



Full Authority Minutes

February 5, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, February 5, 2025 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	Virtual
Frank Berze	Middlesex Centre	In Person
Jim Herbert	St. Thomas	In Person
Grant Jones	Southwold	In Person
Sharron McMillan, Vice Chair	Thames Centre	Virtual
Todd Noble, Chair	Central Elgin	In Person
Sam Trosow	London	Virtual
John Wilson	Malahide	Virtual

Members Absent with Regret:

Jerry Pribil	London	Leave of Absence
JJ Strybosch	London	

Staff Present

Michael Buis	Lake Whittaker Conservation Coordinator	In Person
Jennifer Dow	Water Resources Supervisor	Virtual
Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	GIS and Information Services Coordinator	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual

Betsy McClure	Manager Communications/Stewardship/Outreach	In Person
Jessy Van der Vaart	Communications and Outreach Coordinator	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Guests:

Scott Trevors	Graham Scott Enns	In Person
Jim Frederick	Graham Scott Enns	In Person

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations/Presentations

There were no delegations or presentations.

Hearing Board

There was no Hearing required.

Minutes of Meeting

FA24/2025

Moved by: Frank Berze

Seconded: Jim Herbert

That the minutes of the January 15, 2025 Full Authority Meeting be approved.

Carried

John Wilson joined the meeting at 10:10 a.m.

Matters Arising

- a) Media Report
- b) Project Tracking
- c) Elgin Clean Water Program 2024 Year End Report

McClure provided an overview of the Elgin Clean Water Program. 22 projects were undertaken in 2024 totaling \$249,164 in project costs. Overall, 43% of projects completed through the Elgin Clean Water Program have been wetland creation/restoration projects.

FA25/2025

Moved by: Lori Baldwin-Sands

Seconded: Grant Jones

That the staff reports on Matters Arising (a) through (c) be received.

Carried

Correspondence

- a) Invitation from Lower Thames Valley Conservation Authority to the Annual General Meeting February 20, 2025
- b) From City of London Re: Jerry Pribil's Leave of Absence January 28, 2025

FA26/2025

Moved by: Grant Jones

Seconded: Jim Herbert

That the Correspondence be received.

Carried

Statement of Revenue and Expenses

- a) 2024 Draft Audited Financial Statements
- b) Draft Financial Statements
- c) Audit Planning and Finding Letters

Scott Trevors and Jim Frederick presented the Draft Financial Statements and welcomed questions from members. The statements will be officially approved at the February 26, 2025 Annual General Meeting.

FA27/2025

Moved by: Frank Berze

Seconded: Sam Trosow

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

Carried

New Business

- a) Draft 2025 Budget – Updated

VanHooren highlighted some initiatives that will be undertaken in 2025. To date no questions or concerns have been submitted by member municipalities. Members were reminded that the budget will be approved at the February 26, 2025 meeting by weighted vote.

b) Lake Whittaker Cabins Rules, Fees and Procedures

FA28/2025

Moved by: Jim Herbert

Seconded: Lori Baldwin-Sands

That the staff report on Lake Whittaker Cabins, Rules, Fees and Procedures be accepted; and further

That KCCA's Rules and Regulations, Refund Policy, Cabin Permit, 2025 Conservation Area Fee Schedule and other associated documents and procedures be updated to reflect the changes in the staff report.

Carried

c) February Planning and Regulations Report

FA29/2025

Moved by: Grant Jones

Seconded: Jim Herbert

That the February 2025 Planning and Regulations Activity Report be received.

Carried

Closed Session

The Closed Session meeting began at 10:49 a.m.

FA30/2025

Moved by: Grant Jones

Seconded: Frank Berze

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

Carried

FA31/2025

Moved by: Frank Berze

Seconded: Jim Herbert

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 10:57 a.m.

a) January 15, 2025 Closed Session Minutes

FA32/2025

Moved by: Grant Jones

Seconded: Jim Herbert

That the minutes of the Closed Session meeting of the January 15, 2025 Full Authority Meeting be approved.

Carried

b) Property Matter – Possible Acquisition

FA33/2025

Moved by: Lori Baldwin-Sands

Seconded: Grant Jones

That the Chair and Vice-Chair be given power to act on a property matter until the Full Authority meets again on March 26, 2025.

Carried

c) Personnel Matter

FA34/2025

Moved by: Frank Berze

Seconded: Lori Baldwin-Sands

That staff proceed as directed on a personnel matter.

Carried

Upcoming Meetings

Members were reminded of the Annual General Meeting scheduled for February 26, 2025 at 10 a.m.

FA35/2025

Moved by: Jim Herbert

Seconded: John Wilson

That the meeting adjourn at 11 a.m.

Carried

Elizabeth VanHooren

Elizabeth VanHooren
General Manager/Secretary Treasurer

Todd Noble
Chair

Recorded Vote Registry FA24/2025 to FA29/2025

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

Board Member	FA24/2025	FA25/2025	FA26/2025	FA27/2025	FA28/2025	FA29/2025
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	On Leave	On Leave	On Leave	On Leave	On Leave	On Leave
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	A	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA30/2025 to FA35/2025

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

Board Member	FA30/2025	FA31/2025	FA32/2025	FA33/2025	FA34/2025	FA35/2025
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	On Leave	On Leave	On Leave	On Leave	On Leave	On Leave
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