



# Full Authority Minutes

January 18, 2023

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, January 18, 2023 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. Elizabeth VanHooren read the following statement:

**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.

**Members Present:**

Frank Berze	Middlesex Centre	In Person
Jim Herbert	St. Thomas	In Person
Grant Jones	Southwold	In Person
Sharron McMillan	Thames Centre	In Person
Todd Noble	Central Elgin	In Person
Sam Trosow	London	In Person
John Wilson	Malahide	In Person

**Members Absent:**

Lori Baldwin-Sands	St. Thomas
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**Staff Present**

Jessica Kirschner	GIS and Information Services Coordinator	Virtual
Marianne Levogiannis	Public Relations Supervisor	Virtual
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person
Jennifer Dow	Water Resources Supervisor	Virtual
Joe Gordon	Manager of Planning and Development	In Person
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	Virtual
Brandon Lawler	Forests and Lands Technician	Virtual
Rob Lindsay	Dalewood Conservation Area Coordinator	Virtual

Guests:

Dennis Crevits	Acting Chair (Election of Officers)	In Person
Dan Dale	Scrutineer	In Person
Grant Inglis	KCCA Solicitor	In Person

**2023 Elections**

VanHooren declared the position of Chair and Vice Chair vacant.

VanHooren asked for a motion that Dennis Crevits conduct the election of officers for 2023.

**FA1/2023**

**Moved by: Todd Noble**

**Seconded: Sharron McMillan**

That Dennis Crevits be appointed as Acting Chair for the purposes of conducting the election for Chair and Vice Chair.

**Carried**

Crevits then assumed the Chair. Crevits noted that the appointment of one or more scrutineers was required for the purpose of counting ballots should an election be required.

**FA2/2023**

**Moved by: Grant Jones**

**Seconded: Sharron McMillan**

That Dan Dale act as scrutineer and that the ballots be destroyed after the election.

**Carried**

a) Election of Chair

Crevits read the election procedures and proceeded to ask for nominations for the position of Chair.

**FA3/2023**

**Moved by: Jim Herbert**

That Grant Jones be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2023.

Crevits called for nominations for the position of Chair for a second time and a third and final time. There were no further nominations for Chair.

**FA4/2023**

**Moved by: Frank Berze**

**Seconded: Sharron McMillan**

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2023 be closed.

**Carried**

Grant Jones indicated his desire to let his name stand for the position of Chair.

**Grant Jones was declared Chair of the Kettle Creek Conservation Authority for 2023 by acclamation.**

b) Election of Vice Chair

Crevits called for nominations for the position of Vice Chair.

Jim Herbert noted that while not present Lori Baldwin Sands had previously indicated her desire to allow her name to stand for office. VanHooren confirmed that in accordance with KCCA's Administrative By-Law, Baldwin-Sands had submitted by email her intention to let her name stand for any office in 2023.

**FA5/2023**

**Moved by: Grant Jones**

That Lori Baldwin-Sands be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2023.

Crevits called for nominations for the position of Vice Chair for a second and a third and final time for nominations for the position of Vice Chair.

There were no further nominations for the position of Vice Chair.

**FA6/2023**

**Moved by: Grant Jones**

**Seconded: Todd Noble**

That nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2023 be closed.

**Carried**

Again, it was noted that Baldwin-Sands had indicated in writing her acceptance to let her name stand for office in writing to the General Manager/Secretary-Treasurer.

**Lori Baldwin-Sands was declared Vice Chair of the Kettle Creek Conservation Authority for 2023 by acclamation.**

Crevits turned over the Chair to Grant Jones.

**Introductions & Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Hearing Board**

There was no Hearing required.

**Year 2023 Administrative Approvals**

a) Committee Appointments

i.) Executive Committee (Conducted by the Acting Chair)

VanHooren noted that the Executive Committee consisted of five positions, the Chair, Vice Chair and Past Chair plus two to be elected. As there is no current serving Past Chair there were three available positions on the Executive Committee. The Chair first asked for volunteers to fill the available seats on the Executive Committee. Todd Noble, Frank Berze and John Wilson all volunteered.

**FA7/2023**

**Moved by: Sharron McMillan**

**Seconded: Todd Noble**

That the 2023 Executive Committee consist of Grant Jones, Lori Baldwin-Sands, Todd Noble, Frank Berze and John Wilson.

**Carried**

Jones thanked Crevits and Dale for their assistance in the Election of Officers for 2023. Crevits and Dale left the meeting.

- i.) Conservation Ontario
- ii.) Lake Erie Source Protection Committee

**FA8/2023**

**Moved by: Frank Berze**

**Seconded: Jim Herbert**

That the Chair be appointed as the voting delegate to Conservation Ontario, the General Manager/Secretary Treasurer be appointed the alternate voting delegate and that Lori Baldwin-Sands be appointed as the second alternate for 2023; and further

That the Chair and the General Manager/Secretary Treasurer be KCCA's representatives on the Lake Erie Source Protection Committee.

**Carried**

iii.) Western Fair Association

Members asked that staff provide further information on the appointment to Western Fair Association before appointing a member. Appointment was deferred.

a) 2023 Signing Officers

**FA9/2023**

**Moved by: Todd Noble**

**Seconded: John Wilson**

That the signing officers for the Kettle Creek Conservation Authority for 2023 be one of the Chair or Vice Chair and one of the General Manager/Secretary Treasurer or Manager of Planning and Development.

**Carried**

b) Borrowing Maximum

**FA10/2023**

**Moved by: Sharron McMillan**

**Seconded: Todd Noble**

That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2023 be \$200,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard.

**Carried**

c) Appointment of Auditor

**FA11/2023**

**Moved by: John Wilson**

**Seconded: Frank Berze**

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2023.

**Carried**

d) Appointment of Solicitor

**FA12/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That Grant Inglis be appointed solicitor for the Kettle Creek Conservation Authority for 2023.

**Carried**

e) 2023 Meeting Dates

The 2023 Meeting dates were previously approved and are available on the web site. VanHooren noted that staff were planning to hold training sessions prior to upcoming board meetings and a watershed tour is tentatively scheduled for June 23, 2023. Further details will be forwarded to members.

The Chair noted the Authority's Solicitor, Grant Inglis was present and available for a Closed Session item. Members concurred to entertain Closed Session at this point in the Agenda.

The livestream of the meeting stopped and resumed following the Closed Session.

**Closed Session**

The Closed Session meeting began at 10:30 a.m.

**FA13/2023**

**Moved by: Todd Noble**

**Seconded: Frank Berze**

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

**Carried**

**FA14/2023**

**Moved by: Sam Trosow**

**Seconded: Sharron McMillan**

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 11:19 a.m.

a) Minutes

Jim Herbert and Grant Jones were the only current members who attended the August 18, 2022 meeting and therefore moved and seconded approval.

**FA15/2023**

**Moved by: Jim Herbert**

**Seconded: Grant Jones**

That the minutes of the Closed Session meeting of August 18, 2022 be approved.

**Carried**

b) Legal Matter

**FA16/2023**

**Moved by: Todd Noble**

**Seconded: John Wilson**

That staff proceed as directed on the Legal Matter.

**Carried**

c) Personnel Matter – Identifiable Person(s)

**FA17/2023**

**Moved by: Sharron McMillan**

**Seconded: Sam Trosow**

That the 2023 Salaries be enacted as presented retroactive to January 1, 2023; and further

That staff proceed to fill the position of Corporate Administrative Clerk.

**Carried**

d) Legal Matter

**FA18/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That staff proceed as directed on a Legal Matter.

**Carried**

e) Legal Matter

The report was presented for information.

**Minutes of Meeting**

Jim Herbert and Grant Jones were the only current members who attended the November 9, 2022 meeting and therefore moved and seconded approval.

**FA19/2023**

**Moved by: Jim Herbert**

**Seconded: Grant Jones**

That the minutes of the November 9, 2022 Full Authority meeting be approved.

**Carried**

**Matters Arising**

- a) January Media Report
- b) January Project Tracking
- c) January Watershed Conditions Report
- d) January 1, 2023 CA Act Progress Report
- e) Legislative and Regulatory Changes Affecting CAs/Minister Direction on Fees

**FA20/2023**

**Moved by: Sam Trosow**

**Seconded: Todd Noble**

That the Staff Reports under Matters Arising (A) through (E) be received.

**Carried**

**Correspondence**

**FA21/2023**

**Moved by:** Frank Berze

**Seconded:** Todd Noble

That the correspondence be received as presented.

**Carried**

**Statement of Revenue and Expenses**

No Statements were presented. Draft 2022 financials will be presented at the February 9, 2023 meeting.

**New Business**

- a) KCCA-Elgin County Memorandum of Understanding

**FA22/2023**

**Moved by:** John Wilson

**Seconded:** Frank Berze

That the Memorandum of Understanding between the Kettle Creek Conservation Authority and the Corporation of the County of Elgin for program and services required for the duties of Tree Commissioner and Weed Inspector be approved and executed as presented effective January 1, 2023.

**Carried**

- b) Kettle Valley Pioneer Agreements

**FA23/2023**

**Moved by:** Jim Herbert

**Seconded:** John Wilson

That the renewal agreements between KCCA and the Kettle Valley Pioneers for the lease of the Bucke Barn and grounds at Dan Patterson Conservation Area be executed as presented.

**Carried**

- c) 2022 Health and Safety Committee Report

**FA24/2023**

**Moved by:** Sharron McMillan

**Seconded:** Todd Noble

That the 2022 Health and Safety Committee Report be received.

**Carried**

- d) 2022 Year End Reserve Report

- i) 2022 Year End Reserve Report



**FA25/2023**

**Moved by:** Sam Trosow

**Seconded:** Jim Herbert

That transfers to and from reserves be conducted as outlined in the 2022 approved budget and 2022 Year End Reserve Report with any surplus funds at year end being directed toward the Capital Reserves and the Wage Subsidy Reserve.

**Carried**

- i) Automated Gate Controls

**FA26/2023**

**Moved by:** Frank Berze

**Seconded:** John Wilson

That \$12,000 from the 2022 campground surplus be allocated to acquire automated gate controls for Dalewood and Lake Whittaker campgrounds in 2023; and further

That the purchase and implementation of the automated gates occur prior to the 2023 budget approval to facilitate installation before the start of the camping season.

**Carried**

- e) Draft 2023 Budget

- i) 2023 Draft Budget with proposed Capital Purchases
- ii) 2023 Draft Levy
- iii) Notice of Meeting for Conservation Authority Levy Approval

**FA27/2023**

**Moved by:** Jim Herbert

**Seconded:** Todd Noble

That the Draft 2023 Budget be received as information and further; That the Notice of Meeting for Conservation Authority Levy Approval be circulated.

**Carried**

- f) December 2022 Planning and Regulations Activity Summary

**FA28/2023**

**Moved by:** Sam Trosow

**Seconded:** Sharron McMillan

That the December 2022 Planning and Regulations Activity Report be received.

**Carried**

**Upcoming Meetings**

KCCA Full Authority Meeting (Audit)

February 8, 2023

Annual General Meeting

February 22, 2023

Jones thanked members for their vote of confidence in his leadership.

**FA29/2023**

**Moved by:** Frank Berze

**Seconded:** Sharron McMillan

That the meeting adjourn.

**Carried**

The meeting adjourned at 11:53 a.m.



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Elizabeth VanHooren  
General Manager/Secretary Treasurer



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Grant Jones  
Chair