



Full Authority Minutes November 24, 2021

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held electronically on Wednesday, November 24, 2021 at 10:05 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:05 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:

Dominique Giguère	Township of Malahide
Stephen Harvey	Middlesex Centre
Jim Herbert	City of St. Thomas
Grant Jones	Southwold Township
Steve Peters	City of St. Thomas
Alison Warwick	Thames Centre
Ralph Winfield	City of London

Members Absent:

Dennis Crevits	Central Elgin
Bill Mackie	City of London
Elizabeth Peloza	City of London

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

Staff Present:

Jennifer Dow	Water Conservation Supervisor
Joe Gordon	Assistant Manager/Supervisor of Planning and CAs

Jessica Kirschner
Jeff Lawrence
Brandon Lawler
Betsy McClure
Elizabeth VanHooren

Resource Assistant
Forest and Soils Supervisor
Forests and Lands Technician
Stewardship Program Supervisor
General Manager/Secretary Treasurer

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

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Hearing Board

There was no Hearing Board.

Minutes of Meeting

FA127/2021

Moved by: Steve Peters

Seconded: Ralph Winfield

That the minutes of the October 20, 2021 Full Authority meeting be approved.

Carried

Matters Arising

- a) Media Report
- b) Project Tracking
- c) Watershed Conditions Report
- d) Tree Planting Update

FA128/2021

Moved by: Jim Herbert

Seconded: Ralph Winfield

That Matters Arising (A) through (D) be received.

Carried

- e) Proposed 2022 Meeting Dates

FA129/2021

Moved by: Alison Warwick

Seconded: Stephen Harvey

That the 2022 Proposed Meeting Dates be approved.

Carried

f) EOS Positioning Systems Base Solutions

FA130/2021

Moved by: Ralph Winfield

Seconded: Dominique Giguère

That staff proceed to allow the installation of an Eos Positioning System on KCCA property in exchange for free RTK services.

Carried

g) Office Furniture

FA131/2021

Moved by: Steve Peters

Seconded: Alison Warwick

That staff proceed as directed on the purchase of Board Room Office furniture.

Carried

Correspondence

a) From Information and Privacy Commissioner of Ontario Re: Notice of Order MO-4121, Appeal Number MA20-00081 October 29, 2021

FA132/2021

Moved by: Stephen Harvey

Seconded: Jim Herbert

That the correspondence be received.

Carried

Statement of Revenue and Expenses

No report.

New Business

a) COVID-19 Interim Verification Policy

FA133/2021

Moved by: Dominique Giguère

Seconded: Alison Warwick

That the COVID-19 Interim Verification Policy be approved.

Carried

b) Transition Plan

FA134/2021

Moved by: Ralph Winfield

Seconded: Stephen Harvey

That the Transition Plan be approved for circulation to Member Municipalities.

Carried

c) Draft Budget 2022

i) 3% Levy Projection

The draft 3% levy sheet was circulated to members for information.

ii) Campground Operations 2022

Stephen Harvey left the meeting and rejoined prior to the Closed Session Agenda.

FA135/2021

Moved by: Steve Peters

Seconded: Ralph Winfield

That the Campground Operations 2022 report be received; and further

That the changes to the 2022 Seasonal Campers Application and Campground Fee Schedule be approved.

Carried

d) Planning and Regulations Activity Report

FA136/2021

Moved by: Jim Herbert

Seconded: Alison Warwick

That the November 2021 Planning and Regulations Report be received.

Carried

Ms. VanHooren requested that an additional verbal report be added to the agenda. Members concurred to the verbal report being brought forward.

e) City of St. Thomas Land Easement Agreement

City of St. Thomas advised KCCA staff on November 23, 2021 that City of St. Thomas lands being considered for the building of a new Hospice included an easement for KCCA. The easement is dated July 26, 1976 and provided access to Lot Number Four (4) Concession South of Edgeware Road to KCCA to undertake or maintain erosion control works. KCCA staff reviewed the documentation and have no concerns releasing the easement access as KCCA does not own the land or any adjoining land and has no responsibility for any ongoing maintenance of the erosion control works.

FA137/2021

Moved by: Alison Warwick

Seconded: Jim Herbert

That KCCA approve the removal of the Easement Agreement between KCCA and the City of St.Thomas, dated July 26, 1976

Carried

Closed Session

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

FA138/2021

Moved by: Ralph Winfield

Seconded: Alison Warwick

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

Carried

FA139/2021

Moved by: Stephen Harvey

Seconded: Alison Warwick

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 12:01 a.m.

a) Minutes

FA140/2021

Moved by: Stephen Harvey

Seconded: Jim Herbert

That the minutes of the Closed Session meeting of October 20, 2021 be approved.

Carried

b) Personnel Matter – Identifiable Person(s)

FA141/2021

Moved by: Stephen Harvey

Seconded: Jim Herbert

That the staff proceed to negotiate a one year contract with MNP for bookkeeping and accounting services.

Carried

c) Personnel Matter – Identifiable Person(s)

FA142/2021

Moved by: Steve Peters

Seconded: Ralph Winfield

That KCCA accept Catfish Creek Conservation Authority's request to enter into negotiations for shared services; and further

That a committee be struck with Catfish Creek Conservation Authority to investigate and finalize the extent of shared services; and finally

That KCCA representation on the committee be the General Manager, Assistant General Manager and Alison Warwick.

Carried

d) Property Matter – Security of Property

No report.

The next meeting of the Full Authority is December 15, 2021.

That the meeting adjourn at 12:05 p.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair

Recorded Vote Registry FA127/2021 to FA132/2021

A=Absent Y=Yes N=No

Member	FA127/2021	FA128/2021	FA129/2021	FA130/2021	FA131/2021	FA132/2021
Crevits	A	A	A	A	A	A
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	A	A	A	A	A	A
Peters	Y	Y	Y	Y	Y	Y
Peloza	A	A	A	A	A	A
Warwick	Y	Y	Y	Y	Y	Y
Winfield	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA133/2021 to FA138/2021

A=Absent Y=Yes N=No

Member	FA133/2021	FA134/2021	FA135/2021	FA136/2021	FA137/2021	FA138/2021
Crevits	A	A	A	A	A	A
Giguère	Y	Y	Y	Y	Y	Y
Harvey	Y	Y	A	A	A	A
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
Mackie	A	A	A	A	A	A
Peters	Y	Y	Y	Y	Y	Y
Peloza	A	A	A	A	A	A
Warwick	Y	Y	Y	Y	Y	Y
Winfield	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA139/2021 to FA143/2021

A=Absent Y=Yes N=No

Member	FA139/2021	FA140/2021	FA141/2021	FA142/2021
Crevits	A	A	A	A
Giguère	Y	Y	Y	Y
Harvey	Y	Y	Y	Y
Herbert	Y	Y	Y	Y
Jones	Y	Y	Y	Y
Mackie	A	A	A	A
Peters	Y	Y	Y	Y
Peloza	A	A	A	A
Warwick	Y	Y	Y	Y
Winfield	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried