



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)**

2023 Second Quarter (Q2) Meeting

July 20th, 2023

9:30am – 12:00pm

In-person and Zoom

Harbour Shore Community Room (Victoria Harbour Branch Library – 145 Albert Street)

1. WELCOME AND CALL TO ORDER

2. ADOPT AGENDA

3. DECLARATION OF PECUNIARY INTEREST

4. APPROVAL OF PAST MINUTES

4.1 Minutes of 2022 First Quarter (Q1) meeting of the SSEA Joint Municipal Service Board held April 27th, 2023

4.2 Minutes of the meeting of the SSSPA held April 27th, 2023

4.3 Minutes of the SSEA Executive Committee meeting held June 29th, 2023

4.4 Business arising from the minutes – none

5. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

None this quarter.

6. PRESENTATIONS

6.1 Project Updates

- **COA – Stormwater & 20th Anniversary** – Nikki Priestman, Watershed Health Specialist and Aisha Chiandet, Water Scientist/Limnologist
 - Staff Report 20-23-SSEA – COA: Stormwater & 20th Anniversary updates
- **Algae and Farlain Lake Algae Causation** – Sarah Song, Algae Causation Study Assistant
 - Staff Report 21-23-SSEA - Algae and Farlain Algae Causation
- **GLLAF – Habitat/Pollinator** – Emma Maurice, Climate Resilience-Habitat Intern
 - Staff Report 22-23-SSEA - Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update

Note: All Presentations under separate file.

7. SSEA BUSINESS

a. SSEA 2nd Quarter 2023 Report

b. Financial Reports

7.1 Staff Report 18-23-SSEA - 2023 2nd Quarter Draft Financials

7.2 Staff Report 19-23-SSEA - Draft 2024 SSEA Budget Update

8. SSEA CORPORATE ADMINISTRATION UPDATES

- 8.1 Staff Report 23-23-SSEA - SSEA Grant Application Update
- 8.2 Staff Report 24-23-SSEA - SSEA Invasive Species Program Update
- 8.3 Staff Report 25-23-SSEA - SSEA Building Tree Capacity in the Severn Sound Watershed Project
- 8.4 Staff Report 26-23-SSEA - SSEA Monitoring Program Update
- 8.5 Staff Report 27-23-SSEA - SSEA Past and Upcoming Events Update
- 8.6 Staff Report 28-23-SSEA - Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services 2023 Q2 Update
- 8.7 Staff Report 29-23-SSEA - SSEA Policies Update

9. EXECUTIVE DIRECTOR UPDATE

9.1 Staff Report 30-23-SSEA – Executive Director Q2 Report (On Table)

10. ANNOUNCEMENTS

11. CORRESPONDENCE

None.

12. CLOSED SESSION

No items.

13. OTHER BUSINESS

14. ADJOURN



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)
2023 First Quarter (Q1) Meeting**

April 27th, 2023

9:30am – noon

Harbour Shore Community Room, Victoria Harbour

Present:

SSEA Chair, Councillor Steffen Walma
Councillor Danielle Alexander
Councillor Roberta Bald
Councillor Brian Bocek
Councillor Suzanne Marchand
Deputy Mayor Barry Norris
Councillor Mark Taylor

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

Staff present:

Julie Cayley
Melissa Carruthers
Aisha Chiandet (via Zoom)
Cliff Evanitski
Judy Limoges
Lex McPhail
Nikki Priestman
Nicole Stott

Executive Director
Manager Source Water Protection, RMO/RMI
Water Scientist/Limnologist
Office Manager
Financial Services Coordinator/Treasurer
IT Manager/GIS Applications Specialist
Watershed Health Specialist
Source Water Protection Intern

Regrets:

Councillor Lori Hutcheson

Township of Oro-Medonte

Guests:

Bill Thompson

Manager, Watershed Plans & Strategies
Lake Simcoe and Region Conservation Authority

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 9:30 am.

2. ADOPT AGENDA

MOTION: 2023-001

Moved by: B. Norris

Seconded by: R. Bald

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the Meeting Agenda as amended, dated April 27th, 2023; and

FURTHER THAT: the Staff Report 05.1-23-SSEA re: Flow Meter Purchase from Reserve dated April 25th, 2023, be added under SSEA BUSINESS/Financial Reports as Item 7.6.

Carried;

3. DECLARATION OF PECUNIARY INTEREST

None declared.

4. APPROVAL OF PAST MINUTES

4.1 Minutes of 2022 Fourth Quarter (Q4) meeting of the SSEA Joint Municipal Service Board held January 30th, 2023

MOTION: 2023-002

Moved by: M. Taylor

Seconded by: D. Alexander

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the minutes of the Fourth Quarter (Q4) meeting of the SSEA Joint Municipal Service Board held January 30th, 2023.

Carried;

4.2 Business arising from the minutes

MOTION: 2023-003

Moved by: S. Marchand

Seconded by: B. Norris

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the verbal update re: Goose Management, as information.

Carried;

5. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

5.1 Suspend the SSEA meeting to allow the SSSPA to meet

MOTION: 2023-004

Moved by: R. Bald

Seconded by: M. Taylor

RESOLVED THAT: the SSEA Joint Municipal Service Board meeting be suspended to allow the Severn Sound Source Protection Authority meeting to proceed at 9:35 a.m.

Carried;

5.2 *Severn Sound Source Protection Authority Meeting*

5.3 Re-convene the SSEA Joint Service Board Meeting

MOTION: 2023-005

Moved by: M. Taylor

Seconded by: D. Alexander

RESOLVED THAT: the SSEA Joint Municipal Service Board meeting reconvene at 10:11 a.m.

Carried;

6. PRESENTATIONS

Presentation Re: SSEA Field Monitoring

MOTION: 2023-006

Moved by: S. Marchand

Seconded by: D. Alexander

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the presentation re: SSEA 2023 Field Monitoring for information.

Carried;

7. SSEA BUSINESS

a. SSEA 1st Quarter 2023 Report

MOTION: 2023-007

Moved by: R. Bald

Seconded by: B. Norris

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the 1st Quarter 2023 Report for information.

Carried;

b. SSEA Financial Reports

7.1 Staff Report 01-23-SSEA – 2023 1st Quarter Draft Financials

MOTION: 2023-008

Moved by: B. Bocek

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 01-23-SSEA regarding the 2023 First Quarter Draft Financials be received as information.

Carried;

7.2 Staff Report 02-23-SSEA – Status of 2022 Audit - verbal

MOTION: 2023-009

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: Staff's verbal Report No. 02-23-SSEA regarding the Status of the 2022 Audit be received as information.

Carried;

7.3 Staff Report 03-23-SSEA – Insurance Update

MOTION: 2023-010

Moved by: B. Norris

Seconded by: B. Bocek

RESOLVED THAT: Staff Report No. 03-23-SSEA regarding SSEA's 2023 Insurance Update, be received as information.

Carried;

7.4 Staff Report 04-23-SSEA – Charge Out Rate Review

MOTION: 2023-011

Moved by: M. Taylor

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 04-23-SSEA regarding SSEA’s 2023 Charge Out Rate Review be received as information; and

FURTHER THAT: The Board approves SSEA staff communication to municipal partners in advance of charging new rates; and

FURTHER THAT: The Board approves the proposed charge out rates effective April 27th, 2023.

Carried;

7.5 Staff Report 05-23-SSEA – Draft 2024 SSEA Budget

MOTION: 2023-012

Moved by: R. Bald

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 05-23-SSEA regarding the 2024 Draft Budget be received; and

FURTHER THAT: The SSEA Board direct its Executive Committee to work with staff to finalize a 2024 draft Budget for the Board’s review and approval.

Carried;

7.6 Staff Report 05.1-23-SSEA – Flow Meter Purchase from Reserve

MOTION: 2023-013

Moved by: B. Bocek

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 05.1-23-SSEA regarding the Flow Meter Purchase from Reserve be received; and

FURTHER THAT: the Board approves the use of \$10,000 capital asset reserve monies to partially fund the purchase.

Carried;

8. SSEA CORPORATE ADMINISTRATION UPDATES

8.1 Staff Report 06-23-SSEA – 2023 Grant Application Update

MOTION: 2023-014

Moved by: D. Alexander

Seconded by: R. Bald

RESOLVED THAT: Staff Report No. 06-23-SSEA regarding SSEA Grant Application Update, be received for information.

Carried;

8.2 Staff Report 07-23-SSEA – SSEA Invasive Species Program Update

MOTION: 2023-015

Moved by: M. Taylor

Seconded by: B. Bocek

RESOLVED THAT: Staff Report No. 07-23-SSEA, regarding SSEA Invasive Species Program Update, be received for information.

Carried;

8.3 Staff Report 08-23-SSEA – SSEA Building Tree Capacity in the Severn Sound Watershed Project

MOTION: 2023-016

Moved by: D. Alexander

Seconded by: R. Bald

RESOLVED THAT: Staff Report No. 08-23-SSEA regarding Building Tree Planting Capacity in the Severn Sound Watershed Project, be received for information.

Carried;

8.4 Staff Report 09-23-SSEA – SSEA Monitoring Program Update

MOTION: 2023-017

Moved by: S. Marchand

Seconded by: B. Bocek

RESOLVED THAT: Staff Report No. 09-23-SSEA regarding SSEA Monitoring Program Update, be received for information.

Carried;

8.5 Staff Report 10-23-SSEA – Update Re: HYDAT Flow Gauges in Severn Sound

MOTION: 2023-018

Moved by: B. Norris

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 10-23-SSEA Update regarding HYDAT Flow Gauges in Severn Sound, be received for information.

Carried;

8.6 Staff Report 11-23-SSEA – SSEA Office Lease Update

MOTION: 2023-019

Moved by: B. Norris

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 11-23-SSEA regarding the SSEA Office Lease Update be received for information; and

FURTHER THAT: THE Board authorizes the Chair and Executive Director to sign the Addendum as presented at its meeting of April 27th, 2023.

Carried;

8.7 Staff Report 12-23-SSEA – Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update

MOTION: 2023-020

Moved by: B. Bocek

Seconded by: R. Bald

RESOLVED THAT: Staff Report No. 12-23-SSEA regarding Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update, be received for information.

Carried;

8.8 Staff Report 13-23-SSEA – SSEA Past and Upcoming Events Update

MOTION: 2023-021

Moved by: D. Alexander

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 13-23-SSEA regarding SSEA Past and Upcoming Events Update, be received for information.

Carried;

8.9 Staff Report 14-23-SSEA – SSEA Corporate Signing Authority

MOTION: 2023-022

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 14-23-SSEA regarding SSEA Corporate Signing Authority be received as information; and

FURTHER THAT: SSEA’s Executive Director Julie Cayley, IT Manager/GIS Applications Specialist Lex McPhail, Board Chair Steffen Walma and Vice Chair Danielle Alexander be approved as designated signing authorities for 2023 (Q1 through Q4).

Carried;

9. EXECUTIVE DIRECTOR UPDATE

Verbal on table

MOTION: 2023-023

Moved by: B. Norris

Seconded by: S. Marchand

RESOLVED THAT: The Executive Director Q1 Staff Report No. 15-23-SSEA be received for information.

Carried;

10. ANNOUNCEMENTS

None.

11. CORRESPONDENCE

MOTION: 2023-024

Moved by: B. Norris

Seconded by: M. Taylor

RESOLVED THAT: The correspondence from the Township of Tiny dated March 24, 2023 regarding the Resolution Calling Upon Federal and Provincial Government to Support Small Great Lakes Communities, be received for information.

Carried;

12. CLOSED SESSION

None.

13. OTHER BUSINESS

None.

14. ADJOURN

MOTION: 2023-025

Moved by: D. Alexander

Seconded by: S. Marchand

RESOLVED THAT: this meeting of the SSEA Board of Directors held April 27th, 2023 adjourn at 12:02 p.m. to meet again July 20th, 2023 or at the call of the Chair.

Carried.

Chair, Steffen Walma

Executive Director, Julie Cayley

Approved this 20th day of July, 2023



Lake Simcoe
Region
Conservation
Authority



South Georgian Bay Lake Simcoe Source Protection Region

**SEVERN SOUND SOURCE PROTECTION AUTHORITY
MEETING NO. 01-23-SSSPA
Thursday April 27th, 2023 9:37 a.m. to 10:11 a.m.
In-person and Zoom
Draft Minutes**

Present:

SSEA Chair, Councillor Steffen Walma
Councillor Danielle Alexander
Councillor Roberta Bald
Councillor Brian Bocek
Councillor Suzanne Marchand
Deputy Mayor Barry Norris
Councillor Mark Taylor

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

Staff present:

Julie Cayley
Melissa Carruthers

Aisha Chiandet (via Zoom)
Cliff Evanitski
Judy Limoges

Lex McPhail
Nikki Priestman
Nicole Stott

Executive Director
Manager Source Water Protection,
RMO/RMI
Water Scientist/Limnologist
Office Manager
Financial Services
Coordinator/Treasurer
IT Manager/GIS Applications Specialist
Watershed Health Specialist
Source Water Protection Intern

Regrets:

Councillor Lori Hutcheson

Township of Oro-Medonte

Guests:

Bill Thompson

Manager, Watershed Plans & Strategies
Lake Simcoe and Region Conservation
Authority

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 9:37 a.m.

2. ADOPT AGENDA

MOTION: 2023-001-SSSPA

Moved by: D. Alexander

Seconded by: S. Marchand

RESOLVED THAT: the SSSPA approves the Meeting Agenda dated April 27th, 2023.

Carried;

3. DECLARATION OF PECUNIARY INTEREST**4. APPROVAL OF PAST MINUTES**

4.1 Minutes of the SSSPA meeting held April 28th, 2022 were approved at the July 26th, 2022 SSEA Board meeting (Motion 2022-032).

5. SOURCE PROTECTION COMMITTEE UPDATE/PRESENTATION

5.1 STAFF Report No.01-23-SSSPA from Lynn Dolin, Chair of the South Georgian Bay-Lake Simcoe Source Protection Committee

MOTION: 2023-002-SSSPA

Moved by: B. Bocek

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 01-23-SSSPA regarding the Source Protection Committee update from Chair Lynn Dolin be received as information.

Carried;

6. PRESENTATION – SOURCE PROTECTION; A PARTNERSHIP TO PROTECT MUNICIPAL WATER DRINKING SOURCES

6.1 Presentation by Bill Thompson, Manager, Watershed Plans and Strategies at Lake Simcoe Region Conservation Authority

MOTION: 2023-003-SSSPA

Moved by: M. Taylor

Seconded by: B. Bocek

RESOLVED THAT: the Presentation by Bill Thompson on Source Protection; A Partnership to Protect Municipal Drinking Water Sources, be received as information.

Carried;

7. 2022 REGIONAL ANNUAL REPORTING

7.1 STAFF Report No.02-23-SSSPA Re: Regional Overview

MOTION: 2023-004-SSSPA

Moved by: R. Bald

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 02-23-SSSPA by the SSEA Risk

Management Official/Risk Management Inspector regarding an overview of regional Source Protection Plan annual reporting implementation, be received as information.

Carried;

8. RISK MANAGEMENT OFFICIAL/RISK MANAGEMENT INSPECTOR UPDATE

8.1 STAFF Report No.03-23-SSSPA Re: DWSP and RMO updates

MOTION: 2023-005-SSSPA

Moved by: S. Marchand

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 03-23-SSSPA by the SSEA Risk Management Official/Risk Management Inspector regarding the Severn Sound Source Protection Authority Drinking Water Source Protection and SSEA Risk Management Services updates, be received as information.

Carried;

9. SOURCE PROTECTION PLAN AMENDMENT UPDATE

9.1 STAFF Report No.04-23-SSSPA Re: SPP Amendments Update

MOTION: 2023-006-SSSPA

Moved by: M. Taylor

Seconded by: B. Bocek

RESOLVED THAT: Staff Report No. 04-23-SSSPA by the SSEA Risk Management Official/Risk Management Inspector regarding the status of various Source Protection Plan amendments, be received as information.

Carried;

10. OTHER BUSINESS

11. ADJOURN

MOTION: 2023-007-SSSPA

Moved by: R. Bald

Seconded by: B. Norris

RESOLVED THAT: this meeting of the Severn Sound Source Protection Authority held on April 27th, 2023 adjourn at 10:11 am to meet again at the call of the Chair.

Carried.

Chair, Steffen Walma

Executive Director, Julie Cayley

Approved this 20th day of July, 2023



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)
EXECUTIVE COMMITTEE
(In-person and zoom)
June 29th, 2023
Township of Tiny Community Centre**

Present:

SSEA Chair, Steffen Walma	Township of Tiny
SSEA Vice Chair, Danielle Alexander	Township of Springwater
SSEA Executive Member, Suzanne Marchand	Town of Penetanguishene (via Zoom)

Regrets: None

Staff present via zoom video:

Julie Cayley	Executive Director
Judy Limoges	Treasurer
Cliff Evanitski	Office Manager

1. WELCOME AND CALL TO ORDER

The meeting was called to order at 9:16 am.

2. ADOPT AGENDA

MOTION: 2023-01-EC

Moved by: D. Alexander

Seconded by: S. Marchand

RESOLVED THAT: the Executive Committee of the SSEA Joint Municipal Service Board approves the Meeting Agenda dated June 29th, 2023.

Carried;

3. DECLARATION OF PECUNIARY INTEREST:

None declared.

4. APPROVAL OF PAST EXECUTIVE COMMITTEE MINUTES

None.

5. PRESENTATIONS

Chair Walma called on SSEA staff to present the 2024 Draft SSEA Budget. Executive Director Julie Cayley spoke to the pressure points in the current draft which calls for an increase of \$224,299 (24.16%) over the 2023 approved Budget. Discussion followed at which time SSEA Treasurer Judy Limoges presented various options. The Executive Committee reached consensus on actions that paired the draft budget increase down to an increase of \$114,478 (12.33%) over the 2023 approved budget.

MOTION: 2023-02-EC

Moved by: S. Marchand

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 16-23-SSEA regarding the 2024 Draft Budget be received; and

FURTHER THAT: The SSEA Executive Committee provides recommendations to staff regarding the 2024 draft Budget for the Boards' review and approval.

Carried;

6. SSEA CORPORATE ADMINISTRATION UPDATES

The Chair called upon SSEA staff to speak to the Policy Review Update Report.

MOTION: 2023-03-EC

Moved by: D. Alexander

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 17-23-SSEA regarding the SSEA Policy Review Update be received as information; and

FURTHER THAT: The Executive Committee recommends approval to the Board *amending section 2.12 of the Letter of Agreement between SSEA and member municipalities to reflect the change in the Treasurer functions to the Township of Tay from the Town of Midland; and*

FURTHER THAT: The Executive Committee recommends approval to the Board the following draft policies as presented by SSEA staff on June 29th, 2023:

SSEA Credit Card Policy;

SSEA Diversity and Inclusion Policy; and

SSEA Reserve Policy.

Carried;

7. OTHER BUSINESS

None.

8. ADJOURN

MOTION: 2023-04-EC

Moved by: S. Marchand

Seconded by: no seconder required

RESOLVED THAT: the special meeting of the SSEA Executive Committee held on June 29th, 2023 adjourn at 10:30 am to meet again at the call of the Chair.

Carried.

Steffen Walma, Chair

Julie Cayley, Executive Director

Approved this _____ day of _____, 2023



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 20-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: **Nikki Priestman, Watershed Health Specialist and Aisha Chiandet, Water Scientist/Limnologist**
SUBJECT: **COA Project Updates: Stormwater Monitoring & State of Severn Sound Reporting**

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science
Goal 2: Supportive Partnerships
Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 20-23-SSEA regarding COA Project updates (Stormwater Monitoring and State of Severn Sound Reporting), be received for information.

Purpose of Staff Report

To update progress on the two COA-funded projects and outline upcoming activities.

Background

SSEA received Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health (COA) funds through the Ministry of Environment, Conservation and Parks (MECP) to carry out the two projects detailed below:

1) Stormwater Monitoring - Piloting the Inclusion of Wastewater and Stormwater Effluents into Existing Long-Term Watershed Monitoring Program

The goal is to characterize potential impacts and risks from both wastewater and stormwater effluent to a selected portion of the Severn Sound watershed (Wye River through Elmvale) and to demonstrate to municipalities the value of using a shared service delivery approach for monitoring of the waters receiving the effluent. The pilot is in support of proposed MECP Consolidated Linear Infrastructure (CLI) Environmental Compliance Approval (ECA) certification procedures and incoming requirements and will be used to develop and test protocols to observe the long-term trends of a municipality's stormwater management (SWM) system on receiving waters. In the future, this type of monitoring can also be used to measure the effectiveness of proactive SWM Operations and Maintenance (O&M) initiatives (e.g. clean outs, unclogging outlets, vacuum catch basins, etc.).

2) State of Severn Sound Reporting - The State of Severn Sound 20 Years Post-Delisting as an Area of Concern (AOC)

This Project aims to communicate findings from the last 20 years of environmental monitoring of Severn Sound and its watershed following the delisting of Severn Sound as an AOC, including gaps in information and knowledge related to the state of fish communities and fish habitat in Severn Sound and its major tributaries. A Science Advisory Committee (SAC) will be formed to help guide the selection of indicators and provide data and/or guidance on the report and its findings.

Analysis/Discussion

1) Stormwater Monitoring

Six tributary sampling sites were selected using information gathered from Springwater Township municipal staff and the existing inventory of stormwater and wastewater facilities that discharge into the Wye River receiving waters, along with field reconnaissance. Sampling is timed to capture 2 wet, 1 snowmelt (spring only), and 1 dry event in each of the spring, summer and fall as applicable (up to 10 sampling events total) for 5 lab-based parameters, including phosphorous, nitrate, ammonia, chloride and total suspended solids and field parameters including flow, temperature and conductivity.

To date, staff has completed 3 sampling events for spring (April – May), which included 1 wet, 1 snowmelt and 1 dry weather events, along with 2 sampling events for summer (June – Aug), which included 1 dry and 1 wet weather events. A total of 30 sets of samples have been submitted for analysis in Barrie. Staff used handheld probes to monitor temperature, pH, dissolved oxygen, turbidity, and conductivity during all sampling events. A new handheld Sontek flowmeter was purchased (partially funded by this project grant) and used to record flow during the last 2 sampling events. Flow must be measured in order to calculate the **load** of parameters such as phosphorus.

2) State of Severn Sound Reporting

A work agreement was signed with Trent University to enable Post-Doctoral Fellow Nolan Pearce to lead the compilation of the report along with required analyses of spatial and time-series datasets. A list of potential SAC members has been created including representatives from provincial and federal agencies, Indigenous communities, academia, and those who had past involvement with the Remedial Action Plan. A Terms of Reference has been created, and recruitment for the Committee has begun. Significant updates were made to the following datasets, which were then shared with Nolan: Severn Sound open water chemistry, algae, zooplankton, depth profiles and zebra/quagga mussel larvae; beach quality, sediment quality, benthic invertebrates, and taste and odour compounds from drinking water intake. The Stage 3 Delisting Report is being used as a starting point to select environmental indicators to report on, which will be further refined with help from the SAC.

Conclusion/Recommendations

1) Stormwater sampling will continue into the fall/early winter and data will be analyzed and interpreted in a report after monitoring is complete. A summary of the findings and lessons learned will be shared with the Board and used to provide recommendations on developing a long-term plan to monitor ambient water quality from tributary systems that receive effluent from

stormwater and wastewater facilities with all SSEA municipal partners. Staff will organize a field site visit for the Board and Municipal partners as well.

2) Analysis to support State of Severn Sound reporting will continue, along with updates to datasets as required. The SAC will be formed and up to 4 meetings held over the course of the Project. Fisheries, and fish and wildlife habitat data will be gathered from partner agencies as available, and communications celebrating the 20th anniversary of delisting will continue at events and through social media. The Project will bring awareness to the history of the Severn Sound area and the hard work that was undertaken to have it delisted as an Area of Concern, and the need for environmental stewardship so that conditions do not revert to what they were in the past.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Nikki Priestman, Watershed Health Specialist
Aisha Chiandet, Water Scientist/Limnologist

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 21-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Aisha Chiandet, Water Scientist/Limnologist
SUBJECT: Investigation of Impacts of Blue Green Algae on Fairlain Lake Update

APPLICABLE STRATEGIC PLAN GOALS:

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 21-23-SSEA regarding Investigation of Impacts of Blue Green Algae on Fairlain Lake Update, be received for information.

Purpose of Staff Report

To update the Board on components of the *Investigation of Impacts of Blue Green Algae on Farlain Lake* special project, including the algae causation study, stewardship workshop and citizen science Algae Monitoring Program.

Background

While a natural part of lake ecosystems, excessive amounts of blue green algae (blooms) (BGA) can cause human and animal health concerns for recreation and drinking water and indicate an ecosystem that is out of balance. High levels of nutrients along with warm temperatures and sunny, calm conditions typically contribute to BGA blooms.

With support from the Township of Tiny, SSEA is currently undertaking an algae causation study on Farlain Lake, aiming to determine contributing factors that led to last year's BGA bloom. The study is comprised of the following components: a citizen science Algae Monitoring Program to complement SSEA's existing Shore Watch Program; a workshop for residents on shoreline stewardship practices to help reduce nutrient inputs to the lake; analysis of historical climate and water quality data; sediment and/or sediment core analysis; developing educational materials; and presenting SSEA's findings to the Farlain Lake community and others. This is special inland lake project funded by the Township of Tiny and Sarah Song has been hired to help Aisha Chiandet lead this project as the *Algae Causation Study Assistant*.

The purpose of the SSEA Algae Monitoring Program is to collect information on the distribution, abundance, and seasonal cycles of blue-green algae in Farlain Lake. This is done using the

concentration of different types of algae pigment (chlorophyll *a* and phycocyanin) in samples collected by volunteers as a surrogate for the total abundance of algae (chlorophyll *a*) and abundance of blue green algae (phycocyanin). This will help identify conditions favouring algae in Farlain Lake, detect seasonal patterns in algae abundance, and provide management advice to Farlain Lake stakeholders and the wider Severn Sound area. The data collected through this citizen science program will be used in the causation study. The objectives of the Algae Monitoring Program include: increasing community engagement and knowledge of local environmental issues; increasing SSEA's capacity to observe environmental conditions and trends in water quality and algal communities in Farlain Lake; tracking differences between near and offshore algae growth; and examining relationships with environmental factors such as wind strength/direction, wave action, rainfall and air/water temperature.

Analysis/Discussion

Ten participants attended a community shoreline stewardship workshop in June to learn about the importance of shorelines and shoreline stewardship on Farlain Lake. The workshop covered the functions and benefits of shorelines, emerging impacts on them, and ways landowners and lake users can minimize these impacts and help to reduce algae blooms. This will be posted on SSEA's YouTube channel for the benefit of the wider community.

Following a volunteer training workshop in May, the Algae Monitoring Program started the first week of June and continues until October. The program involves seven volunteers sampling two offshore sites and three nearshore sites on Farlain Lake weekly. Volunteers collect water samples and make key environmental/weather observations including air and water temperature, conductivity, pH, cloud cover, precipitation, wind speed and direction, wave direction, water clarity and site depth, water colour, water level impact, and visible algae if applicable.

A total of seven samples are collected - 2 composite and 5 surface water - and delivered to the SSEA office within 24 hours. The samples are then analyzed by SSEA using two different Turner Designs FluoroSense™ fluorometers, one for chlorophyll *a* and one for phycocyanin. Twenty-eight samples have been received so far from volunteers. The results to date for chlorophyll *a* readings range from 2-18 Relative Fluorescence Units (RFU) and 1-40 RFU for phycocyanin. The fluorometers were purchased through project funding.

External Collaboration

On 5 select outings over the season, additional samples are being collected by volunteers for analysis of chlorophyll *a* at the MECP lab in Dorset. This lab support is being provided above and beyond SSEA's regular lab load and is crucial to the success of our monitoring program as it allows for comparison of the field fluorometer results to those from the MECP lab fluorometer. Correction factors can then be applied as needed, and this will allow for reporting of results in concentration units which are easier to interpret and compare to existing guidelines. In exchange for this support, SSEA will be providing our pigment results to assist MECP in their study of using field fluorometers to develop an early warning system for blue green algae investigations. The results of SSEA's and MECP's work will benefit the entire Severn Sound area and beyond.

Collaborations are also being pursued for sediment core analysis through Brock University. Different types of core sample analyses and associated costs from other university labs are being investigated to determine the most relevant and cost-effective analyses to pursue. Surface

sediment sampling at multiple locations is also being considered as an option to determine nutrient concentrations in lake sediments. Understanding the potential contribution of nutrients in lake sediments is important in understanding the cause of algae blooms.

Results Reporting

A report on 2023 algae causation study results and findings will be available by the end of the monitoring season. Updates will also be provided throughout the season, in a format similar to SSEA’s inland lake update reports and will be posted on our [Monitoring Results](#) page.

Expected Impact on SSEA budget/workload

Program assistance and the coordination of volunteers is provided by the Algae Causation Study Assistant through special project funding from the Township of Tiny. Township funding also covered the cost of the fluorometers (\$5,225) and will cover sediment analysis costs. SSEA is providing in-kind staff support, along with equipment from the Shore Watch Citizen Science Program.

Conclusion/Recommendations

The algae causation study will provide critical information on the environmental conditions and trends in water quality and algal communities in Farlain Lake. The citizen science Algae Monitoring Program will continue to provide key observations that will be used in the causation study to inform the Farlain Lake community and the rest of the watershed on the causes of algae blooms.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Aisha Chiandet, Water Scientist/
Limnologist

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 22-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Emma Maurice, Climate Resilience-Habitat Intern
SUBJECT: Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update

APPLICABLE STRATEGIC PLAN GOALS:

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 22-23-SSEA regarding Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update, be received for information.

Purpose of Staff Report

To provide an update on the Improving Habitat in the Severn Sound Watershed Project.

Background

In Q4 of 2022, the SSEA successfully negotiated a one-year \$50,000 Transfer Payment Agreement for the *Improving Habitat in the Severn Sound Watershed* Project with the Ontario Ministry of Environment, Conservation and Parks, through the Great Lakes Local Action Fund (GLLAF).

The objective of the Project is to support a pilot project implementing 20,000 m² of habitat naturalization/restoration projects on municipally-owned land. The initiative includes volunteer engagement and broad communications, education and outreach to raise awareness, as well as, empowering the community and transferable methods to other partner municipalities. The Towns of Penetanguishene and Midland are hosting the 2 pilot projects.

Analysis/Discussion

During the Q2 of 2023, SSEA staff completed the following tasks:

- Worked with municipal staff to finalize sites and discuss/ensure concurrence with initial naturalization concepts for the Project. Sites (5) include: Edgehill Park, Ernest T. Bates Park, and Little Lake Park (Midland); Therrien Park and JT Payette Park (Penetanguishene);

- Developed and began executing a communication plan for the Project, which includes a variety of communication products (e.g. social media, flyers, education events) and a timeline to promote/inform the community about the GLLAF project and recruit volunteers;
- Conducted initial site visits:
 - three visits to document baseline vegetation of tree, shrubs, wildflowers/native, non-native and invasive species and soil samples at each of the five sites;
- Initiated habitat improvement activities in mid-May, including coordinating volunteers to remove invasive plants, and plant native trees and shrubs (supported in part by the SSEA Tree Planting Program):
 - 104 students and 10 staff from Saint Joseph School planted 275 trees/shrubs and removed garlic mustard and lesser periwinkle at Therrien Park
 - 20 students and 2 staff from Sacred Heart School planted 140 trees at Ernest T. Bates Park
 - 100 shrubs were planted at JT Payette Park by SSEA staff and one volunteer
 - 120 shrubs were planted at Edgehill Park
 - Installed Mulch mats around the planted trees/shrubs
 - Conducted weekly site visits following planting, to check the general health of the trees/shrubs and inform the municipalities if they needed to be watered;
 - Totals: 124 students + 12 staff planted 635 trees/shrubs on 4 sites!
- Attended in person/virtual meetings with both municipalities to provide project updates and discuss additional naturalization plans for each site;
- Started developing further plans for each site, including establishing a list of wildflowers/seed mixes that are suitable for each site's soil and moisture conditions, and a general timeline of when to manage additional invasive species (supported in part by the SSEA Invasive Species Program); and
- Organized and scheduled regular dates for invasive species removals throughout the summer; volunteers are to be recruited via social media and connections with partners/groups and at community events that SSEA attends.

The Interim Report was submitted to the funder (Ontario Government) in early May.

Conclusion/Recommendations

The GLLAF project is on target and SSEA expects to meet performance measures and deliverables by the end of the Project, December 2023.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Emma Maurice, Climate Resilience-Habitat Intern

Julie Cayley, Executive Director



Severn Sound Environmental Association 2023 2nd Quarter (April 1 - June 30) Report/Update

Staffing/HR

Administration, Staffing, Training and Volunteers

Administration

One SSEA Board, one SSEA Board Executive, and one Severn Sound Source Protection Authority meeting. Established a rental agreement with Enterprise Truck Rental. Began implementing updated SSEA fee structure.

Staffing

Team SSEA welcomed Emma Maurice (Climate Resilience-Habitat Intern) and Jon Main (Sustainability and Climate Action Coordinator). THANK YOU to Canada Summer Jobs (CSJ) for supporting contract staff members James Yao (Tree Program Assistant), Grace McLachlin (Library Technician). Special thanks to Ontario Federation of Anglers and Hunters for providing two of their CSJ/Green Shovels Collaborative Invasive Species Summer Technician contracts to SSEA for Matteus Schwirtz-Zinser and Charlotte Anderson. Special thanks to Georgian College for supporting co-op student Brian Chantler (Environmental Field Technician). Special thanks to the Township of Tiny for supporting contract staff member Sarah Song (Algae Causation Study Assistant). Advertised for 3 additional seasonal staff positions.

THANK YOU to outgoing staff: James Yao (Tree Program Assistant).

Training/Professional Development

SSEA staff attended 7 no-cost webinars or training sessions and 6 paid professional development courses on a range of SSEA program related topics and health and safety matters.

Volunteers - THANK YOU

Thank you to 344 community volunteers who helped the Community Tree Planting Program this spring planting season, and to the 14 citizen science volunteers who have signed up for Shore and/or Stream Watch this monitoring season.



Education, Engagement, Outreach

Presentations, Articles, Social Media, Events, Inquiries

Where appropriate, presentations, meetings, videos etc. have been recorded and posted to the [SSEA YouTube channel](#).

Presentations

Presented to the SSEA Board on various program updates including field monitoring. Delivered event presentations including SSEA update to the Muskoka Watershed Council and Pollinators & Invasive Plants to seniors group.

Articles/Publications/News

Coverage of [SSEA and Town of Penetanguishene Great Lakes Local Action Fund Habitat Improvement Project in Midland Today](#), [Simcoe.com](#) and on CBC Ontario Morning. [Midland Today covered a local used clothing sale fundraiser](#) with 60% of proceeds going to SSEA.

Team SSEA's Source Water Protection Intern, Nicole Stott, has been selected as a member of the [Canadian Water Network Student and Young Professional Committee](#).

Social Media

A total of 148 posts were made across the SSEA [Instagram](#), [Facebook](#) and [Twitter](#) accounts on a variety of topics and SSEA programs this quarter, to audiences of 648, 328, and 436 followers respectively. Two new videos ([SSEA 2023 Partners Reception and 2021/22 Severn Sound Environmental Champion Awards Presentations](#) & [The Importance of Trees and Forests](#)) with 103 and 47 views respectively, were posted on the [SSEA YouTube channel](#) with 46 subscribers. SSEA participated in Pollinator Week, and a Drinking Water Source Protection educational 'Best Management Practices' campaign by regularly posting across 3 social media platforms.

Events/Meetings/Conferences

Team SSEA participated in 22 additional municipal and external partner meetings and events throughout the quarter, including attending the International Association for Great Lakes Research Conference, and the Great Lakes-St Lawrence Cities Initiative to accept a WEGE Award on behalf of Township of Tiny. SSEA hosted 14 additional events involving the Severn Sound community.

Julie Cayley SSEA ED Accepting Wege Small Cities Sustainability Best Practices Award from Vice Chair Mayor Gino Moretti on behalf of the Township of Tiny at the GLSLCI 20th Anniversary AGM in Chicago.



Inquiry Responses (excluding Source Water)

SSEA responded to 20 inquiries from municipal partners, members of the public and contractors.

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Georgian Bay Hunters and Anglers- National Range Day (top left), Tay Township's Horticultural Committee - Tay Blooms (top right), Public Works Palooza (bottom left), Tay Township - Tay Bike Day (bottom right)

Tree Planting

Planting and Distribution

Tree Seedling Distribution: 14,740 native tree and shrub seedlings were purchased and planted by 288 program participants across all 8 SSEA member municipalities. Thank you to the municipal staff and council who promoted and helped support the delivery of the Program.

Community Tree Planting: SSEA implemented 13 community tree planting events in late April and early May. 344 community volunteers consisting of Scouts Canada, local schools, corporate volunteer groups, SSEA staff/Board members, and public volunteers planted a total of 4,465 native tree and shrub seedlings



Left: Nicole Stott, Michelle Hudolin, and Councillor Roberta Bald at Midland Tree Seedling Distribution location. Right: Councillor Suzanne Marchand, Deputy Mayor Judith Cox, Julie Cayley, Mayor Mike Burkett and public works staff at Severn Tree Seedling Distribution location.

Fish and Wildlife Habitat/Natural Heritage

Invasive Species, Species at Risk, Wetlands, Wildlife and Habitat Stewardship

Invasive Species (IS)

Continued to provide technical support on IS to municipalities, residents, and external agencies. IS staff surveyed 27 municipal properties across the watershed, leading 4 removal events which followed. Outreach & Education were important components of the IS program this quarter across the watershed with IS staff attending multiple community events, responding to 26 new invasive/non-native species inquiries, and leading educational opportunities through presentations and guided walks. Two new OFAH Invasive Species Summer Technicians, Matteus Schwartz-Zinser & Charlotte Anderson, were onboarded and trained. They will be assisting the Program in many ways including: monitoring/surveying, IS removal & management, and expanding social media/online presence and resources for the IS Program. Continued to collaborate with partner agencies and deliver technical support on the Wye Marsh Invasive Species Management Project.

Habitat Restoration/Enhancement

Continued implementing the *Improving Habitat in the Severn Sound Watershed Project* (MECP Great Lakes Local Action Fund), supporting Penetanguishene and Midland in habitat naturalization/restoration projects on municipally-owned land. Habitat improvement activities were initiated including planting of native trees and shrubs at Therrien Park and JT Payette Park in Penetanguishene, and Ernest T. Bates Park and Edgehill Park in Midland - supported in part by the SSEA Tree Planting Program.

Land Use Planning

Input and Review

Plan and Policy Input

SSEA participated in pre-consultation meetings and/or commented on applications, reports, and Environmental Impact Studies for 27 sites. Staff also participated in meetings regarding City of Orillia Settlement Area Boundary Expansion (proposed expansion includes SSEA watershed), Midland Official Plan Amendment, and Coldwater Wastewater Treatment Plant expansion.

Drinking Water Source Protection

Source Protection Authority and Risk Management Services

Source Protection Authority Services

Staff continues to work with provincial, regional, and local representatives, and attend meetings, to fulfill the requirements of the 2022-2024 funding agreement work plan, some of which includes policy work, municipal drinking water system changes, and general education and outreach initiatives. Two packages were submitted to MECP regarding changes to municipal drinking water systems; Horseshoe Highlands was submitted for final review, and Vindin/Fourth Street for early engagement.



Township of Severn RMO signing a Risk Management Plan with local business

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Joined Conservation Ontario at the Aboriginal Water and Wastewater Association of Ontario Trade Show to discuss the Drinking Water Source Protection Program.

Risk Management Services

This quarter, staff answered 17 inquiries, commented on 13 development applications, sent out 3 Draft Risk Management Plans, signed 1 Risk Management Plan, ordered 1 Risk Management Plan, attended 1 pre-consultation meeting, and conducted 1 site visit.

Monitoring Programs

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

Lake Sampling (Open Water, Inland Lakes, Intakes)

Completed sampling events for Tay intakes (5 runs at 2 sites), Severn Sound open water (5 runs at 14 sites), Little Lake (4 runs at 1 site) and MacLean Lake (4 runs at 5 sites). Sampling included collecting water chemistry and field data such as water clarity, dissolved oxygen, turbidity, conductivity and temperature, along with algae and zooplankton samples for lake sites. Water quality results are used to assess lake conditions including algae blooms, guide management decisions and protect drinking water quality.



SSEA staff collecting water samples on MacLean Lake

NEW in 2023: Piloting the Inclusion of Wastewater and Stormwater Effluents into Existing Long-Term Watershed Monitoring Program (COA Project)

During the spring season, 1 snowmelt, 2 wet weather and 1 dry weather events were targeted for sampling at 6 sites on the Wye River within the Elmvale settlement area as part of the Stormwater/Wastewater Receiving Water Monitoring Pilot Project. Water samples were analyzed for nutrients, suspended sediments, chloride, and field measurements of flow were taken using a flow meter purchased for the Project.



Flow monitoring in the Wye River

PWQMN (Provincial Water Quality Monitoring Network)

Conducted 2 sampling runs at 14 sites throughout the watershed this quarter, collecting chemistry samples and corresponding field data such as temperature, dissolved oxygen, conductivity and turbidity.

Through the PWQMN Program, a conductivity sensor was installed at a downstream site on the Coldwater River over the summer. Sensor cleaning and downloading was performed. Data will be used to establish a baseline range which can help detect external impacts on water quality, like storm events and de-icing salts. This is the second season the sensor has been in place.

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Stream Temperature

Forty stream temperature loggers were installed around the watershed. Stream temperature will be recorded at these locations every 30 minutes throughout the summer months and added to our long-term temperature monitoring dataset. Changes in water temperature can be an important indicator of natural or anthropogenic impacts within an ecosystem - which can have negative or positive effects.

SSEA staff has continued updating site information for the intensive thermal stability study in portions of the Coldwater River subwatershed. This involves visiting all drainage areas and receiving waters to update drainage mapping. This multi-year project will provide background data and determine temperature classifications through modeling of all stream reaches, and helps to better understand where to focus future monitoring and stewardship efforts.

Climate Monitoring - Rain and Air Gauges

Four rain gauges and 1 air temperature logger were installed. This data provides additional background information for monitoring projects in the Severn Sound and Tiny Coastal Area, putting monitoring results into context (e.g., water quality and quantity, inland lake levels, trends in algae growth, thermal stability classification for streams).

Weather Stations

The Midland and Lafontaine weather stations have been checked regularly using the online portal to ensure data continues to be recorded. Monthly rainfall graphs with updated average precipitation for May is now available on the SSEA website. To learn more about our weather stations and to view the available near real-time data go to the [SSEA website](#).

Citizen Science (Shore Watch, Stream Watch, Invasive Species Spotters, Water Level Watch)

Citizen science equipment was handed out to 14 participants of the Shore Watch, Stream Watch programs, and one new volunteer was recruited for the Water Level Watch (Farlain Lake) Program. Updates were made to ice on and off trend analyses, including the 14 observations that were submitted by 12 volunteers for ice off. Thanks to Alex Hoffmann for volunteering his time in helping with ice data compilation and analysis.

NEW in 2023: Farlain Lake Algae Causation Study and Algae Monitoring Program (funded by Twp of Tiny)

Following a volunteer training session, monitoring of Farlain Lake through the Algae Monitoring Program began in early June 2023. The data collected through this citizen science program will be used in the Farlain Lake Algae Causation Study to determine contributing factors that led to last year's blue-green algae bloom. 28 water samples have been received so far from 7 volunteers, which have been analyzed for algae pigments using handheld fluorometers purchased for the Program. As part of the project, a shoreline stewardship workshop was held to educate participants on the functions and benefits of shorelines, emerging impacts, and ways landowners and lake users



Volunteers with the Farlain Lake Algae Monitoring Program

can minimize these impacts and help to reduce algae blooms. The recorded webinar will be posted on our YouTube channel.

Sustainable Severn Sound Special Project

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

Partners for Climate Protection

The Municipal Climate Leadership Committee met on June 7th. The Township of Springwater has signed onto the PCP program with the Township of Oro-Medonte considering signing on to the Program in 2023. The SSEA continues to support our municipal members of the PCP Program as an Associate Member, working towards achieving Milestone Four with 6 of our members. The Township of Georgian Bay is starting work on a multi-year facility audit funded via the Green Municipal Fund. There is incredible support for electric charging stations across the region.

Bee City Initiative & Projects for Pollinators

There is tremendous support for SSEA's Projects for Pollinators initiative. The community has given us positive feedback on the resource materials; there is broad community support for Bee City Municipal designations and we continue to have more people buying into environmental stewardship and naturalization. SSEA continues to distribute material funded by the TD Friends of the Environment Foundation - wildflower seed packets are a hit at special events, as are the [Native Pollinator Plants](#) guide and newly published [Gardening for Pollinators Guide](#). SSEA received a private donation for the purchase of materials to create more pollinator seed packets.



Pollinator handout material at SSEA booth

Data Analysis and Reporting

Statistics, Data Management & Analysis, Reporting, and GIS/Mapping

Statistics/Data Management & Analysis

Routine, year-round data management consisting of PWQMN, Georgian Bay water levels and regional climate data, open water/inland lake water chemistry, zooplankton and algae data processing continues.

Reporting and Educational Content

Completed 4 conditions updates for both MacLean and Little Lakes, which can be viewed [online](#) and on SSEA social media feeds. Updates were made to the Little Lake water and beach quality display for the Midland Public Works Palooza event. Updates on trends in Farlain Lake water levels were shared with Farlain Lake Community Association members and Township of Tiny via a report and newsletter summary.



Little Lake display at Midland Public Works Palooza

NEW in 2023: The State of Severn Sound 20 Years Post-Delisting as an Area of Concern (COA Project)

This Project will analyze and communicate findings from the last 20 years of environmental monitoring of Severn Sound and its watershed following its delisting as an Area of Concern, and identify and fill knowledge gaps to facilitate reporting on conditions in the Severn Sound watershed, specifically related to fish communities and river habitat feeding into Severn Sound. A Post-Doctoral Fellow with Trent University, Nolan Pearce, has been contracted to lead the compilation of the report. A list of potential Science Advisory Committee members has been created, along with Terms of Reference, and recruitment has begun. Significant updates were made to historical open water, beach quality, sediment quality and drinking water intakes data sets to support the Project.

Partnerships

New/Updated NGO partners and MOU's, Academia

SSEA continues to work with municipal and NGO/external partners to deliver effective environmental stewardship, including membership with GBB's ICECAP and the SMDHU's Climate Change Exchange Committee (CCEC) and Climate Change Charter Working Group. SSEA is also a member of the Lake Huron Working Group, and Great Lakes Ecoregion Network. Contributed an article to the State of the Bay Report coordinated by Georgian Bay Biosphere and reviewed the CCEC's Climate-Health Framework.

Academia

Continue to work with PhD student from the University of Ontario Institute of Technology on a nearshore algae project. Collaborated on data analysis projects focused on tributary flow and water quality with University of Waterloo researcher and undergraduate students which resulted in undergraduate theses. Collaborating with Georgian College students doing a Zebra and Quagga mussel research project in the watershed by providing historical data and advice on study design. Met with Lakehead University (Orillia Campus) to start developing long term partnership.

Financial

Grants, Budget, Invoicing

Grants

Grant reports were submitted for past HCF and TD FEF grants. Multiple grants have been secured or applied for by SSEA to enhance services including:

- Community Donations: \$1,600 from clothing resale event organized by Meg Whitton of Bounce FM, \$250 from Joan Gallagher Main for pollinator seeds
- Canada Summer Jobs: \$10,850, summer staff wage subsidies (approved)
- Huronia Community Foundation: \$700, Engagement in Monitoring project, increasing equipment resources for inland lake monitoring (approved)
- Friends of Wye Marsh/Eastern Georgian Bay Initiative: \$27,675, Wye Marsh Invasive Species Management Project (approved)
- Forests Ontario: \$3,327.50, subsidy for tree seedlings for Over-the-Counter Tree Seedling Distribution Program (approved)
- Georgian Bay Forever/Habitat Stewardship Project: \$15,000, Save Matchedash Bay Turtle Monitoring/Habitat Improvement Project (approved)
- Invasive Species Centre: \$2,000, Severn Sound Community Invasive Shrub & Tree Management (pending approval)



Thank you Meg Whitton!

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- TD Friends of Environment Foundation: \$9,300, Severn Sound Citizen Science: Expanding Community Engagement (unsuccessful)

Budget

Staff met with the Executive Committee of the Board of Directors on June 29th to review and refine the 2024 draft budget and make recommendations to the Board of Directors.

Invoicing

In Q2, SSEA issued 16 invoices: 8 to municipal partners for 2023 services per budget request letters, 1 to District of Muskoka for 2023 RMO services, 1 to LSRCA for DWSP, 1 to MECP for the second payment of the GLLAF project and 5 cost recovery invoices to Penetanguishene, Severn and Springwater.

Thank you from Team SSEA

- Julie Cayley - Executive Director
- Lex McPhail - IT Manager/GIS Applications Specialist
- Paula Madill - Ecosystem Technologist
- Michelle Hudolin - Manager Watershed Resilience, Wetlands & Habitat Biologist
- Aisha Chiandet - Water Scientist/ Limnologist
- Melissa Carruthers - Manager Source Water Protection, RMO/RMI
- Judy Limoges - Financial Services Coordinator (Treasurer)
- Nikki Priestman - Watershed Health Specialist
- Patrick Jackson - Invasive Species Program Coordinator
- Cliff Evanitski – Office Manager
- Nicole Stott - Source Water Protection Intern
- Travis van Engelen - Tree Plant Program Specialist
- Emma Maurice - Watershed Resilience Intern
- Jon Main - Sustainability & Climate Action Coordinator
- James Yao - Tree Program Assistant
- Brian Chantler - Environmental Field Technician
- Grace McLachlin - Library Technician
- Sarah Song - Algae Causation Study Assistant
- Matteus Schwirtz-Zinser - OFAH Invasive Species Summer Technician
- Charlotte Anderson - OFAH Invasive Species Summer Technician



Team SSEA Q2 2023 – Port McNicoll, ON

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**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 18-23-SSEA
Date: July 12th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Financial Services Coordinator (Treasurer)
SUBJECT: 2023 2nd Quarter Draft Financials

APPLICABLE STRATEGIC PLAN GOAL:

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 18-23-SSEA regarding the 2023 2nd Quarter Draft Financials be received as information.

Purpose of Staff Report

To provide the Board with the 2nd Quarter 2023 Draft Financials.

Background

Please be advised that the 2023 financial report reflects that finances are trending favourably for the second quarter. SSEA is currently in a net revenue position mainly due to invoicing municipal partners for 2023 services during the second quarter. Spending is in line as expected.

Honey Harbour Water Quality Monitoring Survey Project is included in the 2023 budget but, has not been approved by the Township of Georgian Bay. This is the only significant variance from the budget that is known to date.

The SSEA team continues to monitor revenues and expenses in line with the 2023 Budget.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Judy Limoges, Treasurer SSEA

Julie Cayley, Executive Director

Attachment: SSEA Draft Financial Report ending June 30, 2023

DRAFT

	2023		Variance \$	2022	
	YTD Actual	Annual Budget		Actual/Budget %	Actual
SSEA CORE OPERATIONS					
GENERAL REVENUE	(973,854)	(1,015,984)	(42,130)	96.%	(1,080,339)
UNDISTRIBUTED PAYROLL EXPENSE	136,516	415,775	279,259	33.%	338,472
ADMINISTRATION/OVERHEAD	76,727	196,102	119,375	39.%	263,377
GIS BASE COVERAGES	51,838	106,806	54,968	49.%	92,478
REQUESTS & REVIEWS	7,351	21,000	13,649	35.%	16,616
MONITORING & SURVEILLANCE	66,011	106,614	40,603	62.%	115,360
MONITORING SUPPORT	25,701	32,025	6,324	80.%	24,603
WATER SCIENCE	40,591	65,049	24,458	62.%	67,964
INVASIVE SPECIES	30,850	72,613	41,763	42.%	73,064
SOURCE WATER IMPLEMENTATION	10	0	(10)	0.%	1,025
TOTAL SSEA CORE OPERATIONS	(538,260)	0	538,260	0.0%	(87,380)
SSEA IMPLEMENTATION PROJECTS					
GROUND WATER PROJECT					
Revenues	0		0	0.0%	(699)
Expenses	0		0	0.0%	700
FARLAIN LAKE PROJECT					
Revenues	0		0	0.0%	(4,756)
Expenses	6,465		(6,465)	0.0%	3,681
HONEY HARBOUR SURVEY					
Revenues	0	(17,768)	(17,768)	0.0%	(19,247)
Expenses	9,135	17,768	8,633	51.1%	4,101
WYE MARSH PROJECT					
Revenues	(1,958)	(18,817)	(16,859)	10.0%	(21,152)
Expenses	229	18,817	18,588	1.0%	7,407
INLAND LAKES					
Revenues	(14,089)	(22,043)	(7,954)	64.0%	(22,037)
Expenses	5,858	22,043	16,185	27.0%	16,413
TREE DISTRIBUTION PROJECT					
Revenues	(103,409)	(27,000)	76,409	383.0%	(66,253)
Expenses	109,502	27,000	(82,502)	406.0%	43,439
RMO PROJECT					
Revenues	(48,283)	(48,284)	(1)	100.0%	(58,013)
Expenses	18,594	48,284	29,690	39.0%	47,237
VICTORIA HARBOUR WTP SURVEY					
Revenues	0	(10,563)	(10,563)	0.0%	(8,304)
Expenses	6,888	10,563	3,675	65.0%	7,128
CITIZEN SCIENTIST					
Revenues	0	(13,507)	(13,507)	0.0%	(24,318)
Expenses	3,488	13,507	10,019	26.0%	36,640
HABITAT RESTORATION PROJECT					
Revenues	(20,000)		20,000	0.0%	(25,000)
Expenses	17,627		(17,627)	0.0%	0
SUSTAINABLE SEVERN SOUND					
Revenues	(83,797)	(72,320)	11,477	116.0%	(83,306)
Expenses	13,464	72,320	58,856	19.0%	57,020
POLLINATOR PROJECT					
Revenues	(250)		250	0.0%	(8,405)
Expenses	1,030		(1,030)	0.0%	7,244
DELISTING PROJECT					
Revenues	(21,000)		21,000	0.0%	0
Expenses					
HEALTHY SOILS = HEALTHY WATERSHED PROJECT					
Revenues	0		0	0.0%	(13,200)
Expenses	0		0	0.0%	22,445
SPECIES AT RISK					
Revenues	0	(100,000)	(100,000)	0.0%	(18,406)
Expenses	1,030	100,000	98,970	1.0%	7,556
DEPAVE PARADISE					
Revenues	0		0	0.0%	(13,415)
Expenses	0		0	0.0%	4,521
STORMWATER MONITORING					
Revenues	(20,000)		20,000	0.0%	0
Expenses	4,773		(4,773)	0.0%	0
FARLAIN LAKE CAUSATION STUDY					
Revenues	5,874		(5,874)	0.0%	0
Expenses					
TOTAL SSEA IMPLEMENTATION PROJECTS	(108,828)	0	108,828	0.0%	(120,981)
TOTAL SSEA OPERATING (SURPLUS)/DEFICIT	(647,088)	0	647,088	0.0%	(208,361)

NOTE: The financial report received from the SSEA has been reviewed to reflect a more accurate DRAFT report. Judy Limoges, SSEA Treasurer.



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly (Q2) Meeting – July 20th, 2023**

STAFF REPORT

No: 19-23-SSEA
Date: July 12th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Judy Limoges, Financial Services Coordinator (Treasurer)

SUBJECT: 2024 Draft Budget

APPLICABLE STRATEGIC PLAN GOAL:

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 19-23-SSEA regarding the 2024 Draft Budget be received; and

FURTHER THAT: The Board approve the Executive Committee recommendation to approve an overall 2024 budget which includes an increase of \$114,478 over the 2023 final budget for the municipal contributions portion of the Core 2024 budget.

Purpose of Staff Report

To obtain Board approval for the draft 2024 budget as recommended by the Executive Committee of the Board at their meeting held on June 29th, 2023. The draft budget reflects the policy and service direction set out in SSEA's Strategic Plan, while meeting the support requirements of its municipal partners – recognizing the fiscal challenges posed by the current economic conditions/inflation and the implementation of pay equity and new pay grid.

Background and Analysis

On July 18th, 2019, SSEA's Board of Directors approved both the 2020 Budget, and in principle the proposed 5-year Plan for 2020 to 2024. The 2024 Budget approved in principle (in the original 5-year Plan) reflected an increase in the core municipal share of \$19,335 over 2023.

Further to the Q1 staff report regarding the 2024 budget, the SSEA team worked diligently to develop a draft budget for the Executive Committee's review that reflected significant changes including: full payroll complement (i.e. no positions left vacant) incorporating pay equity and the new pay grid, grid movement, a minimal staff COLA increase, change in OMERS eligibility beginning in 2023 (all employees are eligible), increased IT costs, increased insurance costs, new charge out rates, and assumes that the provincial funding for DWSP will expire March 31st, 2024 at the end of the current MOU. For the 2024 draft budget, staff calculated this increase to be a \$224,299 (24.16%) increase in core municipal share over 2023.

Annual grid movement and COLA increases for staff are strongly recommended as this maintains the integrity and relevance of the grid that has been developed for SSEA to remain competitive in the market in order to retain and attract expert talent. It is also worth noting that this 2024 draft reflected a full payroll complement that is not at full cost, since several full-time permanent positions have been filled with contract staff, reducing employee benefits costs.

The Board's decision during the 2023 budget process has a significant impact on the 2024 budget, specifically the decisions around the implementation of pay equity and the pay grid; for 2023 the Board directed staff to leave one staff position vacant and draw from reserves to eliminate any further impact on the municipal share. This meant reducing the pending 2023 budget by \$124,983 to 4.1% from 18.1% municipal share. The resulting differential/funding gap (14%) is now included in the 2024 budget. A valuable discussion has taken place with the Township of Tiny Director of Corporate Services/Deputy CAO based on the Tiny resolution dated December 7, 2022 to assist with addressing the funding gap.

The Executive Committee reviewed options to reduce the 2024 draft budget increase and recommend the following 2024 draft budget to the Board of Directors for approval (see attached Budget Reductions):

- Remove full-time staff position, Watershed Monitoring Coordinator, for the year by converting a current contract position to full-time permanent status with employee benefits;
- Include 50% Provincial funding for DWSP beyond the current MOU end date of March 31, 2024. Should the MOU with the Province not be renewed, each municipal partner has enough funds in SSEA reserves to cover this potential shortfall in 2024;
- Use Capital Asset Reserve funds to fund IT asset purchases in 2024.

These options result in a total decrease to the 2024 draft of \$109,822, bringing the budget down to an increase of \$114,478 (12.33%) in the 2024 draft budget core Municipal Share over 2023.

Conclusion

The approach to formulating the 2024 Budget is designed to ensure SSEA continues to provide key services required by municipal partners and watershed constituents, while meeting organizational requirements.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Judy Limoges, Financial Services Coordinator
/Treasurer

Julie Cayley, Executive Director

Attachment: 2024 Draft Budget Summary
2024 Draft Budget Municipal Share
2024 Draft Budget Highlights

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA)
2018 TO 2024 SUMMARY FINANCIAL REPORT
2024 DRAFT BUDGET**

DRAFT

	EXECUTIVE	PRESENTED	2023	2022	2021	2021	2020	2020
	RECOMMENDATION TO EXECUTIVE	TO EXECUTIVE						
	2024	2024						
	DRAFT	DRAFT						
	BUDGET	BUDGET	BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
SSEA CORE OPERATIONS								
GENERAL REVENUE	(1,137,790)	(1,234,216)	(\$1,015,984)	(1,055,726)	(762,875)	(958,557)	(713,660)	(908,069)
UNDISTRIBUTED PAYROLL EXPENSE	424,778	497,520	\$415,775	367,341	204,895	370,832	198,903	320,646
ADMINISTRATION/OVERHEAD	205,512	205,512	\$196,102	261,238	179,527	163,079	198,337	156,965
GIS BASE COVERAGES	108,406	108,406	\$106,806	92,220	96,965	90,412	80,835	88,639
REQUESTS & REVIEWS	22,400	22,400	\$21,000	35,143	12,190	34,454	8,258	33,778
MONITORING & SURVEILLANCE	149,146	149,146	\$106,614	107,398	109,994	111,355	93,784	96,015
MONITORING SUPPORT	42,027	42,027	\$32,025	22,889	22,978	22,440	8,955	22,000
WATER SCIENTIST	70,384	70,384	\$65,049	63,773	60,525	62,523	59,326	61,297
INVAISVE SPECIES	91,452	91,452	\$72,613	57,305	70,282	56,182	45,417	55,080
SOURCE WATER IMPLEMENTATION								
Revenues	(42,978)	(19,294)	(69,681)		(55,032)		(78,650)	
Expenses	66,663	66,663	69,681	48,419	54,996	47,280	77,651	73,649
PSAB ADJUSTMENTS					(753)		28,393	
CORE REVENUES	(1,180,768)	(1,253,510)	(1,085,665)	(1,055,726)	(817,907)	(958,557)	(792,310)	(908,069)
CORE EXPENSES	1,180,768	1,253,510	1,085,665	1,055,726	811,599	958,556	771,466	908,069
TOTAL SSEA CORE OPERATIONS	0	0	0	0	(6,308)	(0)	7,549	(0)
SSEA IMPLEMENTATION PROJECTS								
GROUND WATER PROJECT								
Revenues	0	0	0	(2,601)	0	(2,550)	0	(2,500)
Expenses	0	0	0	2,601	0	2,550	0	2,500
FARLAIN LAKE PROJECT								
Revenues	0	0	0	(8,517)	(3,450)		(8,472)	
Expenses	0	0	0	8,517	3,450		5,008	
HONEY HARBOUR SURVEY								
Revenues	(14,938)	(14,938)	(17,768)	(6,195)	(10,129)	(15,240)	(9,507)	(14,941)
Expenses	14,938	14,938	17,768	6,195	10,129	15,240	9,507	14,941
WYE MARSH PROJECT								
Revenues	(12,000)	(12,000)	(18,817)	(22,140)	(13,772)		(6,254)	
Expenses	12,000	12,000	18,817	22,140	5,784		2,062	
INLAND LAKES								
Revenues	(17,800)	(17,800)	(22,043)	(14,193)	(12,845)	(16,328)	(12,679)	(18,588)
Expenses	17,800	17,800	22,043	14,193	16,970	16,328	12,679	18,588
TREE DISTRIBUTION PROJECT								
Revenues	(78,000)	(78,000)	(27,000)	(21,307)	(25,158)	(20,154)	65	(20,004)
Expenses	78,000	78,000	27,000	21,307	25,158	20,154	7,512	20,004
RMO PROJECT								
Revenues	(66,233)	(66,233)	(48,284)	(46,434)	(57,886)	(68,708)	(74,587)	(74,191)
Expenses	66,233	66,233	48,284	46,434	57,886	68,708	60,964	74,191
VICTORIA HARBOUR WTP SURVEY								
Revenues	(11,060)	(11,060)	(10,563)	(8,862)	(5,740)	(8,323)	(4,274)	(7,855)
Expenses	11,060	11,060	10,563	8,862	5,740	8,323	4,274	7,855
CITIZEN SCIENTIST								
Revenues	(14,041)	(14,041)	(13,507)		(16,923)		(15,669)	
Expenses	14,041	14,041	13,507		26,653		19,461	
SUSTAINABLE SEVERN SOUND								
Revenues	(81,435)	(81,435)	(72,320)	(68,871)	(88,486)	(78,085)	(27,648)	(106,756)
Expenses	81,435	81,435	72,320	68,871	88,929	78,085	33,865	106,756
POLLINATOR PROJECT								
Revenues	(3,280)	(3,280)						
Expenses	3,280	3,280						
SPECIES AT RISK								
Revenues	0	0	0	(13,680)	(9,104)			
Expenses	0	0	0	13,680	9,104			
DELISTING PROJECT								
Revenues	(5,000)	(5,000)	(100,000)					
Expenses	5,000	5,000	100,000					
HEALTHY SOILS=HEALTHY WATERSHEDS								
Revenues	0	0	0	(11,925)	(40,485)			
Expenses	0	0	0	11,925	40,485			
DEPAVE PARADISE								
Revenues	0	0	0		(1,621)			
Expenses	0	0	0		1,621			
STORMWATER MONITORING								
Revenues	(5,000)	(5,000)						
Expenses	5,000	5,000						
PROJECT REVENUES	(308,787)	(308,787)	(330,301)	(224,725)	(285,599)	(209,388)	(159,025)	(244,835)
PROJECT EXPENSES	308,787	308,787	330,302	224,725	291,909	209,388	155,332	244,835
TOTAL SSEA IMPLEMENTATION PROJECTS	0	0	1	(0)	6,310	(0)	(3,693)	0
TOTAL SSEA	1	1	1	0	2	(0)	3,856	(0)
GRAND TOTAL REVENUES	(1,489,555)	(1,562,297)	(1,415,966)	(1,280,451)	(1,103,506)	(1,167,945)	(951,335)	(1,152,904)
GRAND TOTAL EXPENSES	1,489,555	1,562,297	1,415,967	1,280,451	1,103,508	1,167,945	955,191	1,152,904
NET	0	0	1	0	2	(0)	3,856	(0)

Severn Sound Environmental Association

Municipal Sharing of SSEA Agreement for Core Operations

Municipal Revenue Shares Calculated for 2020-2024

DRAFT

Municipality	Properties in W'shed	Assessment in W'shed	2020 APPROVED	2021 APPROVED	2022 APPROVED	2023 APPROVED	2024 APPROVED IN PRINCIPLE	2024 DRAFT	2024 INCREASE
Georgian Bay	2114	\$478,457,400	\$ 74,443	\$ 78,746	\$ 80,321	\$ 83,534	\$ 85,271	\$ 93,318	\$ 9,785
Midland	6181	\$1,366,966,807	118,584	125,651	128,164	133,408	136,187	150,131	16,723
Oro-Medonte	4256	\$1,112,902,900	101,979	108,006	110,166	114,646	117,034	128,759	14,113
Penetanguishene	3446	\$734,452,100	88,003	93,154	95,017	98,854	100,912	110,770	11,916
Severn	3358	\$687,466,543	86,334	91,381	93,209	96,969	98,987	108,622	11,654
Springwater	2343	\$486,289,200	75,820	80,209	81,813	85,089	86,859	95,090	10,001
Tay	6101	\$809,898,203	103,773	109,913	112,111	116,673	119,103	131,068	14,395
Tiny	12303	\$2,392,111,202	176,911	187,630	191,383	199,310	203,466	225,202	25,892
Totals:	40102	\$8,068,544,355	\$825,847	\$ 874,690	\$ 892,184	\$ 928,484	\$ 947,819	\$ 1,042,962	\$ 114,478
			\$362,051 78.1%	\$48,843 5.9%	\$17,494 2.0%	\$36,300 4.1%	\$19,335 2.08%	\$ 114,478 12.33%	
	Total annual operating/core budget		\$908,069	\$958,556	\$977,726	\$1,015,739	\$1,036,819	\$ 1,124,395	
	Base amount for each municipality		\$51,079	\$53,919	\$54,997	\$57,135	\$58,321	\$63,247	

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 calcualtions with 8 municipalities, a base amount of 5.625% of the total annual operating budget was added to each share and followed by the percent of the remainder of the municipal amount
- 5.2020-2024 include Invasive Species Project in core operations, previously an implementation project
- 6.Source Water Implementation Project funded by core in 2020-2024 as budget set in absence of Provincial MOU

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
2024 DRAFT BUDGET
HIGHLIGHTS - CHANGE IN MUNICIPAL SHARE CORE OPERATIONS
vs 2023 approved budget**

DRAFT

	2024 vs 2023	
	\$	%
Increase in total wages/benefits	141,332	15.2%
Decrease in Provincial DWSP revenue	26,703	2.9%
Increase in IT including science related IT	26,096	2.8%
Increase in all other administration/overheads expenses	7,069	0.8%
Increase in Monitoring Support contracted services/supplies	1,247	0.1%
Increase in Invasive Species mileage/supplies	191	0.0%
Increase in project revenue to fund labour/benefits in projects	(64,932)	(7.0%)
Increase in draw from reserve for IT capital asset purchases	(13,395)	(1.4%)
Increase in cost recovery/projects revenue	(7,933)	(0.9%)
Increase in interest income	(1,000)	(0.1%)
Decrease in DWSP contracted services/mileage	(900)	(0.1%)
	114,478	12.33%
2024 INCREASE IN CORE MUNICIPAL SHARE		
	928,484	
2023 APPROVED TOTAL CORE MUNICIPAL SHARE		
	1,042,962	
2024 DRAFT TOTAL CORE MUNICIPAL SHARE		

NOTE: 1% INCREASE IN MUNICIPAL SHARE = \$ 9,285



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 23-23-SSEA
Date: July 20th, 2023
To: Chair and Members, SSEA Board of Directors
From: Aisha Chiandet, Water Scientist/Limnologist
SUBJECT: SSEA Grant Application 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. 23-23-SSEA regarding SSEA Grant Application Update, be received for information.

Purpose of Staff Report

To update the Board on funding applications that are currently pending approval, have not been approved during the second quarter of 2023, or are pending submission and will impact budget and workload in 2023 and beyond.

Background

The following lists approved funding applications, those submitted in Q2 of 2023 and are pending approval, or applications pending submission. Support letters provided for external partners are also included, if applicable.

Approved Funding:

1) Forests Ontario

Project Title: Over-the-Counter Tree Program Subsidy

Programs Supported: Tree Seedling Distribution Program

Approved for: \$3,327.50 over 1 year

SSEA In-kind: staff time for project implementation in 2023

Description: Subsidy of \$0.25 per tree seedling for 2023 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.

2) Federal Canada Summer Jobs (CSJ) (Service Canada)

Programs Supported: all programs, plus SSEA operations/admin

Approved for: \$10,850 (extra cash; would cover 50% of wages up to minimum wage for 8 weeks per position)

SSEA Cash/In-kind: \$17,356 cash (wage top-up); plus in-kind staff time for HR/admin

Description: Wage subsidy to hire youth (aged 15 to 30 years) for 5 seasonal positions; SSEA is eligible for up to 50% of the provincial minimum hourly wage for a minimum of six weeks. SSEA also partnered with Ontario Federation of Anglers and Hunters on a CSJ application for their *Invasive Species Hit Squad Program* and was approved for two additional staff positions at minimal or no cost.

Impacts: Increase staff resources for various programs and provide youth with the opportunity to gain and develop valuable skills and experience.

3) Huronia Community Foundation

Project Title: Engagement in Monitoring

Programs Supported: Inland Lakes, Benthic invertebrate sampling (lakes/tribs)

Applied for: \$1,500

Approved for: \$700

SSEA In-kind: \$21,431

Description: Support zooplankton and invertebrate monitoring on inland lakes in the Severn Sound watershed to track changes in ecosystem health & engage the community in collecting invertebrate samples through a bio blitz workshop on MacLean Lake.

Impact: Increase equipment resources for inland lake monitoring and general field programs. Increase community knowledge on environmental issues and solutions.

Funding Pending Approval:

4) Invasive Species Action Fund (Invasive Species Centre)

Project Title: Severn Sound Community Invasive Shrub & Tree Management

Programs Supported: Invasive Species

Approved for: \$2,000 for 1 year

SSEA In-kind: \$2,151 in 2023 (staff time, vehicle/transportation)

Description: This Project will help SSEA build capacity, increase access to specialized invasive species management equipment, as well as, enhance engagement opportunities with the community and partners.

Impact: Build organizational capacity through purchase of equipment, and support volunteers and partners with IS management.

5) GLISA – Climate Adaptation Partnerships – (University of Michigan/Michigan State University) Letter of Intent

Project Title: Urban Heat Island Effect in small urban and rural Ontario

Programs Supported: Sustainable Severn Sound Special Project

Total Applied for: \$40,000 for 2 years (budget not yet submitted)

SSEA In-kind: To be determined

Description: A small grant project that would review urban heat island effects in our region to determine temperature hot spots in Year 1 and then roll out solutions in pilot locations in Year 2.

Impact: This Project would act as a demonstration of and justification for further climate change adaptation initiatives.

Pending Submission in July 2023:

6) TD Friends of the Environment Foundation Grant (TD Bank) (re-submission)

Project Title: Severn Sound Citizen Science: Expanding Community Engagement

Programs Supported: Citizen Science, Invasive Species, stewardship education

Total Applied for: \$9,300 (extra cash to cover staff and equipment costs)

SSEA In-kind: approx. \$8,318 (staff time/admin/mileage)

Description: Deliver existing citizen science programs, and develop/deliver educational programming in partnership with Wye Marsh, local schools and community groups.

Impact: Increase SSEA resources (monitoring equipment and staff time) and recruit volunteers to gather data at stream and lake sites across the watershed. Increase community knowledge on environmental issues and solutions.

Partnership Agreements, Approved in Principal

7) Georgian Bay Forever (GBF)

Project Title: Save Matchedash Bay

Anticipated 2023 SSEA Funding Amount: \$15,000 over one year (2023).

Description: Collaborative project, including turtle monitoring and developing a turtle habitat enhancement plan (SSEA responsibility) and invasive phragmites removal (GBF responsibility) for the Matchedash Bay area.

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

SSEA commitment: Turtle monitoring and development of a turtle habitat enhancement plan; in-kind support for phragmites management.

Partnership Agreements, Approved

8) Friends of Wye Marsh

Project Title: Wye Marsh Invasive Species Management

Lead Agency: Wye Marsh

Programs Supported: Invasive Species

Total Applied for: \$96,858 over 5 years (2020-2024) (included in budget)

Approved for: \$27,675 for 2023 (covers staff costs)

SSEA In-kind: N/A

Description: SSEA provides Friends of Wye Marsh with technical support, field monitoring and management assistance to control invasive Phragmites in Wye Marsh's Provincial Wildlife Area. This 5-year Project, which is funded through the Eastern Georgian Bay Initiative, has entered into Year 4 and is currently prioritizing mechanical phragmites management and site remediation.

Impact: Increases watershed-wide IS management, builds NGO partnerships, helps protect/preserve sensitive habitat and engages community in stewardship initiatives.

Support Letters Provided: not applicable this quarter

Community Donations – \$1,600 from clothing resale event organized by Meg Whitton of Bounce FM, \$250 from Joan Gallagher Main to purchase pollinator seeds

Analysis/Discussion

SSEA works to secure external funding both independently and in partnership with numerous organizations to support special projects and core operations that support the Strategic Plan. Note that some of the grants and partnerships pending submission are for more than one year. The current total approved funding amounts (excluding pending submissions) for the next three years (projected for all four quarters) are as follows:

- 2023 – approximately* \$422,481
- 2024 – approximately* \$62,500

*Note: project amounts for 2023 onward may change and need to be confirmed annually. 2023 amounts are unaudited values. Provincial/Federal government funded projects have a different fiscal year, and funding amounts used in each SSEA fiscal year are subject to change.

Expected Impact on SSEA budget/workload

SSEA grant applications include 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 include an amount to support SSEA overhead expenses. The expectation is that approved grant applications would offset existing staff and equipment resources and expand deliverables.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Aisha Chiandret, Water Scientist/
Limnologist

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 24-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Patrick Jackson, Invasive Species Program Coordinator
SUBJECT: SSEA Invasive Species Program Update

APPLICABLE STRATEGIC PLAN GOALS:

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 24-23-SSEA, regarding SSEA Invasive Species Program Update, be received for information.

Purpose of Staff Report

To provide an update on the key activities and accomplishments of the IS Program during Q2.

Background

The Invasive Species Program is a core program of the SSEA with a goal of having a coordinated approach to IS management as well as being a central contact for local SS IS information. The SSEA is working to address public and municipal concerns regarding non-native invasive species establishment within the Severn Sound watershed, and to reduce the ecological, economic and social impacts of invasive species, while fostering regional partnerships and community relations.

Updates

The following is a summary of the Invasive Species Program activities in Q2 of 2023.

Monitoring, Management & Technical Support

- 2022 Municipal Invasive Species Reports are complete and under review. Once finalized, they will be publicly available on the SSEA website.
- Staff created an Oak Wilt Fact Sheet which is currently in final review and will be made available on the SSEA website and to SSEA member municipalities.
- Surveyed for invasive species at **27** municipal sites across the watershed. Surveying will continue through Q3 & Q4 with results being published in 2023 Annual Report.
- Provided technical support on giant hogweed identification in several municipalities.
- SSEA participated in, supported and/or facilitated **4** invasive species management events:
 - Ernest T. Bates, Midland – Field Bindweed
 - Copeland Forest, Oro-Medonte – Garlic Mustard

- o Therrien Park, Penetanguishene – Garlic Mustard, Periwinkle, Buckthorn (2)

Education & Outreach

- Responded to 26 new invasive/non-native species inquiries across partner municipalities, providing technical support to municipal staff and the public. Inquiries were related to identification and requests for community science-related information; two of the primary species of interest were Giant Hogweed and Japanese Knotweed.
- Assisted GLLAF Project in invasive species surveys at all of the designated parks. Coordinated an invasive species removal event in conjunction with tree planting at Therrien Park, engaging local students to pull garlic mustard and lesser periwinkle.
- Facilitated Invasive Species & Native Pollinator Workshop with Muskoka Seniors Club at the Baxter Community Centre. Attendees learned about the benefits of native pollinators, the risks they face, and the impact of invasive species, and participated in a hands-on activity to turn dried phragmites stalks into 'homes' for native mason bees.
- Attended several local events including Tay Canada Day, Tay Bike Day, Georgian Bay Hunters & Anglers Range Day, and Wye Marsh Earth Day. Invasive Species Staff expanded SSEA program awareness by engaging about 160 community members.
- Attended Invasive Species Centre virtual Q&A on Oak Wilt in Ontario. Information gathered at this webinar will be shared with municipal partners early in Q3 – SSEA IS staff will be available to provide technical expertise and survey priority areas as required.
- Led an invasive species walk through the Ecology Garden/Climate Solution Park in Penetanguishene to help York University students improve their plant ID skills and inform them on management techniques.

Funding

- Applied to Invasive Species Centre – Invasive Species Action Plan Fund for \$2,000 grant to help SSEA build capacity, to increase access to specialized invasive species management equipment and enhance engagement with the community and partners.
- Green Shovels Collaborative – shared Invasive Phragmites Control Fund application with municipal and working group partners. SSEA is developing a proposal (about a \$10,000 request, pending submission in Q3) for a roadside phragmites mapping project – giving municipalities a clearer picture of invasive phragmites on their roadways.
- Two Invasive Species Summer Technicians (12-week and 9-week contracts) started in Q2 to assist the SSEA Invasive Species Program thanks to Ontario Federation of Anglers and Hunters through *Canada Summer Jobs* and Green Shovels Collaborative funding.

Partnerships

- Met with Georgian Bay Forever regarding their 2023 invasive phragmites management projects; organized several collaborative events in Tay and Georgian Bay townships.
- Met with Nature Conservancy of Canada regarding a collaborative phragmites mapping project around Georgian Bay. SSEA is exploring entering into a data sharing agreement with NCC and would have access to all maps that are produced.
- Attended local garlic mustard pull with Friends of Copeland Forest. Volunteers and SSEA staff pulled garlic mustard trailside in Copeland Forest for the afternoon, removing approximately 12 garbage bags full of plant material.
- Continue to act as expert contact for Farlain Lake Eurasian Water Milfoil project.

Special Projects

- Continued to deliver work on the 2020-2024 Wye Marsh Invasive Species Management Project, including technical support.
 - Confirmed 2023 project budget contribution to SSEA: \$27,675.30.
 - Coordinated pre-treatment assessment schedule and mapping timelines.
 - Assisted FOWM in developing an updated management plan for 2023.

Conclusion

The SSEA Invasive Species Program has successfully fostered relationships with municipalities, partner organizations and associations. Staff continues to research and identify external funding opportunities, and support municipal and community-led invasive species projects.

Accomplishments are shared through presentations, social media and other communications. Significant activities and tasks including planning, monitoring and public/municipal outreach and education, were accomplished in Q2 of 2023, benefitting SSEA partner municipalities.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Patrick Jackson, Invasive Species Program Coordinator

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 25-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Travis van Engelen, Tree Plant Program Specialist
SUBJECT: **Building Tree Planting Capacity in the Severn Sound Watershed Project**

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. 25-23-SSEA regarding Building Tree Planting Capacity in the Severn Sound Watershed Project, be received for information.

Purpose of Staff Report

To provide an update on the Building Tree Planting Capacity in the Severn Sound Watershed Project, funded through the federal 2 Billion Trees (2BT) Program.

Background

The Severn Sound Remedial Action Plan/SSEA has facilitated tree plants since the early 1990s, to increase forest cover and biological diversity, as well as, improve wildlife habitat and water quality. The SSEA helps with project planning, obtaining native tree and shrub seedlings, and coordinating groups and volunteers, including local schools and community organizations. Over 246,000 seedlings have been planted through this Program. To supplement the Community Tree Planting Program, SSEA started the Tree Seedling Distribution Program in 2007 to provide property owners with reasonably-priced, native seedlings for spring planting. Over 150,000 seedlings have been purchased and planted to date by participants.

In addition to water quality and habitat benefits of planting trees, there is a value in carbon capture: Tree Canada Foundation reports the average Canadian tree's annual carbon storage is 2.5 kg (urban environment), and 2.8 kg (rural environment), and the lifetime carbon sequestration per tree is 200 kg and 225 kg in urban and rural environments respectively¹. As part of its habitat rehabilitation and climate change objectives, and to support its municipal partners and landowners in their efforts to protect and enhance forests and tree canopy, SSEA successfully secured external funding in 2022 to build additional capacity in its tree planting programs.

Analysis/Discussion

In spring 2023, the Tree Seedling Distribution Program was successfully implemented. Participants received their tree seedling orders at pre-arranged times and locations in early May. Member municipalities were very helpful in the promotion and implementation of the Program. Two central locations were utilized for distribution of most seedling orders to participants of the eight municipalities: the Town of Midland and Township of Severn provided a municipal garage location for cool storage of tree seedlings and pick-up location for program participants. The Township of Georgian Bay and Township of Springwater both distributed a number of seedling orders from their municipal offices. Tay, Tiny, and Penetanguishene staff members helped transport seedlings to each pick-up location, and Midland and Severn staff plus SSEA Board members (R. Bald and S. Marchand) assisted with seedling distribution.

For the 2023 Program, 288 participants from across all 8 member municipalities ordered a total of 14,740 native tree and shrub seedlings. Seedlings included nine native tree species: White Pine, Red Pine, White Spruce, White Cedar, Tamarack, Red Oak, Red/Silver Maple hybrid, Black Walnut, and one native shrub: Red-Osier Dogwood.

SSEA implemented 13 community tree planting events in late April and early May. Volunteers included Scouts Canada, 6 local schools, corporate volunteer groups, SSEA staff and Board members, and public volunteers that planted a total of 4,465 native tree and shrub seedlings at 11 sites. Two of the tree planting events took place in the Town of Midland and two in the Town of Penetanguishene as part of SSEA's Great Lakes Local Action Fund (GLLAF) Project.

Financial Implications

The SSEA sets seedling prices so that the Tree Seedling Distribution Program is self-funded. Through funding from the 2 Billion Trees (2BT) project, seedlings were offered at a discounted price for 2023. In addition to funds from seedling sales, the SSEA was approved for a \$0.25 per tree subsidy from Forests Ontario for the 2023 Program, up to \$3,327.50.

Community Tree Planting projects were implemented using funding from the 2 Billion Trees project to support staff time and purchase of some seedlings; remaining seedling costs for community tree plant sites will be covered through funding from the four-year memorandum of understanding between the County of Simcoe and its planting partners which includes SSEA.

Conclusion/Recommendations

The SSEA is in the planning stages for our spring 2024 programs. Staff will be conducting site visits to prospective properties in summer/fall and will be ordering seedlings for both programs this fall. The SSEA will continue work on developing plans to increase organizational capacity to expand its existing small-scale tree planting initiatives into a larger-scale tree planting program.

Prepared by:
Original signed by

Approved for submission by:
Original signed by

Travis van Engelen, Tree Plant Pgm Specialist

Julie Cayley, Executive Director

References

1. Tree Canada Foundation "What Trees Can Do to Reduce Atmospheric CO2" 1999.
https://treecanada.ca/wp-content/uploads/2017/07/What_trees_can_do_to_reduce_CO2_1999.pdf



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 26-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Aisha Chiandet, Water Scientist
SUBJECT: SSEA Monitoring Program Update

APPLICABLE STRATEGIC PLAN GOALS:

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 26-23-SSEA regarding Monitoring Program Update, be received for information.

Purpose of Staff Report

To update the Board on SSEA's progress of monitoring activities for 2023 and opportunities for Board members to participate.

Background

Each year, SSEA conducts environmental monitoring on Severn Sound open water, inland lakes, tributaries, groundwater monitoring wells and at climate monitoring sites. This monitoring provides critical information on current status and trends in environmental quality, and informs municipal decision making. Monitoring data is used for such things as assessing raw drinking water conditions, informing timing of public works projects, background information for land use planning reviews, support for Official Plans, and making recommendations on stewardship actions by municipal decision makers and residents.

For some programs, the same sites are monitored each year, and for others, sites rotate. Under the Inland Lakes Monitoring Program, Little Lake is sampled annually, and MacLean Lake (along with other inland lakes) is sampled on a 5-year rotation, with the last survey being done in 2016. For stream invertebrate monitoring, sites are sampled biennially, with this year's focus being on the western half of the watershed. Sites on MacLean Lake will also be sampled for invertebrates using the Ontario Benthic Biomonitoring Network protocol, which is used for lakes province-wide. Intensive stream temperature classification will continue in areas of the Coldwater River.

Analysis/Discussion

The table below provides details on planned and completed 2023 monitoring activities:

Program	Purpose	Focus	Timing (subject to change)	Activities to Date
Severn Sound open water	Long-term water quality	Severn Sound	Full runs start May 2, bi-weekly to Oct 17	5 runs complete
Inland lakes	Long-term water quality & levels	Little Lake Maclean L + 3 trib + 3 lake invertebrate sites	Start May 8 & 9, bi-weekly to Oct 10 & 11, respectively Invertebrate OBBN August 12	4 runs complete for each lake; OBBN not started
Drinking water intakes	Long-term water quality & algae bloom monitoring	Tay Area & Rope intakes	Monthly Oct-Apr, bi-weekly from May-Sept	5 runs complete
Nuisance algae complaints	Respond to inquiries, identify harmful algae	Dependent on observations from residents/municipal staff		2 inquiries responded to
PWQMN	Long-term tributary water quality	Watershed wide	Monthly - during first week of month	2 runs completed
PGMN	Long-term groundwater quality & quantity	Watershed wide	Level checks - Apr, Jun, Sept, Nov Sampling – Oct, Nov	1 download and level check completed
SSEA Groundwater	Long-term groundwater quantity	Tiny, Tay, Springwater, Oro-Medonte	Level checks - Apr, Jun, Sept, Nov	1 download and level check completed
Stream invertebrates (benthos)	Long-term stream health	Hogg Creek, Lafontaine Cr., Copeland Cr., Wye River	Aug, Sept.	Not started
Climate	Long-term rain & air temperature	Watershed wide	Spring gauge/logger installation, summer download, fall removal	4 rain gauges, 1 air temperature logger deployed
Weather station	Long-term & real-time climate	Lafontaine, Midland	Stations checks when necessary, spring/fall calibration	Routine maintenance & data downloads performed
Long-term stream temperature	Long-term stream temperature & thermal classification	Watershed wide	Spring logger installation, summer download, fall removal	40 loggers deployed between both programs
Intensive stream temperature	Thermal classification & flow status of all reaches in one subwatershed	Coldwater River (2-3 subwatersheds within Coldwater River)	Phase 1 – logger installation & site recon, May to Sept. Phase 2 – evening field measurements on hot days - July/Aug/Sept	
Citizen science programs (Water Level Watch, Shore Watch, Stream Watch)	Supplemental environmental monitoring, water levels for Farlain Lake	Watershed wide; Farlain Lake	Installation of gauge on Farlain Lake - Apr Volunteer training, monitoring kit delivery - late Apr/May	15 volunteers onboarded, Farlain Lake gauge installed

Program	Purpose	Focus	Timing (subject to change)	Activities to Date
Stormwater/wastewater Monitoring Project	COA/MECP funded Pilot project for monitoring receiving waters for impacts of stormwater and wastewater effluent.	Wye River (6 sites including upstream and downstream of Elmvale)	March 2023 to April 2024. Event based sampling – 1 Dry, 2 Wet per season and 1 Snowmelt (spring only)	1 snowmelt, 2 wet weather, 1 dry weather sampling events
Farlain Lake Algae Causation Study	Township of Tiny funded - Investigate the causes of blue-green algae blooms, with the assistance of citizen science volunteers.	Farlain Lake (2 offshore and 3 nearshore sites)	May to October, weekly water sampling for pigment analysis; possible sediment sampling and dissolved oxygen survey in August	4 sampling events conducted by 7 volunteers; 28 samples analyzed for algae pigments

Lab Support

SSEA sends samples for the Severn Sound Open Water, Tay Drinking Water Intakes, Inland Lakes, and Tributary Monitoring programs to the MECP labs in Rexdale and Dorset. This lab support is crucial to the success of SSEA monitoring programs. Our 2023 lab allocation request was approved, which allows SSEA to sample bi-weekly at all monitoring stations and includes chlorophyll a sampling at our long-term stations and heavy metals analysis at select sites.

SSEA continues to be a valued partner in the Provincial (Stream) Water Quality Monitoring Network (PWQMN) and Provincial Groundwater Monitoring Network (PGMN) and is receiving support from the province to cover equipment costs and analyses.

Caduceon Lab in Barrie has been contracted to complete the analysis of water samples collected through the new Stormwater/wastewater Monitoring Project. The cost of sample analysis is covered through project funds.

SSEA is continuing to partner with a research group at Ontario Tech University on a PhD project looking at algae communities in Severn Sound and the wider Trent Severn waterway. A small amount of support will be required from SSEA in terms of additional open water sample collection in September.

Results Reporting

Further information on monitoring programs and results reporting can be found online on our newly redesigned website:

- [Monitoring Results](#) section on SSEA’s website will house Inland Lake updates for the current field year. Information and results from Severn Sound monitoring can be found [here](#) & in various [reports](#).
- Provincial websites provide results from [PWQMN monitoring](#) & [PGMN monitoring](#).
- SSEA [website](#) & [Weather Stations](#) page show current data from SSEA climate/weather stations.

- Report on 2022 Shore Watch and Stream Watch results will be available soon. Citizen Science Program results for 2020 and 2021, along with the 2022 report when completed, can be accessed [here](#).

Expected Impact on SSEA budget/workload

In order to support the above monitoring activities, it has been and will continue to be necessary for field staff to work some overtime hours. This will be compensated as time-in-lieu. Monitoring is being conducted by existing SSEA staff, with the addition of a 4-month environmental co-op student through Georgian College (started May 1st), 2 Field Technicians (starting July 7th), a Citizen Science Assistant/Field Technician (starting July 6th), and an Algae Causation Study Assistant (started May 1st). The Field Technician and Citizen Science Assistant /Field Technician positions are partially funded through Canada Summer Jobs.

Monitoring equipment has been purchased with support from special project funding from the Township of Tiny (Farlain Lake Algae Causation Study, field fluorometers (\$5,225)) and from a COA grant (Stormwater/wastewater monitoring project, flow meter (approx. \$19,000). A recently awarded HCF grant will allow for the purchase of a new zooplankton net for inland lakes (\$335), chest waders (\$140) and GPS unit (\$255).

There was a need for an additional vehicle to support both monitoring activities and other SSEA program needs, and so a rental truck was procured. Some personal vehicle mileage costs will continue to be incurred to deliver water samples.

Conclusion/Recommendations

Monitoring programs will continue to provide critical information across the Severn Sound watershed. Staff welcomes Board members to join in for lake sampling on Severn Sound, Little Lake or MacLean Lake, or for invertebrate sampling. Staff continues to work on reporting on new and existing data using engaging formats to inform municipal partners and residents.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Aisha Chiandet, Water Scientist

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 27-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: All Staff
SUBJECT: **SSEA Past and Upcoming Events Update**

APPLICABLE STRATEGIC PLAN GOALS

Goal 2: Supportive Partnerships
Goal 3: An Engaged & Informed Community

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 27-23-SSEA regarding SSEA Past and Upcoming Events, be received for information.

Purpose of Staff Report

To outline key events hosted and attended by SSEA in Q2 2023, and upcoming events in Q3.

Background

Engaging with community and partner organizations is one of SSEA's core services. Facilitating and participating in community events or virtual webinars allows SSEA to:

- engage and educate community members, promote SSEA programs and services;
- encourage stakeholders and community to follow best management practices; and
- increase capacity through volunteers to deliver services and special project work.

Analysis/Discussion

SSEA has facilitated and/or participated in 26 events in Q2, detailed in **Table 1**. Approximately 2,329+ people attended, participated or volunteered in these events. To date, SSEA anticipates facilitating and/or participating in 4+ events in the Q3 of 2023, detailed in **Table 2**.

Table 1. List of events that SSEA facilitated and/or participated in during Q2 of 2023.

Event Name	Event Coordinator & Type	Relevant Program(s)/ Project(s)	Target Audience/ Region	Number of Participants/ Volunteer
Tree Seedling Distribution	SSEA - tree planting	Tree Seedling Distribution	Participants who purchased seedlings, all municipalities	288
Community Tree Plant	SSEA - stewardship event	Tree Planting	Oro-Medonte site, Scouts Canada volunteers	50
Community Tree Plant	SSEA - stewardship event	Tree Planting	Tiny site, Scouts Canada volunteers	20
Community Tree Plant	SSEA - stewardship event	Tree Planting	Oro-Medonte site, Burkevale Protestant Separate School students	46
Community Tree Plant	SSEA - stewardship event	Tree Planting	Severn site, Patrick Fogarty High School students	20
Community Tree Plant	SSEA - stewardship event	Tree Planting	Oro-Medonte site, Orillia Secondary School students	20
Community Tree Plant	SSEA - stewardship event	Tree Planting	Oro-Medonte site, Lakehead University staff	7
Community Tree Plant	SSEA - stewardship event	Tree Planting	Oro-Medonte site, SSEA staff, board members, volunteers	25
Community Tree Plant	SSEA - stewardship event	Tree Planting	Midland site, Georgian Bay District Secondary School	22
Community Tree Plant	SSEA - stewardship event	Tree Planting - GLLAF Project	Penetanguishene site, SSEA staff, volunteers	5

Community Tree Plant	SSEA - stewardship event	Tree Planting - GLLAF Project	Penetanguishene site, SSEA staff, Ecole elementaire Saint Joseph students	119
Community Tree Plant	SSEA - stewardship event	Tree Planting - GLLAF Project	Midland site, SSEA staff, Sacred Heart Elementary School students	28
Wye Marsh Earth Day	Wye Marsh Wildlife Centre	All	local residents	~25
Public Works Palooza	Town of Midland	All	Town of Midland residents	~800
Tay Blooms	Tay Township's Horticulture Committee	Pollinator Habitat, Invasive Species, Citizen Science	Tay Township residents	15
Farlain Lake Shoreline Stewardship Workshop	SSEA - workshop	Citizen Science, Inland Lakes	Township of Tiny - Farlain Lake residents	10
Farlain Lake Algae Citizen Science Training Workshop	SSEA - workshop	Citizen Science, Inland Lakes	Township of Tiny - Farlain Lake residents	8
Georgian Bay Hunters and Anglers - National Range Day	Georgian Bay Hunters and Anglers	Pollinator Habitat, Invasive Species, Citizen Science	Georgian Bay Hunters & Anglers	~35
Tay Bike Day	Tay Township	All	Tay Township residents, open to all	~75
Tay Canada Day	Tay Township	All	Tay Township residents, open to all	~300
Georgian Bay Métis Council Rendezvous	Georgian Bay Métis Council	All	Watershed wide	~50

District of Muskoka Seniors Program	District of Muskoka/educational program	Invasive Species, Pollinator Habitat	Seniors in Muskoka	15
Georgian Bay District SS	GBDSS/SSEA	Little Lake/ Midland Bay Water Quality	Grade 10 science students	6
Fundraiser Clothing Sale	Meg Whitton (Bounce FM)	All	Watershed Wide	~250
Bayside Summer Soiree - June 23 (Pollinator Week)	Town of Penetanguishene	GLLAF, Pollinator Habitat	Town of Penetanguishene residents	n/a - Town cancelled event due to weather
Great Lakes & St. Lawrence Cities Initiative	GLSLCI AGM and WEGE award	Climate (SSS), water quality, pollinator	Great Lakes region, Tiny received WEGE award	~200
TOTAL VOLUNTEERS/PARTICIPANTS				2,329+

Table 2. Upcoming events that SSEA will be facilitating and/or participating in during Q3 of 2023.

Event Name	Date	Relevant Program(s)/Project(s)	Target Audience/ Region
Midland Canada Day	July 1, 2023	All	Midland area residents, open to all
Simcoe County Federation of Agriculture Annual Summer BBQ	July 6, 2023	All	Members of agricultural community
Discover Coldwater	July 8, 2023	All	Coldwater area residents, open to all
Community BBQ - Township of Tiny	July 8, 2023	All	Township of Tiny residents
Northeast Agriculture and Biological Engineering Community	July 31 – Aug.2 2023	SWP ICA/Ag.	International, academic, government and ag. industry

Conclusion

SSEA staff has continued to foster relationships with municipalities, partner organizations and associations by facilitating and participating in community engagement events. **In the 2nd Quarter of 2023 staff attended 26 events with over 2,329+ attendees/impressions.**

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Nicole Stott, Source Water Protection Intern

Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 28-23-SSEA
Date: July 20th, 2023
To: Chair and Members of the SSEA Board of Directors
From: Melissa Carruthers, Manager Source Water Protection, RMO/RMI
SUBJECT: **Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services 2023 Q2 Update**

APPLICABLE STRATEGIC PLAN GOALS:

Goal 1: Sound Science
Goal 2: Supportive Partnerships

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 28-23-SSEA regarding an update on the activities undertaken by SS SPA and SSEA Risk Management staff during Q2 of 2023, be received for information.

Purpose of Staff Report

To provide an update on the activities that Severn Sound Source Protection Authority and SSEA Risk Management staff have undertaken during the second quarter of 2023.

Background

Under the *Clean Water Act, 2006* the SSEA is one of the Source Protection Authorities within the South Georgian Bay Lake Simcoe Source Protection Region (SGBLS SPR) and work with our member municipalities as well as the District Municipality of Muskoka to implement the Drinking Water Source Protection (DWSP) Program.

Historically staff of the SSEA has been delegated by 8 municipalities (District Municipality of Muskoka, townships of Georgian Bay, Severn, Oro-Medonte, Tay, Tiny, and towns of Midland and Penetanguishene) to preform risk management services on behalf of their municipality under Part IV of the *Clean Water Act*. To date that work has included verifying significant drinking water threats (SDWTs) via phone calls, surveys, and site visits and if a SDWT was found, the negotiation of risk management plans begins. Answering inquiries from the general public or municipal staff and commenting on development proposals are also a large part of the risk management staff workload.

Analysis/Discussion

Source Protection Authority Services - During the second quarter of 2023 Source Protection Authority staff completed the following tasks:

- Attended 5 regional or provincial meetings on various topics such as communications, assessment report update requirements, Source Protection Committee meetings, and risk management topics specific to the Drinking Water Source Protection Program.
- Two packages were submitted to MECP regarding changes to municipal drinking water systems; Horseshoe Highlands was submitted for final review, and Vindin/Fourth Street for early engagement.
- Joined Conservation Ontario at the Aboriginal Water and Wastewater Association of Ontario trade show to discuss the Drinking Water Source Protection Program.

Risk Management Services - During the second quarter of 2023 risk management staff has completed the following tasks:

- Answered 17 inquiries, commented on 13 development applications, sent out 3 Draft Risk Management Plans, signed 1 Risk Management Plan, ordered 1 Risk Management Plan, attended 1 pre-consultation meeting, and conducted 1 site visit.
- Current status of Risk Management Plans in the Severn Sound Area:

	Estimated remaining Jan 1 2023	Estimated to be removed w s.34	2023 Q1 Signed	2023 Q2 Signed	2023 Q2 Removed	2023 Q2 Ordered	Remaining
Midland	14	6			1		7
Penetanguishene	1						1
Tiny	12		5				7
Severn	6		1	1		1	3
Oro-Medonte	1		1				0
Tay	1						1
	35	6	7	1	1	1	19

Conclusions

SSEA risk management staff are currently on track to achieve the South Georgian Bay Lake Simcoe Source Protection Plan policy TIME-1 deadline, that MECP has extended to July 1, 2024, for risk management plan completion.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

 Melissa Carruthers, Manager Source Water Protection, RMO/RMI

 Julie Cayley, Executive Director



**Severn Sound Environmental Association
Joint Municipal Service Board
2023 Second Quarterly Meeting (Q2) – July 20th, 2023**

STAFF REPORT

No: 29-23-SSEA
Date: July 7th, 2023
To: SSEA Board of Directors
From: Cliff Evanitski, Office Manager

SUBJECT: SSEA Policies Update

APPLICABLE STRATEGIC GOALS:

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

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 29-23-SSEA regarding the SSEA Policies Update be received as information; and

FURTHER THAT: The SSEA Board approves amending section 2.12 of the Letter of Agreement between SSEA and member municipalities to reflect the change in the Treasurer functions to the Township of Tay from the Town of Midland; and

FURTHER THAT: The Board approves the following updated policies as presented on July 20th, 2023:

**SSEA Credit Card Policy;
SSEA Diversity and Inclusion Policy; and
SSEA Reserve Policy.**

Purpose of Staff Report

To ensure all SSEA policies requiring Board approval are in place and/or have been updated.

Background and Analysis

SSEA's Executive Committee met on June 29th to review items including SSEA policies.

Section 2.12 of the *Letter of Agreement to Create a Joint Municipal Service Board* (signed March 26th, 2009 and amended January 18th, 2016) states:

The Board shall adopt and maintain policies for the sale or other disposition of land, its hiring of employees and for the procurement of goods and services, provided that the Board may elect to adhere to such policies as adopted and maintained by the Town of Midland in satisfaction of this requirement.

This Letter of Agreement between SSEA and its member municipalities was amended to reflect the appointment of the Treasurer functions to the Township of Tay in 2018. However, some changes reflecting this amendment were missed. Staff recommends the wording be corrected to reflect the change in the treasurer municipality so that section 2.12 would now read “...and maintained by the Treasurer Municipality in satisfaction of this requirement.”

As for the required policies under the Letter of Agreement, Section 270 of the Municipal Act confirms said policies for a joint Municipal Service Board. As such, SSEA currently has no land disposition policy as it currently is irrelevant; SSEA has no property holdings. SSEA’s hiring policy is incorporated into the Employee Policy Manual which was approved on January 1st, 2015 and is in the process of being updated. As for purchasing, SSEA follows the Township of Tay’s Procurement Policy. Provincially, SSEA is required to provide training to all employees on:

- Workplace Hazardous Materials Information System (WHMIS);
- Accessibility for Ontarians with Disabilities Act (AODA);
- Workplace Violence and Harassment; and
- Worker/Supervisor Health and Safety Awareness.

Most of SSEA staff have recently completed WHMIS training through Simcoe County. A cost-free AODA training program is being reviewed which will also have to be extended to Board members, volunteers and anyone doing business on behalf of SSEA.

SSEA policies are currently being reviewed and drafted and/or updated as required. The following are being brought forward to be approved based on the recommendation of the Executive Committee from its June 29th, 2023 meeting.

- SSEA Credit Card Policy;
- SSEA Diversity and Inclusion Policy; and
- SSEA Reserve Policy.

Conclusion

Ensuring SSEA policies are reviewed, updated and developed as required reduces organizational liability and enhances operations.

Prepared by:

Approved for submission by:

Original signed by

Original signed by

Cliff Evanitski, Office Manager

Julie Cayley, Executive Director

Attachments: SSEA Credit Card Policy
SSEA Diversity and Inclusion Policy
SSEA Reserve Policy



Severn Sound Environmental Association

Policy/Procedure

Policy Name: Corporate Credit Card Policy		
Effective Date:	Revision/Review Date:	Policy Number:
Corporate Policy (Approved by SSEA Board)		<input checked="" type="checkbox"/> [X]
Administrative Policy (Approved by ED)		<input type="checkbox"/> []
Date approved by Board:	Motion #:	
Related Documents/Legislation: Treasurer Municipality (Tax) Procurement Policy		

DRAFT

1. **Purpose:**

Severn Sound Environmental association (SSEA) corporate credit cards will be used for purchases to assist with expense management. Approved employees will be issued a Corporate Credit Card for SSEA business purchases. This Policy establishes usage guidelines as well as cardholder responsibilities and obligations.

2. **Scope:**

This Policy shall apply to all employees approved for a Corporate Credit Card for SSEA business purchases.

3. **Policy:**

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

1. SSEA Corporate 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).
2. The ED's approval is required when setting individual card authorization limits. Individuals shall not exceed card spending limits.
3. A card may be revoked at any time based on an employee's change of assignment or location or at the discretion of the ED. The card is not an entitlement nor is it reflective of title or position.
4. The card is for business-related purchases only; personal charges are not to be made to the card.
5. As per regular purchasing procedures, outlined in the SSEA/Treasurer municipality's Procurement Policy, all Corporate Credit Card purchases must be pre-approved either as part of the current year approved SSEA budget or approval from the ED via email.
6. Corporate Credit Card for Purchases are to be used wherever Visa is accepted and when the purchase is within the card limit and adheres to the SSEA/Treasurer municipality's Procurement Policy and the policies herein.
7. The cardholder is responsible for ensuring purchases are being made from reputable sources including online purchases to protect the integrity of the Corporate Purchasing card. Any suspicious activity involving said card must be immediately reported to the Manager/ED and Financial Services Coordinator as well as the credit card company.
8. The cardholder is the only person entitled to use the card and is responsible for all charges made against the card.

9. Improper use of the card, including personal purchases, will be considered misappropriation of company funds which may result in the Corporate Credit Card being revoked, the employee being financially responsible for unauthorized purchases, and disciplinary action, up to and including termination. If the Corporate Credit Card is used for personal purchases in error the ED/Manager must be notified immediately and appropriate corrective action taken.
10. The only exception to clauses 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. These personal charges will remain the responsibility of the cardholder.
11. The following transactions are not considered an eligible expense and shall not be allowed:
- Purchase of alcohol, tobacco and/or cannabis
 - Splitting of total purchase cost, singly or between cardholders to avoid transaction limits
 - Cash advances, money orders, bank drafts and gift cards
12. Credit Cards must not be used to circumvent the SSEA/Treasurer municipality's Procurement Policy or the spending limits contained therein.
13. Cardholders are responsible for reconciling their Credit Card statements and immediately notifying their Manager and ED and the Financial Services Coordinator and the credit card company must be immediately notified. Original receipts must be attached to the monthly statement (Corporate Credit Card statements 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 the Financial Services Coordinator /Manager/ED.
- Cardholders must keep security codes, pin numbers and passwords confidential and in a secure location.
14. Cardholders will be personally liable for any purchase charged to the card that is deemed unauthorized.
15. Once the monthly statement is completed as outlined above, the employee shall forward it to the ED for review and approval. This must be done in a timely fashion. Upon review and approval, the ED shall forward all applicable documents to Accounts Payable for processing.
16. A lost or stolen card should be reported immediately by the cardholder by telephone to **Commercial US Bank Canada/TD Visa One Card – Corporate Payment Systems at 1-800-588-8065** and by email to the ED and the Financial Services Coordinator.

17. To cancel a card, the SSEA Financial Services Coordinator must be notified in writing, by the ED, indicating the cardholder's name and the effective date of cancellation. The Credit Card will accompany the cancellation request, for destruction by the SSEA Financial Services Coordinator.
18. 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.

ADMINISTRATION

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

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Schedule "A"

Corporate Credit Card for Purchases Cardholder Acknowledgement and Agreement

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

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

1. That I have read and understand the SSEA's Corporate Credit Card for Purchases Policy.
2. That I agree to the provisions of the SSEA's Corporate Credit Card for Purchases Policy.
3. That all purchases made on the SSEA Corporate 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 Corporate 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 Corporate Credit Card for Purchases, or not following the Corporate Credit Cards for Purchases Policy, may result in the Corporate 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 Policy/Procedure

Policy Name: Diversity and Inclusion		
Effective Date: October 25, 2021	Revision Date: June 27, 2023	Policy Number: 001-2021
Corporate Policy (Approved by SSEA Board)		<input checked="" type="checkbox"/> [X]
Administrative Policy (Approved by ED)		<input type="checkbox"/> []
Date Approved by Board: October 25, 2021		
Related Documents/Legislation: Ontario Human Rights Code, <i>Accessibility for Ontarians with Disabilities Act (AODA), 2005.</i>		

POLICY STATEMENT:

A workplace enriched by the innovation and creativity of a diverse and inclusive workforce attracts and retains the best and brightest. Workplace diversity is understanding, accepting, and valuing people’s differences including those: of different races, ethnicities, genders, ages, religions, disabilities, and sexual orientations and: with differences in education, personalities, skill sets, experiences, and knowledge bases. Workplace inclusion is a collaborative, supportive, and respectful environment that removes barriers, discrimination and intolerance, increasing the participation and contribution of all employees.

The Severn Sound Environmental Association (SSEA) is committed to a culture of continuous improvement and to be an employer of choice. Equitable employers set themselves apart by respecting the unique needs, perspectives and potential of all their team members and future team members. As a result, diverse and inclusive workplaces earn deeper trust and more commitment from their employees. An inclusive and diverse environment allows more and broader perspectives to be integrated when brainstorming, problem solving and developing new ideas.

PURPOSE:

Each employee brings a unique set of life experiences and contributes valuable insights and perspectives to work at SSEA. In light of this, SSEA is committed to fostering a supportive workplace culture. In accordance with the [Ontario Human Rights], SSEA is dedicated to recognizing the diversity, dignity and worth of every person and to provide equal rights and opportunities without discrimination. We see diversity and inclusion as integral to our mission and key to ensuring the well-being of our employees, partners, and the clients that we serve.

Through this policy, the objective is to promote inclusivity and transparency in order to improve diversity across the organization. This allows an environment in which individual differences and the contributions of all team members are recognized and valued, and one that promotes dignity and respect for every employee.

SCOPE:

This policy applies to all employees (full-time, part-time, temporary contract), students and volunteers of the Severn Sound Environmental Association as well as contract staff shared with the SSEA by outside agencies (ex. OFAH).

PROCEDURES:

All employees of the SSEA have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

COMMITMENT:

To meet this objective, the organization is committed to implementing strategies that support diversity and inclusion in employment practices, facilities, client engagement, training, and communication, outlined in more detail below:

<p>Employment</p>	<ul style="list-style-type: none"> • Make job applicants aware of our Diversity and Inclusion Policy and commitments to fostering equality of opportunity, as guided by the principles of the Ontario Human Rights Code. • Ensure transparency, consistency and equity in hiring and promotion practices. • Make training, development and progression opportunities available to all staff based on merit. • Promote work practices that foster diversity of thought and build diverse teams.
<p>Facilities</p>	<ul style="list-style-type: none"> • Ensure that, to the fullest extent possible, the facility is accessible to employees and visitors, pursuant to the commitments outlined in future SSEA Accessibility Policy and in compliance with the <i>Accessibility for Ontarians with Disabilities Act (AODA), 2005</i>.
<p>Client Engagement</p>	<ul style="list-style-type: none"> • Ensure that diversity and inclusion is top-of-mind in the planning and offering of programs and resources to clients.
<p>Training</p>	<ul style="list-style-type: none"> • Pursue cultural competency throughout the organization by creating substantive learning opportunities and formal, transparent policies. • Train members of the leadership and management team so they are equipped to understand the individualized needs of the workforce.
<p>Communication</p>	<ul style="list-style-type: none"> • Practice and encourage transparent communication. • Encourage respect and tolerance through everyday interactions.

Responsibilities and Feedback

In addition to the strategies outlined above, SSEA encourages feedback from employees, clients, municipal partners, volunteers, visitors to our offices and participants in our projects on the impact of our Diversity and Inclusion Policy and related initiatives.

Any individuals who feel that they have been subject to discrimination are encouraged to raise their concerns to the SSEA Executive Director so that the complaint can be investigated, and appropriate corrective measures can be applied as required.

Ongoing Evaluation

SSEA is committed to regularly reviewing all our employment practices and procedures so that they are consistent with the provisions in this policy.

Compliance

Applicable human rights, equity, privacy and AODA legislation will be respected in the execution of this policy. Any collection of personal information will be kept confidential unless required to be disclosed by law.

Non-compliance with the SSEA Diversity and Inclusion Policy

Employees who do not comply with this policy may be subject to disciplinary action up to and including termination with cause in accordance with all applicable legislation, and SSEA policies and procedures.

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Severn Sound Environmental Association Policy/Procedure

Policy Name: Reserve Policy		
Effective Date: October 2 nd , 2020	Revision/Review Date: June 27, 2023	Policy Number:
Corporate Policy (Approved by SSEA Board) <input checked="" type="checkbox"/>		
Administrative Policy (Approved by ED) <input type="checkbox"/>		
Motion #: 2020-91	Motion #: 2020-91	
Related Documents/Legislation: Staff Report 38-20-SSEA		

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POLICY STATEMENT:

Reserve funds may be established for liabilities of the Severn Sound Environmental Association (SSEA) which are incurred but not payable until later/future years. Prudent use of reserves mitigates significant fluctuations in operations and assists in stabilizing the impact of unanticipated occurrences. Annual contributions to reserves provide a fair and equitable approach to funding the future costs, replacement of capital assets and general needs and reduce future liabilities.

1. Purpose:

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

This Policy will support decisions relating to budget.

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

This Policy supports the effective use and management of reserves in accordance with the Ontario Municipal Act (2001).

2. Definitions:

"SSEA" – Severn Sound Environmental Association.

"The Board" – means the Severn Sound Environmental Association Board of Directors.

"The Association" - means the Severn Sound Environmental Association

"Capital Asset" - Tangible capital assets, as stated in the "Guide to Accounting for and Reporting Tangible Capital Assets," published by the Public Sector Accounting Board (PSAB), are non-financial assets having physical substance that:

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

"Budget" - The annual plan for the purchase and financing of SSEA.

"Expenditures" - Shall mean the payment of monies by the SSEA in consideration of the acquisition of goods and/or services.

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

RESERVES

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

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

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

Well-decommissioning Reserve – Is contributed to on an annual basis to provide funds for decommissioning the wells that are the responsibility of SSEA, based on the life expectancy of the wells and the costs to decommission same at the end of their useful life (as required by Regulation 903 under the Ontario Water Resources Act R.R.O. 1990 (the Wells Regulation).

RESERVES PROCEDURES AND CONTROLS

1. All proposals to establish or create a new reserve in any year, will be approved by the Board, typically contained in the budget estimates as part of the budget process.
2. All contributions to and/or withdrawals from reserves will be approved by the Board, normally as part of the budget approval process, or specifically by resolution or in conjunction with the adoption of a report to the Board.
3. All contributions to and withdrawals from reserves will be clearly identified and segregated in the accounting system.
4. Money in a reserve shall be spent only for the approved purpose(s) of the reserve, unless otherwise approved by the Board.
5. Transfers between reserves will require Board approval.

6. A summary will be provided to the Board each year setting out a Statement of Continuity showing the beginning balance, transfers to/from each reserve and the projected year-end balance.

Reserve Transfers

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

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

Closing Reserves

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

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

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