A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on
Wednesday, January 18, 2017 at 10:00 a.m. at the Administration Centre.

**Members Present:**
- Ian Chard  
  Southwold Township  
- Heather Jackson  
  City of St. Thomas  
- Bill Mackie  
  City of London  
- David Marr  
  Central Elgin  
- Marcel Meyer  
  Thames Centre  
- Max Moore  
  Malahide Township  
- Stephen Harvey  
  Middlesex Centre  
- Linda Stevenson  
  City of St. Thomas  
- Ralph Winfield  
  City of London  

**Regrets:**
- Jared Zaifman  
  City of London  

**Staff Present:**
- Joe Gordon  
  Director of Operations  
- Emily Fenn  
  Administrative Assistant  
- Betsy McClure  
  Stewardship Coordinator  
- Kathleen Sebestyen-Scott  
  Financial Services Supervisor  
- Elizabeth VanHooren  
  General Manager/Secretary Treasurer  

**Guests:**
- Tom Marks  

1. **Introductions & Declarations of Pecuniary Interest**

The Chair welcomed Stephen Harvey, the newly appointed representative from Middlesex Centre. Members welcomed Mr. Harvey and introduced themselves. There were no declarations of pecuniary interest.

2. **Disclosures of Intention to Audio/Video Record Meeting**

The Chair read the following statement:

Kettle Creek Conservation Authority’s permission for taping in no way releases any member of the public or company who tapes meetings from liability and/or complying with all applicable
legislation or standards. Neither does such permission indicate any acceptance of liability for any reason or cause by Kettle Creek Conservation Authority. The approved minutes will be the legal record of the meeting.

The Chair asked for disclosure of intentions to audio or video record the meeting. Mr. Kyle Cronk indicated his intentions.

Ms. VanHooren indicated that staff would also be audio recording the meeting for record keeping purposes.

3. 2017 Elections

The Conservation Authorities Act of Ontario prescribes that at the first Full Authority meeting of any calendar year, elections of Chair and Vice Chair must occur – and that this first meeting must occur by March 1st in any calendar year.

Accordingly, Ms. VanHooren introduced Mr. Tom Marks, Chair of the Board from 2005 – 2006 who agreed to conduct the elections. The Chair turned the meeting over to Mr. Marks. Mr. Marks declared the positions of Chair and Vice Chair of Kettle Creek Conservation Authority vacant.

FA1/2017
Moved by: Linda Stevenson
Seconded: Marcel Meyer

That in the event of a contested election Kathleen Sebestyen-Scott and Emily Fenn act as scrutineers and that the ballots be destroyed after the election. 

Carried

Mr. Marks then called for nominations for the position of Chair for the year 2017.

FA2/2017
Moved by: David Marr

That Heather Jackson be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2017.

Mr. Marks called twice and thrice for any other nominations for the position of Chair. There were no further nominations.

FA3/2017
Moved by: Max Moore
Seconded: Bill Mackie

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2017 be closed.

Carried
Mr. Marks declared Heather Jackson as Chair of KCCA for 2017. The members of the Board offered their congratulations to Ms. Jackson.

Mr. Marks then called for nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2017.

**FA4/2017**  
Moved by: Bill Mackie  
That Mr. David Marr be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2017.

Mr. Marks called twice and thrice for any other nominations for the position of Vice Chair. There were no further nominations.

**FA5/2017**  
Moved by: Heather Jackson  
Seconded: Ralph Winfield  
That nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2017 be closed.  
Carried

Mr. Marks declared David Marr as Vice Chair of KCCA for 2017.

Ms. Jackson assumed the Chair.

4. **Year 2017 Administrative Approvals**

a) Approval of 2017 Nominating Committee Report

**FA6/2017**  
Moved by: David Marr  
Seconded: Bill Mackie  
That the report of the Year 2017 Nominating Committee be adopted as amended.  
Carried
b) 2017 Signing Officers

FA7/2017
Moved by: Linda Stevenson
Seconded: Ralph Winfield

That the signing officers of the Kettle Creek Conservation Authority for 2017 be one of the Chair or Vice Chair and one of the General Manager/Secretary Treasurer or Director of Operations. Carried

c) Borrowing Maximum

FA8/2017
Moved by: Linda Stevenson
Seconded: Max Moore

That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2017 be $200,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard. Carried

d) Appointment of Auditor

FA9/2017
Moved by: Ralph Winfield
Seconded: Marcel Meyer

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2017. Carried

e) Appointment of Solicitor

FA10/2017
Moved by: Bill Mackie
Seconded: Ian Chard

That the firms of Little, Inglis, Price & Ewer LLP, and Duncan Linton LLP be appointed solicitors for the Kettle Creek Conservation Authority for 2017. Carried
5. Minutes of Meeting

FA11/2017
Moved by: Linda Stevenson
Seconded: David Marr

That the minutes of the December 21, 2016 Full Authority meeting be approved as circulated.

Carried

6. Matters Arising

a) Enabling Accessibility Fund

FA12/2017
Moved by: Linda Stevenson
Seconded: Bill Mackie

That KCCA accept a grant of $13,358 from the Minister of Employment and Social Development, Enabling Accessibility Fund, for a Portable Pool Lift and Accessibility Project.

Carried

7. Correspondence

a) Letter of November 25, 2016 from Elgin Phragmites Working Group Re: Support
b) Letter of January 10, 2017 from the Municipality of Central Elgin Re: Levy Apportionment
c) Letter of January 11, 2017 from the City of St. Thomas Re: Levy Apportionment

FA13/2017
Moved by: David Marr
Seconded: Ralph Winfield

That KCCA support the Elgin Phragmites Working Group and name Jeff Lawrence, Forest and Soils Supervisor, as KCCA’s representative to the Group.

Carried

FA14/2017
Moved by: Max Moore
Seconded: Bill Mackie

That the correspondence be received as presented.

Carried
8. **Statement of Expenditures and Revenues**

The statements are unaudited and transfers to reserves have not occurred. The audit is ongoing. Updated statements with transfers and draft audited financial statements will be reviewed at the February 1, 2017 Full Authority meeting.

**FA15/2017**
Moved by: David Marr  
Seconded: Bill Mackie

That the unaudited Statements of Revenues and Expenditures for the period ending December 31, 2016 be received as presented.  
**Carried**

9. **New Business**

a) **Audio and Video Recording at Meetings Policy**

Resolution FA16/2017 was approved with the following amendment on motion by Marcel Meyer, seconded by Stephen Harvey and carried. The amendment from Mr. Marr was that the Audio and Video Recording at Meetings Policy be amended to state that all Authority video recordings of meetings be retained for one (1) year. This amendment was passed and carried.

**FA16/2017**
Moved by: Linda Stevenson  
Seconded: Ian Chard

That the Audio and Video Recording at Meetings Policy as updated January 2017 be approved as amended.  
**Carried**

b) **OMAFRA Transfer Payment Agreement**

**FA17/2017**
Moved by: Ralph Winfield  
Seconded: David Marr

That the KCCA Board of Directors endorse the 2016 – 2018 Transfer Payment Agreement with OMAFRA and deliverables as outlined in the staff report; and further

That staff report back on progress.  
**Carried**
c) Dalewood Hydro Cost Recovery Program

**FA18/2017**
Moved by: Linda Stevenson  
Seconded: Bill Mackie

That the installation of hydro meters at Dalewood Conservation Area be included as a capital project in the 2017 Budget for the purposes of implementing a hydro cost recovery program for seasonal camping; and

That the Hydro Cost Recovery Procedures be approved as presented for inclusion within the 2018 Seasonal Camping Permit Application agreement; and finally

That subject to the approval of the 2017 budget that Koolen Electric be retained for the supply and install of hydro meters including electrical upgrades for a total of $68,244.00 plus applicable taxes.

**Carried**

d) Waterworks Disc Golf and KCCA Lands

**FA19/2017**
Moved by: Max Moore  
Seconded: Linda Stevenson

That staff be directed to proceed with the action items recommended in the staff report.

**Carried**

e) Section Permits

No activity this month.

The Open Session adjourned at 11:00 a.m. to hold the Kettle Creek Source Protection Authority Meeting. The In-Camera meeting was recessed until after the Kettle Creek Source Protection Authority meeting.

An In-Camera meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, January 18, 2017 at 11:05 a.m. at the Administration Centre.
**Members Present:**
Ian Chard  
Southwold Township
Stephen Harvey  
Middlesex Centre
Heather Jackson  
City of St. Thomas
Bill Mackie  
City of London
David Marr  
Central Elgin
Marcel Meyer  
Thames Centre
Max Moore  
Malahide Township
Linda Stevenson  
City of St. Thomas
Ralph Winfield  
City of London

**Regrets:**
Jared Zaifman  
City of London

**Staff Present:**
Joe Gordon  
Director of Operations
Elizabeth VanHooren  
General Manager/Secretary Treasurer

9. **In-Camera Meeting**

The In-Camera meeting began at 11:06 a.m.

**FA20/2017**
Moved by: Linda Stevenson  
Seconded: David Marr

That the Full Authority move to In-Camera session to discuss Legal, Personnel or Property matters.

Carried

**FA21/2017**
Moved by: Linda Stevenson  
Seconded: Bill Mackie

That the Full Authority revert to Open Session and Report.

Carried

The Open Session resumed at 11:44 a.m.

**FA22/2017**
Moved by: Linda Stevenson  
Seconded: Ralph Winfield

That the minutes of the In-Camera meeting of the Full Authority of December 21, 2016 be approved as circulated.

Carried
FA23/2017
Moved by: Linda Stevenson
Seconded: Bill Mackie

The Board of Directors endorse letters requesting a time extension to respond to FOI 2016-04; FOI 2016-05; FOI 2016-06; FOI 2016-07; FOI 2016-08; FOI 2016-09; FOI 2016-10 FOI 2016-011. Carried

FA24/2017
Moved by: Linda Stevenson
Seconded: Ian Chard

The Board of Directors approve the decision letters for FOI 2016-03; FOI 2016-04; FOI 2016-06; FOI 2016-10 and interim decision letters for FOI 2016-05 and FOI 2016-09. Carried

The meeting adjourned at 11:45 a.m.

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Elizabeth VanHooren
General Manager/Secretary Treasurer