



# Membership Minutes

## Membership Meeting #1-2024

January 24, 2024

**Members Present:** Alison Lobb, Ed McGugan, Alvin McLellan, Evan Hickey, Sharen Zinn, Megan Gibson, Ed Podniewicz, Andrew Fournier, Matt Duncan, Vanessa Kelly

**Members Absent:** Anita Van Hittersum

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Jayne Thompson, Communications, GIS, IT Coordinator  
Stewart Lockie, Conservation Areas Services Coordinator  
Donna Clarkson, Source Water Protection Specialist  
Michelle Quipp, Executive Assistant

**Others Present:** Cory Bilyea, Reporter, Midwestern News

### 1. Call to Order

Chair, Matt Duncan, welcomed everyone and called the meeting to order at 7:00pm.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #12-2023 held on December 20, 2023

### Motion FA #1-24

**Moved by:** Megan Gibson

**Seconded by:** Alvin McLellan

THAT the minutes from the General Membership Meeting #12-2023 on December 20, 2023, be approved.  
(carried)

*Minutes of Maitland Conservation Membership Meeting held January 24, 2024*

#### **4. Business Out of the Minutes**

- a) Watershed Stewardship Fees: Report #1-2024

Report #1-2024 was presented to the members and the following motion was made:

##### **Motion FA #2-24**

**Moved by:** Alvin McLellan                      **Seconded by:** Ed McGugan

THAT the Additional 2024 stewardship Fees be approved  
(carried)

- b) Revised Agenda for 2024 Annual Meeting: Report #2-2023

Report #2-2024 was presented to the members and the following motion was made:

##### **Motion FA #3-24**

**Moved by:** Sharen Zinn                      **Seconded by:** Megan Gibson

THAT the revised agenda be approved as outlined in Report #2-2024.  
(carried)

- c) Declarations for Chair, Vice, and Second Vice for 2024: Report #3-2024

Report #3-2024 was presented to the members for their information.

The following Members declared their intention to run: Ed McGugan for Chair, Matt Duncan for Vice, and Evan Hickey for Second Vice.

#### **5. Business Requiring Decision and or Direction:**

- a) Review of Members 2023 Work Plan: Report #4-2024

Report #4-2024 was presented to the members for their information.

- b) 2023 Year End Revenue/Expenditure Review: Report #5-2024

Report #5-2024 was presented to the members and the following motion was made:

**Motion FA #4-23****Moved by:** Megan Gibson**Seconded by:** Ed Podniewicz

THAT the year-end surpluses and deficits outlined in Report #5-2024 be directed to the appropriate accumulated surplus categories;  
AND THAT all deferred revenue be directed to the designated projects in the 2024 draft budget.  
(carried)

c) Review of 2024 Members Manual: Report #6-2024

Report #6-2024 was presented to the members and the following motion was made:

**Motion FA #5-23****Moved by:** Sharen Zinn**Seconded by:** Ed McGugan

THAT The Members Manual for 2024 be adopted.  
(carried)

d) Proposed Amendment to Personnel Policy: Report #7-2024

Report #7-2024 was presented to the members and the following motion was made:

**Motion FA #6-24****Moved by:** Alison Lobb**Seconded by:** Alvin McLellan

THAT the Personnel Policy be amended to state that employees will be paid for vacation days that exceed the two-week carryover limit for work-related reasons. The payout of these vacation days must be approved by the General Manager Secretary Treasurer, or the Chair in the case of the General Manager Secretary Treasurer;

AND THAT that the Restoration Supervisor be paid for the 10.9 days of vacation that out of the 2024 budget;

AND FURTHER THAT the Communications-GIS-IT Coordinator be paid for 5.3 days of vacation out of the 2024 budget.

(carried)

e) Letter from the Township of Howick Re: Grass Cutting Gorrie Conservation Area

The letter from the Township of Howick about Grass Cutting Gorrie Conservation Area was presented to the members for their information.

The following Motion was made:

**Motion FA #7-23****Moved by:** Alvin McLellan**Seconded by:** Sharen Zinn

THAT Stewart Lockie investigates options for grass cutting and naturalization at the Gorrie Conservation Area.  
(carried)

**Consent Agenda:**

The following items were circulated to the Members for their information:

- a) Revenue-Expenditure Report for November: Report #8-2024
- b) Final Submission Programs & Services-MNRF: Report #9-2024

**Motion FA #8-24****Moved by:** Ed McGugan**Seconded by:** Megan Gibson

THAT Report #8-9 along with the respective motions as outlined in the Consent Agenda be approved.  
(carried)

**6. Chair and Members Report**

Ed McGugan reported on attending the Saugeen Valley Conservation Authority AGM.

- 7. Adjournment:** Next meeting: February 14, 2024, at 2:00pm at the Wroxeter Community Centre in the upstairs hall.

**Motion FA #9-24****Moved by:** Megan Gibson**Seconded by:** Alvin McLellan

THAT the Members Meeting be adjourned at 7: 50pm.  
(carried)



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Matt Duncan  
Chair

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Phil Beard  
General Manager / Secretary-Treasurer