



Full Authority Minutes

January 15, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, January 15, 2025 at 10:00 a.m. The meeting was streamed live to Facebook.

Grant Jones called the meeting to order at 10:12 a.m. As the outgoing Chair, Jones thanked members for their support over the past two years. VanHooren recognized both Jones and Baldwin-Sands for their leadership as well as their support of staff and conservation authorities in general.

Audio/Video Record Notice

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

Members Present:

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
Jerry Pribil	London	In Person
JJ Strybosch	London	In Person
Sam Trosow	London	In Person
John Wilson	Malahide	In Person

Members Absent with Regret:

Frank Berze	Middlesex Centre
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Staff Present

Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	Corporate Services Coordinator	Virtual
Brandon Lawler	Forests and Lands Technician	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Manager Communication/Stewardship/Outreach	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Guests:

Dan Dale	Acting Chair (Election of Officers)	In Person
Kevin Jackson	Scrutineer	In Person

2025 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 2025.

FA1/2025

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

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.

FA2/2025

Moved by: Todd Noble

Seconded: Sharron McMillan

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.

FA3/2025

Moved by: Jim Herbert

That Todd Noble be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2025.

Dale called for nominations for the position of Chair for a second time.

FA4/2025

Moved by: Grant Jones

That Sharron McMillan be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2025.

Dan called a third and final time for nominations for Chair. There were no further nominations for Chair.

FA5/2025

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2025 be closed.

Carried

Todd Noble indicated his desire to let his name stand for the position of Chair.
Sharron McMillan respectfully declined to allow her name to stand for the position of Chair.

Todd Noble was then declared Chair of the Kettle Creek Conservation Authority for 2025 by acclamation.

b) Election of Vice Chair

Dale called for nominations for the position of Vice Chair.

FA6/2025

Moved by: Todd Noble

That Sharron McMillan be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2025.

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.

Sharron McMillan indicated her desire to let her name stand for the position of Vice Chair.

Sharron McMillan was declared Vice Chair of the Kettle Creek Conservation Authority for 2025 by acclamation.

Dale turned the Chair over to Todd Noble.

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Hearing Board

There was no Hearing required.

Year 2025 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 2024 Committee consisted of Grant Jones, Lori-Baldwin-Sands, Todd Noble, Frank Berze and John Wilson. VanHooren noted that Frank Berze had communicated that he intended to let his name stand as a member of the Executive Committee. John Wilson also indicated that he would allow his name to stand on the Executive Committee.

FA7/2025

Moved by: Lori Baldwin-Sands

Seconded: Grant Jones

That the 2025 Executive Committee consist of Todd Noble (Chair), Sharron McMillan (Vice Chair), Grant Jones (Past Chair), Frank Berze and John Wilson.

Carried

- i.) Conservation Ontario
- ii.) Lake Erie Source Protection Committee
- iii.) Western Fair Association

FA8/2025

Moved by: John Wilson

Seconded: JJ Strybosch

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 Sharron McMillan be appointed as the second alternate for 2025; 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) 2025 Signing Officers

FA9/2025

Moved by: Jim Herbert

Seconded: JJ Strybosch

That the signing officers for the Kettle Creek Conservation Authority for 2025 be one of the Chair or Vice Chair and one of the General Manager/Secretary Treasurer or Manager of Communications, Stewardship and Outreach.

Carried

- c) Borrowing Maximum

FA10/2025

Moved by: Sharron McMillan

Seconded: Grant Jones

That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2025 be \$200,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard.

Carried

d) Appointment of Auditor

FA11/2025

Moved by: JJ Strybosch

Seconded: Jerry Pribil

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2025.

Carried

e) Appointment of Solicitor

FA12/2025

Moved by: Sam Trosow

Seconded: Jerry Pribil

That Grant Inglis be appointed solicitor for the Kettle Creek Conservation Authority for 2025.

Carried

f) 2025 Meeting Dates

The 2025 Meeting dates were previously approved and are available on the website.

Delegations

Minutes of Meeting

VanHooren noted a requested amendment to the minutes. The following statement was added to the December 18, 2024 minutes:

“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.”

FA13/2025

Moved by: Lori Baldwin-Sands

Seconded: Grant Jones

That the minutes of the December 18, 2024 Full Authority meeting be approved as amended.

Carried

Matters Arising

a) January Media Report

b) January Watershed Conditions Report

Members noted their pleasure in seeing the public's positive response to the donation of the Stanley Lyle Grove. Baldwin-Sands asked that staff report back on any partnerships that are helping to facilitate the stewardship efforts on the property.

FA14/2025

Moved by: John Wilson

Seconded: JJ Strybosch

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

Carried

Correspondence

- a) From Jennifer Keyes Director, Development and Hazard Policy Branch MNR Re: Regulation Regarding Minister's Permit and Review Powers under the CA Act

Vanhooren provided an overview of Ontario Regulation 474/24 "Minister's Permit and Review Powers under the Conservation Authorities Act" that came into effect on January 1, 2025. Members expressed ongoing concerns surrounding the implementation of the regulation. VanHooren agreed to submit questions to Conservation Ontario and report back on any advocacy undertaken by Conservation Ontario.

FA15/2025

Moved by: Sam Trosow

Seconded: Sharon McMillan

That the correspondence be received.

Carried

Statement of Revenue and Expenses

No Statements were presented.

New Business

- a) 2025 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 Conservation Authority municipal apportionment:

1. The proposed Year 2025 Municipal Apportionment was circulated to member municipalities and posted to KCCA's website on November 21, 2024, in order to provide a minimum 30-day notice to apportionment approval on January 15, 2025. There is a 7.5% averaged levy increase over 2024 levels or an overall increase of \$88,005.00
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 2025 Municipal Apportionment approved by the Board will be circulated to participating municipalities on January 16, 2025, 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 2025 apportionment will be final.

FA16/2025

Moved by: Sam Trosow

Seconded: Grant Jones

That the 2025 Municipal Apportionment be approved; and

That the participating municipalities be assessed for payment of \$1,269,194 which is comprised of Category 1 operating expenses of \$1,046,318.37; Category 3 operating expenses of \$149,998.50 and a special levy of \$72,877.13; and

That each participating municipality’s share of the 2025 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 98.16% of the weighted vote and 100% of the weighted vote present.

FA16/2025 Recorded Vote Registry

Member Municipality	Present	Levy %	Weight %	In Favour	Opposed	Absent
City of London		54.99	50.00			
Sam Trosow			16.67	•		
Jerry Pribil			16.67	•		
JJ Strybosch			16.66	•		
City of St. Thomas		27.31	30.32			
Lori Baldwin-Sands			15.16	•		
Jim Herbert			15.16	•		
Central Elgin		7.69				
Todd Noble			8.55	•		
Southwold		6.38				
Grant Jones			7.08	•		
Thames Centre		1.32				
Sharron McMillan			1.49	•		
Middlesex Centre		1.66				
Frank Berze			1.84			•
Malahide		0.65				
John Wilson			0.72	•		
Total		100.00	98.16			

b) Administrative By-Law Amendment

FA17/2025

Moved by: Lori Baldwin-Sands

Seconded: JJ Strybosch

That the amendments to the Administrative By-Law be approved.

Carried

c) 2024 Health and Safety Committee Report

FA18/2025

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the 2024 Health and Safety Committee Report be received.

Carried

d) 2024 Section 28 Permit Timelines and Compliance Annual Report

FA19/2025

Moved by: Sharron McMillan

Seconded: Jim Herbert

That the 2024 Section 28 Permit Timelines and Compliance Annual Report be received.

Carried

Closed Session

The Closed Session meeting began at 11:13 a.m.

FA20/2025

Moved by: Sharron McMillan

Seconded: Jim Herbert

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

Carried

FA21/2025

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:30 a.m.

a) Minutes

FA22/2025

Moved by: Grant Jones

Seconded: Sam Trosow

That the minutes of the Closed Session meeting of the December 18, 2024 Full Authority Meeting be approved.

Carried

b) Property Matter – Possible Land Acquisition

No report.

Upcoming Meetings

KCCA Full Authority Meeting (Audit/Municipal Apportionment)
Annual General Meeting (Budget)

February 5, 2025
February 26, 2025

Noble and McMillan thanked members for their vote of confidence.

FA23/2025

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the meeting adjourn.

Carried

The meeting adjourned at 11:31 a.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Todd Noble
Chair