

Board of Directors Meeting #1/16

January 27, 2016

DIRECTORS PRESENT: Art Versteeg, Jim Campbell, Deb Shewfelt, Alison Lobb,
Alvin McLellan, Wilf Gamble, Paul Gowing, Bob
Burtenshaw, David Turton

ABSENT WITH REGRETS: Roger Watt

ABSENT: Matt Duncan

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Admin/Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Jason Moir, FRCA Supervisor

1. Call to Order

Chair Art Versteeg welcomed everyone and called the meeting to order at 7:00 pm noting there is a lot of business to cover in this meeting.

2. Declaration of Pecuniary Interests

There were no pecuniary interests at this time.

3. Hearing: Ontario Regulation 164/06: Livingston Development Application, Ashfield Ward, in the Township of Ashfield-Colborne-Wawanosh - Hearing Report #1/16 (attached).

Motion FA #1/16

Moved by: Deb Shewfelt

Seconded by: Paul Gowing

THAT the Board of Directors sit as a Hearing Board.

(carried)



The Board Hearing was adjourned by motion at the Hearing Board.

Motion FA #2/16

Moved by: Deb Shewfelt

Seconded by: Jim Campbell

THAT the Hearing Board now sits as Executive Committee.

(carried)

4. Minutes

The minutes from the Board of Director's meeting #11/15 held on December 16, 2015 have been circulated to the Director's for their information and approval. The spelling of Brian Schlosser under Community Attendees requires correction. This motion followed.

Motion FA #3/16

Moved by: David Turton

Seconded by: Jim Campbell

THAT the minutes from the Board of Director's meeting #11/15 held on December 16, 2015 be approved with the amendment as specified.

(carried)

5. Business Out of the Minutes

- a) Board of Director's Manual: **Report #1/16** (attached)

At the December 16, 2016 meeting, the Board directed staff to amend the draft Board of Director's Manual for review and to finalize at the January meeting. Staff recommended including a limit of 3-5 people for delegations and the Director's specified that a 15 minute time limit also be included.

Further revisions to the draft will include adding David Turton's name to the photo on page 1 and correcting the postal code on page 24.

The Board made the following motion on the report.

Motion FA #4/16

Moved by: Jim Campbell

Seconded by: Alison Lobb

THAT the Board of Director's Manual be adopted by the Board of Director's for the Maitland Valley Conservation Authority with amendments as specified; **AND THAT** each Director sign a Director's Code of Conduct Agreement.

(carried)

b) Association of Conservation Authorities: Possible Bylaw Amendments: **Report #2/16**

Report #2/16 was presented to the Board by Phil Beard, GM/ST to determine if the Board wishes to make a recommendation to the Bylaws of the Association of Conservation Authorities of Ontario regarding possible changes to their Administrative Bylaws.

Chair Art Versteeg notified the Directors that he received a letter from Niagara Peninsula Conservation Authority stating their support in these recommendations.

The Director's discussed possible amendments that would address governance matters and decided to make the following motion.

Motion FA #5/16

Moved by: Alison Lobb

Seconded by: David Turton

THAT all the proposed amendments to the Bylaws of the Association of Conservation Authorities of Ontario as outlined in **Report #2/16** be submitted to Conservation Ontario for consideration at the Conservation Ontario Annual meeting in April.

(carried)

6. Business Requiring Direction

a) 2015 Year End Work Plan Report: **Report #3/16** attached)

Report #3/16 was circulated to the Director's to outline the progress made on the activities and projects in the 2015 work plan.

The Director's acknowledged how much progress has been made by the Authority and they are pleased with the format of the report.

This motion followed.

Motion FA #6/16

Moved by: Paul Gowing

Seconded by: Bob Burtenshaw

THAT Report #3/16 be received as presented.

(carried)

b) 2015 Year End Revenue/Expenditure Report (Unaudited): **Report #4/16** (attached)

Phil Beard GM/ST along with Stewart Lockie, Conservation Areas Coordinator presented this report to outline 2015 revenue and expenditures versus the budget and explain any surplus and deficit balances.

After a thorough review and question period of this financial analysis, the Director's made this motion.

Motion FA #7/16

Moved by: Deb Shewfelt

Seconded by: Alvin McLellan

THAT all year end surpluses and deficits be directed to the appropriate accumulated surpluses; **AND THAT** all deferred revenue be directed to the appropriate project budgets in 2016.

(carried)

c) 2016 Revised Draft Budget: **Report #5/16** (attached)

This report presented by Phil Beard GM/ST along with Stewart Lockie, Conservation Areas Coordinator is to provide an update and gain direction from the Board on items to be added to the 2016 draft projects budget.

These motions followed discussion.

Motion FA #8/16

Moved by: Paul Gowing

Seconded by: Alvin McLellan

THAT the replacement of the stop logs for the Brussels Dam be included in the 2016 projects budget.

Motion FA #9/16

Moved by: Alison Lobb

Seconded by: David Turton

THAT \$8,000 for a structural assessment of the two mill buildings be included in the draft project budget for 2016; **AND THAT** the full \$8,000 not be used if the community group that is applying to the Trillium Foundation is successful in obtaining a grant for this project.

(carried)

The Director's would like to have the 2016 priorities outline included with the levy package to the Municipalities along with a letter that expresses MVCA's gratitude for their continued support.

Motion FA #10/16

Moved by: Paul Gowing

Seconded by: Jim Campbell

THAT the projects outlined in Report #5C/16 be included in the draft 2016 project budget.

(carried)

d) Falls Reserve Conservation Area - Terms of Reference for Options: **Report #6/16** (attached)

Stewart Lockie Conservation Areas Coordinator presented this report to gain direction from the Board on the terms of reference that will be used by staff to investigate each of the options regarding the Falls Reserve Conservation Area.

Following extensive discussion and review, the Board decided to authorize staff to proceed with the review of the options based upon the terms of reference outlined in Report #6/16.

Motion FA #11/16

Moved by: Jim Campbell

Seconded by: David Turton

THAT staff follow the terms of reference as outlined in Report #6/16 for investigating the options regarding the future operation of the Falls Reserve Conservation Area and bring a report back to the Board to review at the May meeting.

(carried)

e) Review of Tenders - Replacement Vehicle: **Report #7/16** (attached)

Conservation Areas Coordinator Stewart Lockie presented this report for the Director's information and to obtain direction on the replacement of the 2016 MVCA vehicle.

Following this presentation and discussion, this motion was made.

Motion FA #12/16

Moved by: Deb Shewfelt

Seconded by: Wilf Gamble

THAT Hanover Chrysler, be advised that their tender in the amount of \$30,870.47 (all applicable taxes and freight included) to supply a 2016 Dodge Grand Caravan as per tender specifications, has been approved as presented; **AND THAT** the 2011 Dodge Grand Caravan be advertised and sold during the summer of 2016, when it is no longer required.

(carried)

f) 2nd Call for Declarations for Chair/Vice/Second Vice for 2016: **Report #8/16** (attached)

At the December 16, 2015 Board meeting, there was a first call for candidates to express their interest in 2016 positions for Chair, Vice and Second Vice. Tonight at the January meeting, Phil Beard GM/ST presented an opportunity with this report for a second call for declarations for these same positions.

There were no further declarations at this time.

g) Draft Agenda 2016 Annual Meeting: **Report #9/16** (attached)

The Township of Minto has agreed to host the MVCA Annual Meeting on Wednesday, February 17, 2016 beginning at 7:00 pm in the downstairs meeting room in the Harriston Public Library.

A draft agenda for the annual meeting accompanied the report. The Board of Director's agreed with the report and made the following motion.

Motion FA #13/16

Moved by: David Turton

Seconded by: Deb Shewfelt

THAT the draft agenda for the Annual Meeting be approved as outlined in Report #9/16.

(carried)

h) 2016 Board Meeting Schedule/Business: **Report #10/16** (attached)

This report was presented by Phil Beard, GM/ST to discuss and finalize the 2016 Board meeting schedule and review the 2016 business items.

This motion was made following discussion and review

Motion FA #14/16

Moved by: Alison Lobb

Seconded by: Wilf Gamble

THAT the proposed meeting schedule for 2016 be adopted as outlined in Report #10/16.

(carried)

i) Staff Service Awards Policy Review: **Report #/11/16**

This report is being presented by Phil Beard GM/ST to review and update the staff service awards policy.

This motion followed.

Motion FA #15/16

Moved by: Jim Campbell

Seconded by: David Turton

THAT the Staff Service Awards policy be amended as outlined in Report #11/16; **AND THAT** the Staff Service Awards policy be reviewed by the Board in 2020.

(carried)

7. Consent Agenda

The following items were circulated to the Board of Directors for their information.

a) Revenue/Expenditure Report - December: **Report #12/16** (attached)

b) Correspondence: For the Director's Information

- i) Letter from the Wingham BIA re: Howson Dam
- ii) Letter from the Municipality of Morris-Turnberry re: 2016 Appointment

This motion followed.

Motion FA #16/16

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT Report #12/16 and the recommended motion and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

8. **Review of Meeting Objectives/Follow-up Actions/Next meeting**

The next meeting is being held at the Harriston Public Library at 7:00 pm on February 17, 2016.

Chair Art Versteeg summarized all the items of business that were covered in this meeting.

9. **Adjournment**

The meeting adjourned at 8:55 pm with this motion.

Motion FA #17/15

Moved by: Jim Campbell

Seconded by: Paul Gowing

THAT the meeting be adjourned.

carried)

Art Versteeg
Chair

Danielle Livingston
Recording Secretary