

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: EXECUTIVE COMMITTEE
DATE: Thursday July 16, 2020
TIME: 1:00 p.m.
LOCATION: Remote (Zoom)

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Maureen Couture, Barbara Dobreen, Mike Myatt, Christine Robinson

OTHERS PRESENT: Jennifer Stephens, GM/S-T
Laura Molson, Manager, Accounting
Janice Hagan, Recording Secretary

The meeting was called to order at 1:03 p.m.

1. Adoption of the Agenda

MOTION #E20-12

Moved by Barbara Dobreen
Seconded by Maureen Couture
THAT the agenda be adopted as presented.

CARRIED

2. Declaration of pecuniary interest

No persons declared a pecuniary interest relative to any item on the agenda.

3. Minutes of the Executive Committee Meeting – February 6, 2020

MOTION #E20-13

Moved by Christine Robinson
Seconded by Barbara Dobreen
THAT the minutes of the Executive Committee meeting, February 6, 2020 be approved as circulated.

CARRIED

4. New Business

a. Novel Coronavirus (COVID-19) Pandemic Response Update

Jennifer Stephens, GM/S-T, reviewed the submitted report and highlighted actions taken by SVCA staff. A summary of the report will be distributed to the watershed municipalities once the plan has

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been circulated to the full Authority. The Members discussed a possible timeline for returning to face-to-face Authority meetings and the October meeting may be a consideration. After further discussion, the following motion was passed:

MOTION #E20-14

Moved by Mike Myatt

Seconded by Barbara Dobreen

THAT the Administration Office remain closed until September 8, 2020; and further

THAT the necessary measures to protect the health and safety of staff and visitors be presented to the Authority on August 6th, 2020 for endorsement.

CARRIED

b. Creation of SVCA Strategic Action Plan

The GM/S-T discussed the necessity of the creation of a Strategic Action Plan since the previous strategic plan had expired in 2016. She noted that it is a priority for the Authority to review the current Mission & Vision statement which will be discussed at the August Authority meeting. She told the Members that it is her intention to prepare the document internally with staff assistance but would reach out to external consultants if necessary. It was indicated that member municipalities, staff, and the community would all be engaged in a completely interactive and immersive process, including group sessions, meetings, and open-house forums. After further discussion, the following motion was passed:

MOTION #E20-15

Moved by Maureen Couture

Seconded by Mike Myatt

THAT the report, "Proposal to Develop Strategic Action Plan" be received as information; and further

THAT this proposal and a recommended Communications Plan be presented to the Authority at the August 6th, 2020 meeting for endorsement.

CARRIED

MOTION #E20-16

Moved by Barbara Dobreen

Seconded by Mike Myatt

THAT the Authority move to Closed Session, In Camera, to discuss matters relating to identifiable individuals; and further

THAT Jennifer Stephens, Laura Molson, and Janice Hagan remain in the meeting.

CARRIED

MOTION #E20-21

Moved by Christine Robinson

Seconded by Barbara Dobreen

THAT the Authority adjourn from Closed Session, In Camera, and rise and report.

CARRIED

It was reported that direction was given to staff during the Closed Session.

5. Other Business

a. Executive Committee Members

The Members requested information regarding the rules surrounding the 5th person invited to an Executive Committee meeting and whether this person has a right to a vote. Staff presented the applicable by-law showing that the 5th person is a member of the Executive Committee when invited to be in attendance.

“The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c) (vi) of this by-law. The Executive Committee will consist of the Chair, 1st Vice Chair and 2nd Vice Chair and immediate Past Chair or Member-at-Large. One other Additional Member will be appointed by the Chair prior to each meeting.” *Section 1(b) (xiii)*

b. Meeting Procedures – Motions

The Executive Committee Members requested that, due to challenges during remote meetings, motions be received prior to the meeting along with suggested movers/seconders. Should the Member not wish to move/second the motion, staff would be contacted, and the motion re-assigned.

There being no further business the meeting adjourned at 4:35 p.m. on motion of Maureen Couture and Barbara Dobreen.

Dan Gieruszak
Chair

Janice Hagan
Recording Secretary