



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2016 FOURTH QUARTERLY MEETING
JANUARY, 2017 9:00 AM
Minutes**

Present

Councillor Barb Coutanche	Township of Oro-Medonte
Councillor Pat File	Town of Midland
Councillor Rob Kloostra	City of Orillia
Councillor Mike Lauder	Town of Penetanguishene
Councillor Ron Stevens	SSEA Chair/Township of Severn
Deputy Mayor Dave Ritchie	Township of Tay
Councillor Perry Ritchie	Township of Springwater
Deputy Mayor Steffen Walma	Township of Tiny
Keith Sherman	SSEA ED
Gail Marchildon	SSEA Office Manager

Regrets

Councillor Paul Wiancko	Township of Georgian Bay
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1. WELCOME & CALL TO ORDER

Chair Ron Stevens welcomed SSEA's new Midland Director, Pat File at 9:05 AM. At this time, Chair Ron Stevens announced his resignation as SSEA Chair but stated he will remain on the board holding the Past Chairs position as well as the representative for the Township of Severn.

2. ADOPT AGENDA:

Moved by: David Ritchie
Seconded by: Steffen Walma

Motion:

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

3. DECLARATION OF PECUNIARY INTEREST

None declared.

SSEA ELECTIONS 2017

At this time, Chair Ron Stevens stepped down; Julie Cayley commenced the Election process

4. Election of SSEA Board Chair and Vice Chair Nominations for the Position of Chair

Deputy Mayor Dave Ritchie nominated Deputy Mayor Steffen Walma for the position of Chair of the Severn Sound Environmental Association for 2017.

Deputy Mayor Steffen Walma affirmed his nomination.

Pro Tem Chair, J. Cayley asked for further nominations. None were brought forward.

Moved by: Mike Lauder

Seconded by: Rob Kloostra

Motion:

To close nomination's for position of SSEA Board Chair

Carried

Election of Chair Result:

Deputy Mayor Steffen Walma was acclaimed Chair of the Severn Sound Environmental Association for 2017.

Election of SSEA Board Vice Chair Nominations for the Position of Vice Chair

Councillor Ron Stevens nominated Deputy Mayor Dave Ritchie for the position of Vice Chair of the Severn Sound Environmental Association for 2017.

Deputy Mayor Dave Ritchie affirmed his nomination.

Pro Tem Chair, J. Cayley asked for further nominations. None were brought forward.

Moved by: Ron Stevens

Seconded by: Pat File

Motion:

To close nominations for position of SSEA Board Vice Chair.

Carried

Election of Vice Chair Result:

Deputy Mayor Dave Ritchie was acclaimed Vice Chair of the Severn Sound Environmental Association for 2017.

5. APPROVAL OF PAST MINUTES

Moved by: Ron Steven

Seconded by: Pat File

Motion:

That the minutes of the Third Quarterly SSEA Joint Services Board meeting held on October 14, 2016, be received and approved.

Carried.

6. UPDATE FROM SSEA WATER SCIENTIST, AISHA CHIANDET

Moved by: David Ritchie

Seconded by: Mike Lauder

Motion:

That the SSEA 2016 year end activity report update presented by Aisha Chiandet, SSEA Water Scientist, be accepted for information.

Carried.

7. INVASIVE SPECIES PILOT PROGRAM UPDATE, SSEA GENERAL MANAGER, JULIE CAYLEY

The SSEA has secured funding through the federal Youth Employment Strategy (Bio Talent) to support an Invasive Species Intern. The Intern will initiate several fundamental tasks and lay the groundwork for establishing the longer-term SSEA Invasive Species program proposal. This intern position has been filled effective January 16, 2017. With these three approved budget requests the IS intern can proceed fully funded to begin laying the groundwork for the overall project concentrating efforts in those municipalities who have contributed funding. It is recommended that SSEA staff be directed to continue to pursue outside sources of funding for the IS project for 2017-18 and continue with the internship position covered by the employment grant and the approved budgets within those municipalities contributing.

Action Item #1 Pat File requested IS job proposal.

Moved by: David Ritchie

Seconded by: Paul Wiancko

Motion:

That the update on the Invasive Species Pilot Program presented by SSEA General Manager, Julie Cayley be accepted for information.

Carried

8.1 FOURTH QUARTER FINANCIAL REPORTS FOR 2016

Moved by: Ron Stevens

Seconded by: Dave Ritchie

Motion:

That the Fourth Quarter Forecast of Revenues and the Third Quarter Confirmation of Accounts for 2016 be accepted for information.

Carried

8.2 2017 DRAFT BUDGET

Moved by: Mike Lauder

Seconded by: Dave Ritchie

Motion:

That the First Draft of the 2017 SSEA Annual Budget be received for information.

Carried

9. CLOSED SESSION - STAFFING REPORTS-JULEY CAYLEY

Moved by: Ron Stevens

Seconded by: Dave Ritchie

Motion:

That the SSEA Board move into closed session at 9:40 am to consider a personnel matter.

Carried

STAFFING REPORTS – SSEA TO LEAVE CLOSED SESSION

Moved by: Dave Ritchie

Seconded by: Mike Lauder

Motion:

That the SSEA Board leave closed session at 9:50 am.

Carried.

MOTION AFTER CLOSED SESSION

Moved by: Ron Stevens

Seconded by: Barb Coutanche

Motion:

That the General Manager be authorized to work with the town of Midland Staff to migrate the contract position of the Lead Environmental Monitoring Technician to permanent FTE status.

Carried

10.1 STAFF REPORT –GAIL MARCHILDON – STAFF SALARY BUDGET

Moved by: Ron Stevens

Seconded by: Perry Ritchie

Motion:

That the SSEA Board confirms that the SSEA staff salary increase for 2017 by 1.49%, effective January 1, 2017.

Carried

10.2 STAFF REPORT –GAIL MARCHILDON - ADMIN

Moved by: Mike Lauder

Seconded by: Rob Kloostra

Motion:

That the SSEA Board accepts the Staff Report 04-17 Administration Costs for information, to investigate further financial options, review go forward expectations including deficit and to begin discussions with the Town of Midland Staff. Resolution to be sent to the Board by email.

11. 2015 ANNUAL REPORT

Moved by: Perry Ritchie

Seconded by: Dave Ritchie

Motion:

That the SSEA Board accepts and approves the SSEA 2015 Annual Report with one amendment to logo page
Carried

12. EXECUTIVE COMMITTEE UPDATE

Julie updated the board on behalf of the Executive Committee regarding moving forward with the revised Strategic Plan and the possibility of hiring a consultant that Julie has been contacted by at a reasonable offer. SSEA will be applying to the County of Simcoe for grant support.

Moved by: Barb Coutanche

Seconded by: Rob Kloostra

Motion:

That the SSEA Board accepts for information the Executive Committee's update.

Carried

OTHER BUSINESS

13.1 UPDATE LETTER FROM LYNN DOLLIN, CHAIR, SGBLSSRC

Moved by: Ron Stevens

Seconded by: Mike Lauder

Motion:

That the report dated January 13th, 2017 from Lynn Dolin be received for information

Carried

13.2 RISK MANAGEMENT OFFICE (VERBAL)

Keith Sherman updated the board on the Risk Management Office. 8 municipalities use the SSEA as their RMO which covers the cost to run the office. Keith informed the board that Melissa Carruthers is now on Mat Leave and that he will be hiring a temporary replacement to cover her until her return in November. Risk Management Plans are being developed and the Annual report on behalf of our municipalities has been submitted to the Province.

13.3 SSEA BUILDING UPDATE

Julie informed the board that the Town of Midland has notified the SSEA that it intends to sell the building where the SSEA has resided for the past 13 years. Julie has had conversations with the Townships of Tay and Tiny regarding interest in providing a new home for the SSEA.

Action Item #2: Julie to provide board with SSEA space plan.

13.4 NEW COLLABORATIONS

New collaborations include two new intern funders. One with through Green Jobs and the University of Western that includes 80% funding for one intern to work on Fish Habitat and the other is Canada Bio Talent that will cover 50% of an

Invasive Species Intern for 6 months. SSEA is also collaborating with Delta Water Fowl and Fresh Water Futures.

Dave Ritchie comment that the Great Lakes and St. Lawrence Cities Initiative (GLSLCI) next conference will be in Montreal this June. For the past 2 year, Tiny Township has sponsored Keith to join a council member to attend. Mayor Scott Warnock will be attending. It was suggested that possibly another municipality would sponsor the SSEA again for this year.

14. ADJOURNMENT

Moved by: David Ritchie

Seconded by: Mike Lauder

Motion:

To adjourn the Fourth Quarterly SSEA Joint Services Board meeting at 11:45 AM.

The First Quarterly SSEA Joint Service Board meeting will be on Thursday April 13th, 2017 at 9:00 AM.

Carried.

SIGNED

Julie Cayley, SSEA General Manager

SIGNED

Steffen Walma, SSEA Chair