

**FULL AUTHORITY MEETING**  
**Wednesday September 17, 2014; 5:00 PM**  
**Ball's Falls Centre for Conservation – Glen Elgin Room**  
**3292 Sixth Avenue, Jordan, ON**

## **A G E N D A**

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**5:00 PM**      **Tour of Jordan – Ellis Property (Optional)**

**6:30 PM**      ♦ **ROLL CALL**

♦ **DECLARATION OF CONFLICT OF INTEREST**

**Business - In-Camera**

(1)      HR matters

(2)      Violations Status ----- **Report No. CR-82-14**  
         ■      *Violations Summary attached*

(3)      Forestry By-law Status ----- **Report No. CR-83-14**  
         ■      *Communications Summary attached*

**7:30 PM**      ♦ **PUBLIC MEETING**

**Business:**

(1)      Draft Meeting Minutes – Full Authority Meeting July 16, 2014

(2)      Business Arising From Minutes

(3)      Correspondence

(4)      Chairman's Remarks

(5)      CAO Comments

**For Information:**

- (6) Project Status Reports:
  - 1. Watershed Management----- **Report No. 84-14**
  - 2. Operations----- **Report No. 85-14**
  - 3. Corporate Services----- **Report No. 86-14**
- (7) Financial Statement – Month Ending August 31, 2014----- **Report No. 87-14**
  - Budget Summary period ending Aug. 31, 2014
  - 2013 Audited Statement - NPCA
  - 2013 Audited Statement – NPCF
  - Master Card listing
- (8) Welland River Floodplain Review & Implementation Committee  
Update ----- **Report No. 88-14**
  - Letter to SLSMC & RFP attached

**For Consideration:**

- (9) Copier Lease Agreements ----- **Report No. 89-14**
- (10) Appraisal Selection Policy Review ----- **Report No. 90-14**
  - Consultant Selection Policy attached
- (11) Ducks Unlimited Canada Partnership ----- **Report No. 91-14**
  - Draft agreement attached
- (12) Great Lakes Sustainability Fund Partnership----- **Report No. 92-14**
  - Draft agreement attached
- (13) Neonicotinoids ----- **Report No. 93-14**
  - ICP 24-2014 attached
  - PHD 15-2014 attached
- (14) Cave Springs update ----- **Report No. 94-14**
  - Terms of Reference – attached
  - Site map & detailed map attached
  - Ecological inventory attached
  - NEPOSS Planning
- (15) Electric Vehicle Charging Station - update ----- **Report No. 95-14 A**  
Office Vehicle Fleet Retrofit----- **Report No. 95-14 B**
- (16) Other Business

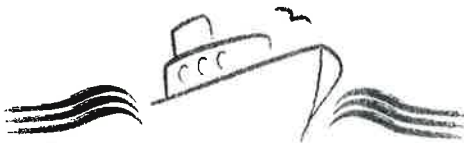
♦ **ADJOURNMENT**

# CORRESPONDENCE

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September 17, 2014 Full Authority Meeting

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*Where Ships Climb The Mountain...*

## Office of the Mayor

August 29, 2014

Regional Chair Gary Burroughs  
Regional Councillors  
Niagara Region Headquarters  
2201 St. David's Road  
P.O. Box 1042  
Thorold, ON L2V 4T7

Dear Chair Burroughs:

Like our fellow Niagara Region municipalities, the City of Thorold is struggling with the consequences of an Emerald Ash Borer infestation in a large percentage of the municipality's tree canopy.

While non-native species such as Ash, Norway Maple and chestnut trees were once planted for very sound reasons in urban settings, we are now facing the consequences of their vulnerability to infection. Thorold City Council is also aware the Emerald Ash Borer is just one pest threatening the municipal tree canopy in Niagara Region, as well as our municipality.

Not only does removal and correct disposal of unsightly and infected trees present challenges in terms of actual costs as well as labour, the same constraints affect re-establishing the City's tree canopy. Given the current level of public knowledge and understanding, the consequences of removal without replacement are not simply aesthetic, but involve far-reaching environmental issues such as air quality and public health.

Therefore, Thorold City Council asks Niagara Regional Council to respond to this immediate need with a native species tree replacement program that will ensure the future environmental health of our communities, and to seek the support of provincial and federal governments for this initiative.

Sincerely,

A. T. (Ted) Luciani  
Mayor, City of Thorold

cc: Council, City of Thorold

Hon. Gerry Ritz, MP – Minister of Agriculture (Canadian Food Inspection Agency)

Hon. Bill Mauro, MPP – Minister of Natural Resources and Forestry

Hon. Glen R. Murray, MPP – Minister of Environment and Climate Change

Bruce Timms, Chair – Niagara Peninsula Conservation Authority

Carmen D'Angelo, CAO & Secretary Treasurer – Niagara Peninsula Conservation Authority

**City of Thorold**

P.O. Box 1044, 3540 Schmon Parkway, Thorold, Ontario L2V 4A7

[www.thorold.com](http://www.thorold.com)

Tel: 905-227-6613

August 14, 2014

## **Ontario Power Generation Business Transformation and Niagara Operations Update**

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Please find below an update on Ontario Power Generation's (OPG) business transformation and Niagara Hydroelectric Operations. You are a valued member of the Niagara community and we hope you find this information of interest.

OPG provides about half of the electricity used by Ontario's businesses and homes, and we do so at a price that lowers the overall cost of electricity generation paid by consumers. In addition, close to 100 per cent of the electricity we provide produces no greenhouse gas or smog causing emissions.

In 2011, OPG initiated a business transformation project aimed at meeting the expectations of ratepayers by being an efficient, low cost generator. The company expects to save an estimated \$1 billion over six years (2011 – 2016) by reducing overall headcount from ongoing operations by 2,330, or 20 per cent of 2011 levels. As of March this year, \$340 million in savings has been achieved and OPG's headcount from ongoing operations has been reduced by over 1,800 employees, primarily through attrition.

As one of the largest hydroelectric plant groups in Ontario, Niagara Operations has an important role to play in the production of clean and renewable power for Ontarians. The plant group manages generating stations on the Niagara River and on the Welland River in St. Catharines. Some of these facilities have operated for more than a century, supplying over one million homes each year with clean, reliable, and low cost electricity. Thanks to major infrastructure projects like the Niagara Tunnel which came into service in 2013, OPG will continue providing residents with safe and renewable electricity, many years into the future.

In addition to large projects, scheduled maintenance ensures that our stations continue to produce power reliably and efficiently. We are currently rehabilitating the Pump Generating Station to extend its operating life and further enhance its environmental performance. This facility is part of the Sir Adam Beck Complex in Niagara Falls and allows OPG to use water efficiently and generate electricity when it is needed most. The facility is the only one of its kind in Canada.

As a publicly-owned generator, we take seriously our responsibility to produce electricity in a manner that is safe, protects the environment, and benefits the communities where we operate. As part of our Niagara-based public education efforts, a new water safety brochure is available. Please visit [www.opg.com/Niagara\\_WaterSafety](http://www.opg.com/Niagara_WaterSafety) for a copy that can be shared with your family and friends. For details regarding OPG's latest performance activities across Ontario, please visit [www.opg.com/news-and-media](http://www.opg.com/news-and-media).

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Niagara Plant Group 14,000 Niagara Parkway, RR#1, Niagara on the Lake, Ontario. L0S 1J0 Tel: (905) 357-0322 Fax: (905) 357-6954

I would like to invite you to our Sir Adam Beck Generating Station to learn more about our operations in Niagara Falls. We can arrange a visit at a time of your convenience, should you be interested. Please contact me at [allan.reid@opg.com](mailto:allan.reid@opg.com) or (905) 357-6932 if you have questions or additional information requirements.

Wishing you the very best for the remainder of the summer.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Allan Reid', with a stylized, cursive script.

Allan Reid  
Plant Manager  
Niagara Operations

# REPORTS for Information

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Report No 84-14

Report No 85-14

Report No 86-14

Report No 87-14

Report No 88-14

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September 17, 2014 Full Authority Meeting

**Report To:** Board of Directors

**Subject:** Watershed Management Status Report

**Report No:** 84-14

**Date:** September 17, 2014

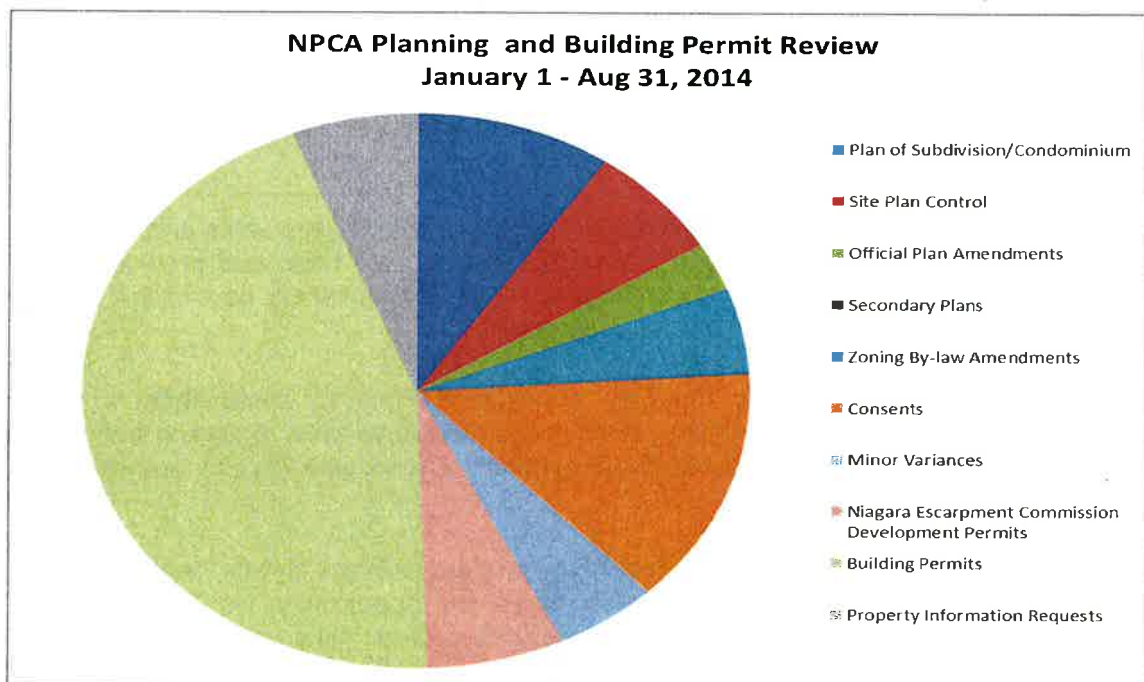
**RECOMMENDATION:**

**That Watershed Status Report No. 84-14 be received for information.**

**A. Plan Review & Regulations**

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

From January 1, 2014 to August 31 2014 the Watershed Management Department has reviewed 180 *Planning Act* applications (various types and complexities), 12 Niagara Escarpment Commission Development Permit applications, 80 Building Permit applications, and 49 property information requests. Staff also responded to various inquiries from the public and local municipalities, as well as attended weekly pre-consultation meetings with the local municipalities and conducted various site inspections. A breakdown of the application review is provided below.





offsetting for land use planning and natural heritage protection. A summary document from the Ontario Nature workshops is available.

The Board requested at the March meeting that legal wording be sought and added to the NPCA website regarding NPCA staff assistance to clients for the review of their projects through the DFO self-assessment process. This legal wording has now been added to the website and is currently available for viewing at <http://www.npca.ca/2014/06/changes-npca-role-federal-fisheries-act-review/>.

#### **4) Watershed Ecology**

##### ***Binbrook Conservation Area***

On August 9th the NPCA partnered with the Glanbrook Conservation Committee, public volunteers and TD Friends of the Environment Foundation to install additional fish habitat within the reservoir. Approximately 15 volunteers assisted in installing a fish cover and aquatic plantings for nursery and spawning habitat.

##### ***Comfort Maple***

The NPCA Heritage Trees that were propagated and planted within our NPCA Conservation Areas are being labeled by staff at the root for confirmation and future identification.

##### ***Morgan's Point Conservation Area***

The Prairie Restoration Area was maintained by staff to mimic the natural process of natural fires and remove the woody material or tree saplings and invasive species.

##### ***St. Johns Conservation Area***

Invasive non targeted fish species were removed from the pond at St. Johns Conservation Area to help maintain the cold water habitat at the site. Through a partnership with the Ontario Ministry of Natural Resources and Forestry (O.M.N.R.F.) electrofishing equipment was used to remove 42 invasive fish not common to cold water streams, including 15 largemouth bass. These species were not introduced by the NPCA. The "no live bait" policy remains to assist in maintaining the targeted species within the pond.

##### ***Stevensville***

In partnership with the Bert Miller Nature Club, park staff and the NPCA Ecologist have identified plant species and prepared an area for planting by volunteers at the Stevensville Butterfly Festival on September 20, 2014. Plant species will include those indigenous to the area and preferred by a variety of butterfly caterpillars and adult butterflies. Milkweed will be included, which is the preferred species of the declining Monarch Butterfly caterpillars.

##### ***Willoughby Conservation Area***

An informal ATV trail has been restored to eliminate motorized vehicle use and protect the habitat and Species at Risk. This project was generously funded by the TD Friends of the Environment Foundation.

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

- Staff continues to monitor surface water and groundwater stations in the NPCA watershed.
- NPCA PFOS sampling at Binbrook Reservoir was transferred to the Water Quality Monitoring Program from the Operations Department.
- Staff installed an ISCO automatic sampler at the Balls Falls Climate Change station and this instrument will be used to sample large wet weather events on Twenty Mile Creek.
- Staff continues to deploy and maintain data logging equipment (temperature, water level, dissolved oxygen, and conductivity) in several watercourses and monitoring wells to obtain additional watershed data.
- In 2014, the NPCA Water Well Decommissioning Program has approved eleven water well decommissioning projects and to-date eight of these projects have been completed.

## **3) Flood Control**

### **a) Monitoring & Major Maintenance**

- Binbrook Reservoir - the water level currently sits at the holding level. Staff will continue to monitor on a daily basis and make adjustments as the situation warrants.
- In late July, the NPCA had issued two Flood Outlook bulletins warning of the possibility of severe thunderstorms occurring within the region. No Flood Outlook bulletins were required to be issued in August.

### **b) Water Resources Engineering**

- In September, staff will attend the annual meeting of the Provincial Flood Forecasting and Warning Conference in order to ensure that the NPCA flood forecasting and warning efforts remain consistent and integrated with the Province and our local Conservation Authorities.

## **4) Restoration**

### **Project Implementation – Watershed Plans**

Approximately 45 restoration projects including wetland construction, Best Management Projects (BMP's), water quality and biodiversity projects are being implemented this year across NPCA watershed planning areas. The wetland construction components of restoration projects are beginning implementation

### **Pelham – Twelve Mile Creek Watershed Plan**

A tour of Twelve Mile Creek Watershed was held with senior management and staff from the NPCA to showcase restoration projects and to look at new and emerging issues such as extreme weather damage in the upper sections of the watershed. The water quality in Twelve Mile Creek is characterised as being the healthiest in the watershed. The success of this watershed plan would not be realized without the individual landowners who have implemented stewardship projects on their properties.



**RELATED REPORTS AND APPENDICES:**

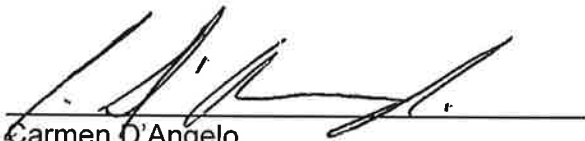
None

**Prepared by:**

A handwritten signature in blue ink, appearing to read 'Peter Graham', written over a horizontal line.

Peter Graham, P.Eng.: Director, Watershed Management

**Submitted by:**

A handwritten signature in black ink, appearing to read 'Carmen D'Angelo', written over a horizontal line.

Carmen D'Angelo  
Chief Administrative Officer  
Secretary Treasurer

**Report To:** Board of Directors  
**Subject:** Operations Status Report  
**Report No:** 85-14  
**Date:** September 17, 2014

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**RECOMMENDATION:**

That the NPCA Board **RECIEVE** Report No. 85-14 for information

**PURPOSE:**

Operations Status Report

**DISCUSSION:**

**Ball's Falls Conservation Area**

**Operations:**

**Day-Use User Breakdown\_-** Day Use at the park throughout July and August include:

- 1585 Adults
- 761 Students/Seniors
- 432 Maximum Car Loads
- 203 Self pay

**Weddings** - Throughout July and August each weekend has consisted of at least three weddings taking place in the barn. Friday, Saturday and Sunday are constantly booked and some weekends have included a booking on a Thursday and a Monday as well.

In addition, the Centre for Conservation has been booked for at least two weddings each weekend with inquiries on the rise.

Throughout July and August there have been the following rentals:

- 26 Barn rentals
- 20 Church rentals
- 16 Centre for Conservation rentals

### **Capital:**

**Lime Kiln** - The lime kiln project has been implemented. Staff have excavated behind the rock wall in order to fit in a wooden crib filled with 'one man rubble stone.' There has also been threaded rod attached to certain portions of the lime kiln to improve stability. Masonry has begun to rebuild the rock wall that has previously been taken apart.

***This report was respectfully submitted by Mr. Rob Kuret, Park Superintendent, with the help of Mr. Jeff Fazekas, Park Assistant Superintendent, and Mrs. Jill Walters-Klamer, Program Coordinator.***

### **Binbrook Conservation Area**

#### **Operations:**

**Membership Passes** sold to date: 439 total compared to 407 in 2013

#### **Rental Statistics**

Pavilion #1	29
Pavilion #2	42
Pavilion #3	31
<b>Total</b>	<b>101</b>
Lot A – Open Air	8
Lot B – Open Air	3
Lot C - Open Air	7
Lot D – Open Air	16
Lot E- Open Air	19
Lot F – Open Air	25
<b>Totals</b>	<b>78</b>

**Waterfowl Hunting** - Staff have started accepting hunting blind reservations for 2014. Lottery results, for the first 2 weeks of the waterfowl hunt have now been established. Staff will be spending some time this month refurbishing blinds in preparation for opening day, Saturday September 27<sup>th</sup>, 2014.

#### **Special Events:**

**Movie Night** – The “Lego Movie” was finally shown, after two previous cancellations due to rain, on Saturday August 23<sup>rd</sup>. This year, staff offered overnight camping in conjunction with the movie night. There were only 8 sites sold.

***This report was respectfully submitted by Mr. Mike Boyko, Park Superintendent, and Mrs. Moriah Tempest, Park Assistant Superintendent.***

***This report was respectfully submitted by Mr. Nathaniel Devos, Park Superintendent, and Mr. Michael MacIntyre, Park Assistant Superintendent.***

**Central Workshop – Gainsborough Conservation Area**

**Operations:**

Grass cutting, tree falling and trimming, and trail maintenance continue throughout the NPCA Watershed.

Staff continues to help the other staffed Conservation Areas with capital projects and grounds and building maintenance as seasonal staffing levels decrease.

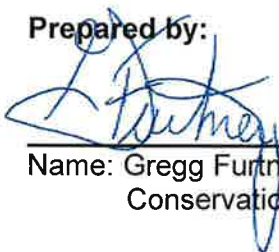
Staff will be heavily involved in the site preparation of the Children's Water Festival and the Thanksgiving Festival at Ball's Falls Conservation Area.

***This report was respectfully submitted by Mr. Michel Germain, Superintendent, and Mr. Rob Shoalts, Carpenter.***

**RELATED REPORTS AND APPENDICES:**

1 - None

**Prepared by:**



Name: Gregg Furtney  
Conservation Areas Supervisor

**Reviewed by:**



Name: David Barrick  
Senior Manager, Operations

**Submitted by:**



Carmen D'Angelo  
Chief Administrative Officer  
Secretary Treasurer

*This report was prepared with the consultative input from: Rob Kuret, Superintendent Balls Falls CA; Mike Boyko, Superintendent Binbrook CA; Dave Drobitch, Superintendent Chippawa Creek CA; Nate Devos, Superintendent Long Beach CA; Randy Lisoy, General Manager St. John's Centre; and Mich Germain, Superintendent, Central Workshop.*



**Report To:** Board of Directors  
**Subject:** Corporate Services Project Status Report  
**Report No:** 86-14  
**Date:** September 17, 2014

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**RECOMMENDATION:**

To be received for information

**PURPOSE:**

That the NPCA Board **RECEIVE** Report No. 86-14 for information

**DISCUSSION:**

To provide the Board a summary of projects important to the Conservation Authority's business objectives. The project status report is to provide information pertaining to process improvements, initiatives in support of the strategic plan and supporting the organization to achieve its mission, vision and values.

**FINANCIAL IMPLICATIONS:**

Projects are within budget allocations for staff time and activity, including the job design and job evaluation project which is a new project initiative that was not identified during the budget preparation and approval cycle.

**RELATED REPORTS AND APPENDICES:**

**1.0 Accounting & Financial Management**

- 1.1 Budget Status Report (including Reserve Fund reports) - Monthly report to Board of Directors
- 1.2 On-Line Time and Attendance Reporting module (Resources Manager) that interfaces with Accpac has been purchased as a process improvement initiative. Following configuration, employees will be able to log onto a secure website and report their time and attendance for the current pay period, which will then route the report to the appropriate levels of management for review and approval.
- 1.3 Introduction of amended time and attendance reporting form to implement transition to web-based system in November (resource Manager). Form provides more detailed reporting of time worked, intended to be routed by e-mail, and is less paper based.

associated with the NPCA Property Info. Tool, internal web mapping tool used in permit and plan review operations, as well as provide value to the Contemporary Mapping of Watercourses project.

- 2.8 **Cumulative Precipitation Web Based Map** – GIS Staff programed a simple web map for visualization and analysis of watershed wide near real time estimated rainfall accumulation service base on values using Buffalo NEXRAD Radar data. The application can be used by flood forecasting staff (water resources team), and other staff to understand the local spatial distribution of rainfall. Since it is web based it has potential for integration into the corporate website for communicative value to the public.
- 2.9 **NPCA Trails Layer** – An overhaul of the NPCA's Conservation Areas trail mapping data has begun that includes incorporating numerous existing information sources into an updated spatial database of this critical corporate asset. The updated information will be of value to future Conservation Area mapping products as well as operations within Operations.
- 2.10 **Forest Resource Inventory Mapping** – staff are starting to geo-reference these scanned map-sheets so they can be delivered through the GIS system as decision support information, as well as for use in an NPCA sponsored Niagara College GIS project starting this fall.

### **3.0 Corporate Services Administration**

- 3.1 Senior Manager, Corporate Services recruitment has been finalized with the evaluation process identifying the preferred candidate. The recruitment panel of the CAO, Director of Watershed Management, Senior Manager, Operations and the Human Resources Specialist/Acting Senior Manager, Corporate Services reached a unanimous decision. A job offer has been made to the preferred candidate.
- 3.2 Wi-Fi has been installed within the main office space to permit enhanced business activities of staff and visitors. The issue of implementing a practical password protocol has been resolved through discussions between the NPCA and Niagara Region. Niagara Region IT Solutions has yet to resolve their issues and permit the Wi-Fi to go live.
- 3.3 A computer equipment audit has been undertaken to account for all devices deployed to staff. The majority of devices are acquired through Niagara Region's IT Solutions, with a small number of computers purchased outside of that procurement standard. The audit is intended to confirm device assignment, if device is best suited for that work (i.e. - Desktop PC or Laptop), date of deployment and to establish replacement cycle for budgeting.
- 3.4 Following a customer service survey of staff, a Customer Service training package has been developed by Summerhayes and Associates for delivery on September 23, 2014 to all staff.
- 3.5 In collaboration with Niagara Region under our shared services agreement, the NPCA has undertaken a job evaluation project for all current NPCA



- 4.8 **Communications/Media Relations** - NPCA has received positive news coverage over the last 2 months. The Weather Network was at Binbrook Conservation Area highlighting wakeboarding at the conservation area on August 27. The Comfort Maple project with the Town of Pelham was highlighted in many media outlets, and was covered in Sun Media papers throughout Southern Ontario and in the Toronto Sunday Sun.
- 4.9 **Binbrook Outdoor Movie Night** - The weather finally allowed the Movie Night at Binbrook CA to proceed on Saturday August 23<sup>rd</sup>. Marketing and Communications staff supported the promotional activities through social media, and brochure/poster distribution.
- 4.10 **Thanksgiving Festival** - Planning continues for the 40th festival which will take place October 10 – 13th, 2014 at Ball's Falls Conservation Area. A number of additional vendor spaces to accommodate more artisans have been opened up. This year the event will include a farmers' market and wineries that will be able to sell their wines to visitors. The NPCA will run the wine tent and 2 Craft Breweries will be in attendance as well. Entertainment will include several Canadian bands such as The Elwins, Harlan Pepper, Sunparlour Players, to name a few. Food concessionaires have been contacted to inform them of their allocated space, outstanding balances and their health and insurance requirements.

NPCA will host a dinner on October 10<sup>th</sup> in celebration of the 40<sup>th</sup> Anniversary of this Niagara Classic Event at Calamus Winery with invitations being extended to the area residents, board members, volunteers and festival vendors.

- 4.11 **Thanksgiving Festival Marketing** - An event promotion strategy for the Thanksgiving Festival is being executed. Ads will be placed in local print outlets, and a strong digital effort focusing on social media and banners ads will be implemented. Rack cards (15,000) have been distributed through vendors and at tourism centres throughout the province. Ads in publications with specific target markets have been placed and a more robust marketing plan will be executed over the next month leading up to the festival.
- 4.12 **Thanksgiving Festival Micro-site** - Communications and Marketing is creating a micro-site for the Ball's Falls Festival. The site, set to launch in mid-September, will incorporate online ticket sales and be the driver of information for festival attendees.
- 4.13 **Comfort Maple** - Staff is working with Operations to develop a plan to optimize the harvesting of seeds/seedlings of the Comfort Maple. A large number of interest/inquiries have been generated as a result of the articles written by Sun Media and Bullet News.
- 4.14 **Fundraising Update** - Two Memorial Benches will be installed at St. Johns Conservation Area on behalf of 2 donor families.

Staff is coordinating donations from Thanksgiving Festival vendors to use for the annual Foundation raffle. Tickets will be sold at the Thanksgiving Festival with the draw to be held on October 13<sup>th</sup>.



**Report To:** Board of Directors  
**Subject:** Financial Report – Month Ending August 31, 2014  
**Report No:** 87-14  
**Date:** September 17, 2014

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**RECOMMENDATION:**

To be received for information

**DISCUSSION:**

To provide the Board a cash flow summary of operations & capital expenditures versus revenues will remain within budget allocations approved by the Board.

The Corporate operations and capital budget will be reviewed mid-cycle following the close of August 31, 2014 to confirm general financial oversight and compliance with financial planning and reporting is in accordance with Public Sector Accounting Board standards. Trends and variance reporting will be provided in accordance with accounting best practices.

**FINANCIAL IMPLICATIONS:**

The lines of business are within budget allocations identified during the budget preparation and approval cycle.

**RELATED REPORTS AND APPENDICES:**

**Appendix "A" – Budget Status report month ending August 31, 2014**  
**Appendix "B" – Master Card expense payment for month of July, 2014.**

**Prepared by:**

Name: Jim Hagar, Acting Sr. Mgr., Corporate Services

**Submitted by:**

Carmen D'Angelo; CAO / Secretary Treasurer

*This report was prepared in consultation with Cathy Kaufmann, Accounting Administrator*

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# APPENDIX "A"

## BUDGET STATUS

Period Ending August 31, 2014

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September 17, 2014 Full Authority Meeting

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CURRENT BUDGET SUMMARY  
8 PERIODS ENDED 2014-08-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	174,496.00	174,496.00	174,500.00	100.00
PROVINCIAL GRANTS-MOE	0.00	29,706.04	58,300.00	50.95
PROVINCIAL GRANTS-OTHER	0.00	0.00	55,700.00	0.00
FEDERAL GRANTS	0.00	38,089.00	41,000.00	92.90
MUNICIPAL LEVY-GENERAL	899,966.50	2,699,899.50	3,599,868.00	75.00
LEVY-SPECIAL-NIAGARA	614,861.00	1,844,583.00	2,459,444.00	75.00
LEVY-SPECIAL-HAMILTON	25,382.00	76,146.00	101,528.00	75.00
LEVY-SPECIAL-HALDIMAND	(704.00)	(2,112.00)	(2,817.00)	74.97
LEVY-SPECIAL-OTHER	0.00	0.00	8,300.00	0.00
USER FEES	152,822.07	1,113,120.80	1,440,576.00	77.27
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
ADMINISTRATION FEES	28,710.00	239,105.50	260,000.00	91.96
RESERVE FUNDS	0.00	0.00	411,227.00	0.00
MISCELLANEOUS	33,974.70	167,130.83	262,262.00	63.73

<b>1,929,508.27</b>	<b>6,380,164.67</b>	<b>8,869,888.00</b>	<b>71.93</b>
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**EXPENDITURES**  
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CORPORATE SERVICES	179,732.69	1,870,330.08	2,415,603.00	77.43
RESOURCE INV. & ENV. MONITORING	63,133.20	317,742.01	501,417.00	63.37
FLOOD PROTECTION SERVICES	63,838.70	376,010.52	596,205.00	63.07
ENVIRONMENTAL ADVISORY SERVICES	77,430.68	459,254.76	691,171.00	66.45
CONSERVATION LAND MANAGEMENT	59,171.43	720,235.70	2,125,391.00	33.89
CONSERVATION LAND PROGRAMMING	311,683.40	1,492,864.32	2,378,660.00	62.76
VEHICLES & EQUIPMENT	6,482.55	113,080.19	164,940.00	68.56

<b>761,472.65</b>	<b>5,349,517.58</b>	<b>8,873,387.00</b>	<b>60.29</b>
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**NIAGARA PENINSULA CONSERVATION AUTHORITY  
RESOURCE INVENTORY & ENVIRONMENTAL MONITORING - CURRENT  
8 PERIODS ENDED 2014-08-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	29,706.04	58,300.00	50.95
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
FEDERAL GRANTS	0.00	38,089.00	41,000.00	92.90
MUNICIPAL LEVY-GENERAL	88,556.50	265,669.50	354,227.00	75.00
LEVY-SPECIAL-NIAGARA	8,750.00	26,250.00	35,000.00	75.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	10,354.99	91,383.58	12,890.00	708.95
	<b>107,661.49</b>	<b>451,098.12</b>	<b>501,417.00</b>	<b>89.96</b>
<b>EXPENDITURES</b> =====				
NIAGARA R. REMEDIAL ACTION PLAN	8,859.49	54,834.21	99,300.00	55.22
GLANBROOK LANDFILL MONITORING	1,146.14	6,500.36	10,616.00	61.23
JOHN C. MUNROE AIRPORT MONITORING	293.50	1,834.17	2,274.00	80.66
DRAIN CLASSIFICATION	0.00	0.00	0.00	0.00
W/S WATER QUALITY MONITORING	31,285.00	163,158.92	258,834.00	63.04
NIAGARA CHILDREN'S WATER FESTIVAL	21,549.07	91,414.35	130,393.00	70.11
WATERSHED REPORT CARD	0.00	0.00	0.00	0.00
	<b>63,133.20</b>	<b>317,742.01</b>	<b>501,417.00</b>	<b>63.37</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
ENVIRONMENTAL ADVISORY SERVICES - CURRENT  
8 PERIODS ENDED 2014-08-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	58,800.00	58,800.00	58,800.00	100.00
MUNICIPAL LEVY-GENERAL	123,092.75	369,278.25	492,371.00	75.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
ADMINISTRATION FEES	14,620.00	124,570.50	140,000.00	88.98
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	7,500.00	0.00	0.00
	<b>196,512.75</b>	<b>560,148.75</b>	<b>691,171.00</b>	<b>81.04</b>
<b>EXPENDITURES</b> =====				
MUNICIPAL PLAN INPUT & REVIEW	47,404.66	277,738.17	422,173.00	65.79
DEVELOPMENT PLAN INPUT & REVIEW	30,026.02	181,516.59	268,998.00	67.48
	<b>77,430.68</b>	<b>459,254.76</b>	<b>691,171.00</b>	<b>66.45</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CONSERVATION LAND PROGRAMMING - CURRENT  
8 PERIODS ENDED 2014-08-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
PROVINCIAL GRANTS-OTHER	0.00	0.00	20,000.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	0.00	0.00
LEVY-SPECIAL-NIAGARA	160,468.75	481,406.25	641,875.00	75.00
LEVY-SPECIAL-HAMILTON	25,382.00	76,146.00	101,528.00	75.00
LEVY-SPECIAL-HALDIMAND	(704.00)	(2,112.00)	(2,817.00)	74.97
MISCELLANEOUS	16,109.43	16,109.43	178,872.00	9.01
RESERVE FUNDS	0.00	0.00	3,727.00	0.00
USER FEES	152,097.07	1,107,320.80	1,431,976.00	77.33
	<b>353,353.25</b>	<b>1,678,870.48</b>	<b>2,375,161.00</b>	<b>70.68</b>
<b>EXPENDITURES</b>				
=====				
BALL'S FALLS	76,001.30	425,327.31	666,644.00	63.80
BINBROOK	52,696.17	252,012.19	342,533.00	73.57
CHIPPAWA CREEK	65,631.53	269,381.90	398,629.00	67.58
LONG BEACH	57,762.10	235,678.50	376,946.00	62.52
BAIRD ESTATE	0.00	3,822.14	2,265.00	168.75
BEAMER MEMORIAL	198.00	3,682.54	8,950.00	41.15
BINBROOK TRACT	0.00	330.40	665.00	49.68
CAVE SPRINGS	0.00	1,765.47	2,875.00	61.41
COMFORT MAPLE	6.09	692.91	1,410.00	49.14
ELM STREET PROJECT	1,879.00	8,059.24	17,246.00	46.73
E.C.BROWN	0.00	268.94	3,115.00	8.63
GAINSBOROUGH	40,453.45	211,299.21	316,552.00	66.75
HEDLEY FOREST	0.00	252.19	510.00	49.45
HUMBERSTONE MARSH	0.00	137.31	410.00	33.49
JORDAN HARBOUR	346.89	2,201.68	6,125.00	35.95
LOUTH	0.00	137.32	560.00	24.52
MORGAN'S POINT	925.28	4,167.00	9,025.00	46.17
MOUNTAINVIEW	0.00	761.64	2,415.00	31.54
MUD LAKE	34.92	456.19	3,015.00	15.13
OSWEGO CREEK	0.00	59.69	50.00	119.38
PELHAM DOG PARK	3,229.15	4,074.36	0.00	0.00
PORT DAVIDSON	0.00	151.56	310.00	48.89
ROCKWAY	0.00	260.45	1,210.00	21.52
RUIGROK TRACT	0.00	195.54	350.00	55.87
STATION ROAD PROJECT	848.05	4,624.17	7,014.00	65.93
STEVENSVILLE	1,229.30	9,503.81	12,995.00	73.13
ST.JOHN'S	770.64	8,687.25	6,830.00	127.19
TWO MILE CREEK	0.00	869.99	1,660.00	52.41
VIRGIL	0.00	274.60	6,460.00	4.25
WAINFLEET BOG	23.40	663.04	2,010.00	32.99
THE GORD HARRY CONSERVATION TRAIL	894.09	1,849.97	6,460.00	28.64
WAINFLEET WETLANDS	582.10	6,001.43	5,145.00	116.65
WAINFLEET ACCESS POINT PROJECT	3,844.78	10,554.31	11,811.00	89.36
WILLOUGHBY MARSH	0.00	461.87	1,010.00	45.73
WOOLVERTON	0.00	137.32	310.00	44.30
GLENRIDGE QUARRY PROJECT	3,645.16	16,000.50	142,800.00	11.20
WOODEND	682.00	8,060.38	12,345.00	65.29
	<b>311,683.40</b>	<b>1,492,864.32</b>	<b>2,378,660.00</b>	<b>62.76</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CAPITAL BUDGET SUMMARY  
8 PERIODS ENDED 2014-08-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-OTHER	9,375.00	314,481.53	290,067.00	108.42
FEDERAL GRANTS	5,553.00	77,515.96	181,000.00	42.83
MUNICIPAL LEVY-GENERAL	67,871.25	203,613.75	271,485.00	75.00
LEVY-SPECIAL-NIAGARA	284,034.25	852,102.75	1,136,137.00	75.00
LEVY-SPECIAL-HAMILTON	64,275.00	192,825.00	257,100.00	75.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	81,000.00	0.00
RESERVE FUNDS	0.00	0.00	150,000.00	0.00
MISCELLANEOUS	11,594.96	150,546.86	160,000.00	94.09
	<b>442,703.46</b>	<b>1,791,085.85</b>	<b>2,526,789.00</b>	<b>70.88</b>
<b>EXPENDITURES</b> =====				
WATERSHED STUDIES	43,571.48	193,631.14	260,067.00	74.45
RESOURCE INV. & ENV. MONITORING	60,703.74	436,873.98	809,019.00	54.00
FLOOD PROTECTION SERVICES	7,949.33	102,734.36	247,103.00	41.58
CONSERVATION LAND DEVELOPMENT	28,495.29	1,882,508.35	1,210,600.00	155.50
	<b>140,719.84</b>	<b>2,615,747.83</b>	<b>2,526,789.00</b>	<b>103.52</b>



**NIAGARA PENINSULA CONSERVATION AUTHORITY  
RESOURCE INVENTORY & ENVIRONMENTAL MONITORING - CAPITAL  
8 PERIODS ENDED 2014-08-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
FEDERAL GRANTS	0.00	71,962.96	181,000.00	39.76
MUNICIPAL LEVY-GENERAL	26,095.50	78,286.50	104,382.00	75.00
LEVY-SPECIAL-NIAGARA	78,409.25	235,227.75	313,637.00	75.00
LEVY-SPECIAL-HAMILTON	12,500.00	37,500.00	50,000.00	75.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	9,224.96	19,799.06	160,000.00	12.37
	<b>126,229.71</b>	<b>442,776.27</b>	<b>809,019.00</b>	<b>54.73</b>
<b>EXPENDITURES</b>				
=====				
WELLAND R. WATERSHED RESTORATION				
STEWARDSHIP	0.00	0.00	0.00	0.00
WATERSHED GIS	0.00	0.00	0.00	0.00
AOC WATER QUALITY MONITORING	8,680.59	17,572.92	0.00	0.00
AGRICULTURAL STEWARDSHIP	10,700.25	109,448.23	190,011.00	57.60
E.C.BROWN WETLAND PROJECT	713.79	3,223.64	0.00	0.00
OPG PROJECTS	2,164.81	17,137.89	60,000.00	28.56
MISCELLANEOUS PROJECTS	0.00	0.00	0.00	0.00
sub-total	<b>22,259.44</b>	<b>147,382.68</b>	<b>250,011.00</b>	<b>58.95</b>
12 MILE CK WATERSHED RESTORATION				
STEWARDSHIP	2,965.49	17,481.26	27,801.00	62.88
PROJECTS	11,076.76	51,768.29	117,158.00	44.19
PCB BIODIVERSITY	0.00	0.00	0.00	0.00
sub-total	<b>14,042.25</b>	<b>69,249.55</b>	<b>144,959.00</b>	<b>47.77</b>
WATERSHED GENERAL RESTORATION	12,902.99	157,214.32	195,371.00	80.47
WATERSHED WELL DE-COMMISSIONING	1,403.46	8,663.90	25,000.00	34.66
20 MILE CREEK RESTORATION	4,395.59	20,463.93	100,039.00	20.46
FORT ERIE CREEKS RESTORATION	0.00	0.00	0.00	0.00
N-O-T-L CREEKS RESTORATION	5,700.01	33,899.60	93,639.00	36.20
15,16,18 MILE CREEKS RESTORATION	0.00	0.00	0.00	0.00
LYON'S CREEK SEDIMENT REMEDIATION	0.00	0.00	0.00	0.00
NATURAL HERITAGE AREAS INVENTORY	0.00	0.00	0.00	0.00
DRINKING WATER STEWARDSHIP	0.00	0.00	0.00	0.00
	<b>60,703.74</b>	<b>436,873.98</b>	<b>809,019.00</b>	<b>54.00</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CONSERVATION LAND DEVELOPMENT - CAPITAL  
8 PERIODS ENDED 2014-08-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
FEDERAL GRANTS	5,553.00	5,553.00	0.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	0.00	0.00
LEVY-SPECIAL-NIAGARA	205,625.00	616,875.00	822,500.00	75.00
LEVY-SPECIAL-HAMILTON	51,775.00	155,325.00	207,100.00	75.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	81,000.00	0.00
RESERVE FUNDS	0.00	0.00	100,000.00	0.00
MISCELLANEOUS	2,370.00	130,747.80	0.00	0.00
	<b>265,323.00</b>	<b>908,500.80</b>	<b>1,210,600.00</b>	<b>75.05</b>
<b>EXPENDITURES</b>				
=====				
LAND ACQUISITION	0.00	1,590,890.20	600,000.00	265.15
BALL'S FALLS	1,166.97	17,040.93	32,000.00	53.25
BINBROOK	2,000.00	35,991.11	107,100.00	33.61
CHIPPAWA CREEK	867.88	66,407.53	225,000.00	29.51
LONG BEACH	1,181.00	9,605.34	70,000.00	13.72
BEAMER MEMORIAL	0.00	0.00	0.00	0.00
BINBROOK TRACT	0.00	0.00	0.00	0.00
E.C.BROWN	0.00	103.80	0.00	0.00
HEDLEY FOREST	0.00	0.00	0.00	0.00
HUMBERSTONE	0.00	0.00	0.00	0.00
MORGAN'S POINT	0.00	0.00	0.00	0.00
RUIGROK TRACT	0.00	0.00	0.00	0.00
WAINFLEET BOG	0.00	0.00	0.00	0.00
MEMORIAL FORESTS	0.00	0.00	1,000.00	0.00
ROCKWAY	0.00	0.00	0.00	0.00
TWENTY VALLEY TRAIL	0.00	7,301.28	0.00	0.00
GAINSBOROUGH	3,383.04	4,419.96	72,500.00	6.10
MOUNTAINVIEW	0.00	0.00	0.00	0.00
ST.JOHN'S	0.00	0.00	23,000.00	0.00
VIRGIL	0.00	704.94	0.00	0.00
GORD HARRY CONSERVATION TRAIL	0.00	0.00	0.00	0.00
WILLOUGHBY MARSH	0.00	0.00	0.00	0.00
SMITH-NESS	0.00	0.00	0.00	0.00
TWO MILE CREEK	0.00	0.00	0.00	0.00
STEVENSVILLE	0.00	0.00	0.00	0.00
WAINFLEET WETLANDS	0.00	0.00	0.00	0.00
WOODEND	0.00	0.00	0.00	0.00
CAVE SPRINGS	0.00	0.00	0.00	0.00
MUD LAKE	0.00	0.00	0.00	0.00
JORDAN HARBOUR	0.00	0.00	80,000.00	0.00
COMFORT MAPLE	0.00	0.00	0.00	0.00
ST. JOHNS CENTRE	19,896.40	150,043.26	0.00	0.00
	<b>28,495.29</b>	<b>1,882,508.35</b>	<b>1,210,600.00</b>	<b>155.50</b>

# APPENDIX “B”

Master Card Expense  
For the month of July, 2014

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September 17, 2014 Full Authority Meeting



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**Report To:** Board of Directors

**Subject:** Appendix B - Master Card Expense Summary – July 2014

**Date:** September 17, 2014

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**RECOMMENDATION:**

1. For Information

**PURPOSE:**

To provide the Board with a summary of Master Card transactions paid for the Month of July, 2014

**MASTERCARD JULY 2014**  
**Cheque #38572**

**Cost to Department Division**

Corporate Communications	\$	92.64
Corporate Management	\$	1,314.52
Conservation Land Management	\$	547.28
Conservation Areas	\$	6,639.54
Vehicles & Equipment	\$	2,988.07
Land Management Capital	\$	3,040.12
Water Management	\$	109.91
Special Events	\$	244.22
HST	\$	1,524.05
<b><u>Total</u></b>	<b>\$</b>	<b><u>16,500.35</u></b>



Financial Statements

Niagara Peninsula Conservation Authority

December 31, 2013

# Contents

	<b>Page</b>
Independent Auditor's Report	1 - 2
Statement of Financial Position	3
Statement of Operations and Changes in Net Financial Assets (Debt)	4
Statement of Continuity of Reserves and Reserve Fund	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 - 13
Schedules of Segment Revenues and Expenses	14 - 24

## Independent Auditor's Report

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To the Members of  
Niagara Peninsula Conservation Authority

We have audited the accompanying financial statements of Niagara Peninsula Conservation Authority, which comprise the statement of financial position as at December 31, 2013, and the statements of financial activities and change in net financial assets, continuity of reserves and reserve fund, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Independent Auditor's Report (continued)

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Niagara Peninsula Conservation Authority as at December 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

St. Catharines, Canada  
April 16, 2014

Chartered Accountants  
Licensed Public Accountants



# Niagara Peninsula Conservation Authority

## Statement of Financial Position

December 31	2013	2012
<b>Assets</b>		
Cash	\$ 5,604,466	\$ 4,795,136
Investments (Note 3)	3,003,193	3,354,023
Accounts receivable		
Government grants	111,329	177,467
Municipal levies	5,257	5,119
Niagara Peninsula Conservation Foundation	30,010	7,603
Other	<u>242,448</u>	<u>260,557</u>
	<u>389,044</u>	<u>450,746</u>
	<u>8,996,703</u>	<u>8,599,905</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	667,052	481,914
Employee future benefits (Note 4)	150,000	193,000
Deferred revenues	378,633	558,329
Deferred Welland River Restoration, Ontario Power Generation	2,076,143	2,217,686
Long-term debt (Note 5)	<u>6,214,431</u>	<u>7,512,783</u>
	<u>9,486,259</u>	<u>10,963,712</u>
<b>Net financial assets (debt)</b>	(489,556)	(2,363,807)
<b>Non-financial assets</b>		
Prepaid expenses	24,000	24,000
Tangible capital assets (Note 6)	<u>16,521,320</u>	<u>16,343,688</u>
<b>Accumulated surplus</b>	<u>\$16,055,764</u>	<u>\$14,003,881</u>
<b>Accumulated surplus</b>		
Reserves (Page 5)		
Unexpended capital reserves	\$ 4,696,958	\$ 4,193,849
Operating reserves	<u>1,026,981</u>	<u>955,347</u>
	5,723,939	5,149,196
Reserve fund (Page 5)		
Accumulated sick leave (Note 8)	24,936	23,780
Net assets invested in tangible capital assets, including land, buildings and equipment (Note 10)	<u>10,306,889</u>	<u>8,830,905</u>
	<u>\$16,055,764</u>	<u>\$14,003,881</u>

Approved on behalf of the Authority

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer

# Niagara Peninsula Conservation Authority

## Statement of Operations and Changes in Net Financial Assets (Debt)

Year ended December 31	2013 Budget	2013 Actual	2012 Actual
<b>Revenues</b>			
Government grants			
MNR transfer payments	\$ 174,500	\$ 174,496	\$ 174,496
Provincial other	373,787	688,834	611,067
Federal	222,000	234,980	255,578
Municipal levies			
General	3,153,850	3,153,850	3,034,500
Special	4,494,906	4,491,863	4,407,425
Authority generated			
User fees, sales and admissions	1,499,395	1,256,110	1,255,740
Niagara Peninsula Conservation Foundation	51,000	39,802	16,322
Administration fees	220,000	321,433	328,305
Interest	50,000	114,766	101,408
Land contribution (Note 6)	-	67,000	1,350,000
Other	592,882	627,627	720,089
	<u>10,832,320</u>	<u>11,170,761</u>	<u>12,254,930</u>
<b>Expenses</b>			
Corporate services (Page 14)	1,292,425	1,350,689	1,293,356
Watershed management and health monitoring (page 15)	3,263,425	3,204,353	3,335,642
Environmental advisory services (page 18)	499,189	503,303	479,864
Conservation land management (page 19)	2,179,943	790,330	2,112,168
Conservation land programming and development(Pg 20)	3,936,941	2,703,907	2,586,560
Vehicle and equipment, net of usage charged (Page 23)	101,940	23,550	18,301
	<u>11,273,863</u>	<u>8,576,132</u>	<u>9,825,891</u>
Annual surplus (deficit) before amortization	(441,543)	2,594,629	2,429,039
Amortization	<u>-</u>	<u>542,005</u>	<u>520,052</u>
Annual surplus	\$ <u>(441,543)</u>	2,052,624	1,908,987
Assumption of long-term debt (Note 5)			- (7,512,783)
Changes in non-financial assets			
Acquisition of tangible capital assets		(653,378)	(616,749)
Contributed tangible capital assets		(67,000)	(1,350,000)
Disposal of tangible capital assets		-	10,800
Amortization		<u>542,005</u>	<u>520,052</u>
		<u>(178,373)</u>	<u>(1,435,897)</u>
Net financial assets (debt) - beginning of year		<u>(2,363,807)</u>	<u>4,675,886</u>
Net financial assets (debt) - end of year		\$ <u>(489,556)</u>	<u>\$ (2,363,807)</u>

## Niagara Peninsula Conservation Authority Statement of Continuity of Reserves and Reserve Fund

Year ended December 31	Balance 2012	Appropriations From Operations	Appropriations To Operations	Balance 2013
<b>Unexpended capital reserves</b>				
Capital assets				
Vehicle	\$ 226,330	\$ 48,459	\$ 60,000	\$ 214,789
Equipment	79,393	35,685	30,000	85,078
Computers and office equipment	<u>79,522</u>	<u>-</u>	<u>-</u>	<u>79,522</u>
	<u>385,245</u>	<u>84,144</u>	<u>90,000</u>	<u>379,389</u>
Conservation area capital reserve				
Regional Municipality of Niagara	639,295	20,150	115,392	544,053
City of Hamilton	54,822	2,350	16,138	41,034
Haldimand County	10,954	320	-	11,274
Jordan Harbour	86,286	-	-	86,286
Land acquisition - Hamilton	500,000	100,000	-	600,000
Land acquisition - Niagara	<u>1,493,146</u>	<u>364,184</u>	<u>-</u>	<u>1,857,330</u>
	<u>2,784,503</u>	<u>487,004</u>	<u>131,530</u>	<u>3,139,977</u>
Water management capital projects				
Welland River restoration - capital	5,153	-	-	5,153
Welland River restoration - Niagara	217,054	-	-	217,054
Welland River restoration - Hamilton	3,160	-	-	3,160
Water Management	94,472	-	-	94,472
Watershed Studies - Niagara	3,162	-	-	3,162
Watershed Studies - Hamilton	20,260	-	-	20,260
Watershed Studies - Haldimand	22,032	-	-	22,032
Flood protection services	402,666	11,976	-	414,642
Resource inventory & monitoring	<u>256,142</u>	<u>141,515</u>	<u>-</u>	<u>397,657</u>
	<u>1,024,101</u>	<u>153,491</u>	<u>-</u>	<u>1,177,592</u>
	<u>\$ 4,193,849</u>	<u>\$ 724,639</u>	<u>\$ 221,530</u>	<u>\$ 4,696,958</u>
<b>Operating reserves</b>				
Conservation areas				
Regional Municipality of Niagara	\$ 169,418	\$ -	\$ 79,144	\$ 90,274
City of Hamilton	225,027	-	19,038	205,989
Haldimand County	<u>12,707</u>	<u>5,868</u>	<u>-</u>	<u>18,575</u>
	<u>407,152</u>	<u>5,868</u>	<u>98,182</u>	<u>314,838</u>
Conservation land management				
Tree by-law	57,998	-	-	57,998
Agreement forest	20,606	-	-	20,606
Regulations and planning services	309,100	-	-	309,100
General operating contingency	139,262	163,948	-	303,210
Debt charge reserve	<u>21,229</u>	<u>-</u>	<u>-</u>	<u>21,229</u>
	<u>\$ 955,347</u>	<u>\$ 169,816</u>	<u>\$ 98,182</u>	<u>\$ 1,026,981</u>
<b>Reserve fund</b>				
Accumulated sick leave	<u>\$ 23,780</u>	<u>\$ 1,156</u>	<u>\$ -</u>	<u>\$ 24,936</u>

# Niagara Peninsula Conservation Authority

## Statement of Cash Flows

Year ended December 31

2013

2012

Increase in cash

### Operating activities

Increase in net assets for the year	\$ 2,052,624	\$ 1,908,987
Adjustments for non-cash items		
Amortization of tangible capital assets	542,005	520,052
Contributed tangible capital assets	(67,000)	(1,350,000)
Gain on disposal of tangible capital assets	(12,474)	(15,700)
Employee future benefits	(43,000)	13,000
	<u>2,472,155</u>	<u>1,076,339</u>
Changes in non-cash working capital		
Accounts receivable	61,702	52,563
Accrued interest on investments	830	7,784
Accounts payable and accrued liabilities	185,138	7,613
Deferred revenues	(179,696)	(136,008)
Deferred contribution	(141,543)	(176,860)
	<u>2,398,586</u>	<u>831,431</u>

### Investing activities

Proceeds from sale of investments	3,350,000	3,599,971
Purchases of investments	(3,000,000)	(3,350,000)
	<u>350,000</u>	<u>249,971</u>

### Capital activities

Purchases of tangible capital assets	(653,378)	(616,749)
Proceeds from disposal of tangible capital assets	12,474	26,500
Payments on long-term debt	(1,298,352)	-
	<u>(1,939,256)</u>	<u>(590,249)</u>

Increase in cash 809,330 491,153

### Cash

Beginning of year	<u>4,795,136</u>	<u>4,303,983</u>
End of year	<u>\$ 5,604,466</u>	<u>\$ 4,795,136</u>

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# Niagara Peninsula Conservation Authority

## Notes to the Financial Statements

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December 31, 2013

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### 1. Nature of operations

The Niagara Peninsula Conservation Authority is established under The Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources. It is exempt from income taxes under section 149(1)(c) of the Income Tax Act.

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### 2. Significant accounting policies

These financial statements are prepared by management in accordance with Canadian public sector accounting standards.

The significant accounting policies used are as follows:

#### Basis of accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

#### Budget figures

The budget for 2013 is reflected on the Statement of Financial Activities and Change in Net Financial Assets. The budget figures do not include full amounts for amortization of tangible capital assets. Since the budgets established for capital are on a project-oriented basis, the costs of which may be carried over one or more years, the budget figures are not directly comparable with the current year actual amounts.

#### Reserves

Reserves for future expenditures and contingencies are established as required at the discretion of the Board of Directors of the Authority. Increases or decreases in these reserves are made by appropriations from or to operations.

#### Investments

Investments are recorded at amortized cost.

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# Niagara Peninsula Conservation Authority

## Notes to the Financial Statements

December 31, 2013

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### 2. Significant accounting policies (continued)

#### Tangible capital assets

Tangible capital assets are recorded at cost and amortized on a straight-line basis over the life of the asset using the following annual rates:

Land improvements	20 years
Buildings	30 years
Dams	15 to 100 years
Gauge stations	15 to 30 years
Equipment	10 years
Vehicles	5 years
Office equipment	5 years

#### Vehicles and equipment

The Authority maintains reserves for replacement of vehicles and equipment. Internal charges for the use of the vehicles and equipment are made to the various projects and programs of the Authority. The internal charges are designed to recover the costs of operating equipment including replacement.

#### Government transfers

Government transfers are recognized as revenue in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

#### Deferred revenue

Deferred revenues represent grants and user fees which have been collected but for which related grant expenditures or related services have yet to be performed. These amounts will be recognized as revenues in the year the expenditures are made or services provided.

#### Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

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### 3. Investments

Investments consist of bank guaranteed investment certificates bearing interest of 1.45% to 2.05% and maturing within a year.

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## Niagara Peninsula Conservation Authority

### Notes to the Financial Statements

December 31, 2013

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#### 4. Employee future benefits

The Authority provides extended life, health and dental benefits for early retirees to age 65 which will require funding in future periods. The Authority recognizes these post-retirement costs in the period in which the employees rendered the services. The accrued benefit liability at December 31, 2013 was estimated by management to be \$150,000 (2012 - \$193,000).

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#### 5. Long-term debt

	2013	2012
The Authority has assumed responsibility for the payment of principal and interest charges on long-term debt issued by the Region of Niagara. The debt bears interest at 5%. At the end of the year, the outstanding principal amount of this debt is	<b><u>\$ 6,214,431</u></b>	<b><u>\$ 7,512,783</u></b>

Principal repayments in each of the next five years are due as follows:

2014	\$ 1,304,448
2015	1,288,932
2016	1,177,920
2017	982,670
2018	760,429

The Authority paid \$331,392 in interest on long-term debt during the year.

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# Niagara Peninsula Conservation Authority

## Notes to the Financial Statements

December 31, 2013

### 6. Tangible capital assets

	Cost Beginning of Year	Additions	Disposals	Cost End of Year	Accumulated Amortization Beginning of Year	Amortization	Disposals	Accumulated Amortization End of Year	Net Book Value 2013
Land	\$5,814,089	\$ 67,000	\$ -	\$5,881,089	\$ -	\$ -	\$ -	\$ -	\$ 5,881,089
Land improvements	4,079,653	261,992	-	4,341,645	1,803,803	170,006	-	1,973,809	2,367,836
Buildings	5,100,841	3,543	-	5,104,384	1,254,873	161,414	-	1,416,287	3,688,097
Dams	4,977,128	-	-	4,977,128	1,359,165	58,451	-	1,417,616	3,559,512
Gauge stations	294,931	-	-	294,931	88,238	14,925	-	103,163	191,768
Equipment	916,928	57,828	-	974,756	451,167	87,367	-	538,534	436,222
Vehicles	189,709	40,401	18,500	211,610	137,013	24,762	18,500	143,275	68,336
Office equipment	229,258	32,640	-	261,898	178,038	25,080	-	203,118	58,780
Work-in-progress	13,448	256,974	741	269,681	-	-	-	-	269,681
	<u>\$21,615,985</u>	<u>\$ 720,378</u>	<u>\$ 19,241</u>	<u>\$22,317,122</u>	<u>\$5,272,297</u>	<u>\$ 542,005</u>	<u>\$ 18,500</u>	<u>\$5,795,802</u>	<u>\$16,521,320</u>

	Cost Beginning of Year	Additions	Disposals	Cost End of Year	Accumulated Amortization Beginning of Year	Amortization	Disposals	Accumulated Amortization End of Year	Net Book Value 2012
Land	\$4,456,458	\$1,357,631	\$ -	\$5,814,089	\$ -	\$ -	\$ -	\$ -	\$5,814,089
Land improvements	3,747,883	331,770	-	4,079,653	1,646,788	157,015	-	1,803,803	2,275,850
Buildings	5,042,893	57,948	-	5,100,841	1,093,577	161,296	-	1,254,873	3,846,968
Dams	4,908,390	68,738	-	4,977,128	1,300,714	58,451	-	1,359,165	3,617,963
Gauge stations	289,340	5,591	-	294,931	73,313	14,925	-	88,238	206,693
Equipment	850,101	84,827	18,000	916,928	376,163	82,204	7,200	451,167	465,761
Vehicles	165,865	48,331	24,487	189,709	140,618	20,882	24,487	137,013	52,696
Office equipment	204,733	24,525	-	229,258	152,759	25,279	-	178,038	51,220
Work-in-progress	26,059	13,448	26,059	13,448	-	-	-	-	13,448
	<u>\$19,691,722</u>	<u>\$1,992,809</u>	<u>\$ 68,546</u>	<u>\$21,615,985</u>	<u>\$4,783,932</u>	<u>\$ 520,052</u>	<u>\$ 31,687</u>	<u>\$5,272,297</u>	<u>\$16,343,688</u>

On November 13, 2013 the Authority received a donation of property. The property was appraised and recorded at a fair value of \$67,000. This amount has been added to the cost of the land and reported in revenue as a land contribution in 2013.

### 7. Credit facility

The Authority's credit facility includes an overdraft lending account of \$800,000 bearing interest at prime. No amount was outstanding as at the year end. The facility is secured by a general security agreement.



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## Niagara Peninsula Conservation Authority

### Notes to the Financial Statements

December 31, 2013

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#### 8. Liability for sick leave benefits

Under the sick leave benefit plan, unused sick leave was accumulated to March 1, 1990 and employees may become entitled to a cash payment at their current rate of pay when they leave the Authority's employment.

The liability for these accumulated days to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$19,637 (2012 - \$19,252) at the end of the year. A reserve fund of \$24,936 (2012 - \$23,780) has been provided for this past service liability at December 31, 2013.

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#### 9. Pension plan

The Authority makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of the 60 (2012 - 55) members of its staff. The plan is a defined benefit plan to be received by the employees based on the length of service and rates of pay. The contributions to OMERS for 2013 current service was \$392,282 (2012 - \$341,668).

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#### 10. Net assets invested in tangible capital assets

The net assets invested in tangible capital assets is represented by:

	2013	2012
Tangible capital assets net book value	\$16,521,320	\$16,343,688
Less Past Capital Levy due to the Region (Note 5)	<u>(6,214,431)</u>	<u>(7,512,783)</u>
	<u>\$10,306,889</u>	<u>\$ 8,830,905</u>

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#### 11. Comparative figures

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

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## Niagara Peninsula Conservation Authority

### Notes to the Financial Statements

December 31, 2013

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#### 12. Economic interest in Niagara Peninsula Conservation Foundation

The Authority has an economic interest in the Niagara Peninsula Conservation Foundation ("Foundation"). The Foundation is incorporated under the laws of Ontario to assist in the cultivation and advancement of conservation by actively seeking support for conservation projects and programs through fund raising efforts and by serving as custodian for the donations and gifts. The Foundation is a charity that is exempt from income tax under the Income Tax Act. The Authority is the main beneficiary of the Foundation's externally restricted and unrestricted funds.

The Foundation follows Canadian accounting standards for non-profit organizations, the financial highlights of the Foundation for the year ending December 31, 2013 are as follows:

##### Statement of financial position

	2013	2012
Assets	<u>\$ 249,841</u>	<u>\$ 220,821</u>
Liabilities	<u>\$ 33,010</u>	<u>\$ 10,603</u>
Net assets		
Endowment fund	69,956	62,709
Externally restricted fund	65,527	59,027
Unrestricted fund	<u>81,318</u>	<u>88,482</u>
	<u>216,801</u>	<u>210,218</u>
	<u>\$ 249,811</u>	<u>\$ 220,821</u>

##### Statement of operations

	2013	2012
Revenues	<u>\$ 80,069</u>	<u>\$ 79,846</u>
Expenses	<u>33,654</u>	<u>32,015</u>
Excess of revenues before transfers	<u>46,415</u>	<u>47,831</u>
Transfers to the Authority	<u>39,802</u>	<u>16,322</u>
Excess of revenues over expenses for the year	<u>\$ 6,613</u>	<u>\$ 31,509</u>

##### Statement of cash flows

	2013	2012
Excess of revenues over expenses for the year	<u>\$ 6,613</u>	<u>\$ 31,509</u>
Changes in non-cash working capital	<u>22,377</u>	<u>(23,673)</u>
Increase (decrease) in cash and equivalents	<u>28,990</u>	<u>7,836</u>
Cash and equivalents, beginning of year	<u>219,059</u>	<u>211,223</u>
Cash and equivalents, end of year	<u>\$ 248,049</u>	<u>\$ 219,059</u>

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# Niagara Peninsula Conservation Authority

## Notes to the Financial Statements

December 31, 2013

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### 13. Segmented information

The Authority provides a wide range of services which are categorized by department. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

#### **Corporate services**

Corporate services is comprised of the administration of the offices.

#### **Watershed management and health monitoring**

The watershed management department is the umbrella for three divisions dedicated to monitoring, regulating, protecting and improving the health and safety of our watershed.

#### **Environmental advisory services**

The environmental advisory services department provides municipal and development plan input and review services.

#### **Conservation land management**

Conservation land management is the administration department for the conservation areas.

#### **Conservation land programming and development**

Conservation land programming and development is responsible for maintenance and improvements to the conservation areas.

#### **Vehicles and equipment**

The vehicles and equipment department accounts for the cost of maintaining the vehicles and equipment. The use of the vehicles and equipment are charged to other departments as they are used based on fixed rates.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis.

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**Niagara Peninsula Conservation Authority**  
**Corporate Services**  
**Schedule of Segment Disclosure**

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
<b>Revenues</b>			
Provincial grants	\$ -	\$ 125,000	\$ 60,000
Municipal levy-general	1,188,324	1,188,324	1,130,500
Municipal levy-special	24,101	24,101	-
Interest	50,000	114,766	101,408
Other	30,000	13,644	6,479
	<u>1,292,425</u>	<u>1,465,835</u>	<u>1,298,387</u>
<b>Expenses</b>			
Corporate management	312,700	367,738	276,020
Office services	373,100	320,209	317,380
Financial services	202,300	205,891	211,105
Human resources	33,500	65,026	204,977
Information technology	133,601	111,733	80,437
Corporate communications	237,224	280,092	203,437
	<u>1,292,425</u>	<u>1,350,689</u>	<u>1,293,356</u>
Annual surplus	-	115,146	5,031
Acquisition of tangible capital assets	-	16,625	8,593
Annual surplus (deficit) after acquisition of tangible capital assets	\$ -	\$ 98,521	\$ (3,562)

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**Niagara Peninsula Conservation Authority  
Watershed Management and Health Monitoring  
Schedule of Segment Disclosure**

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
<hr/>			
Revenues			
MNR transfer payments	\$ 115,700	\$ 115,700	\$ 115,496
Provincial grants	353,787	555,284	517,682
Federal grants	222,000	234,980	254,678
Municipal levy-general	1,221,922	1,221,922	1,205,800
Municipal levy-special	494,505	491,462	411,719
Administration fees	100,000	152,283	156,420
Other	363,511	394,046	445,235
	<u>2,871,425</u>	<u>3,165,677</u>	<u>3,107,030</u>
Expenses			
Watershed studies	265,487	443,585	445,344
Resource inventory and environmental monitoring (Page 16)	2,154,212	2,004,339	2,167,367
Flood protection services (Page 17)	843,726	756,429	722,931
	<u>3,263,425</u>	<u>3,204,353</u>	<u>3,335,642</u>
Annual deficit before allocation	(392,000)	(38,676)	(228,612)
Allocation from Land Management	<u>292,000</u>	<u>262,126</u>	<u>279,671</u>
Annual surplus (deficit)	(100,000)	223,450	51,059
Acquisition of tangible capital assets	<u>-</u>	<u>3,222</u>	<u>86,459</u>
Annual surplus (deficit) after acquisition of tangible capital assets	<u>\$ (100,000)</u>	<u>\$ 220,228</u>	<u>\$ (35,400)</u>

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**Niagara Peninsula Conservation Authority  
Watershed Management and Health Monitoring  
Schedule of Resource Inventory and Environmental  
Monitoring Expenses**

<b>Year ended December 31</b>	<b>Budget 2013</b>	<b>Actual 2013</b>	<b>Actual 2012</b>
<b>Resource Inventory and Environmental Monitoring</b>			
Niagara River remedial action plan co-ordination	\$ 99,300	\$ 104,838	\$ 93,579
Welland River watershed restoration	682,630	542,789	644,642
Watershed general restoration	236,500	252,668	293,529
Natural heritage areas inventory	-	-	4,591
12 Mile Creek watershed restoration	192,000	162,345	193,695
Watershed well de-commissioning program	25,000	19,993	17,593
20 Mile Creek restoration	158,920	139,006	137,935
Watershed water quality monitoring program	205,377	212,577	228,213
Lyon's creek sediment remediation	-	10,250	24,384
Niagara Children's Water Festival	140,000	195,868	128,127
15, 16, 18 Mile creeks restoration	128,200	128,295	127,202
Fort Erie creeks restoration	97,743	52,415	93,618
Niagara-on-the-Lake creeks restoration	176,342	170,092	178,536
Other	<u>12,200</u>	<u>13,203</u>	<u>1,723</u>
Expenses for the year	<b>2,154,212</b>	<b>2,004,339</b>	<b>2,167,367</b>
Acquisition of tangible capital assets	<u>-</u>	<u>4,586</u>	<u>8,735</u>
Disbursements for the year	<b>\$ 2,154,212</b>	<b>\$ 2,008,925</b>	<b>\$ 2,176,102</b>

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**Niagara Peninsula Conservation Authority**  
**Watershed Management and Health Monitoring**  
**Schedule of Flood Protection Services Expenses**

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
<b>Flood Protection Services</b>			
Flood forecasting and warning	\$ 155,770	\$ 207,562	\$ 172,258
Flood control structures	134,318	117,858	98,309
Floodplain regulations	243,638	232,985	253,781
Watershed floodplain mapping update	310,000	198,024	197,018
Stream gauge and monitoring network	<u>-</u>	<u>-</u>	<u>1,565</u>
Expenses for the year	<b>843,726</b>	<b>756,429</b>	722,931
<i>Acquisition of tangible capital assets</i>	<u>-</u>	<u>46,795</u>	<u>77,724</u>
<i>Disbursements for the year</i>	<u><b>\$ 843,726</b></u>	<u><b>\$ 803,224</b></u>	<u><b>\$ 800,655</b></u>

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**Niagara Peninsula Conservation Authority**  
**Environmental Advisory Services**  
**Schedule of Segment Disclosure**

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
<hr/>			
Revenues			
MNR transfer payments	\$ 58,800	\$ 58,796	\$ 59,000
Municipal levy-general	320,389	320,389	283,900
Administration fees	<u>120,000</u>	<u>169,150</u>	<u>171,885</u>
	<u>499,189</u>	<u>548,335</u>	<u>514,785</u>
Expenses			
Municipal plan input and review	359,628	363,813	350,737
Development plan input and review	<u>139,561</u>	<u>139,490</u>	<u>129,127</u>
	<u>499,189</u>	<u>503,303</u>	<u>479,864</u>
Annual surplus	-	45,032	34,921
Acquisition of tangible capital assets	<u>-</u>	<u>682</u>	<u>2,513</u>
Annual surplus (deficit) after acquisition of tangible capital assets	\$ <u>-</u>	\$ <u>44,350</u>	\$ <u>32,408</u>

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# Niagara Peninsula Conservation Authority Conservation Land Management Schedule of Segment Disclosure

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
Revenues			
Provincial grants	\$ -	\$ -	\$ 1,224
Municipal levy-general	322,275	322,275	316,900
Municipal levy-special	2,429,743	2,429,743	2,425,500
Building and land rentals	8,425	8,700	8,520
Other	19,500	25,689	27,931
	<u>2,779,943</u>	<u>2,786,407</u>	<u>2,780,075</u>
Expenses			
Operations	1,979,943	682,798	1,984,446
Tree conservation by-law - Niagara	200,000	107,532	127,722
	<u>2,179,943</u>	<u>790,330</u>	<u>2,112,168</u>
Annual surplus before allocations	600,000	1,996,077	667,907
Allocations to:			
Land Programming and Development	(308,000)	(337,874)	(320,329)
Watershed Management and Health Monitoring	<u>(292,000)</u>	<u>(262,126)</u>	<u>(279,671)</u>
Annual surplus	-	1,396,077	67,907
Acquisition of tangible capital assets	-	682	-
Principal payments on long-term debt	-	<u>1,298,652</u>	-
Annual surplus after acquisition of tangible capital assets and principal payments on long-term debt	\$ -	\$ <u>96,743</u>	\$ <u>67,907</u>

# Niagara Peninsula Conservation Authority

## Conservation Land Programming and Development

### Schedule of Segment Disclosure

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
<b>Revenues</b>			
Provincial grants	\$ 20,000	\$ 8,550	\$ 32,161
Federal grants	-	-	900
Municipal levy-special	1,546,557	1,546,557	1,570,206
Niagara Peninsula Conservation Foundation	51,000	39,802	16,322
User fees, sales and admissions	1,490,970	1,247,410	1,247,220
Land contribution (Note 6)	-	67,000	1,350,000
Other	178,871	169,301	224,179
	<u>3,287,398</u>	<u>3,078,620</u>	<u>4,440,988</u>
<b>Expenses</b>			
Programming (Page 21)	2,435,441	2,331,384	2,271,056
Development (Page 22)	1,501,500	372,523	315,504
	<u>3,936,941</u>	<u>2,703,907</u>	<u>2,586,560</u>
Annual surplus (deficit) before allocation	(649,543)	374,713	1,854,428
Allocation from Land Management	308,000	337,874	320,329
Annual surplus (deficit)	(341,543)	712,587	2,174,757
Acquisition of tangible capital assets	-	575,369	1,771,436
Annual surplus (deficit) after acquisition of tangible capital assets	\$ (341,543)	\$ 137,218	\$ 403,321

# **Niagara Peninsula Conservation Authority** **Conservation Land Programming** **Schedule of Expenses**

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
Conservation Land Programming			
Ball's Falls	\$ 959,095	\$ 974,844	\$ 906,456
Binbrook	343,100	329,660	300,236
Chippawa Creek/Francis Goldring	306,150	332,070	337,667
Long Beach	<u>336,840</u>	<u>319,116</u>	<u>328,939</u>
	<u>1,945,185</u>	<u>1,955,690</u>	<u>1,873,298</u>
Baird Estate	2,415	2,924	2,437
Beamer Memorial	21,450	17,464	17,002
Binbrook Tract	14,115	10,318	13,752
Cave Springs	12,525	4,851	5,992
Comfort Maple	7,310	3,369	7,794
Elm Street project	17,246	20,362	25,583
E.C. Brown	13,215	8,180	5,487
Gainsborough	51,915	56,040	46,049
Glenridge Quarry	142,800	41,422	39,210
Hedley Forest	3,010	2,093	2,811
Humberstone Marsh	3,210	567	227
Jordan Harbour	2,125	5,668	4,105
Louth	1,560	1,511	227
Morgan's Point	21,125	17,836	17,985
Mountainview	8,915	2,515	3,433
Mud Lake	14,315	6,918	7,252
Niagara Region's Wainfleet Beach	11,811	16,621	13,385
Oswego Creek	3,350	51	3,093
Port Davidson Weir	1,710	178	644
Rockway	5,710	5,537	1,974
Ruigrok Tract	4,350	2,698	3,853
Station Road project	7,014	9,791	8,765
Stevensville	14,745	15,439	10,227
St. John's	22,930	30,096	29,416
The Gord Harry Conservation Trail	11,460	17,529	8,205
Two Mile Creek	5,160	3,376	860
Virgil	16,210	13,197	15,780
Wainfleet Bog	10,510	25,418	55,744
Wainfleet Wetlands	13,410	9,215	15,939
Willoughby Marsh	1,310	1,289	985
Woolverton	1,210	689	127
Woodend	<u>22,115</u>	<u>22,532</u>	<u>29,415</u>
	<u>490,256</u>	<u>375,694</u>	<u>397,758</u>
Expenses for the year	2,435,441	2,331,384	2,271,056
Acquisition of tangible capital assets	-	-	12,297
Disbursements for the year	<u>\$ 2,435,441</u>	<u>\$ 2,331,384</u>	<u>\$ 2,283,353</u>

# Niagara Peninsula Conservation Authority Conservation Land Development Schedule of Expenses

Year ended December 31	2013 <i>Budget</i>	2013 <i>Actual</i>	2012 <i>Actual</i>
Conservation Land Development			
Land acquisition	\$ 600,000	\$ 1,476	\$ 1,740
Ball's Falls	25,000	2,922	15,808
Beamer Memorial	-	-	3,444
Binbrook	110,000	57,466	13,918
Cave Springs	11,800	-	-
Chippawa Creek/Francis Goldring	260,600	46,770	36,913
Comfort Maple	5,000	-	2,493
E.C. Brown	6,000	-	-
Gainsborough	79,000	807	1,399
Jordan Harbour	50,000	1,210	3,815
Long Beach	70,000	48,454	9,173
Memorial Forests	1,000	-	-
Ruigrok Tract	9,900	-	-
St. John's	-	3,626	5,015
St. John's Centre	-	186,082	180,505
Stevensville	-	-	6,226
The Gord Harry Conservation Trail	115,000	683	8,000
Twenty Valley trail	100,000	-	4,463
Two Mile Creek	-	-	6,036
Virgil	30,000	19,364	12,354
Wainfleet Bog	-	-	14
Wainfleet Wetlands	25,000	-	-
Woodend	3,200	3,663	4,188
Expenses for the year	1,501,500	372,523	315,504
Acquisition of tangible capital assets	-	575,369	1,759,139
Disbursements for the year	\$ 1,501,500	\$ 947,892	\$ 2,074,643

# Niagara Peninsula Conservation Authority Vehicles and Equipment Schedule of Segment Disclosure

Year ended December 31	2013 Budget	2013 Actual	2012 Actual
<b>Revenues</b>			
Municipal levy-general	\$ 100,940	\$ 100,940	\$ 97,400
Vehicle and equipment sales	<u>1,000</u>	<u>24,947</u>	<u>16,265</u>
	<u>101,940</u>	<u>125,887</u>	<u>113,665</u>
<b>Expenses</b>			
Operations			
Fuel	41,200	43,580	40,308
Maintenance and repairs	46,800	56,260	45,741
Supplies and small tools	2,600	1,910	1,212
Insurance	<u>11,340</u>	<u>5,944</u>	<u>6,770</u>
	<u>101,940</u>	<u>107,694</u>	<u>94,031</u>
Allocations to departments based on usage	-	(84,144)	(75,730)
	<u>101,940</u>	<u>23,550</u>	<u>18,301</u>
Annual Surplus	-	102,337	95,364
Acquisition of tangible capital assets	<u>90,000</u>	<u>72,417</u>	<u>97,749</u>
Annual surplus (deficit) after acquisition of tangible capital assets	\$ <u>(90,000)</u>	\$ <u>29,920</u>	\$ <u>(2,385)</u>

# Niagara Peninsula Conservation Authority

## Schedule of Segment Disclosure by Object

Year ended December 31, 2013

	Corporate Services	Watershed Management & Health Monitoring	Environmental Advisory Services	Conservation Land Management	Conservation Land Programming & Development	Vehicles and Equipment	2013 Total
<b>Revenues</b>							
MNR transfer pay	\$ -	\$ 115,700	\$ 58,796	\$ -	\$ -	\$ -	\$ 174,496
Grants	125,000	790,264	-	-	8,550	-	923,814
Municipal levies	1,212,425	1,713,384	320,389	2,752,018	1,546,557	100,940	7,645,713
Sales & admissions	-	-	-	8,700	1,247,410	-	1,256,110
NPCF	-	-	-	-	39,802	-	39,802
Administration fees	-	152,283	169,150	-	-	-	321,433
Interest	114,766	-	-	-	-	-	114,766
Land contribution	-	-	-	-	67,000	-	67,000
Other	13,644	394,046	-	25,689	169,301	24,947	627,627
	<u>\$ 1,465,835</u>	<u>\$ 3,165,677</u>	<u>\$ 548,335</u>	<u>\$ 2,786,407</u>	<u>\$ 3,078,620</u>	<u>\$ 125,887</u>	<u>\$ 11,170,761</u>
<b>Expenses</b>							
Salaries and benefits	\$ 634,465	\$ 2,063,654	\$ 479,853	\$ 545,782	\$ 1,777,127	\$ 9,199	\$ 5,510,080
Materials and supplies	37,535	583,220	1,337	6,263	163,779	73,981	866,115
Contracted services	155,536	199,600	700	-	76,192	-	432,028
Administration and other	523,153	357,879	21,413	238,285	686,809	24,514	1,852,053
Vehicle usage	-	-	-	-	-	(84,144)	(84,144)
	<u>1,350,689</u>	<u>3,204,353</u>	<u>503,303</u>	<u>790,330</u>	<u>2,703,907</u>	<u>23,550</u>	<u>8,576,132</u>
<b>Annual Surplus</b>	<u>\$ 115,146</u>	<u>\$ (38,676)</u>	<u>\$ 45,032</u>	<u>\$ 1,996,077</u>	<u>\$ 374,713</u>	<u>\$ 102,337</u>	<u>\$ 2,594,629</u>

	Corporate Services	Watershed Management & Health Monitoring	Environmental Advisory Services	Conservation Land Management	Conservation Land Programming & Development	Vehicles and Equipment	2012 Total
<b>Revenues</b>							
MNR transfer pay	\$ -	\$ 115,496	\$ 59,000	\$ -	\$ -	\$ -	\$ 174,496
Grants	60,000	772,360	-	1,224	33,061	-	866,645
Municipal levies	1,130,500	1,617,519	283,900	2,742,400	1,570,206	97,400	7,441,925
Sales & admissions	-	-	-	8,520	1,247,220	-	1,255,740
NPCF	-	-	-	-	16,322	-	16,322
Administration fees	-	156,420	171,885	-	-	-	328,305
Interest	101,408	-	-	-	-	-	101,408
Land contribution	-	-	-	-	1,350,000	-	1,350,000
Other	6,479	445,235	-	27,931	224,179	16,265	720,089
	<u>\$ 1,298,387</u>	<u>\$ 3,107,030</u>	<u>\$ 514,785</u>	<u>\$ 2,780,075</u>	<u>\$ 4,440,988</u>	<u>\$ 113,665</u>	<u>\$ 12,254,930</u>
<b>Expenses</b>							
Salaries and benefits	\$ 555,728	\$ 2,086,976	\$ 463,524	\$ 424,616	\$ 1,761,610	\$ 14,381	\$ 5,306,835
Materials and supplies	36,974	681,327	1,815	5,244	208,514	72,880	1,006,754
Contracted services	117,359	196,045	-	-	25,780	-	339,184
Administration and other	583,295	371,294	14,525	30,471	590,656	6,770	1,597,011
Debt service	-	-	-	1,651,837	-	-	1,651,837
Vehicle usage	-	-	-	-	-	(75,730)	(75,730)
	<u>1,293,356</u>	<u>3,335,642</u>	<u>479,864</u>	<u>2,112,168</u>	<u>2,586,560</u>	<u>18,301</u>	<u>9,825,891</u>
<b>Annual Surplus</b>	<u>\$ 5,031</u>	<u>\$ (228,612)</u>	<u>\$ 34,921</u>	<u>\$ 667,907</u>	<u>\$ 1,854,428</u>	<u>\$ 95,364</u>	<u>\$ 2,429,039</u>



Financial Statements

Niagara Peninsula Conservation Foundation

December 31, 2013

# Contents

	<b>Page</b>
Independent Auditor's Report	1 - 2
Statement of Financial Position	3
Statements of Revenues, Expenses and Fund Balances	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 8



## Independent Auditor's Report

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To the Members of  
Niagara Peninsula Conservation Foundation

We have audited the accompanying financial statements of Niagara Peninsula Conservation Foundation, which comprise the statement of financial position as at December 31, 2013 and the statements of revenues, expenses and fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

## Independent Auditor's Report (continued)

### *Basis for Qualified Opinion*

Niagara Peninsula Conservation Foundation derives a material amount of revenue from donations and fundraising activities. We were not able to obtain sufficient appropriate audit evidence about the completeness of the reported amounts for accounts receivable, donation and fundraising revenue, excess of revenues over expenses and changes to net assets because there is no direct relationship between assets or services given up in exchange for amounts received or receivable. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

### *Qualified Opinion*

Except as noted in the above paragraph, in our opinion, these financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

The signature of Grant Thornton LLP is written in a cursive, handwritten style.

St. Catharines, Canada  
June 30, 2014

Chartered Accountants  
Licensed Public Accountants

# Niagara Peninsula Conservation Foundation

## Statement of Financial Position

December 31

2013

2012

### Assets

#### Current

Cash and cash equivalents	\$ 178,064	\$ 156,350
Restricted investments	69,985	62,709
HST receivable	<u>1,792</u>	<u>1,762</u>
	<u>\$ 249,841</u>	<u>\$ 220,821</u>

### Liabilities

#### Current

Accrued liability	\$ 3,000	\$ 3,000
Due to Niagara Peninsula Conservation Authority	<u>30,010</u>	<u>7,603</u>
	<u>33,010</u>	<u>10,603</u>

### Fund balances

Endowment fund	69,986	62,709
Externally restricted fund	65,527	59,027
Unrestricted fund	<u>81,318</u>	<u>88,482</u>
	<u>216,831</u>	<u>210,218</u>
	<u>\$ 249,841</u>	<u>\$ 220,821</u>

On behalf of the board

 Director

 Director

# Niagara Peninsula Conservation Foundation

## Statement of Revenues, Expenses and Fund Balances

Year ended December 31	Endowment Fund	Externally Restricted Fund	Unrestricted Fund	2013	2012
<b>Revenues</b>					
Donations	\$ -	\$ 5,000	\$ 4,070	\$ 9,070	\$ 15,221
Donated materials and services (Note 3)					
Special events	-	-	3,590	3,590	4,369
Fundraising and special events	-	1,500	54,485	55,985	53,918
Grants	-	-	2,463	2,463	1,556
Investment income	7,277	-	1,684	8,961	4,782
	<u>7,277</u>	<u>6,500</u>	<u>66,292</u>	<u>80,069</u>	<u>79,846</u>
<b>Expenses</b>					
Administration, general and miscellaneous	-	-	3,694	3,694	3,509
Fundraising and special events (Note 3)	-	-	28,960	28,960	28,506
Education bursaries awarded	-	-	1,000	1,000	-
	-	-	33,654	33,654	32,015
Excess of revenues over expenses for the year before transfers	7,277	6,500	32,638	46,415	47,831
Transfers to Niagara Peninsula Conservation Authority (Note 4)	-	-	(39,802)	(39,802)	(16,322)
Excess (deficiency) of revenues over expenses for the year	<u>7,277</u>	<u>6,500</u>	<u>\$ (7,164)</u>	<u>\$ 6,613</u>	<u>\$ 31,509</u>
<b>Fund balance, beginning of year</b>	\$ 62,709	\$ 59,027	\$ 88,482	\$ 210,218	\$ 178,709
<b>Excess (deficiency) of revenues over expenses for the year</b>	<u>7,277</u>	<u>6,500</u>	<u>(7,164)</u>	<u>6,613</u>	<u>31,509</u>
<b>Fund balance, end of year</b>	<u>\$ 69,986</u>	<u>\$ 65,527</u>	<u>\$ 81,318</u>	<u>\$ 216,831</u>	<u>\$ 210,218</u>

See accompanying notes to the financial statements.

# **Niagara Peninsula Conservation Foundation**

## **Statement of Cash Flows**

Year ended December 31

**2013**

**2012**

Increase in cash and cash equivalents

### **Operating**

Excess of revenues over expenses for the year **\$ 6,613** **\$ 31,509**

Change in non-cash working capital items

Accounts receivable **(30)** 1,347

Due to Niagara Peninsula Conservation Authority **22,407** **(25,020)**

Increase in cash and cash equivalents

**28,990** 7,836

Cash and cash equivalents

Beginning of year **219,059** 211,223

End of year

**\$ 248,049** **\$ 219,059**

### **Cash and cash equivalents consists of:**

Cash **\$ 178,064** **\$ 156,350**

Restricted investments **69,985** 62,709

**\$ 248,049** **\$ 219,059**

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# **Niagara Peninsula Conservation Foundation**

## **Notes to the Financial Statements**

December 31, 2013

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### **1. Nature of operations**

The Niagara Peninsula Conservation Foundation is incorporated under the laws of Ontario to assist in the cultivation and advancement of conservation by actively seeking support for conservation projects and programs through fund raising efforts and by serving as the custodian for these donations and gifts. The Foundation is exempt from income tax under the Income Tax Act.

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### **2. Significant accounting policies**

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CICA Handbook and include the following significant accounting policies:

#### **Fund accounting**

The Foundation follows the restricted fund method of accounting for contributions.

The unrestricted fund reports unrestricted donations, fundraising and other unrestricted revenues. This fund also reports general and administrative and fundraising expenses of the Foundation.

The externally restricted fund reports donations and fundraising where the contributor has made specific restrictions for the use of the funds.

The endowment fund reports resources contributed for conservation bursaries. Investment income earned on assets of the Endowment Fund is reported by the Endowment Fund as are qualifying expenditures of the fund.

#### **Property and equipment**

Property and equipment are charged to current expense in the year that the expense is incurred.

#### **Revenue recognition**

Externally restricted contributions are recognized as revenue of the restricted fund in the year the contributions are received.

Unrestricted contributions are recognized as revenue of the general fund in the year the contributions are received.

Contributions for education bursaries are recognized as revenue of the endowment fund.

Contributions of real property and equipment are recorded at fair market value when received. Contributed materials and services, which would otherwise be paid for by the Foundation, are recorded at fair market value when received.

Investment income on the endowment fund assets is recognized in this fund when earned. Other investment income is recognized as revenue of the unrestricted fund when earned.

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# Niagara Peninsula Conservation Foundation

## Notes to the Financial Statements

December 31, 2013

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### Financial instruments

#### Measurement

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The organization subsequently measures all of its financial assets and financial liabilities at amortized cost except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in revenues.

Financial assets measured at fair value include short term investments in mutual funds.

Financial assets and liabilities measured at amortized cost include cash, HST receivable, accrued liabilities and related party accounts.

The fair value of investments quoted in an active market has been determined using the closing price at year end.

#### Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in revenues.

### Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to excess of revenues over expenses as appropriate in the year they become known.

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## Niagara Peninsula Conservation Foundation

### Notes to the Financial Statements

December 31, 2013

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#### 3. Fund raising and special events

The Foundation raised funds from special events amounting to:

	<u>2013</u>	<u>2012</u>
Donated materials and services, special programs	\$ 3,590	\$ 4,369
Fund raising and special events revenue	<u>55,985</u>	<u>53,918</u>
	<u>59,575</u>	<u>58,287</u>
Fund raising and special costs donated	3,590	4,369
Fund raising and special costs purchased	<u>25,370</u>	<u>24,136</u>
	<u>28,960</u>	<u>28,505</u>
Excess of fund raising revenues over costs	<u>\$ 30,615</u>	<u>\$ 29,782</u>

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#### 4. Niagara Peninsula Conservation Authority projects

In 2013 the Foundation contributed \$39,802 to the Authority for the Jordan Harbour Project.

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#### 5. Financial instruments

The organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the organization's risk exposures and concentrations at December 31, 2013:

##### Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The organization is mainly exposed to other price risk.

##### Other price risk

Price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices of securities held. The organization is exposed to price risk through its investment in mutual funds.

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**Report To:** Board of Directors

**Subject:** Welland River Floodplain Review & Implementation Committee - update

**Report No:** 88-14

**Date:** September 17, 2014

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**RECOMMENDATION:**

That Report No. 88-14 be received for information.

**PURPOSE:**

This report is to provide the Full Authority Board with a brief update on the status of the review and implementation of the Central Welland River Floodplain Mapping.

**REPORT**

The following provides a status of the concurrent actions, from interactions with the Welland River Floodplain Review & Implementation Committee (WRFRIC) and NPCA Board that are underway:

**Two-Zone Policy Approach**

It was confirmed that the NPCA should continue moving forward to examine their existing policies and work with the Ministry of Natural Resources (MNR) and municipalities towards developing a two zone model framework unique to the Welland River watershed. To this end, the NPCA confirmed with the MNR that Conservation Authorities have been delegated responsibility for plan input and review of flood plain management matters. As such, the MNR indicated that there is no mandatory requirement for a conservation authority to engage or consult with them regarding implementing a Two-Zone approach for floodplain management. In other words, the NPCA is clear to proceed with the possible design and implementation of two-zone policies within the affected Central Welland River watershed area.

As a reminder, any changes to floodplain related policies will form part of a broader review and updating of all NPCA policies, consistent with the strategic plan.

**Re-Modeling of Central Welland River Floodplain**

It was confirmed that other models be investigated that can properly generate flood lines along the Welland River. It is believed that this can best be accomplished through a formal Request

# **Central Welland River Floodplain Mapping Update Request for Proposal (September 2014)**

## **SUMMARY AND BACKGROUND**

The Niagara Peninsula Conservation Authority (NPCA) was established in 1959 under the Conservation Authorities Act, and serves approximately half a million people in an area known as the Niagara Peninsula Watershed. With its unique resources, the Niagara Peninsula is one of the most complex watersheds in the Province. It includes lands drained by the Niagara River, Twenty Mile Creek, the Welland River, the Welland Canal, Lake Erie and Lake Ontario. Nestled between two Great Lakes and transversed by the Niagara Escarpment, the Niagara Peninsula has truly unique climatic and biotic zones that are unlike anywhere else in North America.

The objects of a conservation authority are to “establish and undertake, in the area over which it has jurisdiction, programs designed to further the conservation, restoration, development and management of its natural resources”. In order to fulfill this mandate, one of the responsibilities of the NPCA is to advocate and implement programs that contribute to public safety from flooding and erosion (Floodplain Management).

The Niagara Peninsula Conservation Authority (NPCA) is proposing to update and create new floodplain mapping for the Central Welland River Watershed.

## **PROJECT SCOPE**

This study will undertake the necessary hydrologic and hydraulic analysis in order to generate 100 year return period floodlines for the Welland River (from the Port Davidson Weir in Wainfleet to the New Siphon in the City of Welland), Beaver Creek, Black Ash Creek, Parkers Creek, Sucker Creek, Unnamed Creek, Little Forks Creek, Coyle Creek, Drapers Creek, Towpath Drain, and the Biederman Drain (as indicated on the attached map). All components of this analysis shall be consistent with the Ministry of Natural Resources procedures and standards as well as Environment Canada's Flood Damage Reduction Program requirements.

The new floodplain mapping report shall identify roadways which are susceptible to flooding (i.e. overtopping) due to capacity limitations of the associated culvert/bridge structures and the identification of flood-susceptible buildings. The report shall also include recommendations to mitigate the identified flood hazards which may include: floodproofing, culvert/bridge replacement, or channel capacity improvements. The estimated costs to mitigate the flood-susceptibility of identified roads and buildings shall also be included.

## **PROJECT DELIVERABLES**

### **Proposal**

Proposals shall contain the following;

- 1) An outline of the study concept and methodology including the proposed report format and documentation. The proposal should demonstrate an understanding of the study objectives and the characteristics of the study area.
- 2) A list of activities to be carried out to meet the study objectives, describing how the objectives will be addressed, together with an associated time schedule.
- 3) Hydrologic and hydraulic model selections should be identified and justified.
- 4) A list of study team members and their curriculum vitae. Changes in study team members as listed in the proposal will not be allowed without prior written approval of the NPCA.
- 5) A detailed breakdown of the study costs and disbursements including the proposed study team members, their time allocations, and their per diem costs.
- 6) The firm's related experience in undertaking projects of similar scope and magnitude.

### **Report**

The successful consultant shall submit eight (8) hard copies and a digital .pdf copy of the entire final floodplain mapping report complete with all associated maps, diagrams, calculations, and culvert/bridge crossing inventory. All files (both paper and digital) of the associated hydrologic and hydraulic computer models shall be provided to the NPCA.

### **Mapping**

This study will deliver 1:2000 mapping (paper and digital) in both 24x36 and 11x17 inch (600 dpi) .pdf formats. A Digital Terrain Model (DTM) and digital orthoimagery are available from the NPCA for use in this study as the topographic base.

All spatial data produced during the study will be captured at 1:2000 scales or larger and be delivered to the NPCA in ESRI shapefile format (no CAD drawings accepted). Metadata using the Region of Niagara Metadata Standard will be generated along with supplemental data dictionaries for each shapefile to be delivered.

## **AVAILABLE RESOURCES**

For this study, the following resources are available to the study team:

- 1) A 2002 Digital Terrain Model (DTM) of the study area;
- 2) 2010 Digital orthoimagery of the study area;
- 3) Digital information with respect to soils, land use, and land cover of the study area;
- 4) Four (4) surface water gauge stations located within the study area;
- 5) Long term meteorological data from climate stations in and around the study area;
- 6) Historic computer models and reports for: the Welland River (including bathymetry), Coyle Creek, Drapers Creek, Towpath Drain, and Biederman Drain #1.



September 8, 2014

St. Lawrence Seaway Management Corporation  
508 Glendale Avenue  
St. Catharines, Ontario  
L2R 6V8

Att.: Luc Boisclair  
GM Operations, Welland Canal

**Re: Old Welland Canal Siphons**

Dear Mr. Boisclair,

Please allow me to briefly introduce myself and my role at the NPCA. My name is Peter Graham and on January 2<sup>nd</sup> of this year I started with the NPCA in the role of Director of Watershed Management. My responsibilities include the management of water programs (e.g. water quality monitoring, restoration projects, and infrastructure) and planning programs (including development reviews, permit reviews and approvals, and source water protection).

During my short tenure here, one particular topic of discussion that has frequently been brought to the fore pertains to the Old Welland Canal (OWC) Siphons. Various stakeholders have expressed concern over the potential impact these siphons may be having on fish migration, water flows and levels, etc. In researching this subject, I understand that some studies on the siphons have already been completed. For example, in February 2001 the NPCA contracted Biotactic Inc. to evaluate the impact of the OWC siphons on fish migration. In addition, the MNR have completed studies of a similar nature.

Following further discussion with NPCA staff and board members, it was recommended that the NPCA approach the City of Welland and St. Lawrence Seaway Management Corporation (SLSMC) to investigate as to whether additional hydraulic and hydrological studies could be completed in a cost-effective manner that would more reliably and objectively evaluate the impact of this particular hydraulic structure on various aspects of the Welland River.

Please let me know if you would be willing to discuss how we could collectively come up with a plan to appropriately scope and objectively assess and evaluate the potential impact of the OWC.

Please contact me should you require clarification or have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Graham".

Peter Graham, P.Eng.  
Director of Watershed Management

Cc: Carmen D'Angelo – CAO/Secretary-Treasurer (NPCA)

# REPORTS for Consideration

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Report No 89-14

Report No 90-14

Report No 91-14

Report No 92-14

Report No 93-14

Report No 94-14

Report No 95-14 <sup>A</sup><sub>B</sub>

Report No ~~96-14~~

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September 17, 2014 Full Authority Meeting

**Report To:** Board of Directors

**Subject:** Photocopier Leasing Agreement

**Report No:** 89-14

**Date:** September 17, 2014

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**RECOMMENDATION:**

1. To inform the Board of the Pending Photocopier Leasing Agreements and receive a one-time exemption from the Purchasing Policy;
2. And to ensure controls will be implemented to safeguard against purchases, leases or other financial encumbrances being made outside of the Purchasing Policy, and Board approval as is appropriate.

**PURPOSE:**

**“Strategic Plan Alignment” – Transparent Governance & Enhanced Accountability**

The purpose of this report is to bring to the attention of the Board a situation that is in variance with the Niagara Peninsula Conservation Authority's Purchasing policy with respect to the roll over leasing practice for photocopiers assigned within its business units. This practice was identified by the Senior Management Team as being inconsistent with the Purchasing policy requirements, and will seek Board approval to approve a one-time exemption to enter into a 60 month agreement with the vendor.

**BACKGROUND:**

The practice of the organization was to renew leasing arrangements with the vendor of record under agreements to provide photocopiers to the NPCA. This practice was effectively to roll-over photocopier equipment either following or during the lease agreement period, and renew the existing agreement for a new 60 month lease period.

In February 2014, black and white photocopier at the Ball's Falls Center failed and was not repairable, and the lease agreement had recently expired. A staff person working at that site made inquiries with the vendor and agreed to replace the failed B&W copier with a colour copier, reportedly at the same monthly cost. What was not clearly presented was the colour copier in question was a refurbished model and the monthly cost, although in the approved budget, would result in a new lease at that cost for 60 months, with the lease payment made quarterly. To further complicate this situation, it was learned upon investigation into the matter the staff person indicated on the lease agreement the cost would be allocated to the NPC Foundation, which is not an appropriate charge to that budget account.

Subsequently, the colour copier at the main office failed in May 2014 and was not repairable. It should be noted the equipment still had seven (7) months left on the lease. Staff requested the vendor replace the colour copier as it was a key piece of equipment used extensively by those located at the main office. Again, as was the practice, the vendor brought in a new colour copier to replace the failed copier, and set into motion the roll-over of the agreement to establish a new 60 month lease period.

It was at this time, when both lease agreements were submitted to the NPCA for execution that the situation was questioned and reviewed for compliance under the Purchasing policy. These concerns were brought to the attention of the vendor, who has been very accommodating during our consideration of the matter, and has been helpful in working with Senior Management to develop a mutually acceptable solution.

## **DISCUSSION:**

There has been a decentralized process to acquire office equipment, be it computers, cell phones, or in this case, photocopiers. With the implementation of the organizational change to establish Corporate Services, policies, procedures and practices may now be rationalized and centralized to ensure expenditures are properly considered through a business case, within budget guidance, and consistent with our purchasing and procurement policy. Centralized records for corporate assets, leases and other financial agreements should also form the solution to avoid these situations in the future through improved asset management, controls and approvals.

In this case, the monthly cost of the copier to be allocated at Ball's Falls would be as budgeted, but it failed to consider the long term encumbrance that would result under the agreement, particularly for a refurbished piece of equipment. The cost perspective did not consider the value of the lease to the organization, the future total cost incurred, and adherence to the Purchasing policy requirements. The current Purchasing policy states:

### **Responsibility of Person Requesting Purchase Order**

*Purchase order must be requested through and/or approved by the appropriate Program Director.  
Purchase Orders under \$5,000.00 must be authorized by the appropriate Program Director.  
Purchase Orders over \$5,000.00 must be authorized by the General Manager, or in his absence, the specified designate.*

### **Purchase Order Requirements**

#### **Purchasing Limits**

**Up to \$1,000.00**

**\$1,000.00 to \$5,000.00**

#### **Purchasing Procedures**

*purchase order authorized by Program Director*

*a minimum of three (3) verbal quotations required and recorded on a quotation sheet with written confirmation of the low quote. When other than the low quotation is recommended, a written explanation is required on the quotation sheet as well as the authorization of the General Manager. Purchase order to be authorized by Program Director.*

**\$5,000.01 to \$25,000.00**

*a minimum of three (3) written quotations required and recorded on a quotation sheet. Where other than the low quotation is recommended a written explanation is required on the quotation sheet. Purchase order to be authorized by the General Manager or in his absence, the specified designate.*

**over \$25,000.00**

*tenders called by public notice in daily Regional newspapers. Tender opening to be in accordance with approved Authority policy. Tender award subject to Authority approval. Purchase order authorized by the General Manager or in his absence, the specified designate.*

There is no question that a colour copier is an important asset used regularly by staff at the main office, with maps being generated for use on a frequent basis. Further, colour copies of other documents and publications are prepared for community relations, consultations and marketing as a cost control for printing which would otherwise be contracted out. Additionally, a needs analysis has confirmed the staff on the ground floor routinely come up to the third floor to pick up their photocopies, indicating an opportunity to be more efficient and effective in their activities if a colour copier was located adjacent to their functional work area.

To that end, the proposition is to enter into the pending lease agreements with vendor, to come due at the same time, and proceed with replacement at that time in accordance with the Purchasing policy. If the Board approves the exemption from the Purchasing policy in this matter, the equipment would be reallocated to satisfy operational needs as noted in Table #1 below.

**Table #1**

<b>Equipment Model</b>	<b>Print</b>	<b>Lease Period</b>	<b>Status</b>	<b>Monthly Cost</b>	<b>Current Location</b>	<b>Proposed Location</b>
Canon ImageRUNNER Advance C7260 (currently best in breed model)	Full colour with Fax capability	to June 2019	New	\$325 per month	NPCA Office 3 <sup>rd</sup> Floor	NPCA Office 3 <sup>rd</sup> Floor
Canon IR C3080i	Full colour	To June 2019	Demo - used	\$85 per month	Ball's Falls	NPCA Office Ground Floor
Canon ImageRUNNER 3225	Black only with Fax capability	Complimentary	Demo - used	N/A	NPCA Office 3 <sup>rd</sup> Floor	Ball's Falls



The Board should also be aware the vendor made the purchase of the copier in good faith, which was to be supplied to the NPCA. This was undertaken based on what was believed to be the accepted practice in the past. The procedure has been for the vendor to purchase the copier which is in turn provided as per the lease through a third party for financing purposes. The vendor recovers the cost through the financing agency, and charges a negotiated per page fee as a separate servicing agreement for the copier during the life of the lease.

The vendor has a signed agreement for the copier that was to be placed at Ball's Falls, and an unsigned agreement for the replacement copier at the main office. The agreement for the copier at Ball's Falls has been serviced from accounts payable despite the lease agreement naming the lease as the NPC Foundation. This agreement will have to be returned and prepared correctly as this is an asset of the Corporation and not the Foundation.

The agreement for the main office will have to be executed if the exemption as approved by the Board. The copier is best of breed, and has been enabled for fax transmissions, the cost of which will be borne by the vendor. The vendor has a long a mutually satisfactory relationship with an exemplary customer service record. The vendor also has numerous longstanding municipal clients in Niagara which speaks to their competitiveness in the local marketplace.

#### **FINANCIAL IMPLICATIONS:**

The cost of the copier under the former lease agreement resulted in an average monthly cost as follows:

	<b>Per Impression Cost</b>	<b>Total Cost Breakdown</b>
Average monthly monochrome impressions per month	8500 X \$0.01 = \$85.00	\$85.00
Average monthly monochrome impressions per month	7750 X \$0.80 = \$605	\$605.60
Monthly Lease		\$502.00
<b>Total Monthly cost</b>		<b>\$1192.60</b>

The cost of the copier under the proposed lease agreement is based on an average monthly cost as follows:

	<b>Per Impression Cost</b>	<b>Total Cost Breakdown</b>
Average monthly monochrome impressions per month	8500 X \$0.008 = \$85.00	\$68.00
Average monthly monochrome impressions per month	7750 X \$0.056 = \$423.92	\$605.60
Monthly Lease		\$325.00
<b>Total Monthly cost</b>		<b>\$816.92</b>

Consequently, the new lease will save the NPCA \$375.68 per month in relation to the previous lease agreement. The colour copier at Ball's Falls, which would be reallocated to the ground floor at the main office would cost \$85 per month, with the black & white copier to be located at Ball's Falls being complimentary. Therefore, the total monthly costs would be \$901.92, for a total cost of \$54,115.20 incurred during the full 60 month lease period for both copiers.

### Present Market Value of Equipment

Photocopier	Present Retail Cost
imageRUNNER Advance C7260 (new)	\$42,025.00 plus HST
IRC3080i (reburished colour)	\$ 5,995.00 plus HST
IR3225 is (refurbished B&W)	\$ 3,895.00 plus HST

Also, as part of discussions with the vendor to resolve this situation, it was agreed that in the event of an equipment breakdown that could not be repaired, the vendor will provide comparable replacement equipment for the balance of the lease period. This provision was not part of the previous lease agreements, and in part, contributed to the present circumstances discussed above.

Prepared by:



Name: Jim Hagar

Title: Acting Sr. Manager, Corporate Services

Submitted by:



Carmen D'Angelo

Chief Administrative Officer

Secretary Treasurer

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**Report To:** Board of Directors  
**Subject:** Consultant Selection Policy Amendment  
**Report No:** 90-14  
**Date:** September 17, 2014

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**RECOMMENDATION:**

That the Board approve an amendment to include 'Appraisers' in the existing Consultant Selection Policy

**PURPOSE:**

To update the Consultant Selection Policy to include Appraisers

**BACKGROUND:**

At the July 16, 2014 meeting of the Board, staff was directed to formalize the use and selection of appraisers in a policy. The existing Consultant Selection Policy does provide staff with direction on how to proceed in selecting third party professionals.

**DISCUSSION:**

The formal inclusion of Appraisers in the existing policy will provide staff with direction on how to proceed with soliciting the appropriate expertise required.

**FINANCIAL IMPLICATIONS:**

None

**RELATED REPORTS AND APPENDICES:**

1. Copy of the Consultant Selection Policy with proposed amendment

**Prepared by:**



Name: David Barrick  
Senior Manager, Operations

**Submitted by:**



Name: Carmen D'Angelo  
CAO/Secretary Treasurer

Approved May 22, 1986 – FA-64-86

Amended Feb. 15/06 – FA-26-06

**Amended Sept. 17/14**

## **Niagara Peninsula Conservation Authority**

### **CONSULTANT SELECTION POLICIES**

#### **INTRODUCTION**

As a result of continual expansion of water management programs administered by this Authority, as well as an increased exploration of land acquisition, an increasing number of consulting engineering firms and appraisers are being called upon to provide technical and administrative expertise for various studies and capital work projects. The selection of a qualified consultant, including appraisers, is the critical initial step towards a successful completion of a project or study.

An Authority adopted policy is, therefore, necessary to ensure a consistent approach to the selection of a consultant. The following topics outline and describe a systematic procedure and ranking system which is both objective and flexible to accommodate unusual circumstances. The policies indicated will provide information to the consultant on the selection procedures and other key factors for the preparation of letters of interest/proposals.

#### **BASIS OF CONSULTANT SELECTION**

The assessment of a consultant's qualifications to complete a project shall be based on the following:

- understanding of the project and anticipated end product
- overall experience and specific experience on similar projects
- personnel available to undertake the work within the proposed schedule
- ability to undertake all work required
- knowledge of local conditions
- estimated costs to complete the work

Where the assessment of several consultants indicates equivalent qualifications, preference will be given to:

- local firms (within the Authority jurisdiction)
- firms not currently involved in other projects undertaken by the Authority
- firms which have not recently been involved in an Authority project

An engineering consultant will be selected by either a direct appointment procedure or by a formal selection procedure. Descriptions of these procedures follow.

#### **DIRECT APPOINTMENT**

Normally, the Authority will not directly appoint a consultant to undertake a project. Exceptions to this, however, may occur where:

- the overall project cost is relatively small (under \$10,000.00)
- the project is a subsequent phase of a previous project and it is in the best interest of the project to continue or complete the subsequent phases utilizing the same consultant
- the project encompasses extremely unusual tasks requiring specific specialized personnel

### **FORMAL SELECTION PROCEDURE**

For most projects undertaken by the Authority, a formal selection procedure will be followed. The steps outlined in this procedure attempt to streamline the entire process and minimize costs to consultants in the preparation of letters of interest/proposals and attending interviews. Once the project has been defined and the corresponding terms of reference outlining the scope of engineering services have been approved by the Authority, the following steps will normally be followed. These steps are further explained later in the document.

- (1) Authority consultant files will be reviewed.
- (2) A short list of consultants will be prepared.
- (3) Proposals will be requested from the short-listed consultants.
- (4) A preferred consultant will be recommended to the Authority.
- (5) A consultant meeting will be held to review and finalize the proposal.
- (6) An engineering agreement will be executed.
- (7) Unsuccessful consultants will be notified.
- (8) A "Start-Up" meeting will be held with the successful consultant.

#### **(1) Consultant List**

When preparing a short list of consultants for a particular project, the following sources will be reviewed by Authority staff.

- personal knowledge of specific firms through involvement with previous projects
- recommendations from other agencies (governmental and private)
- specific requests from consultants for involvement in a particular project
- publications and engineering consultant directories
- Authority consultant file

New consultants or consultants wishing to establish business within the Authority's jurisdiction are encouraged to submit general company literature/brochures or other services information, for the Authority consultant file.

#### **(2) Short List**

The short list process will reduce the number of candidate consulting firms to those with the

experience, staff resources and reputation to produce a quality product. The final short list will be such, that any firm listed would be able to produce a satisfactory product.

The following criteria will be utilized to determine whether or not a particular consultant will be selected for the short list.

- ability and experience on similar projects
- reputation and performance on previous Authority projects
- references from other agencies
- current workload

Where all factors are equivalent for several firms, the Authority will base the short list selections on a roster/rotation method where consultants not recently involved in Authority projects will be favoured for the short list, provided that they have the required expertise to complete the project.

As a general guideline, the short list process will reduce the long list of candidates as per the table below:

<u>NUMBER OF CANDIDATES ON FINAL SHORT LIST</u>	<u>PROJECT COST</u>
1	under \$25,000
2	\$25,000 - \$50,000
3	\$50,000 - \$150,000
4	over \$150,000

All consultants on the short list will be invited to submit proposals.

#### **(4) Proposals and Interviews**

In the interest of minimizing the level of costs borne by a consultant to prepare a proposal, yet having sufficient information for review, the Authority's policies relating to consultant proposals are as follows:

- unless specifically requested, as in the case of a major undertaking, proposals shall be brief.
- the main emphasis of the proposal will be on the subject areas forming part of the proposal review procedure, being; methodology, staff of study team, corporate experience, scheduling and cost estimates
- although every effort will be made to outline all required work in the study terms of reference, the Authority encourages the consultant to identify additional work required outside the terms of reference. The Additional work shall be clearly identified and indicated as a separate item in the cost estimates provided unless dictated by project size and complexity, formal interviews will not formally be held for routine projects. It will be the responsibility of the consultant to ensure that their proposal clearly illustrates their understanding of the project, the work involved and the anticipated end product desired by the Authority.

## **(5) Review of Proposals**

A detailed description of the proposal evaluation procedure used by Authority staff is described later in this document. The proposals will be ranked based on the systematic point rating system described. The review of the proposals through this system, will identify the firm's understanding of the study objects, work activities and anticipated end product and the firm's ability to produce the required product with an adequate time schedule and at a reasonable cost. Staff recommendations regarding consultant selection requires approval of the Authority.

## **(6) Meeting**

A meeting will be arranged with the successful consultant to make any necessary minor revisions/additions to the proposal for use in the engineering agreement.

## **(7) Engineering Agreement**

The consultant will be requested to prepare an engineering agreement (standard form) for all projects undertaken by the Authority. The Authority, being the Niagara Peninsula Conservation Authority, will be the client for the project.

## **(8) Notification to Unsuccessful Consultants**

Following successful negotiations with the preferred consultant, the Authority will notify the unsuccessful consultants in writing.

The notification will indicate:

- that the selection process has been completed
- the ranking level as compared to the other candidates
- the name of the selected consultant
- the upset limit negotiated

## **(9) Start Up Meeting**

A start up meeting will be held with the successful consultant prior to the commencement of any work. Topics of discussion in the meeting will include:

- project details
- document presentation
- terms of reference and proposal update
- engineering compensation and budget
- engineering agreement
- other business

## **PROPOSAL EVALUATION PROCEDURE**

Proposals will be ranked on the following point ranking system:

- Methodology	35%
- Corporate Experience	10%
- Staff Allocations	30%
- Scheduling	5%
- Costs	<u>20%</u>
	100%

Although the categories of ranking will not alter for most proposals, there may be instances where the corresponding score percentages will require revision. For example, projects which have time constraints or require an extremely high level of expertise would have more emphasis placed on scheduling and staff respectively. The candidate consultants will be notified in advance of any revision to the ranking system for a particular project.

Following is a brief description of the ranking categories.

### **(1) Methodology**

Specific technical guidelines and other criteria established by the various level of governmental agencies restrict, to some degree, the level of originality in all but unusual projects. As such, the corresponding score under methodology will reflect the Authority's interpretation of the consultant's understanding and acknowledgement of the study objective, the work involved in producing the results and the anticipated final product. Under this category, the Authority will encourage the consultant to suggest revisions, additional work or any other items that may be required in addition to those specified in the terms of reference.

### **(2) Corporate Experience**

Although the short list process will ensure that all consultants submitting proposals have sufficient related experience, this category of ranking will allow for comparing the experience of each firm.

### **(3) Staff Allocations**

Staffing allocations to a particular project are considered an extremely important factor towards satisfactory completion. Firms having specific expertise in related areas and corresponding support staff resources will be recognized under this category of the ranking system. Specific names of key personnel who will be involved in the project should be indicated.



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**Report To:** Board of Directors

**Subject:** Ducks Unlimited Partnership 2014

**Report No:** 91-14

**Date:** September 17, 2014

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**RECOMMENDATION:**

That the NPCA continue to partner with Ducks Unlimited (DU) for the construction of wetlands of mutual interest through the approval of the 2014 Partnership Agreement (attached document).

**PURPOSE:**

The purpose of this report is to:

- Present the DU-NPCA Partnership Agreement for the implementation of wetland projects of mutual interest.
- Request NPCA Board approval to enter into the agreement with DU. DU will pay upfront the full cost of wetland construction / creation, then invoice the NPCA and landowners for their agreed upon portion. DU requires a written commitment from the NPCA.

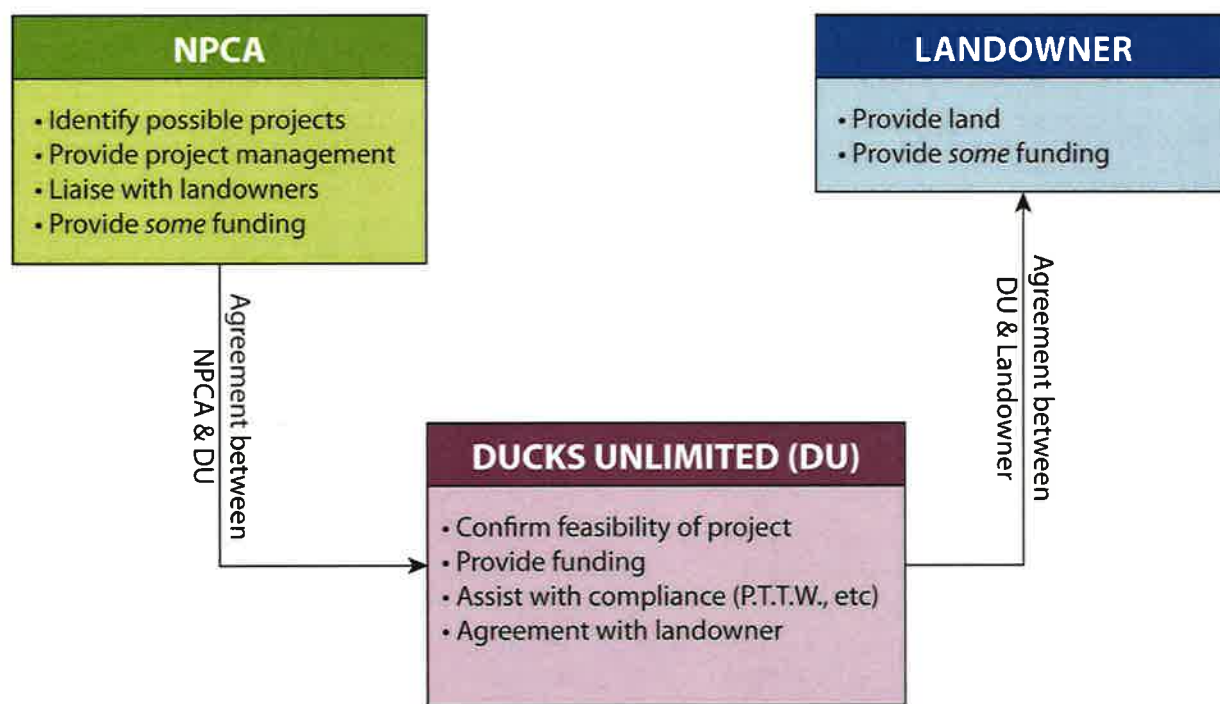
**BACKGROUND:**

Ducks Unlimited (DU) is the recognized leading agency in wetland design and creation; NPCA initially consulted with DU on a number of projects for their expertise in the creation of wetlands, and then started a partnership with them in 2002.

Since 2002, DU and the NPCA have been working together with Niagara landowners to create wetland projects in Niagara. This collaboration has allowed for the sharing of both expertise and resources. For instance, many large wetland projects require Ministry of the Environment Permits to Take Water, which includes the development of a long-term monitoring and reporting plan. This requirement can be an onerous process; however, Ducks Unlimited has the staff resources and expertise to provide this highly valued service to the NPCA on our joint undertakings.

The NPCA-DU partnership has successfully implemented over 55 wetland projects, creating 76 ha of wetlands with a total project value of \$1.1 million dollars. Several factors are cited for this successful partnership; the organizations' goals and conservation programs are aligned; their strengths and expertise complement one another; both DU and NPCA have made a consistent and ongoing commitment to the partnership since 2002.

Under the current partnership structure, DU pays the full cost of the project and then invoices NPCA and the landowner for their share of project cost. The following flow chart illustrates the roles and responsibilities, and agreements of each partner.



The current agreement includes 6 wetland projects located in Hamilton (2), Niagara-on-the-Lake, Wainfleet, and West Lincoln (2).

### **FINANCIAL IMPLICATIONS:**

The following table provides funding details for 2014 DU-NPCA projects.

Project Description	Total Number of Projects	Total Project Cost	Cost to NPCA	Cost to DU	Cost to Landowner
Wetland Creation / Rehabilitation	6	\$70,000	\$ 26,500.	\$ 35,000.	\$8,500.00

The agreed upon funding contribution from the NPCA has been allocated for, in the 2014 budget.

### **RELATED REPORTS AND APPENDICES:**

1. 2014 Partnership Agreement

Prepared by:



Jocelyn Baker  
Supervisor, Watershed Restoration

Reviewed by:



Peter Graham P.Eng.  
Director, Watershed Management

Submitted by:



Carmen D'Angelo  
Chief Administrative Officer  
Secretary Treasurer

*This report was prepared with the consultative input from:  
Brian Wright, Manager, Watershed Projects*

**MEMORANDUM OF AGREEMENT  
BETWEEN DUCKS UNLIMITED CANADA (DUC)  
AND  
NIAGARA PENINSULA CONSERVATION AUTHORITY**

Agreement made in duplicate this \_\_\_\_ day of \_\_\_\_\_, 2014.

**BETWEEN:**

**Ducks Unlimited Canada (DUC)**  
740 Huronia Road, Unit 1  
Barrie, Ontario L4N 6C6  
hereinafter referred to as the "Corporation"

- and -  
**Niagara Peninsula Conservation Authority (NPCA)**  
250 Thorold Rd West  
Welland ON L3C 3W2  
hereinafter referred to as the "Partner"

WHEREAS the Corporation and the Partner share a mutual interest in wetland conservation to the benefit of waterfowl, other wildlife and the overall health of the watershed.

AND WHEREAS the Corporation and Partner intend to provide technical and funding support to assist private landowners in the implementation of wetland restoration projects on the lands listed on Schedule 'A'. The Corporation will provide technical and funding support to each of these wetland restoration projects conditional that each cooperating landowner listed will sign a Ducks Unlimited Canada "Conservation Agreement" for the project.

NOW THEREFORE the Corporation and the Partner agree as follows:

**1. INTERPRETATION**

It is understood that the use of the term "partner" is not intended and does not create a partnership in law between the parties.

**2. TERM**

This Agreement shall commence on the \_\_\_\_ of \_\_\_\_\_, 2014, and terminate on the 31<sup>st</sup> day of March, 2015.

**3. DESIGNATED REPRESENTATIVES**

- i) The Partner agrees that the Corporation, for the purposes of this Agreement, may act through any individual designated by the Corporation.
- ii) For the purposes of this Agreement, the designated representative for the Corporation is:

Jeff Krete  
Ducks Unlimited Canada  
(519) 621-2763 X 2297

for the Partner is:

Jocelyn Baker  
Niagara Peninsula Conservation Authority  
(905) 788-3135

Both the Corporation and the Partner agree that they may designate a different representative by providing notice in writing.

**4. CORPORATION OBLIGATIONS**

- i) The Corporation agrees to participate as the lead organization for projects implemented under this agreement.
- ii) The Corporation will obtain a signed Conservation Agreement with each project landowner listed in the attached **Schedule A**. The Corporation will provide the Partner with a copy of each Conservation Agreement signed.
- iii) The Corporation agrees to pay all construction related invoices for the projects implemented under this partnership agreement. The Corporation funding amounts and maximums are listed in the attached Schedule A and these commitments will not exceed any Corporation project cap specified. Participating landowners are each contributing funds according to the terms of their signed Conservation Agreements and is estimated to equal approximately 12.5% of project costs (inclusive). All project costs exceeding the Corporation and Partner funding commitments made are the responsibility of the project landowners as per the terms of the Conservation Agreements signed. Upon project completion the Corporation will invoice project landowners and the Partner for their respective commitments. The Corporation will provide the landowners and the Partner with a copy of all paid invoices detailing the project expenses incurred.

## 5. PARTNER OBLIGATIONS

- i) The Partner agrees to participate in the wetland projects listed in the attached Schedule A.
- ii) The Partner will contribute funds to each project according to the commitments made in the attached Schedule A. The Partner contribution is equal to approximately 37.5% of eligible construction costs (inclusive) for each wetland project implemented. This commitment will not exceed the Partner wetland program cap of \$10,000.00 per project.

## 6. JOINT OBLIGATIONS

- i) The Corporation and Partner will collaborate in: identifying potential projects, project design, obtaining required permits and approvals, securing contractor quotations and support construction supervision and materials procurement necessary to implement this partnership agreement.
- ii) The parties agree to cooperate on joint project recognition, project related publicly, available documents, signage, media recognition and presentations that specifically refer to this project.
- iii) The parties agree to indemnify each other, keep indemnified and save each other harmless from and against all claims, demands, costs, actions, causes of action, expenses and legal fees, which may be taken or made against them arising from their existing and ongoing activities.

## 7. ENTIRE AGREEMENT

The parties hereto agree that this Agreement embodies the entire Agreement between the parties and the Partner represents that in entering into this Agreement the Partner does not rely upon any previous oral or implied representation, inducement or understanding of any kind or nature.

## 8. TERMINATION OF AGREEMENT

DUC and the Partner shall have the right at any time, with or without cause, to cancel this agreement by giving the other party thirty (30) days prior written notice to that effect.

IN WITNESS WHEREOF the parties hereto have executed this Agreement

SIGNED, SEALED AND DELIVERED )  
in the presence of )  
)

\_\_\_\_\_  
witness as to execution by  
Ducks Unlimited Canada

\_\_\_\_\_  
Ducks Unlimited Canada

\_\_\_\_\_  
witness as to execution by  
Niagara Peninsula Conservation Authority

\_\_\_\_\_  
Niagara Peninsula Conservation Authority

**Schedule 'A' - 2014 Project List as per MOA with NPCA - with personal details deleted**

**Please note: Personal names and addresses of individual landowners are not included in this copy of the agreement for landowner privacy reasons**

This schedule lists the wetland restoration projects and the Corporation and Partner funding commitments implemented under this MOA. The owner's name, the legal address, the estimated area of wetland restored, the total estimated cost of the project, and the estimated funding amounts for DUC and NPCA is listed for each project.

**Wetland Projects:**

- 1) **Landowner 1**  
Binbrook, City of Hamilton, Glanbrook
- 2) **Landowner 2**  
West Lincoln, Niagara Region
- 3) **Landowner 3**  
Niagara-on-the-Lake, Niagara Region
- 4) **Landowner 4**  
Wainfleet, Niagara Region
- 5) **Landowner 5**  
West Lincoln, Niagara Region
- 6) **Landowner 6**  
Hamilton

The total estimated cash contribution by DUC in this agreement is \$\_\_\_\_\_ .00

The total estimated cash contribution by NPCA in this agreement is \$\_\_\_\_\_ .00

**NOTE: Additional projects may be added to this Schedule A – List of Projects, by a signed addendum attached to this agreement.**

## ADDENDUM TO SIGNED 2014 MEMORANDUM OF AGREEMENT

**Schedule 'A' - 2014 Project List as per signed MOA with NPCA dated: \_\_\_\_\_, 2014**

This schedule lists the wetland restoration projects and the Corporation and Partner funding commitments implemented under this MOA. The owner's name, the legal address, the estimated area of wetland restored, secured upland and total estimated cost of the project, and the estimated funding amounts by DUC is listed for each project.

### **Wetland Project Added:**

Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
witness as to execution by  
Ducks Unlimited Canada

) \_\_\_\_\_  
Ducks Unlimited Canada

\_\_\_\_\_  
witness as to execution by  
Niagara Peninsula Conservation Authority

) \_\_\_\_\_  
Niagara Peninsula Conservation Authority

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**Report To: Board of Directors**

**Subject: Environment Canada - Great Lakes Sustainability Fund Agreement 2014/15**

**Report No: 92-14**

**Date: September 17, 2014**

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**RECOMMENDATION:**

That the NPCA enter into an agreement with Environment Canada (EC) to accept the Great Lakes Sustainability Fund (GLSF) funding of \$135,000 towards the implementation of environmental remediation, protection and conservation projects required to meet the goals and objectives identified in the Great Lakes Water Quality Agreement and the Canada-Ontario Agreement (COA).

**PURPOSE:**

The purpose of this report is to:

- Present the GLSF funding agreement between Environment Canada and the NPCA (attached). The agreement is required to obtain the GLSF funding, which is a significant component of the NPCA stewardship program.
- Request NPCA Board approval to enter into the agreement with Environment Canada.

**BACKGROUND:**

The Great Lakes Sustainability Fund (GLSF) was initiated in 2000 as a component of the Great Lakes Basin 2020 Action Plan. The GLSF was established to advance Remedial Action Plans (RAP) that have been developed for each of Canada's remaining Areas of Concern (AOC) located within the Great Lakes Basin.

The Niagara River is an Area of Concern and the NPCA acts as the local coordinating agency for the Niagara River Remedial Action Plan (RAP). Funding for the RAP coordination falls under a separate Client Services Consultant Agreement that will be presented at the October NPCA Board of Directors meeting.

Through the GLSF fund, Environment Canada provides technical and financial support for restoration projects in priority areas of the RAP. Emphasis is placed on meeting the goals under the *Canada-Ontario Agreement Respecting the Great Lakes Ecosystem*. The NPCA Watershed Restoration Program is responsible for improving water quality, water quantity and biodiversity within the watershed. The restoration program advances these objectives through the implementation of a comprehensive cost-sharing program, offering local landowners financial incentives to implement water quality and biodiversity/ habitat improvement projects on their properties. The goals of the GLSF program align well with the goals and objectives of the NPCA's restoration and water quality program.



## **Application to the Fund**

Each year agencies such as provincial ministries, municipalities, conservation authorities, and local RAP project managers apply for funding from GLSF. Funding requests are reviewed by GLSF staff and assessed for eligibility; alignment of RAP program priorities; technical merit, feasibility; cost-effectiveness; and financial and administrative management. Successful applicants are notified with approval letters and agreements that specify the financial funding support, confirm deliverables, and conditions of approval.

To date NPCA has accessed over \$3 million dollars from GLSF for water quality / biodiversity improvement projects as well as for water quality monitoring in the Welland River and Niagara River AOC. Over the past three program years the NPCA received \$245,000 (2012/13), \$195,000 (2013/14), and \$135,000 (2014/15) respectively, to complete Water Quality and Habitat Improvement projects/actions in the Niagara River Area of Concern (AOC). These projects help satisfy the Federal governments commitments identified in the Great Lakes Water Quality Agreement and the Canada-Ontario Agreement. The Federal government has indicated the Niagara River RAP should be delisted by 2019, at which time the remaining remedial actions would have been completed. As the remedial actions are completed the available funding through GLSF will become correspondingly less.

According to the agreement; *The GLSF contribution shall support, in whole or in part, the following key project activities:*

- *Continue to monitor the existing water quality stations in the Welland River watershed to track (temporal & spatial) nutrient concentrations and other water quality parameters.*
- *The Implementation of up to an additional 10 Best Management Practices (BMP's) and Conservation Farm Practices projects within the Niagara River AOC. A particular focus will be on sub-watersheds identified as contributing very high phosphorus loads to the Welland River watershed through the 2011 Welland River Eutrophication Study.*

The GLSF contribution is also used for some associated NPCA staffing costs. The above noted projects will be implemented with private landowners through the provision of cost-share incentives. These projects will include nutrient reduction, including livestock fencing, milk house wastewater containment, and naturalization projects such as buffer strips.

## **FINANCIAL IMPLICATIONS:**

The requested funding contribution from GLSF is included in the 2014 budget.

## **RELATED REPORTS AND APPENDICES:**

1. 2014 Partnership Agreement

**Prepared by:**

  
Jocelyn Baker  
Supervisor, Watershed Restoration

**Reviewed by:**

  
Peter Graham P.Eng.  
Director, Watershed Management

**Submitted by:**

A handwritten signature in dark ink, appearing to read 'Carmen D'Angelo', is written over a horizontal line.

Carmen D'Angelo  
Chief Administrative Officer  
Secretary Treasurer

*This report was prepared with the consultative input from:  
Brian Wright, Manager, Watershed Projects*

## **CONTRIBUTION AGREEMENT**

**BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF CANADA**  
as represented by the Minister of the Environment who is responsible for  
Environment Canada ("EC")

**AND Niagara Peninsula Conservation Authority**  
("Recipient")

Project Title: Water Quality and Habitat Improvement Program for the Niagara River Area of  
Concern (AOC) ARN14-409

Whereas EC is responsible for the Transfer Payment Program entitled "Sustainable  
Ecosystems", which provides the authority to enter into this Agreement under the program:  
Great Lakes Sustainability Funds (GLSF) ("EC Program") ;

Whereas the Recipient is eligible and has the capacity to carry out the Project;

Whereas the Recipient wishes to further disburse contribution funds received under this  
Agreement, and the Recipient is of the view that doing so would be beneficial to Final  
Recipients and would also assist the Recipient in its exercise of its mandate;

Whereas the Recipient is providing or has secured additional funds from other interested  
parties totalling \$281,500 and thereby is meeting the EC Program requirement to obtain  
funding from other sources;

Whereas the Recipient shall not generate profit as a direct result of the Project directly  
supported by this agreement;

Whereas EC wishes to provide financial assistance to the Recipient to enable it to undertake  
the Project;

Whereas EC and the Recipient enter into this Agreement recognizing that the Recipient has  
begun the Project and incurred related costs, EC may, pursuant to the terms and conditions  
of this Agreement, reimburse the Recipient for Eligible Expenditures incurred as of Apr 17,  
2014;

Whereas the financial payment to the Recipient shall not directly result in EC acquiring a  
good or service from the Recipient; and,

Whereas this Agreement is the instrument under which EC's contribution shall be made;

Now, therefore, this Agreement witnesses that in consideration of the mutual promises and  
agreements hereinafter set out, EC and the Recipient ("Parties") agree as follows:

### **1. DEFINITIONS**

Unless the context otherwise requires:

"Agreement" - means this document along with the appendices and schedules in following list which together form an integral part of this Agreement, and together constitute the entire agreement between the Parties, superseding all previous agreements, documents, representations, negotiations, understandings and undertakings related to its subject matter. The Recipient acknowledges having read the Agreement and agrees with the contents.

- Appendix A – General Terms and Conditions,
- Appendix B – Project Cashflow and Environment Canada Funding,
- Appendix C – Payment Request Form,
- Appendix D – Reporting Templates,

"EC Contribution" means the contribution referred to in Section 5a).

"Eligible Expenditure" means an expenditure incurred by the Recipient between Apr 17, 2014 and the Agreement End Date, according to the terms and conditions of Section 6.

"Final Agreement" means an agreement entered into between the Recipient and a Final Recipient pursuant to Section 4 b).

"Final Project" means project(s), activitie(s) or initiative(s) undertaken by a Final Recipient and funded by the Recipient pursuant to a Final Agreement. A Final Project shall support the purpose and expected results set out in Section 3 and shall consist of project(s), activitie(s) or initiative(s) that shall, in part or in whole, directly support the Project or parts of the Project.

"Final Recipient" means a legal entity to which the Recipient shall further distribute funds received under this Agreement in the manner provided in Section 4b).

"Fiscal Period" means the period or part of the period commencing April 1 and ending March 31 of any year during the Agreement.

"In Kind Contribution" means the cash-equivalent contribution in the form of a useful and valuable good, service or other support provided to the Project, for which no cash is exchanged but that is essential to the Project and that would have to be purchased on the open market, or through negotiation with the provider, if it were not provided.

"Project" means the project, activities or initiatives described in Section 4a) and b).

"Total Canadian Government Funding" means the total cash and in-kind funding available to the Recipient for the Project from federal, provincial, territorial and municipal governments.

"Total Contribution" means the total value of the cash and in-kind contributions from all sources secured for expenditures related to the Project, as set out in Section 5b).

## **2. DURATION**

This Agreement comes into force on the date of last signature ("Effective Date") and ends on March 31, 2015 ("Agreement End Date") unless this Agreement is terminated earlier in accordance with the terms of the Agreement.

The Project shall be completed by the Agreement End Date.

### **3. PURPOSE & EXPECTED RESULTS**

The purpose of this Agreement is to establish the terms and conditions for the provision of EC's Contribution to the Recipient.

EC's Contribution shall enable the Recipient to implement restoration projects into priority areas that have been identified within the natural heritage analysis and the 2011 Welland River Eutrophication Study; and monitor water quality to track improvements over time. Restoration projects will be implemented with private landowners through the provision of cost-sharing incentives. These projects will include manure management, livestock fencing, milk house wastewater containment, and naturalization plantings.

This Agreement supports the objectives of the following EC program activity: 1.3.4 - Ecosystems Initiatives, with the expected result(s) of:

- i. Implementation of environmental remediation, protection and conservation projects required to meet the goals and objectives identified in ecosystem-based management plans or to achieve ecosystem objectives.
- ii. Participation of individuals and organizations in activities contributing to the achievement of goals and objectives identified in ecosystem-based management plans or to achieve ecosystem objectives.

### **4. ACTIVITIES, PROJECT OR INITIATIVE BEING FUNDED**

- a) In order to achieve the expected results, the Recipient shall undertake the Project. The EC Contribution shall support, in whole or in part, the following key Project activities:
  - i. Implement up to 10 Best Management Practices and Conservation Farm Practices projects within the Niagara River AOC. A particular focus will be on sub-watersheds identified as contributing very high phosphorus loads to the Welland River watershed through the 2011 Welland River Eutrophication Study. Continue to inventory project sites with "pre", "during" and "post" project conditions for all BMP sites implemented in
  - ii. Monitor the existing water quality stations in the Welland River watershed to track (temporal & spatial) nutrient concentrations and other water quality parameters.
  - iii. Expand water quality monitoring to the Lower Welland River, the Chippawa Power Canal and several non-Welland River AOC sub-watersheds to characterize non-point source contaminates and their potential to affect the Niagara River.
- b) The Recipient shall further distribute to Final Recipients, by way of Final Agreements, no more than \$30,000 cash from the EC Contribution received under this Agreement. In so doing:

- i. The Recipient shall adopt and use a clear, transparent and open decision-making process in soliciting, assessing and approving proposals related to Final Recipients in accordance with the principles and requirements set out in the Agreement.
- ii. A Final Recipient shall not receive funds from the Recipient for purposes of supplying a good or service to the Recipient.
- iii. Upon request by EC, the Recipient shall provide EC a copy of its operating plans, including annual performance expectations, with respect to the funds distributed to Final Recipients.
- iv. The Recipient shall provide EC any review or audit reports carried out by, or on behalf of, the Recipient relating to the use of EC's Contribution.
- v. Upon request by EC, the Recipient shall provide EC a right of access to the all or some of the Final Agreements.
- vi. The Recipient shall ensure that Final Agreements:
  - a. include a statement of the purpose of the Final Agreement and clearly agreed expectations and roles between its parties. Final Agreements shall also set out the expenditures eligible for reimbursement by the Recipient to the Final Recipient. The nature of these expenditures shall be consistent with those set out in Section 6.

Without restricting the generality of the foregoing, expenditures related to the acquisition of land or interest in land shall, at no point in time, be allowed under Final Agreements.

- b. grant to the Recipient a right to perform periodic audits of the Final Recipient's compliance with the terms and conditions of the Final Agreement, as well as a right for the Recipient to provide EC with copies of any audit report or any financial, progress or other report conducted pursuant to the Final Agreement.
- c. provide EC with a right of access to the Final Recipients' premises and documents for the purposes of monitoring the Recipient's compliance with this Agreement.
- d. provide for the Final Recipients' consent for the public disclosure by EC of any information provided by them to the Recipient in connection with their applications for funding of their respective Final Project, or relating to activities falling within the scope of this Agreement or any Final Agreement.

## **5. MAXIMUM AMOUNT OF CONTRIBUTION**

- a) EC agrees, subject to the terms and conditions of this Agreement, to contribute towards the Eligible Expenditures set out in this Agreement incurred by the Recipient to undertake the Project, up to a maximum amount of \$135,000 cash.

- b) The Total Contributions secured or provided by the Recipient for the Project is \$416,500.
- c) Of this total, the Total Canadian Government Funding (cash and in-kind) is \$275,000 which represents 66% of the Total Contributions (cash and in-kind).

The Recipient may be required to repay any funds where the percentage of Total Canadian Government Funding has been exceeded or where funding provided from other sources exceeds the amount anticipated at the time the contribution was made. EC reserves the right to consequently amend this Agreement to reflect any changes to the activities, duration or other sections of this Agreement; EC may also reduce the financial contribution or, as relevant, request a repayment.

- d) By the Effective Date the Recipient provided, and EC accepted, a project cashflow for the duration of Project as set out in Appendix B – Project Cashflow and Environment Canada Funding. EC's cash contribution shall be based on the agreed upon cashflow requirements, and the maximum amounts to be available for each Fiscal Period are as follows:

- for the Fiscal Period 2014-2015 in the amount of \$135,000

## **6. ELIGIBLE EXPENDITURES**

- a) The following shall be Eligible Expenditures, if directly incurred for the purposes of the Project and if the terms and conditions set out in this Agreement are met by the Recipient, at the satisfaction of EC:
- Contractors
  - Material and supplies expenditures
  - Funds distributed to Final Recipients in accordance with Section 4b)
  - The eligible expenditures above include any GST/HST that is not reimbursable by the Canada Revenue Agency and any PST not reimbursable by the Provinces

No overhead shall be included in the eligible expenditures in this Section.

- b) Expenditures, other than those herein allowed, are ineligible unless specifically approved in writing by EC prior to the time the expenditures are incurred.

## **7. BASIS AND METHOD OF PAYMENT**

### **a) Basis of Payment**

Within the limits of Section 5 of the Agreement and Section 19 of Appendix A, and upon receipt and acceptance of any required reports and/or forms under this Agreement, and in accordance with EC's policies and the applicable laws relating to financial administration, as amended from time to time, EC agrees to pay the Recipient up to the maximum amount specified in Section 5a).

### **b) Method of Payment**

- i. The Recipient is eligible to receive payments for EC's Contribution stated in Section 5d) upon receipt and acceptance by EC of an accounting of the Eligible Expenditures directly incurred to-date by the Recipient for the purposes of undertaking the Project.
- ii. The Recipient shall submit to EC requests for reimbursement of Eligible Expenditures using the prescribed form provided in Appendix C – Payment Request Form.
- iii. Requests for reimbursement may be submitted to EC at any time during the Fiscal Period, but usually not more frequently than four times per Fiscal Period.

**c) Final Payment**

During the final Fiscal Period EC shall withhold a minimum of \$13,500 of EC's Contribution allocated to the final Fiscal Period. EC shall issue the final payment to reimburse the unpaid balance of Eligible Expenditures upon receipt and acceptance by EC of the final report(s) required by Section 8. The Recipient shall submit the request for final payment with the final report(s) required by Section 8.

**8. REPORTING**

**a) Financial Reporting**

*Cash Flow Statement*

By the Effective Date of this Agreement, the Recipient has provided and both Parties have agreed to a cashflow statement for the entire period specified in Section 2, as detailed in Appendix B – Project Cashflow and Environment Canada Funding.

*Financial Forecasting*

By September 30 and December 31 the Recipient shall provide a financial forecast of the expenditures pertaining to the balance of the Fiscal Period.

*Final Reporting*

Following completion of the Project the Recipient shall, no later than 30 days after the Agreement End Date as referred to in Section 2, provide a final financial report including:

- a Project income and expenditure summary which shall identify all sources and use of the total Project funds over the duration of the entire Agreement;
- a statement detailing the use of EC's Contribution provided over the duration of the entire Agreement, including an explanation of any financial variances.

The accounting of total Project funding shall confirm that the Recipient continued to meet the eligibility requirements of the EC Program and identifies the need for any repayment, in part or in whole, of EC's financial contribution described in Section 5.

Per Section 7c), the Recipient shall submit the final request for payment when submitting the final report(s).



### *Certification / Attestation*

All Financial Reports submitted by the Recipient shall be certified by a senior officer of the Recipient's organization (such as a CEO or CFO) attesting to the correctness and completeness of the financial information provided.

### b) Project Activity Progress Reporting

#### *Project Description*

By the Effective Date of this Agreement, the Recipient has provided and both Parties have agreed upon a Project description for the entire period specified in Section 2.

#### *Ongoing Communication*

The Recipient shall make all reasonable efforts to respond to ad-hoc requests by EC for information on Project progress. The Recipient shall also advise EC immediately of any substantial events that could impact the Project timeline or cashflow requirements.

#### *Final Reporting*

Following completion of the Project the Recipient shall, no later than 30 days after the Agreement End Date as referred to in Section 2, provide a Project Performance Report with Project highlights, description of outcomes with respect to results set out in Section 3, quantitative and qualitative description of the accomplishments / success of the Project; challenges faced and solutions found, information on results (negative or positive) that were not anticipated, and lessons learned.

Per Section 7c), the Recipient shall submit the final request for payment when submitting the final report(s).

- c) The Recipient shall provide the reports required by Section 8 using the templates provided by EC in Appendix D – Reporting Templates, or an alternative format as pre-approved by EC.

## **9. COMMUNICATIONS AND REQUESTS FOR PAYMENT**

- a) Any request for payment or notice or other formal communication between the Parties shall be:
- i. delivered personally; or
  - ii. scanned and sent by email; or
  - iii. mailed by registered mail, return receipt requested; or
  - iv. sent by facsimile transmission, proof of transmission required, and addressed as follows:

for EC:

Department of the Environment  
Rose Iantorno, Grant and Contribution Administration Officer  
Great Lakes Areas of Concern  
4905 Dufferin Street

Downsview, Ontario  
Canada, M3H 5T4

for the Recipient:

Niagara Peninsula Conservation Authority  
Tony D'Amario, Chief Administrative Officer/Secretary-Treasurer  
250 Thorold Road West, 3rd Floor  
Welland, Ontario  
Canada, L3C 3W2

- b) If such notice or other formal communication is delivered in person, it shall be deemed to have been received on the date of delivery. If such notice is sent by registered mail, it shall be deemed to have been received by the party on the fifth business day following the day it is so mailed, or on the day it is received whichever is earlier. If the notice is sent by email or facsimile transmission, it shall be deemed to be received as of the date of the transmission, and for facsimile as evidenced by an automated confirmation of transmissions.

## **10. SIGNATURES**

The Parties have executed this Agreement by the hands of their duly authorized officers as follows:

For Niagara Peninsula Conservation Authority

By: \_\_\_\_\_  
(print name)

Title: \_\_\_\_\_  
(print title)

Signature: \_\_\_\_\_

I represent and warrant that I am duly authorized to bind Niagara Peninsula Conservation Authority

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of the Environment who is responsible for Environment Canada

By: Jon Gee

Title: Manager, Great Lakes Areas of Concern

Signature: \_\_\_\_\_

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**APPENDIX A**  
**GENERAL TERMS AND CONDITIONS**

**1. APPROPRIATION**

Payment of the EC Contribution shall be made at EC's discretion, which shall not be unreasonably withheld, and shall be subject to an annual appropriation of funds by the Parliament of Canada for the Fiscal Period in which any payment is to be made.

EC may reduce or terminate the EC Contribution in response to a reduction or a denial of an appropriation by the Parliament of Canada in accordance with Section 11d) of Appendix A.

**2. ALLOCATION**

EC may, in accordance with Section 11d) of Appendix A, reduce or terminate the EC Contribution in response to the Government of Canada's annual budget, a parliamentary, governmental or departmental spending decision, or a restructuring or re-ordering of the federal mandate and responsibilities that impact on the EC Program under which this Agreement is made.

**3. PERSONS NOT TO BENEFIT AND LOBBYISTS**

The Recipient warrants that:

- a) no current or former public servant or public office holder to whom the Conflict of Interest Act, the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service applies shall derive direct benefit from this Agreement unless the provision or receipt of such benefit is in compliance with such legislation and codes;
- b) no member of the Senate or the House of Commons shall be admitted to any share or part of this Agreement, or to any benefit arising from it, that is not otherwise available to the general public;
- c) no bribe, gift, or other inducement has been paid, given, promised or offered to any person for, or with a view to, the obtaining of this Agreement by the Recipient;
- d) it has not employed any person to solicit or secure this Agreement upon any agreement for commission, percentage, brokerage or contingent fee; and,
- e) it and any person lobbying on its behalf to obtain the contribution under this Agreement or any benefit hereto related and who is required to be registered pursuant to the Lobbying Act, is registered pursuant to that Act

#### **4. LIABILITY**

The Recipient shall indemnify and save harmless Canada, EC, its officers, servants and agents from and against all liability, loss, damages, costs and expenses, including reasonable solicitor/client fees, administrative fees and disbursements, and from all claims, demands, actions, or any other proceeding whatsoever and by whomever made, for personal injury, death, environmental effect or property damage, arising directly or indirectly and whether by reason of anything done or omitted to be done, as a result of negligence or otherwise, from the performance or any default or delay in performance of the Recipient's obligations under this Agreement.

EC shall not be liable for any loan, capital lease or other long-term obligation in relation to the Project for which the contribution is provided.

#### **5. AUDIT**

EC may request, at its sole discretion, that an audit of the Recipient's financial statements, as they relate to this Project, be conducted at any point in time. The audit shall be carried out by an independent accredited auditor and be in accordance with the audit scope determined by EC and at EC's expense.

#### **6. REPAYMENT**

An amount paid by Canada as part of the EC Contribution or which is treated as such pursuant to the terms of this Agreement, and to which the Recipient is not entitled according to the terms of this Agreement shall be repayable to Canada and until repaid constitutes a debt due to Canada. EC shall deduct any such amount from subsequent payments of the EC Contribution or, if such amount is determined in or after the final Fiscal Period, the Recipient shall repay the amount within thirty (30) days of receiving written notification by EC. Interest shall be due and payable in accordance with the Interest and Administrative Charges Regulations SOR/96-188 made under the federal Financial Administration Act.

#### **7. RECORDS**

The Recipient agrees to keep proper accounts and records of the revenues and expenditures for the subject matter of the Agreement, including all invoices, receipts and vouchers relating thereto for a period of six years after the expiration or early termination of the Agreement.

#### **8. ACCESS TO RECORDS AND INFORMATION**

Subject to applicable access and privacy legislation and case law, the Recipient shall allow representatives of EC to have access to any records, information, databases, audit and evaluation reports and such information that may be in any way relative to the project, as EC may request during the life of the Agreement or within six years after its early termination or expiration.

## **9. ACCESS TO PREMISES**

The Recipient agrees to give access to EC, by giving a five business day notice to the Recipient, to visit the premises or site where the Project is being carried out in order to review and assess the progress of the Project and compliance with the Agreement. The Recipient will provide such access only when the Recipient has control of the site or premises and authority to grant access.

## **10. CONSENT TO DISCLOSURE**

The Recipient consents to the public disclosure by EC of any information provided under this Agreement, including without limitation information which relates to activities and objectives which are the subject of this Agreement, except where such information would not be disclosed pursuant to Section 20 of the Access to Information Act R.S.C. 1985, c. A-1. It is expressly agreed that EC may disclose, among other information, the following elements of information:

- a) Name of the Recipient;
- b) Maximum amount of the contribution;
- c) Purpose of the Agreement;
- d) Activities to be undertaken under the Agreement
- e) Duration of the Agreement; and
- f) Analysis, audit and evaluation reports relating to the Project performed by either of the Parties.

## **11. DEFAULT, REMEDIES, TERMINATION BY REASON OF DEFAULT AND REDUCTION OR TERMINATION AT EC's DISCRETION**

### **a) Default**

EC may declare a default under this Agreement if any of the following events occur:

- the Recipient becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors, ceases to actively carry on a business or is subject to an order made or resolution passed for the winding-up of the operations of the Recipient;
- the Recipient has submitted false or misleading information to EC or has made a false or misleading representation in respect of any matter related to this Agreement, except for an error in good faith, demonstration of which is incumbent on the Recipient, to EC's satisfaction;
- EC, at its discretion concludes, pursuant to a review of any of the financial reports submitted pursuant to Section 5, that a material discrepancy exists between the actual revenues and

expenditures incurred by the Recipient to date and the forecast amounts set out in Appendix B or between the results attained by the Recipient to date and those that could reasonably be expected to have been attained at that point in time;

- the Recipient is no longer eligible under the eligibility requirements of the EC Program;
- the Recipient fails to complete the Project on the terms and conditions herein; and/or
- the Recipient fails to perform or comply with any term, condition, or other obligation contained in this Agreement for which it has responsibility.

#### b) Remedies

If EC declares that an event of default has occurred, EC may, in addition to any other remedy provided by law or pursuant to this Agreement, exercise one or more the following remedies:

- reduce the EC Contribution level;
- suspend the payment of any amount in respect of EC Contribution; or
- require the Recipient to repay all or part of the EC Contribution disbursed, with interest, calculated in accordance with the Interest and Administration Charges Regulations, SOR/96-188 from the date of demand for repayment.

The fact that EC refrains from exercising a remedy or any right herein shall not be considered to be a waiver of such remedy or right and, furthermore, partial or limited exercise of a remedy or right by EC shall not prevent EC in any way from later exercising any other remedy or right under this Agreement or other applicable law.

#### c) Termination by Reason of Default

- In the event of default, EC may immediately terminate this Agreement by means of a written notice of default and termination given to the Recipient. EC may also exercise any lawful remedy that EC deems appropriate.
- Notwithstanding the foregoing, EC reserves the right, where EC determines that the Recipient's default is capable of cure and that a delay for these purposes is appropriate, to send a written notice of default specifying a cure period of no less than thirty (30) days from the date of the Recipient's deemed receipt of the notice and requiring that the Recipient provide EC with proof of the cure within that delay. At the end of the cure period, EC may proceed to give the Recipient written notice of default and termination of this Agreement, and EC may also exercise any other lawful remedy that EC deems appropriate.

#### d) Reduction or Termination at EC's Discretion

- At any time before the completion of the Project, EC may, by giving notice in writing to the Recipient, reduce the EC Contribution or terminate this Agreement.
- In the case of a reduction to the EC Contribution, the reduction notice shall give the Recipient sixty (60) days written notice of that reduction in the EC Contribution. Subject to the maximum amount of the EC Contribution under Section 5 of this Agreement and any limits on Eligible Expenditures imposed within the reduction notice, EC shall reimburse the Recipient for any Eligible Expenditures incurred and claimed to the effective date of the

reduction. The Parties understand that any such reduction may affect the full implementation of the Project which may require amending the Agreement in accordance with Section 24 of Appendix A.

- In the case of termination of this Agreement, the termination notice shall give the Recipient sixty (60) days written notice of the termination. Subject to the maximum amount of the EC Contribution under Section 5 of this Agreement and any limits on Eligible Expenditures imposed within the termination notice, EC shall reimburse the Recipient for any Eligible Expenditures incurred and claimed to the effective date of the notice of termination. The funding obligations of EC shall cease as of the effective date of termination.

## **12. NO PARTNERSHIP**

The Parties acknowledge no principal-agent, employer-employee, partnership or joint venture is created by virtue of this Agreement and that the Recipient shall not represent itself as an agent, employee or partner of EC, including in any agreement with a third party.

## **13. CONFLICT OF INTEREST**

The Recipient confirms and warrants that it has, for the duration of this Agreement, no interest, pecuniary or otherwise, in any business matter that would put it in a real and/or apparent conflict of interest. The Recipient shall immediately notify EC, in writing, should any real and/or apparent conflict of interest exist or arise that could have a direct impact on EC's contribution to the Project.

## **14. PUBLIC ACKNOWLEDGEMENT**

Due acknowledgement of EC's contribution for the Project shall be made in the Recipient's publications, public information releases, advertising, promotional announcements, activities, speeches, lectures, interviews, ceremonies and its web site.

EC shall provide the Recipient with the necessary templates and/or electronic files containing the logos and/or acknowledgement statements to be used.

The Recipient shall provide EC with final copies of any document or material utilizing the EC logo, Government of Canada logo and/or acknowledgement statements prior to printing or distribution, for EC approval of the use of said logos and/or acknowledgement statements.

Due acknowledgement consists of including the following in both appropriate official languages:

**This project was undertaken with the financial support of:**

**Ce projet a été réalisé avec l'appui financier de :**



**Environment  
Canada**

**Environnement  
Canada**

The EC logo can not be used without the statement.

If space does not permit, the following statement only is to be used:



This project was undertaken with the financial support of the Government of Canada through the federal Department of the Environment.

Ce projet a été réalisé avec l'appui financier du gouvernement du Canada agissant par l'entremise du ministère fédéral de l'Environnement.

## **15. CONFIDENTIALITY**

- a) "Confidential Information" means confidential, private or secret information in all material forms and however fixed, stored, expressed or embodied (and includes, without limitation, samples, prototypes, specimens and derivatives) that is disclosed by the Parties to each other during discussions, telephone calls, meetings, tests, demonstrations, correspondence, any other exchange, communication or otherwise under this Agreement and includes, without limitation:
- all scientific, technical, business, financial, legal, marketing or strategic information;
  - information that is non-public, protected, privileged or proprietary in nature, which may have actual or potential economic value, in part, from not being known; and
  - information that is related to activities pursuant to this Agreement, irrespective of whether or not such information is specifically marked confidential or identified as confidential at the time of disclosure.

The responsibility rests with the disclosing Party to clearly mark all Confidential Information as "confidential", "private", "secret", "protected", or equivalent wording.

- b) Confidential Information disclosed under this Agreement shall remain the exclusive property of the disclosing Party and the disclosure of the Confidential Information to the receiving Party shall in no way be deemed to be a grant of a licence or a proprietary right.
- c) The receiving Party shall use the Confidential Information solely for the purposes for which it is disclosed, as indicated in writing by the disclosing party at the time of disclosure, and for no other purposes.
- d) Unless the disclosing Party gives to the receiving Party its prior written consent to disclosure, the receiving party shall keep confidential, hold in confidence, safeguard and not disclose the Confidential Information to third parties.

- e) The receiving Party shall use all reasonable efforts and take such action as may be appropriate to prevent the unauthorized use or disclosure of, and to preserve the confidentiality of, all Confidential Information, including, without limitation:
- ensuring that the Confidential Information is disclosed only to those: who have a need to know for the purposes of this Agreement; who are subject to a contractual duty of confidentiality; and who are properly instructed to maintain the Confidential Information in confidence; and
  - safeguarding all Confidential Information against theft, damage or access by unauthorized persons by all reasonable means, including, without limitation, visitor control, controlled photocopier access, computer firewalls, secure computers, and physical security of facilities and computer networks.
- f) The receiving Party shall promptly notify the disclosing Party in writing if it has reason to believe that unauthorized use, possession, acquisition, dissemination or disclosure of any Confidential Information has occurred, and the receiving Party shall use its reasonable endeavours to cooperate with any appropriate action taken by the disclosing Party to protect such Confidential Information.
- g) Upon termination of this Agreement or upon either Party's request, all Confidential Information in any form, including without limitation, any hard or electronic copies, shall be promptly returned to the disclosing Party or destroyed without reviewing any copies or excerpts thereof. The receiving Party shall have no right to continue any use of or disclose the Confidential Information in any way, whatsoever.
- h) Nothing in this Agreement shall be interpreted so as to preclude EC from disclosing information that EC may be required or ordered to disclose pursuant to any applicable federal laws, including, without limitation, the Access to information Act, R.S. 1985, c. A-1, the Privacy Act, R.S. 1985, c. P-21 or judicial order.

## **16. PRIVACY AND PERSONAL INFORMATION**

The Parties shall conduct their activities in accordance with applicable legislation dealing with the protection of the privacy and personal information of individuals. For greater certainty, the Recipient shall ensure that its employees, agents and contractors are made fully aware of their obligations to protect personal information.

## **17. SUPPORTING DOCUMENTATION**

The Recipient shall provide EC, as and when requested, all supporting documentation EC deems appropriate to enable EC to review and accept any request for payment. In such case, EC shall advise the Recipient of the appropriate level of detail and of any specific supporting documentation required.

## **18. AMOUNTS OWING TO THE FEDERAL GOVERNMENT**

The Recipient attests to have declared any past-due amounts owing to the federal Crown under any legislation or any agreement with the federal Crown before the signing of this Agreement and agrees to declare any amounts owing to the federal Crown under any legislation or any agreement with the federal Crown that become past-due during the course of this Agreement.

The Recipient acknowledges that any amounts due to the Recipient pursuant to this Agreement may be set-off against any past-due amounts owing to the federal Crown.

## **19. ENVIRONMENTAL ASSESSMENT**

a) The Parties agree that the Canadian Environmental Assessment Act, 2012 S.C. 2012, c. 19, s. 52 (CEAA 2012) does not apply to the Project.

b) If, as a result of changes to the Project or otherwise, the Project becomes a “designated project” as defined in subsection 2(1) of the CEAA 2012, the Recipient agrees that no EC Contribution or additional EC Contribution will become or will be payable by EC to the Recipient for the Project unless and until:

- i. the Canadian Environmental Assessment Agency makes a decision that no environmental assessment of the Project is required and posts that decision on the “Internet site” as defined in the CEAA 2012; or
- ii. (A) the decision statement with respect to the Project issued by the Minister of the Environment to the Recipient indicates that the Project is not likely to cause significant adverse environmental effects or that the significant adverse environmental effects that it is likely to cause are justified in the circumstances, and

(B) at the time that a claim is submitted for payment by the Recipient to EC, EC is of the opinion that the Recipient has complied or will comply with any conditions set out in the decision statement.

c) If, as a result of changes to the Project or otherwise, the Project becomes a “project” as defined in section 66 of the CEAA 2012 and is therefore to be carried out on “federal lands” as defined in subsection 2(1) of the CEAA 2012 or outside Canada, the Recipient agrees that no EC Contribution or additional EC Contribution will become or will be payable by EC to the Recipient for the Project unless and until:

- i. for a Project to be carried out on federal lands, EC determines that the Project is not likely to cause significant adverse environmental effects.
- ii. for a Project to be carried out outside Canada:

(A) EC determines that the carrying out of the Project is not likely to cause significant adverse environmental effects, or

(B) EC determines that the carrying out of the Project is likely to cause significant adverse environmental effects and the Governor in Council decides that the significant adverse environmental effects that the project is likely to cause are justified in the circumstances; and

iii. at the time that a claim is submitted for payment by the Recipient to EC, EC is satisfied that the Recipient has complied or will comply with any conditions set out by EC, for the purpose of this Agreement, with respect to the determination referred to in subparagraph ii.

d) The Recipient will allow EC and its agents, employees, servants or contractors to access and enter at any time during reasonable hours upon any real property under the ownership or control of the Recipient for the purpose of ensuring that any conditions referred to in subparagraph c) iii) have been or will be complied with.

e) Failure to comply with any of the conditions referred to in subparagraph c) iii), is a cause for default in respect of this Agreement in accordance with Section 11 of Appendix A.

## **20. SUSTAINABLE DEVELOPMENT**

The Recipient shall plan and implement the Project in a manner that promotes sustainable development and ensures the protection of the environment to the greatest extent possible.

## **21. INTELLECTUAL PROPERTY RIGHTS**

"Intellectual Property Rights" means any and all intellectual property rights recognized by law, including but not limited to intellectual property rights protected through legislation.

a) Any Intellectual Property Rights created by the Recipient in association with the Project shall vest in and remain the property of the Recipient.

b) The Recipient hereby grants to EC a non-exclusive, unconditional, irrevocable, perpetual, worldwide, royalty-free right to exercise all Intellectual Property Rights that vest in the Recipient under 21a), for any public purpose except commercial exploitation in competition with the Recipient. EC's license includes the right to use, produce, publish, translate, reproduce, adapt, modify, disclose, share, distribute, and broadcast the intellectual property.

## **22. DISCLAIMER**

The Recipient shall include the following disclaimer in any public information releases, advertising, promotional announcements, activities, speeches, lectures, interviews, ceremonies and web sites when the Recipient expresses a view or opinion specifically relating or referring to the Project.

"The views expressed herein are solely those of Niagara Peninsula Conservation Authority"

"Les opinions exprimées dans ce document sont celles de Niagara Peninsula Conservation Authority"

### **23. SETTLEMENT OF DISPUTES**

The Parties agree that any matter in dispute under this Agreement shall first be referred to senior officers of the Parties. If the matter cannot be resolved, it shall be submitted to a mediator as agreed upon by both Parties. The Parties shall bear the expenditures directly related to the mediation process equally.

### **24. AMENDMENTS**

This Agreement may be amended by the mutual written consent of the Parties. To be valid, any amendment to this Agreement shall be in writing and signed by the Parties, while this Agreement is in force.

### **25. SURVIVAL OF TERMS**

All representations and obligations contained in this Agreement on the part of each of the Parties expressly or by nature shall survive the early termination or the expiration of this Agreement until they are satisfied or until they expire by nature.

The following sections shall survive the termination of this Agreement:

- Agreement, Section 7c) – Final payment
- Agreement, Section 8 – Reporting
- Appendix A, Section 4 – Liability
- Appendix A, Section 5 – Audit
- Appendix A, Section 6 – Repayment
- Appendix A, Section 7 – Records
- Appendix A, Section 8 – Access to Records and Information
- Appendix A, Section 11 – Default, Remedies, Termination by Reason of Default, and Reduction or Termination at EC's Discretion
- Appendix A, Section 21 – Intellectual Property
- Appendix A, Section 25 – Survival of Terms

### **26. WAIVER OF RIGHTS**

The waiver of any rights following any breach of any representation, warranty, covenant, obligation or agreement shall not be deemed to be a waiver of any further breach. No waiver is effective unless in writing.

### **27. LEGALITY**

The Recipient shall ensure that the Project shall be conducted in compliance with all applicable laws.

**APPENDIX B**  
**Project Cashflow and Environment Canada Funding**

**2014-2015**

**Project Cashflow**

Project Funding		TOTAL		
Contributor	Contributor Type	Cash	In-Kind	All Funding
Great Lakes Sustainability Fund	Environment Canada	135,000		135,000
City of Hamilton	Municipal Government		15,000	15,000
Ontario Ministry of Agriculture and Food	Provincial Government		5,000	5,000
Ontario Ministry of the Environment	Provincial Government		10,000	10,000
Niagara Peninsula Conservation Authority	Provincial Government	30,000	80,000	110,000
Ducks Unlimited Canada	Other	15,000	52,000	67,000
Landowners	Other	50,000	20,000	70,000
Trees Ontario	Other	3,000	1,500	4,500
<b>Total Project Funding</b>		<b>233,000</b>	<b>183,500</b>	<b>416,500</b>

**Project Costs**

		TOTAL		
Cost Detail	Cost Category	Cash	In-Kind	All Funding
Staff Salaries and Benefits	Salaries and Wages		50,000	50,000
Print material, signage	Communication and printing, production, and distribution expenditures		1,500	1,500
Rental of office space	Overhead		10,000	10,000
Travel for site visits	Travel		8,000	8,000
Supplies and materials for planting, fencing projects, manure storages facilities, greenhouse operation projects	Material and supplies expenditures	93,000	89,000	182,000
Construction of restoration projects	Contractors	59,000		59,000
Lab analysis of water quality samples	Contractors	45,000	25,000	70,000
Landowner reimbursement for habitat projects	Further Disbursement of EC Funding to Final Recipients	36,000		36,000
<b>Total Project Funding</b>		<b>233,000</b>	<b>183,500</b>	<b>416,500</b>

EC Funding		Apr, May, Jun	Jul, Aug, Sep	Oct, Nov, Dec	Jan, Feb, Mar	TOTAL		
Expenditure Detail	Expenditure Category	Cash	Cash	Cash	Cash	Cash	In-Kind	All Funding
Supplies and materials for planting, fencing projects, manure storages facilities, greenhouse operation projects	Material and supplies expenditures	10,000	10,000	5,000	5,000	30,000		30,000
Construction of restoration projects	Contractors	5,000	10,000	10,000	5,000	30,000		30,000
Lab analysis of water quality samples	Contractors	10,000	12,500	12,500	10,000	45,000		45,000
Landowner reimbursement for habitat projects	Further Disbursement of EC Funding to Final Recipients		10,000	10,000	10,000	30,000		30,000
<b>Total Expenditures</b>		<b>25,000</b>	<b>42,500</b>	<b>37,500</b>	<b>30,000</b>	<b>135,000</b>	<b>0</b>	<b>135,000</b>

[Click here to generate stand-alone Payment Request Form](#)

EC Finance ID #:	1402845	Claim #:		Final Payment?	
Recipient Name:	Niagara Peninsula Conservation Authority				
Project Title:	Water Quality and Habitat Improvement Program for the Niagara River Area of Concern (AOC) ARN14-409				
Address:	250 Thorold Road West, 3rd Floor, Welland, Ontario, Canada, L3C 3W2				
Contact Name:		Contact Phone Number:			
Fiscal Year:		Claim Period:		to	
Payment Method		Recipient's Reference/Invoice # (if applicable):			

Expenditure Type	Current Accounting		Previous Balance	Year
TOTAL Eligible Project Costs	(a)			

Advance limit for current fiscal year (from section 7 b) iii of your agreement)	<input type="text"/>	(b)
Advance(s) already issued	<input type="text"/>	(c)
Advance(s) previously accounted for (excluding amount from Section 2 above)	<input type="text"/>	(d)
Advance(s) to be accounted for in Section 2 above	<input type="text"/>	(e)=lesser of (a) and (c)-(d)
Advance that is unaccounted for	<input type="text"/>	(f)=(c)-(d)+(e)
Current available advance limit	<input type="text"/>	(g)=lesser of (b)-(f) and (h)-(i)
Advance requested (see note below)	<input type="text"/>	Must be less than or equal to (g)

SECTION 4: Payment Amount of Previously Advanced Funds

<u>This Payment</u>	<u>Requested</u>
Reimbursement of Eligible Expenditures Requested	
Advance Payment Requested	
Payment to be Issued	

SECTION 5: Payment Summary	Current Fiscal Year
Total EC Funding	(b)
Total of previous advance payments and reimbursements	(i)
Current payment (from Section 4 above)	
Total Payments	
Balance of EC Funding Available	

I hereby certify that the information provided in this form is accurate and that (1) any reimbursement requested or accounting for advance is for an eligible expenditure as defined by the Agreement and/or (2) any advance requested will be used in accordance with the Agreement.

Signature \_\_\_\_\_

Verified By \_\_\_\_\_ Certified Pursuant to s.34 of the FAA \_\_\_\_\_

Date \_\_\_\_\_

Amount

**Coding:**

## **APPENDIX D**

### **Reporting Templates**

Further to Section 8, "Reporting" of the Agreement, EC has attached to this agreement, or will provide under separate cover, the following templates which are to be used to meet the reporting requirements of this Agreement.

#### **Financial Reporting - Section 8 a)**

<b>Reporting Requirement</b>	<b>Template or Documentation Required</b>
Financial Forecasting	EC will contact the Recipient directly to obtain the required information
Final Reporting	Final Reporting template (for both Financial and Activity results reporting)

In addition, Appendix C - *Request for Payment Form* is to be used for all requests for reimbursement of expenditures, as stated in Section 7, "Basis and Method of Payment" in the Agreement

#### **Project Activity Progress Reporting - Section 8 b)**

<b>Reporting Requirement</b>	<b>Template or Documentation Required</b>
Final Reporting	Final Reporting template (for both Financial and Activity results reporting)

- EC may revise these reporting templates and will provide the Recipient with updated templates in a timely basis.
- As stated in "Ongoing Communication" in Section 8b) of the Agreement, EC may request that the Recipient provide information on the financial and/or activity progress of the project, in addition to the reports required by this Agreement.





**Report To:** Board of Directors  
**Subject:** Neonicotinoids (NPCA's Involvement)  
**Report No:** 93-14  
**Date:** September 17, 2014

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## **RECOMMENDATIONS**

1. That the NPCA not incorporate neonics testing into its existing water quality monitoring program but rather continue to act as a key agency in supporting the Ministry of Environment (MOE) and Environment Canada's (EC) involvement in testing and studying the effects of neonicotinoids (neonics).
2. That the NPCA not allow another organization (in this case *Niagara Beeway*) to run funding and expenditures through the Niagara Peninsula Conservation Foundation (NPCF) for the purpose of testing and studying of neonics.
3. That the NPCA ensure it sends out request for quotation's (RFQ's) for water quality laboratory analysis on an annual basis.

## **REPORT**

### **Purpose**

To provide both a review of the current state of neonicotinoids in terms of its current use, testing and monitoring within NPCA's area of jurisdiction along with recommendations in terms of the extent of NPCA's involvement moving forward.

### **Background**

- Neonicotinoids (Neonics) are the most widely used insecticides in the world. These insecticides act systemically, travelling through plant tissues and protecting all parts of the crop (leaves, stem, nectar and pollen) and are widely applied as a seed dressing.
- Neonics are a neurotoxin with a high toxicity to most arthropods (e.g. insects, spiders or crustacean).
- Vertebrates (e.g. mammals, birds, reptiles, fishes) are less susceptible than arthropods, but consumption of a small number of dressed seeds can offer a route to direct mortality in birds and mammals.
- It has recently emerged that neonics are finding their way out into the environment. Neonics can persist/accumulate in soils and are water soluble leaching into waterways.
- Due to their release into the environment and the systemic nature of these compounds, neonics have the potential to kill beneficial and non-targeted insects such as bees.

- The European Commission has adopted a proposal to restrict the use of three (3) pesticides belonging to the neonic family (clothianidin, imidacloprid and thiametoxam) for a period of two (2) years effective December 1, 2013.
- Currently, there are no bans of neonics in Canada or the United States.

### **Neonicotinoid Guidelines/Standards (Canada)**

The Canadian Councils of Ministers of the Environment (CCME) has only one neonic guideline. It is a Canadian Water Quality Guideline for imidacloprid (see Table 1); namely:

- Direct application of imidacloprid to water bodies is not permitted in Canada. Use of imidacloprid to control terrestrial pests could potentially result in unintended transport to aquatic habitats and indirect contamination through spray drift, atmospheric deposition, soil erosion, and runoff.

**Table.1** Water quality guidelines for imidacloprid for the protection of aquatic life (CCME 2007).

Aquatic life	Guideline value ( $\mu\text{g a.i.}\cdot\text{L}^{-1}$ )
Freshwater	0.23*
Marine	0.65*

\*Interim guideline.

### **Neonicotinoid Monitoring in NPCA Watershed**

#### **A) Environment Canada (EC) Pesticide Monitoring**

John Sturges is the Aquatic Environmental Scientist and study leader for pesticides and emerging issues program at EC in Burlington Ontario. Through their surveillance program he has been analyzing water samples for pesticides in surface water in southwestern Ontario for several years. He currently analyzes for neonics (Acetamiprid, Dinotefuran, Imidacloprid, Clothianidin and Thiamethoxam) in Twenty Mile Creek, Two Mile Creek and Prudhommes Drain within Niagara's watershed. John provided the following comments regarding neonics:

1. EC is monitoring for and detecting neonics in surface water at its monitoring stations in Niagara and throughout southwestern Ontario. Essex Region has some of the highest neonic concentrations in surface water. Greenhouse, fruit crops and row crops were identified as sources for neonics.
2. EC have not as of yet provided any test results to the NPCA but the EC is expecting to release a public report/journal in winter 2014 summarizing the results of their surveillance monitoring.
3. EC noted neonics are generally more present in the early growing season (May to June) but were found as late as September.
4. EC noted their environmental lab would not be expanded to analyze any samples provided by the NPCA owing to a lack of resources (staff/equipment).
5. EC would appreciate local input from the NPCA or other groups regarding regional sources of neonics. To date the NPCA has provided land use mapping and background water quality data to EC.
6. EC currently has no plans to significantly expand its monitoring in the NPCA watershed.

## **B) Ministry of Environment (MOE) Pesticide Monitoring**

The Ontario Ministry of the Environment has been monitoring for pesticides for many years. In 1981, the Ontario Ministry of the Environment (OMOE) and the Ontario Ministry of Agriculture and Food (OMAF) jointly initiated a pesticide monitoring program.

Responsibilities are shared between the two ministries. OMAF is responsible for securing funds and arranging for laboratory sample analyses and OMOE is responsible for organizing sample collection through Conservation Authority partners and for managing the data.

Objectives of this long-term pesticide monitoring network include (but are not limited to):

- Tracking long-term changes in pesticide concentrations in tributaries
- Evaluating the effectiveness of watershed management programs, policies and regulations, and
- Illustrating areas where continued vigilance (e.g. education in pesticide use) is needed.

OMAFRA also uses the pesticide monitoring results as part of program evaluation and to further the development of Integrated Use Pest Management (IPM) strategies.

MOE's pesticide monitoring program was re-evaluated in 2011 and 2012. In 2011, the spatial network of monitoring sites was modified in order to monitor smaller watersheds that were predominantly agricultural, covering a wide variety of crops, and providing a wider geographic coverage over Southern Ontario.

There are currently 17 sites being monitored for approximately 200 pesticides under this joint pesticide monitoring program; all sites are also active PWQMN (Provincial Stream Water Quality Monitoring Network) sites. These sites are monitored six (6) times per year at monthly intervals from May to October. In 2012, enhancements were made to laboratory analyses which included re-evaluating the list of pesticides analyzed and lowering lab detection limits. Three (3) neonicotinoid pesticides were added to the list of analytes in June 2012: imidacloprid; thiamethoxam, and clothianidin. A fourth neonicotinoid pesticide was subsequently added to the list of analyzed pesticides in March 2013: thiacloprid.

## **C) NPCA Water Quality Monitoring**

The NPCA water quality monitoring program currently includes collecting water samples at approximately 80 stations each year throughout the watershed. These samples are analyzed for general chemistry, nutrients, metals and bacteria. Given that the surveillance of pesticides is currently being done by EC and the MOE due to their regulatory role and available resources, the NPCA does not directly participate in monitoring pesticides like neonics.

### ***Niagara Beeway***

During previous interactions, Niagara Beeway has introduced three (3) distinct elements pertaining to their desire to see the NPCA get more involved in neonicotinoid testing; namely, 1) incorporating neonicotinoid testing into the NPCA water testing program; 2) transferring existing NPCA water quality testing to Niagara Beeway's Lab; and 3) utilizing NPCA's Foundation to fund additional testing and studies related to neonicotinoids.

The following provides comments and perspectives from NPCA staff as it relates to these three elements:

## **1. Incorporating Neonicotinoid Testing into the NPCA Water Quality Testing Program**

- Neonicotinoid testing is outside the current directive and focus of NPCA's water quality monitoring program. The NPCA is best suited to continue to act as a key agency in providing ongoing support to existing lead agencies that are currently monitoring for pesticides (neonics).
- As noted previously, testing for neonics is currently in place at Environment Canada (Pesticide Surveillance Program), with Environment Canada (EC) currently monitoring several Niagara watersheds. EC provides technical reports of their findings and these are available to NPCA and the general public when they are published. Environment Canada's surveillance program informs Health Canada's Pest Management Regulatory Agency with regard to the presence of neonics.
- NPCA currently partners with the Ministry of Environment (MOE) for neonic testing on Four Mile Creek at the Provincial Water Quality Monitoring Station. These samples are sent to the University of Guelph lab and results are provided to NPCA.

Given that it is apparent that Niagara Beeway believes that neonic testing should be more extensive, the NPCA suggests that either the MOE and/or EC should implement these changes. The NPCA would then take direction from these lead agencies and respond accordingly.

It is recommended that the NPCA should not incorporate neonics testing into its existing water quality monitoring program unless directed by MOE or EC. This is consistent and is in line with Niagara Region's position on this subject (refer to attached reports).

## **2. Transferring existing NPCA Water Quality Testing to Niagara Beeway's Lab.**

- The NPCA Water Quality Monitoring Program (WQMP) receives in-kind analysis from the MOE, Region of Niagara, and City of Hamilton for 35 water quality sampling stations (i.e. analysis and results from these water samples is free to the NPCA). The analysis of water quality for these stations must remain in place in order to retain this in-kind 'funding'.
- The NPCA does pay two (2) other labs (Exova-Accutest and Niagara Region) to analyze water samples for 30 other water quality sampling stations. These labs consistently provide efficient, convenient, high quality, and cost effective service for the NPCA WQMP. The Region of Niagara lab is an important partner because the Region is able to recoup some of its NPCA levy by providing the NPCA with lab analysis services.
- The NPCA will send out request for quotations (RFQ's) for water quality laboratory analysis on an annual basis. As long as quality and accreditation is in place, Niagara Beeway is welcomed to submit a quote for laboratory analysis for a portion of the NPCA samples.

## **3. Funding of Additional Neonic Testing / Studies**

Niagara Beeway's expectation is for funding to be setup with the Niagara Peninsula Conservation Foundation (NPCF) to receive funds from donations, where the donations would be marked to their efforts, care of the NPCF by the donors. NPCF would then issue receipts to confirm deposits.

These donations would be devoted to two areas:

- a) For purchasing native plants.
- b) For documentary video and media costs originating from invoices from Electric Dreams Video (EDV). These EDV approved invoices would come to the NPCA from Niagara Beeway.

Although the NPCA supports and undertakes programs designed to further restoration of natural resources, it does not recommend setting up funding via the NPCF. As an alternative, Niagara Beeway could simply set up funding directly to either a new organization or an established organization.

NPCA is strongly opposed to the arrangement of 'running' funding and expenditures through its Foundation on behalf of another organization. It is simply not good business practice and would be flagged by auditors as a security concern. In addition, this business practice could also suggest that the NPCA is in agreement with all activities Niagara Beeway undertakes. Utilizing the Foundation in this way could also unnecessarily jeopardize its legal Registered Charitable Status. It is recommended that the NPCA not allow another organization (in this case Niagara Beeway) to run funding and expenditures through the Niagara Peninsula Conservation Foundation (NPCF).

To assist with item 3a) above, the NPCA is pleased to share the following list of nurseries that offer native plant species:

- ◆ St. Williams Nursery & Ecology Centre  
St. Williams, ON  
(519) 586-9116  
1-866-640-TREE (1-866-640-8733)
- ◆ Acorus Restoration Native Plant Nursery  
Walsingham, ON  
(519) 586-2603
- ◆ Little Otter Tree Farm  
Tillsonburg, ON  
(519) 688-4771
- ◆ Sassafras Farms  
Welland, ON  
905-685-8907

#### **Financial/Program/Business Implications**

Not applicable.

#### **Alignment to NPCA's 2014-2017 Strategic Plan**

None. This project falls outside of NPCA's mandate and redirects its resources away from its core services.

#### **Reports Pertinent to this Matter**

None.

**Prepared by:**

  
Peter Graham, P.Eng  
Director, Watershed Management

**Submitted by:**

  
Carmen D'Angelo,  
Chief Administrative Officer / Secretary-Treasurer

***Attachments:***

Niagara Region's Reports:

1. ICP 24-2014 dated March 5, 2014 – Follow-up from Integrated Planning Committee Meetings regarding Neonicotinoids
2. PHD 15-2014 dated June 3, 2014 – Neonicotinoids; Federal, Provincial and Municipal Roles

***This report was prepared by Peter Graham, P.Eng. – Director, Watershed Management and reviewed by Josh Diamond – Water Quality Specialist.***

## **Niagara Region**

**REPORT TO:** Integrated Community Planning Committee

**SUBJECT:** Follow-up from Integrated Community Planning Committee Meetings Regarding Neonicotinoids

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### **RECOMMENDATIONS**

1. That Regional Council **NOT SUPPORT** a ban on the residential non-farm uses of neonicotinoids;
2. That Regional Council **SUPPORT** the protective measures and monitoring efforts of the Pest Management Regulatory Agency; and,
3. That staff **BE DIRECTED** to continue to monitor developments respecting the Pest Management Regulatory Agency direction on neonicotinoids and report back at such a time.

### **PURPOSE**

This report is brought forward in response to the Integrated Community Planning (ICP) Committee direction for staff to provide information in relation to a requested ban on the residential non-farm uses of neonicotinoids (Minutes of October 2, 2013 ICP Meeting).

### **BUSINESS IMPLICATIONS**

There are no business implications arising from this report.

### **REPORT**

#### Background

On October 2, 2013, and January 8, 2014, the ICP Committee received presentations regarding neonicotinoid use. On both dates George Scott, Chairman of Niagara Beeway, presented information respecting a request to ban the residential non-farm uses of neonicotinoids relating to possible impacts on bee and human health. On January 8, George Hunter, Expert Advisor on Pesticides to the Ontario Fruit and Vegetable Growers' Association, presented on an alternative view on the use of neonicotinoids.

In response to the above mentioned presentations, the ICP Committee directed staff to consult with Public Health on neonicotinoid use and report back to Committee (Minutes of October 2, 2013 ICP Meeting).

In addition, a Councillor Information Request was received requesting that the report on the use of neonicotinoid insecticides include an indication of the amount of resources (i.e. staff time and costs) used in investigating the issue (Minutes of January 8 ICP Meeting). An estimate of staff hours used in developing this report is outlined in Appendix I.

### Pesticide Regulation

The use of neonicotinoids is regulated through Health Canada's Pest Management Regulatory Agency. In the Notice of Intent on Action to Protect Bees from Exposure to Neonicotinoid Pesticides<sup>1</sup>, the Pest Management Regulatory Agency has concluded that current agricultural practices related to the use of neonicotinoid-treated corn and soybean seed are not sustainable. The Pest Management Regulatory Agency intends to implement protective measures in 2014, such as, requiring the use of safer dust-reducing seed flow lubricants and requiring new pesticide and seed package labels with enhanced warnings. They are currently working with Agriculture and Agri-Food Canada, provincial governments, growers, beekeepers and the pesticide industry to determine if other options exist that would protect the environment while allowing the continued use of these seed treatments for corn and soybean. They have also stated that they will continue to review new scientific information as it becomes available and take additional action as needed, at any time, to further protect health and the environment. On January 24, staff provided a memo to the members of the Agricultural Policy and Action Committee for their information on the above noted protective measures related to agricultural use of neonicotinoids. There were no concerns raised by members of the committee at the meeting.

The Pest Management Regulatory Agency has not provided any guidance in relation to the sustainability of, or released any intention to implement measures in relation to the non-farming, or cosmetic use of neonicotinoid pesticides.

Municipalities do not have the power to regulate the use or sale of what could be described as residential or non-farming pesticides. S. 7.1(5) of the *Pesticides Act* states that:

"A municipal by-law is inoperative if it addresses the use, sale, offer for sale or transfer of a pesticide that may be used for a cosmetic purpose."

"Cosmetic" is defined as a non-essential use of a pesticide and is distinguished from other types of uses which are regulated through the issuance of permits or via terms-of-use criteria set out in the *Act*.

### Input From Public Health

Further to the direction of the Integrated Community Planning Committee, staff has sought input from Public Health relating to potential human health effects from neonicotinoid use. Public Health staff conducted a review of published, peer-reviewed journal articles that described the human health effects from neonicotinoid pesticide exposure. Their search returned no human health studies on the effects of neonicotinoid pesticide exposure.

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<sup>1</sup> [http://www.hc-sc.gc.ca/cps-spc/alt\\_formats/pdf/pest/part/consultations/\\_noi2013-01/noi2013-01-eng.pdf](http://www.hc-sc.gc.ca/cps-spc/alt_formats/pdf/pest/part/consultations/_noi2013-01/noi2013-01-eng.pdf)



The peer reviewed literature was limited to a small number of case reports of acute toxicity in humans following occupational or intentional exposure. There were no long-term studies of human health effects of neonicotinoid pesticide exposure. Public Health staff are supportive of high-quality research regarding the associations between environmental exposures and human health effects.

### Conclusion

The Pest Management Regulatory Agency is responsible for pesticide regulation in Canada. The Agency is currently enacting protective measures relating to the use for agricultural production. It is recommended that Regional Council support the protective measures and monitoring efforts of the Pest Management Regulatory Agency. It is recommended that Regional Council not support a ban on the residential non-farm uses of neonicotinoid pesticides. Planning and Development Services staff will continue to monitor future developments respecting the Pest Management Regulatory Agency and neonicotinoid use and report back at such a time.

### REPORTS PERTINENT TO THIS MATTER

- N/A

**Submitted by:**

**Approved by:**



Mary Lou Tanner, MCIP, RPP  
Acting Commissioner  
Planning and Development Services



Harry Schlange  
Chief Administrative Officer

*This report was prepared by Danielle De Fields, Senior Planner, with input from Stephen Chisholm, Legal Counsel, Jessica Hopkins, Associate Medical Officer of Health and Bill Hunter, Manager Environmental Health, Environmental Health Food and Safety, and reviewed by Curt Benson, MCIP, RPP, Acting Director, Planning Services.*

### APPENDICES

Appendix I      Estimate of staff hours used in the development of this report      Page 4

## Appendix I

The following represents hours spent by staff to attend past Integrated Community Planning Committee presentations on neonicotinoid use, discussions with the Agricultural Policy and Action Committee, discussions between Public Health and Planning Services, research, and writing this report.

Department	Hours Estimate
Planning and Development Services	15
Legal Services	1
Public Health	19
<b>Total</b>	<b>35</b>



**REPORT TO:** Public Health and Social Services Committee

**SUBJECT:** Neonicotinoids; Federal, Provincial and Municipal Roles

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**RECOMMENDATION:**

- That staff be **DIRECTED** to continue to monitor the scientific literature for any emerging evidence on human health effects of neonicotinoids and report back as appropriate.

**PURPOSE**

- To respond to a request from Regional Council/Board of Health (March 20, 2014) to update the Board of Health on the roles, responsibilities, and activities of the three levels of government with relation to the use of neonicotinoids; response to concerns, by the public, about pesticides falls under the Ontario Public Health Standards Identification, Investigation, and Management of Health Hazards Protocol

**BUSINESS IMPLICATIONS**

There are no additional financial or other business implications resulting from this report. The Health Hazards program operates within the approved Public Health budget.

**REPORT**

At the March 20, 2014, meeting of Regional Council, staff was directed to monitor developments respecting the Pest Management Regulatory Agency direction on neonicotinoids and to report back. Staff was also requested to articulate, within this report, the relevant roles and protocols of the provincial and federal governments.

Neonicotinoids are a group of insecticides that are used extensively for the control of important agricultural crop pests such as aphids, leafhoppers, and whiteflies. Neonicotinoids can be sprayed directly onto crops, but are more widely used in seed dressings and soil additions. In both seed dressings and soil additions, the residues of neonicotinoid insecticides can be present at trace levels in the plant pollen and nectar. There is currently a scientific and political debate around the impact of neonicotinoids on non-target insects, such as bees. Bee populations are declining in many countries

and neonicotinoid use has been linked to this decline, although numerous other hypotheses exist and are being studied.

Public Health staff conducted a review of published, peer-reviewed journal articles that described the human health effects from neonicotinoid pesticide exposure. Their search returned no robust human health studies on the effects of neonicotinoid pesticide exposure. The peer-reviewed literature was limited to a small number of case reports of acute toxicity in humans following occupational or intentional exposure. There were no long-term studies of human health effects of neonicotinoid pesticide exposure. This was likely partly due to the relatively recent introduction of neonicotinoid pesticides, but also the challenges of conducting robust, long-term human health studies, and evidence that neonicotinoids have less affinity for human than insect acetylcholine receptors (lessening the risk of toxicity).

Furthermore, there is currently no direct evidence or study that has concluded that neonicotinoids cause autism or Attention Deficit Hyperactive Disorder (ADHD). Both of these conditions are very complex in origin and are yet to be fully understood; however, both are thought to be due to complex interactions between genetics and environmental factors. Though there is some non-human evidence that neonicotinoids may affect the mammalian nicotinic acetylcholine receptors (nAChRs) pathway, there is no direct indication that this disruption causes autism or ADHD. Also, there is also no conclusive proof that the nAChR pathway is the only pathway associated with autism and ADHD. There is some research that suggests that chemicals that interfere with GABA-mediated neurotransmission and calcium signaling in the body also may be associated with autism and/or ADHD (Pessah et al, 2008). There are also several other environmental exposures such as organophosphates, organochlorine insecticides, and PCBs that are currently being studied in their relation to autism and/or ADHD (Pessah et al, 2008). Overall, there are still too many gaps in the information about what causes autism and ADHD, as well as gaps in the human brain's response to neonicotinoids, to be able to conclude that neonicotinoids cause or play a role in the development of autism or ADHD.

As with all potential health hazards, Public Health will continue to monitor the literature for emerging evidence and report through the Public Health and Social Services Committee, as appropriate. Literature reviews consist of searching electronic databases housing articles of multiple peer-reviewed journals (e.g., PubMed, Medline, EMBASE) and grey literature sources (government publications, websites). Searches are structured using key words and major subject headings in the areas of interest as defined by population, intervention, comparison/control groups and outcomes. Returned abstracts are then evaluated for relevance to the question(s) of interest and full-text articles retrieved where relevant. Full-text articles then undergo a critical appraisal process which evaluates the quality of the study and relevance to local context (i.e., applicability in Niagara region). Taking into account study quality and generalizability to the local context, the information is then summarized to answer the original question behind the review.

## **The Role of Government in Pesticide Regulation in Ontario:**

### **Federal Government:**

The Government of Canada evaluates and registers pesticides through the *Pest Control Products Act* and its Regulations, which is enforced by the Pest Management Regulatory Agency (PMRA). All pesticides must be registered to be imported into, sold, or used in Canada.

The PMRA's goal is to protect health and the environment, while at the same time supporting agriculture, forestry, and manufacturing sectors.

### **Provincial Government:**

The Government of Ontario is responsible for regulating the sale, use, storage, transportation, and disposal of registered pesticides as well as training, certification, and licensing of applicators, vendors, and growers through regulations to the *Pesticides Act*. The Province is also responsible for issuing permits, responding to spills and accidents, as well as the classification of pesticides for sale within the province.

The *Pesticides Act* was amended on April 22, 2009, with provisions to supersede existing municipal cosmetic pesticides by-laws. Following these amendments, the Act now bans the non-essential use of pesticides for cosmetic purposes on lawns, vegetables and ornamental gardens, patios, driveways, cemeteries, and in parks and school yards. More than 250 pesticide products are banned for sale and over 80 pesticide ingredients are banned for cosmetic uses. There are exceptions (with conditions) for use in agriculture, forestry, health or safety, and golf courses.

### **Regional and Municipal Governments:**

Regional and municipal governments may set internal policies regarding the use of pesticides on their own municipally-owned lands, but s.7.1(5) of the *Pesticides Act* specifically states that "a municipal by-law is inoperative if it addresses the use, sale, offer for sale or transfer of a pesticide that may be used for a cosmetic purpose." Accordingly, regional and municipal governments do not have the authority or jurisdiction to legislate in this area.

## **What Governments are doing in Regard to Neonicotinoids:**

### **Canada:**

Health Canada's Pest Management Regulatory Agency (PMRA) is currently re-evaluating three specific neonicotinoids, i.e., clothianidin, imidacloprid, and

thiamethoxam. This re-evaluation considers all agricultural uses of these nitro-guanidine neonicotinoid insecticides. The PRMA is working cooperatively with the United States Environmental Protection Agency and the California Department of Pesticides Regulation to re-evaluate these pesticides.

The PMRA has undertaken several activities in regards to the re-evaluation of neonicotinoids. In order to expedite the re-evaluation, the assessments are being conducted in phases. In the first phase, an interim assessment of pollinator risk is being conducted. For this risk assessment, the PMRA is assessing currently available data, including literature for all agricultural uses. These assessments will be followed by public consultation periods that will provide opportunities for stakeholders to provide any comments, concerns, or additional information.

The target year of completion for each re-evaluation activity in phase one is listed below.

<b>Activity</b>	<b>Year</b>
Investigation of 2013 Incidents	2013
Revised label requirements for treated corn and soybean seed	2014
Assessment of value of treated corn and soybean seed	2014
Public consultation	2014
Interim assessment of pollinator risk	2015
Public consultation	2015/2016

More detailed information can be found in Health Canada's Re-evaluation Update for Neonicotinoid Insecticides 30 December 2013 at: [http://www.hc-sc.gc.ca/cps-spc/alt\\_formats/pdf/pubs/pest/decisions/rev2013-15/rev2013-15-eng.pdf](http://www.hc-sc.gc.ca/cps-spc/alt_formats/pdf/pubs/pest/decisions/rev2013-15/rev2013-15-eng.pdf)

### **Ontario:**

The Ontario government recently committed \$1.2 million toward researching factors that affect bee health and related best management practices in field crop production. In addition, to respond to the reported bee mortality incidents, the Ontario Minister of Agriculture and Food established the Ontario Bee Health Working Group in July 2013, with the specific mandate to "Support the development and implementation of strategies to mitigate the risk to honey bees from exposure to neonicotinoid seed treatments on corn and soybean seeds."

Thirteen options for action were identified as a range of options to mitigate risk to honey bees from neonicotinoid treated corn and soybean seeds. Given the divergent opinions held by the members of the working group on the issues associated with bee health and potential impact of neonicotinoid treated seeds, it was recognized that consensus would not be possible in all cases. Where consensus was reached, government and industry

have collaborated extensively and taken action to implement those options. The members of the group agreed that a multi-pronged approach to the issue offers the best opportunity to mitigate the risk of bees.

Below is a table outlining the range of options to mitigate risk to honey bees from neonicotinoid treated corn and soybean seeds decided upon by the Ontario Bee Health Working Group, as well as the status of these options. (A more detailed account of each option can be found in the Ontario Bee Health Working Group Report at <http://www.omafra.gov.on.ca/english/about/beehealthworkinggroupreport.htm>)

Options for Action	Status
Update Best Management Practices (BMPs)	<p><i>Completed</i></p> <ul style="list-style-type: none"> <li>• The revised BMPs have been extensively promoted at grower meetings and are available on line.</li> </ul> <p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• The revised BMPs have been extensively promoted by the Ministry at grower meetings, through hand-outs and publications and are available on line. They have been distributed by the Grain Farmers of Ontario to over 30,000 corn and soybean producers and agri-business representative. All major seed companies are distributing best management practices information through their seed dealers. The agricultural input industry (e.g., CropLife, Bayer CropScience, Syngenta) has also been promoting BMPs in the agricultural press, at grower meetings and directly to growers and agri-businesses.</li> <li>• Growing Forward 2 (GF2) funding support is available for grain growers to implement best management practices to protect pollinators. Scouting services to identify risk levels of soil-borne insects are eligible under GF2 Capacity Building. These services will complement other initiatives to increase growers' adoption of integrated pest management practices. GF2 will also support the modification of planters to decrease the risk of contaminated dust moving off the field.</li> <li>• The Ministry is evaluating other options to encourage beekeepers and grain growers to adopt BMPs.</li> </ul>
Invest in Integrated Pest Management (IPM) Research	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• Ministry funding is being directed to support the development of an IPM guide for the identification and management of soil borne insects.</li> <li>• Ministry staff is collaborating with University of Guelph researchers to access industry funding to support research to</li> </ul>

	<p>evaluate soil-borne pest populations across multiple sites in the province.</p> <ul style="list-style-type: none"> <li>• This project will assist in understanding the implications and risk factors associated with using treated, as opposed to untreated, seed in various locations across Ontario.</li> <li>• Updates of key findings will be made available on the Ministry website.</li> </ul>
Promote Availability of Non-Insecticide Treated Seed	<p><i>Completed</i></p> <ul style="list-style-type: none"> <li>• The Ministry collaborated with the Grain Farmers of Ontario (GFO) and the Canadian Seed Trade Association in the promotion of non-insecticide treated seed for spring (2014) planting, with increased varieties now available for the 2014 growing season.</li> </ul>
Encourage Development of New Seed Treatments	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• New Directions Bee Health Program funding is enabling the evaluation of new polymers and their interaction with the new Fluency Agent and with planter modifications.</li> <li>• A summary of this research will be made available upon the completion of the project.</li> <li>• The Ministry will incorporate any new seed treatments into the Field Crop Protection Guide which is updated every second year with a supplement released in the intervening year. The Guide is publicly available on the Ministry website.</li> </ul>
Centralize and Communicate Bee Location Data	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• Through Ministry funding and with collaboration between Grain Farmers of Ontario and the Ontario Beekeepers' Association, an app. is in development to improve the ability of grain growers and beekeepers to connect with each other. The app. will be piloted in the 2014 season and plans are to have the app. fully functional by 2015.</li> </ul>
Develop Strategy for Pollinator-Friendly Habitats	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• The Ministry is in the process of removing five weeds from the Weeds Control Act which will enhance the habitat for bees around corn and soybean fields.</li> <li>• There is an opportunity for government and industry, including the recently announced chair in pollinator conservation at the University of Guelph (December 2013), to work collaboratively on an Ontario Pollinator Health Strategy which will include pollinator friendly habitats.</li> </ul>
Investigate Modifications for Air Planters	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• Ministry staff is working closely with industry partners to increase growers' ability to access air planter deflector kits prior to Spring (2014) planting.</li> <li>• A guidance document to assist growers to make modifications to their planters has been developed and widely circulated</li> </ul>



	<p>across Ontario by OMAF, agri-business, the Ontario Soil and Crop Improvement Association and the farm press.</p> <ul style="list-style-type: none"> <li>• Producers who need to modify planters may apply to GF2 for funding support.</li> </ul>
Promote ISO Standard for Air Planters	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• The Association of Equipment Manufacturers is leading the development of the standard.</li> <li>• The ISO standard is expected to be in place by 2015 for application by manufacturers in 2016.</li> </ul>
Stakeholders Promote New Fluency Powder	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• The PMRA has made the new fluency agent mandatory for all seed lubrication for the spring of 2014.</li> </ul>
Update the Ontario Pesticide Safety Course	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• The Ontario Pesticide Safety Course has been updated with new information related to protecting pollinators.</li> <li>• Over 5,300 growers have been trained for this growing season on the updated information.</li> <li>• Over the five year certification cycle, more than 22,000 growers are expected to receive training on the revised material.</li> </ul>
Encourage Crop Rotation	<p><i>Complete</i></p> <ul style="list-style-type: none"> <li>• This is a standard cropping systems recommendation that is widely implemented across Ontario.</li> </ul>
Require Grower Consultation Prior to Purchasing Neonicotinoid Treated Seeds	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• Extensive effort, both by OMAF and by the agricultural input industry (e.g., seed and pesticide) has been made to have certified crop advisors, agricultural input industry representatives and growers aware of the recommended BMPs.</li> <li>• The Ministry-funded Soil Borne Insect Guide, which will contain descriptions of insects, thresholds and scouting suggestions, will enable certified crop advisors and the agricultural input industry to be able to provide their growers with information to assist in decisions about the need for seed treatment.</li> </ul>
Consider a Temporary Ban of Neonicotinoids	<p><i>Underway</i></p> <ul style="list-style-type: none"> <li>• The Ministry will host a forum with other jurisdictions including France, Italy, England and Australia to better understand how and why decisions were made regarding restricting or not restricting neonicotinoid seed treatments and what their experience has been.</li> <li>• The Pest Management Regulatory Agency is expediting the re-evaluation of all uses of neonicotinoid insecticides and is implementing measures under its jurisdiction to protect pollinators until the review is complete.</li> </ul>

**Niagara Region:**

Niagara Region staff has presented a previous report on neonicotinoid use to Regional Council through the Integrated Community Planning Committee. Presentations have been received from the Ontario Fruit and Vegetable Growers' Association and Niagara Beeway and an update provided to the Agricultural Policy and Action Committee.

Given that evaluation and registration of pesticides is a federal responsibility, that Ontario already has a provincial ban on non-essential use of pesticides for cosmetic purposes, and that the Ontario Ministry of Agriculture and Food has an active Bee Health Working Group, no further action on the part of the Regional Municipality of Niagara is recommended at this time.

**REPORTS PERTINENT TO THIS MATTER**

- ICP 24-2014 Follow-up from Integrated Community Planning Committee Meetings Regarding Neonicotinoids

**Submitted by:**

**ORIGINAL SIGNED BY**

Valerie Jaeger, MD, PhD, MPH  
Medical Officer of Health

**Approved by:**

  
Harry Schlange  
Chief Administrative Officer

*This report was prepared by Bill Hunter, Environmental Health Division with input from Stephen Chisholm, Legal Counsel and Danielle DeFields, Planning and Development Services and reviewed by Bjorn Christensen, Director of Environmental Health and Dr. Jessica Hopkins, Associate Medical Officer of Health.*

# Appendix 1

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**From:** D'Angelo, Carmen  
**Sent:** Thursday, September 11, 2014 9:56 AM  
**To:** niagarabeeway@gmail.com; brucetimms@yahoo.com; Conte, Lisa; Graham, Peter  
**Subject:** Re: Fwd: [Neonics Listserv Update] Congressional Briefing on Neonics Next Week

Hello Peter and Lisa: Please include this email as an appendix to the Neonics report.

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**From:** niagarabeeway [mailto:niagarabeeway@gmail.com]  
**Sent:** Thursday, September 11, 2014 09:44 AM  
**To:** Bruce Timms <brucetimms@yahoo.com>; D'Angelo, Carmen  
**Subject:** Fwd: [Neonics Listserv Update] Congressional Briefing on Neonics Next Week

Hi Bruce and Carmen  
FYI the attached info  
And, can you please forward this to Public Health as part of their literature search., Thanks

Just as an update our team has now met with several cabinet ministers both Federally and Provincially with regard to the CA's adding a chemical scan to their standard water testing program including neonics.

This data will be very valuable to the bee industry as it will highlight areas above the lethal concentrations for viable bee hive operation. This data will also give Niagara a very clear science based look at this issue as it relates to many other species acutely sensitive to this chemical.

Our team will be meeting with the staff of OMAF next week. We have a series of proposals that will transfer work into Niagara and we intend to put our best foot forward.

Cheers

G

----- Forwarded message -----

**From:** Rich Andrews <Rich@zeoponix.com>  
**Date:** Wed, Sep 10, 2014 at 6:22 PM  
**Subject:** RE: [Neonics Listserv Update] Congressional Briefing on Neonics Next Week  
**To:** [neonics@googlegroups.com](mailto:neonics@googlegroups.com)

Larissa,

Please provide copies to neonics listserve of the testimony and other presentation materials from this briefing. Hopefully very useful information.

Rich

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**From:** [neonics@googlegroups.com](mailto:neonics@googlegroups.com) [mailto:[neonics@googlegroups.com](mailto:neonics@googlegroups.com)] **On Behalf Of** Larissa Walker  
**Sent:** Wednesday, September 10, 2014 3:47 PM  
**To:** [neonics@googlegroups.com](mailto:neonics@googlegroups.com)  
**Subject:** [Neonics Listserv Update] Congressional Briefing on Neonics Next Week

FYI, especially for those in DC who may be able to attend in person, or want to share with colleagues in DC:

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## **The Threat of Neonicotinoid Pesticides to Bees and Other Organisms, and the Risks to Human Health**

**Rayburn House Office Building B318**

**September 18, 2014**

**9:30AM to 11AM**

Neonicotinoids are systemic pesticides, meaning they are taken up by all tissues and fluids of treated plants, including nectar and pollen, and in food produced by these plants. A large body of scientific evidence has linked neonicotinoids to Bee Colony Collapse Disorder, a widespread and massive die-off of honeybees over the past decade in the U.S., Europe, and other parts of the world, evidence so compelling that the European Union has banned the three most commonly used neonicotinoids.

It has now become clear that these water-soluble, long-lived neurotoxins, the world's most widely used insecticides, are also toxic to bumblebees and other pollinators, and to birds, earthworms, and many other organisms. And given that neonicotinoids have been shown to be present in surface waters (by the USGS), ground water (reported by the EPA), and in our food (by the USDA), and that they have been shown to disrupt nerve cell activity in mammals, there are major concerns that they may have significant human health impacts as well, particularly for developing nervous systems in infants and children.

This briefing, sponsored by the Center for Health and the Global Environment at the Harvard School of Public Health, and the Department of Environmental and Occupational Health at George Washington University's School of Public Health's Milken Institute, will review the latest science on neonicotinoids.

The following will speak:

**Eric Chivian M.D.**—Director, The Program for Preserving the Natural World. Founder and Former Director, Center for Health and the Global Environment, Harvard School of Public Health.

**Chensheng (Alex) Lu Ph.D.**—Associate Professor of Environmental Exposure Biology, Harvard School of Public Health.

**Melissa Perry Ph.D.**—Professor and Chair, Department of Environmental and Occupational Health, Milken Institute, George Washington University School of Public Health. President-elect, American College of Epidemiology.

**Representative Earl Blumenauer** (D-OR 3rd District)—Co-Author of the “Saving America’s Pollinators Act of 2013”

The briefing is free and open to the public. No RSVP is required.

For more information, please contact:

Tracy Sachs [tsachs@hsph.harvard.edu](mailto:tsachs@hsph.harvard.edu)

Kallista Bernal [kallista@email.gwu.edu](mailto:kallista@email.gwu.edu)

Larissa Walker

Pollinator Campaign Director | Policy Analyst

Center for Food Safety

660 Pennsylvania Ave. SE, Suite 302

Washington, DC 20003

(P): 202.547.9359 | (F): 202.547.9429

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*\*\*Thank you for considering the environment before printing this e-mail.*

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The purpose of the Listserv is to provide members with a means of notification and coordination on federal policy efforts and state policy efforts where they relate to work at the federal level. These include efforts with Congress, in addition to science-based advocacy work with EPA, USDA and other audiences. Participating members agree to the purposes of this Listserv through sharing information to:

- Promote effective federal policy that prevents harmful neonicotinoid pesticides from being used in ways that pose threats to the health and survival of honey bees, beneficial insects, wildlife and ecosystems, and beekeeper livelihoods.
- Enhance cooperation amongst Listserv members so that efforts at events such as national stakeholders conferences, EPA/USDA conferences and other government meetings are well-attended and to promote unified, coordinated, and effective messaging at these events.
- NOTE: Confidentiality should not be assumed. Do not discuss sensitive legal matters.

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For more options, visit <https://groups.google.com/d/optout>.

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For more options, visit <https://groups.google.com/d/optout>.

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The Niagara Beeway

[www.niagarabeeway.com](http://www.niagarabeeway.com)

**Report To: Board of Directors**

**Subject: Cave Springs Conservation Area Management Plan Terms of Reference**

**Report No: 94-14**

**Date: September 17, 2014**

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**RECOMMENDATION:**

1. That the Cave Springs Conservation Area Management Plan Terms of Reference be approved.
2. That a Board Champion be appointed to Chair the Steering Committee referenced in this report.
3. That the Board authorize the establishment of a cross-functional internal project team to undertake the work required in support of this initiative, and limit external consultant involvement to a minimum.
4. That the Cave Springs Management Plan Process be formally initiated.

**PURPOSE:**

To seek Board approval for the Terms of Reference for the development of a Cave Springs Conservation Area Management Plan and to take steps to formally initiate this project.

**BACKGROUND:**

At the July 16<sup>th</sup> Board meeting, Board Members asked that a Terms of Reference be prepared for the development of a Management Plan for the Cave Springs Conservation Area.

**DISCUSSION:**

The proposed Terms of Reference are provided below.

**FINANCIAL IMPLICATIONS:**

If this project can be delivered internally, this project will cost \$25,000 plus staff time. If this project is to be led by an external consulting team the project is estimated to cost \$60,000-70,000.



**RELATED REPORTS AND APPENDICES:**

1. Terms of Reference
2. Site Map
3. Detailed Site Map
4. Ecological Inventory Study Schedule
5. Phases of the Management Planning Process, NEPOSS Planning Manual (March 2012)

Prepared by:

  
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Reviewed by:

  
Name: David Barrick  
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Submitted by:

  
Carmen D'Angelo  
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***This report was prepared with the consultative input from: Kim Frohlich, Ecologist***

# Cave Springs Conservation Area Site Management Plan

## Terms of Reference

### Introduction

The Cave Springs Conservation Area is situated along the Niagara Escarpment, in the Town of Lincoln.

The site features spectacular vistas overlooking Lake Ontario and the old Lake Iroquois shore, and an exquisite representation of the Niagara Escarpment's talus slopes and cliffs. The escarpment rim and bedrock plain forests are dominated by Sugar Maples. The rich and unique diversity of plants and habitat on these rare escarpment features provide a linear migration corridor for animals and plants, lending to the sites provision for protection.

The cultural folklore and mystique of Cave Springs is as rich as its natural diversity. "Ice caves, sculptures carved into cliff rock and Carolinian forest formed the perfect landscape for stories of buried treasure, German spies and magical salt springs." (Matthew Van Dongen, Standard Staff 2008). Others speak of an underground lake and a nearby native North American encampment and burial site.

It's further important to keep in mind that Ontario's Niagara Escarpment is a designated United Nations Educational, Scientific and Cultural Organization (UNESCO) World Biosphere Reserve.

"Part 3 of the Niagara Escarpment Plan (2005) sets out policies for the Niagara Escarpment Parks and Open Space System (NEPOSS). These policies form a framework for establishing and coordinating a system of publicly owned lands along the Escarpment.

The NEPOSS is owned and managed through the continued cooperation of seven conservation authorities (including Niagara Peninsula Conservation Authority), the Ontario Ministry of Natural Resources (MNR), the Ontario Heritage Trust, Parks Canada, the St. Lawrence Seaway Authority, the Niagara Parks Commission, the Royal Botanical Gardens, municipalities and other bodies (e.g. the Bruce Trail Conservancy (BTC), local service clubs, approved conservation organizations).

The NEPOSS is comprised of more than 140 parks and open space areas, most of which are or will be connected by the Bruce Trail. This system balances protection, conservation and sustainable development to ensure that the Escarpment will remain largely as a natural environment for future generations.

**The NEP requires all park and open space agencies to prepare a master/management plan for each park and open space in the NEPOSS...Each management plan will establish direction for long-term protection, development and management of the park or open space that meet the requirements of the Environmental Assessment Act and are consistent with the Niagara Escarpment Plan. Management plans should reflect the**

**predominant characteristics of the property while protecting natural heritage features, creating outdoor educational and recreational opportunities, and providing public access to the Niagara Escarpment.**

**All management plans for NEPOSS properties are expected to demonstrate consideration of the NEPOSS objectives stated below:**

- 1) To protect unique ecological and historical areas;**
- 2) To provide adequate opportunities for outdoor education and recreation;**
- 3) To provide adequate public access to the Niagara Escarpment;**
- 4) To complete a public system of major parks and open space through additional land acquisition and park and open space planning;**
- 5) To secure a route for the Bruce Trail;**
- 6) To maintain and enhance the natural environment of the Niagara Escarpment;**
- 7) To support tourism by providing opportunities on public land for discovery and enjoyment by Ontario's residents and visitors;**
- 8) To provide a common understanding and appreciation of the Niagara Escarpment, and**
- 9) To show leadership in supporting and promoting the principles of the Niagara Escarpment's UNESCO World Biosphere Reserve Designation through sustainable park planning, ecological management, community involvement, environmental monitoring, research and education."**  
(NEPOSS Planning Manual, March 2012)

NPCA embraces the objectives stated above and now sets out to develop a management plan worthy of this spectacular property and consistent with the requirements laid out in the NEPOSS Planning Manual (March 2012).

### **Study Area**

The study area is outlined on Map 1 and comprises the entire Cave Springs Conservation Area, which is situated along the Niagara Escarpment, in the Town of Lincoln. The property can be accessed at 3949 Cave Springs Road or via the Bruce Trail. Latitude: 43.1500, Longitude: -79.4467.

## **Background Information**

NPCA acquired the property in 1981. The assembled lands total approximately 35 hectares. A tenancy agreement allowed one of the previous land owners, Margaret Reed to reside on the property until her passing in 2005. The house on the property is in poor condition and is currently not suitable for occupants. Part of the property (approximately 3.54 acres) is currently leased to an adjoining farm operation, for the growing of grapes. A further 4.6 acres of land was farmed by the previous owner of the property but has been allowed to naturally regenerate from the time NPCA acquired the lands. Thanks to the lease agreement with the farm operator, the main barn has been maintained and improved and continues to be used for storage. The other smaller outbuildings on the property are generally in poor condition.

At present access to the site is minimal. There is no signage marking the property and the access gate is kept locked.

There is a trail that runs along the base of the escarpment. There is also a trail that leads up the escarpment to the Bruce Trail.

## **Study Purpose and Objectives**

### **Purpose**

- 1) To ensure that the natural and cultural heritage features of the property are fully and accurately documented, thereby establishing a baseline by which the property can be maintained, monitored and protected.
- 2) To determine appropriate levels of human activity on the property and allow greater public access to the property - in ways that minimize the impact on the natural environment.
- 3) To fulfill our responsibilities with respect to the Niagara Escarpment Plan.

### **Objectives**

- 1) To document the natural and cultural heritage features/attributes of the property
- 2) To confirm a park classification as required by the NEPOSS Planning Manual
- 3) To identify park and open space zones within the property as required by the NEPOSS Planning Manual
- 4) To determine appropriate types and levels of human activity and allow greater access to the property based on this determination.
- 5) To enhance access and awareness to and of the Bruce Trail
- 6) To increase awareness of the UNESCO Niagara Escarpment World Biosphere Reserve Designation
- 7) To develop a plan for the maintenance, monitoring and protection of sensitive habitat and ecological features

## **Project Tasks**

### **1. Research**

Due to the nature and broader significance of this property, a comprehensive 12-month ecological study will be undertaken to document the natural features and attributes of the site. A general park classification will be determined and specific park and open space zones will be identified. This research will be vital to understanding the primary constraints and opportunities related to this property. The ecological inventory schedule is attached as an appendix.

Concurrently, the cultural heritage of the property will be researched and documented making best efforts to distinguish between facts and folklore.

### **2. Site Analysis**

A condition assessment will be conducted on all buildings, outbuildings, structures, septic systems, infrastructure and trails, on the property.

### **3. Public Consultation**

Great efforts will be undertaken to promote and encourage broad public participation in this planning process. Over the next 16 months, all interested stakeholders will have ample opportunities to engage in this process through activities ranging from on-line surveys to interviews to workshops and multiple open house forums. Stakeholders will include adjacent and nearby property owners, the Town of Lincoln, Jordan Museum, Brock University, Niagara College, DSBN, NCDSB, First Nations, CLAC, Bruce Trail Conservancy, the community-at-large, NPCA and other interested parties.

### **4. Development of Alternatives**

Based on information derived through the completion of the above referenced tasks, the Project Team will identify and evaluate alternative site concepts and any development/infrastructure requirements necessary to support such proposals. The evaluation of alternative concepts shall include:

- a) Alignment with the Niagara Escarpment Plan and NEPOSS objectives
- b) Economic feasibility
- c) Capital Costs and funding requirements
- d) Environmental impacts
- e) Assessment of maintenance and operating costs
- f) Market analysis

Stakeholders, members of the public, CLAC and the NPCA Board will all be given the opportunity to comment on the range of alternative site concepts, developed through this process.

## **5. Preparation and Submission of a Management Plan**

Subject to approval of the preferred site concept, the project team will prepare a detailed management plan complete with:

- a) Detailed development costs
- b) An implementation plan
- c) Recommended phasing schedule, if necessary
- d) Detailed outline of any required approvals
- e) Possible funding sources
- f) All requirements as per the NEPOSS Planning Manual (March 2012)

**It is required that NEC review and endorse the plan, and that MNR approve it. A summary chart of the NEPOSS Planning Manual, Phases of the Management Planning Process, is attached as an appendix to this report.**

### **Steering Committee/Meetings**

The Steering Committee will have 5 members – the Chair of the Board, a Board Member who will Chair the Steering Committee, 1 CLAC representative and 2 members of the public. Formal scheduled meetings with the steering committee shall be required at the completion of tasks 3, 4 and 5.

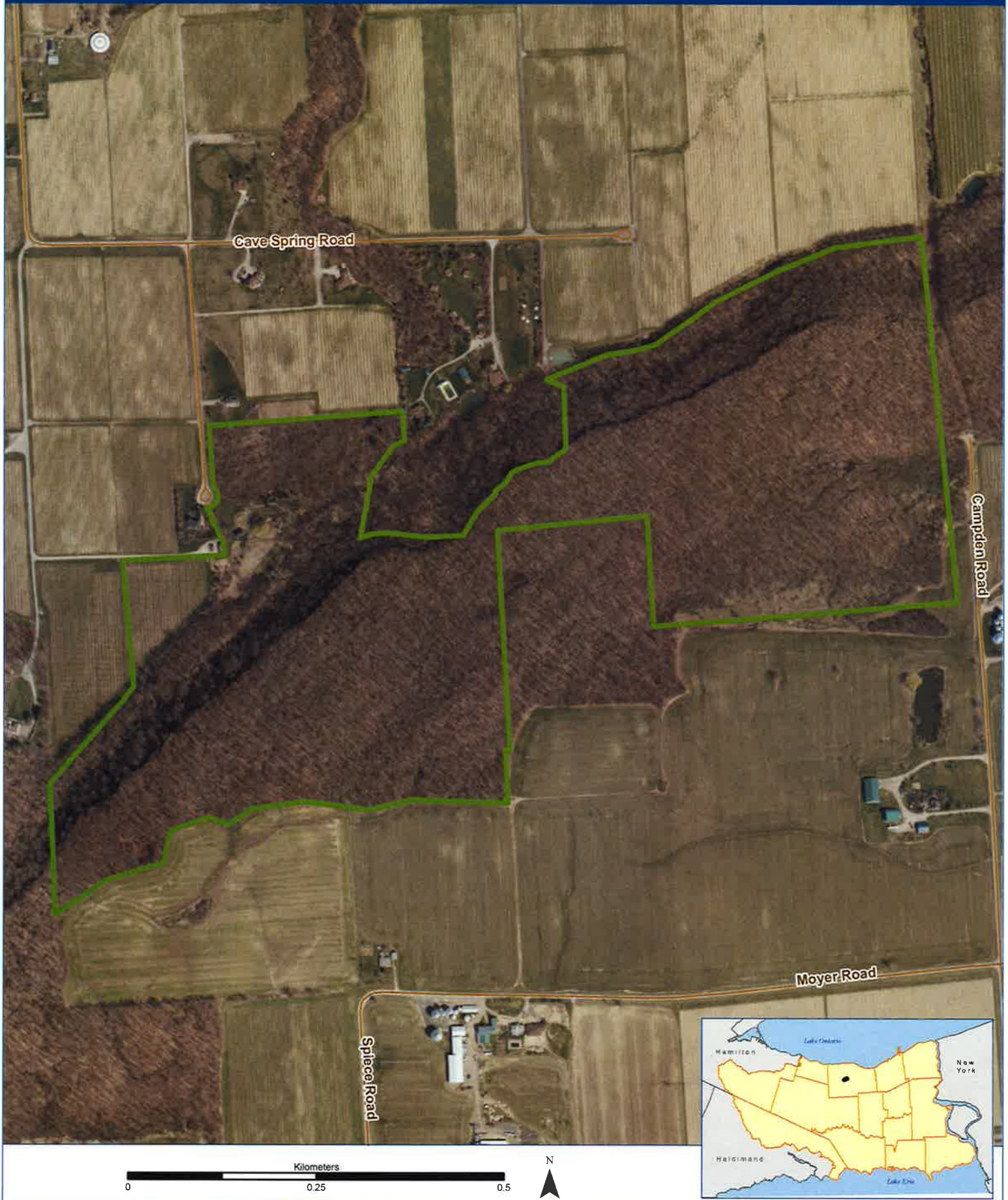
### **Timing**

The project will commence September 1, 2014. The final document is to be submitted to the NPCA Board for approval, in January, 2016, with MNR approval anticipated by April, 2016.

### **Costs**

If this project can be delivered internally, this project will cost \$25,000 plus staff time. If this project is to be led by an external consulting team the project is estimated to cost \$60,000-70,000.











# Cave Springs Master Plan Ecological Inventory Implementation Chart

Activity	Date	Cost	Quarter
2014			
Reptiles (S.A.R.snakes and turtles)	September 2014	\$300	Q3
Ecological Land Classification (E.L.C.) update (nice to have)	September- October 2014	\$150 t	Q3,Q4
- Species at Risk- in area and historical update (Eastern Flowering Dogwood, Butternut, A.Chestnut, ginseng)	September-November 2014	\$100 t	Q4
2015			
- Large mammals- tracks	January- February 2015	-	Q1
-Owl Nesting Survey	February- March 2015	\$1,000	Q1
Bats (historically found)	March through November 1 2015	\$6,000	Q1,Q2,Q3,Q4
Water Quality (temperature and conductivity)- to determine groundwater discharge/ cold water streams habitat	March- June 2015	\$100 t	Q1,Q2
SAR Salamanders (Jefferson Salamander as species complex in area)	March-April 2015 (weather dependent)	\$150	Q1,Q2
		\$500 t	Q1,Q2
Amphibians- Marsh Monitoring (toads, frogs)- to identify overlying valuable areas	March, April, May, June 2015	\$200 t	Q1,Q2
- Small mammal trapping (SAR- jumping mouse, meadow vole)	March-Aug 2015	\$700	Q1,Q2,Q3
Reptiles (S.A.R.snakes and turtles)	May, June 2015	\$250 t	Q2

-Plants: Empherals and flowers for educational tours/planning	June 2015	\$150 t	Q2
-Breeding Bird Survey	June 2015	\$500 t	Q2
- Large mammals- tracks	June- August 2015	-	Q2,Q3
-Breeding Bird Survey	July 2015	\$3,000	Q3
- Species at Risk- in area and historical update (Eastern Flowering Dogwood, Butternut, A.Chestnut, ginseng)	July, August, September, October 2015	\$200 t	Q3,Q4
Reptiles (S.A.R.snakes and turtles)	Aug-15	\$250 t	Q3
Old growth Snags for dependent species	July, August 2015	-	Q3
-Other mammals: Nocturnal survey (flying squirrel)	September, October 2015	\$100 t	Q3, Q4
Mapping and Analysis	October- November 2015	-	Q4
2016			
SAR Salamanders (Jefferson Salamander as species complex in area)	March, April 2016	\$500 t	Q1,Q2
2017			
SAR Salamanders (Jefferson Salamander as species complex in area)	March, April 2017	\$500 t	Q1, Q2

t = gas/travel cost

K Frohlich: August 21, 2014; revised August 27, 2014

**Table 2.1 Phases of the Management Planning Process**

Phase	Recommended/ Required	Result
Develop the NEEPOSS project charter	Recommended	A project charter, which is similar to a terms of reference document, includes, for example, clear statements about the intended scope of the plan, the main steps of the process, and the roles and responsibilities of participants.
Gather information/ undertake research	Required	A current inventory and analysis of the natural heritage features, cultural heritage features, recreational uses and visitor support infrastructure is completed and summarized in a background report to support decision making throughout the planning process and to provide supporting information for the management plan. May include pre-consultation to determine public and stakeholder interests and issues.
Determine classification, zoning and management direction	Required	Building on the information collected and analyzed in the inventory, the park or open space is appropriately classified and zoned with appropriate, site-specific management direction guided by classification and zoning policies in Part 3 of the NEP.
Conduct public consultation	Required	Individuals and stakeholder organizations with interests in parks and open space are engaged in the management planning process.
Write the monitoring and evaluation section	Required	The monitoring and evaluation section outlines proposed techniques to track the progress of the implementation of the management plan to ensure that the goals and objectives are being met.
Write the implementation section	Required	A completed implementation section provides direction on how to proceed with the implementation of the management plan.
Finalize the management plan	Required	A management plan, based on thorough research and public consultation, for the protection, maintenance and use of the park or open space is finalized.
Seek approval of the management plan	Required	The NEC reviews and endorses the plan, and the MNR approves it.

**Report To:** Board of Directors

**Subject:** Electric Vehicle Charging Station at Ball's Falls Conservation Area

**Report No:** 95-14 'A'

**Date:** September 17, 2014

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**RECOMMENDATION:**

That the NPCA Board **RECIEVE** Report No. 95-14 'A' for information and that the Board move forward with Option #1; the purchase and installation of two (2) Level 2 SCH 100 Electric Vehicle Charging Stations, to be installed at Ball's Falls Conservation Area, under the existing NPCA procurement policy, in 2015.

**PURPOSE:**

This report was written in response to Board Meeting Resolution No. FA-116-14, dated June 18<sup>th</sup>, 2014, "**that direction be given to staff to report back to the NPCA Board on the feasibility of installing a pilot project at a desired location;**"

**DISCUSSION:**

Based on staff direction from the Board, Mr. Stephen Bieda, from Sun Country Highway, was asked to quote on the installation of two Electric Vehicle Charging Stations, both on the same pedestal. A Level 2 SCH 100 Charging Station takes 0.9 to 7.0 hours to charge an Electric Vehicle Battery, depending on the Vehicle Model. Mr. Bieda suggests that a SCH 100 Charging Station is a "future-proofed" investment.

Staff is suggesting that the pilot project would be best suited at Ball's Falls Conservation Area in the parking lot (center island) servicing the Center for Conservation.

*There are two options:*

Option #1 - Does not pass on any costs to the user. The installation, electricity used, and the ongoing maintenance would be subsidized by the Capital and Operating Budgets associated with Ball's Falls Conservation Area.

Option #2 – Option 2 allows for that addition of specific hardware that would ask the user to pay a fee for the use of the charging station. Without a standardized fee, set by the Province of Ontario or another governing body, the Rate on the Return on Investment is yet to be determined.

Sun Country Highway does offer monthly leasing options as well to help lower the upfront costs. Based on purchasing two (2) SCH 100 Charging Stations, the lease would be \$436.92 a month for 60 months with a backend buyout/ option to purchase for \$2,296.30.

Sun Country Highway has committed to supporting this installation at Ball's Falls Conservation Area with a media launch party and entourage of Electric Vehicle owners from the Golden Horseshoe Electric Vehicle Association (GHEVA).

### **FINANCIAL IMPLICATIONS:**

Installation of Electrical (running from the Center of Conservation to the middle parking lot island) = \$ 15,707 (includes HST)

Option #1 - \$ 5,797.00 + \$ 15,707 = \$ 21,504 (includes Installation of the basic charging station equipment – 2 X SCH 100)

Option #2 - \$ 10,241.99 + \$ 15,707 = \$ 25,948.99 (includes Installation of the basic charging station equipment and the Payment Processing Equipment – 2 X SCH 100)

The Ontario Government does offer a \$1000 rebate/ incentive program for Electric Vehicle Charging Stations, but only if the purchase of a charging station is in conjunction with the purchase or lease of an eligible Battery Electric Vehicle (BEV) or Plug-In Hybrid Electric Vehicle (PHEV). The receipt of the vehicle rebate must be in hand prior to the application for the rebate associated with the charging station. There would be no rebate available for this pilot project at Ball's Falls Conservation Area, as outlined, without also purchasing an eligible BEV or PHEV vehicle.

### **RECOMMENDATION:**

That the NPCA Board **RECIEVE** Report No. 95-14 'A' for information and that the Board of Directors elect Option #1, the purchase and installation of two (2) Level 2 SCH 100 Electric Vehicle Charging Stations, to be installed at Ball's Falls Conservation Area, under the existing NPCA procurement policy, in 2015.

**Prepared by:**



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Conservation Areas Supervisor

**Reviewed by:**



Name: David Barriek  
Senior Manager, Operations

**Submitted by:**



Carmen D'Angelo  
Chief Administrative Officer/Secretary Treasurer

***This report was prepared with the consultative input from: Stephen Bieda, Sun Country Highway and FRESCO Ltd.***

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**Report To:** Board of Directors

**Subject:** Office Vehicle Fleet Retrofit

**Report No:** 95-14 "B"

**Date:** September 17, 2014

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**RECOMMENDATION:**

That the NPCA Board **RECIEVE** Report No. 95-14 for information with options to be presented for the 2015 Budget Deliberations.

**PURPOSE:**

This report was written in response to Board Meeting Resolution No. FA-116-14, dated June 18<sup>th</sup>, 2014, **"that staff report back on the feasibility of retro-fitting the fleet."**

**DISCUSSION:**

This report was written in response to Board Meeting Resolution No. FA-116-14. Staff was asked about studying the feasibility of retro-fitting the vehicle fleet to incorporate Electric Vehicles.

The existing Office Fleet of vehicles includes:

Honda CRV	CAO – Lease until December 2015
Toyota Sienna Passenger Van	Owned by the NPCA
Ford Ranger	Owned by the NPCA
Dodge Ram 1500 Pickup	Owned by the NPCA
Ford Escape	Thomas Solutions Lease
Ford F-150	Thomas Solutions Lease
Ford F-150	Thomas Solutions Lease
Ford F-150	Thomas Solutions Lease

Currently, Electric Only (BEVs), Plug-In Hybrid Electric Vehicles (PHEVs), or standard Hybrids, are only small passenger vehicles. The one exception is Via Motor Vtrux, from the United States who is associated with Sun Country Highway. There are approximately 24 Battery Electric Vehicles on the market in North America.

Staff contacted Stephen Bieda of Sun Country Highway to learn more about the Via Motor Vtrux. These work trucks (trucks and vans) are Plug-In Hybrid Electric Vehicles. They travel for the first 40 miles in all-electric mode and then can travel up to an additional 360 miles with a fuel



source. Over all, they can get up to 110 miles per gallon. The price tag on these work trucks is the sticker price of the truck PLUS approximately \$ 45,000 for the retrofit, equaling approximately \$ 85,000 to \$ 90,000. Given the costs, staff are advising that it is not feasible at this time to retro-fit trucks.

For the purpose of this report, there are only two vehicles in the Office Fleet that would be eligible to change out. They are the CAO's Honda CRV and the leased Ford Escape from Thomas Solutions. All other vehicles need to be work trucks due to the type of work they are required to perform, areas in which they travel, and the equipment they are required to haul.

Because of the Preferred Vendor Agreement the NPCA signed in May with Thomas Solutions, staff approached them first. At the time of the request, Thomas Solutions had not considered getting into leasing Electric Vehicles or Hybrid Vehicles, but there were very interested in doing the research and looking at the opportunity. They came to the conclusion that they were really not interested in dealing with Electric Vehicles. They did support the idea of Hybrid Vehicles.

Option 1: Thomas Solutions quoted on a Hybrid Ford Fusion, brand new, for \$762 per month for a guaranteed 48 month lease. The price would be slightly lower if the NPCA agreed to a longer lease. The Ford Fusion gets 44 miles per gallon.

Option 2: Do nothing with Battery Electric Vehicles (BEV) and look only at Hybrid Vehicles until the Electric Vehicle Charging Station Infrastructure is increased throughout the NPCA Watershed. This can be done with the existing Preferred Vendor Agreement with Thomas Solutions or on our own through the NPCA Purchasing Policy.

The following (for interest) is a chart on average travel distances (return trip) that staff may do on any given day, starting from the NPCA Welland Office:

Niagara Regional Building	28 Km	Round Trip
Ball's Falls Conservation Area	49.2 Km	Round Trip
Binbrook Conservation Area	108.8 Km	Round Trip
Chippawa Creek Conservation Area	48 Km	Round Trip
Fort Erie	67.4 Km	Round Trip
Gainsborough Conservation Area (CWS)	29.4 Km	Round Trip
Grimsby	102.4 Km	Round Trip
Long Beach Conservation Area	56.8 Km	Round Trip
Niagara Falls	43.4 Km	Round Trip
Niagara On The Lake	75.6 Km	Round Trip

Please note that these distances are only averages and do not take into account multiple stops. For efficiencies, staff typically make multiple stops during an outing or relinquish the vehicle to another staff member for their use throughout the remainder of the day.

Also, please note that the NPCA's Office Building does not currently have any charging stations and that the installation costs would also likely have to be absorbed by the NPCA, if allowed at all by the Niagara Region. Both Battery Electric Vehicles and Plug-In Hybrid Electric Vehicles require Electric Vehicle Charging Stations. Standard Hybrid Vehicles do not require a charging station.

There are currently 11 Electric Vehicle Charging Stations within the NPCA Watershed, according to the Sun Country Highway website. The existing infrastructure in Niagara is minimal. The existing charging stations are typically at hotels, tourist locations, a couple of Canadian Tire stores, one at Brock University, and a new one at a Municipal Parking Lot in Grimsby. The existing charging stations are 90Amp or less and, depending on the vehicle, could take between 0.9 and 7 hrs to recharge. Each vehicle user would have to do some significant pre-planning before they left and may have to make multiple trips over a week to fulfill their work/ travel needs.

### **FINANCIAL IMPLICATIONS:**

Staff has done a small comparison chart on a few different vehicles, both Battery Electric Vehicles, Plug-In Hybrid Electric Vehicles, and Standard Hybrid Vehicles. The "Distance" column describes the maximum number of Kilometers the vehicle can travel per charge. The "Charge Time" column speaks to how long it will take to get a full charge using a SCH100 (100 Amp) Charging Station. All Lease information is based on a no-money down, 48 month lease with a backend buyout:

Type	Make/ Model	Distance	Charge Time	Price	Month	Buyout
BEV	Nissan Leaf S	135 KMS	7 Hrs	\$ 34, 322	\$ 584.06	\$11,815.21
BEV	Ford Focus	122 KMS	3 Hrs	\$ 34, 681	\$ 536.70	\$10,223.00
Hybrid	Ford Fusion	Unlimited – 44 MPG	N/A	Thom. Sol.	\$ 762.00	N/A
Plug In Hybrid EV	VIA Motor Vtrux	Unlimited – 110 MPG	1.4 Hrs	\$85, 000 - \$95, 000	N/A	N/A
Hybrid	Toyota Prius C	3.8 L/100 KMS	N/A	\$21,205	\$360.53	\$9966.35

The Ontario Government is endorsing the use of Electric Vehicles in Vehicle Fleets with their Electric Vehicle Incentive/ Rebate Program. This applies to both personal vehicle purchases and fleet vehicle purchases. This program was launched on July 1, 2010. The value of the rebate is based on the vehicle's battery capacity. The rebate applies to Battery Electric Vehicles (BEV) and Plug-In Hybrid Electric Vehicles (PHEV) only and can range from \$5000 to \$8500 per vehicle. There are 18 BEV cars and 16 PHEV cars on the eligible list. Of the cars listed above, the Nissan Leaf and the Ford Focus are both eligible.

The requirements for the program are:

- 1) Need to apply within 6 months from the date the vehicle was purchased or leased.
- 2) The vehicle must remain plated, registered, and insured in Ontario in the owner's name for at least 12 months.
- 3) The vehicle must be on the eligible vehicle list, meet all Canadian Motor Vehicle Safety Standards, and be highway capable and manufactured mainly for use on public roads.



The cost associated with changing out the CAO's Honda CRV would be, at a minimum, the remainder of the monthly payments, until the end of 2015. The monthly fees are \$517.21 and the backend buyout is \$14,800. Honda, as of the spring of 2014, has a Honda Accord Plug-In Hybrid and a Honda Accord Hybrid. Pricing from the local Honda Dealer was not available at the time of this report. The NPCA could return the CRV, pay the penalty of \$7758.15 (remaining monthly payments), and enter into a new lease on either of the above mentioned vehicles.

There would be no penalty costs associated with the Ford Escape from Thomas Solutions. The NPCA could swap out the Ford Escape for the Ford Fusion that they offered or enter into a lease agreement with another Battery Electric Vehicle Manufacturer.

**RELATED REPORTS AND APPENDICES:**

None

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**Reviewed by:**

  
Name: David Barrick  
Senior Manager, Operations

**Submitted by:**

  
Carmen D'Angelo  
Chief Administrative Officer  
Secretary Treasurer

***This report was prepared with the consultative input from: Stephen Bieda, Sun Country Highway, Steve Gruber of Thomas Solutions, Burlington Nissan, Mike Knapp Ford, and Welland Toyota***