



Full Authority Minutes

August 18, 2022

A hybrid meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Thursday, August 18, 2022 at 10:00 a.m. with members and staff joining in-person and electronically. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m.

Audio/Video Record Notice

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio recorded, and will be posted to the Authority's web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the KCCA Board of Directors.

The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority.

VanHooren conducted a roll call with the following members identifying their presence:

Members Present:

Dennis Crevits, Vice Chair	Central Elgin	In Person
Dominique Giguère	Township of Malahide	Virtual
Stephen Harvey	Middlesex Centre	In Person
Jim Herbert	City of St. Thomas	Virtual
Grant Jones	Southwold Township	In Person
Bill Mackie	City of London	Virtual
Steve Peters	City of St. Thomas	Virtual
Alison Warwick, Chair	Thames Centre	In Person
Ralph Winfield	City of London	Virtual

Members Absent:

Elizabeth Peloza	City of London
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Staff Present:

Joe Gordon	Assistant Manager	In Person
Jessica Kirschner	Resource Assistant	Virtual
Jeff Lawrence	F&S Conservation Supervisor	Virtual
Marianne Levogiannis	Public Relations Supervisor	Virtual

Betsy McClure
Elizabeth VanHooren

Stewardship Program Supervisor Virtual
General Manager/Secretary Treasurer In Person

As the meeting was conducted with electronic participants all votes were recorded and are included in the Recorded Vote Registry.

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Hearing Board

There was no Hearing required.

The meeting began with the Closed Session agenda.

Closed Session

The Closed Session meeting began at 10:02 a.m.

FA87/2022

Moved by: **Stephen Harvey**

Seconded: **Dennis Crevits**

That the Full Authority move to Closed Session to discuss legal, Personnel or Property matters.

Carried

FA88/2022

Moved by: **Stephen Harvey**

Seconded: **Grant Jones**

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:41 a.m. after a brief intermission following the Closed Session.

Dennis Crevits left the meeting.

- a) Closed Session Minutes June 15, 2022 Full Authority Meeting

FA89/2022

Moved by: **Stephen Harvey**

Seconded: **Grant Jones**

That the Closed Session Minutes of the June 15, 2022 Full Authority Meeting be approved.

Carried

- b) Personnel Matter – Salary and Pay Equity Review

FA90/2022

Moved by: Stephen Harvey
Seconded: Bill Mackie

That the KCCA Board endorse the 2022 Salary Grid with job rates reflecting the 60th percentile pay target to be implemented as presented for full-time salaried employees effective immediately and retroactive to January 1, 2022; and

That the 2022 Salary Grid Framework be adjusted for 2023 by at least 2% to be brought forward in the 2023 budget cycle; and

That a Pay Equity Plan be prepared to reflect the results of the 2022 pay equity analysis; and

That the Administration Clerk position be considered within the 2023 Budget; and finally

That staff proceed as directed on a personnel matter.

Carried

FA91/2022

Moved by: Steve Peters
Seconded: Grant Jones

That the 2022 Job Descriptions be approved and the resulting job title changes be enacted.

Carried

c) Personnel Matter

FA92/2022

Moved by: Jim Herbert
Seconded: Stephen Harvey

That the staff report on a personnel matter be received.

Carried

d) Property Matter – Security of Property

FA93/2022

Moved by: Grant Jones
Seconded: Dominique Giguère

That the staff report on a personnel matter be received.

Carried

Minutes of Meeting

FA94/2022

Moved by: Jim Herbert
Seconded: Steve Peters

That the minutes of the June 15, 2022 Full Authority meeting be approved.

Carried

Matters Arising

- a) Media Report
- b) Project Tracking
- c) Watershed Conditions
- d) CanadaHelps Preauthorized Debit and Credit Authorization
- e) Letter to Southwold Township Re: Natural Heritage Services

FA95/2022

Moved by: Bill Mackie

Seconded: Ralph Winfield

That Matters Arising a) through e) be received; and further

That staff proceed to set up preauthorized Debit and Credit Authorization with CanadaHelps; and finally

That the draft letter to Southwold Township regarding Natural Heritage Services be sent.

Carried

Correspondence

There was no correspondence.

Statement of Revenue and Expenses

FA96/2022

Moved by: Grant Jones

Seconded: Jim Herbert

That the Statements of Revenues and Expenses dated June 30, 2022 be approved.

New Business

- a) Acquisition and Disposition Policy

FA97/2022

Moved by: Stephen Harvey

Seconded: Jim Herbert

That the Acquisition and Disposition Policy be approved.

Carried

- b) 2023 Budget Projections

FA98/2022

Moved by: Grant Jones

Seconded: Bill Mackie

That the 2023 Budget Projections Report be received; and further

That staff prepare a draft budget for discussion at the September Full Authority meeting with a 2% Cost of Living increase to the Salary Grid and a levy increase of at least 4%.

Carried

e) Planning and Regulations Report

FA99/2022

Moved by: Ralph Winfield

Seconded: Stephen Harvey

That the July and August 2022 Planning and Regulations Activity Report be received.

Carried

The next meeting of the Full Authority will be September 21, 2022 at 10 a.m.

FA100/2022

Moved by: Grant Jones

Seconded: Stephen Harvey

That the meeting adjourn at 12:09 p.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Alison Warwick
Chair

Recorded Vote Registry FA87/2022 to FA93/2022

A=Absent Y=Yes N=No

Board Member	FA87/2022	FA88/2022	FA89/2022	FA90/2022	FA91/2022	FA92/2022	FA93/2022
Crevits	Y	Y	A	A	A	A	A
Giguère	Y	Y	Y	Y	Y	Y	Y
Harvey	Y	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y	Y
Mackie	Y	Y	Y	Y	Y	Y	Y
Peters	Y	Y	Y	Y	Y	Y	Y
Peloza	A	A	A	A	A	A	A
Warwick	Y	Y	Y	Y	Y	Y	Y
Winfield	Y	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA94/2022 to FA100/2022

A=Absent Y=Yes N=No

Board Member	FA94/2022	FA95/2022	FA96/2022	FA97/2022	FA98/2022	FA99/2022	FA100/2022
Crevits	A	A	A	A	A	A	A
Giguère	Y	Y	Y	Y	Y	Y	Y
Harvey	Y	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y	Y
Mackie	Y	Y	Y	Y	Y	Y	Y
Peters	Y	Y	Y	Y	Y	Y	Y
Peloza	A	A	A	A	A	A	A
Warwick	Y	Y	Y	Y	Y	Y	Y
Winfield	Y	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried	Carried