



# Full Authority Minutes December 17, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, December 17, 2025 at 10:00 a.m. The meeting was streamed live to Facebook.

As some members attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

In the absence of the Chair Todd Noble, Vice Chair Sharron McMillan chaired the meeting.

**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	Virtual
Sharron McMillan, Vice Chair	Thames Centre	In Person
Jerry Pribil	London	Virtual
JJ Strybosch	London	In Person
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person

**Members Absent with Regret:**

Todd Noble, Chair	Central Elgin
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**Staff Present**

Jennifer Dow	Water Resources Supervisor	In Person
Jessica Kirschner	Corporate Services Coordinator	Virtual
Brandon Lawler	Forest and Lands Technican	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Manager Communications/Stewardship/Outreach	In Person

Jessy Van der Vaart      Communications and Outreach Coordinator  
Elizabeth VanHooren    General Manager/Secretary Treasurer

In Person  
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**

**FA126/2025**

**Moved by:**      Lori Baldwin-Sands

**Seconded:**     Jim Herbert

That the minutes of the November 19, 2025 Full Authority Meeting be approved.

**Carried**

**FA127/2025**

**Moved by:**      Frank Berze

**Seconded:**     John Wilson

That the minutes of the December 9, 2025 Executive Committee Meeting be approved.

**Carried**

**Matters Arising**

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

**FA128/2025**

**Moved by:**      JJ Strybosch

**Seconded:**     John Wilson

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

**Carried**

**Correspondence**

- a)      Resolution Re: Proposed Consolidation of CA Boundaries

**FA129/2025**

**Moved by:**      John Wilson

**Seconded: JJ Strybosch**  
That the correspondence be received.

**Carried**

**Statement of Revenue and Expenses**

No report.

**New Business**

- a) Draft Response to ERO Posting #025-1257 Proposed Boundaries for Regional Consolidations of Ontario's Conservation Authorities

**FA130/2025**

**Moved by: Sam Trosow**

**Seconded: Jim Herbert**

That the staff report on the Draft Response to ERO Posting #025-1257 be received; and further That the Chair/Vice Chair and General Manager be authorized to prepare and finalize comments on the posting in advance of the December 22, 2025 deadline.

**Carried**

- b) 2025 Year End Expenditures

**FA131/2025**

**Moved by: Grant Jones**

**Seconded: Jim Herbert**

That staff proceed with the 2025 Year End Expenditures as outlined with an upset limit of \$35,000.

**Carried**

- c) 2025 Year-End Reserve Report

**FA132/2025**

**Moved by: Frank Berze**

**Seconded: JJ Strybosch**

That the transfers to and from reserves be conducted as outlined in the 2025 approved Budget and 2025 Year End Reserve Report.

**Carried**

- d) 2026 Budget Update – Capital Expenditures

**FA133/2025**

**Moved by: John Wilson**

**Seconded: Grant Jones**

That the proposed capital purchases be incorporated into the draft 2026 Budget.

**Carried**

e) December Planning and Regulations Report

**FA134/2025**

**Moved by: Lori Baldwin-Sands**

**Seconded: Jim Herbert**

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

**Carried**

**Closed Session**

The Closed Session meeting began at 11:02 a.m.

VanHooren requested that a Personnel Matter be added to the Closed Session Agenda.

Grant Jones left the meeting at 11:10 a.m.

**FA135/2025**

**Moved by: Lori Baldwin-Sands**

**Seconded: JJ Strybosch**

That the Full Authority move to Closed Session to discuss legal, personnel or property matters.

**Carried**

**FA136/2025**

**Moved by: JJ Strybosch**

**Seconded: Jim Herbert**

That the Full Authority revert to Open Session and report.

**Carried**

The Open Session resumed at 12:13 p.m.

a) November 19, 2025 Full Authority Closed Session Minutes

**FA137/2025**

**Moved by: Frank Berze**

**Seconded: John Wilson**

That the Closed Session minutes of the November 19, 2025 Full Authority Meeting be approved.

**Carried**

b) Property Matter – Security of Property

**FA138/2025**

**Moved by: Jim Herbert**

**Seconded: JJ Strybosch**

That GD Vallee continue to conduct semi-annual monitoring of the Dalewood Dam and undertake the development of engineered drawings and cost estimates in support of pursuing the option of major rehabilitation for the Dalewood Dam; and further

That staff pursue funding proposals including approaching the City of St. Thomas, as the major benefitting municipality, for joint funding partnerships and finally

That staff report back regularly on progress.

Carried

- c) Legal Matter
  - d) Legal Matter
  - e) Personnel Matter
- No Report.

**Upcoming Meetings**

The next Full Authority meeting is scheduled for January 21, 2025 at 10:00 a.m. Members were reminded that the meeting will be in person to accommodate elections of officers.

The meeting adjourned at 12:15 p.m.



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Elizabeth VanHooren  
General Manager/Secretary Treasurer



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Sharron McMillan  
Vice Chair

**Recorded Vote Registry FA126/2025 to FA131/2025**

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

Board Member	FA126/2025	FA127/2025	FA128/2025	FA129/2025	FA130/2025	FA131/2025
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	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	N	Y
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA132/2025 to FA137/2025**

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

Board Member	FA132/2025	FA133/2025	FA134/2025	FA135/2025	FA136/2025	FA137/2025
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	A	A
McMillan	Y	Y	Y	Y	Y	Y
Noble	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA138/2025 to FA141/2025**

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

<b>Board Member</b>	<b>FA138/2025</b>	<b>FA139/2025</b>	<b>FA140/2025</b>	<b>FA141/2025</b>
<b>Baldwin-Sands</b>	Y	Y	Y	Y
<b>Berze</b>	Y	Y	Y	Y
<b>Herbert</b>	Y	Y	Y	Y
<b>Jones</b>	A	A	A	A
<b>McMillan</b>	Y	Y	Y	Y
<b>Noble</b>	A	A	A	A
<b>Pribil</b>	Y	Y	Y	Y
<b>Strybosch</b>	Y	Y	Y	Y
<b>Trosow</b>	Y	Y	Y	Y
<b>Wilson</b>	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>