



Full Authority Minutes

January 21, 2026

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, January 21, 2026 at 10:02 a.m. The meeting was streamed live to Facebook.

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

Members Absent with Regret:

Staff Present

Jennifer Dow	Water Resources Supervisor	In Person
Maisa Fumagalli	Planning and Regulations Supervisor	In Person
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
Jessy Van der Vaart	Communications and Outreach Coordinator	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

Jerry Pribil joined the meeting at 10:07 a.m.

2026 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 2026.

FA1/2026

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

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.

FA2/2026

Moved by: Grant Jones

Seconded: Todd Noble

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.

FA3/2026

Moved by: Jim Herbert

That Todd Noble be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2026.

Dale called for nominations for the position of Chair for a second time and a third and final time. There were no further nominations for the position of Chair.

FA4/2026

Moved by: Jim Herbert

Seconded: Grant Jones

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2026 be closed.

Carried

Todd Noble indicated his desire to let his name stand for the position of Chair.

Todd Noble was then declared Chair of the Kettle Creek Conservation Authority for 2026 by acclamation.

b) Election of Vice Chair

Dale called for nominations for the position of Vice Chair.

FA5/2026

Moved by: Grant Jones

That Sharron McMillan be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2026.

Dale called for nominations for the position of Vice Chair for a second and a third and final time. There were no further nominations for the position of Vice Chair.

FA6/2026

Moved by: Jim Herbert

Seconded: Lori Baldwin-Sands

That nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2026 be closed.

Carried

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 2026 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 2026 Administrative Approvals

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

VanHooren noted that the Executive Committee consisted of five positions, the Chair, Vice Chair and Past Chair plus two to be elected. The 2025 Committee consisted of Todd Noble, Sharron McMillan, Grant Jones, Frank Berze and John Wilson.

Members all concurred that the 2025 appointments should remain unchanged.

FA7/2026

Moved by: Sam Trosow

Seconded: Jim Herbert

That the 2026 Executive Committee consist of Todd Noble (Chair), Sharron McMillan (Vice Chair), Grant Jones (Past Chair), Frank Berze and John Wilson; and further

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 2026; 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) 2026 Signing Officers

FA8/2026

Moved by: Sharron McMillan

Seconded: Grant Jones

That the signing officers for the Kettle Creek Conservation Authority for 2026 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

FA9/2026

Moved by: John Wilson

Seconded: Grant Jones

That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2026 be \$200,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard.

Carried

d) Appointment of Auditor

FA10/2026

Moved by: Sharron McMillan

Seconded: Grant Jones

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2026.

Carried

- e) Appointment of Solicitor

FA11/2026

Moved by: Jim Herbert

Seconded: John Wilson

That Grant Inglis be appointed solicitor for the Kettle Creek Conservation Authority for 2026.

Carried

- f) 2026 Meeting Dates

The 2026 Meeting dates were previously approved and are available on the website.

Delegations

Minutes of Meeting

FA12/2026

Moved by: Lori Baldwin-Sands

Seconded: Frank Berze

That the minutes of the December 17, 2025 Full Authority meeting be approved.

Carried

Matters Arising

- a) January Media Report
- b) January Watershed Conditions Report

FA13/2026

Moved by: Frank Berze

Seconded: John Wilson

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

Carried

Correspondence

- a) Conservation Ontario's Submission to ERO#025-1257 Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities December 17, 2025
- b) From AMO to the Honourable Todd McCarthy, MECP Re: Recommendation for successful Conservation Authority Transformation December 24, 2025
- c) From Retired Conservation Professionals to Premier Ford et al Re: ERO #025-1257
- d) Resolutions and ERO#025-1257 Submissions

FA14/2026

Moved by: Sharron McMillan

Seconded: John Wilson

That the correspondence be received.

Carried

Statement of Revenue and Expenses

No Statements were presented.

New Business

- a) 2026 Municipal Apportionment Vote (Weighted 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 apportionment:

1. The proposed Year 2026 Municipal Apportionment was circulated to member municipalities and posted to KCCA's web site on November 19, 2025, in order to provide a minimum 30 day notice to apportionment approval on January 21, 2026. There is a 4.0% averaged apportionment increase over 2025 levels or an overall increase of \$50,767.76
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 2026 Municipal Apportionment approved by the Board will be circulated to participating municipalities on January 22, 2026, 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 2026 apportionment will be final.

FA15/2026

Moved by: Sam Trosow

Seconded: Jim Herbert

That the 2026 Municipal Apportionment be approved; and

That the participating municipalities be assessed for payment of \$1,319,961.76 which is comprised of Category 1 operating expenses of \$1,084,455.04; Category 3 operating expenses of \$159,714.50 and a special apportionment of \$75,792.22;

That each participating municipality's share of the 2026 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 100% of the weighted vote and 100% of the weighted vote present.

FA15/2026 Recorded Vote Registry

Member Municipality	Present	Levy %	Weight %	In Favour	Opposed	Absent
City of London		54.87	50.00			
Sam Trosow	•		16.67	•		
Jerry Pribil	•		16.67	•		
JJ Strybosch	•		16.66	•		
City of St. Thomas		27.35	30.30			
Lori Baldwin-Sands	•		15.15	•		
Jim Herbert	•		15.15	•		
Central Elgin		7.73				
Todd Noble	•		8.57	•		
Southwold		6.45				
Grant Jones	•		7.14	•		
Thames Centre		1.30				
Sharron McMillan	•		1.44	•		
Middlesex Centre		1.66				
Frank Berze	•		1.84	•		
Malahide		0.64				
John Wilson	•		0.71	•		
Total		100.00	100.00			

b) 2025 Health and Safety Committee Report

FA16/2026

Moved by: Frank Berze

Seconded: Grant Jones

That the 2025 Health and Safety Committee Report be received.

Carried

c) Occupational Health and Safety Policy Update

FA17/2026

Moved by: Sharron McMillan

Seconded: Lori Baldwin-Sands

That the changes to the Occupational Health and Safety Policy be accepted and implemented.

Carried

d) Kettle Creek Food Truck Festival

FA18/2026

Moved by: Jim Herbert

Seconded: Frank Berze

That Kettle Creek Conservation Authority assume responsibility for planning and hosting the Kettle Creek Food Truck Festival; and further

That staff be authorized to proceed with planning a beer tent pilot for the 2026 event, including applying for a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and confirming insurance requirements with KCCA’s insurer.

Carried

e) 2025 Section 28 Permit Timelines and Compliance Annual Report

FA19/2026

Moved by: Sharron McMillan

Seconded: John Wilson

That the 2025 Section 28 Permit Timelines and Compliance Annual Report be received.

Carried

Closed Session

A session was not required.

Upcoming Meetings

KCCA Full Authority Meeting (Audit)	February 11, 2026
Annual General Meeting (Budget)	February 25, 2026

FA20/2026

Moved by: Lori Baldwin-Sands

Seconded: Frank Berze

That the meeting adjourn.

Carried

The meeting adjourned at 10:41 a.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Todd Noble
Chair

Recorded Vote Registry FA1/2026 to FA6/2026

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

Board Member	FA1/2026	FA2/2026	FA3/2026	FA4/2026	FA5/2026	FA6/2026
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	A	A	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
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA7/2026 to FA12/2026

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

Board Member	FA7/2026	FA8/2026	FA9/2026	FA10/2026	FA11/2026	FA12/2026
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	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
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA13/2026 to FA18/2026

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

Board Member	FA13/2026	FA14/2026	FA15/2026	FA16/2026	FA17/2026	FA18/2026
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	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
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA19/2026 to FA20/2026

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

Board Member	FA19/2026	FA20/2026
Baldwin-Sands	Y	Y
Berze	Y	Y
Herbert	Y	Y
Jones	Y	Y
McMillan	Y	Y
Noble	Y	Y
Pribil	Y	Y
Strybosch	Y	Y
Trosow	Y	Y
Wilson	Y	Y
Result	Carried	Carried