



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICE BOARD (JMSB)  
2021 Fourth Quarter (Q4) Meeting**

**January 27, 2022  
9:30am – 12:00pm  
Via video & telephone conference**

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**Present via zoom video:**

SSEA Chair, Deputy Mayor Steffen Walma  
SSEA Vice Chair, Councillor Paul Wiancko  
SSEA Past Chair, Councillor Ron Stevens  
Councillor Ian Veitch  
Councillor Perry Ritchie  
Deputy Mayor Anita Dubeau  
Councillor Carole McGinn  
Councillor Barry Norris

Township of Tiny  
Township of Georgian Bay  
Township of Severn  
Township of Oro-Medonte  
Township of Springwater  
Town of Penetanguishene  
Town of Midland  
Township of Tay

**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
Nikki Priestman	Watershed Health Coordinator
Paula Madill	Ecosystem Technologist
Emily Edgley	Citizen Science & Water Quality Coordinator

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**1. WELCOME AND CALL TO ORDER**

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

**2. ADOPT AGENDA**

MOTION: 2021-106

Moved by: A. Dubeau

Seconded by: R. Stevens

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the Meeting  
Agenda dated January 27, 2022

Carried;

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

*Steffen/Julie introduced Cliff – Office Manager to the Board*

**4. APPROVAL OF PAST MINUTES**

**4.1** Minutes of 2021 Third Quarter (Q3) meeting of the SSEA Joint Municipal Service Board held October 25, 2021

MOTION: 2021-107

Moved by: R. Stevens                      Seconded by: P. Wiancko

RESOLVED THAT: the SSEA Joint Municipal Service Board approve the minutes of the Third Quarter (Q3) meeting of the SSEA Joint Service Board held October 25, 2021

Carried;

**4.2** Minutes of the SSEA 2021 Special Meeting of the Board held December 10, 2021

MOTION: 2021-108

Moved by: I. Veitch                      Seconded by: P. Ritchie

RESOLVED THAT: he SSEA Joint Municipal Service Board approve the minutes of the Special Meeting of the Board held December 10, 2021

Carried;

**4.3** Business arising from the minutes

## **5. ELECTION OF SSEA CHAIR AND VICE CHAIR**

*SSEA 2021 Chair Walma to step down, Pro Tem Chair Julie Cayley, SSEA Executive Director, to conduct the election portion of the meeting.*

### **Election Procedures**

Julie Cayley, Pro Tem Chair reviewed election procedures.

### **Appointment of Scrutineers**

MOTION: 2021-109

Moved by: A. Dubeau                      Seconded by: R. Stevens

RESOLVED THAT: Lex McPhail and Melissa Carruthers be appointed as scrutineers for the 2022 Election of SSEA Officers; and

FURTHER THAT: the electronic ballots be destroyed after the election process.

Carried;

### **Nominations for the Position of Chair**

Anita Dubeau nominated Steffen Walma for the position of Chair for 2022.

### **Affirmation of nomination**

Steffen Walma affirmed he would be willing to run for the position of Chair for 2022

Pro Tem Chair Julie Cayley called for further nominations three times. No further nominations were put forward.

MOTION: 2021-110

Moved by: I. Veitch                      Seconded by: P. Ritchie

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

Carried;

### **Election of SSEA Chair Result**



*Councilor McGill joined the meeting at 9:55 am – left at 10*

**7.2 SSEA 2021 Ldd Egg Mass Survey Results and Defoliation Forecast for 2022 Report**

MOTION: 2021-115

Moved by: A. Dubeau                      Seconded by: P. Ritchie

RESOLVED THAT: Ldd Egg Mass Survey Results and Defoliation Forecast for 2022 report from Tamara Brincat be received for information.

Carried;

**ACTION ITEM:** Report to be sent to Mayors and Councils with a request to be included in an upcoming agenda.

Executive Director Cayley informed the Board that Tamara Brincat was being nominated for an award.

**ACTION ITEM:** Ms. Cayley to share invasive species award ceremony login with the Board.

*Councilor McGill rejoined the meeting at 10:05*

**8. SSEA FINANCIAL REPORTS**

**8.1 Staff Report 55-21-SSEA - 2021 4<sup>th</sup> Quarter Draft Financials**

MOTION: 2021-116

Moved by: A. Dubeau                      Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 55-21-SSEA regarding the 2021 Fourth Quarter Draft Financials be received as information.

Carried;

**ACTION ITEM:** DWSP funding reserves “Call of the Chair” meeting to be held regarding reserves and how to handle request.

**8.2 Staff Report 56-21-SSEA – 2022 Staff COLA Salary Increase**

MOTION: 2021-117

Moved by: I. Veitch                      Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 56-21-SSEA regarding a 2022 annual COLA salary increase of 2.0%, based on the 2022 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, 2022

Carried;

**8.3 Staff Report 57-21-SSEA - SSEA Reserve Schedule - At December 31, 2021 and Projected Reserve Schedule at December 31, 2022**

MOTION: 2021-118

Moved by: B. Norris                      Seconded by: P. Wiancko

RESOLVED THAT: Staff Report No. 57-21-SSEA regarding the 2021 SSEA Reserve Schedule, AND;

FURTHER THAT: the 2022 projected reserve schedule be approved by the Board  
Carried;

**8.4 Staff Report 58-21-SSEA- Township of Tay Request use of SSEA Reserve for 2022**

MOTION: 2021-119

Moved by: P. Ritchie                      Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 58-21-SSEA regarding Tay Township's request to utilize their portion of the 2020 DWSP funding of \$9,254 currently in the SSEA Contingency Reserve to offset their share of SSEA costs in 2022, be approved by the SSEA Board.  
Carried;

**8.5 Staff Report 59-21-SSEA - Appointment of Auditors for 2021**

MOTION: 2021-120

Moved by: P. Wiancko                      Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 59-21-SSEA regarding appointing the audit firm for the SSEA Treasurer municipality, Township of Tay, currently Pahapill and Associates Professional Corporation, to perform the 2021 annual financial audit of the SSEA, be approved by the SSEA Board.  
Carried;

**8.6 Staff Report 60-21-SSEA - Risk Management Services Budget Update**

MOTION: 2021-121

Moved by: C. McGinn                      Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 60-21-SSEA regarding an update on the Risk Management Services budget be received for information.  
Carried;

**ACTION ITEM:** Further clarification of increase to Oro-Medonte to be provided to financial staff and Acting CAO.

**9. SSEA CORPORATE ADMINISTRATION UPDATES**

**9.1 Staff Report 61-21-SSEA – SSEA COVID-19 Vaccination Policy**

MOTION: 2021-122

Moved by: P. Wiancko                      Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 61-21-SSEA regarding SSEA Covid-19 Vaccination Policy, be received for information.  
Carried;

**9.2 Staff Report 62-21-SSEA – Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services 2021 Q4 Update**

MOTION: 2021-123

Moved by: P. Ritchie                      Seconded by: C. McGinn

RESOLVED THAT: Staff Report No. 62-21-SSEA regarding an update on the activities undertaken by SSSPA and SSEA Risk Management staff during Q4 of 2021 be received for information.

Carried;

**9.3 Staff Report 63-21- SSEA – SSEA Q4 Grant Application Update**

MOTION: 2021-124

Moved by: A. Dubeau                      Seconded by: P. Wiancko

RESOLVED THAT: Staff Report No. 63-21-SSEA regarding SSEA Grant Application Update, be received for information.

Carried;

**9.4 Staff Report 64-21-SSEA – SSEA Invasive Species Program Q4 Update**

MOTION: 2021-125

Moved by: R. Stevens                      Seconded by: P. Ritchie

RESOLVED THAT: Staff Report No. 64-21-SSEA, regarding SSEA Invasive Species Program Update, be received for information.

Carried;

**9.5 Staff Report 65-21-SSEA - Sustainable Severn Sound (SSS) Special Project Q4 Update**

MOTION: 2021-126

Moved by: P. Ritchie                      Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 65-21-SSEA, regarding the SSEA's SSS special project Q4 update for the 4th quarter of 2021 be received for information.

Carried;

**9.6 Staff Report 66-21-SSEA - SSEA Depave Paradise Program Q4 Update**

MOTION: 2021-127

Moved by: A. Dubeau                      Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 66-21-SSEA regarding SSEA Depave Paradise Program be received for information.

Carried;

**9.7 Staff Report 67-21-SSEA - SSEA Healthy Soils=Healthy Watersheds Q4 Program Update**

MOTION: 2021-128

Moved by: A. Dubeau                      Seconded by: C. McGinn

RESOLVED THAT: Staff Report No. 67-21-SSEA regarding SSEA Healthy Soils = Healthy Watersheds Q4 Program Update be received for information.

Carried;

**9.8 Staff Report 68-21-SSEA – SSEA Past and Upcoming Events Q4**

MOTION: 2021-129

Moved by: B. Norris                      Seconded by: I. Veitch

RESOLVED THAT: Staff Report No. 68-21-SSEA regarding SSEA Past and Upcoming Events, be received for information.

Carried;

**9.9 Staff Report 69-21-SSEA – New SSEA Partner Weather Station**

MOTION: 2021-130

Moved by: B. Norris                      Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 69-21-SSEA regarding the installation of a New SSEA Partner Weather Station, be received for information.

**ACTION ITEM:** Staff to follow up with Environment Canada for potential data sharing opportunities.

Carried;

**9.10 Staff Report 70-21-SSEA – SSEA Office re-opening update**

MOTION: 2021-131

Moved by: C. McGinn                      Seconded by: P. Ritchie

RESOLVED THAT: Staff verbal update on SSEA Office re-opening update, be received for information

Carried;

**10. EXECUTIVE DIRECTOR UPDATE**

**10.1 Staff Report 71-21-SSEA – Executive Director Q4 Report (On Table)**  
Deferred

**11. ANNOUNCEMENTS**

**12. CORRESPONDENCE**

**13. CLOSED SESSION**

There are no closed session items for this agenda.

**14. OTHER BUSINESS**

**14.1 Staff Report 72-21-SSEA – SSEA 2022 Board Meeting Schedule**

MOTION: 2021-133

Moved by: P. Wiancko                      Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 72-21-SSEA regarding the 2022 SSEA Board Meeting Schedule, be received for information, AND

FURTHER THAT: the Board of Directors approves the following schedule of SSEA Board of Directors meetings for 2022. Meetings will be held from 9:00 a.m. to 12:00 noon at a location to be determined.

- Fourth Quarterly Meeting: January 27, 2022
- First Quarterly Meeting: April 28, 2022
- Second Quarterly Meeting: July 28, 2022
- Third Quarterly: October 27, 2020
- Fourth Quarterly: January 26, 2023

Carried;

**14.2 Staff Report 73-21-SSEA – Video Posting and Archiving of SSEA Board Meetings**

MOTION: 2021-134

Moved by: A. Dubeau                      Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 73-21-SSEA regarding the Posting and Archiving of SSEA Board Meeting Video content be received as information; AND

FURTHER THAT: direction be provided regarding the period of time SSEA Board Meeting video content is posted and archived; AND

FURTHER THAT: period of time between posting and archiving is one year

**15. ADJOURN**

MOTION: 2021-135

Moved by: R. Stevens                      Seconded by: no seconder

RESOLVED THAT: this meeting of the SSEA Board of Directors held on January 27, 2022 adjourn at 11:02 to meet again on April 28, 2022 or at the call of the chair.

Carried;

*Original signed by*

*Original signed by*

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

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Executive Director, Julie Cayley

Approved this 28<sup>th</sup> day of April, 2022