



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2022 Special Meeting**

**September 12<sup>th</sup>, 2022  
9:30am – 11:00am  
Via video & telephone conference**

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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 2022 Second Quarter (Q2) meeting of the SSEA Joint Municipal Service Board held July 26<sup>th</sup>, 2022

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

No SSSPA Mtg.

**6. PRESENTATIONS**

None

**7. SSEA BUSINESS**

See closed session

**8. SSEA CORPORATE ADMINISTRATION UPDATES**

8.1 Staff Report 30-22-SSEA – Restricted Acts Provision of the Municipal Act, 2001

**9. EXECUTIVE DIRECTOR UPDATE**

None

**10. ANNOUNCEMENTS**

**11. CORRESPONDENCE**

None

**12. CLOSED SESSION**

12.1 Staff Report 31-22-SSEA – Pay Equity/Pay Grid Review

**13. OTHER BUSINESS**

**14. ADJOURN**



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2022 Second Quarter (Q2) Meeting**

**July 26<sup>th</sup>, 2022  
9:30am – 12:00pm  
Via video & telephone conference  
Draft Minutes**

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**Present via zoom video:**

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
SSEA Past Chair, Councillor Ron Stevens	Township of Severn
Councillor Ian Veitch	Township of Oro-Medonte
Councillor Perry Ritchie	Township of Springwater
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Barry Norris	Township of Tay

**Regrets:**

Councillor Carole McGinn	Town of Midland
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**Staff present via zoom video:**

Julie Cayley	Executive Director
Lex McPhail	IT Manager/GIS Applications Specialist
Judy Limoges	Treasurer
Cliff Evanitski	Office Manager
Melissa Carruthers	Risk Mgmt. Official/Risk Mgmt. Inspector
Michelle Hudolin	Wetlands & Habitat Biologist
Tamara Brincat	Invasive Species Program Coordinator
Aisha Chiandet	Water Scientist
Nicole Stott	Invasive Species Management Technician

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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: 2022-030

Moved by: B. Norris

Seconded by: R. Stevens

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the Meeting Agenda as dated July 26<sup>th</sup>, 2022

Carried;

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

**4. APPROVAL OF PAST MINUTES**

**4.1** Minutes of 2022 First Quarter (Q1) meeting of the SSEA Joint Municipal Service Board held April 28<sup>th</sup>, 2022.

MOTION: 2022-31

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the minutes of the SSEA First Quarter (Q1) meeting of the SSEA Joint Municipal Service Board held April 28<sup>th</sup>, 2022.

Carried;

**4.2** Minutes of the 2022 First Quarter (Q1) meeting of the SSEA Source Protection Authority held April 28<sup>th</sup>, 2022.

MOTION: 2022-32

Moved by: A. Dubeau

Seconded by: P. Wiancko

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the minutes of the 2022 First Quarter (Q1) meeting of the SSEA Source Protection Authority held April 28<sup>th</sup>, 2022.

Carried;

**4.3** Minutes of the SSEA 2022 Special Board Executive Budget Meeting June 13<sup>th</sup>, 2022.

Motion 2022-33

Moved by: P. Wiancko

Seconded by: R. Stevens

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the minutes of the SSEA 2022 Special Board Executive Budget Meeting held June 13<sup>th</sup>, 2022.

Carried;

**4.4** Business arising from the minutes.

None.

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

No SPA meeting this quarter.

**6. SSEA SECOND QUARTER 2022 REPORT**

MOTION: 2022-033.1

Moved by: P. Ritchie

Seconded by: I. Veitch

RESOLVED THAT: The Second Quarter 2022 report presented by Julie Cayley, Executive Director, be approved for circulation.

Carried;

**7. PRESENTATIONS**

- 7.1 Staff Presentation Re: Past and Upcoming Events Update – Julie Cayley, Executive Director, SSEA**

MOTION: 2022-034

Moved by: R. Stevens

Seconded by: A. Dubeau

RESOLVED THAT: The Staff Presentation regarding Past and Upcoming Events Update, be received as information.

Carried;

- 7.2 Staff Presentation Re: Provincial Water Quality Monitoring Network – Partner Update, Aisha Chiandet, Water Scientist, SSEA**

MOTION: 2022-035

Moved by: I. Veitch

Seconded by: P. Wiancko

RESOLVED THAT: The Staff Presentation regarding Provincial Water Quality Monitoring Network – Partner Update, be received as information.

Carried;

MOTION: 2022-035.1

Moved by: A. Dubeau

Seconded by: P. Ritchie

RESOLVED THAT: A letter be drafted by SSEA staff and circulated to the Board Draft prior to sending to Environment Canada stipulating with said Federal Department the importance of having Water Survey of Canada stations in place.

Carried;

**8. SSEA FINANCIAL REPORTS**

- 8.1 Staff Report 15-22-SSEA – 2021 Draft Financial Report**

MOTION: 2022-036

Moved by: P. Ritchie

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 15-22-SSEA regarding the 2021 Draft Financials and Audit be received as information.

Carried;

- 8.2 Staff Report 16-22-SSEA – 2022 2<sup>nd</sup> Quarter Draft Financials**

MOTION: 2022-037

Moved by: I. Veitch

Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 16-22-SSEA regarding the 2022 2<sup>nd</sup> Quarter Draft Financials be received as information.

Carried;

**8.3 Staff Report 17-22-SSEA – 2023 Draft Budget Report**

MOTION: 2022-038

Moved by: R. Stevens

Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 17-22-SSEA regarding the 2023 Draft Budget be received; AND

FURTHER THAT: The Board approves the proposed 2023 budget increase of \$36,300 with future considerations (for the use of reserves) pending the outcome of the pay equity and compensation review.

Carried;

**8.4 Staff Report 18-22-SSEA- SSEA Staffing Cost Update**

MOTION: 2022-039

Moved by: I. Veitch

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 18-22-SSEA regarding the SSEA Staffing Costs Update be received as information.

Carried;

**9. SSEA CORPORATE ADMINISTRATION UPDATES**

**9.1 Staff Report 19-22-SSEA – Severn Sound SWP/RMO Update**

MOTION: 2022-040

Moved by: R. Stevens

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 19-22-SSEA regarding an update on the activities undertaken by SS SPA and SSEA Risk Management staff during Q2 of 2022, be received for information.

Carried;

**9.2 Staff Report 20-22-SSEA – Office Lease Update**

MOTION: 2022-041

Moved by: B. Norris

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 20-22-SSEA regarding the Office Lease Update, be received for information.

Carried;

**9.3 Staff Report 21-22-SSEA – Invasive Species Program Update**

MOTION: 2022-042

Moved by: P. Ritchie

Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 21-22-SSEA regarding SSEA Invasive Species Program Update, be received for information.

Carried;

**9.4 Staff Report 22-22-SSEA – 2020-2021 Annual Report**

MOTION: 2022-043

Moved by: I. Veitch

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 22-22-SSEA, regarding the Draft 2020-2021 SSEA Annual Report be received for information; and

FURTHER THAT: the SSEA Board of Directors approves the Draft 2020-2021 SSEA Annual Report and directs staff to forward it to the member municipalities.

Carried;

**9.5 Staff Report 23-22-SSEA – Sustainable Severn Sound (SSS) Update**

MOTION: 2022-044

Moved by: P. Ritchie

Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 23-22-SSEA, regarding the Sustainable Severn Sound Update, be received for information.

Carried;

**9.6 Staff Report 24-22-SSEA - SSEA Grant Application Update**

MOTION: 2022-045

Moved by: R. Stevens

Seconded by: P. Wiancko

RESOLVED THAT: Staff Report No. 24-22-SSEA regarding SSEA Grant Application Update, be received for information.

Carried;

**9.7 Staff Report 25-22-SSEA – Tree Program Update**

MOTION: 2022-046

Moved by: A. Dubeau

Seconded by: P. Wiancko

RESOLVED THAT: Staff Report No. 25-22-SSEA regarding SSEA Community Tree Planting & Tree Seedling Distribution Program Update, be received for information.

Carried;

**9.8 Staff Report 26-22-SSEA – Projects 4 Pollinators Initiative**

MOTION: 2022-047

Moved by: I. Veitch

Seconded by: A. Dubeau

RESOLVED THAT: Staff Report No. 26-22-SSEA regarding Projects 4 Pollinators Initiative, be received for information.

Carried;

**9.9 Staff Report 27-22-SSEA – Depave Paradise Program Wrap-up**

MOTION: 2022-048

Moved by: P. Wiancko

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 27-22-SSEA regarding Depave Paradise Program Wrap-up, be received for information.

Carried;

**9.10** Staff Report 28-22-SSEA - SSEA Past and Upcoming Events Update  
MOTION: 2022-049  
Moved by: P. Ritchie Seconded by: R. Stevens  
RESOLVED THAT: Staff Report No. 28-22-SSEA regarding SSEA Past and  
Upcoming Events, be received for information.

Carried;

**10. EXECUTIVE DIRECTOR UPDATE**

**10.1** Staff Report 29-22-SSEA – Executive Director Q2 Report

MOTION: 2022-050  
Moved by: P. Wiancko Seconded by: R. Stevens  
RESOLVED THAT: The Executive Director Report No. 29-22-SSEA regarding Q2  
Report be received for information.

Carried;

**11. ANNOUNCEMENTS**

None

**12. CORRESPONDENCE**

None

**13. CLOSED SESSION**

None

**14. OTHER BUSINESS**

None

**15. ADJOURN**

MOTION: 2022-051  
Moved by: P. Ritchie Seconded by: A. Dubeau  
RESOLVED THAT: this meeting of the SSEA Board of Directors held on July 26<sup>th</sup>,  
2022 adjourn at 11:46am to meet again at the call of the Chair.

Carried.

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

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.



**Severn Sound Environmental Association  
Joint Municipal Service Board  
2022 Special Meeting – September 12<sup>th</sup>, 2022**

**STAFF REPORT**

**No:** 30-22-SSEA  
**Date:** September 1<sup>st</sup>, 2022  
**To:** Chair and Members of the SSEA Board of Directors  
**From:** Cliff Evanitski, Office Manager and Julie Cayley, Executive Director  
**SUBJECT:** **Restricted Acts Provision of the Municipal Act, 2001**

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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. 30-22-SSEA regarding the Restricted Acts Provision of the Municipal Act, 200, be received for information.**

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**Purpose of Staff Report**

To examine whether the Restricted Acts Provision pursuant to Section 275 of the Municipal Act, 2001, is applicable to municipal representatives in their capacity as SSEA Board members.

**Background**

The Severn Sound Environmental Association (SSEA) is a Joint Service Board under the Municipal Act (Section 202) with eight member municipalities, each with one elected official serving on the SSEA Board. As elected officials in their respective municipalities, the members can be subject to various restrictions under the Municipal Act, 2001.

Section 275(2) of the Municipal Act states there are two potential periods in which a Council for a municipality may be restricted in its authority to take certain actions. The restrictions are further referenced in Section 275(3) of the Act, and are commonly referred to as “lame duck provisions.” All municipal councils within Ontario have the potential to become lame duck following Nomination Day (August 19, 2022) or following Election Day (October 24, 2022).

The Act restricts Council from acting on the following:

- The appointment or removal from office of any officer of the municipality;
- The hiring or dismissal of any employee of the municipality;



- The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- Making any expenditure or incurring any other liability which exceeds \$50,000.

**Analysis/Discussion**

SSEA staff has reviewed the appropriate section of the Municipal Act and has found no reference as to whether these restrictions apply to Municipal Service Boards like the SSEA. Further, a survey of staff from Municipal Affairs and Housing, municipalities (including Midland’s Clerk) confirms that the Restricted Acts Provision of the Municipal Act, 2001 is only applicable to councillors actions at council – and does not carryover to their responsibilities on local municipal service boards.

**Financial Implications**

None.

**Conclusion/Recommendations**

That the SSEA continues forward with business as usual.

Prepared by:

Approved for Submission by:

*Original signed by*

*Original Signed by*

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Cliff Evanitski, Office Manager

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Julie Cayley, Executive Director