



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD
2020 FIRST QUARTER (Q1) MEETING
April 16, 2020
Via video & telephone conference**

MINUTES

Present via zoom video:

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

Present via telephone conference:

SSEA Past Chair, Councillor Ron Stevens	Township of Severn
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Staff present via zoom video:

Julie Cayley	Executive Director
Melissa Carruthers	Risk Management Official/ Inspector
Judy Limoges	Treasurer
Lex McPhail	IT Manager/GIS Applications Specialist
Laurie Barron	Corporate Services Coordinator/Recorder

Guests present via zoom video:

Lynn Dollin, Chair, South Georgian Bay Lake Simcoe Source Protection Committee
Bill Thompson, Project Manager – South Georgian Bay Lake Simcoe Source Protection Region

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 9:32 a.m.

2. ADOPT AGENDA

Motion: 2020-33

Moved by: P. Wiancko

Seconded by: I. Veitch

RESOLVED THAT: the SSEA Joint Service Board approve the Meeting Agenda dated April 16, 2020.

Carried;

3. DECLARATION OF PECUNIARY INTEREST

None declared

4. APPROVAL OF PAST MINUTES SSEA Joint Service Board Meeting 2020-03-13 held on March 13, 2020.

Motion: 2020-34

Moved by: P. Ritchie

Seconded by: A. Dubeau

RESOLVED THAT: the minutes of SSEA Joint Service Board Meeting 2020-03-13 held on March 13, 2020 be approved.

Carried;

BUSINESS ARISING FROM THE MINUTES

None noted

5. SUSPEND THE SSEA MEETING TO ALLOW THE SSSPA TO MEET

Motion: 2020-35

Moved by: J. Bumstead

Seconded by P. Wiancko

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

Carried;

6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

7. RECONVENE THE SSEA JOINT SERVICE BOARD MEETING

Motion: 2020-36

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: the SSEA 2020 Joint Service Board meeting reconvene at 10:00 a.m.

Carried;

Lynn Dollin, Chair, South Georgian Bay Lake Simcoe Source Protection Committee excused herself from the remainder of the SSEA Board Meeting.

8. PRESENTATIONS

There were no presentations for this agenda.

9. SSEA FIRST QUARTER 2020 REPORT

Motion: 2020-37

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: the Board of Directors receive the Severn Sound Environmental Association 2020 1st Quarter (Jan. 1 – Mar. 31) Report.

Carried;

10. SSEA FINANCIAL REPORT

10.1 Staff Report 13-20-SSEA 2019 Draft Financials

Motion: 2020-38

Moved by: C. McGinn

Seconded by: P. Wiancko

RESOLVED THAT: Staff Report 13-20-SSEA regarding the 2019 Draft Financials be received for information.

Carried;

10.2 Staff Report 14-20-SSEA 2020 1st Quarter Draft Financials

Motion: 2020-39

Moved by: A. Dubeau

Seconded by: C. McGinn

RESOLVED THAT: Staff Report 14-20-SSEA regarding the 2020 1st Quarter Draft Financials be received for information.

Carried;

11. SSEA CORPORATE ADMINISTRATION UPDATE

11.1 Staff Report 15-20-SSEA 2020 Insurance Costs

Motion: 2020-40

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 15-20-SSEA regarding the 2020 commercial insurance costs be received for information.

Carried;

11.2 Staff Report 16-20-SSEA SSEA Community Tree Planting & Tree Seedling Distribution Program Update

Motion: 2020-41

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 16-20-SSEA regarding the SSEA Community Tree Planting and Tree Seedling Distribution Program Update be received for information.

Carried;

11.3 Staff Report 17-20-SSEA SSEA 2020 Core Operations Budget Invoicing

Motion: 2020-42

Moved by: J. Bumstead

Seconded by: C. McGuinn

RESOLVED THAT: Staff Report No. 17-20-SSEA, regarding the Core Operations budget invoicing be received for information; and

FURTHER THAT: the SSEA invoice and collect the Core Operations budget as invoiced including the Drinking Water Source Protection budget amount for municipal partners; and

FURTHER THAT: should the Ministry of Environment Conservation and Parks approve funding the 2020/21 Drinking Water Source Protection the surplus for 2020 shall be dealt with at a future board meeting.

Carried;

11.4 Staff Report 18-20-SSEA Invasive Species Programs Staffing Update

Motion: 2020-43

Moved by: P. Ritchie

Seconded by: P. Wiancko

RESOLVED THAT: Staff Report No. 18-20-SSEA, regarding the Invasive Species Program Staffing Update be received for information.

Carried;

11.5 Staff Report 19-20-SSEA SSEA Social Media Update

Motion: 2020-44

Moved by: I. Veitch

Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 19-20-SSEA regarding SSEA social media update be received for information.

Carried;

12. EXECUTIVE DIRECTOR UPDATE

Julie Cayley, Executive Director provided a verbal update:

- SSEA Expenses are going to look different this year, costs have shifted i.e.; internet costs for staff working from home. COVID-19 expenses will be tracked by our Treasurer.
- Cyber insurance, building insurance, equipment insurance will be reviewed to ensure SSEA assets are properly insured. Insurance costs increased significantly this year and the insurer has been asked to re-evaluate.
- The Executive Director is working on a brief update outlining the skill sets of our staff in an effort to assist our municipalities in the coming months. This will be communicated with our member municipalities CAO's and our board members.

Motion: 2020-45

Moved by: J. Bumstead

Seconded by: A. Dubeau

RESOLVED THAT: the verbal update provided by the Executive Director be received for information.

Carried;

13. ANNOUNCEMENTS

Councillor Carole McGinn advised that the Town of Midland has welcomed a new Chief Administrative Officer, Mr. David Denault.

14. CORRESPONDENCE

There were no correspondence items for this agenda.

15. CLOSED SESSION

There were no closed session items for this agenda.

16. OTHER BUSINESS

The Board of Directors acknowledged the need for additional computer hardware for SSEA staff.

Motion: 2020-46

Moved by: R. Stevens

Seconded by: J. Bumstead

RESOLVED THAT: the Board of Directors authorize the Executive Director the flexibility within the 2020 budget year to purchase additional IT Hardware not to exceed \$5,000.00 due to the Covid-19 pandemic and the need for SSEA staff to isolate and work from home.

Carried;

17. ADJOURN

Motion: 2020-47

Moved by: C. McGuinn

Seconded: I Veitch

RESOLVED THAT: this meeting of the SSEA Board of Directors held on April 16, 2020 adjourn at 11:19 a.m. to meet again on Thursday July 16, 2020 or at the call of the chair.

Carried;

Original Signed By:

Original Signed By:

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this 4th day of June, 2020