



Full Authority Minutes December 18, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on December 18, 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 attended virtually all votes were recorded and are included in the Recorded Vote Registry.

JJ Strybosch joined the meeting at 11:00 a.m. during the Closed Session. Due to an error in the OnBoard platform, the Full Authority meeting time was incorrectly displayed as 11:00 a.m., resulting in the member’s delayed arrival. The error is regretted, and steps are being taken to prevent similar issues in the future.

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 (Vice Chair)	St. Thomas	In Person
Frank Berze	Middlesex Centre	In Person
Jim Herbert	St. Thomas	In Person
Grant Jones (Chair)	Southwold	In Person
Sharron McMillan	Thames Centre	In Person
Jerry Pribil	London	Virtual
JJ Strybosch	London	In Person
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person

Members Absent:

Todd Noble	Central Elgin
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Staff Present:

Michael Buis	LWCA Coordinator	In Person
Jennifer Dow	Water Resources Supervisor	In Person
Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	Corporate Services Coordinator	Virtual
Brandon Lawler	Forestry and Lands Technician	Virtual
Jeff Lawrence	Forests and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Introductions & Declarations of Pecuniary Interest

Hearing Board

There was no Hearing required.

Minutes of Meeting

FA153/2024

Moved by: Jim Herbert

Seconded: Sharron McMillan

That the minutes of the November 20, 2024, Full Authority Meeting be approved.

Carried

Matters Arising

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

FA154/2024

Moved by: Lori Baldwin-Sands

Seconded: John Wilson

That Matters Arising a) through c) be received.

Carried

Correspondence

- a) Minister's Direction for CAs regarding fee changes associated with planning, development, and permitting fees December 12, 2024

FA155/2024

Moved by: Sharron McMillan

Seconded: Jerry Pribil

That the correspondence be received.

Carried

Statements of Revenues and Expenses

There were no Statements of Revenues and Expenses

New Business

- a) Conservation Authorities Act Deliverables

FA156/2024

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the Conservation Authorities Act Deliverables Staff Report be received; and further

That KCCA's Watershed-Based Resource Management Strategy and Conservation Areas Strategy be approved in advance of the December 31st, 2024 deadline, and further, that the Strategies are made available to the public on the KCCA website.

Carried

- b) 2024 Year End Conservation Area Expenditures

FA157/2024

Moved by: Sam Trosow

Seconded: John Wilson

That staff proceed with the 2024 Year End Conservation Area Expenditures as outlined with an upset limit of \$24,000.

Carried

- c) 2024 Year End Reserve Report

FA158/2024

Moved by: Frank Berze

Seconded: Jim Herbert

That transfers to and from reserves be conducted as outlined in the 2024 approved Budget and 2024 Year End Reserve Report.

Carried

d) 2025 Budget Update

FA159/2024

Moved by: Frank Berze

Seconded: John Wilson

That the proposed capital purchases be incorporated into the draft 2025 Budget.

Carried

e) Office Closure 2024

FA160/2024

Moved by: Sam Trosow

Seconded: Sharron McMillan

That the KCCA Office be closed to the public from December 23, 2024 – January 1, 2025.

Carried

f) Process for Administrative Review under Section 8 of Ontario Regulation 41/24

FA161/2024

Moved by: John Wilson

Seconded: Frank Berze

That the Board of Directors approve the Process for Administrative Review under Section 8 of Ontario Regulation 41/24.

Carried

g) Monthly Planning and Regulations Report

FA162/2024

Moved by: Sam Trosow

Seconded: Jerry Pribil

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

Carried

Closed Session

The Closed Session meeting began at 10:46 a.m.

FA163/2024

Moved by: Sharron McMillan

Seconded: Lori Baldwin-Sands

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

Carried

FA164/2024

Moved by: JJ Strybosch

Seconded: Lori Baldwin-Sands

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:06 a.m.

- a) November 20, 2024 Closed Session Full Authority Meeting

FA165/2024

Moved by: Sharron McMillan

Seconded: John Wilson

That the November 20, 2024 Full Authority Closed Session Minutes be approved.

Carried

- b) Personnel Matter

FA166/2024

Moved by: Jim Herbert

Seconded: Sharron McMillan

That the 2025 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 2025 and applied to employee wages effective January 1, 2025.

Carried

- b) Legal Matter

FA167/2024

Moved by: Frank Berze

Seconded: Sam Trosow

That staff proceed as directed on a legal matter.

Carried

Upcoming Meetings/Announcements

Members were reminded that the January 15, 2025 Full Authority meeting is an in-person meeting to facilitate the municipal apportionment vote and elections of officers.

Members were asked to stay behind for the official announcement of the donation of 35 acres of land in Southwold Township to be known as the Stanley Lyle Grove. Jim Lyle and family gifted 35 acres of their historic farm to KCCA in March 2024.

KCCA will manage the property for conservation purposes. Restoration is already underway. A new wetland was constructed this fall and 10,000 trees will be planted in the coming years to connect existing forested areas and create a thriving wildlife corridor. Members were eager to officially announce the donation to the public.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair

Recorded Vote Registry FA153/2024 to FA158/2024

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA153/2024	FA154/2024	FA155/2024	FA156/2024	FA157/2024	FA158/2024
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	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA159/2024 to FA164/2024

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA159/2024	FA160/2024	FA161/2024	FA162/2024	FA163/2024	FA164/2024
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	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	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 FA165/2024 to FA167/2024 to

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA165/2024	FA166/2024	FA167/2024
Baldwin-Sands	Y	Y	Y
Berze	Y	Y	Y
Herbert	Y	Y	Y
Jones	Y	Y	Y
McMillan	Y	Y	Y
Noble	A	A	A
Pribil	Y	Y	Y
Strybosch	Y	Y	Y
Trosow	Y	Y	Y
Wilson	Y	Y	Y
Result	Carried	Carried	