



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
JOINT MUNICIPAL SERVICES BOARD  
2016 THIRD QUARTERLY MEETING  
October 14, 2016 9:00 AM  
Approved Minutes**

**Present**

Councillor Jack Contin	Town of Midland
Councillor Rob Kloostra	City of Orillia
Councillor Mike Lauder	Town of Penetanguishene
Councillor Ron Stevens	SSEA Chair/Township of Severn
Councillor Dave Ritchie	Township of Tay
Deputy Mayor Steffen Walma	Township of Tiny
Councillor Paul Wiancko	Township of Georgian Bay
Keith Sherman	SSEA ED
Gail Marchildon	SSEA Office Manager

**Regrets**

Councillor Barb Coutanche	Township of Oro-Medonte
Councillor Perry Ritchie	Township of Springwater

**1. WELCOME & CALL TO ORDER**

Chair Ron Stevens welcomed SSEA's new General Manager, Julie Cayley at 9:00 AM

**2. ADOPT AGENDA:**

Moved by: Steffen Walma

Seconded by: Paul Wiancko

Motion:

To approve the agenda of the Third Quarterly SSEA Joint Services Board as presented.

Carried.

**3. APPROVAL OF PAST MINUTES**

Moved by: Dave Ritchie

Seconded by: Mike Lauder

That the minutes of the Second Quarterly SSEA Joint Services Board meeting held on July 15, 2016, be received and approved.

Carried.

**4. UPDATE FROM SSEA WETLANDS AND HABITAT BIOLOGIST, MICHELLE HUDOLIN**

Moved Moved by: David Ritchie

Seconded by: Mike Lauder

Motion:

That the update on the Wetland and Habitat projects presented by Michelle Hudolin be accepted for information.

Carried.

**5. INVASIVE SPECIES PILOT PROGRAM UPDATE, STEFFEN WALMA**

The SSEA is proposing to create a new position to develop and implement an SSEA Invasive Species Program, supporting municipalities in their efforts to prevent, detect, manage, monitor, and communicate about invasive species.

Moved by: David Ritchie

Seconded by: Paul Wiancko

Motion:

That the update on the Invasive Species Pilot Program presented by Deputy Mayor Steffen Walma be supported.

Carried Unanimous.

**6. THIRD QUARTER FINANCIAL REPORTS FOR 2016**

Moved by: Rob Kloostra

Seconded by: Steffen Walma

Motion:

To receive for information the following; 9.1 Third Quarterly SSEA Financial Report 9.2 Third Quarterly Forecast of Revenues and 9.4 Financial Report (**Unofficial**).

Carried

**7. STAFF REPORT-VERBAL KEITH SHERMAN**

Moved by: Mike Lauder

Seconded by: Paul Wiancko

To receive for information Keith Sherman's staffing update.

Carried.

**8. SSEA TERMS AND CONDITIONS OF EMPLOYMENT MANUAL**

Moved by: David Ritchie

Seconded by: Rob Kloostra

Motion:

The SSEA Board of Directors receives and approves the Terms and Conditions of Employment Policy Manual for SSEA Employees from January 1, 2015 to December 31, 2018.

AND THAT

The SSEA Chair and the SSEA General Manager are hereby authorized to execute the said Agreement on behalf of the SSEA.

Carried.

**9. MILEAGE RATES AND STAFF REPORT**

Moved by: Mike Lauder

Seconded by: Steffen Walma

Motion:

The SSEA Board of Directors receives and approves the Terms and Conditions It is recommended that the SSEA Board approve the mileage reimbursement rate for SSEA staff beginning January 1, 2017.

Motion

That Staff Report No. 1-16 regarding the mileage reimbursement rate policy review be received

AND THAT

The SSEA Board Approve an annual review of mileage rates be undertaken each year utilizing the Canada Revenue Agency's kilometre rates that are set at the end of each year

AND THAT

The SSEA Board adopt the CRA's kilometre rates for SSEA employees effective January 1, 2017.

Carried

#### **10. SIGNING AUTHORITY**

Moved by: David Ritchie

Seconded by: Jack Contin

Motion:

That the Severn Sound Environmental Association (SSEA) Board approves the addition of signing authority, on the SSEA bank account managed by the Town of Midland, the SSEA's treasurer municipality and for Julie Cayley, SSEA General Manager.

Carried

#### **11. UPDATE LETTER FROM LYNN DOLLIN, CHAIR, SGBLSSRC**

Moved by: Paul Wiancko

Seconded by: Jack Contin

Motion:

That the report dated September 30, 2016 from Lynn Dolin be received for information

Carried

#### **12. ADJOURNMENT**

Moved by: David Ritchie

Seconded by: Jack Contin

Motion: To adjourn the 2016 Third Quarterly SSEA Joint Services Board meeting at 11:05 AM.

Carried.

Next meeting: The Fourth Quarterly SSEA Board meeting for 2016 will be held on January 19, 2017 at 9:00 AM at the Town of Midland Council Chambers.

**SIGNED**

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Julie Cayley, SSEA General Manger

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Steffen Walma, SSEA Chair