

## Membership Meeting #3-2025

March 19, 2025

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

**Members Absent:** Alison Lobb

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Services Coordinator  
Patrick Huber-Kidby, Planning and Regulations Supervisor  
Sara Gunnewiek, Water Resources Engineer  
Erica Magee, Executive Assistant  
Jayne Thompson, Communications and GIS-IT Coordinator

**Others Present:** Cory Bilyea, Reporter, Midwestern News  
Paul Seebach, Seebach & Company

### 1. Call to Order

Chair, Ed McGugan 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 #1-2025, held on January 22, 2025, and Meeting #2-2025 held on February 26, 2025, were circulated to the members for their approval.

### Motion FA #19-25

**Moved by: Megan Gibson**

**Seconded by: Anita Van Hittersum**

THAT the minutes from the General Membership Meeting #1-2025 held on January 22, 2025, and Meeting #2-2025 held on February 26, 2025, be approved.  
(carried)

**4. Presentation: 2024 Draft Audit: Paul Seebach, Seebach and Company: Report #10-2025**

Paul Seebach from Seebach and Company, Chartered Professional Accountants, made a presentation and the following motion was made:

**Motion FA #20-25**

**Moved by: Andrew Fournier**

**Seconded by: Alvin McLellan**

THAT the Auditor's report for 2024 be approved as presented.

(carried)

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

a) 2025 Work Plan, Budget, and Cost Apportionment: Report #11-2025

Report #11-2025 was presented to the members and the following motion was made:

**Motion FA #21-25**

**Moved by: Matt Duncan**

**Seconded by: Sharen Zinn**

THAT the cost apportionment be approved at \$175,000 for 2025;

AND THAT the cost be apportioned to each municipality in accordance with the 2025 schedule.

(carried)

Chair McGugan called for the Member's to vote on behalf of their respective Municipality on the levy apportionment as outlined in Report #11. The approval of the work plan and budget requires a motion and a majority of the Members to be approved.

Municipality	Member	Assessment Value (%)	In Favour	Not In Favour	No Comment	Absent
ACW	Evan Hickey	12.5	✓			
Central Huron	Alison Lobb	9.44				✓
ACW	Evan Hickey	12.5	✓			
Goderich	Vanessa Kelly	10.63	✓			
Howick	Megan Gibson	4.40	✓			
Huron East	Alvin McLellan	10.26	✓			
Huron Kinloss	Ed McGugan	6.08	✓			
Mapleton	Ed Podniewicz	0.89	✓			
Minto	Ed Podniewicz	7.12	✓			
Morris-Turnberry	Sharen Zinn	5.14	✓			
North Huron	Anita van Hittersum	5.57	✓			
North Perth	Matt Duncan	22.92	✓			
Perth East	Andrew Fournier	1.76	✓			
South Bruce	Ed McGugan	0.07	✓			
Wellington North	Ed Podniewicz	2.76	✓			
West Perth	Andrew Fournier	0.46	✓			

The results of the recorded vote were 90.56% in favour therefore the following motion was carried:

**Motion FA #22-25**

**Moved by: Megan Gibson**

**Seconded by: Alvin McLellan**

THAT the 2025 Work Plan and Budget be approved as outlined in Report #11-2025.  
(carried)

- b) Discussion Re: MVCA Purchasing Policy: Report #12-2025

Report #12-2025 was presented to the members and the following motion was made:

**Motion FA #23-25**

**Moved by: Andrew Fournier**

**Seconded by: Vanessa Kelly**

THAT a draft purchasing policy be put together and brought back to the members for discussion and/or approval.  
(carried)

- c) Members Work Plan for 2025: Report #13-2025

Report #13-2025 was presented to the members and the following motion was made:

**Motion FA #24-25**

**Moved by: Megan Gibson**

**Seconded by: Anita Van Hittersum**

THAT the work plan for 2025 be adopted as outlined in Report #13-2025.  
(carried)

- d) Conservation Ontario Governance Proposal: Report #14-2025

Report #14-2025 was presented and the following motion was made:

**Motion FA #25-25**

**Moved by: Matt Duncan**

**Seconded by: Alvin McLellan**

THAT the Chair present the proposal to Conservation Ontario's Committee for discussion as part of the update to Conservation Ontario's strategic plan that will take place this year.  
(carried)

- e) Coastal Action Plan NRCAN Funding/Launch: Report #15-2025

Report #15-2025 was presented to the members and the following motion was made:

**Motion FA #26-25**

**Moved by: Andrew Fournier**

**Seconded by: Megan Gibson**

THAT Report #15 be accepted for information purposes.

(carried)

- f) Revisions to ECCC Funding Application: Report #16-2025

Report #16-2025 was presented to the members and the following motion was made:

**Motion FA #27-25**

**Moved by: Matt Duncan**

**Seconded by: Ed Podniewicz**

That MVCA support feeder beach design investigations including in-water works and report back to the members once the review has been completed.

(carried)

- g) Proposed Revisions to Water & Erosion Control Infrastructure Agreement: Report #17-2025

Report #17-2025 was presented and the following motion was made:

**Motion FA #28-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Megan Gibson**

THAT the Authority approves the 2025 updated cost sharing policy, to be used for cost sharing agreements for flood and erosion control structures with municipalities.

(carried)

- h) Carbon Footprint Report 2024: Report #18-2025

Report #18-2025 was presented to the members and the following motion was made:

**Motion FA #29-25**

**Moved by: Sharen Zinn**

**Seconded by: Vanessa Kelly**

THAT MVCA's carbon footprint progress report and 2025 strategic actions be approved as outlined in Report # 18-25.

(carried)

i) Awarding of Tender for Truck & Tractor Purchases: Report #19a & b-2025

Report #19a-2025 was presented to the members and the following motion was made:

**Motion FA #30-25**

**Moved by: Alvin McLellan**

**Seconded by: Andrew Fournier**

THAT Larry Hudson Chevrolet Buick GMC Inc. be advised that their tender in the amount of \$46,038.96 (plus HST) to supply a 2025 Chevrolet Silverado as per tender specifications, has been approved as presented;

AND THAT the 2014 Chevrolet Silverado be advertised and sold in 2025, when it is no longer required.  
(carried)

Report #19b-25 was presented and the following motion was made:

**Motion FA #31-25**

**Moved by: Ed P**

**Seconded by: Alvin McLellan**

THAT Roberts Farm Equipment Sales Inc. of Lucknow be advised that their tender in the amount of \$73,700.00 + HST to supply a 2025 Kubota MX6000 with attachments as per tender specifications, has been approved as presented;

AND THAT the 2014 Kubota MX5200 be advertised and sold in 2025, when it is no longer required.  
(carried)

j) Appointment of Auditor, Solicitor and Bank: Report #20-2025

Report #20-2025 was presented to the members and the following motions were made:

**Motion FA #32-25**

**Moved by: Megan Gibson**

**Seconded by: Anita Van Hittersum**

THAT the MVCA's banking transactions be handled by the Wingham and Goderich Branches of the Canadian Imperial Bank of Commerce;

AND THAT investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act.

(carried)

**Motion FA #33-35**

**Moved by: Alvin McLellan**

**Seconded by: Evan Hickey**

THAT the Members approve a bank borrowing by-law of \$200,000 for 2025 on revolving credit, at the Canadian Imperial Bank of Commerce, Wingham Branch.

(carried)

**Motion FA #34-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Sharen Zinn**

THAT the following solicitors be appointed to handle legal matters of the Conservation Authority for 2025: Darrell N. Hawreliak Professional Corporation, Kitchener and Greg Stewart, Donnelly & Murphy, Goderich.

(carried)

**Motion FA #35-25**

**Moved by: Megan Gibson**

**Seconded by: Alvin McLellan**

THAT Seebach and Company be appointed as MVCA's auditor for 2025.

(carried)

k) Appointment to Committees for 2025: Report #21-2025

Report #21-2025 was presented to the members and the following motions were made:

**Motion FA #36-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Sharen Zinn**

THAT Ed McGugan be appointed as the MVCA's delegate to Conservation Ontario;

AND THAT Matt Duncan and Evan Hickey be appointed as alternates.

AND THAT Vanessa Kelly be appointed to the Board of Directors of the Maitland Conservation Foundation for 2025.

AND THAT Alison Lobb be appointed to the John Hindmarsh Environmental Trust Fund Board for 2025.

AND THAT Andrew Fournier be appointed to the Personnel Committee for 2025.

AND THAT Alison Lobb be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2025.

AND THAT Ed McGugan be appointed to the Carbon Footprint Initiative Leadership Team for 2025.

(carried)

l) Meeting Schedule for 2025: Report #22-2025

Report #22-25 was presented, and the following motion was made:

**Motion FA #37-25**

**Moved by: Matt Duncan**

**Seconded by: Andrew Fournier**

THAT the meeting schedule for 2025 be approved as outlined in Report #22-2025.  
(carried)

**6. Consent Agenda:**

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

- a) Revenue-Expenditure Report for January and February: Report #23-2025
- b) Carbon Footprint Initiative Meeting Summary: Report #24-25

**Motion FA #38-25**

**Moved by: Andrew Fournier**

**Seconded by: Evan Hickey**

THAT Reports #23-25 and #24-25 along with their recommended motions be approved as outlined in the consent agenda.  
(carried)

**7. Chair and Members Report:**

Megan Gibson from the Township of Howick advised the Members that the Township will cut the grass along the trail in the Gorrie Conservation Area but the rest of the area will be left to MVCA to maintain. A revised agreement will be sent to MVCA for review and approval.

**8. Closed Session Personal Matter:**

**Motion FA #39-25**

**Moved by: Megan Gibson**

**Seconded by: Andrew Fournier**

THAT the members move into a closed session to discuss a personal matter.  
(carried)

**Motion FA #40-25**

**Moved by: Sharen Zinn**

**Seconded by: Andrew Fournier**

THAT the members move back into open session.  
(carried)

**9. Adjournment:**

**Motion FA #41-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Alvin McLellan**

THAT the meeting be adjourned at 9:02pm:  
(carried)

Adjournment – Next Meeting Date, Wednesday, April 16, 2025, at 7:00pm at the Administration Centre in Wroxeter.



Ed McGugan  
Chair



Phil Beard  
General Manager / Secretary-Treasurer