



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)
2020 Fourth Quarter (Q4) Meeting
AGENDA
January 29, 2021
1:00pm – 4:00pm
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 2020 Third Quarter (Q3) meeting of the SSEA Joint Municipal Service Board held October 15, 2020
 - 4.2 Minutes of the special meeting the SSEA Joint Municipal Service Board held December 16, 2020
 - 4.3 Business arising from the minutes
 - 4.4 Minutes of the SSEA Agriculture Advisory Committee Meeting October 23, 2020
- 5. ELECTION OF SSEA CHAIR AND VICE CHAIR**
- 6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**

No SPA meeting this quarter
- 7. RISK MANAGEMENT OFFICIAL/INSPECTOR UPDATE**
 - 7.1 Staff Report 01-21-SSEA SPA/RMO Update
- 8. SSEA FINANCIAL REPORT**
 - 8.1 Staff Report 02-21-SSEA - SSEA Reserve Schedule - at December 31, 2020 and projected reserve schedule at December 31, 2021
 - 8.2 Staff Report 03-21-SSEA - 2020 4th Quarter Draft Financials
 - 8.3 Staff Report 04-21-SSEA - SSEA 2021 Staff Salary COLA Increase
- 9. APPOINTMENT OF SSEA AUDITORS FOR 2020**
 - 9.1 Staff Report 05-21-SSEA - Appointment of Auditors for 2020

10. RE-APPOINTMENT OF SSEA TREASURER FUNCTION FOR 2021 ON - PROVISION OF SERVICES AND SUPPORT FROM THE TOWNSHIP OF TAY

10.1 Staff Report 06-21-SSEA - Provision of services and support from the Township of Tay

11. PRESENTATIONS

none

12. SSEA CORPORATE ADMINISTRATION UPDATES

12.1 Staff Report 07-21-SSEA - New SSEA Multi Partner Midland Weather Station

12.2 Staff Report 08-21-SSEA - SSEA Q4 Tree Program Update

12.3 Staff Report 09-21-SSEA - Sustainable Severn Sound (SSS) 2020 Q4 project update

12.4 Staff Report 10-21-SSEA - SSEA Grant Applications Update

12.5 SSEA Strategic Plan (2018-2023) – 2019 Progress Update Report

12.6 SSEA FOURTH QUARTER (Q4) 2020 REPORT

13. SSEA JANUARY 22, 2021 BOARD EXECUTIVE MEETING

13.1 January 22, 2021 Board Executive Meeting Minutes 

14. EXECUTIVE DIRECTOR UPDATE

Verbal on table

15 ~~13.~~ ANNOUNCEMENTS

16 ~~14.~~ CORRESPONDENCE

16.1 ~~14.1~~ Request for Deputation

16.2 ~~14.2~~ Councilor Paul Raymond Township of Tay email budget questions

17 ~~15.~~ CLOSED SESSION

There are no closed session items for this agenda

18 ~~16.~~ OTHER BUSINESS

18.1 ~~16.1~~ SSEA Quarterly Board Meeting Dates for 2021

19 ~~17.~~ ADJOURN

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

**October 15, 2020
9:32 am – 11:26 am
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 Ian Veitch
Deputy Mayor Anita Dubeau
Councillor Perry Ritchie
Councillor Paul Raymond

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

Regrets

Councillor Carole McGinn

Town of Midland

Staff present via zoom video:

Julie Cayley
Lex McPhail
Judy Limoges
Melissa Carruthers
Tracy Roxborough
Tamara Brincat
Michelle Hudolin
Aisha Chiandet

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

Guests present via zoom video:

Scott Warnock
Carl Pahapill
Rebecca MacDonald

Huronian Community Foundations
Pahapill and Associates Chartered Accountants
Pahapill and Associates Chartered Accountants

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 9:32 am and reminded all that the meeting was being recorded

2. ADOPT AGENDA

MOTION: 2020-84

Moved By: R. Stevens

Seconded By: P. Raymond

RESOLVED THAT: the SSEA Joint Service Board approve the Meeting Agenda dated October 15, 2020

Carried;

Chair Walma noted the order of today's agenda will be moving around based upon when the guests would be joining the meeting. Chair Walma further asked to add a discussion around a 2020 AMO delegation to the Other Business section of the agenda.

3. DECLARATION OF PECUNIARY INTEREST

None declared.

Chair Walma formally welcomed Councillor Raymond to the board.

4. APPROVAL OF PAST MINUTES

4.1 Minutes of Second Quarter (Q2) meeting of the SSEA Joint Municipal Service Board held July 16, 2020

MOTION: 2020-85

Moved By: P. Wiancko

Seconded By: A. Dubeau

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the minutes of the Second Quarter (Q2) meeting of the SSEA Joint Municipal Service Board held July 16, 2020

Carried;

4.2 Minutes of the Severn Sound Protection Authority Meeting No. 03-20-SS SPA, held on July 16, 2020

MOTION: 2020-86

Moved By: I. Veitch

Seconded By: P. Ritchie

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the minutes of the Severn Sound Source Protection Authority Meeting No. 03-20-SS SPA, held on July 16, 2020

Carried;

4.3 Minutes of the special meeting the SSEA Joint Municipal Service Board held August 25, 2020

MOTION: 2020-87

Moved By: R. Stevens

Seconded By: P. Wiancko

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the minutes of the special meeting of the SSEA Joint Municipal Service Board held August 25, 2020

4.4 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

MOTION: 2020-88

Moved By: P. Raymond

Seconded By: A. Dubeau

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

Carried;

Moved to item 8.1

7. SSEA THIRD QUARTER (Q3) 2020 REPORT

MOTION: 2020-89

Moved By: I. Veitch

Seconded By: P. Ritchie

RESOLVED THAT: the Third Quarter 2020 report presented by Julie Cayley, Executive Director be received for information

Carried;

Councillor Raymond left the meeting 9:58 am

8. SSEA FINANCIAL REPORT

8.1 Staff Report 37-20-SSEA 2019 Draft Audited Financials

MOTION: 2020-90

Moved By: A. Dubeau

Seconded By: I. Veitch

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.

Carried;

The Executive Director thanked Rebecca MacDonald and Carl Pahapill for taking the time to present the audited statements to the Board.

8.2 Staff Report 38-20-SSEA SSEA Reserve Policy

MOTION: 2020-91

Moved By R. Steven

Seconded By: P. Wiancko

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

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

Carried;

8.3 Staff Report 39-20-SSEA 2020 3rd Quarter Financials

Not available at time of posting, presented on table

MOTION: 2020-92

Moved By: A. Dubeau

Seconded By: I. Veitch

RESOLVED THAT: Staff Report No. 39-20-SSEA regarding the 2020 3rd quarter financials be received for information

Carried;

8.4 Staff Report 40-20-SSEA SSEA Drinking Water Source Protection 2020 revenue

MOTION: 2020-93

Moved By: A. Dubeau

Seconded By: P. Wiancko

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.

Carried;

A short break was called for.

Moved By: A. Dubeau Seconded By: P. Ritchie

RESOLVED THAT: this meeting of the SSEA Board of Directors held on October 15, 2020 go into recess at 10:18 am

Carried;

Moved By: A. Dubeau Seconded By: R. Stevens

RESOLVED THAT: this meeting of the SSEA Board of Directors held on October 15, 2020 came out of recess at 10:25 am

Carried;

Moved to agenda item 10.2

**9. PRESENTATIONS (11:00am)
Huron Community Foundation – Fund Establishment**

Presented By: Scott Warnock, Executive Director Huronia Community Foundation

MOTION: 2020-94

Moved By: R. Stevens Seconded By: P. Wiancko

RESOLVED THAT: the presentation by Scott Warnock regarding a fund establishment through Huronia Community Foundation be received for information

Carried;

10. SSEA CORPORATE ADMINISTRATION UPDATE

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

MOTION: 2020-95

Moved By: P. Ritchie Seconded By: I. Veitch

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.

Carried;

ACTION ITEM: Board was asked to provide suggested names of the fund to the Executive Director, Julie Cayley. The Board discussed the need for outreach including an annual campaign and using municipal partners to help promote the fund once

established.

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

MOTION: 2020-96

Moved By: P. Ritchie

Seconded By: I. Veitch

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

Carried;

10.3 Staff Report 44-20-SSEA Sustainable Severn Sound Special Project 2020 Q3 Update

MOTION: 2020-97

Moved By: R. Stevens

Seconded By: I. Veitch

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.

Carried;

ACTION ITEM: Board members to confirm PCP program staff and council representatives with SSS Project Coordinator ASAP.

11. EXECUTIVE DIRECTOR UPDATE

Verbal on table

MOTION: 2020-98

Moved By: P. Ritchie

Seconded By: I. Veitch

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

Carried;

Update included:

- Recent SSEA/CELA webinar "[Severn Sound - Value of Investing in Water Quality \(video\)](#)" was a great partnership and well received
- "Justification of services" documents have been requested by and prepared for the Townships of Georgian Bay and Tay. These require a significant amount of staff time to complete (100 – 150 hrs)
- Inquiries have increased – highlighted Georgian Bay Brandy Island private request and are working through the process of the role of SSEA
- 2021 budget request letters have been sent to all member municipalities
- Requests for land stewardship projects are coming in; don't currently have funding and staff are actively searching for new funding options
- Letters and correspondence have been submitted to Ministers of Environment Conservation and Parks as well as Infrastructure and to watershed MPPs to urge Provincial (MECP) labs to re-open. The Rexdale MECP lab has just informed

SSEA staff that they have re-opened and can start taking our water quality samples. Staff have been conducting field work and preserving sampling anticipating this possible re-opening. The Lab in Dorset remains closed, continuing to limit SSEA 2020 sample analysis.

- The annual Open House and Partners Reception will not be taking place in 2020 due to pandemic. Staff are looking to potentially move ahead with the awards portion of the event only in a safe manner (virtual).
- HR meetings with staff and one on ones regarding work load are ongoing
- Funding – Canada Summer Jobs grant was higher than expected (100% instead of 50%), bio-talent has increased their grant amount to 75%. There are 3 major grant pots currently open, struggling with determining eligibility, staff are working with Government staff and MP Stanton through the process
- Healthy Soils = Healthy Watershed funding application (submitted in January 2020) to OMAFRA was not approved. Follow up meeting with Ministry staff next week and a follow up meeting will be requested with the ADM of that group to explain cost to organizations like SSEA to put in an application of that size.

Moved to agenda items 9.0 and 10.1

13. ANNOUNCEMENTS

Chair Walma was successful in his re-election to the Board of the Federation of Canadian Municipalities. Thanked the members for their support.

14. CORRESPONDENCE

There are no correspondence items for this agenda

15. CLOSED SESSION

There are no closed session items for this agenda

16. OTHER BUSINESS

Chair Walma spoke to the 2020 AMO delegation to the Minister of Natural Resources and Forestry regarding Great Lakes water levels, and wanted to address why not all SSEA municipalities were included. Was an oversight from the North Simcoe municipalities who submitted the request and since then have forwarded to the all SSEA municipalities.

17. ADJOURN

MOTION: 2020-99

Moved By: P. Wiancko

Seconded By: R. Stevens

RESOLVED THAT: this meeting of the SSEA Board of Directors held on October 15, 2020 adjourn at 11:26 am to meet again on Thursday January 21, 2021 or 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)
Call of the Chair Meeting**

**December 16th, 2020
2:31 PM – 3:50 PM
Via video & telephone conference
Draft Minutes**

Present via zoom video:

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
SSEA Past Chair, Councillor Ron Stevens	Township of Severn
Councillor Ian Veitch	Township of Oro-Medonte
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Perry Ritchie	Township of Springwater
Councillor Paul Raymond	Township of Tay

Regrets

Councillor Carole McGinn	Town of Midland
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Staff present via zoom video:

Julie Cayley	Executive Director
Lex McPhail	IT Manager/ GIS Applications Specialist
Judy Limoges	Treasurer
Melissa Carruthers	Risk Mgmt. Official/Risk Mgmt. Inspector

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 2:31 pm

2. ADOPT AGENDA

MOTION: 2020-100

Moved By: P. Wiancko

Seconded By: R. Stevens

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

Carried;

3. DECLARATION OF PECUNIARY INTEREST

None declared.

4. APPROVAL OF PAST MINUTES

Review of 3rd quarter minutes will be done at 4th quarter meeting in January 2021.

5. CLOSED SESSION ITEMS

5.1 Motion to go into closed session re: education/training members of the Board

MOTION: 2020-101

Moved By: I. Veitch

Seconded By: A. Dubeau

RESOLVED THAT: the SSEA Joint Municipal Service Board go into closed session at 2:34 pm

Carried;

5.2 Motion to rise and report

MOTION: 2020-102

Moved By: A. Dubeau

Seconded By: P. Raymond

RESOLVED THAT: the SSEA Joint Municipal Service Board rise without report from closed session at 3:21 pm

Carried;

5.3 Executive Director re: Education/training members of the Board (Board Procedures and Code of Conduct)

6. BUDGET DISCUSSION

6.1 Board Member Roundtable – 2021 budget updates

- **Severn** – process complete, approved SSEA in full
- **Oro-Medonte** – starting in January for capital and February for operating
- **Penetanguishene** – process complete, approved SSEA in full
- **Tay** - interim budget passed, finalized generally in April; SSEA budget, follow-up was asked of SSEA, SSEA provided, has not be revisited since
- **Springwater** – hopeful would be completed at Dec 16, 2020 council meeting
- **Georgian Bay** – process complete, approved SSEA in full
- **Tiny** – process started, most likely finalizing in January
- **Midland** – Ms. Cayley provided update that Midland had asked for a deputation to be given in March 2021

7. 2020 FINANCIALS UPDATE

MOTION: 2020-103

Moved By: P. Ritchie

Seconded By: P. Wiancko

RESOLVED THAT: the verbal update of the Treasurer be received for information

Carried;

8. OTHER BUSINESS

8.1 Board Member Vietch re: Provincial Budget Bill and schedule 6 (Conservation Authorities Act)

MOTION: 2020-104

Moved By: I. Veitch

Seconded By: P. Ritchie

RESOLVED THAT: the Board direct staff to prepare a letter for our MPPs to explain who the SSEA Joint Municipal Service Board is and ask for their support.

8.2 Year End Report & Strategic Plan reporting (2019) update

MOTION: 2020-105

Moved By: R. Stevens

Seconded By: P. Raymond

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

Carried;

8.3 Confirm January 21, 2021 meeting date and time

Meeting date was confirmed

Board Members Action Item: preferred time of day to be submitted to Ms. Cayley

8.4 Drinking Water Source Protection Update

Ms. Cayley provided an update on 2021/22 Drinking Water Source Protection Funding

- *MECP communicated with LSRCA (lead Source Protection Authority in region) on November 30, 2020 that the grant application was now open with a deadline of December 23, 2020*
- *Regional submission (LSRCA, NVCA, and SSEA ask) will be submitted by December 18th, 2020*
- *Negotiation with the Province to review application will take place at the end of January 2021*
- *Implications of a Ministers Zoning Order (MZO) on source water are unknown and questions have been posed to the Province*

9. ADJOURN

MOTION: 2020-106

Moved By: R. Stevens

Seconded By: I. Veitch

RESOLVED THAT: this meeting of the SSEA Board of Directors held on December 16th, 2020 adjourn at 3:50 pm to meet again on Thursday January 21, 2021 or at the call of the chair.

Carried;

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this _____ day of _____, 2020

**Severn Sound Environmental Association (SSEA)
Agriculture Advisory Committee (AAC)
October 23, 2020 11:30 – 1:30
DRAFT MINUTES
Location: Elmvale**

Present:

Paul Maurice (Chair)	North Simcoe Soil and Crop Improvement Association (NSSCIA)
Colin Elliot	Simcoe County Federation of Agriculture (SCFA)
Dave Ritchie	Simcoe County Federation of Agriculture (SCFA)

Regrets:

None

Staff:

Julie Cayley	SSEA Executive Director
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1. WELCOME

Paul Maurice called the meeting to order at 12:00 pm (noon) Agricultural Advisory

2. ADOPT AGENDA

RES: 01-20

Moved by: Dave Ritchie

Seconded by: Colin Elliot

BE IT RESOLVED THAT: the Agenda for the SSEA Agricultural Advisory Committee SSEAAAC01-20 dated October 23, 2020 be approved.

Carried;

3. Review & Approval Terms of Reference

The SSEA AAC discussed the draft terms of reference. The addition of committee members was discussed. The committee will give thought to who to approach as/for additional members and bring back to the next meeting and/or propose to the SSEA ED for consideration. The committee would like to commit to meeting 4times per year.

RES: 02-20

Moved by: Dave Ritchie

Seconded by: Colin Elliot

BE IT RESOLVED THAT: the SSEA Agriculture Advisory Committee (AAC) Terms of Reference be approved as presented.

Carried;

The Chair request SSEA Board member Steffen Walma be asked to be the SSEA Board representative to the SSEA AAC.

4. **SSEA Update on \$\$ applied for**

Julie Cayley SSEA ED provided the following updates on grant money that SSEA is applying for.

- Soil Health and Watershed Health – A Wye River research and BMP project – OMAFRA The Place to Grow: Agri-Food Initiative Canadian Agrifood Partnership program (CAP) funding – this was denied funding and the follow up call with OMAFRA to identify where the proposal could have been stronger did not reveal any details that would be valuable or significant in re-submitting. When the next round of OMAFRA CAP funding is announced the SSEA team will give consideration to re-submitting. The cost in staff time to submit is significant.
- Community-based climate action (CAAF) –The SSEA team built and submitted a proposal for the Oct 21 deadline that would involve building resilience throughout the Severn Sound watershed over 3 years.
- Two projects are being developed to submit to the MECP Great Lakes Local Community Action fund for Nov 6 (\$50,000 per project) including one for Healthy Soils = Healthy Watersheds in Severn Sound. The SSEA will be looking to NSSCIA and SCFA for letters of support.

5. **SSEA Updates**

- Julie Cayley SSEA ED provided an update regarding the status of modernizing Severn Sound watershed weather stations. The SSEA is working with community partners to purchase and install two modern weather stations which would live stream weather information, including crop heat units, drying days, wind etc. These stations cost approximately \$10,000 each and the SSEA is committed to paying the annual administration and maintenance fee (approx.. \$500 each). One station will be installed in the Town of Midland and Midland, Penetanguishene and Tay have already committed to the purchase cost. The other station is being proposed for Tiny Township location, possibly the existing weather station location at Monpiero Farms. The SSEA has approached the Township of Tiny and will also be approaching NSSCIA and SCFA for funding support.
- The AAC members discussed doing presentations to the SSEA member municipalities as well as the North Simcoe Mayors regarding their support/the ag communities support for the SSEA. This would be done to ensure awareness of the value of the partnership and to them as partners. This will be further explored with the SSEA ED and Board Chair.
- The SSEA ED was asked to explore opportunities for a watershed tour like those in the past that were bus and boat that share the values and great works in the watershed. This will be explored both as a virtual opportunity as well as safely distanced in person opportunity.

6. **Adjourn**

BE IT RESOLVED THAT: the SSEA Agriculture Advisory Committee (AAC) meeting October 2020, adjourn at 12:45 and meeting again at the call of the Chair.



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
AGRICULTURAL ADVISORY COMMITTEE
TERMS OF REFERENCE**

Purpose:

The purpose of the Agricultural Advisory Committee (AAC) is to:

1. Improve communications with a diverse group representing agricultural in Severn Sound.
2. Identify areas of common interest, issues and/or concerns and opportunities with respect to SSEA operations and programs as they relate to the agricultural community.
3. Act as a discussion group to bring forward communication and recommendations to the SSEA Board of Directors.

Mandate:

The mandate of the Agricultural Advisory Committee (AAC) shall be to act as an information sharing body to:

1. Increase communications with a diverse agricultural community, representing a broad range of agricultural interests within the SSEA watershed.
2. Provide input/recommendations on matters referred by the agricultural community regarding areas of interest to the community that are relevant to SSEA programs including but not limited to; remediation, monitoring, conservation and stewardship programs.

Composition:

The Agricultural Committee shall be composed generally of 6 members who live, farm or work for or represent an agricultural organization within the SSEA watershed. 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 to the following organizations:

Ontario Federation of Agriculture:

Two (2) representatives from the Simcoe County Federation of Agriculture.

Other Agricultural Groups:

Two (2) additional representatives from the Agricultural Community (selected annually by the Advisory Committee through an open/by invitation selection process)

SSEA Representatives:

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

Staff Resources:

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 during regular business hours at the SSEA Administration office, 489 Finlayson St., Port McNicoll, Ontario, L0K 1R0 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, including 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.

Approved by the SSEA AAC October 23, 2020: Original Signed By
P. Maurice, SSEA AAC Chair

Approved by the SSEA BOD: Original Signed By
S. Walma, SSEA Board Chair



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Fourth Quarterly Meeting (Q4) – January 29, 2021**

STAFF REPORT

No: 01-21-SSEA
Date: January 29th, 2021
To: Chair and Members of the SSEA Board of Directors
From: Melissa Carruthers, Risk Management Official /
Risk Management Inspector

SUBJECT: Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

- Continue to offer exceptional services as the Source Protection Authority for Severn Sound

Goal 2: Supportive Partnerships

- Strengthen & build relationships for the implementation of Part IV of the Clean Water Act
-

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 01-21-SSEA regarding an update as to the activities that have been undertaken by SS SPA and SSEA Risk Management staff during the SSEA Q4 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 fourth 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 perform risk management services on behalf of their municipality under Part IV of the *Clean Water Act*. To date that work has included verifying significant drinking water threats (SDWTs) via phone calls, surveys, and site visits and if a SDWT was found, staff have started the process of negotiating risk management plans. Answering inquiries from the general public or municipal staff and commenting on development proposals is also a large part of what the risk management staff does.

Analysis:

SPA – During the SSEA fourth quarter (government fiscal third 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 in Oro-Medonte and Tiny
- Continue to work towards / assist 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. This quarter focused on reviewing salt, snow, and DNAPL policies
- Attended 13 regional or provincial meetings on various topics such as communications, assessment report update requirements, 1 Source Protection Committee meeting, source protection plan policies, and risk management official topics specific to the drinking water source protection program
- Conducted 1 municipal council DWSP 101, RMP and SPA status update deputation
- Submitted 2021/22 work plan and funding ask to LSRCA, who submitted combined (SSEA, LSRCA, and NVCA) work plan and funding ask to the Province

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

- Commented on 9 development applications, answered 8 inquiries, sent out 1 Draft Risk Management Plan, and prepared and attended 1 pre-consultation meeting.

Prepared by:

Original signed by

Melissa Carruthers, Risk Management
Official / Risk Management Inspector

Approved for Submission by:

Original signed by

Julie Cayley, Executive Director



Severn Sound Environmental Association
Joint Service Board Meeting
January 29, 2021

STAFF REPORT

No: 02-21-SSEA - *REVISED*
Date: January 20, 2021
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: SSEA REVISED RESERVE SCHEDULE - AT DECEMBER 31, 2020 AND PROJECTED RESERVE SCHEDULE AT DECEMBER 31, 2021

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 02-21-SSEA - *REVISED* regarding the 2020 SSEA Reserve Schedule and the 2021 projected reserve schedule be approved by the board AND;

FURTHER THAT: The 2020 Oro-Medonte Source Water 2020 Contribution be refunded as per the Oro Medonte-Council 2020 resolutions.

Purpose of Staff Report

The purpose of this report is to provide the board with a reserve schedule reflecting the balance of reserves at December 31, 2020 and the projected balance at December 31, 2021, in accordance with the SSEA Reserve Policy.

Background

The SSEA board of directors approved the SSEA Reserve Policy on October 2, 2020. The policy indicates that 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. The attached reserve schedules provide this information to the board.

Analysis/Discussion

During the 2020 budget process, it was determined that \$16,800 would be contributed to reserve annually as follows: \$5,000 for strategic plan renewal, \$1,800 to the well decommissioning reserve and \$10,000 to reserve for capital asset replacement and staff payouts upon termination (eg sick banks). Originally, the latter \$10,000 was to be allocated to the contingency reserve. Upon communicating with the auditors, it was determined that best practice dictates that we establish separate reserve accounts for capital assets and employee benefits, which is incorporated into our reserve policy. Therefore, based on the original analysis, \$5,000 has been allocated to each of these reserves for 2020 and 2021. Likewise, the recommendation for planning for the strategic plan renewal, is to contribute the \$5,000 to the contingency reserve for this purpose (for short-term needs and unexpected/unusual events).

In addition, the board of directors passed a motion on October 15, 2020 to move the 2020 municipal DWSP funds collected to SSEA reserve for anticipated future program funding shortfalls, with the exception of Oro-Medonte, whose 2020 portion will be refunded as per their council resolutions (January 7, 2020, March 11, 2020, and June 10, 2020 Council meetings).

The allocation of these contributions to reserve is reflected on the attached reserve schedules.

Prepared by:

Approved for Submission by:

Original signed by

Judy Limoges, Treasurer

Original signed by

Julie Cayley, Executive Director

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
RESERVE SCHEDULE
DECEMBER 31, 2020**

RESERVE ACCOUNT	BALANCE JAN 1/20	2020 CONTRIBUTIONS	BALANCE DEC 31/20
CONTINGENCY RESERVE:			
Pay equity & market review for staff per 2019 budget	13,521		
Contribution to strategic plan renewal per 2020 budget		5,000	
Contribution - 2020 municipal DWSP funds:			
Georgian Bay		6,639	
Midland		10,575	
Penetanguishene		7,848	
Severn		7,699	
Springwater		6,762	
Tay		9,254	
Tiny		15,777	
		64,554	
			83,075
EMPLOYEE BENEFITS RESERVE:			
2019 Surplus per audit and board motion	48,601		
Contribution to reserve re sick banks per 2020 budget		5,000	53,601
CAPITAL ASSET RESERVE:			
Opening balance	-		
Contribution to reserve re capital asset replacements per 2020 budget		5,000	5,000
WELL DECOMMISSIONING RESERVE:			
Opening balance	-		
Contribution to well reserve per 2020 budget		1,800	1,800
TOTAL	62,122	81,354	143,476

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
PROJECTED RESERVE SCHEDULE
DECEMBER 31, 2021**

RESERVE ACCOUNT	BALANCE JAN 1/21	2021 CONTRIBUTIONS	BALANCE DEC 31/21
CONTINGENCY RESERVE:			
Opening balance	83,075		
Contribution to strategic plan renewal per 2021 budget		5,000	88,075
EMPLOYEE BENEFITS RESERVE:			
Opening balance	53,601		
Contribution to reserve re sick banks per 2021 budget		5,000	58,601
CAPITAL ASSET RESERVE:			
Opening balance	5,000		
Contribution to reserve re capital asset replacements per 2021 budget		5,000	10,000
WELL DECOMMISSIONING RESERVE:			
Opening balance	1,800		
Contribution to well reserve per 2021 budget		1,800	3,600
TOTAL PROJECTED BALANCE	143,476	16,800	160,276



**Severn Sound Environmental Association
Joint Service Board
2020 4th Quarterly Meeting (Q4) - January 29, 2021**

STAFF REPORT

No: 03-21-SSEA
Date: January 22, 2021
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: 2020 4th Quarter Draft Financials

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 03-21-SSEA regarding the 2020 fourth quarter draft financials be received as information.

Purpose of Staff Report

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

Background and Analysis

Please be advised that the 2020 draft financial report reflects that finances are trending favourably. We are in a net revenue position as expected. As approved by the board, the following measures taken as a result of the COVID-19 pandemic are reflected in the attached financial report:

- Hiring for vacant employment positions was deferred rather than filling them as anticipated in the 2020 approved budget
- no hiring of students unless 100% funded from other sources (eg. grants)
- expense adjustments such as decrease in monitoring contracted services (lab), seminars/conferences, mileage/travel, vehicle repairs, gasoline, office supplies and an increase in IT, insurance and health and safety supplies
- Tree Program cancellation
- SSS – reduced 66% from original approved budget from \$106,756 to \$54,335 in SSEA revised 2020 (COVID-19) budget
- SSEA revised 2020 (COVID-19) budget as approved is a net revenue position = \$83,388

SSEA also received funding in 2020 that was not included in the 2020 budget: DWSWP from the province \$78,650, Canada Summer Jobs \$19,600, Farlain Lake and Wye Marsh projects \$13,361.

Various items have not been included in the attached financial report as we proceed to complete our year end and work towards the annual audit: cost recovery invoices issued by SSEA, expenses in the payment process, payroll accruals, transfers to reserves, capitalization of

assets, amortization, deferred revenue, employee future benefits adjustment, audit adjustments, etc.

The SSEA team has been extremely diligent, spending frugally and securing revenue sources. The attached financial report has been reviewed by the team. It is expected that we will finalize 2020 with a surplus, in line with the revised 2020 budget developed due to Covid-19.

Submitted by:

Approved for Submission by:

Original signed by
Judy Limoges, Treasurer SSEA

Original signed by
Julie Cayley, Executive Director

Attachment: SSEA Financial Report ending December 31, 2020 DRAFT

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)
DRAFT FINANCIAL REPORT
For the Twelve Months Ending December 31, 2020

	2020						2019
	YTD Actual	COVID Budget	Actual/COVID Budget % Variance	Annual Budget	Annual Budget \$ Variance	Actual/Annual Budget % Variance	Actual
SSEA CORE OPERATIONS							
GENERAL REVENUE	(918,584)	(851,970)	108%	(908,069)	10,515	101%	(586,189)
UNDISTRIBUTED PAYROLL EXPENSE	174,045	237,624	73%	291,298	117,253	60%	216,791
ADMINISTRATION/OVERHEAD	138,779	157,245	88%	156,965	18,186	88%	109,792
GIS BASE COVERAGES	86,823	88,639	98%	88,639	1,816	98%	93,848
RISK MANAGEMENT	0	0	0%	17,165	17,165	0%	0
REQUESTS & REVIEWS	8,258	5,500	150%	33,778	25,520	24%	9,422
RURAL PROGRAMS	0	0	0%	12,183	12,183	0%	0
MONITORING & SURVEILLANCE	93,784	72,011	130%	96,015	2,231	98%	76,764
MONITORING SUPPORT	4,685	16,500	28%	22,000	17,315	21%	22,108
WATER SCIENTIST	59,326	61,297	97%	61,297	1,971	97%	58,887
INVASIVE SPECIES	47,939	48,113	100%	55,080	7,141	87%	(8,778)
SOURCE WATER IMPLEMENTATION	0	76,149	0%	73,649	73,649	0%	(175)
PSAB ADJUSTMENTS	0	0	0%	0	0	0%	(6,972)
TOTAL SSEA CORE OPERATIONS	(304,945)	(88,891)	343%	0	304,945	0%	(14,502)
SSEA IMPLEMENTATION PROJECTS							
GROUND WATER PROJECT							
Revenues	0	(2,500)	0%	(2,500)	(2,500)	0%	0
Expenses	0	2,500	0%	2,500	2,500	0%	20
FARLAIN LAKE PROJECT							
Revenues	(8,472)	(10,000)	85%	0	8,472	0%	0
Expenses	2,486	10,000	25%	0	(2,486)	0%	0
HONEY HARBOUR SURVEY							
Revenues	(14,941)	(14,941)	100%	(14,941)	0	100%	(15,088)
Expenses	9,507	14,941	64%	14,941	5,434	64%	15,224
WETLANDS EVALUATION PROJECT							
Revenues	0	0	0%	0	0	0%	0
Expenses	0	0	0%	0	0	0%	99
WYE MARSH PROJECT							
Revenues	(6,254)	0	0%	0	6,254	0%	0
Expenses	2,062	0	0%	0	(2,062)	0%	0
INLAND LAKES							
Revenues	(18,588)	(18,588)	100%	(18,588)	0	100%	(20,923)
Expenses	12,679	18,588	68%	18,588	5,909	68%	30,083
TREE DISTRIBUTION PROJECT							
Revenues	(13,746)	0	0%	(20,004)	(6,258)	69%	(19,073)
Expenses	7,512	5,503	137%	20,004	12,492	38%	21,629
RMO PROJECT							
Revenues	(74,587)	(74,191)	101%	(74,191)	396	101%	(73,104)
Expenses	60,964	74,191	82%	74,191	13,227	82%	77,013
VICTORIA HARBOUR WTP SURVEY							
Revenues	(4,274)	(7,855)	54%	(7,855)	(3,581)	54%	(8,504)
Expenses	4,274	7,855	54%	7,855	3,581	54%	8,126
CITIZEN SCIENTIST							
Revenues	(15,669)	(4,625)	339%	0	15,669	0%	0
Expenses	19,461	4,625	421%	0	(19,461)	0%	0
HABITAT RESTORATION PROJECT							
Revenues	0	0	0%	0	0	0%	(174,863)
Expenses	0	0	0%	0	0	0%	173,863
SUSTAINABLE SEVERN SOUND							
Revenues	(36,110)	(106,756)	34%	(106,756)	(70,646)	34%	0
Expenses	24,865	106,756	23%	106,756	81,891	23%	0
TOTAL SSEA IMPLMENTATION PROJECTS	(48,831)	5,503	(887%)	0	48,831	-	14,502
TOTAL SSEA OPERATING (SURPLUS)/DEFICIT	(353,776)	(83,388)	424%	0	353,776	-	0



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Fourth Quarterly (Q4) Meeting - January 29, 2021**

STAFF REPORT

No: 04-21-SSEA
Date: January 21, 2020
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director, Judy Limoges, Treasurer

SUBJECT: SSEA 2021 Staff Salary Increase

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 04-21-SSEA regarding a 2021 annual COLA salary increase of 2.0%, based on the 2021 budget and board motion dated August 25, 2020, be approved by the board; and

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

Purpose of Staff Report

The purpose of this report is to provide further information to the board regarding the general annual salary increase for SSEA FTE.

Background

At the SSEA board budget meeting on August 25, 2020, the board of directors was presented with 4 options for the provision of the annual cost of living adjustment (COLA) salary increase for SSEA FTE. These options were as follows:

Option	Proposed Increase	2021 Budget Impact (cost)
A	2% increase	\$12,867
B	1% increase	\$6,434
C	0% management, 1% others	\$4,603
D	0%	0

The board was also provided with the chart below showing a history of SSEA approved salary increases along with municipal and conservation authority comparators from 2017-2021. This chart has been updated to include partner municipality 2021 salary increases (updated):

Municipality:	2021	2020	2019	2018	2017
Georgian Bay	1.6%	1.50%	1.50%	1.50%	0.02%
Midland	not approved	1.25%			
Oro-Medonte		1.60%	1.50%		
Penetanguishene	1.85%	not approved	1.65%	1.60%	1.75%
Severn	1.5%	1.75%	1.75%		
Springwater		2.21%	1.77%	1.84%	1.46%
Tay	BUDGET=0%	2.00%	2.50%	1.50%	
Tiny	PROPOSED=1%	2.00%	1.50%	1.60%	1.50%
Avg.	1.19-1.65				
SSEA	2.00%	2.00%	2.00%	1.60%	1.49%
Conservation Authorities:					
NVCA	1.5%	2.20%	2.50%	1.90%	1.72%
LSRCA	PROPOSED=1%	1.75%	1.50%	1.85%	

At the budget meeting the board passed a motion approving option A above; a 2% increase for SSEA FTE.

The SSEA FTE positions do not have a salary grid and have always been paid at a set job rate. There has also never been a compensation review and the required pay equity legislation has not yet been implemented. A pay equity and compensation review were budgeted in 2019 and was transferred to reserve to complete at a future date.

With the updated information herein, we trust this provides the board with the information required to approve moving forward with a 2021 COLA salary increase for SSEA staff and authorize the ED to effect the change January 1, 2021.

Submitted by:

Original signed by
Julie Cayley, Executive Director

Original signed by
Judy Limoges, Treasurer



**Severn Sound Environmental Association
Joint Service Board Meeting
2020 Fourth Quarterly Meeting (Q4) - January 29, 2021**

STAFF REPORT

No: 05-21-SSEA
Date: January 21, 2021
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: APPOINTMENT OF SSEA AUDITORS FOR 2020

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: the SSEA board of directors appoint the audit firm for the SSEA Treasurer municipality, Township of Tay, currently Pahapill and Associates Professional Corporation, to perform the 2020 annual financial audit of the SSEA.

Purpose of Staff Report

The purpose of this report is to obtain the SSEA board of directors' approval to appoint the auditor firm Pahapill and Associates Professional Corporation, to perform the 2020 annual financial audit of the SSEA.

Background

The Municipal Act section 296(1) requires a municipality to appoint an Auditor. The SSEA Treasurer municipality, Township of Tay, has appointed Pahapill and Associates Professional Corporation through resolution and they have an agreement authorized by by-law. The agreement covered the 2019 audit. The Township extended the audit firm's appointment for one year to include the 2020 audit. Accordingly, SSEA requires a motion from the board of directors to appoint Pahapill and Associates Professional Corporation, to perform the 2020 annual financial audit of the SSEA.

Prepared by:

Approved for Submission by:

Original signed by

Judy Limoges, Treasurer

Original signed by

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Service Board Meeting
2020 Fourth Quarterly Meeting (Q4) - January 29, 2021**

STAFF REPORT

No: 06-21-SSEA
Date: January 21, 2021
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Treasurer and Julie Cayley, Executive Director

SUBJECT: PROVISION OF SERVICES AND SUPPORT FROM THE TOWNSHIP OF TAY

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 06-21-SSEA regarding the provision of services and support from the Township of Tay for 2021 be received, and;

FURHTER THAT: The SSEA Board approve the continuation of the MOU with the Township of Tay for the Provision of Services and Support and authorize SSEA staff to proceed as required to renew said MOU.

Purpose of Staff Report

The purpose of this report is to inform the board that the existing memorandum of understanding between the SSEA and the Township of Tay (Treasurer municipality) expired at December 31, 2020 and to seek approval to renew the MOU for the Provision of Services and Support (Including HR, Treasury and IT).

Background

As required by the SSEA JMSB Agreement, one of the member Municipalities acts as the treasurer to the SSEA. A memorandum of understanding with the Township of Tay for these services commenced January 1, 2018 for a three-year period or until such time as either party terminates the MOU providing six months prior written notice. The annual cost for 2020 was \$32,380 (+hst) and is adjusted for annual cost of living increases based on the third quarter Statistics Canada consumer price index. The Treasurer for the Township of Tay has been contacted on this matter.

Recommendation

We appreciate the services and support provided by the Township of Tay and wish to continue with an MOU with them. SSEA staff will work as directed by the Board to renew the MOU with the Township of Tay staff for continuation of services and support including Treasurer, HR and Payroll and IT.

Prepared by:

Approved for Submission by:

Original signed by

Judy Limoges, Treasurer

Original signed by

Julie Cayley, Executive Director

Attachment: SSEA-Tay MOU_By-Law No. 2017-128

THE CORPORATION OF THE TOWNSHIP OF TAY

BY-LAW NO. 2017-128

Being a By-Law to authorize the entering into of a Memorandum of Understanding with Severn Sound Environmental Association for the Provision of Services and Support from the Township of Tay

WHEREAS the Board is a Joint Municipal Services Board established by agreement March, 2009 and by by-law of each of the participating municipalities;

AND WHEREAS the Municipality is a municipal corporation incorporated pursuant to the provisions of the Municipal Act, 2001, SO., 2002, c. 25 as amended;

AND WHEREAS the Municipality employs staff who has developed expertise in areas that include human resources, finance and information systems support;

AND WHEREAS it is important to the Municipality and the Board to deliver services in the most efficient manner;

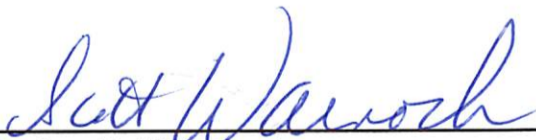
AND WHEREAS the Municipality and Board wish to enter into a Memorandum of Understanding to outline the services and support the Municipality is prepared to provide to the Board;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY ENACTS AND BE IT ENACTED AS FOLLOWS:

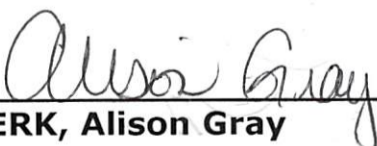
1. That the Council of the Corporation of the Township of Tay enters into of a Memorandum of Understanding with Severn Sound Environmental Association attached hereto as Appendix "A" for the purpose providing services and support to the Association.
2. That the Mayor and Clerk be authorized and directed to execute on behalf of the Corporation of the Township of Tay the said agreement and to affix the Corporate Seal thereto.
3. That this By-Law shall come into force and take effect immediately on the final passing thereof.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20TH DAY OF DECEMBER, 2017.

THE CORPORATION OF THE TOWNSHIP OF TAY



MAYOR, Scott Warnock



CLERK, Alison Gray

MEMORANDUM OF UNDERSTANDING

BY-LAW No. 2017-128
OTHER Schedule A

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF TAY

(hereinafter referred to as the "Municipality")

-AND-

SEVERN SOUND ENVIRONMENTAL ASSOCIATION

A JOINT MUNICIPAL SERVICES BOARD

(hereinafter referred to as the "Board")

WHEREAS the Board is a Joint Municipal Services Board established by agreement March, 2009 and by by-law of each of the participating municipalities;

AND WHEREAS the Municipality is a municipal corporation incorporated pursuant to the provisions of the Municipal Act, 2001, SO., 2002, c. 25 as amended;

AND WHEREAS the Municipality employs staff who has developed expertise in areas that include human resources, finance and information systems support;

AND WHEREAS it is important to the Municipality and the Board to deliver services in the most efficient manner;

AND WHEREAS the Municipality and Board wish to enter into a Memorandum of Understanding to outline the services and support the Municipality is prepared to provide to the Board;

NOW THEREFORE BE IT RESOLVED THAT THE MUNICIPALITY AND THE BOARD HEREBY STATE AS FOLLOWS:

1. The Municipality and the Board hereby acknowledge:
 - (a) The Board is an independent entity and separate from the Municipality, subject to the provisions of the Agreement signed by the participating Municipalities and the Municipal Act, and has been established to provide support to the Municipalities in the management of their environmental activities, to continue to coordinate the Long-Term Sustainability Plan and to assume the duties and responsibilities assigned to the Severn Sound Protection Authority pursuant to the Clean Water Act;
 - (b) The Municipality is an independent entity and separate from the Board and provides municipal services to the residents of the Municipality pursuant to the provisions of the Municipal Act, 2001 and related legislation; and
2. The Municipality agrees that it will provide and make available to the Board during the term of this MOU those services that are listed and more particularly described in Schedules "A", "B", "C" (Schedules) which are attached hereto and form part of this MOU. The Municipality and the Board acknowledge that this MOU applies only to those services listed and described in the Schedule attached hereto.
3. The Municipality and the Board acknowledge that the annual fee for service of \$31,215 shall be charged beginning January 1, 2018 with annual cost of living increases based on the third quarter Statistics Canada consumer price index. Annually the Treasurer of the Municipality and the Administrator of the Board shall review the fee in relation to services provided in an effort to identify areas SSEA staff could take on greater responsibility reducing work for the Municipality and the corresponding fee.

4. The Board and the Municipality agree that while the Board empowers the Municipality as its agent in order to provide services to the Board, the Board may establish its own policies, procedures and management directives. Services provided by the Municipality to the Board will be in accordance with the Municipalities policies and directives.
5. The parties agree that any purchases made by the Board pursuant to this MOU will comply with the Municipality's Procurement Policy and Procedures as may be amended from time to time.
6. The Board agrees it will comply with and will cause its employees to comply with any software licensing agreements and any IT use/access/control policies that the Municipality may have in place from time to time.
7. The Chief Administrative Officer (CAO) for the Municipality and the General Manager/Executive Director (GM/ED) for the Board shall each designate members of their respective staff to address any issues that may arise out of the operation of this MOU.
8. The Municipality is not responsible for any costs incurred by the Board in excess of its approved (as may be amended) budget for a particular year. The Board will be responsible for costs incurred in excess of the approved budget. A resulting annual operating surplus (for 2018 and following years) will be placed in a Reserve under the control of the Board and may be used to cover any potential future deficits or future Board approved operating or capital budget needs.
9. The Municipality and the Board hereby agree that this MOU will come into effect on the first day of January, 2018 and shall continue for a three year period or until such time as either party terminates this MOU in accordance with the provisions of paragraph 10 below.
10. The Municipality and the Board hereby agree that either party subject to this MOU may terminate the MOU upon providing to the other party no less than six months prior written notice of its intention to terminate this MOU.
11. The Municipality and the Board acknowledge and agree that the terms and provisions of this MOU apply only to the services set out in the schedules attached hereto and do not apply to any other agreements or arrangements that may exist from time to time between the Municipality and the Board unless such other agreements are stated in writing to be subject to the terms and provisions of this MOU.
12. Any matters in dispute between the parties in relation to this MOU may be referred by either party to a committee to be comprised of three members of Council and three members of the Board. This committee in consultation with the CAO and GM/ED shall be tasked with determining a process of dispute resolution.
13. If at any time during the term of this Agreement the parties shall deem it necessary or expedient to make any alteration or addition to this MOU, they may do so by means of written amendment between them which shall be supplemental to and form part of this MOU.
14. Any notice or other communication to be given in connection with this MOU shall be given in writing and may be given by personal delivery, or by registered mail addressed to the recipient as follows:

TO THE MUNICIPALITY:

The Corporation of the Township of Tay
450 Park Street, P.O. Box 100
Victoria Harbour, ON L0K 2A0

TO THE BOARD:

Severn Sound Environmental Association
67 Fourth Street
Midland, ON L4R 3S9

Or such other address as may be designated by written notice by either party to the other. Any notice given by personal delivery or registered mail shall be conclusively deemed to have been given on the day of actual delivery.


- 15. This MOU shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 16. Neither this MOU nor any of the rights or obligations of either of the parties hereunder may be assigned without the prior written consent of the other party to this MOU.

IN WITNESS WHEREOF the parties have executed this Memorandum of Understanding.

SIGNED, SEALED AND DELIVERED

In the presence of

THE CORPORATION OF THE TOWNSHIP OF TAY

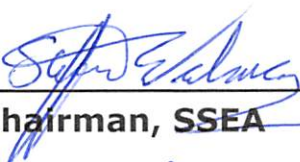


Mayor, Scott Warnock



Clerk, Alison Gray

SEVERN SOUND ENVIRONMENTAL ASSOCIATION



Chairman, SSEA



General Manager/Executive Director (GM/ED)

Schedule "A"

Human Resources

The Municipality will provide advice and support to the BOARD as follows:

- Assistance to employees with forms for enrolment in the Payroll system
- Payroll processing including legislative deductions and remitting of same under the Municipalities business number
- Human Resources support for the administration of retirements, short and long term disability claims
- Tracking of vacation, sick time, lieu time, etc. through the Diamond payroll system
- Issuance of annual T4's and Record of Employment data as required.
- Enrolment in OMERs, reporting of leave periods
- Accident reporting for WSIB under the Municipalities WSIB account number

The Board through its administrative staff will provide:

- Employment terms will be by agreement authorized by the board and provided to the Municipality for payroll processing. The Board will ensure compliance with Pay Equity legislation.
- Health and Safety training will be provided to all new employees by Board. The Board has its' own Health and Safety Policies and holds monthly meetings. Compliance with Health and Safety legislation is the responsibility of the Board and it's senior staff.
- Administration of Benefit Plan – All administrative functions of the Board's benefit plan including renewal rate negotiations, new enrolments, processing of claims, training and liaison with employees.
- Submission of staff time sheets within deadlines and distribution of pay stubs

Schedule "B"

Treasury

The Municipality will provide advice and support to the BOARD as follows:

The municipality will process all financial transactions in accordance with the municipality's financial policies and procedures as applicable.

The municipality will create and post general journal adjusting entries as determined by SSEA administrative staff and the external auditor, in accordance with the accounting standards set out by the Public Sector Accounting Board (PSAB)

The municipality will record the SSEA's capital assets and prepare annual amortization schedules

A separate fund will be created for the BOARD with General Ledger accounts as required.

Accounts Payable will be processed and suppliers paid based on the same payment terms as currently in place for the municipality. HST will be captured and remitted under the municipality's business number. Payments will be made via the Municipality's bank account and a transfer from the Board's bank account will be made on a monthly basis to cover the cost of operations.

The municipality will supply interim financing to the SSEA as needed, but will be subject to interest at a rate of Prime + 1%.

The municipality will set up activity accounts for grant programs as requested in order to make tracking and reporting for grants efficient and transparent.

The municipality will create customized reports in Manager Reporter for SSEA staff to use in monitoring expenditures and reporting to the Board.

Maintenance of the Purchase Card program. The municipality may issue purchase cards to SSEA staff with the authorization of the GM/ED.

Customer and Vendor numbers will be created in the financial system using the same format as the municipality, but will begin with a unique naming system specific to the SSEA in order to easily separate customer and vendor information for use by both parties.

Support and guidance on financial matters will be provided as well as liaise with the external auditors.

Provide the Board with access to all SSEA general ledger accounts.

The Board through its administrative staff will:

Adhere to the municipality's procurement policy as amended from time to time.

SSEA staff will ensure vendors are registered with WSIB prior to submitting invoices.

Adhere to accounting policies as set out by PSAB.

The entering of invoices for services rendered, within the municipality's financial system and the distribution of invoices to customers. Collection and follow-up of such receivables will be the responsibility of the SSEA administrative staff.

Schedule "B" Continued

Treasury

Provide assurance that guidelines and requirements are met for each and every grant in progress and that appropriate backup documentation is kept in an easily obtainable form and with the appropriate retention period.

Records will be made available to the municipality as determined necessary for review and inquiry

Provide copies of board resolutions, delegated authority and or adopted policies to support financial transactions.

Run and distribute financial reports to the board provided by the municipality as necessary

Schedule "C"

Internet Technology

The Municipality will provide advice and support to the BOARD as follows:

The municipality will provide network setup and configuration for all users as required, adding email accounts and addressing network issues as they arise.

Special projects or services outside normal network maintenance will be subject to a charge out rate on top of the cost of services included in this MOU.



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Fourth Quarterly Meeting (Q4) - January 29, 2021**

STAFF REPORT

No: 07-21-SSEA
Date: January 29, 2021
To: Chair and Members of the SSEA Board of Directors
From: Nikki Priestman, Watershed Health Coordinator

SUBJECT: New SSEA Multi Partner Midland Weather Station Equipment

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 07-21-SSEA regarding the new SSEA Multi Partner Midland Weather Station be received for information.

Purpose of Staff Report

To provide the board with information regarding new weather station equipment in Midland and to call attention to collaboration between SSEA, Towns of Midland and Penetanguishene, and Township of Tay.

Background

As part of the SSEA Climate Monitoring program, SSEA utilizes a network of weather sensors to monitor long term environmental and climate trends in the Severn Sound area. This data is essential to analyzing and predicting trends in water quality and climate as well as municipal stormwater and waste water management. The Midland Water and Wastewater Operations Facility (MWWOF) on Bay St. is one of the longest running climate sites in the SSEA's network. On December 3rd, 2020, installation of a new weather station was completed. The new equipment replaces and updates the previous, 7 year old equipment, which was inoperable. The new system will provide access to near-real-time rainfall, air temperature, humidity, wind speed and direction.

Discussion/Analysis:

To replace the aged and inoperable weather station equipment at the MWWOF, SSEA Staff compared several replacement solutions at various price points. The criteria used to select the weather station included robust research-grade equipment, remote data access, calibration capability and enhanced vendor support. The selected equipment was manufactured by ADCON and supplied by Weather Innovations Consulting LP at a cost of just over \$10,000.

SSEA member municipalities, Towns of Midland and Penetanguishene, and Township of Tay, who are located within 10 km of the station, shared the purchase cost of the equipment through their respective Water and Wastewater Programs. SSEA's commitment is to maintain, calibrate and provide raw compiled data on a request basis to the cost share partners. As well, SSEA will cover the data communications cost (Approx. \$500/yr.). The four partners have direct access the remote data for their purposes.

SSEA uses the data collected at our weather stations to enhance our network of temperature and rain loggers located throughout the Severn Sound watershed. Collecting weather data with this equipment provides the SSEA with:

- the ability to analyze local climate trends, used for climate adaptation planning and risk analysis, and providing a scientific basis to support municipal decision making
- additional background information for monitoring projects in the Severn Sound and Tiny Coastal Area watersheds, putting monitoring results into context (e.g. water quality and quantity, inland lake levels, trends in algae growth)
- assistance with calibration of other SSEA weather monitoring equipment
- a level of redundancy helping to prevent data loss

The data will be available to the public through SSEA Reporting and current conditions data will be made available on www.severnsound.ca. To help engage our agricultural community, SSEA has arranged to include accumulated Crop Heat Units (CHUs) along with the other weather parameters on our web site. CHUs are a measure of the growth and maturing potential of warm season crops such as corn and soybeans.

SSEA is currently looking for cost share partners, municipal or other, to replace one other weather station in the Lafontaine area and looking for opportunities to expand the network to other areas of the watershed based on interest.

Prepared by:

Approved for Submission by:

Original signed by

Original Signed by

Nikki Priestman, Watershed Health Coord.

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Fourth Quarterly Meeting (Q4)- January 29, 2021**

STAFF REPORT

No: 08-21-SSEA
Date: January 29th, 2021
To: Chair and Members of the SSEA Board of Directors
From: Michelle Hudolin, Wetlands & Habitat Biologist

SUBJECT: SSEA Community Tree Planting & Tree Seedling Distribution Program Update

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 08-21-SSEA, regarding the SSEA Community Tree Planting & Tree Seedling Distribution Programs, be received for information.

Purpose of Staff Report

The purpose of this report is to provide an update on the impacts of the COVID-19 situation on the Community Tree Planting and Tree Seedling Distribution Programs.

Background

The Severn Sound Remedial Action Plan/SSEA has been involved in coordinating tree plants since the early 1990s. To restore wildlife habitat and improve water quality, the SSEA helps with project planning, obtaining native tree and shrub seedlings, and coordinating planting volunteers. The SSEA involves a variety of groups and volunteers including local schools, and community organizations (e.g., Scouts Canada). Nearly 240,000 seedlings have been planted through this Program to date.

To supplement the Community Tree Planting Program, the SSEA started the Tree Seedling Distribution Program in 2007. This over-the-counter tree sales program provides property owners with access to reasonably-priced, native tree and shrub seedlings for spring planting, increasing local tree cover. More than 115,700 seedlings have been purchased and planted by landowners through this program.

Seedlings for both programs are ordered from the nursery in fall. A deposit (typically 20-25% of total cost) is paid in January to secure the order with the balance due with spring pick-up.

Analysis/Discussion

2020 4th quarter

Both of these tree planting programs were impacted by the COVID-19 situation and did not proceed in spring 2020.

For the 2020 Tree Seedling Distribution Program, the SSEA offered full refunds, but noted to participants that they could choose to donate to the program instead, to help cover costs for planning and implementation. Of 177 participants, 29 made a full or partial donation, resulting in more than \$1,400 donated to SSEA to offset costs for the program. The SSEA worked with our treasurer municipality, the Township of Tay, to process and send refunds and/or tax receipts, as applicable.

Looking ahead 2021

Public guidance regarding COVID-19, safety protocols and personal protective equipment are much more available now compared to the start of the pandemic. As a result, the SSEA is proceeding with the 2021 Tree Seedling Distribution Program, and planning for several different pandemic scenarios which could influence how nursery pick up, sorting/packaging and distribution of seedlings occurs, which is typically in late April or early May. The program has always had a curbside-type format for participants to obtain their seedlings, and we expect this to continue, incorporating any COVID protocols in place at that time.

The SSEA is currently anticipating minimal or no Community Tree Planting this year, since schools will likely not be in a position to bus students to planting sites in late April/early May, and there could still be limits on the number of people allowed to gather outdoors in spring 2021. The SSEA is considering what safety protocols would need to be in place if limited volunteer planting event(s) were to take place, e.g., requiring pre-registration, staggered start times, no sharing of equipment, etc. The SSEA maintains a list of sites for future planting that would be revisited for spring 2022 if the program does not proceed in 2021.

Financial Implications

2020 4th quarter

Although the 2020 program had to be postponed due to COVID-19, also resulting in the loss of the Trees Ontario grant money, the program participants generously donated more than \$1,400.

Looking ahead 2021

The SSEA will be required to pay a deposit of approximately \$3,000 to Somerville Nurseries Inc. to secure seedlings on order for spring 2021. For the Tree Seedling Distribution Program, the SSEA sets the seedling prices so that the program is self-funded, including staff time associated with planning and implementation. In December 2020, the SSEA was also approved for a subsidy of \$0.25 per seedling from Forests Ontario, for seedlings sold to participants under this initiative in 2021.

For Community Tree Planting projects, 100% of the cost of seedlings would be reimbursed through a County of Simcoe Forestry grant when volunteers do the planting. The County funds are available through a multi-partner, four-year (2019-2022) MOU between the County and SSEA, Dufferin Simcoe Land Stewardship Network, NVCA and LSRCA. If no Community Tree Plants occur in spring, the County's funding would not be paid to SSEA for 2021, however, there would be no seedling or planning/implementation costs incurred for this program and the SSEA's agreement with the County for the remainder of the MOU timeframe would not be affected.

Prepared by:
Original signed by

Approved for Submission by:
Original Signed by

Michelle Hudolin, Wetlands & Habitat Biologist

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Fourth Quarterly Meeting (Q4) - January 29, 2021**

STAFF REPORT

No. 09-21-SSEA
Date: January 29, 2021
To: Chair and Members of the SSEA Board of Directors
From: Tracy Roxborough, Sustainability and Climate Action Coordinator, SSEA, Sustainable Severn Sound (SSS) special project

SUBJECT: Sustainable Severn Sound (SSS) Special Project Update – 4th quarter 2020

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. 09-21-SSEA, regarding the SSEA's SSS special project update for the 4th quarter of 2020 be received for information

Purpose of Staff Report

The purpose of this report is to provide a summary of accomplishments to the SSEA Board of Directors as achieved by the SSS special project during Q4 2020.

Background

In 2019 the SSS committee and SSEA Board identified several advantages that could be achieved by incorporating the SSS project as a special project of the SSEA. As of early 2020, the approved SSEA budget incorporated the SSS as a special project, and the merger was initiated. The former Sustainability Committee has been dissolved, with the SSS special project staff, the SSEA's Sustainability and Climate Action Coordinator, now responsible for reporting to the SSEA Executive Director.

Q4 2020 SSS Special Project Results

Bee City Program Membership, Town of Midland

In October 2020, Midland's Town Council approved [By-law 2020-53 designating the Town of Midland as a Bee City](#). This By-law and the Town's membership in the Bee City Canada program was supported through information and research provided by SSEA. This action by the Town also delivers on *Table 6: Actions to mitigate GHG emissions, 2019-2028, re: Action 11* in the Town's Council-adopted [Climate Change Action Plan](#). SSEA are supporting the Town in administration of the Town's Bee City Team meetings, attended by the Town's Executive Director of Environment and Infrastructure, Manager of Operations, Manager of Parks and Communications and Marketing Director. SSEA is currently planning a virtual workshop for Town staff proposed for February 2021, which will include an overview of the Bee City Canada program, potential site management options and examples of successful no-mow and Bee City initiatives from external municipalities.

Partners for Climate Change Protection (PCP) Program Progress

As your Associate Member to the [Federation of Canadian Municipalities PCP program](#), SSEA's Sustainability and Climate Action Coordinator is responsible for supporting our partner municipalities in meeting their membership requirements – including annual energy and greenhouse gas reporting representing both municipal operations (buildings, streetlighting, fleet, water/wastewater and solid waste) and community emissions (residential, commercial and industrial energy use, transportation and solid waste). In October 2020, SSEA submitted data requests to each of our municipal PCP program members, including the Towns of Midland and Penetanguishene and the Townships of Severn, Georgian Bay, Tiny and Tay. Currently, Oro-Medonte and Springwater are not members of the PCP program. Due to impacts from the COVID-19 pandemic, the anticipated timeline for SSEA receiving the entirety of this data from each municipality has not yet been met. Significant conversions and calculations need still to be performed by SSEA in order to report this information publicly and to submit this to the PCP Secretariat for approval of PCP program Milestone 4.

Municipal Strategic Plan/Official Plan Review: Climate Change Analysis

Local government decisions are partly driven by municipal plans and strategy documents, and these decisions may influence the amount of energy used and can have environmental and energy cost implications for the municipality and their community. Considering this, climate change impacts should be incorporated into the decision-making framework of municipalities. In order to support our local governments in the integration of climate change considerations into their operations, SSS has completed a climate change analysis of municipal strategic plans and Official Plans by the SSEA's partner municipalities to identify opportunities for increased integration of climate change considerations and action plan goals across municipal departments. A further report will be developed by SSS project staff in Quarter 1, 2021 that will include:

- Why municipal plans and strategies should include references and language in response to climate change, and

- Examples/recommendations on how to best enhance existing plans to include climate change goals, greenhouse gas (GHG) inventories, GHG reduction targets and climate change plan action items.

Requests for Reports/Research by Municipal Partners*

SSEA's Sustainability and Climate Action Coordinator provided (2) research reports and (1) Climate Change Action Plan Communications Plan as requested by the Township of Georgian Bay. These reports were:

1. Municipal Organic Waste Audit Pilot Project Proposal (re: Township of Georgian Bay's Climate Change Action Plan: Table 6, Action 11)
This report was developed as a summary of Best Practices as related to municipal organic waste audits and the undertaking of an audit in a municipal administrative building. As of January 11, 2021, Township Council has approved the implementation of a one-year food waste audit pilot project at the Administration Building, Community Services Building and South Shop. This report is available here:
https://drive.google.com/file/d/1dTF_Cm8FjSMiD_4Dhmj0HVqyYLIgZ5Kq/view?usp=sharing
2. Recommendation to Integrate the Local Climate Change Action Plan, the Township of Georgian Bay's Partners For Climate Protection Program Commitment and The Township's Council-Adopted Municipal Climate Plan and General Climate Change Considerations into the 2020/2021 Strategic Plan Update/Review
SSEA's Sustainability and Climate Action Coordinator, with support of the 8-week Canada Summer Jobs student's efforts, reviewed the Township's Strategic Plan in relation to six selected criteria, and developed recommendations within this report based on Best Practices and external municipal examples to strengthen existing Strategic Plan goals. This report is available here:
<https://drive.google.com/file/d/1cWOb5bJWr8TK1Wjzo8zq1Zw3-fbq6GyC/view?usp=sharing>
3. Climate Change Action Plan Communication Plan
The purpose of the Communication Plan is to define the methods and tools that will be used to build awareness of the Township's Municipal Climate Plan, adopted by Council in October 2019. The CP also seeks to highlight the Local Climate Change Action Plan (LCCAP) completed by SSS project staff in 2018 and recognize the Township's involvement in the PCP program. The Communication Plan is available here:
https://drive.google.com/file/d/1ojWwOj_f26wKk0rn-kZL-CSZlyYYHIFv/view?usp=sharing

**As a note/reminder, these reports can be edited and provided by request to any SSEA partner municipality and PCP program representative. The Sustainability and Climate Action Coordinator can also respond to your municipalities' specific requests for information as they*

relate to the implementation of your Climate Change Action Plan, per approval by the SSEA ED.

**Canada Summer Jobs Student Position Achievements
8 Week Role, October 19 – December 14, 2020**

With the support of the Sustainability and Climate Action Coordinator, the student was able to contribute to and/or accomplish the following:

Deliverable: Implementation of corporate climate change action plans, driven by Council-approved municipal-level climate change action plans

Action Items Completed

1. Analyze all (8) SSEA partner strategic plans and Official Plan documents (+16) for climate change language and policy considerations, PCP program commitment integration greenhouse gas (GHG) inventories, Council-approved GHG reduction targets, climate plan actions,
2. Develop a GHG comparison and/or calculation tool for in-house use that can evaluate the estimated GHG emissions and carbon sequestration of projects and practices (ex. Tree planting), and
3. Create/prepare (2) monthly articles to support municipal and community awareness of climate change and municipal climate change planning.

Deliverable: Monitoring and reporting (Milestone 5 of PCP program); re-inventory of GHG emissions (corporate and community)

Action Items Completed

4. Updated (6) corporate and (6) community GHG inventories as available using the PCP tool (completed training as required), including:
 - a. assessed inventories for completeness (2015-2019) and updated SSS data tracker master sheet and GHG inventories in preparation for entry into the online PCP Tool,
 - b. contacted municipal PCP program representatives, Finance Departments/Public Works for energy and fuel consumption data required to complete 2016-2019 GHG inventories.

In addition to this work, the student was successful in completing SSEA orientation, health and safety training, reviewing SSS project information (GHG data methodologies (7), GHG data profiles (6), the regional climate plan (1), all municipal/corporate climate change action plans (6); and participating in (5) meetings for committees relevant to the role of the Sustainability and Climate Action Coordinator role/PCP program including Georgian Bay Biosphere ICECAP, Simcoe Muskoka Health Unit Climate Change Exchange, Hydro One Stakeholder Invitational, Provincial Made-in-Ontario Environment Plan Review, Bee City Team Meeting), and attending (4) professional development webinars.

Conclusion/Recommendation

SSEA’s Sustainability and Climate Action Coordinator continues to implement the SSS special project work plan to deliver on standing PCP program commitments to our 6 PCP member municipalities. Efforts to further the implementation of each municipalities’ respective Municipal Climate Change Action Plan, as well as recommendations from the regional-scope Local Climate Change Action Plan (LCCAP), including recommendation #4: “*Create a multidisciplinary working group to advise on the development of a climate change adaptation strategy complementary to the LCCAP*” per Action Area #2: “*Engaging externally to support long-term climate action*”¹ continues to remain a key priority for the SSS project in order to build climate resiliency within the Severn Sound watershed and each of the SSEA’s member municipalities. It is recommended that this report be received for information.

Prepared by:

Approved for Submission by:

Tracy Roxborough, Sustainability and
Climate Action Coordinator

Julie Cayley, Executive Director

Supporting Documents and Links

[Town of Midland, Municipal Climate Change Action Plan, 2019](#)

[Town of Penetanguishene, Municipal Climate Change Action Plan, 2019](#)

[Township of Georgian Bay, Municipal Climate Change Action Plan, 2019](#)

[Township of Severn, Municipal Climate Change Action Plan, 2019](#)

[Township of Tay, Municipal Climate Change Action Plan, 2019](#)

[Township of Tiny, Municipal Climate Change Action Plan, 2019](#)

¹ [The Local Climate Change Action Plan, 2018](#)



**Severn Sound Environmental Association
Joint Municipal Service Board
2020 Fourth Quarterly Meeting (Q4) – January 29, 2021**

STAFF REPORT

No: 10-21-SSEA
Date: January 29th, 2021
To: Chair and Members of the SSEA Board of Directors
From: Michelle Hudolin, Wetlands & Habitat Biologist; Aisha Chiandet, Water Scientist;
Tracy Roxborough, Sustainability Coordinator
SUBJECT: SSEA Grant Applications Update

APPLICABLE STRATEGIC PLAN GOALS:

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 10-21-SSEA regarding SSEA grant applications update, be received for information.

Purpose of Staff Report

To update the Board on applications SSEA has made to granting organizations that would impact budget and workload in 2021.

Background

SSEA has four outstanding grant applications that are either currently pending approval for 2021 or are in the process of being submitted:

1) Federal Climate Action and Awareness Fund:

Building Climate Resiliency in the Severn Sound Watershed

Total Applied For: \$1,011,000 over five years

Description: Improve climate resiliency through a coordinated, watershed-scale approach to identify, mitigate, adapt and respond to climate change.

Impact: Increase SSEA resources and support municipal partners in mitigating and adapting to climate change and building resiliency.

2) Provincial Great Lakes Local Action Fund:

Severn Sound Natural Shorelines = Resilient Shorelines

Total Applied For: \$50,000 for one year

Description: Encourage and support naturalization of shorelines and implementation of stewardship practices in targeted areas to improve shoreline health and resilience.

Impact: Increase SSEA resources and support on-the-ground shoreline stewardship actions, with potential for expansion from target areas to all SSEA municipalities in future.

3) Provincial Great Lakes Local Action Fund:

Healthy Soils = Healthy Watersheds in Severn Sound

Total Applied For: \$50,000 for one year

Description: Improve water quality and sequester greenhouse gases through working with agricultural land owners in North Simcoe to explore and encourage adoption and promote action of soil health best management practices.

Impact: Increase SSEA resources and reconnect with the agricultural community to help improve/maintain water quality.

4) Federal Canada Summer Jobs (CSJ) [application pending]:

Total Applied For: Anticipated for 5 students, approx. \$16,000-20,000

Description: Wage subsidy to hire youth (aged 15 to 30 years) for seasonal positions; if approved, SSEA would be eligible for up to 75% of the provincial minimum hourly wage for a minimum of six weeks. SSEA also anticipates partnering with Ontario Federation of Anglers and Hunters on a CSJ application for their *Invasive Species Hit Squad* program; if approved, an additional staff person would be available to SSEA at minimal or no cost.

Impacts: Increase staff resources, and provides youth with the opportunity to gain and develop valuable skills and experience.

SSEA also submitted letters of support to other organizations leading projects that would benefit SSEA for the following applications, each with varying levels of involvement in proposed projects if funding is approved:

1) Federal Climate Action and Awareness Fund:

Depave the Nation

Total Applied For: \$2,500,000 over 5 years, SSEA would be eligible to receive up to \$90,000 over 5 years

Description: Involve community members in reducing impermeable surfaces in urban landscapes by removing unused asphalt and replacing it with permeable green space.

Project lead: Green Communities Canada

Impact: Reduce stormwater runoff and improve water quality, raise awareness on the importance of reducing impermeable surfaces, increase community engagement.

SSEA commitment: Coordinate at least 1 Depave event and raise \$5,000 in in-kind or cash funds per year for 5 years.

2) Ganawenim Meshkiki/Eastern Georgian Bay Initiative:

Save Matchedash Bay

Total Applied For: \$128,000 over two years (partnership; \$35,000 ask for SSEA portion)

Description: Targeted Blanding's Turtle monitoring program and invasive phragmites removal within Matchedash Bay.

Project lead: Georgian Bay Forever

Impacts: Increase staff resources, contribute to Severn Sound species at risk conservation and improve management of invasive species.

SSEA commitment: Blanding's Turtle monitoring; in-kind support for phragmites management.

3) Ganawenim Meshkiki/Eastern Georgian Bay Initiative:

Connectivity and Road Ecology for Species at Risk in Central Ontario

Total Applied For: \$400,000 over two years (partnership; approx. \$1,000 ask for collaborator support for SSEA)

Description: Identify areas where species at risk (SAR) are crossing roads and prioritize stewardship activities, land acquisition and mitigation measures to reduce SAR mortality.

Project lead: Eco-Kare International

Impacts: Develop new partnerships, increase staff knowledge of road ecology impacts on SAR and implementation of mitigation measures such as wildlife crossing structures.

SSEA commitment: collaborate with project partners where project area overlaps with SSEA watershed.

4) Provincial Great Lakes Local Action Fund:

Georgian Bay Plastics Free

Total Applied For: \$50,000 over 1 year, SSEA to provide in-kind support

Description: Engage the community to reduce their reliance on single and lightly used plastics while providing hands-on opportunities to remove garbage and plastics from Georgian Bay shorelines.

Project lead: Georgian Bay Forever

Impact: Contribute to a regional solution to the microplastics issue in Georgian Bay.

SSEA commitment: Assist with education and awareness components of the project in southern Georgian Bay, and work to share results and actions.

5) Provincial Great Lakes Local Action Fund:

Reduction of Plastics Pollution in Severn Sound, Georgian Bay

Total Applied For: \$50,000 over 1 year, SSEA to provide in-kind support

Description: Characterize quantities and sources of microplastics in the Severn Sound area.

Project lead: University of Toronto

Impact: Reduce plastic pollution in Severn Sound, Georgian Bay through engaging community and public, and inform policy and management to implement long-term effective solutions.

SSEA commitment: Assistance with project promotion and activities, including connections with SSEA's network of citizen science volunteers.

Analysis and Discussion

SSEA works independently and in partnership with numerous organizations to secure external funding in order to support special projects and core operations that are support the Strategic Plan. Many of the grants listed above are very competitive, with large catchment regions and a large number of applicants. Note: some of the grants are for more than one year.

Approximately 700 staff hours (.38 of an FTE) were spent on direct fundraising/grant application activities in 2020. An estimated \$1,463,905 worth of grant and sponsorship money was applied for or requested in 2020 and SSEA received or was approved for \$79,005. Approximately \$1,237,000 of the value is still pending for 2021, which is described in this Staff Report.

Expected Impact on SSEA budget/workload:

SSEA grant applications included budgeted amounts for staff resources, which may include funds to support existing positions and/or new hires depending on the project, and other costs such as equipment, mileage/vehicle expenses, materials and supplies, and goods and services that would support the projects, if approved. Where permitted by the fund, project budgets also included an amount to support SSEA overhead expenses. The expectation is that approved grant applications would offset existing staff and equipment resources and expand deliverables.

For partner applications that would involve considerable contributions from SSEA if approved, the applications included budgeted amounts to support existing staff positions, and an amount to support SSEA overhead expenses, where permitted by the fund. Partner applications that are noted as in-kind support are not expected to require significant staff time to support but would provide a benefit to the SSEA area.

Prepared by:
Original signed by

Approved for Submission by:
Original Signed by

Michelle Hudolin, Wetlands & Habitat Biologist

Julie Cayley, Executive Director



Strategic Plan 2018 – 2023
2019 Progress Update Report

Introduction

Severn Sound Environmental Association (SSEA) is a Joint Municipal Service Board dedicated to the management, monitoring and stewardship of the Severn Sound area. Concerned with wise stewardship and environmental quality, our roots date back to 1997 when we were established as a federal, provincial and municipal partnership to support the completion of the Severn Sound Remedial Action Plan, and to oversee its implementation. Our organization adapts to changes with guidance from our eight member board of directors, consisting of Council appointees from contributing municipalities. Priorities of the SSEA are set out in a Strategic Plan (SP), which is updated from time to time.

The current SSEA SP is a course of action that continues to guide our work from 2018 - 2023 and beyond. At the core of the SP are four goals consisting of several priority actions designed to help SSEA fulfill the commitments of the SP. It is important to the Association that our SP progress be shared with our municipal members and made available to the public. Our progress will be reported annually by not only identifying priority actions that have been completed or implemented but also areas and actions from the plan that have yet to be implemented.

This progress report has been arranged in the same order as the Strategic Plan document with the addition of an alphanumeric system to help organize the four goals, priority actions and numerous sub-actions within the plan. The progress tables include the priority sub-actions, 2019 Status and the specific outcomes and/or deliverables. The 2019 Status column is categorized to describe the level of completion for each action, based on the accomplishments, results and highlights. In cases where priority actions include multiple outcomes and/or deliverables, the order of the 2019 Status corresponds with the listed outcome and deliverable. The Status categories are as follows:

C = Complete – Outcome(s) and/or deliverable(s) have been fully implemented.

O = Ongoing – Similar to complete but implementation of outcomes(s) and deliverable(s) occurs continuously with no defined end date

IP = In Progress - Implementation of outcomes(s) and deliverable(s) has been initiated

NS = Not Started – Implementation of action has not yet been initiated but is expected to occur in the upcoming years

GOAL1: SOUND SCIENCE (SS)

SS-1 Address Priority & Legacy Issues

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Establish a Scientific Advisory Team to review science projects and establish priorities.	NS	Science Advisory Team
b. Establish priorities and address legacy issues (e.g. restoration of walleye fishery, managing nutrients)	O	Addressed priority fish habitat issue at one site / continue looking for other Habitat Restoration opportunities
c. Establish a Great Lakes Centre of Excellence (e.g. research portal/hub and information repository)	NS	Enhanced information repository on website

SS-1 Accomplishments/ Results/ Highlights

- b.
 - completion of multi-year, multi-stakeholder Copeland Creek Stream Rehabilitation Project

SS-2 Build Scientific Knowledge & Understanding

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Address new 'chemicals of mutual concern' (CMC)/ emerging contaminants (ECs) (i.e. Strategy/inventory)	NS/C	CMC Strategy not started / Emerging microplastics issue investigated and reported on
b. Invasive Species (IS) monitoring and management	○	Completed IS monitoring and removal in all six IS Program partner municipalities / Working on IS Strategy / Enhance capacity through Citizen Science
c. Habitat and natural heritage evaluations to assess current conditions/identify opportunities	○	Habitat and natural heritage evaluations completed to assess current conditions/identify opportunities
d. Continue the commitment to current monitoring programs (Provincial Water Quality Monitoring Network, Provincial Groundwater Monitoring Network, stream invertebrate communities, Severn Sound and inland lake water quality)	○	All regular programs - Sample collection, analysis and data compilation Enhance existing monitoring programs through Citizen Science
e. Identify streamlining opportunities to ensure SSEA is measuring the right things, in the right places, at the right time	IP	Monitoring programs to be assessed in conjunction with SS-4a - Data Needs Assessment
f. Track trends to anticipate emerging changes/ challenges	○	Water Quality Monitoring -trend analysis of water quality, algae, zooplankton, and physical data as applicable for open water, inland lakes, tributaries and groundwater Invasive species monitoring - Analysis of results to identify novel species introductions and priority management targets
g. Continue to commit to sharing information and progress by reporting on results (e.g. State of the Bays Reports)	○	Open Water reporting up to 2018 data Bass L Subwatershed 2018 Conditions Report Hoots article on Honey Harbour water quality
h. Continue to offer exceptional service as the Source Protection Authority (SPA) for Severn Sound	○	SPA meetings; supporting implementing bodies through annual reporting and policy implementation

SS-2 Accomplishments/ Results/ Highlights

- a.
 - Reported on microplastics concentrations in Severn Sound area Wastewater Treatment Plants (Georgian College Environmental Technology Applied Research Project)
 - b.
 - Inventory of public parks, beaches, shorelines and roads to record the abundance and distribution of invasive species
 - Facilitate SSEA and community based management of priority invasive species populations
 - c.
 - Evaluation of natural heritage conditions - Bass Lake Watershed; mapping and scoring of watershed health parameters (e.g., forest cover/forest interior, wetland cover, riparian habitat)
 - d.
 - Severn Sound Open Water - 11 stations sampled 12 times
 - Inland Lakes - Little Lake – 1 station sampled 12 times; Lake Couchiching - 3 stations sampled 9 times
 - Honey Harbour - 1 station sampled 12 times, 1 station sampled 13 times, 1 station sampled 14 times
 - Provincial Water Quality Monitoring Network – 14 stations sampled 8 times
 - Provincial Groundwater Monitoring Network – 7 wells samples once
 - Stream Benthic Invertebrates – 10 stations sampled once
 - Grant secured to develop new Citizen Science programs
 - f.
 - Open Water, Honey Harbour and Bass Lake trend analysis completed to 2018
 - g.
 - Substantial contributions to State of the Bay report (Georgian Bay wide, Georgian Bay Biosphere lead)
 - Bass L Subwatershed 2018 Conditions Report completed, including lake and watershed health analysis
 - Municipal Reports on IS monitoring and management information
 - h.
 - Held 1 SPA meeting; reviewed development applications regarding water quantity issues; assisted municipalities in meeting annual reporting deadlines; presented to Source Protection Committee; assisted municipalities in early stages of changes to municipal water systems
-

SS-3 Build Resilience Across Severn Sound

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Climate Change Adaptation and Planning	IP	Integrate Sustainable Severn Sound, includes Climate Change initiatives
b. Continue and evaluate tree seedling distribution and tree planting, invasive species management and Yellow Fish Road™ programs	O	Implement Tree Planting and Distribution Programs Evaluate invasive species management methods for ecosystem restoration parameters
c. Work with partners to develop a water quality/environment state of index for Severn Sound	NS	State of Severn Sound Report
d. Continue to provide planning and policy advice to municipal decision makers	O	Provide guidance and policy advise to decision makers from an RMO perspective re: the Canadian Wildlife Act, natural heritage and wildlife habitat
e. Reduce nitrates in groundwater in Issue Contributing Areas	O	Prohibition of Nitrates at Lafontaine initiated

SS-3 Accomplishments/ Results/ Highlights

- b.
 - Community Tree Planting: 7 events at 4 sites; 3580 seedlings
 - Tree Distribution: 162 participants, 7150 seedlings
- d.
 - commented on Environmental Registry postings, proposed provincial policy, municipal Official Plan updates
 - reviewed/commented on municipal projects/proposals
 - reviewed/commented on applications, reports and Environmental Impact Studies at the request of municipalities
 - participated in/stayed apprised of development of County of Simcoe (COS) Archaeological Management Plan
- e.
 - Roll Out and Information Session to property owners in Issue Contributing Area

SS-4 Commit to Filling Knowledge Gaps

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Conduct a needs assessment to identify key data parameters not currently being assessed (e.g. snow, soil substrate) and develop methods to collect this critical information	IP	Data Needs Assessment
b. Explore opportunities to enhance expertise in emerging areas (e.g. stormwater management, hydrogeology, land use planning, fisheries, Species At Risk)	O	Hosting and attending training sessions
c. Identify research opportunities (e.g. Natural Heritage, Ecological Economics & Natural Capital, microplastics)	IP	Collaborations with academic partners to conduct research through undergraduate and graduate theses
d. Stay on top of new and emerging issues/ opportunities/connections (human health connections, emerging contaminants, etc.)	O	Attendance at conferences, participation in networks and working groups

SS-4 Accomplishments/ Results/ Highlights

- a.
 - Internal Data needs assessment initiated including survey of relevant methodologies
 - b.
 - SSEA with support from Lake Simcoe Region Conservation Authority, hosted a Low Impact Development Stormwater Management training workshop for Municipal Staff
 - SSEA staff attended training sessions on topics including Low Carbon Resilience & Green Infrastructure Asset Management, Coastal Processes, Climate Change and Microplastics
 - Georgian College Environmental Technology Applied Research Project - Microplastics study
 - c.
 - Explore emerging contaminant work and opportunity to partnership with Penn State University (dept of Ag and Bio engineering) and Trent.
 - d.
 - SSEA staff attended and presented at numerous conferences such as the International Association for Great Lakes Research, Latornell Conservation Symposium, Ontario Invasive Plant Council Invasive Species Conference to stay on top of the latest research on new and emerging issues
 - SSEA a member of the Climate Change Exchange, led by the Simcoe Muskoka District Health Unit
-

GOAL 2: SUPPORTIVE PARTNERSHIPS (SP)

SP-1 Strengthen Existing Partnerships

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Strengthen the relationship with municipal partners by regularly convening a Chief Administrative Officer (CAO) Round Table to discuss watershed-based issues and opportunities of interest to all	NS	Regular CAO Round Table Meetings
b. Reconvene the Planning Directors meetings to identify existing and emerging issues of environmental concern across the watershed	NS	Planning Directors Meetings
c. Work with academia to develop a curriculum-connected Education Strategy to promote ecological literacy (e.g. A Watershed Textbook)	NS	Education Strategy
d. Re-engage the rural agricultural community	IP	Promoting Best Management Practices to farmers through one-on-one liaising and peer-to-peer networking
e. Identify opportunities to bring Board, staff and alumni together to create a Connected Cadre of Champions	NS	Alumni Network

SP-1 Accomplishments/ Results/ Highlights

- d.
- Healthy Soils = Healthy Watershed project feasibility and sourcing funds
 - Board approved establishment of SSEA Agriculture Advisory Committee

SP-2 Build New Alliances

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Convene conversations with Francophone, Metis and First Nation communities to identify opportunities to work more closely together on initiatives that are of mutual interest and benefit	O	Building new alliances and partnerships Engage First nations, Metis and francophone communities
b. Meet with the COS and District of Muskoka (DMM) and explore opportunities to strengthen the relationship	O/IP	Continued engagement with COS through web and GIS support Communication Process
c. Complete a stakeholder map to identify potential new partnership opportunities across the watershed and beyond (e.g. Health Unit, schools, etc.)	O	Partner/Stakeholder List
d. Explore opportunities to collaborate with the arts and culture community across the watershed to build ecological literacy and interest in Severn Sound	NS	Release content and complete events with local arts and culture community

SP-2 Accomplishments/ Results/ Highlights

- a.
 - Métis & SSEA Reintroduction 101 session with MNO
 - Staff Training: We Are All Treaty People, Truth and Reconciliation training
 - Worked with Georgian Bay Métis Council (supported habitat rehabilitation project with funding)
 - Introductory meeting and site tour with Beausoleil First Nation
- b.
 - Met with DMM and Township of Georgian Bay staff to layout a municipal drinking water supply threats communication strategy
- c.
 - Continue to maintain the list of stakeholders encouraging new partnerships as they occur

SP-3 Empower Others to Take Action

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Work with partners to identify new opportunities for landowners to support the management of invasive species	O	Establish IS management training and identification services
b. Investigate opportunities for early intervention to support landowner and partner efforts designed to improve environmental quality (e.g. reintroduction of Well Aware, Natural Shorelines, Stormwater management and Low Impact Design, soil health)	IP	Support landowner environmental quality improvement (e.g. Natural Shorelines)
c. Develop a Volunteer Strategy (incl. school co-ops)	IP	Developing Volunteer Strategy

SP-3 Accomplishments/ Results/ Highlights

- a.
 - IS Removal training, equipment lending, species identification services

- c.
 - Prepared/disseminated volunteer opportunity flyer to recruit potential volunteers
 - Attending meeting of North Simcoe Volunteer Administrators

GOAL 3: ENGAGED & INFORMED COMMUNITY (EIC)

EIC-1. Address Priority & Legacy Issues

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Develop a Public & Stakeholder Communications and Engagement Strategy	NS	Communications & Engagement Strategy
b. Develop an 'Outreach Program/Curriculum' with partners, identifying potential topics of priority and develop a roster of public workshops and/or educational events including webinars and videos (e.g. Species At Risk, Natural Heritage Value, Invasive Species)	IP/O	Educational Programs Development/ Educational Video Short Series implemented
c. Develop and deliver a Board Orientation Program for new members	C	Board Orientation Program developed and delivered
d. Develop and deliver an SSEA Orientation Program for Municipal Councils	IP	Municipal Orientation Program

EIC-1 Accomplishments/ Results/ Highlights

- b.
 - "Did You Know" videos series collaboration with Southern Georgian Bay Chamber of Commerce featuring SSEA Staff
- c.
 - Board Orientation Program developed and delivered in January 2019
- d.
 - More robust interactive approach to orientation being developed

EIC- 2 Enhance SSEA Profile & Visibility

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Develop a Branding Strategy for SSEA to create commitment to and increased understanding of the organization	NS	Branding Strategy
b. Develop a calendar of community-based events across the watershed and identify opportunities for SSEA 'Pop Up Events' to enhance profile and visibility	IP/NS	Events Calendar in development / 'Pop Up Events' not started
c. Make regular presentations to watershed municipalities to document value-added SSEA-driven and supported services and projects in their respective jurisdiction	O	Municipal Presentations

EIC-2 Accomplishments/ Results/ Highlights

- b.
 - Preliminary development of online calendar to house SSEA-led and partner-led events
- c.
 - Municipal Presentations regularly occur on a request basis and annually at budget deputations
 - “Soft Launch” presentations of new SSEA Strategic Plan to municipal partners (staff)

EIC- 3 Learn from Others

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Work with partners to develop a Citizen Science Strategy	NS	Citizen Science Strategy
b. Complete a best practice review of other jurisdictions to identify exemplary outreach, education, communication and marketing initiatives (e.g. Evidence for Democracy)	NS	Best Practice Review
c. Explore partnership to establish a Great Lakes Centre of Excellence (education/outreach/action)	NS	Great Lakes Centre of Excellence

EIC-3 Accomplishments/ Results/ Highlights

- a.
 - Citizen Science Strategy and new programs to be initiated in 2020
-

GOAL 4: EXCEPTIONAL ORGANIZATION (EO)

EO-1 Consistently deliver exceptional, exemplary service – for all, by all

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Use technology to full advantage by identifying opportunities to modernize services in order to offer full access to partners and clients full access (e.g. 24/7 access) to critical services	NS	Service enhancements (via website, social media, municipal partner engagement)
b. Secure organizational independence through the establishment of a 'permanent home' for SSEA	O	Secure long term, sustainable office space for SSEA
c. Identify and implement opportunities to ensure funding for SSEA is secure and sustainable over the long-term	O	Long term Funding & Budget Plan
d. Explore grant opportunities for SSEA, and for SSEA in partnership with others	O	Grant application submissions
e. Review Fee Structure to ensure it is 100% cost-recoverable	NS	Cost Recovery Fee Schedule

EO-1 Accomplishments/ Results/ Highlights

- b.
 - Established partnership with Tay Newmarket Hydro and 5 year lease on building in Port McNicol with possibility of longer term lease.
- c.
 - SSEA What We Do/Accomplishments documents for various municipalities
 - Deputations to Municipalities (budget and otherwise) upon request
- d.
 - Submitted 13 different funding applications, successful with 2
 - Applied for grants with local organizations (Wye Marsh, Georgian Bay Forever, MNO etc.)
 - Successful grants applications: Huronia Community Foundation, TD Friends of the Environment Foundation, Canada Summer Jobs
 - Joint funding application with Friends of Wye Marsh (IS and Species At Risk)

EO-2 Commit to a Culture of Continuous Improvement

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Conduct an SSEA Governance Review in anticipation of the 2020 Financial Agreement Renewal	NS	Governance Review
b. Complete a Board & Staff 'Team' Evaluation	NS	SSEA Board and SSEA Staff Evaluations
c. Explore opportunities to enhance public and stakeholder representation in current governance model	NS	Establish stakeholder networks and advisory committees
d. Explore opportunities for greater alignment with Sustainable Severn Sound (SSS)	IP	Explore SSS Integration with SSEA
e. Develop and implement standardized reporting formats	IP	Standardized Reporting Formats

EO-2 Accomplishments/ Results/ Highlights

- d.
 - SSS and SSEA Staff & Boards have started integration assessment
- e.
 - Report formats are being tested, e.g. Subwatershed Conditions Reports, Invasive Species Annual Summary, Annual Report

EO-3 Be An Employer Of Choice

PRIORITY ACTION	STATUS 2019	OUTCOMES/ DELIVERABLES
a. Develop an Human Resource (HR) Recruitment and Retention Strategy	NS	Recruitment and Retention Strategy
b. Develop a Succession Plan	NS	Succession Plan
c. Explore opportunities to increase internal capacity through co-ops, internships and partnerships	O	Foster existing and new relationships with institutions providing intern and co-op opportunities
d. Standardize HR processes and procedures	NS	HR Standard Operating Procedures
e. Develop standardized Performance Appraisal process and protocols	NS	Performance Appraisal Procedures
f. Review pay grade to implement pay grid and equity across the organization	NS	Standardized Pay Grid
g. Develop Staff Training Needs Assessment & Staff Development Program to deliver Core Competencies & leadership development	NS	Training & Development Needs Assessment

EO-3 Accomplishments/ Results/ Highlights

- c.
 - Georgian College Environmental Technology Applied Research Project - Microplastics study
 - Staff regularly reach out to educational institutions to assess internship and co-op opportunities

For a copy of the SSEA 2018 - 2023 Strategic Plan visit: www.severnsound.ca/about/meetings

or for the direct web address use:

https://www.severnsound.ca/Shared%20Documents/SSEA_Annual/SSEA_Strat_Plan_20190607_Final_sec.pdf

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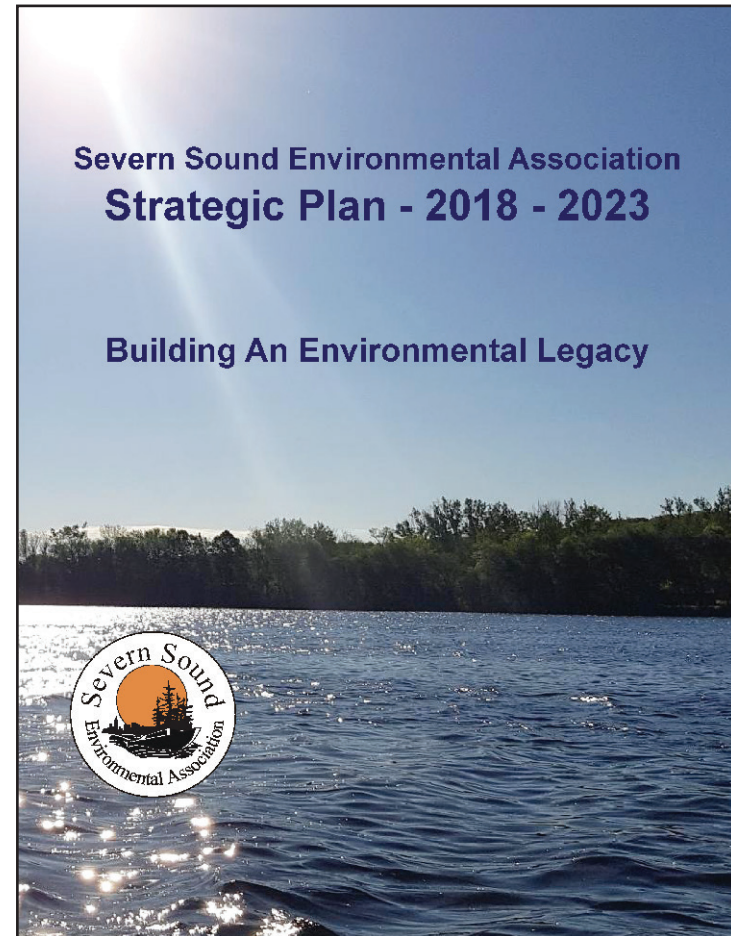
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VISION: Severn Sound will be the most resilient and thriving Great Lakes watershed.

MISSION: At SSEA, we are committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships.



Severn Sound Environmental Association 2020 4th Quarter (Oct. 1 – Dec. 31) 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 staff accessing the office as needed.
- Staff computer upgrades (4 laptops 1 GIS desktop) supporting remote work
- 2 SSEA Board meetings – 3rd Quarter and special Call of the Chair meeting

Staffing

- THANK YOU to *Canada Summer Jobs* and our fall seasonal staff member Michael Rogers (Environmental Technician)



Ice Spotter collecting observations on Midland Bay

Volunteers

- THANK YOU to Shore and Stream Watch volunteers for photos and observations!
- THANK YOU to our Ice Spotter citizen science participants for ice-on observations!

Training/Professional Development

- 35+ no-cost webinars attended by staff, topics included: Invasive species, land use planning, ecosystem and natural heritage valuation, microplastics, stormwater management, water levels, climate change mitigation and adaptation, green infrastructure, and adapting to COVID-19
- 2 staff members trained as Depave Paradise coordinators (no cost)

Education, Engagement, Outreach

Presentations, Articles, Media, School Involvement and Events

Virtual Presentations

- “Rehabilitating Coastal Habitat in Severn Sound” (Penetanguishene Waterfront Park Rehabilitation Project) at Lake Huron Centre for Coastal Conservation “Is the Coast Clear” conference

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- “[A Salty Severn Sound](#)” presentation hosted by Sustainable Orillia
- Water Scientist participated in panel “[Straight Talk - Climate Change on Your Doorstep](#)” hosted by Midland Cultural Centre, with support of the Sustainability and Climate Action Coordinator
- Participation in panel discussion on climate at Lake Huron Georgian Bay Virtual Summit
- ED presented on Leadership in Environmental Health at the [Northern Innovation Symposium](#) hosted by the Near North Enviro-Education Centre



Straight Talk - Climate on Your Doorstep Panel

Articles/Publications/News

- SSEA article [Top Six Scariest Alien Invasive Species in Severn Sound](#) published in Simcoe.com and featured in the Invasive Species Centre’s October 2020 edition of [Invasive Species in the News](#)
- SSEA featured in [Q & A with SSEA](#) video by Realtor Marci Csumrik
- SSEA’s SSS project November article [Sustainable Gifting: As the holiday season approaches consider sustainable gifts for those on your list](#) published in GB TWP newsletter and via social media channels
- SSEA’s SSS project December article [Greening Your Holidays: Go eco-friendly this season](#) published in GB TWP newsletter and via social media channels

Media

- @severnsoundea Instagram activity for fourth quarter: 51 posts, 118 profile visits, and 222 total followers
- @SSEA_SSRAP Twitter activity for fourth quarter: 48 tweets, 1522 profile visits, and 345 total followers
- Post topics included: invasive species, Drinking Water Source Protection, citizen science ice spotters, and links to resources, Waste Reduction Week, yard waste,
- Web Site Activity: 2,644 users visited www.severnsound.ca
- [YouTube channel](#): 18 total subscribers
- 3 New SSEA informational videos uploaded to SSEA YouTube channel: [Invasive Species: Eurasian Water-milfoil](#), [Environmental Tips for Fall Clean-Up](#), and [Invasive Species: Norway Maple](#)

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Events/Meetings/Conferences

- ‘[Severn Sound - Value of Investing in Water Quality](#)’ webinar hosted by the Canadian Environmental Law Association in collaboration with SSEA
- Staff attended stakeholder invitation events including: Hydro One [Delivering Customer Solutions](#); Federation of Canadian Municipalities funding program design: Community Climate Action; MECP review of the Ontario government’s [Made-in-Ontario Environment Plan](#)

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- Staff attended Virtual Conferences including : Lake Huron Centre for Coastal Conservation “Is the Coast Clear” virtual conference; Lake Huron-Georgian Bay virtual Summit; Upper Midwest Invasive Species virtual Conference; virtual Latornell Conservation Symposium; Lake Huron Cooperative Science and Monitoring Initiative (CSMI) workshop, [Livable Cities Forum \(ICLEI Canada\)](#)
- Staff attended stakeholder meetings including: Muskoka Watershed Council Meeting; Farlain Lake Community Association Board Meeting, North Simcoe Soil and Crop Improvement Association AGM, Technical Review Committee meeting, Georgian Bay Biosphere Integrated Community Energy and Climate Action Plans (ICECAP) partners meeting, Climate Change Exchange meeting, Climate Change Charter Working Group meeting, Georgian College Program Advisory Committee meeting

Inquiry Responses

- “Summary of core and non-core services - Township of Tay” and “Services Provided to the Township of Tay: Focus on 2018-2020” upon municipal request
- Provided input to North Simcoe Service Delivery review
- SSEA staff responded to 6 inquiries from municipal partner representatives (excluding SSS and source water inquiries)
- SSEA staff responded to 23 inquiries from members of the public or contractors working on behalf of landowners and external organizations/agencies (excluding SSS and source water inquiries)

Tree Planting

Planting and Distribution

Community Tree Planting & Tree Seedling Distribution

- In planning stages for spring 2021, including preparing for different pandemic restriction scenarios

Fish and Wildlife Habitat / Natural Heritage

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

Invasive Species

- Hosted virtual Municipal Invasive Species Working Group Meeting
- Partnering on multi-year special projects: Farlain Lake Community Association’s Eurasian Water-Milfoil & Friends of Wye Marsh’s Phragmites management project
- In the process of finalizing the 2020 Severn Sound Invasive Species Strategy
- Added SSEA to the Great Lakes Commission invasive species management [interactive map](#)



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- Contributed photos and expertise to the Ontario Invasive Plant Council's Norway Maple Best Management Practices
- Produced Did You Know? videos: [Eurasian Water-milfoil](#) and [Invasive Species Program](#)

Natural Heritage

- Commenced discussions with **Municipal Natural Assets Initiative** on a project to identify, value and account for natural assets in municipal financial planning and asset management programs on a watershed basis

Land Use Planning

Input and Review

Plan Input

- Commented on **14** applications, reports and Environmental Impact Studies

Policy Input

- Commented on proposed Phase II Directors Technical Rules under the Clean Water Act

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 in Oro-Medonte and Tiny
- Continue to work towards / assist 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. Q4 focused on salt, snow, and DNAPL policies
- Attended 13 regional or provincial meetings on various topics such as communications, assessment report update requirements, 1 Source Protection Committee meeting, source protection plan policies, and risk management topics specific to the drinking water source protection program
- Conducted 1 municipal council DWSP 101, RMP and SPA status update deputation
- Submitted 2021/22 work plan and funding ask to LSRCA, who submitted combined (SSEA, LSRCA, and NVCA) work plan and funding ask to the Province

Risk Management

- Commented on 9 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

Update: As of Oct 2, the MECP lab in Rexdale re-opened for submission of PWQMN samples for the remainder of the calendar year. As of Oct 22, the MECP lab in Dorset approved submission of samples for the remainder of the calendar year, including archived samples. SSEA staff sent a small number of samples to a private lab for comparison and quality control purposes. Staff had continued to collect critical water quality samples and preserved them in anticipation of these re-openings. We commend the Province for re-opening analytical labs and allowing critical environmental monitoring to continue.

Open Water

- Completed 3 water quality sampling events at the raw water intake in Tay Area and Rope Subdivision
- One Open Water sampling run completed; samples sent to Dorset lab along with those saved during summer sampling

Inland Lakes

- One sampling run completed on Little Lake, samples sent to Dorset lab along with those saved during summer sampling

Climate

- 3 air temperature loggers removed and all data downloaded at Midland Sewage Treatment Plant and Huronia Airport
- 5 rain gauges removed and all data downloaded: Huronia Airport, Midland Sewage Treatment Plant, Pine Grove, Ingram Sideroad and SSEA Office
- New weather station was installed at the Midland Sewage Treatment Plant, a partnership between SSEA, Midland, Tay and Penetanguishene.
- Climate being analyzed for 2020 Crop Heat Units



Removing rain gauge at Huronia Airport

Stream Temperature

- All 39 loggers were removed and downloaded to date; Interpretation of stream temperature data anticipated for Q1 2021

Stream Invertebrates

- Sampled 15 long-term stations within Coldwater River, Sturgeon River, North River, Avon River, Silver Creek and Bass Lake watersheds

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Provincial Water Quality Monitoring Network

- Two sampling runs completed at 14 sites throughout the watershed
- Field parameters, chemistry and metal samples collected

Groundwater

- Collected manual water level readings and downloaded level and temperature loggers from 9 Provincial Groundwater Monitoring Network (PGMN) wells and 8 SSEA wells
- Sampled 6 PGMN wells for chemistry and metals



Groundwater Sampling at Ingram Sideroad

Citizen Science

- Water Level Watch volunteers from Farlain Lake submitted 2 water level observations from a static water level gauge, gauge removed for the winter
- Social media promo and e-blast for Ice Spotters Program; added 8 new volunteers
- Compilation of Shore Watch and Stream Watch data and photo submissions for reporting
- Collection and maintenance of monitoring kits
- Sent out end of year Shore Watch and Stream Watch participant surveys
- Updated [Citizen Science](#) website

Special Projects

- Fall soil sampling completed at Penetanguishene snow disposal site

Sustainable Severn Sound Special Project

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

- Distribution of energy and greenhouse gas (GHG) data information requests to 6 municipalities (21 staff), 5 external energy service providers and 1 Ontario government agency
- Hired and mentored 1 Environmental Technician 8-week contract with funding from Canada Summer Jobs to support municipal plan/policy research and to assist with energy/GHG data management and analysis; Key Accomplishments:
 - Completion of a municipal strategic and Official plan review (16+) to analyze for climate change language and PCP program goals
 - Review of 2016-2019 energy and GHG data for 6 PCP program municipalities and their communities
- Developed and distributed [Fall 2020 PCP program Municipal Partner Update](#) to 6 municipalities and 14 municipal staff and Council representatives

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- Provided administration services to the Town of Midland to complete the submission of their Bee City Canada program application and facilitated 2 Bee City Team meetings
- Prepared and submitted 3 best-practice/research reports per the respective municipal requests, including:
 1. [Municipal Organic Waste Audit Pilot Project Proposal](#)
 2. [Recommendation to Integrate the Local Climate Change Action Plan, the Township of Georgian Bay's Partners For Climate Protection Program Commitment and The Township's Council-Adopted Municipal Climate Plan and General Climate Change Considerations into the 2020/2021 Strategic Plan Update/Review](#)
 3. [Climate Change Communication Plan](#)
- Responded to 16 municipal partner requests for information and 6 requests from external municipalities, organizations and/or agencies

Data Analysis and Reporting

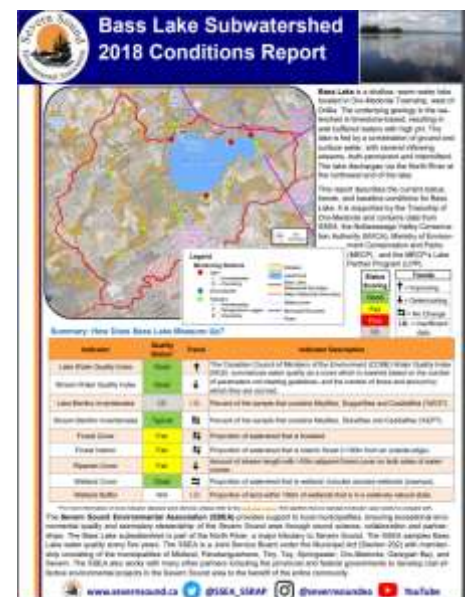
Statistics, Data Management & Analysis, Stream Invertebrate ID, and GIS/Mapping

Reporting

- [Bass Lake Subwatershed 2018 Conditions Report](#) finalized and shared with partners - THANK YOU Oro-Medonte for supporting this study
- Data report on Penetanguishene snow disposal site soil sampling

Statistics/Data Management & Analysis

- Compilation of open water profile data
- Update Farlain Lake water level dataset and graphs
- Compilation of monthly Georgian Bay water levels, and regional climate data



Bass Lake Conditions Report

Partnerships

New/Updated NGO partners and MOU's

- 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 Sustainability & Climate Action Coordinator and Water Scientist are active members of the GBB's ICECAP and the SMDHU's Climate Change Exchange/Climate Change Charter Working Group
- Exploring research and funding partnerships with faculty at University of Toronto and Ontario Tech University

Financial

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

Grants

- Subsidy of \$0.25 per tree from Forests Ontario has been approved for 2021 Tree Seedling Distribution program
- Funding from County of Simcoe Tree Planting Program will cover 100% of seedling costs for any spring 2021 Community Tree Planting projects
- Multi-year agreement signed with Wye Marsh for invasive phragmites management project (\$117,100 over four years)
- SSEA Applications to Great Lakes Action Fund; Climate Action Awareness Fund; submitted letters of support for various partner and collaborative applications
- Submission of final grant report for Lake Huron Georgian Bay Watershed Framework for Community Action grant supporting citizen science programs

Budget

- 2021 Budget Deputations to the Townships of Oro-Medonte and Springwater

Donations

- THANK YOU to local business Midland Printers for donating to the SSEA's tree planting program!

Thank you from Team SSEA

- Julie Cayley - Executive Director
- Lex McPhail - IT Manager/GIS Applications Specialist
- Paula Madill - Ecosystem Technologist
- Michelle Hudolin - Wetlands & Habitat Biologist
- Aisha Chiandet - Water Scientist
- Melissa Carruthers – Risk Mgmt. Official./Risk Mgmt. Inspector
- Judy Limoges –Treasurer (p/t)
- Nikole Priestman – Watershed Health Coordinator
- Tracy Roxborough – Sustainability & Climate Action Coordinator
- Tamara Brincat – Invasive Species Program Coordinator
- Michael Rogers - Environmental Technician (CJS)



Team SSEA “singing” everyone a safe and happy holiday

sseainfo@severnsound.ca - www.severnsound.ca

CONTACT INFORMATION:

Name of person and/or organization wishing to appear: Jack Gibbons, Chair, Ontario Clean Air Alliance

Contact Person: Eve Wyatt, Municipal Government Relations, OCAA

Mailing Address: Ontario Clean Air Alliance, 160 John St, Suite 300, Toronto, ON M5V 2E5

Daytime Phone Number: 647 865 8630 Email Address: Eve@cleanairalliance.org

SSEA Board Meeting Date Requested: February, 2021

To view the SSEA Board Meeting schedule, visit <https://www.severnsound.ca/about/meetings>

DETAILS OF DEPUTATION:

Please print clearly, be specific, provide details and attach additional information if required.

Jack Gibbons, of the Ontario Clean Air Alliance would like to request SSEA support for municipal resolutions calling for the phase-out of Ontario's Gas-fired power plants by 2030. Jack will present a brief background presentation and answer any questions that the Board members may have. Ontario's current plans call for gas-fired electricity generation and the associated greenhouse gas pollution to triple by 2025 and quadruple by 2040. This will reverse 35% of the GHG savings from the coal plant phase-out, prevent Ontario from meeting its GHG reduction goals and make it more difficult for municipalities to meet theirs. However there are alternatives that would allow the gas plants to be phased out without increasing the cost of our electricity, documented in this [background report](#).

Attached with this application are the associated powerpoint presentation and a draft resolution for municipal consideration.

REQUIREMENTS:

- All deputations will be in either in person or online/virtual and public as SSEA Board meetings are open to the public to attend and/or watch recording
- The completed form and any supplemental materials must be received by 12:00 p.m. (noon) on the Wednesday prior to the requested meeting date
- Each deputation will be limited to 10 minutes regardless of how many people will speak
- The SSEA board may seek clarification on the deputation. Please leave time for questions
- PowerPoint presentations are limited to a maximum of ten slides

- If you are providing documentation such as a PowerPoint presentation, you are required to submit the presentation by email or flash drive/memory stick with your completed deputation form
- If your software requirements are not compatible with the SSEA or affiliates software, you will be unable to use an electronic presentation
- No Confidential/In-Camera requests will be considered - No deputations shall be permitted regarding litigation matters, tenders, Request For Proposals, or other procurement matters, labour relations or employee negotiations or any other matter that is properly the subject of the open Meeting exceptions in the *Municipal Act, 2001*, as amended
- Repeated deputations by the same individual or group on the same subject will be considered once every six months or at the discretion of the SSEA board

To facilitate constructive and effective public engagement, the following information is provided.

- Direct your presentation to the SSEA Board Chair or Presiding Designate
- Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration
- All communications and petitions intended to be presented to the SSEA board shall be legibly written, typed or printed; signed by at least one person, dated and include a contact phone number and address before being accepted
- Your deputation may not be on the date requested due to prior commitments or staff resources
- Your deputation is not confirmed until you are contacted by SSEA staff to confirm your place on the agenda
- Provide the SSEA with any notes if they have been handed out
- The name of the person or group delegating will be published in the agenda and in the meeting minutes which are available to the public and are posted on the SSEA website
- Where an individual in making a deputation to the SSEA board does not adhere to the rules as outlined within these sections, the SSEA Board Chair or Presiding Designate has the right to require the deputation to cease and has the authority to have the individual removed from the meeting location. The SSEA board may require that future deputations from the individual be in a written format only for a period of time that the SSEA board may determine

Eve Wyatt _____
 Name of Delegate/Group Representative

2021-01-06 _____
 Date (YYYY-MM-DD)

The completed request form may be mailed or delivered to the SSEA, 489 Finlayson Street, PO Box 460, Port McNicoll, Ontario, L0K 1R0, faxed to 705-534-7459 or emailed to: sseainfo@severnsound.ca

FOR OFFICE USE ONLY

Approved Declined Other

By (print name): _____

Appearance date (if applicable): _____

Applicant informed of decision (date): _____

By (signature): _____ Date: _____

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, Chapter 25 as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Executive Director, Severn Sound Environmental Association, 489 Finlayson Street, Port McNicoll, Ontario, L0K 1R0.

Julie Cayley

Subject: FW: Request for Delegation, February meeting
Attachments: SSEA_Deputation_Request_from OCAA Jan 2021.docx; Municipal Gas Plant Phase Out Nov 2020.pptx; Gas Plant Phase-Out Resolution November 9 2020 Final.docx

From: Eve Wyatt [<mailto:eve@cleanairalliance.org>]
Sent: January-07-21 2:02 PM
To: SSEA
Cc: Tracy Roxborough
Subject: Request for Delegation, February meeting

Hello,

Attached is a request from the Ontario Clean Air Alliance to make a presentation to the February SSEA Board meeting concerning phasing out Ontario's gas-fired power plants. We have a previous commitment and are not able to present on Jan 21.

The presentation and a draft municipal resolution are also attached.

Thank you. We look forward to hearing from you.

--

Eve Wyatt
Ontario Clean Air Alliance
eve@cleanairalliance.org

This email was scanned by Bitdefender

Julie Cayley

From: Councillor Paul Raymond <PRaymond@tay.ca>
Sent: January-21-21 8:46 AM
To: Julie Cayley
Subject: Questions from Tay Township to the SSEA

Categories: URGENT

Hi Julie:

Basically, I have been tasked to get a better understanding of:

- 1) Actual breakdown of costs for Core Services vs additional services paid for by Tay;
- 2) Does Administrative costs in the financials include non-core services;
- 3) A breakdown of what Core Services are legislative vs non-legislative;
- 4) Have Core Services been reviewed, modified or altered since the original contract with Tay was signed;
- 5) How often are Core Services reviewed by the board;
- 6) What factors have influenced the percentage increase in costs year-over-year in the LTP?

I think this would cover it for now. If you need more explanation of the questions, please feel free to reach out.

Thanks

Paul



Paul Raymond
Councillor Ward 1
Tay Township
450 Park Street, PO Box 100
Victoria Harbour, Ontario L0K 2A0
705-534-7248 x291 | tay.ca | [@TayTownship](https://twitter.com/TayTownship)

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