



**NIAGARA PENINSULA CONSERVATION AUTHORITY**

**FULL AUTHORITY**

**WELLAND**

**AGENDA**

**February 18, 2009 – 7:00 p.m.**

**ROLL CALL**

**DECLARATION OF CONFLICT OF INTEREST**

**BUSINESS:**

**(1) MINUTES**

**(a) Annual Meeting – January 21, 2009**

Attached are the Minutes of the Annual Meeting held January 21, 2009.

**(b) Full Authority Meeting – January 21, 2009**

Attached are the Minutes of the Full Authority Meeting held January 21, 2009.

**(c) Ball's Falls Heritage Advisory Committee Meeting – February 4, 2009**

Attached are the Minutes of the Ball's Falls Heritage Advisory Committee meeting held February 4, 2009.

**(d) Niagara Region Tree and Forest Conservation By-law Advisory Committee Meeting – January - 15, 2009**

Attached are the Minutes of the Niagara Region Tree and Forest By-law Advisory Committee meeting held January 15, 2009.

**(2) BUSINESS ARISING FROM MINUTES**

**(3) DELEGATION**

Representatives from the Town of Fort Erie request to address the Board regarding Permit Fees (Report No. 05-09 deferred from January meeting – attached).

**(4) CHAIRMAN'S REMARKS**

**(5) CAO'S REPORT**

**(6) 2008 CURRENT & CAPITAL BUDGETS–UNAUDITED YEAR END-REPORT NO. 07-09**

Attached is Staff Report No. 07-09 together with the 2008 Current and Capital Budgets Summary.

(7) **PROPOSED 2009 CURRENT BUDGET – REPORT NO. 08-09**

Attached is Staff Report No. 08-09 together with the proposed 2009 Current Budget.

(8) **PROPOSED 2009 CAPITAL BUDGET - REPORT NO. 09-09**

Attached is Staff Report No. 09-09 together with the proposed 2009 Capital Budget.

(9) **NPCA LOGO UPDATE – REPORT NO. 10-09**

Attached is Staff Report No. 10-09 together with a copy of the new logo.

(10) **BINBROOK RESERVOIR AND GAUGE STATIONS; INSTRUMENTATION UPGRADES - REPORT NO. 11-09**

Attached is Staff Report No. 11-09 outlining this matter.

(11) **SKID-STEER LOADER PURCHASE – REPORT NO. 12-09**

Attached is Staff Report No. 12-09 regarding this purchase.

(12) **CONFINED SPACES POLICY - NPCA SAFETY MANUAL - REPORT NO. 13-09**

Attached is Staff Report No. 13-09 as well as a copy of the proposed policy.

(13) **PROJECT STATUS REPORT – REPORT NO. 14-09**

Attached is Staff Report No. 14-09 outlining the status of Authority projects and programs.

(14) **IN-CAMERA**

(a) Complaint and Violation Status Report – Report No. CR-3-09

(b) Duffin Violation Report – Report No. CR-4-09

(b) Tree By-Law Status Report – Report No. CR-5-09

(15) **OTHER BUSINESS**

**ADJOURNMENT**



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## NIAGARA PENINSULA CONSERVATION AUTHORITY

WELLAND

JANUARY 21, 2009

7:00 p.m.

### ANNUAL MEETING MINUTES

**MEMBERS PRESENT:**

D. Ransom (Chairman)  
B. Baty  
B. Bentley  
G. Burroughs  
B. Butters  
C. D'Angelo  
D. DiFruscio  
A. Fevez  
D. Goulborne  
B. Greenwood  
B. Heit  
B. Henderson  
N. Johnson  
B. Steckley

**MEMBERS ABSENT:**

T. Dalimonte (with regrets)

**STAFF PRESENT:**

T. D'Amario, CAO/Secretary-Treasurer  
L. Sawatzky, Recording Secretary  
T. McDougall, Executive Director Conservation Foundation  
M. Stack, Director Communications  
J. Kukalis, Director, Water Management  
D. Baker, Director, Land Management  
C. Hayward, Curator, Ball's Falls  
J. Douglas, Superintendent, Binbrook CA  
B. Frith, Assistant Superintendent, Chippawa Creek CA  
M. Germain, Superintendent, Central Workshop

**OTHERS PRESENT:**

Randy Momot, MacGillivray Partners  
John Crossingham, Crossingham, Brady  
Karen Douglas  
Patty, Chris and Lindsay Frith

**BUSINESS:**

The Chairman called the 50<sup>th</sup> Annual meeting to order at 7:06 p.m. and welcomed those in attendance.

1) **INTRODUCTIONS**

The Chairman introduced Authority staff, Christine Hayward, Jim Douglas and Brian Frith as well as John Crossingham of Crossingham, Brady the Authority's solicitors and Randy Momot of the firm MacGillivray Partners, the Authority's auditors and Mich Germain, Superintendent, Central Workshop. He noted that he would have staff introduce their guests later.

The following resolution was then presented.

**FA-01-09**

**MOVED BY:** C. D'Angelo

**SECONDED BY:** M. DiFruscio

**THAT:** Tony D'Amario be appointed Acting Chairman for the election of the Authority Chairman and Vice-Chairman for 2009.

**"CARRIED"**

2) **ELECTION OF OFFICERS FOR 2009**

Mr. D'Amario assumed the chair and declared all offices vacant. He then outlined the Authority's voting and election procedures which have been followed for previous elections.

The following resolution was presented.

**FA-02-09**

**MOVED BY:** B. Baty

**SECONDED BY:** A. Fevez

**THAT:** Randy Momot and John Crossingham be appointed to serve as scrutineers in the event of an election.

**"CARRIED"**

**ELECTION OF CHAIRMAN**

The Acting Chairman then called for nominations for the office of Chairman.

Mickey DiFruscio nominated Doug Ransom

The Acting Chairman called once again for nominations for the office of Chairman.

The Acting Chairman called for the third and final time for nominations for the office of Chairman.

Before closing nominations, the Acting Chairman asked Mr. Ransom if he would accept the nomination, which he advised he would.

Annual Meeting Minutes  
January 21, 2009 continued

There being no further nominations, the following resolution was presented.

**FA-03-09**

**MOVED BY:** M. DiFruscio

**SECONDED BY:** C. D'Angelo

**THAT:** nominations for the office of Authority Chairman for 2009 be closed.

**"CARRIED"**

Mr. Ransom was declared Chairman by acclamation.

**ELECTION OF VICE-CHAIRMAN**

The Acting Chairman continued and then called for nominations for the office of Vice-Chairman.

Mickey DiFruscio nominated Brian Baty

The Acting Chairman called once again for nominations for the office of Vice-Chairman.

The Acting Chairman called the third and final time for nominations for the office of Vice-Chairman.

Before closing nominations the Acting Chairman asked Mr. Baty if he would be willing to stand for the office of Vice-Chairman. Mr. Baty advised he would.

The following resolution was then presented.

**FA-04-09**

**MOVED BY:** A. Fevez

**SECONDED BY:** M. DiFruscio

**THAT:** nominations for the office of Authority Vice-Chairman for 2009 be closed.

**"CARRIED"**

The Acting Chairman advised that Mr. Baty was elected Vice-chairman for the year 2009 by acclamation.

The Chairman then assumed the Chair.

The Chairman thanked everyone for their support. He noted the Authority has a very conscientious board willing to serve the community and conservation and deal with issues. Generations in future will benefit through land acquisitions hopefully in perpetuity. The Chairman indicated it was an honour and privilege to be part of this group. He also thanked Mickey his 15 years as part of the Authority board bringing lots of humour, a feeling for Thorold and always willing to help.

Annual Meeting Minutes  
January 21, 2009 continued

**ADJOURNMENT**

There being no further business, the following resolution was presented.

**FA-05-09**

**MOVED BY:** B. Henderson

**SECONDED BY:** A. Fevez

**THAT:** this meeting do now adjourn.

Received at 7:17 p.m. **"CARRIED"**

**"L. Sawatzky, Recording Secretary**

**D. Ransom, Chairman"**

**NIAGARA PENINSULA CONSERVATION AUTHORITY**

**WELLAND**

**JANUARY 21, 2009**

**7:15 p.m.**

**MINUTES**

**MEMBERS PRESENT**

D. Ransom, (Chairman)  
B. Baty (Vice-Chairman)  
B. Bentley  
G. Burroughs  
B. Butters  
C. D'Angelo  
D. DiFruscio  
A. Fevez  
D. Goulbourne  
B. Greenwood  
B. Heit  
B. Henderson  
N. Johnson  
B. Steckley

**MEMBERS ABSENT:**

T. Dalimonte (with regrets)

**STAFF PRESENT:**

T. D'Amario, CAO/Secretary-Treasurer  
L. Sawatzky, Recording Secretary  
M. Stack, Director Communications  
J. Kukalis, Director, Water Management  
D. Baker, Director, Land Management  
T. McDougall, Executive Director Conservation Foundation  
C. Hayward, Curator, Ball's Falls  
J. Douglas, Superintendent, Binbrook CA  
B. Frith, Assistant Superintendent, Chippawa Creek CA  
M. Germain, Superintendent, Central Workshop

**OTHERS PRESENT:**

Karen Douglas  
Patty, Chris and Lindsay Frith

**BUSINESS:**

The Chairman called the meeting to order at 7:17 p.m., welcomed everyone in attendance and then requested that if anyone had a conflict of interest to declare it. Brian Heit declared a conflict regarding Telus or Talk Wireless items.

**MINUTES - FULL AUTHORITY MEETING – DECEMBER 10, 2008**

There were no errors or omissions. The following resolution was presented.

**FA-06-09**

**MOVED BY:** B. Steckley

**SECONDED BY:** D. DiFruscio

**THAT:** the Minutes of the Full Authority meeting held December 10, 2008, be received and approved as printed.

**"CARRIED"**

**(2) BUSINESS ARISING FROM MINUTES**

Barb Henderson requested further information regarding item number 12 in the minutes with respect to the Bruce Trail Club and parking fees at Ball's Falls. The Director, Land Management advised he has arranged with other CA's to meet and see if we can come to an agreement soon.

Andy Fevez requested a copy of the fees for Binbrook from the December meeting. The Director Land Management advise he has updated them and will circulate.

**(3) CHAIRMAN'S REMARKS**

The chairman commended person or persons that have removed the plastic water bottles and are now using glasses and municipal water.

The Chairman wish to draw attention to the tree and forest conservation by-law booklet provided to the members, made possible by staff and the board support. Good things are happening with respect to this program and he indicated he is pleased that his has come about.

The Chairman provided a copy of the January 16<sup>th</sup> Glanbrook Gazette where on the front page was a picture of Jim Douglas, Superintendent of Binbrook CA and Mike Boyko regarding ice fishing at Binbrook. Andy Fevez noted that the 7" pickerel at Binbrook in June were 17" when caught in January.

**(4) CAO'S REPORT**

The CAO advised that staff and the Authority's auditors are currently working on 2008 year end which will be provided at the February meeting. He noted that the 2009 budget will be brought for final approval to the February meeting as well. He advised that the Region Niagara portion has been approved after a number of meetings and discussions, and the staff will be meeting on Friday to make a budget presentation to Hamilton council.

The CAO invited the members who may be interested to attend February 8<sup>th</sup> for the Binbrook ice fishing derby with the Glanbrook Conservation Club.



**(5) STAFF RECOGNITION**

The CAO began with Christine Hayward who was celebrating 30 years of service with the Authority. He provided a background on the history of Chris' time with the Authority. He then presented Christine with a token of appreciation from this Authority and thanked her for her efforts.

The CAO then advised that Jim Douglas was in attendance and celebrating 30 years of service as well with the Authority. He then asked Jim to introduce his guest, who he indicated was his wife Karen. The CAO then provided a background on Jim's time with the Authority. He then presented Jim with a token of appreciation from the Authority and thanked him for his efforts.

Finally, the CAO advised that Brian Frith was in attendance and celebrating 35 years of service with the Authority. He then asked Brian to introduce his guests, who he advised were his wife Patty, his son Chris and his daughter, Lindsay. The CAO provided background on Brian's history with the Authority and then presented him with a token of appreciation and thanked him for all his efforts.

**(6) BORROWING RESOLUTION – REPORT NO. 01-09**

The CAO advised that this resolution was required by the Bank of Montreal should the need to borrow funds become necessary. He did advise that over the last several years, it has not been necessary for the Authority to borrow funds. After responding to questions, the following resolution was presented.

**FA-07-09**

**MOVED BY:** B. Butters

**SECONDED BY:** B. Greenwood

**THAT:** 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 2009 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 the Bank of Montreal by way of overdraft as per a Bank of Montreal overdraft agreement executed and signed by the Chairman and the Secretary-Treasurer of the Niagara Peninsula Conservation Authority, with the total amount not exceeding \$800,000 at any one time in 2009 to meet approved administration, maintenance and capital expenditures.

**"CARRIED"**

(7) **NPCF APPOINTMENT – REPORT NO. 02-09**

The Executive Director provided an outline of the proposed new board member for the Foundation. The following resolution was presented.

**FA-08-09**

**MOVED BY:** B. Greenwood

**SECONDED BY:** B. Butters

**THAT:** Mr. Roger Jette be appointed to the Niagara Peninsula Conservation Foundation for a term of 3 years to expire December 31, 2011.

"CARRIED"

(8) **BALL'S FALLS HERITAGE ADVISORY COMMITTEE APPOINTMENTS – REPORT NO 03-09**

The CAO provided an explanation of this report. The Chairman added that Ellen Mitchinson has been very involved for many years with Ball's Falls and Linda Holmes is currently the Vice-Chair of the committee. The following resolution was presented.

**FA-09-09**

**MOVED BY:** B. Butters

**SECONDED BY:** B. Henderson

**THAT:** Linda Holmes and Ellen Mitchinson be appointed to the Ball's Falls Heritage Advisory Committee for a 3 year term to expire December 31, 2011.

"CARRIED"

(9) **50<sup>TH</sup> ANNIVERSARY COMMITTEE – REPORT NO. 04-09**

The Director Communications provide the board members with a copy of the proposed activities for the celebration of the Authority's 50<sup>th</sup> anniversary. She also noted that Len Pennachetti is in the process of looking into the possibility of producing a wine from grapes grown on the Cave Springs property he leases from the Authority. The committee is also looking at producing a commemorative calendar through a photo contest. She noted that many of the events will be piggybacked with events already ongoing for this year. She also will be looking for volunteers to assist with the events.

A discussion took place on possible other events and Damien Goulbourne noted that for the April 22<sup>nd</sup> kickoff with the area mayors many of them will be away at another function and perhaps another date could be looked at. The Director Communications advised that April 30<sup>th</sup> could be an alternate date.

It was also suggested that Enbridge Gas have large BBQ's which they provide for use in public events free of charge and will also do the cooking and we should look into arranging this ASAP.

The following resolution was presented.

**FA-10-09**

**MOVED BY:** G. Burroughs

**SECONDED BY:** D. DiFruscio

**THAT:** Report No. 04-09 regarding the 50<sup>th</sup> Anniversary Committee be received.

**“CARRIED”**

**(10) NPCA PERMIT FEE REDUCTION REQUEST – REPORT NO. 05-09**

The Director, Water Management advised that this report was in response to an inquiry. He outlined the reasoning for the costs in particular the number of staff and their technical expertise required in order to adequately respond to permit applications.

A lengthy discussion took place and a concern was raised with respect to setting a policy wherein municipalities would be able to waive or request lower fees.

Bob Steckley requested that this matter be tabled until February in order to have the Drainage Superintendent and Director of Infrastructure come to the meeting to provide further input.

The following resolution was presented.

**FA-11-09**

**MOVED BY:** B. Steckley

**SECONDED BY:** B. Henderson

**THAT:** this matter be tabled to be brought back at the February meeting.

**“CARRIED”**

**(11) CENTRAL WELLAND RIVER FLOODPLAIN MAPPING – AWARD OF WORK – REPORT NO. 06-09**

The Director, Water Management outlined the report noting that the project has been included in the budget and responded to questions. Barb Henderson requested that in future a map be provided to the board with this kind of report. The following resolution was presented.

**FA-12-09**

**MOVED BY:** G. Burroughs

**SECONDED BY:** D. DiFruscio

**THAT:** Report No. 06-09 regarding the Central River Floodplain Mapping Project be, received; and,

That the Board approve the retaining of Aquafor Beech Limited to undertake the Central Welland River Floodplain Mapping project at an upset cost limit of \$127,900.

**“CARRIED”**

**(12) 2008 YEAR IN REVIEW**

The year in review began with the Director, Water Management providing an informative power point outline of the Water Department's activities and programs in 2008. Next, the Director, Land Management outlined the programs and activities of the Land Management Division. The Chairman thanked staff and indicated that he was truly amazed at the work Authority staff do.

**(13) IN-CAMERA**

In accordance with Authority policy, the following resolutions were presented.

**FA-13-09**

**MOVED BY:** B. Heit

**SECONDED BY:** B. Henderson

**THAT:** this meeting do now move in-camera.

Received at 9:00 p.m.

**“CARRIED”**

**FA-14-09**

**MOVED BY:** A. Fevez

**SECONDED BY:** B. Baty

**THAT:** this meeting do now move back into open session.

Received at 9:10 p.m.

**“CARRIED”**

**OTHER BUSINESS**

Brian Baty suggested that staff attend at Regional Council to present the Regional Tree Bylaw brochure and requested 10 copies. Brian Baty also requested a summary of the incidents/violations with respect to the tree bylaw, without names and addresses.

Brian Baty also advised that funding from both the Federal and Provincial governments is upcoming and perhaps we should look at making an application for the Jordan Harbour property. The Director, Land Management advised that a package was being prepared to be sent.

Brian Baty also brought up the subject of tics at the Wainfleet Bog. The Director Land Management advised that of all our conservation areas, the Bog is the only place that tested positive.

Brian Baty suggested that staff look into using the Niagara Brand Concept logo whenever possible with respect to our 50<sup>th</sup> Anniversary promotions.

Norm Johnson advised that the tree by-law brochure did not include West Lincoln. The Director, Land Management advised that it would be corrected.

Authority Meeting - Minutes  
January 21, 2009 – continued

Carmen D'Angelo indicated that 2002 was the last time a multi-year land management plan was prepared and perhaps another one was in order for the next 5 years.

**ADJOURNMENT**

There being no further business, the following resolution was presented.

**FA-15-09**

**MOVED BY:** B. Baty

**SECONDED BY:** B. Greenwood

**THAT:** this meeting do now adjourn.

**Received at 9:18 p.m.**

**“CARRIED”**

**"L. Sawatzky, Recording Secretary**

**D. Ransom, Chairman"**

**NIAGARA PENINSULA CONSERVATION AUTHORITY**

**BALL'S FALLS HERITAGE ADVISORY COMMITTEE MEETING**

**Ball's Falls**

**February 4, 2009**

**3:00 p.m.**

**MINUTES**

**Members Present:** M. Hunter  
E. Mitchinson  
A. Petrie  
L. Holmes

**Staff Present:** D. Baker, Director, Land Management  
C. Hayward, Curator

**Regrets:** D. Ransom  
B. Baty  
M. Holman  
J. Mastroianni  
F. High

**BUSINESS:**

**1) Call to Order**

The Chairman called the meeting to order at 3:15 p.m.

**2) Election of Officers**

Darcy Baker, Director Land Management, assumed the chair to oversee the election of the slate of Officers for 2009 and declared all offices vacant.

D. Baker then called for nominations for the office of Chairman.

April Petrie nominated Mike Hunter.

D. Baker called once again for nominations for the office of Chairman.

D. Baker called for the third and final time for nominations for the office of Chairman.

Darcy Baker asked Mike Hunter if he would stand for office, and Mike advised he would.

There being no further nominations, the following resolution was presented.

**MOVED BY:** Ellen Mitchinson  
**SECONDED BY:** April Petrie  
**THAT:** nominations for the office of Chairman, Ball's Falls Heritage Advisory Committee for 2009 be closed.

**"CARRIED"**

Mike Hunter was declared Chairman for 2009 by Acclamation. Mike Hunter then assumed the Chair.

The Chairman then called for nominations for the office of Vice-Chairman.

Ellen Mitchinson nominated Linda Holmes.

The Chairman called once again for nominations for the office of Vice-Chairman.

The Chairman called the third and final time for nominations for the office of Vice-Chairman.

The Chairman asked Linda Holmes if she would stand for office, and Linda advised she would.

There being no further nominations, the following resolution was presented.

**MOVED BY:** April Petrie  
**SECONDED BY:** Ellen Mitchinson  
**THAT:** nominations for the office of Vice-Chairman, Ball's Falls Heritage Advisory Committee for 2009 be closed.

**"CARRIED"**

Linda Holmes was declared Vice-Chairman for 2009 by Acclamation.

**3) Minutes of Last Meeting – November 5, 2008**

There being no errors or omissions, the following resolution was presented.

**MOVED BY:** Ellen Mitchinson  
**SECONDED BY:** Linda Holmes  
**THAT:** the minutes of the last meeting held November 5, 2008 be approved.

**"CARRIED"**

**4) Business Arising From Minutes**

The Curator advised that Vincent Del Buono, CEO of the Niagara Bicentennial War of 1812 Legacy Council had attended the MONA meeting held at the Centre in December. She had conveyed the Authority's interest in having Ball's Falls serve as a venue for events associated with the 1812 anniversary celebrations.

**5) Committee Appointments – Report No. HC-01-09**

The Curator advised that the Full Authority had approved the re-appointment of Linda Holmes and Ellen Mitchinson to the Ball's Falls Heritage Advisory Committee for another term.

**MOVED BY:** April Petrie  
**SECONDED BY:** Ellen Mitchinson  
**THAT:** Report No. HC-01-09 regarding the appointments to the Ball's Falls Heritage Advisory Committee be received for information.

**"CARRIED"**

6) **Centre for Conservation Exhibit Spaces - Report No. HC-02-09**

The following resolution was presented.

**MOVED BY:** Linda Holmes  
**SECONDED BY:** Ellen Mitchinson  
**THAT:** Report NO. HC-02-09 on the Centre for Conservation Exhibit Spaces be received for information.

**"CARRIED"**

7) **Status Report – Report No. HC-03-09**

The Curator distributed the 2009 Temporary Gallery Exhibits Schedule and information on upcoming events and programs. The Director Land Management advised that the Centre had achieved LEED Gold status as well as winning several awards in recognition of both the LEED design and innovative programming.

**MOVED BY:** Ellen Mitchinson  
**SECONDED BY:** Linda Holmes  
**THAT:** Report No. HC-03-09 on the status of Ball's Falls Conservation Area Projects be received for information.

**"CARRIED"**

8) **Other Business**

There was no other business.

9) **Adjournment**

**MOVED BY:** Ellen Mitchinson  
**SECONDED BY:** Linda Holmes  
**THAT:** this meeting do now adjourn.

Received at 4:00 p.m.

**"CARRIED"**

C. Hayward, Curator

Mike Hunter, Chair



## **ADVISORY COMMITTEE MEETING**

### **NIAGARA REGION TREE AND FOREST CONSERVATION BY-LAW**

#### **Niagara Peninsula Conservation Authority**

**Main Office, Welland**

**January 15th, 2009**

**3:00 p.m.**

#### **MINUTES**

**Members Present:** R. Miller  
T. Platts  
H. Rempel  
J. Schonberger  
P. Robertson  
K. Stayzer  
K. Durham  
M. Chechalk

**Staff Present:** D. Baker, Director, Land Management  
D. Drennan, Forester  
J. Vlasman, Forestry Technician

**Regrets:** B. Andres  
F. Berardi  
B. Baty  
L. Campbell  
D. Ransom

#### **BUSINESS:**

**1) Call to Order**

The Chairman called the meeting to order at 3:00 p.m..

**2) Accept/Review minutes of previous meeting (November 20th, 2008)**

**MOVED BY:** J. Schonberger

**SECONDED BY:** P. Robertson

**THAT:** The minutes of the previous meeting, held November 20<sup>th</sup>, 2008, be accepted as circulated

**"CARRIED"**

### 3) **Review of the new By-law book**

A copy of the by-law booklet was circulated to members with the agenda package. Dan Drennan summarized the booklet. Changes were incorporated as suggested at the last meeting. Newspaper ads are also in the works to promote the Bylaw and the booklet to the public.

Paul Robertson informed the group that the Woodlot Association had many positive comments, which he will summarize and forward by email. There were suggestions to include imperial measurements or conversion charts in the next printing.

**Action Item 1:** *Paul Robertson to email comments to the NPCA .*

A general discussion regarding the by-law followed. Members asked about requirements to post permits at woodlots. NPCA staff advised that this is a requirement of the by-law , and something that will be enforced throughout the permit process.

**Action Item 2:** *Dan Drennan and Jeff Vlasman to ensure woodlands that have active operations have a permit posted.*

There were also questions regarding the term of Advisory Committee members and appointment procedures. NPCA staff will consult Regional Legal staff for clarification.

**Action Item 3:** *Darcy Baker will clarify with Niagara Region representatives that drafted the By-law and include the terms of service for committee members in the next agenda mail out.*

### 4) **Status and Work Report**

A copy of the work report was circulated to members with the agenda package. The floor was opened up to questions regarding specific items.

Questions or requests raised included:

1. Does the NPCA staff count stumps to verify harvests conform to their plan? Not usually. NPCA staff will establish sample plots if they believe too many trees have been removed. However counting stumps is always an option if practical.
2. Who polices wood theft if a contractor removes wood from an unauthorized property? Ken Durham informed members that the OPP has a special unit for rural crime who are trained in investigating these matters. They do not get involved unless asked by the local authorities.
3. Item #15 on the report, why is it a violation if development began before the Greenbelt came into effect? Because the past clearing of trees was authorized only for the 2005 calendar year. The landowner failed to ensure clearing was still allowed on his property before he undertook the new operation last fall.
4. Does a landowner still need to own the land for 2 years before he can cut it, even under a Good Forestry Practices Permit? No, under a GFP Permit, they can cut trees anytime (after receiving a permit)
5. Why does the work report not show names/property address? The NPCA will not provide names for the sake of confidentiality and to ensure enforcement court cases are not compromised.

A discussion ensued regarding the role of the advisory committee as it pertains to reviewing and advising on violations and enforcement;

Ken Durham requested that the committee be provided with the names and property addresses in order to be able to review and advise on specific circumstances regarding application of the Bylaw to violations. Joe Schonberger asked if the committee has the option to go 'in-camera' like it used to in order to discuss confidential issues?

Ken Durham was concerned about being on a committee where members are not privy to all information. There is no way a committee member can give informed answers to parties outside the committee on issues pertaining to violations, unless they are included in the process.

Staff reminded members that the role of the committee was changed in the last by-law revision. The Terms of Reference revised in March '08 defines the role of the committee under the new Bylaw. The NPCA is still receiving direction and gathering information from the Region's legal department on how we proceed with violations and roles played staff and possibly the Board of Directors.

**Action Item 4:** *Darcy Baker will consult with the Region's Legal Department to find out the information that NPCA staff are able to provide to the Advisory Committee Members.*

## 5) **Other Business**

\*\*Some topics under this agenda item were discussed in other portions of the meeting but are recorded here for the sake of keeping the minutes organized and structured.

### **a) Committee Membership**

Ken Durham asked why the Agricultural Sub Committee and the Ecological and Environmental Advisory Committees not listed under section 11.1 of the Bylaw? His feeling is the Ag sub committee needs to be included since their role is to advise the Region about issues pertinent to rural activities, which the Forest Conservation Bylaw is.

Darcy Baker indicated these groups have reps designated for this committee and they receive the invitations and agenda packages. The only difference is that the groups are not identified in the minimum representation required by the by-law. He was not sure why these groups were removed during the last by-law amendment and will check with Regional Staff to get more information.

It was noted amongst the committee that many groups have members designated that never, or rarely, come to the meetings.

**Action Item 5:** *Dan Drennan will call designated members that have not attended the last 3 meetings to question if they will be attending or can suggest another representative.*

The members thought that clarity is needed on who needs to have representation at the meetings so that the Committee can operate with quorum.

NPCA staff were asked to clarify which stakeholder groups need to be included as being required on the Advisory Committee.

**Action Item 6:** *Darcy Baker will find out more information for next meeting*

## **b) Changes to Committee Membership**

The following changes to the Committee membership are noted:

Albert Witteveen - is no longer a member of the Committee. Since he was vice-chair the Committee needs to elect a new one.

Kai Wiens – Now representing the Ag Sub Committee

Mike Chechalk – Alternate for Ken Durham representing the Niagara North Federation of Agriculture.

***Action Item 7:** Dan to change membership list and send packages from the November and January meetings to Kai.*

A suggestion was made to wait until the committee is finalized to elect a new vice chair.

## **c) Communications with the Public**

Members asked about improved means of communication via email or toll-free numbers. Staff indicated that email is a valid and useful option, however the NPCA does not have a toll-free number.

## **d) Belated Regrets**

Ken Durham extended belated regrets for missing the last meeting due to a schedule conflict.

## **e) Woodlot Association Events**

Paul Robertson indicated that the Woodlot Association has several upcoming events where they would like to have staff from the NPCA present to promote the Bylaw.

***Action Item 8:** Paul Robertson will email Jeff Vlasman and Dan Drennan with specifics regarding dates and locations.*

## **6) Scheduling of Next Meeting**

The next committee meeting shall take place on Thursday March 19<sup>th</sup>, at 3:00 PM.

## **7) Adjournment**

**MOVED BY:** M. Chechalk

**SECONDED BY:** H. Rempel

**THAT:** this meeting do now adjourn. Received at 4:37 p.m.

**“CARRIED”**



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**TO: The Chairman and Members of the Authority**

**DATE: February 10, 2009**

**SUBJECT: 2008 Current & Capital Budgets – Unaudited Year End - Report No. 07-09**

The attached Current and Capital Budget Summary identifies the unaudited 2008 Year End position for program revenues and expenditures. Board members can also refer to the Proposed 2009 Current and Capital Budgets provided as separate documents in this agenda, in which a column is included that identifies the unaudited 2008 Year End expenditures as compared to the proposed 2009 Current and Capital Budgets.

For the 2008 Current Budget, the Year End program expenditures are generally consistent with those previously noted to the Board. Overall, program expenditures are under budget by approximately \$150,000 with the following significant variances.

- Watershed Report Card less cost than budget amount.
- Tree Conservation By-Law not in approved budget but funded by Region later in 2008.
- Conservation Areas expenses reduced due to anticipated revenue reductions as a result of extreme wet summer in 2008.
- Full annualized costs for staffing at the Centre for Conservation and the biologist position (Planning Program) not realized due to late hiring of the positions.
- Staff cost savings as a result of General Manager retirement and delayed job replacement for the Director, Water Management
- Reduced expenditures in the Vehicles and Equipment Budget due to lower than expected prices for the purchases.

With these program savings along with the receipt of higher than budgeted administration fees and anticipated interest revenues, the Conservation Authority has unused revenues of approximately \$100,500 and unused special levies of \$32,900. In the Conservation Areas Programming budget, a further \$64,900 in excess of the budget target was realized at the Hamilton and Haldimand Conservation Areas. Based on the above, I am recommending that these funds be appropriated to the following reserve accounts:

- 1) Approximately \$33,000 to the Regulations & Planning Services Reserve.
- 2) Approximately \$10,000 to the Short Term Disability Reserve to cover 2008 as well as future costs in this self-insured benefit component.
- 3) Approximately \$32,500 to the General Operating Contingency to be directed to the 2009 Current Budget for final work on compiling data for the PSAB Tangible Capital Assets requirements which are effective 2009 as well as net costs (if any) for activities associated with the 50<sup>th</sup> Anniversary Celebration.
- 4) Approximately \$32,900 to the Debt Charge Reserve
- 5) Approximately \$59,500 to the Conservation Area Operating Reserve – City of Hamilton

- 6) Approximately \$5,400 to the Conservation Area Operating Reserve – Haldimand County
- 7) Approximately \$25,000 to Equipment Reserve

For the Conservation Areas in the Region of Niagara, while overall operating expenditures were reduced, the 2008 revenues did not meet the budget target due primarily to weather related impacts and a long term illness of one of the employees in a Conservation area, resulting in a shortfall of approximately \$33,900. To cover this shortfall, it is recommended that \$25,000 be allocated from the Short Term Disability Reserve and approximately \$8,900 from the CA Operating Reserve (Niagara). I also recommend the transfer of \$25,000 from the sick leave reserve account for the former General Manager's sick bank payout upon his retirement to the short term disability reserve to replenish that account. It should be noted that the Authority's sick leave reserve balance will be approximately \$95,000 which will cover the current liability of approximately \$90,000 (as of Dec. 31, 2008).

For the 2008 Capital Budget, the Year End program expenditures are generally consistent with those previously noted to the Board. Unanticipated delays in completing the Balls Falls Centre for Conservation and the wet conditions experienced throughout the 2008 summer season, resulted in several large projects including trail construction at various Conservation Areas, Heritage Building upgrades at Balls Falls and campground upgrades at Long Beach and Chippawa not being completed. Although several land acquisitions were completed in 2008, the final report on land values in 2008 will allow staff to negotiate further acquisitions in 2009 in accordance with the Land Acquisition objectives as previously approved by the Board. Delays in initiating the Central Welland River and and Beaverdams/Shriners Creeks Watershed Plans resulted in under expenditures in the Water Management Program. As a result of the above, there is an unused levy balance of approximately \$969,300 in the Conservation Area Development budget and \$192,800 in the Water Management budget. The majority of these funds will be used for projects carried into 2008 (identified in the 2009 Capital Budget), and accordingly, it is appropriate to assign these amounts to reserve accounts pending their use. Accordingly, I am recommending that the funds be allocated to the following reserve accounts:

- 1) Approximately \$159,400 to Watershed Studies – Region of Niagara
- 2) Approximately \$33,400 to Resource Inventory and Monitoring
- 3) Approximately \$464,700 to Conservation Area Capital Reserve – Region of Niagara
- 4) Approximately \$112,800 to Conservation Area Capital Reserve – City of Hamilton
- 5) Approximately \$391,800 to Land Acquisition Reserve (New Reserve)

Subject to the approval of the Board, the 2008 Financial Statements will reflect the recommended appropriations.

**RECOMMENDATION:**

That Report No. 07-09 regarding the 2008 Current and Capital Budgets – Unaudited Year End be received; and

That the recommended appropriations be approved.

Respectfully Submitted By: \_\_\_\_\_  
Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer

**TO: The Chairman and Members of the Authority**

**DATE: February 11, 2009**

**SUBJECT: Proposed 2009 Current Budget – Report No. 08-09**

Attached for your consideration is the proposed 2009 Current Budget. The Board will recall that the preliminary 2009 Current Budget was approved at the September 17, 2008 meeting (see Report No. 66-08). There are minor changes in the proposed expenditures which are noted below which were discussed at the November 19, 2008 meeting (see Report No. 77-08).

1) Resource Inventory & Environmental Monitoring

- revenue for the Watershed Report Card has been reallocated to miscellaneous revenue thus reducing the general levy requirements to meet reduction requests. This item was identified

2) Conservation Land Programming

- full funding for the Niagara Region Tree Conservation By-law has been included in the Niagara Region Special Levy amount.

Summary

- the total expenditure under the Proposed 2009 Current Budget is \$6,778,161
- the general levy to be assessed to the member municipalities is \$2,100,210
- a comparison of the 2008 and 2007 levies is shown below:

**Levy Apportionment - Proposed 2009 Current Budget**

<u>Municipality</u>	<b>2009 General Levy</b>	<b>2009 Special Levy</b>	<b>2009 Total Levy</b>	<b>2008 General Levy</b>	<b>2008 Special Levy</b>	<b>2008 Total Levy</b>
Haldimand County	16,382	9,470	25,852	15,630	9,200	24,830
City of Hamilton	82,538	123,400	205,938	78,748	120,500	199,248
Region of Niagara	<u>2,001,290</u>	<u>2,282,530</u>	<u>4,283,820</u>	<u>1,909,392</u>	<u>2,064,000</u>	<u>3,973,392</u>
<b>Total</b>	<b>2,100,210</b>	<b>2,415,400</b>	<b>4,515,610</b>	<b>2,003,770</b>	<b>2,193,700</b>	<b>4,197,470</b>

The Conservation Authority's Preliminary 2009 Current Budget has been approved by the Region of Niagara and has been presented to the City of Hamilton (with committee endorsement). No comments or approvals have been received from Haldimand County.

It is recommended that the Proposed 2009 Current Budget as submitted be approved.

**RECOMMENDATION:**

**That Report No. 08-09 regarding the Proposed 2009 Current Budget be received; and**

**That the Proposed 2009 Current Budget with a total expenditure of \$6,778,161 and a general levy of \$2,100,210 and special levies of \$2,282,530 to the Region of Niagara, \$123,400 to the City of Hamilton and \$9,470 to Haldimand County be approved; and**

**That the 2009 matching levy in the amount of \$174,500 and the total non-matching levy in the amount of \$1,925,710 for the 2009 Current Budget be apportioned to the member municipalities on the basis of the 2000 current value assessment of the member municipalities proportionate to the total 2000 current value assessment within the Authority's area of jurisdiction; and**

**That the special levies for the 2009 Current Budget be assessed in the amount of \$2,282,530 to the Region of Niagara, \$123,400 to the City of Hamilton and \$9,470 to Haldimand County.**

Respectfully Submitted By: \_\_\_\_\_  
Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer



**TO: The Chairman and Members of the Authority**

**DATE: February 11, 2009**

**SUBJECT: Proposed 2009 Capital Budget – Report No. 09-09**

Attached for your consideration is the proposed 2009 Capital Budget. The Board will recall that the preliminary 2008 Capital Budget was approved at the September 17, 2008 meeting (see Report No. 67-08). The attachment includes the preliminary budget amounts for comparison purposes. While the municipal levy requirements remain the same or are less than the preliminary budget approved in September, there are several changes in the proposed expenditures which are noted below:

1) Watershed Management

a) Watershed Studies

- Reserve funds have been allocated to continue with work on the Central Welland River Watershed Plan that was not completed in 2008.

b) Resource Inventory and Monitoring

- Expenditures have increased as a result of additional Provincial and other non municipal funding for the GIS Project and a project within the 12 Mile Creek Watershed.
- Funding for the Fort Erie Creeks Restoration has been increased with reserve funds to complete the additional work at the Bridgewater Country Club.

c) Flood Protection Services

- Expenditures have increased (reserve funds) to improve gauging and monitoring abilities at the Binbrook Dam.

2) Conservation Land Development

- Conservation area development projects that were unable to be completed in 2008 have been carried into 2009 funded utilizing reserve funds, as summarized in the 2008 Year End report.

3) Summary

- the total expenditure under the Proposed 2009 Capital Budget is \$5,959,221
- the 2009 general capital levy to be assessed to the member municipalities is \$1,163,600
- a comparison of the proposed 2009 and 2008 levies is provided below:

**Levy Apportionment - Proposed 2009 Capital Budget**

<u>Municipality</u>	<b>2009 General Levy</b>	<b>2009 Special Levy</b>	<b>2009 Total Levy</b>	<b>2008 General Levy</b>	<b>2008 Special Levy</b>	<b>2008 Total Levy</b>
Haldimand County	9,076	76,250	85,326	8,179	12,500	20,679
City of Hamilton	45,729	246,050	291,779	41,210	247,500	288,710
Region of Niagara	<b><u>1,108,794</u></b>	<b><u>1,242,050</u></b>	<b><u>2,350,844</u></b>	<b><u>999,211</u></b>	<b><u>1,409,600</u></b>	<b><u>2,408,811</u></b>
<b>Total</b>	<b>1,163,600</b>	<b>1,564,350</b>	<b>2,727,950</b>	<b>1,048,600</b>	<b>1,669,600</b>	<b>2,718,200</b>

The Conservation Authority's Preliminary 2009 Capital Budget has been approved by Niagara Regional Council and was presented to Hamilton Committee in late January with their endorsement. Hamilton City Council requested a minor reduction in the budget to reflect a 2.0% overall budget increase. The net amount of \$1,450 to accomplish this was adjusted in the Binbrook Capital Plan. This adjustment had no impact on the Niagara Region or Haldimand County budgets. No comments have been received from Haldimand County.

It is recommended that the Proposed 2009 Capital Budget be approved as submitted.

**RECOMMENDATION:**

**That Report No. 09-09 regarding the Proposed 2009 Capital Budget be received; and**

**That the Proposed 2009 Capital Budget with a total expenditure of \$5,959,221 and a general levy of \$1,163,600 and special levies of \$1,242,050 to the Region of Niagara, \$291,779 to the City of Hamilton and \$85,326 to Haldimand County be approved; and**

**That the 2009 general levy in the amount of \$1,163,600 be apportioned to the member municipalities on the basis of the 2000 current value assessment of the member municipalities proportionate to the total 2000 current value assessment within the Authority's area of jurisdiction; and**

**That special levies for the 2009 Capital Budget be assessed in the amount of \$1,242,050 to the Region of Niagara, \$246,050 to the City of Hamilton and \$76,250 to Haldimand County.**

Respectfully Submitted By: \_\_\_\_\_  
Tony D'Amario, P.Eng. CAO/ Secretary-Treasurer



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**TO:** Chairman and Members of the Authority

**DATE:** February 23, 2009

**RE:** **NPCA Logo Update – Report No. 10-09**

The 50<sup>th</sup> Anniversary of the NPCA provides us with the opportunity to celebrate our many accomplishments. As part of the community outreach component to mark this occasion it was requested that a logo reflecting a proud past and vibrant future be created. This also provided us with an opportunity to update our corporate logo which was presented at the January 21, 2009 meeting of the Authority. A copy of the logo is attached.

The heart of the NPCA logo has been the Tulip Leaf. A member of the Magnolia Family, the Tulip Tree is easily identified by its unusual shaped leaf and flowers. It is said to be one of Canada's most distinctive trees. The Tulip Tree grows more abundantly in the Niagara Peninsula than anywhere else in Ontario. There is no other leaf quite this shape and the tree produces tulip flowers which open after the leaves are formed (usually late spring in the months of May and June.)

Staff worked with our creative team to update the colours and refresh the artwork. The updated logo depicts the shape of the Tulip Leaf more accurately than the current artwork. It has been created using up-to-date graphics design software which will prevent the logo's shape from being manipulated. Combined with this is the 50<sup>th</sup> Anniversary wordmark which will be used throughout the anniversary year. The updated logo will be phased in on existing signage and promotional materials as replacement becomes necessary.

At this time, staff is exploring co-branding marketing opportunities utilizing the new Niagara Original logo and wordmark as appropriate.

**RECOMMENDATION:**

**That Report No. 10–09 be received and that the updated NPCA logo as presented be adopted.**

Prepared by: Mary Stack, Director, Communications

Respectfully Submitted by:

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Tony D'Amario, P.Eng. CAO/Secretary-Treasurer



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**50**  
years

CELEBRATING  
50 YEARS OF  
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**To:** Chairman and Members of the Authority

**Date:** February 15, 2009

**Re:** **Binbrook Reservoir and Gauge Stations; Instrumentation Upgrades – Report No. 11-09**

The purpose of this report is to obtain Board approval to install “real time” flow/water level and precipitation instrumentation in the Binbrook Reservoir as well as, the 12 existing gauge stations in our network.

The Board will recall that the concerns surrounding the reliability of our monitoring system was most recently raised in response to the operation of the Binbrook Reservoir. In addition, the Authority also owns 6 gauge stations and jointly operates 6 additional gauge stations that are owned by Environment Canada. Unfortunately none of these have the capability for graphical data download to our computer systems for real time flow and rainfall display or analysis. A map showing the location of the station is attached.

In late 2008, staff approached Hoskin Scientific, a well respected Canadian supplier of instrumentation and requested them to inspect and submit a proposal to provide and install electronic interfaces and software capable of delivering real time flow /water level and precipitation information, that could link with our website, and provide seamless water level graphics to the public, municipalities, etc. In addition, upgraded valve controllers and a remote operated camera were proposed for Binbrook. This firm was selected, as they are the only Canadian authorized distributor of Sutron Equipment, which is utilized by Environment Canada. As half the stations in our system are owned by Environment Canada, it was felt that ease of interface with their systems was paramount. Further more Sutron instrumentation is the primary equipment used is the gauge stations operated by a number of other CA's including Halton, Credit Valley and Toronto Region.

Although two firms will be completing the works, Hodskins Scientific Ltd. will administer the project and will be responsible for commissioning. It should also be noted that additional instruments, such as water quality gauges and water temperature gauges, can be readily ‘plugged in’ to the proposed Sutron equipment without additional hardware, software, or interfaces. This is important, as connecting our 5 existing rainfall gauges and enhanced water quality monitoring are two areas that NPCA needs to focus on enhancing in relation to Source Water Protection implementation.

**1) The costs to complete the necessary instrumentation and software upgrades are as follows:**

i) Hodskins Scientific Ltd. - Supply and install all necessary instrumentation at Binbrook, 12 gauge stations, and NPCA office.	\$ 36,000
ii) Sutron Corp. - Software & Instrument setup and Calibration	\$ 25,000
iii) Misc. Costs (i.e. install broadband cellular modem for camera, electrical wiring)	\$ 5,000
<b>Total (excluding GST)</b>	<b>\$ 66,000</b>

**2)** In addition to this work, NPCA staff is proposing to install a new gauge station upstream on the Binbrook Reservoir at Tyneside Road. The work will be done by NPCA staff and the equipment and servicing will cost approximately **\$10,000**. This will allow us to precisely measure the most significant stream flow into the reservoir and accordingly allow us to better set the outflow in an effort to better control fluctuations in waterlevels from seasonal rainfall events.

With respect to funding, the Proposed Draft 2009 Capital budget anticipates and contains adequate funds to finance the works. If the work is awarded by March 1, 2009 it is estimated that all instrumentation and associated software modifications can be completed by the end of June 2009.

### **RECOMMENDATION**

**That: Staff be authorized to retain Hodskins Scientific Ltd. to complete the instrumentation and software upgrades as identified in this report.**

Prepared by: John Kukalis, Director, Water Management

Respectfully Submitted by: \_\_\_\_\_  
Tony D'Amario, P.Eng. CAO/Secretary-Treasurer

**TO: The Chairman and Members of the Authority**

**DATE: February 10, 2009**

**SUBJECT: SKID-STEER LOADER PURCHASE – Report No. 12-09**

Funds have been allocated in the 2009 budget for the purchase of 1 skid-steer, equipped with a front-end loader to replace a skid-steer, to replace an existing skid-steer located at the Central Workshop.

This piece of equipment is used extensively in Conservation Area trail development and maintenance. The replacement is part of a multi-year program to maintain a safe equipment fleet.

Three area equipment dealers were asked to provide quotes. Three quotes were received and are summarized below. The price shown is for a 45 hp (minimum) skid-steer loader with auger attachment and includes trade-in allowance.

<u>Rank</u>	<u>Vendor</u>	<u>Make</u>	<u>Model</u>	<u>Price</u>
1.	Bobcat of Hamilton	Bobcat	S130	\$ 27,973.15
2.	Agraturf	John Deere	JD315	\$28,504.25
3.	Ben Berg Farm & Industrial	Gehl	4240E	\$28,999.55

The Bobcat is being recommended above the other two tractors for the following reasons:

All three units are diesel powered, however only the John Deere and the Bobcat are Tier 4 diesel. This is the North American Standard for non-road diesel engine. This category of engine provides a 90% reduction in particulate emission and NOx. The Gehl is ruled out because it is only available with a Tier 3 diesel engine.

In addition the Bobcat loader is less expensive to purchase, maintain and will provide a significant cost savings over the 15-year lifespan of the equipment.

**RECOMMENDATION:**

That the quote, received from Bobcat of Hamilton, to supply one Bobcat S130, skid-steer loader for a price of \$27,973.15 be accepted.

**Prepared by: Darcy B. Baker - Director, Land Management**

Respectfully Submitted By: \_\_\_\_\_  
Tony D'Amario, P.Eng., CAO/ Secretary-Treasurer

**TO: The Chairman and Members of the Authority**

**DATE: February 10, 2009**

**SUBJECT: Confined Spaces Policy (NPCA Safety Manual) – Report No. 13-09**

In November 2008, the Board approved a Safety Manual for the NPCA. The confined spaces policy was not included because changes to the legislation governing confined spaces made the old policy obsolete.

The Joint Health & Safety Committee of the NPCA consulted policies from municipal and Conservation Authority sources.

The attached policy allows trained NPCA staff to access confined spaces under specified conditions. It relies on personal safeguards and equipment to protect staff during any confined space entry. The policy also provides for contracted rescue services in the event of an accident and emergency extraction.

In some situations, where work in a confined space exceeds NPCA staff capabilities and training, this policy allows staff to act as attendants while an outside contractor completes the entry and associated work.

This policy complies with all current legislation governing confined space entry. It will be reviewed on a regular basis to ensure it meets all legal requirements.

**RECOMMENDATION:**

That Report Number 13-09 be received; and,

That the Confined Spaces Policy be approved and added to the Niagara Peninsula Conservation Authority Safety Manual.

**Prepared by: Darcy B. Baker - Director, Land Management**

Respectfully Submitted By: \_\_\_\_\_  
Tony D'Amario, CAO/ Secretary-Treasurer





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**Safety Manual - Section 35**  
**Confined Space Entry**  
(February 2009)

## **PURPOSE**

The purpose of this Confined Space Program is to provide the Authority with a protocol whereby employees can recognize confined spaces so they may either avoid them or work safely in a designated confined space. This Program is to be followed in addition to any and all other relevant sections of the Occupational Health and Safety Act and Regulations that may apply.

This Program must be reviewed at least once annually or sooner if changes are made to the relevant legislation or the process. It is stored electronically on the Authority's computer network. Hard copies are kept in the Binbrook and Virgil Dam operations manuals.

## RESPONSIBILITIES

1. All workers whose work may necessitate confined space entry shall receive training up to and including entry procedures and shall be provided with a copy of the Occupational Health & Safety Act and all applicable Regulations containing specifics regarding confined space entry. All workers must follow the provisions laid out in this Program, and must communicate any work hazards to their Supervisor. In addition, Conservation Areas that have confined spaces will manage those spaces in accordance with this policy
2. The Authority is responsible for the provision and maintenance of all necessary testing equipment, rescue equipment and equipment manuals as adequate for the job. The Authority will also provide worker training as appropriate for the job.

Additional Authority responsibilities include:

- Appoint competent person(s) to conduct hazard assessments;
  - Ensure adequate management of confined space records (including training records);
  - Ensure adherence to the Confined Space Program.
3. The Co-ordinator, Watershed Regulation is responsible for the review and approval of all Confined Space Program documentation and forms related to Water Department Matters. The Superintendent of Long Beach and Chippawa Creek is responsible for the review and approval of all Confined Space Program documentation and forms related to Land Management Department Matters
  4. The Director of Water Management is responsible for conducting the annual review of the Program.
  5. The Co-ordinator, Watershed Regulation is responsible for ensuring that all common-use equipment provided is inspected and maintained in good condition as per the manufacturer's instructions, and for having faulty, worn or defective equipment replaced as required. The Co-ordinator, Watershed Regulation has been given the authority to direct work related to confined space entries. The Co-ordinator, Watershed Regulation must ensure that workers are trained and equipped to enter confined spaces (i.e., PPE, communications equipment, air monitoring testing, etc.)
  6. The trained worker is responsible for completing regular inspections of all personal protective equipment provided, and for reporting any known or observed defects to his/her supervisor.
  7. The Joint Health and Safety Committee (JHSC) is responsible for assisting in, and providing input to, development of the Authority's Confined Space Program and any associated training programs.
  8. The Attendant is responsible for ensuring the continued safety of the Entrant into a confined space; this includes monitoring the environment of the space and maintaining communication with the Entrant.

## JOINT HEALTH & SAFETY COMMITTEE RESPONSIBILITIES

1. Audit the confined space entry permit process at each location.

2. Audit the records at each location.

## DEFINITIONS

1. Confined Space: A fully or partially enclosed space
  - a) that is not designed and constructed for continuous human occupancy, and
  - b) in which atmospheric hazards may occur because of its construction, location, or contents, or because of work that is done in it.

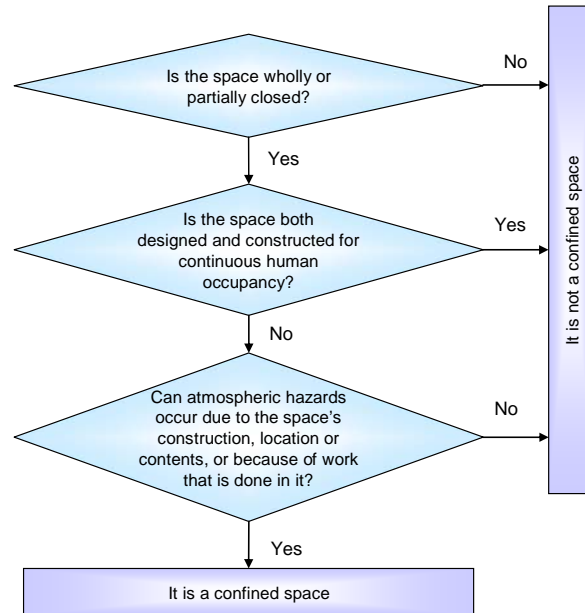
Examples of confined spaces may include, but are not limited to

- a) wet wells and dry wells in sewage pumping stations;
  - b) manholes in sanitary and storm sewers; and
  - c) meter and valve chambers.
2. Confined Space Program: Outlines the Authority's methods for confined space entry; includes hazard assessments, entry plans, entry permits, adequate training for appropriate staff, and provision of personal protective equipment.
  3. Competent Person: A person who
    - a) Is qualified because of knowledge, training and experience to organize the work and its performance;
    - b) Is familiar with the Occupational Health & Safety Act and with the regulations that apply to the work; and
    - c) Has knowledge of all potential or actual danger to health or safety in the workplace.
  4. Competent Worker: A worker who
    - a) Is qualified because of knowledge, training and experience to perform the work;
    - b) Is familiar with the Occupational Health & Safety Act and with the provision of the regulations that apply to the work; and
    - c) Has knowledge of all potential or actual danger to health or safety in the work.
  5. Hazard Assessment: Assessment completed in advance of a confined space entry, and reviewed prior to a confined space entry, with the goal of identifying any and all hazards associated with the space. Hazards may not always be the same for each entry into a given space.
  6. Confined Space Plan: Entry plan that is developed for a single, specific confined space, or for multiple confined spaces similar in design, construction and hazards. The plan is comprehensive and includes items such as hazard control measures, entry and exit procedures, and entrant/attendant responsibilities.
  7. Confined Space Permit: Permit that must be completed prior to entry into a confined space.
  8. Hot Work: Work that is capable of producing a source of ignition (i.e., welding, cutting, grinding).
  9. Cold Work: Work that is not capable of producing a source of ignition (i.e., valve adjusting).

## PRE-ENTRY PLANNING

### 1. Identification of a Confined Space:

A potential “confined space” must be evaluated to confirm whether the space is confined. The space must meet all components of the confined space definition (see below).



### 2. Assessment of Hazards:

A hazard assessment must be completed for each identified confined space before any confined space entries are initiated. Hazards can exist due to the construction or design of a space or because of the type of work being conducted in the space. The goal of the hazard assessment is to identify any potential or actual hazards that exist in or around the confined space. The hazard assessment must be completed by a competent person and documented in a “Confined Space Hazard Assessment Checklist” (CSP Form 1). The Hazard Assessment template and completed assessments are stored electronically on the Authority’s computer network.

Types of hazards can include (but are not limited to):

- *Toxic atmospheres:* i.e., oxygen deficiency, carbon monoxide, hydrogen sulfide
- *Flammable or explosive atmospheres:* i.e., dusts, vapours, fumes or mists;
- *Mechanical injury:* i.e., charged electrical equipment, moving parts/machinery;
- *Product engulfment:* i.e., refilling of a sewer;
- *Stored/potential energy:* i.e., mechanical, electrical, hydraulic, pneumatic, thermal.

The hazard assessment must be reviewed and its findings confirmed immediately prior to entering a confined space. If changes or additions are observed, they must be noted on the Hazard Assessment form. (See section 5.2, “Completion of Pre-Entry Hazard Assessment”.)

### 3. Creation of a Confined Space Entry Plan:

A Confined Space Entry Plan contains a specific description of a confined space along with explicit measures and procedures required to control actual and potential hazards associated with the space. A Confined Space Entry Plan must be created for each confined space using the information collected in completing the hazard assessment. A single plan may be created for two or more confined spaces that are similarly constructed and that present the same hazards. The confined space plan must be completed by a competent person and documented in a "Confined Space Entry Plan" template (CSP Form #2). The Co-ordinator, Watershed Regulation is responsible for final approval of all confined space plans.

Confined Space Entry Plans must be reviewed by a competent person at least annually, or when operational or design changes occur in or near the space (whichever occurs first). The plans are stored electronically on the Authority's computer network, and are stored in hard copy in the dam operations manuals or at the Conservation Area concerned.

The Authority's confined spaces are categorized by "entry procedures" (EP) based on the results of the hazard assessments. Appendix A contains the methodology used to categorize confined spaces into common entry procedures.

### 4. Confined Space Entry Training:

Confined space training must be conducted by a competent trainer(s) with adequate knowledge, training and experience in confined space requirements. Methods of training may be determined by the Co-ordinator, Watershed Regulation. All confined space program training materials are to be reviewed by the Joint Occupational Health and Safety Committee at least once annually, as per O. Reg. 851, s. 119.7(4). Training records are stored according to Section 7.1 of this document.

The following matrix outlines the minimum training requirements for confined space entrants, attendants, and rescue personnel.

Role	Confined Space Training Elements						
	A	B	C	D	E	F	G
Entrant	X	X	X	X	X	X	
Attendant	X	X	X	X	X	X	
Rescue Team Staff	X	X	X	X	X	X	X

Type of Training	Min. Refresher Frequency
A = General Confined Space Training	Every 3 years
B = Hazard Assessment Training	Every 2 years
C = Plan-Specific Training (including rescue procedures for the space)	Every 3 years
D = Air Monitoring & Confined Space Equipment Training	Annually
E = Fall Arrest	Every 3 years
F = First Aid & CPR	Every 2 years
G = Rescue & Equipment Training	Every 3 years

5. Personal Protective Equipment (PPE):

Personal protective equipment requirements vary depending on the space being entered and the hazards within. Minimum PPE requirements for confined space entry are listed in Appendix A. The Confined Space Entry Plan outlines specific PPE requirements for entry into the space, and PPE listed on the Plan overrides requirements listed in this procedure. Additional PPE may be required if any additional hazards are identified in the pre-entry hazard assessment.

6. Other Equipment:

All other required equipment should be maintained in good working order and in proper calibration (where applicable) between confined space entries. The suitability of these pieces of equipment should be verified prior to any entry. Equipment calibration and maintenance records are retained according to Section 7.1 of this document.

7. Assembly of Rescue Team:

The Authority can contract out rescue services provided that an adequately timely response can be ensured. Adequacy of response time is dependent on the potential hazard facing the entrant(s). In contracting out rescue services, the Authority retains the duty to ensure that contracted rescue personnel are adequately trained and that appropriate personal protection is used, therefore, adequate due diligence must be assured when developing rescue contracts.

a. *Non-Entry Rescue:*

In the event that an entrant is injured or becomes distressed while inside the confined space and the injured entrant is connected to the extraction equipment or is capable of connecting himself/herself to the extraction equipment, a non-entry rescue is always employed as a first measure

wherever possible.

- If required, the attendant will call 911 for medical assistance.
- The attendant will extract the entrant using the tripod.
- Once extracted the attendant will administer CPR/First Aid as required.
- The attendant will notify the Supervisor of the rescue as soon as possible during this process.

b. *Entry Rescue:*

If an attendant cannot extract an entrant because of the nature or severity of the entrant's injuries, because the entrant is not connected to extraction equipment, or because of a design barrier in the confined space that makes it difficult to extract the entrant, an entry rescue must be initiated.

- The attendant will direct the rescue team (if on-site) or call the rescue team (if on-call) and will oversee the rescue process.
- The attendant will call 911 for medical assistance.
- The attendant will call the **Co-ordinator, Watershed Regulation**.
- The attendant will remain in continuous communication with the injured entrant.
- If the atmosphere in the confined space is hazardous, the attendant will attempt to mechanically ventilate the confined space.
- If a Standby Entrant is in the space to maintain line of sight with the entrant, he/she can attempt to rescue the injured entrant. This can only be attempted if atmospheric hazards are not present (i.e., entanglement, slips/trips/falls, etc.). If an atmospheric hazard is present, the Standby Entrant CANNOT attempt a rescue; he/she must exit the space immediately.
- TBA will act as rescue team and carry out entry rescues as required.
- The attendant shall NEVER enter the confined space.

## PREPARATION FOR CONFINED SPACE ENTRY

### 1. Completion of Confined Space Entry Permit:

Before a confined space entry can take place, a "Confined Space Entry Permit" (CSP Form #3) must be completed. The permit template is stored electronically on the Authority's computer network. Completed permits are stored in the Co-ordinator, Watershed Regulation's office, and are purged annually to storage in the vault. Completed permits must be retained according to Section 7.1 of this document.

The Permit must be posted at the entry to the confined space. If the confined space entry is performed on a rotating shift basis, a competent person must complete a new Confined Space Entry Permit for his/her shift's team before each subsequent shift starts.

It is NOT permissible to use log books and work orders as Confined Space Entry Permits.



The permit is used to document important aspects of the confined space entry. The permit contains, but is not limited to, the following information:

- Dates of issue and expiry of the permit;
- A signoff to terminate or cancel the permit/entry
- Identification of the confined space and entry procedure to be used;
- Description of work to be performed;
- Personal protective equipment used;
- Space preparation methods used (i.e., flushing, purging, ventilating);
- Records of worker entries and exits;
- Results of periodic air monitoring tests; and
- Names of personnel filling key roles in the entry process (i.e., entrant, attendant, supervisor).

## 2. Completion of Pre-Entry Hazard Assessment:

Prior to entry, the Hazard Assessment for the space must be reviewed to verify that no additional hazards are present at the confined space. If additional hazards are present, they must be noted on the Hazard Assessment. This assessment must be completed by a competent person. Items of particular interest are new, permanent hazards in the work area, as well as any temporary hazards that may be specific to the confined space entry. The completed assessment checklist should be attached to the Confined Space Entry Permit and posted at the entry to the confined space.

## 3. Determination of Suitability of Atmosphere -Inspection Work, Cold Work or Hot Work

Types of work that are permitted in the confined space vary depending on the hazards that are present. Wherever high or low oxygen levels, presence of flammables/explosives, or presence of air contaminants are identified as a hazard, air quality must be monitored periodically throughout the duration of the entrant's occupancy in the space. The Confined Space Entry Permit provides maximum acceptable concentration levels for several key toxic contaminants.

### *a. Inspection Work*

Inspection work can be performed in a confined space if atmospheric testing indicates that the space is safe for entry as determined by the following conditions:

- Oxygen levels must remain between 19.5 and 23% by volume in the space;
- Toxic air contaminants in the space must not exceed prescribed maximums; and
- Although current regulations (O. Reg. 685/05) allow inspection work to be carried out where the atmospheric concentration of any explosive or flammable gas or vapour does not exceed 25% of its lower explosive limit (LEL); the Town policy will be that the atmosphere concentration must be zero prior to any type of entry or type of work.

### *b. Cold Work*

Cold work can be performed in a confined space if atmospheric testing indicates that the space is safe for entry as determined by the following conditions:

- Oxygen levels must remain between 19.5 and 23% by volume in the space;
- Toxic air contaminants in the space must not exceed prescribed maximums; and
- Although current regulations (O. Reg. 685/05) allow cold work to be carried out where the atmospheric concentration of any explosive or flammable gas or vapour must not exceed 10% of its lower explosive limit (LEL); the Town policy will be that the atmosphere concentration must be zero prior to any type of entry or type of work.

#### *c. Hot Work*

Hot work can be performed in a confined space if atmospheric testing indicates that the space is safe for entry as determined by the following conditions:

- Oxygen levels must remain between 19.5 and 23% by volume in the space;
- Toxic air contaminants in the space must not exceed prescribed maximums;
- Although current regulations (O. Reg. 685/05) allow hot work to be carried out where the atmospheric concentration of any explosive or flammable gas or vapour must not exceed 5% of its lower explosive limit (LEL); the Town policy will be that the atmosphere concentration must be zero prior to any type of entry or type of work;
- The atmosphere in the space must be continuously monitored;
- The entry permit must detail adequate provisions for hot work and appropriate measures to be taken; and
- An alarm system and exit procedure must be in place to provide adequate warning and allow safe escape if atmospheric conditions change.

#### 4. Traffic Control Plan

If required, a Traffic Control Plan shall be prepared by the Co-ordinator, Watershed Regulation, in accordance with Ontario Traffic Manual Book 7.

#### 5. Role of the Attendant

- a) In accordance with the Confined Space Entry Plan, the role of the attendant is to monitor the safety of the entrant(s) inside the confined space and provide assistance if required. In extreme cases, the attendant is responsible for summoning an adequate rescue response. An attendant must be assigned at each open access/egress for each confined space entry or a location most suitable to maintain line of sight and verbal contact with entrant.
- b) **UNDER NO CIRCUMSTANCES IS AN ATTENDANT PERMITTED TO ENTER THE CONFINED SPACE.**
- c) In alignment with his/her responsibilities, the Attendant must:
  - Post a Confined Space Permit at the confined space entry point;
  - Know and understand the confined space plan and rescue plan for the specific site before taking the attendant's post;
  - Remain stationed outside of and near to the entrance to the confined space unless relieved by another attendant;

- Monitor activities inside and outside of the confined space to determine safety for ongoing occupancy of entrants in the space,
  - Remain in constant communication with all entrants, as often as necessary, to monitor entrant status and alert entrants of the need to evacuate, if necessary.
  - Use a means of communication described in the relevant Confined Space Plan,
  - Performs any non-entry rescues and is provided with a device for summoning an adequate rescue response for entry rescues, and
  - Perform no other duties that might interfere with their primary duty to monitor and protect authorized entrants
  - Have cell phone available for emergency.
- d) An Attendant must secure the confined space from unauthorized entry and take the following actions with unauthorized persons while entry is underway:
- Warn them to stay away, or ask them to exit immediately if they have entered.
  - Inform the authorized entrants and shift Supervisor if unauthorized persons enter the confined space.

#### 6. Coordination Document

- a) If more than one employer (i.e., NPCA staff and contractor and/or consultants) is involved in a confined space entry or in work related to the entry, a “Coordination Document” (CSP Form #4) must be prepared by the Authority. The Coordination Document ensures that duties imposed on employers are performed in a way that protects the health and safety of all workers who perform work in or related to the confined space. A copy of the completed Coordination Document must be provided to each employer and to the Joint Health and Safety Committee of each employer.
- b) Except for construction projects, the Coordination Document does not allow for the sharing of responsibilities for general training, personal protective equipment and records. Each employer is responsible for ensuring that his/her staff has adequate training and PPE, and that adequate records are maintained.
- c) The Coordination Document template is stored electronically on the Authority’s computer network. Completed versions are stored in the Co-ordinator, Watershed Regulation’s office and must be retained according to Section 7.1 of this document.

### **CONFINED SPACE ENTRY**

Details regarding entry procedures for individual confined spaces are found in the Confined Space Entry Plan for the designated space. The Plan includes personnel requirements; entry procedure descriptions; hazard assessment data; required control measures; and rescue procedures. An overall confined space entry process summary can be seen in the flowchart in Appendix B.

## ASSOCIATED DOCUMENTATION

### 1. Record Retention:

- a) The Ontario Confined Space Legislation requires that confined space records be kept for a minimum of one year after the document is created, or for the period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained. This retention time applies to completed Confined Space Entry Permits, to completed Coordination Documents, and to calibration and maintenance records.
- b) Training records are to be retained for the duration of a Worker's employment at the Authority, and for a minimum of seven years following the worker's termination of employment.

### 2. Associated Documents/Records:

- Confined Space Hazard Assessment Checklist (CSP Form #1)
- Confined Space Entry Plan Template (CSP Form #2)
- Confined Space Entry Permit (CSP Form #3)
- Coordination Document (CSP Form #4)
- Equipment Calibration and Maintenance Records
- Training Records

## HISTORY OF CHANGE

Revised to align with new MOE Confined Space Regulations  
Document creation

## APPENDIX A: IDENTIFICATION OF ENTRY PROCEDURE

		Atmospheric Hazards			
		<i>Minimal to none</i>	<i>Removable hazard</i>	<i>Non-removable hazard</i>	<i>Flammable/explosive hazard</i>
<b>Fall Hazards</b>	<i>Minimal to none</i>	EP1	EP2	EP3	EP4
	<i>Easy access &amp; egress</i>	EP1	EP2	EP3	EP4
	<i>Difficult access &amp; egress</i>	EP2	EP2	EP3	EP4
	<i>Multi-level access &amp; egress</i>	EP3	EP3	EP3	EP4

### Category Definitions

**NOTE:** It is important to note that these categories are broad. Consideration must be given to each individual situation when assessing the significance and severity of a hazard. An analysis and review of the plan must be completed for each and every confined space entry.

### EP1:

- Type of Space:*
- Water only (no wastewater), minimal to moderate hazards (i.e., water meter pits)
- Types of Work Permitted:*
- Inspection, cold work
  - Hot work *ONLY if no explosive hazard is present*
- Equipment:*
- Two-way radio to be used, or line of sight maintained
  - Harness to be worn at all times
  - Extraction equipment set up and ready for use
  - Have cellular phone on site
- PPE:*
- Minimum of coveralls, hard hat, steel toed boots
  - Optional: gloves and/or protective eyewear
  - If chemical hazard is present, PPE to be worn as per recommendations on MSDS
- Other Precautions:*
- Additional PPE, as required on Material Safety Data Sheets.

### EP2:

- Type of Space:*
- Water only (no wastewater), moderate hazards (i.e., water pumping stations)
- Types of Work Permitted:*
- Inspection, cold work
  - Hot work *ONLY if no explosive hazard is present*
- Equipment:*
- Two-way radio to be used, or line of sight maintained
  - Harness to be worn at all times
  - Extraction equipment to be set up and ready for immediate use (remain connected wherever possible)
  - Have cellular phone on site
- PPE:*
- Minimum of coveralls, hard hat, steel toed boots, protective eyewear
  - Optional: gloves
  - If chemical hazard is present, PPE to be worn as per recommendations on MSDS
- Other Precautions:*
- Additional PPE, as required on MSDS.

## **APPENDIX A (CONTINUED)**

### EP3:

- Type of Space:*
- Any space involving wastewater (including sanitary or storm water manholes)
- Types of Work Permitted:*
- Inspection, cold work
  - Hot work *ONLY if no explosive hazard is present*
- Equipment:*
- Two-way radio to be used, or line of sight maintained
  - Harness to be worn at all times; entrant to remain connected at all times
  - Extraction equipment to be set up and ready for immediate use
  - Have cellular phone on site

**PPE:**

- Minimum of coveralls, hard hat, steel toed boots, protective eyewear and gloves
- If chemical hazard is present, PPE to be worn as per recommendations on MSDS

**Other Precautions:**

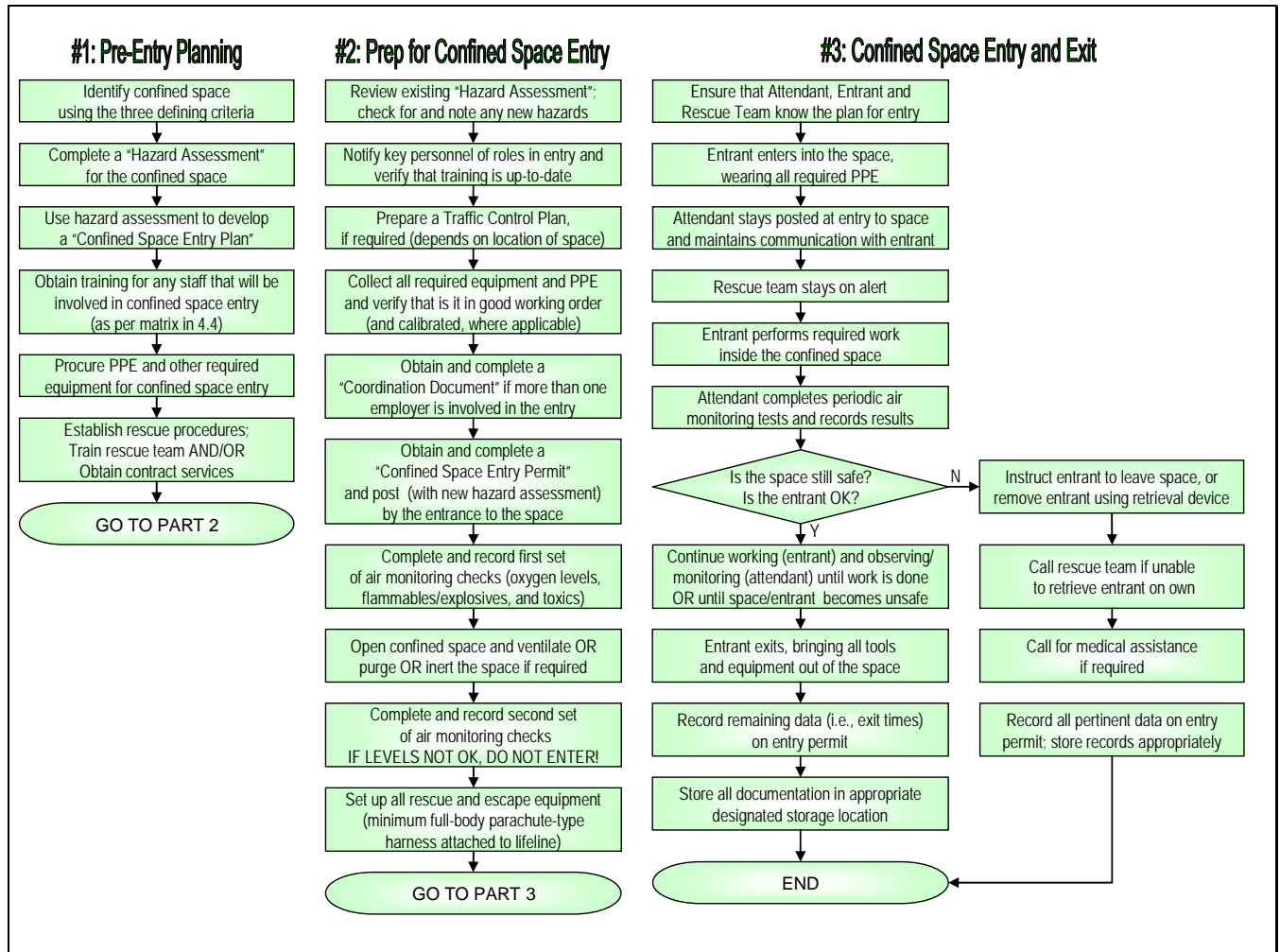
- Harness to be connected to lifeline whenever possible
- Where multi-level hazard exists, secondary entrants to be available at every level
- Additional PPE, as required on MSDS

**EP4:**

**Types of Work Permitted:**

- DO NOT ENTER THE CONFINED SPACE UNDER ANY CIRCUMSTANCES

**APPENDIX B: CONFINED SPACE ENTRY – PROCESS SUMMARY**



**TO: Chairman and Members of the Authority**

**DATE: February 23, 2009**

**RE: PROJECT STATUS REPORT - REPORT NO. 14-08**

## **WATER MANAGEMENT**

### **I. Watershed Regulation Division**

#### **1) Binbrook Reservoir & Gauge Stations**

Shortly after reestablishing a new power supply to the reservoir, in December 2008 the water level sensor located in the reservoir bank began to malfunction. Staff was able to contact the original installer of the instrumentation and the problem cannot be readily repaired. As such, staff has had to visit the reservoir to visually monitor the water levels before being able to adjust the valve settings.

Accordingly, in January staff focused on working with a specialist firm to develop a plan to install “real time” flow monitoring in our system. A separate report has been prepared for the board’s consideration.

#### **2) NPCA ‘Regulation of Development, Interference with Wetlands, and Alteration to Shorelines and Watercourses’**

##### **i) Permits**

The NPCA has approved 7 permit applications for the 2009 calendar year.

##### **ii) Violations**

Please refer to the associated Report under “in camera” section of agenda.

##### **iii) NPCA-DFO Partnership Agreement**

The NPCA is under agreement with the Department of Fisheries and Oceans (DFO) to review works in or near water to determine whether the work is likely to result in the harmful alteration, disruption or destruction of fish habitat (HADD). As part of the NPCA-DFO Partnership Agreement, NPCA staff work as a liaison between DFO Assessors and proponents to recommend appropriate fish habitat compensation projects. During the current calendar year NPCA staff has reviewed 1 applications under this agreement.

##### **iv) Municipal Drain Maintenance Review**

The NPCA continues to represent Conservation Authorities located in Central Ontario. on the DART Committee with representatives of the Ontario Federation of Agriculture, Drainage Superintendents Association of Ontario, Ontario Society of Professional Engineers(Land Drainage Committee), Association of Municipalities of Ontario – Rural Caucus, OMAFRA, MNR and Conservation Ontario. The purpose of the DART is to develop a consistent approach and technical direction with regard to municipal drainage project review under Conservation Authority Regulations. NPCA staff has reviewed 1 municipal drain project during the current calendar year.

### **3) Floodplain Mapping**

Work has not yet started on the 2009 “in house” projects.

## **II. Watershed Planning Division**

### **1) Municipal and Development Plan Input and Review**

Plan review activity has remained brisk through this traditionally slower time of year. This has resulted in some review delays, particularly in the area of hydrogeology, as “in house” staff is focusing on SWP activities.

Going into 2009, staff is concerned that a number of local municipalities have not yet brought their Official Plans into compliance with the Places to Grow Act. As such, we and will be contacting local municipalities in an effort to avoid a concurrent request for Official Plan Reviews necessitated by the June 2009 deadline for municipalities to be in compliance with this legislation.

### **2) Watershed Plan Preparation**

#### **a) Lake Erie North Shore Watershed Plan**

The Lake Erie North Shore Geomorphic Assessment report has been completed and submitted to the Watershed Planning Specialist for review. The assessment includes a description of the physical setting, field results, and restoration alternatives for 53 field sites. All field data collected is included in the report along with the data collected from the 2 sites where erosion pins have been inserted. In addition, the database that holds all data is complete (formatting, editing, layout) and ready for use by other departments within the NPCA.

Final edits to the Draft Background and Characterization have been temporarily suspended to focus on background research for the Beaverdams and Shriners Creek Watershed Plan. Editing will resume in March and a Steering Committee meeting will be held in April. In the interim, the consultant preparing the updated shoreline mapping/modeling has also recently began field work for this component of the plan.

#### **b) Central Welland River Watershed Plan**

The geomorphic desktop analysis has begun in preparation for the upcoming field season. Various data layers and air photos are being analyzed for historical and physical characteristics of the watershed. All data is being entered into a newly created Access database for the study area.

The consultant has began working on the field surveys required to update the floodplain modeling/mapping.

#### **c) Beaverdams and Shriners Creek Watershed Plan**

Research and writing of the Background Characterization is in full swing. Letters of intent have been sent to respective stakeholders to sit of a Steering Committee for the Watershed Plan. Responses from those interested are expected to be submitted by February 27, 2009.



### **3) Lyons Creek East Fluvial Geomorphology Study**

Minutes from the October 17<sup>th</sup> meeting with Parish Geomorphic and Phillips Engineering, the consultants conducting the study, have been received. At the meeting staff reviewed concerns with the draft Phase One Report, as well as other issues that must be addressed before proceeding with Phase Two of the project. A Final Draft One Report is still pending. Internal discussion has been conducted as to the expansion of the study objectives to meet the needs of the Remedial Action Plan. Discussion regarding the potential extension is not complete internally.

### **4) Natural Areas Inventory**

Staff is working on entering the data collected in the field during the 2008 season. Technical summaries for each of the Study Sites containing data from all 527 properties visited are being written.

In addition, staff is analyzing portions of the data to produce specific reports for a number of the funders that contributed to specific components of the project. Contributors including those that are reporting on the faunal aspect of the project are busy preparing their pieces with a deadline of mid-March. The Project Coordinator and technical team will then begin the review and edit process for the second volume of the final report.

## **III. Source Water Protection Division**

### **1) Source Water Protection Plan**

-In November 2008, the MOE amended the Clean Water Act (CWA) regulations and released the new Assessment Report Rules. Ontario Regulation (O.R.) 385/08 now replaces O.R. 287/07 and O.R. 387/08 revokes 285/07 and O.R. 286/07.

-The new Assessment Report Rules replace the MOE Draft Technical Guidance Modules. With the new regulations and rules set by MOE, the technical studies can now be completed without concern that the rules/protocols will change in the near future.

-The Ontario Environment Minister has requested a minor revision to the Terms of Reference. The Minister requested "Assigned Lead" for Grimsby tasks be changed from Lake Ontario Collaborative Study group (LOCS) to Niagara Region and/or Niagara Peninsula SPA. The revision will be submitted to the Source Protection Committee for approval on Feb 10, 2009.

-NPCA staff and Niagara Region staff have been meeting on a regular basis to review the progress of the SP work undertaken on the Intake Protection Zones (IPZs). Niagara Region and their consultant (Stantec) have agreed on a revised work plan and contract to complete the remaining tasks covered by MOE funding to Niagara Region. NPCA staff are satisfied with the progress of the current work by the consultant.

-NPCA has contracted Dillon Consultants to conduct a peer review of the reports completed by Niagara Region's consultant. The peer review was requested by the source protection committee and is funding by the province.

-Currently "in house" staff is focusing efforts on the Tier 1 Water Budget. Current work includes completing the water taking estimates and report writing. A peer review will also be completed on the Tier 1 Water Budget report.

-The SPC met on January 6, 2009. In addition to regular reporting and updates, the meeting also included a site visit to view the Decew Water Treatment Plant IPZs.

## **2) Water Quality Monitoring Program:**

### **a) Routine Water Quality Work**

-Routine water quality monitoring at 66 surface water stations and 15 groundwater wells located throughout the NPCA watershed concluded in November 2008. Currently data is being analyzed and will be presented in the Water Quality Monitoring Program 2008 Annual Report. Routine monitoring will resume in spring 2009.

-The NPCA continues to collect groundwater level data at 15 wells of the Provincial Groundwater Monitoring Network. Recently, analog telemetry service was terminated at all sites with telemetry service. The NPCA is working with Ministry of the Environment to transfer service over to digital.

-Taxonomic identification of benthic invertebrates continues on samples collected during the fall 2008 sampling season.

- Data entry and database management are on-going as large quantities of water quality data are generated through various monitoring initiatives.

### **b) Special Water Quality Projects**

- The Welland River Eutrophication Technical Working Group will be meeting on Feb. 18<sup>th</sup> to discuss the 2008 field results and plan for the 2009 field season. NPCA Water Quality staff are currently preparing a technical report and presentation for this meeting.

-Water Quality staff are currently analyzing data for the Hamilton International Airport and Glanbrook Landfill bioassessment studies. These reports are expected to be completed in March 2009.

-The Lake Ontario Collaborative Study on Twenty Mile Creek has concluded for 2008 and all data is being analyzed by the Ontario Clean Water Agency. The NPCA is currently reviewing an agreement to extend the project through 2009.

-The NPCA continues to receive requests for applications for the NPCA Water Well Decommissioning Grant Program.

### **c) NPCA Water Quality Monitoring Program: Staff Update**

Annie Michaud will be returning from maternity leave on March 09<sup>th</sup> 2009 as the Water Quality Specialist. At this time Josh Diamond will resume his position as Water Quality Technician. During this intervening period Mr. Diamond delivered seamless service in this program area. The interim staff filling in for Mr. Diamond's usual responsibilities as Water Quality Technician, Ms. Andrea Larsen will be leaving has done an excellent job over the last year and enabled the Water Quality Monitoring Program to be effective and efficient. We would like to wish Andrea all the best in her future endeavors.

## **IV. Geographic Information Systems (GIS) Division**

### **1) Source Water Protection Support Activities**

Significant effort has been focused on gathering source data of potential drinking water threats for the IPZ Risk Assessments. Cartographic efforts for the Tier 1 Water Budget have also been addressed this month.

### **2) Watershed Planning Support Activities**

a) Several tasks supporting the Natural Areas Inventory Project are still being addressed.

- DRAFT Community Series ELC mapping for the entire Region of Niagara and the Authority's watershed within Haldimand is now complete and is moving into the QA/QC stage
- Tract Code assignment for the 2008 field season on the natural area mapping which functions as the bridge to the database of survey observation data continues.
- Several statistics for the study site reports have been generated, including soil type and natural area community percentages.

b) Editing to the Authority Generic Regulation hazard layers and derivative Screening and Planning MOU 'Niagara Natural Environment Information Map' layers are currently being performed. Several new flood studies have been completed and final direction from the Niagara Region with regard to the MOU map has made it paramount to update these datasets for implementation within the planning community.

### **3) Corporate GIS Support Activities**

- Regrettably, the Niagara Region Information Services (IS) department will not currently support the NPCA's need to establish and manage a tabular (non GIS) Microsoft SQL database server on the regional network infrastructure through the current IS shared service agreement. This is necessary to address Authority information management needs (i.e. centralize water quality and quantity data). Accordingly, GIS staff is currently investigating hosting solutions off the network through alternative service providers.
- The Great Lakes 'Areas Of Concern' mapping project for Environment Canada is now complete.
- As a client of its enterprise GIS system, NPCA is reviewing the Niagara Region DRAFT *GIS Services Strategic Plan 2009-2012*.
- Staff are also reviewing the Niagara Region DRAFT *GIS Emergency Response Plan* and developing several 'emergency GIS services profiles' and technical 'How to' documents for things like flood and spill analyses.
- Several updates to the Niagara Atlas internal web mapping application have been completed and include the addition of the Restoration Database and a simple Regulation Violations flagging layer so these properties are not encountered in other Authority business areas without awareness of enforcement and landowner contact activities.
- GIS staff is presently working with Restoration staff to update the restoration database based on the 2008 field season.
- Several large data requests have been filled for consulting teams working on either significant Authority or watershed partner's projects such as member municipalities.

## **IV. Watershed Restoration Division**

### **1) General Watershed Restoration**

Areas where current watershed plans have not yet been developed continue to have priority water quality and habitat projects delivered through the general restoration program. The following are the restoration projects that are currently being planned for 2009:

- 3 wetland creation project located in 40 Mile Creek Watershed, totaling approximately 2 hectares
- 3 woodland habitat restoration project located in the 40 Mile Creek Watershed, totaling approximately 3.2 hectares
- Riparian and Wetland Planting Project located in the 40 Mile Creek Watershed, approximately 0.75 hectares
- One shelterbelt riparian planting project

### **2) Niagara River RAP/ Welland River Restoration**

-The Niagara River RAP team met February 4<sup>th</sup> to discuss improving water quality and habitat projects planned for 2009.

### **3) Fort Erie Creeks Watershed Restoration**

-The Fort Erie Creeks Watershed Plan has been received by restoration staff for implementation. Staff are reviewing the recommendations and assembling the Implementation Committee.

- The following are the restoration projects that are currently being planned for 2009:

- 2 riparian restoration projects within the Black Creek watershed.
- An alternate watering source project in the Six Mile Creek watershed. The riparian restriction fencing portion of the project was completed in 2008 to help reduce erosion and increase vegetative cover in the Six Mile Creek sub-watershed
- A possible partnership with the Niagara Parks Commission is in the very early stages to help complete a riparian restoration/shoreline protection project along the Niagara River

### **4) Twenty Mile Creek Restoration**

-Two Twenty Mile Creek Implementation Committee meetings are planned for March and September of this year. Tentative agenda items include:

Staff is working with partners including Hamilton Wentworth Stewardship Council, Hamilton-Halton Watershed Stewardship Program, Halton Conservation Authority and Hamilton Conservation Authority to deliver a "Sharing Experiences Workshop" for groups and individuals undertaking environmental projects. The free, one day workshop on March 28<sup>th</sup> will feature presentations from community group members on topics including: Setting goals and Objectives, Engaging the community, Liability and insurance, Building a volunteer/membership base, Working with local Agencies, Marketing and Communications Strategies, Fundraising and Engaging youth groups.

-Twenty Mile Creek projects planned to date for implementation in 2009 include:

- 1 windbreak tree planting approximately 200m in length,
- 1 manure storage project,
- 4 riparian buffer plantings,
- 1 wetland habitat enhancement project

### **5) Twelve Mile Creek Restoration**

-A Twelve Mile Creek Watershed Plan Implementation Committee meeting will be held in March 2009 to discuss partner responsibilities and priority projects.

The following are the restoration projects that are currently being planned for 2009:

- Flood plain wetland restoration and reforestation in a western Twelve Mile Creek headwater area. A wetland will be re-excavated in a former meander area of a "straightened" stream. In addition to providing excellent habitat beside an established woodland, the project will increase flood capacity in this area which sees flooding 2 to 5 times per year.
- Stream buffer and reforestation in Richardson's Creek. About 300 m of stream will be buffered with native plantings.
- A farm in Upper Twelve Mile creek will undergo an ecological transformation this spring, in partnership with EFP funding. Buffers will be planted on 1.5 km of stream, dispersion sandwich technology will be employed to filter runoff, which will then flow into the restored floodplain wetland. Three stream crossings for cropping machinery will be installed. In addition, the most highly impacted areas of the stream will have some erosion control, and pool restoration through excavation. The latter will serve to trap sediments in the short-term.
- Year two of the Decew Escarpment Tablelands Restoration, a partnership with OPG, Region of Niagara, NRC, Bruce Trail Conservancy, and Niagara College, will see planting of about 10 acres.
- About 3 acres of old field will be direct-seeded with prairie and tree species at the Lathrop property.
- Three smaller Stream-buffer/reforestation projects are planned in Upper Twelve Mile Creek on rural-residential properties.

- Other Outreach activities include:
- A community meeting in support of the Nature Conservancy of Canada's Lathrop

### **6) Niagara-on-the-Lake Restoration**

-Staff held the first NOTL Watershed Plan Implementation Committee meeting in January 2009. The committee terms of reference is currently being developed for discussion at the next meeting which is scheduled for March 3<sup>rd</sup> 2009.

-The next meeting of the One Mile Creek Watershed Implementation Committee is scheduled for March 24<sup>th</sup> 2009.

-Staff is currently working on planting plans and plant material estimates, as well as meeting with landowners for new projects. To date there are 2 shelterbelt, 1 woodland enhancement, and 3 riparian improvement projects being developed for the NOTL creeks this spring.

### **7) 15,16,18 Mile Creeks Restoration**

- The following are the restoration projects that are currently being planned for 2009:

- 4 Riparian Buffer Projects, in the 16 Mile Creek Watershed, with an approximate total of 1 km of stream length to be restored with a vegetated buffer.
- 5 Woodland Habitat restoration projects (2 sites located in 15 Mile Creek Watershed, 3 sites are located in 16 Mile Creek Watershed) with an approximate total of 7 hectares to be restored.

### **8) Yellow Fish Road**

- The Yellow Fish Road (YFR) Program will continue to work with school and community groups across the NPCA jurisdiction in 2009. Bookings for the upcoming Spring and Summer painting season have begun.

-In addition to the regular painting events, the NPCA hopes to host 3 community events in areas where there hasn't been much interest in the YFR program.

June 5<sup>th</sup> 2009 is "Yellow Fish Road Day" across Canada. The NPCA will be planning a large painting event for this day. Some ideas include doing a large event in the Draper's Creek watershed area with surrounding schools and community groups. An alternative is to try and spread the YFR kits across the peninsula, getting one school or community group in each municipality to do a painting event on YFR Day.

### **9) ECO School Program**

- Applications continue to be received for the 2009 program, to date 25 applications have been received. The program can accommodate 30 applications. Site visits and site preparation will be done in May, with planting starting the first week in June.

-Participating 2008 schools from the Niagara Catholic District School Board and District School Board of Niagara will be receiving their "Award of Recognition" plaques at their respective board meetings on February 24, 2009.

### **10) Outreach Programs**

-The in-school conservation/outreach programs are all booked for the 2009 school year. Staff has been working on updating these programs to include more hands-on activities. Evaluation forms have been developed for the programs and will be used at each school to help determine where the programs can be improved. Also, staff hopes to work with the communications director to develop NPCA outreach materials to distribute at the schools to help "bring the message home". Ideas have included posters, bags, and coloring books.

### **11) Community Fisheries Involvement Programs**

-The NPCA will once again be partnering with the City of Welland and the Welland River Keepers to hold the annual Angler Derby at Merrit Island in Welland. The Derby will take place on Saturday July 11<sup>th</sup> during the MNR's Family Fishing weekend. Staff will have information about various NPCA programs and about the activities of the Authority. Staff continue to work with

Biotactic Fish & Wildlife for tagging fish in the Welland River at the Derby and will plan to have other tagging opportunities throughout the summer and fall of 2009.

-The 2009 Angler Diaries have been handed out to interested anglers for the 2009 fishing season in the Welland River. Staff is working on developing a database to store the information collected from the 12 Mile Creek Angler Diary program in 2008.

#### **IV. Remedial Action Plan (RAP) Division**

##### **1) Lyons Creek**

The Contaminated Sediments Technical Advisory Group (TAG) met in early February/09 to review items arising from the public open house last year that presented the preferred option for Lyon's Creek East – Monitored Natural Recovery and to discuss the components of the draft work plan for sediment management at Lyon's Creek East. In the interim, an update on the activities at Lyon's Creek West was provided in a fall season newsletter drop. The newsletter included contact details for Transport Canada and the City of Welland for anyone wanting further details.

##### **2) Stage 2 RAP Update**

- An inaugural RAP Implementers meeting was held at the Ball's Falls Centre for Conservation in late 2008 with the purpose to establish the RAP Implementers Team; obtain input on the draft RAP Stage 2 Update and RAP work plan to include projects that focus on delisting. Attendees were from the NPCA, Niagara Region, Environment Canada, MOE, MNR, NPCA, NPC, Niagara College, Land Care Niagara, Niagara Restoration Council, City of Welland, and the Town of Fort Erie. Representatives from OMAFRA, Brock University and Niagara Falls confirmed their interest. The next Implementers meeting is scheduled to be held in March/09.

- The RAP Science Committee met in mid-November to review and discuss updates on the monitoring projects. Due to mitigation measures undertaken by the NPCA, beach closings have been dramatically reduced. The Science Committee has recommended that the beneficial use impairment for "Beach Closings" (currently designated as "Impaired" due to Binbrook Beach) be considered for re-designation to "Not Impaired". The next RAP Science Committee meeting will be held in March/09.

- The RAP Coordinating Committee met in early February to plan the steps required to prepare the Stage 2 Update report for submission to the International Joint Commission (IJC) in 2009.

- The Welland River Eutrophication Study Technical Working Group is scheduled to meet in mid-February, 2009. The 2008 field season data will be discussed.

##### **3) International Liaison**

- In consultation with the U.S. Niagara River Remedial Advisory Committee (RAC), the N.Y. State Department of Environmental Conservation has developed delisting targets for the seven known beneficial use impairments. An effort has been made in the RAPs to have consistent targets for the Niagara River.

- The International Joint Commission's Centennial celebration of the International Boundary Waters Treaty are planned to be held in multiple locations within the Niagara Region in June 2009. The week-long celebration kick-off date is June 13, 2009. The RAP Coordinator is participating in planning activities for the event.

##### **4) Niagara River Toxics Management Plan (NRTMP)**

Discussions are underway between the NRTMP agencies on the future role of the NRTMP. A NRTMP "State of the Niagara" conference will be included in the IJC's Centennial celebrations in June/09.

## **LAND MANAGEMENT DIVISION**

### **Ball's Falls Conservation Area**

The "Christmas in the Country" education program ran from November 17 to December 11. Volunteer assistance was essential in delivering the program. A total of 742 students participated compared to 878 students in 2007. The slight decline in attendance may be attributed to the additional school visits to the Centre with expanded educational program offerings. Teacher evaluations continue to be very positive. The program will be reviewed for 2009.

The Department of Canadian Heritage is reviewing our application for MAP funding for the Collections Storage project. Staff anticipate that we will receive word on the status of our application by late April.

The Final Activity Report and Audit has been completed as required to receive the \$30,000 final payment for the \$300,000 federal Cultural Spaces Canada grant awarded for the construction of Centre for Conservation.

The NPCA applied for the Summer Jobs Service wage subsidy program to assist with seasonal staffing. In 2008 the Authority received \$26,040 funding through this program.

The temporary exhibit, Canadian Feed Bag Quilts - Recycled then & Now" (November 15 to January 4<sup>th</sup>) was well received by visitors. A Quilting workshop was held Saturday November 22. Nina Stahlschmidt's book on this cultural art form continues to be offered for sale at the Centre on a consignment basis.

The Niagara Heritage Collection - Historical Architecture of Niagara by the Peninsula Needle Arts Guild (PNG) opened on January 10 and will run until March 8. Two workshops on making Tatted Lace, lead by Andrea Wilson, lace maker were held in January. On February 28th, Nellie Zonneveld, artist will present a workshop on Biscornu, a form of needle art.

The Native Drum Making Workshop scheduled for February 22 will be presented by the Fort Erie Native Friendship Centre. Participants will have the opportunity to make their own functioning drum to take home.

A variety of activities will be offered in the Centre for Conservation Atrium on weekends. These activities are included with park admission and related to Centre exhibits. The programs are well received by visitors. Most are self directed. Upcoming activities include:

February 14 – Make a fabric Heart,  
February 28 - Demonstration by PNG  
March 7 – Amazing Lace – Presentation on Canadian Lace (NPCA)  
March 14 & 21 - Dig it (NPCA)  
March – Saturdays & March Break – Froggy Fun, Wonders of Wetlands

The Ribbet Exhibit on frogs and toads opens March 14th. Staff and volunteers are currently developing a program called "Sphagnum P.I." to present during the March Break.

The March Break Eco-Adventures Day Camp will be held March 16 – 20. The March Break mini-programs have also been advertised to municipal and other organized day camp providers.

The Archival Preservation Series will begin March 21<sup>st</sup> and focus on books. This is the first of three workshops that will be presented by Mary Gladwin, Oxford County Archivist.

Our Brock interns are progressing with their respective projects to supplement gallery exhibits. Christian Wilson is working on an archaeological project and Lacey Willmot is preparing a wetland component for programming.

Staff are working with the Communications Department to determine the best strategy to promote the full schedule of exhibits and programs taking place at Ball's Falls. Comments and suggestions have also been provided on the development of the new web site.

Staff met recently with Kim Shipp, Cultural Services Supervisor, City of St. Catharines, regarding the Morningstar Mill to discuss Ball's Falls operations and programming. The members will recall that the City recently commissioned an End Use Feasibility Study for the site.

Over 300 exhibitor application packages for the 35<sup>th</sup> annual Thanksgiving Festival have been requested to date. The application deadline is March 15th. Staff continue to receive requests for applications until the show date every year.

### **Ball's Falls Site Improvements**

The Town of Lincoln Roads Department has completed work along 6th Avenue in the lower park area near the heritage buildings. The remaining site restoration of fencing, turf, and trails will be completed by NPCA staff this spring.

Staff are monitoring the site conditions this winter at the Centre to stay on top of any issues with snow, ice, and rain melt at the building; some winter damage has been experienced with the roof system, and copings on the outside pillars have cracked and had to be replaced. These issues are being addressed by the contractor as warranty issues.

Concrete sign footings were installed during the first week of February. Signs will be installed as soon as weather conditions permit.

### **Property Assessments**

The 2007 and 2008 Ontario Budgets resulted in major changes to the property assessment system including: The assessments are now updated to January 1, 2008 values; The introduction of a four-year assessment update cycle; The phase-in of assessment increases; Changes to the assessment appeal system.

Niagara Region reports that on average, the value of residential properties in the region has increased by 18-26% in this round of assessments. Waterfront properties increased an average of 28% and farmland increased an average of 43%.

Our 56 NPCA properties increased in assessed value on average by 30%. The valuation increases by property from 2005 to 2008 were as follows:

1% - 10%	6 sites	30%-40%	6 sites	Over 100%	1 site
10%-20%	21 sites	40%-50%	9 sites		
20%-30%	7 sites	50% - 100%	6 sites		

As of January 2008 the valuation of our land holdings by MPAC has now broken the 10 million dollar mark.

Staff recommended that the high valuation increases for 7 of our properties be contested by filing Request for Reconsiderations with MPAC. These properties are: Hedley Forest; Port Davidson; Gainsborough; Stevensville; Long Beach; EC Brown CA; EC Brown new property.



Assessment increases for 5 properties were of concern: Cave Springs; Ball's Falls; Jordan Marina; Wainfleet Bog; Chippawa. Further investigation of these properties is recommended by staff before considering filing a Request for Reconsideration with MPAC.

For 44 of our 56 properties staff are recommending that we accept the current assessment. These properties had assessed increases less than the regional average, were classified as tax exempt for assessment purposes, or had high tax exempt values under the managed forest or conservation land tax programmes.

We have until March 31st to take action with MPAC so over the next month investigation on the properties of concern will be conducted. Staff will begin filing the request for reconsiderations to MPAC starting the end of February.

### **Cave Springs CA**

Field investigation and mapping of the property is ongoing, and staff are continuing to refine the draft masterplan started last year. At the last open house, off-road vehicle use on the escarpment was of concern to the public. Staff have walked the site trails with GPS equipment, and accurately mapped out the current trail network above and below the escarpment. Trails with heavy ATV use have been identified and added to the masterplan, along with other features such as escarpment lookout points, trail connections, potential trail connections, clearings, and potential naturalized areas. This information will be presented to outside agencies for their review and comment, to complete the next stage of the masterplan review process.

### **EC Brown Wetland**

The Welland River flooded the property on December 29<sup>th</sup>, resulting in damage to some of the interpretive signs, nesting boxes, trails, and lookout platforms, along with debris deposited from the river. Staff were on site once the flood subsided to review the damage and post warning signs. Staff will continue to monitor the situation, and conduct more inspections once conditions have cleared on site.

### **Binbrook Conservation Area**

The reservoir was opened to Ice fishing on January 13<sup>th</sup>, when staff recorded 8" of ice cover. Ice hut rentals have been brisk with full occupancy every Saturday and Sunday.

On February 5<sup>th</sup> the Glanbrook Conservation Committee and Fishing World co-sponsored an ice fishing seminar, attended by close to 100 people. Admission was free with a donated food item. Several hundred pounds of food was donated to local food bank along with \$75.00 in cash donations.

The Binbrook Ice Fishing Derby was held on Sunday, February 8<sup>th</sup>. There were 400 paid attendees, with another 50 non-derby anglers on the ice. As a 50th anniversary kick-off event, NPCA staff were on hand to dispense warm cider and birthday cake.

Staff attended the Spring Fishing Show with the Glanbrook Conservation Committee. The booth was organized to promote fishing at Binbrook and our other Conservation Areas throughout the watershed.

### **Beamer Memorial Conservation Area**

The 34th annual Hawkwatch Season will start March 1<sup>st</sup>, and continue through May 15<sup>th</sup> 2009 at Beamer Memorial. The Niagara Peninsula Hawkwatch Group will be monitoring the hawk,

vultures and other raptors. This work assists with the monitoring of global environmental health. Plans are already underway for the annual Good Friday Hawk Watch, scheduled for Friday April 10<sup>th</sup>.

### **NPCA Hunting Program**

Staff have issued an additional 53 hunting permits. To date staff has received and issued 56 hunting permits for 2009. Of these, 8 permits are issued to individuals residing outside of our administrative area.

### **NPCA 2009 Volunteer Opportunity List**

The list of Volunteer Opportunities offered by the NPCA in 2009 has been completed. It will be made available in hard copy, pdf (electronic format), and on the webpage for the public. A copy of this list will also be mailed/emailed to all area high schools and libraries within our administrative area as information for students (for contribution to their community service hours) and the general public.

### **Bruce Trail Consultation**

Staff will be attending a meeting of Conservation Authorities on March 5<sup>th</sup> to discuss the issue of Bruce Trail Membership access to Conservation Areas. The group will be exploring opportunities to resolve concerns identified by the Niagara Bruce Trail Club. NPCA staff already discussed the matter with the Bruce Trail Association, who is interested in further dialogue with the 7 Authorities along the Escarpment.

## **COMMUNITY RELATIONS**

### **NPCA Website**

The new NPCA website went live on February 2, under the new domain name [www.npca.ca](http://www.npca.ca). The new site is easier to navigate and will enable staff to maintain the site internally. We have retained the name [www.conservation-niagara.on.ca](http://www.conservation-niagara.on.ca) to ensure a smooth transition to the new domain.

### **2009 Special Events**

In preparation for the 2009 Anniversary celebration, a preliminary schedule of events has been produced which is being made available through our regular outreach events, as well as on the NPCA website. A number of initiatives are planned and where feasible will involve participation and collaboration with other community organizations.

Staff held a meeting with the owners of Cave Spring Cellars to discuss the potential of developing a private label wine in commemoration of the 50<sup>th</sup> Anniversary. Tentatively, it is thought that this would be unveiled at the Anniversary Gala scheduled for August 12<sup>th</sup>. A portion of the sale of this wine would be invested in a special fund to be used towards future Authority projects. In addition, Cave Springs has offered the Authority the opportunity to be their charity of choice for a marketing event in conjunction with the LCBO where a portion of each bottle of a selected wine would be directed to the NPCA. Staff are working with Cave Springs to develop the label.

### **Membership Pass**

Staff are currently working on developing a marketing campaign to promote the sale of annual memberships. An information package and related marketing activities will be available in early March.

## **Eco School**

Plaques have been prepared for the schools that participated in the 2008 Eco School program. These will be presented to each of the participating schools.

## **Chinese Delegation**

The Authority recently hosted a delegation from the Office of Zhejiang Province Flood Control and Drought Relief Headquarters. The group was very interested in learning about our role in watershed management activities and in particular the positive relationships we have with our watershed municipalities and landowners.

## **Niagara Children's Water Festival**

The 2009 Festival is scheduled to take place at Ball's Falls Conservation Area from September 13-19, 2009. A public day is planned for Sunday, September 13<sup>th</sup> as part of the Authority's 50<sup>th</sup> anniversary celebrations. A number of new initiatives are being planned.

## **Source Protection Planning**

Staff continues to work with the local Source Protection Committee and Ministry staff towards achieving the goal of this program.

## **NIAGARA PENINSULA CONSERVATION FOUNDATION**

### **Golf Tournament**

The *2009 Bob Welch Memorial Classic* will be taking place on Tuesday, June 2<sup>nd</sup> at the Whirlpool Golf Course. Registration and sponsorship packages will be mailed to previous golfers and new prospects in the near future. Staff will be working on securing sponsors and donations for this event.

### **Foundation Publications**

Staff is currently working on the seventh issue of the Foundation's newsletter, '*Reflections On Conservation In Niagara*' to be distributed, along with a letter and donation card, to current donors and Friends of the Foundation.

### **Recommendation:**

**Report No. 14-08 outlining the status of Authority projects be received for information.**

Respectfully Submitted by: \_\_\_\_\_

Tony D'Amario, P.Eng.  
Chief Administrative Officer/Secretary-Treasurer