



Full Authority Minutes

January 17, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, January 17, 2024 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
Lori Baldwin-Sands	St. Thomas	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
John Wilson	Malahide	In Person

Members Absent:

Jerry Pribil	London
Sam Trosow	London

Staff Present

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

Brandon Lawler

Forests and Lands Technician

Virtual

Guests:

Dan Dale	Acting Chair (Election of Officers)	In Person
Sarah Emons	Delegation	In Person
Kevin Jackson	Scrutineer	In Person
Gerry Richer	Delegation	In Person
Pete Zuzek	Delegation	Virtual

2024 Elections

VanHooren declared the position of Chair and Vice Chair vacant.

VanHooren asked for a motion that Dan Dale conduct the election of officers for 2024.

FA1/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That Dan Dale be appointed as Acting Chair for the purposes of conducting the election for Chair and Vice Chair.

Carried

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

FA2/2024

Moved by: Todd Noble

Seconded: Jim Herbert

That Kevin Jackson act as scrutineer and that the ballots be destroyed after the election.

Carried

a) Election of Chair

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

FA3/2024

Moved by: Jim Herbert

That Grant Jones be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2024.

Dale 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.

FA4/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2024 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 2024 by acclamation.

b) Election of Vice Chair

Dale called for nominations for the position of Vice Chair.

FA5/2024

Moved by: John Wilson

That Lori Baldwin-Sands be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2024.

Dale 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.

FA6/2024

Moved by: Grant Jones

Seconded: John Wilson

That nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2024 be closed.

Carried

Lori Baldwin-Sands indicated her desire to let her name stand for the position of Chair.

Lori Baldwin-Sands was declared Vice Chair of the Kettle Creek Conservation Authority for 2024 by acclamation.

Dale turned over the Chair to Grant Jones. VanHooren thanked Dale and Jackson for their assistance in the Election of Officers for 2024 and acknowledged their ongoing leadership on the Kettle Creek Environmental Trust.

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Hearing Board

There was no Hearing required.

Year 2024 Administrative Approvals

a) Committee Appointments

i.) Executive Committee

VanHooren noted that the Executive Committee consisted of five positions, the Chair, Vice Chair and Past Chair plus two to be elected. The 2023 Committee consisted of Grant Jones, Lori-Baldwin-Sands, Todd Noble, Frank Berze and John Wilson.

FA7/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That the 2024 Executive Committee consist of Grant Jones, Lori Baldwin-Sands, Todd Noble, Frank Berze and John Wilson.

Carried

i.) Conservation Ontario

ii.) Lake Erie Source Protection Committee

iii.) Western Fair Association

FA8/2024

Moved by: Todd Noble

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 2024; and further

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

That Lori Baldwin-Sands be named as Kettle Creek Conservation Authority's representative on the Western Fair Association.

Carried

b) 2024 Signing Officers

FA10/2024

Moved by: Todd Noble

Seconded: Frank Berze

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 Manager of Planning and Development.

Carried

c) Borrowing Maximum

FA11/2024

Moved by: Sharron McMillan

Seconded: John Wilson

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.

Carried

d) Appointment of Auditor

FA12/2024

Moved by: Jim Herbert

Seconded: Lori Baldwin-Sands

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2024.

Carried

e) Appointment of Solicitor

FA13/2024

Moved by: Frank Berze

Seconded: John Wilson

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

Carried

f) 2024 Meeting Dates

The 2024 Meeting dates were previously approved and are available on the website. VanHooren noted that the City of London holds 50% of the weighted vote; therefore, City of London representatives are required to pass weighted votes including the municipal apportionment and the budget. As such the 2024 Municipal Apportionment was postponed to February 7 when City of London representatives could attend. Members were reminded that the Annual General Meeting will have another weighted vote for the budget.

Delegations

a) Long Point Littoral Cell Working Group

Jones welcomed Sarah Emons and Pete Zuzek to the meeting. They provided members with an overview of the Long Point Littoral Cell Working Group. The group is soliciting support for a funding proposal to Environment and Climate Change Canada. The collaborative proposal led by the Long Point Biosphere hopes to develop a Resilience Action Plan for the Long Point Littoral cell. KCCA was asked to consider submitting a letter of support.

FA14/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That discussion on the Long Point Littoral Cell Working Group request be moved to New Business.

Carried

b) Gerry Richer

Levogiannis introduced Gerry Richer, a First Nation Ojibwe band member of the Marten Clan with the Henvey Inlet Reservation. A resident of Aylmer, Gerry had an impressive 35-year career with the Ministry of Natural Resources with various roles including Emergency Management. Levogiannis invited Richer to speak to the Board about the importance of Land Acknowledgement.

Richer encouraged all municipalities to reach out to First Nation communities and continue to consult and communicate with the community beyond Land Acknowledgements.

Jones thanked Richer for his presentation and reminded members that consideration of a Land Acknowledgement was already included under New Business.

Minutes of Meeting

FA15/2024

Moved by: Jim Herbert

Seconded: John Wilson

That the minutes of the December 20, 2023 Full Authority meeting be approved.

Carried

Matters Arising

c) January Media Report

d) January Watershed Conditions Report

FA16/2024

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That the Staff Reports under Matters Arising (a) through (b) be received.

Carried

Correspondence

There was no correspondence.

Statement of Revenue and Expenses

No Statements were presented. Draft 2023 financials will be presented at the February 7, 2024 meeting.

New Business

- a) Land Acknowledgement

FA17/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

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.

Carried

- b) 2023 Health and Safety Committee Report

FA18/2024

Moved by: Jim Herbert

Seconded: Todd Noble

That the 2023 Health and Safety Committee Report be received.

Carried

- c) 2024 Municipal Apportionment

Both City of London representatives were unable to attend this meeting due to scheduling conflicts. The City of London has 50% of the weighted vote. Consequently, the municipal apportionment vote was postponed until February 7, 2024 when City of London representatives can participate in the vote.

- d) January 2024 Planning and Regulations Activity Summary

FA19/2024

Moved by: Todd Noble

Seconded: Jim Herbert

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

Carried

e) Long Point Littoral Cell Working Group

FA20/2024

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That a Letter of Support for the Long Point Littoral Cell Working Group's application to the Great Lakes Freshwater Ecosystem Initiative be prepared and executed.

Carried

Closed Session

The Closed Session meeting began at 11:19 a.m.

FA21/2024

Moved by: Todd Noble

Seconded: Sharron McMillan

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

Carried

FA22/2024

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:46 a.m.

a) Minutes

FA23/2024

Moved by: John Wilson

Seconded: Sharron McMillan

That the minutes of the Closed Session meeting of the December 20, 2023 Full Authority Meeting be approved.

Carried

b) Property Matter – Possible Land Acquisition

FA24/2024

Moved by: Frank Berze

Seconded: Todd Noble

That staff proceed as directed on a property matter.

Carried

c) Property Matter – Possible Land Acquisition

FA25/2024

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That staff proceed as directed on a property matter.

Carried

d) Legal Matter – Possible Violation

FA26/2024

Moved by: Todd Noble

Seconded: Jim Herbert

That staff proceed as directed on a Legal Matter.

Carried

Upcoming Meetings

KCCA Full Authority Meeting (Audit/Municipal Apportionment)

February 7, 2024

Annual General Meeting (Budget)

February 21, 2024

Jones and Baldwin-Sands thanked members for their vote of confidence.

FA27/2024

Moved by: Sharron McMillan

Seconded: Jim Herbert

That the meeting adjourn.

Carried

The meeting adjourned at 11:47a.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair