



Full Authority Minutes

September 4, 2019

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, September 4, 2019 at 10:00 a.m. at the Administration Centre.

Members Present:

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

Staff Present:

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
Marianne Levogiannis	Public Relations Supervisor
Aaron Root	Forestry and Lands Technician
Kathleen Sebestyen-Scott	Financial Services Supervisor
Elizabeth VanHooren	General Manager/Secretary Treasurer

Audio/Video Recording Notice

The Chair called the meeting to order at 10:00 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.

Introductions & Declarations of Pecuniary Interest

Grant Jones declared a potential indirect pecuniary interest on Closed Session Agenda Item f) Section 28 Violation – V19-03 & V10-04 due to his capacity as Mayor of Southwold.

Linda Stevenson noted that she would be leaving the meeting at 11 a.m.

Minutes of Meeting

FA114/2019

Moved by: Linda Stevenson

Seconded: Ralph Winfield

That the minutes of the June 19, 2019 Full Authority meeting be approved.

Carried

Matters Arising

- a) July/August Media Report
- b) July/August Project Tracking

FA115/2019

Moved by: Dennis Crevits

Seconded: Grant Jones

That the July/August Media Report and July/August Project Tracking reports be received as information.

Carried

- c) August Watershed Conditions

FA116/2019

Moved by: Bill Mackie

Seconded: Ralph Winfield

That the August Watershed Conditions report be received as information.

Carried

- d) Client Service Standards for Conservation Authority Plan and Permit Review

FA117/2019

Moved by: Linda Stevenson

Seconded: Bill Mackie

That the staff report on Client Service Standards for Conservation Authority Plan and Permit Review be received.

Carried

- e) Invasive Species Management Plan Update
Aaron Root, Forestry and Lands Technician provided an update on work conducted to date on invasive plant management on KCCA lands. The program and Mr. Root's position is being funded with a grant from Kettle Creek Environmental Trust, Elgin-St. Thomas Community Foundation and KCCA reserves. To date transport pathways such as hiking trails have been surveyed and

management of some species such as phragmites at Lake Whittaker Conservation Areas has started. The formal management plan will be presented at a later date complete with a plan for continued surveying, monitoring and treatment. Members discussed the importance of the program as well as looking at regional collaboration. Staff were directed to work with the County of Elgin to encourage shared services and collaboration where possible.

FA118/2019

Moved by: Ralph Winfield

Seconded: Elizabeth Peloza

That the staff report on Invasive Species Management be received.

Carried

Correspondence

- a) Letter of Thanks from Jeff Yurek Minister of MECP August 13, 2019
- b) Letter from Jeff Yurek Minister to Conservation Authorities August 16, 2019
- c) Email from Jeff Yurek Minister of MECP to Kim Gavine, GM CO August 23, 2019
- d) Draft KCCA Response to Jeff Yurek Minister of MECP Re: August 16, 2019 Letter

Ms. VanHooren provided a brief presentation on the Minister's letter of August 16, 2019 directing Conservation Authorities to wind down activities that fall outside the scope of their core mandate and the resulting media attention. A draft letter of response and draft motion calling on the Ministry of Environment, Climate Change and Parks to consult with conservation authorities and municipalities to define mandatory and non-mandatory programs and services was presented for consideration. Members directed staff to amend the draft letter to reflect an upcoming meeting with Conservation Ontario, the need for more information and a meeting request with Minister Yurek.

FA119/2019

Moved by: Grant Jones

Seconded: Dennis Crevits

That the letter dated August 16, 2019 from the Ministry of Environment Conservation and Parks be received; and further that

In the interest of the watershed community and the Authority's fiduciary responsibilities under the Conservation Authorities Act R.S.O 1990 that the Authority advocate the Ministry of Environment, Conservation and Parks to consult with conservation authorities and municipalities to define mandatory and non-mandatory programs and services; and further

That the Ministry provide for the transition period as outlined in Bill 108 including time to establish an inventory of the Authority's programs and services, consultation by the Authority with participating municipalities and the ability to enter into agreements with participating municipalities for non-core mandated programs if financing is required for its delivery.

Carried

Statement of Revenues and Expenses

FA120/2019

Moved by: Alison Warwick

Seconded: Elizabeth Peloza

That the Statement of Revenue and Expenses dated June 30, 2019 be received.

Carried

New Business

- a) St. Thomas Elgin Children's Water Festival

FA121/2019

Moved by: Elizabeth Peloza

Seconded: Ralph Winfield

That KCCA organize the St. Thomas-Elgin Children's Water Festival in Spring 2020, contingent on fundraising and attracting suitable partnerships within the community.

Carried

- b) Belmont/Union Conservation Area Agreement

FA122/2019

Moved by: Joe Preston

Seconded: Alison Warwick

That the Belmont and Union Conservation Area Land Management Agreement be executed with the Municipality of Central Elgin as presented.

Carried

- c) Telecom Consulting Services

Ms. VanHooren informed members that KCCA's phone system had recently crashed. Staff reevaluated options and the most cost effective option was to move to a VOIP system eliminating the need for Bell phone lines. Consequently, the draft recommendation was updated to reflect only merchant services.

FA123/2019

Moved by: Grant Jones

Seconded: Dennis Crevitz

That KCCA enter into a 30 month contract with Schooley Mitchell for merchant services as proposed.

Carried

d) Budget 2020-2023

i) Submission to City of London

FA124/2019

Moved by: Bill Mackie

Seconded: Dennis Crevitz

That the City of London Budget Submission be accepted as presented.

Carried

ii) Levy Projections Updated 2020 - 2023

FA125/2019

Moved by: Ralph Winfield

Seconded: Dennis Crevits

That the 2020-2023 Budget Projection Updated report be received; and further

That the Resource Assistant and Forestry and Lands Technician commence training to acquire A Pilot Certificate Advance Operations; and finally

That staff pursue a shared services agreement for GIS/drone services with the Municipality of Central Elgin.

Carried

iii) Capital budget: Administration Centre Needs Assessment

Members received the staff report on the Building Conditions Assessment as well as the draft conceptual plans. Members felt that a new office building was the most fiscally responsible option. However, in the interim asked staff to look at a variety of other options including holding board meetings at off-site facilities and renovations to the existing building to meet accessibility standards.

FA126/2019

Moved by: Grant Jones

Seconded: Joe Preston

That the Administration Centre Building Conditions Assessment Report Volume 1 and 2 be accepted; and further

That staff investigate options to hold Full Authority meetings off-site at an accessible facility; and further

That staff investigate the costs associated with making the existing office accessible; and finally

That staff investigate Option 4, the development of a new single storey building to accommodate all functions for long-term budget planning.

Carried

- e) Dalewood Bridge/Offsetting Measures

FA127/2019

Moved by: Alison Warwick

Seconded: Elizabeth Pelozo

That KCCA request the City of St. Thomas to maintain the public water access constructed on KCCA's property as a DFO offsetting measure be maintained to KCCA's satisfaction for a period of 4 years beyond the construction warranty.

Carried

- f) Planning and Regulations Activity report

FA128/2019

Moved by: Dennis Crevits

Seconded: Grant Jones

That the July and August 2019 Planning and Regulations Activity Report be received.

Carried

Alison Warwick asked the Chair's permission to discuss a matter under New Business. The Chair provided her the opportunity to voice the matter before Closed Session. Ms. Warwick reported that the Municipality of Thames Centre had received reports of speeding and poor site lines on Avon Road in front of Lake Whittaker Conservation Area. Members directed staff to work with Thames Centre staff on a possible resolution.

Closed Session

The Closed Session meeting began at 12:55 p.m.

FA129/2019

Moved by: Elizabeth Pelozo

Seconded: Ralph Winfield

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

Carried

FA130/2019

Moved by: Alison Warwick

Seconded: Elizabeth Pelozo

That the Full Authority revert to Open Session and Report.

Carried

The Open Session resumed at 1:37 p.m.

- a) May 15, 2019 Closed Session Minutes
- b) June 19, 2019 Closed Session Minutes

FA131/2019

Moved by: Dennis Crevits

Seconded: Dominique Giguère

That the May 15, 2019 and the June 19, 2019 Closed Session Minutes be approved.

Carried

c) Personnel matter – Identifiable Person

No report.

d) Property Matter – Potential Claim

No report.

e) Property Matter – Potential Acquisition

FA132/2019

Moved by: Bill Mackie

Seconded: Elizabeth Peloza

That staff proceed as directed on a potential land acquisition.

Carried

f) Section 28 Violation – V19-03 & V19-04

FA133/2019

Moved by: Dennis Crevits

Seconded: Elizabeth Peloza

That staff proceed as directed on V19-03 & V19-04.

Carried

The meeting adjourned at 1:38 p.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Stephen Harvey
Chair