

Members Meeting #11-22

**December 21, 2022**

**Members Present:** Alison Lobb, Alvin McLellan, Matt Duncan, Kevin Freiburger, Megan Gibson, Dave Turton, Evan Hickey, Myles Murdock, Ed McGugan, Anita van Hittersum

**Members Absent:** Cheryl Matheson

**Others Present:** Ed Podniewicz, Cory Bilyea

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Danielle Livingston, Financial Services Coordinator  
Tim Prentice, Field Services Specialist

**1. Call to Order:**

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

**2. Declaration of Pecuniary Interest:**

There were no pecuniary interests.

**3. Introduction of New Staff:** Tim Prentice, Field Services Specialist

Tim Prentice introduced himself to the members.

**4. Minutes:**

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #10-2022 held on November 30, 2022 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

**Motion FA #105-22**

**Moved by: Dave Turton**

**Seconded by: Megan Gibson**

THAT the minutes from the General Membership meeting #10-2022 held on November 30, 2022 be approved.  
(carried)

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

- a) Review of Comments on Proposed Changes to Fees: Report #62-2022

Report #62-22 was presented and the following motion was made:

**Motion FA #106-22**

**Moved by: Alison Lobb**

**Seconded by: Myles Murdock**

THAT the Fee Schedule for 2023 is approved and that the fee schedule will take effect as of January 1, 2023.  
(carried)

- b) Summary Bill 23 Comments re: conservation authorities: Report #63-2022

Report #63-22 was presented and the following motion was made:

**Motion FA #107-22**

**Moved by: Ed McGugan**

**Seconded by: Megan Gibson**

THAT Report #63022 is excepted as presented.  
(carried)

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

- a) Draft 2023 Work Plan and Budget: Report #64-2022

Report #64-22 was presented and the following motion was made:

**Motion FA #108-22**

**Moved by: Megan Gibson**

**Seconded by: Alvin McLellan**

THAT the 2023 draft budget, work plan and levy be circulated to member municipalities for review and further that the final work plan and budget be brought back to the Members on March 15, 2023, for final review and approval;  
AND FURTHER THAT the municipal information package be developed and circulated to member municipalities based upon the direction provided by the Members.  
(carried)

b) Personnel Committee Report #65-2022

Report #65-22 was presented and the following motion was made:

**Motion FA #109-22**

**Moved by: Alison Lobb**

**Seconded by: Myles Murdock**

THAT the revised Personnel Manual be approved for 2023 And further that the Occupational Health and Safety Manual for 2022 be approved for use in 2023.  
(carried)

c) Employee Assistance Program Review: Report #66-2022

Report #66-2022 was presented and the following motion was made:

**Motion FA #110-22**

**Moved by: Dave Turton**

**Seconded by: Evan Hickey**

THAT the Employee Assistance Program (EAP) continue to be included in MVCA's Group Health Benefits and follow the same cost-share and review terms as that of all other group health benefits.  
(carried)

d) 2023 Annual Meeting: Report #67-2022

Report #67-2022 was presented and the following motion was made:

**Motion FA #111-22**

**Moved by: Megan Gibson**

**Seconded by: Dave Turton**

THAT the Annual Meeting be held at 2:00p.m. on Wednesday, February 15th;  
AND THAT the meeting be held at the Wroxeter Hall.  
(carried)

e) Declarations for Chair and Vice Chairs: Report #68-2022

Report #68-2022 was presented for information purposes.

f) Request from Maitland Conservation Foundation: Report #69-2022

Report #69-22 was presented and the following motion was made:

**Motion FA #112-22**

**Moved by: Alison Lobb**

**Seconded by: Dave Turton**

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board of Directors for 2023.  
(carried)

**7. Chair and Members Reports:**

There were none at this time.

**8. Consent Agenda:**

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

- a) Agreements Signed: Report #70-2022
- b) Revenue-Expenditure Report for November: Report #71-2022
- c) Minor Amendments to the Flood Plain Mapping: Report #72-2022

The following motion was made:

**Motion FA #113-22**

**Moved by: Alvin McLellan**

**Seconded by: Myles Murdock**

THAT Report #70-2022 through Report #72-2022 along with their respective recommended motions as outlined in the Consent Agenda is approved.  
(carried)

**9. In Camera Session: GM-ST Performance Review**

**Motion FA #114-22**

**Moved by: Dave Turton**

**Seconded by: Megan Gibson**

THAT the members move into an in-camera session.  
(carried)

**Motion FA #115-22**

**Moved by: Myles Murdock**

**Seconded by: Anita van Hittersum**

THAT the members moved back into the full authority meeting.  
(carried)

**Motion FA #116-22**

**Moved by: Myles Murdock**

**Seconded by: Evan Hickey**

THAT with the successful performance review, the General Manager-Secretary Treasurer be placed on Step 3 of the 2023 salary grid.

**10. Adjournment - Next Meeting Date, Wednesday, January 25, 2023, at 7:00pm.  
Meeting to be held at MVCA's Administrative Centre.**

The members meeting adjourned at 8:20pm with the following motion:

**Motion FA #116-22**

**Moved by: Ed McGugan**

**Seconded by: Megan Gibson**

THAT the members meeting be adjourned.  
(carried)



Matt Duncan  
Chair

Phil Beard  
General Manager  
Secretary-Treasurer