



# SAUGEEN MUNICIPAL AIRPORT

**THE SAUGEEN MUNICIPAL AIRPORT COMMISSION**  
**SPECIAL MEETING MINUTES**  
Monday, March 1, 2021, 2:00 p.m.

**Commissioners Present:** Dan Gieruszak, Chair  
Dave Hocking, Vice Chair  
Kelani Stam, Secretary  
Moe Hanif  
Bill Roseborough  
Jack Zeinstra

**Commissioners Absent:** Tom Hutchinson

**Guests:** Catherine McKay, Recording Secretary

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

**1. Call to Order**

The Chair called the meeting to order at 2:00 p.m..

**2. Approval of the Agenda**

**Motion** Moved by D. Hocking

Seconded by B. Roseborough

That the agenda for March 1, 2021 be accepted as circulated.

**Carried**

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

None declared.

**4. Delegations**

There were no delegations.

**5. Correspondence Requiring Action**

**A. February 26<sup>th</sup> Letter from Doug Ronan**

This item was deferred to the in camera session of the meeting.

**6. Public Notification**

There were no public notifications.

**7. Reports**

There were no reports.

**8. In Camera**

The Chair asked any guests to sign out of the meeting before the closed session, noting that they could sign back into the waiting room, to be readmitted to the regular meeting once the closed session was adjourned.

**Motion** Moved by D. Hocking

Seconded by M. Hanif

That the Commission convene in closed session at 2:06 p.m. in order to address a matter pertaining to personal matters about an identifiable individual, including employees/contractors and matters pertaining to advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

**Carried**

The Recording Secretary remained for the in camera portion.

**Motion** Moved by D. Hocking  
That the Commission reconvene in open session at 3:23 p.m.  
**Carried**

Seconded by B. Roseborough

The Chair noted that the guests who had left the meeting prior to the in camera session were readmitted following the in camera session.

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

**Motion** Moved by D. Hocking

Seconded by M. Hanif

Whereas the Saugeen Municipal Airport Code of Conduct states:

SMA employees, contractors, airport users and members of the Saugeen Municipal Airport Commission shall:

- (a) act with integrity, honesty, and professionalism and in the best interests of the SMA;
- (b) prioritize the safety of employees, contractors, airport users and members of the public at all times;
- (c) be scrupulous in the proper use and protection of SMA information, funds, equipment, facilities, and other assets;
- (d) exercise fairness, equity, courtesy, and sensitivity in dealing with employees, customers, contractors, airport users and other stakeholders;
- (e) respect the dignity and rights of others and without discrimination;
- (f) avoid conflicts of interest or the appearance of a conflict of interest; and
- (g) promote a safe and secure work environment.

And whereas the Saugeen Municipal Airport has a zero-tolerance policy for discrimination of any kind therefore the Saugeen Municipal Airport Commission approves:

1. Drafting a Workplace Harassment/Respect in the Workplace Policy to be circulated and reviewed for adoption at the March 17th Commission meeting.
2. Drafting of a trespass notice to be forwarded to three people, as well as notification of the OPP of the trespass notice.
3. Confirmation of the termination of an Access Agreement.

**Carried Unanimously**

**10. Adjournment**

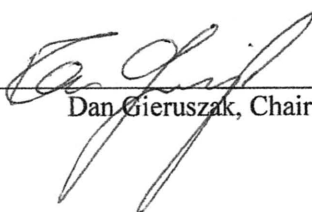
**Motion** Moved by D. Hocking

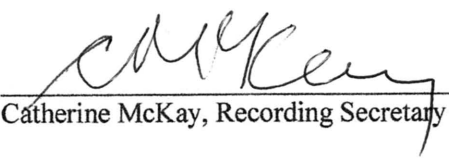
Seconded by B. Roseborough

That the Commission adjourn at 3:27 p.m..

**Carried**

**Next Meeting:** Wednesday, March 17, 2021 at 1:30 p.m.

  
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Dan Gieruszak, Chair

  
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Catherine McKay, Recording Secretary