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# Full Authority Agenda

January 17, 2024

KCCA Admin Centre

10:00 a.m.

This meeting will be held in person. The recording and draft minutes will be posted to KCCA's web site on January 18, 2024. The meeting will be streamed live at the following link:

Facebook Page - <https://www.facebook.com/KettleCreekCA/>

## **Audio/Video Recording Notice**

*"Board members, staff, guests and members of the public are reminded that the Full Authority Board/Committee meeting is being 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."*

## **Elections (Dan Dale)**

- a) Election of Chair
- b) Election of Vice Chair

## **Introductions and Declarations of Pecuniary Interest**

## **Hearing Board**

### **Year 2024 Administrative Approvals**

- a) Committee Appointments
  - i) Executive Committee (Chair, Vice Chair, Past Chair, 2 to be elected)
  - ii) Conservation Ontario (Chair, GM, one alternate)
  - iii) Lake Erie Region Source Protection Committee (Chair, GM)
  - iv) Western Fair Association (1 to be appointed)
- b) 2024 Signing Officers  
*Recommendation: That the signing officers for the Kettle Creek Conservation Authority for 2024 be one of the Chair or Vice Chair and one of the General Manager/Secretary Treasurer or Assistant Manager/Supervisor of Planning and Conservation Areas*
- c) Borrowing Maximum  
*Recommendation: That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2024 be \$200,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard.*
- d) Appointment of Auditor  
*Recommendation: That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2024.*
- e) Appointment of Solicitor



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10:00 a.m.

*Recommendation: That Grant Inglis be appointed solicitor for the Kettle Creek Conservation Authority for 2024.*

- f) 2024 Meeting Dates (previously approved).....4

## Delegations

- a) Long Point Littoral Cell Working Group (Sarah Emons and Pete Zuzek) .....5
- b) Land Acknowledgment (Gerry Richer)

## Minutes of Meetings

- a) December 20, 2023 Full Authority Meeting .....21  
**Recommendation:** That the minutes of the December 20, 2023 Full Authority Meeting be approved.

## Matters Arising

- a) January Media Report .....28
- b) January Watershed Conditions .....32  
**Recommendation:** That the Staff Reports under Matters Arising a) through b) be received.

## Correspondence

## Statement of Revenue and Expenses

### New Business

- a) Land Acknowledgement .....34  
**Recommendation:** That the Indigenous Engagement Guidelines and Land Acknowledgement be approved; and further

That the Land Acknowledgement be read at the beginning of all Authority meeting and events and included on KCCA’s web site.

- b) 2023 Health and Safety Committee Report .....36  
**Recommendation:** That the 2022 Health and Safety Committee Report be received.



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# Full Authority Agenda

January 17, 2024

KCCA Admin Centre

10:00 a.m.

c) 2024 Municipal Apportionment ..... **VOTE POSTPONED UNTIL FEBRUARY 7, 2024**

d) January 2024 Planning and Regulations Activity Summary.....47

**Recommendation:** That the January 2024 Planning and Regulations Activity Report be received.

### Closed Session

- a) Closed Session Meeting Minutes December 20, 2023
- b) Property Matter – Potential Acquisition
- c) Property Matter – Potential Acquisition
- d) Legal Matter – Possible Violation

### Up Coming Meetings

KCCA Full Authority Meeting (Audit)	February 7, 2024	Hybrid	10:00 a.m.
Annual General Meeting	February 21, 2024	Hybrid	10:00 a.m.

## 2024 Meeting Dates

Date	Meeting	Location/Time
<b>January 17, 2024</b>	Full Authority (Elections)	In Person 10:00 a.m.
<b>February 7, 2024</b>	Full Authority (Audit Findings)	Hybrid 10:00 a.m.
<b>February 21, 2024</b>	Annual General Meeting	Hybrid 10:00 a.m.
<b>March 27, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>April 17, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>May 15, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>June 19, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>July</b>	No Meeting	
<b>August 21, 2024</b>	TBD if Required	Hybrid 10:00 a.m.
<b>September 18, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>October 16, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>November 20, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>December 18, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.



# Long Point Littoral Cell Working Group

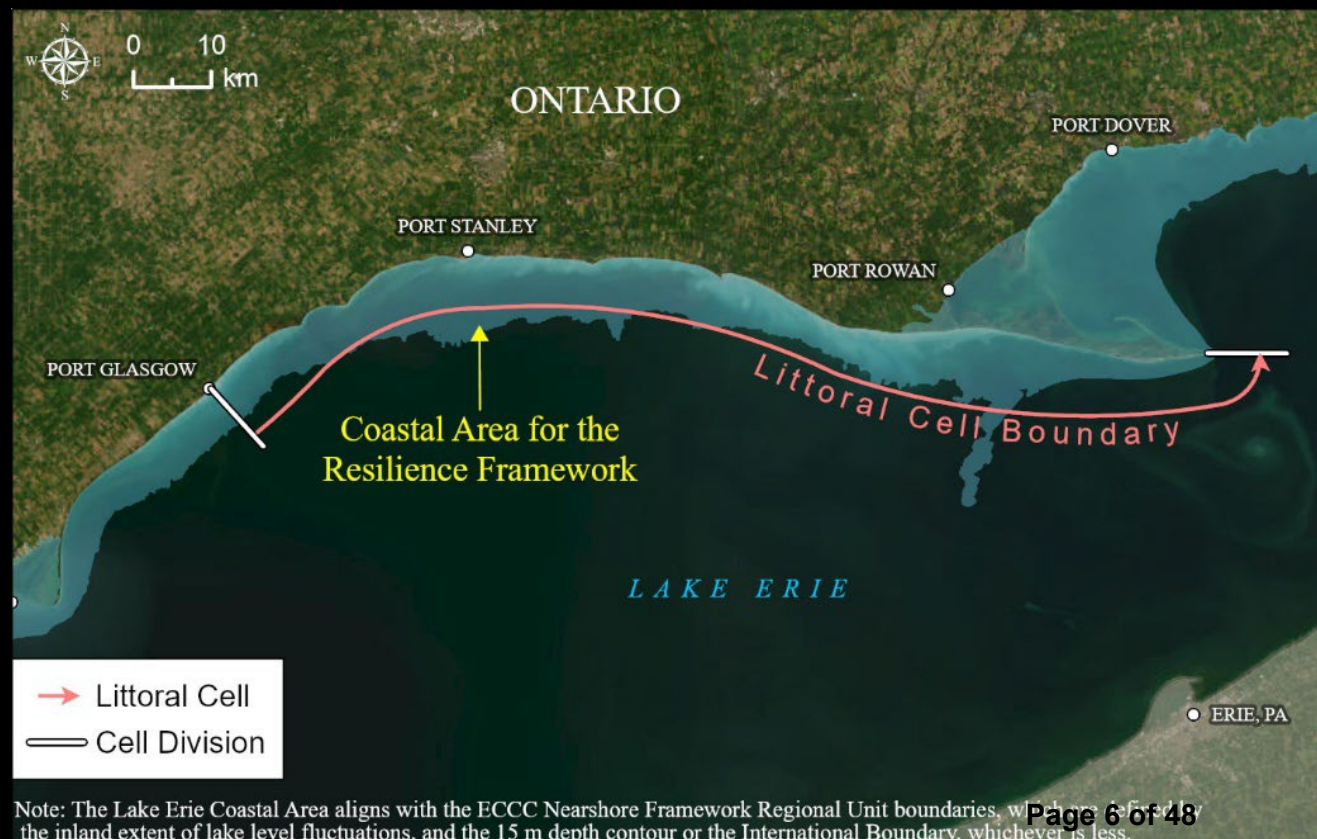
Sarah Emons, B.Sc., M.Sc.  
Pete Zuzek, MES, CFM, P.Geo.

January 2024



# Presentation Overview

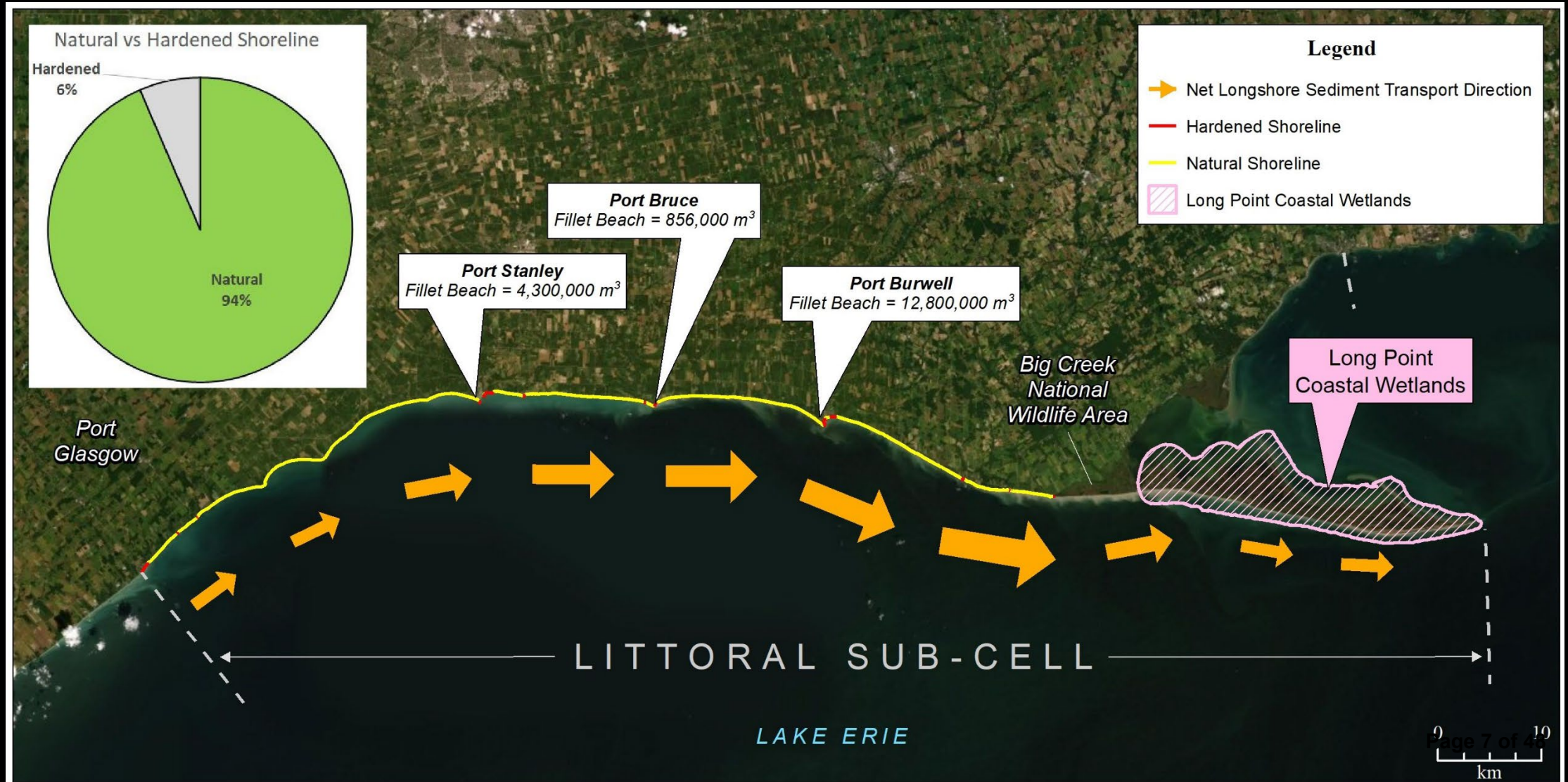
- I. Background on Working Group
- II. ECCC funding opportunity
- III. Long Point World Biosphere Region submission
- IV. Questions



Note: The Lake Erie Coastal Area aligns with the ECCC Nearshore Framework Regional Unit boundaries, with the inland extent of lake level fluctuations, and the 15 m depth contour or the International Boundary, whichever is less.



# Long Point Littoral Cell and Sediment Transport





LONG POINT  
BIOSPHERE  
REGION

# Erosion Impacts Buildings and Infrastructure but also Supplies Sediment to Beaches

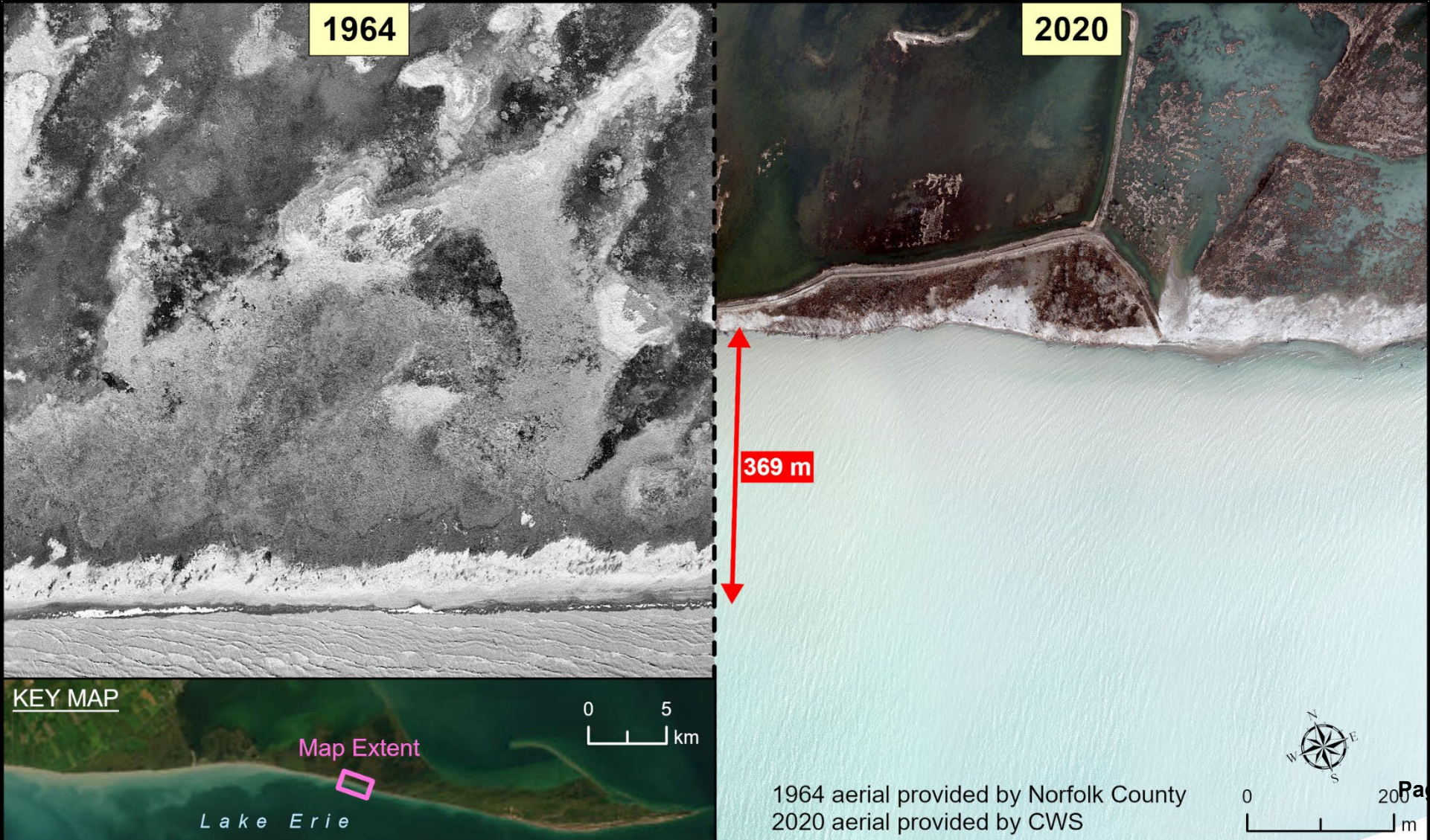






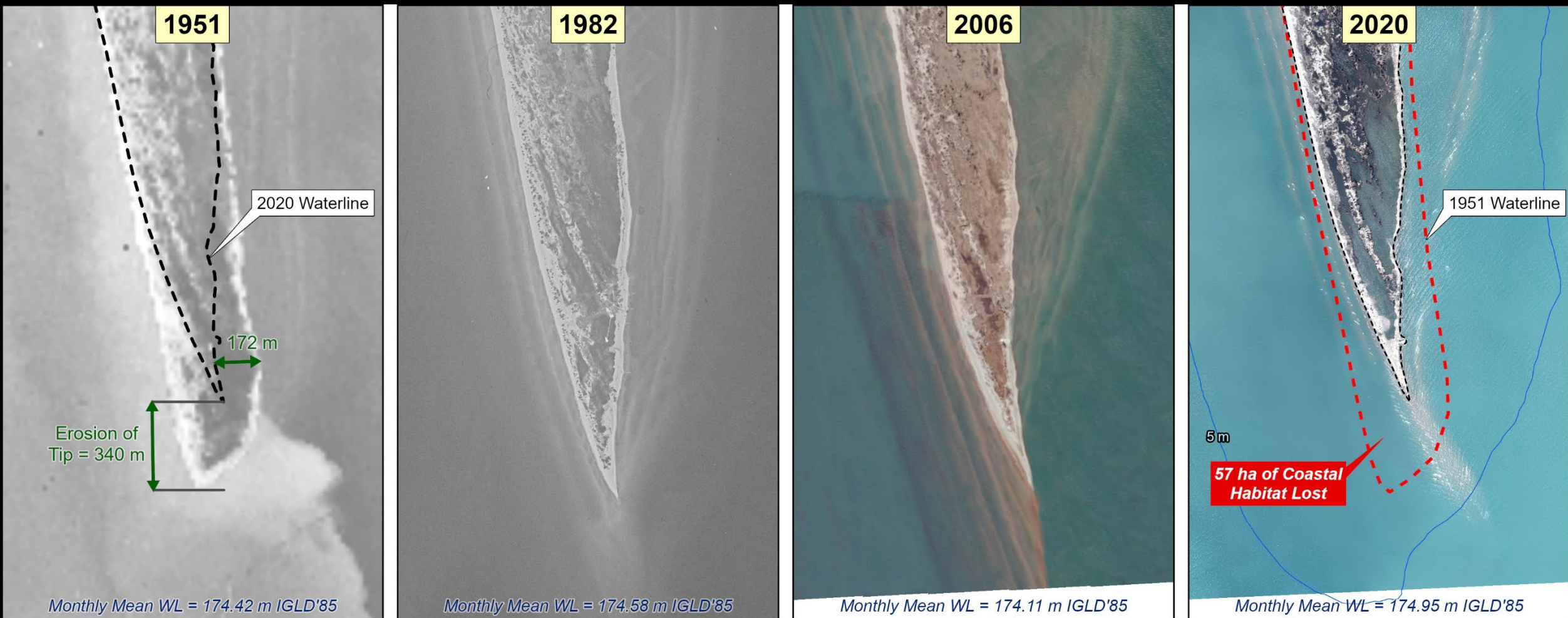
LONG POINT  
BIOSPHERE  
REGION

# Erosion from 1964 to 2020 at the Long Point Company property





# Erosion of the Tip from 1951 to 2020



Evolution of the Tip at Long Point 1951 to 2020

Sources:  
1951 air photo obtained from National Air Photo Library.  
1982 satellite image obtained from USGS.  
2006 SWOOP air photo obtained from Ontario GeoHub.  
2020 air photo provided by CWS.



# I – BACKGROUND ON WORKING GROUP



# Working Group History

- A group of individuals concerned about coastal erosion, infrastructure threats, and disappearing coastal wetlands began meeting in the fall of 2023 following the Biosphere's 11<sup>th</sup> Annual Research and Conservation Conference
- On December 8<sup>th</sup>, the term 'Working Group' was adopted to recognize the ongoing collaboration
- There are now more than 25 members (right)
- Additional representatives are being pursued to ensure the Working Group represents 'all of society', including landowner associations

Ed Ketchabaw, Mayor, Bayham  
Rainey Weisler, Deputy Mayor, Bayham  
Thomas Thayer, Chief Administrative Officer, Bayham  
Ed Roloson, Municipality of Bayham  
Steve Adams, Municipality of Bayham  
Leigh-Anne Mauthe, Long Point Region Conservation Authority  
Paul Gagnon, Long Point Region Conservation Authority  
Brett Norman, Nature Conservancy of Canada  
Liv Monck-Whipp, Nature Conservancy of Canada  
Kristyne Richardson, Nature Conservancy of Canada  
Stuart Mackenzie, Birds Canada  
Sarah Emons, Long Point Biosphere Reserve  
Elizabeth VanHooren, Kettle Creek Conservation Authority  
Joe Gordon, Kettle Creek Conservation Authority  
Gerrit Kremers, Catfish Creek Conservation Authority  
Valerie Towsley, LTVCA  
Councillor Tom Masschaele, Norfolk County, Ward 1  
Sydney Clarysse, Norfolk County  
Jeff Pickersgill, Ontario Parks  
Kyle Worboys, Ontario Parks  
Janette Anderson, Consultant (retired from ECCC)  
Danker Kolijn, DHI Water & Environment  
Jennifer Ogrodnick, DHI Water & Environment  
Seth Logan, SJL Engineering Inc.  
Pete Zuzek, Zuzek Inc.  
Jen Gibson, Zuzek Inc.

## II – ECCC FUNDING ANNOUNCEMENT

Funding for restoring and protecting coastal areas -  
Canada.ca

# Restoring and Protecting Coastal Areas

- Funding requests can range from \$100,000 to \$6,000,000
- Matching cash and in-kind is recommended (but no specific ratio)
- **Eligible Projects:** support for and promotion of local-level action to enhance water quality, ecosystem health, and the resilience of coastal areas experiencing stress due to climate risks and impacts
- Restore and protect critically important coastal areas

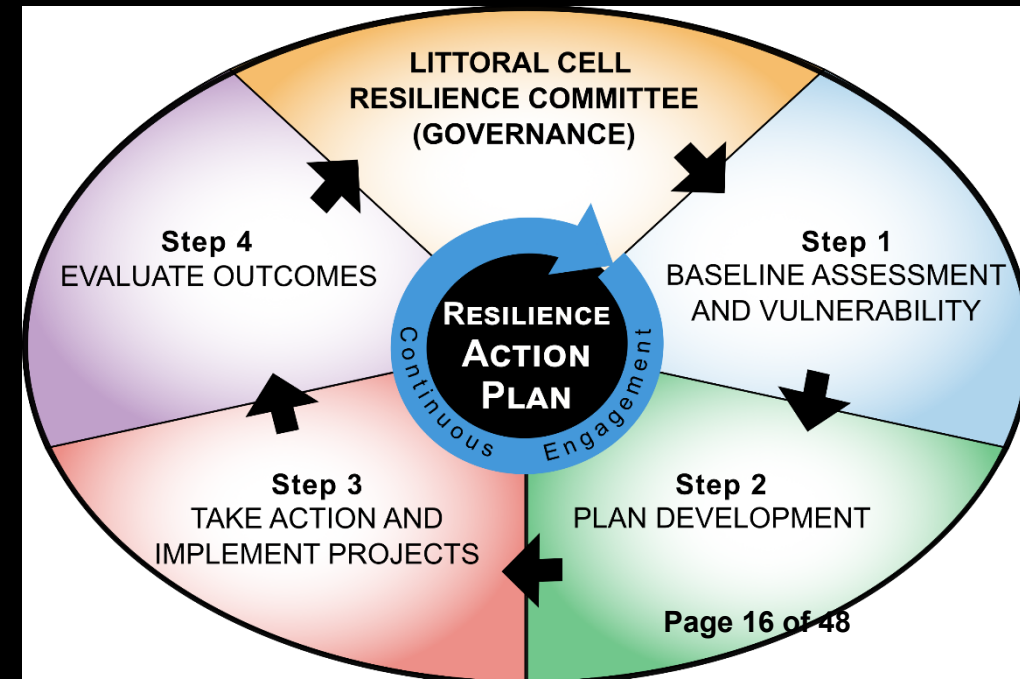


# III – WORKING GROUP SUBMISSION (led by Biosphere)



# Submissions are Due February 15, 2024

- Leverage the Draft Coastal Resilience Framework (graphic below)
  - [ResilienceFramework – Zuzek Inc.](#)
- Develop a Resilience Action Plan with Working Group
  - Governance is ongoing (Working Group)
  - Step 1 – Baseline assessment and vulnerability
  - Step 2 – Plan development
  - Step 3 – Take action and implement projects
  - Step 4 – Evaluate outcomes

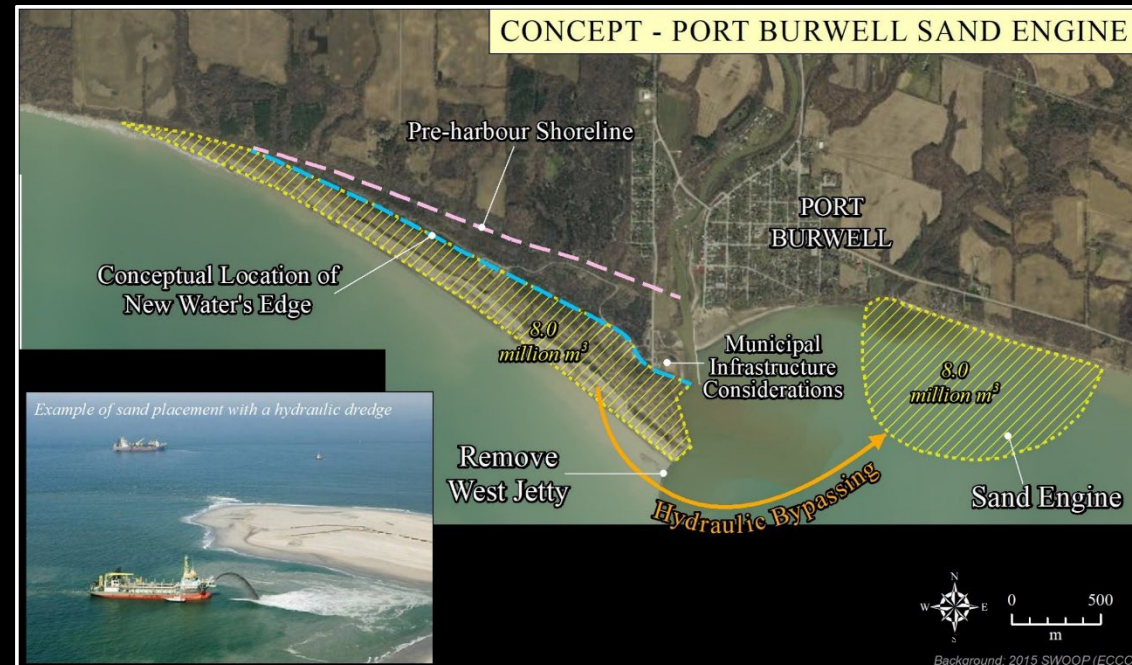
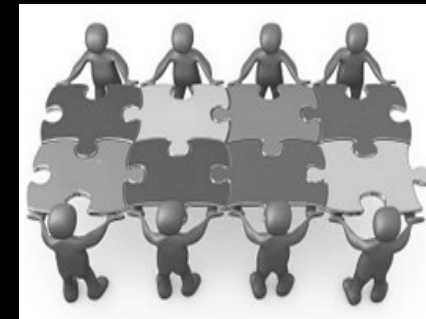






# Potential Scope Items

- Extensive community engagement and co-development of solutions
- Restore natural sediment supply and transport along the shore from Port Glasgow to Long Point
- Investigate harbour impacts on sediment transport and develop strategies to bypass sediment to reduce bluff and beach erosion





# Potential Scope Items

- With matching cash and in-kind support from Municipalities, we could investigate future recession rates and infrastructure vulnerability in a changing climate
- Explore nature-based shoreline restoration, which is most applicable east of Cove Road, along the sand spit



## Next Steps

- Add new members to the Working Group (e.g., citizens groups)
- Secure Letters of Support from Working Group partners
- Confirm Financial Support from partners
  - In-kind staff support (e.g., participation in Working Group meetings and the technical work)
  - Cash from Municipalities (contributions in 2024, 2025, 2026, and 2027 are eligible)
- Continue conversation with Mississauga's of the Credit
- Additional presentations to Municipal Councils and CA Boards



## IV - QUESTIONS





# Full Authority Minutes December 20, 2023

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, December 20, 2023 at 10:34 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.

**Members Present:**

Lori Baldwin-Sands (Vice Chair)	St. Thomas	In Person
Frank Berze	Middlesex Centre	In Person
Jim Herbert	St. Thomas	In Person
Sharron McMillan	Thames Centre	In Person
Jerry Pribil	London	In Person
Sam Trosow	London	In Person
John Wilson	Malahide	In Person
Grant Jones (Chair)	Southwold	In Person
Todd Noble	Central Elgin	In Person

**Staff Present:**

Michael Buis	LWCA Coordinator	Virtual
Jennifer Dow	Water Resources Supervisor	Virtual
Joe Gordon	Manager of Planning and Development	In Person
Jessica Kirschner	GIS/Information Services Coordinator	Virtual
Brandon Lawler	Forest and Lands Technician	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	Virtual
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

**Guests:**

Grant Inglis	KCCA’s Solicitor	In Person
Ron Kingswood	Applicant	In Person

## Introductions & Declarations of Pecuniary Interest

### Hearing Board

#### **FA147/2023**

**Moved by:** Sharron McMillan

**Seconded:** Todd Noble

That the Board of Directors sit as a Hearing Board in respect of an application under Section 28 of the *Conservation Authorities Act*.

**Carried**

a) H23-001 3289 Old Dexter Line, Municipality of Central Elgin

The roll was called with all nine members in attendance.

The Chair gave his opening remarks and reviewed the guidelines and process to be followed at the hearing.

Staff introduced Mr. Kingswood, the applicant, and then proceeded with the staff report. This application was submitted to remove an existing cottage and construct a modular home at 3289 Old Dexter Line in the Municipality of Central Elgin. The Regulations Approval Officer deemed that the application warranted a review by the Hearing Board for technical, policy or information purposes. Staff summarized the details of the submitted application and the relevant legislative, policy and technical framework.

Mr. Kingswood declined to make a formal presentation but made a few brief comments. He noted that the cottage is a permanent residence, and he has lived on the property since 1993.

Staff and the applicant responded to questions from the Board.

The Board moved into Closed Session to discuss the matter further at 11.07 a.m.

#### **FA148/2023**

**Moved by:** Sam Trosow

**Seconded:** Frank Berze

That the Hearing Board does now enter into a Closed Session to discuss advice that is subject to solicitor-client privilege, including communications necessary for the purpose.

**Carried.**

Staff and the applicant left the meeting. KCCA's solicitor Grant Inglis joined the Closed Session.

#### **FA149/2023**

**Moved by:** Frank Berze

**Seconded:** Todd Noble

That the Hearing Board does now adjourn from the Closed Session.

**Carried.**

The Open Session resumed at 11:49 a.m.

**FA150/2023**

**Moved by: Lori Baldwin-Sands**

**Seconded: Jim Herbert**

That the Board of Directors grants a “Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses” Permit to remove cottage and construct a modular home at 3289 Old Dexter Line, Municipality of Central Elgin based on the application and its attachments and conditional upon:

1. A covenant restriction or agreement being developed and executed between the KCCA and the applicant to recognize the hazardous lands associated with the property and to provide a release and indemnity of the KCCA in relation to issuing a permit for development.
2. All existing buildings or structures and ancillary items upon the property located within the stable slope allowance (based on a 3:1 stable slope) of the abutting shoreline bluff be removed from the property prior to occupancy of the new dwelling.

**Carried.**

Mr. Kingswood was advised that his application was approved with the noted conditions.

**FA151/2023**

**Moved by: Frank Berze**

**Seconded: Todd Noble**

That the Board of Directors does now adjourn from sitting as a Hearing Board.

**Carried**

The Full Authority resumed at 11:51

**Minutes of Meeting**

**FA152/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That the minutes of the November 15, 2023 Full Authority meeting be approved.

**Carried**

**Matters Arising**

- a) Media Report
- b) Project Tracking

- c) Watershed Conditions
- d) Apportionment Vote Reminder

VanHooren provided a verbal reminder of the Levy Apportionment Vote that is scheduled for the January 17, 2023 meeting. The apportionment and draft budget were circulated for consultation on November 16; to date no comments have been received. Members were also reminded of requirements for the election of Chair and Vice Chair which will also occur at the January meeting.

**FA153/2023**

**Moved by: Jim Herbert**

**Seconded: John Wilson**

That Matters Arising a) through d) be received.

**Carried**

**Correspondence**

- a) From Prince Edward County Re: Support for the Province to stop MECP proposal to expand permit-by-rule to waste management systems November 17, 2023
- b) From Tom Bruce Re: KCCA Rates, New rate timeline email December 12, 2023
- c) From Honourable Graydon Smith, MNRF Re: Transition Extension December 13, 2023
- d) From Honourable Graydon Smith, MNRF Re: Extension of Minister's Direction for CAs

**FA154/2023**

**Moved by: Sharron McMillan**

**Seconded: Todd Noble**

That the correspondence be received.

**Carried**

**Statement of Revenue and Expenses**

No Report

**New Business**

- a) Year-End Report

**FA155/2023**

**Moved by: Sam Trosow**

**Seconded: Jerry Pribil**

That transfers to and from reserves be conducted as outlined in the 2023 approved budget and the 2023 Year End Reserve Report.

**Carried**

- b) Conservation Authorities Act Update

**FA156/2023**

**Moved by: Lori Baldwin-Sands**

**Seconded: Todd Noble**



That the staff report on the *Conservation Authorities Act* Update be received; and further

That the Inventory of Programs and Services and the Cost Apportioning Agreements be circulated and posted as required.

**Carried**

c) City of St. Thomas Water Pollution Control Plan Wastewater Management Master Plan

**FA157/2023**

**Moved by: Frank Berze**

**Seconded: Sharron McMillan**

That comments on the Master Plan for the City of St. Thomas Water Pollution Control Plant be submitted as presented.

**Carried**

d) December Planning and Regulations Activity Report

**FA158/2023**

**Moved by: Todd Noble**

**Seconded: Frank Berze**

That the December Planning and Regulations Activity Report be received.

**Carried**

The Full Authority meeting recessed at 12:12 a.m. to conduct the Kettle Creek Source Protection Authority meeting. The Kettle Creek Source Protection Authority adjourned at 12:15 p.m. and members resumed the Full Authority meeting moving immediately into Closed Session.

### **Closed Session**

The Closed Session meeting began at 12:16 p.m.

**FA159/2023**

**Moved by: Sharron McMillan**

**Seconded: John Wilson**

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

**Carried**

**FA160/2023**

**Moved by: Frank Berze**

**Seconded: Sam Trosow**

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 12:45 p.m.

a) Minutes

**FA161/2023**

**Moved by: Todd Noble**

**Seconded: John Wilson**

That the minutes of the Closed Session meeting of the November 15, 2023 Full Authority Meeting be approved.

**Carried**

b) Legal Matter – Potential Acquisition  
No Report

c) Legal Matter – Potential Acquisition

**FA162/2023**

**Moved by: Sam Trosow**

**Seconded: Lori Baldwin-Sands**

That staff proceed as directed on a legal and property matter.

**Carried**

d) Legal Matter – Possible Violation

**FA163/2023**

**Moved by: Sam Trosow**

**Seconded: John Wilson**

That staff proceed as directed on a legal matter.

**Carried**

e) Personnel Matter – 2024 Salary Proposal

**FA164/2023**

**Moved by: Jim Herbert**

**Seconded: Lori Baldwin-Sands**

That the 2024 Salary Proposal be received:

And further that the cost of living adjustment of 2.75% and proposed step increases for identified staff receive pre-budget approval for 2024 and applied to employee wages effective January 1, 2024.

**Carried**

**Upcoming Meetings**

The next Full Authority Meeting is January 17, 2024.

**FA165/2023**

**Moved by: Frank Berze**

**Seconded: Jim Herbert**

That the meeting adjourn at 12:47 p.m.

**Carried**



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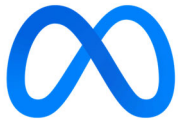
Elizabeth VanHooren  
General Manager/Secretary Treasurer

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Grant Jones  
Chair

DRAFT

## Facebook & Instagram Summary



Facebook Followers: 3,630  
 Instagram Followers: 1,287  
 Facebook Post Reach: 22,493  
 Instagram Reach: 573



Post Impressions	Post Reach	Engagement
1,735	1,634	19

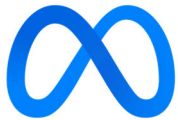
“New Year, New Job? KCCA is hiring crew members, lifeguards and pool attendants for the 2024 season. Come work with us: <https://www.kettlecreekconservation.on.ca/employment/>

Post Impressions	Post Reach	Engagement
538	512	39

“All of us at Kettle Creek Conservation Authority would like to wish you a very happy holiday season. Our office will be closed for the holidays from December 22, 2023 at 4:30 p.m. to January 2, 2024. #StOnt”



## Facebook & Instagram Summary



Facebook Followers: 3,630  
 Instagram Followers: 1,287  
 Facebook Post Reach: 22,493  
 Instagram Reach: 573



Post Impressions	Post Reach	Engagement
287	263	14

“View our Conservation Areas 2023 highlight reel! With each visit to a local campground or conservation the bond between our community and the environment is strengthened! #HealthyHikes #StepIntoNature #LoveMyWatershed”



Post Impressions	Post Reach	Engagement
403	375	14

“Another highlight reel, this time featuring our Environmental Monitoring program! We’re reflecting on a year of impactful conservation that supports the Kettle Creek watershed and the plants and animals that call it home. #LoveMyWatershed “



## Twitter Summary

Impressions: 747

Tweets: 9

Followers: 1,380



Total Impressions	Engagements

“Happy New Year! A heartfelt thank you to everyone for a memorable 2023. We wish you all the best as we step into a brand new and promising 2024.”

Total Impressions	Engagements



“News Release: KCCA is issuing a Watershed Conditions Statement—Flood Outlook and reminding residents to take extra caution near creeks and streams due to significant rainfall forecast and the potential for ponding in low-lying areas. [https://www.kettlecreekconservation.on.ca/kcca-issues-a.../ ...](https://www.kettlecreekconservation.on.ca/kcca-issues-a.../) @MunCentralElgin ”



London

## Burst of winter weather arrives Tuesday alongside heavy rain and possible floods

The snow has come and gone, making way for heavy rains.

CBC News · Posted: Jan 09, 2024 7:47 AM EST | Last Updated: January 9

### Flooding possible

Both the Kettle Creek Conservation Authority (KCCA) and Upper Thames River Conservation Authority (UTRCA) are warning of the possibility of flooding in London and the surrounding region.

The UTRCA has issued a flood bulletin asking residents to be extra careful around waterways in the Thames River watershed.

Significant flooding isn't expected, however water levels are expected to be higher than normal, and there is flooding potential in low-lying areas that typically see flooding, the bulletin went on to say.

The KCCA issued a watershed condition statement that warned residents to be cautious near creeks and streams, as well as near the Lake Erie shoreline.

"Usually when we see this event this time of year, the ground is frozen," said Jennifer Dow, the KCCA water resources manager. "Snow would also normally absorb a lot of that water. We don't have snow on the ground so that water is just doing to flow into our creeks and rivers."

"It's a weird situation to have these kinds of conditions at this time of year."

The City of London has issued a statement warning residents to take steps to protect themselves against basement and yard flooding.

Tips shared by the city include:

- Ensuring backwater valves and sump pumps are working
- Making sure drains aren't blocked
- Checking to see if downspouts are properly spaced from the home (four to six feet away)
- Inspecting basement walls and floors for cracks

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TO: Board of Directors  
FROM: Jennifer Dow  
Date: January 17, 2024  
Subject: January 2024 Watershed Conditions Report  
**Recommendation: For information**

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## PURPOSE

To inform the Board of Directors of the current and seasonal watershed conditions.

## REPORT SUMMARY

- Lake Erie and watershed watercourses are fluctuating with rain events. Lake Erie is continuing its seasonal decline.
- Watershed Conditions Statement—Flood Outlook issued on January 9, 2024, due to forecasted significant rain.

## BACKGROUND

As of January 9, 2024, Lake Erie's static water level daily mean was 174.29m. This water level is 26cm above Lake Erie's period-of-record (1918-1922) average, 4cm higher than what was recorded at the same time last year, and 57cm lower than the 1987 record high. This level does not account for any increase in water levels due to storm surge or wind driven waves. Lake Erie rose 6cm over the month of December, which is higher than normal. Typically, Lake Erie's long-term seasonal pattern in January is a decline in water level, however, Lake Erie may experience a rise over January like what was experience in December. In addition, so far this winter, Lake Erie has been ice-free which increases the risk potential for storm surge in Port Stanley.

The KCCA watershed historically receives 77mm of rain during the month of December. The watershed received 114% of the average total rain for the month of December. The three-month precipitation levels are above normal for October to December. The Environment Canada outlook for January to March indicates above normal temperatures and near normal precipitation for the region.

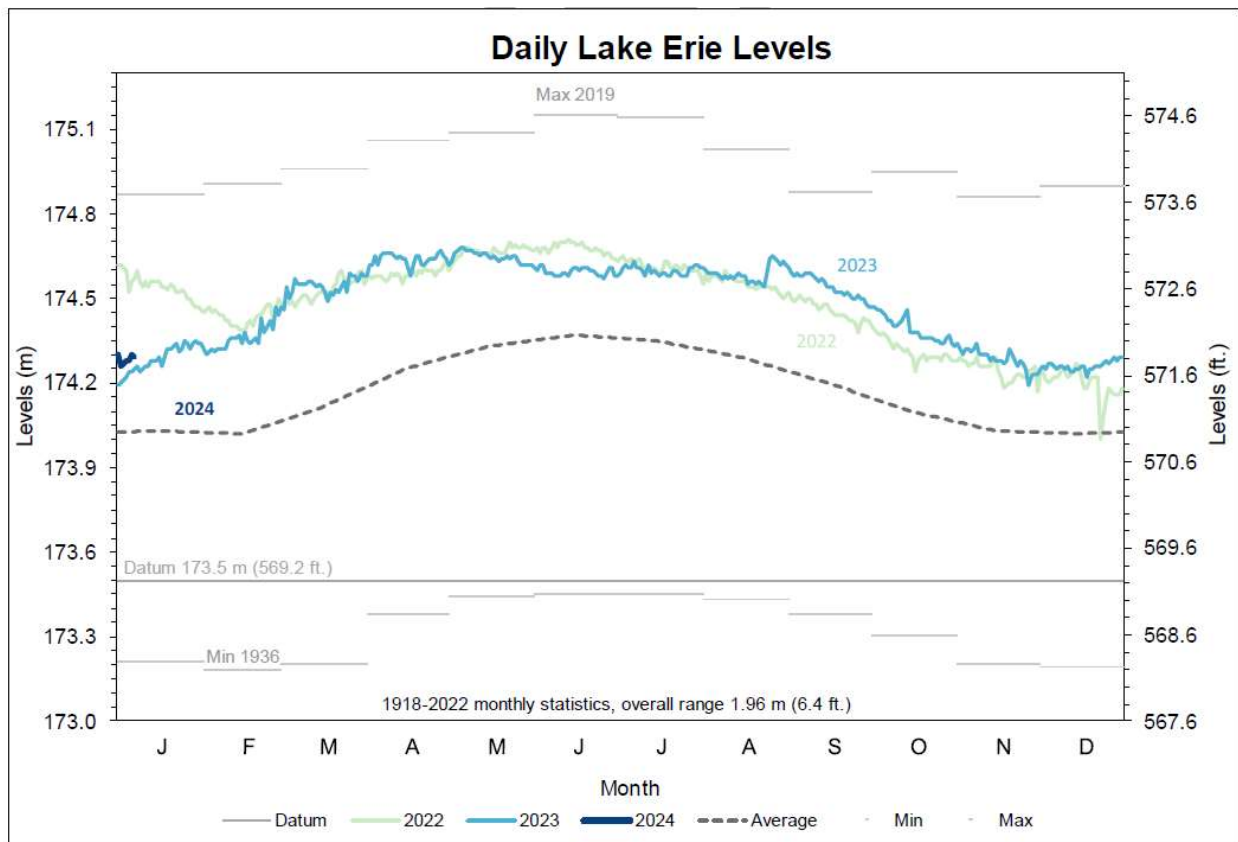
As of January 9, 2024, there are four CAs in a confirmed Level 1 Low Water Condition in the Southern Region: Central Lake Ontario CA, Ganaraska Region CA, Grand River CA, and Lower Trent CA. There is one CA in a confirmed Level 2 Low Water Condition in the Southern Region: Cataraqui CA.



A significant Texas low-pressure weather system brought a taste of winter back to southern Ontario in the second week of January. The system brought 40mm of rain and gale force winds that prompted staff to issue a Watershed Conditions Statement—Flood Outlook on January 9, 2024. Even though Lake Erie is almost entirely ice-free, the forecasted conditions were not conducive to storm surge and no major flooding occurred.

## RECOMMENDATION

For information.



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TO: Board of Directors  
FROM: Marianne Levogiannis  
Date: January 17, 2024  
Subject: Indigenous Engagement and Land Acknowledgement



**Recommendation:** That the Indigenous Engagement Guidelines and Land Acknowledgement be approved; and further  
That the Land Acknowledgement be read at the beginning of all Authority meetings and events and included on KCCA’s web site.

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## PURPOSE

To provide guiding principles around KCCA’s Indigenous engagement and land acknowledgement to emphasize the ongoing nature of reconciliation and the importance of listening, learning, reflecting, and supporting the process.

## SUMMARY

- Reconciliation is an ongoing process that is rooted in action, it is also a time to listen, learn, reflect, and support.
- KCCA is committed to honouring NDTR through a comprehensive and respectful approach. By focusing on internal awareness, education, community engagement, and partnerships, the KCCA aims to actively contribute to the processes of reconciliation and foster meaningful relationships with Indigenous communities.
- The initiatives outlined in this report serve as actionable steps towards honoring Indigenous history, culture, and contributions, while creating a more inclusive and respectful work environment within KCCA.

## BACKGROUND

Staff recognize that Truth and Reconciliation is a process that needs to be developed overtime. As such staff have reviewed the Truth and Reconciliation Commission’s 94 Calls to Action and are attempting to develop an achievable plan that identifies actions and initiatives that can be implemented over the next four-year period.

The overall goal is to foster a workplace that advances reconciliation, respects diversity, and actively supports the process of building relations with Indigenous communities.

KCCA will focus on internal awareness, education, and continuous learning efforts. These initiatives aim to provide knowledge, understanding, and awareness to board members and staff, ensuring they are well-informed about Indigenous history, cultural diversity, and the impacts of historical events like residential schools.

One of the first actionable items is to incorporate a land acknowledgement at the beginning of meetings, events, and gatherings to recognize and honor the traditional territories of Indigenous peoples. The land acknowledgement would also be prominently displayed on KCCA's website to convey the organization's commitment to reconciliation and Indigenous partnerships.

### **Proposed Land Acknowledgement**

*Kettle Creek Conservation Authority wishes to acknowledge the treaty and traditional lands originally occupied by the Indigenous First Nation peoples of the Anishinabek, Attiwonderonk and Haudenosaunee nations. KCCA strives to build meaningful relationships with Indigenous communities and recognizes the importance of respecting these treaties and lands.*

Feedback for the land acknowledgement was sought from a local Indigenous contact.

KCCA recognizes that land acknowledgement must be backed with action and deeper understanding. Therefore, in coordination with the land acknowledgement the following guiding principles and engagement actions have been developed. Staff are to reference these guiding principles as the organization works towards reconciliation and ongoing engagement with Indigenous peoples. These guiding principles will be updated periodically to reflect ongoing engagement with Indigenous communities.

KCCA is committed to the following guiding principles for Indigenous Engagement and Reconciliation:

- A shared responsibility for the stewardship of the lands, waters, and resources of the Kettle Creek Watershed for present and future generations.
- A desire to engage Indigenous nations, communities, and people consistently, genuinely, and respectfully.
- Support for advancing United Nations Declaration on the Rights of Indigenous Peoples and the Calls to Action of the Truth and Reconciliation Commission.
- Integrating Indigenous knowledge and perspectives into KCCA education programming whenever possible and in collaboration with Indigenous communities to ensure programming is accurate.
- Attending Indigenous events and other Indigenous-led activities.
- Supporting KCCA staff education, training, and internal communications on Indigenous topics

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TO: Board of Directors

FROM: Scott Pinnell

Date: January 9, 2024

Subject: 2023 Health and Safety Committee Report

**Recommendation: That the 2023 Health and Safety Committee Report be received.**

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## **PURPOSE**

To inform the Board of Directors of KCCA'S Health and Safety Committees' meetings and minutes for 2023.

## **REPORT SUMMARY**

KCCA'S JH&SC meets quarterly to discuss health & safety issues or concerns, review accidents or incidents, share and follow up on inspection reports, give information to staff about health & safety issues in the workplace and to receive input from staff on matters related to health & safety.

Meeting minutes are attached for March, June, September, and December 2023.

## **RECOMMENDATION**

**That the 2023 Health and Safety Committee Report be received.**



## JOINT HEALTH AND SAFETY MEETING MINUTES

DATE: March 20, 2023 LOCATION: Boardroom

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A Health and Safety Committee meeting of Kettle Creek Conservation Authority was held on Monday, March 20, 2023, at 9:00 a.m. in the KCCA boardroom.

### Staff Present:

Scott Pinnell	Maintenance and Safety Coordinator (Chair)
Elizabeth VanHooren	General Manager/Secretary Treasurer
Joe Gordon	Manager of Planning and Development
Jessica Kirschner	GIS and Information Services Coordinator
Betsy McClure	Stewardship Program Supervisor
Marianne Levogiannis	Public Relations Supervisor
Jeff Lawrence	Forest and Lands Supervisor
Michael Buis	Conservation Area Coordinator (LW)
Rob Lindsay	Conservation Area Coordinator (DW)
Brandon Lawler	Forest and Lands Technician
Lela Burt	Crew Lead (LW)
Jeremy Gorman	Crew Lead (DW)

### • Action Items from Previous Meeting

- Trees of concern removal update – All KCCA Trails complete, some remaining in both LW/DW campgrounds, will be removed week of March 27<sup>th</sup>.
- First aid in-class was moved to March 29, 2023, due to a cancellation of an earlier date due to weather.

### • Health & Safety Inspections

- No inspection reports since December 2022.
- Upcoming, Campground Preseason (MC + CAC + 1 volunteer) (GM/AM) April 2023
- Upcoming, C.A./Trails (MC + 1 volunteer) April 2023

Completed inspection forms can be found on the network at:

N:\Office Common\~Financial Administration\Health & Safety\Safety Inspections

### • Incident Reports/Employee Injury/Damage to Property

The following incidences were reported since the last meeting:

#### Incident #1 - Staff

**Incident Details** - Office parking lot – staff member fell while walking from personal vehicle to office on patch of ice covered by snow.

- **Details of Injury** – Soreness to leg.
  - **First Aid Given** – Ice pack administered, went to emergency room, no time missed from work.
  - **Causes** – ice patch under snow that staff member did not see.
  - **Corrective Action** – Email sent to staff outlining snow removal procedures, caution while in winter environment, reminder to wear appropriate footwear. Field staff have authority to contact outside contractor for extra sanding or snow removal if deemed necessary.
- **Seasonal Safety Topic**
    - Sharps Disposal - Safe Working Procedure and video with regards to sharps was presented to staff. The working procedure was then shared via HR Downloads for staff for electronic signature.
  - **New Business**
    - Homelessness and Encampment Safety – Joe outlined the procedures KCCA will undertake when dealing with Encampments/Homelessness and the team members that have been designated and trained to deal with these issues.

**Action Items:**

- Book dates for Campground and C.A./Trails inspections
- Need one volunteer for Campground pre-season inspection
- Need one volunteer for C.A./Trails inspection
- Trees of concern removal update

The meeting adjourned at 10:00 am.

The next Health and Safety Committee meeting is scheduled for June 22, 2023. Time and location to be confirmed.





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Scott Pinnell  
Maintenance and Safety Coordinator

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Elizabeth VanHooren  
General Manager/Secretary Treasurer



## JOINT HEALTH AND SAFETY MEETING MINUTES

DATE: June 22, 2023

LOCATION: Boardroom

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A Health and Safety Committee meeting of Kettle Creek Conservation Authority was held on Monday, June 22, 2023, at 9:00 a.m. in the KCCA boardroom.

### Staff Present:

Scott Pinnell	Maintenance and Safety Coordinator (Chair)
Elizabeth VanHooren	General Manager/Secretary Treasurer
Joe Gordon	Manager of Planning and Development
Jessica Kirschner	GIS and Information Services Coordinator
Betsy McClure	Stewardship Program Supervisor
Marianne Levogiannis	Public Relations Supervisor
Jeff Lawrence	Forest and Lands Supervisor
Michael Buis	Conservation Area Coordinator (LW)
Rob Lindsay	Conservation Area Coordinator (DW)
Brandon Lawler	Forest and Lands Technician
Jennifer Dow	Water Resources Supervisor

### • Action Items from Previous Meeting

- Dates for Campground and C.A inspections – **These inspections were carried out April 28<sup>th</sup> and April 12<sup>th</sup> respectively.**
- Volunteer for Campground preseason inspection – **Jennifer Dow**
- Volunteer for C.A./Trails inspection – **Betsy McClure**

### • Health & Safety Inspections

- Completed - **Campground Preseason DW/LW April 28,2023**
- Completed - **Other C.A., Belmont, Kettle Creek Dog Park, Dan Patterson, Kirk Cousins Parking Lot, April 12, 2023**
- Upcoming - **Dams, September 11<sup>th</sup> tentative date**

Completed inspection forms can be found on the network at:

N:\Office Common\~Financial Administration\Health & Safety\Safety Inspections

- **Incident Reports/Employee Injury/Damage to Property**

The following incidences were reported since the last meeting:

**Incident #1 - Staff**

**Incident Details** – Seasonal staff member at LWCA fainted briefly.

- **Details of Injury** – Staff member fainted while receiving training in poolhouse.
- **First Aid Given** – CAC placed staff member in gatehouse to stay cool and to remain calm. Parents were called and staff member was taken home.
- **Causes** – Staff member had no history of fainting and had no idea why it happened.
- **Corrective Action** – As there was no reasonable cause for fainting and staff member did not receive medical attention no corrective action required.

- **Seasonal Safety Topic**

- **Tornados**

<https://www.economical.com/en/blog/economical-blog/july-2017/before-during-and-after-a-tornado?gclid=CjwKCAjwyqWkBhBMEiwAp2yUFi8PpaSKRIWyG9QvFHu6qkCXADP5RAY1pEyyo3EBg1xSylb3YunwABoCbuoQAvD>

**Scott sent above document to staff via Hr Downloads so that acknowledgement is stored in their Health & Safety file.**

- **New Business**

- Book dates for Campground Inspections (July)
- Volunteer for campground inspections (July)
- Book dates for Office, Bucke Barn, Bucke Shop Inspections (August)
- Book dates for Office, Bucke Barn, Bucke Shop Inspections (August)

**Scott to email staff with tentative dates and request for volunteers.**

- **Scenario**

Tornado warning, staff discussed the following,

- Apps where warnings can be received.



- Where and how to take shelter, both in the office or if working in the field

**Staff was also sent the information document via Hr Downloads for reference.**

- **Action Items:**

- Book dates for Campground Inspections (July)
- Volunteer for campground inspections (July)
- Book dates for Office, Bucke Barn, Bucke Shop Inspections (August)
- Book dates for Office, Bucke Barn, Bucke Shop Inspections (August)

The meeting adjourned at 10:00 am.

The next Health and Safety Committee meeting is scheduled for September 21, 2023. Time and location to be confirmed.



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Scott Pinnell  
Maintenance and Safety Coordinator



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Elizabeth VanHooren  
General Manager/Secretary Treasurer



A Health and Safety Committee meeting of Kettle Creek Conservation Authority was held on Thursday, September 7, 2023, at 9:00 a.m. in the KCCA boardroom.

Staff Present:

Scott Pinnell	Maintenance and Safety Coordinator (Chair)
Elizabeth VanHooren	General Manager/Secretary Treasurer
Joe Gordon	Manager of Planning and Development
Jessica Kirschner	GIS and Information Services Coordinator
Betsy McClure	Stewardship Program Supervisor
Marianne Levogiannis	Public Relations Supervisor
Jeff Lawrence	Forest and Lands Supervisor
Michael Buis	Conservation Area Coordinator (LW)
Rob Lindsay	Conservation Area Coordinator (DW)
Brandon Lawler	Forest and Lands Technician
Jennifer Dow	Water Resources Supervisor

**Action Items from Previous Meeting**

- Dates/volunteer for campground inspections – **Inspections were conducted on July 27<sup>th</sup> by Scott Pinnell/Jennifer Dow**
- Dates/volunteer for office/Bucke shop and Bucke barn inspections – **Inspections were conducted on August 24<sup>th</sup> by Scott Pinnell/Rob Lindsay**

**Health & Safety Inspections**

- Completed – **Campgrounds July 27<sup>th</sup>, 2023.**
- Completed - **Office, Bucke shop and Bucke barn August 24<sup>th</sup>, 2023.**

Completed inspection forms can be found on the network at:

N:\Office Common\~Financial Administration\Health & Safety\Safety Inspections

**Incident Reports/Employee Injury/Damage to Property**

The following incidences were reported since the last meeting:

- **None to report**

## Seasonal Safety Topic

- **Hydro Outages and Safety**

<https://www.hydroone.com/power-outages-and-safety/corporate-health-and-safety/public-safety>

Scott sent above document to staff via Hr Downloads so that acknowledgement is stored in their Health & Safety file.

- **New Business**

- Book date for dam inspections, Scott & Jennifer (Sept.)

**Scott to coordinate with Jennifer for date in September.**

- **Scenario**

### **Powerline Safety**

- Staff completed a quiz regarding downed power lines, safe distances from power lines, what steps to take if in a vehicle near downed power lines.

### **Action Items:**

- **Book dates for dam inspections.**

The meeting adjourned at 10:00 am.

The next Health and Safety Committee meeting is scheduled for December 14, 2023. Time and location to be confirmed.



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Scott Pinnell  
Maintenance and Safety Coordinator

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Elizabeth VanHooren  
General Manager/Secretary Treasurer



## JOINT HEALTH AND SAFETY MEETING MINUTES

DATE: December 14, 2023 LOCATION: Boardroom

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A Health and Safety Committee meeting of Kettle Creek Conservation Authority was held on Thursday, December 14, 2023, at 10:30 a.m. in the KCCA boardroom.

### Staff Present:

Scott Pinnell	Maintenance and Safety Coordinator (Chair)
Elizabeth VanHooren	General Manager/Secretary Treasurer
Jessica Kirschner	GIS and Information Services Coordinator
Betsy McClure	Stewardship Program Supervisor
Marianne Levogiannis	Public Relations Supervisor
Michael Buis	Conservation Area Coordinator (LW)
Rob Lindsay	Conservation Area Coordinator (DW)
Brandon Lawler	Forest and Lands Technician
Jennifer Dow	Water Resources Supervisor

### Action Items from Previous Meeting

- Dates for dam inspections – **September 18, 2023.**

### Health & Safety Inspections

- Completed – **Dams by Scott Pinnell/Jennifer Dow, September 18, 2023, no hazards found.**

Completed inspection forms can be found on the network at:

N:\Office Common\~Financial Administration\Health & Safety\Safety Inspections

### Outstanding Safety Inspection Items **NEW**

- Scott advised staff of a new component of the H&S agenda/meeting, Outstanding Safety Inspection Items. There are two from 2023.
- Bucke shop, re-paint yellow lines on floor\_ **Scott advised this will occur over the next few months.**
- LW – lights at rear of Poolside washroom not working- **Mike advised that Stan Putnam will either repair or remove the next time he is conducting work in the park.** These items will remain on the agenda until completed.

### Incident Reports/Employee Injury/Damage to Property

The following incidents were reported since the last meeting:

- **Poison Ivy**

- Staff discussed the incident with regards to poison ivy. Scott went over the training that staff receive with regards to poison ivy which includes identification, components of the plant and treatment. Staff were advised to contact Jeff Lawrence or Brandon Lawler if they find poison ivy in a public area. Lawrence and Lawler will determine the best course of action for treatment and removal.

### **Seasonal Safety Topic**

- **Air Quality**-Scott updated the staff on the AIR Quality Health Index, the four different categories involved and the precautions to take for both the general population as well as the at-risk population. He also notified staff that the index can be found daily on the Weather Network App or Website.

**Scott to send information to staff following the meeting regarding Air Quality Index via Hr Downloads so that acknowledgement is stored in their Health & Safety file. Scott will be updating Chapter 22 of the Heat Stress Policy to include a section on Air Quality. The policy will be circulated to staff for final review and comment.**

- **New Business**

- Scott reminded staff that all vehicles are now equipped with a snow brush/ice scraper and a winter emergency kit containing items such as a blanket, flashlight, matches and other winter survival gear.
- SDS sheets. Scott advised staff if they currently have any new or updated SDS sheets, please pass them on to Rob as he is updating the SDS binders. Anything you receive moving forward can be sent to Scott.
- The JH&S Committee will be reviewing KCCA's Occupational Health & Safety Policy and Procedures moving forward at each H&S meeting. Prior to the December meeting, Scott sent all staff members Chapters 1 & 2 for review/comment. These two chapters were reviewed at the meeting with no changes recommended.
- Scott discussed 2024 Staff/H&S Meeting dates/chairs. Email invites to be sent out by Scott after the meeting.

- **Scenario - First Aid Refresh**

- Staff were divided into groups and received different first aid scenario exercises where they were asked to list the steps they would take to assist the injured in each scenario. The findings were then taken up and discussed with the entire staff.

### **Action Items:**

- Staff to send SDS sheets for any new products they are using to Rob in the short term, Scott in the long term.

- Staff to complete Air Quality Index review in HR Downloads and provide feedback on updated Heat Stress and Air Quality policy update.

The meeting adjourned at 11:45 am.

The next Health and Safety Committee meeting is scheduled for March 28, 2024. Time and location to be confirmed.



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Scott Pinnell  
Maintenance and Safety Coordinator

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Elizabeth VanHooren  
General Manager

TO: Board of Directors  
 FROM: Joe Gordon  
 Date: January 17, 2024  
 Subject: January 2024 Planning and Regulations Activity Report



**RECOMMENDATION:**

**That the January 2024 Planning and Regulations Activity Report be received.**

**REPORT SUMMARY**

The following is a summary of KCCA’s Plan Input and Review responses and Section 28 permits issued by staff during the period of December 15, 2023 to January 11, 2024.

**Plan Input and Review:**

KCCA #	File No.	Municipality	Application Type	Support	Conditions
2370	6151 Colonel Talbot Road	London	Site PPn Control	Yes	none

**Section 28 Permit(s):**

Permit No.	Address	Municipality	Description
P23-050-H	3289 Old Dexter Line	Central Elgin	H23-001 – Hearing Board Decision. Construction of a new residential dwelling to replace an existing dwelling destroyed by forces other than flooding and erosion and a new accessory structure within the shoreline erosion hazard.
P23-051	486 Valley Street	Central Elgin	Demolition of an existing dwelling and replacement with a new residential dwelling adjacent to the toe of a remnant bluff slope. The new building’s location is setback from the abutting slope at a distance consistent with provincial technical guide in absence of engineering.
P23-052	8 South Edgeware Rd	St.Thomas	Construction of a new 17,300 sq.ft. Hospice Facility located adjacent to a valleyland slope. The application is supported by a geotechnical evaluation and slope stability

			assessment where all proposed development is located outside of the determined erosion hazard limit. The proposal includes a stormwater outlet to Kettle Creek.
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