



Saugeen Valley Conservation Authority

Executive Committee Meeting

Minutes

Date: Wednesday February 12, 2024, 9:00 a.m.
Location: Electronic via Zoom
Chair: Tom Hutchinson
Members present: Paul Allen, Barbara Dobreen, Greg McLean, Bill Stewart
Others present: Adam Chalmers, Erik Downing, Janice Hagan, Katie Thomas

Chair Hutchinson called the meeting to order at 9:00 a.m.

1. Adoption of Agenda

Motion #EC25-01

Moved by Greg McLean

Seconded by Paul Allen

THAT the agenda for the Executive Committee meeting, February 12, be adopted as circulated.

Carried

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

3. Approval of Minutes

3.1. Executive Committee – November 7, 2024

Motion #EC25-02

Moved by Barbara Dobreen

Seconded by Paul Allen

THAT the minutes for the Executive Committee meeting, November 7, 2024, be adopted as circulated.

Carried

4. New Business

4.1. GM2025-03: SVCA Operational Workplan

The GM/S-T reviewed the 2025 plan and highlighted that the workplan would be reformatted to list more current items. The discussion focused on the proposal to keep completed items on the plan, enabling the Board to track and recognize accomplishments. Ongoing day-to-day business items are not required to be listed.

4.2. 2025 Executive Committee Meeting Schedule

In accordance with the previous year's schedule, the Executive Committee will convene as needed on the first Thursday of each month. Calendar invites, including the Zoom link, will be sent to each committee member, and a schedule will be prepared to include a fifth Director.

Motion #EC25-03

Moved by Greg McLean

Seconded by Paul Allen

THAT the Executive Committee shall convene a meeting on the first Thursday of each month as required.

Carried

4.3. Workplace Culture Assessment Phase 1 RFP

The GM/S-T provided an update on the published RFP for Phase 1 of the Workplace Culture Assessment Review, which focuses on the Health and Safety component of the review. The closing date is February 12th, and the results will be presented to the full board at the February 20th Authority meeting for a decision.

4.4. Durham Frazil Ice/ Durham Upper Dam

Katie Thomas, Manager of Water Resources, reviewed the issues related to the Durham frazil ice situation. Staff are committed to ensuring the safety and stability of the affected areas and continue to monitor water levels and the types and amounts of ice onsite once a day. Katie will be presenting an update to the Municipality of West Grey on February 18th.

4.5. Budget Communications to Member Municipalities

Erik reported that budget presentations had been made to several municipalities who requested delegations. The committee discussed the EPR fee freezes, noting that Minister Graydon Smith (MNR) has indicated that the decision would not be reversed any time soon. Adam stated that apportionment correspondence and invoicing will be sent out to the municipalities shortly.

4.6. COR-2025-05: Procedural Bylaw Development

The committee deliberated on the necessity of a procedural bylaw and offered support by providing examples of municipal bylaws from their individual municipality.

Motion #EC25-04

Moved by Barbara Dobreen

Seconded by Bill Stewart

Whereas the Executive Committee recognizes the importance of having a comprehensive Procedural Bylaw to ensure effective governance and effective meeting management;

THAT the Executive Committee directs staff to develop a Procedural Bylaw according to the proposed implementation plan; and

THAT the Executive Committee shall oversee the development of the Procedural Bylaw; and further

THAT the final draft of the Procedural Bylaw shall be presented to the Board of Directors for approval.

Carried

5. Adjournment

There being no further business, the meeting was adjourned at 9:55 AM with a motion from Barbara Dobreen and Bill Stewart.

Tom Hutchinson
Chair

Janice Hagan
Recording Secretary