



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, May 18, 2022, 7:00 p.m., via Zoom

**Commissioners Present:** Dan Gieruszak, Chair  
Dave Hocking, Vice Chair  
Moe Hanif  
Tom Hutchinson  
Bill Roseborough  
Jack Zeinstra

**Absent:** None

**Guests:** David Reiter, Partner, Aird Berlis  
Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary

### 1. Call to Order

The Chair called the meeting to order at 7:00 p.m., introduced Mr. Reiter and admitted one guest.

### 2. Approval of the Agenda

**Motion** Moved by M. Hanif

Seconded by D. Hocking

That the agenda for May 18, 2022 be amended to add Mr. Reiter as a Delegation and items 10 A. Under Wing Camping and 10 B. Heating Unit under New Business and that the agenda be accepted as so amended.

**Carried**

### 3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

### 4. Delegations

Mr. Reiter made a presentation on the Commission's duty to protect employees and contractors against workplace harassment under the Ontario Occupational Health and Safety Act. He noted that there are several provisions in the act, including s. 25(2)(h) which states that an employer shall "take every precaution reasonable in the circumstances for the protection of a worker" which he described as a general umbrella provision. There is, in addition, a specific duty to protect workers from workplace harassment which is defined in the Act as "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome". Mr. Reiter referred to section 32.0.1 which requires an employer to have a policy with respect to workplace harassment stating that it is not permitted and to have a program to maintain and implement the policy. The Act also places an obligation on an employer to provide instruction on the contents of the policy and program and set out how incidents or complaints of workplace harassment will be investigated and dealt with. Mr. Reiter noted that case law suggests that the employer's duties re harassment set out in section 32.0.7 are the minimum standard, and so in some circumstances more than the minimum standard may be required.

Mr. Reiter explained that employers are required to take specific steps regarding workplace harassment which may involve fellow workers, members of the public, clients or contractors. Such steps may include "engineering controls" or "legal controls" such as obtaining injunctive relief through measures such as trespass notices. He added that there are other steps that can be taken such as making a complaint under the Human Rights Code of discrimination based on a prohibited ground set out in the Code such as sexual orientation, disability, etc. He concluded by noting that his comments constituted an overview of the Occupational Health and Safety Act as it applies to workplace harassment. There were no specific questions asked of Mr. Reiter following the conclusion of his remarks.

**5. Adoption of April 30, 2022 Minutes**

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the minutes of the April 30, 2022 meeting be approved as circulated.

**Carried**

**6. Action Items Arising from Minutes**

Commissioner Hutchinson noted that the minutes of the Commission's April 6, 2022 meeting respecting the Ontario Not-for-Profit Corporations Act Compliance Process stated that he informed the Commission that West Grey was in discussions with Grey Highlands on the matter. In fact, it was the West Grey Chamber of Commerce that was in discussions with the Grey Highlands Chamber of Commerce.

There were no other items arising from the minutes.

The Commission proceeded to item 11 on the agenda.

**11. In Camera**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission convene in closed session at 7:10 p.m. in accordance with Section 239(1) of the Municipal Act in order to address matters pertaining to litigation or potential litigation, including matters before administrative tribunals, specifically regarding an incident of trespass on April 23, 2022; advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically information pertaining to obligations of Commissioners to contractors under the Ontario Occupational Health and Safety Act; and matters about an identifiable individual, including employees/contractors, specifically regarding a Respect in the Workplace complaint.

**Carried**

Mr. Reiter, the Airport Manager and the Recording Secretary remained for the in camera portion. One guest attending the meeting by Zoom was moved to a waiting room for the closed session.

The Saugeen Municipal Airport Commission reconvened in open session at 8:11 p.m. and the Chair confirmed that the Board had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed matters pertaining to litigation or potential litigation, including matters before administrative tribunals, specifically regarding an incident of trespass on April 23, 2022; advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically information pertaining to obligations of Commissioners to contractors under the Ontario Occupational Health and Safety Act; and matters about an identifiable individual, including employees/contractors, specifically regarding a Respect in the Workplace complaint.

The guest was readmitted to the open session.

**12. Direction Coming Out of In Camera**

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission approve direction to the Chair as provided in the closed session.

**Carried**

**7. Correspondence Requiring Action**

**A. Request for Fee Structure**

The Chair noted that the Commission should annually review its fee structure and should review minutes to determine if this was done in the past.

**8. Public Notification**

There were no public notifications.

## 9. Reports

### A. Financial Reports

- i. **Motion** Moved by B. Roseborough  
That the Financial Reports be approved as circulated.  
**Carried** Seconded by M. Hanif
- ii. **Motion** Moved by D. Hocking  
That the Draft Audit be received for information.  
**Carried** Seconded by T. Hutchinson
- iii. **Motion to Approve Signing the Auditor's Representation Letter**  
**Motion** Moved by J. Zeinstra  
That the Commission approve signing the Auditor's representation letter.  
**Carried** Seconded by B. Roseborough

### B. Airport Manager's Report

The Airport Manager informed the Commission that there had been an increase of 58 aircraft visiting the airport in April compared to the same month the previous year

**Motion** Moved by T. Hutchinson  
That the Airport Manager's report be approved as circulated.  
**Carried** Seconded by D. Hocking

### C. COPA 54

Commissioner Zeinstra reported on COPA 54, noting that two meetings had been held this month. He explained that correspondence was received in the form of an email from the President of COPA National and that COPA 54 was moving forward with consolidating its position and is currently in a holding pattern. The membership is still alive, although not actively involved with the national organization. A new organization, the Friends of the Saugeen Municipal Airport, has been formed and will be open for general membership on Saturday, May 21, 2022. Work is ongoing with the airport to identify a General Co-ordinator of Aviation to support the new organization. The Friends of the Saugeen Municipal Airport plan to financially support the new information system and has struck a committee to organize a children's flying event. It has also established a social committee to increase its reach beyond what was done in the past. Commissioner Zeinstra noted that the new organization may be more relevant to users of the airport.

## 10. New Business

### A. Under Wing Camping

The Chair explained that COPA National has a brochure on under wing camping which involves people who fly, travelling with their camping gear. The Chair asked if there were any questions and Commissioners Hanif and Hutchinson stated their support for the airport participating in such activities. Commissioner Hutchinson raised the question of after-hours access to facilities and the Chair explained that this is an issue to be worked on. The Chair noted last year's successful event involving RV camping at the airport and he has discussed with the Airport Manager where there are good spots at the airport for under wing camping.

### B. Heating Unit

The Airport Manager explained that the estimate to repair the heating unit/air conditioner which is leaking freon is approximately \$700 - 800. She noted that she has the authority to approve expenditures of up to \$1,000 but due to uncertainty as to the final amount, she asked the Commission for approval to spend up to \$1,500. Commissioner Roseborough asked about the age of the unit and the Airport Manager explained that it was acquired four years ago and there is no warranty remaining.

**Motion** Moved by B. Roseborough

Seconded by J. Zeinstra

That the Airport Manager be authorized to pay up to \$1,500 to repair the air conditioner/heating unit.

**Carried**

**11. Confirmation of Proceedings Resolution**

**Resolution** Moved by D. Hocking

Seconded by M. Hanif

Whereas the Saugeen Municipal Airport Commission deems it expedient that the proceedings of meetings be confirmed and adopted;

Now Therefore the Saugeen Municipal Airport Commission Enacts as Follows:

- 1.0 That the actions of the Commission at its meeting held on May 18, 2022 in respect to each report, motion, resolution or other actions recorded and taken by the Commission at said meeting, are hereby adopted, ratified and confirmed, and furthermore;
- 2.0 That the Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said actions referred to in the proceeding, and;
- 3.0 That the Chair and Secretary, and their designates, are hereby authorized and directed to execute all documents as may be necessary on behalf of the Commission and to affix the corporate seal to all such documents as necessary;
- 4.0 That the Treasurer, or their designates, are hereby directed to execute any documents necessary on behalf of the Saugeen Municipal Airport Commission, and to affix the corporate seal to all such documents, as may be necessary;
- 5.0 That this resolution shall come into effect upon final passage;
- 6.0 This Resolution may be cited as the May 18, 2022 Confirmatory Resolution.

**Carried**

**12. Adjournment**

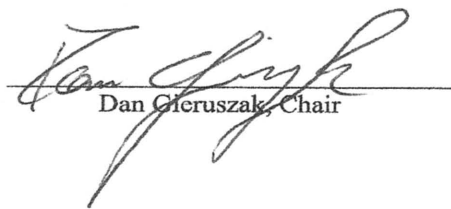
**Motion** Moved by T. Hutchinson

Seconded by D. Hocking

That the Commission adjourn at 8:31 p.m..

**Carried**

**Next Meeting:** Wednesday, June 15, 2022 at 7:00 p.m., via Zoom, or at the discretion of the Chair.

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary