



FULL AUTHORITY MEETING
Wednesday March 20, 2013; 7:00 PM
250 Thorold Road, 3rd Floor; Welland, ON

AGENDA

- **ROLL CALL**
- **DECLARATION OF CONFLICT OF INTEREST**
- **BUSINESS:**
 - (1) Minutes – Full Authority Meeting – February 20, 2013
 - (2) Business Arising From Minutes
 - (3) **Delegation** – Welland River Flood Plain Association – by P. Simonovic Consulting
 - Document enclosed
 - (4) **Delegation** – “Beeway” Project - by George Scott
 - (5) Chairman’s Remarks
 - (6) CAO’S remarks
 - (7) Binbrook Master Plan Terms of Reference - **Report No. 17 – 13**
 - Attached Terms of Reference
 - Map attached
 - (8) Budget Status Report - **Report No. 18 – 13**
 - Budget enclosed
 - (9) Board Member’s per Diems – **Report No. 19 - 13**
 - Survey attached
 - (10) Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document – Update Process - **Report No. 20 - 13**
 - (11) Tractor Purchase - **Report No. 21 – 13**
 - Summary of quotes attached.
 - (12) Vehicle Purchase - **Report No. 22 – 13**
 - Summary of quotes attached
 - (13) PFOS Update - **Report No. 23 – 13**

(14) Niagara Peninsula Conservation Foundation - **Report No. 24 - 13**

(15) Project Status Report – **Report No. 25 - 13**

(16) Other Business

(17) **In-Camera**

(a) Tree By-law Status - **Report No. CR26 – 13**

- Attached Summary

(b) Regulations Report - **Report No. CR27 -13**

(c) Personnel Matter To be Presented at the meeting – Whistleblowing Legislation

Report No. CR28 – 13

- Attachments

▪ **ADJOURNMENT**



**Niagara Peninsula Conservation Authority
FULL AUTHORITY MEETING MINUTES**

**Held: 20 February, 2013; 7:00 p.m.
250 Thorold Road; 3rd Floor; Welland, ON**

MEMBERS PRESENT: B. Timms (Chairman)
A. Jeffs (Vice-Chairman)
D. Barrick
B. Baty
S. Beattie
C. D'Angelo
D. DiFruscio
T. Easton
D. Eke
D. Joyner
B. Maves
B. Steckley
B. Sharpe

MEMBERS ABSENT: T. Dalimonte (with regrets)
D. Ransom (with regrets)

STAFF PRESENT: T. D'Amario, CAO/Secretary-Treasurer
J. Kukalis, Director, Water Management
D. Baker, Director, Land Management
M. Stack, Director Communications
L. Conte, Recording Secretary

OTHERS PRESENT: Len Aarts
Mary Easton
Norm Johnson
Bev Leppard
John Sonneveld

BUSINESS:

The Chairman called the meeting to order at 7:10 p.m.,
He then welcomed everyone in attendance. No conflict of interest expressed

(1) **MINUTES – 54th Annual Meeting Minutes 16 January 2013**

FA-19-13

Moved by: Dave Barrick
Seconded by: Dominic Di Fruscio

That: the Minutes of the 54th Annual Meeting Minutes held 16 January 2013, be received and approved as printed.

"CARRIED"

(2) **MINUTES – Full Authority Meeting - 16 January 2013**

FA-20-13

Moved by: Dominic Di Fruscio
Seconded by: Trevor Easton

That: the Minutes of the Full Authority Meeting held 16 January 2013, be received and approved as printed.

"CARRIED"

(3) **BUSINESS ARISING FROM THE MINUTES**

Stewart Beattie made reference to the master plan for St. Johns and Carmen D'Angelo raised interest in discussing a master plan for Binbrook and would like to include this under new business of the Agenda (item 14).

(4) **CHAIRMAN'S REMARKS**

Chairman Timms updated the Board Members on NPCA events:

- 200 registered fishermen for ice fishing at Binbrook Sun. Feb 10th. Good turnout, great fun.
- Family Day at Ball's Falls on the 18th of February. April Jeffs commented that the event was well attended by approximately 400 people.
- Carmen D'Angelo & Stewart Beattie presented to City Council – 0% increase was well received, as expected.
- Foundation Golf tournament June 13. Chairman Timms challenged all to bring a foursome. Money raised will support the Jordan Harbour project.
- Reminder DSBN event for the Woodend project – Feb 28 (table of 10 – 4 unoccupied) advise who wishes to attend ASAP.
- Strategic plan held on 14 Feb – was productive – target of completion by May - need 2 more meetings to finish. Todd Macdonald gave template to report to the Steering Committee.

(5) CAO'S REMARKS

Tony D'Amario reminded the Board Members of the following:

- target to provide templates for Chairs please have ready by May
- Strategic Plan early summer (May/June)
- Per Diem sheets – please sign & put mileage. If you attend an Authority function – claim mileage however, use separate mileage to report expenses, do not include together on Board Meeting sign-in sheets. Claim separately.

(6) 2012 Year-end estimates and recommendations – Report No. 08 - 13

Tony D'Amario presented the 2012 unaudited year-end report to the Board and provided an explanation to the variances in revenues and expenditures. Details & Summary Budget Sheets enclosed. Recommendation made that the Board approve – receive report to NPCA auditors for Financial Statements.

Resolution presented as follows:

FA- 21 -13

Moved by: Dominic DiFruscio

Seconded by: Brian Baty

That: That Report No. 08 - 13 regarding the 2012 Current and Capital/Project Budgets – Unaudited Year End be received; and

That the recommended appropriations be approved and submitted to the NPCA Auditors in preparation of the 2012 Audited Financial Statements.

"CARRIED"

(7) Final Approval 2013 Operating Budget – Report No. 09 - 13

Tony D'Amario presented both the Operating & Capital budgets together.

Preliminary and Proposed 2013 Operating Budget with revisions based on year-end expenditures and other items, show the Levy amount to municipalities identical to what board approved in Sept. with minor exceptions. The Hamilton special levy is reduced to reflect a 0% increase over 2012; an increase in reserve allocation for the levy adjustment; and an increase of \$30K in miscellaneous revenues and corporate communications. Spreadsheets enclosed.

Doug Joyner inquired about the \$30K in miscellaneous revenues. Tony D'Amario responded that in addition to the levy, we have Watersmart projects – something we didn't have in 2012, therefore the amount was unknown and offset by expenditures. The project was added in prior to the budget being finalized and didn't get approval until later.

D'Amario continued with the Capital portion which is identical to what was approved in Sep. 2012 with the exception of the number of projects with unspent revenues to complete the GIS project. Overall, the capital / project expenditures have increased by \$526,300.00 over the preliminary budget. (Spreadsheets enclosed)

The Chairman presented the following resolution;

FA- 22 -13

Moved by: Trevor Easton
Seconded by: Stewart Beattie

That: That Report No. 09 - 13 regarding the Proposed 2013 Operating Budget be received; and

That the Proposed 2013 Operating Budget with a total expenditure of \$8,181,156 and a general levy of \$2,508,645 and special levies of \$3,086,444 to the Region of Niagara, \$120,047 to the City of Hamilton and \$10,710 to Haldimand County be approved; and

That the 2013 matching levy in the amount of \$174,500 and the total non-matching general levy in the amount of \$2,334,145 for the 2013 Operating Budget be apportioned to the member municipalities on the basis of the CA Levy Regulation (O Reg. 670/2000) for the Niagara Peninsula Conservation Authority modified in accordance with the 4 Year Levy Implementation Plan for the Years 2010 – 2013 (NPCA Report No. 63-09); and

That the special levies for the 2013 Operating Budget be assessed in the amount of \$3,086,444 to the Region of Niagara, \$120,047 to the City of Hamilton and \$10,710 to Haldimand County.

Recorded Vote:	YES	NO
Barrick	x	
Baty	x	
Beattie	x	
D'Angelo	x	
Di Fruscio	x	
Easton	x	
Eke	x	
Jeffs (Vice-Chair)	x	
Joyner	x	
Maves	x	
Sharpe	x	
Steckley	x	
Timms (Chairman)	x	

“UNANIMOUSLY CARRIED”

Brian Baty inquired if there is potential for a trail corridor connection between Haldimand & Wainfleet. Darcy Baker stated he will look into it.

(8) Final Approval 2013 Capital / Project Budget - Report No. 10 - 13

Resolution presented as follows:

FA- 23 -13

Moved by: Dave Eke
Seconded by: David Barrick

That: That Report No. 10 - 13 regarding the Proposed 2013 Capital/Project Budget be received; and

That the Proposed 2013 Capital/Project Budget with a total expenditure of \$3,782,708 and a general levy of \$645,205 and special levies of \$1,002,195 to the Region of Niagara, \$267,210 to the City of Hamilton and \$0 to Haldimand County be approved; and

That the 2013 general levy in the amount of \$645,205 be apportioned to the member municipalities on the basis of the CA Levy Regulation (O Reg. 670/2000) for the Niagara Peninsula Conservation Authority modified in accordance with the 4 Year Levy Implementation Plan for the Years 2010 – 2013 (NPCA Report No. 63-09); and

That special levies for the 2013 Capital/Project Budget be assessed in the amount of \$1,002,195 to the Region of Niagara, \$267,210 to the City of Hamilton and \$0 to Haldimand County.

Recorded Vote:	YES	NO
Barrick	X	
Baty	X	
Beattie	X	
D'Angelo	X	
Di Fruscio	X	
Easton	X	
Eke	X	
Jeffs (Vice-Chair)	X	
Joyner	X	
Maves	X	
Sharpe	X	
Steckley	X	
Timms (Chairman)	X	

“UNANIMOUSLY CARRIED”

(9) Renewable Energy Approval and Feed-in Tariff Program – Report No. 11 - 13

John Kukalis explained the confusion that appears to exist between microFIT and Green (renewable) Energy Projects. Depends on the proposal. (See attachment) Solar, Wind and Bio-energy classes 1 & 2 are exempt from the Renewable Energy Approval Process due to limited size of project and are commonly referred to as “micorFIT” projects. These microFIT are still subject to permit requirements, local municipalities and the Conservation Authority. For larger solar, wind and bio-energy projects, they fall under the Renewable Energy Approval Process

which contains requirements regulated by Conservation Authorities thus avoiding CA approval. However, while green (renewable) energy projects are exempt from Natural Heritage requirements of CA's, they are still subject to the Natural Hazard Requirements of Conservation Authorities' flooding, erosion.

Resolution presented as follows:

FA- 24 -13

Moved by: Barry Sharpe
Seconded by: Stewart Beattie

That: Report No. 11 - 13 be received for information.

"CARRIED"

(10) Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair activities - Report No. 12 - 13

John Kukalis provided Drainage Act Protocol (attached) and a status update. This report addresses a pre-approval process for drainage Superintendents (municipal reps) for daily routine maintenance thus avoiding the current CA permit process. The protocol is to provide guidance to CA staff and municipal drainage superintendents on the best practices for drain maintenance and repair activities. The Municipal Drain Authority submits a work notification to the Conservation Authority for approval. This protocol should reduce waiting and processing times for municipalities. Should either the CA or Municipal Drain Authority have a concern with a particular site, the mediation process (Committee) will try to resolve it. Lengthy discussion ensued.

Many Board Members are unsure and do not fully understand how this Protocol will affect the municipalities or the CA.

Bart Maves indicated that we have a Strategic Planning Committee in place to review this and suggested we avail ourselves of this.

John Kukalis stated that the CA can adopt this document but does not require the municipality to use it. It is only binding if the municipality chooses to adopt it.

Resolution presented as follows:

FA- 25 -13

Moved by: Bart Maves
Seconded by: April Jeffs

That: Report No. 12 - 13 be received for information.
That the Board approve implementation of the DART - Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities - 2012

"DEFERRED"

The following resolution presented:

That: this report be referred to our Policy Sub-Committee and brought back to the next meeting; and further request members consult relevant drainage superintendents on the subject.

“CARRIED”

(11) Haldimand Trail Link – Gord Harry Conservation Trail – Report No. 13 - 13

Darcy Baker presented this report and explained that the municipalities were not in a position to develop the trail initially to link up to the Gord Harry Conservation Trail. Now the municipalities are in a position to complete the trail, the plan is in line with the TCT and is providing funding to assist with route planning and construction costs.

CA staff has come up with good approach; with 1.2 km trail for Niagara & 1.1 km for Haldimand, we are proposing that we have 1 contractor to take care of both Niagara & Haldimand; total trail of 2.3 kms. The Conservation Authority would act as the contract administrator and work on behalf of Haldimand. Costs would be identified for each municipality and the TCT would design the entire project. Current estimated cost is \$100,000. The contract will be put together, brought before the board and awarded through this Board. The estimated cost for this project has been included in the capital budget for this year.

The following resolution was presented;

FA- 26 -13

Moved by: Stewart Beattie
Seconded by: Carmen D'Angelo

That: Report No. 13 - 13 regarding a Haldimand Trail Link with the Gord Harry Conservation Trail be received; and,

That the Conservation Authority staff be authorized to enter into an agreement with Haldimand County and the Trans Canada Trail Organization to act as project coordinator and oversee the new trail construction.

“CARRIED”

Barry Sharpe asked where the trail ends in Haldimand. Darcy Baker responded with Feeder Canal Dunnville/Caledonia (identified on the attached map)

(12) PFOS compounds at the Binbrook Reservoir (update) – Report No. 14 - 13

Darcy Baker had nothing new to report and explained that studies are still being reviewed. The 2013 - 2014 guidelines are attached with comparison of old guidelines as well. The numbers have changed. New guidelines will be posted to the NPCA website and put in the hands of users prior to opening of the fishing season.

Resolution presented as follows:

FA- 27 -13

MOVED BY: Carmen D'Angelo
SECONDED BY: Rob Steckley

That: Report No. 14 - 13 regarding PFOS Compounds at the Binbrook Reservoir be received.

"CARRIED"

(13) Project Status Report - Report No. 15 - 13

Concerns were raised about the flow-over. Tony explained we have a protocol – we do monitor – control from this office – monitored on daily basis

Carmen D'Angelo expressed concerns about NPCA's business practice for seasonal campers who automatically get a renewal – there are those on a waiting list – is it a fair practice since we are a public entity? Darcy Baker explained that currently, we have a waiting list including those with seasonal sites – we try to provide everyone with the opportunity to have access to those sites when they come up. Bart Maves suggested we should consider variable pricing for choice spots.

Darcy Baker explained that seasonal sites are equipped with 15 amp and 30 amp service. Seasonal sites are capped and we have non-seasonal campers flowing in as well. The question arose; if demand is there, do we need more sites? Darcy Baker responded and stated that we can't accommodate due to inadequate infrastructure.

15 amp to 30 & 50 amp are needed to accommodate any extra flow.

David Barrack & Carmen D'Angelo suggested booking online – worth reviewing.

Darcy Baker noted that we could get information from other organizations – survey approaches – we want to design something similar that will give us a good idea as to what we have. We don't have a problem with seasonal campers. Steckley suggested a surcharge to keep these seasonal campers in the same location or what appears to be a prime lot. Seasonal Campers add stability to the park.

Brian Baty expressed concern over the dry needles by the airport close to river road, mature land signage, can staff consider taking photos?

Darcy Baker noted request.

Following resolution was presented:

FA- 28 -13

Moved by: Brian Baty
Seconded by: Dominic DiFruscio

That: Report No. 15 - 13 outlining the status of Authority projects/programs be received for information.

"CARRIED"

(14) Other Business

FA- 29 -13

Moved by: Stewart Beattie
Seconded by: Carmen D'Angelo

That: NPCA provide detailed master plan for Binbrook Conservation Area.

Stewart Beattie would like to go back and discuss the master plan with Councilors – process for master plan – go through same process (26K), the potential for revenue generator at this property exists with the understanding that the master plan will be back here in Oct / Nov. Bart Maves reminded the Board that the Strategic Planning Committee may already have something with Binbrook in progress, and suggested we allow them to complete their work, finish the process otherwise we will be usurping a process we have in place with the Committee. We should have input from the Committee by next Board meeting. Carmen D'Angelo wants the Committee to look at this; staff to provide Terms of Reference and is asking that this be formally included as a voting item on the next Agenda.

Notice of motion – that NPCA staff come back with Terms of Reference and feedback from Sub-Committee.

“CARRIED”

Resolution as follows:

FA- 30 -13

Moved by: David Barrick
Seconded by: Trevor Easton

That: Meeting be moved to In-camera

“CARRIED”

(15) In-Camera

a) NPCA Regulation – Violation Status Sheet attached

FA- 31 -13

Moved by: Dave Eke
Seconded by: Doug Joyner

That: Violation Status sheet be received for information

“CARRIED”

b) Tree By-law **Report No. CR – 16 – 13**

FA- 32 -13

Moved by: Domenic DiFruscio
Seconded by: Steward Beattie

That: Report No. CR-16-13 regarding the status of the Tree and Forest Conservation By-law be received for information.

“CARRIED”

c) Personnel matter to be presented at the meeting – Whistleblowing legislation
Not prepared to discuss at this time.

Resolution as follows:

FA- 33 -13

Moved by: Bart Maves
Seconded by: Brian Baty

That: the meeting rise from In-camera with report.

“CARRIED”

ADJOURNMENT

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

FA- 34 - 13

Moved by: Rob Steckley
Seconded by: Doug Joyner

That: this meeting do now adjourn.

Received at 9:20 p.m.

“CARRIED”

“L. Conte, Recording Secretary

Bruce Timms, Chairman”



**NIAGARA PENINSULA
CONSERVATION
AUTHORITY**

TO: The Chairman and Members of the Authority

DATE: March 8, 2013

SUBJECT: Terms of Reference for Binbrook C.A. Master Plan– Report No. 17 - 13

At the February 20th Board Meeting, members asked staff to review the steps and investigate the resources required to develop a master plan for the Binbrook Conservation Area. A draft terms of reference is attached to this report for consideration.

The terms of reference calls for the formation of a project steering committee. Staff recommend the steering committee include three members from the local community, two board members from the NPCA, along with staff to provide support and project administration. As with all adhoc committees, the NPCA Board Chair and Vice-Chair would sit as ex-officio members.

The Binbrook Conservation Area has significantly larger operating budget, land holdings and visitation than the St. Johns Centre. As such, the master plan for this site will be a more complex and time consuming project. NPCA staff consulted several neighbouring Conservation Authorities with newly completed master plans. Based on these discussions, staff recommend a budget amount of \$35,000 be set aside for the Binbrook Master Plan.

Since this project was not originally identified in the 2013 budget, it will require additional funding from reserves. Staff note there are sufficient resources in the Binbrook operating reserve to fund this project.

RECOMMENDATION:

That the Conservation Authority receive Report No. 17 - 13, regarding the Terms of Reference for the Binbrook Conservation Area Master Plan;

That staff be authorized to earmark \$35,000 from the Binbrook Conservation Area Operating Reserves to fund the master plan project; and,

That staff be authorized to request proposals from consulting firms based on the Terms of Reference.

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

Respectfully Submitted by:

Tony D'Amario, CAO/Secretary-Treasurer

Binbrook Conservation Area Site Master Plan

Terms of Reference

Introduction

The Binbrook Conservation Area is the second largest Conservation Area owned by the Niagara Peninsula Conservation Authority. Located at the headwaters of the Welland River, this site is adjacent to one of the fastest growing populations in the City of Hamilton. It is also the largest natural area in East Hamilton.

The reservoir attracts outdoor enthusiasts to explore the shoreline, fish the water and even hunt waterfowl in the autumn. Binbrook Conservation Area is known throughout the area as the hot spot for fishing. Several groups and organizations have worked with the NPCA over the years to improve habitat and encourage the development of sustainable fish populations. The Glanbrook Conservation Committee was the most active volunteer group and remains a vital part of operations to this day.

As a good steward of the land, the Niagara Peninsula Conservation Authority is working to develop a Master Plan that will strike a balance between the increasing needs of park visitors with the continued and sustainable enhancement of the natural environment.

Study Area

The study area outlined on Map 1 comprises the entire Binbrook Conservation Area. The land extends east from Tyneside Road to Harrison Road. It is 396-hectare (978 acre) tract of land including a 174 hectare (430 acre) reservoir named Lake Niapenco.

Background Information

The Binbrook Conservation Area was purchased by the NPCA in 1968 with funding from the Ministry of Natural Resources. The concept was to build a dam and create a reservoir to augment flows in the Welland River. The dam was designed to capture water in the spring so that it could be slowly released throughout the summer.

When the site opened to the public in 1971, it offered swimming at a newly-created beach along the shoreline of the reservoir. A boat launch allowed visitors to bring their personal watercraft to the site, however gasoline motors were not allowed. The Conservation Area also had a small campground on the south shore of the reservoir with plans to develop additional campsites on the north side.

In the early 1980s' the site was struggling financially. Visitation was low and the campground operations were creating problems for neighbouring property owners. By 1990, the campground was closed and operations were scaled back to those of a non-revenue, day-use park.

When the urban area around Binbrook began to develop in the late 1990s' there was a strong public interest in restoring the park services to meet a growing local population.

The NPCA began operating the park during summer months with maintained picnic facilities, a new washroom building, and picnic pavilion.

Over the past 10-years the Binbrook Conservation Area has benefitted from significant capital investment. Working in cooperation with the City of Hamilton, the NPCA installed new visitor facilities including a splash-pad, children's fishing dock, picnic pavilions and trails. As the site becomes more and more popular, additional stresses are being placed on park facilities.

Study Purpose and Objectives

Purpose

The purpose of the study is to prepare a long term plan to guide the development and operation of Binbrook Conservation Area, that respects the natural heritage of the site, provides recreational opportunities for the public, protects the natural resources of the Welland River/Binbrook Reservoir, to achieve a self-sustaining operation.

Objectives

The following objectives are set out to achieve the purpose of the study.

1. determine the future direction for the development and operation of Binbrook Conservation Area and provide a five-year implementation plan and a ten-year development plan for the operation of the site
2. outline appropriate phases to be implemented to achieve optimum development
3. outline the operational costs and capital cost estimates to implement the 5 and 10 year plan
4. identify funding sources

Project Tasks

1. Research

The Consultant shall become familiar with the history of the Binbrook Conservation Area, the City of Hamilton Official Plan and the Greenbelt Plan.

2. Site/ Operations Analysis

The Consultant shall:

- a) Review and assessment of existing conditions, facilities, aesthetics, activities, and needs including:
 - Compilation of existing information on park utilities infrastructure (hydro service, water supply, sewage, and communications)
 - Park infrastructure (buildings, roads, parking, trails, drainage, signage)
 - Current park facilities, programs, activities, maintenance operations

- Adjacent internal park uses and external neighborhood and transportation issues
 - Natural areas protection and buffer zones
- b) Identify a strategy for developing community partnerships to carry out the recommendations in the 5-year and 10-year plan
- c) assess the existing facilities with regard to general site administration

3. Market Analysis

The Consultant shall:

- a) assess current visitation (conduct an on site survey, existing data)
- b) survey area users and special interest groups to determine needs and potential levels of use and facility requirements
- c) assess new opportunities recreation programming
- d) analyze market needs, trends and supply for present and potential role of the site within the local and regional economy
- e) evaluate existing and recommend potential links to public and private sector operations

4) Public Consultation

The Consultant shall:

- a) contact interest groups that have similar goals and/or could have an impact on future site development
- b) obtain community input, through, but not limited to 3 public meetings

5) Development of Alternatives

Based on information derived through completion of Project Tasks 1 - 4, the Consultant shall identify and evaluate alternative development concepts and recommend an optimum conceptual plan. The evaluation of the alternative concepts shall include the following:

- a) economic feasibility
- b) capital costs and funding requirement
- c) environmental impact and compatibility
- d) maintenance and operational costs
- e) capital investment payback
- f) the relevance of pertinent provincial legislation

6) Preparation of Master Plan

Subject to approval of the preferred concept, the Consultant shall prepare 20 hard copies and one electronic copy of the detailed plan complete with:

- a) detailed development costs
- b) a five-year action plan and ten-year long range plan
- c) recommended phasing schedule
- d) detailed outline of any required approvals and references to legislation

- e) possible funding sources to implement the proposed concept

Meetings

Formal scheduled meetings with the steering committee shall be required at the completion of tasks 3, 5 and 6. The steering committee shall be comprised of members of the local community appointed by the Conservation Authority, NPCA Board Members, and NPCA staff. In addition, the Consultant shall be required to conduct public meetings at the end of tasks 3, 5 and 6. The Consultant will also be asked to attend a meeting of the Conservation Authority at the completion of tasks 5 and 6.

The Steering committee shall require a minimum of one-week time to review document submissions prior to meeting. The consultant shall identify a per diem cost for additional meetings that may be required.

Timing

It is anticipated that the consultant will be engaged by May 15, 2013. The final document is to be completed by December 15, 2013.

Proposal and Contract Details

The proposal shall include a time schedule for completion of each of the specific tasks required to complete the study.

Costing of the study shall be based on a breakdown of the following components:

- a) preparation of tasks
- b) preparation of final plan
- c) meetings
- d) additional meetings (on a per diem basis)
- e) report preparation, binding and distribution
- f) disbursements and contingencies

The proposal shall outline the study team, qualifications and details regarding the experience of the firm and their principals.

The proposal shall identify the project manager and which team members are allotted to each task, and indicate the amount of time allocated.

The Consultant will be required to enter into an agreement with the Niagara Peninsula Conservation Authority. The Terms of Reference and Proposal details shall form part of this agreement. The Authority reserves the right to reject any or all proposals, and amend or negotiate any item of the Terms of Reference with any individual consultant.

Please limit your proposal to no more than ten pages.

Ten copies of letters of interest should be addressed to:

Niagara Peninsula Conservation Authority
250 Thorold Road West, 3rd Floor

Welland, Ontario
L3C 3W2

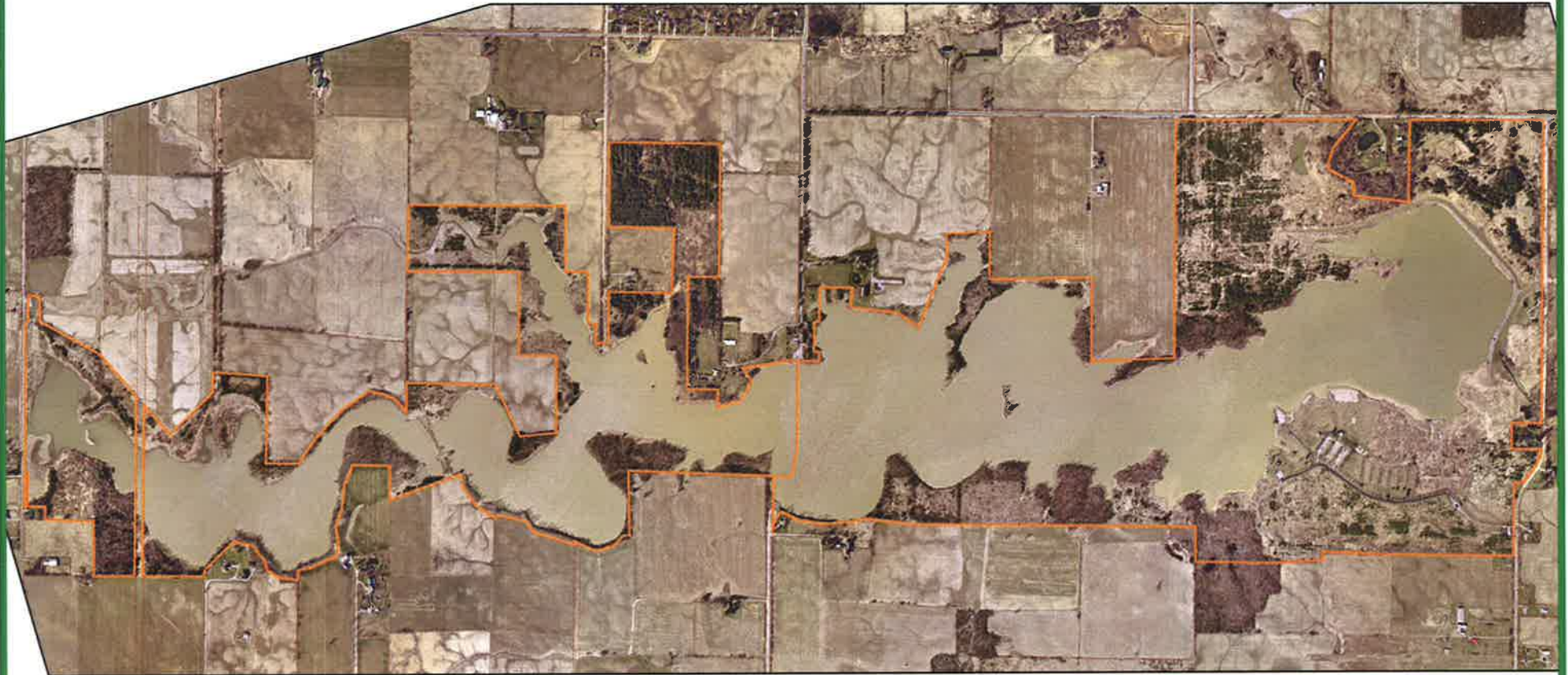
Attention: T. D'Amario, CAO/Secretary-Treasurer

Before April 18th, 2013, 12:00 noon local time.

Map 1 – Binbrook Conservation Area Map

Map 1

Binbrook Conservation Area





TO: The Chairman and Members of the Authority

DATE: March 13, 2013

SUBJECT: Budget Status Report - Report No. 18 - 13

Attached is the budget status report for the period ending Feb 28, 2013.

There are no significant variances to report at this time.

RECOMMENDATION:

That the Budget Status Report 18 – 13 for the period ending February 28, 2013 be received.

Respectfully Submitted By:



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



250 Thorold Road West, 3rd Floor, Welland, Ontario L3C 3W2
Telephone 905.788.3135 | Facsimile 905.788.1121 | www.npca.ca

TO: The Chairman and Members of the Authority

DATE: March 11, 2013

SUBJECT: 2013 Honourarium, Per Diem Adjustment & Expenses Policy – Report No. 19 - 13

The Chairman's honourarium and member per diems are currently \$4,682 annually and \$69.09 per meeting respectively. The amounts have been in place since 2010, and have historically followed economic adjustments to the staff salary grid. For 2013, the approved budget includes a 2.0% economic adjustment to salaries and a similar adjustment to Board member honorarium and per diem would be \$4,776 and \$70.47. In accordance with Section 37 of The Conservation Authorities Act, approval of the Ontario Municipal Board is required to allow the increase.

A comparison of per diem and honourarium amounts from neighbouring Conservation Authorities is attached for information. Although some Authorities have honourariums for Vice-Chairs, this has not been the practice of the NPCA.

Member per diems and mileage (\$.50 per km) are paid for attendance at scheduled Board meetings and ad hoc or formal committees as established by the NPCA from time to time. For each meeting an attendance and mileage sheet is made available for Board members to sign. Although there is no formal policy with respect to other expenses, historically Board members are reimbursed mileage and expenses for attendance at functions and events in a capacity where they formally attend as a member of the NPCA. Expenses paid to Board members have been based on the following current staff expenses policy.

- 1) When authorized to travel to attend conferences, meetings, courses of instruction and trips of a similar nature, by the Chief Administrative Officer shall be entitled to reimbursement for expenses as follows:
 - (a) Mileage (currently \$0.50 per kilometer if NPCA vehicle is not available).
 - (b) Reasonable out-of-pocket expenses for overnight accommodation and meals and gratuities incurred.
 - (c) Taxi fare when private vehicle is not used, and telephone expenses that may be incurred on Authority business.
 - (d) Registration of other applicable fees.
 - (e) Parking charges.
 - (f) Incidental expenses not covered above.
- 2) Expense claims must be supported by receipts for registration fees, accommodation and other expenses when applicable.

RECOMMENDATION:

That the Report No. 19 - 13 regarding the Honourarium and Per Diem Economic Adjustment be received; and

That subject to the approval of the Ontario Municipal Board in accordance with Section 37 of The Conservation Authorities Act, the Chairman's honourarium be adjusted to \$4,776 per annum and the member per diem be adjusted to \$70.47 per meeting, retroactive to January 1, 2013.

Respectfully Submitted By:



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

2012 / 2013 Per Diem and Honourarium Survey

Conservation Authority	Meeting Per Diem	Yearly Chair Honourarium	Yearly Vice-Chair Honourarium
Credit Valley	\$79.98	\$11,957.00	\$5,464.00
Grand River	\$82.00	\$41,135.00	\$2,164.00
Halton Region	\$50.00	\$10,000.00	\$3,000.00
Hamilton	\$60.00	\$9,000.00	\$1,700.00
Lake Simcoe	\$100.00	\$10,000.00	\$3,000.00
Long Point	\$60.00	\$2,100.00	none
Nottawasaga	\$79.62	\$2,000.00	\$1,000.00



250 Thorold Road West, 3rd Floor, Welland, Ontario L3C 3W2
 Telephone 905.788.3135 | Facsimile 905.788.1121 | www.npca.ca

To: Chairman and Members of the Authority

Date: March 20, 2013

Subject: Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document – Update Process; Report No. 20 - 13

The purpose of this report is to bring forward a proposed process from the Corporate Planning Sub Committee for Development Process to update the NPCA's primary development criteria document titled "Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document". The document was first developed and adopted in December 2007 with 4 sets of housekeeping amendments made since, the last in October 2011.

As the first stage of the Corporate Planning process is approaching conclusion, the Sub Committee charged with examining and recommending changes to improve NPCA's activities in processing development approvals process has completed the bulk of its goals. Nonetheless, this Sub-Committee believes that one major task that is somewhat beyond the scope of its original mandate needs to be completed.

The Development Approvals Process Sub Committee believes, as do NPCA Senior staff, that NPCA's primary development guidance document requires a fundamental rewrite. To date, the Development Approvals Sub Committee is working at finalizing what it believes are the more substantive revisions required in the current document. The largest departure from the existing document contemplated is arguably an attempt at provisions to allow for infill and re-development where wetlands extend into urban commercial and industrial areas and municipal services have previously been extended/exist. There is also a general relaxing of criteria for accessory uses in wetlands. Another significant set of updates drafted relates to works on valleylands, where provisions must be broadened to recognize implications stemming from a recent Provincial Superior Court ruling. Finally, lesser albeit significant revisions have also been contemplated for works in floodplain and shoreline areas.

While some of the proposed draft revisions are a significant departure from current policy it is important to understand that many of the revisions suggested could not have been reasonably contemplated at the time the original policy was drafted by NPCA due to limited data on wetland quantity and quality in the overall watershed at that time. Since 2008, NPCA Senior staff believe we have gathered enough additional information on the wetlands in Niagara to support some of the suggested revisions that upon initial read, seem to contradict Provincial Policy. The Development Process Sub Committee has set up a "Technical Working Group" that is in the process of finalizing the first formal draft of the revised Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document. This should be completed in May.

Nevertheless, the Development Process Sub Committee believes that in addition to technical policy revisions, the Policy document contains a significant amount of preamble and commentary that does not reflect the current situation Provincially or locally. Further, users have complained that the current document is confusing and lacks graphics that would help clarify some of the criteria and concepts.

Therefore, the Development Process Sub Committee believes as do NPCA Senior staff that upon completion of the technical revision by the "Technical Working Group", that an outside firm should be retained to fundamentally rewrite NPCA's Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document. In this regard, this will be a major undertaking and will also necessitate a number of public open houses to obtain feedback on the new document as per the recommendations from the CALC and indeed for public transparency.

NPCA Staff estimate an exercise of the magnitude contemplated will cost approximately \$ 40,000, however, this figure could rise depending on the amount of public input and related revisions the Board in prepared to entertain. Staff advise that it is important for obvious reason that we gather public input, however, we also are mindful that some practical relaxing of policies respecting wetlands and valleylands is acutely needed as soon as possible.

At this time, the Development Process Sub Committee would like to advise and obtain the Board's endorsement for the "Technical Working Group" to complete it's recommended revisions and then carry on with developing a "Terms of Reference" that would be used to issue a "Request for Proposals" from firms to rewrite the "Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document" in a more user friendly fashion, as well as to consult with the public.

It is expected that the main work of the Development Process Sub Committee will be completed in May, but that sometime afterwards would be needed to finalize both the technical revisions and prepare the terms of reference. A call for proposals would therefore not occur until mid-year at the earliest. Before issuing the call for proposals the "Terms of Reference" would be brought back to the Full NPCA Board for approval and establishment of a budget.

RECOMMENDATION:

That Report No. 20 - 13 be received for information.

That the NPCA Board endorse the Technical Working Group of the Development Process Sub Committee to finalize draft revisions to and prepare a Term's of Reference for developing a new "Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document".

That the NPCA Board direct staff to report back upon completion of the Technical Working Group's draft Terms of Reference with the terms, timelines and budget recommendations to complete the update document including a public consultation process.

Prepared by: John Kukalis, C.E.T.; Director, Water Management

Respectfully Submitted By:



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

TO: The Chairman and Members of the Authority

DATE: March 7, 2013

SUBJECT: 2013 Tractor Purchase – Report No. 21 - 13

Funds have been allocated in the 2013 budget for the purchase of 1 tractor, equipped with a front-end loader, for the Long Beach Conservation Area. The new tractor will replace a mid-1980s' 55 hp John Deere Tractor. The NPCA acquired the unit as a used-tractor in 1991. At one time it was the Authority's most powerful front-end loader, used for a number of capital projects and campground operations, including beach maintenance.

There have been a number of hydraulic issues over the past two years, resulting in a great deal of down-time. Staff anticipates another costly repair to ensure the equipment is in safe operating condition if it is maintained for another year. Given the age of this tractor, staff believes it would be more appropriate to invest in a new, reliable tractor for Long Beach. The current John Deere Tractor would be disposed of through auction or similar public sale.

Eight area equipment dealers were asked to provide quotes. Seven quotations met our specifications, and these are summarized in the attachment. The price shown is for a 50-60 hp (approx.) 4wd tractor with a factory front-end loader attachment.

The Kubota MX 5100 tractor with LA 844 loader meet the equipment specifications. After taxes, the cost is slightly higher than the 2013 budget allocation, but this is expected to be offset by the sale of the outgoing John Deere.

RECOMMENDATION:

**That the quote dated March 8, 2013, from Ben Berg Farm and Industrial Ltd., to supply one Kubota MX5100 with LA844 loader for a price of \$28,532.00 + taxes be accepted.
Report 21-13**

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

Respectfully Submitted by:



Tony D'Amario, CAO/Secretary-Treasurer

2013 Tractor Quotes:

Supplier	Tractor / Loader	Trans	HP	Flow (gpm)	Gross Wt (lb)	Price	HST	Total	Rank
Ben Berg	L6060 HST / LA1055	H	60	14.7	7400	\$36,477.00	\$4,742.01	\$41,219.01	6
Ben Berg	MX5100 HST / LA844	H	50	14.4	7100	\$28,532.00	\$3,709.16	\$32,241.16	1
Red Trac	Massey Ferguson 1652 / DL130	H	52	18.9	5400	\$30,819.00	\$4,006.47	\$34,825.47	3
WJ Heaslip	JD 4520 / 400X	H	60	17.1	5900	\$36,900.00	\$4,797.00	\$41,697.00	7
WJ Heaslip	Kubota MX5100 / LA844	H	50	14.4	4500	\$31,900.00	\$4,147.00	\$36,047.00	4
Egger Truck & Machine	Kioti DK 50 HST/ KL401	H	50	16.8	5900	\$28,550.00	\$3,711.50	\$32,261.50	2
Premier Eqpt	JD 4520 / 400X	H	60	17.1	5900	\$36,335.00	\$4,723.55	\$41,058.55	5

Transmission: H= Hydrostatic (Automatic) S=Shuttle (Manual)
 HP: 50 - 60 hp
 Flow (Hydraulic): Higher flow rates better - improved lifting, etc
 Gross Wt: Total gross tow max 4600 kg / 10,140lb combined. Tractor target max < 7,700lb gross
 Note: some weights do not include loaded tires / fuel.



TO: The Chairman and Members of the Authority

DATE: March 7, 2013

SUBJECT: 2013 VEHICLE PURCHASE – Report No. 22 - 13

The NPCA operates a fleet of seven pick-up trucks, two specialty vehicles, and a passenger van. Short-term lease vehicles are brought in as required for program-specific needs throughout the year. Operating costs are kept to a minimum through a policy of regular maintenance and rotation of equipment. Authority staff conduct minor maintenance on vehicles, however major maintenance and repairs are handled by licensed mechanics at local garages or dealerships.

Ten years ago the Conservation Authority was replacing pick-up trucks on a 3-year rotation. The vehicles being traded in averaged 90,000 km. In the years leading up to 2009, staff began modifying the way vehicles were used in the Conservation Areas to reduce fuel costs and distribute work evenly across the fleet. These changes resulted in a reduction from an average 90,000 kilometers to 60,000 km over that same 3 year period.

In 2009, staff recommended a change to the vehicle replacement policy that took into consideration the condition and mileage of the vehicle, rather than an automatic 3-year rotation. Since that time, the NPCA has been turning over vehicles closer to a 5-year period, with a targeted odometer reading of 115,000 kilometres.

Funds have been allocated in the 2013 budget for the purchase of two ½-ton pick-up trucks. The new vehicles will replace two 2007 Dodge Ram 1500 pick-up trucks. Although these current vehicles are below the 115,000 km target (87,000 km and 107,000 km), both have / will require costly repairs should they continue to be operated. Staff believes it is more efficient to replace both vehicles, rather than operate and maintain them for another year.

Both of the vehicles are recommended for Conservation Area maintenance. In this capacity, the vehicle will be hauling material and towing equipment. A pick-up with a full-sized box and towing capacity is the most suitable vehicle for the job.

The recommended quote is not the lowest bid. This is being justified for the following reasons:

1. Although they have less towing power, we currently have some V8 trucks in the fleet capable of towing heavier loads. For that reason, V6 vehicles as quoted would be acceptable provided they have some capacity to tow, which includes auxiliary cooling required to protect the transmission. All V6 vehicles quoted meet this requirement.
2. Fuel consumption of trucks is an important consideration for the NPCA. The lowest consumption is for a Ford F150 V6.

Dealers were asked to provide alternate fuel options or hybrid models, provided they could meet the specifications. Previously, only GM recently produced a hybrid or electric truck, and these have been discontinued.

Quotations were requested from twenty area dealers. Six quotes were received from four dealerships. The details and analysis are provided on the attached spreadsheet. The quotation on Ford F150 V6 trucks is recommended. This particular truck has the lowest Transport Canada fuel consumption ratings of all the trucks quoted at 8.9 / 12.7 L/100km; which is significantly lower than the Dodge at 10.2 / 15.0 L/100 km.

RECOMMENDATION:

That the Conservation Authority approve the quotation, dated March 12, 2013, received from Brock Ford two 2013 F150 V6 pick-up trucks for the price of \$37,518.26 (trade and tax inclusive). This is not the lowest quote, but takes into consideration NPCA operating requirements, anticipated non-routine repairs, and anticipated resale values based on make/model and engine size. Report No. 22 – 13.

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

Respectfully Submitted by:



Tony D'Amario, CAO/Secretary-Treasurer

2013 Truck Purchase Quotation

Supplier	Model	Engine	Subtotal	Trade Allowance	Grand Total (incl. trade / tax)
Brock Ford	F150	V6	\$39,702.00	\$6,500.00	\$37,518.26
Mike Knapp Ford	F150	V6	\$40,724.00	\$5,000.00	\$40,368.12
Mike Knapp Ford	F150	V8	\$42,444.00	\$5,000.00	\$42,311.72
Performance Chrysler	Ram 1500	V6	\$41,932.00	\$9,000.00	\$37,213.16
Performance Chrysler	Ram 1500	V8	\$39,670.00	\$9,000.00	\$34,657.10
Niagara Motors	GMC Sierra	V8	\$41,400.00	\$7,000.00	\$38,872.00

*** NPCA Staff recommend the purchase of V8 trucks that will allow for improved cooling capacity, ability to tow trailers, and take into account fuel economy and improved resale value at end of life.



To: Chairman and Members of the Authority

Date: March 7, 2013

Subject: PFOS Compounds at the Binbrook Reservoir (update) – Report No. 23 - 13

Staff are monitoring the reservoir, watching for the ice to move out. Once the water is open, we will be conducting annual sampling for PFOS in the drinking water well and at the swimming beach.

These samples will be used to establish a baseline for a more detailed monitoring program in the summer of 2013. The objective of the sampling program is to ensure that new activities associated with the wakeboard operation do not disturb PFOS in sediments on the floor of the reservoir.

RECOMMENDATION:

That Report No. 23 - 13 regarding PFOS Compounds at the Binbrook Reservoir be received.

Prepared by: Darcy Baker – Director, Land Management

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Tony D'Amario".

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



TO: Chairman and Members of the Authority

DATE: March 12, 2013

RE: Niagara Peninsula Conservation Foundation - Report No. 24 - 13

BACKGROUND:

The Niagara Peninsula Conservation Foundation was incorporated as a charitable organization in the Province of Ontario on May 5, 1969 through Letters Patent, the purpose of which was "to aid the Niagara Peninsula Conservation Authority in the cultivation and advancement of conservation in the Province of Ontario by serving as permanent custodian of the endowment funds of the Niagara Peninsula Conservation Authority..." (A copy of the document along with supplementary Letters Patent is attached).

The day to day administration of Foundation fundraising activities has been managed by a staff person and reporting to a Board of Directors for approximately the last 30 years. The Foundation maintains separate bank accounts and has historically raised funds for Authority programs and projects. Sources of revenue include: donations, bequests, special events, grants, Nevada Lottery. Generally the foundation does not qualify to apply for government funding such as Trillium funds. The Niagara Peninsula Conservation Foundation could not be the owners of any lands that were acquired on behalf of the NPCA and therefore when lands were acquired either through purchase or through donations they needed to be turned over expeditiously to the NPCA resulting in extra costs for the transaction.

In September 2003, the NPCA applied to obtain charitable status and this was granted in December 2003. The purpose in pursuing charitable registration this was to allow the NPCA to apply for funding to acquire lands through the Eco-Gifts program and to have access to grants for which the Foundation was not eligible. In addition, there are donors who wish to donate their money directly to the NPCA.

It has been the practice that all donations have been processed through the Niagara Peninsula Conservation Foundation bank accounts. In reviewing this practice, because the NPCA and the Foundation are both registered charities, funds must be processed through the organization that the funds have been made payable to. In any case, the funds must be used for the purpose for which they were donated or granted and this practice is followed judiciously. Generally donations are directed for use through the CAO's office.

In 2011 the NPCA Board made a decision to cease employing a full time Foundation Executive Director. A number of Board members including the Chairman resigned. The Vice-Chair did not submit a formal resignation and no meeting of the Foundation has taken place. It is important to note that the CAO has made numerous attempts to communicate with the Foundation Vice-Chair to determine interest in continuing to serve.

CURRENT ACTIVITIES:

Currently, the day to day administration and fundraising initiatives are being carried out through the Director of Communications on a voluntary basis with assistance provided through the Accounting Administrator and Administrative Assistant who is handling the Nevada program. Activities consist of processing donations and executing special events.

FUTURE ROLE OF THE FOUNDATION:

The NPCA Strategic Planning process is not dealing directly with the role of the Niagara Peninsula Conservation Foundation and how it should be operated in the future. At this time, fundraising monies from non-designated funds are being directed to the re-development of the Jordan Harbour Conservation Area. 2013 special events being planned include the annual Bob Welch Memorial Golf Classic scheduled for Thursday, June 13th at Whirlpool Golf Course and the annual Thanksgiving Festival Raffle.

Should the NPCA Board wishes to continue to have a Foundation that will actively solicit donations it is important to establish clear guidelines and expectations for its operation. In the absence of a foundation board staff are recommending that an interim ad-hoc committee be established.

RECOMMENDATION:

That an Ad-hoc committee be established to look at the operations and future role of the Niagara Peninsula Conservation Foundation. Report No. 24 - 13

Prepared by: Mary Stack, Director of Communications

Respectfully Submitted by:



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

TO: Chairman and Members of the Authority

DATE: March 12, 2013

RE: PROJECT/PROGRAM STATUS REPORT - REPORT NO. 25 - 13

WATER MANAGEMENT

I. Watershed Development Services Division

1) Municipal and Development Plan Input and Review

- i) To the end of February, staff reviewed and processed 71 planning applications (of various types/complexity) and 33 building permits. Staff continues to participate in weekly scheduled pre-consultation meetings with municipal partners. The municipalities are scheduling more pre-consultation meetings to accommodate the increasing number of applications. In addition staff responds to many general enquires both from local municipalities and the public. Staff comments are completed on the Township of Wainfleet's new Comprehensive Zoning By-law.
- ii) The Manager of Development Services continues participating on the RMON's MOU Process Improvement Committee. This group is comprised of local, regional and CA staff to and meets once every 3 weeks to discuss opportunities for improvement.
- iii) Staff have been requested to make a presentation along with the Ministry of Natural Resources (MNR) about wetlands at a Niagara Real Estate Board training session on February 28th. It's a repeat of a presentation made last year at another Niagara Real Estate Board training session. Unfortunately the session was cancelled by the Real Estate Board due to low registration.
- iv) The NPCA and Region of Niagara hosted workshops for municipal partners called "Understanding and Protecting Groundwater" on March 1st at Balls Falls Centre for Conservation. The purpose of the workshop was to familiarize municipal staff with information from the Source Water Protection Assessment Report and how it can be used to address their responsibilities to protect groundwater in accordance with Regional and Provincial Policy. Approximately 60 people attended the workshops.
- v) The MNR has updated and provided it's Wetland Inventory for NOTL and it is now formally available in effect for Regulatory purposes. Town staff have requested NPCA staff to attend a public meeting about the new wetland mapping in April. The Town is hosting the meeting at the request of their Agricultural Committee. Staff from MNR and the Region have also been invited to attend.

2) NPCA 'Regulation of Development, Interference with Wetlands, and Alteration to Shorelines and Watercourses'

i) Permits

The NPCA has issued 22 work permits to date in 2013.

ii) Violations

A separate Confidential Violation Status Spreadsheet Report has been circulated.

iii) NPCA-DFO Partnership Agreement

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. Staff recently attended a training session on the DART Protocol; however we are still awaiting clarification on implications from recent changes to the federal fisheries legislation.

In accordance with NPCA's level II agreement with DFO, 13 Letters of Advice have been provided to date this year.

II. Watershed Technical Services Division

1) Source Water Protection Plan

After further discussion, the Ontario Ministry of the Environment (MOE) has requested:

- The Approved Assessment Report be updated to include transportation corridor threats, and IPZ-3 threats, (and other revisions as deemed appropriate by the Source Protection Committee (SPC),
- The Source Protection Plan (SPP) and Explanatory Document (ED) be updated to include policies to address the transportation corridor and IPZ-3 threats, and
- The minor amendments to the SPP and ED that MOE requested in February 2013 be included as part of the above-note updates, and
- The AR, SPP, and ED be submitted to MOE in one update package.

2) Water Quality Monitoring Program

- Staff is currently entering all 2012 lab results into the water quality database. These data will be analyzed and summarized in a future report. Work is also proceeding on the upcoming NPCA Watershed Report Card that will be released in the spring 2013.
- Staff is continuing to monitor water levels at all Provincial Groundwater Monitoring Network (PGMN) wells. Water quality samples will be collected from PGMN wells in the spring.

- Staff has completed the identification of all benthic samples for the Hamilton Airport and Glanbrook Landfills bio-monitoring projects. Work is beginning on these respective reports.
- Staff continue to assist the MOE with two projects: 1) the nutrient track down in Beaver Creek and Big Forks Creek watersheds; 2) and the Balls Falls Climate Change station.
- Two water well decommissioning applications have been received in 2013 and one project has been completed.

3) Geographic Information Systems

a) Source Water Protection Support Activities

- Conservation Ontario made a minor change to the ARDB data model which required a local update and resubmission.

b) Watershed Development Services Support Activities

- The bulk of the initial programming tasks for the stored procedures within the Property Info Summary application have now been completed and are undergoing refinements for processing efficiency. This application will compile regulation and other plan review information associated with Authority responsibilities at the parcel level.
- Staff assisted Development Services with the review of Wainfleet's Zoning By-Law by preparing cartographic overlays with natural heritage and hazard feature mapping.

c) Corporate GIS and Information Management Support Activities

- The NPCA portion of Haldimand County has been delivered by the vendor completing the technical aspect of the Niagara Watershed's 1 meter contour supporting Digital Terrain Model (DTM) update funded through the Niagara Water Strategy in 2012. The vendor is now completing the global methodology report and finalizing the individual municipal accuracy reports by stamping and signing them as a professional Ontario Land Surveyor (OLS). Staff continues to render the data into surfaces for visual QA/QC. Regional GIS staff completed a rigorous statistical accuracy assessment of the pilot area using surveyed ground control checkpoints they collected and the results are good. (They meet specifications in the both the horizontal and the vertical.) NPCA staff will continue to compile any remaining available control data for the rest of the watershed to verify the accuracy trend outside of the pilot area.
- Information on the surface water inventory update being performed as a pilot project in NOTL through the Niagara Water Strategy's 'Contemporary Mapping of

Watercourses' project were communicated to a municipal technical working group this month over two half day sessions at the NPCA office. The project concept and methodology was positively received by the stakeholders. Staff continues to complete the interpretation and mapping updates in the NOTL pilot area in March.

- GIS staff has been providing support to other Technical Services and Stewardship Services staff with mapping, spatial analysis and data compilation for the NPCA Watershed Report Cards that are being completed.

4) Flood Control

a) Monitoring & Major Maintenance

- i) Staff continues to monitor the water levels at the Binbrook reservoir on a daily basis. The reservoir's water level is currently sitting 24 inches above the normal holding stage due to snow melt, and runoff conditions. Staff will continue to monitor and make adjustments as the situation warrants.
- ii) The NPCA issued Flood Outlook bulletins for three recent events: Jan. 13-15, Jan. 29 – Feb. 1, and Feb. 11, 2013. Although high water levels were recorded, no widespread flooding was experienced. There have been no new Flood bulletins posted since Feb 11, 2013.
- iii) Staff continues to routinely monitor the water levels at our 14 stream gauge stations, climatic data at our 15 climate stations, and undertake routine maintenance, calibration, and inspections at all 25 installations, as part of the NPCA's routine flood forecasting and warning duties. The public may access this real-time water level and rainfall information through the NPCA's website.
- iv) On February 26, 2013, the NPCA attended the quarterly Regional Flood Forecasting and Warning meeting (hosted by the Hamilton CA) in order to ensure that the NPCA flood forecasting and warning efforts remain consistent with local Conservation Authorities (Hamilton, Grand River, and Long Point CAs).

5) Other

- a) Technical Services staff continues to provide on-going engineering support to the Development Services, Restoration, and Lands Divisions as requested.
- b) On March 1, 2013 NPCA held a Groundwater for Planners workshop which was attended by local municipal planners. The Technical Services staff hydro-geologist assisted in preparing and presenting at the workshop. The workshop was informative and well received, and should improve coordination of planning reviews that cover groundwater issues.

V. Watershed Restoration Division

The Niagara Peninsula Conservation Authority is committed to providing exceptional stewardship opportunities to achieve and maintain a healthy and sustainable environment. The need for clean, reliable, and uncontaminated water within the NPCA Watershed cannot be overstated.

The Watershed Stewardship Program is responsible for improving water quality, water quantity and biodiversity within the NPCA Watershed. The Stewardship Program advances these areas through the implementation of a comprehensive cost-sharing program that offers local landowners financial incentives to implement water quality and habitat improvement projects on their properties. In addition to providing financial assistance to landowners, NPCA staff will conduct one-on-one site visits providing technical advice about environmental concerns and assisting landowners with hands-on water quality and habitat improvement projects. The goal of the program is to reward the private landowner who protects the public's interest, i.e., clean water. For every NPCA stewardship dollar spent, an additional 5 dollars (approximately) of matching contribution is provided through partnerships, including costs incurred by private landowners, for the implementation of water quality and habitat biodiversity projects.

Typical projects include habitat naturalization, stream-bank stabilization/bioengineering, habitat diversification and rehabilitation such as wetland and riparian buffer restoration, Best Management Practices (BMP's) for agriculture including nutrient management and various other improvement projects. To date, the stewardship division has implemented over fifteen hundred water quality, water quantity, and biodiversity improvement projects within the NPCA watershed.

The Stewardship Division is also involved in education and awareness promotion. Programs such as Yellow Fish Road™, Niagara Envirothon, and Canopies for Kids have reached thousands of children and young adults. These programs help children learn the importance of having a positive and active role in their natural environment. Engaging children about the central role the environment has in safeguarding a healthy community will ensure a sustainable environment for future generations. Each year, the program looks for new opportunities to expand and build on the services that it currently offers to watershed residents.

Approximately, 75 stewardship projects are being planned and implemented this year across all watershed planning areas.

1) Project Implementation – Watershed Plans

- Up to 40 woodland restoration / riparian projects will be implemented across the watershed through partnerships with private landowners, Land Care Niagara (funding provided through Trees Ontario Foundation and 50 Million Tree Program), Ontario Power Generation (bio-diversity and carbon sequestering funding) and the Niagara Restoration Council. Over 40,000 trees and shrubs will be planted.
- Construction projects such as wetland restoration, aquatic in-stream works, erosion and bank stabilization projects are currently being planned. Over 15 wetland and riparian projects across the watershed will be completed this year with contributions from Ducks Unlimited, Great Lakes Sustainability Fund, and Trout Unlimited.

- Best Management Practice (BMP) projects such as nutrient management projects, livestock fencing, cover crops and erosion control projects (rock chutes and check point dams) are currently being planned. Over 15 BMP projects will be implemented across the watershed with contributions from Great Lakes Sustainability Fund, Environmental Farm Plan (pending funding approval) and Species at Risk Farm Incentive Program.

2) Outreach & Education

Canopies for Kids

- The goal of Canopies for Kids is to engage elementary students from all school boards in the NPCA's jurisdiction to learn through hands-on involvement, the benefits that trees provide. The science-based program is adapted for grades 1 to 8 and meets the Life Systems Strand of the Ontario Curriculum. The program will provide a deeper look at how trees improve biodiversity, water quality and air quality. Studies have shown that trees can reduce asthma rates related to poor air quality, contribute to increased physical activity, mood improvement and promote psychological well-being. Students will learn about the benefits of trees and forests and how they help our ecological, economic, and social environment.

This year, 28 applications from across the entire watershed from were received by the January 25th, 2013 deadline. The following 10 schools were selected by the review committee to participate in the program:

Niagara Falls	Sacred Heart - Catholic Cherrywood Acres - Public		St. Catharines	Carleton - Public St. Nicholas - Catholic
Port Colborne	DeWitt Carter - Public		Lincoln	Senator Gibson - Public
West Lincoln	John Calvin - Private		Thorold	Westmount - Public
Grimsby	Smith - Public		Fort Erie	Garrison Road - Public

Planting will take place the week of April 29th – May 3rd. A planting schedule with times for staff / Board participation will be available in early April. Funding for this program is currently being provided by WaterSmart Niagara, St. Catharines Green Committee, and the NPCA.

Earth Day

- The NPCA will be hosting an Earth Day event at Balls Falls on Saturday April 20th from 10 am – 3 pm. The venue will be open to the public, with the price of regular park admission, the public will enjoy value added programming which includes interpretive Eco tours, tour of the Grist Mill and the opportunity to build a bluebird nesting box, decorate it and either take it home or donate it to an NPCA stewardship project. Rona (Welland) has donated the material and supplies for the nesting box kits, including the lumber, nails and hammers.

Landowner Stewardship Guide

- Building on the success of the One Mile Creek Landowner Stewardship Guide, staff are working to modify this guide to a watershed wide “How to” guide for landowners. Main topic sections will focus on improving water quality and biodiversity. The guide is currently undergoing final edits. Staff have met with the Walkers Creek Association, a passionate advocacy group located in St. Catharines committed to the restoration of the creek and its environment. The ultimate goal is to launch the document in the Walkers Creek Watershed in conjunction with a large media-type event to promote the Authority and the Guide. The launch is planned for Earth Week, 2013.

Yellow Fish Road™ Program

- This year will be the 13th year that the NPCA has been coordinating the Yellow Fish Road™ (YFR) program locally on behalf of Trout Unlimited. The NPCA will be distributing YFR brochures to all watershed schools in the spring 2013 for the continued participation in the program this season.

Niagara Envirothon

- The Steering Committee is gearing up for the 6th annual Niagara Envirothon, an outdoor environmental skill testing competition for secondary school students. This year’s theme is “Rangelands and Grasslands.”

The event will be held at Ball’s Falls Centre for Conservation. Invitations to participate in the Niagara Envirothon have been sent out to all secondary schools in the Niagara Peninsula and we currently have 11 teams registered from 7 different schools. The Envirothon will be held on April 3rd (workshop/review day) and April 17th (competition day).

Registered schools include:

- Lakeshore Catholic (NCDSB – Port Colborne) – 1 team
- St. Michael Catholic (NCDSB – Niagara Falls) – 2 teams

- Notre Dame Catholic (NCDSB – Welland) – 1 team
- E.L. Crossley (DSBN – Pelham) – 2 teams
- Ridgeway Crystal Beach Highschool (DSBN – Ridgeway) – 1 team
- Sir Winston Churchill (DSBN – St. Catharines) – 2 teams
- Stamford Collegiate (DSBN- Niagara Falls) – 2 teams

The five different eco-stations will be hosted by professionals from around the Niagara Region, including the NPCA, Peninsula Field Naturalists, Brock University, Niagara Parks Commission and Ministry of Natural Resources. This program is a result of a great partnership between the NPCA and local community groups including Niagara Restoration Council, Land Care Niagara, Bert Miller Nature Club and Niagara Falls Nature Club. The focus will be on riparian pastures and meadows. Land Care Niagara will be providing \$1000 towards prizes again this year, and will once again be offering a scholarship to a deserving participant. Outdoors Oriented will be providing a discounted rate for the purchases of the prizes. WaterSmart Niagara, Ontario Power Generation and the Ontario Forestry Association are all providing funding for this initiative.

Community Fisheries Involvement Programs

- The Niagara Peninsula Conservation Authority (NPCA) has been collecting fisheries data in the Welland River Watershed for almost a decade. There are two active programs that allow the NPCA to collect this information, the Angler Catch & Release Program, and the Angler Diary Program. Both programs rely on local anglers to support the data collection. The Fish Tagging Program captures fish through netting and angling, marks the fish with an identification tag, and then relies on anglers to call in to report having caught a tagged fish. The Angler Diary program encourages anglers to record information about their recreational fishing activities. These programs were originally created to monitor the success of the Walleye Stocking Program in the Welland River (partnership with the Ministry of Natural Resources, the Conservation Authority, Fort Erie Conservation Club and the Port Colborne and District Conservation Club) and to assist with the prioritization of restoration work within the Welland River.

VI. Remedial Action Plan (RAP)

1) Lyons Creek East

The technical review of the proposal by SunEdison to build a Solar facility at Ridge Road, Welland, is currently underway by MOE. It is expected to be completed in April 2013. The proposed facility would be located within the Upper Lyons Creek sub-watershed, to which the Administrative Controls Protocol for Monitored Natural Recovery of contaminated sediments applies.

2) RAP Stage 3

The Niagara River RAP is in the final stage and all work plan actions towards delisting the Area of Concern are to be completed within the timeframe of the new COA. The next step will be to delist the Area of Concern.

Currently, assessments of the remaining environmental problems (referred to as Beneficial Use Impairments or BUIs) are underway.

3) Annual RAP Implementers Session - April 10, 2013.

The RAP Coordinating Committee will include RAP initiatives on both sides of the Niagara River, as well as projects underway that address RAP issues and measure progress towards delisting the AOC. Representatives from the New York State Department of Environmental Conservation, Buffalo Niagara RiverKeeper, U.S. Fish & Wildlife, MOE, Environment Canada, Canadian Wildlife Service, MNR, NPCA, Niagara Restoration Council, Niagara WaterSmart, the Town of Fort Erie, and Niagara College will speak on various initiatives.

4) Update: Canada-Ontario Agreement Respecting the Great Lakes Ecosystem (COA).

The new COA is expected in Spring 2013.

5) Great Lakes Water Quality Protocol 2012.

The new Protocol came into effect in February, 2013. It defines the "Waters of the Great Lakes" to which Remedial Action Plans apply and on which BUI assessments must now focus.

Land Management Department**Ball's Falls Conservation Area**

The March Break Camp has been prepared and bookings are coming in. A late pick up fee has been introduced for convenience. The position of Program Assistant has been filled by Jill Walters-Klamer who started on Feb. 27th

The Volunteer Co-ordinator set up a Ball's Falls Volunteer Handbook and updated Ball's Falls Volunteer interview process. Staff is focusing on recruiting volunteers from a number of groups, schools and other organizations

Thanksgiving Festival

Vendor applications are being received for the Thanksgiving Festival. Staff is working on logistics for the event, including a review of the site layout and service delivery.

Staff investigated tobogganing legislation and experiences at other sites for comparative purposes. The hillside at Ball's Falls was determined unsuitable, and posted accordingly.

Upcoming Exhibit on March 30 to July 1 will be officially called "Bees are Better". This exhibit will look at wild bees as well as honey bees and their significance. It will tie in the use of the current Bee Observation Box located behind the Centre for Conservation.

Wedding bookings are coming in fast and furious. The Barn is nearing full capacity for 2014, with some 2015 dates already taken.

2013 "Family Day at Play" event attracted 390 visitors on Family Day. Staff took this opportunity to conduct surveys with the crowd to collect information on travel time, how they found out about the event. Other questions revealed a need to expand the program offering for children 10 and up, improve materials used in exhibits, expand activities in number and to the outdoors, and improve the volunteer/staff interaction with customers. These final two comments in particular have been recognized support current efforts to recruit volunteers for the delivery of additional activities and customer service.

Two large portable banners have been designed and received for outreach. Outreach schedules for the spring and summer are already being prepared.

Binbrook Conservation Area

Binbrook opened up to ice fishing on Saturday February 9th and the Annual Ice Fishing Derby was held Sunday February 10th.

Although the ice fishing program in general was mediocre, the derby saw 250+ participants with prizes donated by Fishing World on Barton Street in Hamilton. The Glanbrook Conservation Committee was onsite to volunteer as well as to sell breakfast and lunch to the crowd. The event also had volunteer help from the Hamilton Amateur Astronomy Club that wanted to give back to the park supporting their continued interest and appreciation for the use of the park for night sky viewing. We had no incidents and everyone seemed to enjoy themselves. There were a dozen or so young/ new anglers out who were very excited to participate with their family members.

NPCA policy requires 6 inches of Black/ Blue Ice in order for the public to be allow on to it. Ten inches of ice is required before staff install ice fishing huts out on the reservoir. This season measurements averaged 7 to 9 inches of ice across the reservoir throughout the month of February. The park closed the ice fishing program on Sunday March 3rd.

The NPCA submitted a stocking permit request for the Glanbrook Conservation Committee (G.C.C.) to stock 500 walleye fry in the Binbrook Reservoir. Staff expects to receive feedback from the Ministry of Natural Resources sometime in March.

Binbrook was contracted to be the site of another plane crash filming by Mayday Productions (Season 13). Filming took place on Friday February 15th. Binbrook was made to look like England in June. This was an interesting feat as it was February and there was snow on the ground and in the trees. Somehow they made it work. Mayday also used the inside of the workshop as an Aircraft Hangar. It was an opportunity for area staff to do their spring cleaning.

Staff met with Niagara Boarder Pass at the park to review the installation and operation of the new wakeboard facility for the park. A detailed site review confirmed the placement of the cable towers and features for the wakeboard installation in the reservoir between the fishing dock and pavilion three. The proposed installation was also reviewed by NPCA staff and external agencies for fish habitat and water quality for the in-water works. All agencies have given the project the green light to proceed, and advised on mitigation measures during installation to protect the reservoir. All is looking good for an early spring installation in the park.

As the snow melts, area staff are in the process of gearing up for the May 1st opening, including ordering supplies and doing seasonal staff interviews.

Long Beach and Chippawa Creek Campgrounds

Acceptance of short-term camping reservations (as well as special events bookings) began on March 1. Public use continues to increase on this online service, most notably an increase over 2012 at Long Beach at the moment.

Seasonal Reservations are excellent. Chippawa Creek has maxed-out at its 80 allotted seasonal sites. Long Beach will hit its 2012 levels this week; and will easily pass them.

It is shaping up to be an excellent year; provided the weather (the #1 influencing factor) is good.

An interior renovation of Long Beach Comfort Station #1 is ongoing. Staff are preparing to install new wall coverings and toilet partitions. New toilets will be ordered in bulk with the Chippawa Creek Comfort Station order to ensure best prices.

A reorganization of the Chippawa Creek workshop office space is near completion. In 2010, we began booking reservations much earlier in the year to provide improved customer service. The result was earlier inquiries, both by phone and in person. To improve service levels for members of the public who call / visit the park in the off-season, a small service counter and meeting space have been set-up in the workshop. Of course, these functions move into the gatehouses in May when summer staff are hired.

Chippawa Creek Comfort Station

NPCA development services staff have reviewed and commented on the building permit application for the proposed washroom building for the campground. The proposed building is permitted, however, the site may be subject to flooding from the Welland River. Staff have scheduled a land survey of the building site to assess the floodplain elevation limits, set survey benchmarks for construction, and confirm elevations of existing features. Staff are cognizant of the opportunity and responsibility of demonstrating that, like watershed residents, we must also follow rules around floodplain construction.

Mud Lake Conservation Area

Staff completed repairs and added dog ramps and platforms to the 3 duck blinds at Mud Lake. Several complaints were received about off-road vehicles (snowmobiles and ATVs) racing on the ice surface at Mud Lake and Wainfleet Wetlands. Staff followed-up with police and are monitoring the situation.

Species at Risk

A funding proposal was completed for Genetic Test Funding. This funding is necessary to confirm pure Red Mulberry genetics in the propagated materials of the Niagara-Hamilton populations. It is pursuant to the Recovery Team request to ensure integrity of the genetic material, for augmenting and recovering the existing native populations. Once propagate material is confirmed as pure Red Mulberries, staff will plant the trees into the existing populations, thereby helping to conserve and restore the functioning Niagara Broad Region metapopulations of Red Mulberry to long-term stability.

NPCA Hunting Program

The on-line 'NPCA Hunting Request Forms' increases efficiency for permit creation and mailing. While payments can be made on line via credit card, we continue to offer options of cheque/debit/cash and over the counter forms at our Main Office for the non-computer clients. To date 44% of permits are completed on-line. This number is expected to increase as hunters learn of the on-line availability and efficiencies.

Staff issued an additional 21 hunting permits for a total of 96 hunting permits issued for the NPCA Conservation Areas for 2013. Of this total, hunting permits are issued to 17 individuals residing outside of our administrative area.

Gord Harry Conservation Trail

Staff are working with Haldimand County and Trans Canada Trail to develop the detailed trail plans, specifications, and to confirm TCT funding for the project. Tender documents for the project will be developed by the NPCA over the next month to prepare for tender this construction season. At time of tendering and bid opening, a report will come back to the board before the construction contract is awarded.

Chippawa Creek

NPCA development services staff have reviewed and commented on the building permit application for the proposed washroom building for the campground. The proposed building is permitted, however, the site may be subject to flooding from the Welland River. Staff have scheduled a land survey of the building site to assess the floodplain elevation limits, set survey benchmarks for construction, and confirm elevations of existing features.

Town of West Lincoln – School Trails Project

Staff are continuing to offer support to the trail project being undertaken by the Town of West Lincoln and Grade 9 geography students at the Smithville Christian High School. The students are receiving hands-on learning of trail construction, site restoration, and tree planting.

COMMUNITY RELATIONS

Annual Report

Preparations are underway for the production of the Annual Report. Staff anticipates that this will be completed in May.

Earth Day Activities

A number of requests to assist with Earth Day (April 22, 2013) activities are being received. The NPCA is providing information to as many organizations as possible to assist with their efforts to promote environmental stewardship.

Niagara Region Science and Engineering Fair

The Conservation Authority has supported this important initiative for many years and will continue to do so.

Annual Good Friday Hawkwatch Open House

The annual Niagara Peninsula Hawkwatch open house at Beamer Memorial Conservation Area is being planned for Good Friday, March 29th, 2013. The Niagara Peninsula Hawkwatch organization continues to partner with NPCA on this very popular event. Staff on working on developing a number of activities to engage visitors

Niagara Children's Water Festival

Plans for the 2013 Water Festival are proceeding and staff are currently working on following up with potential sponsors.

Source Protection Planning

Staff met with the Chair of the Source Protection Committee to determine the work plan in order to respond to the MOE regarding the update required to our submitted Source Protection Plan. A meeting of the SPC will take place in the spring followed by a public consultation period.

Strategic Plan

The 5 working group committees continue to meet with the goal of submitting reports and recommendations to the board for consideration by May.

Communications/Marketing

In addition to standard communications products staff has been actively incorporating social media opportunities (Facebook, twitter, pinterest, instagram, linkedin etc.) into the corporate communications activities with positive results. The corporate brochure will be refreshed and updated once stock is depleted.

Fundraising Update

The Bob Welch Memorial Golf Classic is scheduled for Thursday, June 13th at the Whirlpool Golf Course in Niagara Falls. The goal is to register at least 120 golfers this year and the help of members would be greatly appreciated. Registration and sponsorship information has been prepared and will be sent out over the next week. As per last year, the funds will be directed to the redevelopment of the Jordan Harbour Conservation Area.

A memorial bench at St. Johns Conservation Area is also in the process of being installed.

Recommendation:

Report No. 25 – 13 outlining the status of Authority projects / programs be received for information.

Respectfully submitted by: _____



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