



# Full Authority Minutes

March 27, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, March 27, 2024 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. A roll call of members was taken with all attending in person. Sam Trosow joined the meeting at 10:11 a.m.

### 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
Frank Berze	Middlesex Centre	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
Sam Trosow	London	In Person
John Wilson	Malahide	In Person

### Members Absent:

Jerry Pribil	London
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### Staff Present

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

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

There were no declarations of pecuniary interest.

### **Delegations/Presentations**

The Chair recognized Jeremy Browne, President of the London Canine Association. Mr. Browne circulated to members a handout detailing the merits of the Association's Annual Show held at Dan Patterson Conservation Area for the last five years. Mr. Browne stated that rental fees to host the show at Dan Patterson had increased from \$1,800 to \$5,400. Mr. Browne asked for clarification and reconsideration of the increase.

#### **FA42/2024**

**Moved by: Todd Noble**

**Seconded: Jim Herbert**

That consideration of the delegation be considered under New Business.

**Carried**

### **Hearing Board**

There was no Hearing required.

### **Minutes of Meeting**

#### **FA43/2024**

**Moved by: Jim Herbert**

**Seconded: Lori Baldwin-Sands**

That the minutes of the February 7, 2024 Full Authority meeting and the February 21, 2024 Annual General Meeting be approved.

**Carried**

### **Matters Arising**

- a) Media Report
- b) Project Tracking
- c) Watershed Conditions

#### **FA44/2024**

**Moved by: Lori Baldwin-Sands**

**Seconded: Sharron McMillan**

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

**Carried**

### **Correspondence**

- a) From Jennifer Keyes, MNRF Policy Branch Re: Regulation of Development for the Protection of People and Property from Natural Hazards in Ontario February 16, 2024
- b) From Conservation Ontario Re: Conservation Ontario’s comments on the “New regulation to focus municipal environmental requirements” (ERO#19-7891) March 18, 2024

### **FA45/2024**

**Moved by: Sam Trosow**

**Seconded: Todd Noble**

That the Correspondence be received.

**Carried**

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

No report.

### **New Business**

- a) Ontario Regulation 41/24 and New Proclaimed Sections of the CA Act
  - i) Legislative and Regulation Changes Overview

### **FA46/2024**

**Moved by: Jim Herbert**

**Seconded: Sam Trosow**

That the staff report on the Legislative and Regulation Changes be received.

**Carried**

- ii) Re-delegation of Powers

### **FA47/2024**

**Moved by: Sam Trosow**

**Seconded: Todd Noble**

That in accordance with Section 28.4 of the Conservation Authorities Act (the Act), the Authority delegates all the powers and duties of the Authority with respect to issuing permits and permit extensions under Section 28 of the Act or its regulations, to the appointed “Regulation Approval Officer(s)”; and further

That the Authority delegates all powers and duties of the Authority with respect to requests for a Hearing of the Board that in accordance with the Act or its regulations requires a decision within legislated timeline to the Executive Committee if a quorum or meeting of the Full Authority can not be achieved.

**Carried**

iii) Re-appointment of Provincial Offences Officers

**FA48/2024**

**Moved by: Jim Herbert**

**Seconded: Frank Berze**

That in accordance with section 30.1 of the Conservation Authorities Act, the Authority appoints the Manager of Planning and Development, Joseph Gordon and the Forestry and Lands Supervisor, Jeff Lawrence as “Regulation Enforcement Officers” with all the powers and duties of an officer appointed under the Act for enforcement of regulations under section 28 and 29 in the jurisdiction of the Kettle Creek Conservation Authority.

**Carried**

iv) Section 28 Administrative Documents

**FA49/2024**

**Moved by: Lori Baldwin-Sands**

**Seconded: Sharron McMillan**

That the KCCA Board of Directors approve the Permit Application Information Package and Permit as presented.

**Carried**

v) Policy Updates

**FA50/2024**

**Moved by: Sam Trosow**

**Seconded: Frank Berze**

That the housekeeping amendments to KCCA’s Administrative By-Law and Hearing Procedure Guidelines be approved as presented; and further

That the KCCA Interim Policy Guideline for the Administration and Implementation of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits be approved and implemented as presented.

**Carried**

b) KCCA Watershed Enhanced Riverine Floodplain Mapping: Public Notification

**FA51/2024**

**Moved by: Jim Herbert**

**Seconded: Sam Trosow**

That the 2024 KCCA Watershed Enhanced Riverine Floodplain Mapping Project report be received, and draft mapping be released for public notification in accordance with the staff report.

**Carried**

c) CA Act Update - Watershed Based Resource Management Strategy

**FA52/2024**

**Moved by: Sam Trosow**

**Seconded: Lori Baldwin-Sands**

That the staff report on the Conservation Authorities Act Update – Watershed Based Resource Management Strategy be received; and further

That the draft Guiding Principles and Objectives for the Strategy be approved for posting to KCCA's website for public consultation.

**Carried**

d) Lakeshore Upgrade

**FA53/2024**

**Moved by: Sam Trosow**

**Seconded: John Wilson**

That the Lakeshore Camping Area Improvement Plan be approved as presented.

**Carried**

e) March Planning and Regulations Report

**FA54/2024**

**Moved by: Frank Berze**

**Seconded: Sharron McMillan**

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

**Carried**

f) London Canine Association

Members asked staff to provide clarification of the fee increases identified by Mr. Browne during his delegation.

Ms. VanHooren reported that the London Canine Association has rented Dan Patterson for an Annual Dog Show since 2018. Fees associated with the booking have been unchanged at \$1,800. As part of the agreement organizers are allowed 10 unserviced camping sites to provide for overnight security, which is standard for all bookings of this nature. For 2 years staff have advised that fee increases would be forthcoming.

As outlined in KCCA's 2024 Fee Schedule, fees associated with the Dog Show are \$5,660 including the closure of the Kettle Creek Dog Park. Staff met with Jeremy Browne on February 22, 2024 to discuss a 2024 rental agreement and any opportunity to reduce fees in 2024. At that meeting the following was identified:

- KCCA staff identified that in accordance with the 2024 Fee Schedule a fee was introduced to discourage the closure of the Kettle Creek Dog Park with bookings associated with Dan Patterson. Mr. Browne agreed that he did not require the closure of the Dog Park which brought his 2024 fee down to \$2,580.
- Mr. Browne acknowledged that in 2023 the Club had allowed and collected fees for additional overnight camping at Dan Patterson beyond the 10 sites associated with the signed agreement. He offered to pay KCCA \$850 for the funds collected by the Club in 2023 for overnight camping. Mr. Browne stated he had done so with the knowledge of KCCA staff. Mr. Browne wanted 25 sites at Dan Patterson as part of the 2024 booking – 10 serviced sites and 15 unserviced sites.

- Ms. VanHooren told Mr. Browne that she would meet with staff and make a final decision as to whether a booking with the Club could be entertained in 2024.
- Upon meeting with staff Ms. VanHooren determined that the Club did not have staff's permission to allow for additional camping or collect fees on KCCA's behalf. Staff identified several concerns with allowing more than 10 unserviced sites at Dan Patterson including electrical capacity, security and overall safety.
- Mr. Browne was notified of staff's decision and the cheque for \$850 was destroyed. A 2024 agreement was never executed.

**Sam Trosow left the meeting at 12:13 p.m. before the motion was called.**

**FA55/2024**

**Moved by: Frank Berze**

**Seconded: Jim Herbert**

That the Board support staff's decision to not entertain a Dan Patterson rental agreement with the London Canine Association in 2024.

**Carried**

**Closed Session**

The Closed Session meeting began at 12:22 a.m.

**FA56/2024**

**Moved by: Lori Baldwin-Sands**

**Seconded: Sharron McMillan**

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

**Carried**

**FA57/2024**

**Moved by: Jim Herbert**

**Seconded: Tod Noble**

That the Full Authority revert to open session and report.

**Carried**

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

a) Minutes

**FA58/2024**

**Moved by: Frank Berze**

**Seconded: John Wilson**

That the minutes of the Closed Session meeting of the February 7, 2024 Full Authority Meeting be approved.

**Carried**

b) Legal Matter – Violation V24-001

**FA59/2024**

**Moved by: John Wilson**

**Seconded: Sharron McMillan**

That staff continue to proceed based on legal advice.

**Carried**

c) Property Matter – Acquisition of Property

d) Property Matter – Acquisition of Property

**FA60/2024**

**Moved by: Lori Baldwin-Sands**

**Seconded: Jim Herbert**

That staff proceed as directed on property matters.

**Carried**

**Upcoming Meetings**

April 17, 2024 KCCA Full Authority Meeting

The meeting adjourned at 12:46 a.m.



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Elizabeth VanHooren  
General Manager/Secretary Treasurer



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Grant Jones  
Chair