



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



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair