



SAUGEEN

MUNICIPAL AIRPORT

Agenda

Airport Commission Monthly Meeting
Wednesday March 17th 2021 | 1:30 p.m.

Zoom Room

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. DELEGATION(S): NONE**
- 5. APPROVAL OF February 17th and March 1st MINUTES**
- 6. ACTION ITEM UPDATE FROM MINUTES**
 - a. Revised Municipal Agreement Review**
 - b. Respect in the Workplace (freedom from Harassment & Violence) Policy**
- 7. CORRESPONDENCE REQUIRING ACTION**
 - a. Doug Ronan, Southern Ontario COPA (Discussion move to close)**
 - b. COPA 54 Response to COPA National**
 - c. Transport Canada, Operations update.**
- 8. PUBLIC NOTIFICATION: none**
- 9. March REPORTS**
 - a. Financial Reports**
 - b. APM's Report**
 - c. COPA 54 Update**
- 10. NEW BUSINESS**
- 11. IN CAMERA: That the Commissioners of the Saugeen Municipal Airport enter into Closed Session in order to address a matter pertaining to:**
 - Security of property of the Saugeen Municipal Airport
 - X Personal matters about an identifiable individual, including employees/contractors
 - A proposed or pending acquisition or disposition of land

- Litigation or potential litigation, including matters before administrative tribunals
- X Advice that is subject to solicitor/client privilege, including communications necessary for that purpose
- Information explicitly supplied in confidence by Canada, a province or territory or a Crown agency of any of them
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons, or organization
- A trade secret or scientific, technical, commercial, financial information that belongs to Saugeen Municipal Airport and has monetary value or potential monetary value
- X A position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Saugeen Municipal Airport
- The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Saugeen Municipal Airport.

12. DIRECTION COMING OUT OF IN CAMERA

That the Commissioners of the Saugeen Municipal Airport hereby approve the direction provided to staff in Closed Session and further

13. ADJOURNMENT

a. Next Zoom meeting: Wednesday April 21 1:30pm.

Join Zoom Meeting

<https://zoom.us/j/98932329984?pwd=M3NQa1JSaDUxdjBRYmk4Z2Z1qTFZwZz09>

Meeting ID: 989 3232 9984

Passcode: 393526

One tap mobile

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SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MONTHLY MEETING MINUTES

Wednesday, February 17, 2021, 1:30 p.m.

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

Commissioners Absent: Kelani Stam, Secretary
Jack Zeinstra

Guests: Filomena McDonald, Airport Manager
Catherine McKay, Recording Secretary
Paulette Peirol, Community Development
Co-ordinator, Municipality of Brockton
David Rumsey, Tech360

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 1:31 p.m. The Chair reminded guests that if there was a closed session during the meeting they could sign out and then sign back into the waiting room, to be readmitted to the regular meeting once the closed session was adjourned.

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by D. Hocking

That the agenda for February 17, 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. Approval of January 13, 2021 Minutes

Motion Moved by B. Roseborough

Seconded by T. Hutchinson

That the minutes of the January 13, 2021 meeting of the Commission be approved as circulated.

Carried

6. Action Item Update from Minutes

A. Revised Municipal Agreement Review

The Chair noted that he and Commissioners Hutchinson and Hocking had shared the agreement with their CAO/Clerks for review. There are several areas in need of updating, including Schedule B, item 5 which contains redundancies on providing five days' notice of meetings, and section 18.1 regarding members conducting business without notice. There is no direction for notice to be provided to the general public, which the Commission should consider changing. Work will continue on the agreement with a view to presenting it at the Commission's March meeting. The Chair felt that it is not necessary to have it reviewed by legal counsel. As long as the Clerks/CAOs feel it is acceptable, it can then move forward to the municipal Councils.

7. Correspondence Requiring Action

The Chair noted that he and other members of the Commission have communicated with the Ombudsman regarding a complaint about the posting of meetings and open versus closed meeting procedures. In his discussions, the Chair asked about jurisdiction over the Saugeen Municipal Airport Commission and was informed that the Ombudsman does not have jurisdiction over school boards, police services boards and some other organizations, but the answer was not entirely clear. The Ombudsman dealt with the Niagara Regional Airport in 2012-2013, but those Board

members were elected officials, whereas the Saugeen Municipal Airport Commission has four members who are not elected officials. The Chair asked for clarification regarding incorporated organizations that are advisory versus independent entities like SMAC which has the ability to generate income. Also, the Ombudsman's web site notes that other avenues of recourse must be exhausted before the Ombudsman can investigate a complaint, and in this case, no other attempts have been made to resolve the case. The Chair contacted the Clerk of Brockton who advised that it has not had any complaints.

The Ombudsman representative agreed that the date of the next meeting could be added to agendas along with the Zoom link. The Zoom link to meetings for the rest of the year is on the Airport web site and meeting agendas will be posted on the web site in the future. Agendas are not posted on the Airport's Facebook page and the bylaws do not provide direction to post them in advance.

Notice of meetings is to be given a minimum of five days in advance, but the Ombudsman representative said that if an emergency meeting is required, as has happened in the past, a meeting could go ahead without notice to the public and it would be sufficient to post the agenda on the web site or on the Airport's Facebook page.

The Chair noted that members of the public attending meetings via Zoom have not been informed that they can sign back in to a meeting after the Commission has reconvened in open session following a closed session, and this practice will change in the future. Prior to COVID, the agenda package for meetings was posted on a public bulletin board in the airport, and the Chair asked the Airport Manager to post meeting agendas on a window so that they can be seen from the outside.

In response to a question as to how all of this came about, the Chair explained that a complaint to the Ombudsman has been made that information about Commission meetings is not publicly posted. He explained that when the Commission initially began having meetings by Zoom, public notice of meetings may not have been given, but that is not the case now.

The jurisdiction of the Ombudsman over the Commission may be a grey area, but the Chair stated that there is no intention to challenge it, as the Commission intends to be open and transparent, and if the Ombudsman can help in any way, it is in the Commission's interests to accept such assistance which comes at no cost. He expects to receive a balanced report from the Ombudsman outlining any recommendations for change.

Clarification was requested as to the reasons the Commission might have emergency meetings. The Chair explained that it would be not only for safety issues, but there should be a policy providing guidance indicating when it would be appropriate to have a public meeting with 24 hours' notice and the Commission currently has no such policy.

Tom Hutchison noted that Commission agendas could be put on municipal web sites, and Dave Hocking said that he will ensure that they are placed on the Town of Hanover's web site.

Discussion of this item concluded with a comment that it is nice to know that the public is interested in Commission affairs. The Chair noted that the Commission's by-laws were done in the early 1990's and have become outdated, as there have been changes to the Municipal Act since that time. This item will be placed on the agenda for the next meeting, for a motion as appropriate.

8. Public Notification

There were no public notifications.

9. February 17 Reports

A. Financial Reports

i. Municipal Budget Updates

Brockton has approved a \$5,000 contribution for the Snowbirds event and the Town of Hanover has put \$5,000 in a reserve for the event. The Municipality of West Grey's contribution will be known within two weeks, once it completes its budget process.

B. APM's Report

The Chair noted the Airport Manager's efforts to monitor costs and see to snow removal. There was good engagement with pilots, visiting pilots and the flight school regarding the closing of a runway which saves

money. Dave Hocking attended a public session organized by the Wiarton airport and will be attending another meeting tomorrow via Zoom. The Chair made a delegation at a previous meeting in support of the airport being considered as a regional airport. There are four municipal airports serving a broad area -- Wingham, Goderich, Wiarton and Hanover, and more should be done to serve the area and ensure that policies are similar and consistent. There are also the airports in Owen Sound and Port Elgin.

C. COPA 54 Update

There was no report available from COPA 54. Jack Zeinstra prepared a report on the Snowbirds event and the Chair was in touch with Brockton's event planner who will be available for the next COPA meeting this Saturday to review any requirements for special events. Dave Hocking said that a decision will be made on Saturday regarding whether the event will proceed or not given COVID. He has written to the Co-chairs about his discussion with Dr. Ian Arra, the Medical Officer of Health who said that this is not the only group planning an event for June, July or August, and they all have the same concerns and questions. Dr. Arra said that the modelling of cases is hazy for May and can only go two weeks out and most groups are holding off to avoid wasting money and volunteers' time. There is also the question of any future actions of the federal government which might impact the event. Dave Hocking noted that the plan was to have an Air Expo as an annual event and economic driver, but it may have to be changed into a flyover. He expressed concern about the first event possibly being flawed rather than a great spectacle, and possibly being a COVID spreader. Two weeks ago there were no COVID variants in the area and the May 24 weekend is approaching, following which there could be more COVID spread. All in all, there is a lot to consider is deciding whether the event should go ahead.

The view was put forward that it might be wise to cancel rather than putting \$15,000 at risk and having an event where people might have to stay by their vehicles, and where COVID might spread. It is important to understand any municipal requirements for special events and municipalities support events that are done properly, although in the past this was not always the case.

Dave Hocking agreed to communicate the decision on the Snowbirds following the COPA meeting on Saturday to ensure that Commissioners hear the information directly and as soon as possible.

The Airport Manager was complimented on the decision to close the runway, which generated a lot of email traffic which she addressed appropriately.

Motion Moved by M. Hanif

Seconded by D. Hocking

That the Commission accept the February 17 Financial Reports, the APM's Report and the COPA 54 Update for information.

Carried

10. New Business

The Commission discussed the issue of garbage bins around the terminal building, noting that the Airport Manager has worked to reduce the costs of garbage and recycling. The Airport Manager said that there is only one user interested in using the garbage bin. In the past, there had apparently been an arrangement whereby a user could put garbage in the bin for \$5.00 per month, but she has never been able to find anything in the records about this. The lock on the bin has been helpful and only one bag of garbage been found outside the bin since it was put on. Since there is only one person interested in accessing the bin, it does not make sense to have a special arrangement for just one person. Opinions were expressed that the airport should not be in the waste disposal business, hangar owners generally do not support having such a service, and should remove their own garbage. Discussion occurred about whether to give hangar owners the option of paying for a key to the bin, as they do for keys for the pilot door in the terminal building. It was decided that this is not cost efficient and would not raise any substantial amount of money. If the restaurant starts up again, then a different arrangement will have to be made to accommodate waste from the restaurant.

Motion Moved by M. Hanif

Seconded by D. Hocking

That the Saugeen Municipal Airport not provide a garbage removal service for hangar users and if garbage continues to be left outside the bin, a camera and signage will be installed.

Carried

There was no other New Business.

11. In Camera

The Chair noted that future open session agendas will list the acceptable reasons for holding a closed session.

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission convene in closed session at 2:19 p.m. in order to address matters pertaining to advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and a position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Saugeen Municipal Airport.

Carried

The Airport Manager and the Recording Secretary remained for the in camera portion. The Chair advised the other guests that they would be placed in the Zoom waiting room and could sign back in once the Commission reconvenes in open session.

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission reconvene in open session at 2:56 p.m.

Carried

12. Direction Coming Out of In Camera

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the pilot air incident be reported through CADORS and that airport access by the pilot in question be denied pending Transport Canada's investigation, and that notification be provided to the pilot, his lawyer, the Commission's lawyer and the Municipal partners.

Carried

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That a letter concerning the access fees be sent to the individual in question along with an invoice for the 2021 fees.

Carried

13. Adjournment

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission adjourn at 3:00 p.m..

Carried

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

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary



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 26th 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

Seconded by B. Roseborough

That the Commission reconvene in open session at 3:23 p.m.

Carried

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.

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary

DRAFT Saugeen Municipal Airport Commission

SECTION: Human Resources		POLICY #: HR-001
Date Approved: March 17, 2021		Respect in the Workplace (Harassment & Violence)
Revision Date:	Review Date:	
Authority:		

PURPOSE

The Saugeen Municipal Airport Commission is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Saugeen Municipal Airport Commission's goal to provide a healthy, safe work environment that is free of any form of harassment or violence.

SCOPE

This policy applies to all employees, Commission members, committee members, contractors and consultants, and all users of airport facilities.

It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace;
- during travel;
- at restaurants, hotels or meeting facilities that are being used for business purposes;
- in company owned or leased facilities;
- during telephone, email or other communications; and
- at any social event whether or not it is SMA sponsored.

DEFINITIONS

1. Discrimination

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment. The protected grounds of discrimination are:

- race, colour, ancestry, citizenship, ethnic origin or place of origin;
- creed, religion;
- age;
- sexual orientation;
- family, marital or same-sex partnership status;
- disability or perceived disability; and
- a record of offences for which a pardon has been granted under the *Criminal Records Act* and has not been revoked, or an offence in respect of any provincial enactment.

2. Discriminatory Harassment

Discriminatory harassment includes comments or conduct based on the protected grounds in the Ontario Human Rights Code, which the recipient does not welcome or that offends him or her.

3. Poisoned Work Environment

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment.

4. Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act*. The *Occupational Health and Safety Act* defines workplace harassment as:

- a) 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, or
- b) workplace sexual harassment;

Workplace sexual harassment is defined as:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incidence of such behaviour may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect;
- it is hostile, abusive or inappropriate;
- it affects the person's dignity or psychological integrity; and
- it results in a poisoned work environment.

WHAT ISN'T HARASSMENT

Workplace harassment should not be confused with legitimate management actions, including:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan;
- Imposing discipline for workplace infractions; or
- Requesting medical documents in support of an absence from work.

It also does not include normal workplace disagreements that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behavior is unwelcome, in which case you must immediately stop that behavior. Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee, employee to supervisor, or client/customer to employee/contractor.

RESOLVING AND INVESTIGATING HARASSMENT COMPLAINTS

Informal Procedure

If you believe that you are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behavior.

If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behavior(s) you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself. It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses of what was your response.

If you believe that someone who is not a member of our organization, e.g., a customer, supplier, etc., has harassed or discriminated against you, please report the harassment to your supervisor. Although the Saugeen Municipal Airport Commission has limited control over third parties, we will do our best to address the issue and prevent further problems from arising, including taking appropriate steps to protect people from harassment, which may include but not be limited to a permanent ban from the premises.

Formal Procedure

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to the Commission. The Commission may choose to form a Workplace Respect Committee or refer the investigation to a third party, such as the Integrity Commissioner of one of the member municipalities. It is important that the Commission receives the complaint as soon as possible so that the problem doesn't escalate or happen again.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, we may still need to investigate the matter and take steps to prevent further harassment. For example, we may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Please note that it is the Saugeen Municipal Airport Commission's policy not to investigate anonymous complaints unless there are extenuating circumstances.

Investigation Procedure

The Commission will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the complaint. Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings to the Chair of the Commission.

It is our goal to complete any investigation and communicate the results to the complainant and respondent within thirty days after we receive a complaint, where possible.

Corrective Action

The Commission will determine what action should be taken as a result of the investigation. If a finding of harassment is made, the Saugeen Municipal Airport Commission will take appropriate corrective measures, regardless of the respondent's seniority or position in the organization. The Commission will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

Workplace and Domestic Violence

Violence includes acts of aggression, physical assaults or threats. Workplace violence is defined under the *Occupational Health and Safety Act* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;

- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*. Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Resolving and Investigating Workplace Violence

Workplace Violence

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor at which point appropriate measures will be taken to protect you and investigate the situation. Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings.

Domestic Violence

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury in the workplace, you may seek immediate assistance by contacting your supervisor or any member of the Commission. We will take every precaution reasonable to protect you and your co-workers in the circumstances and assist in preventing and responding to the situation. We appreciate the sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

PREVENTING HARASSMENT AND VIOLENCE

It is our mutual responsibility to ensure that we create and maintain a harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners).

Commitment

The Saugeen Municipal Airport Commission will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

Duties of the Airport Manager

The APM is expected to assist in creating a harassment-free workplace and to immediately contact the Commission if they receive a complaint of workplace harassment or violence or witness or are aware of harassing or violent behaviour.

Duties of Employees/Contractors

You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment. You are also required to report to your supervisor or the Commission, the existence of any workplace violence or threat of workplace violence.

Understanding Rights and Obligations

To assist you in understanding your rights and obligations under this policy, the Commission will:

- act as a resource and answer inquiries with respect to this policy;
- discuss complaints on a confidential basis, unless is required to release information by law, or where there is a risk of harm to you or other individuals;
- assist individuals who may be experiencing domestic violence that may expose them to a risk of physical injury in the workplace;
- assist in the informal resolution of complaints through counselling; and
- engage in discussions with the respondent to see if the matter can be resolved informally.

Confidentiality of Complaints and Investigations

We recognize the sensitive nature of harassment and violence complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Saugeen Municipal Airport Commission will, however, discipline or terminate anyone who brings a false and malicious complaint.

Protection from Retaliation

The Saugeen Municipal Airport Commission will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.

Respect in the Workplace (Harassment & Violence) Complaint Form

Employee Name: _____ Position: _____

Supervisor: _____ Date: _____

Name(s) of individual(s) about whom you are filing this complaint:

Description of Complaint

Please provide as much information about the complaint as possible. This includes:

- dates and times of the harassment/bullying
- where it occurred
- what happened
- whether the individual threatened to punish you or deny you a benefit
- whether you are aware of anyone else who has been subjected to the same actions by this individual

You may attach additional sheets if necessary.

Potential Witnesses

List any individuals who may have information about the above matters, or who have observed the conduct in question.

Your Response

Employee/Contractor Signature: _____ Date: _____

STEP-BY-STEP COMPLAINT PROCESS – Prior to completing Complaint Form

Informal Procedure

- Did you approach the offending person and ask him/her to stop the harassing behavior ☐ Yes ☐ No
- After confronting him/her, did you put anything in writing to the person(s) and keep a copy for your records ☐ Yes ☐ No
- Did you advise your immediate supervisor ☐ Yes ☐ No
- Did you contact the Airport Manager, Commission and/or a Workplace Respect Committee Member. ☐ Yes ☐ No

If you have followed all of these Informal Procedures and have not reached a satisfactory result, or the complaint is too serious to resolve by informal procedures, please complete the Complaint Form and forward to the Commission.

Email from Doug Ronan March 4 2021.

Mr. Gieruszak,

Thank you for getting back to me on this issue. I would like to help in any way I can to try and get these issues resolved. COPA deals with all kinds of issues that affect our members interactions with all levels of government, Nav Canada, Transport Canada, and various "local issues" right across the country. We have lots of experience with the regulations and how they affect the individual pilots and aviation safety as a whole.

Please let me know how I can help with this current situation - as I know Phil, maybe I can help de-escalate this situation with a hope for a satisfactory outcome for all. We can also probably help with any future issues or concerns you are having at the airport.

Thanks,

Doug Ronan

anytime

COPA Director for Southern Ontario and Eastern Vice Chair

www.copanational.org

General Ledger

Balance Sheet for Period Ending 2021-02-28

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	32,210.48
71-0001-0001	Petty Cash	188.50
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(820.93)
71-0003-0014	HST Federal Rebate	1,285.55
71-0003-0015	HST Provincial Rebate	2,056.80
71-0003-0021	Accounts Receivable	18,551.43
71-0012-0455	Inventory - Jet A	2,905.51
71-0012-0456	Inventory - 100L	4,403.48
71-0012-0458	Inventory - Merchandise for Resale	1,517.32
71-0029-6420	Capital - Land/Land Improvements	429,022.00
71-0029-6421	Land Improvements - Accumulated Amortization	(9,054.25)
71-0029-6430	Capital - Buildings	456,353.00
71-0029-6431	Buildings - Accumulated Amortization	(244,550.80)
71-0029-6440	Capital - Equipment & Machinery	189,031.00
71-0029-6441	Equipment & Machinery - Accumulated Amortization	(101,803.40)
71-0029-6480	Capital - Infrastructure	2,016,925.00
71-0029-6481	Infrastructure - Accumulated Amortization	(1,957,505.22)
TOTAL ASSETS		840,716.47
71-0131-0081	Accounts Payable Control	(1,899.45)
71-0133-0150	Accrued Expenses	4,800.00
71-0134-0061	Prepayments on Fuel Accounts (Def Rev)	13,129.30
71-0135-0080	Loan - Hangar (Meridian)	77,401.36
71-0135-0081	Loan - Tractor (Brockton)	65,961.73
71-0142-0261	Reserves - Contingencies	3,166.74
71-0142-0263	Reserves - Runway	16,656.39
71-0142-0264	Reserves - Legal	12,869.92
71-0160-0149	Amounts to be Recovered - Long Term Debt	(143,363.09)
71-0199-9998	Investment in TCA's	778,417.33
TOTAL LIABILITIES		827,140.23
71-0199-9999	Surplus/(Deficit)	(21,813.73)
Excess Revenue over (under) Expenditures		35,389.97
Total Fund Balance		13,576.24
Total Liabilities and Fund Balance		840,716.47

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Saugeen Municipal Airport

2021-03-12 9:30AM

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 2 Ending FEB 28,2021

Account	Description	Period	Previous Year Total		Period	Current Year To Date		Budget Pct Used
			Actual	Budget		Actual	Budget	
Fund: 71 Saugeen Municipal Airport								
Category: 3???								
3800 Saugeen Municipal Airport								
Revenue								
71-3800-0518	Donations	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00
71-3800-0559	Sales - Diesel Fuel	0.00	0.00	100.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	15.50	20,288.61	30,000.00	0.00	0.00	30,000.00	0.00
71-3800-0561	Sales - Aircraft 100LL	1,334.97	83,871.15	92,000.00	2,454.29	6,527.14	92,000.00	7.09
71-3800-0562	Sales - Aircraft Oil	0.00	459.42	1,500.00	0.00	0.00	1,500.00	0.00
71-3800-0563	Fees - Tie Down	0.00	793.68	1,600.00	0.00	0.00	700.00	0.00
71-3800-0564	Fees - Commercial Landing	0.00	150.00	0.00	75.00	75.00	0.00	0.00
71-3800-0565	Fees - Access	0.00	2,800.00	2,800.00	2,856.00	2,856.00	2,400.00	119.00
71-3800-0579	Misc Fees	0.00	15,874.48	3,000.00	0.00	0.00	12,700.00	0.00
71-3800-0610	Rentals - Rooms	238.49	904.15	1,000.00	87.00	200.00	1,000.00	20.00
71-3800-0611	Rentals - Kitchen	0.00	0.00	3,500.00	0.00	0.00	2,000.00	0.00
71-3800-0741	Lease - Hangars	0.00	10,946.06	11,200.00	0.00	0.00	12,200.00	0.00
71-3800-0742	Rentals - Hangars	0.00	21,400.00	21,600.00	200.00	200.00	22,000.00	0.91
71-3800-0747	Rentals - Farmland	0.00	14,012.85	35,700.00	0.00	0.00	15,000.00	0.00
71-3800-0881	A/R Penalty/Interest Charges	0.00	0.00	0.00	32.91	87.30	0.00	0.00
71-3800-0922	Bank Interest	11.41	338.97	500.00	16.92	17.30	500.00	3.46
71-3800-0934	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	8,200.00	0.00
71-3800-0945	Municipal Contributions	0.00	150,000.00	150,000.00	0.00	75,000.00	151,500.00	49.50
Total Revenue		1,600.37	325,839.37	354,500.00	5,722.12	84,962.74	351,700.00	24.16
Expense								
71-3800-2130	Supplies - Office	0.00	1,335.44	1,500.00	60.45	60.45	500.00	12.09
71-3800-2415	Purchases - Aircraft Jet A	0.00	14,814.78	18,000.00	0.00	0.00	18,000.00	0.00
71-3800-2416	Purchases - Aircraft 100LL	0.00	68,320.97	75,000.00	0.00	8,451.28	75,000.00	11.27
71-3800-2417	Purchases - Oil	0.00	228.49	1,500.00	0.00	0.00	500.00	0.00
71-3800-2418	Purchases - Diesel	1,130.60	6,289.66	7,000.00	2,179.57	3,062.85	7,000.00	43.76
71-3800-3005	Misc. Expenses	0.00	141.26	1,000.00	30.15	30.15	1,000.00	3.02
71-3800-3008	Service Agreements	8,538.48	115,128.90	111,000.00	9,011.54	16,264.29	113,500.00	14.33
71-3800-3128	Memberships	0.00	41.90	700.00	0.00	0.00	700.00	0.00
71-3800-3212	Telephone	127.46	1,535.04	1,500.00	110.70	110.70	1,500.00	7.38
71-3800-3213	Internet	0.00	959.88	1,200.00	79.99	159.98	1,200.00	13.33
71-3800-3214	Web Maintenance	0.00	1,683.46	1,000.00	0.00	154.00	1,500.00	10.27

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Saugeen Municipal Airport

2021-03-12 9:30AM

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 2 Ending FEB 28,2021

Account	Description	Period	Previous Year Total		Current Year To Date			
			Actual	Budget	Period	Actual	Budget	Budget Pct Used
71-3800-3234	Advertising & Promotions	0.00	152.45	2,000.00	0.00	0.00	2,100.00	0.00
71-3800-3300	Services - Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-3310	Services - Audit	0.00	5,300.00	4,800.00	0.00	0.00	5,000.00	0.00
71-3800-3311	Legal Services	1,840.00	16,588.65	4,500.00	0.00	0.00	2,500.00	0.00
71-3800-3312	Services - RNAV Maintenance	0.00	1,500.00	500.00	0.00	0.00	3,000.00	0.00
71-3800-3400	Maintenance - Grounds	108.26	9,911.76	5,000.00	88.99	88.99	5,000.00	1.78
71-3800-3405	Maintenance - Farmlands	0.00	180.00	0.00	0.00	3,672.50	7,000.00	52.46
71-3800-3410	Maintenance - SMA Building	681.32	4,477.65	6,000.00	0.00	0.00	2,000.00	0.00
71-3800-3411	Maintenance - Runways	0.00	2,133.27	10,000.00	0.00	0.00	15,000.00	0.00
71-3800-3413	Maintenance - Equipment	1,656.05	9,720.39	10,000.00	301.92	301.92	8,500.00	3.55
71-3800-3415	Maintenance - SMA Shop	0.00	55.97	0.00	32.89	44.83	6,000.00	0.75
71-3800-3710	Insurance	0.00	11,065.68	10,300.00	6,261.84	11,710.44	13,300.00	88.05
71-3800-3712	Utilities - Water	0.00	196.12	400.00	0.00	0.00	400.00	0.00
71-3800-3713	Utilities - Gas - Terminal (0211)	314.98	2,627.41	4,000.00	352.11	352.11	3,000.00	11.74
71-3800-3714	Utilities - Gas - Garage (0212)	126.87	1,063.90	1,300.00	46.36	46.36	1,300.00	3.57
71-3800-3715	Utilities - Gas - Hangar (4032)	177.53	1,150.87	1,200.00	355.56	355.56	1,200.00	29.63
71-3800-3716	Utilities - Hydro Terminal (64112)	532.29	3,620.22	10,000.00	369.00	369.00	5,000.00	7.38
71-3800-3717	Utilities - Hydro Hangar (15965)	142.05	1,319.37	2,000.00	150.47	150.47	1,200.00	12.54
71-3800-3726	Property Taxes	0.00	18,402.34	24,000.00	0.00	0.00	19,000.00	0.00
71-3800-4110	Service Charges - Bank and Global	344.85	7,299.61	8,000.00	309.52	343.31	7,000.00	4.90
71-3800-4220	Interest Expense - Hangar & Tractor	309.15	4,457.15	6,000.00	477.55	630.56	4,400.00	14.33
71-3800-4410	Cashier (Over)/Short	0.00	6.14	0.00	0.00	0.00	0.00	0.00
71-3800-5210	Tangible Capital Asset - Purchases	0.00	13,760.00	0.00	0.00	0.00	0.00	0.00
71-3800-5213	Transfer to Reserve	0.00	0.00	6,600.00	0.00	0.00	0.00	0.00
71-3800-5230	Principal Payments on Loan	722.22	19,143.77	18,500.00	2,318.52	3,213.02	19,400.00	16.56
71-3800-6000	Amortization Expense - TCA	0.00	34,668.97	0.00	0.00	0.00	0.00	0.00
71-3800-6100	Change in Investment of Capital Ass	0.00	(34,668.97)	0.00	0.00	0.00	0.00	0.00
Total Expense		16,752.11	344,612.50	354,500.00	22,537.13	49,572.77	351,700.00	14.10
Dept Excess Revenue Over (Under) Expenditures		(15,151.74)	(18,773.13)	0.00	(16,815.01)	35,389.97	0.00	0.00
Category Excess Revenue Over (Under) Expenditures		(15,151.74)	(18,773.13)	0.00	(16,815.01)	35,389.97	0.00	0.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 2 Ending FEB 28,2021

Account	Description	Period	Previous Year Total		Period	Current Year To Date		Budget Pct Used
			Actual	Budget		Actual	Budget	
REPORT SUMMARY								
71-3800	Saugeen Municipal Airport	1,600.37	325,839.37	354,500.00	5,722.12	84,962.74	351,700.00	24.16
Fund 71 Total Revenue		1,600.37	325,839.37	354,500.00	5,722.12	84,962.74	351,700.00	24.16
71-3800	Saugeen Municipal Airport	16,752.11	344,612.50	354,500.00	22,537.13	49,572.77	351,700.00	14.10
Fund 71 Total Expenditure		16,752.11	344,612.50	354,500.00	22,537.13	49,572.77	351,700.00	14.10
Fund 71 Excess Revenue Over (Under) Expenditures		(15,151.74)	(18,773.13)	0.00	(16,815.01)	35,389.97	0.00	0.00
Report Total Revenue		1,600.37	325,839.37	354,500.00	5,722.12	84,962.74	351,700.00	24.16
Report Total Expenditure		16,752.11	344,612.50	354,500.00	22,537.13	49,572.77	351,700.00	14.10
Report Excess Revenue Over (Under) Expenditures		(15,151.74)	(18,773.13)	0.00	(16,815.01)	35,389.97	0.00	0.00



SAUGEEN
MUNICIPAL AIRPORT

March 10, 2021

Airport Manager's Report

February 11-March 10

Managers Report Summary

Fuel

100 LL - current litres 3859.7L, no additional fuel required(will order soon) Price 1.72/L
Jet A - current litres 2536.1L, no additional fuel required(will order soon) Price 1.10/L
Died Diesel - approx.. ½ tank(will order soon)

Social Media

- Airport Facebook page update since last report:

Total of posts with the following totalled results:

People Reached	Engagement	Likes	Wow	Love	HaHa
1659	362	91	6	8	-

- Google my Business- as of the past 28 days:
(35 requests for directions, 75 visits to our website, 11 phone calls, 587 views of our photos) our star rating here is 4.7/5
- Bing Places for Business-our star rating is 4/5-this site is linked with our Google My Business page and Facebook page. In the last 4 weeks, we've had 30 views.

Maintenance

- Frangible reflective markers are near completion...waiting for spring to install.
- Snowplowing...ongoing.
- Regular maintenance on Tractor/Plow/Blower...ongoing.
- Waiting till ground thaws to reinstall an approach light at 19.

Flight Activity

- We have sold \$3968.15 in fuel, from Feb 11-March 10.
- Ground school has completed last class, students are preparing for practice written exam scheduled for the 20th.
- Busiest flying day was Feb.26 with 23 aircrafts, during office hours.

Some Terminal/Office Activities

- Late fee's are now in effect for all airport invoicing. A new account has been opened to track revenue. As of the end of February, approx. \$250.00 has been charged.
- RWY 09-27 and TWY Bravo is now open. We saved approx. \$600.00 in diesel fuel since Feb. 5th. The plan was to keep it closed till approx. April 1st, but with the mild temperatures clearing the snow, and some pilots using it, today we decided to clear what was left and cancel the NOTAM.
- Cancelled carpet service at airport. Savings of approx. \$500.00/year.
- Siteminder has had the odd glitch...repaired.
- Creating new rental agreements for pilots who rent from SMA...ongoing.
- Collaborating with builders regarding two hanger builds, starting May 1. When drawings are finalized, I will present it to commission.
- Collaborating with gas and hydro companies with respect to infrastructure plan for airport.
- Collaborating with local hunters, issues with dogs on airside.
- Collaborating with local snowmobile club, issues with sleds crossing runway to south hangers.
- Collaborating with London Air Show coordinator regarding preparing for next event with COVID restrictions etc.
- Attended Zoom meeting with Loomex in regards to Wiarton Keppel Airport.
- Working on Airport Manuals...on going.

Points discussed with the Chair, the past month included:

- Items pertaining to an identifiable individual.
- Transport Canada.
- Hemp for fibre, crops.
- Cancelling of the Snowbirds.

This concludes my report,

Respectfully submitted,

Filomena McDonald
Airport Manager