




**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD**

March 13, 2020 – 10:00 a.m.

AGENDA

**Location: Township of Tay Council Chambers
450 Park Street, Victoria Harbour, ON**

- 1. WELCOME AND CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. APPROVAL OF PAST MINUTES**
Business arising from the Minutes
- 5. SUSPEND THE SSEA MEETING TO ALLOW THE SS SPA TO MEET**
- 6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING** 
- 7. RECONVENE THE SSEA MEETING**
- 8. PRESENTATIONS**
There are no presentations for this agenda.
- 9. SSEA 2020 QUARTERLY REPORT**
This report will be on the April 16, 2020 First Quarter Agenda.
- 10. SSEA FINANCIAL REPORTS**
10.1 Staff Report No. 09-20-SSEA from the Executive Director regarding SSEA 2020 Staff Salary Increase.
- 11. SSEA CORPORATE ADMINISTRATION UPDATE**
11.1 Board Meeting Highlights
- 12. EXECUTIVE DIRECTOR UPDATE**
This report will be on the April 16, 2020 First Quarter Agenda
- 13. ANNOUNCEMENTS**
- 14. CORRESPONDENCE**
There are no correspondence items on this agenda.
- 15. CLOSED SESSION**
There are no closed session items for this agenda.
- 16. OTHER BUSINESS**

ADJOURN



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD
2019 Fourth Quarter Meeting
January 30, 2020 – 9:30 a.m.
DRAFT MINUTES
Location: Township of Tay Council Chambers
450 Park Street, Victoria Harbour**

Present:

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
Councillor Jeff Bumstead	Township of Tay
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Carole McGinn	Town of Midland
Councillor Perry Ritchie	Township of Springwater
Councillor Ian Veitch	Township of Oro-Medonte

Regrets:

SSEA Past Chair, Councillor Ron Stevens	Township of Severn
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Staff:

Melissa Carruthers	Risk Management Official/ Inspector
Lex McPhail	IT Manager/GIS Applications Specialist
Judy Limoges	Treasurer
Aisha Chiandet	Water Scientist
Robert Canning	Invasive Species Program Coordinator
Michelle Hudolin	Wetlands and Habitat Biologist
Laurie Barron	Corporate Services Coordinator

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 9:35 a.m.

2. ADOPTION

Motion: #2020-1

Moved by: J. Bumstead Seconded by: C. McGinn

RESOLVED THAT: the SSEA Joint Services Board approve the 2019 Fourth Quarter Meeting Agenda dated January 30, 2020 as amended to include under New Business:

- Sustainable Severn Sound discussion– requested by Councillor J. Bumstead
- Ratification of November 29/19 Electronic vote regarding SSEA signing authorities for the National Bank – requested by Chair Walma.

Carried

3. DECLARATION OF PECUNIARY INTEREST

None declared

4. MINUTES

4.1 SSEA Joint Services Board Third Quarter Minutes dated October 17, 2019.

Motion: #2020-2

Moved by: J. Bumstead

Seconded by: C. McGinn

RESOLVED THAT: the SSEA Joint Services Board approve the minutes of the Third Quarterly meeting held on October 17, 2019.

Carried

4.2 SSEA Executive Meeting Minutes held on January 16, 2020

Motion: #2020-3

Moved by: P. Wiancko

Seconded by: J. Bumstead

RESOLVED THAT: the SSEA Joint Services Board receive the minutes of the SSEA Executive meeting held on January 16, 2020.

Carried

BUSINESS ARISING FROM THE MINUTES

None noted

SSEA 2019 Chair Walma stepped down.

Pro Tem Chair Melissa Carruthers, SSEA Risk Management Official/Risk Management Inspector conducted the election portion of the meeting.

5. ELECTION OF SSEA CHAIR AND VICE CHAIR

Election Procedures

Melissa Carruthers, Pro Tem Chair reviewed the election procedures.

Appointment of Scrutineers

Motion: #2020-4

Moved by: J. Bumstead

Seconded by: I. Veitch

RESOLVED THAT: Judy Limoges and Robert Canning be appointed as scrutineers for this 2020 Election of SSEA Officers; and

THAT: the ballots be destroyed after the election process.

Carried

Nominations for the Position of Chair

Anita Dubeau and Paul Wiancko nominated Steffen Walma for the position of Chair for 2020.

Affirmation of nomination

Steffen Walma affirmed he would be willing to run for the position of Chair for 2020.

Pro Tem Chair Melissa Carruthers called for further nominations three times. No further nominations were put forward.

Motion: #2020-5

Moved by: P. Ritchie

Seconded by: A. Dubeau

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

Carried

Election of SSEA Chair Result

Steffen Walma was acclaimed as SSEA Chair for 2020.

Nominations for the Position of Vice Chair

Steffen Walma nominated Paul Wiancko for the position of Vice Chair.

Affirmation of nomination

Paul Wiancko affirmed he would be willing to run for the position of Vice Chair for 2020.

Pro Tem Chair Melissa Carruthers called for further nominations three times. No further nominations were put forward.

Motion: #2020-6

Moved by: J. Bumstead

Seconded by: C. McGinn

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

Carried

Election of SSEA Vice Chair Result

Paul Wiancko was acclaimed as SSEA Vice Chair for 2020.

Motion: #2020-7

Moved by: J. Bumstead

Seconded by: P. Ritchie

RESOLVED THAT: the Severn Sound Environmental Joint Municipal Service Board has elected and/or appointed for the year 2020 SSEA Officers as follows:

Chair: Steffen Walma

Vice Chair: Paul Wiancko

Carried

Chair Walma resumed the chair's seat.

6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

There was no SS SPA meeting scheduled for this agenda.

7. RISK MANAGEMENT OFFICIAL/INSPECTOR UPDATE

Staff Report No.04-20-SSEA regarding an update of the activities that have been undertaken by SSSPA and SSEA Risk Management staff during the SSEA Q4 for 2019.

Motion: #2020-8

Moved by: J. Bumstead

Seconded by: C. McGinn

RESOLVED THAT: Staff Report No.04-20-SSEA regarding an update of the activities that have been undertaken by SS SPA and SSEA Risk Management staff during the SSEA Q4 for 2019 be received for information.

Carried

8. PRESENTATIONS:

Presentation from the Risk Management Official/Risk Management Inspector regarding Healthy Soils = Healthy Watershed project. (supported by Staff Report No. 08-20-SSEA)

Motion: #2020-9

Moved by: P. Wiancko

Seconded by: A. Dubeau

RESOLVED THAT: the presentation and Staff Report No. 08-20-SSEA regarding an update on the status of application to OMAFRA's *Places to Grow: Agri-food Innovation Initiative – Soil Health and Water Quality: Outreach, Education and Advisory Services* fund by the Severn Sound Environmental Association be received for information.

Carried

9. SSEA Fourth Quarter 2019 Report

Motion: #2020-10

Moved: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: the Fourth Quarter 2019 report presented by Melissa Carruthers, be received for information.

Carried

10. SSEA FINANCIAL REPORTS

10.1 Staff Report No. 01-20-SSEA from the Treasurer regarding SSEA Employee Group Benefit Plan Review. (*as presented to the Executive Committee on January 16, 2020*)

Motion: #2020-11

Moved by: C. McGinn

Seconded by: P. Wiancko

RESOLVED THAT: the SSEA Board of Directors receive Staff Report No. 01-20-SSEA from the Treasurer regarding a SSEA Employee Group Benefit Plan Review and;

FURTHER THAT: the SSEA Executive Director, through consultation with Mosey & Mosey group benefits plan broker, to determine and implement employee benefit options that improve cost savings while maintaining the integrity of the plan.

Carried

10.2 Staff Report No. 02-20-SSEA from the Treasurer regarding SSEA Staff Pay Equity and Market Review. *(as presented to the Executive Committee on January 16, 2020)*

Motion: #2020-12

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 02-20-SSEA, regarding approval for the transfer of funds designated in the 2019 budget to reserve in order to complete the mandatory *Pay Equity and Market Review* for SSEA staff in 2020 be received and;

FURTHER THAT: the Board of Directors approves the transfer of funds to complete the *Pay Equity and Market Review* for SSEA staff.

Carried

10.3 Staff Report No. 03-20-SSEA from the Treasurer regarding the 2019 Fourth Quarter draft Financials.

Motion: #2020-13

Moved by: C. McGinn

Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 03-20-SSEA regarding the 2019 Fourth Quarter Draft Financials be received as information.

Carried

10.4 SSEA 2020 municipal budget request updates.
The Board Members provided updates on the SSEA's 2020 budget request.

Chair Walma stepped down from the chair's seat

Vice Chair Paul Wiancko chaired this portion of the meeting

11. SSEA CORPORATE ADMINISTRATION UPDATE

11.1 SSEA Procedural By-Law - Rules of Procedure for the Board of Directors of the Severn Sound Environmental Association

Chair Walma put forth a proposal to the members that the SSEA Board of Directors add two additional meetings to the scheduled 2020 Board of Directors meetings.

Revised Motion: #2020-14

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: the Severn Sound Environmental Association By-Law - Rules of Procedure for the Board of Directors of the Severn Sound Environmental Association be approved; and

THAT: the Executive Director report back to the board regarding the preparation of SSEA meeting highlights for each board meeting to be distributed to the SSEA members for their municipal council's information; and

FURTHER THAT: the addition of two extra board meetings for 2020 be considered.

Carried

Chair Walma resumed the chair's seat.

11.2 Code of Conduct for Members of the Severn Sound Environmental Association Board Of Directors

Motion: #2020-15

Moved by: A. Dubeau

Seconded by: I. Veitch

RESOLVED THAT: the Code of Conduct for Members of The Severn Sound Environmental Association Board of Directors be approved; and

THAT: the Code of Conduct Acknowledgement be signed by each Board Member.

Carried

11.3 Staff Report No. 05-20-SSEA from SSEA Water Scientist regarding Sodium Exceedances in Water Supplies update.

Motion: #2020-16

Moved by: P. Ritchie

Seconded by: J. Bumstead

RESOLVED THAT: the Board of Directors receive Staff Report No. 05-20-SSEA regarding an update on sodium exceedances in Local Surface and Groundwater; and

FURTHER THAT: SSEA Communicate sodium results to the appropriate municipalities (Midland, Springwater, Oro-Medonte, Tay, Severn) and the County of Simcoe; and

FURTHER THAT: SSEA work with the Health Unit, Ministry of Environment, Conservation and Parks, the County of Simcoe and municipalities to determine the best options for informing the public; and

THAT: SSEA investigate programs like "Smart about Salt" to provide training for municipal and private contractor staff on strategies to reduce de-icing salt usage.

Carried

11.4 Staff Report No. 06-20-SSEA regarding an update on SSEA grant applications.

Motion: #2020-17

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 06-20-SSEA regarding SSEA grant application update be received for information.

Carried;

11.5 Staff Report No. 07-20-SSEA from the Invasive Species Program Coordinator regarding SSEA Invasive Species Program Update.

Motion: #2020-18

Moved by: P. Wiancko

Seconded by: J. Bumstead

RESOLVED THAT: Staff Report No. 07-20-SSEA regarding the SSEA Invasive Species Program update be received for information.

Carried

12. EXECUTIVE DIRECTOR UPDATE

The Executive Director was not present at this meeting.

13. ANNOUNCEMENTS

None noted.

Councillor P. Ritchie left the meeting at 11:30 a.m.

14. CORRESPONDENCE

a) Letter dated January 14, 2020 from Township of Tay Mayor Ted Walker regarding SSEA 2020 budget.

15. 2020 SCHEDULE OF MEETINGS

Motion: #2020-19

Moved by: J. Bumstead

Seconded by: I. Veitch

RESOLVED THAT: the Board of Directors approves the following schedule of SSEA Board of Directors meetings for 2020. Meetings will be held from 9:00 a.m. to 12:00 noon at a location to be determined.

- Fourth Quarterly Meeting: January 30, 2020
- Additional Meeting: February 27, 2020 (Source Water Protection & BOD)
- First Quarterly Meeting: April 16, 2020
- Second Quarterly Meeting: July 16, 2020
- Third Quarterly: October 15, 2020

Carried

16. CLOSED SESSION

There were no closed session items for this agenda.

17. OTHER BUSINESS

17.1 Sustainable Severn Sound and SSEA merger status.

Discussion concluded that a report will be placed on the April 16, 2020 board meeting agenda for further consideration.

17.2 Ratification of November 29/19 Electronic vote regarding SSEA signing authorities for the National Bank

Motion: # 2020-20

Moved by: C. McGinn

Seconded by: A. Dubeau

RESOLVED THAT: the 2019 Electronic Vote Motion#: SEV1-19-SSEA taken on November 29, 2019 regarding SSEA signing authorities for the National Bank be approved.

Carried

ADJOURN

Motion: #2020-21

Moved by: I. Veitch

Seconded by: C. McGinn

RESOLVED THAT: this meeting of the SSEA Board of Directors held on January 30, 2020 adjourn at 11:40 a.m. to meet again on Thursday February 27, 2020 or at the call of the chair.

Carried

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this _____ day of _____, 2020.



Severn Sound Environmental Association
Joint Service Board Meeting
February 27, 2020

STAFF REPORT

No: 09-20-SSEA
Date: February 27, 2020
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: SSEA 2020 Staff Salary Increase

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 09-20-SSEA regarding a 2020 annual salary increase of 2.0% be approved; and

FURTHER THAT: The Executive Director be authorized to implement a 2.0% cost of living increase for SSEA FTE staff retroactive to January 1, 2020.

Purpose of Staff Report

The purpose of this report is to provide a recommendation regarding the general annual salary increase for SSEA FTE.

Background

The chart below provides a history of SSEA approved salary increases from 2015-2019

Year	% Salary Increase
2015	1.6%
2016	1.5%
2017	1.49%
2018	1.6%
2019	2.0%

Eight municipalities in the Severn Sound watershed area were canvassed for staff wage increases for 2020, the average was 1.8% (see table at end of document). The 2020 SSEA approved budget includes a 2.0% salary increase. It is therefore recommended that the 2020 staff salary increase be 2.0% and be effective January 1, 2020.

Submitted by:
Original signed by
Julie Cayley, Executive Director

**MUNICIPAL AND CONSERVATION AUTHORITY COMPARISON OF
SALARY INCREASES 2019/2020**

Municipality	2020 Wage Increase		2019 Wage Increase	
	Union	Non-union	Union	Non-union
Georgian Bay	not approved		1.015%	1.50%
Midland	1.00%	under review	budget not approved as of April 18, 2019	
Oro-Medonte	1.60%			1.50%
Penetanguishene	not approved		1.6% and 1.7%	1.65%
Severn	1.75%		1.75%	
Springwater	2.21%		1.77%	
Tay	2.00%		2.50%	
Tiny	2.00%		1.50%	
Avg.	1.8%			
Conservation Authority				
NVCA	2.20%		2.50%	
LSRCA	1.75%		1.50%	



SSEA Board Meeting January 30, 2020 (4th quarter 2019) Draft Highlights

For the full meeting agenda including documents and reports, visit our web site
<https://severnsound.ca/about/meetings>

SSEA Board of Directors Election

SSEA Board of Directors appointed and/or elected the following officers for 2020:

- **SSEA Chair:** Steffen Walma, Deputy Mayor Township of Tiny
- **SSEA Vice Chair:** Paul Wiancko, Councillor Township of Georgian Bay
- **SSEA Past Chair:** Ron Stevens, Councillor Township of Severn

SSEA submits application for OMAFRA's Places to Grow: Agri-food Innovation Initiative

The board received a report and presentation regarding the Healthy Soils = Healthy Watershed = Healthy Economy application submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) by the SSEA. If funded, this project will improve water quality working with agricultural land owners in North Simcoe to explore and encourage adoption of soil health better management practices. In year one the project will be piloted in the Township of Tiny with a three year plan to expand to other municipalities within Severn Sound watershed. *For a copy of the complete presentation visit our web site at*
<https://severnsound.ca/about/meetings>

SSEA Staff raise concerns re: surface and groundwater quality monitoring sodium level results

A report regarding sodium concentrations in local surface and groundwater was presented to the board. Sodium concentrations above 20 mg/L are considered a potential risk in drinking water.

Sodium concentrations exceeded 20 mg/L in several inland lakes and a groundwater monitoring well. SSEA will continue to monitor sodium concentrations in local surface and groundwater and will work with local municipalities, the Health Unit, Ministry of Environment, Conservation and Parks and the County of Simcoe to determine best options for informing the public.

Staff proposed investigating programs like "Smart about Salt" to provide municipal and private contractors with strategies to reduce de-icing salt usage.

In brief

During the meeting the board also;

Received

- SSEA fourth quarter 2019 activity report
- update on the fourth quarter financials
- update on the activities undertaken by Severn Sound Source Protection and SSEA Risk Management staff during the fourth quarter of 2019

In brief – cont'd

- reports on current fund application activity and status, and Invasive Species program update
- discussed SSEA staff pay equity and market review and employee group benefit plan review to be completed in 2020

Approved (not ratified)

- SSEA board of directors' procedural by-law
- approved SSEA board of directors' code of conduct