





**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2023 Fourth Quarter (Q4) Meeting**

**February 1<sup>st</sup>, 2024  
9:00am - 11:30am (2023 4<sup>th</sup> Quarter Meeting)  
In-person and Zoom**

**North Simcoe Sports and Recreation Centre - Boardroom (527 Len Self Blvd, Midland)**

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- 1. WELCOME AND CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. APPROVAL OF PAST MINUTES**
  - 4.1 Minutes of 2023 Third Quarter (Q3) meeting of the SSEA Joint Municipal Service Board held October 26, 2023
  - 4.2 Business arising from the minutes
  - 4.3 Minutes of Executive Committee meeting held January 18, 2024
- 5. ELECTION OF SSEA CHAIR AND VICE CHAIR**
- 6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**

No SSSPA Mtg.
- 7. SSEA 2023 FOURTH QUARTER REPORT**
- 8. PRESENTATIONS**
  -  **8.1** Dr. Powell – Update on status of Elmvale Groundwater Project NSERC, Alliance Grant platform funding
  -  **8.2** Rebecca MacDonald, CPA, CA, Associate Partner, Pahapill – Auditor Report
- 9. SSEA FINANCIAL REPORTS**
  - 9.1 Staff Report 49-23-SSEA – 2022 Draft Audited Financials
  - 9.2 Staff Report 50-23-SSEA – Transfer of 2022 Unrestricted Surplus to Reserve
  - 9.3 Staff Report 51-23-SSEA – Deferral of 2023 Unspent Reserve
  - 9.4 Staff Report 52-23-SSEA – SSEA Reserve Schedule as of December 31, 2023 and Projected Reserve Schedule as of December 31, 2024
  - 9.5 Staff Report 53-23-SSEA – Appointment of Auditors for 2023
  - 9.6 Staff Report 54-23-SSEA – 2023 Q4 Draft Financials

**9.7 Staff Report 55-23-SSEA – 2024 Staff COLA Salary Increase**

**10. SSEA CORPORATE ADMINISTRATION UPDATES**

**10.1** Staff report 56-23-SSEA – 2024 SSEA Board Meeting Schedule

**10.2** Staff Report 57-23-SSEA – Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services 2022 Q4 Update

**10.3** Staff Report 58-23-SSEA – SSEA Q4 Grant Application Update

**10.4** Staff Report 59-23-SSEA – Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update

**10.5** Staff Report 60-23-SSEA – SSEA Invasive Species Program Update

**10.6** Staff Report 61-23-SSEA – Weather Station Update

**10.7** Staff Report 62-23-SSEA – Building Tree Planting Capacity in the Severn Sound Watershed Project

**10.8** Staff Report 63-23-SSEA – SSEA Past and Upcoming Events

**10.9** Staff Report 64-23-SSEA – COA Project Updates: Stormwater Monitoring & State of Severn Sound Reporting

**11. EXECUTIVE DIRECTOR UPDATE**

**11.1** Staff Report 65-23-SSEA – Executive Director Q4 Report (On Table)

**12. ANNOUNCEMENTS**

**13. CORRESPONDENCE**

**13.1** Card from the Port McNicol Lions Club RE: Thanking the staff of SSEA for helping with the food and toy drive in December 2023

**13.2** Township of Tay – Resolution – November 8/22, 2023 – RE: Verbal Update, Mayor Walker, Re: Draft Severn Sound Environmental Association Notice of Motion

**13.3** Town of Midland – Resolution No.2023-269 – November 8<sup>th</sup>, 2023 – RE: Budget and Workplan Request

**13.4** Township of Georgian Bay – Resolution C-2023-456 – November 14<sup>th</sup>, 2023 – RE: Honey Harbour Water Sampling

**13.5** Township of Georgian Bay – Resolution C-2023-517 – December 19<sup>th</sup>, 2023 – RE: Invitation for discussion

**14. CLOSED SESSION**

**15. OTHER BUSINESS**

**16. ADJOURN**



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2023 Third Quarter (Q3) Meeting  
October 26<sup>th</sup>, 2023  
9:30am – noon  
Harbour Shore Community Room, Victoria Harbour**

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**Present:**

Chair, Councillor Steffen Walma	Township of Tiny
Vice-chair, Councillor Danielle Alexander	Township of Springwater
Councillor Suzanne Marchand	Town of Penetanguishene
Councillor Roberta Bald (via Zoom)	Town of Midland
Councillor Brian Bocek (via Zoom)	Township of Georgian Bay
Deputy Mayor Barry Norris	Township of Tay
Councillor Mark Taylor	Township of Severn

**Staff present:**

Julie Cayley	Executive Director
Melissa Carruthers (via Zoom)	Manager Source Water Protection, RMO/RMI
Cliff Evanitski	Office Manager
Michelle Hudolin (via Zoom)	Manager Watershed Resilience, Wetlands & Habitat Biologist
Judy Limoges	Financial Services Coordinator/Treasurer
Lex McPhail	IT Manager/GIS Applications Specialist
Nicole Stott	Source Water Protection Intern

**Regrets:**

Councillor Lori Hutcheson	Township of Oro-Medonte
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**Guests:**

Nolan Pearce (via Zoom)	Trent University
Michelle Jakobi (via Zoom)	Township of Oro-Medonte

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**1. WELCOME AND CALL TO ORDER**

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

**2. ADOPT AGENDA**

MOTION: 2023-046A

Moved by: M. Taylor

Seconded by: B. Norris

RESOLVED THAT: SSEA Procedures, and Discussion with North Simcoe Councils re: SSEA Orientation be added under Other Business as items 13a and 13b respectively.

Carried;

MOTION: 2023-046B

Moved by: R. Bald

Seconded by: B. Bocek

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the Meeting Agenda as amended, dated October 26<sup>th</sup>, 2023.

Carried;

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

**4. APPROVAL OF PAST MINUTES**

**4.1** Minutes of 2023 Second Quarter (Q2) meeting of the SSEA Joint Municipal Service Board held July 20<sup>th</sup>, 2023

MOTION: 2023-047

Moved by: R. Bald

Seconded by: B. Bocek

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the minutes of the Second Quarter (Q2) meeting of the SSEA Joint Municipal Service Board held July 20<sup>th</sup>, 2023.

Carried;

**5. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING**

None this Quarter.

**6. PRESENTATIONS**

**6.1** Presentation Re: Update on State of Severn Sound Report COA Project

MOTION: 2023-048

Moved by: B. Bocek

Seconded by: B. Norris

RESOLVED THAT: the presentation regarding the Update on the State of the Severn Sound Report – COA Project, be received for information; and

FURTHER THAT: the report be sent to all member municipalities with an offer of a presentation/orientation.

Carried;

**6.2** Presentation Re: 2022 SSEA Audited Financial Statements

MOTION: 2023-049

Moved by: M. Taylor

Seconded by: R. Bald

RESOLVED THAT: the verbal update regarding the 2022 Audited Financials Statements, be received for information.

Carried;

## 7. SSEA BUSINESS

### a. SSEA 3<sup>rd</sup> Quarter 2023 Report

MOTION: 2023-050

Moved by: S. Marchand

Seconded by: D. Alexander

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the 3<sup>rd</sup> Quarter 2023 Report for information.

Carried;

### b. SSEA Financial Reports

#### 7.1 Staff Report 31-23-SSEA – 2023 3<sup>rd</sup> Quarter Draft Financials

MOTION: 2023-051

Moved by: B. Norris

Seconded by: B. Boчек

RESOLVED THAT: Staff Report No. 31-23-SSEA regarding the 2023 3<sup>rd</sup> Quarter Draft Financials be received as information.

Carried;

#### 7.2 Staff Report 32-23-SSEA – 2024 SSEA Budget Update

MOTION: 2023-052

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 32-23-SSEA regarding the 2024 Budget Update be received for information.

Carried;

#### 7.3 Staff Report 33-23-SSEA – Honey Harbour Project Update

MOTION: 2023-053

Moved by: D. Alexander

Seconded by: B. Boчек

RESOLVED THAT: Staff Report No. 33-23-SSEA regarding the Honey Harbour Project Update be received as information.

Carried;

## 8. SSEA CORPORATE ADMINISTRATION UPDATES

### 8.1 Staff Report 34-23-SSEA – Employee Group Benefit Plan Renewal

MOTION: 2023-054

Moved by: R. Bald

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 34-23-SSEA regarding the Annual Renewal Report for the SSEA Employee Group Benefit Plan from Mosey & Mosey be received as information.

Carried;

**8.2 Staff Report 35-23-SSEA – COA: Stormwater & State of Severn Sound Report Project updates**

MOTION: 2023-055

Moved by: D. Alexander

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 35-23-SSEA regarding COA Project updates (Stormwater Monitoring and State of Severn Sound Reporting), be received for information.

Carried;

**8.3 Staff Report 36-23-SSEA – Algae Blooms Summary**

MOTION: 2023-056

Moved by: R. Bald

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 36-23-SSEA regarding Update on Algae Blooms in 2023, be received for information.

Carried;

**8.4 Staff Report 37-23-SSEA – Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update**

MOTION: 2023-057

Moved by: M. Taylor

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 37-23-SSEA regarding Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update, be received for information.

Carried;

**8.5 Staff Report 38-23-SSEA – SSEA Grant Application Update**

MOTION: 2023-058

Moved by: R. Bald

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 38-23-SSEA regarding SSEA Grant Application Update, be received for information.

Carried;

**8.6 Staff Report 39-23-SSEA – SSEA Invasive Species Program Update**

MOTION: 2023-059

Moved by: D. Alexander

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 39-23-SSEA regarding SSEA Invasive Species Program Update, be received for information.

Carried;

**8.7 Staff Report 40-23-SSEA – SSEA Building Tree Capacity in the Severn Sound Watershed Project**

MOTION: 2023-060

Moved by: B. Norris

Seconded by: R. Bald

RESOLVED THAT: Staff Report No. 40-23-SSEA regarding Building Tree Capacity in the Severn Sound Watershed Project, be received for information.

Carried;

**8.8 Staff Report 41-23-SSEA – SSEA Monitoring Program Update**

MOTION: 2023-061

Moved by: S. Marchand

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 41-23-SSEA regarding SSEA Monitoring Program Update, be received for information.

Carried;

**8.9 Staff Report 42-23-SSEA – SSEA Past and Upcoming Events Update**

MOTION: 2023-062

Moved by: D. Alexander

Seconded by: B. Bocek

RESOLVED THAT: Staff Report No. 42-23-SSEA regarding SSEA Past and Upcoming Events, be received for information.

Carried;

**8.10 Staff Report 43-23-SSEA – Severn Sound Source Protection Authority Drinking Water Source Protection Update and SSEA Risk Management Services 2023 Q3 Update**

MOTION: 2023-063

Moved by: M. Taylor

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 43-23-SSEA regarding an update on the activities undertaken by SS SPA and SSEA Risk Management staff during Q3 of 2023, be received for information.

Carried;

**8.11 Staff Report 44-23-SSEA – Sustainable Severn Sound Update**

MOTION: 2023-064

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 44-23-SSEA regarding Sustainable Severn Sound Special Project – Local Climate Change Action Plan, be received for information.

Carried;

**8.12 Staff Report 45-23-SSEA – Ministry Information Sessions Update**

MOTION: 2023-065

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 45-23-SSEA regarding Ministry Information Sessions Update be received for information; and

FURTHER TRHAT: The Board supports SSEA in continuing to work with Ontario Ministries and other governing agencies to provide information sessions to all 8 member municipalities.

Carried;

**8.13 Staff Report 46-23-SSEA – 2022 Annual Report**

MOTION: 2023-066

Moved by: B. Norris

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 46-23-SSEA regarding the Draft 2022 SSEA Annual Report be received for information; and

FURTHER THAT: The Board approves the Draft 2022 SSEA Annual Report as final without the 2022 Audited Financials Statement, to be replaced with a link to the Audited Financial Statements section of the SSEA website ([www.seversound.ca](http://www.seversound.ca)) along with an

explanation. Subsequent annual reports will include a link to the Audited Financial Statements section of the SSEA website along with an explanation.

Carried;

**8.14 Staff Report 47-23-SSEA – 2024-2029 Strategic Plan Update**

MOTION: 2023-067

Moved by: D. Alexander

Seconded by: B. Bochek

RESOLVED THAT: Staff Report No. 47-23-SSEA regarding the 2023 SSEA Strategic Plan Refresh be received for information.

Carried;

**9. EXECUTIVE DIRECTOR UPDATE**

Verbal on table

MOTION: 2023-068

Moved by: S. Marchand

Seconded by: R. Bald

RESOLVED THAT: The Executive Director Q3 Staff Report No. 48-23-SSEA be received for information.

Carried;

**10. ANNOUNCEMENTS**

None.

**11. CORRESPONDENCE**

Correspondence from ECCC re: Monitoring Gauges

MOTION: 2023-069

Moved by: S. Marchand

Seconded by: M. Taylor

RESOLVED THAT: Correspondence from Environment and Climate Change Canada (ECCC) dated September 8<sup>th</sup>, 2023, regarding SSEA's appeal to have Water Survey of Canada monitoring gauges re-established on Copeland Creek and Sturgeon River, be received for information.

Carried;

**12. CLOSED SESSION**

None.

**13. OTHER BUSINESS**

**13.a SSEA Procedures**

MOTION: 2023-070

Moved by: M. Taylor

Seconded by: B. Norris

RESOLVED THAT: SSEA review its Procedural Policy with the idea of adding a confirming by-law in order to facilitate staff direction in a more timely fashion.

Carried;



**13.b Discussion with North Simcoe Councils re: SSEA Orientation**

MOTION: 2023-071

Moved by: D. Alexander

Seconded by: S. Marchand

RESOLVED THAT: the SSEA Board directs Staff and the Chair to send out a blanket invitation to Mayors and CAOs of member municipalities to discuss the Draft 2024

Budget and/or any other issues of interest; and

FURTHER THAT staff develop an orientation and timeline for Q1 2024.

Carried;

**14. ADJOURN**

MOTION: 2023-072

Moved by: S. Marchand

Seconded by: R. Bald

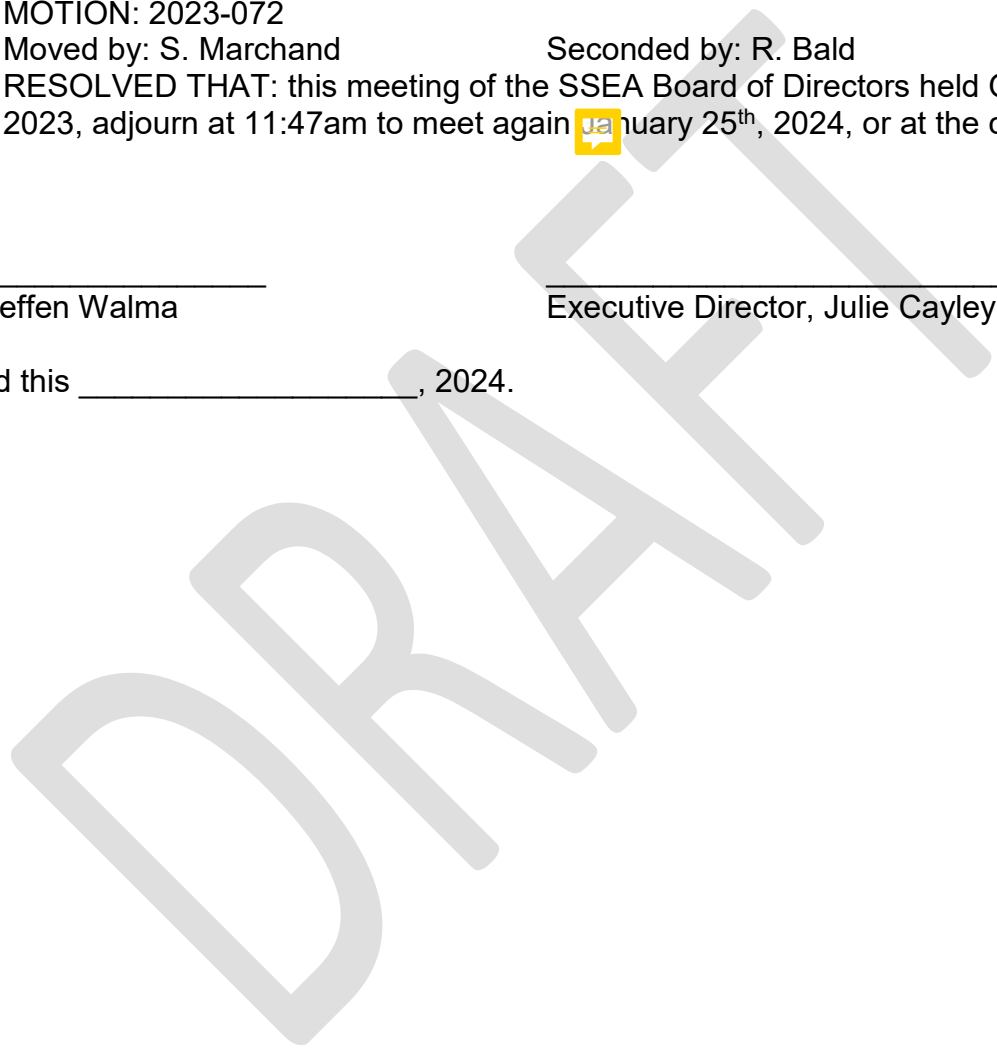
RESOLVED THAT: this meeting of the SSEA Board of Directors held October 26<sup>th</sup>, 2023, adjourn at 11:47am to meet again January 25<sup>th</sup>, 2024, or at the call of the Chair.

Carried.

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

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

Approved this \_\_\_\_\_, 2024.





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

**January 18<sup>th</sup>, 2024  
Township of Tiny Office**

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**Present:**

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

**Regrets:**

None

**Staff present:**

Julie Cayley	Executive Director
Nicole Stott	Corporate Administration Coordinator

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**1. ANNUAL OPEN HOUSE, AWARD CEREMONY, AND PARTNERS EVENT**

- The 2024 event is being planned for Elmvale Community Center in early April.
  - This year an open house will be held in the afternoon and will be open to the public before the evening reception.
  - SSEA Executive suggested increasing student and local school involvement in the event.

**2. MUNICIPAL SSEA ORIENTATION**

- Staff were directed to find an evening meeting date in the first week of March
- All councils from the eight partner municipalities will be invited.

**3. 2023 Q4 BOARD MEETING – Agenda review**

- Confirmed four resolutions from three municipalities will be discussed at the Q4 2023 meeting.
- Offer Dr. Powell 10 minutes on the agenda to give an update of progress made on the Groundwater research project

**4. EXECUTIVE DIRECTOR PERFORMANCE REVIEW**

- The Executive Director Performance Review will be scheduled in the next few months.
- Executive Member Marchand will follow up with Executive Director Cayley with 3 key questions for inclusion

**5. TREASURE MUNICIPALITY**

- Options for Treasurer Municipality should be explored as good practice



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## Severn Sound Environmental Association 2023 4<sup>th</sup> Quarter (Oct. 1 - Dec. 31) Report/Update

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### Staffing/HR

*Administration, Staffing, Training and Volunteers*

#### Administration

One SSEA Board meeting (2023 3<sup>rd</sup> Quarter).  
Delivered four budget deputations (Township of Georgian Bay, Town of Penetanguishene, Township of Springwater, Township of Tiny), one special meeting with Township of Tay, and submitted Town of Midland's budget deputation.

The Board and staff commenced the SSEA Strategic Plan refresh.

#### Staffing

THANK YOU to outgoing staff: Emma Maurice (Climate Resilience - Habitat Intern).

#### Training/Professional Development

Staff attended 19 no-cost training webinars on a range of SSEA program related topics.

#### Volunteers - THANK YOU

Thank you to the 14 citizen science volunteers who have participated in Shore and/or Stream Watch this monitoring season and to the volunteers who have committed to submitting ice observations for 23/24.

Thank you to the 215 volunteers that participated in habitat naturalization/enhancement activities through the Improving Habitat in the Severn Sound Watershed Project (MECP Great Lakes Local Action Fund) this year.

### 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.

The public and SSEA partners were invited to fill out surveys to provide input to SSEA's Strategic Plan Refresh. Staff conducted interviews with key thought leaders and two strategic plan sessions were held with SSEA staff and the SSEA Board. Over 300 people participated. The surveys provided valuable insights into how people enjoy the watershed with walking trails, hiking, enjoying nature and swimming being at the top. The environmental challenges that matter most to the community highlighted a deep concern for water quality, climate change, invasive species and habitat conservation.



*Making shoreline observations including monitoring for algae blooms in conjunction with sampling Tay intakes*

### Presentations

Presented to the SSEA Board on various program updates including results from the State of Severn Sound project (MECP COA funding). Deputations to Town of Midland Council and Town of Penetanguishene Council on the results of the Improving Habitat in the Severn Sound Watershed Project (MECP Great Lakes Local Action Fund). Presentations highlighting results from the State of Severn Sound project delivered at events including GBB Lands & Waters Gathering, Lake Huron and Georgian Bay Communities Connecting Land to Lake webinar. Presentation to Township of Tiny Council on Farlain Lake Algae Causation Study results.

### Articles/Publications/News

Coverage of funding announcements for [SSEA's Green Shovels Collaborative/Invasive Phragmites Control Fund roadside phragmites mapping project](#) and [SSEA's Commonwell Mutual Insurance Group's Learning Engagement & Accelerator Fund Project SSEED](#) in Midland Today. Coverage of the SSEA Strategic Plan refresh in Midland Today ([SSEA seeking feedback as it crafts new strategic plan](#) and [Severn Sound community voices environmental concerns, priorities](#)).

### Social Media

A total of 69 posts were made across the SSEA [Instagram](#), [Facebook](#) and [Twitter](#) accounts on a variety of topics and SSEA programs this quarter, to audiences of 699, 369, and 438 followers respectively. Three new videos ([Four Steps to SSEA Strategic Plan Renewal \(2024 to 2029\)](#), [SSEA Wildflower Seed Planting](#), and [SSEA Board Quarter 3 Meeting - October 26, 2023](#)) with 125 views total, were posted on the [SSEA YouTube channel](#) with 53 subscribers. SSEA participated in the Fall Drinking Water Source Protection campaign and promoted the Strategic Plan survey to encourage public participation.

### Events/Meetings/Conferences

Team SSEA participated in 13 municipal and external partner events throughout the quarter, including attending and presenting at the Latornell conference on results from the State of Severn Sound project. Abstract submitted for the 2024 Source to Stream conference accepted. SSEA hosted the Invasive Species Working Group Meeting, which had 32 participants from municipalities and organizations around the watershed.

In collaboration with the Township of Severn, SSEA hosted one webinar regarding ministry approvals for environmental assessments. This was the last in a series of three; the first was led by MECP speaking about provincial permissions and the second by MNRF speaking about aggregate approvals.

Inquiry Responses (excluding SSS and Source Water)  
SSEA responded to 14 inquiries from municipal partners, members of the public and contractors.



*Georgian Bay Honey Bee Festival*



*SSEA was grateful to be invited to the Georgian Bay Métis Council AGM, and offered cedar springs as thanks for the knowledge given*



## Tree Planting

### *Planting and Distribution*

The SSEA is in the planning stages for our spring 2024 Community Tree Planting & Tree Seedling Distribution programs. Staff have placed a preliminary native tree/ shrub seedling order with Somerville Nurseries for both programs. Staff began taking orders for the Tree Seedling Distribution Program and will accept orders until January 12<sup>th</sup>, 2024. Promotional materials for the program were distributed to Communications staff at all eight municipalities as well as several local newsletters. Staff will continue to explore potential planting sites for the Community Tree Planting program.

## Fish and Wildlife Habitat/Natural Heritage

### *Invasive Species, Habitat Restoration/Enhancement, Species at Risk, and Natural Heritage*

#### Invasive Species (IS)

Continued to provide technical support on IS to municipalities, residents, and external agencies. IS staff surveyed 12 locations in the watershed to better understand the current distribution of the invasive White River Crayfish. SSEA received \$9,000 from the Green Shovels Collaborative grant which enabled staff to survey over 2,000 km of municipal roads for invasive phragmites; to understand the distribution of the plant and better inform management actions. As always, outreach & education were important components of the IS program this quarter with IS staff attending the Georgian Bay Honey Bee Festival, responding to seven new invasive/non-native species inquiries, and leading engagement opportunities such as the Invasive Species Working Group which had 32 participants in attendance for the last meeting. The IS team continued to collaborate with partner agencies and deliver technical support on the Wye Marsh Invasive Species Management Project. The year-end report was delivered to Friends of Wye Marsh, summarizing project contributions, and detailing future management plans.



*Roadside Invasive Phragmites Survey*

#### Habitat Restoration/ Enhancement

Completed the one-year *Improving Habitat in the Severn Sound Watershed Project* (MECP Great Lakes Local Action Fund), which supported Town of Penetanguishene and Town of Midland in habitat naturalization/ enhancement projects on municipally-owned land. Habitat improvement activities this quarter included planting of native shrubs and planting and seeding of native wildflowers and grasses at Therrien Park and JT Payette Memorial Park in Town of Penetanguishene, and Ernest T. Bates Memorial Park, Edgehill Park and Little Lake Park in Town of Midland.



*SSEA Staff spreading wildflower seeds at GLLAF site*

### Species At Risk

Field team conducted early fall visual encounter surveys for turtles in the Matchedash Bay area and drafted a turtle habitat enhancement plan as part of a multi-year partnership with Georgian Bay Forever.

### Natural Heritage

Staff participated in a tour of Beausoleil Island with Shawn Corbiere, Indigenous Liaison Officer with Georgian Bay Islands National Park, to learn more about the history and ecosystem from a Western Science and Traditional Knowledge perspective, and the restoration, habitat preservation work and monitoring undertaken on the island.



Staff headed to Beausoleil Island with Shawn Corbiere

## 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 19 sites. Staff also provided comments on three Environmental Registry of Ontario postings, including one on *Protecting Black Ash and its Habitat under the Endangered Species Act*. Input was provided on three other strategies and regulatory related documents that were non site specific.

## 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.

Attended eight regional or provincial meetings on various topics such as communications, assessment report updates requirements, Source Protection Committee meetings, and risk management topics specific to the drinking water source protection program.

Continued to work on current and predicted water system changes within Town of Midland, Township of Springwater, and Town of Penetanguishene.

#### Risk Management Services

This quarter, staff commented on 23 inquiries, commented on 22 development applications, answered 16 inquiries, attended six pre-consultation meetings, signed three risk management plans, conducted three site visits and one inspection, and sent out one Draft Risk Management Plan.

## Monitoring Programs

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

### Lake Sampling (Open Water, Inland Lakes, Intakes)

Completed sampling events for Tay intakes (3 runs at 2 sites), Severn Sound open water (1 run at 11 sites), Little Lake (1 run at 1 site) and MacLean Lake (1 run 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. Additional samples were collected for algae identification and toxin testing for suspected blooms in Bass Lake and MacLean Lake. Algae pigment fluorometers were used to test inland lake and open water samples, supporting MECP's project to create harmful algae thresholds based on field fluorometer data.

Requests for quotes were sent to prospective algae taxonomists for the 2023 samples. Discussions held with MECP regarding future lab support and changes to monitoring programs. Provided program information and monitoring locations to support lab load decisions.



*Late season algae blooms in Bass Lake (far left) and MacLean Lake (center, far right)*

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

During the fall and early winter periods, staff completed two wet weather events (one of which captured snowmelt) which were targeted for sampling at six sites on the Wye River within the Elmvalle 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, dissolved oxygen, conductivity, turbidity, and temperature were taken. Outcomes from this pilot project will be shared with Municipal partners to support Provincial stormwater ECA requirements.



*Staff collecting a stream sample during a wet weather/high water level event*

### PWQMN (Provincial Water Quality Monitoring Network)

Conducted three 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.



Staff performed maintenance and downloaded data from the PWQMN Program conductivity sensor. The sensor was installed at a downstream site on the Coldwater River. Data will be used to establish a baseline range which can help detect external impacts on water quality, such as storm events and de-icing salts.

### Groundwater

*PGMN (Provincial Groundwater Monitoring Network) Wells:* Continue to collect hourly water level and temperature data. Loggers downloaded and manual water level readings recorded at nine wells. The data is used to collect baseline conditions and assess how groundwater is being affected by land use, climate change, and track trends and emerging issues within the watershed.



*Purging Sundowner well in the Town of Midland, before collecting a chemistry sample*

Field staff sampled four long-term wells for chemistry and metals. One of the wells, W311-1 Sundowner in the Town of Midland, was sampled in partnership with MECP Hydrogeologist Lucas Carson, who provided equipment for sampling deep wells (water level greater than 60 m).

### *SSEA Monitoring Wells:*

Staff downloaded data loggers and recorded manual water levels at five well locations in the Township of Tiny and one well in the Township of Springwater. Manual water levels were collected one well in the Township of Tay and one well in the Township of Oro-Medonte.

### Stream Temperature

Staff have removed all temperature loggers from around the watershed. Stream temperature data recorded throughout the summer months has been downloaded and compiled. The data will be used to model thermal stability. Thermal stability is a classification that allows us to better understand if cold cool or warm stream habitat exists for important temperature dependent species.



*Staff removing a temperature logger from Lafontaine Creek*

SSEA staff are compiling data from the 2023 intensive thermal stability study conducted on 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

Staff have completed downloading all data for the SSEA rain gauges and air temperature logger which had been installed in the spring and recorded rainfall and temperature throughout the ice-free seasons. This data provides additional background information for monitoring projects in the Severn Sound and Township of 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).

In addition, three “Tidbit” temperature loggers were installed on rooftops to demonstrate the difference in temperature between conventional roof (black/grey) and white and green rooftops.



## Weather Stations

The Town of Midland and Lafontaine, Township of Tiny weather stations have been checked regularly using the online portal and all 2023 data has been downloaded and compiled. The 2023 updated crop heat unit & rainfall summary reports are now available on the SSEA website. To learn more about our weather stations, access updated reports 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)

Monitoring was ongoing until late October with end of season reminders sent to participants regarding data submission and equipment return. Data has been received from 10 Shore and Stream Watch participants to date and 21 water level readings have been submitted for the Water Level Watch (Farlain Lake) Program. Reminders were also sent to the Ice Spotters program participants.

## **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 December 14<sup>th</sup>. SSEA is nearing the completion of gathering greenhouse-gas emission data to create the Township of Springwater GHG inventory and baseline. Work is underway to process the updated energy data from HydroOne and Enbridge Gas. SSEA Staff supported municipal partners in accessing grants including Seven municipalities applied to and are starting to receive the Municipal Climate Action offer/grant from Enbridge Gas. A deputation was made to the Corporate Services committee of the Township of Severn to update them on their climate plan, and to the Township of Springwater to update them on the work to create their GHG baseline. Municipal staff were instrumental in assisting the SSEA on a significant application for Flood Mapping in the Severn Sound watershed with funding coming entirely from the Federal Government.

## **Data Analysis and Reporting**

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

### Statistics/Data Management & Analysis

Ongoing 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 as additional data becomes available, along with updating of long-term trends.

### Reporting and Educational Content

Completed one conditions update for both MacLean and Little Lakes, which can be viewed [online](#) and on SSEA social media feeds. Draft report summarizing results of the Farlain Lake Algae Monitoring Program is well underway, which will determine contributing factors that led to last year's blue-green algae bloom. Report highlights results of the study, causation factors, and recommendations for Farlain Lake and beyond.



*Measuring water levels on Little Lake*

### The State of Severn Sound 20 Years Post-Delisting as an Area of Concern (COA Project)

With support from a grant from the Province (COA), this Project focuses on communicating findings from the last 20 years of environmental monitoring of Severn Sound and its watershed following its delisting as an Area of Concern, and on identifying and filling knowledge gaps to

[sseainfo@severnsound.ca](mailto:sseainfo@severnsound.ca) - [www.severnsound.ca](http://www.severnsound.ca)

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facilitate reporting on conditions in the Severn Sound watershed, specifically related to fish communities and river habitat feeding into Severn Sound. A Science Advisory Committee meeting was held. Progress on data analysis was presented at three symposia/webinars with audience representation across Southern Ontario. Updates were made to wastewater treatment plant, fish population, and tributary benthos data sets to support the Project. Drafts for 18 report sections were completed and sent to committee members for review. Knowledge gathering surveys/interviews completed by and held with 9 Indigenous Knowledge Holders.

## Partnerships

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*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 Partnership, and Great Lakes Ecoregion Network. Connected with Watersheds Canada on partnership opportunities.

### Academia

Continue to work with a PhD student from the *University of Ontario Institute of Technology* on nearshore and long-term algae and water quality in Severn Sound, providing recent data for analysis and researchers from Trent University on the 20<sup>th</sup> anniversary data analysis.

## Financial

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*Grants, Budget, Invoicing*

### Grants

Multiple grants applied to by SSEA to enhance services are pending approval, including:

- Community Donations: \$683
- Invasive Species Centre/Green Shovels Collaborative Phragmites Control Fund: \$9,000, Severn Sound Watershed Roadside Invasive Phragmites Mapping Initiative (approved)
- Commonwell Mutual Insurance Group's Learning Engagement & Accelerator Fund: \$25,000, Project SSEED - Severn Sound Engagement and Education (approved)
- Huronia Community Foundation Heart of Georgian Bay Community Forward Fund: \$5,250, Restore-the-Shore (approved)
- SSEA staff supported municipal staff in preparing the application to Enbridge Gas – Municipal Climate Action Offer - up to \$10k for municipalities with natural gas who are taking climate action. Cheques are starting to arrive.
- Natural Resources Canada Flood Hazard Mapping and Identification stream: \$2.6 million, Floodplain Mapping in the Severn Sound Watershed (not approved)

### Budget

Delivered four budget deputations (Township of Georgian Bay, Town of Penetanguishene, Township of Springwater, Township of Tiny), one special meeting with Township of Tay, and submitted Town of Midland's budget deputation.

### Invoicing

In Q4, SSEA issued six invoices: GBF for the Matchedash Bay Turtle project, LSRCA for DWSP, County of Simcoe for Tree Planting program, MECP for the COA projects and GLLAF project and Township of Tiny for the Farlain Lake Algae Causation Study. The balance of 2023 invoices will be issued in Q1 2024.

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**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
- Nicole Stott - Source Water Protection Intern
- Travis van Engelen - Tree Plant Program Specialist
- Emma Maurice - Climate Resilience-Habitat Intern
- Jon Main - Sustainability & Climate Action Coordinator
- Sarah Song – Inland Lakes Water Quality Stewardship Intern





**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 49-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Financial Services Coordinator (Treasurer)  
**SUBJECT:** 2022 Draft Audited Financials

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT:** Staff Report No. 49-23-SSEA regarding the 2022 draft audited financial statements be approved by the board

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Purpose of Staff Report

The purpose of this report is to provide the 2022 audited financial statements to the board for approval.

Background

The SSEA financials are audited annually by the auditor engaged by the SSEA Treasurer municipality. Accordingly, the SSEA 2022 financial audit was completed by *Pahapill and Associates Professional Corporation*, auditors for the Township of Tay. The auditors have indicated that the 2022 audit is a clean audit.

Rebecca MacDonald from Pahapill and Associates, will be joining the meeting to present the 2022 draft audited financial statements to the board.

The transfer of the 2022 unrestricted surplus as well as an updated reserve schedule will be presented in separate staff reports.

Prepared by:

Approved for Submission by:

Original signed by  
Judy Limoges, Financial Services Coordinator  
(Treasurer)

Original Signed by  
Julie Cayley, Executive Director

Attachment: SSEA **DRAFT** Financial Statements December 31, 2022



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarter Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 50-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Treasurer  
**SUBJECT:** **Transfer of 2022 Unrestricted Surplus to Reserve**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT:** Staff Report No. 50-23-SSEA regarding SSEA 2022 unrestricted surplus be received as information; and

**FURTHER THAT:** the SSEA Joint Municipal Services Board approves the transfer of the 2022 unrestricted surplus in the amount of \$96,842 to the contingency reserve for future needs.

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**Purpose of Staff Report**

To provide the Board with 2022 surplus information and the administration of same.

**Background and Analysis**

The 2022 audited financial statements will be presented to the Board in this meeting. The statements reflect a surplus for 2022 largely due to increased revenues, payroll savings due to vacant staff positions not filled in 2022, and a reduction in spending.

As per note 7. Accumulated Surplus from the 2022 audited financial statements, the accumulated surplus is comprised of SSEA's investment in tangible capital assets, reserves, unrestricted surplus and amounts to be recovered in future years (employee future benefits). The unrestricted portion of the surplus = \$314,780 is the amount that can be contributed to reserve. It includes the accumulated surplus of \$217,938 at the end of 2021 and \$96,842 of the 2022 annual surplus. The \$217,938 was transferred to reserve in previous years following Board approval. This leaves the balance of \$96,842 available to transfer to reserve.

SSEA's reserve policy includes the following:

**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*

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*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.***

**Conclusion**

SSEA staff is requesting the Board’s approval to transfer the 2022 unrestricted portion of the annual surplus in the amount of \$96,842 to the contingency reserve. An updated reserve schedule is presented in a separate staff report.

Prepared by:

Approved for submission by:

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

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





**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 51-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Financial Services Coordinator (Treasurer)  
**SUBJECT: Deferral of 2023 Unspent Reserves**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 51-23-SSEA, regarding the deferral of unspent reserve funds approved in 2023 be received as information; and**

**FURTHER THAT: said funds be deferred to 2024.**

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Purpose of Staff Report

To request Board approval to defer use of reserves, approved in 2023 for completion in 2024.

Background

The 2022 budget included \$33,000 for consulting services for the completion of the staff Pay Equity/Compensation review, employee policy manual and contract updates - to come from the employee benefits reserve. The Pay Equity/Compensation review was completed in 2022 leaving **\$9,799** for the completion of the balance of services to be deferred to 2023. Staff would like this amount further deferred to 2024

The 2023 budget included \$15,000 for the preparation of the 2023 strategic plan renewal to come from the contingency reserve. The cost for same is \$10,176 of which \$7,123 was paid in 2023. Staff requests that the balance of **\$3,053** be deferred to 2024 when the services will be completed.

The board approved a motion on January 30, 2023 to cover additional IT costs from reserve in the amount of \$16,055 as SSEA transitioned from Tay to the County of Simcoe. Although the IT costs for 2023 are overbudget by approximately \$1,800, staff suggest that we absorb this overage in 2023 and defer the **\$16,055** use of reserves to 2024 as some of the anticipated IT changes will not be taking place until 2024, specifically conversion to Microsoft 365.

An updated reserve schedule is presented in a separate staff report.

Prepared and submitted by:

Approved for submission by:

Original signed by  
Judy Limoges, Financial Services Coordinator (Treasurer)

Original signed by  
Julie Cayley, Executive Director



**Severn Sound Environmental Association  
Joint Municipal Service Board Meeting  
2023 Fourth Quarterly Meeting (Q4) - February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 52-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Financial Services Coordinator (Treasurer)  
**SUBJECT: SSEA RESERVE SCHEDULE - AT DECEMBER 31, 2023 AND PROJECTED RESERVE SCHEDULE AT DECEMBER 31, 2024**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 52-23-SSEA regarding the 2023 SSEA Reserve Schedule and the Projected 2024 Reserve Schedule, be received for information; AND**

**FURTHER THAT: the 2023 reserve schedule and 2024 projected reserve schedule be approved by the Board.**

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**Purpose of Staff Report**

The purpose of this report is to provide the Board with reserve schedules that reflect the balance of reserves at December 31, 2023 and the projected balance at December 31, 2024, in accordance with the SSEA Reserve Policy.

**Background**

The SSEA Board of Directors approved the SSEA Reserve Policy on October 2, 2020. The policy indicates that a summary will be provided to the Board each year setting out a statement of continuity showing the beginning balance, transfers to/from each reserve and the projected year-end balance. The attached reserve schedules provide this information to the Board.

**Analysis/Discussion**

The SSEA Board established a Reserve Policy in the 2020 budget year. The primary objective of the Policy is to ensure that monies are set aside for the long-term goals and obligations of the SSEA and SSEA Municipal partners and that those funds will be available when needed. By establishing Reserves, the SSEA Board took an important step in ensuring the SSEA is fiscally responsible and to ensure long-term financial planning tools are in place and are used to set aside funds for a future purpose.



Accordingly, included in the 5-year budget plan for the years 2020 through 2024, there is an annual contribution to SSEA reserves that is reviewed annually during the budget process.

*2023 Reserve Schedule:*

The attached schedule for 2023 reflects the contributions to reserves as per budget, use of reserves per budget and Board motions (Pay Equity and staff grid adjustments, partial cost of strategic plan renewal, flow meter purchase). The pending adjustments to reserves on this schedule reflect information that is included in staff reports included in the agenda for this meeting i.e. deferral of unspent reserves for the balance of the cost of the strategic plan, the IT costs deferred to 2024, and the transfer of the 2022 unrestricted surplus to reserve.

*2024 Projected Reserve Schedule:*

The attached projected reserve schedule for 2024 reflects the contributions to reserves as per budget, use of reserves per budget and motions (balance of Strategic Plan Renewal cost from 2023, IT costs deferred to 2024 and deferred consulting services from 2022 budget). The pending adjustments on this schedule reflect the information that is included in a staff report included in the agenda for this meeting i.e. deferral of 2022 unspent reserves for consulting services, 2023 unspent reserves for part of the strategic plan cost and the IT infrastructure.

Prepared by:

Approved for submission by:

*Original signed by* \_\_\_\_\_  
Judy Limoges, Financial Services Coordinator  
(Treasurer)

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

Attachment: SSEA Reserve Schedule at December 30, 2023  
SSEA Projected Reserve Schedule at December 31, 2024

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION**  
**DRAFT - ACTUAL RESERVE SCHEDULE**  
**DECEMBER 31, 2023**  
as at January 17, 2024

RESERVE ACCOUNT	BALANCE JAN 1/23	2023 TRANSFERS TO	2023 TRANSFERS FROM	BALANCE DEC 31/23
<b>CONTINGENCY RESERVE:</b>				
Contribution to strategic plan renewal per 2020 budget	5,000			
Contribution to strategic plan renewal per 2021 budget	5,000			
Contribution to strategic plan renewal per 2022 budget	5,000			
Balance of 2020 unrestricted surplus	147,900			
2021 unrestricted surplus	49,588			
Contribution - municipal DWSP funds:				
	<u>2020</u>	<u>2021</u>	<u>2022</u>	
Georgian Bay	6,639	4,256	4,359	
Midland	10,575	6,792	6,955	
Oro-Medonte		5,838	5,979	
Penetanguishene	7,848	5,035	5,157	
Severn	7,699	4,939	5,058	
Springwater	6,762	4,336	4,440	
Tay		5,941	6,084	
Tiny	<u>15,777</u>	<u>10,142</u>	<u>10,386</u>	
	55,300	47,280	48,419	150,999
<b>Opening balance</b>				<b>363,487</b>
Contribution to strategic plan renewal per 2023 budget			5,000	
Strategic plan renewal per 2023 budget				(7,123)
2023 Pay Equity adjustments to pay to staff (Board motion Sep 26/22)				(34,638)
2023 Grid adjustments to pay to staff (Board motion Sep 26/22)				(12,305)
2023 IT infrastructure costs (Board motion Jan 30/23)-defer to 2024				0
2022 unrestricted reserve-pending Board approval			96,842	<b>411,263</b>
<b>EMPLOYEE BENEFITS RESERVE:</b>				
Balance of 2019 Surplus per audit and board motion <b>Opening Balance</b>	<b>18,601</b>			
Contribution to reserve per 2023 budget		5,000		
Deferred consulting services from 2022 budget (Board motion Jan 30/23)-defer to 2024				0
				<b>23,601</b>
<b>CAPITAL ASSET RESERVE:</b>				
Contribution to reserve re capital asset replacements per 2020 budget	5,000			
Contribution to reserve re capital asset replacements per 2021 budget	5,000			
Contribution to reserve re capital asset replacements per 2022 budget	12,000			
<b>Opening balance</b>				<b>22,000</b>
Contribution to reserve re capital asset replacements per 2023 budget			17,000	
Flowmeter purchase (Board motion Apr 27/23)				(10,000)
				<b>29,000</b>
<b>WELL DECOMMISSIONING RESERVE:</b>				
Contribution to well reserve per 2020 budget	1,800			
Contribution to well reserve per 2021 budget	1,800			
Contribution to well reserve per 2022 budget	1,800			
<b>Opening balance</b>				<b>5,400</b>
Contribution to well reserve per 2023 budget			1,800	<b>7,200</b>
<b>TOTAL PROJECTED BALANCE</b>	<b>409,488</b>	<b>125,642</b>	<b>(64,066)</b>	<b>471,064</b>

**SEVERN SOUND ENVIRONMENTAL ASSOCIATION**  
**DRAFT - PROJECTED RESERVE SCHEDULE**  
**DECEMBER 31, 2024**  
as at January 17, 2024

RESERVE ACCOUNT				BALANCE JAN 1/24	2024 TRANSFERS TO	2024 TRANSFERS FROM	BALANCE DEC 31/24
<b>CONTINGENCY RESERVE:</b>							
Balance of 2020 unrestricted surplus				100,957			
2021 unrestricted surplus				49,588			
2022 unrestricted surplus pending Board approval				96,842			
Balance of 2020-2023 contributions to strategic plan renewal				7,877			
Contribution to strategic plan renewal per 2024 budget				5,000			
Contribution - municipal DWSP funds:	2020	2021	2022				
Georgian Bay	6,639	4,256	4,359				
Midland	10,575	6,792	6,955				
Oro-Medonte		5,838	5,979				
Penetanguishene	7,848	5,035	5,157				
Severn	7,699	4,939	5,058				
Springwater	6,762	4,336	4,440				
Tay		5,941	6,084				
Tiny	15,777	10,142	10,386				
	55,300	47,280	48,419	150,999			
<b>Opening balance</b>				<b>411,263</b>			
Contribution to strategic plan renewal per 2024 budget					5,000		
Strategic plan renewal per 2023 budget-defer to 2024						(3,053)	
2023 IT infrastructure costs (Board motion Jan 30/23)-defer to 2024						(16,055)	<b>397,155</b>
<b>EMPLOYEE BENEFITS RESERVE:</b>							
Balance of 2019 Surplus per audit and board motion <b>Opening Balance</b>				<b>23,601</b>			
Contribution to reserve per 2024 budget					5,000		
Deferred consulting services from 2022 budget (Board motion Jan 30/23)-defer to 2024						(9,799)	<b>18,802</b>
<b>CAPITAL ASSET RESERVE:</b>							
Contribution to reserve re capital asset replacements per 2022 budget				12,000			
Contribution to reserve re capital asset replacements per 2023 budget				17,000			
<b>Opening balance</b>				<b>29,000</b>			
Contribution to reserve re capital asset replacements per 2024 budget					17,000		
IT assets per 2024 budget						(13,395)	<b>32,605</b>
<b>WELL DECOMMISSIONING RESERVE:</b>							
Contribution to well reserve per 2020 budget				1,800			
Contribution to well reserve per 2021 budget				1,800			
Contribution to well reserve per 2022 budget				1,800			
Contribution to well reserve per 2023 budget				1,800			
<b>Opening balance</b>				<b>7,200</b>			
Contribution to well reserve per 2024 budget					1,800		<b>9,000</b>
<b>TOTAL PROJECTED BALANCE</b>				<b>471,064</b>	<b>28,800</b>	<b>(42,302)</b>	<b>457,562</b>

DRAFT



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) - February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 53-23-SSEA  
**Date:** February 1<sup>st</sup>, 2023  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Financial Services Coordinator (Treasurer)  
**SUBJECT:** **Appointment of Auditors for 2023**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT:** the SSEA appoints the audit firm for the SSEA Treasurer municipality, Township of Tay, currently Pahapill and Associates Professional Corporation, to perform the 2023 annual financial audit of the SSEA.

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**Purpose of Staff Report**

To obtain the SSEA Board's approval to appoint the audit firm of Pahapill and Associates Professional Corporation, to perform the 2023 annual financial audit of the SSEA.

**Background**

The Municipal Act section 296(1) requires a municipality to appoint an Auditor. SSEA's Treasurer municipality, Township of Tay, will be appointing Pahapill and Associates Professional Corporation. Their agreement with Pahapill will cover the 2023 audit and they will be preparing an RFP for audit services for the years 2024 through 2028 this spring.

Accordingly, SSEA requires a motion from its Board to appoint Pahapill and Associates Professional Corporation, to perform the 2023 annual financial audit of the SSEA. The quote for 2023 audit is attached. The cost is quoted at \$3,500.00 and the SSEA 2023 budget includes \$3,280 for the audit.

Prepared by:

Approved for submission by:

Original signed by \_\_\_\_\_

Original signed by \_\_\_\_\_

Judy Limoges, Financial Services Coordinator  
(Treasurer)

Julie Cayley, Executive Director

**Attachment:** Quote for 2023 audit services from Pahapill and Associates Professional Corporation



75 Main St W, Suite 2  
Huntsville ON  
P1H 1W9  
(705) 788-0500 **office**  
(705) 788-2503 **fax**  
**pahapill.ca**

January 15, 2024

Severn Sound Environmental Association  
489 Finlayson Street  
Port McNicoll, Ontario  
L0K 1R0

Dear Board Members,

We would like to thank you for the opportunity for our firm to submit our proposal for your organization.

Our firm, Pahapill and Associates Professional Corporation, Chartered Professional Accountants, is a Muskoka based public accounting firm. Our office is located in Huntsville, Ontario. Established in 2006, we have successfully grown and now provide audit, tax and financial advisory services to approximately 300 commercial/corporate clients. In addition to our statutory compliance services, our firm provides financial advisory support services on a broad range of client requirements including banking/finance, strategic operating plans and performance measurement.

With regards to the audit services, our fee to complete the annual audit would be \$3,500 (excluding HST). Further fees may be charged for additional filings or additional staff time for complex situations not quoted upon.

We have prepared this quote based upon the presumption that the organization maintains accurate books and records that appropriately reflect allocations of revenues and expenditures. We would not bill any additional out of pocket or travel costs.

Our approach to client service is to provide exceptional hands on Partner involvement, at professional rates that do not include the overheads of larger professional firms.

We look forward to the opportunity of working with your organization for your audit service requirements and our hands-on partner/client services approach will be the bases for a mutually beneficial long-term relationship.

Regards,

A handwritten signature in black ink that reads "Pahapill and Associates". The script is cursive and fluid.

Pahapill and Associates Professional Corporation  
Chartered Professional Accountants



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 54-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Financial Services Coordinator (Treasurer)  
**SUBJECT:** 2023 4<sup>th</sup> Quarter Draft Financials

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 54-23-SSEA regarding the 2023 Fourth Quarter Draft Financials be received as information.**

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**Purpose of Staff Report**

The purpose of this report is to provide the SSEA Board with the 2023 Fourth Quarter Draft Financials.

**Background**

This Report reflects that finances are trending favourably for the Fourth Quarter. SSEA is currently in a net-revenue position mainly due to increased revenues, and expense savings. Please see attached Draft Financials. A variance report will be available on table.

Various items have not been included in the attached financial report as SSEA proceeds to complete its year end and work towards the annual audit: expenses in the payment process, invoices issued by SSEA in process, expense and revenue accruals, interest income from Tay, capitalization and amortization of assets, various utilities invoiced at year end, deferred revenue, prepaid expenses, employee future benefits adjustment, audit adjustments, etc.

**Conclusion**

The SSEA team has worked diligently throughout the year securing external revenue sources and monitoring spending.

Prepared by:

Approved for submission by:

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

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

Attachments: SSEA Draft Financial Report ending December 31, 2023

	2023		Variance \$	Actual/Budget %	2022
	YTD Actual	Annual Budget			Actual
<b>SSEA CORE OPERATIONS</b>					
GENERAL REVENUE	(1,114,054)	(1,015,984)	98,070	110%	(947,309)
UNDISTRIBUTED PAYROLL EXPENSE	311,213	415,775	104,562	75%	306,172
ADMINISTRATION/OVERHEAD	172,239	196,102	23,863	88%	285,028
GIS BASE COVERAGES	107,496	106,806	(690)	101%	92,478
REQUESTS & REVIEWS	15,951	21,000	5,049	76%	16,616
MONITORING & SURVEILLANCE	90,674	106,614	15,940	85%	115,360
MONITORING SUPPORT	38,631	32,025	(6,606)	121%	24,603
WATER SCIENCE	79,450	65,049	(14,401)	122%	67,964
INVASIVE SPECIES	68,034	72,613	4,579	94%	73,064
SOURCE WATER IMPLEMENTATION	(56)	-	56	0%	1,025
PSAB ADJUSTMENTS	-	-	-	0%	(15,035)
<b>TOTAL SSEA CORE OPERATIONS</b>	<b>(230,421)</b>	<b>-</b>	<b>230,421</b>	<b>0%</b>	<b>19,967</b>
<b>SSEA IMPLEMENTATION PROJECTS</b>					
GROUND WATER PROJECT					
Revenues	-	-	-	0%	(699)
Expenses	-	-	-	0%	700
FARLAIN LAKE PROJECT					
Revenues	-	-	-	0%	(4,756)
Expenses	655	(655)	(655)	0%	3,681
HONEY HARBOUR SURVEY					
Revenues	(11,290)	(17,768)	(6,478)	64%	(12,924)
Expenses	3,191	17,768	14,577	18%	10,156
WYE MARSH PROJECT					
Revenues	(21,884)	(18,817)	3,067	116%	(21,152)
Expenses	4,811	18,817	14,006	26%	7,407
INLAND LAKES					
Revenues	(18,283)	(22,043)	(3,760)	83%	(18,331)
Expenses	18,409	22,043	3,634	84%	16,413
TREE DISTRIBUTION PROJECT					
Revenues	(159,377)	(27,000)	132,377	590%	(43,439)
Expenses	165,439	27,000	(138,439)	613%	43,439
RMO PROJECT					
Revenues	(59,059)	(48,284)	10,775	122%	(47,237)
Expenses	27,110	48,284	21,174	56%	47,237
VICTORIA HARBOUR WTP SURVEY					
Revenues	-	(10,563)	(10,563)	0%	(8,304)
Expenses	8,741	10,563	1,822	83%	7,128
CITIZEN SCIENTIST					
Revenues	(1,012)	(13,507)	(12,495)	7%	(24,318)
Expenses	5,119	13,507	8,388	38%	36,640
HABITAT RESTORATION PROJECT					
Revenues	(50,000)	-	50,000	0%	-
Expenses	59,335	-	(59,335)	0%	-
SUSTAINABLE SEVERN SOUND					
Revenues	(108,935)	(72,320)	36,615	151%	(57,020)
Expenses	51,614	72,320	20,706	71%	57,020
POLLINATOR PROJECT					
Revenues	(250)	-	250	0%	(8,405)
Expenses	1,030	-	(1,030)	0%	7,244
DELISTING PROJECT					
Revenues	(70,000)	(100,000)	(30,000)	70%	-
Expenses	28,060	100,000	71,940	28%	-
HEALTHY SOILS = HEALTHY WATERSHED PROJECT					
Revenues	-	-	-	0%	(13,200)
Expenses	-	-	-	0%	22,445
SPECIES AT RISK					
Revenues	(12,036)	-	12,036	0%	(18,406)
Expenses	5,591	-	(5,591)	0%	7,556
DEPAVE PARADISE					
Revenues	-	-	-	0%	(13,415)
Expenses	-	-	-	0%	4,521
STORMWATER MONITORING					
Revenues	(65,000)	-	65,000	0%	-
Expenses	51,235	-	(51,235)	0%	54
FARLAIN LAKE CAUSATION STUDY					
Revenues	(20,000)	-	20,000	0%	-
Expenses	23,022	-	(23,022)	0%	-
<b>TOTAL SSEA IMPLEMENTATION PROJECTS</b>	<b>(143,765)</b>	<b>-</b>	<b>143,765</b>	<b>0%</b>	<b>(19,967)</b>
<b>TOTAL SSEA OPERATING (SURPLUS)/DEFICIT</b>	<b>(374,186)</b>	<b>-</b>	<b>374,186</b>	<b>0%</b>	<b>-</b>

NOTE: The financial report received from the Township of Tay has been adjusted to reflect a more accurate DRAFT report. Judy Limoges, Financial Services Coordinator (Treasurer).



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) - February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 55-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Judy Limoges, Financial Services Coordinator (Treasurer), Julie Cayley, Executive Director  
**SUBJECT:** SSEA 2024 Staff COLA Salary Increase

**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 4: An Exceptional Organization**

**RECOMMENDATION:**

**RESOLVED THAT:** Staff Report No. 55-23-SSEA regarding a 2024 annual COLA salary increase of 2.0%, based on the 2024 budget be approved by the board; and

**FURTHER THAT:** The Executive Director be authorized to implement this cost of living increase for SSEA FTE staff effective January 1, 2024.

Purpose of Staff Report

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

Background

The chart below provides a history of SSEA approved annual cost of living adjustment (COLA) salary increase for SSEA FTE along with municipal and conservation authority comparators (where available) from 2017-2023:

Municipality:	2024	2023	2022	2021	2020	2019	2018	2017
Georgian Bay	not set	1.70%	1.60%	1.60%	1.50%	1.50%	1.50%	0.02%
Midland	not set, 1.3% requested	1.75%	1.75%	not approved	1.25%			
Oro-Medonte	2.75%	3.00%	2.00%		1.60%	1.50%		
Penetanguishene	1.80% outside, inside not set	1.80%/1.85%	1.80%	1.85%	not approved	1.65%	1.60%	1.75%
Severn	3%	2.00%	2.00%	1.50%	1.75%	1.75%		
Springwater	2.00%	2.00%/3.26%	2.5%/1.24%	1.48%	2.21%	1.77%	1.84%	1.46%
Tay	not set	2.00%	comp review and 2%	0.00%	2.00%	2.50%	1.50%	
Tiny	2% proposed	2.50%	1.50%	1.00%	2.00%	1.50%	1.60%	1.50%
<b>SSEA</b>		<b>2.00%</b>	<b>2.00%</b>	<b>1.50%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>1.60%</b>	<b>1.49%</b>
<b>Conservation Authorities:</b>								
NVCA	5.9%	5.30%	1.30% cola+1.70% steps=3%	1.50%	2.20%	2.50%	1.90%	1.72%
LSRCA	?		2.00%	PROPOSED=1.00%	1.75%	1.50%	1.85%	



The average increase from the 6 municipal responses received is approximately 2.14%. The 2024 SSEA approved budget includes a 2% COLA increase for the SSEA staff grid in addition to grid movement.

With the updated information herein, we trust this provides the board with the information required to approve a 2% 2024 salary increase for SSEA staff and authorize the ED to effect the change January 1, 2024.

Prepared by:

Approved for submission by:

*Original signed by* \_\_\_\_\_  
Judy Limoges, Financial Services Coordinator (Treasurer)

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



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 56-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Joint Municipal Service Board  
**From:** Julie Cayley, Executive Director  
**SUBJECT:** 2024 SSEA Board Meeting Schedule

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 2: Supportive Partnerships**  
**Goal 3: An Engaged & Informed Community**  
**Goal 4: An Exceptional Organization**

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**RECOMMENDATION:**

**RESOLVED THAT:** Staff Report No. 56-23-SSEA regarding the 2024 SSEA Board Schedule, be received for information; and

**FURTHER THAT:** the Joint Municipal Board of Directors approves the following schedule of SSEA Board of Directors meetings for 2024. Meetings will be held from 9:30 a.m. to 12:00 noon at a location to be determined.

- **First Quarterly Meeting:** April 25, 2024
- **Second Quarterly Meeting:** July 25, 2024
- **Third Quarterly:** October 24, 2024
- **Fourth Quarterly:** January 30, 2025

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**Purpose of Staff Report**

The purpose of this report is to assist Board members, SSEA staff and other stakeholders to schedule SSEA board meetings into their respective schedules.

**Background**

The SSEA consists of eight member municipalities with representatives who have several meetings throughout the year including various board and committee commitments above and beyond their regular council duties. SSEA staff has reviewed the regular meeting schedules of its member municipalities and with the exception of the Township of Georgian Bay (which usually meet on a Monday), all other members hold their regular council meetings on Wednesdays. With few exceptions, County of Simcoe Council meets on the 2nd and 4th Tuesday of each month.

**Analysis/Discussion**

Under Section 4.2 of the SSEA Rules of Procedure, the SSEA “Board shall meet not less than once every three months and at the call of the Chair”. SSEA has traditionally tried to meet quarterly (January, April, July and October) on the last Thursday of the month in order to reduce the potential for conflicting meeting dates with its municipal partners, as well as, to provide its financial overseer ample time to provide updated budget/financial numbers to SSEA staff to forward to its Joint Municipal Services Board. From the background, Thursday’s still appear to be the best day for quarterly Board meetings so the 2024 SSEA Quarterly Board meeting Schedule proposed is:

Meetings will be held from 9:30 a.m. to 12:00 noon at a location to be determined.

- First Quarterly: April 25, 2024
- Second Quarterly: July 25, 2024
- Third Quarterly: October 24, 2024
- Fourth Quarterly: January 30, 2025

**Conclusion/Recommendations**

SSEA staff recommends accepting the proposed SSEA Board schedule for 2024. Other meetings will be at the call of the Chair as required. Once approved the meeting schedule will be shared with Municipal partner Clerks.

Prepared by:

Approved for Submission by:

Original signed by  
Nicole Stott, Corporate Administration Coordinator

Original signed by  
Julie Cayley, Executive Director



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 57-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**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 Q4 Update**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 1: Sound Science**  
**Goal 2: Supportive Partnerships**

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 57-23-SSEA regarding an update on the activities undertaken by SS SPA and SSEA Risk Management staff during Q4 of 2023, be received for information.**

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**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 fourth 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 works 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 fourth quarter of 2023 Source Protection Authority staff priorities included:

- Continued to work with provincial, regional, and local representatives, and attend meetings, to fulfill the requirements of the 2022-2024 funding agreement work plan including policy work, municipal drinking water system changes, and general education and outreach initiatives.
- Attended 8 regional or provincial meetings on various topics such as communications, assessment report updates requirements, Source Protection Committee meetings, and risk management topics specific to the drinking water source protection program.
- Continued to work on current and predicted water system changes within Midland, Springwater, and Penetanguishene.
- MECP released a call for applications for drinking water source protection funding on a three-year term. Applications are due January 19, 2024.

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

- Commented on 22 development applications, answered 16 inquiries, attended 6 pre-consultation meetings, signed 3 risk management plans, conducted 3 site visits and 1 inspection, and sent out 1 Draft Risk Management Plan.
- 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	2023 Q3 Signed	2023 Q4 Signed	Remaining
Midland	14	6			1		1	2	4
Penetanguishene	1						1		0
Tiny	12		5						7
Severn	6		1	1		1		1	2
Oro-Medonte	1		1						0
Tay	1								1
	35	6	7	1	1	1	2	3	14

**Conclusions**

SSEA risk management staff is 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<sup>st</sup>, 2024, for risk management plan completion. SSEA Staff are confident that the MECP funding application will secure 3 government fiscal years of SWP funding.

Prepared by:

Approved for submission by:

Original signed by

Melissa Carruthers, Manager Source Water Protection, RMO/RMI

Original signed by

Julie Cayley, Executive Director



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 58-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members, SSEA Board of Directors  
**From:** Jon Main, Sustainability and Climate Action Coordinator  
**SUBJECT: SSEA 2023 Q4 Grant Application Update**

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**APPLICABLE STRATEGIC PLAN GOALS:**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 58-23-SSEA regarding SSEA 2023 Q4 Grant Application Update, be received for information.**

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**Purpose of Staff Report**

To update the Board on funding applications that are currently pending approval, have not been approved during the fourth quarter of 2023, or are pending submission and will impact budget and workload in 2024 and beyond.

**Background**

The following lists approved funding applications, those submitted in Q4 of 2023 and are pending approval, or applications pending submission, if applicable. Support letters provided for external partners are also included, if applicable.

**Approved Funding:**

- 1) **Invasive Phragmites Control Fund (Invasive Species Centre/Green Shovels Collaborative)**  
**Project Title:** Severn Sound Watershed Roadside Invasive Phragmites Mapping Initiative  
**Programs Supported:** Invasive Species  
**Approved For:** \$9,000 for 1 year  
**SSEA In-kind:** \$6,788.75 for 1 year (staff time, vehicle/transportation)  
**Description:** Survey and map invasive phragmites along municipal roadsides in selected portions of the SSEA area. Mapping information will be shared with member municipalities to increase understanding of phragmites distribution and potentially facilitate management of roadside phragmites patches.

**Impact:** Increase SSEA resources (staff time), improve understanding of invasive phragmites distribution and population size, and support partners with planning for invasive phragmites management.

**2) Commonwell Mutual Insurance Group: LEAF (Learning & Education Acceleration Fund)**

**Project Title:** Project SSEED (Severn Sound Engagement and EDucation)

**Program Supported:** Natural Heritage, Sustainable Severn Sound, Invasive Species

**Approved For:** \$25,000 over 1 year

**SSEA In-kind:** staff time, vehicle/transportation in 2024

**Description:** SSEA will provide education, engagement and technical support, and work with local schools and municipalities on habitat creation/improvement projects. The project will enhance ecological literacy, connect youth with nature which has positive mental and physical health benefits, inspire the next generation of scientists, biologists, and decision makers, and result in an increased appreciation for the value and benefits of habitat by the community.

**Impact:** Increase SSEA resources (staff time and purchase of supplies), and support partners with planning and implementing habitat improvement projects.

**3) Huronia Community Foundation: Heart of Georgian Bay - Community Forward Fund**

**Project Title:** Restore the Shore

**Programs Supported:** Natural Heritage, Shoreline Naturalization, Water Quality

**Approved For:** \$5,250 over 1 year

**SSEA Cash/In-kind:** ECO-Action and SSEA core funding for Inland Lakes Water Quality Intern providing in-kind support, vehicle/transportation.

**Description:** This is a shoreline naturalization project that promotes shoreline owners to follow guidelines on how to naturalize their shorelines. This fund will provide kits (including plants) to selected property owners to assist with shoreline naturalization. The project will increase ecological literacy through working directly with property owners – touching on natural landscaping, invasive species removal, and ecosystem restoration.

**Impact:** Increase SSEA resources (purchase of supplies) to deliver stewardship programming.

Funding Pending Approval:

**4) Environment and Climate Change Canada (ECCC): National Adaptation Strategy & Hydrologic prediction and innovation – NOT approved**

**Project Title:** Flood mapping in the Severn Sound watershed

**Programs Supported:** \*New\* - Flood Management Special Project

**Total Applied For:** \$2.64 million (2024 – 2028)

**SSEA Cash/In-kind:** SSEA to provide in-kind support like mapping and GIS assistance, admin support.

**Description:** This project would review high risk flood areas including shorelines, rivers/streams, and rainfall induced flooding (pluvial). This project would review and identify high risk flooding areas in the watershed, a growing risk for our municipalities.

**Impact:** Increase SSEA resources (staff time and purchase of supplies), and the key deliverable will be high resolution flood mapping of high-risk areas which has significant usage for emergency management and land use planning.

**5) Ontario Regional Centre for Climate Adaptation (ORCCA): Staff Support Program**

**Project Title:** Climate Change workshop series- **NOT approved but negotiating different support**

**Programs Supported:** Sustainable Severn Sound

**Total Applied For:** Up to 400 hours of ORCCA staff support

**SSEA Cash/In-kind:** Sustainable Severn Sound – Up to 80 hours of matching in-kind support.

**Description:** The newly formed Ontario Regional Centre for Climate Adaptation has packaged an innovative grant program as a staff support program. This project would collaborate with ORCCA staff on helping to prepare and deliver a workshop series – with one workshop per partner municipality with the intention of renewing interest and building momentum of the local climate change action plans. This project would help to bring staff and council up to speed on climate change priorities, policies and projects, and assist with the implementation of the local climate change action plans.

**Impact:** Increased awareness of climate change plans and actions, increased collaboration between municipal partners, increased community engagement and outreach opportunity, and increased opportunity for policy development and climate change actions.

Support Letters Provided:

6) **Federal Habitat Stewardship Program for Species at Risk**

**Project Title:** Save Matchedash Bay Project

**Project Lead:** Georgian Bay Forever

**Description:** Turtle habitat enhancement, and invasive phragmites removal within Matchedash Bay (extension of existing program).

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

**SSEA commitment:** Turtle monitoring and turtle habitat enhancement (supported through cash from GBF, if approved); in-kind support for phragmites and European Frogbit management.

7) **Georgian Bay Mnidoo Gamii Biosphere Region – Climate Resilient Coastal Communities**

**Project Title:** Building adaptive capacity in the Biosphere region

**Project Lead:** Georgian Bay Biosphere

**Description:** Collaborative project to build capacity to address Climate Change in the biosphere region – Muskoka and Parry Sound District.

**Impact:** Increase resources for implementing climate change adaptation, increase collaboration and coordination on a regional scale to address climate change coastal impacts.

**SSEA commitment:** Sustainable Severn Sound support, \$3,000/year in-kind support.

8) **SMDHU – ORCCA Staff Support program**

**Project Title:** Implementation of Health-Centred Climate Adaptation

**Project Lead:** Simcoe Muskoka District Health Unit

**Description:** Developing resources to support the implementation of health-centred climate adaptation.

**Impact:** Increase resources for climate change adaptation with a focus on the health impacts of climate change.

**SSEA commitment:** Continue as a member of SMDHU's Climate Change Exchange collaborative working group.

Pending Submission in Q1 of 2024:

9) **Federal Canada Summer Jobs (CSJ) (Service Canada)**

**Programs Supported:** all programs, plus SSEA operations/admin

**Total Applied For:** \$12,751.20 (for one 16-week contract, one 12-week contract, and two 8-week contracts)

**SSEA Cash/In-kind:** \$20,081.60 (for four students), IT costs and vehicle insurance

**Description:** Wage subsidy to hire youth (aged 15 to 30 years) for seasonal positions; if approved, SSEA would be eligible for up to 50% of the provincial minimum hourly wage for a minimum of six weeks. SSEA also anticipates partnering with Ontario Federation of Anglers and Hunters on a CSJ application for their *Invasive Species Hit Squad* program; if approved, up to two students would be available to SSEA 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.

**10) TD Friends of the Environment Foundation**

**Project Title:** Restore the Shore

**Programs Supported:** Natural Heritage, Shoreline Naturalization, Water Quality

**Total Applied For:** up to \$10,000 over one year (TBD)

**SSEA Cash/In-kind:** admin

**Description:** This is a shoreline naturalization project that promotes shoreline owners to follow guidelines on how to naturalize their shorelines. If approved, this fund would provide additional resources for kits (including plants) to selected property owners to assist with shoreline naturalization. The project will increase ecological literacy through working directly with property owners – linking to natural landscaping, invasive species removal, and ecosystem restoration.

**Impact:** Increase SSEA resources (staff time and purchase of supplies) to deliver stewardship programming.

**11) Watersheds Canada**

**Project Title:** Using the Natural Edge to Restore the Shore

**Programs Supported:** Natural Heritage, Shoreline Naturalization, Water Quality

**Total Applied For:** up to \$5,000 for one year

**Description:** Service Delivery Agreement with Watersheds Canada to implement shoreline planting projects using Natural Edge resources to support the SSEA *Restore the Shore* project.

**Impact:** Increase resources (staff time and purchase of supplies) to implement at least 5 stewardship projects on inland lakes in the SSEA watershed.

**12) Freshwater Ecosystem Initiative (Env. Climate Change Canada ECCC)**

**Project Title:** TBD

**Programs Supported:** Shoreline/Wetland Stewardship, Water Quality or Citizen Science

**Total Applied For:** minimum \$40,000-\$100,000 depending on stream, up to 2-4 year projects

**SSEA Cash/In-kind:** TBD, fund matching strongly encouraged but not required

**Description/Impact:** TBD

Partnerships Agreements, Approved in Principal or Signed – not applicable for this quarter

Community Donations: – \$683 (December 2023)

**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 two years (projected for all four quarters) are as follows:

- 2023 – approximately\* \$438,615
- 2024 – approximately\* \$107,727

\*Note: project amounts for 2024 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

Jon Main, Sustainability  
& Climate Change Coordinator

Original signed by

Julie Cayley, Executive Director



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 59-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Michelle Hudolin, Manager Watershed Resilience, Wetlands & Habitat Biologist  
**SUBJECT:** Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update

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**APPLICABLE STRATEGIC PLAN GOALS:**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 59-23-SSEA regarding Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update, be received for information.**

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**Purpose of Staff Report**

To provide a summary of the Improving Habitat in the Severn Sound Watershed Project.

**Background**

In Q4 of 2022, 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 (MECP), through the Great Lakes Local Action Fund (GLLAF). The funding agreement for this Project ended December 2023.

The objective of the Project was to support a pilot project implementing 20,000 m<sup>2</sup> of habitat naturalization/restoration on municipally-owned land. The initiative included 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 were the hosts of the pilot projects.

**Results**

- Project coordinator assigned in November 2022; contract completed December 2023.
- Engaged broadly with all SSEA municipalities; direct participation from Penetanguishene and Midland in habitat creation, naturalization/enhancement at 5 sites:
  - Therrien Park, JT Payette Memorial Park (Penetanguishene)
  - Edgehill Park, Ernest T. Bates Memorial Park, Little Lake Park (Midland)

- Site visits were conducted, to gather baseline soil and vegetation data and assess opportunities for naturalization/enhancement; individualized naturalization plans were developed for each site in consultation with the participating municipalities.
- Supplies, materials and equipment were purchased to support Project activities: shovels/ trowels, rakes, weed wrench, mulch/mulch mats, and native plants and seed mixes.
- Volunteers were recruited, trained and supervised to assist with Project activities including invasive species management, and planting and seeding of suitable native species.
- SSEA staff conducted regular monitoring of plantings and worked with municipal staff to ensure good survival, e.g., supplemental watering during dry periods.

**Measures of Success**

Metric	Target	Result
Number of volunteers	50	215
Number of planting sessions	2	11
Number of invasive species removed	5	13
Kilograms of invasive species removed	<i>(no initial target set)</i>	287
Number of shrubs planted	200	463
Number of trees planted	<i>(no initial target set)</i>	340
Number of wildflowers planted	<i>(no initial target set)</i>	1067
Kilograms of seeds planted	30	46.5
Area restored, protected, or created	20,000 m <sup>2</sup>	30,155 m <sup>2</sup>

**Education and Outreach**

- Local coverage of the Project included print/online media and radio; social media posts and handouts were developed to solicit volunteers, raise awareness of the importance of habitat and showcase the work being done; information and results were published on SSEA website.
- Hosted 10 educational events/walks/presentations with a total of 310 attendees.
- Deputations to Midland and Penetanguishene Councils and detailed summary reports prepared, to present municipality-specific Project results including species lists, metrics/results and long-term management recommendations for each site.

**Conclusion/Recommendations**

The *Improving Habitat in the Severn Sound Watershed* Project was possible thanks to GLLAF funding. Performance measures for the Project were exceeded, final reporting was submitted to MECP. The naturalized areas will act as demonstration sites to educate and empower the community, and also support other initiatives, such as Climate Action and Bee Cities. There are opportunities for additional habitat creation/ enhancement in the watershed; staff recommend continuing to pursue funding opportunities to expand this successful initiative.

Prepared by:

Approved for submission by:

Original signed by  
Michelle Hudolin, Manager Watershed Resilience, Wetlands & Habitat Biologist

Original signed by  
Julie Cayley, Executive Director



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 60-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Patrick Jackson, Invasive Species Program Coordinator  
**SUBJECT: SSEA Invasive Species Program Update**

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**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. 60-23-SSEA, regarding SSEA Invasive Species Program Update, be received for information.**

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**Purpose of Staff Report**

To provide an update on the key activities and accomplishments of the SSEA Invasive Species Program during Q4 of 2023.

**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 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 Q4 of 2023. Individual Municipality annual (2023) IS summary reports will be sent out in Q1 2024.

**Monitoring, Management & Technical Support**

- Equipment - Purchased weed wrenches, loppers and pruning shears to increase capacity for invasive shrub management activities as part of the Invasive Species Centre – Invasive Species Action Fund \$2,000 grant.
- Roadside Survey - Facilitated Invasive Phragmites Roadside Survey as part of the Green Shovels Initiative Funding. Over 2000 km of municipal roads were surveyed in the

southern portion of the SSEA watershed. Data is being summarized and mapped, to aid municipalities and other partners in phragmites management decisions and efforts.

- Aquatic Survey - Surveyed for invasive aquatic species at **12** locations in the watershed. The invasive White River Crayfish, not currently known to be widely distributed in Ontario, has been identified at Port Severn, MacLean Lake, Six Mile Lake, and Sturgeon River. Additional monitoring surveys for early detection of the species will be done in 2024.
- Provided Bayview Wildwood Resort a letter of support for invasive aquatic plant management in Sparrow Lake (upstream impact on Severn River).

#### Education & Outreach

- Responded to **7** 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; the primary species of interest were Japanese Knotweed, Invasive Phragmites, Oak Wilt, Miscanthus Grasses, and Eurasian Watermilfoil.
- Educated visitors to the Georgian Bay Honey Bee Festival about SSEA programs; foremost invasive species and techniques to manage them.
- Hosted 2023 Municipal Invasive Species Working Group Meeting, with **32** attendees plus SSEA staff. Guest speaker Nicole Mielewczyk from the Canadian Food Inspection Agency discussed Oak Wilt Disease.
- Attended the Ontario Forest Health Review, which had significant content on invasive forest pests that are impacting Ontario. Hemlock Woolly Adelgid (HWA) and Oak Wilt Disease are two high priority new invaders in the province. SSEA is exploring options to establish HWA monitoring sites within the watershed in 2024 to enhance early detection.
- Visited Georgian Bay Islands National Park for a staff training day. SSEA staff learned about the sensitive ecosystems, cultural history, and invasive species management – primarily the phragmites cutting south of Cedar Springs campground.

#### Funding

- Secured \$9,000 from Green Shovels Collaborative – Invasive Phragmites Control Fund to map roadside phragmites within the SSEA watershed. The County of Simcoe portion was prioritized, to avoid duplicating Nature Conservancy of Canada's and Georgian Bay Forever's phragmites mapping efforts in Township of Georgian Bay.
- Assisted Ontario Federation of Anglers and Hunters (OFAH) in preparing their 2024 *Canada Summer Jobs* Application. If successful, OFAH would provide up to two additional staff to assist with the SSEA Invasive Species Program at little or no cost to SSEA.
- SSEA provided a Letter of Support in Q3 to the OFAH for their application to the Aquatic Invasive Species Prevention Fund. Unfortunately, OFAH was unsuccessful in their funding request but is interested in retaining SSEA as a partner and will explore applying in 2024.

#### Partnerships

- Communicated with Georgian Bay Hunters and Anglers about potential invasive species management events in spring 2024.
- Continued to work with OFAH to determine distribution of White River Crayfish in the watershed. Municipalities will be advised of findings in the SSEA's Invasive Species Annual Reports for 2023.

Special Projects

- Continued to deliver work on the 2020-2024 Wye Marsh Invasive Species Management Project, including technical support.
  - Submitted year-end project summary including details on future management of phragmites sites, possible solutions for large amounts of harvested biomass, and potential SSEA contributions in 2024 – the final year of the project.

**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 education, prevention and management 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 Q4 of 2023, benefitting the SSEA partner municipalities and community.

Prepared by:

Approved for submission by:

*Original signed by* \_\_\_\_\_  
Patrick Jackson, Invasive Species Program Coordinator

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





**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 61-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Nikki Priestman, Watershed Health Specialist

**SUBJECT: Weather Station Update**

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**APPLICABLE STRATEGIC PLAN GOALS:**

**Goal 1: Sound Science**  
**Goal 2: Supportive Partnerships**

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 61-23-SSEA regarding Weather Station Update, be received for information.**

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**Purpose of Staff Report**

The purpose of this report is to provide the board with an update on the weather stations and respective data outcomes for 2023. This report will also provide a brief introduction to the attached 2023 Crop Heat Units and Rainfall Data Summary for the Lafontaine and Midland Weather Stations.

**Background**

SSEA is currently responsible for maintaining and collecting data from two weather stations located in Lafontaine and Midland. As part of SSEA's Climate Monitoring program the weather stations provide valuable data to SSEA, municipal partners as well as the public through data updates, website widgets, and the Weather Innovation Consulting LP (WIN) online portal access.

Each weather station, records weather data through its multi-sensor system. Each sensor individually records rainfall, air temperature and humidity, wind speed and direction. Data collection is enhanced through the wireless, remote transmitter which communicates with a WIN server located in Chatham, Ontario.

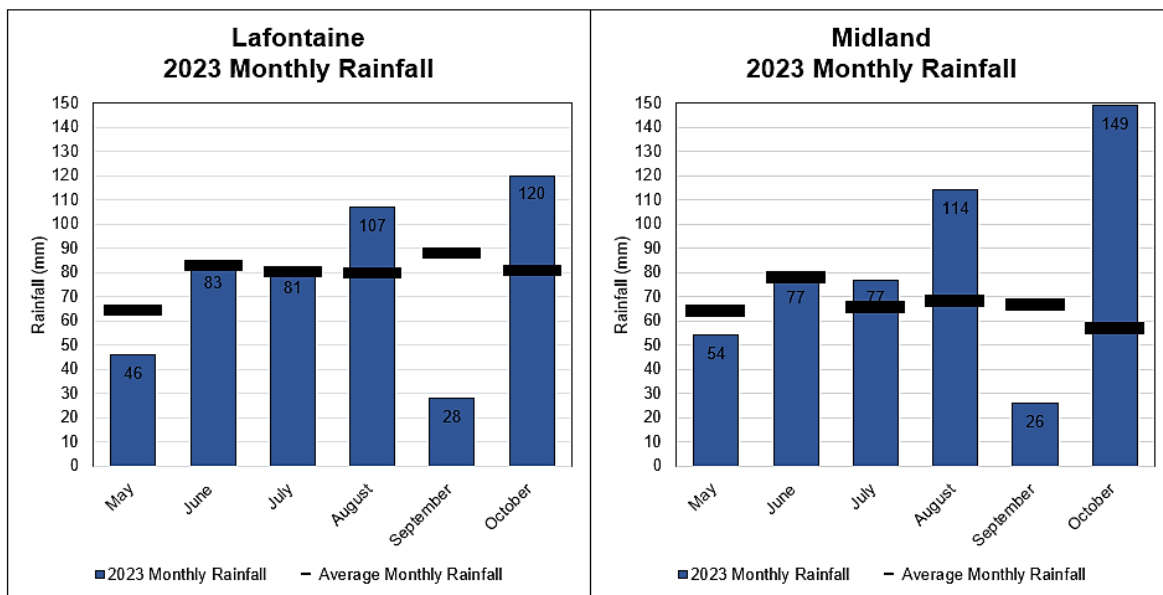
**Discussion/Analysis**

Data from the weather stations and other climate monitoring equipment located throughout the Severn Sound watershed, are collected by SSEA and stored in our long-term database. Monitoring weather and climate provides useful information to SSEA and the Municipal partners. Data can be used for making informed, current and future strategic planning decisions and can be used to assess and mitigate climate risks that

have an effect on community health, residential and municipal infrastructure. Municipalities are also able to make linkages to infrastructure needs, directly related to stormwater management, combine sewer overflows and reduction in bypass events. In order to continue to provide this useful information, climate monitoring equipment, including the weather stations are regularly maintained by SSEA staff. Additionally, both weather stations are calibrated by WIN Technicians twice a year to ensure accurate data results.

2023 data has been processed for both weather stations. Year-end results for crop heat units as well as rainfall are in the 2023 Crop Heat Unit and Rainfall Data Summary for the Lafontaine and Midland weather stations and are attached to this report. The summary was presented at the North Simcoe and Crop Improvement Association’s Annual General Meeting and shared with the SSEA Agriculture Advisory Committee as part of SSEA’s support to the local agriculture community.

An updated monthly average rainfall chart, shown below, was added to the SSEA webpage in October of 2023. These rainfall charts are updated on a monthly bases, during our ice-free season, from May to October.



*Disclaimer: While every effort is made to provide current and accurate results, SSEA does not guarantee the information and accepts no liability for damages caused by the use of this information. Any party relying on this information does so at their own risk.*

To help extend the network of weather stations to the agricultural community, the Simcoe County Federation of Agriculture (SCFA) sought advice from the SSEA and installed three new weather stations in the Severn Sound area, one located in Elmvale, Township of Springwater. The new stations are identical to the SSEA weather stations and are also serviced through WIN. SSEA has been granted access to the data from the new stations which will enhance the data and coverage area available to SSEA.

**Conclusion**

Staff will continue monitoring and reporting on local weather data in 2024. Utilizing the new SCFA weather station datasets will increase the range of analysis to the Southern portion of the watershed. SSEA continues to engage our municipal and agricultural partners and is consistently looking for ways of expanding our network of weather stations.

Crop Heat Unit and Rainfall document, monthly updated weather charts, and current weather conditions widgets, are available on the SSEA website at [www.severnsound.ca](http://www.severnsound.ca).

Prepared by:

Approved for Submission by:

Original signed by  
Nikki Priestman, Watershed Health Specialist

Original signed by  
Julie Cayley, Executive Director

Attachment: 2023 Crop Heath Units and Rainfall Data Summary for Lafontaine and Midland Weather Stations



## Severn Sound Environmental Association

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

Tel: 705-534-7283 Web-site: [www.severnsound.ca](http://www.severnsound.ca) Twitter: [@SSEA\\_SSRAP](https://twitter.com/SSEA_SSRAP)

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

### 2023 Crop Heat Units and Rainfall Data Summary for Lafontaine and Midland Weather Stations

November 22, 2023

Crop Heat Units (CHU) are a method to quantify the effect of temperature on crop development. The 2023 results for Crop Heat Units and rainfall were processed by the Severn Sound Environmental Association (SSEA) using data compiled from the weather stations located in the Township of Tiny, Lafontaine and the Water and Wastewater Operations Facility in Midland, Ontario. Using daily maximum and minimum temperatures, CHU accumulation was calculated by following Ontario's Ministry of Agriculture, Food and Rural Affairs, Agronomy Guide for Field Crops.

Lafontaine in 2023 showed a decrease by 70 Crop Heat Units and Midland had a decrease of 82 units compared with 2022. Looking at the data results from 2021, both 2022 and 2023 showed an increase in accumulated units at both the Lafontaine and Midland locations, reflecting the longer warmer growing season in our local areas for the past 2 years. Also reflecting this trend, is the shift in killing frost dates. Based on the 2023 data, both station locations recorded a first killing frost occurring on November 17, five days later than last years timing.

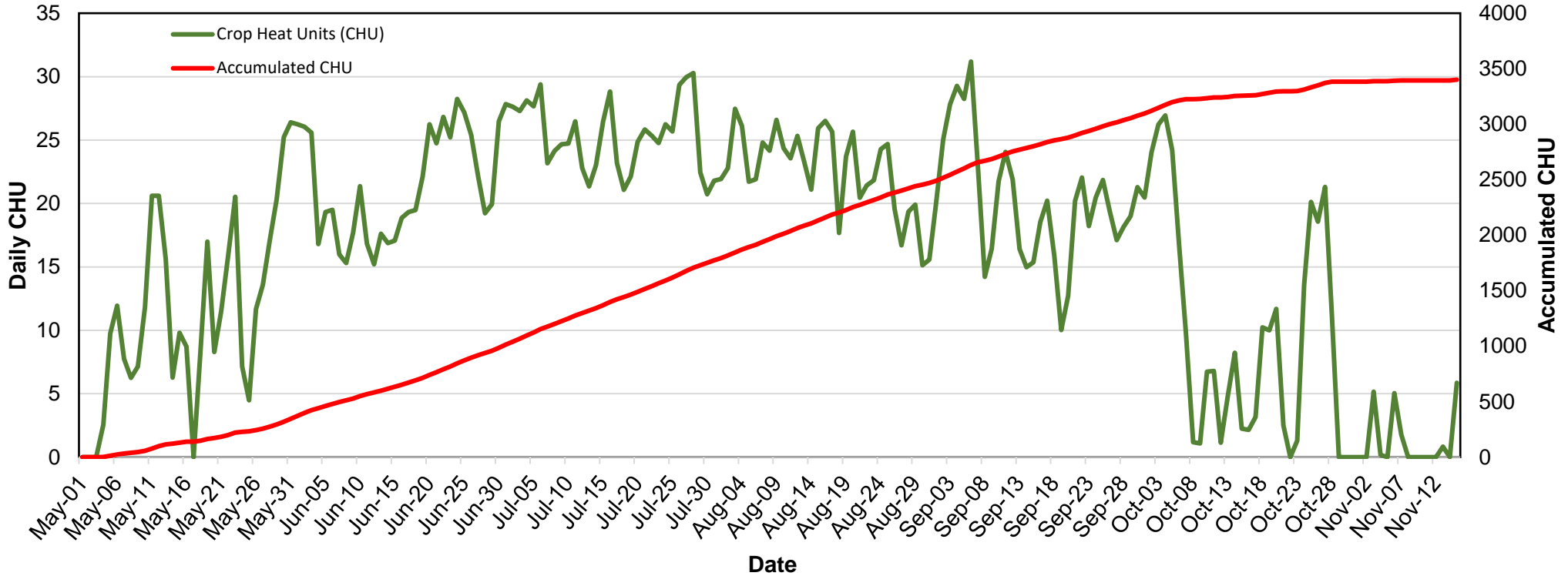
Both Midland and Lafontaine stations recorded similar year end rainfall amounts for 2023 from May to October. Data showed both stations recorded less than 500 mm of rainfall for the year, with Lafontaine being slightly drier than Midland. Notable differences from previous years for both stations was the lack of rain in September contrasted by the spike in the amount of rain which occurred during the month of October. The total rainfall amounts which occurred in October, were above the seasonal average for the Severn Sound Watershed area based on SSEA's historical data records.

To gain more information, view past reports, keep up on current weather, and view monthly rainfall data SSEA encourages you to visit our website at [severnsound.ca](http://severnsound.ca), [Monitoring/Weather Stations](#).

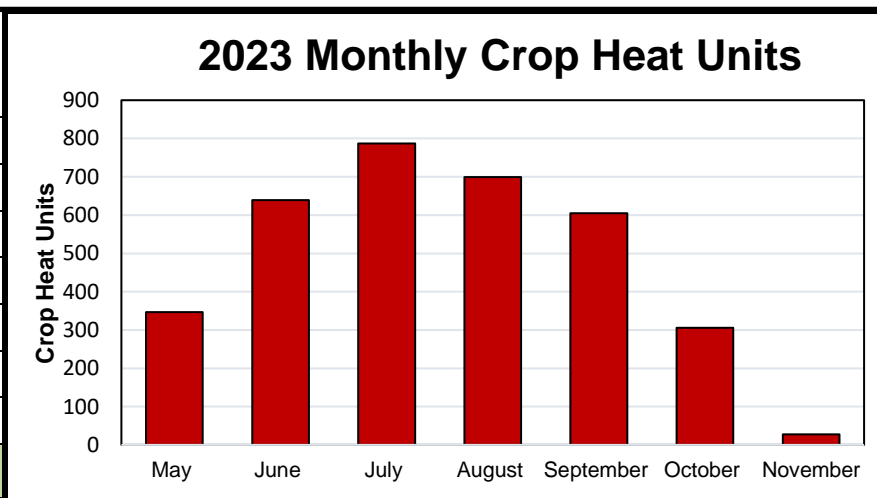
For more information:

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

# 2023 Crop Heat Units, Lafontaine, Ontario



Month	Monthly Crop Heat Units
May	346
June	639
July	787
August	699
September	605
October	306
November	27
<b>Total</b>	<b>3410</b>

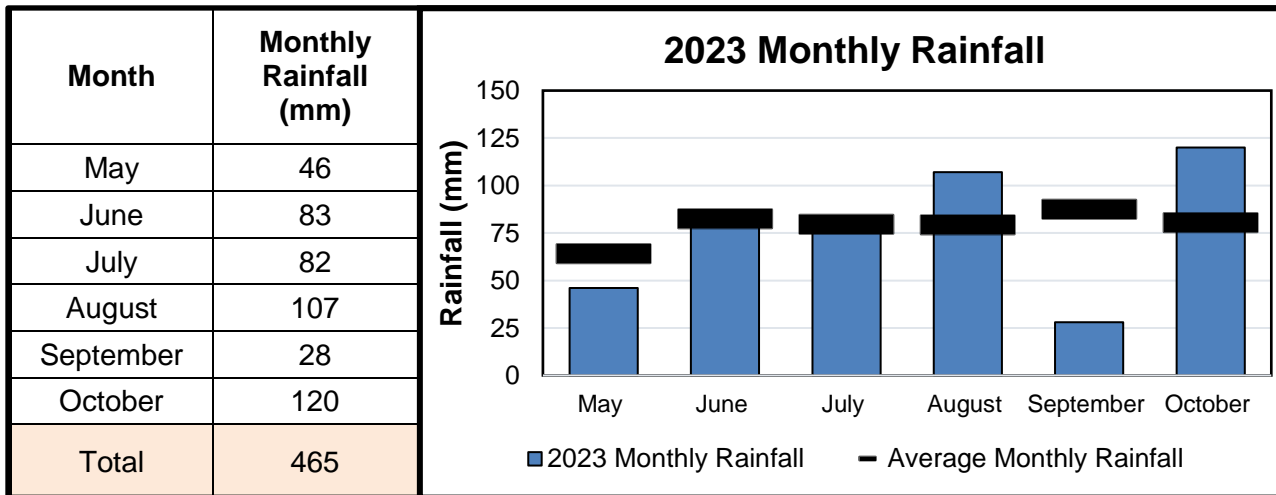
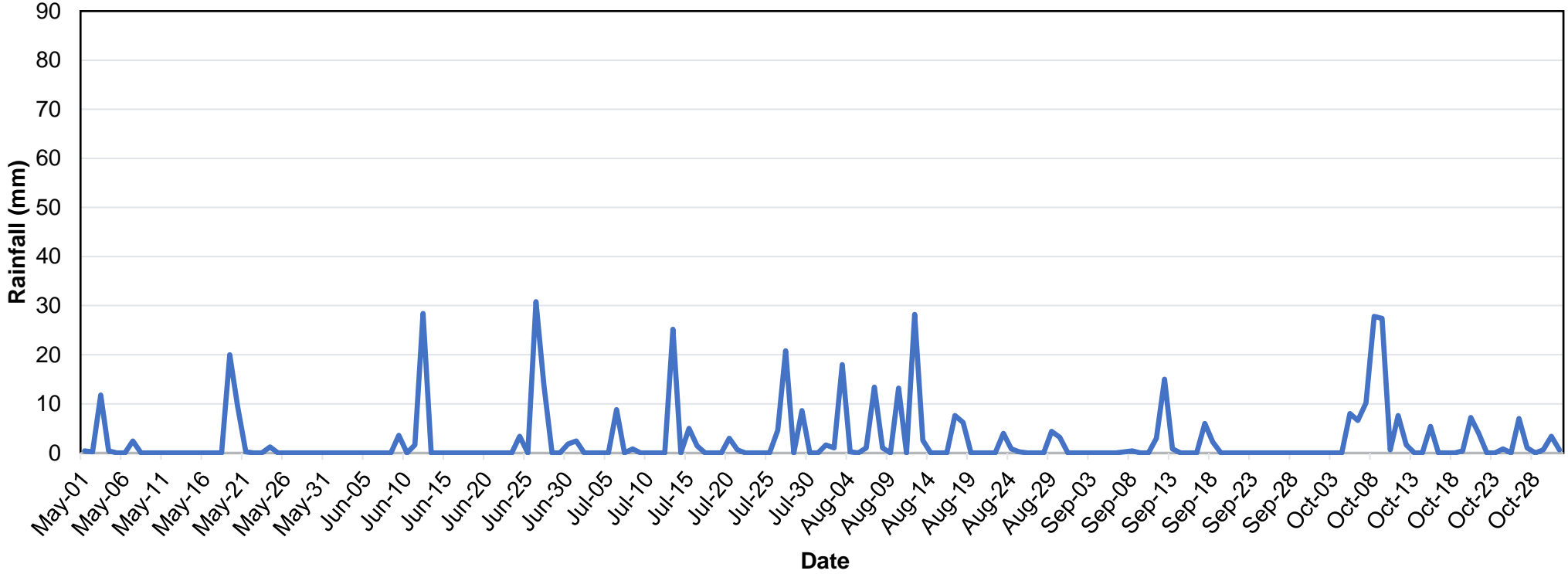


Crop Heat Unit calculations were based on Daily Max. and Min. Air Temperatures collected in Lafontaine, at the Municipally owned property, using an ADCON weather station. Data from May 1 to November 13, 2023 (first occurrence of -2°C or lower) was used to compile the results. The calculation method can be found at: <https://www.ontario.ca/files/2022-10/omafra-agronomy-guide-for-field-crops-en-2022-10-13.pdf> (Page 254)

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



# 2023 Daily Rainfall, Lafontaine, Ontario

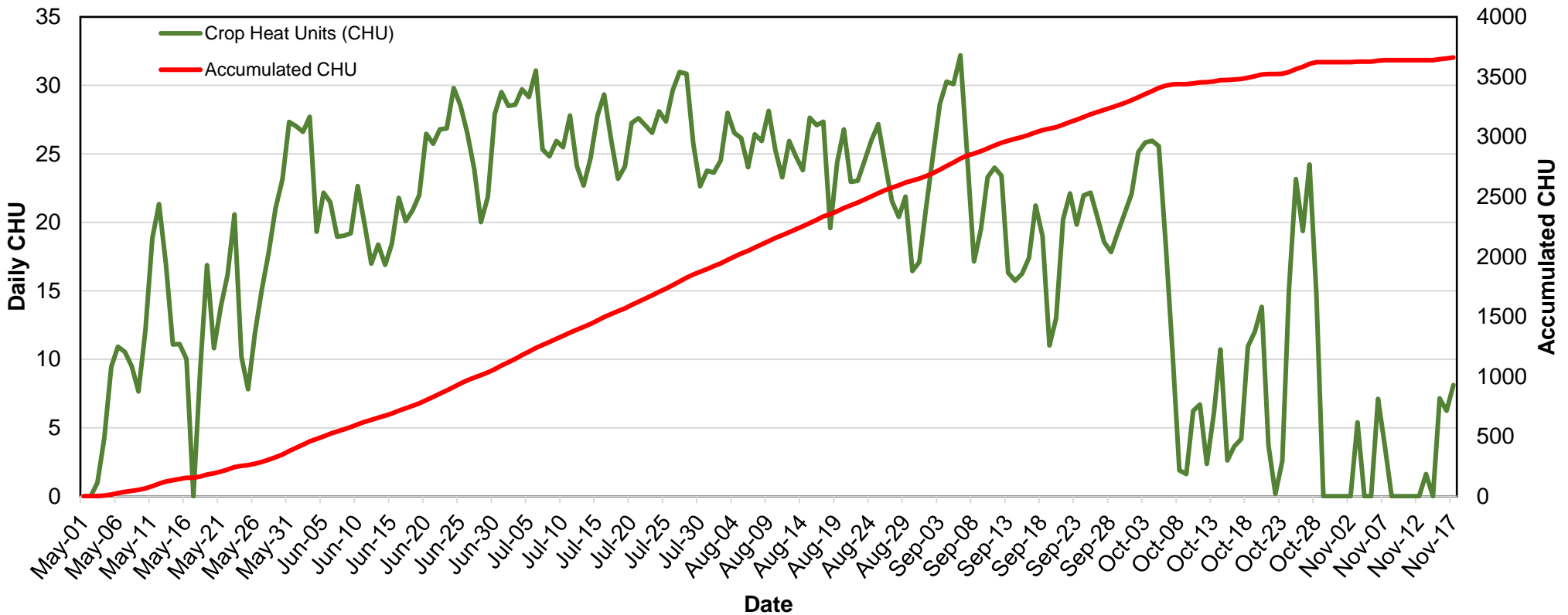


Rainfall amounts were based on continuous measurements recorded at the Lafontaine Ontario, Municipally, owned property, using a weather station equipped with a tipping bucket rain gauge. Data from May 1 to October 31, 2023 was used to compile the results.

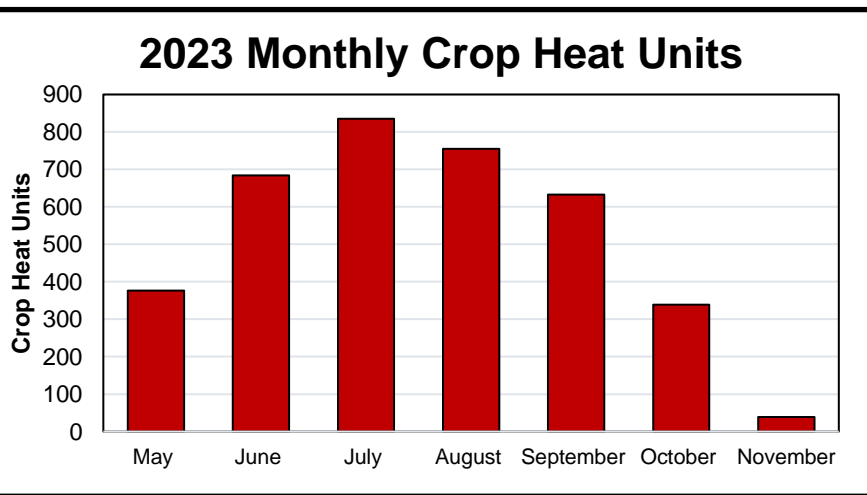
For more information about the Severn Sound Environmental Association visit [www.severnsound.ca](http://www.severnsound.ca)



# 2023 Crop Heat Units, Midland, Ontario



Month	Monthly Crop Heat Units
May	377
June	684
July	835
August	755
September	632
October	339
November	39
<b>Total</b>	<b>3661</b>



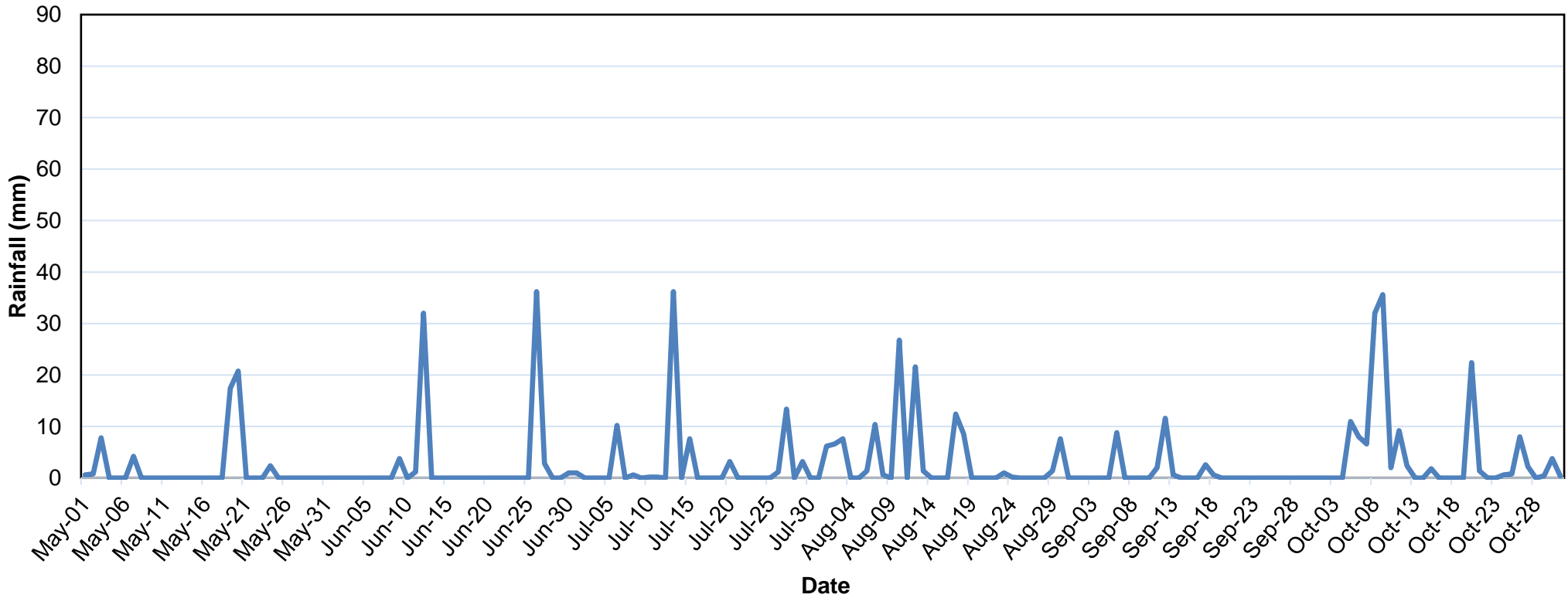
Crop Heat Unit calculations were based on Daily Max. and Min. Air Temperatures collected in Midland, at the Water and Wastewater Operations Facility, using an ADCON weather station. Data from May 1 to November 13, 2023 (first occurrence of -2°C or lower) was used to compile the results. The calculation method can be found at: <https://www.ontario.ca/files/2022-10/omafra-agronomy-guide-for-field-crops-en-2022-10-13.pdf> (Page 254)

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

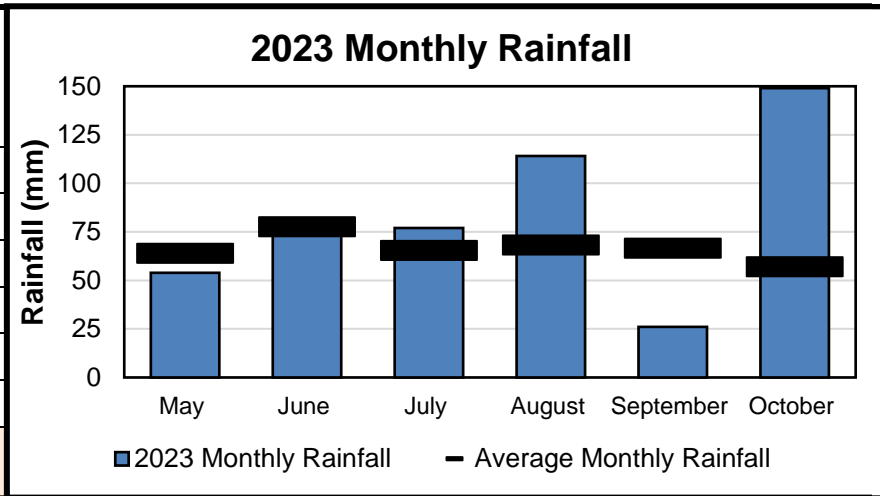




# 2023 Daily Rainfall Midland, Ontario



Month	Monthly Rainfall (mm)
May	54
June	77
July	77
August	114
September	26
October	149
<b>Total</b>	<b>497</b>



Rainfall amounts were based on continuous measurements recorded at the Midland, Ontario, Water and Wastewater Operations Facility, using a weather station equipped with a tipping bucket rain gauge. Data from May 1 to October 31, 2023 was used to compile the results.

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





**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 62-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**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**

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**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. 62-23-SSEA regarding Building Tree Planting Capacity in the Severn Sound Watershed Project, be received for information.**

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**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, and 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 respectively<sup>1</sup>. 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 sought external funding to build additional capacity in its tree planting programs.

**Analysis/Discussion**

Planning for the spring 2024 Community Tree Planting and Tree Seedling Distribution programs is underway. Staff continue to seek landowners who are looking to plant several hundred trees or more on their property, as potential Community Tree Plant sites. Priority will be given to tree planting projects that align with SSEA’s objectives such as increasing forest cover, increasing biological diversity, planting trees in areas that will increase forest connectivity, and planting buffers to protect water quality of streams and wetlands. Promotional materials for the Tree Seedling Distribution program were distributed to Communications staff at all 8 municipalities and to local newsletters; promotional material was also posted to SSEA’s social media accounts. Staff began taking seedling orders for the Tree Distribution Program, with orders accepted until January 12<sup>th</sup>, 2024.

**Financial Implications**

The SSEA submitted reporting to the County of Simcoe in Q4 and expects to receive reimbursement for a portion of the cost of the seedlings planted by volunteers in 2023 through the 4-year memorandum of understanding. Staff placed a preliminary order of native tree and shrub seedlings for both the Community Tree Planting Program and the Tree Seedling Distribution Program. For the Tree Seedling Distribution Program, the SSEA set the seedling prices so that the program is self-funded; new to the program this year, is a \$20 packaging fee for each order. This fee will cover a significant portion (2/3) of the charges from the nursery for packing individual orders. In prior years, SSEA staff received a bulk order from the nursery and sorted and re-packaged each individual seedling order. The Tree Seedling Distribution Program has grown to the extent that, under that structure, considerable human resources were needed to sort and re-package seedlings, perishable seedlings needed to be stored 1-2 days longer at unrefrigerated municipal facilities, and purchase of additional seedlings was necessary to mitigate for sorting errors or breakage during handling. Utilizing the nursery for packaging of individual orders decreases human resource needs, eliminates the necessity of ordering additional seedlings, and reduces stress, handling time, and potential damage to fragile and perishable bare-root seedlings, giving the trees a better chance of survival and establishment. It is anticipated that 2024 will be a transition year for the new packaging charge, with participants bearing 100% of the nursery’s packaging costs in future years.

**Conclusion/Recommendations**

The SSEA is in the planning stages for our spring 2024 tree planting programs. Staff will continue to conduct site visits to prospective Community Tree Planting properties in the winter. Planning and implementation of the Tree Seedling Distribution Program is well underway. Staff will continue to receive payments for seedling orders and will work on planning pickup dates and locations for the spring. The 2BT Capacity Building Project is on target and SSEA expects to meet performance measures and deliverables by the end of the Project, March 2024.

Prepared by:

Approved for submission by:

Original signed 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 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 63-23-SSEA

**Date:** February 1<sup>st</sup>, 2024

**To:** Chair and Members of the SSEA Board of Directors

**From:** Nicole Stott, Corporate Administration Coordinator

**SUBJECT: SSEA Past and Upcoming Events**

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**APPLICABLE STRATEGIC PLAN GOALS:**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 63-23-SSEA regarding SSEA Past and Upcoming Events, be received for information.**

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**Purpose of Staff Report**

To outline key events hosted and attended by SSEA in Q4 2023, and upcoming events in Q1 2024.

**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 9 events in Q4, detailed in **Table 1**. Approximately 1,261+ people attended, participated or volunteered in these events. To date, SSEA anticipates facilitating and/or participating in 4+ events in the Q1 of 2024, detailed in **Table 2**.

**Table 1. Events SSEA facilitated and/or participated in during Q4 of 2023.**

<b>Event Name</b>	<b>Event Coordinator &amp; Type</b>	<b>Relevant Program(s)/ Project(s)</b>	<b>Target Audience/ Region</b>	<b>Number of Participant/ Volunteer</b>
Georgian Bay Honey Bee Festival	Township of Georgian Bay, Municipal event	All	Georgian Bay Township	~1000
Latonnell Conservation Symposium	Latonnell Conservation Symposium, conference	State of Severn Sound project	Agencies working on conservation, watershed science	25
Lake Huron and Georgian Bay Communities Connecting Land to Lake Webinar	Lake Huron-Georgian Bay Community Action Initiative, webinar	State of Severn Sound project	Lake Huron wide	78
Georgian Bay Métis Council AGM	Georgian Bay Métis Council	State of Severn Sound project	Georgian Bay Métis community	60
Georgian Bay Biosphere Lands and Waters Gathering	Georgian Bay Biosphere, Symposium	State of Severn Sound project	Georgian Bay wide, partners on State of the Bay report	75
Wildflower Planting and seeding - Edgehill Park	SSEA, Planting event	Great Lakes Local Action Fund, pollinators, naturalization, rehabilitation (Midland)	Highschool students	2
Wildflower Planting - JT Payette Memorial Park	SSEA, Planting event	Great Lakes Local Action Fund, pollinators, naturalization, rehabilitation (Penetanguishene)	Homeschooling Group	17
Wildflower Planting - Little Lake Park	SSEA, Planting event	Great Lakes Local Action Fund, pollinators,	Homeschooling Group	3

		naturalization, rehabilitation (Midland)		
Mulch mat installation - Ernest T. Bates Memorial Park	SSEA, Planting event	Great Lakes Local Action Fund, pollinators, naturalization, rehabilitation (Midland)	Highschool students	1
<b>TOTAL VOLUNTEERS/PARTICIPANTS</b>				<b>1,258+</b>

**Table 2. Events SSEA will be facilitating and/or participating in during Q1 of 2024.**

<b>Event Name</b>	<b>Date</b>	<b>Relevant Program(s)/Project(s)</b>	<b>Target Audience/Region</b>
Winter Carnaval d’Hiver	Feb 10	All	Township of Tiny community
Winterama	Feb 16	All	Town of Penetanguishene community
Georgian College Environmental Meet & Greet	March, date TBD	All	College students
Source to Stream Conference	Mar 26-27	Stormwater Monitoring pilot project	Southern Ontario

**Conclusion**

SSEA staff has continued to foster relationships with municipalities, partner organizations and associations by facilitating and participating in community engagement events. **In the 4th Quarter of 2023 staff attended 9 events with over 1,261 attendees/impressions.** Municipal partners are encouraged to contact SSEA staff if there are events SSEA should attend.

Prepared by:

Approved for Submission by:

*Original signed by* \_\_\_\_\_  
Nicole Stott, Corporate Administration  
Coordinator

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



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2023 Fourth Quarterly Meeting (Q4) – February 1<sup>st</sup>, 2024**

**STAFF REPORT**

**No:** 64-23-SSEA  
**Date:** February 1<sup>st</sup>, 2024  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Aisha Chiandet, Water Scientist/Limnologist  
**SUBJECT: COA Project Updates: Stormwater Monitoring & State of Severn Sound Reporting**

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**APPLICABLE STRATEGIC PLAN GOALS:**

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

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**RECOMMENDATION:**

**RESOLVED THAT: Staff Report No. 64-23-SSEA regarding COA Project updates (Stormwater Monitoring and State of Severn Sound Reporting), be received for information.**

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**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 Environmental Compliance Approval 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 help guide the selection of indicators and provide data and/or guidance on the report and its findings. Relationships will be created with Indigenous communities to facilitate gathering knowledge on environmental change from a Traditional Oral Knowledge perspective.

**Analysis/Discussion**

*1) Stormwater Monitoring (funding end 29-Feb-24)*

Sampling at six sites is timed to capture two wet, one snowmelt (spring only), and one dry event in each of the spring, summer and fall/early winter as applicable (up to 10 sampling events total). Water samples are analyzed for nutrients, suspended sediments, chloride. Staff use a handheld sonde to measure temperature, pH, dissolved oxygen, turbidity, and conductivity in the field and a flowmeter, which was purchased for the project, is used to record flow during sampling events, except during very high flows where safety is a concern. Flow must be measured in order to calculate the load of parameters such as phosphorus. For dates where flow monitoring is not possible, data from the gauges operated Water Survey of Canada and Nottawasaga Valley Conservation Authority will be used to estimate flow data. To date, staff have completed three spring sampling events, three summer sampling events and four fall/early winter sampling events with a total of 60 sets of samples submitted for analysis. The second wet weather spring event was missed, so this was added in the early winter, and timed with an early season snowmelt event. Results to date have been compiled and graphed. Early analysis shows clear impacts of wet weather events for variables like total phosphorus and suspended solids, while seasonal dynamics of chloride are less closely related to recent storm events. Along with results reporting, the focus of the project will shift to creating an inventory of stormwater facilities in order to inform recommendations on a potential watershed wide monitoring approach that maximizes SSEA's existing network of monitoring sites.

An abstract for a presentation at the March 2024 Source to Stream conference was accepted, which will provide an opportunity to share results with a wider audience with expertise in stormwater management. Prior to the conference, a presentation will be given to Springwater Council and shared with the Board.

*2) State of Severn Sound Reporting (funding end 5-Mar-24)*

Due to staffing changes at Trent University, a new Program Coordinator has been assigned to the project. The previous coordinator (Nolan Pearce) has agreed to continue to be involved to ensure continuity of data analysis and successful project completion. One Science Advisory Committee (SAC) meeting was held. Updates were made to the following datasets, which were shared with the Program Coordinator: wastewater treatment plant, fish population reports, and tributary benthic invertebrates. Drafts for 10 different indicator categories plus 8 other report sections were completed and sent to SAC committee members for review. Comments have been received from 9 reviewers. Reporting on results to date occurred at 3 symposia/webinars:

Latonnell Symposium, Lake Huron and Georgian Bay Communities Connecting Land to Lake Webinar, and Georgian Bay Biosphere Lands and Waters Gathering. A Knowledge Gathering survey was used to guide conversations with 2 Indigenous Knowledge Holders, and the online version was filled out by 7 others. SSEA attended the GBMC AGM for the purpose of Knowledge gathering and raising awareness about the project. Partnership building is ongoing with First Nation communities (Chimnissing, Wahta First Nations, Chippewa Tri-Council).

There remain some datasets and analyses that are outstanding or in progress, including wildlife populations and habitat, fish habitat, fish populations, and open water benthos. Summaries of contributions from Indigenous Knowledge Holders will be incorporated into each indicator section as appropriate.

### **Conclusion/Recommendations**

1) Stormwater sampling is now complete, and data will be analyzed and interpreted in a report. 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.

2) Analysis to support State of Severn Sound reporting will continue, along with updates to datasets as required. An additional meeting is planned for the SAC in Q1 of 2024. Outstanding data will be gathered from partner agencies as available, along with Indigenous Knowledge, and communications celebrating the 20<sup>th</sup> 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 deteriorate.

Prepared by:

Approved for submission by:

Original signed by  
Aisha Chiandet, Water Scientist/Limnologist

Original signed by  
Julie Cayley, Executive Director

Card from the Port McNicol Lions Club

RE: Thanking the staff of SSEA for helping with the food and toy drive in December 2023.



*Thank You ...*

Thank you so much  
for the help with  
our food & toy  
drive. We helped  
37 families with  
over 80 kids &  
couldn't have done  
this without your  
help.

**A Big Thank You**

**From**

**Port M<sup>c</sup>Nicoll Lions Club**

*Cindy Vaillancourt  
& the Port Lions*

**Township of Tay Resolution (Nov 8<sup>th</sup> 2023, Ratified Nov 22<sup>nd</sup> 2023)**

Committee of the Whole meeting held on Wednesday, November 8<sup>th</sup>, members of Council passed the following recommendation to be ratified at their Council meeting on November 22, 2023:

**Verbal Update, Mayor Walker, Re: Draft Severn Sound Environmental Association Notice of Motion**

Recommendation:

Moved by Councillor Gerard La Chapelle

Seconded by Councillor Paul Raymond

Whereas in 1997, Council and neighbouring municipalities entered into an Agreement to establish the Severn Sound Environmental Association for the continuation of the Severn Sound Remedial Action Plan initiatives to restore, protect and sustain a healthy environment in the Severn Sound area; and

Whereas in 2003, the Severn Sound Watershed was delisted from the International Joint Commission's list of Great Lakes Areas of Concern because it reached its goal of improving the water quality of Severn Sound; and

Whereas in 2009, the Severn Sound Environmental Association was created as a Municipal Services Corporation, and

Whereas the scope of work and required budgets have significantly increased in recent years; and

That Council request the Severn Sound Environmental Association's Board of Directors to prepare a budget and workplan that only includes activities and functions that are legislatively required under Federal and/or Provincial Regulations for consideration for 2024.

**Carried**

Resolution:

Moved by Councillor Paul Raymond

Seconded by Councillor Gerard La Chapelle

That the Consent List for November 22, 2023 and the Recommendations contained therein be adopted as Resolutions of Council.

**Carried**



The Corporation of the Town of Midland

Resolution No. 2023-269  
Date: November 8, 2023

MOVED BY: B. Gordon

SECONDED BY: Connelly East

WHEREAS in 1997, Council and neighbouring municipalities entered into an Agreement to establish the Severn Sound Environmental Association for the continuation of the Severn Sound Remedial Action Plan initiatives to restore, protect and sustain a healthy environment in the Severn Sound area; and

WHEREAS in 2003, the Severn Sound Watershed was delisted from the International Joint Commission's list of Great Lakes Areas of Concern because it reached its goal of improving the water quality of Severn Sound; and

WHEREAS in 2009, the Severn Sound Environmental Association was created as a Municipal Services Corporation, and

WHEREAS the scope of work and required budgets have significantly increased in recent years;

NOW THEREFORE BE IT RESOLVED THAT Council request the Severn Sound Environmental Association's Board of Directors to prepare a budget and workplan that only includes activities and functions that are legislatively required under Federal and/or Provincial Regulations for consideration for 2024.

Carried:  Defeated:  Deferred:

  
\_\_\_\_\_  
MAYOR or CHAIR



**The Township of Georgian Bay  
Resolutions  
Council - 14 Nov 2023**

**Item 14.(d)**

**Date: November 14, 2023**

**C-2023-456**

**Moved by** Councillor Brian Bochek  
**Seconded by** Councillor Peter Cooper

WHEREAS Council has partnered with Dr. Patricia Chow-Fraser and the Department of Biology at McMaster University to provide water sampling in Honey Harbour; and

WHEREAS the sampling provided by the Severn Sound Environmental Association (SSEA) for Honey Harbour is a special project and is not part of the core funding model in the shared partnership; and

WHEREAS Council deems it necessary to reduce costs;

NOW THEREFORE BE IT RESOLVED THAT Council directs that the Honey Harbour water quality sampling project be removed from the 2024 SSEA budget and discontinued.

Carried       Defeated       Recorded Vote       Referred       Deferred

**Recorded Vote:**

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Councillor Brian Bochek			
Councillor Peter Cooper			
Councillor Kristian Graziano			
Councillor Allan Hazelton			
Councillor Stephen Jarvis			
Councillor Steven Predko			
Mayor Peter Koetsier			

**Peter Koetsier, Mayor**



**The Township of Georgian Bay  
Resolutions  
Special Council (Budget) - 19 Dec 2023**

Item 7.(a)

**Date: December 19, 2023**

**C-2023-517**

**Moved by** Councillor Allan Hazelton  
**Seconded by** Councillor Peter Cooper

WHEREAS the Township of Georgian Bay entered into a joint agreement for services with the Severn Sound Environmental Association (SSEA), along with seven (7) other municipalities;

THEREFORE BE IT RESOLVED THAT Council direct staff to provide written notice to the Severn Sound Environmental Association for the Township of Georgian Bay's request to review, amend, negotiate, or possibly terminate the agreement; and

THAT Council invites the Severn Sound Environmental Association for discussions.

Carried       Defeated       Recorded Vote       Referred       Deferred

**Recorded Vote:**

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Councillor Brian Bochek			
Councillor Peter Cooper			
Councillor Kristian Graziano			
Councillor Allan Hazelton			
Councillor Stephen Jarvis			
Councillor Steven Predko			
Mayor Peter Koetsier			

**Peter Koetsier, Mayor**