



# Full Authority Minutes November 15, 2023

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, November 15, 2023 at 10:00 a.m. The meeting was streamed live to Facebook.

**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	Virtual
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person
Grant Jones (Chair)	Southwold	In Person
Todd Noble	Central Elgin	In Person

**Staff Present:**

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

As some members and guests attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

### **Introductions & Declarations of Pecuniary Interest**

Noble declared a pecuniary interest with Closed Session Item c) Legal Matter – Solicitor Client Privilege. Noble removed himself from the Closed Session meeting during this item and did not participate in the vote.

### **Hearing Board**

There was no Hearing required.

### **Minutes of Meeting**

#### **FA130/2023**

**Moved by: Jim Herbert**

**Seconded: Sharron McMillan**

That the minutes of the October 18, 2023 Full Authority meeting be approved.

**Carried**

#### **FA131/2023**

**Moved by: Todd Noble**

**Seconded: John Wilson**

That the minutes of the November 8, 2023 Executive Committee meeting be approved.

**Carried**

### **Matters Arising**

#### **FA132/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That Matters Arising a) through c) be received.

**Carried**

### **Correspondence**

No Report.

### **Statement of Revenue and Expenses**

No Report

### **New Business**

a) MFIPPA Delegation

#### **FA133/2023**

**Moved by: Lori Baldwin-Sands**

**Seconded: Frank Berze**

That Motion FA43/2017 be rescinded.

**Carried**

**FA134/2023**

**Moved by: Sam Trosow**

**Seconded: Jerry Pribil**

Whereas, under Section 3, subsection (2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M.56 the members elected or appointed to a board, commission or other body that is an institution under the Act may designate in writing from among its members an individual or committee of the body to act as head of the institution for the purposes of the Act;

And whereas the Kettle Creek Conservation Authority deems it necessary and expedient to designate a head for the purposes of the Act;

Now, therefore, the Kettle Creek Conservation Authority hereby designates the position of Chair of the Kettle Creek Conservation Authority as head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act;

And Further that the position of GIS/Information Services Coordinator be appointed as the Freedom of Information and Protection of Privacy Coordinator for the purposes of overall implementation at the staff level of the requirements of the Act.

**Carried**

b) Crew Lead – Lake Whittaker Contract Position

**FA135/2023**

**Moved by: Sharron McMillan**

**Seconded: Todd Noble**

That the Crew Lead – Lake Whittaker contract position be posted in December 2023 to facilitate an early start date in 2024.

**Carried**

c) 2024 Proposed Fee Increases

**FA136/2023**

**Moved by: Frank Berze**

**Seconded: Jim Herbert**

That the proposed 2024 Fee Schedules for Section 28 (Schedule 1); Conservation Areas (Schedule 2) and Other Watershed Programs and Services (Schedule 3) be approved; and further

That the schedules take effect January 1, 2024.

**Carried**

d) Open Data License and Fees

**FA137/2023**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Todd Noble

That the proposed procedure for the release of mapping, data and data derived products in KCCA's control be implemented; and further

That Appendix 4 of KCCA's Fee Policy entitled Administrative Services be approved and implemented effective immediately.

**Carried**

e) 2024 Seasonal Camper Application

**FA138/2023**

**Moved by:** Sharron McMillan

**Seconded:** Todd Noble

That the 2024 Seasonal Camping Permit Application be approved as presented.

**Carried**

f) 2024 Proposed Meeting Dates

**FA139/2023**

**Moved by:** Sharron McMillan

**Seconded:** Todd Noble

That the 2024 Meeting Dates be approved.

**Carried**

g) 2024 Budget and Municipal Apportionment Consultation Approval

**FA140/2023**

**Moved by:** Frank Berze

**Seconded:** Sharron McMillan

That Budget 2024 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to KCCA's website.

**Carried**

h) November Planning and Regulations Activity Report

**FA141/2023**

**Moved by:** Jim Herbert

**Seconded:** Lori Baldwin-Sands

That the November Planning and Regulations Activity Report be received.

**Carried**

**Closed Session**

The Closed Session meeting began at 10:56 a.m.

**FA142/2023**

**Moved by: Sharron McMillan**

**Seconded: Lori Baldwin-Sands**

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

**Carried**

**FA143/2023**

**Moved by: Sharron McMillan**

**Seconded: Jim Herbert**

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 11:29 a.m.

a) Minutes

**FA144/2023**

**Moved by: Frank Berze**

**Seconded: John Wilson**

That the minutes of the Closed Session meeting of the October 18, 2023 Full Authority Meeting be approved.

**Carried**

b) Minutes

**FA145/2023**

**Moved by: Lori Baldwin-Sands**

**Seconded: John Wilson**

That the minutes of the Closed Session meeting of the November 8 Full Executive Committee Meeting be approved.

**Carried**

c) Legal Matter – Solicitor Client Privilege

**FA146/2023**

**Moved by: Sharron McMillan**

**Seconded: Sam Trosow**

That staff proceed as directed on a legal matter.

**Carried**

d) Property Matter – Potential Acquisition

No Report.

**Upcoming Meetings**

The next Full Authority Meeting is December 20, 2023.

The meeting adjourned at 11:30 a.m.



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Elizabeth VanHooren  
General Manager/Secretary Treasurer



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Grant Jones  
Chair

**Recorded Vote Registry FA130/2023 to FA135/2023**

**A=Absent Y=Yes N=No**

Board Member	FA130/2023	FA131/2023	FA132/2023	FA133/2023	FA134/2023	FA135/2023
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA136/2023 to FA141/2023**

**A=Absent Y=Yes N=No**

<b>Board Member</b>	<b>FA136/2023</b>	<b>FA137/2023</b>	<b>FA138/2023</b>	<b>FA139/2023</b>	<b>FA140/2023</b>	<b>FA141/2023</b>
<b>Baldwin-Sands</b>	Y	Y	Y	Y	Y	Y
<b>Berze</b>	Y	Y	Y	Y	Y	Y
<b>Herbert</b>	Y	Y	Y	Y	Y	Y
<b>Jones</b>	Y	Y	Y	Y	Y	Y
<b>McMillan</b>	Y	Y	Y	Y	Y	Y
<b>Noble</b>	Y	Y	Y	Y	Y	Y
<b>Pribil</b>	Y	Y	Y	Y	Y	Y
<b>Trosow</b>	Y	Y	Y	Y	Y	Y
<b>Wilson</b>	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA142/2023 to FA146/2023**

**A=Absent Y=Yes N=No**

<b>Board Member</b>	<b>FA142/2023</b>	<b>FA143/2023</b>	<b>FA144/2023</b>	<b>FA145/2023</b>	<b>FA146/2023</b>
<b>Baldwin-Sands</b>	Y	Y	Y	Y	Y
<b>Berze</b>	Y	Y	Y	Y	Y
<b>Herbert</b>	Y	Y	Y	Y	Y
<b>Jones</b>	Y	Y	Y	Y	Y
<b>McMillan</b>	Y	Y	Y	Y	Y
<b>Noble</b>	Y	Y	Y	Y	<b>Abstained</b>
<b>Pribil</b>	Y	Y	Y	Y	Y
<b>Trosow</b>	Y	Y	Y	Y	Y
<b>Wilson</b>	Y	Y	Y	Y	Y