Shore Watch and Stream Watch, monitoring 29 sites across the watershed
- Delivered Shore Watch and Stream Watch including: production of 8 [training](#) and 1 [educational](#) videos, creation and delivery of monitoring kits and supporting materials



Shore Watch monitoring kit

Sustainable Severn Sound Special Project

Climate Change Action Plans, Partners for Climate Change Protection (PCP) Program

- Submission of 2 data agreements and requests with large energy service providers for greenhouse gas (GHG) emissions analysis and reporting
- Review of corporate and community GHG data for 2017 for submission and approval by the PCP program Secretariat
- Final submission of FCM Municipalities for Climate Innovation Funding (\$89,700) audit and project reporting requirements
- Acquired Council approval for implementation of *Action 11 from the Town of Midland's Climate Change Action Plan* through preparation and submission of a ['No-mow' Research Report](#) requested from SSS by Town staff
- Prepared and released new monthly [PCP Program Update](#) for municipal and Council PCP program representatives
- Updated [SSS website](#) and social profiles to reflect new status as SSEA special project and recognize municipal progress through the PCP program

Data Analysis and Reporting

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

Reporting

- Staff report on Severn Sound water levels

Statistics/Data Management & Analysis

- Update Honey Harbour water quality summary
- Update water quality datasets with new lab results
- Update Farlain Lake water level dataset and graphs
- Compilation of monthly Georgian Bay water levels, and regional climate data

Partnerships

New/Updated NGO partners and MOU's

- Re-engaging SSEA Board Agriculture Advisory Committee
- Exploring establishment of ad-hoc Climate Resilience Advisory Committee to the Board
- SSEA ED continues to be a Director on the Huronia Community Foundation
- SSEA ED re-appointed by Minister Yurek to the Muskoka Watershed Advisory Group
- SSEA Biologist continues to sit with the Dufferin Simcoe Land Stewardship Network
- SSEA Sustainability Coordinator and Water Scientist are active members of the GBBR *ICECAP* and the Simcoe Muskoka District Health Unit *Simcoe Muskoka Climate Change Exchange*

Financial

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

Grants

- Approved: BioTalent Canada's *Science Horizons* program to support the SSEA Invasive Species Program (wage subsidy up to \$15,000)
- Submission of TD Friends of the Environment Foundation grant (\$8,760) to support a Virtual Environmental Education and Community Education program
- Submission of final report for TD Friends of the Environment Foundation grant supporting citizen science programs

Budget

- 2021 Draft Budget Deputation to the Township of Georgian Bay Mayor and Council
- The board approved the 2021 budget at the meeting held on August 25, 2020
- 2021 budget request letters sent to municipal partners

Invoicing

- Invoices sent to municipalities for cost recovery land use planning reviews from May to September 2020
- Invoices sent to LSRCA for DWSWP for April to August 2020

Donations

- Approximately \$550 of private donations received including in memoriam donations
-

Thank you from Team SSEA

- Tamara Brincat - Invasive Species Program Coordinator
- 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)
- Nikole Priestman – Watershed Health Field Technician
- Tracy Roxborough – Sustainability Coordinator

And thank you TO the SSEA Team of Sensational Seasonal Staff

- Tamara Brincat – Invasive Species Technician
- Zackary Fryer - Outreach, Communications, and Citizen Science Assistant
- Cameron Epp - Invasive Species Technician
- Michael Rogers - Aquatic Plant Management Technician

SSEA thanks Simcoe North MP Stanton and Canada Summer Jobs - August 31, 2020





Severn Sound Environmental Association
Joint Service Board Meeting
October 15, 2020

STAFF REPORT

No: 37-20-SSEA
Date: October 15, 2020
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: 2019 Draft Audited Financials

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

BE IT RESOLVED THAT: Staff Report No. 37-20-SSEA regarding the 2019 draft audited financial statements be received by the board; AND

FURTHER THAT: the SSEA board of directors approve the 2019 Audited Financial Statements as provided by Pahapill and Associates Professional Chartered Accountants; AND

FURTHER THAT: a copy of the final approved 2019 SSEA Audited Financial Statements be posted on the SSEA website and distributed to municipal partners.

Purpose of Staff Report

The purpose of this report is to provide the 2019 audited financial statements to the board for approval.

Background

The SSEA financials are audited annually by the auditor engaged by the SSEA Treasurer municipality. Accordingly, the SSEA 2019 financial audit was completed by Pahapill and Associates Professional Corporation, auditors for the Township of Tay.

All of our municipal partners require our annual audited statements for consolidation in their Municipal Financial Information Returns. Therefore, it is recommended that as soon as our audited statements are approved by motion, they be sent to the municipalities.

Carl Pahapill will be joining the meeting to present the draft audited financial statements to the board.

Submitted by:

Approved for Submission by:

Original signed by
Judy Limoges, Treasurer SSEA

Original signed by
Julie Cayley, Executive Director

DRAFT FOR DISCUSSION PURPOSES ONLY

SEVERN SOUND ENVIRONMENTAL ASSOCIATION

FINANCIAL STATEMENTS

DECEMBER 31, 2019

SEVERN SOUND ENVIRONMENTAL ASSOCIATION
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INDEPENDENT AUDITOR'S REPORT

To the Board Members of Severn Sound Environmental Association:

Opinion

We have audited the financial statements of Severn Sound Environmental Association, which comprise the statement of financial position as at December 31, 2019, and the statements of operations, the change in its net financial assets (debt) and its cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Severn Sound Environmental Association as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Huntsville, Ontario

Pahapill and Associates Professional Corporation
Chartered Professional Accountants
Authorized to practise public accounting by
The Chartered Professional Accountants of Ontario

SEVERN SOUND ENVIRONMENTAL ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 4,635	\$ -
Accounts receivable, no allowance	188,543	118,449
Due from related parties (Note 2)	31,758	5,532
	224,936	123,981
LIABILITIES		
Accounts payable and accrued liabilities	190,379	33,216
Deferred revenue	4,625	33,599
Employee future benefits (Note 3)	88,928	86,122
	283,932	152,937
NET FINANCIAL ASSETS (DEBT)	(58,996)	(28,956)
NON-FINANCIAL ASSETS		
Tangible capital assets - net (Note 4)	200,726	38,575
Prepaid expenses	2,966	2,357
	203,692	40,932
ACCUMULATED SURPLUS (NOTE 5)	\$ 144,696	\$ 11,976

Approved by: _____
 Director

 Director

The accompanying notes are an integral part of these financial statements

SEVERN SOUND ENVIRONMENTAL ASSOCIATION
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget 2019 (Note 8)	Actual 2019	Actual 2018
REVENUE			
Municipal contributions	\$ 673,787	\$ 656,505	\$ 592,115
Lake Simcoe Region Conservation Authority	119,193	57,572	105,710
Province of Ontario grants	2,500	2,500	4,850
Projects and recoveries	105,000	67,321	49,598
Community and private donations	4,000	325,630	33,894
Tree distribution	17,000	15,699	12,973
Federal grants	-	3,920	12,540
Interest earned	-	4,657	3,648
TOTAL REVENUE	921,480	1,133,804	815,328
EXPENSES			
Salaries and benefits	548,495	509,874	505,706
Benefits	151,456	150,955	136,029
Materials and office	57,113	52,467	57,891
Contracted services	75,231	218,352	55,666
Rent and financial	89,185	62,464	52,362
Amortization	6,972	6,972	5,121
TOTAL EXPENSES	928,452	1,001,084	812,775
ANNUAL SURPLUS (DEFICIT)	(6,972)	132,720	2,553
ACCUMULATED SURPLUS, BEGINNING OF YEAR	11,976	11,976	9,423
ACCUMULATED SURPLUS, END OF YEAR	\$ 5,004	\$ 144,696	\$ 11,976

The accompanying notes are an integral part of these financial statements

SEVERN SOUND ENVIRONMENTAL ASSOCIATION
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget 2019 (Note 8)	Actual 2019	Actual 2018
Annual surplus (deficit)	\$ (6,972)	\$ 132,720	\$ 2,553
Acquisition of tangible capital assets	(169,123)	(169,123)	(15,883)
Amortization of tangible capital assets	6,972	6,972	5,121
Use of prepaid expenses	-	(609)	3,433
Increase (decrease) in net financial assets	(169,123)	(30,040)	(4,776)
Net financial assets (debt), beginning of year	(28,956)	(28,956)	(24,180)
Net financial assets (debt), end of year	\$ (198,079)	\$ (58,996)	(28,956)

The accompanying notes are an integral part of these financial statements

SEVERN SOUND ENVIRONMENTAL ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
Operating transactions		
Annual surplus (deficit)	\$ 132,720	\$ 2,553
Non-cash charges to operations:		
Amortization	6,972	5,121
Employee future benefits	2,806	340
	142,498	8,014
Changes in non-cash assets and liabilities:		
Accounts receivable	(70,094)	(78,625)
Accounts payable and accrued liabilities	157,163	(38,847)
Deferred revenue	(28,974)	22,176
Due to/from related parties	(26,226)	99,732
Prepaid expenses	(609)	3,433
	31,260	7,869
Cash provided by operating transactions	173,758	15,883
Capital transactions		
Acquisition of tangible capital assets	(169,123)	(15,883)
Cash applied to capital transactions	(169,123)	(15,883)
Net change in cash and cash equivalents	4,635	-
Cash and cash equivalents, beginning of year	-	-
Cash and cash equivalents, end of year	\$ 4,635	\$ -

The accompanying notes are an integral part of these financial statements

SEVERN SOUND ENVIRONMENTAL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2019

Severn Sound Environmental Association (the "Association") is a water management agency established in 2009 by a letter agreement among local Municipalities, Environment Canada and the Ontario Ministry of the Environment.

The local Municipalities are the Town of Midland, Town of Penetanguishene, Township of Tay, Township of Tiny, Township of Oro-Medonte, Township of Severn, Township of Georgian Bay, and the Township of Springwater.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Association are prepared by management in accordance with public sector accounting standards for local governments as recommended in the Public Sector Accounting Board "PSAB" of the Chartered Professional Accountants Canada. Significant aspects of the accounting policies adopted by the Association are as follows:

Basis of Accounting

- (i) **Accrual basis of accounting**
Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.
- (ii) **Non-financial assets**
Non-financial assets are not available to discharge existing liabilities but are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.
 - (a) **Tangible capital assets**
Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Tangible capital assets received as donations are recorded at their fair value at the date of receipt. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Equipment - 4 to 10 years

Wells - 35 years

Annual amortization is not charged in the year of acquisition.

SEVERN SOUND ENVIRONMENTAL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2019

(b) Pension agreements:

The Association is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Association has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. As such, the Association's contributions due during the year are expensed as incurred.

(c) Employee future benefits:

Vacation entitlements are accrued for as entitlements are earned. Sick leave benefits are accrued when they are vested and subject to pay out when an employee leaves the Association. Non-vesting sick leave benefits are accrued and subject to pay out if employees chose to top up their salary under the short-term sick leave plans.

(iii) Revenue recognition

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when funding is receivable.

All revenue other than government transfers and interest revenue, is recognized when received.

Interest revenue is recorded when earned.

(iv) Government Transfers

Government transfers, which include entitlements and legislative grants, are recognized as revenue in the financial statements when the transfers is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled. Government transfers consist of grants and subsidies for various operating and capital programs.

(v) Deferred Revenue

Deferred revenue represents funds which have been applied for and collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(vi) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principal estimates used in the preparation of these financial statements are the useful lives of tangible capital assets and the allowance for doubtful accounts. Actual results could differ from management's best estimates as additional information becomes available in the future.

In addition, the Association's implementation of the Public Sector Accounting Handbook PS3150 has required management to make estimate of historical cost and useful lives of tangible capital assets.

SEVERN SOUND ENVIRONMENTAL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS Year Ended December 31, 2019

- (vii) Collections
Collections, including works of art and historical treasures, are not capitalized in the statement of financial position. Purchases of collection items are expensed in the year in which the items are acquired. Contributions of collection items are reported as revenue and expense at their fair value. When fair value cannot be determined, the contribution is recognized at nominal value.

2. DUE FROM RELATED PARTIES

The Association received \$656,505 (2018 \$592,115) in Municipal contributions from related parties.

The Treasurer Municipality (Township of Tay, effective Jan 1, 2018) collects receivables and remits payments to vendors on behalf of the SSEA throughout the calendar year. As such, the balance due from related parties as at December 31, 2019 of \$31,758 from the Township of Tay (2018 \$5,532 from the Township of Midland) represents the remaining operating funds held by the Treasurer municipality once all financial assets and liabilities are settled.

Amounts due to/from related parties consists of \$92,363 due from participating municipalities which is included in accounts receivable and \$127,224 due to Township of Tiny, which is included in accounts payable at December 31, 2019.

These transactions are in the normal course of operations and are measured at the exchange value (the amount of consideration established and agreed to by the related parties), which approximates the arm's length equivalent value for sales of product or service.

3. EMPLOYEE FUTURE BENEFITS

An actuarial estimate of future liabilities has been completed using the most recent actuarial valuation in February 2020 and forms the basis for the estimated liability reported in these financial statements.

The following table sets out the continuity of the accrued benefit obligation.

	2019	2018
Accumulated sick leave entitlements	\$ 35,200	\$ 34,000
Accrued health and dental benefit liability	47,200	41,200
Vacation payable	6,528	10,922
	\$ 88,928	\$ 86,122

Information about the accumulated sick leave entitlements and accrued health and dental benefit liabilities are as follows:

	2019	2018
Accumulated benefit obligation, beginning of year	\$ 75,200	\$ 76,100
Add: Benefit/service cost	7,700	5,700
Add: Interest	4,500	2,400
Less: Amortization of actuarial gains	2,900	(1,500)
Less: Benefit contributions	(7,900)	(7,500)
	\$ 82,400	\$ 75,200

SEVERN SOUND ENVIRONMENTAL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS Year Ended December 31, 2019

The significant actuarial assumptions adopted in measuring the Association's accrued benefit obligations are as follows:

	2019	2018
Discount rate	3.00 %	3.90 %
Salary escalation	2.00 %	3.00 %
Dental premium rates	6.20% for 2019 reducing by 0.20% in each year to an ultimate rate of 4%	
Health premium care rates	7.23% for 2019 reducing by 0.15% in each year to an ultimate rate of 4%	

4. TANGIBLE CAPITAL ASSETS

The following table provides information on the tangible capital assets of the Association by major asset class.

	Machinery Equipment and Furniture	Wells	TOTAL 2019	TOTAL 2018
COST				
Balance, beginning of year	\$ 127,320	\$ -	\$ 127,320	\$ 111,437
Additions and betterments		169,123	169,123	15,883
BALANCE, END OF YEAR	127,320	169,123	296,443	127,320
ACCUMULATED AMORTIZATION				
Balance, beginning of year	88,745	-	88,745	83,624
Annual amortization	6,972	-	6,972	5,121
BALANCE, END OF YEAR	95,717	-	95,717	88,745
TANGIBLE CAPITAL ASSETS-NET	\$ 31,603	\$ 169,123	\$ 200,726	\$ 38,575

5. ACCUMULATED SURPLUS

The Association's accumulated surplus balance is comprised of the following:

	2019	2018
Invested in tangible capital assets (Note 4)	\$ 200,726	\$ 38,575
Reserves and reserve funds	62,122	-
Unrestricted surplus (deficit)	(35,752)	48,601
Amounts to be recovered in future years	(82,400)	(75,200)
	\$ 144,696	\$ 11,976

SEVERN SOUND ENVIRONMENTAL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS Year Ended December 31, 2019

6. PENSION AGREEMENTS

The Association makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer pension plan, on behalf of full time members of staff. The plan is a contributory defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2019. The results of this valuation disclosed total actuarial liabilities of \$106,433 million with respect to benefits accrued for service with actuarial assets at that date of \$103,046 million indicating an actuarial deficit of \$3,397 million. Because OMERS is a multi employer plan, any Plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Association does not recognize any share of the Plan surplus or deficit.

The amount contributed to OMERS for the current year was \$41,443 (2018 \$41,828) for current service and is included as an expense on the Consolidated Statement of Operations.

7. GOVERNMENT TRANSFERS

Government transfers include monetary transfers based on cost-sharing agreements between the levels of government. Specific funds are also transferred when the Association provides evidence that the qualifying expenditures have been incurred. The Association also receives government transfers once certain criteria have been met or with the stipulation that the funds are used for specific projects or expenses (entitlements with stipulations). Any transfers received where the transfer stipulations have not been met by year-end are recorded as deferred revenue.

The amount of funding provided to the Association for each project is subject to final review and approval by these government organizations. As at the date of these financial statements, funding for the ongoing projects have not been subject to this review process. Any future adjustments required as a result of this review will be accounted for at that time.

8. BUDGET FIGURES

The unaudited budget adopted for the current year was prepared on a fund basis, and has been amended to conform with the accounting and reporting standards adopted for the current year actual results.

9. COMPARATIVE FIGURES

Certain 2018 amounts in these financial statements have been reclassified to conform with their presentation in 2019.



**Severn Sound Environmental Association
Joint Service Board Meeting
October 15, 2020**

STAFF REPORT

No: 38-20-SSEA
Date: October 2, 2020
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: SSEA RESERVE POLICY

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

BE IT RESOLVED THAT: Staff Report No. 38-20-SSEA regarding the SSEA Reserve Policy be approved by the board; AND

FURTHER THAT: the SSEA Reserve Policy be approved as presented.

Purpose of Staff Report

The purpose of this report is to provide the board with a reserve policy as identified in the 2020 budget process.

Background

As part of the 2020 budget process, the establishment of SSEA reserves was approved by the board to provide for emergent financial needs, funds for replacement of equipment, future expenditures, future projects and to manage the financial requirements of the association.

Accordingly, a policy addressing the parameters around the operation of SSEA reserves has been established with the assistance of some of our municipal partner policies and has been reviewed by Joanne Sanders, Director of Finance, Township of Tay and by our audit firm, Pahapill and Associates Professional Corporation. This Draft Policy is attached to this report.

As recommended and defined in the policy, the four reserve accounts established for the SSEA are Contingency Reserve, Employee Benefits Reserve, Capital Asset Reserve and Well Decommissioning Reserve. Planning for reserves is included in the annual budget process. The allocation of any surplus funds at year end to reserve is determined by the surplus calculated by audit and as approved by the board.

Conclusion/Recommendation

In support of the establishment, contribution and use of SSEA reserves as included in the 2020 to 2024 budgets, it is recommended that the SSEA Reserve Policy be approved.

Prepared by:

Approved for Submission by:

Original signed by

Judy Limoges, Treasurer

Original signed by

Julie Cayley, Executive Director

Attachment: Severn Sound Environmental Association Draft - Reserve Policy (Draft October 15, 2020)

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
DRAFT - RESERVE POLICY
(Draft October 15, 2020)**

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PURPOSE:

The purpose of this Reserve Policy is to establish specific reserves to provide for emergent financial needs, funds for replacement of equipment, future expenditures, future projects and to manage the costs of the association.

This policy helps to ensure that SSEA's cash resources are optimized, and sufficient liquidity is maintained to meet the ongoing financial requirements of the association.

This policy supports the effective use and management of reserves in accordance with the Municipal Act.

OBJECTIVE:

This policy will support decisions relating to budget. Prudent use of reserves mitigates significant fluctuations in operations and assists in stabilizing the impact of unanticipated occurrences. Annual contributions to reserves provide a fair and equitable approach to funding the future costs, replacement of capital assets and general needs.

DEFINITIONS:

“SSEA” – Severn Sound Environmental Association.

“The board” – means the Severn Sound Environmental Association board.

“The association” - means the Severn Sound Environmental Association board.

“Capital Asset” - Tangible capital assets, as stated in the “Guide to Accounting for and Reporting Tangible Capital Assets,” published by PSAB, are non-financial assets having physical substance that:

- a) Are held for use in the production or supply of services, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) Have useful economic lives extending beyond an accounting period;
- c) Are used on a continuing basis; and
- d) Are not for resale in the ordinary course of operations. (PS 3150.05)

“Budget” – The annual plan for the purchase and financing of SSEA.

“Expenditures” shall mean the payment of monies by the Corporation in consideration of the acquisition of goods and/or services.

“Reserve” – is an appropriation of net revenue with no reference to any specific asset and does not require any physical segregation of money or assets (ie separate bank account).

RESERVES

Contingency Reserve – Is contributed to on an annual basis to provide funding assistance for projects/activities where there are funding gaps, thus allowing projects to be completed that otherwise would have been deferred due to budget constraints, unexpected or unpredicted events, or extraordinary expenditures. This would include use for strategic plan renewal every 5 years. Funds allocated to projects/costs not completed in a given year can be contributed to this reserve for payment in the future. Typically, surplus funds at year end would be contributed to this reserve.

Employee Benefits Reserve – Is contributed to as surplus funds become available related to employee benefits and as determined by the board. This reserve is to offset employee benefit liabilities such as sick banks, vacation payable, etc. and may be used to fund the payout of such expenses.

Capital Asset Reserve – Is contributed to on an annual basis to provide funds for future capital expenditures. Ideally, annual contributions will be consistent with the annual amortization to cover the replacement of capital assets in the future.

Well Decommissioning Reserve – Is contributed to on an annual basis to provide funds for decommissioning the wells that are the responsibility of SSEA, based on the life expectancy of the wells and the costs to decommission same at the end of their useful life.

RESERVES PROCEDURES AND CONTROLS

1. All proposals to establish or create a new reserve in any year, will be approved by the board, typically contained in the budget estimates as part of the budget process.
2. All contributions to and/or withdrawals from reserves will be approved by the board, normally as part of the budget approval process, or specifically by resolution or in conjunction with the adoption of a report to the board.
3. All contributions to and withdrawals from reserves will be clearly identified and segregated in the accounting system.
4. Money in a reserve shall be spent only for the approved purpose(s) of the reserve, unless otherwise approved by the board.
5. A summary will be provided to the board each year setting out a Statement of Continuity showing the beginning balance, transfers to/from each reserve and the projected year-end balance.
6. This policy and the adequacy of the reserves will be reviewed annually with the board of directors during the budget process.

Reserve Transfers

Annual transfers to reserves are calculated during the budget process and are based on the expected purpose of the reserve (e.g. replacement cost and lifecycle of the assets they are used to replace).

Changes to annual transfer amounts may occur as, for example, the costs of capital assets change, or as determined by the cost of the expenditures required to accomplish the purpose of the reserve (e.g. Strategic Plan Reserve).

Closing Reserves

If the purpose for which the reserve was created has been accomplished or the reserve is deemed to be no longer necessary, the board may decide on the following:

- a) The closure of the reserve
- b) The disposition of any remaining funds
- c) The necessary amendment to the Reserve Policy

A resolution of the board will be required to close a reserve.



**Severn Sound Environmental Association
2020 Third Quarterly Meeting (Q3)
October 15, 2020**

STAFF REPORT

No: 40-20-SSEA
Date: October 15, 2020
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: SSEA Drinking Water Source Protection 2020 revenue

APPLICABLE STRATEGIC PLAN GOALS:

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

RECOMMENDATION:

BE IT RESOLVED THAT: Staff Report No. 40-20-SSEA, regarding SSEA Drinking Water Source Protection 2020 revenue be received; and

FURTHER THAT: the SSEA Board approve Option 1 as presented.

Purpose of Staff Report

The purpose of this report is to provide the SSEA Board with options regarding the municipal budget allocation to the 2020 SSEA Source Water Protection Program.

Background

As the SSEA continues to implement the Strategic Plan, and as future financial challenges are unknown, fiscal prudence including establishing reserves is critical. Reserves would help to ensure that SSEA's cash resources are optimized, and sufficient liquidity is maintained to meet the ongoing financial requirements of the association.

The SSEA Board approved the 2020 budget which included \$73,649 from our municipal partners for Drinking Water Source Protection (DWSP) program services anticipating a reduction in funding from the Provincial Government for 2020/21 fiscal for this program. April 14, 2020, the SSEA Board passed Motion: 2020-42 which included resolution "...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". The SSEA Board approved 2020 DWSP budget of \$73,649 has been collected from the SSEA member municipalities as per Board direction April 14, 2020. At the end of May 2020 an MOU

was signed with the LSRCA as the lead SPA for the 2020-21 Provincial funding for the DWSP program. The 2021 approved SSEA DWSP budget is \$47,280.

As in previous years, it is anticipated that the Province will at some point discontinue funding for the DWSP program. Without ongoing planning within the SSEA budget for this potential occurrence, this end in Provincial funding would result in a significant increase in budget revenue required from our municipal partners. As per Motion: 2020-42 (April 14, 2020) the following options are presented to the Board:

1. Move the 2020 municipal source water funding received from the member municipalities (\$73,649) into SSEA reserve.
2. Refund each municipality their share (as per the core municipal share ratio) of a portion of the cost invoiced in 2020 for DWSP equivalent to the amount of the 2021 core municipal increase (as per approved increase of \$48,843). Move remaining \$24,806 to SSEA reserve.
3. Refund full \$73,649 to SSEA Municipal partners as per the core municipal share ratio

Conclusion

The SSEA staff recommendation continues to be to move the 2020 municipal DWSP funds collected to SSEA Reserve for anticipated future program funding shortfalls, option 1 above.

Submitted by:

Original signed by
Julie Cayley, Executive Director



Severn Sound Environmental Association
2020 Third Quarterly Meeting (Q3)

STAFF REPORT

No: 41-20-SSEA
Date: October 15, 2020
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: DIVERSIFYING SSEA REVENUE SOURCES

APPLICABLE STRATEGIC PLAN GOALS:

Goal 4: An Exceptional Organization

RECOMMENDATION:

BE IT RESOLVED THAT: Staff Report No. 41-20-SSEA Diversifying SSEA Revenue Sources be received for information; AND

FURTHER THAT: The SSEA ED be directed to work with the Huronia Community Foundation to establish a flow-through fund for SSEA; AND

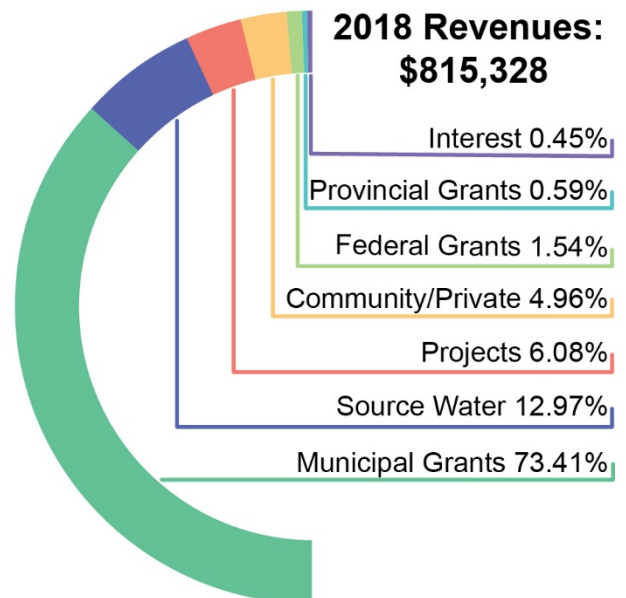
FURTHER THAT: The SSEA Treasurer municipality, the Township of Tay, be the “funds” administrator.

Purpose of Staff Report

The purpose of this report is to seek direction from the Board regarding opportunities for sustainable long-term funding for the SSEA, in particular the establishment of a fund within the Huronia Community Foundation to support success in ‘building an Environmental Legacy’ in Severn Sound as a first step in ensuring long term sustainable funding for the SSEA.

Background

In the 2018 – 2023 SSEA Strategic Plan, the need to “identify and implement opportunities to ensure funding for SSEA is secure and sustainable over the long-term” is identified as a priority action. The SSEA’s core budget funding is provided by the Municipal partners. The SSEA operations budget is made up of core, special project and external funding. Funding comes from a number of external sources including foundations, Federal and Provincial Government and private donation.



These external funding sources, including other levels of Government, are unpredictable and short term. Diversifying revenue and ensuring funding is long term and sustainable, is critical for SSEA's financial security.

In 2019 the SSEA Board directed the Executive Director to explore charitable foundation and other options to expand revenue streams. Currently, the SSEA can accept donations through the Township of Tay, our treasurer municipality, as cash or cheque. The Township issues the charitable tax receipt where applicable. This process involves administration time and back and forth with the SSEA to ensure the Township knows they are coming and the GL code to use. For smaller donations less than \$50 the administration cost can outweigh the donation value.

In 2020 SSEA operations were required to change significantly due to the COVID-19 Pandemic including shifting interactions and transactions to more on-line and electronic and less face to face. The SSEA was also grateful to be named by a family as a recipient for in memorial donations in the passing of their loved one. As many people no longer use cheques and delivering cash donations to both SSEA and the Township are not always feasible the SSEA is likely missing out on donation revenue opportunity. This highlights a weakness for SSEA, our inability to accept and/or process electronic and online donations. As significant infrastructure and internet changes would be required to enable accepting and processing online and electronic donations, the ED looked to existing structures with partnering capacity in particular the opportunity to establish a "flow-through" fund with the Huronia Community Foundation (HCF).

Since 2001 the Huronia Community Foundation (HCF) has disbursed \$3.5 million dollars in grants and scholarships to the local communities. Through their Flow-Through Funds HCF supports local organizations in short-term fundraising and charitable giving. With a flow-through fund there would be no minimum balance to start the fund and HCF would:

- provide all tax receipts to donors to the fund.
- charge a small administration fee of 2% to process and administer the individual donations as well as the fund. This fee is charged on a monthly basis but only in months when there are donations (If there are no donations in that month, no administration fee is charged.)
- provide a financial fund report on an Annual Basis to the Board of the SSEA.
- provide the ability for donors to remotely support SSEA by completing an HCF online donation form <https://www.huroniacommunityfoundation.com/donate-now/form/>

If directed by the Board, the SSEA would work with the HCF to establish an Environmental/Resilience Fund and work with SSEA partner municipalities to establish the "funds" administrator. HCF currently has 2 Flow-Through funds administered by the Town of Midland supporting the environment, and arts. A flow-through fund allows for immediate disbursement at a donor's discretion. As needed, the SSEA would request a lump sum amount, to support the ongoing work of the organization, from the HCF who would in turn release a cheque in that amount to the "funds" administrator ie. One of the SSEA partner municipalities for deposit to the SSEA bank account (currently administered by the Township of Tay, the SSEA treasurer municipality). The HCF would manage the fund taking that administrative load off of the SSEA and Township of Tay Staff.

Analysis/Discussion

One of the SSEA partner municipalities would need to administer the “funds” and the current treasurer municipality, the Township of Tay, is the logical first choice as they administer the SSEA bank account. The SSEA revenue sources have continually decreased in diversity leaving the SSEA vulnerable if one of the dominate funders is reduced. Establishing a Severn Sound Environmental Flow Through Fund with HCF links directly to the 2018-2023 Strategic Plan priority actions by diversifying SSEA revenue streams reducing revenue risk. This fund would also reduce the administration work required by the SSEA staff and treasurer municipality, the Township of Tay, by removing the administration and processing of individual donations and issuance of tax receipts.

Financial Impact

In the short term, staff time as part of the Executive Directors workplan and staff time to promote the fund. The establishment of a fund could provide the potential to increase SSEA funding and ability to operate and serve the Severn Sound community on a more sustainable basis. The fund is subject to a 2% HCF administration fee which is comparable to other online donation systems.

Prepared and Submitted by:

Original signed by
Julie Cayley, Executive Director



**Severn Sound Environmental Association
2020 Third Quarterly Meeting (Q3)**

STAFF REPORT

No: 42-20-SSEA
Date: 15-Oct-2020
To: Chair and Members of the SSEA Board of Directors
From: Tamara Brincat, Invasive Species Program Coordinator; Michelle Hudolin, Wetlands & Habitat Biologist

SUBJECT: Information on Btk Aerial Spraying Contractors

APPLICABLE STRATEGIC PLAN GOALS:

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

RESOLVED THAT: Staff Report No. 42-20-SSEA, regarding Btk Aerial Spraying Contractors, be received for information.

Purpose of Staff Report

The purpose of this report is to provide information on the bacterial insecticide *Bacillus thuringiensis 'kurstaki'* (Btk) and a list of contractors that are licenced to apply pesticides by aerial spraying to help control invasive European Gypsy Moth (*Lymantria dispar*).

This report is for information purposes only and in no way indicates support for or endorsement of the product(s) and/or the services of contractor(s) by SSEA, nor does it speak to the quality or safety of their work.

Background

In 2020, the Severn Sound area experienced an outbreak of the non-native, invasive forest defoliator Gypsy Moth. Populations of this species are cyclical in nature, surging approximately every 7-10 years, historically followed by a population crash. In Ontario, the invasive Gypsy Moth is beyond the stage where it can be eradicated, and as a result is expected to continue to have periodic population increases.

Bacillus thuringiensis 'kurstaki' (Btk) is a bacterial insecticide (a type of pesticide) registered by Health Canada's Pest Management Regulatory Agency that targets the caterpillar phase of moths and butterflies, and is not specific to European Gypsy Moths alone. Btk produces a protein that is toxic to caterpillars, and when Btk is ingested by these caterpillars, it will break down their stomach¹. The insect will stop feeding and consequently die within 2-5 days after ingestion¹. It must be applied to leaves during the early caterpillar stage of Gypsy Moth in spring, as it needs to be ingested by caterpillars to be effective. The appropriate timing of treatment is essential for control and to reduce or avoid harm to native caterpillars. It is time- and weather-sensitive,

leaving a very narrow window where treatment can be applied. Treatment needs to be applied at the second instar stage of Gypsy Moth caterpillar development, typically late May to early June, depending on spring conditions which can influence caterpillar hatching dates.² Ideal weather conditions for aerial application of Btk include wind speeds between 1-16 km/hr, humidity of greater than 40%, temperatures between 2 and 40 degrees C, and no precipitation from the time of spraying to 48 hours after application¹. Careful monitoring of Gypsy Moth caterpillar emergence needs to be carried out to determine the exact timing. Products for aerial spray must be purchased and applied by licenced pesticide applicators.

Analysis and Discussion

Btk can reduce tree defoliation in treated areas by reducing Gypsy Moth populations to a manageable level during outbreaks, but it does not completely eradicate the species. Historically, natural controls, including Nucleopolyhedrosis virus (NPV) and Entomophaga maimaiga fungus, have been a significant factor in collapsing outbreaks of Gypsy Moth.

Aerial spraying of Btk for crown forest management can only be done at the approval of the Provincial government and aerial application on private land requires approval of the landowner and may require approval from the landowners of adjacent properties that could be impacted. SSEA has been in communication with numerous organizations and experts regarding the use of Btk for Gypsy Moth outbreaks, and contractors that can provide licenced aerial spraying services (Table 1).

Table 1. Communications between SSEA and organizations/environmental professionals on contactors/consultants that are licenced to do aerial pesticide applications

Contact Name	Affiliation and Position	Response
Graeme Davis	County of Simcoe - Forester	County will be researching aerial spraying
Will Cox	County of Simcoe - Forestry Technician	County of Simcoe is not considering spraying in Spring 2021; they will be completing egg mass surveys in fall 2020
David Dutkiewicz	Invasive Species Centre - Entomology Technician	Provided a list of 3 companies and documentation that must be completed prior to aerial spraying
Shauna Prokopchuk	Canadian Aerial Applicators Association (CAAA) - Association Manager	Provided a directory of registered CAAA members (licenced aerial sprayers)

Aerial Spraying Companies

A [guide to Aerial Spraying for Forest Management](#) created by the MNRF is available. A permit from the Ministry of Environment, Conservation and Parks (MECP) is only required for aerial application of Btk on crown forest. Other federal, provincial and/or local permits and documentation is required. It is the responsibility of the contractor to know of, obtain and adhere to the appropriate approvals. A list was compiled of aerial spraying companies in Central Ontario and describes their services (Table 2). This list includes the companies SSEA was able to find in our search and may not include all possible contractors for Ontario. As previously stated, SSEA can not comment on the performance or safety of the following contractors.

Table 2. Contractors in Ontario that are licenced in aerial pesticide application services

Company/Contractor Name	Location	Contact Information	Services
Zimmer Air Services Inc.	<p>Blenheim Base 9742 Burk Line, Blenheim, ON N0P 1A0</p> <p>Thunder Bay Base 510 Orville Wieben Cres, Thunder Bay, ON P7E 6M9</p> <p>St. Thomas Base 44989 Talbot Line, St. Thomas, ON N5P 3S7</p>	<p>Paul Zimmer info@zimmerair.com</p> <p>(519) 676-9550 Toll-Free: 1-800-665-5485</p> <p>(807) 475-3095 Toll-Free: 1-888-840-4830</p> <p>(519) 637-0711</p>	<p>An aerial application company that provides service to the agricultural and forestry industry. They have worked on programs with cottage associations, rural property owners, Governments on Crown Land, and Municipalities such as Toronto. They are experienced in the control of forest pests, including invasive Gypsy Moths. A template of their 2021 commercial aerial spraying services contract for Gypsy Moth can be found here.</p>
GDG Aviation	<p>1417 Cyrville Rd, Unit 204, Building C, Gloucester, ON K1B 3L7</p>	<p>1-888-567-8567 info@gdg.ca</p>	<p>GDG Aviation provides aerial pesticide application services to the forestry industry for the biological control of insects.</p>
Apex Helicopters Inc.	<p>40647 Amberley Road, Wingham ON, N0G 2W0</p>	<p>Chris Vankoughnett Chief Pilot/ Operations Manager/ PRM/</p>	<p>An aerial application company that provides service to the</p>

		Owner 519-778-0098 403-799-1132 (Sat phone #1) apexhelicoptersinc@live.com Shondra Vankoughnett Office Manager 519-998-9723 shondra_lynn@live.ca	agricultural and forestry industry.
Valent BioSciences	Elginburg, ON Elginburg, ON	Jacques Dugal (613) 376-1070 jacques.dugal@valent.com Stephen Nicholson (613) 376-1070 stephen.nicholson@valent.com	Individual contractors found on the CAAA member directory that are associated with Valent BioSciences.
Ariane Morin	Chesterville, ON	arianemorin@live.com	Individual contractor found on the CAAA member directory.
Jim Trail	ON	(204) 930-1151 j.trail@hotmail.com	Individual contractor found on the CAAA member directory.

Conclusion/Recommendations

To date (2019/2020), the SSEA has not recommended implementing a municipal Btk spray program for Gypsy Moth. We continue to work with Provincial and County experts to stay up to date on the current outbreak and to provide science-based information to our municipal partners. SSEA continues to update our information on areas that have been impacted and levels of defoliation from Gypsy Moths, based on anecdotal reports from individuals and other partnering organizations. We are waiting for the Ministry of Natural Resources and Forestry’s (MNR) Forest Health Monitoring Program to release updates on provincial monitoring information on tree defoliation levels due to Gypsy Moth in 2020. In addition, the County of Simcoe will be surveying Gypsy Moth egg masses in fall of 2020, after leaf-off. Once this information is received, SSEA will provide updates on best management practices that individual landowners and our partner municipalities can take to manage Gypsy Moth outbreaks in 2021.

Prepared by:

Approved for Submission by:

Original signed by
 Tamara Brincat, Invasive Species Program Coordinator
 Michelle Hudolin, Wetlands & Habitat Biologist

Original signed by
 Julie Cayley, Executive Director

References

- 1- Pelham Niagara. (2020). Gypsy Moth Factsheet. Retrieved from:
<https://www.pelham.ca/en/living-here/resources/Documents/faq2020.pdf>
- 2- David Dutkiewicz, Invasive Species Centre. (September 22, 2020). Personal Communication.



Severn Sound Environmental Association
2020 Third Quarterly Meeting (Q3)



STAFF REPORT

No. 43-20-SSEA
Date: October 15, 2020
To: Chair and Members of the SSEA Board of Directors
From: Tracy Roxborough, Sustainability Coordinator, the Sustainable Severn Sound (SSS) project

SUBJECT: Sustainable Severn Sound Special Project 2020 Q3 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. 43-20-SSEA, regarding the Sustainable Severn Sound (SSS) special project update be received for information; AND

FURTHER THAT: The SSEA Board supports the staff recommendation to approve the ad-hoc Climate Resilience Advisory Committee Terms of Reference, AND

FURTHER THAT: The SS Partners for Climate Protection (PCP) program member municipalities confirm their PCP program staff and Council representatives for their respective municipalities (including the Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Severn, Tiny and Tay) so that this information can be provided to the Federation of Canadian Municipalities as per their request.

Purpose of Staff Report

The purpose of this report is to provide a summary of the Q3 SSS project achievements, acquire Board approval of the ad-hoc Climate Resilience Advisory Committee Terms of Reference and to request Board assistance in confirming municipal staff and Council PCP program representatives per municipality.

Background

In 2017, SSS led the development of the area's first [Climate Change Action Plan](#), representing the Town's of Midland and Penetanguishene, and the Townships of Oro-Medonte, Georgian Bay, Severn, Tiny and Tay. 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](#), designed to help municipalities save money, improve the local environment and measure and reduce greenhouse gases (GHGs). In 2018, SSS recommended to Councils that they each adopt a resolution to join the PCP program, designating SSS project staff as their Associate Member responsible for leading their municipality through the PCP program's 5-Milestone Framework. Based on that recommendation, each of the SSS partner municipalities joined the PCP program, apart from the Township of Oro-Medonte. In 2018, SSS released the [Regional Climate Change Action Plan](#), which presented the GHG baseline inventory and 10-year GHG emission projections for the seven SSS partnering municipalities.

In 2018-19, SSS program staff further developed [six Municipal-level Climate Change Action Plans \(MCCAP\)](#) which delivered on Milestone 2 (*Set GHG Reduction Targets*) and 3 (*Develop a Local Action Plan*) of the PCP program for the six PCP program member municipalities. These development of each of these plans included significant review by municipal staff, Council members and the former Sustainability Committee.

In 2019 the SSS committee and SSEA Board identified several opportunities and advantages that could be achieved by incorporating the SSS activities into the SSEA. At the direction of the SSEA Board and the SSS Sustainability Committee, a sub-committee was struck in 2019 to oversee the merger of SSS into SSEA. As of early 2020, the approved SSEA budget incorporated the SSS as a special project. The SSS project will continue to provide PCP program member services (support with MCCAP implementation through program and policy research/recommendations, assistance with funding applications), technical GHG management (annual GHG analysis, GHG projections and trends) to achieve PCP program Milestone 4 (*Implement the Local Action Plan*) and Milestone 5 (*Monitor Progress and Report Results*). SSS is also exploring the development of a more comprehensive climate change adaptation plan in partnership with local and regional agencies.

Third Quarter (Q3) SSS Special Project Results

- Acquired Council approval for implementation of *Action 11 from the Town of Midland's Climate Change Action Plan* through preparation and submission of a [No-mow' Research Report](#) requested from SSS by Town staff
- Announced the merger of SSS as a special project of the SSEA with a [media release](#) 'Severn Sound Environmental Association (SSEA) and Sustainable Severn Sound (SSS) join forces' shared with our (8) partner municipalities, cottage and community associations, and media contacts
- Completed a [SSS Special Project Summary Report \(2018-2020\)](#) and [presentation](#) for SSEA Board of Directors
- Submitted the final report for FCM Municipalities for Climate Innovation Funding (\$89,700) audit and project reporting requirements,
- Participated in (5) webinars/sessions, (1) Green Municipal Fund: How to Create an Efficiency Financing Program for Your Community, (2) FCM: More Funding, More Opportunities, and (3) AMO 2020: (a) From Concept to Reality: Transition to Full Producer Responsibility, (b) Fighting Climate Change by Cutting Food Waste, (c) The Green Recovery: The Municipal Role in Climate Change
- Prepared and released new monthly [PCP Program Update](#) for municipal and Council PCP program representatives
- Reviewed and corrected corporate and community GHG data for 2017 for submission and approval by the PCP program Secretariat
- Submitted (2) data agreements and accompanying data requests with large energy service providers to facilitate the transfer of energy data required for on-going greenhouse gas (GHG) emissions analysis and reporting
- Updated [SSS website](#) and social media profiles to reflect new status as SSEA special project and recognize municipal progress through the PCP program

Conclusion/Recommendations

SSS program staff are continuing to deliver on the 2020 work plan as a special project of the SSEA. The completion of these items will allow SSS to deliver on the project's standing PCP program commitments to the six PCP program member municipalities.

Per the July 16, 2020 SSEA Board meeting and Staff Report 33-20-SSEA, the Board approved the creation of an ad-hoc climate resilience advisory committee to help support and provide insight and expertise to the SSS project. Staff have prepared the DRAFT Terms of Reference (see *Attachment A*) for this committee and recommend Board approval so that the SSEA Executive Director and the SSS Sustainability Coordinator can initiate the membership process.

The six PCP program member municipalities have made significant progress since joining the 5-Milestone program in 2018. As of late 2019, all six have formally achieved Milestone 3 (*Develop a Local Action Plan*) and have been recognized by FCM as PCP program leaders. Due to municipal staff changes and Council re-appointments, SSS is requesting that each PCP member municipality confirm their respective Council and

municipal staff representatives (1 staff and 1 Council member per municipality as noted in each Council's approved PCP program membership resolution). The responsibilities of your respective municipal Council and staff representative include:

1. Act as the municipal point-of-contact for the SSS project staff and for the PCP program Secretariat,
2. Share information (funding opportunities, best practices, partner achievements) with your Council and staff as sent to you by either SSS project staff or the PCP program Secretariat, and
3. Champion the implementation of your municipalities' corporate Climate Change Action Plan (i.e., integration of PCP program goals, climate plan actions and GHG reduction targets into your additional municipal/corporate plans, and into municipal operations overall).

Confirmation of designated members has been received from the Town of Penetanguishene and the Township of Severn. Unless otherwise directed by the Municipality, the Council representative will be the SSEA Board representative. Municipalities can choose to designate OR formally appoint their staff and Council representatives. This information has been requested FCM's PCP program Secretariat and the SSS project staff need to provide it as soon as possible. The list of current representatives and vacancies is included as *Attachment B* for your review.

Prepared by:

Approved for Submission by:

Tracy Roxborough,
Sustainability Coordinator

Julie Cayley, Executive Director

Attachments

- A: SSEA Climate Resiliency Advisory Committee, DRAFT Terms of Reference, October 2020**
- B: List of Municipal Representatives to the Partners for Climate Protection (PCP) Program**



**ATTACHMENT A:
SEVERN SOUND ENVIRONMENTAL ASSOCIATION
CLIMATE RESILIENCY COMMITTEE
DRAFT - TERMS OF REFERENCE**



October 2020

Purpose:

The purpose of the Climate Resiliency Committee (CRC) is to:

1. Enhance communication and idea/information-sharing amongst a representative group offering environmental, social and economic perspectives to existing, new and proposed climate change mitigation and adaptation efforts within the Severn Sound watershed.
2. Identify opportunities for strategic coordination and collaboration among municipalities, schools, voluntary committees, local businesses, civic and business associations, non-profit organizations and residents that contribute to climate change mitigation and adaptation efforts.
3. Identify areas of common interest, issues and/or concerns and opportunities with respect to SSEA operations, programs and special projects as they relate to climate change mitigation and adaptation.
4. Act as a discussion group to bring forward communication and recommendations to the SSEA Board of Directors, which may include actions and related-projects from the SSS project's regional climate change action plan and the six corporate-level climate change plans.

Composition:

The Climate Resiliency Committee shall be composed generally of eight (8) to ten (10) members who live or work in the Severn Sound watershed and have been identified by SSEA as a valued stakeholder. This stakeholder's contribution would support a comprehensive perspective on climate change mitigation and adaptation that considers (8) key sectors, being:

1. Agriculture and local food;
2. Ecological assets and water;
3. Energy;
4. Waste;
5. Land-use planning;
6. Economy and employment;
7. People and health; and
8. Transportation.

It will be the responsibility of the individual organizations to appoint annually in writing their representatives to the SSEA Executive Director. An invitation for membership would be sent annually or as required, with pre-approval by the SSEA Executive Director.

SSEA Representatives:

SSEA Executive Director and one (1) member from the Board of Directors appointed at large.

Staff Resources:

SSS special project staff will act as secretary and be available to participate at all meetings per the direction of the SSEA Executive Director. Depending on the topics to be discussed, SSEA staff with expertise regarding the topic area will be available to participate at meetings.

Meetings:

The committee will meet up to (4) times per year subject to agenda content and need. Additional meetings will be at the call of the Chair if required for timely matters.

The Committee will set the meeting schedule annually at the first meeting of the year.

Meetings will generally be held virtually via Zoom or another online meeting application. When feasible, in-person meetings may be held during regular business hours at the call of the Committee Chair.

Procedural Rules:

The Committee will follow the administrative procedural policies of the SSEA Board of Directors. In the case where the policy is silent, Roberts Rules of Order will take precedent.

The agenda will be developed by the SSEA staff with input from the Committee Chair.

The Committee does not have the authority to specifically direct the activities of SSEA staff and will communicate through the SSEA Executive Director.

Committee Chair - Vice Chair:

The Committee will elect a Chair and Vice Chair from its membership annually at the first meeting of the year.

Decision Making:

Consensus based decisions will be encouraged for all matters, however if required, normal simple majority rules will be implemented. Each committee member shall have full voting rights, with the exception of the SSEA Executive Director.

Remuneration:

This committee will operate on a volunteer basis with no remuneration.

Reporting:

The Committee shall report to the SSEA Board of Directors in the form of a report containing Committee Agendas, meeting minutes, and recommendations. When required the Committee may appoint a representative who best represents the topic of discussion to speak to the report. The Committee shall provide the Executive Director with a copy of the reports to be circulated to the SSEA Board of Directors at least 7 working days prior to the SSEA Board meeting.

Resources:

SSEA staff and other resource experts will be invited as required, to provide additional input to the Committee. SSEA will provide administrative support, including the preparation of reports to the SSEA Board of Directors, distribution of agendas and the general administrative co-ordination of the meetings.

DRFAT Approved by the SSEA BOD: _____

Attachment B: List of Municipal Representatives to the Partners for Climate Protection (PCP) Program

Municipality	Council Representative	Staff Representative/position	Confirmation Requested (Yes/No) by SSS
Town of Midland	Councillor Carole McGinn (Nichols)	Andy Campbell, Director of Infrastructure and Environment	Yes
Town of Penetanguishene	Deputy Mayor Anita Dubeau	Andrea Betty, Director of Planning and Community Development	No
Township of Georgian Bay	Councillor Paul Wiancko	Not confirmed*	Yes
Township of Severn	Councillor Ron Stevens	Andrew Plunkett, Director of Finance/Treasurer	No
Township of Tiny	Deputy Mayor Steffen Walma	Not confirmed**	Yes
Township of Tay	Councillor Paul Raymond	Not confirmed***	Yes

Note: Please contact SSS project staff to provide an update or correction if requested above.

Tracy Roxborough, Sustainability Coordinator

Phone: 705-526-1371 x.112

E-mail: sustainable@severnsound.ca to provide a correction or update if requested.

**Previous staff representatives included Dana Suddaby, Nicholas Popovich*

***Previous staff representative Doug Luker*

****Previous Council representative Councillor J. Bumstead, previous staff representative Robert Lamb*

For more information on the Partners for Climate Protection program, please visit <https://fcm.ca/en/programs/partners-climate-protection>, or contact Tracy per the information above.