




**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2021 First Quarter (Q1) Meeting**

**Monday April 26, 2021  
9:30am – 12:00pm  
Via video & telephone conference**

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- 1. WELCOME AND CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. APPROVAL OF PAST MINUTES**
  - 4.1 Minutes of 2020 fourth Quarter (Q4) meeting of the SSEA Joint Municipal Service Board held January 29, 2021
  - 4.2 Minutes of the SSEA Board Executive Committee held March 15, 2021
  - 4.3 Business arising from the minutes
  - 4.4 DRAFT Minutes of the SSEA Agriculture Advisory Committee Meeting February 25, 2021 (including Crop Heat Unit Attachment)
- 5. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**
  - 5.1 Suspend the SSEA meeting to allow the SSSPA to meet
  - 5.2 Severn Sound Source Protection Authority Meeting
  - 5.3 Re-convene the SSEA joint service board meeting
- 6.  SSEA 2019 ANNUAL REPORT**
- 7. SSEA FIRST QUARTER 2021 REPORT**
- 8. PRESENTATIONS**
  - 8.1 Invasive Species program update – Tamara Brincat, SSEA Invasive Species Coordinator
  - 8.2 Citizen Science program update – Aisha Chiandet, SSEA Water Scientist  
[Report under separate file](#)
- 9. SSEA FINANCIAL REPORTS**
  - 9.1 Staff Report 12-21-SSEA - 2020 Draft Financials and Audit
  - 9.2 Staff Report 13-21-SSEA - 2021 1st Quarter Draft Financials

- 9.3 Staff Report 14-21-SSEA - 2021 Insurance Costs
- 9.4 2021 Core Operations Budget Invoicing – verbal update
- 9.5 Staff Report 15-21-SSEA – 2022 Draft Budget

**10. SSEA CORPORATE ADMINISTRATION UPDATES**

- 10.1 Staff Report 16-21-SSEA - Sustainable Severn Sound (SSS) Special Project Update – 1<sup>st</sup> quarter 2021
- 10.2 Staff Report 17-21-SSEA - SSEA Community Tree Planting & Tree Seedling Distribution Program Update.
- 10.3 Staff Report 18-21-SSEA – SSEA Healthy Soils = Healthy Watersheds Project
- 10.4 Staff Report 19-21-SSEA - Credit Card purchasing policy (ON TABLE)
- 10.5 Staff Report 20-21-SSEA – SSEA Great Lakes & St Lawrence Cities Initiative proposed resolution (ON TABLE)
- 10.6 Staff Report 21-21-SSEA – SSEA Grant Applications Update (ON TABLE)

**11. EXECUTIVE DIRECTOR UPDATE**

- 11.1 ON TABLE

**12. ANNOUNCEMENTS**

**13. CORRESPONDENCE**

**14. CLOSED SESSION**

There are no closed session items for this agenda.

**15. OTHER BUSINESS**

**16. ADJOURN**



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2020 Fourth Quarter (Q4) Meeting  
AGENDA  
January 29, 2021  
1:04 pm – 3:41 pm  
Via video & telephone conference  
**Draft Minutes****

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**Present via zoom video:**

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

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

**Regrets**

**Staff present via zoom video:**

Julie Cayley  
Lex McPhail  
Judy Limoges  
Michelle Hudolin  
Aisha ChianDET  
Nikki Preistman  
Tamara Brincat  
Melissa Carruthers

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

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**1. WELCOME AND CALL TO ORDER**

Chair Walma called the meeting to order at 1:04 p.m.

**2. ADOPT AGENDA**

MOTION: 2021-001

Moved By: I. Veitch

Seconded By: A. Dubeau

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the Meeting Agenda as amended dated January 29, 2021

Carried;

*Agenda to be amended to correct numbering issue after item number 14*

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### 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

MOTION: 2021-002

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

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the minutes of the Third Quarter (Q3) meeting of the SSEA Joint Municipal Service Board held October 15, 2020 be approved

Carried;

4.2 Minutes of the special meeting the SSEA Joint Municipal Service Board held December 16, 2020

MOTION: 2021-003

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

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the minutes of the special board meeting of the SSEA Joint Municipal Service Board held December 16, 2020

Carried;

4.3 Business arising from the minutes

*Ms. Cayley spoke to outstanding action item regarding a letter to the MPP; status is in progress*

4.4 Minutes of the SSEA Agriculture Advisory Committee Meeting October 23, 2020

MOTION: 2021-004

Moved By: I. Veitch                      Seconded By: A. Dubeau

RESOLVED THAT: the SSEA Joint Municipal Service Board receive the minutes of the SSEA Agriculture Advisory Committee Meeting held on October 23, 2020

Carried;

#### 5. ELECTION OF SSEA CHAIR AND VICE CHAIR

*Chair Walma recommended that, as the SSEA does not have an online election policy, the board would cooperatively work together if any issues arise, in-situ, and further that a policy be brought to the Executive Committee for approval regarding online election procedures in the future.*

*Vice Chair Wiancko recommended a report be submitted asking for the positions of Chair and Vice Chair be decided on a four (4) year term instead of annually; discussion to be moved to the Executive Committee with regards to governance structure.*

*Chair Walma stepped down as the SSEA 2020 Chair. Pro Tem Chair Julie Cayley, SSEA Executive Director, to conduct the election portion of the meeting*

##### **Election Procedures**

Julie Cayley, Pro Tem Chair reviewed election procedures via polling on zoom. Any non-board members were moved to the “waiting room” save for 2 scrutineers.

**Appointment of Scrutineers**

MOTION: 2021-005

Moved By: R. Stevens                      Seconded By: C. McGinn

RESOLVED THAT: Lex McPhail and Michelle Hudolin be appointed as scrutineers for the 2021 Election of SSEA Officers; and

FURTHER THAT: the electronic ballots be destroyed after the election process

Carried;

**Nominations for the Position of Chair**

Deputy Mayor Dubeau nominated Deputy Mayor Walma for the position of Chair for 2021

**Affirmation of nomination**

Deputy Mayor Walma affirmed he would be willing to run for the position of Chair for 2021

Pro Tem Chair Julie Cayley called for further nominations three times. No further nominations were put forward

MOTION: 2021-006

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

RESOLVED THAT: nominations for the position of SSEA Board Chair be closed.

Carried;

**Election of SSEA Chair Result**

Deputy Mayor Walma was acclaimed as SSEA Chair for 2021

**Nominations for the Position of Vice Chair**

Councillor Stevens nominated Councillor Wiancko for the position of Vice Chair for 2021

**Affirmation of nomination**

Councillor Wiancko affirmed he would be willing to run for the position of Vice Chair for 2021

Pro Tem Chair Julie Cayley called for further nominations three times. No further nominations were put forward

MOTION: 2021-007

Moved By: C. McGinn                      Seconded By: S. Walma

RESOLVED THAT: nominations for the position of SSEA Board Vice Chair be closed.

Carried;

**Election of SSEA Vice Chair Result**

Councillor Wiancko was acclaimed as SSEA Vice Chair for 2021

MOTION: 2021-008

Moved By: R. Stevens

Seconded By: P. Ritchie

RESOLVED THAT: The Severn Sound Environmental Joint Municipal Service Board has appointed for the year of 2021 Officers as follows:

Chair: Steffen Walma

Vice Chair: Paul Wiancko

Carried;

*Councillor Stevens remains SSEA Past Chair.*

*Chair Walma resumed chairing the meeting*

**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**

MOTION: 2021-009

Moved By: R. Stevens

Seconded By: P. Wiancko

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

Carried;

*\*note there was a numbering issue with the agenda that was not corrected at the time of the meeting so the minutes were reported with the same numbers for consistency.*

**8. SSEA FINANCIAL REPORT**

**8.1 Staff Report 02-21-SSEA - SSEA REVISED Reserve Schedule - at December 31, 2020 and projected reserve schedule at December 31, 2021**

MOTION: 2021-010

Moved By: P. Ritchie

Seconded By: C. McGinn

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

Carried;

*It was noted that the correct version Staff Report 02-21-SSEA - SSEA REVISED was posted on the SSEA website.*

*Councillor Raymond Joined the Meeting at 1:25 pm*

**8.2 Staff Report 03-21-SSEA - 2020 4<sup>th</sup> Quarter Draft Financials**

MOTION: 2021-011

Moved By: P. Ritchie

Seconded By: C. McGinn

RESOLVED THAT: Staff Report No. 03-21-SSEA regarding the 2020 4th quarter draft financials be received as information.

Carried;

*The **Unaudited** 2020-year end statements show an approximate surplus. Audited 2020 statements are expected later in 2021 and once received, the SSEA Board will discuss and provide direction if there are surplus funds. Areas of saving for 2020 included; deferred filling vacant positions, students/seasonal staff were not hired unless 100% funded, expense adjustments, tree program was cancelled for 2020 due to COVID-19, reduced Sustainable Severn Sound ask to the municipalities.*

*Ms. Cayley publicly thanked all who generously donated to the SSEA in 2020 both in memoriam as well as those who choose to donate instead of having their tree program orders refunded.*

**8.3 Staff Report 04-21-SSEA - SSEA 2021 Staff Salary COLA Increase**

MOTION: 2021-012

Moved By: A. Dubeau

Seconded By: I. Veitch

RESOLVED THAT: Staff Report No. 04-21-SSEA regarding a 2021 annual COLA salary increase of 1.5%, 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

Carried <unanimously>;

**9. APPOINTMENT OF SSEA AUDITORS FOR 2020**

**9.1 Staff Report 05-21-SSEA - Appointment of Auditors for 2020**

MOTION: 2021-013

Moved By: P. Raymond

Seconded By: R. Stevens

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.

Carried;

**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**

MOTION: 2021-014

Moved By: P. Wiancko

Seconded By: A. Dubeau

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;

FURTHER 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.

Carried;

*Ms. Cayley to confirm with Township of Tay CAO and Treasurer on process and timing of agreement, if council resolution is required, and report back to SSEA board*

**11. PRESENTATIONS**

none

**12. SSEA CORPORATE ADMINISTRATION UPDATES**

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

MOTION: 2021-015

Moved By: P. Richie

Seconded By: C. McGinn

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

Carried;

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

MOTION: 2021-016

Moved By: P. Wiancko

Seconded By: P. Raymond

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

Carried;

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

MOTION: 2021-017

Moved By: P. Wiancko

Seconded By: A. Dubeau

RESOLVED THAT: Staff Report No. 09-21-SSEA, regarding the SSEA's SSS special project update for the 4<sup>th</sup> quarter be received for information.

Carried;

*All board members were asked to submit, via email, to Ms. Cayley their interest in participating in the Sustainable Severn Sound ad-hoc committee. SSEA to relook at the recommendations brought forward during the July 16, 2020 (staff report No. 33-20-SSEA and Motion 2020-76) and October 15, 2020 (staff report No. 43-20-SSEA and Motion 2020-97) meetings regarding the Sustainable Severn Sound ad-hoc Climate Resilience Advisory Committee and bring forward to the next board meeting.*

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

MOTION: 2021-018

Moved By: I. Veitch

Seconded By: P. Ritchie

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

Carried;

MOTION: 2021-019

Moved by: A. Dubeau

Seconded By: P. Raymond

RESOLVED THAT: the Executive Committee consider different business models in search of SSEAs own business number to increase the success of grant applications.



Carried;

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

MOTION: 2021-020

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

RESOLVED THAT: the 2019 SSEA Strategic Plan (2018-2023) program update report presented by Julie Cayley, Executive Director be received for information

Carried;

**12.6 SSEA FOURTH QUARTER (Q4) 2020 REPORT**

MOTION: 2021-021

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

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

Carried;

**13. SSEA JANUARY 22, 2021 BOARD EXECUTIVE MEETING**

**13.1 January 22, 2021 Board Executive Meeting Minutes**

MOTION: 2021-022

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

RESOLVED THAT: the SSEA Joint Municipal Service Board receive the January 22, 2021 Board Executive Meeting Minutes AND;

FURTHER THAT: the SSEA Joint Municipal Service Board supports the SSEA hosting a Mayors “fire side” chat under the leadership of the SSEA Chairs to be coordinated by the Executive Director and SSEA staff.

Carried;

**14. EXECUTIVE DIRECTOR UPDATE**

Verbal on table

MOTION: 2021-023

Moved By: R. Stevens                      Seconded By: C. McGinn

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

Carried;

*\* Written report was provided Staff Report 11-21-SSEA (on table)*

**15. ANNOUNCEMENTS**

None

**16. CORRESPONDENCE**

**16.1 Request for Deputation – from Jack Gibbons, Chair, Ontario Clean Air Alliance**

*Request was denied by the executive committee.*

**16.2 Councilor Paul Raymond Township of Tay email budget questions**

*General board discussion around questions posed took place. Chair Walma suggested response be forwarded to entire board upon completion.*

**17. CLOSED SESSION**

There are no closed session items for this agenda

**OTHER BUSINESS**

- *Councillor Veitch voiced a request to consider expanding the sampling on the Coldwater River to include more than just temperature, to support the Horseshoe Craighurst Corridor Water, Wastewater and Transportation Master Plan. Staff indicated this would be a “special project” request for Oro-Medonte and are ready to work with Township staff to develop project details.*

**17.1 SSEA Quarterly Board Meeting Dates for 2021**

MOTION: 2021-024

Moved By: C. McGinn

Seconded By: P. Ritchie

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the following schedule of the SSEA Board of Directors meetings for 2021. Meetings will be held from 9:30 a.m. to 12:00 noon either online or at a location to be determined.

- Fourth Quarterly Meeting: January 29, 2021
- First Quarterly Meeting: April 26, 2021
- Second Quarterly Meeting: July 26, 2021
- Third Quarterly Meeting: October 25, 2021

Carried;

**18. ADJOURN**

MOTION: 2021-025

Moved By: A. Dubeau

Seconded By: I. Veitch

RESOLVED THAT: this meeting of the SSEA Board of Directors held on January 29, 2021 adjourn at 3:41pm to meet again on April 26, 2021 or at the call of the chair.

Carried;

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

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD  
EXECUTIVE MEETING (via Zoom)  
March 15, 2021 9:00 a.m.  
Draft Minutes**

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**Present:**

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

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1. Discuss Motion: 2021-019 from the Board meeting ***RESOLVED THAT: The Executive Committee consider different business models in search of SSEAs own business number to increase the success of grant application.***

Concern was expressed that, based on the current business model and MOU, if one or two municipal members pull out of SSEA, the financial impact and potential reduction in services to remaining municipalities would be significant and that it could spell the end of the SSEA. As per the Board direction the Executive discussed the possibility of exploring other business models as it relates to potential grant opportunities.

The ED advised that SSEA has been able to overcome some of the grant application hurdles and have found ways to streamline the process and SSEA's ability to access grants. She advised that SSEA is not eligible for some grants like the Trillium fund (Green Communities) because we are considered the same as a municipality (same as CA's). She also indicated that if the JMSB status was dissolved and SSEA were to transition to a not-for-profit/charity organization the potential for negative impacts on the long-term sustainability of the SSEA and the services it can provide could be significant (ie. core funding would be shorter term, reserves would not be possible) and should be fully explored. SSEA continues to secure external funding to bolster and offset funding shortfalls to achieve goals in the strategic plan. The ED suggested that asking what it is about the current model that the committee believes is not working is an important question before initiating a fulsome review of potential organizational structures.

Past Chair Stevens, asked to what extent do we want to go to expand SSEA. Chair Walma advised that he is not in favour of changing models as it would change what and who SSEA is. He would be more in favour of speaking with the municipalities and see which one(s) are willing to allow SSEA to use their business number when required.

Discussion ensued about the relationship with the Treasurer municipality. The Township of Tay is doing a good job and concerns were expressed about not knowing how long they will be willing to be the Treasurer. Vice Chair Wiancko added that he would be more comfortable with a longer-term contract and preferred that it be for at least the term of council (4 years) providing more stability for SSEA.

All discussed the positive value of the Mayors Fire Side chat; all Mayors present confirmed their support for SSEA. It was suggested that SSEA staff do a midterm to all municipal partners on projects etc. to ensure partners understand the actual work being completed.

**Conclusion:** The SSEA Executive does not recommend change to SSEA structure at this time. It was also recommended to aim for a 4-year agreement (minimum) for services from a Treasurer municipality. Chair Walma asked staff to find out the 100% cost of treasurer services.

## 2. Staff “Step-Up” Policy:

Chair Walma advised that succession planning and “back up” for the Executive Director position is important and recommends a “step-up” policy similar to the Township of Tiny policy where an acting role above the pay grade of an existing role is recognized financially with a 10 to 15% salary bump-up. This policy would encourage staff to engage in management of the SSEA, provide opportunities for potential future ED’s within existing staff and look after the ED’s mental health as well as ensuring the role is covered when the ED is away.

**Conclusion:** The SSEA Executive recommends a step-up policy be presented to the board of directors at the next board meeting (similar to Tiny’s policy) The ED received support from the Executive to implement the draft policy retroactive to her absence the week of March 1, 2021 at a 10% increase.

### Draft Policy - **Step-Up Pay**

When an **SSEA** employee is requested by the Board or the Executive Director to fill a position, other than her/his own, which has a higher pay grade, for more than one (1) business day, the employee is entitled to step-up pay that is equivalent to: The pay grade of the position being filled, at the employee’s current step, to a maximum increase of 10%. Step-up pay commences on the first hour worked.

The meeting concluded at 10:00 a.m.



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)**  
**Agriculture Advisory Committee (AAC) Meeting**  
**Thursday February 25, 2021**  
**11:33am – 12:46pm**  
**Online – Zoom**  
**Draft Minutes**

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**Present:**

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

**Regrets:**

Deputy Mayor Steffen Walma	Chair, SSEA Board; Township of Tiny
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**Staff:**

Julie Cayley	SSEA Executive Director
Melissa Carruthers	SSEA Risk Management Official/Risk Management Inspector

**Guests:**

Councillor Cindy Hastings	Township of Tiny
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**1. WELCOME AND CALL TO ORDER**

Chair Maurice called the meeting to order at 11:33 am.  
Formally welcomed Ms. Hastings to the meeting

**2. ADOPT AGENDA**

MOTION: 01-21

Moved by: D. Ritchie    Seconded by: C. Elliott

BE IT RESOLVED THAT: the Agenda of the SSEA Agricultural Advisory Committee Meeting dated February 25, 2021 be approved

Carried;

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

**4. APPROVAL OF PAST MINUTES**

**4.1 Minutes of October 23, 2020 SSEA Agriculture Advisory Committee Meeting**

MOTION: 02-21

Moved by: D. Ritchie    Seconded by: C. Elliott

BE IT RESOLVED THAT: The minutes of the October 23, 2020 SSEA Agriculture Advisory Committee Meeting be approved

Carried;

**5. UPDATES**

**5.1 Healthy Soils Healthy Watersheds – proposed project update – Julie Cayley (SSEA ED)**  
Paul Maurice and Councillor Hastings worked with the SSEA staff developing a proposal to promote improving soil health and reducing nutrient loss through outreach, education and knowledge transfer as well as cost sharing implementing Best Management Practices (BMPs). A short version of the project (1 yr, \$50,000) was submitted to the Great Lakes Action Fund (Ontario MECP).

MOTION: 03-21

Moved by: C. Elliott                      Seconded by: D. Ritchie

BE IS RESOLVED THAT: the update regarding the “Healthy Soils = Healthy Watersheds” in Severn Sound be received for information.

Carried;

**5.2 SSEA 2020 Crop Heat Unit & Rainfall report – Julie Cayley (SSEA ED)**

MOTION: 04-21

Moved by: D. Ritchie                      Seconded by: C. Elliott

BE IS RESOLVED THAT: the 2020 Crop Heat Units and Rainfall Data Results report be received for information.

Carried;

Adding more weather stations to the Severn Sound watershed would increase the knowledge and predictability of weather and crop heat units, important information for farming and food production. Mr. Maurice indicated that NSSCIA and the FS Co-Op in Elmvalle should be approached as possible partners. There is also a possibility of expanding weather monitoring into a 4H project through NSSCIA.

Action Items:

- 1. All members will let SSEA know of additional funding source for more weather monitoring units/station
- 2. Ms. Cayley to inquire how much the snow fall sensor would be for the current proposed weather station

**5.3 ICA Nutrient Application Tracking sheet update – Melissa Carruthers (SSEA RMO/RMI)**

MOTION: 05-21

Moved by: C. Elliott                      Seconded by: D. Ritchie

BE IS RESOLVED THAT: the SSEA AAC supports the use of the proposed nutrient application tracking sheet.

Carried;

Action Items:

- 1. All members will send Melissa Carruthers any suggested amendments to the tracking sheet.

**5.4 Risk Management Plan Field Update – Melissa Carruthers (SSEA RMO/RMI)**

MOTION: 06-21

Moved by: D. Ritchie                      Seconded by: C. Elliott

BE IS RESOLVED THAT: the verbal update regarding the status of farmer/field risk management plans be received for information.

Carried;

Action Item:

- 1. Mr. Maurice to provide updated farmer contact information to Ms. Carruthers

**5.5 Meeting with Senator Black – SSEA AAC members**

MOTION: 07-21

Moved by: C. Elliott                      Seconded by: D. Ritchie

BE IS RESOLVED THAT: the verbal update regarding the meeting with Senator Black be received for information

Carried;

Group discussed issuing a letter of support from the SSEA AAC to Senator Black for his proposed Canadian Soil Study.

Action Item:

- 1. Mr. Maurice to draft a letter and circulate to group

**6. OTHER BUSINESS**

SSEA Mayors “Fire Side Chat”

Ms. Cayley provided an update to the group re: the SSEA Municipal partners Mayors orientation meeting. The session was well received by all those in attendance (7 of 8 Mayors attended). All expressed their support for the SSEA.

Upcoming Meetings

Discussion was had regarding upcoming SSEA Agricultural Advisory meetings and the possibility of inviting other SSEA board members as an education and outreach initiative. The SSEA AAC would like to explore opportunities express support for the SSEA to member municipalities. Expanding SSEA AAC members to include other members from the agricultural community was discussed.

Action Item:

- 1. All members to bring forward other community agriculture organization representation names to be considered.

**7. ADJOURN**

MOTION: 08-21

Moved by: D. Ritchie                      Seconded by: C. Elliott

BE IS RESOLVED THAT: the SSEA Agricultural Advisory Committee (AAC) meeting on February 25, 2021, adjourn at 12:46 and meeting again at the call of the chair

Carried;

\_\_\_\_\_  
Chair, Paul Maurice

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

Approved this \_\_ day of Month, 2021



## Severn Sound Environmental Association

489 Finlayson St, PO Box 460, Port McNicoll Ontario L0K 1R0

Tel: 705-534-7283 Fax: 705-534-7459

Web-site: [www.severnsound.ca](http://www.severnsound.ca) Twitter: [@SSEA\\_SSRAP](https://twitter.com/SSEA_SSRAP)

Instagram: [severnsoundea](https://www.instagram.com/severnsoundea) YouTube: [Severn Sound Environmental Association](https://www.youtube.com/SevernSoundEnvironmentalAssociation)

### **2020 Crop Heat Units and Rainfall Data Results Update Monpiero Farms, Lafontaine (Ontario) Weather Station,**

February 12, 2021

Crop Heat Units (CHU) are a method to quantify the effect of temperature on crop development. The 2020 results for Crop Heat Units (CHU) and rainfall were processed by the Severn Sound Environmental Association (SSEA) using data collected from the weather station located at Monpiero Farms, in Lafontaine, Ontario. Using daily maximum and minimum temperatures, CHU accumulation was calculated by following Ontario's Ministry of Agriculture, Food and Rural Affairs, Agronomy Guide for Field Crops.

The 2020 Crop Heat Unit results showed an increase compared with 2019, from May through to August. Overall a higher CHU accumulation for the growing season was calculated with a higher year end total. Based on the data, the first frost in 2020 occurred at the end of October, two weeks later than 2019.

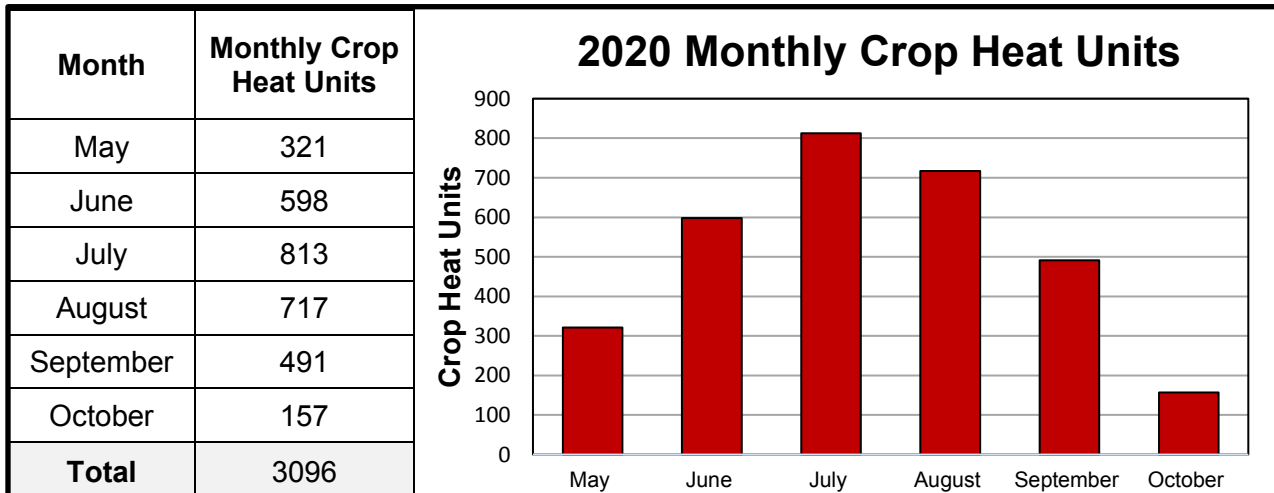
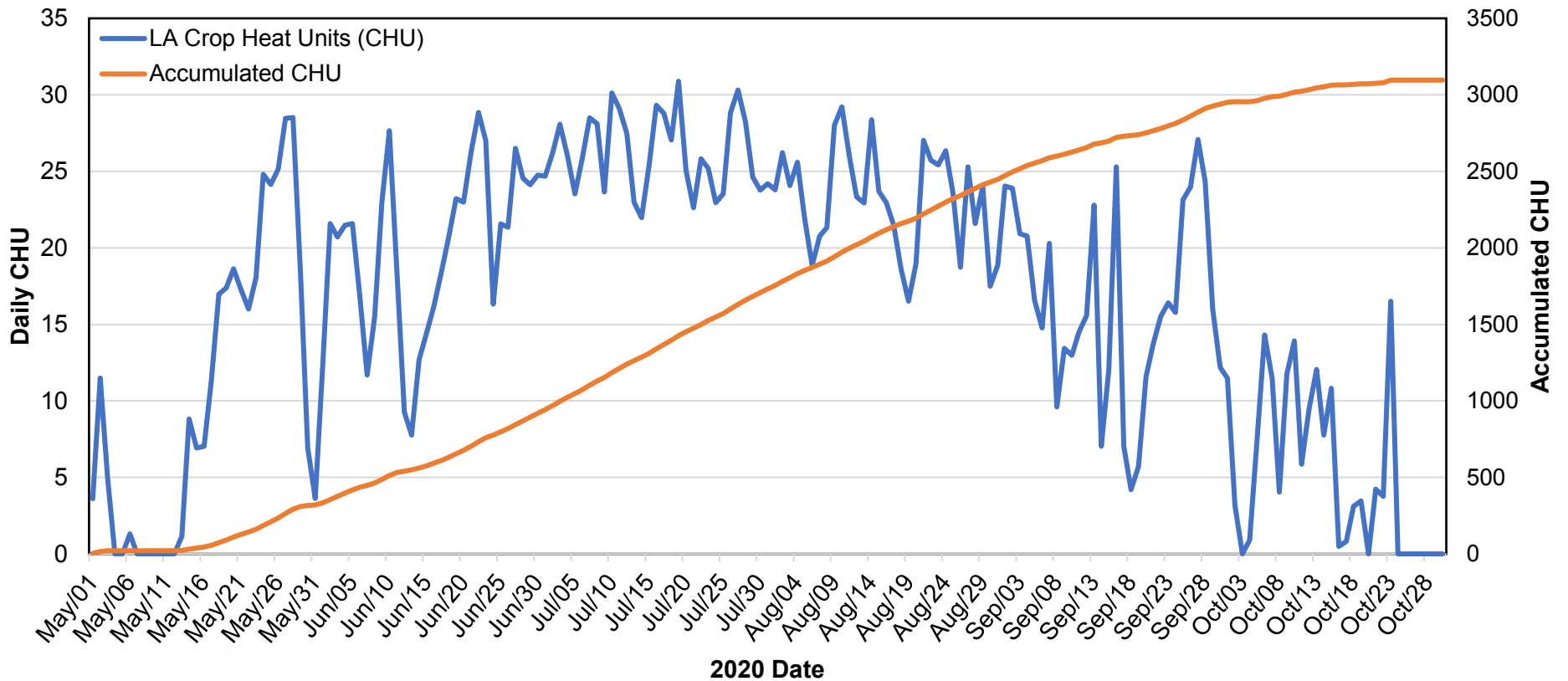
Rainfall events for 2020 also showed a slight increase in overall rainfall between May 1st and October 30<sup>th</sup> with more intense rainfall events occurring in the month of August where a single event produced 38mm of rainfall.

For more information:

Contact: Nikki Priestman, Watershed Health Coordinator,  
Severn Sound Environmental Association  
705-534-7283 ext. 212 [monitoring@severnsound.ca](mailto:monitoring@severnsound.ca)



# 2020 Crop Heat Units at Monpiero Farms, Lafontaine Ontario

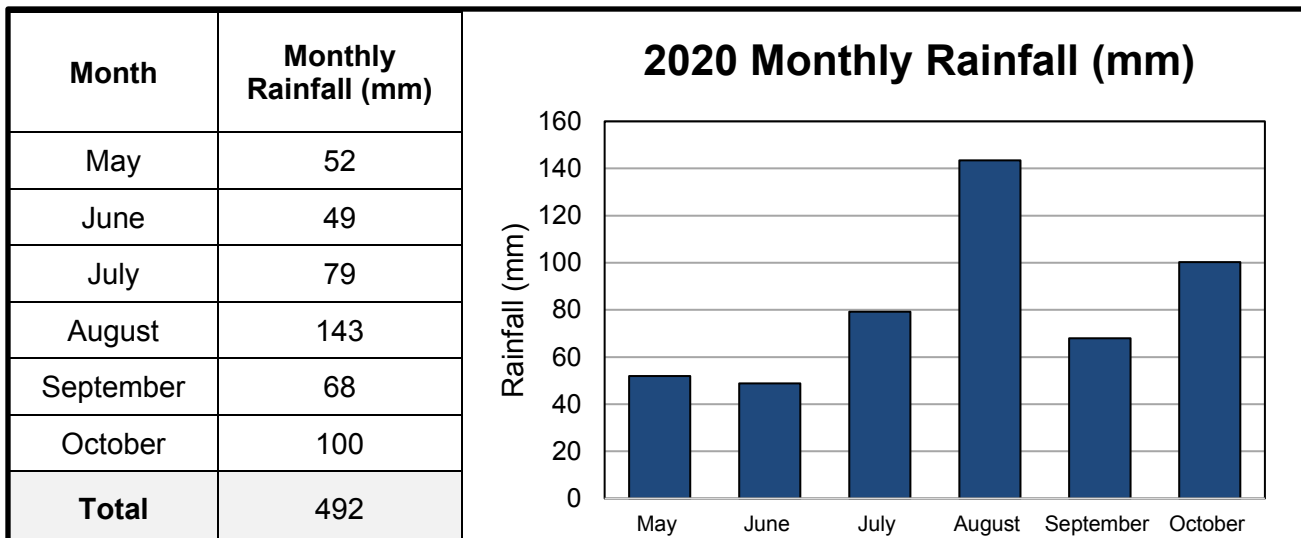
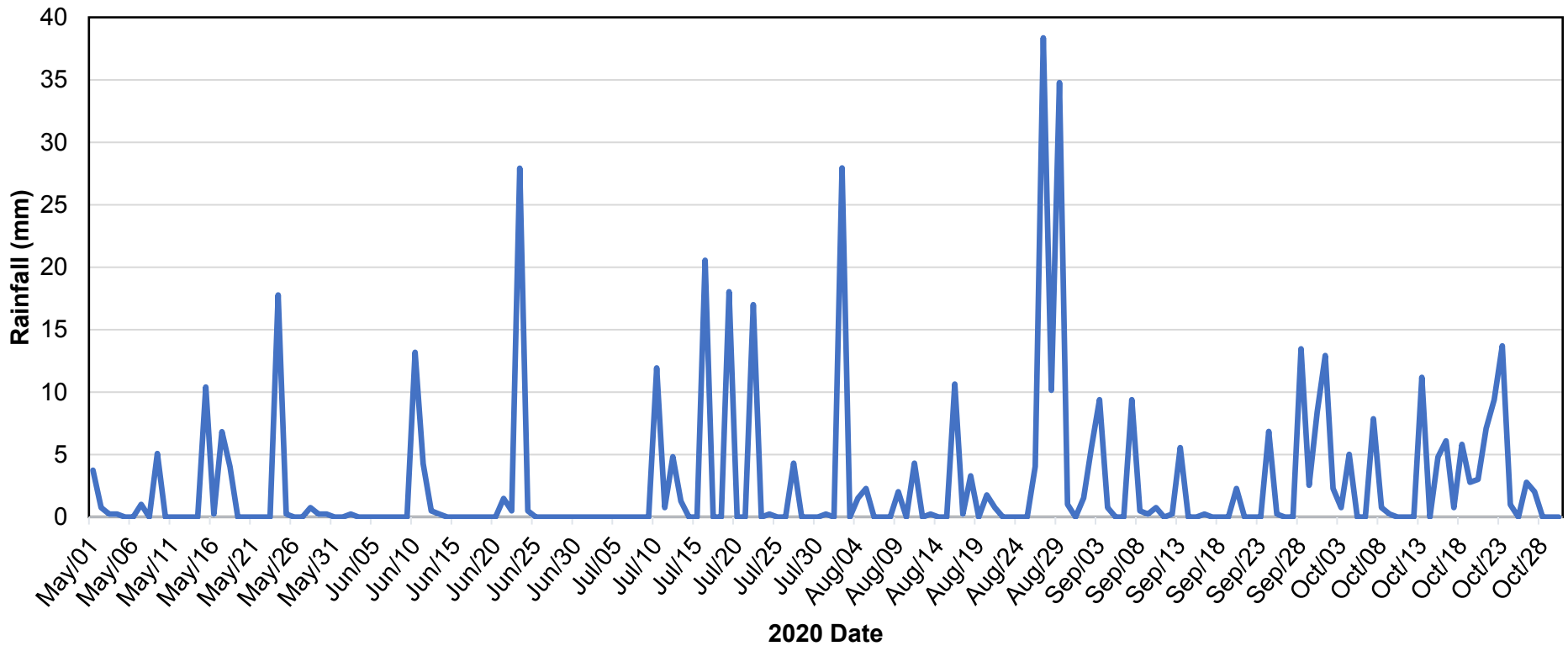


Crop Heat Unit calculations were based on Daily Max. and Min. Air Temperatures collected in Lafontaine, at the Monpiero Farm, using a Davis Vantage Pro 2 Weather Station. Data from May 1st to Oct. 30, 2020 (first occurrence of -2°C or lower) was used to compile the results. The calculation method can be found at: <http://www.omafra.gov.on.ca/english/crops/pub811/pub811ch10.pdf> (Page 254)

For more information about the Severn Sound Environmental Association visit [www.severnsound.ca](http://www.severnsound.ca)



## 2020 Daily Rainfall at Monpiero Farms, Lafontaine Ontario



Rainfall amounts were based on continuous measurements recorded at the Lafontaine Ontario, Monpiero Farms, using a tipping bucket rain gauge. Data from May 1 to October 30, 2020 was used to compile the results.

For more information about the Severn Sound Environmental Association visit [www.severnsound.ca](http://www.severnsound.ca)





## Severn Sound Environmental Association 2021 1<sup>st</sup> Quarter (Jan. 1 – Mar. 31) Report/Update

### Staffing/HR

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*Administration, Staffing, Training and Volunteers*

#### Staffing

- Regular SSEA Staff continue to cover Office Administrative duties as the Office Manager position remains vacant in an effort to minimize costs during the pandemic
- Advertised for 10 seasonal and 1 term contract staff positions (hiring pending funding)
- Attended 2 virtual job fairs (Georgian Bay Twp and YMCA Employment Centre Midland)

#### Volunteers

- THANK YOU - Ice Spotter citizen science participants for submitting ice-off observations



*Ice going out on Lake Couchiching*

#### Training/Professional Development

- 2 staff members completed Safety on Ice training
- 2 staff members completed Conservation Ontario DWSP Climate Change Vulnerability Assessment (CCVAT) Training for Water Quality
- 3 staff members completed LabOnline training (Province of Ontario)
- 28+ no-cost webinars attended by staff including WSIB Office of the Employer Adviser webinars

### Education, Engagement, Outreach

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*Presentations, Articles, Media, School Involvement and Events*

#### Virtual Presentations

- Protecting Pollinators - [No-Mow & Reduced Mow Workshop](#) for the Town of Midland
- 2 Career talks with Orillia Secondary School students
- Presentation to SSEA staff and Board on monitoring program design and rationale

## Articles/Publications/News

- Annual 2020 Lafontaine weather station Rainfall & Crop Heat Units shared with ~120 North Simcoe Soil & Crop Improvement Assoc. members in recent Newsletter
- Interviewed by Midland Today for: [High water levels still a problem for shoreline residents](#)
- SSEA's SSS project January article '[Make 2021 Your Year for Climate Action](#)' GB TWP newsletter and via GB TWP and SSS social media channels
- SSEA's SSS project February article '[Choosing Native Plants](#)' published in GB TWP newsletter and via GB TWP and SSS social media channels
- SSEA's SSS project March article '[Climate Change and Local Food](#)' published in GB TWP newsletter and via GB TWP and SSS website and social media channels
- 2 articles for the Gloucester Pool Cottage Association annual magazine (Water Quality, and Invasive Mussels)

## Social Media

- @severnsoundea Instagram activity: 58 posts, 49 profile visits, 303 total followers
- @SSEA\_SSRAP Twitter activity: 49 tweets, 3651 profile visits, and 356 total followers
- Post topics included: Invasive Species Week, World Water Day, Citizen Science: Ice Spotters & Invasive Species Spotters, Healthy Soils=Healthy Watersheds Program, Drinking Water Source Protection, and links to resources
- Web Site Activity: 3,923 users visited [www.severnsound.ca](http://www.severnsound.ca)
- [YouTube channel](#): 19 total subscribers
- 2 new SSEA informational videos uploaded to SSEA YouTube channel: [Orr Lake Winter Sampling](#), [Prevent Invasive Species by Boot Brushing](#), plus [Protecting Pollinators - No-Mow & Reduced Mow Workshop](#) (Town of Midland)



Collecting temperature and oxygen measurements on Orr Lake – video on YouTube

## Events/Meetings/Conferences

- SSEA Agriculture Advisory Committee & ED met with Senator Rob Black
- 2 jobs fairs; Midland YMCA and Georgian Bay Township
- 2 abstracts accepted to present at *National Monitoring Conference* and *International Association for Great Lakes Research*
- Attended: 16 virtual conferences, workshops and events
- Attended: Midland Technical Review Committee (3), Nature Canada Reforestation Network, Springwater Agricultural Advisory Committee, Watersheds Canada Planners Session, Georgian Bay Biosphere Integrated Community Energy and Climate Action Plans (ICECAP), Climate Change Exchange, Climate Change Charter Working Group, Official Plan Review Kickoff Session (Township of Severn), Georgian Bay Township Sustainability Department Team (6), Great Lakes Network, Fisheries Stewardship Framework
- Staff organized/hosted 2 Bee City Team meetings with the Town of Midland



SSEA Ag Committee Meeting with Senator Black

## Inquiry Responses

- 8 inquiries from municipal partner representatives (excluding SSS & SWP & land use planning)
- 25 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**

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### *Planting and Distribution*

### Community Tree Planting & Tree Seedling Distribution

- In planning stages for spring 2021 tree seedling distribution program, 12,400 trees purchased



*Tree Seedlings*

## **Fish and Wildlife Habitat / Natural Heritage**

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

### Invasive Species

- Development of new citizen science program *Invasive Species Spotters* with 21 volunteers signed up to monitor Gypsy Moth
- Presented at [Gypsy Moth Technical Webinar](#) hosted by the Township of Tiny with over 130 participants
- Updated [Invasive Species page](#) SSEA website
- Produced [Invasive vs Native Maple](#) factsheet
- Participated in Ontario municipal invasive species community of practice meeting
- Contributed photos and expertise to the Ontario Invasive Plant Council's Technical Bulletin on Himalayan Balsam and Phragmites



*Gypsy Moth Webinar*

## **Land Use Planning**

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### *Input and Review*

### Plan Input

- Commented on 36 applications, reports and Environmental Impact Studies
- This is a 250% increase in the number of land use planning reviews over Q1 of 2020.

### Policy Input

- Participating in Official Plan Reviews for Springwater and Severn
- Commented on proposed Canada Water Agency
- Commented on Lake Simcoe Protection Plan

## Drinking Water Source Protection

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*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, Severn, and Midland
- Assisted municipalities in meeting their February 1, 2021 annual reporting requirements
- Attended 7 regional or provincial meetings on various topics such as communications, assessment report up-date requirements, Source Protection Committee meetings, and risk management topics specific to the drinking water source protection program
- Conducted a Drinking Water Source Protection 101 workshop for municipal staff (primarily planners)
- Negotiated 2021/22 work plan and funding ask with the Province

### Risk Management

- Commented on 33 development applications (this is a 266% increase in the number of reviews over Q1 of 2020) answered 8 inquiries, sent out 2 Draft Risk Management Plans, and attended 1 pre-consultation meeting.

## Monitoring Programs

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

### Adapting to COVID-19 Challenges

Update: The MECP labs in Rexdale and Dorset remain open to accept samples. Monitoring programs continued over this quarter with all necessary precautions.

### Open Water/Intakes

- Completed 3 water quality sampling events at the raw water intakes in Tay Area and Rope Subdivision

### Inland Lakes

- One winter sampling run (through ice) was completed on Orr Lake



*Through-ice sampling on Orr Lake*

### Climate

- data downloaded and interpreted from 3 air temperature loggers, (1) at Midland Sewage Treatment Plant and (2) Huronia Airport.
- 5 rain gauge data downloads and interpretation completed. (Huronia Airport, Midland Waste Water Treatment Center, Pinegrove, Ingram Sideroad and the SSEA Office)
- 2 weather station checks completed and 3 months of data downloaded from the Midland Waste Water Treatment Center Weather Station (a partnership between SSEA, Midland, Tay and Penetanguishene.)

### Stream Temperature

- data converted and interpreted for 39 stream temperature loggers for use in classifying stream thermal stability
- Thermal stability classifications completed for multiple locations along the Coldwater River, Sturgeon River, North River, Avon River, Silver Creek, Wye River, Copeland Creek, Lafontaine Creek and Hogg Creek

### Stream Invertebrates

- 1,800 “bugs” identified from 15 samples from Sturgeon River and Silver Creek

### Provincial Water Quality Monitoring Network

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



*Downstream*



*PWQMN Sample Site  
Silver Creek, Township of Severn*



*Upstream*

### Citizen Science

- Social media promo and e-blast for *Ice Spotters Program*; added 3 new volunteers
- Compiled Ice Spotters data for 2021 ice off - early ice out for all Severn Sound area lakes observed
- Draft data report for Shore Watch and Stream Watch
- e-Blast for *Stream and Shore Watch Programs*
- Researched new technology to develop apps for data entry
- Addition of new citizen science program *Invasive Species Spotters*

## **Sustainable Severn Sound Special Project**

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

- Review and analysis of received (75%) energy and greenhouse gas (GHG) data information requests from 6 municipalities (21 staff), 5 external energy service providers and 1 Ontario government agency
- Entered, received GHG results/analysis into online Partners for Climate Protection (PCP) program online tool to acquire 3rd party review
- Provided Bee City Team administration services to the Town of Midland to acquire the approval of their Bee City Canada program application and facilitated 2 Bee City Team meetings

- Organized and hosted a Municipal Workshop (re: Strategic Mow, Bee City, Pollinators) for the Town of Midland (34 attendees), welcomed experts from Bee City Canada, Pollinator Partnership Canada, municipal guests from Barrie, Guelph and Hamilton
- Responded to 6 municipal partner requests for best management practice review, funding opportunities, partnership development, climate action plan/PCP program and/or GHG information, and 13 requests from external municipalities, organizations, persons and/or agencies
- 2 blog articles for SSS website including: [Midland Launches Strategic Now Mow Pilot and Food and Climate Change](#)

## Data Analysis and Reporting

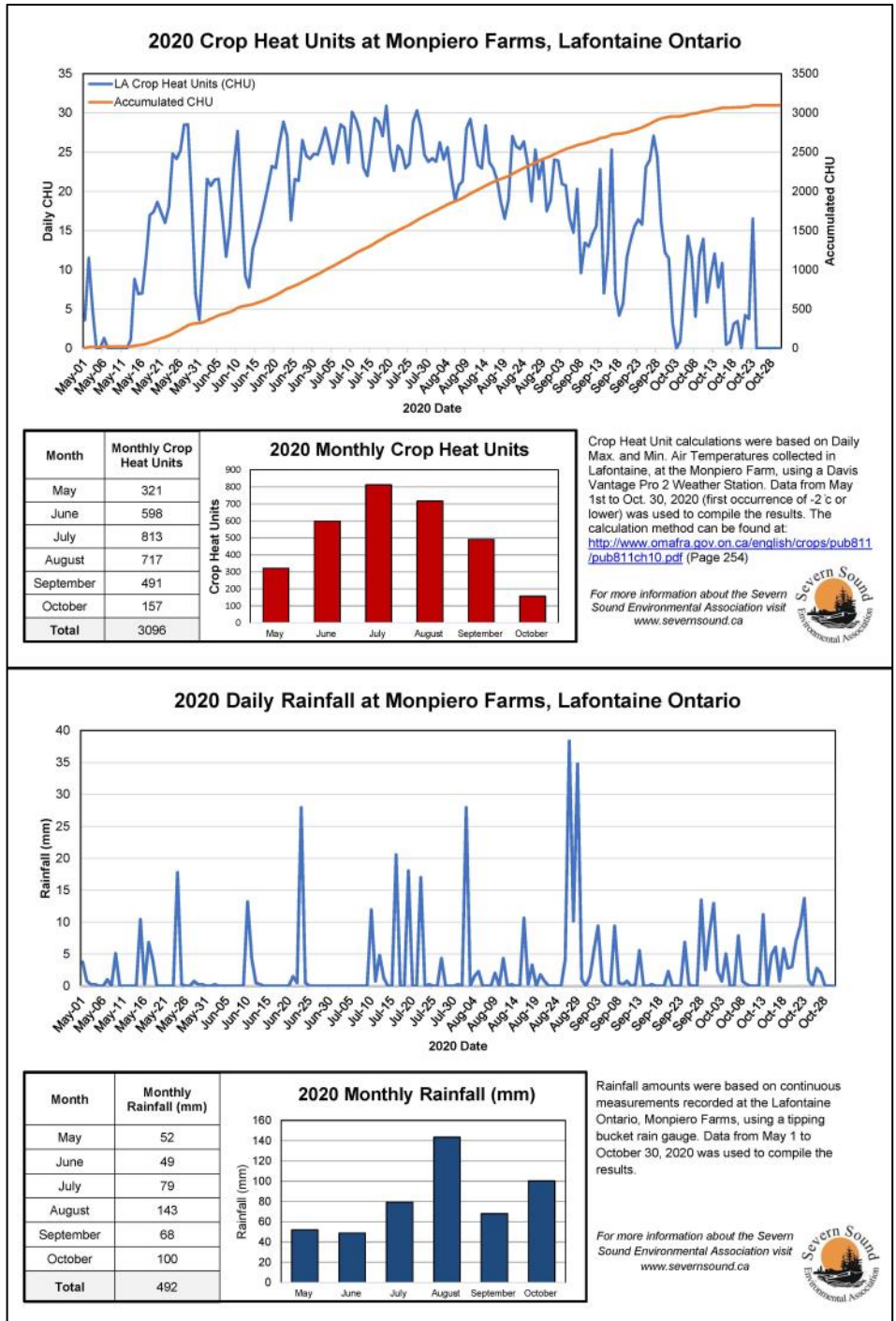
Statistics, Data Management & Analysis, Stream Invertebrate ID, and GIS/Mapping

### Reporting

- Annual 2020 Invasive Species Reports distributed to municipal staff
- Draft Stream Benthic Invertebrate Report for the Sturgeon River
- Provided study design and rationale for monitoring programs supported by MECP Dorset lab

### Statistics/Data Management & Analysis

- Compilation of 2020 Rainfall Data & Crop Heat Units for the Lafontaine Weather Station
- Compilation of monthly Georgian Bay water levels, and regional climate data
- Tracked historic long-term trends (1996 to 2019) and community structure changes in the Sturgeon River, Wye River, Hogg Creek, Copeland Creek and Lafontaine Creek watersheds
- Trend analysis of long-term water quality data for Coldwater River
- PWQMN data management
- Tried a new app for entering PWQMN field data
- Analysis of impact of rainfall on Farlain Lake water levels
- Updated trend analysis for open water phosphorus and water temperature
- Updated trend analysis for Little Lake water quality





## Partnerships

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### *New/Updated NGO partners and MOU's*

- SSEA ED continues to be a Director on the Huronia Community Foundation, appointed member to the Muskoka Watershed Advisory Group and member of CELA Healthy Great Lakes Advisory Committee
- SSEA Sustainability & Climate Action Coordinator and Water Scientist are active members of the GBB's ICECAP and the SMDHU's Climate Change Exchange and Climate Change Charter Working Group
- Presentation to Water Frontiers research group at University of Toronto: *Challenges and Opportunities for a Delisted Area of Concern* to facilitate collaboration
- "Meet and Greet" with staff from Watersheds Canada
- Discussion and provided letter of support to Wildlands League for Eastern Georgian Bay natural heritage project application
- Supported land conservancy discussion with Hogg River landowner
- Working with Simcoe Muskoka District Health Unit on co messaging value of water and healthy environment/natural spaces
- Providing information to consultant working with Town of Midland on UNESCO GeoPark designation

### Academia

- Initiated dialogue with Lakehead University re: delivering a youth-oriented master naturalist program
- Project proposals submitted to Georgian College for Environmental Technology Applied Research Projects (Sources of Sodium & Chloride in the Severn Sound Watershed, Climate Evaluation in Nottawasaga and Severn Sound Watersheds)
- Fulfilled data sharing agreement/request from McMaster University
- ED presented to University of Guelph Water Resources Management Master class "*Environment and Conservation in the Great Lakes: Partnering for Success*"

## Financial

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

#### Grants

- Successful - Invasive Species Centre microgrant of \$1,000 for *Invasive Species Spotters* project
- Successful - Great Lakes Action Fund grant
- County of Simcoe funding for SSS sustainability and climate action video series transferred successfully from North Simcoe Community Futures Development Corporation
- Applied to federal Canada Summer Jobs program for a variety of seasonal positions
- SSEA Applications to TD Friends of Environment Foundation (\$8,000)

#### Budget

- 2021 Budget Deputation to the Town of Midland

#### Invoicing

- Friends of Wye Marsh Invasive Species project
- MECP - Healthy Soils=Healthy Watersheds project
- Forests Ontario - Subsidy of \$0.25 per tree for 2021 Tree Seedling Distribution program

#### Donations – THANK YOU!

- Newmarket-Tay Power Distribution Ltd.
- In memoriam donations to tree 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)
- Nikki Priestman – Watershed Health Coordinator
- Tracy Roxborough – Sustainability & Climate Action Coordinator
- Tamara Brincat – Invasive Species Program Coordinator

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# Invasive Species Program Updates

April 2021



# Municipal Invasive Species Working Group

- Meeting April 12, 2021
- 23 attendees, including
  - SSEA staff
  - Municipal staff
  - SSEA Board members
  - Invasive Species Centre (Guest Speaker)
  - Staff from partner organizations
- Discussed economic impact of invasive species
- Provided SSEA IS program updates and resources

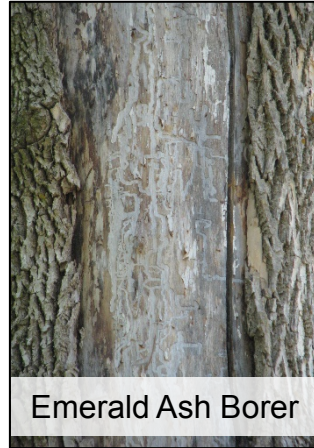


# 2020 Municipal Invasive Species Reports

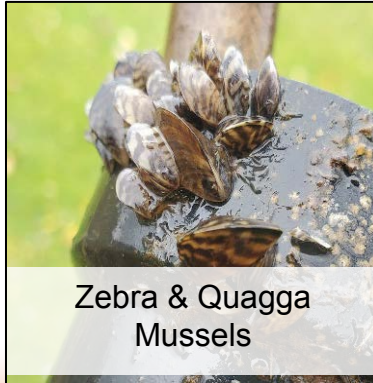
## Common species across the watershed



Phragmites



Emerald Ash Borer



Zebra & Quagga  
Mussels



European Gypsy Moth



# Citizen Science

## *“Invasive Species Spotters”*

- Goals:
  - Expand monitoring capacity
  - Empower Community
- Species:
  - Gypsy Moth
  - Starry Stonewort
    - Funding provided by the Invasive Species Centre



**Citizen Science in  
Severn Sound**

Invasive  
Species  
Centre



Centre des  
espèces  
envahissantes



# [Virtual] Sessions

- Protecting Pollinator Workshop (March 9)
  - Town of Midland staff
- Gypsy Moth Webinar (March 30)
  - Public
  - Hosted by the Township of Tiny
- Earth Day (April 20)
  - Public
  - Hosted by Midland library
- Introduction to Invasive Species (end of May)
  - Public
  - Hosted by Southern Georgian Bay Chamber of Commerce
- Other topics:
  - Trails
  - Pollinator gardens



# 2021 Invasive Species Partnerships

## Special Projects

- Friends of Wye Marsh (2020 to 2024)
  - Funder: Ganawenim Meshkiki /Eastern Georgian Bay Initiative
  - Invasive Phragmites management
- Farlain Lake Community Association (2021 to 2022)
  - Agreement being negotiated (FLCA has Trillium Fund \$\$)
  - Eurasian Water-Milfoil control
- Georgian Bay Forever (2021 to 2022)
  - Funder: Ganawenim Meshkiki /Eastern Georgian Bay Initiative
  - Matchedash Bay turtle surveys / invasive Phragmites management
  - Pending approval/agreement





# Thank YOU!





# Citizen Science in Severn Sound – Assessing Program Success

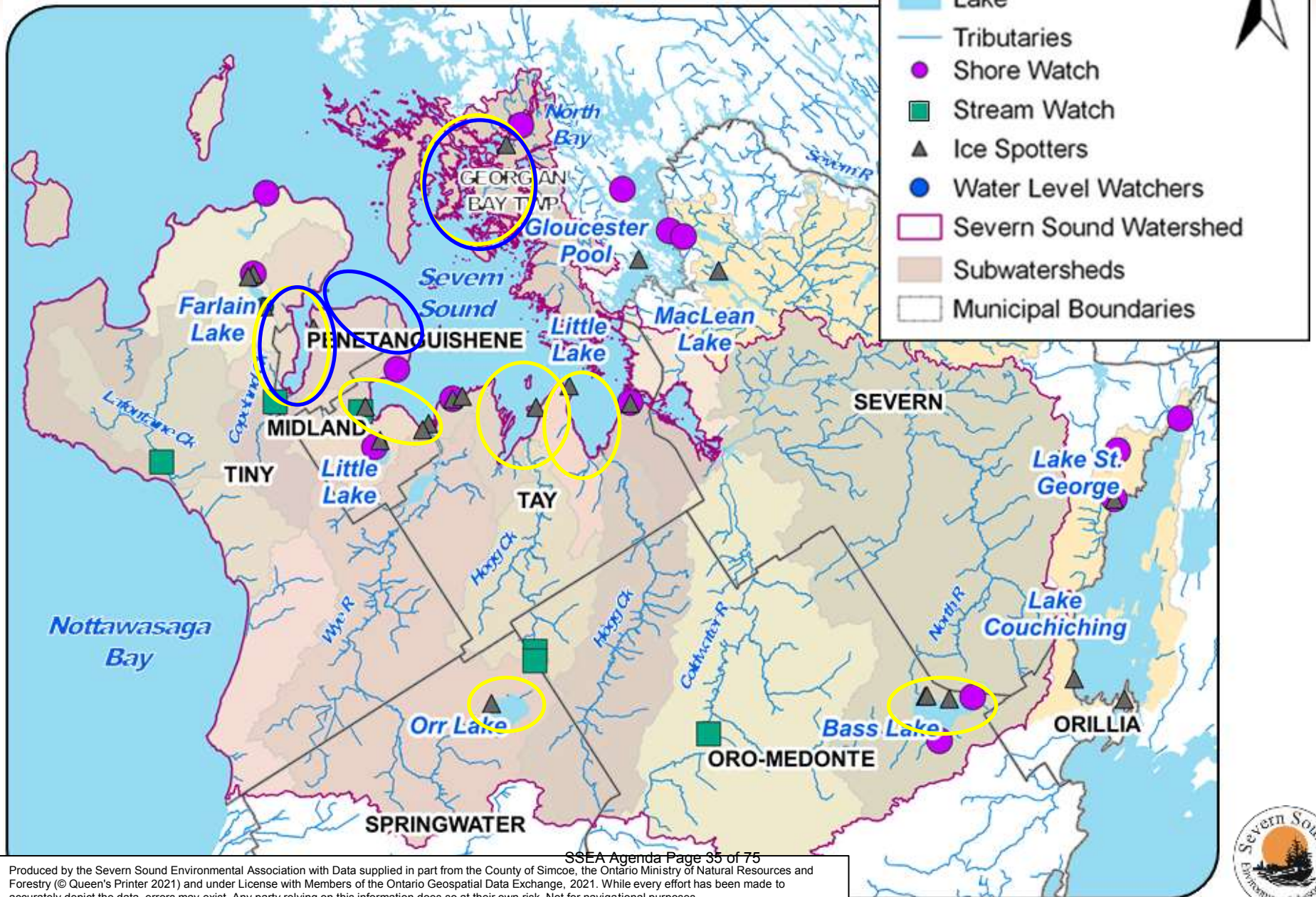
Aisha Chiandet, Water Scientist

SSEA Board Meeting

April 26, 2021

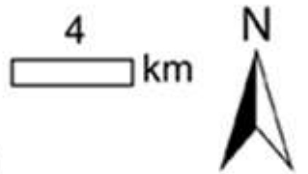


# Monitoring Sites







## Legend

- Lake
- Tributaries
- Shore Watch
- Stream Watch
- Ice Spotters
- Water Level Watchers
- Severn Sound Watershed
- Subwatersheds
- Municipal Boundaries



# Citizen Science Sites by Municipality

	Shore Watch  Shore Watch	Stream Watch  Stream Watch	Ice Spotters  Ice Spotters	Water Level Watchers  Water Level Watch	Total
Tiny	2	2	3	1	8
Penetanguishene			1		1
Midland	2	1	4		7
Springwater			1		1
Oro-Medonte	2	3	2		7
Tay	2		5		7
Severn	3		1*		1
Georgian Bay	1 +3*		2		6
Other			2*		2
<b>Total</b>	<b>15</b>	<b>6</b>	<b>21</b>	<b>1</b>	<b>43</b>

\*Outside Watershed



# 2020 Participation Summary

Program	Initial # Volunteers	Actual # Volunteers	# Monitoring Sites	Total # Person-Days
Shore Watch	21	17	15	67
Stream Watch	9	6	6	31
Ice Spotters	7	7	7	22
Water Level Watchers	2	2	1	31
<b>TOTAL</b>	<b>39</b>	<b>32</b>	<b>29</b>	<b>308</b>

- Age range: under 10 to over 60 (6 youth)
- Water bodies monitored: 16
- Data records: 319
- Photos submitted: 134
- Training/learning sessions held: 1 training webinar, 6 task specific videos, 1 educational video
- Participants in training/learning sessions: 3 live participants, 67 views for webinar; 132 total views for task specific videos; 70 views for educational video = 272



# Citizen Science in Severn Sound



## Shore Watch – 2020 (with some history)

- Done from shore, dock or boat
- Measurements: air & water temperature, weather & wave conditions, water clarity & conductivity, environmental observations



## Stream Watch – 2020

- Done from streambank or bridge
- Measurements: air & water temperature, weather & flow conditions, water clarity & conductivity, environmental observations



## Water Level Watchers – 2019

- Specific to one lake (Farlain)
- Measurements: weather & wave conditions, water levels read from installed gauge



## Ice Spotters – 2017

- Measurements: weather and ice conditions leading up to and including date of ice on/off





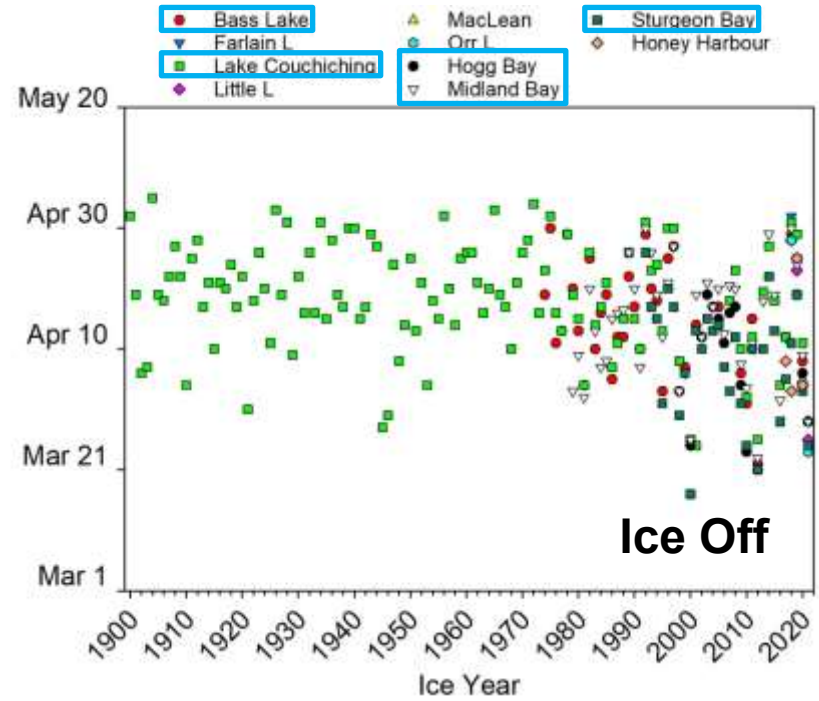
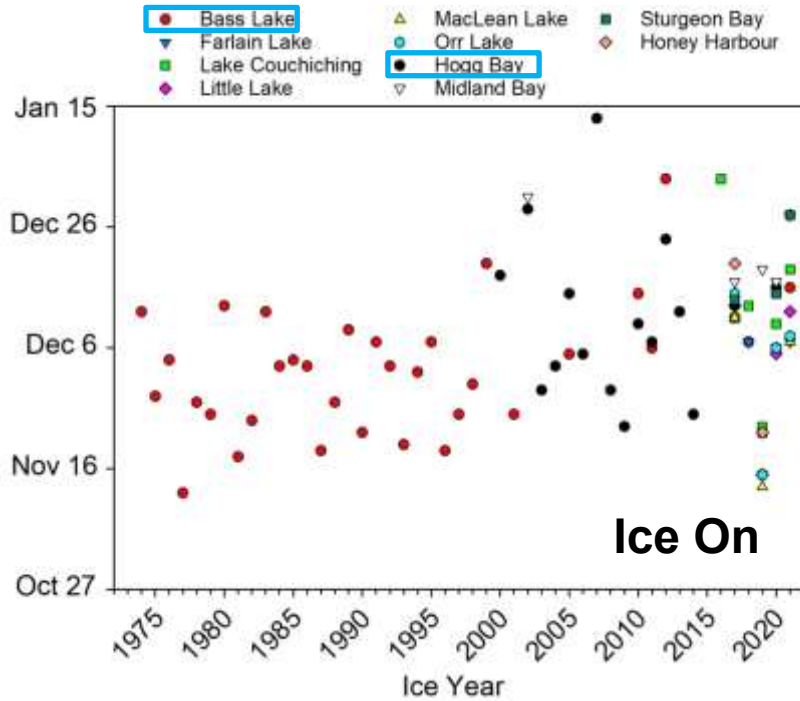
# Methods

- **Ice Spotters** – Begin when ice coverage is at ~50%; ice coverage & photos for verification
- **Water Level Watchers** – Several times per week; readings from gauge near public boat launch & photos for verification
- **Shore/Stream Watch** – Biweekly to multiple times/week, May-Oct; Secchi depth, weather vane/Beaufort Scale, rain gauge, Hanna meter/pool thermometer, temperature logger, habitat/impact observations, flora & fauna, invasive species (IS), nuisance algae





# Ice Phenology

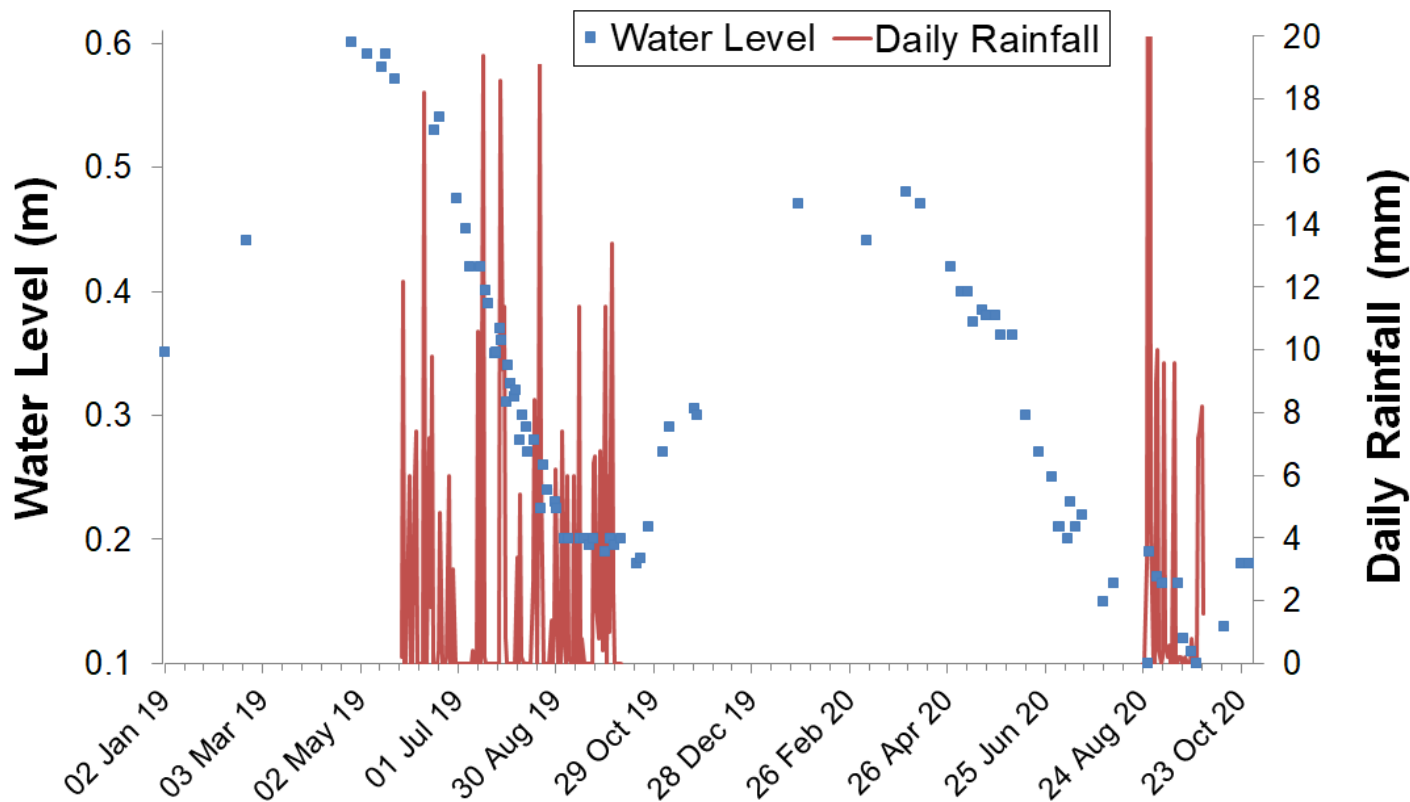


- Data from other sources (IceWatch, marina records, ice-out pools, personal records) compiled with Ice Spotters data
- Observations verified against CIS ice charts, NOAA satellite photos; multiple observers per lake
- Lots of year to year variability
- For sites with **>8 years** of data, no change in ice on but trend towards earlier ice off





# Farlain Lake Water Levels

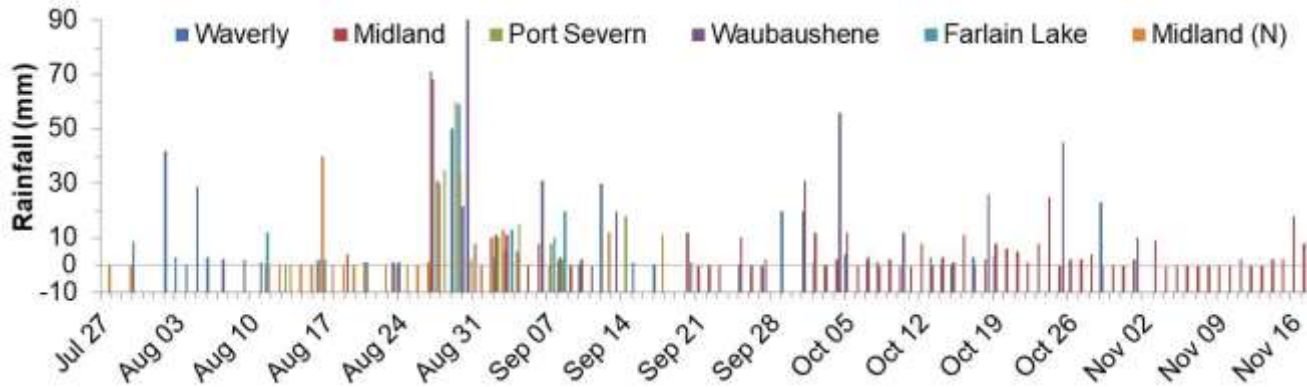


- Water level in 2020 lower than in 2019
- Water levels rise after major rain events
  - 1-9 cm increase after 19-51mm rain event



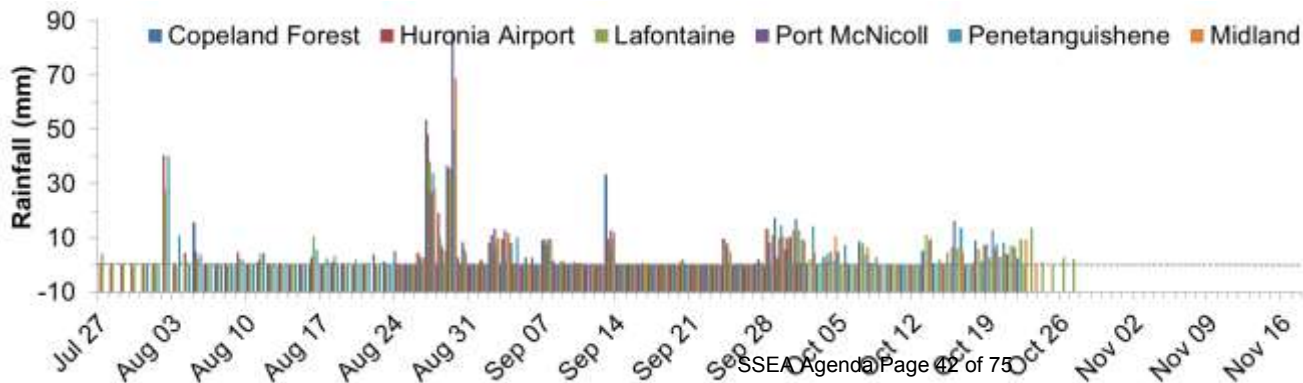
# Weather - Rainfall

- Rainfall data collected at 7 sites



Volunteer Rain Gauge

- Comparison to SSEA rain gauges shows major rain events captured by volunteers



SSEA Rain Gauge

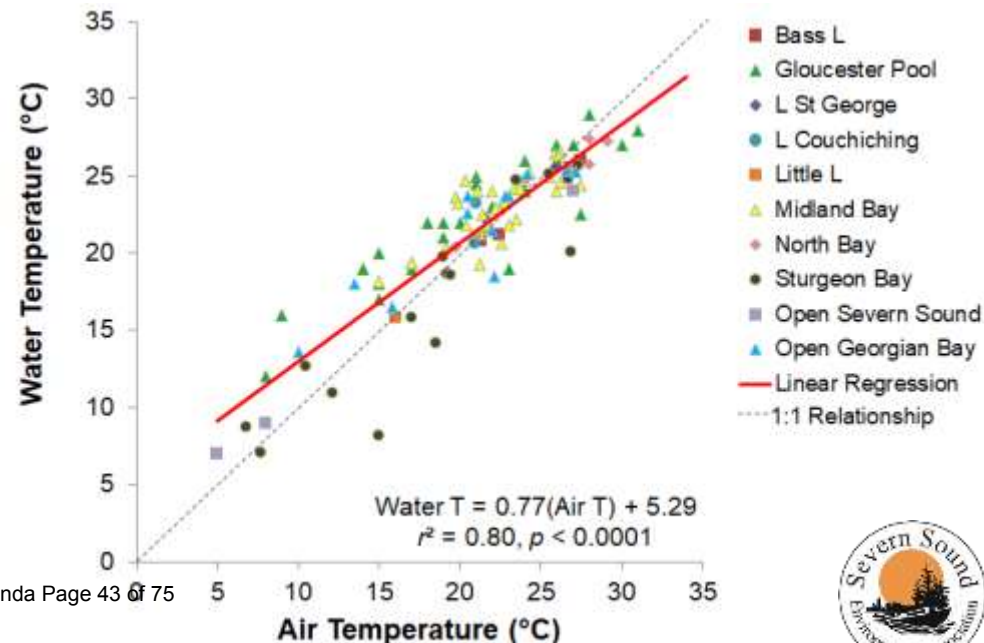
# Weather - Wind and Air Temperature

Measuring direction with a weather vane



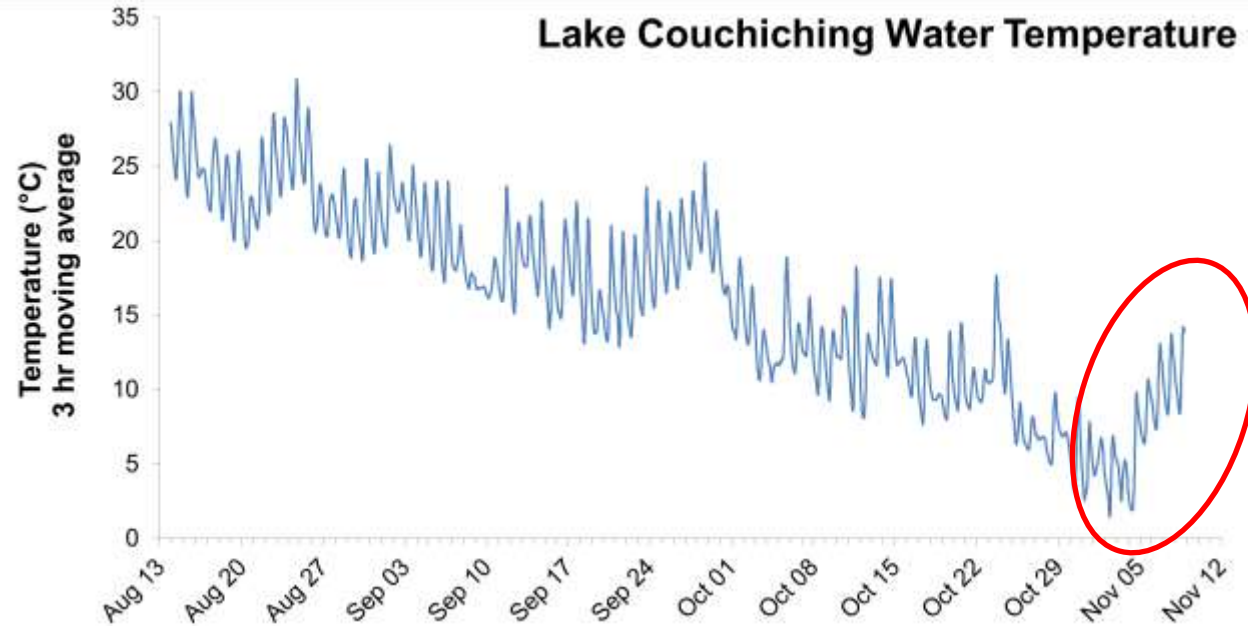
- Wind speed and direction measured at 15 lake sites
  - Didn't correlate well to other data sources, variability expected
- Air temperature measured at 21 lake and stream sites
  - Correlated well to other data sources

- Windy conditions corresponded to higher conductivity, observations of foam on the water
- Air temperature closely correlated to lake temperature



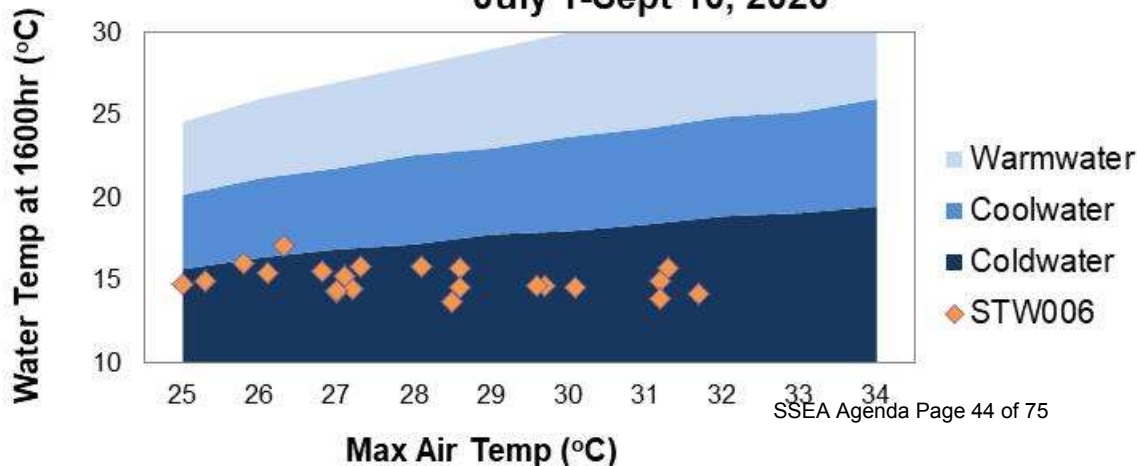
# Water Temperature

## Lake Couchiching Water Temperature



Temperature Logger Stats: August 13 - November 11, 2020	
Overall Minimum	1.2
Overall Average	15.9
Overall Maximum	31.3
Minimum Daily Range	1.1
Average Daily Range	5.8
Maximum Daily Range	11.3
Aug Avg	23.8
Sept Avg	18.8
Oct Avg	10.9
Nov 1-11 Avg	8.6

## Copeland Creek Thermal Stability July 1-Sept 10, 2020



Tributary	Thermal Classification
Hogg Creek, headwater	Coolwater
Hogg Creek	Warmwater
Copeland Creek	Coldwater
Coldwater River	Coldwater*
Vinden Creek	Coolwater

Thermal stability model: Stoneman & Jones, 1996. N Am J Fish Manage. 16:4, 728-737



# Water Quality

Waterbody	Latest SSEA Survey	Volunteer Conductivity (µS/cm)			Volunteer pH			SSEA Conductivity (µS/cm)			SSEA pH		
		Min	Avg	Max	Min	Avg	Max	Min	Avg	Max	Min	Avg	Max
Bass Lake	2018	284	287	293	7.10	7.98	8.55	264	277	297	8.15	8.29	8.39
Farlain Lake*	2016		95			8.22		165	170	175	7.69	8.00	8.22
Lake Couchiching	2019	296	343	390	8.50	8.55	8.60	375	388	406	8.06	8.25	8.34
Little Lake*	2019		252			8.56		251	257	266	7.49	7.87	8.24
Midland Bay	2019	212	218	226	8.29	8.64	8.94	214	228	247	7.86	7.96	8.10
North Bay	2019	180	194	222	8.70	8.96	9.60	136	160	176	7.32	7.49	7.69
Sturgeon Bay	2019	235	348	442	6.17	8.07	8.50	197	284	329	7.78	8.12	8.48

\*only 1 measurement collected by volunteer

- Water quality variables were generally within expected ranges based on existing SSEA data
  - volunteer pH often high, artifact of Hanna meters
- Many Shore Watch observers reported greenish hue to water
- Water clarity – wide range: low (Farlain Lake), low to moderate (Gloucester Pool), moderate (North Bay Midland Bay), and moderate to high (Sturgeon Bay)
- Water clarity in tributaries was generally related to rain events
  - conductivity was lower during rain events despite high turbidity



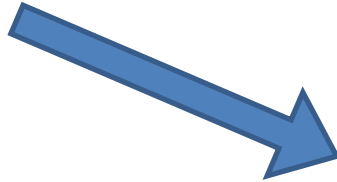
# Flora & Fauna

- **Algae Observations** – filamentous green algae in lakes and streams, blue-green algae posting at Little Lake
- **Interesting Wildlife** - Osprey, Trumpeter Swans, Great Egret, Mink, Muskrat, Otter
- **Species at Risk Observations** – Northern Map Turtle, Massasauga Rattle Snake
- **Invasive Species Observations** – Eurasian Watermilfoil, Japanese Knotweed, Spotted Knapweed, Phragmites, Dog-Strangling Vine, Round Goby, Gypsy Moth, Mystery Snails, Zebra/Quagga Mussels



# Reporting


Shorewatch Site ID	Date	Time	Air Temperature	Water Temperature	Conductivity	pH	Cloud Cover	Precipitation within 24 hr	Rainfall in Rain Gauge	Beaufort Number	Wind Direction	Wave Direction	Secchi Depth	Site Depth
SWXXX	00/MM/YYYY	HH:MM AM/PM	°C	°C	µS/cm		%	Y/N	mm	0-12	compass degrees, 0-360°	compass degrees, 0-360°	m	m
SW003	07/08/2020	16:00	15.0	8.2	235	7.90	20	N	2	3	300	270	3.2	3
SW003	09/08/2020	15:30	26.7	24.8	275	8.30	10	Y	2	2	360	360	4.6	3
SW003	11/08/2020	15:30	27.3	25.7	279	8.32	60	N	0	2	135	360	4	5.2
SW003	16/08/2020	12:30	23.3	24.7	305	8.12	100	Y	2	1	180	360	2.3	4
SW003	23/08/2020	12:00	25.5	25.1	325	8.17	40	N	1	1	225	360	4.5	4.5
SW003	30/08/2020	13:20	19.0	19.8	360	7.99	10	Y	95	1	330	360	4.5	3
SW003	06/09/2020	11:30	19.2	18.7	388	8.05	20	Y	31	1	350	10	5	5.3
SW003	13/09/2020	12:00	15.4	18.6	337	8.21	50	Y	20	1	260	10	3.75	4



Check out the full report at:  
[bit.ly/sseacit-sci](https://bit.ly/sseacit-sci)

### NORTH BAY

Upper and Lower North Bay is located in the northern portion of Honey Harbour in Georgian Bay Township. Its waters are considered tributary to Severn Sound.




Number of Sites: 1  
 Number of Lake Observations: 6  
 Site Depth: 2.8 m  
 Summary: Jul 9 - Sept 7

	Water Temp (°C)	Cond (µS/cm)	pH
Min	20.4	180	8.70
Aug	26.2	194	8.88
Max	27.4	222	9.60


	Secchi Depth (m)	Air Temp (°C)
Min	2.0	19.7
Aug	2.2	27.1
Max	2.4	24.0

Water Temperature (logged):



### Temperature Logger Stats: July 17 - October 12, 2020

Overall Minimum	13.2
Overall Average	22.1
Overall Maximum	28.2
Minimum Daily Range	0.6
Average Daily Range	1.2
Maximum Daily Range	2.3
July 17-31 Avg	26.5
Aug Avg	25.2
Sept Avg	19.3
Oct 1-12 Avg	15.6




**Plants and Animals:**

- Blue Heron, Seagulls, Minkrat, Canada Geese, Ducks, Terns, Dragonflies, Northern Water Snake, Forest Tent Caterpillars, Tick, Garter Snake
- SAR - *Massasauga* Rattlesnake
- CS - Gypsy Moth caterpillars

**Other Observations:**

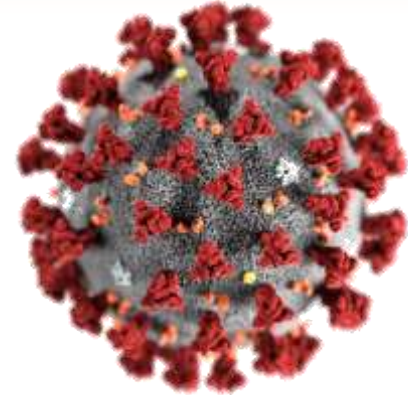
- Water Colour/Debris - light brown
- Algae - greenish/brown algae on rocks
- Human Impact - fishing tackle washed up on shore





# Challenges

- The pandemic!!
  - Late start for Shore/Stream Watch
  - Kit delivery/return
  - Training opportunities
- Data entry – lost data/devices, different submission methods required based on tech capabilities
- Equipment maintenance (Hanna meters)
- Lost communication with some volunteers
- Data inconsistencies
- Misidentification of IS





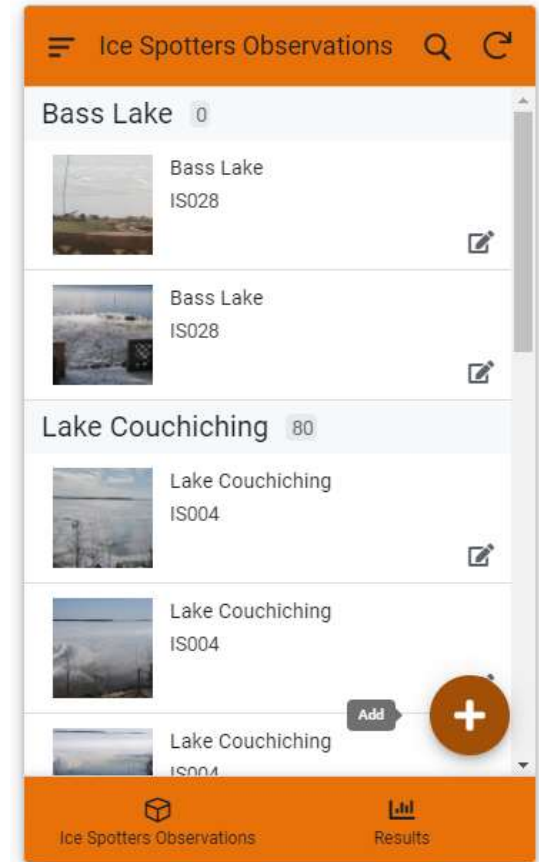
# What's Next?

## Short Term

- **NEW for 2021** - Integrate Invasive Species Spotters citizen science - Gypsy Moth & Starry Stonewort
- Purchase additional equipment
- Continue to spread the word & recruit volunteers
- Explore the use of apps for data input
- Update training materials to improve clarity
- Increase education on positive actions participants can take to minimize nutrient contributions from their properties, reduce the spread of invasive species, and improve biodiversity

## Long Term

- Explore methods for other monitoring areas of interest (invertebrates, bacteria, phosphorus)
- Explore potential for other citizen science programs to involve the ag community (Soil Watch)



# Thank You to our Funders!



**TD Friends of the Environment Foundation**

\$8,000 (2021)  
\$4,625 (2019/20)

Invasive Species Centre



Centre des espèces envahissantes

\$1,000 (2021)



**Lake Huron - Georgian Bay Watershed**  
*A Canadian Framework for Community Action*

\$7,500 (2019/20)



**WWF Supported Project**



presented by  
**TELUS**

\$5,000 (2017)

---

**\$26,125 Total**



**Tiny**  
TOWNSHIP OF/CANTON DE



**Township of Oro-Medonte**  
Proud Heritage, Exciting Future





**Severn Sound Environmental Association  
Joint Municipal Service Board  
2021 First Quarterly Meeting (Q1) - April 26, 2021**

**STAFF REPORT**

**No:** 12-21-SSEA  
**Date:** April 13, 2021  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Treasurer

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**SUBJECT: 2020 4th Quarter Draft Financials and Audit**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 12-21-SSEA regarding the 2020 fourth quarter draft financials and audit be received as information.**

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Purpose of Staff Report

The purpose of this report is to provide the board with up to date 2020 draft financials and information regarding the financial audit.

Background and Analysis

Please be advised that the 2020 draft financial report reflects that 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 3 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 draft financial report as we proceed to complete our year end and work towards the annual audit: deferred revenue, employee future benefits adjustment, accrue IT costs from Tay, audit adjustments, etc.

The SSEA team has been extremely diligent, spending frugally and securing external revenue sources. It is expected that we will finalize 2020 with a surplus in excess of the revised 2020 (COVID-19) budget.

As of April 9, our Treasurer municipality, the Township of Tay, has advised that the 2020 financial audit has not yet been scheduled at this time.

Submitted by:

Approved for Submission by:

*Original signed by*

*Original signed by*

\_\_\_\_\_  
Judy Limoges, SSEA Treasurer

\_\_\_\_\_  
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/Budget %	Actual
<b>SSEA CORE OPERATIONS</b>							
GENERAL REVENUE	(913,742)	(851,970)	107%	(908,069)	5,673	101%	(586,189)
UNDISTRIBUTED PAYROLL EXPENSE	199,083	237,624	84%	320,646	121,563	62%	216,791
ADMINISTRATION/OVERHEAD	228,230	157,245	145%	156,965	(71,265)	145%	109,792
GIS BASE COVERAGES	80,835	88,639	91%	88,639	7,804	91%	93,848
REQUESTS & REVIEWS	8,258	5,500	150%	33,778	25,520	24%	9,422
MONITORING & SURVEILLANCE	93,784	72,011	130%	96,015	2,231	98%	76,764
MONITORING SUPPORT	8,955	16,500	54%	22,000	13,045	41%	22,108
WATER SCIENTIST	59,326	61,297	97%	61,297	1,971	97%	58,887
INVASIVE SPECIES	45,417	48,113	94%	55,080	9,663	82%	(8,778)
SOURCE WATER IMPLEMENTATION	0	76,149	0%	73,649	73,649	0%	(175)
PSAB ADJUSTMENTS	(34,039)	0	0%	0	34,039	0%	(6,972)
<b>TOTAL SSEA CORE OPERATIONS</b>	<b>(223,893)</b>	<b>(88,892)</b>	<b>252%</b>	<b>0</b>	<b>223,893</b>	<b>0%</b>	<b>(14,502)</b>
<b>SSEA IMPLEMENTATION PROJECTS</b>							
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	5,008	10,000	50%	0	(5,008)	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
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	65		0%	(20,004)	(20,069)	(0%)	(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	(31,502)	(106,756)	30%	(106,756)	(75,255)	30%	0
Expenses	33,865	106,756	32%	106,756	72,891	32%	0
<b>TOTAL SSEA IMPLMENTATION PROJECTS</b>	<b>(18,890)</b>	<b>5,503</b>	<b>(343%)</b>	<b>0</b>	<b>18,890</b>	<b>0%</b>	<b>14,502</b>
<b>TOTAL SSEA OPERATING (SURPLUS)/DEFICIT</b>	<b>(242,783)</b>	<b>(83,389)</b>	<b>291%</b>	<b>0</b>	<b>204,244</b>	<b>0%</b>	<b>0</b>



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2021 First Quarterly Meeting (Q1) - April 26, 2021**

**STAFF REPORT**

**No:** 13-21-SSEA  
**Date:** April 13, 2021  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Treasurer

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**SUBJECT: 2021 1<sup>st</sup> Quarter Draft Financials**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 13-21-SSEA regarding the 2021 first quarter draft financials be received as information.**

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Purpose of Staff Report

The purpose of this report is to provide the board with the first quarter 2021 financials.

Background

Please be advised that the 2021 financial report reflects that finances are trending favourably for the first quarter. This is mainly due to invoicing municipal partners for Core services, RMO services and SSS in March. Spending is in line as expected.

Please note that the funding for the SSS project in 2021 is expected to be short by \$11,155 due to only six confirmed municipal partners where the budget included seven. Measures will be taken to keep expenses to a minimum and external funding sources will be explored to minimize this project shortfall.

The SSEA team continues to monitor revenues and expenses in line with the 2021 budget.

Prepared by:

Approved for Submission by:

Original signed by  
Judy Limoges, Treasurer

Original signed by  
Julie Cayley, Executive Director

Attachment: SSEA Financial Report ending March 31, 2021

SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)  
DRAFT FINANCIAL REPORT  
For the Three Months Ending March 31, 2021

	2021		Variance \$	Actual/Budget %	2020
	YTD Actual	Annual Budget			Actual
<b>SSEA CORE OPERATIONS</b>					
GENERAL REVENUE	(919,154)	(958,557)	(39,403)	96.0%	(873,970)
UNDISTRIBUTED PAYROLL EXPENSE	25,507	370,832	345,325	7.0%	56,057
ADMINISTRATION/OVERHEAD	11,923	133,979	122,056	9.0%	35,137
GIS BASE COVERAGES	26,676	90,412	63,736	30.0%	20,023
REQUESTS & REVIEWS	3,565	34,454	30,889	10.0%	2,813
MONITORING & SURVEILLANCE	27,778	111,355	83,577	25.0%	14,823
MONITORING SUPPORT	0	22,440	22,440	0.0%	143
WATER SCIENTIST	18,833	62,523	43,690	30.0%	12,719
INVASIVE SPECIES	4,833	56,181	51,348	9.0%	8,644
SOURCE WATER IMPLEMENTATION	62	47,280	47,218	0.0%	2,272
PSAB ADJUSTMENTS	0	0	0		0
<b>TOTAL SSEA CORE OPERATIONS</b>	<b>(799,977)</b>	<b>(29,101)</b>	<b>770,876</b>	<b>2,749.0%</b>	<b>(721,339)</b>
<b>SSEA IMPLEMENTATION PROJECTS</b>					
GROUND WATER PROJECT					
Revenues	0	(2,550)	(2,550)	0.0%	0
Expenses	0	2,550	2,550	0.0%	0
FARLAIN LAKE PROJECT					
Revenues	0	0	0		0
Expenses	927	0	(927)	0.0%	0
HONEY HARBOUR SURVEY					
Revenues	0	(15,240)	(15,240)	0.0%	0
Expenses	568	15,240	14,672	4.0%	2,035
WYE MARSH PROJECT					
Revenues	(626)	0	626	0.0%	0
Expenses	399	0	(399)	0.0%	0
INLAND LAKES					
Revenues	0	(16,328)	(16,328)	0.0%	0
Expenses	1,643	16,328	14,685	10.0%	5,290
TREE DISTRIBUTION PROJECT					
Revenues	(28,730)	(20,154)	8,576	143.0%	(15,988)
Expenses	5,738	20,154	14,416	28.0%	6,335
RMO PROJECT					
Revenues	(69,114)	(68,708)	406	101.0%	(72,987)
Expenses	16,050	68,708	52,658	23.0%	15,907
VICTORIA HARBOUR WTP SURVEY					
Revenues	0	(8,323)	(8,323)	0.0%	0
Expenses	0	8,323	8,323	0.0%	0
CITIZEN SCIENTIST					
Revenues	0	0	0		0
Expenses	885	0	(885)	0.0%	0
SUSTAINABLE SEVERN SOUND					
Revenues	(44,620)	0	44,620	0.0%	0
Expenses	14,458	78,085	63,627	19.0%	0
HEALTHY SOILS = HEALTHY WATERSHED PROJECT					
Revenues	(30,000)	0	30,000	0.0%	0
Expenses	0	0	0		0
<b>TOTAL SSEA IMPLEMENTATION PROJECTS</b>	<b>(132,422)</b>	<b>78,085</b>	<b>210,507</b>	<b>(170.0%)</b>	<b>(59,408)</b>
<b>TOTAL SSEA OPERATING (SURPLUS)/DEFICIT</b>	<b>(932,399)</b>	<b>48,984</b>	<b>981,383</b>	<b>(1,903.0%)</b>	<b>(780,747)</b>



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2021 First Quarterly Meeting (Q1) - April 26, 2021**

**STAFF REPORT**

**No:** 14-20-SSEA  
**Date:** April 9, 2021  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Treasurer

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**SUBJECT: 2021 INSURANCE COSTS**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 14-21-SSEA regarding the 2021 commercial insurance costs be received as information.**

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**Purpose of Staff Report**

The purpose of this report is to inform the board that we are again experiencing a significant increase in the cost of commercial general liability and property insurance.

**Background**

Based on the 2021 invoice for insurance recently received from Frank Cowan Company through Mink Insurance Services Limited, the cost of insurance for SSEA has increased 23% over 2020 invoiced costs.

The 2021 budget includes \$9,700.00 for general insurance. The general insurance actual cost that will be reflected on the 2021 SSEA financial statements is \$10,255.00. This represents a shortfall of \$555.00.

The board will recall in 2020 that we faced an 18.5% increase prior to the insurer providing COVID relief. The final 2020 invoiced costs represented a 6% increase over 2019. This resulted in a \$383.00 shortfall in the 2020 budget.

**Analysis and Discussion**

Knowing the increased costs for insurance during the 2021 budget process, we were able to increase the budget accordingly, however, the insurer has provided the following information with regard to the unanticipated cost increase:



COMMERCIAL LIABILITY	25%	9% standard liability rate increase due to market conditions 7% increase due to increased budget and reported changes on renewal application 9% increase driven by casualty exposure changes
COMMERCIAL PROPERTY	8%	8% standard property increase due to market conditions
TOTAL	<b>23%</b>	

*Rates are increasing throughout the insurance industry as a whole due to worldwide catastrophic losses that have been sustained by insurers and their reinsurance markets. Insurers have no alternative but to pass these increases on to you to improve their underwriting results. We anticipate this hardening of the market and resultant capacity issues will continue for the next few years.*

The Executive Director has advised the insurer to proceed with binding coverage for the 2021 renewal however, given this current scenario, we have also started investigating other options and will report any significant findings to the board.

Prepared by:

Approved for Submission by:

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

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



Severn Sound Environmental Association  
Joint Municipal Service Board  
2021 First Quarterly Meeting (Q1) – April 26, 2021

STAFF REPORT

**No:** 15-21-SSEA  
**Date:** April 13, 2021  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Treasurer

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**SUBJECT: SSEA 2022 Draft Budget**

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

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**RECOMMENDATION:**

**RESOLVED THAT:** Staff Report No. 15-21-SSEA regarding the SSEA 2022 Draft Budget be received; and

**FURTHER THAT:** The board approve an overall 2022 budget percentage increase over the 2021 final budget for the municipal contributions portion of the Core 2022 budget; and

**FURTHER THAT:** If necessary, the Executive Director be authorized to find savings through appropriate adjustments, including payroll, while maintaining efficient operations.

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Purpose of Staff Report

The purpose of this report is to provide the board with the 2022 budget *approved in principle* in order to make decisions to finalize the 2022 budget.

Background and Analysis

On July 18, 2019, the SSEA board of directors approved the 2020 budget and *approved in principle* the proposed five-year plan for 2020 to 2024.

The 2022 budget *approved in principle* reflects an increase of 4.1% in municipal core funding of \$35,795 over 2021. Please see attached “Highlights – change in municipal core operations” which provides details regarding the 4.1% increase approved in principle for 2022.

SSEA staff recognize the significant impact of the COVID-19 Pandemic not only on SSEA operations and budget but on our partner, municipality budgets as well. Recognizing the budget constraints that we are all facing, we have provided various scenarios for the board to review and approve. Please see the attached “Analysis” sheet. At the bottom of the Analysis sheet is a section indicating the value of Potential Core Savings. Given that the majority of our expenses as a service organization are payroll costs, this is the main area where SSEA is able to find savings to meet the options presented. However, given that this budget was set more than two

years ago, there are various other accounts that need adjusting as a result of known changes that have occurred.

Based on the ED’s hands-on management knowledge of the organization and its’ operations, we are requesting that the board authorize the ED to make such payroll and other appropriate adjustments to provide a budget for board review and approval.

Conclusion:

The 2022 draft budget presented represents the core component discussed above as well as implementation projects. These projects reflect an increase in the 2022 budget. The SSS project will have to be reviewed/adjusted as this budget was set based on seven funding municipal partners where we are currently only funded by six. As well, there are several new projects expected to be included in 2022 (ie. Healthy Soils, FLCA, Wye Marsh).

In addition, the provincial funding for the Drinking Water Source Water Protection project for 2022 has not been considered in the budget as is the case in the 2020 and 2021 budgets. The Provincial funding for this project continues to be questionable.

The “2020-2024 Budget Summary” and the “Municipal revenue shares 2020-2024” are also attached for your information.

The budget as presented reflects the actual cost of doing business for SSEA in conjunction with our strategic plan.

Prepared by:

Approved for Submission by:

*Original signed by*

*Original Signed by*

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Judy Limoges, Treasurer

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Julie Cayley, Executive Director

- Attachments:
- a) Highlights – change in municipal share core operations
  - b) Analysis
  - c) 2020-2024 Budget Summary
  - d) Municipal revenue shares 2020-2024

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
HIGHLIGHTS - CHANGE IN MUNICIPAL SHARE CORE OPERATIONS  
2022 BUDGET APPROVED IN PRINCIPLE vs 2021 BUDGET**

	\$
2% wage increase	14,145
Intern from 6mos to 12 mos	18,777
Employee benefits increase	8,670
Vehicle purchase/lease	3,306
Administration expenses - various	951
Source water costs	2,193
Accuarial fees re audit	2,071
Increase in project funding for labour/benefits	(6,786)
Legal fees	(4,000)
Increase in general revenues	(1,677)
Health & safety supplies	(1,199)
Insurance	(1,104)
Other	448
<b>TOTAL INCREASE IN MUNICIPAL SHARE</b>	<b><u><u>\$35,795</u></u></b>

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
MUNICIPAL SHARE - CORE CONTRIBUTIONS  
ANALYSIS  
2022 DRAFT BUDGET**

**OPTIONS**

	<b>APPROVED IN PRINCIPLE</b>			
INCREASE OVER 2021 CORE MUNICIPAL SHARE	4.1%	2%	1%	0%
2022 BUDGET APPROVED IN PRINCIPLE	910,485	910,485	910,485	910,485
2022 OPTIONS	910,485	892,184	883,437	874,690
<b>REDUCTION REQUIRED TO ACHIEVE OPTION</b>	<b>0</b>	<b>18,301</b>	<b>27,048</b>	<b>35,795</b>

**POTENTIAL CORE SAVINGS:**

1% salary increase	7,073
0% salary increase	14,145
HR options including COLA adjustments, vacant positions, hiring delays, filling in with contracts. Adjustments to various non-HR accounts.	35,795

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
2020-2024 BUDGET SUMMARY**

	2020	2021	2022		2023	2024
	APPROVED BUDGET	APPROVED BUDGET	BUDGET	APPROVED IN PRINCIPLE	BUDGET	BUDGET
<b>SSEA CORE OPERATIONS</b>						
GENERAL REVENUE	(908,069)	(958,557)	(996,029)	3.9%	(1,030,739)	(1,036,819)
UNDISTRIBUTED PAYROLL	320,646	370,832	422,938	14%	434,100	437,386
ADMINISTRATION/OVERHEAD	156,965	163,079	163,055	0%	179,521	179,035
GIS BASE COVERAGES	88,639	90,412	92,220	2%	94,064	95,946
REQUESTS & REVIEWS	33,778	34,454	35,143	2%	35,846	36,563
MONITORING & SURVEILLANCE	96,015	111,355	99,894	-10%	101,892	103,929
MONITORING SUPPORT	22,000	22,440	22,889	2%	23,347	23,814
WATER SCIENTIST	61,297	62,523	63,773	2%	65,049	66,350
INVASIVE SPECIES	55,080	56,182	57,305	2%	58,451	59,620
SOURCE WATER IMPLEMENTATION	73,649	47,280	38,812	-18%	38,469	34,177
PSAB ADJUSTMENTS						
<b>TOTAL SSEA CORE</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>		<b>(0)</b>	<b>0</b>
<b><u>SSEA IMPLEMENTATION PROJECTS</u></b>						
GROUND WATER PROJECT						
Revenues	(2,500)	(2,550)	(2,601)		(2,653)	(2,706)
Expenses	2,500	2,550	2,601		2,653	2,706
HONEY HARBOUR SURVEY						
Revenues	(14,941)	(15,240)	(15,545)		(15,856)	(16,173)
Expenses	14,941	15,240	15,545		15,856	16,173
INLAND LAKES						
Revenues	(18,588)	(16,328)	(17,490)		(18,630)	(46,311)
Expenses	18,588	16,328	17,490		18,630	46,311
TREE DISTRIBUTION PROJECT						
Revenues	(20,004)	(20,154)	(21,307)		(21,964)	(22,623)
Expenses	20,004	20,154	21,307		21,964	22,623
RMO PROJECT						
Revenues	(74,191)	(68,708)	(70,039)		(71,398)	(72,782)
Expenses	74,191	68,708	70,039		71,398	72,782
VICTORIA HARBOUR WTP SURVEY						
Revenues	(7,855)	(8,323)	(8,490)		(8,659)	(8,833)
Expenses	7,855	8,323	8,490		8,659	8,833
SUSTAINABLE SEVERN SOUND						
Revenues	(106,756)	(78,085)	(90,385)		(92,404)	(93,486)
Expenses	106,756	78,085	90,385		92,404	93,486
<b>TOTAL SSEA IMPLMENTATION PROJECTS</b>	<b>0</b>	<b>(0)</b>	<b>0</b>		<b>0</b>	<b>(0)</b>
<b>TOTAL SSEA</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>		<b>(0)</b>	<b>0</b>

**Severn Sound Environmental Association**

**Municipal Sharing of SSEA Agreement for Core Operations**

**Municipal Revenue Shares Calculated for 2020-2024**

Municipality	Properties in W'shed	Assessment in W'shed	% Cost Share (8 Municipalities)	2019 APPROVED	2020 APPROVED	2021 APPROVED	2022 APPROVED IN PRINCIPLE	2023 APPROVED IN PRINCIPLE	2024 APPROVED IN PRINCIPLE
Georgian Bay	2114	\$478,457,400	5.60	44,027.00	\$ 74,443	\$ 78,746	\$ 81,914	\$ 84,000	\$ 85,271
Midland	6181	\$1,366,966,807	16.18	65,413.00	118,584	125,651	130,822	133,160	136,187
Oro-Medonte	4256	\$1,112,902,900	12.20	57,368.00	101,979	108,006	112,424	114,667	117,034
Penetanguishene	3446	\$734,452,100	8.85	50,597.00	88,003	93,154	96,938	99,101	100,912
Severn	3358	\$687,466,543	8.45	49,788.00	86,334	91,381	95,089	97,242	98,987
Springwater	2343	\$486,289,200	5.93	44,694.00	75,820	80,209	83,439	85,533	86,859
Tay	6101	\$809,898,203	12.63	58,238.00	103,773	109,913	114,412	116,665	119,103
Tiny	12303	\$2,392,111,202	30.16	93,672.00	176,911	187,630	195,448	198,118	203,466
<b>Totals:</b>	<b>40102</b>	<b>\$8,068,544,355</b>	<b>100</b>	<b>\$463,797</b>	<b>\$825,847</b>	<b>\$ 874,690</b>	<b>\$ 910,485</b>	<b>\$ 928,484</b>	<b>\$ 947,819</b>
INCREASE YEAR OVER YEAR \$					\$362,050	\$48,843	\$35,795	\$17,999	\$19,335
INCREASE YEAR OVER YEAR %					78.1%	5.9%	4.1%	2.0%	2.1%
Total annual operating/core budget					\$908,069	\$958,556	\$996,029	\$1,030,739	\$1,036,819
Base amount for each municipality					\$51,079	\$53,919	\$56,027	\$57,979	\$58,321

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

- 1.the number of properties within the watershed area of each municipality was determined and from that, a percentage for cost sharing was calculated
- 2.the assessment within the watershed area for each municipality was determined and from that, a percentage for cost sharing was calculated
- 3.the average of 1. and 2.was used as the %cost share
- 4.for calcuations with 9 municipalities, a base amount of 5% of the total annual operating budget was added to each share and followed by the percent of the remainder of the municipal amount
- 5.for calcuations with 8 municipalities, a base amount of 5.625% of the total annual operating budget was added to each share and followed by the percent of the remainder of the municipal amount
- 6.2020-2024 include Invasive Species Project in core operations, previously an implementation project
- 7.Source Water Implementation Project funded by core in 2020-2024 due to lack of provincial funding



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2021 First Quarterly Meeting (Q1) – April 26, 2021**

**STAFF REPORT**

**No.** 16-21-SSEA DRAFT  
**Date:** April 26, 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

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**SUBJECT: Sustainable Severn Sound (SSS) Special Project Update – 1<sup>st</sup> Q 2021**

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**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 3: An Engaged and Informed Community, *Priority Actions: Learn from Others***  
**Goal 4: An Exceptional Organization, *Priority Actions: Commit to a Culture of Continuous Improvement***

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**RECOMMENDATION:**

**RESOLVED THAT:** Staff Report No. 16-21-SSEA, regarding the SSEA's SSS special project update for the 1st quarter of 2021 be received for information; AND

**FURTHER THAT:** The SSEA Board supports the staff recommendation to approve the revised ad-hoc Climate Resilience Advisory Committee Terms of Reference, 2020, now the *Municipal Climate Leadership Committee Terms of Reference, 2021*.

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**Purpose:**

The purpose of this report is to:

1. Provide a summary of the Q1 2021 SSS project work plan progress and achievements,
2. Acquire Board approval of the revised ad-hoc Climate Resilience Advisory Committee Terms of Reference, 2021, revised to the Municipal Climate Leadership Committee Terms of Reference, 2021.



## **Discussion/Analysis:**

The objective of the SSS special project is to advance practices/policies within municipal operations to support climate change action, greenhouse gas (GHG) mitigation and sustainable communities. In 2017-2018, seven of the SSEA's partner municipalities and their residents were involved in the development of the collaborative regional-scope Local Climate Change Action Plan (LCCAP)<sup>1</sup>, prepared by SSS staff and the multi-stakeholder Sustainability Committee. In 2018, six of SSEA's partner municipalities joined the Federation of Canadian Municipalities-ICLEI Local Governments for Sustainability [Partners for Climate Protection \(PCP\) program](#)<sup>2</sup>. Since 2018, SSS project staff have led each of our six PCP program member municipalities to Milestone 3 of the 5-Milestone PCP program Framework. The PCP 5-Milestone Framework was developed to help municipalities (1) measure their GHG emissions, (2) select GHG reduction targets, (3) prepare an action plan, (4) to implement GHG reduction actions and (5) report on progress.

### **1. Sustainable Severn Sound Special Project Results, Q1 2021**

#### **Bee City Program Membership, Town of Midland**

The Town's membership in the [Bee City Canada](#)<sup>3</sup> program was formally approved in January 2021. This action by the Town 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 welcomed 48 municipal attendees (mostly Midland staff, staff also attended from Tiny and Tay) to a virtual workshop on March 9, 2021. Content included an overview of the Bee City Canada program, site management options from Pollinator Partnership Canada, and examples of successful no-mow and Bee City initiatives from external municipalities. SSEA will continue to support the Town in administration of the Bee City Team meetings. Staff are also working to support the Town in the monitoring of the selected strategic mow sites. To view a recording of the March 9, 2021 Municipal No-Mow/Strategic Mow workshop, please visit: <https://youtu.be/V1EtN11gvUw>

#### **Partners for Climate Change Protection (PCP) Program Progress**

As the Associate Member to the [Federation of Canadian Municipalities PCP program](#), SSEA's Sustainability and Climate Action Coordinator is responsible for assisting our municipal PCP program members in meeting their membership requirements - including annual greenhouse gas (GHG) reporting representing both municipal operations (buildings, streetlighting, fleet, water/wastewater and solid waste) and community emissions

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<sup>1</sup> The Sustainable Severn Sound project. June 2018. Local Climate Change Action Plan: Regional GHG summary. Available from: <https://www.sustainablesevernssound.ca/climate-change/local-climate-change-action-plan/>

<sup>2</sup> Federation of Canadian Municipalities. 2021. Partners for Climate Protection program. Available from: <https://fcm.ca/en/programs/partners-climate-protection>

<sup>3</sup> Bee City Canada. 2021. Current bee cities. Available from: <https://beecitycanada.org/bee-cities/>

(residential, commercial and industrial energy use, transportation and solid waste). Staff are currently awaiting outstanding energy data from Alectra and Tay-Newmarket Hydro, and have begun preparing a 5-year GHG analysis and report for each of the six PCP program municipalities, with these reports to be completed in Q2.

### **Municipal Strategic Plan/Official Plan Review: Climate Change Analysis.**

This item has been deferred as the recommendation by SSEA's Sustainability and Climate Action Coordinator to establish the Municipal Climate Leadership Committee would impact the delivery of this report.

### **Municipal Requests for Reports/Research and/or Written Materials\***

SSEA's Sustainability and Climate Action Coordinator provided one request for information/research report as requested by the Township of Tay, and three newsletter articles for Georgian Bay, and posted three SSS website blogs, as listed below.

#### **Reports**

Township of Tay: [Pollinator Delegation, Township of Tay Council Meeting, and Subsequent Direction](#)

#### **Articles, Newsletter Contributions, Blog Posts**

Jan-February: [What is Your 2021 Climate Action?](#)

March: [Midland Launches Strategic Now-mow Pilot](#)

March: [Native Trees & Plants Support a Healthy Environment](#)

April: [Food & Climate Change](#)

*\*The Sustainability and Climate Action Coordinator encourages all SSEA Board members to share these articles via social media by visiting our website at [www.sustainablesevernound.ca](http://www.sustainablesevernound.ca). Staff can also respond to your municipalities' specific requests for information as they relate to the implementation of your Municipal Climate Plan, per approval by the SSEA Executive Director (ED).*

## **2. Revised ad-hoc Climate Resilience Advisory Committee Terms of Reference, 2020, revised to the Municipal Climate Leadership Committee Terms of Reference, 2021**

In 2018, the Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Severn, Tiny and Tay each approved a Council resolution to join the Federation of Canadian Municipalities 5-Milestone Partners for Climate Protection (PCP) program, designating one staff member and one Council member as their internal PCP program representatives. At that time, SSS was identified as the Associate Member to the PCP program for these municipalities, responsible for assisting them in advancing through the PCP program. By 2019, each of these municipalities achieved Milestones 1, 2 and 3 and adopted their respective Municipal Climate Plans which include a greenhouse gas (GHG) baseline inventory (M1), GHG emissions projections to 2028, GHG reduction targets (M2), and a plan for action (M3) that will result in GHG reductions. The Municipal Climate Leadership Committee (MCLC) will be established by SSEA to support the PCP member municipalities in the implementation of their respective Municipal Climate Plans and to continue to assist with the membership responsibilities of the PCP program. The SSEA's

Sustainability and Climate Action Coordinator scope of work will be informed in part by the needs of the municipal PCP members of the MCLC.

During the SSS and SSEA merger discussions, the SSS committee expressed an interest in ensuring the non-municipal expert members of the committee were included in SSS implementation committee(s) moving forward to ensure continuity and maintaining program momentum. Additional membership to the MCLC will be considered by the Sustainability and Climate Action Coordinator and the Executive Director, as recommended by the proposed membership, outlined in the MCLC Terms of Reference.

At the January 29, 2021 (2020 4<sup>th</sup> Q mtg) the SSEA Board directed '*All board members were asked to submit, via email, to Ms. Cayley their interest in participating in the Sustainable Severn Sound ad-hoc committee. SSEA to relook at the recommendations brought forward during the July 16, 2020 (staff report No. 33-20-SSEA and Motion 2020-76) and October 15, 2020 (staff report No. 43-20-SSEA and Motion 2020-97) meetings regarding the Sustainable Severn Sound ad-hoc Climate Resilience Advisory Committee and bring forward to the next board meeting.*' The request below serves to clarify the role and membership of the Sustainable Severn Sound special project sub-committee.

**Request Board approval for the Sustainability and Climate Action Coordinator to convene quarterly Municipal Climate Leadership Committee meetings.**

The purpose of the Municipal Climate Leadership Committee (MCLC) is to:

1. Enhance communication and idea/information-sharing to support implementation of their respective Municipal Climate Plans, leading to the achievement of PCP program Milestones 4 and 5.
2. Identify opportunities for strategic coordination and collaboration among the SSEA's partner municipalities that participate in the PCP program.
3. Identify areas of common interest, issues, concerns and/or opportunities related to Municipal Climate Plans and actions to advance climate change mitigation and adaptation.
4. Act as a discussion group to bring forward communication and recommendations to the SSEA Board of Directors that relate to climate mitigation and adaptation.

The MCLC shall be composed of the 12 municipal staff and Council representatives to the PCP program, previously designated identified by each municipality upon joining the PCP program. These members have the discretion to designate an alternate to the PCP program or the MCLC. These representatives are listed in the MCLC Membership List, included in the draft MCLC Terms of Reference, 2021 (Attachment A).

**Expected Impact on SSEA Workload:**

The establishment of the Municipal Climate Leadership Committee will enhance the SSEA's ability to deliver on current SSS project 2021-2022 work plan commitments, including ***Deliverable 2: Implementation of corporate climate change action plans, driven by Council-approved municipal-level climate change action plans***, and ***Deliverable 3:***

**Monitoring and reporting (Milestone 5 of PCP program); re-inventory of GHG emissions (corporate and community)** of the SSS project workplan. The collaborative approach of the MCLC will streamline the work for the SSEA’s Sustainability and Climate Action Coordinator, resulting in potential time and work efficiencies for more effectively supporting municipal PCP program progress and Municipal Climate Plan implementation. This committee will provide a conduit for project partners to provide information around their priority needs and an opportunity for and expanded expert network to support program success.

**Financial Implications:** N/A

**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. To further deliver on this commitment, SSS project staff are recommending moving forward with establishing the MCLC and clarifying the role and focus of the Sustainable Severn Sound special project. This would replace all pre-approved SSS project committees and Terms of Reference.

Prepared by:

*Original Signed by*

Approved for Submission by:

*Original Signed by*

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Tracy Roxborough, Sustainability and  
Climate Action Coordinator

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Julie Cayley, Executive Director

**Previous Reports Related to these Recommendations (re: Ad-Hoc Climate Resiliency Committee):** Severn Sound Environmental Association, 2020 Third Quarterly Meeting (Q3), [STAFF REPORT, No. 43-20-SSEA, Date: October 15, 2020, pg.54-60](#)

**Attachment A:** Revised Municipal Climate Leadership Committee (MCLC), Terms of Reference, 2021 (revised from the Ad-Hoc Climate Resiliency Committee, 2020)

**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](#)



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



Approved October 2020, Revised March 2021

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**Background:**

In 2018, the Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Severn, Tiny and Tay each approved a Council resolution to join the Federation of Canadian Municipalities 5-Milestone Partners for Climate Protection (PCP) program, designating one (1) staff member and one (1) Council member as their internal PCP program representatives. At that time, SSEA was identified as the Associate Member to the PCP program for these municipalities, responsible for assisting them in advancing through the PCP program. By 2019, each of these municipalities achieved Milestones 1, 2 and 3 and adopted their respective Municipal Climate Plans which include a greenhouse gas (GHG) baseline inventory (M1), GHG emissions projections to 2028, GHG reduction targets (M2), and a plan for action (M3) that will result in GHG reductions. The Municipal Climate Leadership Committee (MCLC) will be established by SSEA to offer support to the PCP member municipalities in the implementation of their respective Municipal Climate Plans and to continue to assist with the membership responsibilities of the PCP program.

**Purpose:**

The purpose of the Municipal Climate -Leadership Committee (MCLC) is to:

1. Enhance communication and idea/information-sharing amongst the SSEA's six (6) municipal Partners for Climate Protection (PCP) program members (Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Tiny and Tay) to support progress in the implementation of their respective Municipal Climate Plans, leading to the achievement of PCP program Milestones 4 and 5.
2. Identify opportunities for strategic coordination and collaboration among the SSEA's partner municipalities that participate in the PCP program, and that will contribute to climate change mitigation and adaptation efforts.
3. Identify areas of common interest, issues, concerns and/or opportunities related to Municipal Climate Plans and actions to advance climate change mitigation and adaptation.
4. Act as a discussion group to bring forward communication and recommendations to the SSEA Board of Directors, which may include actions and related-projects from the SSEA special project's regional-scope Climate Change Action Plan (LCCAP) and the six (6) Municipal Climate Plans.

Responsibilities of the MCLC will include:

1. Collaborate and create partnerships that will lead towards the implementation of actions from the Municipal Climate Plans.
2. Determine the need to recommend to the SSEA Board of Directors the establishment of working groups on an ad-hoc/sector-focused basis or specific to a particular opportunity or action.
3. Liaise with interested stakeholders to identify new potential initiatives for further consideration.
4. Offer guidance and direction to the SSEA's Sustainability and Climate Action Coordinator

regarding the need for tools, funding, best practice research, resources, workshops, and presentations to support Municipal Climate Plan implementation.

5. Participate in the process/prioritization of Municipal Climate Plan opportunities and future considerations.
6. Promote and support the efforts by the MCLC to advance Municipal Climate Plan implementation within their respective municipality.
7. Provide advice relating to the overall implementation of the six (6) Municipal Climate Plans.
8. Inform SSS project of future/upcoming municipal need a priorities around climate sustainability

### Composition:

The Municipal Climate Leadership Committee shall be composed of the municipal and Council representatives to the PCP program, as identified by each municipality upon joining the PCP program. These representatives are listed below:

Municipality	Council Representative	Staff Representative/position
Town of Midland	Councillor Carole McGinn	Main Contact: Andy Campbell, Executive Director of Infrastructure and Environment Alternate: Emily Morden, Asset Management Coordinator
Town of Penetanguishene	Deputy Mayor Anita Dubeau	Andrea Betty, Director of Planning and Community Development
Township of Georgian Bay	Councillor Paul Wiancko	Main Contact: Jennifer Schnier, Director of Sustainability Alternate: Victoria Lemieux, Manager of Planning; Julie Bouthillette, Director of Financial Services / Treasurer
Township of Severn	Councillor Ron Stevens	Main Contact: Andrew Plunkett, Director of Finance/Treasurer Alternate: Tenzin Wangchuk, Deputy Treasurer
Township of Tiny	Deputy Mayor Steffen Walma	Not confirmed*
Township of Tay	Councillor Paul Raymond	Not confirmed**

It will be the responsibility of each municipality to inform the SSEA Executive Director to any changes in staff or Council PCP program representation within the municipality so that updates can be made to the MCLC membership list

### SSEA Representatives:

SSEA Executive Director

### Staff Resources:

SSEA'S Sustainability and Climate Action Coordinator will be available to participate at all meetings. Depending on the topics to be discussed, SSEA staff with expertise regarding the topic area will be available to participate at meetings.

**Meetings:**

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

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

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

**Procedural Rules:**

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

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

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

**Committee Chair - Vice Chair:**

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

**Decision Making:**

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

**Remuneration:**

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

**Reporting:**

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

**Resources:**

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

DRAFT Approved by the SSEA BOD: \_\_\_\_\_



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2021 First Quarterly Meeting (Q1) – April 26, 2021**

**STAFF REPORT**

**No:** 17-21-SSEA  
**Date:** April 26, 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**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 1: Sound Science**  
**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 17-21-SSEA regarding the SSEA Community Tree Planting & Tree Seedling Distribution Programs, be received for information.**

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**Purpose of Staff Report**

The purpose of this report is to provide an update on the impacts of the evolving COVID-19 situation on the spring 2021 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 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 reasonably-priced, native seedlings for spring planting, increasing local tree cover. More than 115,700 seedlings have been purchased and planted to date by participants.

**Analysis/Discussion**

In spring 2020, both of the SSEA tree planting programs were impacted by the COVID-19 situation and did not proceed. For spring 2021, there will be limited community tree planting due to pandemic restrictions on group gatherings; the Tree Seedling Distribution Program is being adapted to a curbside-style pickup model.

The SSEA, with the help of member municipalities, is planning for Seedling Distribution in early May, subject to public health guidelines. For the 2021 program, there 278 participants and more



than 11,000 seedlings of nine species of native trees (White Pine, Red Pine, White Spruce, White Cedar, Balsam Fir, Hemlock, Tamarack, Red/Silver Maple hybrid, Red Oak) and one species of native shrub (Red-osier Dogwood). Pandemic plans include a curbside-style, contactless pick up with pre-arranged pick up times, and COVID-19 safety protocols (e.g., pre-screening, use of masks and face shields, frequent sanitizing, physical distancing) in place for SSEA staff when working in municipal facilities, handling seedling orders and distributing seedlings to participants. In the past, volunteers have assisted with the initiative but are not being utilized this year.

The SSEA may do a staff tree plant in early- to mid- May, depending on the status of public health guidelines. The situation will be assessed and if it is possible to proceed, then the number of people on site will be limited and other COVID safety protocols will be incorporated (e.g., no sharing of equipment such as shovels/buckets). A property in Oro-Medonte on the Sturgeon River re-scheduled from 2020, with a large site that facilitates physical distancing, would be the 2021 planting location.

**Expected Impact on SSEA budget/workload**

SSEA orders seedlings for both programs from the nursery in fall. A deposit of \$2,800 was paid in January to secure the order, with the balance due with spring pick-up. The nursery allowed cancellations of orders in 2020 with no penalty, however this is not the case for 2021.

The SSEA sets seedling prices so that the Tree Seedling Distribution Program is self-funded. For the 2021 Program, the SSEA was approved for a \$0.25 per tree subsidy up to \$2,600 from Forests Ontario. With this subsidy plus tree sales from participants, the 2021 program is expected to pay for itself, even with increased staffing and other costs (e.g., purchase of personal protective equipment) due to the pandemic.

For Community Tree Planting projects, 100% of the cost of seedlings planted by volunteers would be reimbursed through a County of Simcoe Forestry grant. 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. Since this funding is contingent upon volunteers supporting the plantings, limited funds would be paid to SSEA for spring 2021, however it will not affect the SSEA’s agreement with the County for the remainder of the MOU timeframe. The SSEA’s staff costs for organizing and implementing Community Tree Planting are minimal for spring 2021 since the program is limited due to the pandemic.

**Conclusion/Recommendations**

The SSEA is working with member municipalities to adjust to the evolving pandemic situation and deliver the Tree Seedling Distribution Program in a safe manner. Staff feel that curbside contactless pickup can be done in a safe manner protecting both staff and the public to ensure that these live bare root trees can be picked up and planted ensuring their survival.

Prepared by:

Approved for Submission by:

*Original signed by*

*Original Signed by*

Michelle Hudolin, Wetlands & Habitat Biologist

Julie Cayley, Executive Director



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2021 First Quarterly Meeting (Q1) – April 26, 2021**

**STAFF REPORT**

**No:** 18-21-SSEA  
**Date:** April 26, 2021  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Julie Cayley, Executive Direction

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**SUBJECT: SSEA HEALTHY SOILS = HEALTHY WATERSHEDS PROJECT**

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**APPLICABLE STRATEGIC PLAN GOALS:**

- Goal 1: Sound Science**
  - Goal 2: Supportive Partnerships**
  - Goal 3: An Engaged & Informed Community**
- 

**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 18-21-SSEA, regarding the SSEA HEALTHY SOILS = HEALTHY WATERSHEDS project be received for information.**

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**Purpose of Staff Report**

The purpose of this report is to provide an update on the Healthy Soils = Healthy Watersheds project.

**Background**

SSEA Staff, SSEA Agriculture Advisory Committee and SSEA partners have been exploring opportunities for several years to work with agriculture partners and landowners in the rural areas of the Severn Sound watershed to improve soil health, reduce nutrient loss and improve and protect water quality (surface and groundwater). This has included many funding applications for single and multiple year grants to Federal and Provincial Government partners with limited success.

**Analysis/Discussion**

The 2020 SSEA application to the Ontario Ministry of Environment Conservation and Parks, Great Lakes Action Fund for a smaller one (1) year HS=HW project was successful. This project is limited in size and scope, was approved for \$50,000 over 1 year including a new hire project coordinator. The full description of the project is attached. The Transfer Payment Agreement (TPA) has been successfully negotiated with the MECP but we do not have approval for a media release or public project launch at this time.

A project coordinator will be hired by mid-April 2021 and SSEA staff have started to communicate with agriculture community in the priority project geography (Tiny Township Issue Contributing Area) to establish knowledge of and support for the project. Project best management practices cost share applications and process will be established when the project coordinator is onboard. The process of reaching out soil and nutrient experts to establish a soil and nutrient expert/champion committee has begun.

Expert committee will be tasked with helping with project implementation success in particular around the outreach and knowledge transfer as well as identifying potential funding sources to grow the project.

Provincial MECP staff did give approval to share the status of the TPA signing and project approval with the SSEA Board. Outreach and knowledge transfer will be broadly applicable throughout the agriculture sector in the Severn Sound watershed. This information will also be share with the Township of Tiny as soon as possible as the priority geography for implementation is within the Township and the Township indicated an interest in partnering as a “special project” outside of core funding.

**Financial Implications**

\$50,000 grant, \$30,000 of that going to the coordinator position. SSEA has an in-kind commitment including time from the ED and RMO/RMI and the Treasurer to oversee the success of the project.

Prepared by:

*Original signed by*

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Julie Cayley, Executive Director