



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD**

March 13, 2020

MINUTES

**Township of Tay Council Chambers
450 Park Street, Victoria Harbour, ON**

Present:

SSEA Chair, Deputy Mayor Steffen Walma	Township of Tiny
SSEA Vice Chair, Councillor Paul Wiancko	Township of Georgian Bay
SSEA Past Chair, Councillor Ron Stevens	Township of Severn
Deputy Mayor Anita Dubeau	Town of Penetanguishene
Councillor Carole McGinn	Town of Midland
Councillor Perry Ritchie	Township of Springwater

Regrets:

Councillor Jeff Bumstead	Township of Tay
Councillor Ian Veitch	Township of Oro-Medonte

Staff:

Julie Cayley	Executive Director
Melissa Carruthers	Risk Management Official/ Inspector
Judy Limoges	Treasurer
Laurie Barron	Corporate Services Coordinator
Sean Ryan	Co-op Student

1. WELCOME AND CALL TO ORDER

Chair Walma called the meeting to order at 10:00 a.m.

Chair Walma introduced Sean Ryan to the Board of Directors. Sean has joined us through the co-op student program attending College Boreal in Sudbury Ontario.

2. ADOPT AGENDA

Motion: 2020-22

Moved by: R. Stevens Seconded by: C. McGinn

RESOLVED THAT: the SSEA Joint Service Board approve the Meeting Agenda dated March 13, 2020 as amended to include under New Business:

- Item 7. Work Plan regarding SSEA Risk Management Plans.

- Item 17.1 Staff Report No. 10-20-SSEA regarding SSEA Vehicle Purchase

- Item 17.2 Staff Report No. 11-20-SSEA regarding a20 Loan for a operational vehicle for SSEA from the Township of Tiny.

- Item 17.3 COVID-19 virus – precautionary measures.

Carried;

3. DECLARATION OF PECUNIARY INTEREST

None declared

4. APPROVAL OF PAST MINUTES

SSEA Joint Service Board Fourth Quarter Minutes dated January 30, 2020.

Motion: 2020-23

Moved by: P. Wiancko

Seconded by: C. McGinn

RESOLVED THAT: the SSEA Joint Service Board approve the minutes of the Fourth Quarter meeting held on January 30, 2020.

Carried;

BUSINESS ARISING FROM THE MINUTES

None noted

5. SUSPEND THE SSEA MEETING TO ALLOW THE SSSPA TO MEET.

Motion: 2020-24

Moved by: A. Dubeau

Seconded by: C. McGinn

RESOLVED THAT: the SSEA Joint Service Board meeting be suspended to allow the Severn Sound Source Protection Authority meeting to proceed at 10:01 a.m.

Carried;

6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

(Agenda and Minutes under separate file.)

7. RECONVENE THE SSEA JOINT SERVICE BOARD MEETING

Motion: 2020-25

Moved by: R. Stevens

Seconded by: A. Dubeau

RESOLVED THAT: the SSEA 2020 Joint Service Board meeting reconvene at 10:20 a.m.

Carried;

8. PRESENTATIONS

Melissa Carruthers, RMO//RMI presented a work plan outlining SSEA risk management plans currently completed and pending completion.

The provincial government deadline for completion of the risk management plans is July 1, 2020. SSEA's Risk Management Official/Risk Management Inspector is confident that the plans will be completed by the July 1st deadline however it has been discussed that a request for an extension to the deadline with the lead source protection authority would be in order to eliminate any risk to SSEA and our member municipalities.

9. SSEA FIRST QUARTER 2020 REPORT

This report will be on the April 16, 2020 First Quarter Agenda

10. SSEA FINANCIAL REPORT

10.1 Staff Report No. 09-20-SSEA from the Executive Director regarding SSEA 2020 Staff Salary Increase.

Motion: 2020-26

Moved by: P. Wiancko

Seconded by: R. Stevens

RESOLVED THAT: Staff Report No. 09-20-SSEA regarding a 2020 annual salary increase of 2.0% be approved; and

FURTHER THAT: the Executive Director be authorized to implement a 2.0% cost of living increase for SSEA FTE staff retroactive to January 1, 2020.

Carried;

11. SSEA CORPORATE ADMINISTRATION UPDATE

This report will be on the April 16, 2020 First Quarter Agenda

12. EXECUTIVE DIRECTOR UPDATE

This report will be on the April 16, 2020 First Quarter Agenda

13. ANNOUNCEMENTS

There were no announcements

14. CORRESPONDENCE

There were no correspondence items for this agenda.

15. BOARD MEETING HIGHLIGHTS

Motion: 2020-27

Moved by: P. Wiancko

Seconded by: A. Dubeau

WHEREAS: the Board of Directors directed staff to provide a Board Meeting Highlight for the January 30, 2020; and

WHEREAS: the highlights will be received by the board members and emailed to their respective clerk for the information of municipal council; therefore

BE IT RESOLVED THAT: staff will continue to provide the members with highlights from each board meeting as time permits.

Carried;

16. CLOSED SESSION

There were no closed session items for this agenda.

17. OTHER BUSINESS

17.1 Staff Report No. 10-20-SSEA regarding SSEA Vehicle Purchase

Motion: 2020-28

Moved by: R. Stevens

Seconded by: P. Ritchie

WHEREAS: the SSEA has participated with the Township of Tiny in a tender process for the procurement of an operational vehicle: and

WHEREAS: in accordance with our Treasurer municipality's procurement policy (Township of Tay) the tender values were considered excessive; and

WHEREAS: the policy allows for alternatives in this situation if the tender values were considered excessive; all bids related to a van, the type of vehicle most suitable for SSEA operations; and

WHEREAS: staff undertook an internet search, referenced black book values and visited 2 local dealerships and it was determined that a used 2019 Dodge Caravan from Mac Lang Limited best met the needs of the SSEA in terms of vehicle type, value and timing.; therefore

BE IT RESOLVED THAT: Staff Report No. 10-20-SSEA regarding the purchase of a used 2019 Dodge Caravan in the amount of \$25,664.89 be approved.

Carried;

17.2 Staff Report No. 11-20-SSEA regarding 2020 Loan for an operational vehicle for SSEA from the Township of Tiny.

Motion: 2020-29

Moved by: C. McGinn

Seconded by: P. Ritchie

WHEREAS: the Township of Tiny has approved an interest free loan of \$28,000 towards the purchase of an operational vehicle for the SSEA including a request for repayment in full in 36 months; therefore

BE IT RESOLVED THAT: Staff Report No. 11-20-SSEA regarding the 2020 loan for an operational vehicle from the Township of Tiny and corresponding repayment be approved.

Carried;

Discussion followed regarding future ability to finance necessary purchase like the above discussed vehicle. The suggestion was made that SSEA could divert potential municipal "refunds" if they occur (ex. If outside funding comes through for expenses already allocated in the core budget) to reserve accounts. This will be discussed further at future meetings.

17.3 COVID-19 Virus

Chair Walma opened the floor to a discussion regarding precautions to protect staff and board members during the COVID-19 virus outbreak.

Motion: 2020-30

Moved by: A. Dubeau

Seconded by: C. McGinn

RESOLVED THAT: the SSEA procedural by-law be suspended to allow for an electronic conference call meeting due to the COVID-19 virus as needed.

Carried;

Motion: 2020-31

Moved by: P. Wiancko

Seconded by: R. Stevens

RESOLVED THAT: the Board of Directors request the Executive Director and the Chair to establish precautionary measures regarding COVID-19 virus including, but not limited to, board and staff travel plans.

Carried;

ADJOURN

Motion: 2020-32

RESOLVED THAT: this meeting of the SSEA Board of Directors held on March 13, 2020 adjourn at 11:02 a.m. to meet again on Thursday April 16, 2020 or at the call of the chair.

Carried;

Original Signed By:

Original Signed By:

Chair Steffen Walma

Executive Director, Julie Cayley

Approved this 16th day of April, 2020.