



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2014 FOURTH QUARTERLY MEETING
January 23, 2014
Town of Midland Council Chambers
Dominion Avenue
Midland, ON
Approved Minutes for Board**

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|---------|----------------------------|-------------------------------|
| Present | Councillor Andrew Hill | City of Orillia |
| | Deputy Mayor Stephan Kramp | Town of Midland |
| | Deputy Mayor Pat Marion | Town of Penetanguishene |
| | Councillor Kelly Meyer | Township of Oro-Medonte |
| | Mayor Ray Millar | Township of Tiny |
| | Councillor Perry Ritchie | Township of Springwater |
| | Keith Sherman | SSEA ED |
| | Aisha Chiandet | SSEA |
| Regrets | Councillor Ron Stevens | SSEA Chair/Township of Severn |
| | Councillor Dave Ritchie | Township of Tay |
| | Councillor Paul Wiancko | Township of Georgian Bay |

1. WELCOME AND CALL TO ORDER

Vice Chair Ray Millar welcomed the SSEA board 9:10 AM

2. ADOPTION OF THE AGENDA:

Moved by: Stephan Kramp

Seconded by: Kelly Meyer

Opposed: Andrew Hill

Recommended: To approve the agenda of the 4th Quarterly SSEA Board of Directors meeting as presented.

Carried.

3. DECLARATION OF PECUNIARY INTEREST

Andrew Hill commented that he wasn't sure if he had any pecuniary interest stating that he did not receive the reports in time to review, therefore was not sure.

Keith Sherman noted to the board in the email that the financial reports for this meeting were delayed therefore not attached and will be provided as soon as possible or at this meeting. The financial reports were not available from the Town of Midland to the SSEA until 6:00 PM January 22nd, 2014.

No other pecuniary interests declared.

4. ELECTION OF SSEA CHAIR AND VICE CHAIR

Chair Ray Millar turned the board over to Keith Sherman to conduct the elections. Keith reviewed the general rules of the elections as quoted in the Agenda for this meeting. [Agenda was sent to all board members on January 20th, 2014].

Two nominations were received. Perry Ritchie nominated Ron Stevens for Chair and Ray Millar as Vice Chair.

Andrew Hill asked if there was a procedural by-law that nominees had to be present.

Stephan Kramp and Andrew Hill made comment regarding proxy voting and where it was written in the rules. Keith Sherman reminded them the rules had been sent out in the agenda the week before the board meeting. Pat Marion verified that the SSEA is using standard procedures that have been practiced for many years.

Moved by: Kelly Meyer

Seconded by: Andrew Hill

Opposed by: Perry Ritchie

Motion: To defer elections of SSEA board chair and vice chair until such time as it can be determined with certainty the rules and procedures that govern elections for the position of chair and vice chair, recognizing that the current chair and vice chair will continue to serve in their respective capacity until resolution.

Carried.

5. APPROVAL OF PAST MINUTES

i)

Moved by: Pat Marion

Seconded by: Perry Ritchie

Motion: To receive and approve the minutes of the Third Quarter SSEA Joint Services Board meeting held on Oct 17, 2013.

Carried.

APPROVAL OF PAST AD HOC MINUTES:

ii)

Moved by: Kelly Meyer

Seconded by: Pat Marion

Motion: To receive and approve the minutes of the special Ad Hoc Committee meeting held on Nov 19, 2013.

Carried.

6. SUSPEND SSEA MEETING TO ALLOW SPA MEETING

Moved by: Kelly Meyer

Seconded by: Perry Ritchie

Motion: To suspend the SSEA Board meeting at 9:50 AM to allow the Severn Sound SPA Meeting to begin.

Carried.

7. **RECONVENE SSEA MEETING:**
Moved by: Pat Marion
Seconded by: Perry Ritchie
Motion: To reconvene the Board meeting of the Severn Sound Environmental Association at 11:01 AM.
Carried.
8. i) **Fourth Quarterly Balance Sheet**
Moved by: Perry Ritchie
Seconded by: Pat Marion
Motion: To receive and approve the 2013 Fourth Quarterly Balance Sheet.
Carried.
- ii) **Fourth Quarterly Statement of Operations**
Moved by: Stephan Kramp
Seconded by: Perry Ritchie
Motion: To receive and approve the 2013 Fourth Quarterly SSEA Statement of Operations.
Carried.
- iii) **Fourth Quarterly Financial Report**
Moved by: Stephan Kramp
Seconded by: Kelly Meyer
Motion: To receive and approve the 2013 Fourth Quarterly SSEA Financial Report.
Carried.
- iv) **Fourth Quarterly Confirmation of Accounts**
Moved by: Kelly Meyer
Seconded by: Andrew Hill
Motion: To receive the 2013 Fourth Quarterly Report of Confirmation of Accounts for information purposes.
Carried.
- v) **Fourth Quarterly Report of Deferred Revenue**
Moved by: Pat Marion
Seconded by: Stephan Kramp
Motion: To receive the 2013 Fourth Quarterly Report of Deferred Revenue for information purposes.
Carried.
- vii) **2014 Revenues and Expenditures**
Moved by: Kelly Meyer
Seconded by: Stephan Kramp
Motion: To accept the 2014 Revenue and Expenditures Budget for the SSEA.
Carried.

viii) **2014 First Quarterly Forecast of Revenues Report**

Moved by: Stephan Kramp

Seconded by: Perry Ritchie

Motion: To receive the 2014 First Quarterly Forecast of Revenues Report for information.

Carried.

9. STAFF SALARY REPORT

Keith Sherman reported that the Town of Midland report to General Committee of October 15th, 2013 recommended a 0% salary increase for 2014 in the Management/Non-Union staff category. Keith reminded the board that they have an opportunity to approve or change it.

Moved by: Pat Marion

Seconded by: Stephan Kramp

Motion: To hold the SSEA staff salary budget at the 2013 rate for 2014 in accordance with the Town of Midland terms and conditions for a 0% salary increase in 2014.

Carried.

Discussion after motion approved:

Stephan Kramp suggested the SSEA move away from the Town of Midland's terms and conditions such as salary decisions and begins to act as a separate entity making their own decisions. Stephan further commented that any of the partner municipalities could have been used as a model therefore an independent report from SSEA would be appropriate. Pat Marion questioned what had been set in the 2014 budget. Keith Sherman commented he thought the budget had been set with a 0% increase to salaries and a 5% increase to benefits. Pat Marion commented that we have to stick with what the board approved as a budget. Keith further commented that the operations budget does not reflect the total payroll budget for SSEA staff. The full payroll budget is split between operations, core activities and special projects. It is up to this board to ultimately decide on the percentage increase. The SSEA board has made decisions in the past that are not aligned with the Town of Midland. Kelly Meyer commented that if the budget has been set at 0%, then the board should vote same. Ray Millar commented that each municipality acts individually regarding salaries, the SSEA staff should not be bound by the contractual obligations of the Town of Midland in a go forward basis.

10. SSEA STRATEGIC PLANNING

Verbal report was deferred to next meeting. Keith will provide the board with updated Working Plan regarding Strategic Plan.

11. ORO-MEDONTE MEMORANDUM OF UNDERSTANDING

Moved by: Stephan Kramp

Seconded by: Perry Ritchie

Motion: To receive and approve the following recommendation:

WHEREAS the tri-party Memorandum of Understanding continues to be of benefit to all three parties in establishing responsibilities within the Township;

And WHEREAS the SSEA supports and benefits from the continuation of the MOU;

BE IT RESOLVED: that the SSEA Joint Municipal Services Board supports renewal of the agreement for another three years (2014 to 2016 as per section h(7) of the MOU).

Carried.

Report attached.

12. ADJOURNMENT

Moved by: Stephan Kramp

Motion: To adjourn the SSEA Board meeting at 12:35 PM.

Carried.

Next meeting: The 1st Quarter SSEA meeting will be held on April 17, 2014 at 9:00 am at the Town of Midland Council Chambers.



Handwritten signatures of Keith Sherman and Ron Stevens.

Keith Sherman, Executive Director/ SSEA Chair Ron Stevens



SEVERN SOUND ENVIRONMENTAL ASSOCIATION
Special Ad Hoc Committee Meeting
2014-01
March 12, 2014
1:00 PM
Town of Midland
Midland, ON
Approved Minutes for Committee

| | | |
|----------------|---|---|
| Present | Councillor Ron Stevens Mayor Ray Millar Keith Sherman Deputy Mayor Pat Marion Councillor Paul Wiancko | SSEA Chair/Township of Severn Township of Tiny SSEA ED Town of Penetanguishene Township of Georgian Bay |
| Regrets | Councillor Kelly Meyer | Township of Oro-Medonte |

1. WELCOME 1:00 PM

2. Keith Sherman and committee reviewed the draft Terms of Reference report for discussion.

3. Committee has requested that the SSEA Board receive a copy of the Town of Midland's Procedural By-laws and become familiar with them.

4. Committee reviewed the Town of Midland's General Committee Report on Management/Non-Union Terms and Conditions of Employment and Policy Manual dated October 9, 2013 regarding the 2014 increase in salary for employees set at 0%. SSEA and SSEA Board did not have knowledge of the Unionized Employee's Policy prior to the Staff Salary Report and motion made as a result on January 23rd, 2014 meeting. Committee recommended this be added to the next board meeting agenda.

5. Committee discussed the Town of Midland's General Management/Non-Union Terms and Conditions of Employment and Policy Manual changes that were made to employee benefits without the SSEA Board's knowledge or input. Committee recommended this to be added to the next board meeting agenda.

NEXT MEETING:

TBA

Keith Sherman, Executive Director/ SSEA Chair Ron Stevens