

**Board of Directors Meeting #10/15**

**November 18, 2015**

**DIRECTORS PRESENT:**

Art Versteeg, Jim Campbell, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, Roger Watt, Paul Gowing, Bob Burtenshaw

**ABSENT WITH REGRETS:**

David Turton, Matt Duncan

**STAFF PRESENT:**

Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator

**COMMUNITY ATTENDEES:**

**1. Call to Order**

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

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

**3. Minutes**

The minutes from the Board of Directors' meeting #9/15 held on October 21, 2015 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



**Motion FA #104/15**

**Moved by: Alvin McLellan**

**Seconded by: Roger Watt**

**THAT** the minutes from the Board of Directors meeting #9/15 held on October 21, 2015 be approved.

**(carried)**

**4. Business Requiring Direction**

- a) 2016 Draft Outline of Authority Funded Projects: **Report #71/15** (attached)

This report was presented by Phil Beard, GM/ST to gain direction from the Board on which Authority funded projects to include in the 2016 draft budget. Coordinators outlined those projects within their service area to provide additional information to the Directors. Projects outlined in more detail include the Listowel Conduit repairs; 100 year erosion risk mapping along the shoreline and within the shoreline gullies; admin centre repairs to the basement; and the need to replace the stop logs for the Brussels Dam.

The Directors discussed the capital projects at great length and agreed that these projects should be included in the draft budget. Therefore the following motion was put forward.

**Motion FA #105/15**

**Moved by: Deb Shewfelt**

**Seconded by: Bob Burtenshaw**

**THAT** the Authority funded projects outlined in report #71/15 be included in the draft budget report.

**(carried)**

- b) Proposed Revisions to Huron Clean Water Project Delivery Agreement: **Report #72/15** (attached)

Stewardship Services Coordinator Geoff King presented the key points from Report #72/15 which included:

1. Need for an updated agreement with the County of Huron, previous agreement expired at the end of 2005.
2. Need to ensure that Authority delivery costs are covered in the agreement.
3. Need to increase funding in the program to better match demand for stewardship projects and the increased number of stewardship categories that have been added to the program.

The Directors discussed the importance of having an active agreement between MVCA/ABCA and the County of Huron to further the objectives of improving and protecting water quality. The Board decided to put forward the following motion.

**Motion FA #106/15**

**Moved by: Roger Watt**

**Seconded by: Wilf Gamble**

**THAT** the challenges and possible ideas for addressing these challenges as identified in Report #72/15 be discussed with ABCA and the County of Huron; **AND THAT** the results of these discussions be

brought back to the Board of Directors for consideration and direction; **AND FURTHER THAT** the Huron Clean Water Program agreement between the County of Huron and MVCA/ABCA be reviewed, updated and signed on an annual basis by all parties to ensure that it is meeting the needs of all parties.

(carried)

c) Direction on MVCA Fee Changes/Directors Per Diems/Draft Levy: **Report #73/15** (attached)

Phil Beard, GM/ST presented this report to update the Authority's fee schedule for 2016. The changes were identified based upon a review of costs to review applications. The Board also reviewed Director per diems, mileage and Chair/Vice honorarium rates and decided not to make any changes in 2016. The Board also reviewed the proposed levy for 2016 in light of the limits that they had placed on any increases as part of the 2016-2018 workplan.

The following motions were approved.

**Motion FA #107/15**

**Moved by: Deb Shewfelt**

**Seconded by: Bob Burtenshaw**

**THAT** the per diem, mileage and honorarium rates remain unchanged for 2016; **AND THAT** the fee changes presented in the master fee schedule be approved for 2016; **AND FURTHER THAT** a levy increase of \$58,000.00 be incorporated in the draft budget for 2016.

(carried)

d) Proposed Office Hours over Christmas/New Year's: **Report #74/15** (attached)

This report was presented by Phil Beard GM/ST to the Directors to approve the proposed office hours over the Christmas season.

**Motion FA #108/15**

**Moved by: Alison Lobb**

**Seconded by: Jim Campbell**

**THAT** the MVCA office be closed from December 23, 2015 at 4:30 p.m. until Monday, January 4, 2016 at 8:30 a.m.

(carried)

**5. Reports**

a) Chair's Report

Chair Art Versteeg advised the Board that he has drafted a letter to the Chair of Conservation Ontario as directed by the Board of Directors in October. These included developing criteria for a consent agenda; raising the issue that voting delegates should be Conservation Authority Board Members; and that Conservation Ontario should clarify its bylaws with respect to appointments to Conservation Ontario. A copy of MVCA's letter will be sent to all Authority Directors.

In light of the recommendations made to Conservation Ontario by MVCA, the Chair thinks that it would be appropriate to appoint the Second-Vice Chair as the second alternate to Conservation Ontario instead of the General Manager/Secretary-Treasurer. The following motion was made.

**Motion FA #109/15**

**Moved by: Deb Shewfelt**

**Seconded by: Paul Gowing**

**THAT** appointment of the General Manager/Secretary Treasurer as the second alternate to Conservation Ontario be rescinded; **AND THAT** the Second-Vice, Deb Shewfelt be appointed as the second alternate delegate to Conservation Ontario.

**(carried)**

**b) Director's Reports**

Director, Deb Shewfelt, was invited to attend a meeting with Glen Murray, Minister of Environment and Climate Change in Toronto on November 4, 2015. Deb accompanied the Chair of Conservation Ontario, Dick Hibma and CO's Executive Director, Kim Gavine to the meeting. The purpose of the meeting was to outline the contributions that conservation authorities can make to climate change mitigation through our stewardship programs. CA programs focus on undertaking/promoting conservation practices that sequester carbon in soil/vegetation, such as tree planting, soil/water conservation.

**6. Consent Agenda**

- a) Revenue/Expenditure Report for October: **Report #75/15** (attached)
- b) Stewardship Funding Agreements: **Report #76/15** (attached)
- c) Correspondence: For Directors' Information
  - i) Letter from Municipality of North Perth
  - ii) Letter from Municipality of Huron East
  - iii) Letter from Township of Mapleton
  - iv) Green Legacy Press Release & Debate
  - v) Letter from Trillium Insurance re ROOTS

One Director commented on the correspondence that was received from the Municipality of Huron East in regard to the Conservation Authorities Act Review and asked the respective Director to pass gratitude on behalf of the Board on to the CAO for the time taken to compose the letter.

The following items were circulated to the Board of Directors for their information and the following motion was made.

**Motion FA #110/15**

**Moved by: Roger Watt**

**Seconded by: Wilf Gamble**

**THAT** reports #75/15 through #76/15 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

**(carried)**

7. **Review of Meeting Objectives/Follow-up Actions/Next meeting: December 16, 2015 at the Admin. Centre in Wroxeter**

Chair Art Versteeg noted that staff provided informative explanation throughout the meeting and declared that these meeting objectives were met:

- To provide direction on the 2016 Authority funded projects
- To provide direction on the changes to MVCA's fee schedule, Directors Per Diems and the draft levy
- To provide direction on proposed changes to the Huron Clean Water Project Agreement

8. **Adjournment**

The meeting adjourned at 8:27 pm with this motion.

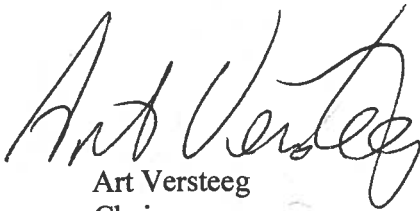
**Motion FA #111/15**

**Moved by: Jim Campbell**

**Seconded by: Alvin McLellan**

**THAT** the meeting be adjourned.

(carried)



Art Versteeg  
Chair



Danielle Livingston  
Recording Secretary

## Cheryl Dobbyn

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**From:** Danielle Livingston <dlivingston@mvca.on.ca>  
**Sent:** December-17-15 3:44 PM  
**To:** 'Maggie Sootheran'; Cheryl Dobbyn (MVCA)  
**Subject:** To Do Reminders

Hi Ladies,

I've jotted some to do things down to take care of – most are likely already on your radar but the reminder helps reassure me that I haven't forgot to pass any info along.

In addition to usual items, PLEASE;

### Erica

- Process and print pay cheques Dec 22<sup>nd</sup>.
- Enter all payables as received and date Dec 30<sup>th</sup>.
- Create deposit as necessary. This can be done with the book manually and I can post in QB later. Just ensure the payments have all been linked and we can reference your manual record if needed.
- Check my mailbox and process anything you are able to such as invoices.

### Maggie

- Hand out pay cheques Dec 23<sup>rd</sup> and remind staff not to cash before Dec 31<sup>st</sup>.
- Prepare 4<sup>th</sup> quarter diems as soon as possible.
- Box 2015 files in filing cabinet from top 3 drawers. Some boxes are setup on top shelf in copy room but more will need to be added.
- Process final petty cash payment as close to Dec 23<sup>rd</sup> as possible.
- Check my mailbox and process anything you are able to.

### Cheryl

- Process month end allocations (vehicle, copier, mail) Dec 29 or 30<sup>th</sup>. (Dave isn't going to be here after all on Dec 30<sup>th</sup>, therefore you will need to pull the mileage sheets out of the 1 van and 3 cars. You can do this any time after Dec 23<sup>rd</sup> if there won't be any use on these vehicles from that point on. (Talk to Stewart Dec 18<sup>th</sup> about this process)
- Reconcile remaining Visa payment Dec 30<sup>th</sup> (determine amount of cheque to be processed).
- ~~Pay payroll deductions at bank by Dec 23<sup>rd</sup>. Take Visa cheque and make payment too and make deposits as necessary.~~ I did this. Not required.
- Complete employee contracts to the best of your knowledge. Touch base with Erica first as she has already got a good start on this. Add the two new hires Sarah Fleischhaur starting Jan 4 at \$25.96 and Hayley Murray Jan 11 at \$23.30 and otherwise, leave the rates in red to be adjusted when determined.
- Finalize TCAP entries.
- Finalize Insurance document.

Feel free to juggle things amongst yourselves as you need and are able to.

Thank you all for your support now and always. It makes taking vacation much more enjoyable when I know you are taking care of things. Be safe and have a nice Christmas vacation with your families and enjoy the Christmas party. Say hello to Dianne for me.

D

*DLivingston*

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