



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

**2023 Fourth Quarter (Q4) Meeting**

**February 1<sup>st</sup>, 2024**

**9:00am – 11:30am**

**In-person and Zoom**

**North Simcoe Sports and Recreation Centre - Boardroom (527 Len Self Blvd, Midland)**

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**Present:**

Chair, Councillor Steffen Walma

Township of Tiny

Vice-chair, Councillor Danielle Alexander

Township of Springwater

Councillor Suzanne Marchand

Town of Penetanguishene

Councillor Brian Bocek (via Zoom)

Township of Georgian Bay

Councillor Lori Hutcheson

Township of Oro-Medonte

Councillor Mark Taylor

Township of Severn

Councillor Paul Raymond (Alternate)

Township of Tay

**Staff present:**

Julie Cayley

Executive Director

Melissa Carruthers

Manager Source Water Protection,  
RMO/RMI

Nicole Stott

Corporate Administration Coordinator

Judy Limoges

Financial Services Coordinator/Treasurer

Lex McPhail

IT Manager/GIS Applications Specialist

Jon Main

Sustainability and Climate Action  
Coordinator

**Regrets:**

Councillor Roberta Bald

Town of Midland

Deputy Mayor Barry Norris

Township of Tay

**Guests:**

Dr. Mike Powell (via Zoom)

Elmvale Groundwater Project

Rebecca MacDonald (via Zoom)

Pahapill and Associates

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**1. WELCOME AND CALL TO ORDER**

Chair Walma called the meeting to order at 9:00 am.

**2. ADOPT AGENDA**

MOTION: 2023-073

Moved by: P. Raymond

Seconded by: S. Marchand

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the Meeting Agenda as amended, dated February 1st, 2024; and

FURTHER THAT: A question from Paul Raymond regarding 2024 budget be added under Other Business as 15.1; and

FURTHER THAT: Procedural Bylaw discussion be added under Other Business as 15.2.

Carried;

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

**4. APPROVAL OF PAST MINUTES**

**4.1 Minutes of the 2023 Third Quarter (Q3) meeting of the SSEA Joint Municipal Service Board held October 26, 2023**

MOTION: 2023-074

Moved by: D. Alexander

Seconded by: L. Hutcheson

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the minutes of the Third Quarter (Q3) meeting of the SSEA Joint Municipal Service Board held October 26th, 2023.

Carried;

**4.2 Business arising from the minutes**

MOTION: 2023-075A

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the verbal update re: action items arising from the minutes of the 2023 Q3 Meeting of October 26th, 2023, as information.

Carried;

**4.3 Minutes of Executive Committee meeting held January 18, 2024**

MOTION: 2023-075B

Moved by: B. Bocek

Seconded by: S. Marchand

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the minutes of the SSEA Executive Meeting held January 18, 2024.

Carried;

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

*SSEA 2023 Chair Walma stepped down. Pro Tem Chair Julie Cayley, SSEA Executive Director, conducted the election portion of the meeting.*

**Election Procedures**

Julie Cayley, Pro Tem Chair reviewed election procedures.

**Appointment of Scrutineers**

MOTION: 2023-076

Moved by: S. Marchand

Seconded by: P. Raymond

RESOLVED THAT: Nicole Stott and Jon Main be appointed as scrutineers for the 2024 Election of SSEA Officers; and  
FURTHER THAT: the ballots be destroyed after the election process.

Carried;

**Nominations for the Position of Chair**

Danielle Alexander nominated Steffen Walma for the position of Chair for 2024.

Suzanne Marchand nominated Danielle Alexander for the position of Chair for 2024.

**Affirmation of nomination**

Steffen Walma affirmed he would be willing to run for the position of Chair for 2024. Danielle Alexander did not affirm.

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

MOTION: 2023-077

Moved by: P. Raymond

Seconded by: M. Taylor

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

Carried;

**Election of SSEA Chair Result**

Steffen Walma was acclaimed as Chair for 2024.

**Nomination for the Position of Vice Chair**

Steffen Walma nominated Danielle Alexander for the position of Vice-chair for 2024.

**Affirmation of nomination**

Danielle Alexander affirmed she would be willing to run for the position of Vice-chair for 2024.

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

MOTION: 2023-078

Moved by: S. Marchand

Seconded by: P. Raymond

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

Carried;

**Election of SSEA Vice-chair Result**

Danielle Alexander was acclaimed as Vice-chair for 2023.

MOTION: 2023-079A

Moved by: S. Marchand

Seconded by: L. Hutcheson

RESOLVED THAT: The Severn Sound Environmental Joint Municipal Service Board has elected and/or appointed for the year of 2024 Officers as follows:

Chair: Steffen Walma

Vice-chair: Danielle Alexander

Carried;

MOTION: 2023-079B

Moved by: M. Taylor

Seconded by: L. Hutcheson

RESOLVED THAT: Suzanne Marchand remains Executive Officer on the SSEA Executive Committee.

Chair Walma resumed the Chair and thanked the Board for their vote of confidence.

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

No SS SPA meeting this Quarter.

**7. SSEA FOURTH QUARTER 2023 REPORT**

MOTION: 2023-080

Moved by: B. Bocek

Seconded by: D. Alexander

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the 4th Quarter 2023 Report for information.

Carried;

**8. PRESENTATIONS**

**8.1 Presentation Re: Dr. Powell – Update on status of Elmvale Groundwater Project NSERC, Alliance Grant platform funding**

MOTION: 2023-081

Moved by: S. Marchand

Seconded by: L. Hutcheson

RESOLVED THAT: the presentation RE: Update on status of Elmvale Groundwater Project NSERC, Alliance Grant platform funding, be received for information.

Carried;

**8.2 Presentation Re: Rebecca MacDonald, CPA, CA, Associate Partner, Pahapill – Auditor Report**

MOTION: 2023-082

Moved by: D. Alexander

Seconded by: M. Taylor

RESOLVED THAT: the presentation RE: Auditor Report, be received for information.

Carried;

**9. SSEA FINANCIAL REPORTS**

**9.1 Staff Report No. 49-23-SSEA – 2022 Draft Audited Financials**

MOTION: 2023-083

Moved by: S. Marchand

Seconded by: L. Hutcheson

RESOLVED THAT: Staff Report No. 49-23-SSEA regarding the 2022 draft audited financial statements be approved by the board.

Carried;

**9.2 Staff Report No. 50-23-SSEA – Transfer of 2022 Unrestricted Surplus to Reserve**

MOTION: 2023-084A

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 50-23-SSEA regarding SSEA 2022 unrestricted surplus be received as information; and

FURTHER THAT: the SSEA Joint Municipal Services Board approves the transfer of the 2022 unrestricted surplus in the amount of \$96,842 to the contingency reserve for future needs.

Carried;

MOTION: 2023-084B

Moved by: L. Hutcheson

Seconded by: B. Bocek

RESOLVED THAT: SSEA will look into opportunities to invest reserve funds, and report back to the Board.

Carried;

**9.3 Staff Report No. 51-23-SSEA – Deferral of 2023 Unspent Reserve**

MOTION: 2023-085

Moved by: D. Alexander

Seconded by: B. Bochek

RESOLVED THAT: Staff Report No. 51-23-SSEA, regarding the deferral of reserve funds designated in the 2023 budget to cover consulting services and IT, be received as information; and

FURTHER THAT: said funds, not spent, be deferred to 2024.

Carried;

**9.4 Staff Report No. 52-23-SSEA - SSEA Reserve Schedule as of December 31, 2023 and Projected Reserve Schedule as of December 31, 2024**

MOTION: 2023-086

Moved by: M. Taylor

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 52-23-SSEA regarding the 2023 SSEA Reserve Schedule and the Projected 2024 Reserve Schedule, be received for information; and

FURTHER THAT: the 2023 reserve schedule and 2024 projected reserve schedule be approved by the Board.

Carried;

**9.5 Staff Report 53-23-SSEA – Appointment of Auditors for 2023**

MOTION: 2023-087A

Moved by: L. Hutcheson

Seconded by: P. Raymond

RESOLVED THAT: the SSEA appoints the audit firm for the SSEA Treasurer municipality, Township of Tay, currently Pahapill and Associates Professional Corporation, to perform the 2023 annual financial audit of the SSEA.

Carried;

S. Walma turned Chair over to Vice-chair D. Alexander.

MOTION: 2023-087B

Moved by: S. Walma

Seconded by: S. Marchand

RESOLVED THAT: Board directs executives and staff to investigate interest from other partner municipalities to act as SSEA treasurer municipality through a formal request for interest to member CAO's.

Carried;

S. Walma resumed the Chair.

**9.6 Staff Report 54-23-SSEA – 2023 Q4 Draft Financials**

MOTION: 2023-088

Moved by: D. Alexander

Seconded by: P. Raymond

RESOLVED THAT: Staff Report No. 54-23-SSEA regarding the 2023 Fourth Quarter Draft Financials be received as information.

Carried;

**9.7 Staff Report 55-23-SSEA – 2024 Staff COLA Salary Increase**

MOTION: 2023-089

Moved by: M. Taylor

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 55-23-SSEA regarding a 2024 annual COLA salary increase of 2.0%, based on the 2024 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, 2024.

Carried;

**10. SSEA CORPORATE ADMINISTRATION UPDATES**

**10.1 Staff report 56-23-SSEA – 2024 SSEA Board Meeting Schedule**

MOTION: 2023-090

Moved by: P. Raymond

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 56-23-SSEA regarding the 2024 SSEA Board Schedule, be received for information; and

FURTHER THAT: the Joint Municipal Board of Directors approves the following schedule of SSEA Board of Directors meetings for 2024. Meetings will be held from 9:30 a.m. to 12:00 noon at a location to be determined, or at the call of the chair.

- First Quarterly Meeting: April 25, 2024
- Second Quarterly Meeting: July 25, 2024
- Third Quarterly: October 24, 2024
- Fourth Quarterly: January 30, 2025

Carried;

**10.2 Staff Report 57-23-SSEA – Severn Sound Source Protection Authority (SS SPA) Drinking Water Source Protection Update and SSEA Risk Management Services 2022 Q4 Update**

MOTION: 2023-091

Moved by: M. Taylor

Seconded by: P. Raymond

RESOLVED THAT: Staff Report No. 57-22-SSEA regarding an update on the activities undertaken by SS SPA and SSEA Risk Management staff during Q4 of 2023, be received for information.

Carried;

**10.3 Staff Report 58-23-SSEA – SSEA Q4 Grant Application Update**

MOTION: 2023-092

Moved by: B. Bocek

Seconded by: L. Hutcheson

RESOLVED THAT: Staff Report No. 58-23-SSEA regarding SSEA 2023 Q4 Grant Application Update, be received for information.

Carried;

**10.4 Staff Report 59-23-SSEA – Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update**

MOTION: 2023-093

Moved by: S. Marchand

Seconded by: D. Alexander

RESOLVED THAT: Staff Report No. 59-23-SSEA regarding Improving Habitat in the Severn Sound Watershed Project (GLLAF) Update, be received for information.

Carried;

**10.5 Staff Report 60-23-SSEA – SSEA Invasive Species Program Update**

MOTION: 2023-094

Moved by: P. Raymond

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 60-23-SSEA, regarding SSEA Invasive Species Program Update, be received for information.

Carried;

**10.6 Staff Report 61-23-SSEA – Weather Station Update**

MOTION: 2023-095

Moved by: B. Bocek

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 61-23-SSEA regarding Weather Station Update, be received for information.

Carried;

**10.7 Staff Report 62-23-SSEA – Building Tree Planting Capacity in the Severn Sound Watershed Project**

MOTION: 2023-096

Moved by: D. Alexander

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 62-23-SSEA regarding Building Tree Planting Capacity in the Severn Sound Watershed Project Update, be received for information.

Carried;

**10.8 Staff Report 63-23-SSEA – SSEA Past and Upcoming Events**

MOTION: 2023-097

Moved by: P. Raymond

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 63-23-SSEA regarding SSEA Past and Upcoming Events, be received for information.

Carried;

**10.9 Staff Report 64-23-SSEA – COA Project Updates: Stormwater Monitoring & State of Severn Sound Reporting**

MOTION: 2023-098

Moved by: L. Hutcheson

Seconded by: P. Raymond

RESOLVED THAT: Staff Report No. 64-23-SSEA regarding COA Project updates (Stormwater Monitoring and State of Severn Sound Reporting), be received for information.

Carried;

**11. EXECUTIVE DIRECTOR UPDATE**

Staff Report 65-23-SSEA – Executive Director Q4 Report (verbal – on table)

MOTION: 2023-099

Moved by: B. Bocek

Seconded by: M. Taylor

RESOLVED THAT: The Executive Director Staff report 65-23-SSEA be received for information.

Carried;

**12. ANNOUNCEMENTS**

B. Bocek (Township of Georgian Bay), L. Hutcheson (Township of Oro-Medonte), S. Marchand (Town of Penetanguishene), D. Alexander (Township of Springwater), and S.

Walma (Township of Tiny) provided updates on at what stage their respective municipalities were in regarding 2023 municipal budgets.

**13. CORRESPONDENCE**

**13.1** Card from the Port McNicol Lions Club RE: Thanking the staff of SSEA for helping with the food and toy drive in December 2023

MOTION: 2023-100

Moved by: D. Alexander

Seconded by: M. Taylor

RESOLVED THAT: Correspondence from Port McNicol Lions Club RE: Thanking the staff of SSEA for helping with the food and toy drive in December 2023, be received for information.

Carried;

**13.2** Township of Tay – Resolution – November 8/22, 2023 – RE: Verbal Update, Mayor Walker, Re: Draft Severn Sound Environmental Association Notice of Motion

MOTION: 2023-101

Moved by: S. Marchand

Seconded by: P. Raymond

RESOLVED THAT: Resolution from Township of Tay RE: Verbal Update, Mayor Walker, Re: Draft Severn Sound Environmental Association Notice of Motion, be received for information.

Carried;

**13.3** Town of Midland – Resolution No.2023-269 – November 8th, 2023 – RE: Budget and Workplan Request

MOTION: 2023-102

Moved by: D. Alexander

Seconded by: L. Hutcheson

RESOLVED THAT: Resolution No.2023-269 from Town of Midland dated November 8th, 2023, RE: Budget and Workplan Request, be received for information.

Carried;

**13.4** Township of Georgian Bay – Resolution C-2023-456 – November 14th, 2023 – RE: Honey Harbour Water Sampling

MOTION: 2023-103

Moved by: B. Bocek

Seconded by: M. Taylor

RESOLVED THAT: Resolution C-2023-456 from Township of Georgian Bay dated November 14th, 2023, RE: Honey Harbour Water Sampling, be received for information.

Carried;

**13.5** Township of Georgian Bay – Resolution C-2023-517 – December 19th, 2023 – RE: Invitation for discussion

MOTION: 2023-104

Moved by: B. Bocek

Seconded by: M. Taylor

RESOLVED THAT: Resolution C-2023-517 from Township of Georgian Bay dated December 19th, 2023, RE: Invitation for Discussion, be received for information.

Carried;

**14. CLOSED SESSION**

None.



**15. OTHER BUSINESS**

**15.1** Discussion regarding the 2024 budget. No decision or direction from the board resulted from the discussion. No motion made.

**15.2** Discussion regarding the SSEA procedural by-law

MOTION: 2023-105

Moved by: P. Raymond

Seconded by: D. Alexander

MOTION: The SSEA Board of Directors recommends the addition of a confirmatory motion to the SSEA procedural by-law.

Carried;

**16. ADJOURN**

MOTION: 2023-106

Moved by: P. Raymond

Seconded by: S. Marchand

RESOLVED THAT: this meeting of the SSEA Board of Directors held February 1<sup>st</sup>, 2024, adjourn at 11:40am to meet again April 25<sup>th</sup>, 2024, or at the call of the Chair.

Carried.

Original signed by  
Chair, Steffen Walma

Original signed by  
Executive Director, Julie Cayley

Approved this April 25<sup>th</sup>, 2024.