



# Membership Minutes

## Membership Meeting #1-2025

January 22, 2025

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

**Members Absent:** Evan Hickey

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Services Coordinator  
Erica Magee, Executive Assistant  
Michelle Quipp, Executive Assistant

**Others Present:** Cory Bilyea, Midwestern Newspapers

### 1. Call to Order

Chair, Ed McGugan, welcomed everyone and called the virtual 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 #10-2024 held on December 18, 2024.

### Motion FA #1-25

**Moved by:** Alison Lobb

**Seconded by:** Anita Van Hittersum

THAT the minutes from the General Membership Meeting #10-2024 held on December 18 2024, be approved.  
(carried)

**4. Business out of the Minutes:**

**a) Final Agenda – Annual Meeting: Report #1-2025**

Report #01-2025 was presented to the members and the following motions were made:

**Motion FA #2-25**

**Moved by:** Megan Gibson

**Seconded by:** Alvin McLellan

THAT the final agenda for the Annual Meeting be approved as outlined in Report #1-2025.  
(carried)

**b) Letter from Township of Howick-Gorrie Conservation Area: Report #2-2025**

Report #02-2025 was presented to the members and the following motions were made:

**Motion FA #3-25**

**Moved by:** Alison Lobb

**Seconded by:** Matt Duncan

THAT the recommendation was received and MVCA is to proceed as directed in Report #2-2025.  
(carried)

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

**a) Review of Members 2024 Work Plan: Report #3-2025**

Report #3-2025 was presented to the members and the following motions were made:

**Motion FA #4-25**

**Moved by:** Alvin McLellan

**Seconded by:** Alison Lobb

THAT Report #3-2025 be accepted.  
(carried)

**b) 2024 Year End Revenue/Expenditure Review: Report #4-2025**

Report #4-2025 was presented to the members and the following motion was made:

**Motion FA #5-25**

**Moved by:** Matt Duncan

**Seconded by:** Sharen Zinn

THAT the year-end surpluses and deficits outlined in Report #4-2025 be directed to the appropriate accumulated surplus categories;  
AND THAT all deferred revenue be directed to the designated projects in the 2025 draft budget. (carried)

**c) Personnel Committee Recommendations: Report #5-2025**

Report #5-2025 was presented to the members and the following motion was made:

**Motion FA #6-25**

**Moved by:** Andrew Fournier

**Seconded by:** Vanessa Kelly

THAT the recommendations outlined in Report #5-2025 be incorporated into the 2025 Personnel Policy.

(carried)

**d) Annual Review of the Members Manual: Report #6-2025**

Report #6-20245 was presented to the members and the following motion was made:

**Motion FA #7-25**

**Moved by:** Anita Van Hittersum

**Seconded by:** Ed Podniewicz

THAT the Members Manual will be revised to remove the word ethical.

(carried)

**e) Declarations for Chair, Vice Chairs: Report #7-2025**

Report #7-2025 was presented to the members for their information.

**6. Consent Agenda:**

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

- a) Revenue/Expenditure Report for December 2024: Report #8-2025
- b) Agreements Signed: Report #9-2025
- c) Correspondence: Letter from Minister of Natural Resources

**Motion FA #8-25**

**Moved by:** Alison Lobb

**Seconded by:** Vanessa Kelly

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

(carried)

**7. Chair and Member Reports**

Member, Matt Duncan, commented that the province is seeking to fill vacancies for the Agricultural sector representatives for some conservations authorities.

Chair Ed McGugan thanked members for attending the reception for the Coastal Action Funding announcement at the Rural Ontario Municipal Association (ROMA) Conference.

**8. Closed Session: Personal Matter**

The closed session will be deferred to the March Members meeting.

- 9. Adjournment:** Next meeting February 19, 2025, at 2:00 pm in the upstairs hall at the Wroxeter Community Centre.

**Motion FA #9-25**

**Moved by:** Megan Gibson

**Seconded by:** Alison Lobb

THAT the Members Meeting be adjourned at 7:54 pm.

(carried)



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Ed McGugan  
Chair



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Phil Beard  
General Manager / Secretary-Treasurer