

### FULL AUTHORITY MEETING Wednesday January 20, 2016 9:30 am Ball's Falls Centre for Conservation – Glen Elgin 3292 Sixth Avenue; Jordan, ON

# AGENDA

9:30 am		Public Session	
* *		ARATION OF CONFLICT OF INTEREST PTION OF AGENDA NESS	
	(1)	<ul> <li>A. Full Authority Draft Meeting Minutes - December 16, 2015</li> <li>B. Committee Minutes</li> <li>Source Protection Committee – December 2, 2015</li> </ul>	
	(2)	Business Arising From Minutes	
	(3)	Correspondence	
	(4)	Chairman's Remarks	
	(5)	Chief Administrative Officer Comments	
	(6)	NPCA Presentation – Cave Springs Master Plan update – M. Brickell	
	<u>Repor</u>	rts for Information	
	(7)	Project Status Reports:	
		<ol> <li>Watershed Management</li> <li>Operations</li> <li>Corporate Services</li> </ol>	Report No. 02-16
	(8)	Forestry & Tree and Forest Conservation Bylaw	<u>Report No. 04-16</u>
	(9)	Cash Deposits Policy	<u>Report No. 05-16</u>
	(10)	Annual Policy Resolutions	<u>Report No. 07-16</u>
	(11)	2015 Capital Projects Status - Fourth Quarter Update	Report No. 08-16

### **<u>Reports for Consideration</u>**

(12)	Internet Live Streaming Authority Meetings	- <u>Report No. 06-16</u>
(13)	Capital Assets Management & Planning Policy	- <u>Report No. 09-16</u>
(14)	Bank Borrowing Resolution	- <u>Report No. 10-16</u>
(15)	Watershed Floodplain – update on mapping	- <u>Report No. 11-16</u>
(16)	Other Business	

**Closed Session** 

#### 

**Public Session** 

- Resolution(s) from closed session
- ADJOURNMENT

# REPORTS FOR INFORMATION

- **REPORT NO. 01-16** Project Status Watershed Management
- REPORT NO. 02-16 Project Status Operations
- REPORT NO. 03-16 Project Status Corporate Services
- REPORT NO. 04-16 Forestry & Tree and Forest Conservation bylaw
- REPORT NO. 05-16 Cash Deposits Policy
- \* **REPORT NO. 06-16** Internet Live-streaming moved to Reports for Consideration
- REPORT NO. 07-16 Annual Policy Resolutions
- REPORT NO. 08-16 2015 Capital Projects Status Fourth Quarter

January 20, 2016 Full Authority Meeting



Report To:Board of DirectorsSubject:Watershed Management Status ReportReport No:01-16Date:January 20, 2016

### **RECOMMENDATION:**

That Watershed Management Status Report No. 01-16 be received for information.

### PURPOSE:

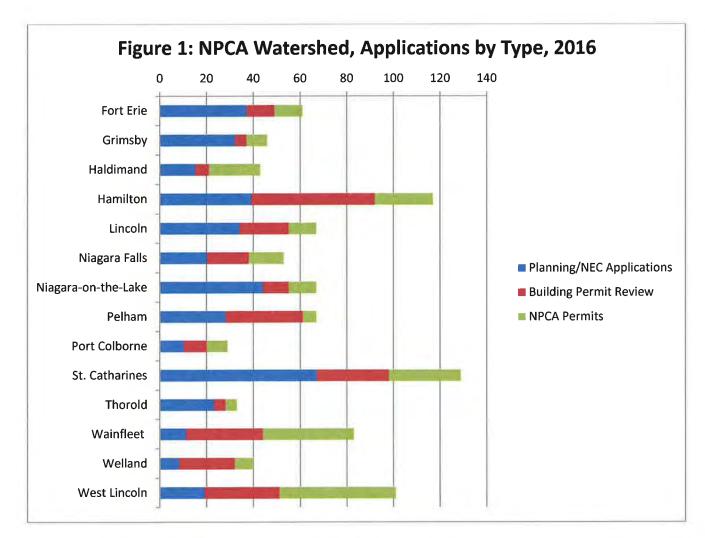
To update the Board on the Watershed Management Team's activities and achievements during 2015.

### BACKGROUND:

### A. Plan Review & Regulations

In 2015, Plan Review and Regulation staff were involved in the review of a number of major provincial policy documents including, The Conservation Authorities Act, The Provincial Plan Review and the Wetland Conservation in Ontario Discussion Paper.

In 2015, the Plan Review and Regulations staff reviewed a wide range of application types. As seen in Figure 1, the majority of reviews were Planning/NEC applications (387), followed by Building Permits (294) and NPCA Permit applications under O. Reg. 155/06 (255). St. Catharines (14%) had the most number of applications reviewed by NPCA staff, followed by Hamilton (13%) and West Lincoln (11%).



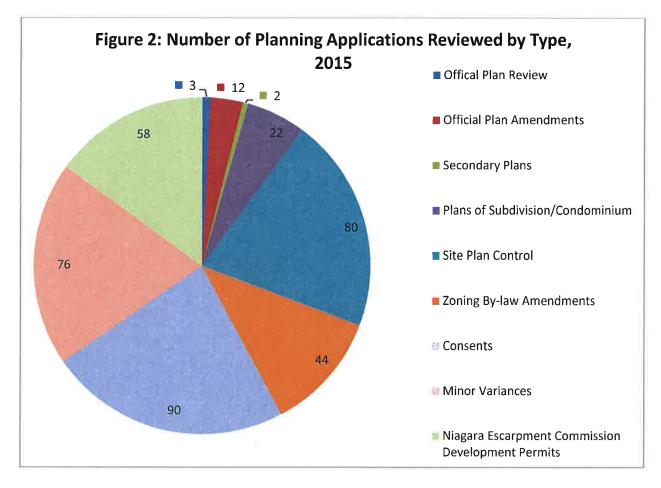
### 1) Municipal and Development Plan Input and Review

The Watershed Management Department reviews *Planning Act* applications and Building Permit applications where there is a feature regulated by the NPCA. Under the Memorandum of Understanding (MOU) with Niagara Region, the NPCA reviews *Planning Act* applications with respect to the Region's Natural Environment Policies (Chapter 7 of the Regional Official Plan).

In 2015 the Watershed Management Department reviewed a total of 387 new development applications (Planning Act and Niagara Escarpment Planning and Development Act), reviewed 294 Building Permits and composed 93 property information letters. Figure 2 provides a breakdown of the review activity by application type. The most frequently reviewed applications are Consents, Site Plans and Minor Variances. In addition, a significant number of NEC Development Permits and Zoning By-law amendments applications were reviewed by staff.

It is important to note that presently, these statistics only capture the initial review of an application by staff. Revised applications, additional submissions and work involved for clearing conditions is not captured here. Once the CityView tracking system is in place (anticipated in Q1 2016), future development activity reports will feature a more comprehensive review of development activity.

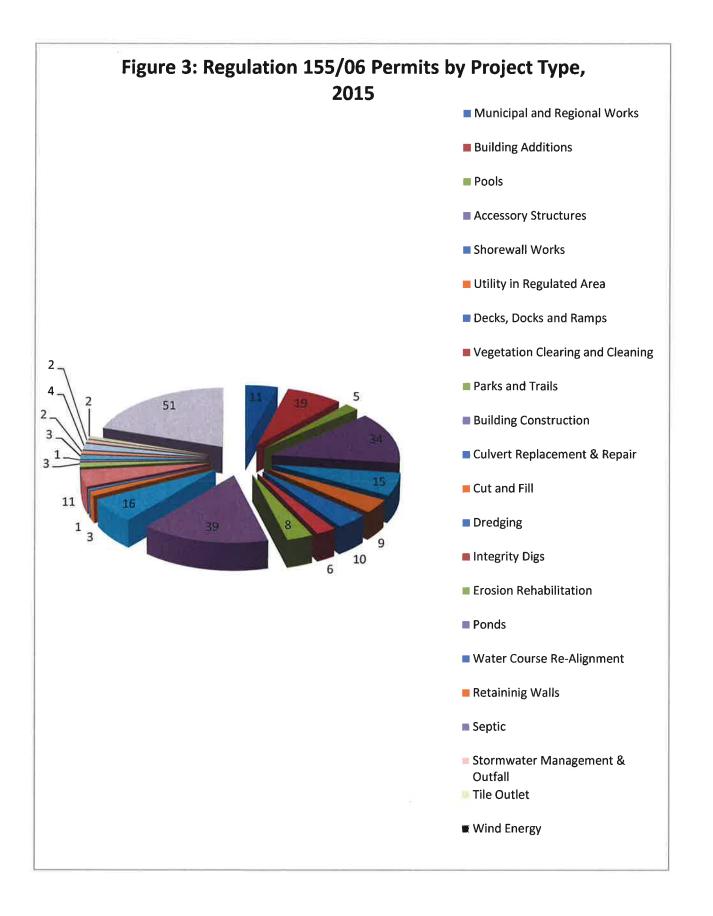
NPCA staff have been involved in several notable projects during 2015. Niagara Falls initiated two Secondary Plans (Thundering Waters and Grand Niagara) which, once complete, will result in a significant amount of development in the City. Niagara-on-the-Lake commenced a review of its Official Plan which ties into the Contemporary Watercourse Mapping Project that is underway by the Region of Niagara and the NPCA. Finally, several municipalities (West Lincoln, Haldimand and Welland) have commenced reviews of their Zoning By-laws. All of these projects will carry-over into 2016.



### 2) Construction Approvals

During 2015, the Regulations Team issued **255 NPCA permits**. Figure 3 illustrates the number of applications by project type. The most frequently issued standard permits were for Building Construction (i.e. new homes or primary access) followed closely by Accessory Structures (i.e. barns, sheds, garages, etc.). The most notable project was the Niagara Wind Corporation (now FWRN) where 51 permits were issued for 77 wind turbines in the NPCA watershed.

It is important to note that presently, these statistics only capture the actual permits issued and does not totally reflect all of the applications received and reviewed. Once the CityView tracking system is in place (anticipated in the first quarter of 2016), future development activity reports will feature a more comprehensive review of permit activity.



3) Tree and Forest Conservation By-law – See Forest By-Law Summary Report

### B. Projects / Programs

### 1) Source Water Protection Plan

- Appointed four (4) new members to the Source Protection Committee (SPC) in 2015, with two (2) existing members being re-appointed.
- Held two (2) SPC meetings, in October and December 2015. Updates on the implementation of the source protection plan were provided at these meetings.
- Niagara Region's Official Plan was amended in April 2015 to comply with the Source Protection Plan.

### 2) Water Quality Monitoring Program

- Completed 2015 NPCA Water Quality Monitoring Report
- Completed the 2014 Hamilton Airport Biological Monitoring Report
- Completed the 2014 Water Quality Assessment of Buckhorn Creek, and the Welland River around Glanbrook Landfill
- Initiated and followed up on a Two Mile Creek E.coli track-down study in Niagara-onthe-Lake identifying two stormwater outfalls as sources of creek contamination
- Deployed two water quality Loggers in Lake Niapenco to monitor winter-time dissolved oxygen concentrations
- Provided funding to property owners to decommission nine abandoned water wells
- Processed 42 water quality data requests.

### 3) Flood Control

### a) Flood Forecasting and Warning

- Issued 6 Flood Outlook bulletins in 2015; however, no critical flood thresholds were exceeded.
- Converted 4 stream gauge stations from standard telephone land lines to GOES satellite communication to increase efficiency and reliability at a reduced cost.
- Converted 1 stream gauge and 2 rain gauge stations from standard telephone land lines to cell phone modem communications to increase efficiency and reliability at a reduced cost.
- Completed bi-annual inspection and calibration of hardware for all 29 NPCA stream and monitoring climate stations.
- Completed the seasonal winter snow surveys.

### b) Water Resource Engineering

- Commissioned a topographic survey of the east end of the Binbrook Reservoir bottom
- Initiated the Welland River Floodplain Mapping project to be completed 2016.
- Completed repairs to the exterior walls and door of Binbrook Dam Control Building.
- Staff sat on the Steering Committee which organized the 2015 'Building a Disaster Resilient Niagara Conference'.
- Provided technical support and coordination in response to the accidental draining of the Lower Virgil Reservoir in Niagara-on-the-Lake. The NPCA Water Resources Supervisor is now a member of the NOTL Irrigation Committee in order to provide better coordination between the NPCA and the Town with respect to the Virgil Reservoirs.

### 4) Restoration

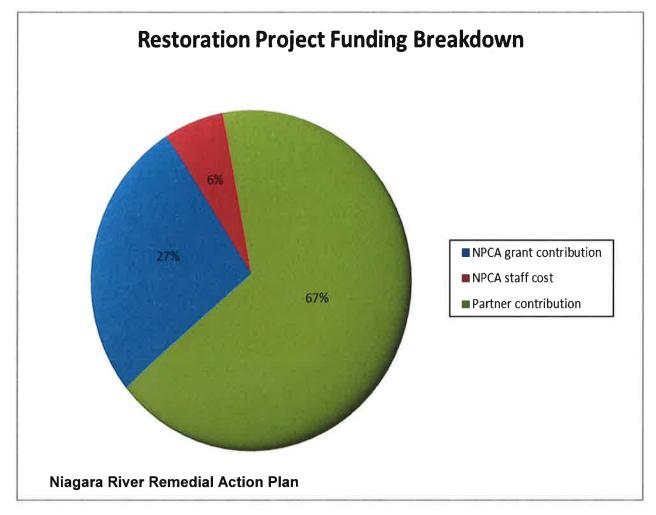
### **Project Implementation – Watershed Plans**

The goal of the Watershed Restoration Program is to improve water quality, water quantity and biodiversity within the NPCA Watershed. The Restoration Program works towards this goal through the implementation of Authority approved watershed plans.

### Project Implementation – Voluntary Stewardship

The Restoration Program advanced water quality and biodiversity improvement as recommended in NPCA priority watershed plans through a cost-share incentive program.

- Implemented 92 restoration projects in partnership with landowners. Projects included Best Management Projects (BMP's) for agriculture, conservation farm projects including assistance with nutrient / phosphorus reduction, wetland creation / enhancement and naturalization projects.
- Completed 14 nutrient reduction BMP projects with the agricultural community including livestock restriction from watercourses, manure storage improvements, and nutrient recycling systems for greenhouses and dairy.
- Restoration staff implemented 28 naturalization projects including riparian buffers designed to prevent runoff from farm fields, rural and urban properties.
- Enhanced and restored 40 acres of wetland habitat through the implementation of 27 wetland projects, and secured an additional 50 acres of naturalized buffer area around wetlands.
- Completed 23 tree planting projects, covering 70 acres of woodland restoration with the planting of over 45,000 trees native to Niagara.



The following chart is a breakdown of how restoration projects were funded between 2008 and 2012.

A Niagara River RAP Public Meeting was held at the Queens Landing Hotel in NOTL on Thursday May 28th, 2015. The goal of the meeting was to provide a brief update on RAP progress to reignite the public engagement process. A number of "reporting to the public" sessions will be occurring over the next several years to communicate the accomplishments made for the river. In anticipation of the meetings, public engagement documents are being developed to assist with the communications of the technical / scientific work that has been undertaken. In addition, a stand-alone Niagara River RAP website is being developed (similar to the Source Water Protection website) to allow for public review and commenting on RAP related documents.

### **Ramsar Designation**

Through the cooperation of government agencies, stakeholders, and the active involvement of the public, the Niagara River has been successfully remediated from one of the most degraded places in North America to one of the most ecologically healthy and diverse areas in the world. To acknowledge this achievement and change the narrative of the river, representatives from Canada and the US who have in-depth knowledge of the river and the Region met at Brock University in 2013 to discuss opportunities to promote the story change of the Niagara River. The group recommended the pursuit of a RAMSAR designation to acknowledge and celebrate the river's global contributions to ecological significance, rich biodiversity and healthy, resilient communities.

### 5) Special Projects

- In 2015, staff provided groundwater review comments on 89 files. Most reviews were for Niagara Region planning applications and/or local municipalities under the Planning Memorandum of Understanding. The total also includes commenting on Part 8 Building, Conservation Authority and Niagara Escarpment Permits and/or Permits to take Water.
- Staff successfully completed Year 2 of the Niagara WaterSmart/Ontario Geological Survey Confined Bedrock Aquifer Study. Accomplishments included construction of a groundwater monitoring network for the Upper Welland River Watershed (NPCA's largest), jet pump hydraulic testing, and baseline groundwater sampling with McMaster University at 29 locations.
- NPCA committed to be a part of the Ministry of Environment and Climate Change (MOECC) and Public Health Ontario Committee formed to address naturally occurring groundwater concerns such as boron, strontium, fluoride and selenium.



### FINANCIAL IMPLICATIONS:

None

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

None

Prepared by:

Peter Graham, P.Eng. Director, Watershed Management

### Respectfully submitted by:

Carmen D'Angelo, CAO/Secretary-Treasurer

This report was prepared with consultative input from Suzanne McInnes, MCIP, RPP – Manager, Plan Review and Regulations, Brian Wright, P.Eng. – Manager, Watershed Projects and NPCA staff.



Report To: Board of Directors

Subject: Operations Status Report

Report No: 02-16

Date: January 20, 2016

### **RECOMMENDATION:**

That the NPCA Board RECEIVE Report No. 02-16 for information.

### PURPOSE:

**Operations Status Report** 

### **DISCUSSION:**

### **Ball's Falls CA**

The month of December was busy with Christmas Programs. We had our regular educational school program that brought in visitation from 9 different classes from schools in Niagara. We also had our annual Christmas with Santa event and this year we had an overwhelming number of guests attend. In December, Ball's Falls Conservation Area sold the following:

	December
Adults admissions	70
Seniors/students admissions	49
Children admissions	0
Maximum - vehicles admissions	12
Self-pay admissions	6
Regular membership pass	0
Senior membership pass	0
Membership renewals	0
Pavilion Rentals	0
Historical Tours given	0
Barn Wedding Receptions	0
Church Ceremonies	0
Centre for Conservation - wedding receptions	1
Centre for Conservation – non wedding rentals	5

Respectfully Submitted by Nathaniel Devos, Park Superintendent at Ball's Falls Conservation Area

### Binbrook CA

### Operations

The park is closed for the season, although it continues to be well used by hikers and dog walkers. Facilities are closed and winterized.

### Waterfowl Hunting

Saturday December 12th marked the official end of another successful 2015 Waterfowl Season. In total, 124 blinds were reserved over the course of the season (23 available hunting days) with a total harvest exceeding 100 waterfowl ranging in a variety of species. It brought in an estimated \$3300 that also included some additional boat rentals that were added to the revenue total.

### Ice Conditions

As of the date of this submission, Lake Niapenco had 100% ice coverage with a thickness of approximately 3 inches. NPCA policy states that we can only open the park to allow ice fishing when we have at least 6 inches of black ice. Updates are forthcoming as conditions improve and will be posted accordingly.

### Special Events

The Annual Hard Water Crappie Derby is scheduled for Saturday February 20th. Tickets are available in advance online or at the door on the day of. All pertinent information will be made available on our website.

This report was respectfully submitted by Mike Boyko, Park Superintendent

### Chippawa Creek CA & Long Beach CA

As the campgrounds are both closed for the season, attention was placed on finishing various Capital Projects at both parks.

Staff at Chippawa Creek Conservation Area completed the residing of the main washroom building, decommissioned two water wells, expanded the parking area at the pavilion, and did a full sweep of the park removing dead and hanging limbs, pruning, and removing any other tree safety hazards.

At Long Beach Conservation Area, staff completed the front fence repairs, replaced the metal roof on Pavilion #2, initiated the Electrical Metering project on sites 101-166, and initiated electrical site upgrades on sites 79 to 91.

Respectfully Submitted by Rob Kuret, Park Superintendent, Chippawa Creek CA, and Mike MacIntyre, Park Superintendent, Long Beach CA.

### Central Workshop – Gainsborough CA

The team at the Central Workshop continues to press forward with general park and equipment maintenance as well as Capital Projects, both at the passive parks and the revenue parks. Capital Projects include helping with residing the washroom at Chippawa Creek Conservation Area as well as the roof projects at Long Beach and Binbrook Conservation Areas. We've also been systematically dealing with hazardous trees within our parks and especially along trails and fence lines.

Respectfully Submitted by Mich Germain, Superintendent, Central Workshop

### ECOLOGICAL STATUS REPORT

### Cave Springs Conservation Area

- a) Bats: Building on our existing site data, the schedule for refined bat monitoring has been completed by the staff Ecologist for Cave Springs. Additional monitoring to identify and pin-point any maternity roosts and hibernacula sites will be completed in 2016. The information gained from this research will assist in refining any protection areas as opposed to vegetative communities.
- b) Salamander Monitoring will also continue at Cave Springs Conservation Area for 2016 and 2017. The staff Ecologist will continue this work from 2015. A minimum of three years is required to determine the probable detection of Species at Risk in the area.

### NPCA Hunting Program

a) Hunting Permits

Staff has issued an additional 3 hunting permits for a total of 423 permits issued for the NPCA Conservation Areas for 2015, with 68 individual residing outside of our administrative area.

In addition, staff has issued 36 hunting permits for the NPCA Conservation Areas in 2016. Of this total, hunting permits are issued to 7 individuals residing outside of our administrative area.

b) 2016 Hunting Brochure and Website Information updated (Brochure attached)

### NPCA Native Plant Supplier List

The 2016 NPCA Native Plant Supplier List (see attached) has been completed, outlining nearby plant nurseries offering native plants for purchase. This list helps encourage landowners to plant vegetation that is historically naturally occurring in the area. This is important to support naturally occurring animals, increase plant survival with "native" plants having evolved with the area precipitation levels and temperatures, as well as helping support NPCA missions by balancing environmental needs, which support community and economic needs. This list will be on our website and in hard copy form for the inquiring public.

### Environmental Health- Bats, Species in Need

Information on bat species and their critical habitat areas are limited in Niagara. The staff Ecologist is assisting the Ontario Ministry of Natural Resources and Forestry in monitoring several routes in Niagara area. This information will assist both the OMNR and the NPCA, adding to the provincial data base and overall program for protection of Species at Risk (i.e. endangered, threatened or special concern), assisting in the identification of migration routes and critical habitat areas, and helping to manage natural resources and a balanced environment, community and economic needs.

Respectfully Submitted by Kim Frohlich, NPCA Ecologist

### COMMUNITY & VOLUNTEER REPORT

The NPCA hosted a lunch for 13 members of the Friends of Morningstar Mill at Ball's Falls Conservation Area Grist Mill on December 17th. The group was able to explore the Mill and were given a demonstration of the Mill in operation during their visit. Staff also gave a historical background of the property and the Mills at Ball's Falls.

Preparations are underway for the NPCA's annual Conservation Achievement Awards, happening on February 24th 2016 7pm at Ball's Falls Centre for Conservation. An on-line nomination form is available on the NPCA website and will be open to receive nominations until Sunday January 10th. Invitations for the event will be going out mid-January.

Respectfully Submitted by Kerry Royer, Community & Volunteer Coordinator

### EVENTS STATUS REPORT

### Christmas Village Update

This event was a huge success, with more than 1,500 participants joining in the festivities. While the event will require some overall tweaking, the event themes have proven to be a great success. Staff completed a debriefing session after the event, and topics such as advanced registration, greater number of volunteers and additional event dates were discussed.

The event featured live reindeer, horse drawn wagon rides, a hot chocolate bar, letters to Santa, a campfire, historical carolers and a bell choir in the church.

### Children's Festival Update

Children's Water Festival registration is ongoing and closes on January 29th. There is space for 216 classes at the event, and currently there are 131 classes registered, leaving space for 85 more classes. The festival committee will be reconvening in the New Year to continue planning the 2016 event.

Respectfully Submitted by Brianne Wilson, Events Coordinator

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

- 1 2016 Hunting Brochure
- 2- 2016 NPCA Native Plant Supplier List

Prepared by:

David Barrick Director of Operations

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer

### Hunting at the NPCA

- A NPCA Hunting Permit is required for <u>every hunter</u> on NPCA lands.
- Hunting Permit Request Forms are available on line at <u>www.npca.ca</u> or at the Main Office. A \$30.00 administrative fee applies.



- All hunters must have valid provincial/federal hunting licences, and a NPCA hunting permit, carried in their possession. Vehicle dash permit must be visible. All hunting must be conducted in accordance with provincial and federal hunting regulations.
- Permission for the Binbrook Conservation Area is obtained at the site through daily hunting blind fees.

### **Please Note the Conservation Area Policies**

- <u>Portable</u> deer hunting stands permitted <u>only</u>. No spikes, nails or other material which damage trees
- No cutting, destruction, and/or removal of vegetation in Conservation Areas
- No ATV or recreational vehicles permitted within a Conservation Area
- Boats with electric motors or paddle only on Conservation Area waters
- No fires permitted. NOTE no smoking or open flame at the Wainfleet Bog Conservation Area due to extreme fire hazards
- Retrieval dogs for waterfowl hunting only. No other use of hunting dogs permitted, to prevent disturbance of other animals and hunters
- No target/ range shooting in Conservation Areas (including sighting-in, clay throwing and plinking)
- No coyote hunting permitted.

(Refer to the Niagara Peninsula Conservation Areas Rules and Regulations Handbook for these and other park rules, regulations and policies.)

Thank you for your assistance in protecting these areas.

For further information please contact us at (905)788-3135, or visit our website at <u>www.npca.ca</u>



Edition: Jan 4, 2016



# **2016 Hunting Opportunities**

# Hunting is permitted within the following Conservation Areas only:

Binbroook\* Hedley Forest Humberstone Marsh Mud Lake Ruigrok Tract Wainfleet Bog Wainfleet Wetlands Willoughby Marsh



Photo Credit: Peter Ferguson

\* daily hunting blind fee at Binbrook CA

	Species	Season at site	Hunting Area
*	Controlled waterfowl hunting only	Date and times to be confirmed in July 2015 (Proposed late September through December if unfrozen lake conditions)	Hunting from designated blinds only. Hunting Blind Fee applies (max. 2 people per blind)
ok C.A.*		Monday AND Saturday     only. Subject to change.     Check <u>www.npca</u> website     for possible changes	
Binbrook	Notes:	<ul> <li>NPCA Hunting Permission ob hunting blind fee. Call for hun</li> <li>First two weeks of hunting se for blind use. Application dea our NPCA office or <u>www.npca</u></li> <li>Park gate opens for registrati noon</li> <li>Park gate closes sharply at 1</li> </ul>	ting blind reservation ason- Lottery draw system dline August 31. Contact <u>a.ca</u> for more details on 5 -6 a.m. Hunting until

	Species	Season at site	Hunting Area
ley Forest C.A.	Hunting for deer, small game and wild turkey. No coyote hunting permitted	<ul> <li>Season as per provincial / federal regulations</li> </ul>	Conservation Area boundaries
Hedl	Notes:		

	Species	Season at site	Hunting Area
berstone rsh C.A.	Hunting for deer, small game and wild turkey. No coyote hunting permitted	Season as per provincial / federal regulations	Conservation Area boundaries
Humbo Mars	Notes:		

Mud Lake C.A.	Species	Season at site	Hunting Area
	Controlled waterfowl hunting only	<ul> <li>Dates and times to be confirmed in July 2015. (Proposed late September through November)</li> <li>Monday, Wednesday, Friday and Saturday only</li> </ul>	Hunting from 3 designated blinds only (max. 2 people per blind)
	Notes:	<ul> <li>Access to hunting during poster water</li> <li>First two weeks of hunting sear blind use. Application deadling NPCA office or <u>www.npca.ca</u></li> <li>All hunting blinds have platform</li> </ul>	son- Lottery draw system for e August 31 <sup>st</sup> . Contact our for more details.

Species	Season at site	Hunting Area
Hunting for deer, small game and wild turkey. No coyote hunting permitted	<ul> <li>Season as per provincial / federal regulations</li> </ul>	Conservation Area boundaries
Notes:		1

Species	Season at site	Hunting Area
Hunting for deer, small game and wild turkey. No coyote hunting permitted	<ul> <li>Season as per provincial / federal regulations</li> </ul>	Hunting in designated areas only. Refer to site hunting map
Notes:		

	Species	Season at site	Hunting Area	
Wainfleet Wetlands C.A.	Hunting for deer, small game, wild turkey and waterfowl. No coyote hunting permitted	<ul> <li>Season as per provincial / federal regulations</li> </ul>	Hunting permitted from east of Bessey Road and to west of Cement Plant Road boundary only	
Wainf	Notes:			

	Species	Season at site	Hunting Area	
Willoughby Marsh C.A.	Hunting for deer, small game, wild turkey and waterfowl. No coyote hunting permitted	<ul> <li>Season as per provincial / federal regulations</li> </ul>	Conservation Area boundaries	
Milionô	Notes:			



# Go WILD with Locally Adapted Plants! Native Plant Suppliers in the Niagara Area, Ontario

Company	Contact		Type * A:wetland/aquatic H:grass/herbaceous W:trees/shrubs/woody	Location
Baker Forestry Services	Bob Baker (905) 866-8998 <u>ir</u>	nfo@bakerforestryservices.com	W	Erin
Gauld Nurseries Ltd.	David Leigh (905)354-2392	info@gauldnurseries.com	A,H, W	Niagara Falls
Grimo Nut Nursery	Ernie Grimo/ Linda Grimo (905)934-6887	Nut.trees@grimonut.com	W	Niagara-on-the-Lake
Earthgen International Ltd. www.earthgen.ca	Adam Koziol / Joelle Mulski (905)701-7025	info@earthgen.ca	W	Wainfleet
Hortico Inc. www.hortico.com	John Vanderkruk fax (905)689-6566	john@hortico.com	A,H,W	Waterdown (near Hamilton)
Kayanase www.kayanase.ca	Cathy Smith 519-770-0013	info@kayanase.ca	A,H,W	Ohsweken (near Hamilton)
Little Otter Tree Farm	Jeff Scott (519)842-2419	litotter@execulink.com	W	Tillsonburg
Sassafras Farm	Chris DiRaddo (905)658-8907	cdiraddo@sassafrasfarms.ca	A, H, W	Port Robinson
Somerville Seedlings	David Harbec 1-877-708-7337	trees@treeseedlings.com	W	Everett

Company	Contact		<b>Type</b> * A:wetland/aquatic H:grass/herbaceous W:trees/shrubs/woody	Location
St. Williams Nursery & Ecology Center www.stwilliamsnursery.com	1-866-640-8733	i <mark>nfo@stwilliamsnursery.com</mark>	A, H, W	St. Williams
T.E.Staton Ecosystem Management www.testaton.com	Tom Staton (905)380-9182	tom@testaton.com	A, H, W	Port Colborne
Rhora's Nut Farm & Nursery	Charles Rhora (905)899-3508	rhoras@nuttrees.com	W	Wainfleet
Verbinnen's Nursery Ltd.	John Verbinnen / Bernard Teeninga (905)659-7072	jverbinnen@verbinnens.com	H, W	Dundas (Hamilton)
Winkelmolen Nursery Ltd.	Christian Schramp (519)647-3912	sales@winkelmolen.com	W	Lyndon

January 2016: KF

Native Plants- evolved naturally growing in your area, and find its soil and climate home. Plants from seed sources closest to your site will be more adapted to local soil and climate conditions and survive.

- \* 1) For increased plant survival <u>ask for plants/seed with origin from EcoDistrict 37 (7E-3 and 7E5)</u>
  - 2) Order plants by scientific name to ensure native species, and
  - 3) Ensure plants are not endangered or threatened. These plants require very specific areas only.
  - 4) Check the NPCA Native Plant Guide for Native Niagara Plant Species

For further information on plantings or other conservation topics contact the Niagara Peninsula Conservation Authority at (905)788-3135 or <u>www.npca.ca</u>



Ninebark Flower



**Report To:** Board of Directors

Subject: Corporate Services Project Status Report

Report No: 03-16

Date: January 20, 2016

### **RECOMMENDATION:**

That Corporate Services Project Status Report No. 03-16 be received for information.

### PURPOSE:

To provide the Board a summary of projects important to the Conservation Authority's business objectives.

### **DISCUSSION:**

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

### 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**

- The 2015 Audit began with the Auditors in house doing audit pre-planning. Once an audit plan is developed we will need to convene an Audit Committee meeting to discuss dates for the completion of the 2015 Audit.
- Transition planning has started to provide for the retirement of Cathy Kaufman in April 2016. Job descriptions have been modified and job posting completed. It is expected to have a 7 8 week transition with Cathy for the successful candidate.

### 2.0 GIS & Information Management

- GIS/Information Management staff has been working on supporting several ongoing Authority initiatives:
- CityView Implementation Staff prepared for the onsite validation sessions scheduled to take place the week of January 11th.
- 2014 and 2015 projects completed by NPCA Restoration project leads were entered into the Restoration Database. This database allows for statistical reporting for the restoration department.
- Additional tools (Plot X/Y point) and refinements were added to the internal (Watershed Manager) and external (Watershed Explorer) Web Mapping interfaces.
- Staff attended meetings and prepared presentation material in anticipation of the upcoming Source Water Protection review meeting with MOECC to take place January 21st.
- Data conversions were prepped and an update was completed to Species at Risk data for use internally by Ecology and Biology staff.
- Updates were made to floodplain mapping to integrate several parcel specific studies, and a wetland update was completed from the latest MNR data, all of which is to be integrated into a regulation and screening layer update later in January.
- Staff have completed new and improved trail maps for our properties for posting on the corporate website.
- Final updates to maps for the Cave Springs Management Plan Ecological Report were completed.
- Staff conducted a document review and attended meetings to set future Watershed Plan objectives.
- GIS staff met with Niagara College post graduate GIS students to conduct training sessions in support of two projects to be completed for the Authority. Our Brock Geography intern is also progressing with his assigned work in support of NPCA parks operations and emergency planning.
- Several analysis and cartographic exercises were completed to support requests from flood forecasting, restoration, special projects and the office of the CAO.

### 3.0 Foundation and Communications:

### ✤ ANNUAL NPCA WEBSITE ANALYTICS REVIEW

The NPCA website has realized stead year-over-year growth in traffic, which is expected as awareness of the programs and services increases each year.

Increase	Pageviews	Increase	Unique Visitors	Calendar Year
	307,052		75,030	2012
1%	311,496	11%	82,944	2013
14%	356,545	18%	97,979	2014
5%	375,566	12%	109,450	2015

### Top Pages:

Conservation Area pages continues to be by-and-large the most popular on the NPCA website. In 2015, some revisions to the website were made to drive more traffic from the homepage to the camping reservation page. This change increased traffic to the reservation page by over 60% from 2014. Conservation Area pages accounted for 53% of all NPCA website traffic in 2015.

Calendar Year	Top Pages (Pageviews)
2012	1. Ball's Falls Conservation Area (18,137)
	2. Binbrook Conservation Area (14,638)
	3. Conservation Area General Page (14,228)
2013	1. Binbrook Conservation Area (22,233)
118	2. Conservation Areas General Page (14,017)
0.0	3. Chippawa Creek Conservation Area
	(11,298)
2014	1. Binbrook Conservation Area (25,051)
	2. Long Beach Conservation Area (15,439)
	3. Conservation Areas General Page (13,616)
2015	1. Binbrook Conservation Area (22,231)
_	2. Long Beach Conservation Area (20,883)
	3. Camping Reservation Page (16,317)

### Top news articles/posts in 2015:

- 1. 2015 Camping Reservation Now Open (March)
- 2. Missing Swimmer recovered in Lake Niapenco (June)
- 3. Thanksgiving Festival Continues... (October)
- 4. Welland River Floodplain Mapping RFP (January)
- 5. Trout Season Opens at St. Johns Conservation Area (April)

### Traffic Sources:

Search engine traffic continues to drive the most traffic to the NPCA website.

Traffic Source	2014	2015	Increase
Search Engine	96,196	103,482	8%
Direct Visit	24,577	28,656	17%
Referral Link	23,769	25,321	7%
Social Media	3,873	4,875	26%

### Top Search Terms:

- 1. binbrook conservation area
- 2. niagara peninsula conservation authority
- 3. npca
- 4. niagara conservation authority
- 5. long beach ontario
- 6. balls falls
- 7. chippawa creek conservation area
- 8. binbrook
- 9. long beach conservation area
- 10. binbrook conservation

### Mobile Traffic:

The new NPCA website is responsive to the device the visitor is using to browse. The former website was no mobile friendly. Mobile traffic has increased dramatically in recent years and represents the majority of traffic growth for the website.

Device (Sessions)	2012	2013	2014	2015	Increase (vs. 2014)
Desktop	97,513	96,009	97,909	95,020	-3%
Mobile Phone	10,969	21,929	35,115	48,831	39%
Tablet	4,840	10,374	15,398	18,553	20%

New NPCA Conservation Area Guide - The marketing and communications team has produced a new Conservation Area Guide in consultation with the Operations Department. The full colour brochure lays out the various activities that are available at the most active NPCA conservation areas. It also highlights the benefits of purchasing the new natureplus card, a redesigned annual membership pass. An electronic version will be made available for email distribution and posted on npca.ca. Hard copies will be distributed at our conservation areas and other tourist stops throughout the watershed.

### 4.0 Human Resources

- Recruitment: New Restoration Project Lead hire started January 4th and is currently completing on-boarding orientation, the successful candidate was Stuart McPherson.
- Recruitment: Ready to begin recruitment for Financial Analyst and Accounting Supervisor positions with a target start date of February/March.
- Recruitment: Summer parks recruitment positions to be posted this month.
- HRMS: Employee data input is close to complete, with the next step being completion of the link between Sage and NORMING to transfer information.
- Health & Safety: New AED machines ordered for all locations (current machines expire February 2016). CPR and First Aid training approved for staff, looking to schedule date for training in February.
- Job Descriptions for the Watershed Management team are completed, Corporate 'Service are completed and in final review. The Operations team are being completed in January.

Prepared by:

Jeff Long

Senior Manager, Corporate Services

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer

This report was prepared in consultation with: Cathy Kaufmann, Accounting Administrator; Geoff Verkade, Supervisor, GIS; Kevin Vallier, Manager, Development & Communications; and Misti Ferrusi, HR Generalist.



Report To: Board of Directors

Subject: NPCA Forestry and Tree and Forest Conservation By-law Status

Report No: 04-16

Date: January 20, 2016

### **RECOMMENDATION:**

THAT Report No. 04-16 regarding the status of NPCA Forestry activities and the Tree and Forest Conservation By-law be received for information.

### PURPOSE:

To provide an update on the status of Tree & Forest Conservation By-law and forestry activities being conducted by the NPCA Forester.

### BACKGROUND:

By-law issues/main activities since December 3, 2015 include:

- Harvest operations approved under Good Forestry Practices (GFP) permits in woodlots located in Thorold, Wainfleet, Niagara Falls and Fort Erie were suspended in late December and early January due to unfavourable ground conditions because of the mild weather. Operations will recommence when frost is in the ground and will be routinely monitored by the NPCA Forester to ensure conformance with permit conditions and operating conditions are suitable.
- Approved a GFP permit application for a woodlot in Wainfleet. Operations are planned for winter 2016.
- Conducted inspections in three woodlots located in Lincoln and St. Catharines harvested under GFP permits. Operations were conducted during the favourable weather conditions in early to mid-December. Soil disturbance was minimal throughout the woodland and was confined to main skid trails. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.
- Commenced work on Managed Forest Plans (MFP) for five Conservation Authority properties (Chippawa Creek, Balls Falls, Stevensville, Willoughby Marsh and Long Beach). The plans must be submitted to the MNRF by June 30, 2016. The purpose of a MFP is to guide the land owner in the management of their forest and values found within it. The intent of the Managed Forest Program is to foster ecologically sound forest management on private lands while providing a reduction in property taxes to landowners of forested land who prepare a plan and agree to be good stewards of their property.

- Responded to a complaint from a property owner adjacent to the Two Mile Creek CA in Niagara on the lake. The complaint involves damage caused to his fence from an ash tree that fell from authority property. While on site, many other hazardous ash trees were observed along the edge of the conservation area. These trees pose a risk as individual ash trees decline from EAB infestation. This matter has been assigned to operations staff to deal with.
- Received and provided advice to persons calling about declining ash trees located in urban areas not covered by the By-law. Some inquired if the NPCA would remove their ash trees. They were informed that if the tree is on their property then they are responsible for its removal, or contact the adjacent owner if they are located on their land.
- Conducted a site visit and provided comments on a planning issue related to a
  property with proposed development in Fort Erie. The assessment determined there
  are no woodlands on the property that would be covered by the Bylaw. Comments
  were provided to the land owner and NPCA planning staff.

FINANCIAL IMPLICATIONS: None

RELATED REPORTS AND APPENDICES: None

Prepared by:

Reviewed by:

Peter Graham Director, Watershed Management

<u>Dan Drennan</u>

Dan Drennan, R.P.F; Forester

Submitted by:

IK-A.

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer



**Report To:** Board of Directors

Subject: Cash Deposit Policy

Report No: 05-16

Date: January 20, 2016

### **RECOMMENDATION:**

That Report No. 05-16 regarding policy on Cash Deposits, be received for information.

### **PURPOSE:**

To ensure that, using best practices for cash deposits, all cash receipts are maintained under secure conditions, recorded properly and deposited promptly into NPCA bank accounts.

### **DISCUSSION:**

There is no record of the cash deposit policy being updated since 2003. The Cash Deposit procedures were a subject of concern in the 2014 Audited Statements. In the Auditors management letter Conservation Area deposits were highlighted as an area of concern due to deposits not being made when cash on hand was in excess of \$5,000. This policy clearly indicates cash deposit procedures that are in line with the Auditors cash threshold of \$5,000 but also addresses operational constraints.

### **FINANCIAL IMPLICATIONS:**

Improved cash deposit procedures will decrease the risk of theft and improve the timeliness of bank reconciliations.

### RELATED REPORTS AND APPENDICES:

Appendix "A" – Cash Deposit Policy

Prepared by:

Jeff Long, Senior Manager, Corporate Services

Submitted by:

Carmen D'Angelo Chief Administrative Officer / Secretary Treasurer

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



# **Procedures for Cash Deposits – Conservation Areas**

Developed by:	Corporate Services Department				
Approved by:	Chief Administrative Officer	Date:	January 06, 2016		
Effective Date:	January 20, 2016	Latest Revision:	January 16, 2003		

# TABLE OF CONTENTS

Section 1	Principles, Goals and Objectives	Page 2
Section 2	Policies and Procedures	Page 2



# **Procedures for Cash Deposits – Conservation Areas**

### **SECTION 1**

### Cash Deposits Principles, Goals and Objectives

The Cash Deposits principles of Niagara Peninsula Conservation Authority (NPCA) shall be as follows:

- (a) To ensure that, using best practices for cash deposits, all cash receipts are maintained under secure conditions, recorded properly, and deposited promptly into NPCA bank accounts.
- (b) To ensure the completeness of the cash receipts recording system as it pertains to financial system recording and financial statement presentation and disclosure.
- (c) To ensure that users and stakeholders are properly trained in cash handling procedures and have a complete understanding of responsibilities and full knowledge of policy and procedure content.
- (d) To facilitate the effective and timely production of bank reconciliations.

### **SECTION 2:**

### Policies & Procedures

### 2.1 Purpose

The Cash Deposit Policy provides procedures and guidelines in cash deposits. Procedures have been established to encourage an effective administration and internal control of cash handling throughout the Park operations.

### 2.2 Training

Cash Handling Training is mandatory of all employees whose job duties include the supervision and/or the acceptance, record keeping and deposit of NPCA revenue. Employees are required to do follow-up training annually. The Corporate Service department will annually review the cash handling procedures with the Park Superintendents and Assistant Superintendents. The park Superintendents and Assistant Superintendents.



## **Procedures for Cash Deposits – Conservation Areas**

### 2.3 Deposits

- (a) Deposits will be made daily unless the amount of cash on hand excluding the cash float is less than \$5,000.
- (b) The cash float will be \$1,200.00. The cash float may be reduced during nonpeak periods.
- (c) Deposits will be made by the Superintendent or a designated alternate at the bank designated by the Sr. Manager of Corporate Services.
- (d) The maximum amount of money in the area cash register will not exceed \$500.00 at any time. The gatekeeper is required to deposit monies in excess of \$500.00 in the drop safe located in the workshop building. Envelopes will be provided for these deposits in the drop safe and the gatekeepers will be required to not the date and time of the cash drop and the breakdown of the bill denomination.



**Report To:** Board of Directors

Subject: Annual Policy Resolutions 2016

Report No: 07-16

Date: January 20, 2016

### **RECOMMENDATION:**

That the Health and Safety Policy Statement and Regulation No 30 on Workplace Violence & Harassment Prevention Policy be reaffirmed as required under our legislative obligations, and that these policy statements will continue to follow this requirement on an annual basis.

The health and safety of our employees is a priority for the Conservation Authority and we endeavor to meet or exceed all the legislative requirements placed on us as an employer.

### **Corporate Health and Safety Policy Statement**

Under Section 25(2) (j) of the Occupational Health and Safety Act, the NPCA is required to conduct an annual review of the Corporate Health and Safety Policy Statement. The intent of the policy statement is to reflect the employer's commitment, support and attitude to the health and safety program for the protection of its workers. The current NPCA Policy Statement was adopted in September 19, 2012.

The Policy Statement must be reviewed and adopted on an annual basis. Attached is the proposed 2016 Health and Safety Policy Statement which meets the requirements of the Act, and no change is recommended. The Statement will be communicated to all NPCA employees.

### Regulation No 30 – Workplace Violence & Harassment Prevention Policy

Attached is the proposed 2016 Workplace Violence & Harassment Prevention Policy currently included in the NPCA's Terms of Reference and Personnel Regulations. No change is recommended for Reg. 30 at this time.

### Related Reports and Appendices:

- 1. Health and Safety Policy Statement
- 2. Regulation 30; Workplace Violence & Harassment Prevention Policy

Prepared by:

Misti Ferrusi; HR Generalist

Reviewed by:

Jeff Long; Sr. Manager, Corporate Services

Submitted by:

Carmen D'Angelo Chief Administrative Officer / Secretary Treasurer



# **REGULATION NO. 30**

## WORKPLACE VIOLENCE & HARASSMENT PREVENTION POLICY

The management of the Niagara Peninsula Conservation Authority is committed to the prevention of workplace violence and harassment and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to workers, visitors, clients, volunteers, co-workers or their domestic or intimate partners. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

Consistent with the Occupational Health and Safety Act and the NPCA Health and Safety Policy, the NPCA will maintain a Workplace Violence Prevention Program to implement this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

The NPCA as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

Carmen D'Angelo, BSc, MPA; CAO/Secretary-Treasurer Dated: January 20, 2016



# HEALTH AND SAFETY POLICY STATEMENT

The Niagara Peninsula Conservation Authority is vitally interested in and committed to the health and safety of its employees and the prevention of injury and illness to its employees through the provision and maintenance of healthy and safe workplaces. The Conservation Authority will make every effort to meet its responsibilities for the health and safety of all employees by adhering to the relevant health and safety standards and legislative requirements.

It is a primary duty of all supervisory staff to ensure that all persons under their direction are made aware of and comply with all applicable health and safety policies and procedures. The supervisory staff is responsible for ensuring that all aspects of the workplace including machinery and equipment are safe and any risks, hazards and safety violations brought to their attention are investigated and corrected promptly.

The Conservation Authority will take all reasonable steps to acquaint its employees with their rights and duties in the workplace and the applicable regulations and procedures for protecting their health and safety.

All employees shall protect their own health and safety by complying with prevailing regulations and standards and with safe practices and procedures established by the Conservation Authority. Employees must report any health hazards and unsafe conditions or practices to supervisory staff for corrective action. Where appropriate, the Conservation Authority will support training programs to assist in maintaining safe conditions and work practices and will support employee participation in health and safety activities including health and safety committees.

It is in the best interest of all parties to consider health and safety in every activity and the commitment to health and safety shall be an integral part of the Conservation Authority's activities.

Date: January 20, 2016

NPCA Chair,



**Report To:** Board of Directors

Subject: Capital Projects Status Quarterly Update – Fourth Quarter 2015

Report No: 08-16

Date: January 20, 2016

#### **RECOMMENDATION:**

That Report No. 08-16 be **RECEIVED** for information.

#### PURPOSE:

To provide Board members with a quarterly report on the 2015 Capital Projects, Operations Department.

#### BACKGROUND:

By the end of the fourth quarter, all but 3 projects have been initiated, one of which was delayed due to ecological considerations. Of the remaining projects, approximately 70% of the initiated projects have been completed, while a further 25% are well underway. The desired electrical upgrades at Chippawa Creek continue to be a challenge. Legal advice will be sought early in 2016.

In the fourth quarter, more than 90% of the asset inventory has been uploaded into the new asset management software. Additional validation work and customization work is being done to ensure that this is a very powerful tool going forward.

The early budget approval has been greatly appreciated by staff. Staff members are embracing the opportunity to get a quick start on the 2016 projects.

#### **DISCUSSION:**

Staff have done a great job of leading on the projects for which they are responsible. The collective project management skills have grown immensely. Projects are well run and will come in within budget.

#### FINANCIAL IMPLICATIONS:

None at this time.

# **RELATED REPORTS AND APPENDICES:**

1. Appendix 1: Updated 2015 Capital Projects Calendar

Prepared by:

Mark Brickell Manager, Strategic Initiatives

Reviewed by:

David Barrick Director of Operations

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer

-	Calendar for 2015		<b>B</b> 11 - 6				 			Project S			-											
ervation Area	Project Description	Reference No.	BUDGE			<u>Jan</u>			<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	ACTUAL EXPENS							
Falls CA	Glycol Leak Repair	BF - 2015 - 01	\$ 5,0	00.00	N.D.		Complete	ed									1,80							
	January 1 - February 28, 2015																[							
	Upgrades for Lower Level Washroom	BF - 2015 - 02	\$ 15,0	00.00	J.F.			Complete	ed								15,0							
	January 26 - March 30, 2015																[							
	Purchase Folding Tables for Weddings	BF - 2015 - 03	\$ 3,0	00.00	N.D.			Complete	ed								1,8							
	March 2015																							
	Re-roof the Cabin - Cedar Shingles/Church Roof Repair	BF - 2015 - 04	\$ 7,0	00.00	N.D.												3,							
	May/June 2015																							
	Electrical Upgrades - Thanksgiving Festival	BF - 2015 - 05	\$ 27,0	00.00	N.D.							Complet	ed				29,							
	June/July 2015																							
	Purchase Heavy Duty Commercial Floor Cleaner for Barn	BF - 2015 - 06	\$ 2,6	00.00	N.D.			Complete	ed								2,							
	March 2015																L							
	Wi-Fi System	BF - 2015 - 07	\$ 10,0	00.00	N.D.									Complet	ed		7,							
	May 2015																							
	Wireless Mic System \$20,000*				J.F.						Complet	ed					17,							
	TBD																							
		TOTAL:	\$ 69,6	00.00													79,							
rook CA	Fishing Docks	BB - 2015 - 01	\$ 28,0	00.00	R.S.																			
	April - September, 2015																							
	Metal roof for Pavilion 2	BB - 2015 - 02	\$ 15,0	00.00	M.B.												4							
	September - October, 2015																							
	Splash Pad Health and Safety Improvements	BB - 2015 - 03	\$ 30.0	00.00	M.B.						Complet	ed					14							
	March - June 2015																							
	POS System	BB - 2015 - 04	Ś 5.0	00.00	D.B.				Complete	ed.														
	March - April, 2015		+ -/-																					
	Water softening system for Splash Pad	BB - 2015 - 05	\$ 7,5	00.00	M.B.						Complete	ed					6							
	March -May, 2015		÷ ,								compiee													
	Kubota Salt Spreader	BB - 2015 - 06	\$ 2.5	00.00	G.F.				Complete	ed.							2							
	March-April, 2015		φ <u></u>		0				compict															
	Kubota Cab Enclosure	BB - 2015 - 07	\$ 2.5	00.00	G.F.				Complete	ed.							2,							
	March-April, 2015		φ <u></u>		0				compict															
	Wind Curtain	BB - 2015 - 08	\$ 5,0	00.00	M.B.										Complet	ed.	6							
	June-October, 2015	<u>DD - 2010 - 00</u>	<del>,</del> 5,		N.D.										comple	eu	0							
	Kayak/Canoe Storage	BB - 2015 - 09	\$ 25,0	00.00	M.B.												20							
	March-April, 2015	DD - 2013 - 03	γ 2 <b>3</b> ,0	00.00	IVI.D.												20,							
	Gazebo	BB - 2015 - 10	\$ 35,0	00.00	M.B.												1							
	May-August 2015	BB - 2013 - 10	ş 33,0	0.00	IVI.D.												<u>_</u>							
	Septic System Upgrades as per Master Plan \$800,000*				G.F.																			
	TBD				<u>а.</u> г.																			
					MB																			
	Water System Upgrades as per Master Plan \$170,000*				M.B.																			
	TBD														1									
	Install electronic gates and related works \$100,000*				M.B.										<b> </b>									
	TBD																							
	Purchase boat, motor and trailer \$30,000*				G.F.						Complet	ed					29							
	June 2015'																							
		TOTAL:	Ş 155,5	00.00													89,							



Not Initiated On Hold

# Page 1 of 4

	Calendar for 2015		_								roject S							
Conservation Area	Project Description	Reference No.		BUDGET	Pr. Lead	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	ACTUAL EXPENSES
entral Workshop	Replace roof on Central Workshop	CW - 2015 - 01	\$	40,000.00	M.G.											Complet	ed	28,548.8
ainsborough CA	June-July, 2015																	-
	Purchase 2 new EZ Radiant Heaters for CW	CW - 2015 - 02	\$	10,000.00	M.G.											Complet	ed	-
	July-August, 2015																	-
	Improvements to 2 Beamer Lookouts	CW - 2015 - 03	\$	80,000.00	R.S.													11,712.
	January-September 2015																	-
	St. Johns Pond Erosion Control Measures	CW - 2015 - 04	\$	35,000.00	K.F.									Hold				-
	May-August 2015																	-
	Replace Stevensville Pavilion Roof with Metal Roof	CW - 2015 - 05	\$	7,000.00	R.S.							Complete	ed					2,443.
	May-June 2015																	-
	Replace Fishing Pier at St. John's Pond	CW - 2015 - 06	\$	28,000.00	R.S.													-
	April-August 2015																	
	Installation of New Pump at Wainfleet Wetlands	CW - 2015 - 07	\$	7,000.00	M.G.										Complet	ed		9,182.
	May-June 2015																	
	Purchase Wood Chipper and Related Equipment	CW - 2015 - 08	\$	75,000.00	G.F.				Complete	ed								70,611.
	January-March 2015																	
	Annual Purchase of 100 Picnic Tables/Re-furbish	CW - 2015 - 09	\$	30,000.00	G.F.							Complete	ed					10,604.
	March-April 2015																	
	Annual Purchase of 30 Standardized Garbage/Recycling Bins	CW - 2015 - 10	\$	10,000.00	G.F.					Completed	d							6,280.
	March-April 2015																	-
	Trans Canada/Gord Harry Trail Head Sign Installation	CW - 2015 - 11	\$	5,000.00	R.S.													-
	April-June 2015																	-
	Security System for St. John's Centre \$7,000*				G.F.													4,143.
	TBD																	
	Main Office Door with Window for downstairs office \$437.50*																	437.
	TBD																	-
	TOTAL		\$	327,000.00														143,526.

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# Page 2 of 4

nservation Area	Project Description	Reference No.	P	UDGET	Pr. Lead	lan	Ech	Mar	۸nr	May	lune	lube	Aug	Sont	Oct	Nov	Dec	ACTUAL EXPENSES
ppawa Creek CA	2 Fishing Pier Replacements	CC - 2015 - 01	ć	55,000.00	R.S.	<u>Jan</u>	<u>res</u>				June	July	Aug	<u>36рг</u>	<u>occ</u>		Dec	ACTOAL LAF LINSLS
ppullu cicck ch	April-August 2015	00-2010-01	Ŷ	33,000.00	1.5.													
	POS System	CC - 2015 - 02	\$	5,000.00	D.B.					Complete	d							0.
	March-April 2015	00-2013-02	Ŷ	5,000.00	0.0.					complete	u							
	Upgrade Campsites	CC - 2015 - 03	Ś	20,000.00	R.K.			-	-									4,425.
	August-November 2015		¥	20,000.00														
	Insulation for New Comfort Station	CC - 2015 - 04	Ś	3,000.00	R.K.					Complete	d							2,361
	April 2015		· ·	-,							-							
	Seal Old Wells	CC - 2015 - 05	Ś	5,000.00	R.K.						Complete	ed						2,983
	May 2015																	,
	Replace Old Comfort Station Tanks and Related Improvements	CC - 2015 - 06	\$	25,000.00	R.K.													
	August-October 2015																	
	Boardwalk Rail Repairs	CC - 2015 - 07	\$	3,000.00	R.K.											Complete	ed	2,395
	May-June 2015			-														`
	New Metal Roof for Gatehouse	CC - 2015 - 08	\$	5,000.00	R.K.							Complete	d					2,137
	April-June 2015			-														`
	Beach Restroom Renovation	CC - 2015 - 09	\$	15,000.00	R.K.					Complete	d							6,090
	March-April 2015																	
	Golf Cart Refurb	CC - 2015 - 10	\$	3,500.00	R.K.					Complete	d							6,491
	March-April 2015																	
	Workshop Area Upgrades	CC - 2015 - 11	\$	10,000.00	R.K.					Complete	d							3,163
	March-April 2015																	
	Entry/Exit Roadway and Gate Improvements	CC - 2015 - 12	\$	13,000.00	R.K.							- Complete	d					1,358
	April-June 2015																	
	Purchase of a Water truck	CC - 2015 - 13	\$	10,000.00	G.F.						Complete	ed						11,300
	March-May 2015																	
	Create Parking Area Beside Pavilion	CC - 2015 - 14	\$	6,000.00	R.K.											Complete	ed	4,618
	April-June 2015																	
	Re-side Old Comfort Station	CC - 2015 - 15	\$	8,000.00	R.K.											Complete	ed	304
	June-July 2015																	
	Purchase Honey Wagon	CC - 2015 - 16	\$	8,000.00	G.F.						Complete	ed						7,545
	March-May 2015																	
	Electrical Upgrades	CC - 2015 - 17	\$	125,000.00	R.K.													
	February-September 2015																	
	Water Plant Improvements \$4,102.12*										Complete	ed						4,102
	May 2015																	
	ΤΟΤΑ	L:	\$	319,500.00														55,175

Initiated

Not Initiated On Hold



# Page 3 of 4

-	Calendar for 2015								_		Project :				• •		_	
servation Area		Reference No.		BUDGET		<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	May	<u>June</u>		<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	ACTUAL EXPENS
g Beach CA	Sidewalk around Comfort Station 3	LB - 2015 - 01	Ş	6,000.00	M.M.						Complet	ed						4,68
	March-May 2015																	
	New Metal Roof for Pavilion 2	LB - 2015 - 02	\$	7,000.00	M.M.											Complet	ed	4,18
	June-July 2015																	
	Purchase Gator/RTV	LB - 2015 - 03	\$	20,000.00	G.F.						Complet	ed						15,24
	March-May 2015																	
	New Metal Stairs to Beach (2-4 sets)	LB - 2015 - 04	\$	20,000.00	M.M.													
	April-July 2015																	
	Improvements to Shower Floor In Comfort Station 3	LB - 2015 - 05	\$	5,000.00	M.M.					Complet	ed							4,85
	March-April 2015																	
	Shower Fixtures/Controls and interior upgrades	LB - 2015 - 06	\$	10,000.00	M.M.													12,05
	April-June 2015														-			
	Trail markers and lighting	LB - 2015 - 07	\$	1,500.00	M.M.													
	April 2015																	
	Campsite Drainage Improvements - North Side	LB - 2015 - 08	\$	2,500.00	M.M.													40
	April-May 2015		-															
	30 Amp Meters - Phase 1	LB - 2015 - 09	\$	20,000.00	M.M.													
	March-June 2015																	
	Paint Roof on Workshop	LB - 2015 - 10	\$	3,000.00	M.M.													3,95
	June-July 2015																	
	Siding on Comfort Station 2	LB - 2015 - 11	\$	5,000.00	M.M.										-			2,17
	June-August 2015																	
	Valve Box Replacement	LB - 2015 - 12	\$	2,000.00	M.M.													
	October-November 2015																	
	Widening of the Main Entrance	LB - 2015 - 13	\$	15,000.00	M.M.						Complet	ed						19,54
	March-May 2015																	
	POS System	LB - 2015 - 14	\$	5,000.00	D.B.					Complet	ed				-			
	March-April 2015																	
	Honey Wagon Service	LB - 2015 - 15	\$	8,000.00	G.F.				Cancelle	d								
	TBD																	
	Upgrade campsites	LB - 2015 - 16	Ş	30,000.00	M.M.													
	TBD			10 500 00														
	Wi-Fi	LB - 2015 - 17	\$	19,500.00	M.M.													68
	TBD																	
	Chain Link Fence Replacement - Phase 1 - South Side	LB - 2015 - 18	\$	65,000.00	M.M.			-									Complete	24,36
	July-October 2015																	
	2014 Electrical Upgrades \$28,125.70*								Complet	ed								28,12
	January-March 2015																	
		ΤΟΤΑΙ	L:Ş	244,500.00														120,28
											l							
	TOTAL 2015 CAPITAL PROJ	ECIS	\$	1,116,100.00														\$ 487,97

Initiated

Not Initiated On Hold



# Page 4 of 4

# REPORTS FOR CONSIDERATION

REPORT NO. 06-16 – Internet live-streaming Board meetings

- \* **REPORT NO. 09-16** Capital Assets Management and Planning Policy
- \* **REPORT NO. 10-16** Annual Bank Borrowing Resolution
- REPORT NO. 11-16 Watershed Floodplain update on mapping

January 20, 2016 Full Authority Meeting



e

#### RECOMMENDATIONS

THAT:

- 1. The Internet Live Streaming of NPCA Board of Directors Meetings Update Report No. 06-16 be received; and,
- 2. The Board approve the selection of the Wee Streem service provider as the Niagara Peninsula Conservation Authority's live streaming solution of choice; and,
- 3. The Board approve staff to enter into negotiations with *Wee Streem* to establish a contract for the 2016 meeting schedule for their services at a fixed rate.

## <u>PURPOSE</u>

To recommend a solution to the NPCA Board of Directors with regards to broadcasting Board of Directors meetings online.

#### BACKGROUND

At the October Board of Directors meeting a request was made to inquire about the Authority's capabilities to potentially live stream future meetings via the internet. This was to compensate for the fact that monthly meetings had transitioned to occur during day time hours which makes it difficult for members of the public to attend in the gallery and witness proceedings.

At the December Board of Directors meeting Report No. 132-15, 'Live Streaming Board of Directors Meetings', was presented for information purposes detailing a critical path to this objective that was quickly identified by staff and based on the initial recommendation of its IT managed services provider. The members directed staff to follow up with further information as detailed in this report.

#### **CONSIDERATIONS**

The Wi-Fi capability at the Balls Falls Center for Conservation was questioned in terms of supporting livestreaming. Internet service is provided to the Center wirelessly via the Niagara Wireless Internet Company (NWIC) which eliminates the need to alternatively install a costly fiber solution to the site. The current package provides 50 Mbps (mega bits per second) bandwidth with a 40 Mbps download commit, and 10 Mbps upload, which is sufficient to support livestreaming video in High Definition (HD). NWIC offers more bandwidth packages should a future service upgrade for the site be required.

The primary issue with the Center for Conservation is redistributing the adequate internet signal provided by NWIC throughout the site. The office area is hardwired with network jacks however the rest of the building, including the Glen and Elgin rooms as meeting facilities, are serviced through local Wi-Fi networks managed on site by staff through commercial routers that are old and designed for home use. Staff recommends installing professional Access Points (APs) throughout the facility where necessary to provide proper coverage. The firewall system that was installed onsite during the recent IT migration and facilitates the Balls Falls VPN (Virtual Private Network) to the NPCA network and datacenter in Welland, can be configured with the improved APs to set up several secure and public Wi-Fi networks for the Center for Conservation with various upload and download specifications. This would address the Wi-Fi issue in the Center itself and also provide a potential revenue stream via the provision of secure Wi-Fi services that could be charged along with facility rentals. They would also complement the APs installed in the valley ahead of the 2015 Thanksgiving festival completing the Wi-Fi access for the entire property.

A preliminary cost estimate of \$8000 was proposed in the 2016 capital budget for Wi-Fi Access Point upgrades at the Center for Conservation but was deferred. Staff is currently reconfirming this this value.

Staff's current understanding of legal ramifications and any records retention issues associated with the live streaming of meetings would be dependent upon what the corporate Records Retention Schedule dictates. Without any definitive guidance for this type of media from the Municipal or Conservation Authorities Acts, or an official NPCA Records Retention Policy and associated Schedule, the Authority has some discretion. For reference, the Region's retention period for digital audio recordings of Council is dependent on server capacity as determined by their IT department. Staff will follow up with legal counsel ahead of any potential broadcast to address any outstanding requirements and inform the members in a follow up report for information.

#### SOLUTIONS

As requested, staff consulted Regional Staff about how the Region of Niagara does live streaming. The Region uses YouTube's live streaming functionality which is a free service. Streamed events through YouTube's functionality is recorded and stored through the Region's user 'channel'. Capture of the video is done with the Region's own multiple camera infrastructures preconfigured to various views of the council chambers so that the broadcast can alternate between various feeds using a switcher and production software. Cogeco comes in and actually produces the Council Meetings since they broadcast the recording on their local television channel, and Regional staff produces any Committee meetings that are streamed. Cogeco was contacted and indicated they had no interest in providing this service to the NPCA.

SkyComp recommended that the Authority utilize an online service called *Livestream* (www.livestream.com). Livestream provides a solution to both broadcast and watch live events in High Definition (HD) video quality through the internet. Like YouTube, it is a cloud based solution and unlimited in terms live streaming with no charge for viewer hours or bandwidth usage. The service is subscription based and costs \$199/month billed annually, however requires some minor hardware acquisitions. The total estimated cost for LiveStream as an option is \$6,400 for a year including capital investments.

Staff also investigated *UStream*, an alternative online live streaming service to LiveStream. Ustream would also have the same minor hardware requirements, however its subscription rate is based on viewable hours, and the most adequate package to meet the perceived needs is \$499/month. As a result the total estimate cost for UStream as an option is \$10,000 for a year including capital investments.

*WeeStreem*, a Niagara based technology company, was also approached for information on their services. They also broadcast live events in High Definition over the internet using small wireless cameras for a multi-camera broadcast with just one operator. WeeStreem also uses YouTube since it's the most popular and recognizable video platform in the world. The advantage that WeeStreem offers is that it manages the production of the broadcast using its own equipment and supplies its own LTE based internet connect to upload from. Their current pricing is a \$400 flat fee with \$50 for every half hour (or part thereof) exceeding three hours. As a result the total estimate cost for WeeStreem as an option is \$6,000 for a year, assuming meetings last 4 hours on average.

#### CONCLUSIONS

The WeeStreem solution is the most turn-key and of minimal impact to staff while remaining the most cost effective. Staff would like to recommend WeeStreem as the NPCA's live streaming service provider and enter negotiations with them to see if they can determine a flat rate for a year's worth of board meetings and to address the unpredictable duration of meetings to alleviate excessive costs should meetings transpire longer than 4 hours.

The estimated cost of \$6,000 was not part of the 2016 budget.

#### **IMPLEMENTATION**

Staff are targeting the March 2016 Board of Directors meeting for the first broadcast assuming WeeStreem is available to service the event with the available notice.

## ALIGNMENT TO NPCA's 2014-2017 STRATEGIC PLAN

The NPCA Strategic Plan focuses impart on transparent governance and enhanced accountability through clear and respectful communication. Ensuring the NPCA's stakeholders and the broader

public can watch Board of Directors meetings live through the internet as an alternative to attending directly in the gallery makes Authority proceedings highly transparent.

### **ATTACHMENTS**

1. WeeStreem Brochure

Prepared by:

adl

Geoffrey Verkade Supervisor, Geographic Information Services

**Reviewed by:** 

Jeff Long

Sr. Manager, Corporate Services

Submitted by:

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



# WeeStreem

Multi-Camera Live Video Streaming & Recording

What Wee Do	Why WeeStreem
Wee broadcast and record your live events in High Definition over the internet. Wee use small, wireless cameras to capture every angle while remaining minimally invasive. Productions include split-screen, pic-in-pic, etc.	Only WeeStreem provides High-Definition, multi-camera live broadcasts at an affordable price. We use cutting edge technology to simultaneously control many HD cameras & execute live production with just one operator.
Live Streaming	Video Archiving
The internet is everywhere; phones, laptops, tablets, smart-TVs, computers, etc. WeeStreem delivers your event to all platforms – anywhere YouTube is available.	Immediately after your live event/stream has finished, the full High Definition video is archived on YouTube. Watch it & share it over and over and over again.
Technology	Internet Usage
Wee use small, wireless cameras that can be mounted and hidden almost anywhere. Wee also <i>go</i> everywhere; indoors, outdoors, remote areas – you name it.	Wee provide our own internet connection so your bandwidth & data are not affected. YouTube hosts the video. You simply embed & link the video on your platforms (website, social media, etc.) without concern.
why You Tube	Security
YouTube is the most popular & recognizable video platform in the world. Everyone has the app loaded on their phones, Smart TVs & tablets.	Wee can restrict access to your live stream (and ensuing video) based on your privacy preference. You control who watches.
All ages & skill sets are comfortable accessing and navigating YouTube. It is incredibly easy to view, link, embed & share your live stream.	Pricing \$400 Flat Fee \$50 For every ½hr. (or part thereof) exceeding 3hrs.
Brandon Schram (905) 329-9550	<b>Kevin Jack</b> (905) 932-8306
St. Catharines, ON, Canada	info@weestreem.com



Report To: Board of Directors

Subject: Capital Assets Management and Planning Policy

Report No: 09-16

Date: January 20, 2016

#### **RECOMMENDATION:**

That the Board of Directors approve the Capital Assets Management and Planning Policy attached to Report No. 09-16.

#### PURPOSE:

To provide standards and guidelines for the process of Capital Asset Management.

#### DISCUSSION:

To create a policy for Capital Assets that;

- (a) Provides standards and guidelines for identifying, measuring and recognizing expenditures as tangible capital assets.
- (b) Facilitates the appropriate financial presentation and disclosure
- (c) Assists in management decision-making.

Currently the NPCA does not have a policy in addressing these areas. In addition the policy gives guidance on the carryover of capital projects from fiscal years.

#### FINANCIAL IMPLICATIONS:

Improved reporting and management of the Capital Asset process.

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

Appendix "A" – Capital Asset Policy

Prepared by:

Jeff Long Senior Manager, Corporate Services

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer

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



- Developed by: Corporate Services Department
- Approved by:Board of DirectorsDate:January 20, 2016Effective Date:January 20 2016Latest Revision:December 16, 2015

# TABLE OF CONTENTS

Section 1	Capital Asset Management & Planning Principles	Page 2
Section 2	Policies and Procedures	Page 2



# **SECTION 1**

# **Capital Asset Management & Planning Principles**

The Capital Asset Management principles of Niagara Peninsula Conservation Authority (NPCA) shall be as follows:

- (a) Provide standards and guidelines for identifying, measuring and recognizing expenditures as tangible capital assets.
- (b) To facilitate appropriate financial presentation and disclosure
- (c) Assist in management decision-making.

# **SECTION 2:**

# Policies & Procedures

#### 2.1 Purpose

This policy outlines standards and guidelines for the processes of Capital Asset Management. Capital Asset Management can be defined as the activities related to program planning, financing and administration of resources for the acquisition, development or construction of tangible capital assets of the NPCA.

#### 3.1 Current Budget Contributions

Contributions to Capital programs consist of the annual allocation to the capital budget as well as transfers to and from capital reserve funds.

#### 4.1 Capital Project Initiation

The approval of the Consolidated Capital Budget by the NPCA Board constitutes approval of the capital expenditures of the comprising departmental programs.

If a capital project is not initiated within 24 months of approval, it will be closed and rebudgeted as required, unless the department can show that the delay was a result of circumstances beyond their control and that the project should remain open.



#### 4.2 Capital Budget Preparation

The annual Capital Budget is to be prepared as a multi-year plan for the delivery to the NPCA Board. The following process shall be followed to prepare each departmental Capital Budget and corresponding Forecast:

#### i. Project Budget

The capital budget for a project should reflect all expenditures that must be incurred in order to construct a tangible capital asset. The project should be budgeted on a gross basis and all offsetting internal and external sources of financing identified. At the time a project is included in a Capital Program budget, the total cost is an estimate that is refined after the project is initiated and the tendering process is complete.

ii. When all Capital Programs have been input, they will be consolidated by the Corporate Services Department for approval by the NPCA Board as part of the budget approval process.

#### 5.1 Capital Project Monitoring

Project management is responsible for reviewing available capital project expenditure reports and identifying any projects for which a funding deficit has or may occur. This will be facilitated through the use of project variance reporting which will be carried out by Corporate Services. Once additional requirements have been identified, the Project Manager is required to initiate the process of obtaining additional budget allocations and funding approval.

The Corporate Services Department will prepare variance to budget reports for review by the respective department staff and the senior management team.

#### 6.1 Close Out – Capital Projects

A quarterly review of capital projects will be performed by the Corporate Services Department in conjunction with the respective project management to ensure that projects are closed as soon as possible after completion.

The report will summarize the financial effect of the close-out activity and provide explanations for variances to budget on those projects included. Project deficits will be financed with surpluses to the extent possible of the Capital Budget.



## 6.2 Inactive Projects

When a project is determined to be inactive, it will be recommended for closure. An inactive project is a project that has been initiated but not completed and there has been no transactions for a period of 18 months or more.





Report To: Board of Directors

Subject: Annual Bank Borrowing Resolution 2016

Report No: 10-16

Date: January 20, 2016

#### **RECOMMENDATION:**

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

WHEREAS the Niagara Peninsula Conservation Authority deems it appropriate to borrow such sums, with the total borrowed amount not to exceed \$800,000 at any one time in the year of 2016 to meet approved administration, maintenance and capital expenditures;

NOW THEREFORE BE IT RESOLVED that the Niagara Peninsula Conservation Authority be authorized to borrow from time to time from a Financial Institution by way of an overdraft agreement executed and signed by the Chair and the Secretary-Treasurer of the Niagara Peninsula Conservation Authority, with the total amount <u>not exceeding \$800,000</u> at any one time in 2016 to meet approved administration, maintenance and capital expenditures.

#### BACKGROUND

Each year a resolution is required from the Authority allowing for the borrowing of funds as may be required for its operations and projects. Traditionally the Board had adopted this resolution for each of the upcoming fiscal years. The current financial position of the NPCA has not resulted in the Authority borrowing funds over the last several years. While it is not anticipated that we will be required to borrow funds for the 2016 budget year, the Financial Institution requires that NPCA have all approvals in place should the need arise.

Submitted by:

Carmen D'Angelo Chief Administrative Officer /Secretary Treasurer

This report was prepared with the consultative input from all members of the Extended Management team.



Report To: Board of Directors

Subject: Welland River Floodplain Mapping Project

Report No: 11-16

Date: January 20, 2016

#### **RECOMMENDATION:**

- 1. That Report No. 11-16 be received for information; and
- 2. That the Board endorse the addition of a 3<sup>rd</sup> member of the Welland River Floodplain Association (WRFA) onto the Watershed Floodplain Committee (WFC) with WRFA members having a single voting seat.

#### PURPOSE:

This report is to provide the Full Authority Board with a brief update on the status of the review and implementation of updated floodplain mapping for the entire reach of the Welland River.

#### BACKGROUND:

On November 25, 2015 the WFC convened at the NPCA office in Welland with the following being a summary of salient points (minutes of the meeting are included as **Attachment #1**).

A draft Memorandum of Understanding (MOU) was reviewed with the committee members present. The MOU outlines the purpose, composition, function, and responsibilities of the Committee and its members. Feedback and comments on the MOU received from the members were incorporated into a revised draft of the MOU (**Attachment #2**). As part of the MOU, the Committee passed a resolution to add a 3<sup>rd</sup> member of the Welland River Floodplain Association (WRFA). The proposed addition of another WRFA member provides the WRFA with one vote between the three members. As such, this recommendation is being brought to the Full Authority Board for its endorsement.

The Committee strongly recommended that there be a broader and consistent involvement and commitment by *all* members of the committee throughout the project.

A draft Consultation Strategy was reviewed with the committee members present. The consultation strategy outlines the tools and methods that will be used to communicate, consult and engage with the WFC, municipalities, agencies, the public and stakeholders. Feedback and comments on the Consultation Strategy received from the members were incorporated into a revised draft of the Consultation Strategy (**Attachment #3**).

Next Steps:

The next WFC meeting is scheduled for Wednesday, January 13, 2016. The Committee will be presented with the proposed approach for a first round of public consultation at three locations in the watershed.

#### FINANCIAL IMPLICATIONS:

The costs for this project are included in the 2016 budget.

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

- 1. Minutes of November 25, 2015 WFC meeting
- 2. Revised Memorandum of Understanding
- 3. Revised Consultation Strategy

# Prepared by:

Peter Graham; MBA P.Eng. Director, Watershed Management

Reviewed by:

Steve Miller; P/Eng. Supervisor, Water Resources

Submitted by:

Carmen D'Angelo; Chief Administrative Officer / Secretary Treasurer



# WATERSHED FLOODPLAIN COMMITTEE Meeting Minutes

# Wednesday, November 25, 2015 - 5:00 p.m. 250 Thorold Road; 3rd Floor; Welland, ON (Boardroom)

#### **Committee Members in attendance:**

Bruce Timms, Chair, NPCA Brian Baty Stewart Beattie Douglas Joyner John MacLellan Glen Robins Bev Lepard (non-voting member) Don Smith (non-voting member)

#### **Committee Member Regrets:**

Sandy Annunziata, Vice Chair, NPCA Jim Diodati Chris Freure April Jeffs Lois Johnson Robert Shirton

#### Staff:

Carmen D'Angelo, CAO / Secretary Treasurer Peter Graham, P.Eng. Director, Watershed Management Steve Miller, P.Eng. Supervisor, Water Resources Lisa Conte, Recording Secretary

#### **Guests:**

Andrea Bourrie (MMM Group), Mark Hartley (MMM), Len Aarts (WRFPA), Ed Hedler (WRFPA)

Chairman called the meeting to order at 5:05 pm

#### ROLL CALL

Member's regrets

DECLARATION OF CONFLICT OF INTEREST None

#### **BUSINESS**

#### 1. Minutes of Previous Meeting (March 4, 2015)

Resolution as fol	lows:
Moved by:	S. Beattie
Seconded by:	G. Robins
That:	the Minutes of March 4, 2014 meeting be received as presented.

#### CARRIED

#### 2. MMM Group Limited Presentation

#### Introductions:

Mark Hartley and Andrea Bourrie from MMM Group will be participating on this committee providing guidance and direction on the consultation process and technical elements of the Floodplain mapping project through a series of facilitated meetings that will be undertaken by Facilitator Andrea Bourrie during the next 8 - 10 months with a minimum of six (6) scheduled committee meetings.

#### • Memorandum of Understanding (MOU) for this Project:

#### i. Discussion of Draft MOU

Andrea Bourrie reviewed the Memorandum of Understanding (dated November 2015) with the committee members present. The purpose, composition, function, and responsibilities of the Committee was considered.

#### ii. Undertake Revisions as Required

Members commented on the following:

- Members suggested the Project Team (including MMM) get visuals by touring the River via boat; in particular around the Wellandport area and on either side of the siphons.
- Len Aarts of the Welland River Floodplain Association (WRFA) suggested a member of the Association be represented on this Committee with one voting seat.

#### Resolution as follows:

Moved by:	Brian Baty
Seconded by:	Doug Joyner

THAT this committee add a 3<sup>rd</sup> member of the Welland River Floodplain Association to have a single voting seat; and

THAT the Association and Watershed Floodplain Committee formalize a process to exchange information.

#### CARRIED

• With the increase in scope of the mapping being done throughout the Welland River, members suggested membership on the committee increase in order to represent the upper and lower areas of the River and that there be more public representation on the Committee.

- Members were concerned about the expectations and protocol when a member cannot attend the scheduled meetings. There was direction to revise the MOU to add a section on this protocol:
  - Confirming that current members are going to continue attending committee meetings;
  - Specify how designates are coordinated when a member cannot attend a meeting
- It was also suggested that members be involved in the broader consultation process
  - This responsibility is to be added to the responsibilities section of the MOU for clarity
  - Specific reference in the MOU to 6 to 9 committee meetings and public meetings TBD of 2-3 hours in length

Reminder that all Committee minutes are to be circulated to Full Authority Board at the next available opportunity.

#### iii. Recommendation to Endorse and Adopt MOU

- The resolution passed at the committee level to add a voting member of the WRFA, will have to be ratified by the Full Authority Board at the December meeting.
- It is recommended that there be a broader and consistent involvement and commitment by **all** members of this committee throughout the project.
- MOU to be recirculated to the Committee prior to ratification at Full Authority Board early in 2016.

#### • Public Consultation Strategy:

#### i. Discussion of Draft Strategy

Facilitator Andrea Bourrie reviewed the Draft Communications and Consultation Strategy (dated November 2015) with the committee highlighting the tools and methods that will be used to communicate and consult with NPCA, WFC, municipalities, agencies, the public and stakeholders. Review of the consultation strategy included the implementation of a stand-alone project webpage (via the NPCA website) and leveraging the use of social media. Schedule of consultation meetings throughout the project will allow sufficient time to complete technical analysis, circulate material and schedule meetings with the various groups and stakeholders.

#### ii. Committee Input and Recommendations

 Members requested clarity on the amount of scheduled meetings; Response (as a minimum): existing scope of work contemplates 6 committee meetings; 3 public meetings and 2 stakeholder meetings

- Comment about the term "scheduled" meetings; "seems pre-conceived, perhaps the use of the word 'target' is more appropriate". Seeing how this floodplain mapping is a complex issue, concerns were raised about having adequate time to conduct sufficient meetings with the public in various areas, explore the technical aspects and hold the committee meetings. Previous mapping was mainly surrounding the Central part of the River, and it was suggested that 2 public meetings be held in each of the upper, central and lower parts of the River. There was much discussion on the number of meetings and a suggestion that the consultant work with staff to come up with a public meeting process that covers 3 introductory meetings (one in each area of the watershed), 3 interactive input meetings and 2 or 3 final meetings.
- In the Introduction section of the Draft Strategy, it was suggested to revise or remove the statement "...previous mapping exercise was sound", which in the opinion of some, was preconceived. In section 5.0 Consultation Schedule, it was suggested that the following be revised "....process...designed to abolish the legacy of the previous project."
- Suggestions were made about adjusting the format of meetings depending on the section of the River the project team is addressing (i.e. areas of the river can have varying conditions).
- It is extremely important on how we engage municipalities and that we ensure that every landowner is notified about the project; indicating that the project is happening, why it's happening, how it affects them and how they can be involved. Also, we need to be specific and up-front with landowners about potential regulatory restrictions.
- It was suggested that regional staff and board members communicate this to their respective municipalities in addition to public outreach being done electronically. Include a link to the Project webpage on each of the municipality's websites.
- It was highly recommended that a representative be designated from Welland.
- Clarity is important (e.g. Welland River is also known as Chippawa Creek after the second siphon)
- Additional stakeholders that could be considered, include; Ontario Federation of Agriculture (OFA), Welland Riverkeepers, St. Lawrence Seaway Management Corporation, Glanbrook Conservation Association of Lake Niapenco, Hamilton Airport, and Ducks Unlimited.
- Communications about this project needs to be clear about the impact of:
  - o The 100 yr. storm should it occur tomorrow
  - Two- zone approach
  - o The siphons
  - Sedimentation build up in the River
  - OPG operations (flow reversal in a portion of the River).

Communications should clearly explain which of these issues will be dealt with in this project and if not, where the issue will be addressed.

 Need to be prepared on how best to respond to people or groups that may challenge NPCA's authority (e.g. via crown land patent rights)

#### iii. Committee Endorsement

The following will be reviewed for consideration at upcoming committee meetings:

- Include a new section in the document about upfront communication
- Discuss legislation and crown patent rights
- OPG, siphons and sedimentation build-up
- Two-zone policy
- Consider project parameters / technical aspects that should be discussed
- Have a solid communications strategy
- Provide data
- Define 100 year storm
- Physically go to location of new siphon for actual visual
- Have full attendance at next committee meeting
- Provide media release on this project (emphasizing consultation, engagement and communication process)
- Schedule consultation process

#### 3. Other Business

- Next meeting will be scheduled early in the New Year
- Peter Graham thanked all committee members for attending and expressed confidence that this strong team, working together, will ensure that the floodplain mapping project is a success.

#### **ADJOURNMENT**

No further business, resolution as follows:

ResolutionMoved by:Douglas JoynerSeconded by:Brian Baty

That the meeting be adjourned.

Received at 7:10 pm

**APPENDIX 2** 

Page 1 of 3 November 2015

## Watershed Floodplain Committee (WFC) Memorandum of Understanding DRAFT

# **Background**

The Niagara Peninsula Conservation Authority's legislative mandate as set out in Section 20 of the *Conservation Authorities Act* is to establish and undertake programs designed to further the conservation, restoration, development and management of natural resources. The NPCA fulfills this mandate by advocating and implementing programs that improve the quality of lands and waters within its jurisdiction; contribute to public safety from flooding and erosion; provide for the management of conservation and hazard lands; enhance the quality of life in its watershed by using its lands for regional recreation, heritage preservation and conservation education.

In 2015, the NPCA hired MMM Group (MMM) to undertake an entirely new mapping exercise for the main branch of the Welland River from Binbrook Dam to the Niagara River. A comprehensive consultation and engagement process forms an integral part of this new project, and consultation with the WFC is a critical part of this consultation process. The goal of this newly initiated mapping exercise (the "project") is to engage the community and stakeholders in a process that produces accurate and technically supported floodline mapping.

# Committee Purpose

The purpose of the WFC is twofold:

- 1) The WFC will provide comments and input to the "Project Team" (NPCA staff and MMM) through a series of facilitated meetings.
- 2) The WFC is a standing committee and is advisory in nature. Standing Committees make recommendations only to the Board of Directors, where in turn, recommendations are considered for approval. Coordination and exchange of information throughout this project will be through Peter Graham, NPCA's Director of Watershed Management.

# **Composition**

The WFC is presently comprised of the following members. The composition of the WFC is determined by the NPCA Board.

- Bruce Timms Chair, NPCA Board
- Sandy Annunziata Vice Chair, NPCA Board
- April Jeffs Township of Wainfleet
- Doug Joyner Township of West Lincoln
- Brian Baty Town of Pelham
- Jim Diodati City of Niagara Falls
- Stew Beattie City of Hamilton



### **APPENDIX 2**

Page 2 of 3 November 2015

- Rob Shirton Haldimand County
- Glen & Ellen Robins
- Chris Freure
- John MacLellan
- Lois Johnson
- Bev Lepard (non-voting member)
- Don Smith (non-voting member)
- Len Aarts (voting member)

NPCA Staff:

- C. D'Angelo CAO/Secretary-Treasurer
- P. Graham Director, Watershed Management
- Steve Miller Supervisor, Water Resources

Generally, it is not the intent that every interest will be specifically represented but rather, the WFC reflects various perspectives and has broad connections within the community.

# Function

To fulfill the function of the WFC, each member of the Committee is asked to:

- Understand the purpose of the Project;
- Offer knowledge, views, and ideas for consideration with respect to;
  - defining issues of concern;
  - o identifying opportunities and processes to engage the public;
- Comment on technical information presented by the Project Team; and
- Understand that the team will work to explain technical components of the study and will strive to address issues and concerns. It must be recognized that the final floodline mapping is ultimately based on sound engineering practices.

# **Responsibilities of WFC Members**

Each WFC member shall:

- Attend and participate in WFC meetings;
- Review all materials, which will be provided not less than one (1) week prior to each meeting, so that an informed discussion can take place;
- Discuss the knowledge, information, views, opinions, perspectives, and insights on the watershed as a whole and not focus on one issue or geographic location;
- Engage in open, honest and respectful dialogue;
- Seek clarification into understanding other member's thinking and reasoning; and
- Remain positive and contribute to the consensus building exercise in a meaningful way to reach a desirable outcome.



Page 3 of 3 November 2015

# NPCA Support for Agendas and Minutes

NPCA staff will provide electronically circulated agendas and meeting materials not less than one week prior to each WFC meeting. Recording and distribution of meeting minutes is the responsibility of NPCA staff. Distribution of minutes will be by electronic message. NPCA staff will circulate meeting minutes within two (2) weeks following each meeting. The minutes will also be forwarded to the Board at the next scheduled meeting.

# **Facilitator**

Facilitation of the project meetings will be undertaken by Andrea Bourrie of MMM.

# **Schedule of Meetings**

A minimum of six (6) WFC meetings will occur throughout the project.



Welland River Floodplain Mapping Update Communications and Consultation Strategy

**December 2015 for approval** 

Prepared for the Niagara Peninsula Conservation Authority



# Contents

1.0	Introduction2
2.0	Roles and Responsibilities
2.1	MMM Group Limited2
2.2	NPCA Staff
2.3	Watershed Floodplain Committee (WFC)
2.4	Stakeholders
2.5	Members of the Public
3.0	Format of Meetings
3.1	Project Team Meetings
3.2	WFC Meetings
3.3	Town Hall Meetings
3.4	Stakeholder Meetings
4.0	Online Presence
4.1	Project Website
4.2	Social Media6
5.0	Consultation Schedule

# **1.0 Introduction**

A successful and meaningful communications and consultation strategy will be an essential component in the success of the Welland River Floodplain Mapping Update. The project team understands that there are concerns with respect to the previous exercise including the fact that the process did not involve a consultation program that meaningfully incorporated the concerns of the stakeholders and the public into the final product. Some of these concerns included:

- Loss of property value;
- Difficulty with resale;
- Increased insurance premiums;
- Development restrictions;
- Restrictions on farming practices; and
- Fears relating to additional process changes.

Early and proactive stakeholder and public engagement coupled with appropriate issues management is the approach that will be taken throughout this project. It will involve listening and communicating in an iterative manner and will explain how concerns will be addressed. In some cases, the communication will be an explanation as to why certain requests may not be technically feasible. This approach acknowledges that public and stakeholder input will serve to enhance the mapping exercise with valuable local knowledge and experience that may not be apparent through a desktop exercise alone. It is intended to minimize opposition through effective communication and education on the technical issues.

The purpose of this Communications and Consultation Strategy (the "Strategy") is to build upon the proposed work program approved by the Niagara Peninsula Conservation Authority (NPCA) to undertake the Welland River Floodplain Mapping Update (the "project"), and clearly outline the agreed upon format, methods and tools that will be used to communicate and consult with NPCA Staff, the Watershed Floodplain Committee (WFC), local municipalities and agencies, the public and other stakeholders. This strategy identifies the roles and responsibilities of each of these groups. It is intended that this strategy will be used as an internal guide throughout the project process.

# 2.0 Roles and Responsibilities

For the consultation component of the project to be successful, the roles and responsibilities of all those involved need to be clearly outlined and defined.

# 2.1 MMM Group Limited

MMM Group Limited (MMM) will be responsible for the overall facilitation of the project, including:

- Facilitation of Town Hall meetings;
- Facilitation of WFC meetings;
- Facilitation of stakeholder meetings;
- Attendance at project team meetings;
- Preparation of content for newspaper advertisements and mail-outs (reviewed by NPCA staff prior to publication);
- Preparation of meeting materials (such as presentations, hand-outs and/or display boards);
- Provision and transcription of sign-in sheets; and
- Summary of all comments received for inclusion within the Final Report.



Mark Hartley will be the Project Manager and Technical Lead and Andrea Bourrie will be the Facilitator. Both Mark and Andrea should be copied on all emails.

# 2.2 NPCA Staff

Peter Graham will be the Project Manager for NPCA and will be the primary contact for MMM; however, all staff, where appropriate, should be copied on emails. The NPCA's responsibilities will include:

- Preparation and maintenance of a stakeholder mailing list;
- Coordination and mailing of meeting notices;
- Coordination and payment of newspaper advertisements/meeting notices;
- Reserving (including payment) meeting venues for all meeting types;
- Liaison with outside agencies and stakeholders, as required;
- Proactive coordination and posting of online material, as described in Section 4.0 below;
- Attendance at Town Hall meetings;
- Attendance at WFC meetings;
- Attendance at stakeholder meetings;
- Preparation and distribution of all meeting agendas and minutes; and
- Media relations

# 2.3 Watershed Floodplain Committee (WFC)

The WFC will act as an advisory committee to the NPCA and will be comprised of NPCA Board members as well as local residents. The role and responsibilities of the WFC are provided in greater detail in the Memorandum of Understanding dated December 2015, which is attached to this document as Appendix A.

# 2.4 Stakeholders

We understand that several municipalities within the watershed as well as a group of residents known as the "Welland River Floodplain Association" had concerns with the previous mapping exercise. MMM will assist NPCA staff to identify the stakeholders who will be particularly interested in this study; inviting their participation. These stakeholders may include representatives from OPG, area municipalities, Welland River Floodplain Association members, as well as other stakeholders that expressed concerns previously; this may also include landowners, ratepayer groups or environmental groups.

The role of the stakeholders is to ensure the study team has and understands local perspectives on matters that impact them which will, in turn, provide valuable insights on the method of implementation of the project.

# 2.5 Members of the Public

The public will be engaged during the Town Hall Meetings where they will be able to provide verbal and written input.

#### UPFRONT COMMUNICATION

A short briefing paper should be prepared to outline the history of the project and address what is and what is not covered as part of the project. This will provide appropriate context for all involved and allow stakeholders who have an interest in other issues (i.e. policy) to be directed to other meetings.

Communication about this project needs to be clear about the impact of:

- The 100 yr. storm should it occur tomorrow
- Two- zone approach
- The siphons
- Sedimentation build up in the River

• OPG operations (flow reversal in a portion of the River).

# 3.0 Format of Meetings

The meetings will follow the general format outlined below. The messaging presented in all meeting materials will inform the audience in a simple and easy to understand format.

# Procedure and Timeline for Review of Meeting Materials

All meetings will involve the preparation of an agenda and may involve the preparation of additional materials for discussion. For all meetings, the procedure and timeline for review and approval of materials will be as follows:

- Meeting materials will be prepared by MMM and submitted to NPCA staff two weeks in advance of each meeting.
- NPCA staff must provide comments back to MMM within four days after receipt of meeting materials.
- MMM will revise the meeting materials and provide the updated materials back to NPCA staff no less than one week prior to the meeting.
- NPCA staff will electronically distribute the meeting materials to the respective meeting attendees.
- All meeting attendees must review the meeting materials in advance of each meeting to ensure an informed, meaningful and productive discussion of the issues.
- No more than two weeks following each meeting, NPCA staff will circulate meeting minutes to all participants, as appropriate. All meeting minutes will be appended to the Final Report.

#### **Requests for Additional Agenda Items**

In order to ensure the productive progression of the project, all meetings will be carried out according to the issues identified in the agenda. If a meeting participant wishes to discuss an item that is not on the agenda, a request must be submitted electronically or by hard copy to NPCA staff no less than 2 days prior to the meeting. NPCA staff will consider the request, in consultation with MMM.

At the outset of the meeting, NPCA staff will communicate to all participants the request for an additional agenda item(s) that was received. These items may or may not be added to the agenda at the sole discretion of NPCA staff.

## 3.1 Project Team Meetings

MMM will attend 4 meetings with NPCA staff to provide study updates. These meetings will occur at project initiation; 30% submission; 60% submission; and project wrap-up. Each meeting will be two hours in length.

Andrea Bourrie will attend the project initiation meeting only so that this Communications and Consultation Strategy can be fully explained and finalized.

## 3.2 WFC Meetings

MMM will attend and provide materials, as needed, for a minimum of 6 meetings with the WFC. Each meeting will be 1.5 to 2 hours in length. It is expected that all participants review the materials which will be provided to the WFC at least one week in advance of each meeting (as described above). All participants should arrive at each meeting ready to discuss the agenda items.





4

The meeting format will generally consist of a presentation of the material to be discussed followed by a facilitated discussion intended to advance the technical components of the work program. The intent of the facilitated discussion is to build a consensus incrementally over the course of the project.

### 3.3 Town Hall Meetings

MMM will attend and provide materials, as needed, for Town Hall Meetings recognizing the need to properly engage the public in the upper, lower and middle areas of the study area as well as allow for awareness building and comprehensive input at various stages. Additional meetings may be added as the project evolves. Each meeting will be approximately 3 hours in length.

The Town Hall Meetings will be facilitated and will involve an interactive, face-to-face format that will allow members of the public to provide their collective input on the project. Where possible, the Town Hall Meetings will include unique and innovative public consultation techniques designed to suit the stage of the project. Materials prepared for public consumption will meet Accessibility for Ontarians with Disabilities Act (AODA) requirements where applicable.

Advertising for the Town Hall Meetings will occur through notices coordinated by NPCA staff, with input from MMM. Every effort will be made to notify potentially affected landowners (e.g. personal letters mailed out) about the project. Notices will be placed in local newspapers and online where possible. In addition, local municipalities will be approached requesting that they let their residents know about the project. Advertisements will be made public at least 10 days in advance of each Town Hall Meeting. Further advertising may include using social media and word of mouth from NPCA Staff and members of the WFC (see Section 4.0). It is also intended that all stakeholders identified in NPCA's stakeholder list be provided with notices of Town Hall Meetings.

# 3.4 Stakeholder Meetings

MMM will attend and provide materials, as needed, for 2 meetings with stakeholders. Each meeting will be 1.5 hours in length. It is expected that all participants review the materials that will be provided at least one week in advance of each meeting (as described above). All participants should arrive at each meeting ready to discuss the agenda items.

The purpose of the Stakeholder Meetings will be to inform them of the study process and to understand the stakeholders' issues in a manner that encourages collaborative solutions. The meetings are intended to help create buy-in and dissipate broad objection that would be heard at the Town Hall Meetings.

The format of these meetings will be a small group dialogue that allows people's interests to be heard, and that is based on the items identified in the meeting agenda. These meetings will also be facilitated so that there is structure and participants are heard in a coordinated fashion.

# 4.0 Online Presence

Although online digital methods of engagement do not form part of our work plan, it is important to note that online methods of engagement are becoming increasingly popular for community engagement. As such, NPCA staff will be maintaining a project webpage and will issue material on the NPCA's social media accounts in an effort to raise awareness and invite the community to participate. This will help to keep the community informed and provide easy access to key material that will be available throughout the process. This access to information and a simple on-line response form is key to demonstrating transparency and genuine interest in local input. MMM will provide additional guidance, as an extra, if required.

#### 4.1 Project Webpage

The NPCA will develop a link on its existing website to a project webpage. The webpage should be operational by project initiation, however, at a minimum, the website should have information available prior to the first Town Hall Meeting. In this manner, a member of the public should be able to visit the project webpage and find up-to-date and relevant information on the project, including meeting notices. NPCA staff will be responsible for the design, layout and posting of material to the project webpage.

#### 4.2 Social Media

We recommend that the NPCA provide content regarding the project and its process on its social media accounts. Meeting notices can be linked to social media accounts to assist with the advertisement of these events. Social media can also be used to encourage input into the project. NPCA staff will be responsible for drafting and posting all social media content.

## 5.0 Consultation Schedule

Meetings have been scheduled throughout the project to allow for sufficient blocks of time to complete technical analyses as well as to provide sufficient time to prepare, revise and circulate meeting materials to the various participants. Having said this, it is expected that

this project will require a longer timeline than what was used in the past.

The project schedule also reflects an incremental process that is designed to address concerns stemming from the previous project and build consensus as this project progresses. In order to gain credibility, the schedule will be designed to accommodate technical milestones and the community's availability. The schedule will also be designed to avoid holidays, spring break and the summer months.

This schedule has been prepared in consultation with NPCA staff and should remain unchanged unless unforeseen circumstances arise during the project.



