



# Full Authority Minutes

January 19, 2022

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held electronically on Wednesday, January 19, 2022 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. Grant Jones read the following statement:

## Audio/Video Record Notice

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.

Ms. VanHooren conducted a roll call with the following members identifying their presence:

### Members Present:

Dennis Crevits	Central Elgin
Dominique Giguère	Township of Malahide
Stephen Harvey	Middlesex Centre
Jim Herbert	City of St. Thomas
Grant Jones	Southwold Township
Bill Mackie	City of London
Elizabeth Peloza	City of London
Steve Peters	City of St. Thomas
Alison Warwick	Thames Centre
Ralph Winfield	City of London

The following staff members were also present on the call electronically:

### Staff Present For Elections of Officers:

Jessica Kirschner	Resource Assistant
Marianne Levogiannis	Public Relations Supervisor
Elizabeth VanHooren	General Manager/Secretary Treasurer

Staff Present Following Elections of Officers:

Jennifer Dow	Water Conservation Supervisor
Joe Gordon	Assistant Manager/Supervisor of Planning and CAs
Jeff Lawrence	Forest and Soils Supervisor
Betsy McClure	Stewardship Program Supervisor
Elizabeth VanHooren	General Manager/Secretary Treasurer
Mike Buis	Lake Whittaker Coordinator
Brandon Lawler	Forests and Lands Technician
Rob Lindsay	Dalewood Coordinator
Scott Pinnell	Maintenance Coordinator

Guests:

Dan Dale	Scrutineer
Lori Baldwin-Sands	Acting Chair (Election of Officers)
Pat Prodanovic	TRUE Consulting

As the meeting was conducted electronically all votes were recorded and are included in the Recorded Vote Registry.

**2022 Elections**

VanHooren declared the position of Chair and Vice Chair vacant.  
VanHooren asked for a motion that Lori Baldwin-Sands conduct the election of officers for 2022.

**FA1/2022**

**Moved by: Grant Jones**  
**Seconded: Steve Peters**

That Lori Baldwin-Sands be appointed as Acting Chair for the purposes of conducting the election for Chair and Vice Chair.

**Carried**

Baldwin-Sands then assumed the Chair. She noted that the appointment of one or more scrutineers was required for the purpose of counting ballots should an election be required.

**FA2/2022**

**Moved by: Jim Herbert**  
**Seconded: Ralph Winfield**

That Dan Dale act as scrutineer and that the ballots be destroyed after the election.

**Carried**

a) Election of Chair

Baldwin-Sands read the election procedures and proceeded to ask for nominations for the position of Chair.

**FA3/2022**

**Moved by: Grant Jones**

That Alison Warwick be nominated for the position of Chair of Kettle Creek Conservation Authority for the Year 2022.

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

**FA4/2022**

**Moved by: Bill Mackie**

**Seconded: Ralph Winfield**

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2022 be closed.

**Carried**

Alison Warwick indicated her desire to let her name stand for the position of Chair.

**Alison Warwick was declared Chair of the Kettle Creek Conservation Authority for 2022 by acclamation.**

b) Election of Vice Chair

Baldwin-Sands called for nominations for the position of Vice Chair.

**FA5/2022**

**Moved by: Alison Warwick**

That Dennis Crevits be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2022.

Baldwin-Sands called for nominations for the position of Vice Chair for a second and a third and final time for nomination for the position of Vice Chair.

There were no further nominations for the position of Vice Chair.

**FA6/2022**

**Moved by: Ralph Winfield**

**Seconded: Grant Jones**

That nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2022 be closed.

**Carried**

Dennis Crevits indicated his desire to let his name stand for the position of Vice Chair.

**Dennis Crevits was declared Vice Chair of the Kettle Creek Conservation Authority for 2022 by acclamation.**

c) Executive Committee

VanHooren noted that the Executive Committee consisted of five positions, the Chair, Vice Chair and Past Chair plus two to be elected. Baldwin-Sands called for nominations for two (2) available positions on the Executive Committee.

**FA7/2022**

**Moved by: Alison Warwick**

That Elizabeth Pelosa be nominated for a position on the Executive Committee of Kettle Creek Conservation Authority for the Year 2022.

Baldwin-Sands called for nominations for Executive Committee for a second time.

**FA8/2022**

**Moved by: Grant Jones**

That Bill Mackie be nominated for a position on the Executive Committee of Kettle Creek Conservation Authority for the Year 2022.

Baldwin-Sands called for a third and final time for nomination for the positions on the Executive Committee. There were no further nominations.

**FA9/2022**

**Moved by: Ralph Winfield**

**Seconded: Dennis Crevits**

That nominations for the Executive Committee positions for the Year 2022 be closed.

**Carried**

Elizabeth Pelosa and Bill Mackie indicated their desire to let their names stand for the positions on the Executive Committee.

**Bill Mackie and Elizabeth Pelosa were declared members of the Executive Committee by acclamation.**

Lori Baldwin-Sands congratulated the members and turned the Chair over to Alison Warwick. Warwick thanked both Baldwin-Sands and Dale for their assistance.

**Introductions & Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Hearing Board**

There was no Hearing required.

**Year 2022 Administrative Approvals**

a) Committee Appointments

- i.) Executive Committee (Conducted by the Acting Chair)
- ii.) Conservation Ontario
- iii.) Lake Erie Source Protection Committee

**FA10/2022**

**Moved by: Bill Mackie**

**Seconded: Elizabeth Pelozo**

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 2022; and further

That the Chair and General Manager be KCCA's representatives on the Lake Erie Region Source Protection Committee for 2022.

**Carried**

- iv.) Western Fair Association

**FA11/2022**

**Moved by: Jim Herbert**

**Seconded: Dominique Giguère**

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

**Carried**

- b) 2022 Signing Officers
- c) Borrowing Maximum
- d) Appointment of Auditor
- e) Appointment of Solicitor

**FA12/2022**

**Moved by: Bill Mackie**

**Seconded: Dennis Crevits**

That the signing officers for the Kettle Creek Conservation Authority for 2022 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; and further

That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2022 be \$200,000.00 and further, that signing officers be authorized to execute the necessary

documents in this regard; and further

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2022; and further

That Grant Inglis be appointed solicitors for the Kettle Creek Conservation Authority for 2022.

**Carried**

f) 2022 Meeting Dates

The 2022 Meeting dates were previously approved and are available on the web site.

### **Minutes of Meeting**

#### **FA13/2022**

**Moved by: Ralph Winfield**

**Seconded: Steve Peters**

That the minutes of the December 15, 2021 Full Authority meeting be approved.

**Carried**

### **Matters Arising**

- a) January Media Report
- b) January Project Tracking
- c) January Watershed Conditions Report
- d) Municipal Climate Resiliency Grant Application
- e) Notice of Meeting for Conservation Authority Levy Approval

#### **FA14/2022**

**Moved by: Stephen Harvey**

**Seconded: Grant Jones**

That the Staff Reports under Matters Arising (A) through (E) be received.

**Carried**

#### **FA15/2022**

**Moved by: Jim Herbert**

**Seconded: Ralph Winfield**

That the Board support KCCA's application to the Municipal Climate Resiliency Grant.

**Carried**

### **Correspondence**

- a) From The Honourable Greg Rickford Minister of Northern Development, Mines, Natural Resources and Forestry to CO Re: CA Support to British Columbia

#### **FA16/2022**

**Moved by: Grant Jones**

**Seconded: Bill Mackie**

That the correspondence be received as presented.

**Carried**

### **Statement of Revenue and Expenses**

#### **New Business**

a) Kettle Creek Floodplain Mapping Update, Port Stanley ON

Pat Prodanovic from TRU Consulting was introduced and provided an overview of the project and answered members' questions.

**FA17/2022**

**Moved by: Jim Herbert**

**Seconded: Stephen Harvey**

That the 2021 Port Stanley Floodplain Hazard Mapping Project Report be approved.

**Carried**

b) Draft Inventory of Programs and Services

**FA18/2022**

**Moved by: Grant Jones**

**Seconded: Bill Mackie**

That the Draft Inventory of Programs and Services be circulated to member municipalities for staff comment.

**Carried**

c) January Planning and Regulations Activity Report

**FA19/2022**

**Moved by: Steve Peters**

**Seconded: Dennis Crevits**

That the January 2022 Planning and Regulations Activity Report be received.

**Carried**

### **Closed Session**

The Closed Session meeting began at 11:14 a.m.

**FA20/2022**

**Moved by: Stephen Harvey**

**Seconded: Dominique Giguère**

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

**Carried**

**FA21/2022**

**Moved by:** Ralph Winfield

**Seconded:** Grant Jones

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 12:06 p.m.

a) Minutes

**FA22/2022**

**Moved by:** Dennis Crevits

**Seconded:** Jim Herbert

That the minutes of the Closed Session meeting of December 15, 2021 be approved.

**Carried**

b) Personnel Matter – Identifiable Person(s)

c) Personnel Matter – Identifiable Person(s)

d) Property Matter – Security of Property

e) Property Matter – Possible Acquisition

**FA23/2022**

**Moved by:** Stephen Harvey

**Seconded:** Grant Jones

That staff proceed as directed on the Personnel and Property Matters.

**Carried**

The next meeting of the Full Authority will be on February 9, 2022 starting at 10 a.m. followed on February 23, 2022 by the Annual General Meeting.

**FA24/2022**

**Moved by:** Ralph Winfield

**Seconded:** Jim Herbert

That the meeting adjourn.

**Carried**

The meeting adjourned at 12:09 p.m.



---

Elizabeth VanHooren  
General Manager/Secretary Treasurer



---

Alison Warwick  
Chair

**Recorded Vote Registry FA1/2022 to FA6/2022**

A=Absent Y=Yes N=No

Board Member	FA1/2022	FA2/2022	FA3/2022	FA4/2022	FA5/2022	FA6/2022
Crevits	Y	Y	Y	Y	Y	Y
Giguère	Y	Y	Y	Y	Y	Y
Harvey	A	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
Mackie	Y	Y	Y	Y	Y	Y
Peters	Y	Y	Y	Y	Y	Y
Peloza	Y	Y	Y	Y	Y	Y
Warwick	Y	Y	Y	Y	Y	Y
Winfield	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 FA7/2022 to FA12/2022**

A=Absent Y=Yes N=No

Board Member	FA7/2022	FA8/2022	FA9/2022	FA10/2022	FA11/2022	FA12/2022
Crevits	Y	Y	Y	Y	Y	Y
Giguère	Y	Y	Y	Y	Y	Y
Harvey	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
Mackie	Y	Y	Y	Y	Y	Y
Peters	Y	Y	Y	Y	Y	Y
Peloza	Y	Y	Y	Y	Y	Y
Warwick	Y	Y	Y	Y	Y	Y
Winfield	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 FA13/2022 to FA18/2022**

A=Absent Y=Yes N=No

Board Member	FA13/2022	FA14/2022	FA15/2022	FA16/2022	FA17/2022	FA18/2022
Crevits	Y	Y	Y	Y	Y	Y
Giguère	Y	Y	Y	Y	Y	Y
Harvey	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
Mackie	Y	Y	Y	Y	Y	Y
Peters	Y	Y	Y	Y	Y	Y
Peloza	Y	Y	Y	Y	Y	Y
Warwick	Y	Y	Y	Y	Y	Y
Winfield	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 FA19/2022 to FA24/2022**

A=Absent Y=Yes N=No

Board Member	FA19/2022	FA20/2022	FA21/2022	FA22/2022	FA23/2022	FA24/2022
Crevits	Y	Y	Y	Y	Y	Y
Giguère	Y	Y	Y	Y	Y	Y
Harvey	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
Mackie	Y	Y	Y	Y	Y	Y
Peters	Y	Y	Y	Y	Y	Y
Peloza	Y	Y	Y	Y	Y	Y
Warwick	Y	Y	Y	Y	Y	Y
Winfield	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>