

FULL AUTHORITY MEETING
Wednesday, January 23, 2019
9:30 a.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

A G E N D A

1. ADOPTION OF AGENDA

- 1.1 Addition of items
- 1.2 Change in order of items
- 1.3 Adopt Agenda

2. DECLARATION OF CONFLICT OF INTEREST

3. PRESENTATIONS (and/or Delegations)

- 3.1 Presentations
None
- 3.2 Delegations
None

4. ADMINISTRATIVE BUSINESS

- 4.1 Approval of Draft Minutes
 - 4.1.1 Full Authority Meeting – Minutes
November 21, 2018
 - 4.1.2 Special Meeting of the Full Authority – Minutes
November 28, 2018
 - 4.1.3 NPCA Advisory Committee – Minutes
November 29, 2018
 - 4.1.4 Special Meeting of the Full Authority – Minutes
December 3, 2018
 - 4.1.5 Special Meeting of the Full Authority – Minutes
January 7, 2019
 - 4.1.6 60th Annual General Meeting of the Full Authority – Minutes
January 16, 2019

4.2 Business Arising from Minutes

4.3 Correspondence

There were no items of correspondence at the time of this agenda's release.

4.4 Chairman's Remarks

4.5 Chief Administrative Officer Comments

5. BUSINESS FOR INFORMATION

5.1 Communications & Administration Q4 (2018) Status Report
Report No. 02-19

5.2 Corporate Resources Q4 (2018) Status Report
Report No. 03-19

5.3 Watershed Management Q4 (2018) Status Report
Report No. 04-19

5.4 Niagara Region Tree and Forest Conservation By-law Q4 (2018) Status Report
Report No. 05-19

5.5 Board Member Per Diem & Honourarium- Annual Report (2018)
Report No. 06-19

5.6 Auditor General Recommendation Implementation Update
Report No. 07-19

6. BUSINESS FOR CONSIDERATION

6.1 Annual Bank Borrowing Resolution (2019)
Report No. 08-19

6.2 2019 NPCA Board Meeting Schedule
Report No. 09-19

7. BUSINESS – In Camera

7.1 Motion to move in to Closed Session:

That the NPCA Full Authority meeting **DO NOW MOVE** in to Closed Session for the purposes of:

7.1.1 A Matter respecting Labour relations, Human Resources, Employee Negotiations – Verbal Update;

7.1.2 A Matter respecting Solicitor-Client Advice – Verbal Update.

7.2 Motion to reconvene in Open Session:

That the NPCA Full Authority meeting **RECONVENE** in Open Session.

7.3 Business Arising from Closed Session

8. NOTICE OF MOTION

9. NEW BUSINESS

10. ADJOURNMENT



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
FULL AUTHORITY
MEETING MINUTES**

Wednesday, November 21, 2018
9:30 a.m.
Ball's Falls
Centre for Conservation – Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT: S. Annunziata (Chair)
B. Baty
S. Beattie
F. Campion (at 9:52 a.m.)
D. DiFruscio
D. Joyner
J. Kaspersetz (Vice-Chair)
P. MacPherson
J. Maloney
T. Quirk
R. Shirton
B. Timms

MEMBERS ABSENT: P. Darté
J. Diodati
A. Jeffs

STAFF PRESENT: M. Brickell, Chief Administrative Officer/Secretary-Treasurer
D. Barrick, Senior Director, Corporate Resources
T. Al-Zabet, Director, Watershed Management
L. McManus, Clerk/ Executive Coordinator

<p>NOTE: The archived recorded meeting is available on the NPCA website. 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 Board. <i>NPCA Administrative By-law Section 14.5</i></p>
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The Board Chair called the meeting to order at 9:36 a.m. and welcomed those Board, staff and community members present.

1. ADOPTION OF AGENDA

1.1 Addition of Items

Resolution No. FA-187-18

Moved by Board Member Kaspersetz

Seconded by Board Member Maloney

1. That the Agenda ***BE AMENDED to include receipt of the Auditor General of Ontario Special Audit of the Niagara Peninsula Conservation Authority Report to be dealt with as the first item under Reports (Agenda Item 6.2).***

CARRIED

1.2 Change in Order of Items

There were no changes in the order of items.

1.3 Adoption of Agenda

Resolution No. FA-188-18

Moved by Board Member Timms

Seconded by Board Member Joyner

1. That the Agenda ***BE APPROVED as amended.***

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

3. PRESENTATIONS (and/or Delegations)

3.1 Presentations

- 3.1.1 Adam Christie, Manager, Strategic Initiatives, provided Board Members with a presentation respecting the Ball's Falls 44th Annual Thanksgiving Festival, "Celebrating a Niagara Tradition". Topics of the presentation included:

- Details:

- o October 5-8, 2018, 4 days over Thanksgiving weekend;
- o Targeted local families and tourists to engage them in this "homecoming" Niagara tradition;
- o Guests were encouraged to enjoy the natural setting of the conservation area while browsing for unique wares, sampling delectable food choices, and enjoying local music talents;
- o Goals: Engage more than 25,000 guests over the course of the weekend, while targeting a total revenue gain of over \$115,000; and
- o This year, the event team was successful in reaching these goals

Resolution No. FA-189-18
Moved by Board Member Joyner
Seconded by Board Member Beattie

1. That the presentation respecting the Ball's Falls 44th Annual Thanksgiving Festival, "Celebrating a Niagara Tradition" **BE RECEIVED** for information.

CARRIED

3.2 Delegations

- 3.2.1 Mr. G. Scott, Niagara Beeway, provided Board Members with information regarding "Watershed Contamination Environment Canada Pesticide Surveillance". Topics of the presentation included:
 - Special Reviews of Clothianidin and Thiamethoxam – Risks to Aquatic Invertebrates
 - Purpose: look at the contaminants in the Watershed
 - Neonicotinoid Pesticides in drinking water in agricultural regions of southern Ontario, Canada
 - Pesticides related to land use in watersheds of the Great Lakes basin

4. ADMINISTRATIVE BUSINESS

4.1 Approval of Draft Minutes

4.1.1 Full Authority Board Minutes – September 19, 2018

Resolution No. FA-190-18
Moved by Board Member Maloney
Seconded by Board Member Kaspersetz

1. That the Full Authority Board minutes of the meeting held on September 19, 2018 **BE APPROVED** as presented.

CARRIED

4.2 Business Arising from Minutes

Board Chair Annunziata advised that Board Member Quirk had notified the Clerk, that he would be withdrawing his Notice of Motion from the Full Authority Board meeting held on September 19, 2018.

4.3 Correspondence

There were no items of correspondence.

4.4 Chairman's Remarks

In respect of time, the Board Chair took the opportunity to express his thanks to NPCA Board Members for their dedication, advocacy and service to residents of the Watershed and to NPCA staff for their help and support.

4.5 Chief Administrative Officer Comments

Mr. Brickell expressed his gratitude and appreciation of the NPCA Board Members. He stated that their dedication and commitment respecting some heavy lifting, had positioned the NPCA to move forward in the most positive way. Successes with the 2018-2021 NPCA Strategic Plan, 8 Initiatives and budget steering had moved the NPCA towards a very professional and positive organization in a very short time.

5. BUSINESS FOR INFORMATION

Resolution No. FA-191-18

Moved by Board Member Baty

Seconded by Board Member Kaspersetz

That the following items **BE RECEIVED** for information:

- 5.1 Q3 (2018) Status Report - Office of the Chief Administrative Officer (CAO)
Report No. 66-18
- 5.2 Corporate Resources Q3 2018 Project Status Report
Report No. 67-18
- 5.3 Niagara Region Tree and Forest Conservation By-law Q3 (2018) Status Report
Report No. 68-18
- 5.4 Watershed Management Q3 Status Report
Report No. 69-18
- 5.5 Financial and Reserve Report – Month Ending October 2018
Report No. 70-18
- 5.6 John Street Tree Removal – Niagara-on-the-Lake
Report No. 71-18
- 5.7 Cave Springs Master Plan Update
Report No. 76-18

CARRIED

Staff Direction(s)

- 1. Revise the bar graph noted in Report No. 69-18 to ensure that all area municipalities are captured. Board Member Beattie.

6. BUSINESS FOR CONSIDERATION

6.1 Standing Committee Reports

- 6.1.1 Chief Administrative Officer (CAO) Recommendations -
Unallocated Funds – 2019 Operating Budget
Report No. 75-18

Resolution No. FA-192-18

Moved by Board Member Kaspersetz

Seconded by Board Member Campion

1. That Report No. 75-18 respecting CAO Recommendations - Unallocated Funds – 2019 Operating Budget **BE RECEIVED**; and
2. That the following recommended use of Unallocated Funds – 2019 Operating Budget **BE APPROVED**:

Floodplain Risk Assessment	\$75,000
Strat Plan/AG implementation	\$40,089
Increased Training Budget	\$25,000
TOTAL:	\$140,089

Resolution No. FA-193-18

Moved by Board Member Beattie

Seconded by Board Member Kaspersetz

1. That Report No. 75-18 respecting CAO Recommendations - Unallocated Funds – 2019 Operating Budget **BE RECEIVED**; and
2. That the \$140,089 **BE ALLOCATED** to Operating Reserves for consideration by the 2018-2021 NPCA Full Authority Board.

CARRIED

6.1.2 Budget Steering Committee – Recommendation Summary
Minutes- November 14, 2018

Resolution No. FA-194-18

Moved by Board Member Quirk

Seconded by Board Member Timms

1. That the minutes of the Budget Steering Committee meeting held on Wednesday, November 14, 2018 **BE RECEIVED** and the recommendations contained therein, save and except the \$140,089 in Operating Reserves, **BE APPROVED**; and
2. That the following 2019 apportionment costs identified in Chart #1 (listed below) **BE FORWARDED** to the participating municipalities in accordance with Section 2. (1)(b) of Ontario Regulation 670/00.

Chart #1						
2019 Levy	<u>Niagara</u>		<u>Hamilton</u>		<u>Haldimand</u>	<u>Total</u>
Regular Levy	\$4,972,722		\$1,324,928		\$118,434	\$6,416,084
Special Levy	\$2,128,851		\$123,315		\$0	\$2,252,166
Total	\$7,101,573		\$1,448,243		\$118,434	\$8,668,250

Resolution No. FA-195-18
Moved by Board Member Timms
Seconded by Board Member Joyner

1. That the Draft 2019 Operating Budget **BE AMENDED to allocate as a placeholder, up to, \$20,000 for the Neonicotinoid toxin level testing of the NPCA 115 sites.**

DEFEATED

Resolution No. FA-196-18
Moved by Board Member Timms
Seconded by Board Member Joyner

1. That staff **BE DIRECTED** to provide the 2019 DRAFT Operating & Capital Budget Presentation.

DEFEATED

A request was made to have the resolutions noted in the Budget Steering Committee Recommendation Summary voted on separately.

A recorded vote was also requested for each of the resolutions contained within the Recommendation Summary.

Resolution No. FA-197-18
Moved by Board Member Quirk
Seconded by Board Member Timms

1. That Report No. BSC 02-18 respecting the Ball's Falls System Replacement Project Carry-over Request (Project Reference BF-2017-09) **BE RECEIVED**; and
2. That staff **BE AUTHORIZED** to carry over the Ball's Falls Septic System Replacement Project through to the end of 2019.

Recorded vote on Resolution FA-197-18, members voted as follows:

Yes (11): Board Members Annunziata, Baty, Beattie, Campion, Joyner, Kaspersetz, MacPherson, Maloney, Quirk, Shirton, Timms.

No (1): Board DiFruscio.

The Board Chair called the question on Resolution FA-197-18 and declared it was,

CARRIED

Resolution No. FA-198-18
Moved by Board Member Shirton
Seconded by Board Member Timms

1. That the DRAFT 2019 Capital Budget **BE APPROVED as amended to include the following items to be funded from the Capital Reserve:**
 - **Coin operated Washers/Dryers for Chippawa Conservation Area (\$8,000)**
 - **Highway recognition for Jordan Harbour (\$7,500)**

and;

2. ***That the Binbrook Conservation Area Temporary Entrance BE FUNDED from the Canada 150 excess funds (\$18,000).***

Recorded vote on Resolution FA-198-18, members voted as follows:

Yes (10): Board Members Annunziata, Baty, Beattie, Campion, Joyner, Kaspersetz, MacPherson, Quirk, Shirton, Timms.

No (1): Board DiFruscio.

The Board Chair called the question on Resolution FA-198-18, as amended, and declared it was,

CARRIED

Note: Board Member Maloney was not in the Boardroom at the time of the recorded vote on Resolution FA-198-18.

Resolution No. FA-199-18

Moved by Board Member Quirk

Seconded by Board Member Joyner

1. That the DRAFT Operating Budget **BE APPROVED**, save and except, the \$140,089 allocated to Operating Reserves; and
2. That the following 2019 apportionment costs identified in Chart #1 (listed below) **BE FORWARDED** to the participating municipalities in accordance with Section 2. (1)(b) of Ontario Regulation 670/00.

Chart #1							
2019 Levy		Niagara		Hamilton		Haldimand	Total
Regular Levy		\$4,972,722		\$1,324,928		\$118,434	\$6,416,084
Special Levy		\$2,128,851		\$123,315		\$0	\$2,252,166
Total		\$7,101,573		\$1,448,243		\$118,434	\$8,668,250

Recorded vote on Resolution FA-199-18, members voted as follows:

Yes (10): Board Members Annunziata, Baty, Campion, DiFruscio, Joyner, MacPherson, Maloney, Quirk, Shirton, Timms.

No (2): Board Members Beattie, Kaspersetz.

The Board Chair called the question on Resolution FA-199-18 and declared it was,

CARRIED

Resolution No. FA-200-18
Moved by Board Member Quirk
Seconded by Board Member Joyner

1. That the revised version of the NPCA Scorecard (Operational and Strategic) **BE RECEIVED**; and
2. That identifying numbers and percentages associated with the Lead and Lags in the NPCA Scorecard (Operational and Strategic) **BE REFERRED** to the Full Authority Board of 2019 for their consideration.

Recorded vote on Resolution FA-200-18, members voted as follows:

Yes (12): Board Members Annunziata, Baty, Beattie, Campion, DiFruscio, Joyner, Kaspersetz, MacPherson, Maloney, Quirk, Shirton, Timms.

No (0):

The Board Chair called the question on Resolution FA-200-18 and declared it was,

CARRIED

The Board Chair called the question on the main Resolution FA-194-18, **as amended**, and declared it was,

CARRIED

6.1.3 Audit Committee – Minutes
November 14, 2018

Resolution No. FA-201-18
Moved by Board Member Kaspersetz
Seconded by Board Member MacPherson

1. That the minutes of the Audit Committee of the meeting held on November 14, 2018 **BE RECEIVED** and the following recommendation **BE APPROVED**:
2. That the KPMG Audit Planning Report for the year ended December 31, 2018 **BE APPROVED** as presented.

CARRIED

6.1.4 Budget Steering Committee – Minutes
November 6 and 7, 2018

Resolution No. FA-202-18
Moved by Board Member Timms
Seconded by Board Member Beattie

1. That the minutes of the Budget Steering Committee meetings held on November 6 and November 7, 2018 **BE RECEIVED** for information.

CARRIED

6.2 Reports

6.2.5 Auditor General of Ontario Report

Resolution No. FA-203-18

Moved by Board Member Baty

Seconded by Board Member DiFruscio

1. That the Auditor General of Ontario Report **BE RECEIVED**; and
2. That the recommendations contained therein **BE SUPPORTED**.

Recorded vote on Resolution FA-203-18, members voted as follows:

Yes (12): Board Members Annunziata, Baty, Beattie, Campion, DiFruscio, Joyner, Kaspersetz, MacPherson, Maloney, Quirk, Shirton, Timms.

No (0):

The Board Chair called the question on Resolution FA-203-18 and declared it was,

CARRIED

6.2.1 Status Update – Auditor General of Ontario Recommendations Report No. 65-18

Resolution No. FA-204-18

Moved by Board Member Timms

Seconded by Board Member Kaspersetz

1. That Report No. 65-18 respecting the Niagara Peninsula Conservation Authority (NPCA) Response and Actions Taken in Response to the Auditor General's Recommendations **BE RECEIVED**; and
2. That the Niagara Peninsula Conservation Authority (NPCA) Chief Administrative Officer/Secretary-Treasurer **BE DIRECTED** to provide quarterly updates regarding progress made in addressing the Auditor General's recommendations.

CARRIED

6.2.2 Options for the Niagara Peninsula Conservation Authority (NPCA) Full Authority Board DRAFT 2019 Proposed Meeting Schedule Report No. 72-18

Resolution No. FA-205-18

Moved by Board Member Shirton

Seconded by Board Member MacPherson

1. That Report No. 72-18 respecting Options for the Niagara Peninsula Conservation Authority (NPCA) Full Authority Board DRAFT 2019 Proposed Meeting Schedule **BE RECEIVED**;
2. That the Niagara Peninsula Conservation Authority (NPCA) Board of Directors **PROCEED TO IDENTIFY** one of the meeting schedule options

identified in Appendix 1 and Appendix 2 attached to Report No. 72-18 as the preferred 2019 Meeting Schedule; and

3. That the Clerk **BE DIRECTED** to ensure that the approved 2019 Meeting Schedule is posted on the Niagara Peninsula Conservation Authority website and appropriately communicated to participating municipalities and area municipalities.

Resolution No. FA-206-18

Moved by Board Member Beattie

Seconded by Board Member Quirk

1. That Report No. 72-18 respecting Options for the Niagara Peninsula Conservation Authority (NPCA) Full Authority Board DRAFT 2019 Proposed Meeting Schedule **BE RECEIVED**;
2. That the following January 2019 Meeting dates for the NPCA Full Authority Board **BE APPROVED**;

January 16, 2019 – Annual General Meeting

January 23, 2019 – Full Authority Meeting

3. That consideration of the Options for the Niagara Peninsula Conservation Authority (NPCA) Full Authority Board 2019 Meeting Schedule **BE REFERRED** to the new Board of Directors; and
4. That the Clerk **BE DIRECTED** to ensure that the January 2019 meeting dates are posted on the Niagara Peninsula Conservation Authority website and appropriately communicated to participating municipalities and area municipalities.

CARRIED

6.2.3 Conservation Area Rates & Fee Schedule 2019
Report No. 73-18

Resolution No. FA-207-18

Moved by Board Member Timms

Seconded by Board Member Kaspersetz

1. That Report No. 73-18 respecting the Conservation Area Rates & Fee Schedule 2019 **BE RECEIVED**; and
2. That the 2019 Conservation Area Fee Schedule outlined in Appendix 1 of Report No. 73-18 **BE APPROVED**.

CARRIED

6.2.4 Trail Maintenance Agreement with Glanbrook Conservation Committee
Report No. 74-18

Resolution No. FA-208-18

Moved by Board Member Beattie

Seconded by Board Member Kaspersetz

1. That Report No. 74-18 respecting the DRAFT Trail Maintenance Agreement with Glanbrook Conservation Committee **BE RECEIVED**; and
2. That staff **BE AUTHORIZED** to execute the DRAFT 3-year Trail Maintenance Agreement, attached to Report 74-18 as Appendix 1, with the Glanbrook Conservation Committee (GCC) regarding the Tyneside Trail at Binbrook Conservation Area.

CARRIED

7. BUSINESS – IN CAMERA

7.1 Motion to Move in to Closed Session

Resolution No. FA-209-18

Moved by Board Member Timms

Seconded by Board Member Shirton

That the Niagara Peninsula Conservation Full Authority Board meeting **DO NOW MOVE** in to Closed Session for the purposes of receiving information of a confidential manner respecting:

- 7.1.1 A Matter respecting Labour Relations, Human Resources, Employee Negotiations – CAO Verbal Update;
- 7.1.2 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA - Confidential Report No. CR 04-18;
- 7.1.3 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA - Confidential Report No. CR 05-18;
- 7.1.4 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA; and
- 7.1.5 A Matter respecting Solicitor-Client Advice – CAO Verbal Update.

7.2 Motion to Reconvene in Open Session

Resolution No. FA-210-18

Moved by Board Member Shirton

Seconded by Board Member Kaspersetz

1. That the Niagara Peninsula Conservation Full Authority Board meeting **RECONVENE** in Open Session.

CARRIED

7.3 Business Arising from Closed Session

- 7.1.2 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA - Confidential Report No. CR 04-18

Resolution No. FA-211-18

Moved by Board Member Timms

Seconded by Board Member Kaspersetz

1. That staff **PROCEED** as directed in Closed Session.

CARRIED

- 7.1.3 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA - Confidential Report No. CR 05-18

Resolution No. FA-212-18

Moved by Board Member Baty

Seconded by Board Member Kaspersetz

1. That staff **PROCEED** as directed in Closed Session.

CARRIED

- 7.1.4 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA;

Board members took no action with respect to this item; therefore, there is no business arising.

- 7.1.5 A Matter respecting Solicitor-Client Advice – CAO Verbal Update.

Resolution No. FA-213-18

Moved by Board Member Quirk

Seconded by Board Member Beattie

1. That staff **PROCEED** as directed in Closed Session.

CARRIED

- 7.1.1 A Matter respecting Labour Relations, Human Resources, Employee Negotiations – CAO Verbal Update

Board members took no action with respect to this item; therefore, there is no business arising.

8. NOTICE OF MOTION

8.1 Importance of Sound Stewardship Over the Natural Resources of the Area

Board Member Kaspersetz expressed his interest in having Board Members consider his resolution respecting the importance of sound stewardship over the natural resources of the area.

The Board Chair advised that to consider the motion at this meeting, notice would need to be waived with the affirmative support of two-thirds of the Board Members present.

Therefore, it was:

Resolution No. FA-214-18

Moved by Board Member Kaspersetz

Seconded by Board Member Joyner

1. That the notice requirements stated in Appendix 5 – Common Motions of the Niagara Peninsula Conservation Authority Administrative By-law **BE WAIVED** to permit the consideration of a motion from Board Member Kaspersetz with respect to the importance of sound stewardship over the natural resources of the area.

CARRIED

Resolution No. FA-215-18

Moved by Board Member Kaspersetz

Seconded by Board Member Baty

1. That the Niagara Peninsula Conservation Authority (NPCA) stands with our Indigenous, First Nation and Metis Communities in recognizing the importance of sound stewardship over the natural resources of the area.

CARRIED

9. NEW BUSINESS

9.1 Niagara Peninsula Conservation Foundation - Update

Board Member Baty provided members with clarification respecting recent articles that were critical of fundraising event expenditures that were more than the Canada Revenue Agency guidelines say charities should spend. As stated in the article, Board Member Baty advised that the Foundation was undergoing a transformation and plans to establish a new board of directors comprised of people from “the corporate world” who will chart a new future for the foundation.

9.2 Neonicotinoid Testing

Resolution No. FA-216-18

Moved by Board Member Timms

Seconded by Board Member Kaspersetz

1. That staff **BE DIRECTED** to prepare a report for the 2018-2022 NPCA Full Authority Boards consideration that identifies the cost to the NPCA of testing the levels of the Neonicotinoid related toxins in area municipalities within the watershed; and
2. That based on that costing being identified that the NPCA staff and Full Authority Board **WORK TOGETHER** with Niagara Region Public Health, Area Municipalities, the Ministry of Environment, Conservation and Parks, and any other Ministry that has a direct or indirect interest in the overall health of the watershed, to address budget impacts and next steps.

CARRIED

9.3 Update re: Funding for Erosion Impacts – Lowbanks

Board Member Shirton requested that the Chief Administrative Officer (CAO) reach out to Chuck and Laurie Jansen respecting the potential funding options available that would address the erosion impacts in Lowbanks and that the CAO copy Board Member Shirton on that correspondence.

10. ADJOURNMENT

There being no further business, the Full Authority meeting adjourned at 2:24 p.m. with the following resolution;

Resolution No. FA-217-18

Moved by Board Member Shirton

Seconded by Board Member Kaspersetz

That the Full Authority Meeting **BE NOW ADJOURNED**.

CARRIED

Sandy Annunziata
Board Chair
Niagara Peninsula Conservation Authority

Lisa McManus
Clerk
Niagara Peninsula Conservation Authority



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
SPECIAL - FULL AUTHORITY
MEETING MINUTES**

Wednesday, November 28, 2018
9:30 a.m.
Staybridge Suites – Niagara-on-the-Lake
Unite Room
524 York Road
Niagara-on-the-Lake, ON L0S 1J0

MEMBERS PRESENT:

S. Annunziata (Chair)
B. Baty
S. Beattie
F. Campion
P. Dart
D. DiFruscio
J. Diodati (via teleconference @ 9:42 a.m.)
J. Kaspersetz (Vice-Chair)
P. MacPherson
J. Maloney
T. Quirk
R. Shirton
B. Timms

ABSENT:

F. Campion
A. Jeffs
D. Joyner

STAFF PRESENT:

L. McManus, Clerk to the Authority
M. Reles, Manager, Communications

1. ROLL CALL

The Board Chair called the Special Full Authority Board meeting to order at 9:34 a.m. and welcomed those Board members present.

2. ADOPTION OF AGENDA

1.1 Additions to the Agenda

Resolution No. FA 218-18

Moved by Board Member Quirk

Seconded by Board Member Baty

That the Agenda **BE AMENDED** *to add a resolution for consideration.*

CARRIED (2/3rds majority)

Resolution No. FA 219-18

Moved by Board Member Quirk

Seconded by Board Member Baty

1. That the NPCA Administrative By-law **BE WAIVED**; and
2. That Board Member Diodati **BE PERMITTED** to participate, and have full Board Member privileges respecting items listed on the Special Full Authority Board meeting agenda for the meeting being held on November 28, 2018, via telephone conference or other conferencing technology.

CARRIED (2/3rds majority)

1.2 Changes in Order of Agenda Items

There were no changes in order of agenda items.

1.3 Adoption of Agenda

Resolution No. FA 220-18

Moved by Board Member Darte

Seconded by Board Member Timms

1. That the Agenda **BE APPROVED** *as amended.*

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

4. BUSINESS – IN CAMERA

4.1 Motion to Move into Closed Session

Resolution No. FA 221-18

Moved by Board Member Shirton

Seconded by Board Member DiFruscio

That the Niagara Peninsula Conservation Full Authority Special Board meeting **DO NOW MOVE** into Closed Session for the purposes of receiving information of a confidential nature respecting:

- 4.1.1 A Matter Respecting Personal Matters About an Identifiable Individual(s), including NPCA Employees – NPCA Administrative By-Law, Section 11(1)(b).

CARRIED

4.2 Motion to Reconvene in Open Session

Resolution No. FA 222-18

Moved by Board Member Quirk

Seconded by Board Member Kaspersetz

1. That the Niagara Peninsula Conservation Full Authority Special Board meeting **RECONVENE** in Open Session.

CARRIED

4.3 Business Arising from Closed Session

Resolution No. FA 223-18

Moved by Board Member Quirk

Seconded by Board Member Timms

1. That the Board Chair and Vice-Chair **PROCEED** as directed in Closed Session.

Recorded vote on Resolution FA-223-18, members voted as follows:

Yes (11): S. Annunziata, B. Baty, P. Darte, D. DiFruscio, J. Diodati, J. Kaspersetz, P. MacPherson, J. Maloney, T. Quirk, R. Shirton, B. Timms.

No (1): S. Beattie

The Board Chair called the question on Resolution FA-223-18 and declared it was,

CARRIED

5. ADJOURNMENT

There being no further business, the Full Authority Board Special meeting adjourned at 11:20 p.m. with the following resolution;

Resolution No. FA 224-18

Moved by Board Member MacPherson

Seconded by Board Member Maloney

1. That the Full Authority Special Board Meeting **BE NOW ADJOURNED.**

CARRIED

Sandy Annunziata
Board Chair
Niagara Peninsula Conservation Authority

Lisa McManus
Clerk
Niagara Peninsula Conservation Authority



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
ADVISORY COMMITTEE
MEETING MINUTES- Draft**

Thursday November 29, 2018
5:30 P.M.

Ball's Falls Centre for Conservation- Glen Elgin room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT: S. Annunziata (Co-Chair, NPCA Ad. Committee)
D. Dick
A. Kirkby
H. Korosis
D. Pont

MEMBERS ABSENT: J. Ariens
Y. Hopkins
J. Jordan (resigned)
S. Stea

STAFF PRESENT: K. Royer, Community Outreach & Volunteer Coordinator

The Board and Committee Co-Chair called the meeting to order at 5:49 p.m.

Prior to the official commencement of the meeting there was an informal discussion around recent newspaper articles and radio shows commenting on the Order in Council letter issued by S. Annunziata earlier this week. H. Korosis suggested it might be helpful for the NPCA to issue a statement about the Order in Council and the impact of the Conservation Authorities Act on the Order in Council (OIC). S. Annunziata stated that nothing supersedes an OIC. H. Korosis asked if the NPCA legal council had commented on the fact that the OIC would supersede the Conservation Authorities Act, even if the Act was recently amended, 2017. S. Annunziata said he didn't know if they commented on that specifically. S. Annunziata shared his frustration over the media writing opinion pieces. A. Kirkby agreed that newspapers seem to have gone by the wayside, and D. Dick also agreed that they use hyperbole to sell. A. Kirkby and D. Dick further commented that the NPCA has been unfairly maligned in NOTL by the newspapers and the group known as SORE (Save our Rand Estate). A. Kirkby noted that D. Drennan has been very professional and that he is being unfairly maligned.

1. ROLL CALL

1.1 The Board and Committee Chair welcomed all in the meeting.

2. ADOPTION OF AGENDA

2.1 Change in Order of Items
There were no changes in the order of items

- 2.2 Addition of Items
There were no additional items

- 2.2 Motion to Adopt the Agenda

Moved: H. Korosis
Seconded: D. Dick

That the Agenda BE ADOPTED as presented.

3. ADMINISTRATIVE BUSINESS

- 3.1 Approval of Draft Minutes

- 3.1.1 NPC Advisory Committee Minutes – June 21, 2018
On the floor for comments/questions:

Moved by D. Pont
Seconded by D. Dick

A. Kirkby noted her continued frustrations with the NPCA Policy document. She feels that her comments submitted to staff were not heard. She wanted to be a part of the Advisory Committee because she felt that she could make a difference but not much has changed. A. Kirkby said that she may not continue in her role on the Advisory Committee due to her frustrations. She thought the NPCA Policy document would reflect a more Niagara-based set of rules and policies, not at the Conservation Ontario level. She noted her personal frustrations with the processes and policies in place because she is currently trying to sever her farm property and all the drains are treated as watercourses, she has nothing that isn't regulated by NPCA. She wants the policy document to treat drains separately from natural watercourses.

S. Annunziata noted that he has raised A. Kirkby's concerns with Conservation Ontario after they presented the Watershed Report Card, and others had similar concerns. He said that Conservation Ontario said they will look at it. His second point was that they have some friends in government right now hearing that OWES (Ontario Wetland Evaluation System) is flawed, that the agricultural community is being maligned and treated unfairly with the Watershed Report Cards. He said he understands A. Kirkby's frustrations, and he shares the same frustrations. He also noted that the staff did receive her comments but that they have to weigh them against the Provincial Policy Statement.

A. Kirkby pointed out that the Auditor General (AG) report commented about the Report Card and noted that there were only 2 restoration projects in NOTL where there is poor water quality. Nobody pointed out that they have fruit trees in NOTL, they don't take fruit trees into consideration.

S. Annunziata noted that they had concerns with the restoration department at the NPCA because if you did an overlay of the poor water quality hot spots and the restoration project areas, that's not where the money was being spent. Now the program has changed, it is merit based, and the private sector has to come forward and present projects that will satisfy some of the conditions, especially poor water quality. Some of the commentary in the Auditor General report didn't capture that. He also encouraged A. Kirkby not to give up her place on the Advisory Committee yet, noting that she has been a great voice for the agricultural community and that we would hate to lose you. A. Kirkby mentioned that a few years back the restoration department planted grasses in a drain and now it is overrun with invasive Phragmites and bulrushes. Her opinion is that we need to

eradicate Phragmites before we can move forward with any restoration projects. D. Dick added that although he knows it should be the province, the NPCA needs to start concentrating on eradicating/mitigating Phragmites. A. Kirkby also shared that the herbicide approved to fight Phragmites is not allowed to be used in NOTL. S. Annunziata shared his frustration that when the Board tries to make a “made for Niagara” solution to some of these concerns, they get accused of getting overly involved. A. Kirkby said the Greenbelt Plan, 2017, is the only policy document that recognized Niagara tender fruit and grape industry, and allowed some flexible policies, mostly for drains.

3.1.2 NPCA Advisory Committee Minutes – June 21, 2018

Moved by D. Dick
Seconded by H. Korosis

That the NPCA Advisory Committee minutes of the meeting held on June 18, 2018 **BE APPROVED** as presented.

3.2. Correspondence

3.2.1 Special Audit of the Niagara Peninsula Conservation Authority – Recommendations with respect to Advisory Committee

S. Annunziata circulate information about the roles and responsibilities of NPCA Board of Directors. He informed all members of the NPCA Advisory Committee that as representatives of their sectors, he encouraged all members to put their names forward to be on the NPCA Board. The NPCA has important business, they are regulators, directly involved with every sector, have \$12 Million annual budget, and that members should be eligible to apply in their respective municipalities.

D. Dick asked if the NPCA Board is calling for reps? And would you still be a member of the Advisory Committee if you were on the Board? S. Annunziata said it's the municipalities that are calling for reps, if you're on the Board you couldn't be on the Advisory Committee as well. He noted that the NPCA has incredible staff, so not to worry if you don't have an environmental background, the Board is focused on the Strategic Plan, vision, and mandate of the Conservation Authorities Act. If you have an appetite to be involved, contact the clerk in your municipality, if their appetite is to have public reps he would like a wide breadth of knowledge.

3.2.2 Letter dated November 22nd from NPCA lawyer Paul DeMelo

There was a discussion around the events that lead to the letter from lawyer Paul DeMelo. Mainly, S. Annunziata noted that it came up when the NPCA was investigating how to appoint more members from Hamilton after it was requested by Hamilton representatives to better reflect the increased population and levy from Hamilton. S. Annunziata shared that when you look at the 36 Conservation Authorities, 80% of Board members are elected officials. Conservation Ontario decided that the way to address knowledge gaps in the Board was to create Advisory Committees, and that the NPCA was ahead of this in 2014 when it established the Advisory Committee and the Terms of Reference. He further shared that in the AG report, she notes that one of the responsibilities of the Board is to assess the current role of the Advisory Committee. A. Kirkby further commented that it seems that until there are changes at the Conservation Ontario level, there will never be local flexibility in the Conservation Authorities Act. S. Annunziata commented that the Liberal government didn't recognize the issues coming out of agricultural sector/rural areas. There is only one Conservative representative in Niagara but there are likely other communities in Ontario facing the same issues as Niagara. He shared that he sensed something was coming and it may have a trickle down effect in Niagara. He shared his frustration with the comments in the AG report about “undue Board influence”, stating that sometimes as an elected official you have to go to bat for your municipality when things don't make sense, and he gave an example from a project

happening close to the Niagara River that the NPCA wasn't going to approve. A. Kirkby commented that the NPCA Board will need both gap knowledge and elected knowledge to be successful.

4. BUSINESS FOR INFORMATION

4.1 Next steps for NPCA Advisory Committee/Criteria for NPCA Board of Directors member selection process

S. Annunziata commented on the AG report recommendations with respect to Board appointment process. He shared that the AG report is not sitting on a shelf, we are committed to implementing the recommendations. The subject of the Advisory Committee will go to the new NPCA Board, they will look at Terms of Reference and determine what knowledge gaps need to be addressed.

4.2 Meeting dates for 2019

H. Korosis commented that though there is a new Board of Directors starting in January it will be a good idea to get the meeting dates in the calendar and they can change if need be. The following schedule was established with approval from the members present:

January 31st 2019
April 25th 2019
June 27th 2019
November 28th 2019

Meetings are typically held at Ball's Falls Centre for Conservation in the Glen Elgin room, unless changed prior to the meeting. Meetings start at 5:30PM.

5. PRESENTATIONS (and/or Delegations)

There were no presentations or delegations scheduled

6. OTHER BUSINESS

6.1 Other Business – Niagara Catholic District School Board, St. Katari site

D. Pont noted that Brian Kon from the St. Katari site (also called the NPCA St. John Valley Centre Conservation Area), home to the Soaring Eagles program, would like to put a temporary structure on that site, a long house. He asked how they would go about getting permission for this and what is the process. K. Royer answered that she would put Derrick in touch with Gregg Furtney, Senior Manager of Operations and Special Projects. K. Royer did this after the meeting.

6.2 Other Business- NPCA Board motion about Indigenous acknowledgement

S. Annunziata brought forward his comments with respect to a motion about Indigenous acknowledgement that passed at the November 21st 2018 NPCA Board Meeting. He noted that he tried to have the motion referred to the Indigenous community before it was passed. He would like to have D. Pont review the motion and get his feedback on whether the

wording needs to be changed. S. Annunziata asked that K.Royer share the motion with D. Pont after the meeting. D. Pont noted that the motion passed at the Niagara Region is very inclusive. S. Annunziata noted that the NPCA motion isn't a land acknowledgement, it is more that the NPCA supports and recognizes the land stewardship. D.Pont noted that it is important to get the language right when using these types of acknowledgements in the public sector.

The motion that passed was: That the NPCA stands with the Indigenous, First Nations and Métis communities in recognizing the importance of stewardship over the natural resources of the area.

D. Dick brought forward a comment about a school in Niagara-on-the-Lake where the school erected a teepee in the playground area and some of the people in the Indigenous community took offence to this. He noted that his daughter-in-law is native and she commented that you can't erect something like this in a school setting without appropriate ceremonies and curriculum to go along with it. D. Pont agreed that there should be a teaching component with something like this, there are certain ceremonies and rules that go along with teepees.

6.3 Other business- ROMA January 26-29 2019, Toronto

S. Annunziata brought forward the dates for ROMA – Rural Ontario Municipal Association conference. He noted that this would be a good opportunity for A. Kirkby to attend a conference and speak with municipal officials and members of government about her concerns. D. Dick commented that the rural community has been dealing with these frustrations for 20 years, we just keep working away at it. A. Kirkby noted that back in 2005 when they got the Greenbelt plan they had to fight hard because there were so many drains identified as rivers, had to take people on tours, they've been fighting ever since. In 2017 they made a lot of good changes, still some errors but getting closer. S. Annunziata commented that now ground-truthing is a best practice, not just relying on air photos. D. Dick noted that often the air photos are done in the springtime when water is at the highest level. A. Kirkby commented that sometimes irrigation ponds are mislabelled as wetlands, and this is why she tells people to mow around their irrigation ponds so they don't look like wetlands. S. Annunziata gave the example of the QEW in Fort Erie and how it acted like a dam, water pools on either side have now been designated as wetlands in the gateway economic zone off the QEW where it should be industrial and commercial, all because of the unnatural damming. A. Kirkby commented that she knows all the OWES wetlands in NOTL and that some landowners don't even know they have wetlands on their property.

7. ADJOURNMENT

There being no further business, the NPCA Advisory Committee meeting adjourned at 7:09PM.

Moved by D. Pont

Seconded by D. Dick

That the NPCA Advisory Committee Meeting **BE NOW ADJOURNED.**

CARRIED

Sandy Annunziata
Board Chair,
Niagara Peninsula Conservation Authority

Kerry Royer
Recording Secretary, Community Outreach
Niagara Peninsula Conservation Authority

DRAFT



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
SPECIAL - FULL AUTHORITY
MEETING MINUTES**

Monday, December 3, 2018
9:30 a.m.
Staybridge Suites – Niagara-on-the-Lake
Unite Room
524 York Road
Niagara-on-the-Lake, ON L0S 1J0

MEMBERS PRESENT:

S. Annunziata (Chair)
B. Baty
S. Beattie
D. DiFruscio
J. Diodati (via teleconference @ 10: 08 a.m.)
D. Joyner
J. Kaspersetz (Vice-Chair)
P. MacPherson
T. Quirk
R. Shirton
B. Timms

ABSENT:

A. Jeffs

STAFF PRESENT:

M. Ferrusi, Human Resource Generalist
L. McManus, Clerk to the Authority
M. Reles, Manager, Communications

1. ROLL CALL

The Board Chair called the Special Full Authority Board meeting to order at 10:06 a.m. and welcomed those Board members present.

The Board Chair announced that Board Members Campion, Darté and Maloney had presented the Chair with their resignations from the NPCA Board.

2. ADOPTION OF AGENDA

1.1 Additions to the Agenda

Resolution No. FA 225-18

Moved by Board Member Quirk

Seconded by Board Member Kaspersetz

That the Agenda **BE AMENDED** *to add a resolution for consideration.*

CARRIED (2/3rds majority)

Resolution No. FA 226-18

Moved by Board Member Quirk

Seconded by Board Member Kaspersetz

1. That the NPCA Administrative By-law **BE WAIVED**; and
2. That Board Member Diodati to **BE PERMITTED** to participate with full Board Member privileges, at the Special Full Authority Board meeting being held on December 3, 2018, via telephone conference or other conferencing technology.

CARRIED (2/3rds majority)

1.2 Changes in Order of Agenda Items

There were no changes in order of agenda items.

1.3 Adoption of Agenda

Resolution No. FA 227-18

Moved by Board Member Beattie

Seconded by Board Member Shirton

1. That the Agenda **BE APPROVED** *as amended.*

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

4. BUSINESS – IN CAMERA

4.1 Motion to Move into Closed Session

Resolution No. FA 228-18

Moved by Board Member Baty

Seconded by Board Member DiFruscio

That the Niagara Peninsula Conservation Full Authority Special Board meeting **DO NOW MOVE** into Closed Session for the purposes of receiving information of a confidential nature respecting:

- 4.1.1 A Matter Respecting Personal Matters About an Identifiable Individual(s), including NPCA Employees – NPCA Administrative By-Law, Section 11(1)(b).

CARRIED

4.2 Motion to Reconvene in Open Session

Resolution No. FA 229-18

Moved by Board Member Quirk

Seconded by Board Member Shirton

1. That the Niagara Peninsula Conservation Full Authority Special Board meeting **RECONVENE** in Open Session.

CARRIED

4.3 Business Arising from Closed Session

Resolution No. FA 230-18

Moved by Board Member Beattie

Seconded by Board Member Kaspersetz

1. That the Board Chair **BE AUTHORIZED** to proceed as directed in Closed Session.

Recorded vote on Resolution FA-230-18, members voted as follows:

Yes (9): S. Annunziata, B. Baty, S. Beattie, J. Diodati, D. Joyner, J. Kaspersetz, T. Quirk, R. Shirton, B. Timms.

No (2): M. DiFruscio, P. MacPherson.

The Board Chair called the question on Resolution FA-230-18 and declared it was,

CARRIED

5. ADJOURNMENT

There being no further business, the Full Authority Board Special meeting adjourned at 11:31 p.m. with the following resolution;

Resolution No. FA 231-18

Moved by Board Member Quirk

Seconded by Board Member Shirton

1. That the Full Authority Special Board Meeting **BE NOW ADJOURNED.**

CARRIED

Sandy Annunziata
Board Chair
Niagara Peninsula Conservation Authority

Lisa McManus
Clerk
Niagara Peninsula Conservation Authority



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
SPECIAL – FULL AUTHORITY
MEETING MINUTES**

Monday, January 7, 2019
2:30 p.m.
Ball's Falls
Centre for Conservation – Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT:

J. Kaspersetz (Vice-Chair)
S. Beattie
D. Bylsma
P. Chiocchio
B. Clark
B. Corbett
R. Foster
K. Gibson
B. Greenwood
D. Huson
T. Insinna
J. Jordan
R. Shirton
B. Steele
T. Whalen
G. Zalepa

MEMBERS ABSENT:

B. Heit
B. Johnson

STAFF PRESENT:

D. Barrick, Interim Chief Administrative Officer/Secretary-Treasurer
K. Caputo, Director, Communications & Administration
G. Furtney, Interim Senior Director, Corporate Resources
D. MacKenzie, Director, Planning & Regulations
M. Reles, Senior Manager, Communications (Designated Clerk)

<p>NOTE: The archived recorded meeting is available on the NPCA website. 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 Board. <i>NPCA Administrative By-law Section 14.5</i></p>
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The Acting Board Chair called the meeting to order at 2:29 p.m. and welcomed those Board, staff and community members present.

1. ADOPTION OF AGENDA

1.1 Adoption of Agenda

1.1.1 Addition of items

Resolution No. FA-01-19

Moved by Board Member Clark

Seconded by Board Member Beattie

1. That the Agenda ***BE AMENDED to include a formal censure of Board Member Kasperetz, to be dealt with prior to Agenda Item #3.1***

The Clerk advised the Board Chair that as per the NPCA Administrative By-Law Section 6.10 of Meeting Procedures, an addition to a Special Full Authority Board meeting would require two-thirds majority.

Further, the Clerk advised the Board Chair that as per NPCA Administrative By-Law Section 3 of Motions, a censure motion must receive two-thirds majority.

The Board Chair called the question respecting Resolution No. FA-01-19, and declared that having received the approval of two-thirds majority of the Board members of the meeting, it was,

CARRIED

Resolution No. FA-02-19

Moved by Board Member Chiocchio

Seconded by Board Member Foster

1. That the Agenda ***BE AMENDED to include the election of interim officers of the authority***

The Clerk advised the Board Chair that as per the NPCA Administrative By-Law Section 6.10 of Meeting Procedures, an addition to a Special Full Authority Board meeting would require two-thirds majority.

The Interim CAO advised the Board that the NPCA Administrative by-law and the Conservation Authorities Act will require the Board to conduct an election of officers again at the Annual General Meeting on January 16, 2019 should the motion carry.

The Board Chair called the question respecting Resolution No. FA-02-19, and declared that having received the approval of two-thirds majority of the Board members of the meeting, it was,

CARRIED

Resolution No. FA-03-19

Moved by Board Member Corbett

Seconded by Board Member Steele

1. That the Agenda ***BE APPROVED as amended.***

CARRIED

2. ELECTION OF INTERIM OFFICERS

As per NPCA Administrative by-law, Appendix 3 – Procedure for Election of Officers, the CAO/Secretary Treasurer, or designate, assumes the role of Chair for the Election of Officers. Interim CAO David Barrick assumed the role.

2.1 Appointment of Scrutineers

Resolution No. FA 04-19

Moved by Board Member Shirton

Seconded by Board Member Bylsma

That Ms. Krystle Caputo and Mr. Michael Reles **BE APPOINTED** as Scrutineers for the purposes of the 2019 Selection of the Niagara Peninsula (NPCA) Board Chair and Board Vice-Chair.

CARRIED

2.2 Call for Nominations for NPCA Board Chair

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for the first time for the nominations of the position of Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Resolution No. FA 05-19

Moved by Board Member Gibson

That Board Member Bylsma **BE NOMINATED** as Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for the second time for the nominations of the position of Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Member Corbett moved that Member Clark be nominated for the position of Chair of the Niagara Peninsula Conservation Authority Board, however, the nomination was declined.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for the third time for the nominations of the position of Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Resolution No. FA 06-19

Moved by Board Member Greenwood

That Board Member Chiocchio **BE NOMINATED** as Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Member Shirton moved that Member Kaspersetz be nominated for the position of Chair of the Niagara Peninsula Conservation Authority Board, however, the nomination was declined.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for

the final time for the nominations of the position of Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

2.3 Motion to Close Nominations for NPCA Board Chair

There being no further nominations, it was:

Resolution No. FA-07-19

Moved by Board Member Corbett

Seconded by Board Member Steele

That Nominations for NPCA Board Chair **BE CLOSED**.

CARRIED

2.4 Voting for Position of NPCA Board Chair

Scrutineers, K. Caputo and M. Reles handed out the ballots and then collected all the ballots; left the meeting room for the purpose of counting ballots. Upon returning, scrutineers provided the results to the Chair, D. Barrick who announced;

That, Member D. Bylsma has been **APPOINTED** Chair of the Authority.

2.5 Call for Nominations for NPCA Board Vice-Chair

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for the first time for nominations for the position of Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Resolution No. FA-08-19

Moved by Board Member Corbett

That Board Member Clark **BE NOMINATED** as Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Resolution No. FA-09-19

Moved by Board Member Zalepa

That Board Member Huson **BE NOMINATED** as Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called a second time for nominations for the position of Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Member Shirton moved that Member Steele be nominated for the position of Vice-Chair of the Niagara Peninsula Conservation Authority Board, however, the nomination was declined.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called a third time for nominations for the position of Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Resolution No. FA-10-19
Moved by Board Member Steele

That Board Member Chiocchio **BE NOMINATED** as Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called a final time for nominations for the position of Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

2.6 Motion to Close the Nominations for NPCA Board Vice-Chair

There being no further nominations, it was:

Resolution No. FA-11-19
Moved by Board Member Steele
Seconded by Board Member Whalen

That Nominations for NPCA Board Vice-Chair **BE CLOSED**.

CARRIED

2.7 Voting for the Position of NPCA Board Vice-Chair

Scrutineers, K. Caputo and M. Reles handed out the ballots and then collected all the ballots; left the meeting room for the purpose of counting ballots. Upon returning, scrutineers provided the results to the Chair, D. Barrick who announced;

That, Member D. Huson has been **APPOINTED** Vice-Chair of the Authority.

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

4. ADMINISTRATIVE BUSINESS

4.1 Motion to Censure

4.1.1 Motion to censure Member Kaspersetz

Resolution No. FA-12-19
Moved by Board Member Clark
Seconded by Board Member Beattie

That NPCA Full Authority Board **CENSURE** member Kaspersetz for his recent reposting of a racist comment of Facebook, as it is not reflective of the values of the NPCA, the City of Hamilton, Region of Niagara, and Haldimand County.

The Board Chair called the question respecting Resolution No. FA-12-19, and declared that having received the approval of two-thirds majority of the Board members of the meeting, it was,

4.2 Correspondence

Resolution No. FA-13-19

Moved by Board Member Corbett

Seconded by Board Member Gibson

That the following correspondence items **BE RECEIVED** for information.

4.2.1 Court Order Justice Ramsay, dated December 21, 2018 RE: NPCA and the appointment of the Niagara Region's representatives to the NPCA Board, effective Dec. 6, 2018, and

4.2.2 Court Order Justice Ramsay, dated January 2, 2019 RE: January 7, 2019 Special Meeting

CARRIED

5. BUSINESS FOR INFORMATION

Resolution No. FA-14-19

Moved by Board Member Insinna

Seconded by Board Member Greenwood

That the following items **BE RECEIVED** for information:

5.1 Financial Reserve Report – Month Ending November 2018
Report No. 01-19

CARRIED

6. BUSINESS – IN CAMERA

6.1 Motion to Move in to Closed Session

Resolution No. FA-15-19

Moved by Board Member Foster

Seconded by Board Member Shirton

That the NPCA Full Authority meeting **DO NOW MOVE** in to Closed Session, as per NPCA Administrative Bylaw section 11.1, for the purposes of:

A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is: (b) personal matters about an identifiable individual(s), including NPCA employees; (d) labour relations, Human Resource, or employee negotiations; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

6.2 Motion to Reconvene in Open Session

Resolution No. FA-16-19

Moved by Board Member Shirton

Seconded by Board Member Kaspersetz

That the Niagara Peninsula Conservation Full Authority Board meeting
RECONVENE in Open Session.

CARRIED

6.3 Business Arising from Closed Session

6.3.1 Resolution No. FA-17-19

Moved by Board Member Kaspersetz

Seconded by Board Member Huson

1. That staff **PROCEED** as directed in Closed Session.

CARRIED

Resolution No. FA-18-19

Moved by Board Member Clark

Seconded by Board Member Zalepa

2. That staff **PROCEED** to draft the terms of reference to be approved by the Board regarding the formation of a governance committee comprised of 4-5 members to review NPCA policies, roles, and responsibilities

CARRIED

Resolution No. FA-19-19

Moved by Board Member Steele

Seconded by Board Member Greenwood

3. That staff **ADD** appointments to a CAO selection committee at the upcoming AGM.

CARRIED

Resolution No. FA-20-19

Moved by Board Member Corbett

Seconded by Board Member Kaspersetz

4. That the Board **DIRECTS** the Interim CAO to freeze all hiring, firing, promotion, and changes to organizational structure unless approved by the Board until a permanent CAO is appointed.

CARRIED

Resolution No. FA-21-19

Moved by Board Member Foster

Seconded by Board Member Steele

That the NPCA Full Authority Annual General Meeting schedule **BE RECONSIDERED**.

The Board Chair called the question respecting Resolution No. FA-21-19, and declared that having received the approval of two-thirds majority of the Board members of the meeting, it was,

CARRIED

Resolution No. FA-22-19

Moved by Board Member Steele

Seconded by Board Member Huson

That the Annual General Meeting to be held on January 16, 2019 **BE RESCHEDULED** for 7 pm.

Recorded vote on Resolution FA-22-19, members voted as follows:

Yes (4): Board Members Foster, Greenwood, Huson, Steele.

No (11): Board Members Beattie, Bylsma, Chiochio, Clark, Corbett, Gibson, Insinna, Kaspersetz, Shirton, Whalen, Zalepa.

The Board Chair called the question on Resolution FA-22-19 and declared it was,

DEFEATED

7. ADJOURNMENT

There being no further business, the Full Authority meeting adjourned at 6:38 p.m.

Dave Bylsma
Board Chair
Niagara Peninsula Conservation Authority

Michael Reles
Designated Clerk
Niagara Peninsula Conservation Authority



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
60th ANNUAL GENERAL MEETING
MEETING MINUTES**

Wednesday, January 16, 2019
9:30 a.m.
Ball's Falls
Centre for Conservation – Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT:

J. Kaspersetz
S. Beattie
D. Bylsma
P. Chiocchio
B. Clark
B. Corbett
R. Foster
B. Greenwood
B. Heit
D. Huson
T. Insinna
B. Johnson
J. Jordan
R. Shirton
T. Whalen
G. Zalepa

MEMBERS ABSENT:

K. Gibson
B. Steele

STAFF PRESENT:

D. Barrick, Interim Chief Administrative Officer/Secretary-Treasurer
K. Caputo, Director, Communications & Administration (Designated Clerk)
G. Furtney, Interim Senior Director, Corporate Resources
D. MacKenzie, Director, Planning & Regulations
M. Reles, Senior Manager, Communications

<p>NOTE: The archived recorded meeting is available on the NPCA website. 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 Board. <i>NPCA Administrative By-law Section 14.5</i></p>
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David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called the Full Authority Annual General meeting to order at 9:30 a.m. and welcomed those Board, staff and community members present.

1. ELECTION OF OFFICERS

1.1 Selection Process for the Niagara Peninsula Conservation Authority Board Chair and Vice-Chair

1.1.1 Resolution No. FA-23-19

Moved by Board Member Corbett

Seconded by Board Member Shirton

That Ms. Krystle Caputo and Mr. Michael Reles **BE APPOINTED** as Scrutineers for the purposes of the 2019 Selection of the Niagara Peninsula (NPCA) Board Chair and Board Vice-Chair.

CARRIED

1.1.2 Call for Nominations for NPCA Board Chair

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for the first time for the nominations of the position of Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Resolution No. FA 24-19

Moved by Board Member Kaspersetz

That Board Member Bylsma **BE NOMINATED** as Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for the second and third time for the nominations of the position of Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

1.1.3 Motion to Close Nominations for NPCA Board Chair

There being no further nominations, it was:

Resolution No. FA-25-19

Moved by Board Member Kaspersetz

Seconded by Board Member Zalepa

That Nominations for NPCA Board Chair **BE CLOSED**.

CARRIED

1.1.4 Voting for Position of NPCA Board Chair

There being only one nominee for the position of NPCA Board Chair, the CAO announced that Board Member Bylsma, having accepted the appointment, would be the NPCA Full Authority Board Chair.

1.1.5 Call for Nominations for NPCA Board Vice-Chair

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called for the first time for nominations for the position of Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

Resolution No. FA-26-19
Moved by Board Member Heit

That Board Member Huson **BE NOMINATED** as Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

David Barrick, Interim Chief Administrative Officer/Secretary-Treasurer, called a second and third time for nominations for the position of Vice-Chair of the Niagara Peninsula Conservation Authority – Full Authority Board.

1.1.6 Motion to Close the Nominations for NPCA Board Vice-Chair

There being no further nominations, it was:

Resolution No. FA-27-19
Moved by Board Member Zalepa
Seconded by Board Member Shirton

That Nominations for NPCA Board Vice-Chair **BE CLOSED**.

CARRIED

1.1.7 Voting for the Position of NPCA Board Vice-Chair

There being only one nominee for the position of NPCA Board Vice-Chair, the CAO announced that Board Member Huson, having accepted the appointment, would be the NPCA Full Authority Board Vice-Chair

2 ADOPTION OF AGENDA

2.1 Additional items

Resolution No. FA-28-19
Moved by Board Member Greenwood
Seconded by Board Member Shirton

That a closed session item regarding a staff matter be **ADDED** to the agenda.

The Clerk advised the Board Chair that as per the NPCA Administrative By-Law Meeting Procedures, an addition to an Annual General Meeting would require two-thirds majority.

A recorded vote was requested, it was;

Yes (6): Chiocchio, Greenwood, Heit, Insinna, Jordan, Whalen.

No (10): Beattie, Clark, Corbett, Foster, Huson, Johnson, Kaspersetz, Shirton, Zalepa, Bylsma.

DEFEATED

Resolution No. FA-29-19

Moved by Board Member Huson

Seconded by Board Member Foster

That the NPCF appointments be **ADDED** to selection of Board Members to Committees and **ENDORSE** a position to add a majority of citizen appointments to the NPCF Board.

The Clerk advised the Board Chair that as per the NPCA Administrative By-Law Meeting Procedures, an addition to an Annual General Meeting would require two-thirds majority.

The Board Chair called the question respecting Resolution No. FA-29-19, and declared that not having received the approval of two-thirds majority of the Board members of the meeting, it was,

DEFEATED

2.2 Adoption of Agenda

Resolution No. FA-30-19

Moved by Board Member Kaspersetz

Seconded by Board Member Corbett

That the Agenda **BE APPROVED**

CARRIED

3. ADMINISTRATIVE BUSINESS

3.1 Correspondence

3.1.1 A letter, dated December 7, 2018, from the Niagara Region, respecting Interim appointments to the NPCA Board for a period of three months until it is determined how to proceed with the Board composition.

3.1.2 A letter, dated December 20, 2018, from Haldimand County respecting appointments to the NPCA Board.

3.1.3 A letter, dated January 2, 2019, from the City of Hamilton respecting Appointments to the NPCA Board

Resolution No. FA-31-19

Moved by Board Member Johnson

Seconded by Board Member Beattie

That the items for correspondence BE RECEIVED for information.

CARRIED

3.2 Selection of Board Members to Committees

3.2.1 Governance Committee

Resolution No. FA-32-19

Moved by Board Member Corbett

Seconded by Board Member Chiochio

That the following NPCA Board Members **BE APPOINTED** to the Governance Committee:

Chair Bylsma, Vice-Chair Huson, Members Clark, Foster, and Shirton

CARRIED

3.2.2 Chief Administrative Officer (CAO) Selection Committee

Resolution No. FA-33-19

Moved by Board Member Shirton

Seconded by Board Member Beattie

That the following NPCA Board Members **BE APPOINTED** to the CAO Selection Committee:

Chair Bylsma, Vice-Chair Huson, Members Johnson, Steele, Insinna, and Chiochio

CARRIED

4. **ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 10:23 a.m.

Dave Bylsma
Board Chair
Niagara Peninsula Conservation Authority

Krystle Caputo
Designated Clerk
Niagara Peninsula Conservation Authority



Report To: Board of Directors

Subject: Communications & Administration Q4 (2018) Status Report

Report No: 02-19

Date: January 23, 2019

RECOMMENDATION:

1. That Report No. 02-19 respecting the Communications & Administration Q4 (2018) Status Report **BE RECEIVED** for information.

PURPOSE:

To provide the Board a summary of important information to the Conservation Authority's business objectives from the period October – December 2018.

DISCUSSION:

The status report is to provide information pertaining to process improvements, Human Resources updates, Internet Technologies updates and Communications and Community Engagement updates in support of the Strategic Plan and supporting the organization to achieve its mission, vision and values.

COMMUNICATIONS & COMMUNITY ENGAGEMENT

Website

NPCA.CA soft launched

All content rewritten

Payment portal developed

Early metrics show that website performance has increased significantly.

Bounce rate has decreased 12% year-over-year.

Commercials

#Discover NPCA

29k views

Redesigned

Board Member Handbook

Annual Passes

Annual Memberships

Twitter

5 Following

3,333 Followers

Facebook

6,084 Likes

6,094 Follow Us

Soldier On with Niagara Chapter Trout Unlimited – Healing Waters

Since 2013, the NPCA has been supporting this local event by providing tents for the fishing event and in 2018 the NPCA donated backpacks filled with a water bottle, first aid kit, and a copy of 110 Nature Hotspots in Ontario to all the soldiers and the volunteers from Trout Unlimited. Soldier On is a program of the Canadian Armed Forces Transition Group that is committed to supporting veterans and serving members to adapt and overcome permanent physical or mental health injury or illness through physical activity and sport. Project Healing Waters uses fly fishing and fly tying as therapeutic tools to help with the recovery of injured Canadian military personnel.

Ball's Falls Thanksgiving Festival support

Community Engagement plays a key role in the Festival Steering Committee, Vendor Selection Committee and is essential to day-to-day Festival logistics during the event. A total of 58 volunteer positions were filled (total hours 741). The Eco Defenders participated for the third year in a row, significantly reducing festival waste from 5400kg to 360kg over the four days.

Conservation Ontario Indigenous Engagement Workshop

Staff attended the Conservation Ontario – CA University Workshop on Indigenous Engagement. Staff presented to colleagues from various Conservation Authorities in Ontario. The presentation titled: Building Trust and Forging Partnerships, highlighted NPCA staff experiences working on the Cave Springs Master Plan project from the lens of Indigenous engagement. It included observations and lessons learned through this experience and the ongoing outreach and continuous learning that has been developing since 2015, including the addition of a Métis representative on the NPCA Advisory Committee, the partnership with Niagara Native Centre, Brock University and Niagara Catholic District School Board at the St. John's Valley Centre Conservation Area and Indigenous Awareness training for communications and community engagement staff.

Conservation Ontario Biennial Tour 2019

NPCA staff continue to work towards the 2019 Conservation Ontario Biennial Tour. Staff participated in a "mock tour" in October to visit the tour stops, ensure logistics and determine the tour elements that worked best. Niagara Catholic District School Board has confirmed their participation when the tour stops at the St. John's Valley Centre to highlight the partnership and the Soaring Eagles school.

Annual NPCA Conservation Awards

Planning for the annual NPCA Conservation Awards is well underway with a date set for *Wednesday February 27th, 2019* at Club Castropignano in Thorold. This annual event recognizes the efforts of volunteers working with the NPCA in 2018, as well as community partners doing great work across the watershed. Additionally, the Conservation Awards recognizes individuals, community organizations and businesses with the Award of Merit on an annual basis. The call for nominations for the Award of Merit went out publicly via the NPCA website, social media in October 2018 and closed on December 31st, 2018. NPCA has received a total of 11 nominations from the general public.

Water Quality Educational program – with Beacon Christian School

Staff have worked with the Program Assistant from Ball's Falls to deliver a hands-on educational program about water quality to grade 4 and 8 students from Beacon Christian School. The students learned about the chemical and nutrient testing used for water quality and the collection of benthic macroinvertebrates. Students watched staff collect the biotic samples and were able to observe and identify the species of benthics using the provided identification keys and hand lenses.

CN EcoConnexions Tree Planting

The NPCA assisted the City of Niagara Falls and Park in the City Committee with their second planting of the Fall. The event included the planting of a 500 Sq. ft pollinator garden led by the NPCA, 75 large trees and a ceremonial planting. Discussion have begun regarding 2019 partnerships, potentially with the Remedial Action Plan (RAP) and future projects along the Niagara River.

Photo Scavenger Hunt

A photo scavenger hunt in the NPCA watershed for the winter months has been developed. The NPCA Photo Scavenger Hunt was designed to get community members outdoors and enjoying our beautiful Conservation Areas. The NPCA will select one winner every month from January to March.

Ohnia:kara Aspiring Global Geopark

Staff continues to meet with Board members of the Ohnia:kara Aspiring Global Geopark to move the project forward. The Board met in October and December and have planned a policy brief in February that will be open to the public and is aimed at updating all potential partners on the progress made to date and the next steps in 2019. The NPCA will continue to have an active role in this project as it develops including potential geosites at our Conservation Area and the sharing of data, photos and information about our Conservation Areas (with necessary approvals).

INFORMATION TECHNOLOGY

The CityView system update was completed with no impact to operations in December. It did not affect the existing parcel and addressing mapping information in its database which will be updated in the coming year as part of a scoped CityView configuration overhaul to address the new workflows established and implemented by the Planning and Regs department.

The 2018 Orthoimagery and DTM Acquisition project is nearing completion.

The collocated data center upgrade has been completed and the new server is installed and hosting all essential services.

Staff will be working with procurement to initiate a plan, to acquire a records management/retention solution once the needs and associated implementation plan are further scoped with the aid of senior management as part of the operational workplans to be developed in light of the new Strategic Plan.

Staff has been provided the infrastructure from the service provider and the enterprise GIS update is being configured at present.

Draft mobile device policy continues to be conceptualized.

Computer replacement strategy for 2019 is being developed.

HUMAN RESOURCES

Recruitment & Staffing Changes

Hydrogeologist

- 44 applications received
- 3 candidates interviewed
- Successful candidate began on December 10, 2018

Manager, Watershed Resources (posted twice)

- 45 applications received
- 4 candidates interviewed
- Employee formerly holding position re-hired into role to be effective January 28, 2019

Employee/Labour Relations

- No new grievances have been filed
- 8 grievances withdrawn
- 12 grievances pending arbitration (9 have been consolidated for a total of 4 arbitration hearings)

OPSEU has provided notice of intent to bargain

- No dates set at this time

Prepared by:



Krystle Caputo
Director of Communications and
Administration

Submitted by:



David Barrick
Interim CAO/Secretary-Treasurer

Report To: Board of Directors

Subject: Corporate Resources Q4 2018 Project Status Report

Report No: 03-19

Date: January 23, 2019

RECOMMENDATION:

1. That Report No. 03-19 respecting the Corporate Resources Q4 2018 Project Status Report **BE RECEIVED** for information.

PURPOSE:

To provide the Board a summary of projects important to the Conservation Authority's business objectives from the period October – December 2018.

DISCUSSION:

The project status report is to provide information pertaining to process improvements, initiatives in support of the strategic plan and supporting the organization to achieve its mission, vision and values.

STRATEGIC INITIATIVES

The Strategic Initiatives team has been looking to continue its 2018 success and keep the momentum in the fourth quarter. The Strategic Initiatives teams 2018 goals are to create new relationships, bring new experiences to the Conservation Areas and increase revenues to the Niagara Peninsula Conservation Authority. The areas of focus are weddings, corporate events, educational programming, hosting filming projects, the annual Ball's Falls Thanksgiving Festival and creating new recreational services and activities at Binbrook Conservation Area.

For the duration of the fourth quarter staff have been concentrating on selling, booking, scheduling and coordinating a variety of different programs and events for the 2018 and 2019 season. Below is an update on several of these programs and events.

Ball's Falls Conservation Area

2018 Thanksgiving Festival

Ball's Falls staff spent the majority of September and October planning, coordinating and executing the 44th annual Ball's Falls Thanksgiving Festival. Despite the poor weather on Saturday and Sunday the Festival was still a major success attracting more than 25,000 people

over four days. The 2018 Festival saw the highest recorded paid attendance on both Friday and Monday. A presentation outlining the details of the Festival was presented to the NPCA Board of Directors in November, 2018. Further, the 2019 Thanksgiving Festival vendor applications are now open.

Facility Rentals

	2017	2018	+/- dollars	+/- %
Big Barn	\$130,140	\$163,719	\$33,728	26%
Glen Elgin	\$86,778	\$106,500	\$20,132	23%
Church	\$25,398	\$13,416	-\$11,232	-47%
Outdoor Ceremonies	\$15,824	\$15,642	-\$182	-1%
Total	\$258,140	\$299,277	\$41,137	16%

(As of Nov 30, 2018)

Ball's Falls Conservation Area continues to be one of the leading wedding venue destinations in the Niagara Region. Ball's Falls staff spent the fourth quarter filling remaining dates in 2019 and began booking 2020 dates in the Barn and Glen Elgin room. Every Friday, Saturday, and most Sunday's are already booked for the Reception Barn in 2019. The Glen Elgin room has more bookings than it had in the fourth quarter in 2017 and will remain an area of focus. With the addition of new White Chiavari Chairs as well as the launch of the NPCA's new website, the Glen Elgin room should take a major step forward in bookings in 2019 and 2020. Chapel bookings continue to decrease, as the trend continues towards outdoor ceremonies. One limitation the Chapel has is the capacity of 110 guests. Most weddings booked at Ball's Falls are 130+.

The increase in revenue in the Barn and Glen Elgin in 2018 was also due to an increase in corporate events booked. The Town of Lincoln, Bethesda, Quest Community Health Centre and Printing by Innovation are examples of organizations and companies who hosted corporate events at either venue this past quarter. Continuing to network and highlight the features of both facilities are the believed reasons to the increase in bookings. The goal in 2019 is to continue to increase corporate bookings for both the Reception Barn and Glen Elgin.

Staff used this past quarter to update the Ball's Falls Wedding and Special Event Service Provider brochure. The brochure is developed to provide facility rental customers a list of all companies and services that can assist with their event booking. The previous brochure which was updated in 2016 had a total of 16 service providers. The new updated brochure now includes 35 service providers. These service providers include caterers, event and rental décor companies, photographers, DJ's, transportation, florists, accommodations, wineries and officiants. The updated Ball's Falls Wedding and Special Event Service Provider brochure generated \$12,769 in additional revenue to Ball's Falls.



Filming

Two filming projects were booked in December. The first was Sheridan College who spent a day in the Fairchild Cabin at Ball's Falls. The film crew shot a trailer for a short western film called "Sizzle Reel." The trailer focused on a bounty hunter getting ready for his day before heading out to track down an outlaw. The production company plans on shooting the rest of the film at Ball's Falls in March of 2019.

The second filming project was False Spring Productions who were a group from Ryerson University. Their team spent 9 days at Ball's Falls using both the Fairchild Cabin and Furry Cabin as well as a variety of trails at Ball's Falls. The short film details a couple who lost their child and how both individuals are coping with the loss. The film project will be submitted to a variety of film festivals this spring.

Binbrook Conservation Area

Binbrook Conservation Area Programs and Services

NPCA staff worked alongside different companies to offer a variety of recreational programs and services at Binbrook Conservation Area for the 2018 season. These recreational services include Boarder Pass Canada, who offer cable wakeboarding, Staycation Rentals, who offer a variety of boat rentals and a small concession stand, and PT Water Sports who operate an inflatable water park on Lake Niapenco. In the 4th quarter, staff had a meeting with each company to discuss the 2018 season as well as 2019 goals. All companies saw revenue growth in 2018 and are excited about the future at Binbrook CA.

Treetop Trekking

The new 2019 venture is slated to tentatively open May 1, 2019. On September 26, 2018 the zoning amendment at Binbrook CA was approved by the City of Hamilton planning committee

and the City of Hamilton Council. Working with Treetop Trekking to resolve a variety of logistics was a top priority this quarter and will continue to be in 2019. Below are pictures of the progress that has been made. All parties continue to be on pace for a tentative May 1, 2019 opening. Treetop Trekking is one of the final pieces of the puzzle to the recreational services and programs offered at Binbrook.



2018 Q4 PROGRAMS REPORT



Through the fourth quarter of 2018, Ball's Falls Conservation Area continued to be a leader in children's programming and outdoor, interactive and experiential education within the Niagara Peninsula Conservation Authority. This quarter saw an increase in program attendance and registration in educational programming for schools, as well as homeschool families, and early-years centers. Notably, the addition of a second Programming team member, Supervisor, Leading and Learning, in November has allowed for further development of programs and program leadership going into 2019.

Educational Programs

Through October and November Program staff led the popular Fall Harvest program for four classes of grade 3 students, as well as three full-day visits for grade 9 and 11 students learning about Water Quality and Human Impacts on the Environment. For the third term in a row, Program staff led an immersive guided hike of the Cataract trail and interpretation of heritage features of Ball's Falls for a third-year Recreation and Leisure class from Brock University. Again, this year, the most popular program for the fourth quarter was Christmas in the Country. Over Q4, 1,196 students visited Ball's Falls for programs.

Christmas in the Country

Once again, the Christmas in the Country Program was offered for three weeks leading up to the holiday season, from November 26th through December 14th. The program immerses students in the heritage of Ball's Falls, where classes step back in time to experience Christmastime as the Ball family would have over 200 years ago as early settlers, as well as during the Victorian Era. This program is very popular with grade 2 and grade 3 classes, fitting with Social Studies curriculum. This year the Christmas in the Country program was adapted to fit with Ontario early-years pedagogy in order to open the program up to a broader diversity of groups. As a result, Christmas in the Country was attended by two Ontario Early-Years sites for their family holiday program.





Relationship Building

The final quarter of 2018 marked another key year for developing and maintaining relationships with educators and school boards. In October and November 2018, NPCA Program staff were invited to lead three Professional Development seminars for science and recreation educators with the DSBN. Two seminars were held at Ball's Falls Conservation Area in October, and staff were invited to present at a DSBN Secondary Teachers' PD day in November at Eden Secondary School. The Outdoor Education session, which took educators out of the classroom to local greenspace was very highly received, with excellent feedback from participants.



Historical Building Conservation

The historical village remains central for education programming in Q4 at Ball's Falls. In November the Niagara Peninsula Conservation Foundation (NPCF) received a grant from Enbridge that allowed for the millstones to be dressed, or sharpened, by a traditional stone dresser. A traditional stone dresser from Upper Canada Village, was commissioned to bring his skills to Ball's Falls. This was the first time in over 20 years that the stones were dressed. This was a great learning opportunity for staff. The stone dressing also presented an opportunity for this rare and traditional work to be filmed for future interpretation of the mill at all's Falls.



Internships

In the Fall of 2018, Ball's Falls Programming staff welcomed an intern from the Beekeeping program at Niagara College for the Fall/Winter term. The intern worked to update the It's A Bee's Life education program, as well as maintained the interpretive Solitary Bee Box located at Ball's Falls. The new update to the Bee's Life education program has been designed to be more hands-on, inclusive of all insects, and focuses on the role of bees in the environment and their importance as pollinators. Joanna will be completing her internship in January 2019.

2018 Revenue Totals

	Education Programs	March Break Camp	Summer Camp	Mini-Adventure Camp	TOTAL
2017	\$12,683.70	\$2,979.40	\$ 18,776.50	\$1,090.00	\$35,529.60
2018	\$56,148.05	\$3,667.50	\$21,124.00	\$2,500.00	\$83,439.55

Education Programs

Of note, the Overnight Outdoor Adventure program, piloted with the DSBN over 2018, has been approved for 2019 as a full program option approved by the district school board. An advertisement package has been distributed by DSBN Outdoor Education Supervisors to intermediate teachers across the school board. Bookings are expected to begin in January 2019.

ECOLOGICAL ACTIVITY:

Conservation Areas

Binbrook Conservation Area

Further to the requirements of the Environmental Impact Study and City of Hamilton policies, an environmental monitoring plan has been drafted for the proposed Treetop Trekking development. This plan is specific to the proposed development area and outlines timing and techniques to assess invasive species, tree and understory health/disturbance and litter over the first five years of the activity's operation. This monitoring work will be completed by the NPCA staff Ecologist each year. From this data a report will be submitted to the City of Hamilton in year 1, 3 and 5 of the activity's operation.

Cave Springs Conservation Area

Bat monitoring continued from May through November. The monitors were removed with data to be analyzed for species, seasonal information and critical habitat information. This will be used to further refine any site management and activity on/proposed for the site. The data analysis is completed through a partnership with OMNRF Peterborough with the existing software program.



Big Brown Bat



Acoustic Monitor

Wainfleet Bog Conservation Area

- a) No fire concerns have been reported or observed to date this year. As further fire protection, site conditions at the Wainfleet Bog are reviewed by NPCA staff daily (workdays), for soil moisture and temperature conditions. Further to this fire condition monitoring, the Ontario Ministry of Natural Resources and Forestry in Haliburton provides staff with updated information on lightning strikes in the area. While this lightning information is not available from mid-November to early February, NPCA monitoring will be focused on weather station and site condition review at the Wainfleet Bog. At present the soil moisture in the 0 to 50cm soil layer is moist with the 'Fire Weather Index Risk Class' to be low (0-3). Specific moisture information includes: soil moisture in 10cm layers measuring 59-76%; and 20-50cm layers measuring of 71-76%.



Wainfleet Bog Weather Station for fire index monitoring at the site, as well as additional data for flood forecasting across the watershed and Ontario

- b) Water well data is part of the on-going monitoring at the site for site restoration. Data loggers in ten of the water wells are old and being replaced. Of these data log



gers, several water wells will also be replaced to accommodate the now larger data loggers. These wells and data logger replacements will be completed by NPCA staff in the spring 2019. The data loggers are installed to minimize access to these more limited areas. As a result, NPCA staff will only need to access and download this information every 3-6 months as opposed to monthly.

Woodend Conservation Area

Forest understory has been impacted with the loss of saplings, shrub, and herbaceous layers at the site. Staff are working to restore the area. Site fencing and regeneration is proposed for reestablishing the site.

Other Conservation Area Ecological Activity

NPCA Hunting Program

- a) General: Hunting Permits

An additional 119 NPCA Hunting Permits were issued during this quarter, with a total of 380 Hunting Permits having been issued for hunting areas at the NPCA in 2018. Of these 86 individuals are residents from outside the NPCA administrative watershed area.

In comparison to the previous year for the same time (fourth quarter 2017),

- this is approximately the same difference during the same timeframe in 2017 (379 Hunting Permits).
- monies generated from hunting permits during this quarter is \$4760. Monies generated from hunting permits to date in 2018 is \$15,200.
- b) The NPCA Waterfowl Hunting Program lottery applications for Binbrook and Mud Lake Conservation Areas were received until August 31. The lottery draw took place on the following business day with the successfully drawn applicants notified by email or mail.

These waterfowl hunting seasons are now closed:

- Binbrook Conservation Area closed December 8, and
- Mud Lake Conservation Area closed November 30



Mud Lake CA- Hunting Blind

c) 2019 NPCA Hunting Policies

The hunting policies and brochure for the 2019 hunting season has been completed. The hunting permit fee, seasons and species remain consistent with 2018, noting Binbrook CA is subject to change should components need to be modified with the use site use. These policies are reflected in the updated 2018 NPCA Hunting Brochure, as well as the NPCA on-line application.

Geocache

No applications were received during the fourth quarter of 2018.

External Research Permits on CA Lands

Two proposals were received. No additional permits were issued in this quarter.

On past permitted work, one report was received related to a study on pathogens in overlapping Species at Risk amphibian habitat and establishing risk maps identified. The findings indicated no presence of Ranavirus and ongoing analysis on Bd fungus (*Batrochochytrium dendrobatidis*) and histopathological analysis for communication in the future to the OMNRF, as well as the establishment of risk maps. Of these disease, and ranaviruses has caused declined in many populations of amphibians, reptiles and fish, and Bd has been recorded to have driven the decline or extinction of mostly frogs, worldwide. Further to this work, specific to our CA land, no frogs were detected with infection or disease, however, 3 of 10 sampled frogs detected Bd. While it is present throughout Ontario and not linked to population declines here, it does identify the importance of cleaning equipment and boots when entering each new Conservation Areas to help reduce the impact on other spread of pathogens among sites. This data/information will be included as conditions in any Conservation Area research permit, as well as, identified for site work by staff.

Species at Risk Recovery

As part of the endangered species Red Mulberry (tree) recovery, the NPCA had propagated some local native seeds, by OMNR permit. With the assistance of a local nursery, several trees were propagated and cared for, for 3 years by the plant nursery. With a height to overcome area plant competition, these five saplings were planted in early October at a Conservation Area with suitable habitats. This planting will help enhance the existing native tree population and its chances to survive over time.

Native Plant Supplier List

Staff completed the 2019 NPCA list of native plant suppliers to encourage area residents to plant species indigenous to area. This is to help support biodiversity by reducing possibility of hybrids; supports area animals for food; increases plant survivorship; and reduces water needs (due to evolution and adaptation to local water and temperature conditions).

Local suppliers selling native materials from the NPCA watershed Ecodistrict and Seed Zone have been contacted, and those firms indicating interested in being on the list were included. The list is on the NPCA website in addition to digital and paper copies available for distribution to the inquiring public.

CONSERVATION AREAS OPERATIONS:

Ball's Falls Conservation Area

At the beginning of this quarter, the NPCA hosted the 44th Annual Thanksgiving Festival. From an operational stand point it was a huge success. When the festival was complete the operations team got to work cleaning up the grounds and putting the buildings back into shape.

At the beginning of November, staff began the process of closing the public washroom and water system for the winter. This process usually takes a couple days to be completed properly and consists of blowing compressed air through our water lines to clear out any standing water. When we completed winterizing the water system, available staff began assisting our programs staff with preparing for the Christmas in the Country Program.

Our capital projects have been completed for 2018. Staff also worked on our capital projects plans for 2019, preparing the lists, getting cost estimates and prioritizing the items.

Operationally, we continuously work on keeping our facilities clean and ready for public visitation. We conducted regular ground maintenance up until the Christmas break.

Binbrook Conservation Area

Operations

Seasonal winterization of the area was the major area of focus for the final three months of the season including water, wastewater, facility and equipment management.

The annual waterfowl hunting season officially closed as of Monday December 3rd. Beginning in late September, a maximum of (10) 2-person hunting blinds were available for reservation every Monday and Saturday from 5am – 12 noon. During which time, a variety of waterfowl species were harvested; most notably the Canada Goose, Mallards, Wood ducks and Mergansers. Area revenue was generated from just over 100 blind rentals and 35 watercraft rentals totalling over \$4500 in revenue.

Preliminary planning for the upcoming Annual Hard Water Crappie Derby has begun. The event is scheduled for Saturday February 2nd, gates will be open at 7am. Tickets are available for purchase in advance by visiting Eventbrite.ca – search 'Binbrook Hard Water Derby' - \$20 per adult and each child (12 and under) is free (*provided at least one adult ticket has been purchased). Tickets will also be available at the door; \$20 per adult, \$5 per child (12 and under). A food concession will be made available, courtesy of the Glanbrook Conservation Committee. Prizes will be awarded to the single heaviest crappie for both adult and child categories. A number of door prizes will also be awarded to those participating.

Chippawa Creek Conservation Area

Park Maintenance

The park officially closed on Monday October 9th, 2018. All waterlines and washroom facilities have been winterized. Picnic tables and fire rings have been put away and stored. Trail and Tree maintenance is ongoing. Staff are in the process of doing equipment maintenance and cleaning up the workshop space and yard.

2019 Seasonal Deposits

Eighty-Five (85) Seasonal camping deposits have been paid for the 2019 season. Staff is currently receiving and responding to numerous inquiries from the public about seasonal campsite availability. The demand for seasonal campsites has steadily increased over the past 4 years.

Park Revenues

As of the end of November, overall park revenues were at 105% of approved budgeted revenues.

Long Beach Conservation Area

Park Maintenance

The park officially closed on Monday October 9th, 2018. Weather permitted staff to continue to do final grass cutting well into November.

Due to the very wet October Thanksgiving weekend (and it being our last weekend of the camping season), we had extensive damage done to our seasonal campsites as well as our transient sites during pull out and seasonal site breakdown. staff worked through all of November and into December doing remedial work (i.e. bringing in topsoil, regrading, and grass reseeding.)



The water and wastewater systems have been shut down and the water lines have been blown out with repairs done on the North side due to pipe break during electrical upgrades.

Due to extreme winds during the last month or so we have been cleaning up fallen trees and have been doing branch and shrub cleanup.



2019 Seasonal Deposits

One Hundred and Ten (110) Seasonal camping deposits have been paid for the 2019 season. Staff is currently receiving and responding to numerous inquiries from the public about seasonal campsite availability. The demand for seasonal campsites has steadily increased over the past 4 years.

RELATED REPORTS AND APPENDICES:

Appendix 1: Capital Projects Calendar Q4 2018

Prepared by:



Gregg Furtney
Interim Senior Director, Corporate Resources

Submitted by:



David Barrick
Interim CAO/Secretary-Treasurer

This report was prepared in consultation with: Adam Christie, Manager, Strategic Initiatives; Alicia Powell, Program Assistant; Kim Frohlich, Ecologist; Michael MacIntyre, Park Superintendent of Long Beach Conservation Area; Nathaniel Devos, Park Superintendent of Ball's Falls Conservation Area; Mike Boyko, Park Superintendent of Binbrook Conservation Area; and Rob Kuret, Park Superintendent of Chippawa Creek Conservation Area.

Projects Calendar for 2018 Report No. 67-18 Appendix 1

Report No. 67-18 Appendix 1

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Report To: Board of Directors
Subject: Watershed Management Status Report Q4 Report
Report No: 04-19
Date: January 23, 2019

RECOMMENDATION:

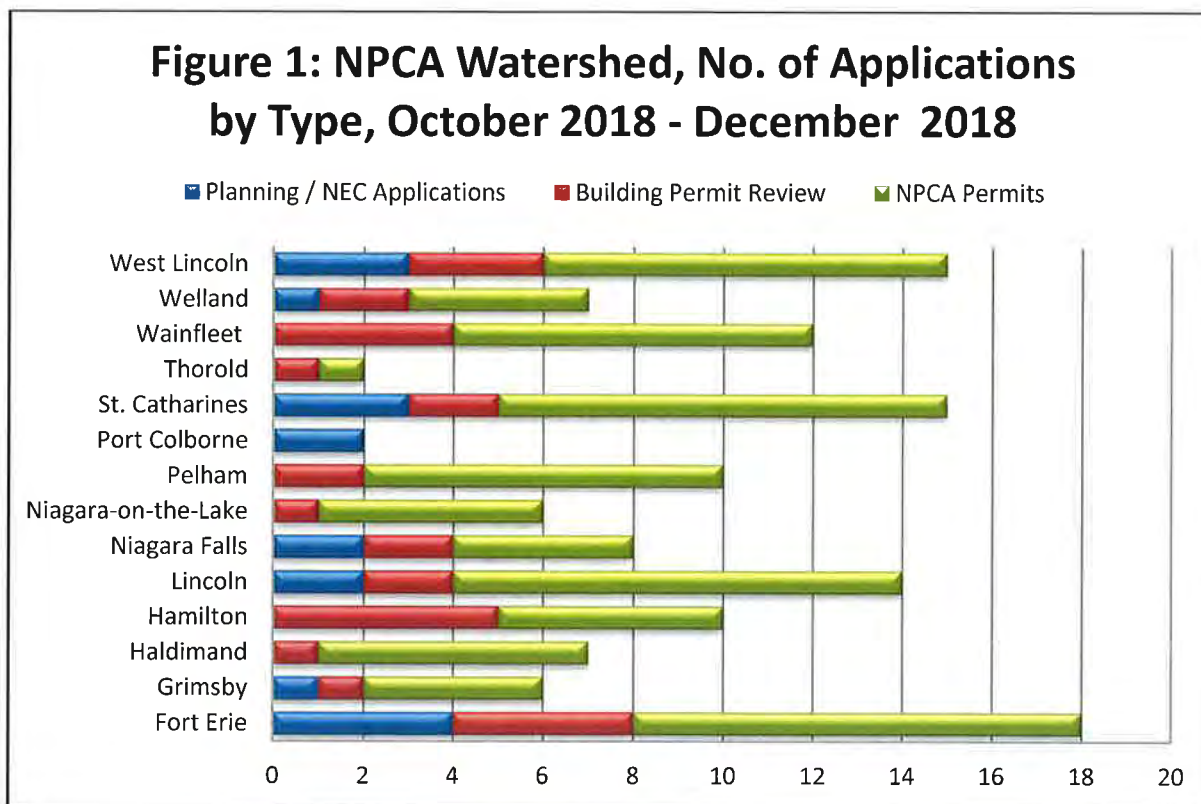
1. That Report No. 04-19 respecting the Watershed Management Status Q4 Report **BE RECEIVED** for information.

PURPOSE:

To update the Board on the Watershed Management Team's activities and achievements during Q4 2018.

BACKGROUND:

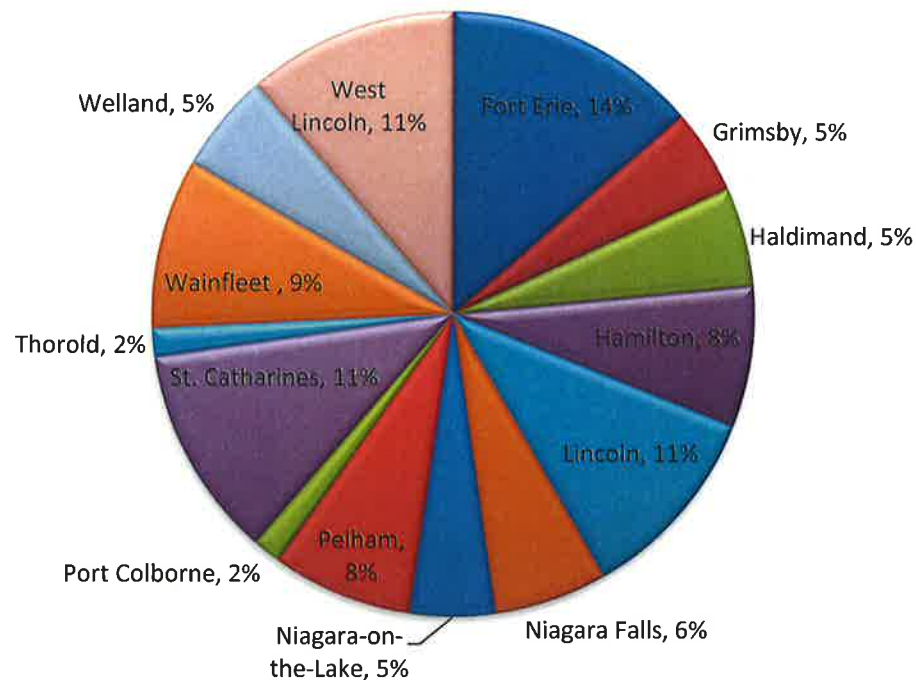
A. Plan Review & Regulations



	Fort Erie	Grimsby	Haldimand	Hamilton	Lincoln	Niagara Falls	Niagara-on-the-Lake	Pelham	Port Colborne	St. Catharines	Thorold	Wainfleet	Welland	West Lincoln	Totals
Planning / NEC Applications	4	1	0	0	2	2	0	0	2	3	0	0	1	3	18
Building Permit Review	4	1	1	5	2	2	1	2	0	2	1	4	2	3	30
NPCA Permits	10	4	6	5	10	4	5	8	0	10	1	8	4	9	84
Totals	18	6	7	10	14	8	6	10	2	15	2	12	7	15	132

Table 1. Number of Regulation Permit application reviews completed

**Figure 2: Total No. of Applications (%),
October 2018 - December 2018**



PERMIT PROCESSING TIME

	Q4	Year to Date	2017 Year end
Total Reviews	84	315	301
Total Review Days	1365	6710	5060
Total Review Time (Days)	16	21	17

Table 2. NPCA Permit processing time

The Development Reviews Division is responsible for reviewing *Planning Act* applications and Building Permit applications where there is a feature regulated by the NPCA.

During the fourth quarter of 2018, the Watershed Management Department reviewed 18 *Planning Act* applications (various type and complexity)/Niagara Escarpment Commission Development Permit applications, 30 Building Permit applications, and 21 property information requests. Planning staff also provided comments on 15 pre-consultation proposals.

Staff also responded to various inquiries from the public and local municipalities, as well as attended weekly consultation meetings with the local municipalities and conducted various site inspections.

The Compliance and Enforcement staff received a total of 35 complaints during Q4 and issued 11 Notices of Violation. Of the 35 complaints, 27 have been resolved with only 8 remaining ongoing.

B. Water Resources and Restoration Programs

1. Source Water Protection Program

During the 4th quarter of 2018, key milestones of the Source Protection program activities included:

- Hiring a new Source Protection Project Manager.
- Source Protection Plan Updates by the Source Protection Committee at their November committee meeting.
- Assistance to Niagara Region with future updates to the Welland water treatment plant intake protection zones.
- Receipt of the Minister of the Environment, Conservation and Parks Section 36 Source Protection Plan Update Order.
- Completion of 6-month program progress reporting with the Ministry of the Environment, Conservation and Parks.

2. Special Projects

- The Welland River Floodplain mapping project has been completed by WSP and submitted for review by NPCA prior to scheduling stakeholder meetings later this year.
- NPCA has received draft line work for the Grimsby/Lincoln Floodplain mapping project by Aquafor Beech. This information has yet to be reviewed by staff.
- The St. Catharines Floodplain mapping project by Stantec is currently in the modelling stage.

3. Water Quality Monitoring Program

- Staff have completed routine monitoring at all 80 water quality monitoring stations for 2018. This monitoring was performed monthly March until November at all stations and samples are being analyzed for general chemistry, nutrients, metals and bacteria.
- The Ministry of the Environment and Climate Change (MOECC) will be providing a laboratory allotment for the NPCA to collect 2019 winter water samples through the Provincial Water Quality Monitoring Network (PWQMN). NPCA staff will collect samples when conditions permit and this data will be used to address a significant gap in our monitoring of watershed conditions in the winter season.
- Fall biological monitoring water quality monitoring stations for 2018 at 23 water quality monitoring stations. This also includes the biological monitoring at the Hamilton International Airport and the Glanbrook Landfill
- Staff are updating databases and completing benthic identification of biological samples from 2018.
- Staff have been attending meetings on the Queens Royal Beach *E. coli* investigation with the Town of NOTL and MOECC for the Niagara River Remedial Action Plan.
- Provincial Groundwater Monitoring Network (PGMN): Staff continue to visit monitoring wells for manual downloads and perform QA/QC check on groundwater level data as part of their routine data maintenance protocol. Staff completed the fall water quality sampling.
- Staff completed fall monitoring of groundwater for the Balls Falls Centre of Conservation septic system. This is part of the MOECC's Certificate of Approval to operate the Centre's septic system.
- For 2018, staff have processed 59 water quality data requests from other governmental agencies, consultants, and academic institutions.

- The NPCA has received nine (9) applications and completed 9 projects under the Well Water Decommissioning Program.



Figure 3. An example of a NPCA Water Well Decommissioning Project. Left photo shows an abandoned dug well in need of decommissioning and the right photo shows same dug well after decommissioning had been completed by a licensed well contractor.

4. Flood Control

- Staff continued to monitor daily water levels at our 15 stream gauge stations, climatic data at our 15 climate stations, and undertake routine maintenance, calibration, and inspections at all 30 installations, as part of the NPCA's routine Flood Forecasting and Warning duties. The public could typically access this real-time water level and rainfall information through the NPCA's website (<https://npca.ca/stream-flow-monitoring>).
- Year to date staff had received and processed 25 water level, flow and meteorological data requests from other governmental agencies, consultants and academic institutions.
- Binbrook beaver dam removal was completed
- EC Brown flow gauge had been removed for the winter season and will be reinstalled in early spring.
- In the Fourth quarter of 2018, the NPCA issued 3 Watershed Condition Statements warning residents of the potential for flooding all were for Lake Erie lake and wave set-up and lake surge driven events. No major flooding was reported during these events.
- Bi-Monthly Snow surveys have started. This a provincial program that runs from Nov. 15th to May 31st. This program involves measuring the snow pack, if one should exist, for depth and weight. These values are then used to determine how much water is stored in the snow pack. This data is of value for estimating the spring-runoff and the potential for flooding.

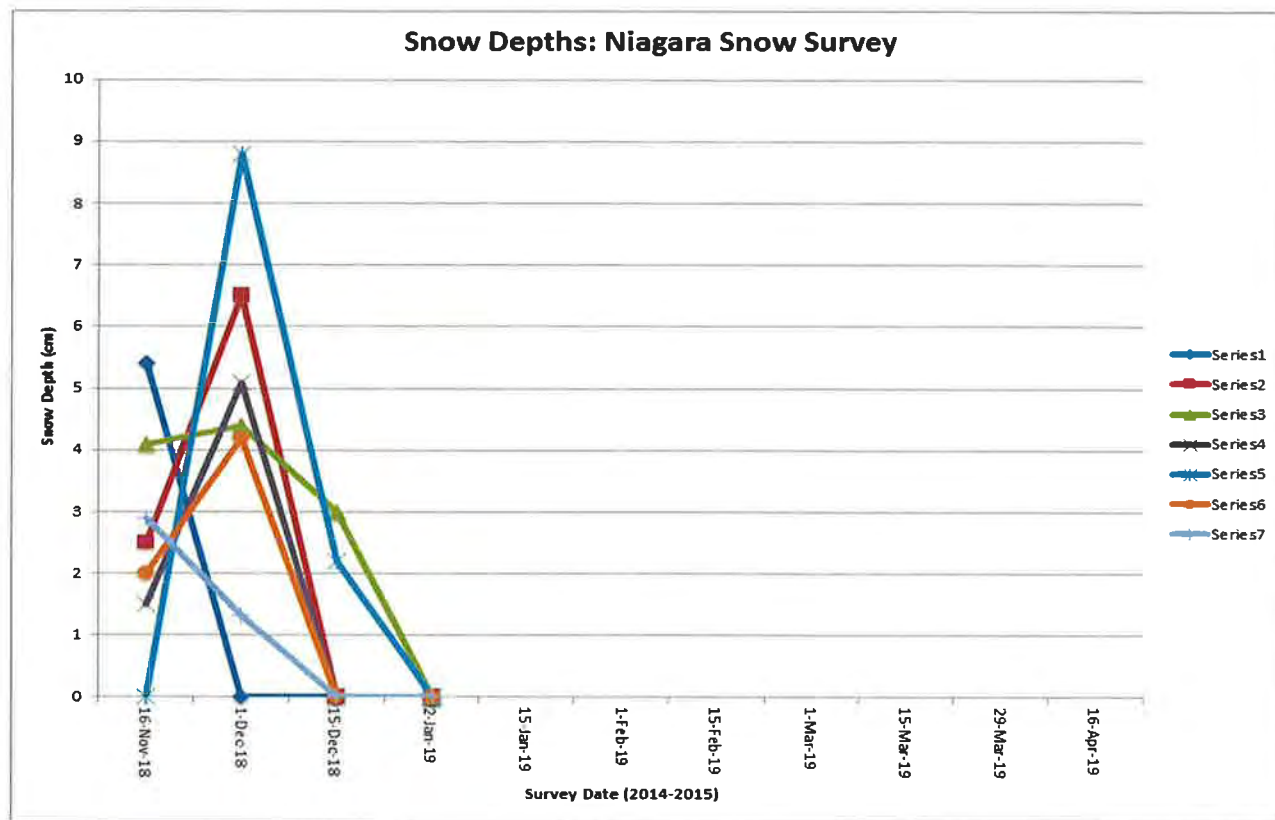


Figure 4. Q4 Snow Depths

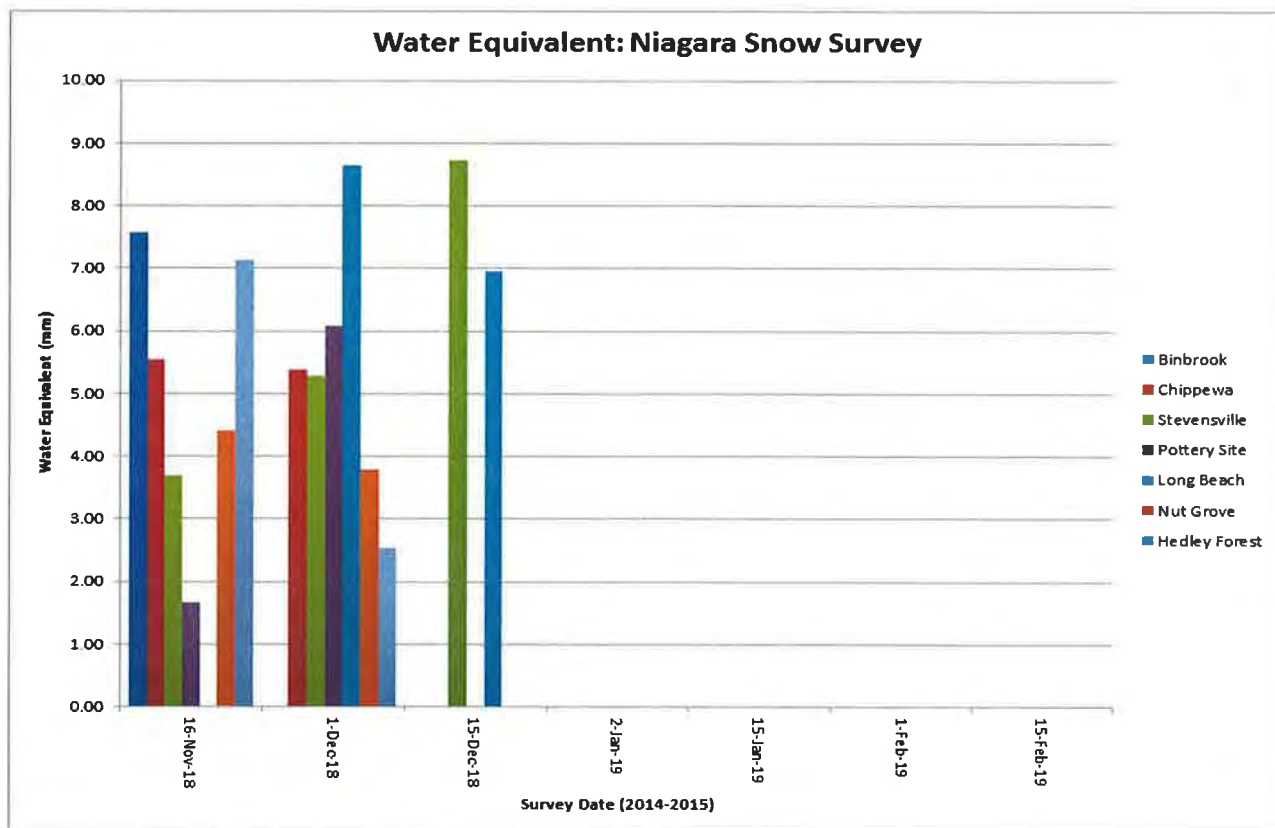


Figure 5. Q4 Water Equivalents



Figure 6. Staff checking gauge.

5. Niagara River Remedial Action Plan (RAP)

The Niagara Peninsula Conservation Authority (NPCA) receives financial support from Environment and Climate Change Canada (ECCC) and the Ontario Ministry of the Environment, Conservation and Parks (MECP) to coordinate activities and to provide administrative and education services for the continued development and implementation of the Niagara River Remedial Action Plan (RAP) initiative. The Niagara River RAP initiative is a community-based partnership between government (federal, provincial, municipal), the Conservation Authority, non-government organizations, First Nations, industries, scientists, and interested citizens that work together to restore and protect water quality and ecosystem health in the Niagara River. The RAP activities contribute to commitments under the *Canada-U.S. Great Lakes Water Quality Agreement* and the *Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health*.

The Niagara Peninsula Conservation Authority (NPCA) has been an active participant in the RAP initiative since its inception in the late 1980s and has completed many activities in the watershed toward the improvement of the Niagara River ecosystem. In April 1999, the NPCA took an active leadership role and became the host organization for administering and coordinating the activities of the Niagara River Remedial Action Plan initiative through a full-time staff person (Project Manager). Below is a list of recent activities by the Project Manager in support of the RAP initiative and agreements between the NPCA and the funding agencies.

- Organized meetings and facilitated discussions between various partners (Town of NOTL, MECP, ECCC, and a contractor) related to a Storm Sewer investigation project which supports RAP goals to improve conditions at the Queen's Royal Beach by addressing pollutant sources contributing to beach closings.
- Initiated the technical expert review for how to assess the status of the fish populations and fish habitat and began compiling data and information needed to analyse these two impairments, including starting to identify remaining actions required to advance the goals for fish populations and habitat.
- Administrative support for the entire RAP structure including: financial reporting to funding agencies / managing RAP project finances, meeting planning/organization (monthly Coordinating Committee meetings, quarterly Implementation Committee meetings, quarterly Public Advisory Committee meetings, other work groups, as needed).
- Expanded indigenous engagement for the Niagara River RAP by facilitating discussions with the Mississaugas of the New Credit First Nation (MNCFN) by coordinating with two other Great Lakes Areas of Concern (i.e., Hamilton Harbour and Toronto waterfront) that are also located within the MNCFN Treaty Territory to collaborate on a fish consumption survey for their community to optimize the capacity of the FNs communities and provide for efficiencies of the efforts for all parties involved.
- Fostered collaboration and information exchange with USA counterparts by attending the Niagara River (NY) RAP meeting in Buffalo and coordinating input and participation from NYSDEC and EPA participants in the Ontario RAP teams.
- Provided educational opportunities to support curriculum goals related to water resources and governance for local university students, including delivering guest lectures to graduate-level and undergraduate-level students at Brock University.
- Fostered community involvement and promoted interest in the RAP initiative by attending local public events including, NPCA's Ball's Falls Thanksgiving Festival.
- Conceptualized a draft 'Eat Safe Fish' booklet for the Niagara River AOC (writing, design coordination, review with committees, revisions, as needed). Booklet will be finalized when the Angler Survey project is initiated (pending funding).
- Managed content (original and curated) of the Niagara River RAP website, including keeping the document library up-to-date and writing informative, plain-language articles to educate the public about various RAP-related projects.

- Enhanced digital engagement through social media outlets (Twitter, Facebook, Instagram) and a monthly E-newsletter containing original and curated content delivered to over 250 subscribers.
- Developed content for monthly newspaper ads with key messages about the Niagara River. Topics included: Great Lakes Areas of Concern, Niagara River as part of the bird flyway, and local Christmas Bird Counts.

Prepared by:



Darren MacKenzie, C.Tech., rcsi
Director, Watershed Management

Submitted by:



David Barrick, B.A. (Hon)
Interim CAO/Secretary-Treasurer

Prepared with input from D. Deluce, Senior Manager, Planning & Regulations; J. Diamond, Water Quality Specialist, E. Augustino, Water Quality Technician, R. Kitchen, Water Resource Technician, M. Hill, Compliance and Enforcement Officer, N. Green, Project Manager, RAP, S. MacPherson, Restoration Grants Coordinator

Report To: Board of Directors

Subject: Niagara Region Tree and Forest Conservation By-law Q2 (2018) Status Report

Report No: 05-19

Date: January 8, 2019

RECOMMENDATION:

1. That Report No. 05-19 respecting the Niagara Region Tree and Forest Conservation By-law Q4 (2018) Status Report **BE RECEIVED** for information.

PURPOSE:

To provide an update on the status of the Niagara Region Tree & Forest Conservation By-law (30-2008) and forestry activities being conducted by the NPCA Forester in Q4 2018.

BACKGROUND:

By-law issues and forestry activities in Q4 2018 can be found itemized in Appendix 1 to Report No. 05-19.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

RELATED REPORTS AND APPENDICES:

Appendix 1 Q4 2018 By-law issues and forestry Activities

Prepared by:

Dan Drennan

Dan Drennan, R.P.F.
Forester

Reviewed by:



Darren MacKenzie, C.Tech., rcsi
Director, Watershed Management

Submitted by:



David Barrick, B.A. (Hon)
Interim Chief Administrative Officer/ Secretary-Treasurer

NPCA Forestry Department: Communication and Work Summary



Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
1	Fort Erie	Woodland owner	<input checked="" type="checkbox"/>	2018-10-01	Site Inspection	Received a complaint about on a property close to the Niagara Parkway and College Rd. The caller said the trees were cut several months ago but was interested to know what was happening on the property	No planning application or building permit have ben received by the town of Fort Erie. Features on site include significant woodlands, wetlands and a water course. Conducted a site visit on Oct 4. Observed tree cutting on the property but not within the features listed above. The buffer along the water course was respected.	Contact the owner to inquire on plans for the property. Currently no compliance issues.
2	Pelham	Woodland owner	<input checked="" type="checkbox"/>	2018-10-02	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-12 located along Orchard Hill Rd in Pelham. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
3	Pelham	Woodland owner	<input checked="" type="checkbox"/>	2018-10-02	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-11 located along Orchard Hill Rd in Pelham. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
4	Pelham	Woodland owner	<input checked="" type="checkbox"/>	2018-10-02	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-09 located along Luffman Drive in Pelham. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
5	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2018-10-03	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-03 located along Con 6 Rd in Wainfleet. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
6	St. Catharines	Property owner	<input checked="" type="checkbox"/>	2018-10-11	Hazard Trees	A property owner requested a site visit to assess what trees and vegetation can be removed from a portion of their lot.	Attended the property with the owner and delineated the area where shrub vegetation could be cleared and marked which trees could be removed because of their condition (i.e. dead ash).	None required.
7	Wainfleet	Provincial government rep	<input checked="" type="checkbox"/>	2018-10-16	Permits:General	Several woodlots that were harvested under Good Forestry Practices (GFP) permits in 2018 in the Wainfleet were also enrolled in the Conservation Land Tax Incentive Program (CLTIP). This program is administered by the MNR and offers property tax reduction for land owners with certain environmental features.	Commercial timber harvest operations conducted under a GFP permit is an activity not allowed when enrolled in CLTIP. A list of landowners that had a GFP permit and were enrolled in the program was forwarded to the CLTIP at the MNR.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
8	NOTL	Contractor/Developer	<input type="checkbox"/>	2018-10-17	Individual Trees	A representative from a developer inquired about Forest Bylaw coverage on a property in NOTL. There is a proposal to develop on two sparsely treed lots.	Assess the properties and determined the Region's Forest Bylaw does not apply to the area being proposed for development. There are no woodlands as per the definition in the Bylaw.	None required.
9	Grimsby	Contractor/Developer	<input checked="" type="checkbox"/>	2018-10-19	Enforcement	Received a complaint about tree cutting on a property on Main Street West in Grimsby. The lot is vacant and situated on a slope of the escarpment but is not designated as a Natural Area by the NEC.	Conducted a site visit on October 19 and inquired with town staff about approvals and applications for the property. A development agreement was approved by the Town. The tree cutting that has occurred is covered by exemption 4.4.d. in Bylaw.	None required.
10	Lincoln	Woodland owner	<input checked="" type="checkbox"/>	2018-10-22	Permits:General	A woodland owner contacted the NPCA Forester to get advice on how to manage their 7 hectare forest on their property in Lincoln.	Conducted a site visit with the owner. Assessed the forest to see what opportunities are available to conduct forest management activities. The basal area is high in certain sections of the forest which leads to potential for a thinning operation under a Good Forest Practices permit.	Provided the owner with information and contacts for preparing for a Good Forestry Practices permit.
11	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2018-10-23	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-10 and 2018-15 located along Winger Rd and Robertson Rd in Wainfleet. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
12	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2018-10-23	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-13 located along Winger Rd in Wainfleet. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
13	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2018-10-23	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-19 located along Con 6 Rd in Wainfleet. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
14	Fort Erie	Local citizen	<input type="checkbox"/>	2018-10-23	Enforcement	Received a complaint about tree clearing on a property on the corner of Ort Rd and Highway 3 in Fort Erie.	Assessed the property using aerial photos. Determined it doesn't meet the minimum area requirement to be considered a woodland under the Bylaw.	None required.
15	West Lincoln	Woodland owner	<input checked="" type="checkbox"/>	2018-10-25	Permits:General	A woodland owner contacted the NPCA Forester to get advice on how to manage their 21 hectare forest on their property in West Lincoln.	Conducted a site visit with the owner. Assessed the forest to see what opportunities are available to conduct forest management activities. The basal area is high in certain sections of the forest which leads to potential for a thinning operation under a Good Forest Practices permit.	Provided the owner with information and contacts for preparing for a Good Forestry Practices permit.
16	Wainfleet	Local citizen	<input checked="" type="checkbox"/>	2018-10-26	Enforcement	Received a complaint regarding tree clearing near Priestman Rd and Highway 3 in Wainfleet.	Inspected the site from Priestman Rd. Observed trees cut and removed away from Big Forks Creek. This creek is also a municipal drain. The tree removal was part of the drain maintenance program.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
17	Niagara Falls	Property owner	<input checked="" type="checkbox"/>	2018-10-30	Planning	A property owner called to inquire if their lot contains features covered by the Bylaw and regulated features covered by the CA. The property is located in north Niagara Falls along Kalar Rd	Conducted an assessment using digital aerial photos. Determined there are no woodland features that would be covered by the Bylaw and there are no CA regulated features.	None required.
18	Fort Erie	Municipal government rep	<input type="checkbox"/>	2018-10-30	Site Inspection	Received correspondence from a representative from the Town of Fort Erie regarding vegetation removal on a property in Stevensville. The property has PSW on the eastern section.	Conducted a site visit on October 30. The area cleared in the western section of the property was not woodland under the Bylaw. The woodland/wetland on the east portion was not removed or impacted	None required.
19	NOTL	Local citizen	<input type="checkbox"/>	2018-11-01	Individual Trees	Received a complaint by email about one tree that was cut down behind a property on the Niagara River Parkway near Queenston.	Responded back to the email explaining that individual trees are not covered by the Bylaw. In order to be covered under the Bylaw, an individual tree must be designated as a significant community tree and the authority to regulate its protection to the Region must be made by the local municipality. This particular tree was not designated.	None required.
20	NOTL	Local citizen	<input checked="" type="checkbox"/>	2018-11-02	Enforcement	Received complaints of tree removal on a property in the urban area of NOTL in the vicinity of John and Charlotte Streets.	Conducted a site visit. The tree cutting in the area where operations are occurring on Charlotte and John Streets is not applicable to the Bylaw because: •There were no cut trees designated as a heritage tree or significant community trees as per clause 2.3, and •There were no trees cut in a woodland feature as per definition 1.38 The urban tree bylaw the town was proposing may have had jurisdiction over the area where cutting has occurred.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
21	Niagara Falls	Municipal government rep	<input checked="" type="checkbox"/>	2018-11-02	Site Inspection	Received a complaint about tree removal on a property along Chippawa Parkway. The property has wetlands and patches of woodland (Bylaw definition).	Inspected the property on November 2. Observed trails recently created. An Environmental Site Assessment (ESA) is on going on the property. The assessment requires bore hole drilling. The trail system was mapped using GPS. It appears the trails were planned to access drilling sites not to clear trees for development. However some of the trails did enter into areas designated as wetlands. This matter is being dealt with through NPCA regulation enforcement.	None required from the Forest Bylaw.
22	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2018-11-07	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-16 located along Wilford Rd in Wainfleet. Operations were conducted during the favourable weather conditions (fall). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
23	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2018-11-07	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-17 located along Wilford Rd in Wainfleet. Operations were conducted during the favourable weather conditions (fall). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.

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24	NOTL	Woodland owner	<input checked="" type="checkbox"/>	2018-11-15	Exemptions	While conducting an inspection of a woodland in NOTL on Carlton Street, the NPCA Forester became aware of an ownership change of the property. The woodland is covered by the Bylaw because of its size and tree density. It also has been designated as a wetland and a significant woodland (SW) under the provincial Greenbelt Plan.	To be proactive, a letter was sent to the new owner to make them aware of those designations in case they were not informed during the purchase. Being designated as a wetland and a SW in the Greenbelt Plan restricts land use such as tree clearing even for agricultural use.	Letter sent by mail on November 16.
25	Grimsby	Provincial government rep	<input type="checkbox"/>	2018-11-20	Enforcement	Received a complaint through the local MNR office regarding tree clearing at a property on Ridge Rd West in Grimsby.	Examined aerial photos of the property and determined the Bylaw did not apply to property because low tree density. No other regulated features on the property such as NEC areas.	None required.
26	Lincoln	Woodland owner	<input checked="" type="checkbox"/>	2018-11-26	Permits:Approva	A GFP permit application was received November 26, 2018 for a woodland located in Lincoln. The woodland and application will be assessed during a site visit. Most of the harvest area is designated as Provincially Significant Wetland, ANSI and Greenbelt Significant Woodland.	<p>Inspected the property to assess the tree marking prescription and the condition of the woodland on December 14. Satisfied with tree marking and associated prescription. This is mainly an ash salvage operation. Approximately 87% of the species to be cut are ash. The operation will promote regen of black walnut, hard maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter.</p> <p>Recommend approving a GFP permit. Permit will be 2018-20.</p>	Permit was sent to the applicant on December 17. The OPFA member/marker, logging contractor, and the clerk at the township of Lincoln were copied.
27	Fort Erie	Woodland owner	<input checked="" type="checkbox"/>	2018-12-03	Hazard Trees	A landowner requested assistance with assessing hazardous trees on his property, in particular along the property line.	Marked hazardous trees, mainly dead ash, that were within a tree length of the property line.	Informed the planning staff at the Town of Fort Erie that I marked the trees for the owner.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
28	Fort Erie	Contractor/Developer	<input checked="" type="checkbox"/>	2018-12-05	Planning	Received an inquiry from a land owner that has a vacant property covered with woodland in the Ridgway area along Ridge Rd North. They are interested in clearing it for development. There are no regulated features such as wetlands or watercourses. Arranged a site visit with the consultant representing the owner to check on the condition of the woodland.	Conducted the site visit and determined it is a woodland covered by the Bylaw. Discussed the planning requirements with the consultant. Development approvals must be obtained before tree clearing commences.	Continue to monitor.
29	Niagara Falls	Municipal government rep	<input checked="" type="checkbox"/>	2018-12-06	Site Inspection	Received a complaint of tree clearing on a property in Niagara Falls at the junction of Garner and McLeod Rds.	Inspected the site on the southeast corner of McLeod and Garner on Thursday afternoon (Dec 6). Walked the cleared area and concluded the site did not have the tree density to be considered a woodland under the Niagara Region Tree & Forest Conservation Bylaw. There was a considerable amount of shrub vegetation on the property giving it an appearance of a forested area. However the Bylaw only considers live trees to determine density. In this situation the Bylaw does not apply to this property. The owner of this property also has property down the street on Garner and behind the Boys & Girls Club of Niagara. This property is covered by the Bylaw and is regulated by the NPCA because of the PSW. We will be monitoring this site.	Continue to monitor the adjacent property.
30	Niagara Region	Municipal government rep	<input checked="" type="checkbox"/>	2018-12-12	Enforcement	Charges were laid under the Bylaw for tree removal with a permit or exemption on properties in St. Catharines along Martindale Pond, and in Thorold along Kottmeier Rd. First appearance date for the charges is January 8.	Prosecution briefs were prepared and submitted to Niagara Region legal counsel on December 7 and 12.	Attend first appearance hearings.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
31	Lincoln	Woodland owner	<input checked="" type="checkbox"/>	2018-12-17	Permits:Approva	A GFP permit application was received December 17, 2018 for a woodland located in Lincoln. The woodland and application will be assessed during a site visit. Most of the harvest area is designated as Provincially Significant Wetland and Greenbelt Significant Woodland.	<p>Inspected the property to assess the tree marking prescription and the condition of the woodland on December 19. Satisfied with tree marking and associated prescription. This is mainly an ash salvage operation and reduction of undesirable growing stock. Approximately 62% of the species to be cut are ash. The operation will promote regen of black walnut, hard maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter.</p> <p>Recommend approving a GFP permit. Permit will be 2018-21.</p>	Permit was sent to the applicant on December 21. The OPFA member/marker, logging contractor, and the clerk at the township of Lincoln were copied.
32	Port Colborne	Local citizen	<input checked="" type="checkbox"/>	2018-12-18	Woodlands	Received an inquiry about tree clearing at Humberstone Conservation Area. The caller mentioned trees have been cleared on the east boundary along Wilhelm Rd.	The Region was conducting roadside tree maintenance along Wilhelm Rd in the late winter 2018, and the municipal drain located on the property was recently maintained. This type of drain maintenance requires access along the drain for heavy equipment.	None required.
33	Fort Erie	Local citizen	<input type="checkbox"/>	2018-12-19	Woodlands	Received several complaints regarding tree cutting at the Harbourtown site near Waverly Beach in Fort Erie	Conducted a site on December 19, behind Bardol Ave, assessing tree felling that has been reported by several persons. I walked a good portion of the property and observed that all the fresh stumps were ash and had signs of EAB infestation. I have no compliance issues with the recent work as dead and/or hazardous trees are exempt from the Niagara Region Tree & Forest Conservation Bylaw, and the Town instructed the owner to remove hazardous trees along the property lines.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
34	NOTL	Local citizen	<input type="checkbox"/>	2018-12-21	Woodlands	Received a complaint about tree clearing on a property located on York Rd in Niagara on the Lake. The property has ECA Significant Woodlands and wetlands (not provincially significant).	The property is being developed for a new church. The development includes the construction of a storm water pond. The pond requires a section of the woodland to be cleared. Since the development is being conducted under an approved planning act application, it is exempt from the Bylaw under section 4.4.	None required.

Report To: Board of Directors

Subject: Board Member Per Diem & Honourarium- Annual Report

Report No: 06-19

Date: January 23, 2019

RECOMMENDATION:

1. That Report No.06-19 respecting the Board Member Per Diem & Honourarium – Annual Report and the attached Appendices 1 and 2, **BE RECEIVED**;

PURPOSE:

To provide public disclosure of 2018 NPCA Board Member & Source Water Protection Committee Member remuneration (Appendix 1 & 2).

BACKGROUND:

Under Section 37 of the *previous* Conservation Authorities Act (CA Act), all Board member salaries, expenses or allowances of any kind required the approval of the OMB.

In 2015, the Board requested the OMB to approve subsequent annual increases to its Per Diem & Honourariums to be automatically adjusted based on CPI. This request was denied by the OMB, therefore, necessitating an annual request to mitigate potential larger increase requests between longer intervals of time.

The 2016 CPI rate of increase (1.75%) was submitted to the OMB in January 2016 and February 6, 2017, the OMB rendered its decision to approve the request. The approved increase was paid in 2017 retroactive to January 1, 2016.

The 2017 CPI rate was 1.75%, however, the Board decided to request OMB approval in February 2017 for an increase of 1.5%. On April 4, 2017, the OMB rendered its decision to approve the request (Appendix 3). The approved increase was paid in 2017 retroactive to January 1, 2017.

In 2018, the NPCA Board of Directors approved a Board Member Per Diem & Honorarium increase of 1.9% over the previous year.

DISCUSSION:

The previous CA Act (prior to December of 2017) specified in s.37 stated that *"...no salary, expenses or allowances of any kind shall be paid to any of the members of the authority without the approval of the Ontario Municipal Board."*

However, the new CA Act (post 2017) is silent on this issue and considers this type of payment as administration costs which is included in Board approval of the levy. Several Conservation Authorities in Ontario are proceeding on this basis. NPCA staff have reached out to both Conservation Ontario (CO) and MNRF for their perspective.

Conservation Ontario confirmed, *"that the requirement to have the per diems approved by OMB is gone."*

Further, MNRF confirmed that, *"As per the definitions in s.1, "administration costs" includes the salaries and travelling expenses of authority members as are determined, apportioned and recovered in accordance with s.27 of the Act and associated regulations."*

NPCA staff share the interpretation of other Conservation Authorities and CO, that is, the Board may now approve its own Honorarium and Per Diem rates.

All Board Members expenses are documented via a monthly tracking sheet coordinated by the Clerk to the Authority and approved by the NPCA Chair.

Previously, the NPCA disclosed Board remuneration information directly to funding municipalities. This report continues a new direction set last year to openly report remuneration for all Board members and Source Water Protection Committee members directly to the public.

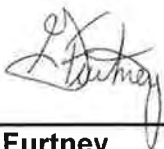
FINANCIAL IMPLICATIONS:

None

RELATED REPORTS AND APPENDICES:

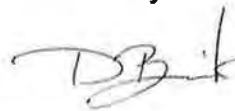
- Appendix 1: 2018 Board Member Remuneration
- Appendix 2: 2018 Source Water Protection Committee Member Remuneration

Prepared by:



Gregg Furtney
Interim Senior Director, Corporate Resources

Submitted by:



David Barrick
Interim CAO/Secretary-Treasurer

This report was prepared in consultation with John Wallace, Manager of Finance.

NIAGARA PENINSULA CONSERVATION AUTHORITY
2018 Member Remuneration Disbursements

REGION	Member	Meetings Attended/Claimed	Chair/Vice Chair Honorarium	Per Diems	Mileage	Expenses	Total	CPP	EHT
Niagara, Fort Erie	Sandy Annunziata	95	6,891.52	7,229.50	5,043.80	157.07	19,321.89	714.46	281.30
Niagara, Pelham	Brian Baty	21	0.00	1,598.10	597.50	0.00	2,195.60	0.00	35.06
City of Hamilton	Stewart Beattie	64	0.00	4,870.40	2,285.00	161.67	7,317.07	0.00	94.97
Niagara, Welland	Frank Campion	6	0.00	456.60	128.00	0.00	584.60	22.59	8.91
Niagara, Niagara-on-the-Lake	Patrick Darte	6	0.00	456.60	147.05	0.00	603.65	22.60	8.90
Niagara, Thorold	Dominic DiFruscio	27	0.00	2,054.70	446.00	0.00	2,500.70	0.00	40.06
Niagara, Niagara Falls	Jim Diodati	4	0.00	304.40	128.00	0.00	432.40	15.07	5.94
Niagara, Lincoln	Bill Hodgson	6	0.00	448.08	104.00	0.00	552.08	22.18	8.74
Niagara, Wainfleet	April Jeffs	4	0.00	304.40	136.80	0.00	441.20	15.06	5.94
Niagara, West Lincoln	Douglas Joyner	16	0.00	1,217.60	304.50	0.00	1,522.10	60.27	23.74
City of Hamilton	James Kaspersetz	77	995.61	5,788.70	3,529.00	762.56	11,075.87	335.82	132.30
Niagara, Lincoln	Paul MacPherson	21	0.00	1,598.10	141.50	0.00	1,739.60	75.13	29.60
Niagara, Port Colborne	John Maloney	21	0.00	1,598.10	655.00	0.00	2,253.10	0.00	31.16
Niagara, Grimsby	Tony Quirk	76	0.00	5,783.60	1,947.00	58.70	7,789.30	286.29	112.78
Haldimand-Norfolk	Rob Shirton	7	0.00	532.70	290.00	0.00	822.70	26.36	10.39
Niagara, St. Catharines	Bruce Timms	19	0.00	1,445.90	390.00	0.00	1,835.90	71.58	28.20
		470	7,887.13	35,687.48	16,273.15	1,140.00	60,987.76	1,667.41	857.99

**NIAGARA PENINSULA CONSERVATION AUTHORITY
SOURCE PROTECTION COMMITTEE
2018 Member Remuneration**

Member	Per Diems	Mileage	Total	CPP	EHT
Robert Bator	600.00	109.00	709.00	27.90	11.70
Brian Baty	400.00	11.00	411.00	-	7.80
Carl Bodimeade	600.00	17.00	617.00	29.70	11.70
Anthony D'Alimonte	600.00	191.00	791.00	29.70	11.70
Darren Fry	800.00	210.00	1,010.00	39.60	15.60
Paul Grenier	800.00	27.00	827.00	39.60	15.60
Annie Michaud	1,200.00	198.00	1,398.00	59.40	23.40
Drew Semple	400.00	37.00	437.00	-	7.80
Adrin Willems	800.00	86.00	886.00	39.60	15.60
	<u>6,200.00</u>	<u>886.00</u>	<u>7,086.00</u>	<u>265.50</u>	<u>120.90</u>

Report To: Board of Directors

Subject: Auditor General's Recommendation Implementation Update

Report No: 07-19

Date: January 23, 2019

RECOMMENDATION:

1. That Report No. 07-19 respecting the NPCA's actions taken in Response to the Auditor General's Recommendations **BE RECEIVED**; and

PURPOSE:

To provide Board members with a summary of actions and progress, which have been taken by the NPCA to specifically address each of the recommendations put forward by the Auditor General of Ontario.

BACKGROUND:

In September 2018, following a nine-month special audit of the NPCA's operations and governance structure, the Auditor General of Ontario released its findings in a report titled "Special Audit of the Niagara Peninsula Conservation Authority". The report lays out 24 recommendations with 75 action items. Of the 24 Recommendations, six are directed to the Ministry, four to the NPCA Board of Directors, and the remaining 14, to NPCA Operations.

DISCUSSION:

As an organization already committed to the importance of continuous improvement, the NPCA welcomes the Recommendations put forth by the Auditor General and looks forward to working towards the implementation of all recommendations that fall within its purview

This report serves to track NPCA's progress against this objective.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to this report.

RELATED REPORTS AND APPENDICES:

Appendix 1: AG Recommendation Update Summary

Submitted by:



David Barrick
Interim Chief Administrative Officer
Secretary Treasurer

This report was prepared with the consultative input from: Krystle Caputo, Director of Communications and Administration, Gregg Furtney, Interim Director of Corporate Resources, and Darren MacKenzie, Director of Watershed Management

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	ACTION	INITIATED	UNDERWAY	COMPLETED
(M)1	To ensure effective oversight of conservation authorities' activities through boards of directors, we recommend that the Ministry of the Environment, Conservation and Parks clarify board members' accountability to the conservation authority.		N/A		
(B)2	To ensure that the Niagara Peninsula Conservation Authority (NPCA) Board of Directors has the necessary independence and objectivity to oversee the NPCA's activities effectively, we recommend that the NPCA Board:		X		
(NB)2.1	adhere to its Code of Conduct, which states that Board members are to refrain from unduly influencing staff, being respectful of staff's responsibility to use their professional expertise and corporate perspective to perform their duties;	Update Communications Policy to ensure Board communication is funneled through Interim CAO/Director of Communications		X	
(NB)2.2	update its Code of Conduct to clearly define the circumstances and relationships that could lead to an actual or perceived conflict of interest beyond those defined in the Municipal Conflict of Interest Act.	Interim CAO to prepare a document for review based on this recommendation by Q2	X		
(BMC)3	To ensure that members of the Niagara Peninsula Conservation Authority (NPCA) Board of Directors collectively have the skills, experience and training necessary to oversee the NPCA's activities effectively, we recommend that the NPCA Board:		X		

(BC)3.1	determine the types of skills and experience required on the Board based on the NPCA's mandate, and develop and implement a strategy to address any gaps;	The Interim CAO will work with each Board Member to complete a fulsome review of the NPCA Mandate and Mission as well as provide them a tour of parks and projects	X		
(MCO)3.2	work with the NPCA's funding municipalities to ensure that their Board appointment processes consider skills and experience requirements;	The Interim CAO will support the Board as directed	X		
(NB)3.3	assess the current role of its advisory committee to determine whether it is sufficient in fulfilling any gaps in Board skills and competencies, and revise as necessary;	Staff report for Q2 to be prepared and presented for Board input	X		
(BC)3.4	identify initial and ongoing Board governance training needs	As needed/requested	X		
(M)4	We recommend that the Ministry of the Environment, Conservation and Parks: make a recommendation to the Executive Council of Ontario to proclaim Section 40 of the Conservation Authorities Act;		N/A		
(M)4.1	once Section 40 is proclaimed, make a regulation prescribing requirements for board composition that result in board members having the independence and objectivity they need to fulfill their oversight responsibilities;		N/A		
(MCO)4.2	work with Conservation Ontario and conservation authorities to determine whether governance training should be developed and delivered province-wide for board members of conservation authorities		N/A		
5	To ensure that the Niagara Peninsula Conservation Authority (NPCA) Board of Directors has all the information it needs to effectively oversee the NPCA and improve its oversight when needed, we recommend that the NPCA Board:		N/A		

(NB)5.1	regularly evaluate the performance of the NPCA's Chief Administrative Officer, as required by its policies;	The Board delivered its first CAO performance review on November 28, 2018			X
(BC)5.2	develop performance indicators to facilitate the Board's evaluation of its oversight processes and activities;	The Interim CAO is in the process of developing KPIs tied to the Strat plan 2018-2021 with consultant Performance Concepts	X		
(NBC)5.3	regularly evaluate both its collective performance and the performance of individual Board members	The Interim CAO will support the direction of the Board	X		
(B)6	To ensure that per diem payments to Board members are reasonable and transparent, we recommend that the Niagara Peninsula Conservation Authority:		N/A		
(NB)6.1	clarify its Board policies to specify the meetings and other functions for which Board members may receive per diem payments in the future;	By-Laws were updated and approved by Conservation Ontario per the Conservation Authorities Act			X
(B)6.2	continue to publish information on actual Board per diems and other expenses annually online	Staff will continue to make this information available online at npcadiologue.ca		X	
(OPS)7	To ensure that the Niagara Peninsula Conservation Authority (NPCA) has complete and up-to-date information about flood risks within its watershed, we recommend that the NPCA:		N/A		

(OPS)7.1	assess the risk to communities around the unmapped watercourses;	Floodplain mapping is currently underway for Welland River, Grimsby and Lincoln - First draft to be complete first quarter		X	
(OPS)7.2	determine the time and cost for completing and updating floodplain maps;		X		
(OPS)7.3	schedule this work, based on its risk assessment and for the watercourses for which the Ministry of Natural Resources and Forestry recommends floodplain maps be prepared	Although NPCA is not required to do floodplain mapping, NPCA will undertake floodplain mapping to help inform Regulation. We undertake floodplain mapping when funding is available as having this information as a tool within our mapping helps with planning and Regulation decisions.	X		
(M)8	To ensure that conservation authorities have complete and up-to-date information about flood risks within their watershed, we recommend that the Ministry of Natural Resources and Forestry work with Conservation Ontario to:		N/A		
(M)8.1	establish clear responsibility and criteria for developing and updating floodplain maps across the province;		N/A		
(M)8.2	review current funding levels to conservation authorities to determine how floodplain mapping can be completed in a timely manner		N/A		
(OPS)9	To ensure that development is directed away from areas of natural hazards where there is an unacceptable risk to public health and safety or of property damage, we recommend that the Niagara Peninsula Conservation Authority (NPCA):		N/A		

(OPS)9.1	finalize, as soon as possible, its policies for reviewing development proposals and work permit applications;	The Policy Document is finalized and is now being used by staff to regulate development			X
(OPS)9.2	in finalizing such policies, ensure that the criteria for where development is allowed is consistent with Section 3.1 of the Provincial Policy Statement and the Conservation Authorities Act	The Policy Document is finalized and is now being used by staff to regulate development			X
(OPS)10	To ensure that staffing decisions are focused on improving the operations of the Niagara Peninsula Conservation Authority (NPCA) to fulfill its legislative mandate and provide effective and efficient services, we recommend that the NPCA:	The December 18 reporting structure change under the Interim CAO affected the following: Under the direction of Communications and Administration, establishing business needs to inform hiring practices, an updated organizational chart will be presented to the Board at its next regular meeting			X
(OPS)10.1	develop a human resources (HR) plan that identifies current and future HR needs, as they relate to the strategic direction of the NPCA;	Map out staff and skills required for each strategic Area of Focus as per the Strategic Plan 2018-2021	X		
(OPS)10.2	in developing such an HR plan, review its staffing mix to determine the appropriate level of administrative and corporate support staff;	Take into account Operational Plans; Map out staff and skills required for each strategic Area of Focus, as per the Strategic Plan 2018 - 2021	X		

(OPS)10.3	base future HR decisions on its HR plan;	Currently drafting template for Hiring Requisition to assist in assessing requested hires, including business case (as it relates to the plan) and ensuring all resources/implications have been considered to be included in each open position file	X		
(OPS)10.4	provide information about planned restructuring decisions, including their financial implications, to the NPCA Board prior to implementing such decisions	The Interim CAO to provide in camera updates concerning structuring decisions as necessary, as well as estimated funding required. Currently, all HR changed are within the approved 2019 budget.	X		
(OPS)11	To ensure that reports of possible and known violations are appropriately addressed in a timely manner, we recommend that the Niagara Peninsula Conservation Authority:	The December 18 reporting structure change under the Interim CAO affected the following: Having IT report to the Director of Communications and Administration gives the oversight to ensure that CityView is being used fully as a tool to address complaints in a timely manner		X	

(OPS)11.1	determine the number of enforcement staff necessary to address violations on a timely basis and staff accordingly;	With the change to the organization structure of permits to planning, at minimum a supervisor and 2 compliance and enforcement staff will be added. Should the volume be such that this is not sufficient, then a 3rd officer will be added.		X	
(OPS)11.2	ensure that enforcement staff obtain the necessary training to discharge their responsibilities;	Enforcement staff currently scheduled for Level 1 Conservation Ontario Compliance training in March 2019		X	
(OPS)11.3	revise its enforcement policy to provide guidance on the progressive actions enforcement staff should take to address violations taking into consideration the significance of the violations;	Currently under review	X		
(OPS)11.4	revise its enforcement policy to require that enforcement activities be sufficiently documented and ensure that staff adhere to the policy;	Currently under review	X		
(OPS)11.5	use CityView to track reports of possible violations.	CityView was recently updated to facilitate tracking			X

(OPS)12	To ensure that the Niagara Peninsula Conservation Authority (NPCA) can proactively identify unlawful activities before they result in risk to people, property and the environment, we recommend that the NPCA:	The December 18 reporting structure change under the Interim CAO affected the following: The Director Communications and Administration will work with IT and the Director of Planning and Regulations Department to expedite a more user-friendly, streamlined process for landowners to report completion of works for which NPCA has issued permits		X	
(OPS)12.1	institute a mandatory reporting mechanism for landowners to notify the NPCA that approved work has been completed in compliance with the conditions of the permit, and follow up with landowners who fail to report;	The website will be updated in January to advise how to register a complaint, having a dedicated complaint email and phone number for people and using CityView to flag properties that have concerns	X		
(OPS)12.2	develop a risk-based plan to conduct site visits to ensure that landowners have completed the approved work in compliance with the conditions of the permit;	Currently under review	X		
(OPS)12.3	update its website to provide information to the public about activities that are prohibited under the Conservation Authorities Act and how the public can report suspected violations to the NPCA	Scheduled Q1		X	

(OPS)13	<p>To ensure that restoration funding is directed toward projects that best achieve the goals of the restoration program, we recommend that the Niagara Peninsula Conservation Authority, regardless of its chosen program delivery model, develop and implement a strategy to better target areas of the watershed based on water quality monitoring and other information on the health of the watershed</p>	<p>The Water Quality Improvement Grant Program was launched September 2018. The December 18 reporting structure change under the Interim CAO affected the following: The Director of Communications and Administration will work closely with the Director of Planning and Regulations to support garnering applications for the newly approved and implemented Water Quality Improvement Grant Program through not only specific communications strategies, but by helping to connect potential funding partners to the grant application, within the parameters of the grant program</p>			X
(OPS)14	<p>To ensure that funding from Ontario Power Generation (OPG) helps improve the health of the Welland River as agreed to, we recommend that the Niagara Peninsula Conservation Authority (NPCA):</p>	<p>The December 18 reporting structure change under the Interim CAO affected the following: Conversations to address the OPG funding issues are already underway, and clarification is being sought. The Interim Senior Director of Corporate Resources will ensure that the agreement and funds are appropriately allocated in accordance with the partnership agreement</p>		X	

(OPS)14.1	seek clarification with OPG regarding its expectations for how the remaining funds are to be spent;	Senior NPCA Staff have met with Senior OPG at OPG three times in 2018 (May 25th - first meeting, August 29, and October 31) with a regularly scheduled meeting planned for Q1 of 2019. Quarterly meetings are the will of both parties. NPCA staff discussed past spending with OPG Staff on August 29 and future spending and protocols on October 31. A new Agreement between the NPCA and OPG is being drafted by OPG.			X
(OPS)14.2	revise, as necessary, the formal agreement between the NPCA and OPG to outline such expectations;	The updated version of the past agreement between OPG and the NPCA was drafted by OPG staff.			X

(OPS)14.3	develop and implement a plan that identifies the projects and their locations for which the remaining funds will be spent, ensuring that such projects focus efforts on areas of concern based on the watershed plans that have been developed for the Welland River	Future projects and spending of OPG funds was discussed at the October 31st meeting. At the Quarterly Meetings, NPCA staff will give OPG Staff updates on the spending and get approval from them before any further spending is done. There are a couple of projects that OPG has talked about doing with the NPCA where some of these funds could be used.			X
(OPS)15	To ensure that lands are acquired to help the Niagara Peninsula Conservation Authority (NPCA) fulfill its mandate, we recommend that the NPCA:		N/A		
(OPS)15.1	review and revise its land acquisition goals—both in its latest 2015 plan and in its 100-year plan—for reasonableness and to reflect the NPCA’s responsibilities under the natural hazard policies of the Provincial Policy Statement;	The Land Acquisition plan is under review and will be presented for Board Approval at the end of Q2. Currently, the Senior Director of Corporate Resources delivers reports to the Board on potential acquisitions	X		
(OPS)15.2	improve its current land acquisition criteria to provide clear direction on which lands should be acquired;	The Land Acquisition plan is under review and will be presented for Board Approval at the end of Q2. Currently, the Senior Director of Corporate Resources delivers reports to the Board on potential acquisitions	X		

(OPS)15.3	prioritize its current land acquisition criteria to reflect the revised goals;	The Land Acquisition plan is under review and will be presented for Board Approval at the end of Q2 Currently, the Senior Director of Corporate Resources delivers reports to the Board on potential acquisitions	X		
(OPS)15.4	determine the total cost of its land acquisition plan and how it will fund the acquisitions;	The Land Acquisition plan is under review and will be presented for Board Approval at the end of Q2 Currently, the Senior Director of Corporate Resources delivers reports to the Board on potential acquisitions	X		
(OPS)15.5	develop and implement a plan to achieve its land acquisition goals;	The Land Acquisition plan is under review and will be presented for Board Approval at the end of Q2 Currently, the Senior Director of Corporate Resources delivers reports to the Board on potential acquisitions	X		
(OPS)15.6	monitor and report to the NPCA Board of Directors on land acquisition progress	The Land Acquisition plan is under review and will be presented for Board Approval at the end of Q2 Currently, the Senior Director of Corporate Resources delivers reports to the Board on potential acquisitions			

(OPS)16	To enable the Niagara Peninsula Conservation Authority (NPCA) to assess its performance in fulfilling its mandate, we recommend that the NPCA:	The December 18 reporting structure change under the Interim CAO affected the following: Revenue generation at the parks will continue to increase by implementing a marketing and communications strategy that will be tied to key performance indicators (KPIs)		X	
(OPS)16.1	develop performance indicators that are tied to its mandate and overall program goals;	The Interim CAO is in the process of developing KPIs tied to the Strategic Plan 2018-2021 with consultant Performance Concepts		X	
(OPS)16.2	establish targets against which each indicator will be assessed;	The Interim CAO is in the process of developing KPIs tied to the Strategic Plan 2018-2021 with consultant Performance Concepts		X	
(OPS)16.3	regularly collect and analyze information about the impact of its programs and services on the Niagara Peninsula watershed to help adjust programs on an ongoing basis;	Staff are streamlining this process into a formal pipeline		X	
(OPS)16.4	review, and revise as necessary, its annual and quarterly reports to better reflect how the NPCA's initiatives and projects are helping the NPCA fulfill its mandate and overall program goals	The Interim CAO is in the process of developing KPIs tied to the Strategic Plan 2018-2021 with consultant Performance Concepts. Once established, the Quarterly and Annual Reports will include this update		X	

(OPS)17	To ensure that the Niagara Peninsula Conservation Authority (NPCA) follows fair and transparent recruitment and promotion processes, and that the best-qualified individuals are hired and promoted, we recommend that the NPCA:	The December 18 reporting structure change under the Interim CAO affected the following: The Director of Communications and Administration will facilitate an open dialogue between all departments so that NPCA can improve responsiveness, in a direct way, which will improve internal communications and the speed and accuracy with which we respond to public inquiries.		X	
(OPS)17.1	update its recruitment policies to include the steps and documentation required to support hiring decisions and eliminate situations of real or perceived conflict of interest in recruitment and hiring;	Recruitment policies currently being updated. Will be complete by Q2		X	
(OPS)17.2	update its promotion policies to include the decision-making process required to be followed and documented for promotions and appointments;	Recruitment policies currently being updated. Will be complete by Q2		X	
(OPS)17.3	assess staff's performance annually, as required by its policies;	First annual reviews were complete Q4 2018			X
(OPS)17.4	provide quarterly updates to the NPCA Board of Directors on staffing changes and performance	Will be provided at the next regular Board meeting		X	

(OPS)18	To ensure compliance with the Occupational Health and Safety Act, the Ontario Human Rights Code and the Ministry of Labour's Code of Practice, we recommend that the Niagara Peninsula Conservation Authority (NPCA):	The December 18 reporting structure change under the Interim CAO affected the following: Human Resources reports to the Director of Communications and Administration (no longer the CAO), removing HR's conflict should complaints be filed against the CAO.		X	
(OPS)18.1	for every harassment or discrimination complaint or grievance filed, fully assess and document whether an investigation is required and, if it is, conduct it in an appropriate and timely manner;	Staff have already begun to refine this process. The first complaint was addressed with a third party investigator in fewer than 24 hours after being received.		X	
(OPS)18.2	use its ability, under its workplace harassment policy, to appoint an external investigator or develop mechanisms to ensure that complaints against the CAO are investigated by a party who does not report directly to the CAO;	Staff has already implemented this process			X
(OPS)18.3	provide additional information on grievances, staff complaints and investigations, including their subject and financial implications, as part of confidential updates to the NPCA Board of Directors	Fulsome report to by presented In-Camera at the next Full Authority meeting.		X	
(OPS)19	To ensure the Niagara Peninsula Conservation Authority (NPCA) operates as effectively and productively as possible, without workplace issues hindering its operations unnecessarily, we recommend that the NPCA:	The December 18 reporting structure change under the Interim CAO affected the following: Human Resources will be supported by being provided the tools to build out and implement a formal process for addressing workplace concerns		X	

(OPS)19.1	develop and implement an action plan to address workplace concerns;	Staff is reviewing this process. To be complete Q2		X	
(OPS)19.2	present this action plan and related timeline to the NPCA Board of Directors for review and approval;	Will be presented at the July Full Authority Board Meeting		X	
(OPS)19.3	report on its progress in implementing the actions within the approved timeline	Staff will update the Board, as necessary forth July 2019	X		
(OPS)20	To ensure that the Niagara Peninsula Conservation Authority (NPCA) receives value for money spent on goods and services, we recommend that the NPCA:	The December 18 reporting structure change under the Interim CAO affected the following: Finance will continue to update and adhere to its procurement policy under the direction of the Interim Senior Director of Corporate Resources, with KPIs to track success		X	
(OPS)20.1	follow its procurement policies for the acquisition of goods and services;	Since March 2018 the NPCA has been conducting competitive procurements as per its existing policy.			X

(OPS)20.2	revise its procurement policies to require that any needed services associated with unsolicited proposals be obtained in a transparent and competitive manner;	Revisions to the existing Purchasing & Procurement Policy are in progress. Revisions regarding the use of Corporate Credit Cards will have its own specific policy including a Letter of Understanding for Card Holders.		X	
(OPS)20.3	assess the benefits of establishing continuity and achieving cost savings from contracting with a preferred law firm for each field of law it requires services;	The Unsolicited Proposal Policy originally approved in July 2014 will be reviewed and amended as per the direction of the Board.		X	

(OPS)20.4	revise its procurement policies for legal services to implement the results of the above assessment	<p>Following discussions with the Office of the Auditor General, it was suggested that the NPCA contact TRCA for details on their procurement strategies regarding legal services. In October 2018 dialogue occurred between NPCA and TRCA and it was discovered that the TRCA established a Vendor of Record listing in January 2017 to handle its legal services. Using this as a model as suggested by the Office of the Auditor General the NPCA will issue a Request for Proposal to establish a vendor of record to handle its legal services in 2019.</p> <p>The NPCA inquired through its Purchasing group (Niagara Public Purchasing Committee) how other public entities are handling legal services and it was discovered that the majority of these Public entities have exemptions for Legal Services excluding them from competitive procurement.</p>		X	
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(OPS)21	To ensure that funds are available and that critical capital projects are completed in a timely manner, we recommend that the Niagara Peninsula Conservation Authority (NPCA):	The December 18 reporting structure change under the Interim CAO affected the following: The Interim Senior Director of Corporate Resources will ensure that capital projects are sourced according to procurement policy, actual needs and in support master plans, should any exist.		X	
(OPS)21.1	update the information in its asset management system to reflect the actual replacement cost of assets (when this information is available) and the estimated useful life of assets based on their condition;	The NPCA included in its 2019 Operating Budget a position identified Capital Planning Project Manager and has further initiated talks with KPMG to bring about enhancements to its asset management program. The strengthening of these two functions combined with an organizational adjustment in reporting structures will allow NPCA to address each of these recommendations more effectively.		X	

(OPS)21.2	obtain reliable information to support replacement cost estimates and cost estimates for planned capital projects;	The NPCA included in its 2019 Operating Budget a position identified Capital Planning Project Manager and has further initiated talks with KPMG to bring about enhancements to its asset management program. The strengthening of these two functions combined with an organizational adjustment in reporting structures will allow NPCA to address each of these recommendations more effectively.		X	
(OPS)21.3	prioritize capital projects using an objective assessment of needs;	The NPCA included in its 2019 Operating Budget a position identified Capital Planning Project Manager and has further initiated talks with KPMG to bring about enhancements to its asset management program. The strengthening of these two functions combined with an organizational adjustment in reporting structures will allow NPCA to address each of these recommendations more effectively.		X	

(OPS)21.4	identify how the NPCA will obtain funding to undertake these projects;	The NPCA included in its 2019 Operating Budget a position identified Capital Planning Project Manager and has further initiated talks with KPMG to bring about enhancements to its asset management program. The strengthening of these two functions combined with an organizational adjustment in reporting structures will allow NPCA to address each of these recommendations more effectively.		X	
(OPS)21.5	refine the capital plan, based on the above action items, and present it to the NPCA Board for approval	The NPCA included in its 2019 Operating Budget a position identified Capital Planning Project Manager and has further initiated talks with KPMG to bring about enhancements to its asset management program. The strengthening of these two functions combined with an organizational adjustment in reporting structures will allow NPCA to address each of these recommendations more effectively.	X	X	

(M)22	To ensure that conservation authorities have the necessary information to interpret and fulfill their legislative mandate, we recommend that the Ministry of the Environment, Conservation and Parks, upon proclamation of Section 40 of the Conservation Authorities Act:		N/A		
(M)22.1	clearly describe for conservation authorities what the development of natural resources entails, and how it differs from “development” in general;		N/A		
(M)22.2	provide guidance to help conservation authorities prioritize the objectives of their programs and services (conservation, restoration, development and management of natural resources);		N/A		
(M)22.3	use its regulatory powers to establish minimum requirements and standards for conservation authorities’ delivery of programs and services;		N/A		
(M)22.4	establish the governance practices that it determines conservation authorities should be uniformly following province-wide		N/A		
(M)23	To ensure that conservation authority boards of directors are held to account appropriately, we recommend that the Ministry of the Environment, Conservation and Parks work with municipalities to develop and implement a formal, cost-effective and purposeful reporting process that includes a discussion of the outcomes of conservation authorities’ activities.		N/A		
(M)24	To ensure that issues that are beyond conservation authorities’ ability to manage themselves are dealt with appropriately and in a timely manner, we recommend that the Ministry of the Environment, Conservation and Parks (Ministry) work with municipalities to:		N/A		

(M)24.1	determine the circumstances when Ministry and/or municipality intervention is warranted;		N/A		
(M)24.2	establish mechanisms for the Ministry and/or municipalities to intervene when necessary in conservation authorities' operations;		N/A		
(M)24.3	formalize such mechanisms through a memorandum of understanding between the Ministry, municipalities and conservation authorities that clearly establishes the roles and responsibilities of each party and when intervention is necessary		N/A		

Report To: Board of Directors
Subject: Annual Bank Borrowing Resolution 2019
Report No: 08-19
Date: January 23, 2019

RECOMMENDATION:

WHEREAS Section 3(5) of *The Conservation Authorities Act* authorizes Conservation Authorities to borrow such monies as may be required until the payment of any grants and levies; and

WHEREAS the Niagara Peninsula Conservation Authority deems it appropriate to borrow such sums, with the total borrowed amount not to exceed \$800,000 at any one time in the year of 2019 to meet approved administration, maintenance and capital expenditures;

NOW THEREFORE BE IT RESOLVED that the Niagara Peninsula Conservation Authority **BE AUTHORIZED** to borrow from time to time from a Financial Institution by way of an overdraft agreement executed and signed by the Chair and the Secretary-Treasurer of the Niagara Peninsula Conservation Authority, with the total amount not exceeding \$800,000 at any one time in 2019 to meet approved administration, maintenance and capital expenditures.

BACKGROUND

Each year a resolution is required from the Authority allowing for the borrowing of funds as may be required for its operations and projects. The current financial position of the NPCA has not resulted in the Authority borrowing funds over the last several years. While it is not anticipated that the Authority will be required to borrow funds for the 2019 budget year, the Financial Institution requires that NPCA have borrowing approvals in place should the need arise.

Prepared by:



Gregg Furtney
Interim Senior Director, Corporate Resources

Submitted by:



David Barrick
Interim CAO/Secretary Treasurer

This report was prepared with the consultative input from John Wallace, Manager of Finance.

Report To: Board of Directors

Subject: NPCA Full Authority Board DRAFT 2019 Meeting Schedule

Report No: Report No. 09-19

Date: January 23, 2019

RECOMMENDATION:

1. That Report No. 09-19 respecting NPCA Full Authority Board DRAFT 2019 Meeting Schedule **BE APPROVED**;
2. That the Clerk **BE DIRECTED** to ensure that the approved 2019 Meeting Schedule is posted on the Niagara Peninsula Conservation Authority website and appropriately communicated to participating municipalities and area municipalities.

PURPOSE:

To organize the Niagara Peninsula Conservation Authority 2019 meeting schedule for planning and advertising purposes.

BACKGROUND:

This is an annual report that was prepared considering council and committee meetings of both Local and Regional Councils with the NPCA Watershed. The 2019 DRAFT Meeting scheduled was presented to the Full Authority Board in Nov. 2018. The Board, at that time, approved the meeting schedule up to January 23, 2019 only, referring the remainder to the January meeting.

Approving this DRAFT meeting schedule does not negate the authority of the NPCA Board Chair to, under the Administrative By-law – Meeting Procedure, Section 7.10, call a Special Meeting when necessary to address any urgent issues.

FINANCIAL IMPLICATIONS:

None.

RELATED REPORTS AND APPENDICES:

Appendix 1: DRAFT 2019 Meeting Schedule

Prepared & Submitted by:



David Barrick
Interim CAO/Secretary-Treasurer

2019 NPCA DRAFT BOARD MEETING SCHEDULE

<u>JAN 16</u> 9:30 AM AGM	January 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<u>FEB 20</u> 9:30 AM
<u>JAN 23</u> 9:30 AM Full Authority			
<u>MAR 20</u> 9:30 AM	March 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<u>APR 17</u> 9:30 AM
<u>MAY 15</u> 9:30 AM	May 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<u>JUN 19</u> 9:30 AM
<u>JULY 17</u> 9:30 AM	July 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<u>NO BOARD MEETING</u>
<u>SEPT 18</u> 9:30 AM	September 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<u>OCT 16</u> 9:30 AM
<u>NOV 20</u> 9:30 AM	November 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December 2019 Su MO TU W TH FR Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<u>DEC 18</u> 9:30 AM <u>Tentative</u>

Highlighted above: **MARCH BREAK**

NPCA THANKSGIVING FESTIVAL

2019 BIENNIAL TOUR

STAT HOLIDAYS 2019

NOTE: Unless otherwise specified, all Board meetings to be held at Ball's Falls, Centre for Conservation; 3292 Sixth Avenue, Jordan, ON

FURTHER DATES TO REMEMBER:

RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) CONFERENCE	January 27-29
ONTARIO GOOD ROADS ASSOCIATION (OGRA) CONFERENCE	February 24-27
FEDERATION OF CANADIAN MUNICIPALITIES (FCM) CONFERENCE	May 30-June 2
ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO) CONFERENCE	August 18-21