

## Board of Directors Meeting #10/16

November 16, 2016

**DIRECTORS PRESENT:** Art Versteeg, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, Roger Watt, Matt Duncan, Paul Gowing, Bob Burtenshaw, David Turton

**ABSENT:** Jim Campbell

**STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Jason Moir, Falls Reserve Conservation Area Superintendent

### 1. Call to Order

Chair Art Versteeg called the meeting to order at 7:00 pm and reviewed the objectives for the meeting.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Board of Directors meeting #9/16 and Board Hearing #2/16 both held on October 19, 2016 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motions were made.

#### Motion FA #82/16

Moved by: Alison Lobb

Seconded by: David Turton

**THAT** the minutes from the Board of Directors meeting #9/16 held on October 19, 2016 be approved.

(carried)



**Motion FA #83/16**

**Moved by: Deb Shewfelt**

**Seconded by: Roger Watt**

**THAT** the minutes from the Board Hearing #2/16 held on October 19, 2016 be approved.

**(carried)**

**4. Business Out of the Minutes**

- a) Municipal Reporting: **Report #55/16** (attached)

At the Board meeting held on October 19, 2016 the following motion was passed following discussion from the Directors regarding MVCA providing a monthly report to member Municipalities.

“**THAT** staff bring a report on the approach used by ABCA to the November 16, 2016 Board meeting.

Phil Beard, General Manager/Secretary-Treasurer presented report #55/16 to obtain further direction from the Board.

Following discussion the Board decided that it would be better to provide member municipalities with a one page report on the authority’s activities in June to coincide with the update that is provided to the Board and to provide a yearend summary in January to coincide with staff’s yearend report to the Board.

The following motion was made.

**Motion FA #84/16**

**Moved by: Deb Shewfelt**

**Seconded by: Bob Burtenshaw**

**THAT** staff prepare a one-page activity report as outlined in option 1 of Report #55/16 summarizing Maitland Valley Conservation Authority activities to provide to Member Municipalities in June and a year end report.

**(carried)**

**5. Business Requiring Direction**

- a) 2017 Draft Outline of Authority Funded Projects: **Report #56/16** (attached)

This report was presented by the General Manager/ Secretary Treasurer to obtain direction from the Board on the Authority funded projects that should be included in the 2017 draft budget.

The Directors reviewed the projects for each service area and agreed that all of the projects outlined in Report #56/16 are consistent with MVCA’s workplan and should be included in the 2017 draft budget.

Therefore the following motion was made.

**Motion FA #85/16**

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**THAT** the authority funded projects outlined in Report #56/16 be included in the 2017 draft budget.

(carried)

b) MVCA Fee Changes/Directors Per Diems/Draft Levy: **Report #57/16** (attached)

The General Manager/Secretary Treasurer presented this report to obtain direction from the Board on changes to MVCA's fees for 2017. The Director's concurred with the proposed fee changes, but thought that Director's per diems, honorariums and mileage rates should remain unchanged for 2017. The Board also reviewed the options for changes to the levy and decided to limit the levy increase to \$58,000. The following motions were made.

**Motion FA #86/16**

**Moved by: Deb Shewfelt**

**Seconded by: Alvin McLellan**

**THAT** the per diem, mileage and honorarium rates remain unchanged for 2017; **AND THAT** the fee changes presented in the master fee schedule be approved for 2017.

(carried)

**Motion FA #87/16**

**Moved by: Alison Lobb**

**Seconded by: Roger Watt**

**THAT** a levy increase of \$58,000.00 be incorporated in the draft budget for 2017.

(carried)

c) Five Year Review of Salary and Benefits: **Report #58/16** (attached)

Following a wage and benefit review in 2012, the Board agreed to review and update the wage and benefits program in 2017. The Board discussed options for undertaking this review and decided to undertake the review using internal resources. The following motion was made.

**Motion FA #88/16**

**Moved by: Deb Shewfelt**

**Seconded by: Alison Lobb**

**THAT** the GM/ST and Admin/Finance Coordinator undertake the salary and benefits review as outlined in Option 1 in Report #58/16 and review the findings with the Board of Directors in 2017 for direction.

(carried)

d) Carbon Footprint Initiative: **Report #59/16** (attached)

The Board passed this motion at the May 18, 2016 Board meeting.

**“THAT** the framework for the Carbon Footprint Initiative be approved as outlined in Report #34/16 and that the leadership team be advised that membership should include the requirement for a carbon footprint strategy to be developed and annual progress reports to be submitted in order for membership to be valid.”

The CFI Leadership Team has agreed to the requirements recommended by the Board. The CFI passed the following motion at their meeting on October 13, 2016

“That the CFI Leadership Team commits to requiring all members to develop a carbon footprint strategy and commit to providing the Leadership Team with an annual progress report before being allowed to use the CFI logo and name.”

The Board recommended that the theme of the 2017 Annual Meeting should be Reducing our Carbon Footprint. They recommended that Chet Calhoun, Productivity Coordinator for the Wingham Parent Seed Plant, operated by Pioneer be invited to present their carbon footprint strategy at the Annual Meeting in February along with Kriss Snell, CAO for the Municipality of North Perth.

This motion followed.

**Motion FA #89/16**

**Moved by: Alison Lobb**

**Seconded by: David Turton**

**THAT** MVCA agrees to update its Carbon Footprint Strategy annually and to submit it to the Board for adoption at the March Board meeting **AND THAT** a year-end progress report be presented to the Board at the December Board meeting.

**(carried)**

e) Proposed Changes to the Personnel Manual: **Report #60/16** (attached)

Danielle Livingston, Administrative/Financial Services Coordinator and Chair of the 2017 Personnel Committee presented the proposed changes to MVCA’s personnel policies/procedures manual as outlined in Report #60/16.

The Directors agreed with the proposed changes to the personnel policies and made the following motion.

**Motion FA #90/16**

**Moved by: Deb Shewfelt**

**Seconded by: Paul Gowing**

**THAT** the Board approve the amendments to MVCA’s Personnel Manual as recommended by the Personnel Committee outlined in Report #60/16.

**(carried)**

f) Office Hours over Christmas/New Year's: **Report #61/16** (attached)

This report was presented by the General Manager/Secretary Treasurer to the Directors to obtain approval of the proposed office hours over the Christmas season.

**Motion FA #91/16**

**Moved by: Alison Lobb**

**Seconded by: David Turton**

**THAT** the MVCA office be closed from December 22, 2016 at 4:30 p.m. until Tuesday, January 3, 2017 at 8:30 a.m.

(carried)

**6. Reports**

a) Chair's Report

Chair Art Versteeg reported that Huron County has approved \$400,000.00 for the HCW project in 2017.

b) Director's Reports

There were no Director's reports.

**7. Consent Agenda**

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

- a) Revenue/Expenditure Report for October: **Report #62/16** (attached)
- b) Galbraith Optimists Camp for Kids Agreement: **Report #63/16** (attached)
- c) Correspondence: For Directors' Information: Letter from Morris-Turnberry (attached)

Director Alison Lobb declared a conflict of interest with cheque 18618 in the amount of \$387.45 in Report #62/16 and therefore didn't participate in voting on the consent agenda.

The following motion was made.

**Motion FA #92/16**

**Moved by: Matt Duncan**

**Seconded by: Wilf Gamble**

**THAT** reports #62/16 through #63/16 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

**8. In-Camera Session: Legal Matter**

**Motion FA #93/16**

**Moved by: Paul Gowing**

**Seconded by: Bob Burtenshaw**

**THAT** the Board of Directors move in camera for a legal matter.

(carried)

**Motion FA #94/16** was made during the in-camera session.

(carried)

9. **Review of Meeting Objectives/Follow-up Actions/Next meeting: December 21, 2016 at the Admin. Centre in Wroxeter**

Chair Art Versteeg reviewed the agenda items discussed.

10. **Adjournment**

The meeting adjourned at 8:15 pm with this motion.

**Motion FA #95/16**

**Moved by: Bob Burtenshaw**

**Seconded by: Roger Watt**

**THAT** the meeting be adjourned.

(carried)

Art Versteeg  
Chair

Danielle Livingston  
Administrative/Financial  
Services Coordinator