



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

STAFF REPORT

No: 19-21-SSEA
Date: April 15, 2021
To: SSEA Board of Directors
From: Judy Limoges, Treasurer

SUBJECT: SSEA CREDIT CARD FOR SSEA CORPORATE PURCHASES POLICY

**APPLICABLE STRATEGIC PLAN GOALS:
Goal 4: An Exceptional Organization**

**RECOMMENDATION:
RESOLVED THAT: Staff Report No. 19-21-SSEA, regarding the SSEA Credit Card for SSEA Corporate Purchases Policy be approved by the board.**

Purpose of Staff Report

The purpose of this report is to seek approval for the policy around use of the SSEA Corporate credit card for purchases, required in the course of doing SSEA business.

Background

The board approved a staff report at their meeting of October 17, 2019 as follows:

Staff Report No. 19-19-SSEA from the Treasurer regarding SSEA Credit Card for Purchases.

Motion: #54 Moved by: A. Dubeau Seconded by: R. Stevens

RESOLVED THAT: Staff Report NO. 19-19-SSEA regarding approval for the Executive Director to obtain credit card(s) for SSEA purchases and to work with the Township of Tay to establish a "purchasing card" policy, be approved. Carried;

The attached policy has been developed and reviewed/approved by the Treasurer for the Township of Tay.

Recommendation

With SSEA board approval of this policy, the Executive Director will have authority to issue credit cards to SSEA staff through the Township of Tay for conducting SSEA business.

Prepared and submitted by:

Original signed by
Judy Limoges, Treasurer

Approved for Submission by:

Original signed by
Julie Cayley, Executive Director



SEVERN SOUND ENVIRONMENTAL ASSOCIATION CREDIT CARDS FOR PURCHASES POLICY

PURPOSE

Severn Sound Environmental association (SSEA) requires Credit Cards for purchases to assist with expense management. Approved employees will be issued a Credit Card for Purchases. This Policy establishes usage guidelines as well as cardholder responsibilities and obligations.

SCOPE

This policy shall apply to all employees approved for a Credit Card for purchases.

POLICY

Having Credit Cards for purchases is a convenience that carries responsibilities. Although the card is issued in both the SSEA's/Treasurer municipality's and the Employee's name, the card is SSEA/Treasurer municipality's property. Staff issued a Credit Card must adhere to the guidelines outlined in this Policy. All purchases made with Credit Cards must meet the provisions outlined in the Treasurer municipality's Procurement Policy.

1. Credit Cards will be provided to employees based on their need to purchase business-related goods and services as approved by the Executive Director (ED). The ED's approval is required when setting authorization limits, and shall not exceed spending limits.
2. A card may be revoked at any time based on an employee's change of assignment or location. The card is not an entitlement nor is it reflective of title or position.
3. The card is for business-related purchases only; personal charges are not to be made to the card.
4. The cardholder is the only person entitled to use the card and is responsible for all charges made against the card.
5. Improper use of the card, including personal purchases, will be considered misappropriation of company funds which may result in the Credit Card being revoked, the employee being financially responsible for unauthorized purchases, and disciplinary action, up to and including termination.
6. The only exception to clause 3 and 5 relates to 'authorized personal charges' that are Conference related and must be prepaid (for example, fees for social events at a Conference or any costs related

to a spouse accompanying a staff member to a Conference). If any SSEA credit Card is being used to charge Conference related expenses that are considered personal costs, the card holder must receive pre-approval from the ED and payment made to SSEA, prior to any additional expenses being charged to the Credit Card.

7. Credit Cards must not be used to circumvent the Treasurer municipality's Procurement Policy or the spending limits contained therein.
8. Cardholders are responsible for reconciling their Credit Card statements and immediately notifying their Manager/ED and Treasurer of any discrepancies. Original receipts must be attached to the monthly statement (Visa slips only are not acceptable). If original receipts are not provided, the purchase is unauthorized and payment will not be approved. In limited circumstances a sworn declaration form may be submitted in lieu of a missing original receipt.

Cardholders must provide the appropriate GL account code and sign each reconciled monthly statement. If the appropriate GL account code is not known, it can be obtained from their Treasurer/Manager/ED.

Cardholders must keep security codes, pin numbers and passwords confidential and in a secure location.

9. Once the monthly statement is completed as outlined above, the employee shall forward it to the ED for review and approval. Upon review and approval, the ED shall forward all applicable documents to Accounts Payable for processing (**by the end of the month in which the Statement is dated**).
10. A lost or stolen card should be reported immediately by telephone to **TD Visa One Card – Corporate Payment Systems at 1-800-588-8065** and by email to the ED and the Treasurer.
11. To cancel a card, the Treasurer must be notified in writing indicating the cardholder's name and the effective date of cancellation. The Credit Card will accompany the cancellation request, for destruction by the Treasurer.
12. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.
13. Credit Cards for Purchases are to be used wherever Visa is accepted and when the purchase is within the card limit and adheres to the Treasurer municipality's Procurement Policy.

ADMINISTRATION

1. A copy of this Policy shall be given to all employees approved for a Credit Card for Purchases.
2. All employees will sign a Credit Card for Purchases Cardholder Acknowledgement and Agreement prior to issuance of a card in their name (attached as Schedule "A").

Schedule "A"

Credit Card for Purchases Cardholder Acknowledgement and Agreement

SSEA will hereby issue a Credit Card for Purchases to the employee named below.

The employee acknowledges and agrees to the following conditions regarding the use of the Credit Card for Purchases:

1. That I have read and understand the SSEA's Credit Card for Purchases Policy.
2. That I agree to the provisions of the SSEA's Credit Card for Purchases Policy.
3. That all purchases made on the SSEA Credit Card for Purchases will be authorized, substantiated with original receipts and will be within my authorized credit limit of \$_____.
4. That any unauthorized or unsubstantiated invoice will be the responsibility of the employee named on the Credit Card.
5. That SSEA has the right to deduct any unauthorized or unsubstantiated amount from the employee's next pay.
6. That improper use of the Credit Card for Purchases, or not following the Credit Cards for Purchases Policy, may result in the Credit Card being revoked, the Employee being financially responsible for unauthorized purchases and disciplinary action up to and including termination.

Employee (Print Name)

Executive Director (Print Name)

Employee (Signature)

Executive Director (Signature)

Date

Date



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

STAFF REPORT

No: 20-21-SSEA
Date: April 26, 2021
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: SSEA GREAT LAKES ST LAWRENCE CITIES INITIATIVE RESOLUTION

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science

Goal 2: Supportive Partnerships

Goal 3: An Engaged & Informed Community

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 20-21-SSEA, regarding the proposed resolution to the Great Lakes St. Lawrence Cities Initiative be received for information, AND

FURTHER THAT: SSEA staff are directed to draft a resolution based on the information in the report to submit to GLSLCI.

Purpose of Staff Report

The purpose of this report is to propose a resolution to the Great Lakes St Lawrence Cities Initiative (GLSLCI) Board regarding the need to support building climate resilience in Great Lakes shoreline communities. If approved, the resolution would be shared with local GLSLCI members to bring forward at the August 2021 GLSLCI AGM.

Background

In August of 2020 Township of Tiny Mayor Cornell, Town of Midland Mayor Strathearn and Julie Cayley Executive Director (SSEA) delivered a successful deputation to Minister Yakabuski, Ontario Ministry of Natural Resources and Forestry (MNR) at the Association of Municipalities of Ontario (AMO) 2020 conference. This deputation served to inform the Province of the impact of extreme Georgian Bay water levels on shoreline municipalities. The impact to both public and private infrastructure is significant and shoreline communities need support to mitigate the impacts and build longer term resilience.

The Great the Great Lakes and St. Lawrence Cities Initiative (GLSLCI <https://glslcities.org/>) is a coalition of US and Canadian mayors and other local officials working to advance the protection and restoration of the Great Lakes and St. Lawrence River. The member municipalities in Severn Sound include the County of Simcoe, Town of Midland, Town of Penetanguishene, Township of Tay and Township of Tiny. Mayor and Warden George Cornell is a Director on the GLSLCI Board. Members are given the opportunity to bring resolutions forward at the annual general meeting (August 2021). Each year Great Lakes and St. Lawrence Cities Initiative releases their resolutions to governing

bodies and the general public notifying them of the important issues and initiatives GLSLCI will be working on over the next year. These resolutions also guide the organization by directing them on a set of issues they will work on. This year's resolutions must be submitted by May 23, 2021 and must be submitted by a member in good standing with the organization.

Analysis/Discussion

Based on water level data from the Canadian Hydrographic Service (CHS) gauge in Midland Bay (managed and monitored by SSEA), the hourly maximum level reached in 2020 was 177.73 masl, only 27 cm below the 100-year flood level of 178 masl. These levels do not account for wave uprush. In the Great Lakes, the 100-year flood level is defined as the peak instantaneous still water level having a 1% probability of occurring in any one year.

Water levels for Lake Michigan-Huron are above their all-time average for this time of year and are above the level of Chart Datum (see <https://www.waterlevels.gc.ca/C&A/bulletin-eng.html>). Concern for communities and for changing water levels and the impacts on private and public infrastructure remains. There continues to be a need to build resilience in Great Lakes communities through re-evaluation of high-water mark, inventorying, evaluation and protecting natural assets and green or natural infrastructure.

As such, the recommendation is to ask the Federal and Provincial governments of Canada to recognize the real and immediate need to help Great Lakes communities build resilience to climate change and extreme weather events including high water levels and extreme water level changes by providing financial and technical resources **through a dedicated funding program to assist** Great Lakes communities **affected by climate change impacts including erosion and flooding** to build resilience, including: inventory and evaluating municipal natural assets; shoreline resilience infrastructure; re-evaluating set back policies; developing critical wave uprush mapping and modelling and further the development of Light Detection and Ranging (LIDAR), and monitoring/modelling data and upgrading weather stations.

It is also recommended that the Federal Government be urged to support Great Lakes Action Plan 2030. This would include Governments of Canada and Ontario committing to establishing and funding Shoreline Resiliency Priority zones, including Southeastern Georgian Bay/Severn Sound, to identify and address significant threats from climate change (high water levels, stronger wind/wave energy, erosion, sudden spring thaws, ice jams) impacting natural and built infrastructure on Great Lakes shorelines, with an emphasis on naturalization and green infrastructure solutions.

This recommendation would be put in the form of a resolution from the SSEA Board to the GLSLCI submitted to local GLSLCI members municipalities (Tiny, Penetanguishene and Tay).

The SSEA maintains that it is critical to plan for significant changes in water levels over time, ensuring Severn Sound shoreline communities develop resilience in order to thrive.

Prepared by:

Original signed by

Julie Cayley, Executive Director



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

STAFF REPORT

No: 21-21-SSEA
Date: April 20th, 2021
To: Chair and Members of the SSEA Board of Directors
From: Aisha Chiandet, Water Scientist; Michelle Hudolin, Wetlands & Habitat Biologist
SUBJECT: SSEA Grant Applications Update

APPLICABLE STRATEGIC PLAN GOALS:

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

RECOMMENDATION:

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

Purpose of Staff Report

To update the Board on funding applications that have been approved and will impact budget and workload in 2021.

Background

SSEA was approved for the following six grants (approximately \$89,000):

1) Provincial Great Lakes Local Action Fund:

Healthy Soils = Healthy Watersheds in Severn Sound

Approved For: \$50,000 for one year

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

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

2) Federal Canada Summer Jobs (CSJ):

Approved For: 9 positions, approx. \$26,939, end of last contract Feb 2021

Description: Wage subsidy to hire youth (aged 15 to 30 years) for seasonal positions.

Note: SSEA also partnered with Ontario Federation of Anglers and Hunters on a CSJ application for their *Invasive Species Hit Squad* program; if approved, an additional staff person would be available to SSEA at minimal or no cost.

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

3) TD Friends of Environment Foundation:

Citizen Science in Severn Sound

Approved For: \$8,000 for one year

Description: Continue to develop and deliver four existing citizen science programs, and to develop a new Invasive Species citizen science program

Impact: Increase SSEA resources (monitoring equipment and staff time) and recruit volunteers to gather data at stream and lake sites across the watershed

4) Invasive Species Centre Microgrant:

Severn Sound Invasive Species Spotters

Approved For: \$1,000 for one year

Description: Develop a program whereby volunteer citizen scientists will collect scientific data on invasive Starry Stonewort in the Severn Sound area.

Impact: Increase SSEA resources (monitoring equipment and staff time) and recruit volunteers to monitor for targeted invasive species.

5) Forests Ontario Grant:

Approved For: \$2,600

Description: Subsidy of \$0.25 per tree seedling to maximum of \$2,600 for 2021 Tree Seedling Distribution over-the-counter program

Impact: The SSEA sets seedling prices so that the Tree Seedling Distribution Program is self-funded; the Forests Ontario subsidy allows seedling prices to be set lower for participants.

6) County of Simcoe Forestry Grant/MOU:

SSEA Community Tree Planting

Approved For: \$500-\$750 (estimate)

Description: 100% of seedling costs eligible for reimbursement, pending ability to conduct community tree planting

Impact: Funding covers seedling costs; SSEA core funding covers staff costs associated with organizing and implementing tree planting projects.

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

1) Ganawenim Meshkiki/Eastern Georgian Bay Initiative:

Save Matchedash Bay

Grant approved, pending final agreement

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

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

Project lead: Georgian Bay Forever

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

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

2) Provincial Great Lakes Local Action Fund:

Georgian Bay Plastics Free

Approved For: \$ 49,715 over 1 year, SSEA to provide in-kind support

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

Project lead: Georgian Bay Forever

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

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

3) TD Friends of Environment Foundation:

Ontario Master Naturalist Program: Youth Extension

Approved for: \$8,300 for one year; SSEA to provide in-kind support

Description: Develop an Ontario Master Naturalist Program: Youth Extension program to be delivered in partnership with schools across Simcoe County/District of Muskoka, including several in the Severn Sound watershed, through the Environment stream of the Special High Skills Major program.

Project Lead: Lakehead University

Impact: Increase opportunities for youth in the Severn Sound area to develop skills in environmental sciences, and increase awareness on environmental issues

SSEA commitment: Assistance with curriculum development related to stream monitoring

Analysis and Discussion

SSEA works independently and in partnership with numerous organizations to secure external funding in order to support special projects and core operations that are support the Strategic Plan.

Expected Impact on SSEA Budget/Workload

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

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

Prepared by:
Original signed by

Approved for Submission by:
Original Signed by

Aisha Chiandet, Water Scientist

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Service Board 2020 4th Quarter Meeting
April 26 , 2021**

STAFF REPORT

No: 22-21-SSEA (on table)
Date: April 26, 2021
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: Executive Director's Report – January 29, 2021 to April 23, 2021

APPLICABLE STRATEGIC PLAN GOALS:

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

RESOLVED THAT: the SSEA Board of Directors Receives the Executive Director's Report for information.

The following are some of the highlighted activities from the SSEA ED (January 29, 2021 to April 23, 2021):

Budget/Financial/Fundraising

- Pre meetings and budget deputations SSEA 2021 budget
 - Town of Midland (deputation)
- Negotiated Transfer Payment Agreement (TPA) with Province of Ontario MECP re: Healthy Soils=Healthy Watersheds project.
 - HSHW started project – establishing soil champions table network of experts, hiring, meeting with farmers in ICA, negotiating communication with MECP
- Coordinate insurance review, renewal and now further review (timing of renewal is out of scope with budget timing)
- Responding to ongoing requests to “justify” value of SSEA work for budget requested/core
- Supporting staff/team in identifying & pursuing outside funding including:

Summary of approved Grants

- Canada Summer Jobs – 9 positions funded, \$26,939 – end of last contract Feb 2021
- Great Lakes Local Action Fund – Health Soils, Healthy Watersheds, \$50,000 – 1 yr
- TD Friends of Environment Foundation – Citizen Science in Severn Sound, \$8,000 – 1 yr

- IS Centre Microgrant – Severn Sound Invasive Species Spotters, \$1,000 – 1 yr
- Forests Ontario Grant - Tree distribution program: subsidy of \$0.25 per tree - up to \$2,600
- Community tree planting: IF we can do any community tree planting, 100% of seedling costs is eligible for reimbursement through County of Simcoe Forestry grant MOU
- Ganawenim Meshkiki/Eastern Georgian Bay Initiative – (SSEA as partner, GBF as lead) turtle monitoring and Phragmites management in Matchedash Bay – pending official announcement/agreement
- Ongoing – establishment of SSEA flow through fund with Huronia Community Foundation (HCF).
 - Stalled waiting to hear from Town of Midland and HCF

Outreach/ Networking/Partners

As the ED one of my key roles is to build and maintain partner and external relationships as part of regular environmental scan of issues and opportunities.

- Beginning process of reaching out to partners (phase 1 = government Federal/Provincial) re: 2023 celebration report – Severn Sound 20 years after delisting
- Leading and Coordinating response to inquiries from
 - Township of Georgian Bay re: setting water quality guidelines on site specific basis
 - Tiny re: water levels review of deputations to council, Organizations on Georgian Bay Document
 - Tay re: invasive species question and request for list of Native Species
 - Springwater re: MOU activity clarification
- Continued to participate as a Director on the Huronia Community Foundation (HCF) Board
- Re-Appointed to the *Muskoka Watershed Advisory Group* by Minister Yurek (MECP)
- Exploring **Natural Asset inventory and evaluation** for the Severn Sound Watershed Municipalities.
 - Municipal Natural Assets Initiative (MNAI) project to identify, value and account for natural assets in municipal financial planning and asset management programs - watershed basis
 - Exploring funding sources (MNAI, Province, Federal Infrastructure focus on natural infrastructure)
 - Working with Staff at the Town of Midland to move the idea forward planning for a webinar
- Engaging with the Federal EEC in their process of developing the Canada Clean Water Agency to ensure SSEA goals and vision are represented [*Toward the Creation of a Canada Water Agency – a National Policy Forum*](#)
- Discussion with Town of Midland CAO and Consultant re: Geopark designation – provided information and contacts and links for consultant re: data and geology
- Partnered in U of Guelph Water Management Graduate Class contributing to student learning (Associate Professor Sheri Longboat, School of Environmental Design and Rural Development | University of Guelph)
- Letters sent to 3 Severn Sound watershed MPPs requesting meeting.
- Maintain external relationships as part of regular environmental scan of issues and opportunities

SSEA Board/Organization/Operations

- SSEA Board meetings (2)
 - 2020 4th quarter (January 2021), one (1) Board Executive meeting
- Successful SSEA Mayors “Fireside Chat” and orientation

- Facilitated & supported one (1) SSEA Ag Advisory Committee meeting
- Working with Township of Tay staff and Mosey & Mosey regarding transition of administration of benefits (Sunlife) to SSEA – HR lead is ED transition included Mosey providing orientation of Sunlife administration website and assisted with staff information updating.
- Finalizing merger of SSS into SSEA including year end work with NSCFDC
- Supporting SSEA SPA year end invoicing requirements
- Admin – review, print and sign invoices both going out and coming in to be paid; review, print and sign timesheets and expense claims
- Beginning process of negotiating a renewed MOU with Springwater and Nottawasaga Valley Conservation Authority
- Keeping up to date on COVID office open vs closed, HR and H&S (webinars etc.)
 - OEA (Office of Employer Advisor) Services and WSIB Update - <https://www.employeradviser.ca/>
- Coordinating request responses of SSEA Staff Experts from Board and Municipal members.

HR/Staffing

- Without an office manager the ED and IT manager are sharing all administration related duties (including HR, H&S, daily finance (outside of treasurer duties), Board and support committees)
- Supporting staff in posting Canada Summer Jobs opportunities (9) and one (1) Healthy Soils=Healthy Waters 12 months project coordinator
- Lead ongoing Team SSEA staff meetings
- Reviewing SSEA staff policy manual
- Hiring Healthy Soils=Healthy Watersheds Program Coordinator

Prepared and Submitted by:

Original signed by
Julie Cayley, Executive Director