



**Severn Sound Environmental Association
Joint Municipal Service Board
2024 First Quarterly Meeting (Q1) - April 25, 2024**

STAFF REPORT

No: 20-24-SSEA
Date: April 18, 2024
To: Chair and Members of the SSEA Board of Directors
From: Julie Cayley, Executive Director

SUBJECT: Executive Director's Report – 1st Quarter 2024

APPLICABLE STRATEGIC PLAN GOALS:

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

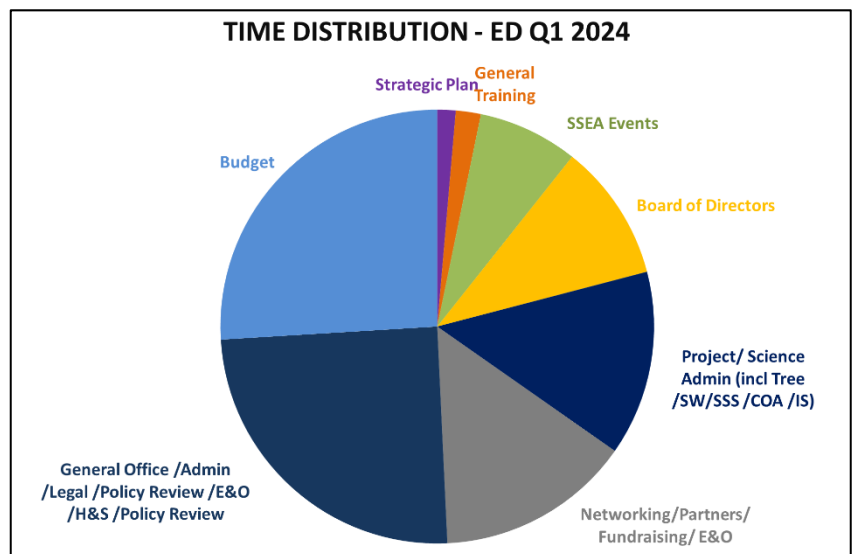
RECOMMENDATION:

RESOLVED THAT: The Executive Director Staff Report No. 20-24-SSEA regarding 2023 Q4 Report be received for information.

The following are some of the key highlighted activities from the SSEA Executive Director (ED) in 2024 Q1.

Budget/Financial/Fundraising

- Researching/identifying grant and fundraising opportunities
- 2024 Budget deputations – Midland, Georgian Bay, Tay, Oro-Medonte
- Spent approximately 22% (88hrs) of time on “justification” type information for partners



SSEA Board/ Organization/Operations

- **SSEA Board**
 - SSEA Board meetings
 - 2023 4th Q Board meeting
 - 1 Board Executive meeting January 2024
 - 1 Agriculture Advisory Committee Meeting
 - Coordinated Board opportunities to meet with Ministers, MP and MPP
 - Secured and Coordinated Board opportunity to attend and present at the GLSLCI regional meeting the Town of Blue Mountains (Townships of Springwater and Tiny were represented)
- **SSEA Treasurer Services**
 - Received notice from Tay that they are terminating the Treasurer and HR services MOU with 6 months notices, effective August 16, 2024.
 - Sent letter and reached out to other 7 SSEA partner municipalities as well as the County of Simcoe requesting expression of interest in providing Treasurer and HR services to the SSEA. Other potential options are also being explored (including CA as host)
- **2024 Budget**
 - Budget deputations completed in Township of Tiny, Town of Penetanguishene, Township of Georgian Bay and Township of Springwater
 - Presented to Township of Tay Council – special public meeting to review SSEA operations and budget.
 - 2024 Budget and operations clarification continues to be sought by Georgian Bay, Midland and Tay.
 - Continued reviewing and working with Board and Board Executive members as well as Municipal partners on 2024 budget concerns
 - Presented at special Council meetings at Georgian Bay and Tay
 - Delivered orientation for senior staff and councils of all 8-member municipalities
- **Strategic Plan Refresh**
 - On hold, finalized work with consultant in Q1
- **Source Water Protection**
 - Supporting SWP staff in local SWP reviews and SPC regional meeting
 - Chaired AST meeting
 - Worked with Staff and LSRCA and NVCA to refined and negotiate renewed SWP funding agreement with the Province
- Supporting staff, including seeking legal council, through multiple OLT preparations
- **Reviewing Monitoring Program**
 - addressing changes in Township of Georgian Bay withdrawal from Honey Harbour monitoring and MECP changes to lab support
 - mtg with Township of Georgian Bay consultant looking at Township wide monitoring strategy with multiple partners including the District of Muskoka.
- Continue to meet with member Mayors, staff and CAOs to develop relationships and keep open lines of communication.
- Coordinating requests to SSEA Staff Experts from Board and Municipal members.

HR/Staffing

- Keeping up to date on HR and H&S (contact with Municipal HR staff).
- Developed up to date one on one performance review tools for SSEA
 - 8 one on one performance reviews scheduled for 3rd week of Q2
- Completed contracts/end of term paperwork for staff as well as updated and started onboarding paperwork for seasonal 2024 staff
- Continue to streamline payroll implementation with Township of Tay and staff on implementation of online payroll (ADP) – challenges around coding and time balances.
- Team meetings now transitioned to rotating chair - grow staff meeting and chairing skills

Outreach/Networking/Partners

As the ED, one of my key roles is to build and maintain partner and external relationships as part of a regular environmental scan of issues and opportunities.

- Regularly connecting with CAO's – quarterly reports, Provincial/Federal Policy information
- **Government Relations** - Maintained relationships with MPPs and MPs
 - Send updates on applications for funding
 - Minister Khanjin (MECP and Mpp Jill Dunlop dropped in to visit office, met with several staff, ED and Board Vice Chari Danielle Alexander
 - Coordinating final reporting on COA and MECP GLLAF grants
 - Regular meetings to connect with MECP and MNRF staff.
 - Negotiated lab load needs with Provincial Lab and priority changes (MECP)
- Continued connection as a member of the Lake Huron Lakewide Action and Management Plan (LAMP) Lake Huron Partnership Management Committee.
 - Working with Management Committee to correct version of LAMP released which has since been withdrawn for re release.
- Securing Speakers for 2024 Provincial Permissions and Approvals 101 Web Based Training for North Simcoe municipal leaders and senior planning staff.
 - MNRF Invasive Species Legislation presenter first up
- Meeting with external partners about new stewardship program potential including Restore the Shore and River/Tributary/Watershed champions
 - Draft Terms of Reference being developed – Hogg Creek Stewardship Champions
- Invited to official become member of the Georgian Bay organizations (GB5) to keep up to date on priorities/issues.
- Invited to attend SGB Chamber of Commerce International Women's day alongside other women leaders in North Simcoe/Southern Georgian Bay.
- Coordinated GLSLCI Resolution lead by Tiny signed by several SSEA municipal partners and submitted to GLSLCI for the summer AGM.

Prepared and submitted by:

Original signed by

Julie Cayley, Executive Director