



Full Authority Minutes

January 16, 2019

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, January 16, 2019 at 10:00 a.m. at the Administration Centre.

Members Present:

| | |
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| Dennis Crevits | Central Elgin |
| Dominique Giguère | Township of Malahide |
| Stephen Harvey | Middlesex Centre |
| Grant Jones | Southwold Township |
| Bill Mackie | City of London |
| Elizabeth Pelozo | City of London |
| Joe Preston | City of St. Thomas |
| Linda Stevenson | City of St. Thomas |
| Alison Warwick | Thames Centre |
| Ralph Winfield | City of London |

Staff Present:

| | |
|--------------------------|--|
| Michael Buis | LWCA Coordinator |
| Tim Chapman | Lead Hand |
| Jennifer Dow | Water Conservation Supervisor |
| Joe Gordon | Assistant Manager/Supervisor of Planning and CAs |
| Marianne Levogiannis | Public Relations Supervisor |
| Betsy McClure | Stewardship Program Supervisor |
| Scott Pinnell | Maintenance Coordinator |
| Rob Lindsay | DWCA Coordinator |
| Clifford Patterson | GIS/IT Supervisor |
| Kathleen Sebestyen-Scott | Financial Services Supervisor |
| Elizabeth VanHooren | General Manager/Secretary Treasurer |

Guests:

| | |
|---------------|-------------------------------------|
| Terry Carroll | Scrutineer |
| Kevin Jackson | Acting Chair (Elections of Officer) |
| Tom Marks | Scrutineer |

Audio/Video Record Notice

Elizabeth VanHooren called the meeting to order at 10 a.m. and read the following statement:

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio recorded, and will be posted to the Authority's web site along with the official written minutes. As such,

comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the KCCA Board of Directors.

The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority.

2019 Elections

Ms. VanHooren asked for a motion that Kevin Jackson conduct the election of officers for 2019.

FA1/2019

Moved by: Linda Stevenson

Seconded: Ralph Winfield

That Kevin Jackson be appointed as Acting Chair for the purposes of conducting the election for Chair and Vice Chair.

Carried

Mr. Jackson then assumed the chair. He noted that the appointment of one or more scrutineers was required for the purpose of counting ballots should an election be required.

FA2/2019

Moved by: Joe Preston

Seconded: Alison Warwick

That Tom Marks and Terry Carroll act as scrutineers and that the ballots be destroyed after the election.

Carried

a) Election of Chair

Mr. Jackson read the election procedures and proceeded to ask for nominations for the position of Chair.

FA3/2019

Moved by: Bill Mackie

That Stephen Harvey be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2019.

Mr. Jackson called for nominations for the position of Chair for a second time.

FA4/2019

Moved by: Dennis Crevits

That Grant Jones be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2019.

Mr. Jackson called for any other nominations for a third and final time. There were no further nominations.

FA5/2019

Moved by: Dennis Crevits

Seconded: Ralph Winfield

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2019 be closed.

Carried

Stephen Harvey and Grant Jones indicated their desire to let their names stand for the position of Chair. Each nominee was then permitted the opportunity to speak for the office.

The scrutineers passed out the ballots.

The first ballot returned with a tie vote.

Mr. Jackson instructed the scrutineers to pass out a second ballot.

The second ballot returned with a tie vote.

Mr. Jackson instructed the scrutineers to pass out a third ballot.

Mr. Stephen Harvey was declared Chair of the Kettle Creek Conservation Authority for 2019 by the majority of votes.

b) Election of Vice Chair

Mr. Jackson called for nominations for the position of Vice Chair.

FA6/2019

Moved by: Linda Stevenson

That Joe Preston be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2019.

Mr. Jackson called for nominations for the position of Vice Chair for a second time.

FA7/2019

Moved by: Bill Mackie

That Grant Jones be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2019.

Mr. Jackson called for any other nominations for a third and final time.

FA8/2019

Moved by: Dennis Crevits

That Alison Warwick be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2019.

FA9/2019

Moved by: Linda Stevenson

Seconded: Bill Mackie

That nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2019 be closed.

Carried

Joe Preston, Grant Jones and Alison Warwick indicated their desire to let their names stand for the position of Vice Chair. Each nominee was then permitted the opportunity to speak for the office.

The scrutineers passed out the ballots.

The first ballot returned with no candidate receiving the majority vote. Joe Preston, having received the least number of votes was removed from the ballot. Ballots were redistributed for a second vote.

Mr. Grant Jones was declared Vice Chair of the Kettle Creek Conservation Authority for 2019 by the majority of votes.

Mr. Jackson congratulated the newly elected Chair and Vice Chair.

Mr. Harvey assumed the Chair.

Introductions & Declarations of Pecuniary Interest

Grant Jones declared a pecuniary interest with item f) Section 28 Violation of the Closed Session Agenda.

Year 2019 Administrative Approvals

- a) Committee Appointments
 - i.) Executive Committee

FA10/2019

Moved by: Linda Stevenson

Seconded: Grant Jones

That Bill Mackie assume the position of Past Chair on the Executive Committee for the Year 2019.

Carried

FA11/2019

Moved by: Linda Stevenson

Seconded: Grant Jones

That Joe Preston and Alison Warwick be appointed to the Executive Committee for the Year 2019.

Carried

ii.) Conservation Ontario

FA12/2019

Moved by: Linda Stevenson

Seconded: Alison Warwick

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 Dennis Crevits be appointed as the second alternate for 2019.

Carried

iii.) Lake Erie Source Protection Committee

FA13/2019

Moved by: Ralph Winfield

Seconded: Dominique Giguère

That the Chair and General Manager be KCCA's representatives on the Lake Erie Region Source Protection Committee for 2019.

Carried

iv.) Western Fair Association

It was noted that the Authority need not appoint two representatives. Members were satisfied with one representative.

FA14/2019

Moved by: Bill Mackie

Seconded: Grant Jones

That Alison Warwick be named as Kettle Creek Conservation Authority's representative on the Western Fair Association.

Carried

b) 2019 Signing Officers

FA15/2019

Moved by: Linda Stevenson

Seconded: Ralph Winfield

That the signing officers for the Kettle Creek Conservation Authority for 2019 be one of the Chair or Vice Chair and one of the General Manager/Secretary Treasurer or Assistant Manager/Supervisor of Planning and Conservation Areas.

Carried

c) Borrowing Maximum

FA16/2019

Moved by: Bill Mackie

Seconded: Ralph Winfield

That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2019 be \$200,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard.

Carried

d) Appointment of Auditor

FA17/2019

Moved by: Dennis Crevits

Seconded: Grant Jones

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2019.

Carried

e) Appointment of Solicitor

FA18/2019

Moved by: Linda Stevenson

Seconded: Bill Mackie

That the firm of Little, Inglis, Price & Ewer LLP be appointed solicitors for the Kettle Creek Conservation Authority for 2019.

Carried

f) 2019 Meeting Dates

FA19/2019

Moved by: Bill Mackie

Seconded: Ralph Winfield

That the 2019 Meeting Dates be approved as presented.

Carried

Delegations

There were no delegations.

Minutes of Meeting

FA20/2019

Moved by: Linda Stevenson

Seconded: Alison Warwick

That the minutes of the November 21, 2018 Full Authority meeting be approved.

Carried

Matters Arising

- a) December/January Media Report

FA21/2019

Moved by: Dominique Giguère

Seconded: Dennis Crevits

That the December/January Media Report be received as information.

Carried

- b) Watershed Conditions Report

FA22/2019

Moved by: Ralph Winfield

Seconded: Linda Stevenson

That the Watershed Conditions Report be received as information.

Carried

- c) Audit Engagement Letters

FA23/2019

Moved by: Grant Jones

Seconded: Elizabeth Peloza

That the Audit Engagement letters be executed.

Carried

Correspondence

FA24/2019

Moved by: Alison Warwick

Seconded: Elizabeth Peloza

That the correspondence be received as presented.

Carried

New Business

- a) Draft 2019 Budget Overview

Ms. VanHooren gave a detailed overview of the 2019 Draft Budget including operating and capital expenditures. Members asked a variety of questions. The 2019 Draft Budget will be presented again on February 6, 2019 incorporating 2018 Actuals for comparison.

FA25/2019

Moved by: Grant Jones

Seconded: Elizabeth Pelozo

That the position of Forest and Lands Technician be immediately posted as a one year contract.

Carried

FA26/2019

Moved by: Ralph Winfield

Seconded: Bill Mackie

That staff submit an application to the Water and Erosion Control Infrastructure program for funding for the Dalewood Dam Hazard Potential Classification and Project for a total project cost of \$50,000.

Carried

FA27/2019

Moved by: Alison Warwick

Seconded: Denis Crevits

That the Notice of Meeting for Conservation Authority Levy Approval be circulated.

Carried

b) Planning and Regulation Activity Summary

The Planning and Regulations Activity Summary was moved for consideration until after the Closed Session Agenda.

Closed Session

The Closed Session meeting began at 11:51 a.m.

FA28/2019

Moved by: Joe Preston

Seconded: Elizabeth Pelozo

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

Carried

FA29/2019

Moved by: Alison Warwick

Seconded: Dennis Crevits

That the Full Authority revert to Open Session and Report.

Carried

The Open Session resumed at 1:16 p.m.

- a) In Camera Minutes Full Authority November 21, 2018

FA30/2018

Moved by: Grant Jones

Seconded: Ralph Winfield

That the minutes of the In Camera meeting of the Full Authority of November 21, 2018 be approved.

Carried

- b) Update on Legal Litigation Matters

No report.

- c) Legal Matter

No report

- d) Personnel Matter – Identifiable Person

FA31/2019

Moved by: Bill Mackie

Seconded: Ralph Winfield

That the proposed 2019 salaries be adopted as presented retroactive to January 1, 2019.

Carried

- e) Personnel Matter - Identifiable Person

FA32/2019

Moved by: Grant Jones

Seconded: Elizabeth Peloza

That effective immediately Ms. Jessica Kirschner be placed as a permanent full-time employee as the Resource Assistant.

Carried

- f) Section 28 Violation

FA33/2019

Moved by: Alison Warwick

Seconded: Bill Mackie

That the Chair proceed as directed.

Carried

- g) Section 28 Violation

No report.

Members then considered Item b) Under New Business in the Open Session being the Planning and Regulation Activity Summary.

FA34/2019

Moved by: Denis Crevits

Seconded: Grant Jones

That the December 2018/January 2019 Planning and Regulations Activity Report be received, and further;

That a Permit be issued for Application 18-038 based upon the application and attachments thereto.

Carried

The next meeting of the Full Authority will be on February 6, 2019 starting at 10 a.m.

The meeting adjourned at 1:25 p.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Stephen Harvey
Chair