



Full Authority Minutes

February 7, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, February 7, 2024 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. As some members and guests attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

Audio/Video Record Notice

The Audio/Video Recording Notice was posted and made available to the public.

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.

Members Present:

Lori Baldwin-Sands	St. Thomas	In Person
Jim Herbert	St. Thomas	Virtual
Grant Jones	Southwold	In Person
Sharron McMillan	Thames Centre	In Person
Todd Noble	Central Elgin	In Person
Jerry Pribil	London	Virtual
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person

Members Absent:

Frank Berze	Middlesex Centre
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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	In Person
Joe Gordon	Manager of Planning and Development	In Person
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	In Person

Guests:

Scott Trevors	Graham Scott Enns	In Person
Jim Frederick	Graham Scott Enns	In Person
Rob Amos	Aquafor Beech	Virtual
Julie Michel	Aquafor Beech	Virtual

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations/Presentations

The Chair recognized the auditors, Scott Trevors and Jim Frederick from Graham Scott Enns. Respectful of their time, members were asked to entertain the reports and presentations listed on the Statement of Revenues and Expenses immediately. Members concurred.

Scott Trevors and Jim Frederick provided an overview of the new requirements for the Financial Statements including remeasurement gains and losses and asset retirement obligations. There were no changes or concerns identified by members. The Audited Financial Statements will be presented at the Annual General Meeting for final approval.

FA28/2024

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That the report on the Draft Audited Financial Statements be received and that the Audit Planning and Finding Letters be executed.

Carried

The Chair then recognized Rob Amos, Fluvial Geomorphologist/Aquafor Beech. Staff requested that Amos update members on the progress of the Dodd Creek Enhanced Riverine Floodplain Mapping Report. The project is being undertaken with funding from the Flood Hazard and Information Mapping Program (FHIMP) and must be completed by March 1, 2024. The report is still in its draft stage and will be finalized and brought back to the Board for final approval.

FA29/2024

Moved by: Todd Noble

Seconded: John Wilson

That the presentation on the Dodd Creek Enhanced Riverine Floodplain Mapping be received.

Carried

Hearing Board

There was no Hearing required.

Minutes of Meeting

FA30/2024

Moved by: Jim Herbert

Seconded: Todd Noble

That the minutes of the January 17, 2024 Full Authority meeting be approved.

Carried

Matters Arising

- a) Information Security Policy

FA31/2024

Moved by: Sharron McMillan

Seconded: Todd Noble

That the Staff Reports under Matters Arising be received.

Carried

Correspondence

- a) From KCCA to Minister Smith (MNRF) Re: Cost Apportioning Agreements and Programs and Services Inventory January 22, 2024
- b) Invitation to Catfish Creek Conservation Authority's Annual General Meeting February 22, 2024

FA32/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That the Correspondence be received.

Carried

Statement of Revenue and Expenses

- a) 2023 Draft Audited Financial Statements (Staff Report)
- b) Draft Financial Statements (Scott Trevors/Jim Frederick – Graham Scott Enns)
- c) Audit Planning and Finding Letters (Scott Trevors/Jim Frederick – Graham Scott Enns)

These reports were considered under Presentations at the beginning of the meeting.

New Business

d) Municipal Apportionment Vote

A preamble to the apportionment vote was read by VanHooren as follows:

To provide conformity with legislation and regulations governing approval of municipal apportionments:

1. *The proposed Year 2024 Municipal Apportionment was circulated to member municipalities and posted to KCCA's web site on November 16, 2023, in order to provide a minimum 30-day notice to approval on February 7, 2024. There is an overall increase of \$81,688.57 over the 2023 apportionment.*
2. *A recorded vote will be taken, with each member responding either "For" or "Against" the motion. The motion carries or is lost, according to the total of weighted votes assigned to each board member. This weighted vote is based upon the Modified Current Value Assessment apportioned to that portion of each municipality within the jurisdiction of the KCCA watershed.*
2. *The 2024 Municipal Apportionment approved by the Board will be circulated to participating municipalities on February 8, 2024, who if not satisfied, may appeal to the Ontario Lands Tribunal within 30 days of receiving the notice. Thereafter, no appeals are allowed, and the Year 2024 Municipal Apportionment will be final.*

FA33/2024

Moved by: John Wilson

Seconded: Sharron McMillan

That the 2024 Municipal Apportionment be approved;

And That the participating municipalities be assessed for payment of \$1,181,189 which is comprised of Category 1 operating expenses of \$967,466.32; Category 3 operating expenses of \$145,930 and a special levy of \$67,792.68;

And That each participating municipality's share of the 2024 Total municipal apportionment be calculated using "Modified Current Value Assessment."

Carried

By Regulation, a recorded Vote was taken. If not all of a municipality's member(s) are present, the member(s) in attendance represent(s) only their proportion of the municipal weighting in the voting.

The motion carried with 81.39% of the weighted vote and 100% of the weighted vote present.

FA33/2024 Recorded Vote

Member Municipality	Present	Levy %	Weight %	In Favour	Opposed	Absent
City of London		56.71	50.00			
Sam Trosow			16.67	•		
Jerry Pribil			16.67	•		
Un-Appointed	-	-	16.66	-	-	-
City of St. Thomas		27.66	31.94			
Lori Baldwin-Sands			15.97	•		
Jim Herbert			15.97	•		
Central Elgin		7.90				
Todd Noble			9.12	•		
Southwold		4.02				
Grant Jones			4.65	•		
Thames Centre		1.34				
Sharron McMillan			1.56	•		
Middlesex Centre		1.69				
Frank Berze			1.95			•
Malahide		0.68				
John Wilson			0.78	•		
Total		100.00	83.34	81.39%		

b) 2024 Budget - Updated

FA34/2024

Moved by: Todd Noble

Seconded: Lori Baldwin-Sands

That the Staff Report on the 2024 Budget be received.

Carried

c) 2024 WECl Application

FA35/2024

Moved by: John Wilson

Seconded: Sharron McMillan

That staff submit an application to the Water and Erosion Control Infrastructure (WECl) program as soon as funding is announced, for the Environmental Assessment for the Dalewood Dam with

a total budget not to exceed \$34,000.

Carried

d) February 2024 Planning and Regulations Activity Summary

FA36/2024

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

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

Carried

Closed Session

The Closed Session meeting began at 11:01 a.m.

FA37/2024

Moved by: Sharron McMillan

Seconded: Todd Noble

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

Carried

FA38/2024

Moved by: Sharron McMillan

Seconded: Sam Trosow

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:12 a.m.

a) Minutes

FA39/2024

Moved by: Sam Trosow

Seconded: Jerry Pribil

That the minutes of the Closed Session meeting of the January 17, 2024 Full Authority Meeting be approved.

Carried

b) Legal Matter – Violation

No report.

c) Legal Matter

No report.

d) Personnel Matter – 2024 Salary Proposal

FA40/2024

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the job description updates for the Resource Assistant and the Corporate Services Coordinator be approved; and that the position of Resource Assistant be advertised in advance of the 2024 final budget approval.

Carried

Upcoming Meetings

Annual General Meeting (Budget)

February 21, 2024

FA41/2024

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the meeting adjourn.

Carried

Members were reminded of the Annual General Meeting scheduled for February 21, 2024 at 10 a.m.

The meeting adjourned at 11:16 a.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer

Grant Jones
Chair

Recorded Vote Registry FA28/2024 to FA33/2024

A=Absent Y=Yes N=No

Board Member	FA28/2024	FA29/2024	FA30/2024	FA31/2024	FA32/2024	FA33/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	A	A	A	A	A	A
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
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA34/2024 to FA39/2024

A=Absent Y=Yes N=No

Board Member	FA34/2024	FA35/2024	FA36/2024	FA37/2024	FA38/2024	FA39/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	A	A	A	A	A	A
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
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA40/2024

A=Absent Y=Yes N=No

Board Member	FA40/2024	FA41/2024
Baldwin-Sands	Y	Y
Berze	A	A
Herbert	Y	Y
Jones	Y	Y
McMillan	Y	Y
Noble	Y	Y
Pribil	Y	Y
Trosow	Y	Y
Wilson	Y	Y
Result	Carried	Carried