

FULL AUTHORITY MEETING
Wednesday April 20, 2016 6:30 pm
Ball's Falls Centre for Conservation – Glen Elgin
3292 Sixth Avenue; Jordan, ON

A G E N D A (Revised)

6:30 pm

Public Session

◆ **DECLARATION OF CONFLICT OF INTEREST**

◆ **ADOPTION OF AGENDA**

◆ **DELEGATIONS**

- (1) Coyle Creek – Mr. Smith & Mr. Garofalo - **Presentation (attached)** 10 minutes
- (2) Coyle Creek – Mr. Milenkoff – **Verbal presentation** (no handouts) 10 minutes
- (3) Coyle Creek – NPCA **Staff Presentation (hardcopy to be distributed at meeting)** 10 minutes

◆ **BUSINESS**

- (1) A. Full Authority Meeting ----- Draft Minutes March 23, 2016
B. Draft Committee Minutes
 - *Watershed Floodplain Committee – March 30, 2016*
 - *Audit Committee Meeting – April 12, 2016*
- (2) Business Arising From Minutes
- (3) Correspondence (5 items attached)
- (4) Chairman's Remarks

1. Notice of Motion – Bruce Timms

Whereas the City of Hamilton has appealed the 2015 and 2016 levy apportionment to the Commissioner of Lands and Mining, and

Whereas the decision of the Commissioner of Lands and Mining may impact the levy apportionment of both the Region of Niagara and Haldimand County,

The NPCA Board of Directors have no objection should the Region of Niagara and Haldimand County request party status of the City of Hamilton's levy apportionment appeal to the Commissioner of Lands and Mining.

2. Notice of Motion – James Kaspersetz

That Staff be directed to procure an outdoor and mobile theatre system for the purposes of community movie nights at suitable NPCA conservation areas for an upset limit not to exceed \$20,000 and,

That staff be authorized to fund this acquisition via General or Equipment Reserves.

3. Port Colborne board representative in the absence of Mayor Maloney

- (5) Chief Administrative Officer Comments

Reports for Information

- (6) Project Status Reports:
- 1. Watershed Management-----**Report No. 33-16**
 - 2. Operations-----**Report No. 34-16**
 - 3. Corporate Services-----**Report No. 35-16**
- (7) Finance – Quarterly update -----**Report No. 36-16**
- (8) Communications – Quarterly update-----**Report No. 37-16**
- (9) Capital Projects –Quarterly update -----**Report No. 38-16**
- (10) Forestry Update -----**Report No. 39-16**
-

Reports for Consideration

- (11) Draft 2015 Audited Financial Statements -----**Report No. 40-16**
- **Presentation by Grant Thornton LLP**
- (12) Freedom of Information (FOI) designation -----**Report No. 41-16**
- (13) IT Management Services Renewal-----**Report No. 42-16**
- (14) Binbrook Splash Pad – RFP's -----**Report No. 43-16**
- (15) Approval of MOU with Niagara Sustainability Initiatives -----**Report No. 44-16**
- (16) Unsolicited Proposal, Exclusive catering of weddings at Ball's Falls-----**Report No. 45-16**
- (17) Other Business
-

Closed Session

1. *Violations - verbal update*
 2. *Unsolicited Proposal for exclusive catering of weddings at Ball's FallsProposal*
 3. *Management Compensation Report No. CR-46-16*
-

Public Session

- ◆ Resolution(s) from closed session
 - ◆ ADJOURNMENT
-

DELEGATION:

❖ Ed Smith – Coyle Creek

April 20, 2016 Full Authority Meeting



NPCA, Coyle Creek and the indiscriminant application of policy

PURPOSE

- Perceived inequity within the NPCA in the application and enforcement of your policies
- Have this perception explained to the public and seek remedies

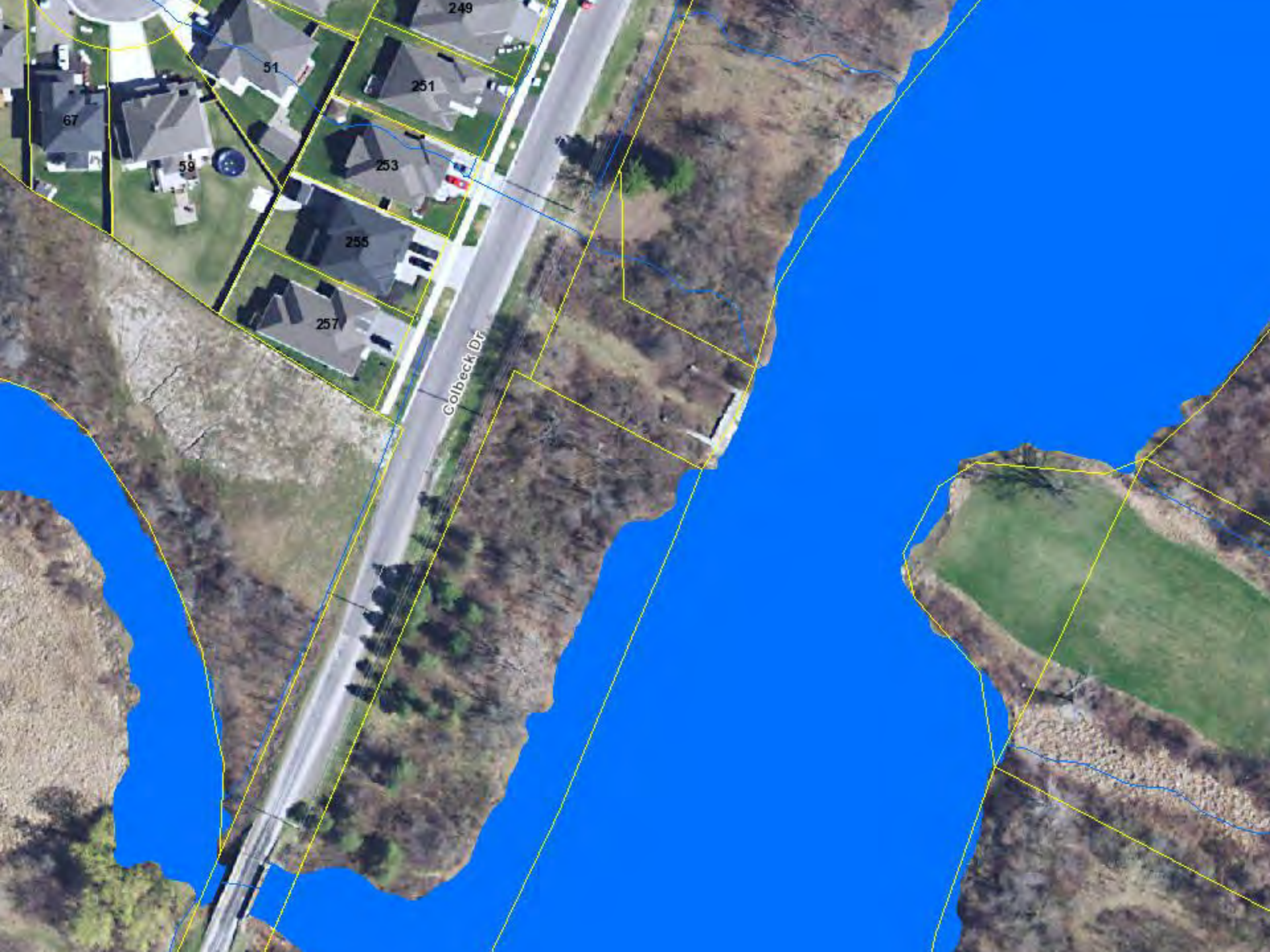
DO YOU NEED A PERMIT FROM NPCA?

Construction/development, and site alteration is regulated by NPCA to conserve the natural environment and limit changes to watercourses, floodplains, wetlands, and steep slopes.

DEFINITION OF TERMS

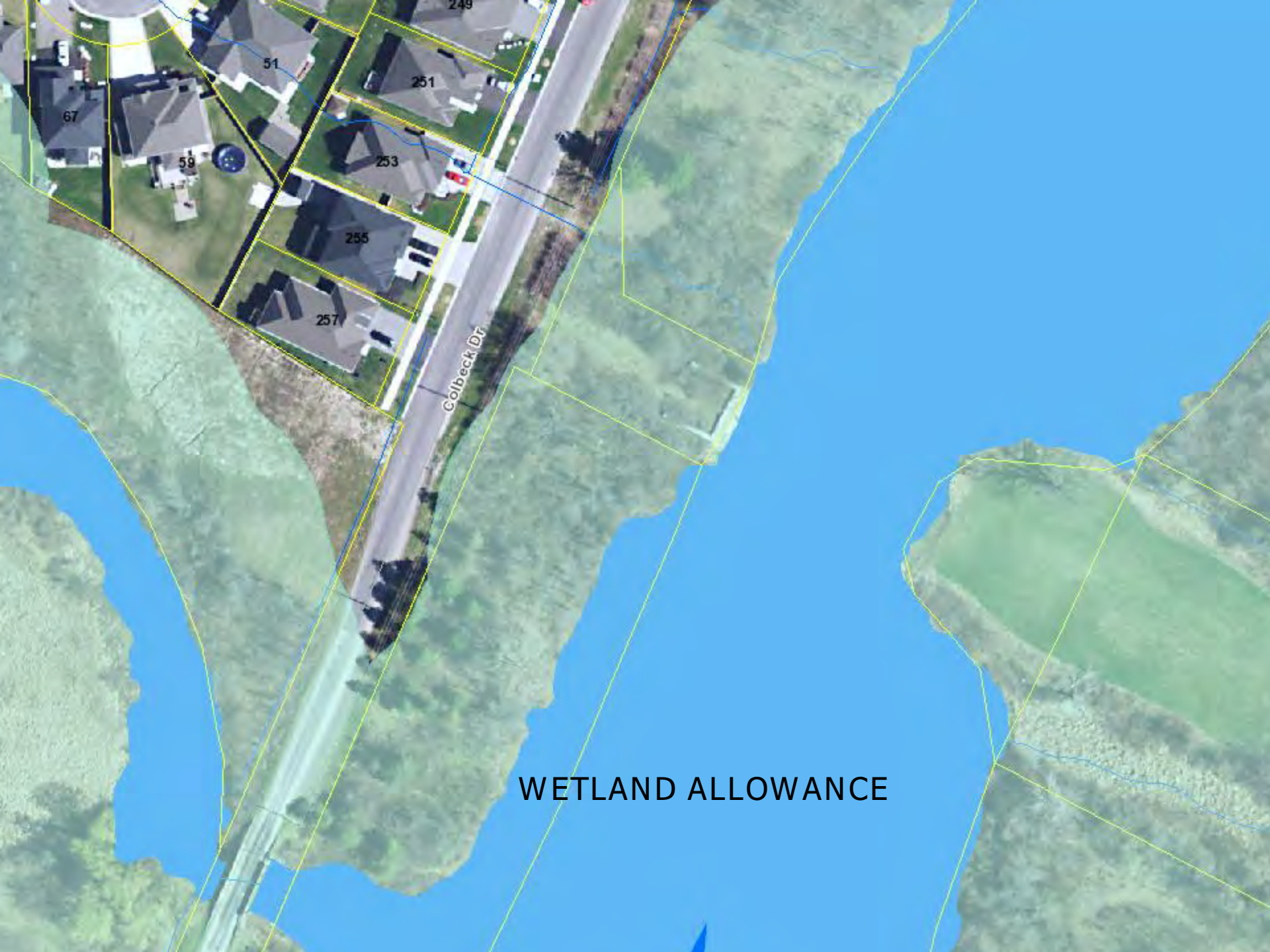
- Development prohibited
- 2. (1) Subject to section 3, no person shall undertake development, or permit another person to undertake development in or on the areas within the jurisdiction of the Authority that are,

- (b) river or stream valleys ...
- (i) where the river or stream valley is apparent and has stable slopes, the valley extends from the stable top of bank, plus 15 metres, to a similar point on the opposite side,





REGULATED FLOODPLAIN



Colbeck Dr

WETLAND ALLOWANCE

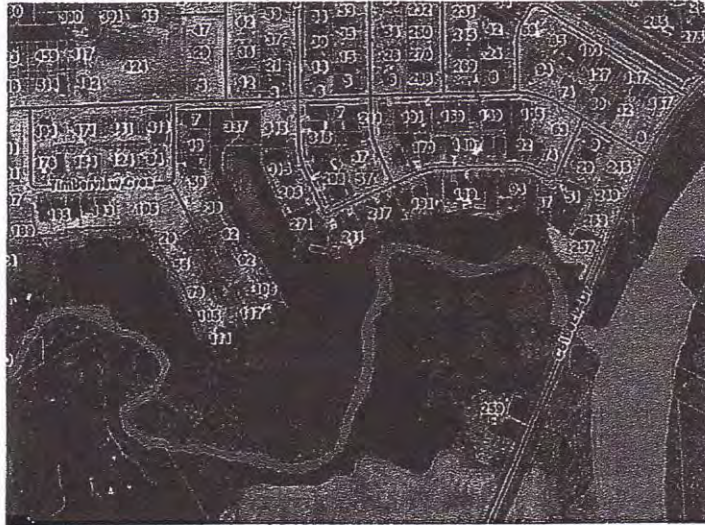


NPCA PERMIT REVIEW

Cc:
Subject:

Rose DiFelice, Erik Nickel
RE: Complaint from 257 Colbeck Drive RE: Services installed to property to the south

With reference to the plan below, the subject parcel is outlined in purple.



Planning
Records.

The parcel as a whole contains Provincially Significant Wetland, Floodplain, Fish Habitat. As you can see in the above map, the front portion of the property abutting Colbeck Drive has been cleared of vegetation and likely filled. In 2010 this cleared area was completely covered in vegetation. This area would fall within the buffer area of a PSW and Fish Habitat. The property is entirely designated Core Natural Heritage System in our Official Plan. The lands are outside the City's Urban Area and Served Area in our Official Plan and Zone EP-X5. At this time no building permit could be issued on this property despite the presence of municipal services at the lot line. This has been conveyed to the owner of 257 Colbeck Drive and their lawyer.

Official Plan and Zoning By-law Amendments and a number of studies would be required to consider changing the designation and zoning on this property or the portion that has been cleared.

Grant Munday
Planning Supervisor
Integrated Services
Planning and Building Division
Corporation of the City of Welland
60 East Main Street, Welland, ON L3B 3X4
Tel: 905-735-1700, Ext. 2240
Fax: 905-735-8772
www.welland.ca

EP-X5 ZONE (By-law 2006-137, 2007-105)

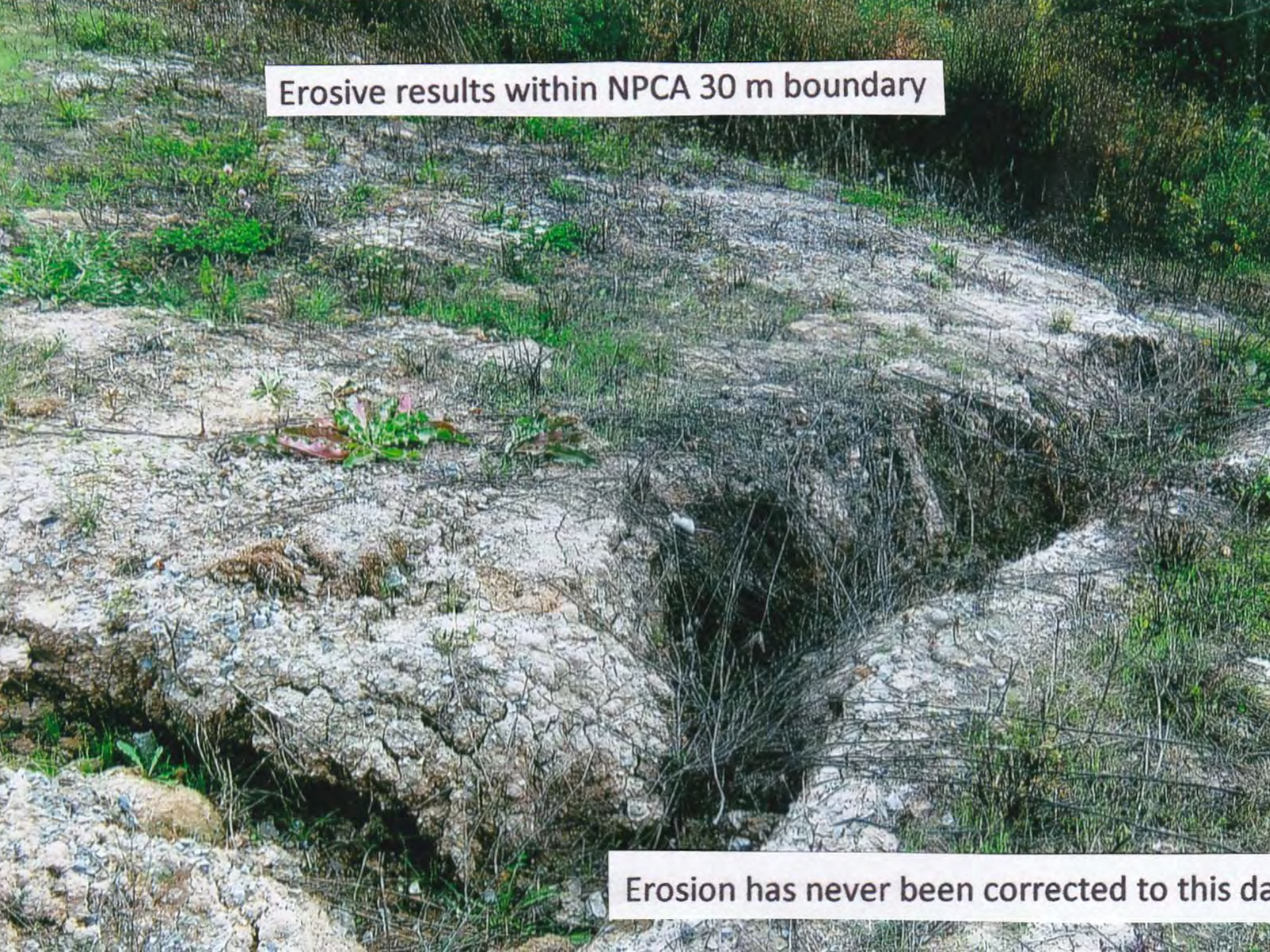
1. That part of Lot 29 and 30, Concession 6, Part of Lots 259 and 260 and part of the Road Allowance between Lots 259 and 260, former Township of Thorold, in the City of Welland, municipally known as 290 Riverside Drive and Coyle Creek Subdivision and shown on schedule "A" attached to By-law 2006-137 and By-law 2007-105 as "Change to EP-X5 ZONE" is hereby rezoned EP-X5 ZONE;
2. The *USES* permitted in the EP-X5 ZONE shall be restricted to flood control works and passive recreational uses such as walking paths, natural areas, benches.

(290 RIVERSIDE DRIVE AND COYLE CREEK SUBDIVISION)





Coyle Creek - nesting and feeding areas altered



Erosive results within NPCA 30 m boundary

Erosion has never been corrected to this date



Nesting areas for waterfowl completely destroyed

Indiscriminant application of policy

- A large regional developer has violated NPCA rules, and more importantly has egregiously violated our wetlands with hundreds of tons of illegal fill, no real action taken by NPCA
- Small landowners taken to court or fined for much lesser transgressions

PERCEPTIONS

- The credibility of the NPCA has been completely undermined by practices of senior staff and Board members who use this organization as they personally see fit
- Those with the proper connections are left alone

Remedies sought

- Coyle Creek must be remediated immediately at the developers expense

QUESTIONS

CORRESPONDENCE

April 20, 2016 Full Authority Meeting

Subject: FW: Delegation to speak at the April NPCA Board meeting

From: Ed Smith [<mailto:edsmith121@yahoo.ca>]

Sent: March-14-16 1:12 PM

To: Carmen D'Angelo <cdangelo@npca.ca>; Albert Garofalo <albert.garofalo@gmail.com> (albert.garofalo@gmail.com) <albert.garofalo@gmail.com>

Cc: 'D. Bruce Timms' <bruce.timms@niagararegion.ca>; Sandy Annunziata (sandy.annunziata@niagararegion.ca) (sandy.annunziata@niagararegion.ca) <sandy.annunziata@niagararegion.ca>; Lisa Conte <lconte@npca.ca>

Subject: Re: Delegation to speak at the April NPCA Board meeting

Hello Mr D'Angelo,

Thank you for the invitation to expand your knowledge on the Coyle Creek issue. It is my observation that many tonnes of dirt have been dumped on the Coyle Creek floodplain, an area that is demarcated and recognized as PSW, and furthermore the fill that has been dumped has no mud fences to prevent run off from going directly into the creek. I have been to the site and I have documented it.

It is further my assertion that this does fall within NPCA authority and if you assert that it does not I will respectfully ask you to explain exactly the regulations that outline your responsibilities in matters such as this. I would think that as you are the CA you would have a great deal of interest in protecting this area, in fact I feel certain there are historical cases where you have pursued violators in very similar circumstances. Perhaps I am wrong. I look forward to your clarification.

As to the matter of the elected official Al Caslin has provided me with the Regions response on that issue and I did communicate to Lisa Conte that I will no longer request to speak to the NPCA board issue on this matter.

Thank you for your time.

Subject: FW: Request to Speak at NPCA Board Meeting April 20, 2016

From: Robert Milenkoff [<mailto:rbm49@outlook.com>]

Sent: April-03-16 7:31 PM

To: Carmen D'Angelo <cdangelo@npca.ca>

Cc: bruce.timms@niagararegion.ca; sandy.annunziata@niagararegion.ca; brian.baty@niagararegion.ca; James Stewart Beattie <jsbeattie@npca.ca>; mayor@welland.ca; pdarte@notl.org; Domenic DiFruscio <ddifruscio@npca.ca>; jim.diodati@niagararegion.ca; bill.hodgson@niagararegion.ca; James Kaspersetz <jkaspersetz@npca.ca>; douglas.joyner@niagararegion.ca; john.maloney@niagararegion.ca; tony.quirk@niagararegion.ca; rshirton@haldimandcounty.on.ca

Subject: Request to Speak at NPCA Board Meeting April 20, 2016

Hello Mr. D'Angelo:

On March 18, 2016 I received an email from you with the attached parameters on how to appear before the NPCA Board of Directors as a delegate.

After reviewing it, I have decided to request to speak at your April 20, 2016 Board Meeting.

My topic is my concerns regarding the progress of the ongoing investigation into the illegal installation of City services, clearing and back filling of property directly between Coyle Creek and my residence at 257 Colbeck Drive.

Please confirm my request.

Thank you.

Robert Milenkoff

March 29, 2016

SENT ELECTRONICALLY

Mr. Carmen D'Angelo
Chief Administrative Officer
Niagara Peninsula Conservation Authority
250 Thorold Road West; 3rd Floor
Welland, Ontario
L3C 3W2

Mr. D'Angelo

RE: Niagara Region Agricultural Policy and Action Committee NPCA Representation

On behalf of the Niagara Region Agricultural Policy and Action Committee (APAC), I would like to thank you for your presentation to the Committee on January 22, 2016.

At the conclusion of your presentation you requested that the Niagara Peninsula Conservation Authority (NPCA) be invited to attend regularly scheduled APAC meetings. The Committee discussed this request, and the following recommendation was made:

*That an invitation **BE EXTENDED** to the Niagara Peninsula Conservation Authority to have a staff member serve as an interested party on the Agricultural Policy and Action Committee.*

Please advise the Legislative Coordinator for APAC, Ann-Marie Norio (Ann-Marie.Norio@niagararegion.ca) the name and contact information of the staff member who will represent the NPCA at APAC meetings so they can be included in circulations. The regularly scheduled APAC meetings for the balance of 2016 will be held: April 15, September 23, and November 18.

The Committee is looking forward to having the NPCA represented on APAC. Attached with this letter is a copy of the Terms of Reference for APAC which includes information on the Committee's mandate and goals.

Please don't hesitate to let me know if you have any questions.

Looking forward to working together, sincerely,

Bill Hodgson

Chair, Agricultural Policy and Action Committee.

AGRICULTURAL POLICY & ACTION COMMITTEE TERMS OF REFERENCE

PREAMBLE:

The Agricultural Policy & Action Committee (APAC) was formed in 2013 as a result of a direction from Regional Council to amalgamate the Agricultural Sub-Committee and the Regional Chair's Agricultural Task Force. The Agricultural Sub-Committee was established in 1972 for the purposes of creating support programs through the two federations of agriculture to promote the agricultural industry in the Niagara Region and to provide input into planning issues that could have an impact on the agricultural industry. The Regional Chair's Agricultural Task Force was formed in 2002 to identify and take action on major blockades to the long-term viability of agriculture and to influence positive changes in agriculture-related policy at all levels of government. The amalgamation of the two committees into the Agricultural Policy & Action Committee provides the opportunity to recognize and align the work of both committees, and to recognize the critical primacy of agriculture in the Niagara Region in terms of both public policy and demonstrable actions.

MANDATE:

The Agricultural Policy & Action Committee (APAC) is an advisory body established by the Niagara Region in accordance with the following Terms of Reference. The Committee has been established to advise Regional Council on issues that impact the agricultural industry and support Regional Council, reporting through the Integrated Community Planning Committee, by initiating, developing, implementing and participating in actions and strategies needed to advance the agricultural industry and preserve the agricultural land base throughout the Niagara Region.

GOALS/PURPOSE:

- Initiate, develop, implement and participate in strategies to advance the agricultural industry and preserve the Agricultural land base in the Niagara Region
- Update, as necessary, and carry out the tasks contained within the Agricultural Action Plan
- Act as a continuing liaison committee to further the interests of and promote the agricultural industry of the Niagara Region
- Provide input on planning-related matters that could have an impact on the agricultural industry
- Provide a link between the agricultural industry, the Agri-Food industry, and the economic development and health agendas
- Examples of specific work projects include, but are not limited to, the following: updating the agricultural & economic impact study, overseeing and updating the Agricultural Action Plan and the Local Food Action Plan, raw water for irrigation, tax policy, etc.

REPORTING STRUCTURE:

The APAC will report to Regional Council through the Integrated Community Planning Committee.

WORK PLAN:

The APAC will provide guidance to staff in the development of an annual work plan identifying the specific initiatives and activities to be undertaken within each of the areas of focus, inclusive of budget needs, to further guide decision-making and resource management.

MEMBERSHIP:

Membership for the APAC shall not exceed a maximum of 15 members with the majority of members being from the agricultural sector (primary producers).

Membership for the APAC shall include:

- At least one (1) Representative as appointed by the Niagara North Federation of Agriculture
- At least one (1) Representative as appointed by the Niagara South Federation of Agriculture
- Up to three (3) Regional Council Representatives as appointed by Regional Council

Depending on the priority issues outlined in the APAC's work plan, the remainder of the membership should target membership from across the Niagara Region, throughout the value chain, from a range of commodities and sectors related to the agricultural industry. Membership or participation with either the Niagara North or Niagara South Federation of Agriculture is considered an asset.

The remainder of the membership may target but is not limited to the following commodity/interest groups:

- Tender Fruit Industry
- Research Sector
- Dealer/Shipper Industry
- Grape Industry
- Meat/Food Processing Industry
- Greenhouse Industry
- Land Preservation and Environmental Protection Sector
- Nursery & Landscape Industry
- Cash Crop Industry
- Poultry Industry
- Livestock Industry

The term of membership shall be four years, concurrent with Regional Council's elected term of office, and the membership shall be approved by Council in accordance with membership requirements in the Terms of Reference. Current Committee members shall indicate their desire to be reappointed to the Committee no later than the December meeting prior to the change in Council.

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

The call for membership shall be made by invitation circulated to local agricultural stakeholders.

CHAIR & VICE CHAIR:

A Chair and Vice Chair will be elected from Committee members on a biannual basis at the first meeting of the New Year to preside over meetings and Committee business. The Chair of the Committee shall be a Regional Councillor. The Vice Chair of the Committee shall be a stakeholder member.

WORKING GROUPS:

To fulfill its mandate and accomplish its goals, the APAC will establish working groups to deal with specific issues or projects. The working groups will meet, as needed, to review specific issues referred to them by the APAC and otherwise complete their assigned tasks.

Working groups are considered to be time-limited, project specific sub-committees of the APAC in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.

Working groups must be comprised of at least two members of the APAC and may include community members and other individuals with relevant knowledge and expertise. Local municipal participation should be sought depending on the nature of the work being undertaken.

Working groups shall be chaired where possible by a voting member of the APAC and shall provide regular updates to the APAC regarding recommendations on assigned projects. Minutes of the meetings of the working group shall be recorded and submitted to the APAC for proper directing through the approval process. Working groups may meet at a time and place as decided by the members of the working group.

Some examples of projects to be undertaken by the APAC Working Group(s) include: raw water for irrigation, review of the Province's Greenbelt Plan, conduct an in-depth review of provincial policy, guide the creation of a Rural Community Improvement Plan, and guide technological studies.

RESOURCES:

The Integrated Community Planning Department is the designated lead department regarding resource support for the APAC; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

The Committee shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

MEETINGS:

A meeting schedule following a quarterly cycle shall be set for the APAC. The schedule will be circulated to the members for approval each year. Should a time sensitive matter arise, the APAC may meet at the call of the Chair.

The APAC meetings will be held at Regional Headquarters at a time as determined by the members. Subject to requirements under the Procedural By-law, a meeting may be held in alternate location. All meetings will be open to the public.

Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time. This includes rules surrounding quorum.

A schedule setting the due dates for materials to be included on the agenda will be circulated to each member pending adoption of a meeting schedule or the scheduling of a meeting date.

ABSENTEEISM:

Members, who miss three unauthorized consecutive meetings, shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

AMENDMENTS TO THE TERMS OF REFERENCE:

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for approval through the Integrated Community Planning Committee and shall take effect only upon the approval of Council.

Amended
by
Council
on June 6,
2013



VISION 2016 – 2020

Conservation Ontario will be the leader in engaging Conservation Authorities in matters of common interest and in shaping effective policy related to Conservation Authorities

Conservation Ontario Council Report

From: Bonnie Fox, Policy and Planning Manager

Date: March 28, 2016

Subject: Update on Special Project to Develop an Agricultural Guide to Conservation Authority Permits in the Greenbelt and Beyond

Summary

The “Revised Template Guide for Agricultural Permits in CA Regulated Areas” (January 27, 2016) is undergoing significant revisions further to comments received from 15 conservation authorities and 6 agricultural representatives. Overall, Project Team efforts are underway to modify the format of the ‘Template Guide’ to more closely reflect that this is, in fact, a Guide for a conservation authority audience to develop an Agricultural Guide/Brochure in consultation with local agriculture. This ‘Guide to a Guide’ is intended to improve consistency of approach with the agricultural sector, facilitate good working relationships and communication with the same, and provide advice for operational streamlining of approvals while respecting the importance of the permissions required under Regulation. Consistent with previous drafts, the detailed implementation of permissions for agricultural activities will need to be confirmed by each CA with consideration for the types of agricultural activities that are occurring locally and the types of natural hazards in the watershed. The draft ‘Guide to a Guide’ will be circulated for CA comments in early May prior to the final product being brought to June Council for endorsement and then further communication to the agricultural sector.

Background

This initiative had its genesis in a September 2014 Workshop entitled “Streamlining Process and Approaches to Agricultural Applications In Municipalities and Conservation Authorities” hosted by the Golden Horseshoe Food and Farming Alliance and Friends of the Greenbelt Foundation. Interest was expressed in determining whether ‘something’ could be done for the agriculture sector across all conservation authorities and as a result of an unrealized Conservation Ontario 2014 Work Plan item, a project proposal was submitted to the Friends of the Greenbelt Foundation for funding. This project is consistent with the Strategic Plan 2011-2015, “Strategy 2.2: Streamline, clarify and influence the

practical application of regulations and policy (e.g. Sec 28)” and presented an opportunity to facilitate consistency in approach and communications with the agriculture sector.

Conservation Ontario received \$50,000 from the Friends of the Greenbelt Foundation to undertake a project in 2015-2016, in collaboration with the agricultural sector, to develop a template for an Agricultural Guide to Conservation Authority Permits. A Project Advisory Committee was established by the Project Manager, Bonnie Fox, early in 2015 including: Peter Jeffery (Ontario Federation of Agriculture), James Fisher (Halton Region farmer), Kathy Macpherson (Friends of the Greenbelt Foundation), Chris Darling (CAO, Central Lake Ontario CA) and Rob Messervey (CAO, Kawartha Region CA). The Project Researcher is Marnie Guindon from Central Lake Ontario Conservation Authority.

Agricultural organizations were notified of the project in the spring of 2015 and representatives were identified by them to participate in the project. In spring and summer of 2015, conservation authorities were notified of the project and surveyed for their operational streamlining innovations in the delivery of the regulatory program and any communications material/efforts specific to agriculture. Agricultural representatives were surveyed with regard to their experiences with and suggestions for the regulatory program as well.

An agriculture/Conservation Authority workshop was held on November 6, 2015 to discuss a draft template guide. The collaborative workshop was facilitated by Karen Wianecki (Planning Solutions Inc.) and was attended by 24 CA representatives (21 CAs) and 16 agricultural representatives. The Workshop Proceedings (circulated to attendees Nov 20, 2015) were used as the basis for further revisions and improvements to the draft Template Guide. A revised draft Template Guide was circulated for review by and written comments from CA staff and agricultural representatives on January 27, 2016; comments were requested by February 24, 2016. Additionally, a meeting was held with the CO Section 28 Regulations Committee on February 1 to review and discuss the revised draft Template Guide (Jan 2016) in advance of submission of their CA comments.

An update was provided on ‘Development of a Template for an Agricultural Guide to CA Permits’ through the December 2015 council program update report for CA Member Services in the Planning and Regulations section.

Current Status

The comments received at the end of February/early March from both agricultural representatives (6) and the conservation authorities (15) have been generally reviewed with the Project Advisory Committee and further significant edits are underway. The original project schedule was to recommend a ‘final draft’ Template Guide to Conservation Ontario Council for endorsement at the April 11th meeting instead the revised document will be taken to the June 27th Council meeting. Agricultural representatives were advised of this change in approach by email the week of March 28th, and CA representatives will be advised via circulation of this report to CO Council.

Overall, efforts are underway to modify the format of the ‘Template Guide’ to more closely reflect that this is, in fact, a Guide for a conservation authority audience to develop an Agricultural Guide/Brochure. The concept of a “template” will be dropped due to the confusion it generated amongst many CA staff as to the ‘intended audience’ and who considered the term ‘template’ to be indicative of being

‘prescriptive’. The revised “Guide to Development of an Agricultural Guide to Conservation Authority Permits” (aka Guide to a Guide) will provide guidance to CA staff on identifying and streamlining CA permission requirements for agricultural activities. Consistent with previous drafts, the detailed implementation of permissions for agricultural activities will need to be confirmed by each CA. A fundamental part of the process will be individual CA consultation with local agriculture, with consideration for the types of agricultural activities that are occurring locally and the types of natural hazards in the watershed. Conservation Ontario will encourage CAs to use this Guide to develop their own permission requirements in which the common end goal is clear communication of the same in a local Agricultural Guide/Brochure.

In mid-April, project team members (including the two agricultural representatives on the Project Advisory committee) will be meeting with interested members of the CO Section 28 Regulations committee to primarily discuss definitions for agricultural activities and whether these lists of activities will be generally recommended for ‘no permit, streamlined or full permit’. Reference to ‘pre-approved’ permits will be removed further to concerns raised in both agriculture and conservation authority comments. Again, final placement of activities into categories will occur through local consultation.

It is proposed that the draft “Guide to a Guide” will be shared with CA staff in May for further comments. No further formal consultation with the broader agricultural community is planned at this time. Rather, CO will be encouraging CAs to undertake further consultation with their agricultural community when developing their own individual guideline. The final product will be shared with CAs and agricultural representatives via CO’s website following the June Council meeting.

As a product of a collaborative consultation process, it is considered important to share the final outcome with the agricultural representatives involved in this process. Due to the summer release of the document, a communications strategy is being developed to highlight the document with the agricultural representatives and the general agricultural community in the Fall through such mechanisms as: an article in Ontario Farmer, and the Annual General Meeting of the Ontario Federation of Agriculture. As well, a webinar with CA staff is proposed to occur in 2016 and consideration will be given to leveraging the Latornell Conservation Symposium to further promote this work.

Conclusion

The revised “Guide to Development of an Agricultural Guide to Conservation Authority Permits” (aka Guide to a Guide) is intended to improve consistency of approach with the Agriculture Sector, facilitate good working relationships and communication with the same, and provide advice for operational streamlining of approvals while respecting the importance of the permissions required under Regulation. Consistent with previous drafts, the detailed implementation of permissions for agricultural activities will need to be confirmed by each CA, in consultation with local agriculture, with consideration for the types of agricultural activities that are occurring locally and the types of natural hazards in the watershed. The draft ‘Guide to a Guide’ will be circulated for review in early May prior to the final product being brought to June Council for endorsement and then communication to the agricultural sector later in 2016.



OFFICE OF THE LORD MAYOR

Town of Niagara-on-the-Lake
1593 Four Mile Creek Road, PO Box 100, Virgil, ON L0S 1T0
905-468-3266 • pdarte@notl.org

www.notl.org

April 1, 2016

BY E-MAIL ONLY: bruce.timms@niagararegion.ca

Niagara Peninsula Conservation Authority
250 Thorold Road, 3rd Floor West
Welland, ON L3C 3W2

Attention: Bruce Timms, Chair
NPCA Board of Directors

Dear Bruce:

Re: Report CDS-15-065 – Ramsar Designation of the Niagara River

Please be advised the Council of the Corporation of the Town of Niagara-on-the-Lake approved Community & Development Services Report CDS-15-065, as amended, to seek clarification from the Niagara Peninsula Conservation Authority (NPCA) regarding the Ramsar designation.

More specifically, Council would like to confirm that NPCA contacted private landowners and tenants who use the proposed designated wetland area for business purposes or recreational facilities to request their comments about the designation.

Council would also like to confirm that the NPCA Board, The Niagara Parks Commission Board, Niagara Regional Council, and their staff will not, due to this Ramsar designation, require or support future regulatory requirements or future additional studies of the Niagara-on-the-Lake Irrigation System or individual farmers who use the Niagara River.

We look forward to receiving a written response. Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Sincerely,

Pat Darte
Lord Mayor

cc: Carmen D'Angelo, Chief Administrative Officer & Secretary Treasurer
Jim Diodati, Mayor, City of Niagara Falls
Ted Luciani, Mayor, City of Thorold
Wayne Redekop, Mayor, Town of Fort Erie
Walter Sendzik, Mayor, City of St. Catharines
Sheldon Randall, Interim CAO/Director of Operations, Town of Niagara-on-the-Lake
Niagara-on-the-Lake Town Council

REPORTS FOR INFORMATION

- ❖ **REPORT NO. 33-16** – *Project Status - Watershed Management*
- ❖ **REPORT NO. 34-16** – *Project Status - Operations*
- ❖ **REPORT NO. 35-16** – *Project Status - Corporate Services*
- ❖ **REPORT NO. 36-16** – *Finance, Quarterly update*
- ❖ **REPORT NO. 37-16** – *Communications, Quarterly update*
- ❖ **REPORT NO. 38-16** – *Capital Projects, Quarterly update*
- ❖ **REPORT NO. 39-16** – *Forestry update*

April 20, 2016 Full Authority Meeting

Report To: Board of Directors

Subject: Watershed Management Status Report

Report No: 33-16

Date: April 20, 2016

RECOMMENDATION:

That Watershed Management Status Report No. 33-16 be received for information.

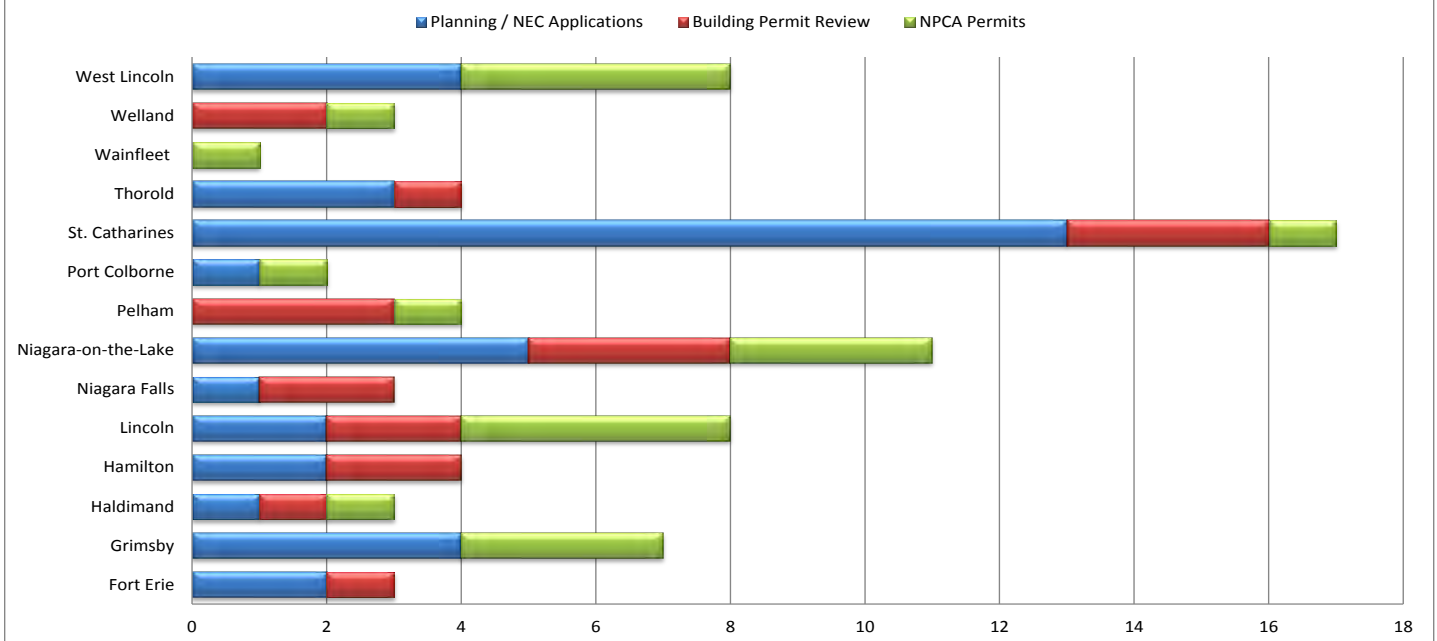
PURPOSE:

To update the Board on the Watershed Management Team's activities and achievements during March 2016.

BACKGROUND:

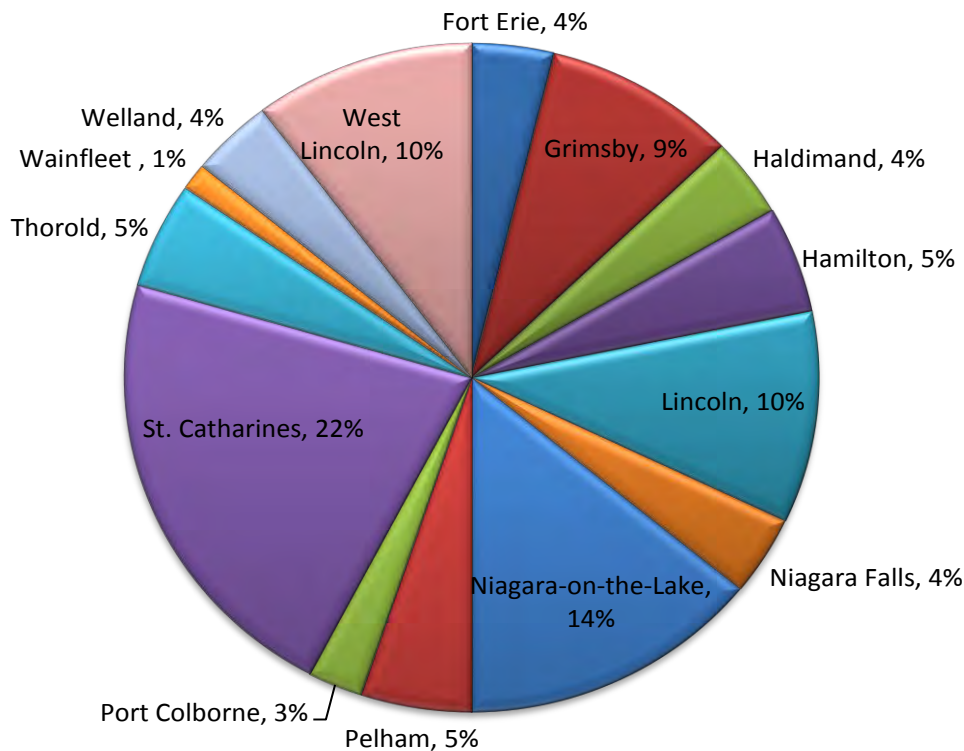
A. Plan Review & Regulations

Figure 1: NPCA Watershed, No. of Applications by Type, March 2016



	Fort Erie	Grimsby	Haldimand	Hamilton	Lincoln	Niagara Falls	Niagara-on-the-Lake	Pelham	Port Colborne	St. Catharines	Thorold	Wainfleet	Welland	West Lincoln	Totals
Planning / NEC Applications	2	4	1	2	2	1	5	0	1	13	3	0	0	4	38
Building Permit Review	1	0	1	2	2	2	3	3	0	3	1	0	2	0	20
NPCA Permits	0	3	1	0	4	0	3	1	1	1	0	1	1	4	20
Totals	3	7	3	4	8	3	11	4	2	17	4	1	3	8	78

Figure 2: Total No. of Applications (%), March 2016



1) Municipal and Development Plan Input and Review

The Watershed Management Department is responsible for reviewing 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).

During March, 2016, the Watershed Management Department reviewed 38 Planning Act applications (various type and complexity)/Niagara Escarpment Commission Development Permit applications, 20 Building Permit applications, and 6 property information requests. Staff notes that application volume is starting to increase and will continue to do so over the next several months. Staff also responded to various inquiries from the public and local municipalities, as well as attended weekly consultation meetings with the local municipalities and conducted various site inspections.

2) Construction Approvals (NPCA Permits)

During the month of March, 2016, NPCA Permits and Compliance issued a total of 20 construction permits as per Section 28 of the Conservation Authorities Act. These are works that have or are to occur within regulated features, buffers to regulated features or hazard lands. There were 21 permits issued last year in March 2015. There was one (1) Minor Works letter issued during the month of March.

No.	PERMIT #	MUNICIPALITY	ADDRESS	WORKS PROPOSED/PURPOSE	REGULATED FEATURE	TOTAL DAYS	COMMENTS
1	3639A	Lincoln	4362 Jordan Road	Culvert Replacement	Watercourse Alteration	5	
2	3657A	Welland	390 Carl Road	New Home Construction	PSW Buffer	3	
3	3675	Pelham	719 Webber Road	New Home Construction	PSW Buffer	35	Required a site visit (Feb 26/16) to delineate wetland boundary. This was first day with ground being visible.
4	3710	NOTL	Four Mile Creek Road	New Home and Accessway	Floodplain	27	
5	3737	Grimsby	126 Olive Street	New Home Construction	Lake Ontario Shoreline	21	
6	3738	Grimsby	128 Olive Street	New Home Construction	Lake Ontario Shoreline	21	
7	3743	West Lincoln	2251 Silverdale Road	Cut and Fill	Floodplain	15	
8	3746	Grimsby	Winston Road	Multi Use path/ culvert replacement	Watercourse Alteration	5	
9	3747	Wainfleet	10373 Lakeshore Road	Shoreline Protection	Lake Erie Shoreline	13	
10	3748	Haldimand	County Road 66 and Robinson Road	Culvert Repair and Replacement	Watercourse Alteration	26	
11	3749	NOTL	1298 Line 3 Road	Accessory Structure (Barn)	PSW Buffer	3	
12	3754	Lincoln	4880 30 Road North	Barn Reconstruction	Slope Stability	18	
13	3750	Lincoln	3463 Vinehaven Trail	Garage/Workshop Addition	Slope Stability	6	
14	3751	West Lincoln	6822 Elcho Road	Horse Riding Area	PSW Buffer	7	
15	3753	St. Catharines	1134 Lakeshore Road West	New Foundation Construction	Lake Ontario Shoreline	2	
16	3758	NOTL	1231 Concession Road 2	Home addition	Floodplain	7	
17	3759	Lincoln	3830 Brookside Drive	New Accessory Structure	Slope Stability	2	
18	3760	West Lincoln	Vaughan Road (500m east of Wellandport Road)	Emergency Culvert Replacement	Watercourse Alteration	5	
19	3763	Port Colborne	2229 Highway #3	New Farm Building	Floodplain	3	
20	3764	West Lincoln	1886 Caistor Gainsborough Townline	New Home and Septic Construction	PSW Buffer	8	

3) Watershed Biology

In the month of March the Watershed Ecological Technicians provided biology review for a variety of planning and regulations files, completing at least 21 site visits for planning pre-consultation or permit application review, including 15 permit application submissions.

Environmental Assessment reviews were conducted for two projects, one in St. Catharines and one in West Lincoln, and numerous projects requiring Environmental Impact Studies were also scoped and reviewed.

In March, the Watershed Ecological Technicians assisted with the indoor learning session for the *Niagara Envirothon* and the NPCA's water quality sampling program.

The Supervisor of Watershed Biology attended several meetings for the Thundering Waters (Niagara Falls) file and the Niagara-on-the-Lake Official Plan review, participated in CityView validation, attended a Conservation Banking workshop offered by TRCA and Ontario Nature, attended Empowerment Training, attended a recent meeting with the Mississaugas of the New Credit First Nation, and is working on finalizing the proposed wetland compensation project under NPCA's existing policies for non-Provincially Significant Wetlands.

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

5) NPCA Policy Review

The website for the NPCA Policy Review (<http://www.livinglandscape.ca/>) was updated to include the presentation that was made by Dillon Consulting to the NPCA Board on March 23, 2016. Dillon is working on a draft Discussion Paper and will attend the May 18, 2016 NPCA Board meeting to present it. The Discussion Paper outlines the issues and policy gaps that have been identified by stakeholders and the public. The paper will also include some preliminary potential options to address them. Following the May Board meeting the Discussion Paper will be available for public review. A presentation to the Community Liaison Advisory Committee (CLAC) will be scheduled in June.

6) Welland River Floodplain Mapping Study

On March 30th a meeting was held with the Watershed Floodplain Committee (WFC). Upon the request of board members, an updated 'word cloud' (see below) was brought forward in order to ensure that it accurately reflected feedback received at the first round of public information sessions held in February.

'Word Cloud' (Feedback from Round #1 – Information Sessions)

(next page)



In addition, Mr. Hartley of MMM Group explained an initial draft of technical aspects of the flood model and the various factors that would be included in the presentations to the public during the second round of information sessions. The confirmed schedule for Round #2 Information Sessions is as follows:

- Wednesday, June 1 – Welland at Riverstone Event Centre
- Wednesday, June 8 – West Lincoln at Caistor Community Centre
- Monday, June 13 – Chippawa at Legends on the Niagara
- Thursday, June 16 – West Lincoln at Wellandport Community Centre

As was the case for the first round, notification of the second round of information sessions will be by direct mail to all landowners within 500 metres on either side of the Welland River along its entire reach.

B. Projects / Programs

1) Source Water Protection Plan

- Staff attended the provincial Source Protection coordination meeting in March. The province holds two meetings per year to keep the Source Protection Committee Chairs and staff updated on source protection activities.
- Staff continued to assemble information for the annual progress report concerning implementation of the Source Protection Plan.
- NPCA's source protection work plan and budget for the 2016-17 fiscal year was approved by the province in late March.

2) Water Quality Monitoring Program

- Staff began routine monitoring at all NPCA 75 water quality monitoring stations. Routine monitoring will be performed monthly until November at all stations and samples will be analyzed for general chemistry, nutrients, metals and bacteria.
- Staff continue to analyze data and prepare the 2016 Annual Water Quality Monitoring Report and 2016 Hamilton Airport Report.
- Provincial Groundwater Monitoring Network (PGMN): Staff continue to visit monitoring wells for manual downloads and perform QA/QC check on groundwater level data as part of their routine data maintenance protocol.
- Staff gave two presentations: 1) MOECC Provincial Monitoring Workshop-“PGMN Water Level Data Correction”; 2) Southern Ontario Stream Monitoring and Research Team-“Water Temperature Monitoring in Twelve Mile Creek”. Both presentations were well received.
- NPCA staff will be completing the water quality assessment for the City of Hamilton’s Glanbrook Landfill and Hamilton Airport this spring and fall, as per established monitoring agreements.
- To date, the NPCA has received seven (7) applications and completed 4 projects under the Well Water Decommissioning Program for 2016.
- Staff have been processing data requests from other governmental agencies, consultants, and academic institutions.

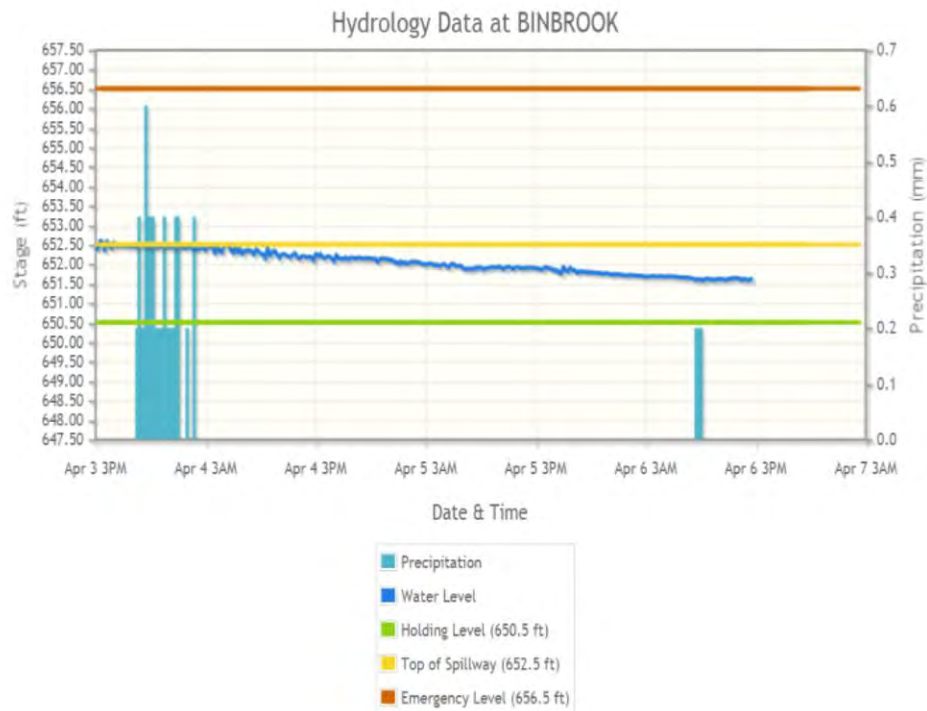
3) Flood Control

a) Flood Forecasting and Warning

- Binbrook Reservoir – After the winter thaw in late March, the reservoir had been successfully drawn down to its operational holding level on March 23. However, the snow and rain events in late March and early April have once again elevated the reservoir’s water level. The water level currently is being aggressively drawn down and is presently sitting approximately 12 inches (300mm) above the normal operational holding level. Staff continue to monitor reservoir water levels on a daily basis and make adjustments as warranted.

Water Level & Precipitation Data Chart:

(next page)



***CAUTION:** All data is Provisional.

Any data secured from the NPCA database that are identified as provisional have not received Director's approval and are subject to revision. The data are released on the condition that the NPCA may not be held liable for any damages resulting from their authorized or

- Staff continue to monitor daily the water levels at our 14 stream gauge stations, climatic data at our 15 climate stations, and undertake routine maintenance, calibration, and inspections at all 29 installations, as part of the NPCA's routine Flood Forecasting and Warning duties. The public may access this real-time water level and rainfall information through the NPCA's website.
- In support of the Flood Forecasting and Warning program, staff are undertaking the seasonal winter snow surveys. On the 1st and 15th of each month from November to April, NPCA staff measure the snowpack (should one exist) at seven set locations throughout the watershed. These measurements are then analyzed to determine the associated potential flood risk should the watershed experience a rapid melt. The information from the snow surveys is also sent to the Ministry of Natural Resources' 'Surface Water Monitoring Centre' in Peterborough in an effort to help keep the Province apprised of local watershed conditions.

b) Water Resource Engineering

- In order to satisfy the conditions of the NPCA's six (6) Permits To Take Water (Binbrook Dam, Port Davidson Weir, Virgil Dams, EC Brown Wetland, Canborough Weir, Wainfleet Wetlands), staff have submitted the required annual monitoring reports for all permits to the Ministry of Environment and Climate Change prior to the March 31 deadline.
- NPCA staff attended the quarterly meeting of the Conservation Authorities '*Coastal Working Group*'. The purpose of this group is to provide a forum for staff from different Conservation Authorities to discuss issues, development, regulation, and the nature of hazards which occur along the Great Lakes shorelines.
- Staff attended the quarterly meeting of the 'GTA Conservation Authorities Engineering Working Group'. The purpose of the group is to provide an opportunity for Water Resources Engineering Staff from different Conservation Authorities to discuss common issues such as development approvals, floodplain mapping techniques and standards, stormwater management, modeling techniques and standards, rainfall distribution analysis, etc., with the intent of ultimately providing a more uniform standard of practice across the CA jurisdictions within the GTA.
- Staff continue to provide daily support to the Planning and Regulations program with respect to the analysis of natural hazards and the review of stormwater management engineering designs.

4) Restoration

Project Implementation – Watershed Plans

The Watershed Restoration Program is responsible for improving water quality, water quantity and biodiversity within the NPCA Watershed. The Restoration Program advances these areas through the implementation of comprehensive watershed plans. Staff are currently scheduling meetings with implementation committees and key stakeholder groups to plan collaboration opportunities for 2016.

Project Implementation – Voluntary Stewardship

Staff are working with our 2016 project partners, finalizing project designs, stewardship plans, quotations and implementation schedules. To date we have approximately **65 stewardship projects** ready for implementation.

City of St. Catharines

Staff are continuing to assist with the naturalization / pollinator gardens in an effort to restore areas of Port Dalhousie. Staff are working closely with the City of St. Catharines, the Port Dalhousie Beautification and Works Committee (PDBWC), and the Niagara Restoration Council. The project goal is to increase habitat for migratory pollinators, and control runoff through buffer establishment. This project will deter geese as well. Interpretative signs will be installed this summer to provide education about pollinators and what they consume.

Niagara College Partnership

Staff are working with Niagara College on a habitat initiative. On Friday April 15th, Niagara College students from the Environmental Field & Lab program will construct various habitat structures including mallard duck nesting tubes, and beneficial insect (pollinator) homes for inclusion into NPCA stewardship projects. The college will supply all the material and labour. The goal of the project is to provide students with real-life hands on learning opportunities.

Ducks Unlimited Partnership

NPCA staff have completed the five (5) partnership wetland projects for the 2015/16 term. These projects have resulted in an additional 6 acres of wetland habitat and an additional 121 acres of naturalized area in our watershed. Staff are negotiating the terms of our 2016/17 continuing partnership.

One Mile Creek Watershed Study

- The One Mile Creek Watershed Study was completed in October 2005. Since that time, all of the implementation recommendations have been addressed, with all actions being either in progress or in maintenance. This year, staff will be working with the Town and Friends of One Mile Creek on two naturalization projects.
- A tree planting project is being planned with the local Scouts at Newark Park.
- After years of negotiations (due to proximity of the Commons), a pollinator garden has been approved at the corner of John and King Street (across from the Pillar and Post Hotel). This parcel of land is owned by the municipality, and offers a highly visible location for educational opportunities (signage). Special consideration will be given to species selection and design to ensure an aesthetically pleasing, yet biologically diverse, garden.



Haldimand County Water Quality Program

Staff have three (3) tentative project opportunities under this initiative.

Twelve Mile Creek Landowner Stewardship Guide

- Staff have completed the Twelve Mile Creek Landowner Stewardship Guide. This was produced in partnership with the Niagara chapter of Trout Unlimited (TU), with some funding being provided to TU by Ontario Power Generation (\$500) to support guide production. An education and information session is being held on April 14th at Lookout Point Country Club (Attachment #1). The goal of the session is to educate the residents on Upper Twelve Mile Creek and its unique watershed characteristics. The guide was provided to landowners as an educational tool as per the recommendation of the Twelve Mile Creek watershed plan.

Landowners learned:

- Why the Twelve Mile Creek headwaters are important to Niagara
 - How to best manage aquatic resources on their own property.
 - Programs available to help landowners improve Twelve Mile Creek.
- Staff are working with Links for Greener Learning (LGL) and will be distributing the Landowner Stewardship Guide at their Earth Day event at the Green Ribbon Trail in St. Catharines. LGL is a not-for-profit organization dedicated to the integration of educational institutions and newcomers throughout hands on experience in the Niagara Region. LGL achieves this through raising awareness and interest in identifying environmental issues and promoting possible solutions, as well as supporting educational opportunities for those involved or interested in the field. The event takes place April 26th, 11 a.m. to 3 p.m. at Market Square in downtown St. Catharines.
 - Staff are working with the City of St. Catharines Port Dalhousie Beautification and Works Committee and will be providing copies of the landowner stewardship guide at their Earth Day Event.

Niagara River Remedial Action Plan (RAP)

- Staff are completing year-end reporting as per the provincial and federal governance agreements. Work plans for 2016/17 are being finalized with a focus on completing the remaining technical assessment for fish population impairment and fish consumption impairment. Both of these Beneficial Use Impairments are jointly shared with the US. Binational fisheries community objectives are currently being established through the Great Lakes Fisheries Commission.
- *Niagara River Contaminated Sediment and Nuisance Algae* – The public-friendly guidance documents that will assist with the facilitation of this process are expected to be completed by May 2016.
- *Niagara River RAP Website* - A separate stand-alone website is required to better meet the needs of stakeholders and the public. A domain has been secured: www.ourniagarariver.ca. Content for the site is currently being produced. The website is scheduled to be launched in late April 2016.

Ramsar Designation

- On March 28th, Niagara-on-the-Lake Council passed the following resolution:
"Moved by Councillor Jamie King, seconded by Councillor Betty Disero that report CDS-16-013, Agricultural Advisory Committee Minutes - February 3, 2016, recommendation 1.2.2 regarding the Ramsar Designation, requesting Council to not support the designation, be referred to the Director of Community & Development to be brought back to Council at the appropriate time. APPROVED"
- Town staff have indicated they will revisit a Ramsar designation once their Official Plan has been approved by council.
- The Niagara Parks Commission staff is planning to take a recommendation for full endorsement to their Commission in May. Confirmation of the lead nomination role will

assist in facilitating the remaining stakeholder engagement requirements.

- The Ramsar Steering Committee (US representatives) hosted a public information meeting on March 22nd at the Atrium @ Rich's, Buffalo, New York. Staff attended to show support. Canadian Steering Committee members including the NPCA received US media coverage <http://news.wbfo.org/post/supporters-seek-recognition-niagara-river#stream/0>

5) Special Projects

- Staff provided comments on planning applications for Niagara Region and local municipalities under the Planning Memorandum of Understanding as well as Building Permits for Part 8 Ontario Building Code Officials Sewage Approvals.
- Staff assisted Operations with the (i) Ball's Falls Sewage System, and (ii) the Cave Springs Water Resource investigation (photo below of small cave-like opening).
- Staff continued working on the Bedrock Aquifer Study tasks, including: (i) investigating new grant opportunities, (ii) 2016 work planning with the Ontario Geological Survey and (iii) McMaster University research support.
- Staff participated in the Conservation Ontario Geoscientist's bi-annual meeting
- Staff responded to water information requests from consultants and the Ministry of Environment and Energy.
- Staff supported Source Water Protection annual reporting, technical review and liaison with external agencies.

FINANCIAL IMPLICATIONS:

None

RELATED REPORTS AND APPENDICES:

1. Landowner Information Session

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.



Landowner Information Session

Thursday April 14, 2016
 7:00pm – 8:30 pm
 Lookout Point Country Club
 209 Tice Road, Fonthill, ON

Learn how you can help protect important environmental resources and improve your property.

Twelve Mile Creek is the only year round cold water system in the Niagara Peninsula. The headwaters of 12 Mile Creek run from Fonthill through Short Hills Park. As a landowner in the 12 Mile Creek watershed you should attend this session.

You will learn:

- Why the streams, springs and ponds in the 12 Mile Creek headwaters are so important to Niagara
- How you can best manage the aquatic resources that are on or run through your property.
- The programs and expertise available to help landowners improve this resource *and* their property

Representatives from Trout Unlimited Canada (Niagara Chapter) and NPCA will be on hand to present information and answer your questions.

A free landowner guide to Twelve Mile Creek Stewardship will be given to all attendees.

For additional information, please contact:

Brian Green
 (905) 892-5265
 Niagara Chapter, TUC
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Deanna Lindblad
 Restoration Project Lead, NPCA
 905-788-3135 x 237
dlindblad@npca.ca

Report To: Board of Directors
Subject: Operations Status Report
Report No: 34-16
Date: April 20, 2016

RECOMMENDATION:

That the NPCA Board **RECEIVE** Report No. 34-16 for information.

PURPOSE:

To provide the Board a summary of Conservation Area activity and projects.

DISCUSSION:

Ball's Falls CA

Ball's Falls Operations and Programming Staff are currently conducting interviews and beginning the summer hiring process. The first of the student hires shall be in place by May 1st. Staff has completed an assessment of the grounds and is working on a tree hazard and trail assessment.

One of our most popular venues at Ball's Falls, is the Barn, especially for weddings. Staff is working on commissioning the water system and prepping the Barn for the beginning of our wedding season. The first wedding of the season at the Barn will take place on April 29th. Bookings and booking inquiries continue to flood into the office daily for 2016 and beyond.

We will be installing a Fire Alarm system in the Barn before the first wedding date on the recommendation of the Fire Safety Inspector from the Town of Lincoln.

Two Film Groups have inquired about using Ball's Falls Conservation Area as a venue for filming this spring. At the time of this report, neither has completed their needs assessment. Once that is complete, Staff will pursue and complete an appropriate filming contract.

Capital:

Three of the 6 Capital Projects slated for 2016 are complete. We have purchased a new lawn mower, a new enclosed trailer, as well as the additional microphones for the Center for Conservation. The remaining projects require outside contractors and staff is waiting on their availability to come to scope out the projects.

	March
Adults admissions	6
Seniors/students admissions	14
Children admissions	0
Maximum - vehicles admissions	0
Self-pay admissions	0
Regular membership pass	2
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	0
Centre for Conservation – non wedding rentals	12

Camp Programming:

March Break Camp:

We had a wonderful turn out for March Break Camp this year. This year's themes were: Monday- Eco-Mystery–Invasive Aliens, Tuesday- Winter Explorers, Wednesday- Winter Animals, Thursday- Back in Time, Friday- Pirates say aRRR.

2016 March Break Camp

	Monday	Tuesday	Wednesday	Thursday	Friday
Regular Camp	16	20	16	24	17
Extended Hours	7	10	8	8	6
Gross Revenue:	\$2535.00				
Expenditures:	<u>\$ 237.96</u>				
Net Revenue:	<u>\$2297.04</u>				

Enrolment for our camp was slow through February, but picked up in March. Originally when the low enrolment was identified we increased our marketing strategy. An e-mail blast went out to people that had signed up for e-mail notification and a paid advertisement was also put in place on Facebook. This increased the enrolment significantly. As well, many parents registered their children just prior to March Break, or even during March Break. Overall enrollment was up from 2015, and about the same as 2014.

Our new avenues of marketing brought in many new campers that had not previously attended camp at Ball's Falls

In order to run March Break Camp we require a number of volunteers. We require our volunteers to be 18 or older and possess a vulnerable sector background check. We require this in order for our volunteers to be supervisors of the campers, and count for our 8:1 camper to leader ratio. In addition, we have young volunteers that come and help with games and crafts. This year Jaclyn Giesbrecht, Scott Foster, Andrea Crosby, Sheila Goertz, Katine Hunter, and Amy Rachar volunteered throughout the 5 days. In addition, we had four young volunteers that came out to help: Ben DePretis, Sebastian Carter, Devon DeVries, and Caitlyn Kudreikis. In total the volunteers logged 230 hours over March Break.

Summer Camp (Preparation for Summer 2016):

The weekly themes for our summer camp are:

Our Wet and Wild Water: July 4-8, August 1-5

Campers will learn all about water! Explore animals that live in the water, the power of water, what happens when our water is polluted, and what we can do about it!

Back In Time: July 11-15, August 8-12

Campers will step back in time to explore our history! Learn about the Ball Family, First Nations, and much more!

Outward Bound! July 18-22, August 15-19

Get your children outdoors! Learn mapping skills through orienteering, build fires and shelters, and learn some basic outdoor survival skills! This week camp will culminate to a full day competition Friday of survival skills!

Amazing Animals July 25-29, August 22-26

Our Conservation Area is filled with turtles, foxes, squirrels, mice, hawks, and much more. Campers will explore different animal habitats, make bird feeders, and learn ways they can help animals that are endangered.

Best of the Best August 29-September 2

Back by popular demand, this week is filled with the camper's favorite activities, from capture the flag, to roasting marshmallows, to hiking to the water falls.

Marketing material is being developed for summer camp. This material will be available on the website. As well, a paid Facebook ad will be taken out to promote the camps. All parents of past campers will also receive our summer camp brochure.

Two Mini Adventure Camps are booked for July 27th, and August 24th.

Educational Programming

At this time we have 7 schools booked for May and June with 292 children attending 10 programs. In addition, Misa International Tours booked three historical tours for the months of June, September, and October.

I am currently working on developing programming for pre-school aged children (ages 2-4) to expand our programming age range. These programs will be offered to homeschool groups, daycare centres, and Ontario Early Years.

Kevin Valier has secured funding for us to purchase compasses to develop a compass orienteering course. This will be marketed to Girl Guides, Boy Scouts, schools, and other groups that are interested in learning basic compass skills.

Respectfully Submitted by Nathaniel Devos, Park Superintendent at Ball's Falls Conservation Area and Jill Walters-Klamer, Program Assistant

Binbrook CA

Operations:

Binbrook Staff have been busy taking picnic pavilion reservation for the 2016 season. The park officially opens to the public on Sunday May 1st, 2016. We have taken over 50 picnic pavilion reservations to date.

In light of the fact that the park is opening on May 1st, staff are in the process of interviewing and hiring/ rehiring summer student staff for the upcoming summer season.

A Waterfront Safety Audit is being coordinated with the Lifesaving Society of Canada in an effort to highlight areas of concern, if any, along the waterfront beach access at Binbrook. This audit is an act of due diligence that will provide valuable feedback to area staff when determining proper protocols and procedures based on industry standards.

Capital Projects:

Many Capital projects are underway. New Picnic Table frames have been purchased. Many of the infrastructure upgrade scoping projects are in the works. Upgrades to the main washroom building have been started with plans to be completed by the second week in May. The Splash pad RFQs have been received and the two proponents delivered presentations to staff on Thursday April 7th. Staff will be awarding the project shortly.

On March 30th, staff made a presentation to the Binbrook Master Plan Steering Committee that outlined the progress of the Master Plan.

Special Events:

On Monday April 4th and into Tuesday April 5th, “Untitled Films” from Toronto shot a Subaru Commercial at the park. Staff was on site throughout the shoot. Filming staff said that they enjoyed the experience and that the event was successful.

This report was respectfully submitted by Mike Boyko, Park Superintendent

Chippawa Creek CA & Long Beach CA

Operations:

Both campgrounds are gearing up for the upcoming camping season. The deadline for returning Seasonal Campers to make their final payments was Friday April 1st. Staff have started to call on “Wait Listed” campers to fill in any open spots. Active Networks, the campground reservation system, was opened up to the public on March 1st for transient campers to make reservations.

Summer Student interviews and hiring is being completed. The campgrounds both open to the public on the Friday of the Long Weekend in May. Equipment maintenance and campground spring clean-up are in full swing. Water system and wastewater system maintenance and startup are high priorities.

Capital Projects:

A number of Capital Projects have been completed to date.

At Chippawa Creek Conservation Area, the older Comfort Station has seen some significant upgrades to its shower stalls with new tile and a new propane hot water tank has been installed. There have also been a number of significant upgrades to the water system. They include new submersible pumps, an additional filter, and an upgraded UV disinfection lamp.

At Long Beach, the Ash Tree Removal project is complete, within the campground. They have upgraded 13 campsites from 15 amp to 30 amp electrical service and have added hydro metering to 56 campsites. They have re-sided the exterior of Comfort Station #2. Also in Comfort Station #2, they have tiled 11 shower stalls and upgraded the plumbing and plumbing fixtures in 5 of the 11 shower stalls. Staff has brought in contractors to look at and quote on replacing the four sets of stairs that lead to the beach as well as the Boat Launch. Finally, the compound enclosure on the North Side of the park will be completed in May.

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

Central Workshop – Gainsborough CA

The Hawkwatch season at Beamer Memorial Conservation Area began on March 1st and Central Workshop staff assisted with the Open House Event on Good Friday, March 25. The weather was cool and cloudy but there was a fairly good public turnout, approximately 250 people. The Hawkwatch Club was pleased and thanked us for our help.

The workshop had the required trucks and trailers complete their annual inspections.

Ducks Unlimited have installed a new water-control structure at Mud Lake Conservation Area. Their contractor took out the old structure and installed the new one in approximately 5 days. The work was completed in the last week of March, 2016. The water level in Mud Lake was not affected. Everything is working properly and this project was funded 100% by Ducks Unlimited. There was little to no effect to the property or its ability to be enjoyed by the public.

Respectfully Submitted by Mich Germain, Superintendent, Central Workshop

ECOLOGICAL STATUS REPORT

Binbrook Conservation Area

The Binbrook Park Assistant and the staff Ecologist met with the Glanbrook Conservation Committee to review their 2016 site project proposals and initiatives. On May 7, 2016 a volunteer public opportunity will be provided. Garlic Mustard will be the focus, where this invasive species will be removed using hand pulling. The event will be 9 a.m. to 12 noon. A BBQ will be held by the GCC for all participating volunteers follow the garlic mustard pull.

Cave Springs Conservation Area

- a) The Master Plan- public document is presently be completed, compiling all existing site studies and documents in a plain language for the public. The Willowbank group is completing this document which is to be completed in draft later this month
- b) The 2016 salamander survey has been completed by the staff Ecologist with volunteers at the site. This is year two of three consecutive year study to assess the possible presence of species. Several tail tips have been sent for DNA analysis by our partners University of Guelph. The results of these are expected in late summer. The surveys help to determine existing species at the site and addition site management requirements or needs to assist the protection and maintenance of these species for biodiversity.

Gord Harry Trail Conservation Area

Staff has asked Enercon to provide a complete project update on the work being undertaken along the Gord Harry Trail. Specifically, staff has asked for a summary of all work completed, the percentage of work completed, a description of work to be completed and the timelines for the completion of work. To date, this information has not been received.

Smith-Ness Conservation Area

The meadow component of the site restoration plan will be completed this year. Site preparation and seeding will be completed this fall. This will provide areas of tall grass, as well as cold season forbs and grasses for a variety of species (birds, insects, etc.).

St. Johns Conservation Area

- a) At noon on April 23, the site pond will open for fishing. This is the start of the rainbow trout fishing season. The site is open for fishing during daylight hours until fishing season closes on September 30. Ontario fishing regulations apply at the site where all anglers must have a fishing license and follow the Ontario fishing regulations.

Staff will be on site for Opening Day providing information on the site fishing and trails and importance, and directing parking to ensure all visitors have a pleasant site experience.

- b) Resource inventory monitoring at the annex property will start this month (with warmer weather conditions) through September, assessing amphibians and reptiles. This will assist with part of the baseline information for site management and site use decisions. Additional resource inventories for other species will continue in subsequent years to complete the baseline information.

Wainfleet Acquisition Conservation Area

Resource inventory monitoring locations will commence this month (with warmer weather conditions) through September, assessing amphibians and reptiles. This will assist with obtaining the reptile and amphibian resource information for the site, and provide baseline information for site management and site use decisions.

Wainfleet Bog Conservation Area

The 2016 salamander inventory has been completed by the staff Ecologist with volunteers. This concludes the three years of consecutive salamander inventory to determine the likelihood of species. DNA analysis is being completed on the found species by our partners Guelph University. The results will be known later this summer on the final species.

Other Conservation Area Ecological Activity

NPCA Hunting Program

General: Hunting Permits

Staff has issued an additional 28 hunting permits for a total of 100 permits issued for the NPCA Conservation Areas for 2016, with 14 individual residing outside of our administrative area.

Neonicotinoid and Grain Seeding

As a follow up to the March NPCA Board Meeting inquiry, information on the recent status of neonicotinoids and grain for growers and seed vendors was forwarded, as it relates to grain growing and farmers planting seed.

The information obtained by OMAFRA (Ontario Ministry of Agriculture Food and Rural Affairs) included new regulations related to neonicotinoid for growers and seed vendors, as implemented December 2015. This information can be found at:

<http://www.omafra.gov.on.ca/english/pollinator/meeting-reg.htm>

Refer to “Neonicotinoid regulations for growers” and “Neonicotinoid regulations for seed vendors” at the end of the webpage:

Respectfully Submitted by Kim Frohlich, NPCA Ecologist

COMMUNITY & VOLUNTEER REPORT

Community Liaison Advisory Committee (CLAC)

The March 10th CLAC meeting was postponed until the draft for the Living Landscape project has been completed as the other Agenda items were only updates on various projects. The next CLAC meeting will likely be in May, the exact date has yet to be determined.

Niagara Envirothon

The indoor session for the Niagara Envirothon took place at Ball's Falls on March 9th. A total of 13 teams from 10 different schools attended. A second workshop will take place on April 20th at Jericho House in Port Colborne and the Competition will be May 4th. The winning team from our local competition will represent Niagara at the Ontario Envirothon in May 2016. Volunteers from various organizations including Land Care Niagara, Niagara Restoration Council, Bert Miller Nature Club, Niagara Falls Nature Club, Agriculture Canada, Brock University, Peninsula Field Naturalists, Heartland Forest, Ontario Power Generation and Sassafras Farms will be lending their expertise to participating students over the course of the program. The Current Issue for 2016 is "Invasive Species, a threat to our Economy, Environment and Society". Students will be preparing a 10 minute presentation on this topic, as it relates to Niagara, for the Competition on May 4th. The NPCA receives some outside funding for this program from Forests Ontario, Ontario Power Generation and Outdoors Oriented. Participating schools are listed below:

1. Blessed Trinity (Grimsby)
2. Centennial Secondary (Welland)
3. Denis Morris (St. Catharines)
4. Fort Erie Secondary (Fort Erie)
5. Holy Cross (St. Catharines)
6. Laura Secord (St. Catharines)
7. Ridgeway-Crystal Beach High School (Fort Erie)
8. Sir Winston Churchill (St. Catharines)
9. Saint Michael (Niagara Falls)
10. Stamford Collegiate (Niagara Falls)

Volunteer Recruitment/Community Outreach

Recruitment for March Break Camp was very successful with 10 volunteers helping out over the course of the week and clocking over 230 hours of volunteer time.

Volunteer recruitment for various programs is on-going. The Niagara Children's Water Festival, Summer Camp and Educational Programs are requiring volunteers in the coming months. Presentations are being scheduled in April and May to further volunteer recruitment. A presentation at the Lincoln Rotary Club is being worked out as well as school presentations in the coming months.

Stratus Vineyards will once again be partnering with the NPCA to plant trees on one of our restoration properties in Niagara-on-the-Lake. This is set to take place in May 2016. Stratus staff will assist the restoration team to plant over 500 bare-root trees on a private property on Concession 7. This will be the third year that Stratus has participated in volunteer events with the NPCA.

The NPCA is working out the details of the Ontario Community Environment Fund grant received for the implementation of pollinator gardens at three NPCA Conservation Areas. The pollinator gardens will be planted by volunteers in the summer of 2016. Dates and locations of plantings are to be determined.

Respectfully Submitted by Kerry Royer, Community & Volunteer Coordinator

EVENTS STATUS REPORT

Niagara Children's Water Festival Update

The Niagara Children's Water Festival is set to take place at Ball's Falls Conservation Area from May 10th to 13th. There are 54 groups attending each day, who will visit 50 different activity centers. A total of 88 schools will be attending which represents over 4700 students. This year there are 3 new activity centers being offered which discuss water safety, water recreation and forces of water.

100 volunteers & staff experts are required each day of the festival to run activity centers. To date, two volunteer & staff recruitment drives have been completed and we still require 50 positions to be filled each day.

Thanksgiving Festival Update

Festival applications for the 2016 event closed on March 31st. 201 applications have been received. Staff will begin to curate the applications through the month of April and offer space to artisans in late May.

Staff has met with the AGCO to discuss the Special Occasion Permit for the event. The AGCO has strongly recommended that the NPCA erects a fence along the length of the creek during the event to help mitigate issue that can occur as a result of alcohol service. Additional permits for Temporary Road Closures, Work Entrance permits and road occupancy permits have been submitted to the Region and the Town.

Staff have completed and submitted to senior management a cost analysis for festival staffing.

Christmas Village Update

Staff has submitted a proposal to Senior Management regarding the event, with a recommendation to execute a 4 day event with a potential profit of \$25,000.

Respectfully Submitted by Brianne Wilson, Events Coordinator

Prepared by:



Mark Brckell
Acting Director of Operations

Submitted by:



Carmen D'Angelo
Chief Administrative Officer/
Secretary Treasurer

Report To: Board of Directors

Subject: Corporate Services Project Status Report

Report No: 35-16

Date: April 20, 2016

RECOMMENDATION:

That Corporate Services Project Status Report No. 35-16 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.

Information Management & Technology Services:

- ❖ CityView validation continues leading up to the scheduled go-live date of Monday May 30th. The development tracking system implementation team is currently focused on testing the custom configuration based on their workflows. End user, reporting, configuration and system administration training has all been scheduled for the appropriate staff. An application to the Canada Summer jobs program was also prepared and submitted to potentially support a Planning Technician that would catalog and prioritize continuous improvement projects for CityView after go-live.
- ❖ Staff assisted the Ontario Woodlot Association Niagara Chapter's recent Online Mapping Workshop featuring the NPCA's public web mapping tool, the Watershed Explorer. The members received end user training and detailed information about the NPCA's tool and included content which addresses a lot of the local chapter's mapping needs with regards to their mandate of encouraging healthy woodlands in Niagara.
- ❖ In terms of GIS System Administration, several GIS database and web mapping tool updates have been performed on the production server to integrate this month's data and tool configuration changes.
- ❖ Collaboration with the planning team had GIS staff participate in designing a protocol and data model for hazard/natural area mapping updates to improve screening and hazard layer accuracy in areas with exceptions or recent alterations.

- ❖ Cave Springs Master Plan – Extensive work on maps, analysis and cross sections for Water Resource Assessment report draft, final edits for Ecology report maps, and additional map figures for the Master Plan itself.

Communications and Foundation:

Communications

- ❖ The Communications Department has completed the Jan. to March 2016 Quarterly Report. The report highlights the many great projects NPCA staff have been working on like water quality testing, Cave Springs Ecological Study, salamander inventory and establishing bat species routes in Niagara. Other community initiatives were also highlighted such as the numerous town hall meetings for flood plain mapping as well as our annual Conservation Achievement Awards.
- ❖ The March 23, 2016 Board of Directors meeting was the first to be broadcast live online. The live stream was promoted on social media channels and linked from several pages online. **Peak Viewers: 18 Total Viewers: 97 Average View Duration: 18:47**
- ❖ The Communications division has secured an agreement with MetroLand Media that provides a continuous advertising program through the remainder of the year. Content will be produced on a monthly basis to educate those in our watershed on the various programs the NPCA offers.

Foundation

- ❖ The Foundation is pleased to announce that Mike Knapp Ford in Welland is the official sponsor of the Wild Game Dinner. Their very generous financial support is greatly appreciated and will help ensure a great event.
- ❖ The Foundation is grateful to Brock University Professor Camilo Ordonez who thanked the guest speakers in his environmentally sustainable research class by making a donation on their behalf to the NPCA's Foundation.

Human Resources:

Recruitment

- ❖ To date, 503 applications have been received for summer employment. Of those, 245 were successfully screened for basic qualifications and considered for employment (49%). Approximately 27 are re-hire applications (53% of last year's summer staff) requesting return from previous years.
- ❖ Interviews have been conducted and offers are currently being made to summer staff.

Training

- ❖ Managing in Unionized Environment training was conducted by Niagara College. Of those that have provided feedback, 100% found the training to be very or extremely helpful.

Employee Relations

- ❖ The draft version of the formal Collective Agreement has been received. Initial review for discrepancies has been completed, with additional review for continuity and validation of references currently being completed.

Prepared by:



David Barrick
Director of Corporate Services

Submitted by:



Carmen D'Angelo
Chief Administrative Officer
Secretary Treasurer

This report was prepared in consultation with: Geoff Verkade, Manager, Information Management and Technology Services; Kevin Vallier, Manager, Development & Communications; and Misti Ferrusi, HR Generalist.

Report To: Board of Directors
Subject: 2016 First Quarter Financial Update
Report No: 36-16
Date: April 20, 2016

RECOMMENDATION:

That Report No. 36-16 be **RECEIVED** for information.

DISCUSSION:

To provide the Board a summary of operations & capital expenditures versus revenues and to provide a comparison of actual results to the budget as approved by the Board.

The report confirms the general financial oversight and compliance with Public Sector Accounting Board standards. Trends and variance reporting will be provided in accordance with accounting best practices.

FINANCIAL IMPLICATIONS:

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

RELATED REPORTS AND APPENDICES:

Appendix 1 – 2016 First Quarter Financial report (consolidated)

Prepared by:



David Barrick
Director of Corporate Services

Submitted by:



Carmen D'Angelo;
CAO/Secretary Treasurer

This report was prepared in consultation with Cathy Kaufmann, Accounting Administrator and John Wallace, Manager of Finance.

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSOLIDATED NON CAPITAL
JANUARY 1, 2016 - MARCH 31, 2016

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
MNR TRANSFER PAYMENTS	-	174,500.00	0.0%
PROVINCIAL GRANTS - MOE	110,295	95,000	116.1%
PROVINCIAL GRANTS - OTHER	154,939	235,000	65.9%
FEDERAL GRANTS	121,066	235,000	51.5%
MUNICIPAL LEVY - GENERAL	-	5,145,765	0.0%
LEVY - SPECIAL - NIAGARA	-	2,172,633	0.0%
LEVY - SPECIAL - HAMILTON	-	19,700	0.0%
ADMINISTRATION FEES	100,339	355,000	28.3%
USER FEES	323,113	1,379,495	23.4%
RESERVE FUNDS	-	135,000	0.0%
LAND OWNER CONTRIBUTION	10,490	-	100.0%
MISCELLANEOUS	31,630	331,474	9.5%
	851,872	10,278,567	8.3%

EXPENDITURES

CAO/BOARD & CORPORATE SERVICES	644,852	4,065,513	15.9%
WATERSHED	685,147	3,225,585	21.2%
OPERATIONS	462,945	2,987,469	15.5%
	1,792,944	10,278,567	17.4%

**NIAGARA PENINSULA CONSERVATION AUTHORITY
CAO/BOARD AND CORPORATE SERVICES
JANUARY 1, 2016 - MARCH 31, 2016**

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
MNR TRANSFER PAYMENTS	-	75,800	0.0%
MUNICIPAL LEVY - GENERAL	-	2,241,580	0.0%
LEVY - SPECIAL - NIAGARA	-	1,563,133	0.0%
INTEREST INCOME	4,831	60,000	8.1%
MISCELLANEOUS	-	-	100.0%
RESERVE FUNDS	-	55,000	100.0%
CONSERVATION FOUNDATION	5,840	70,000	8.3%
	10,671	4,065,513	0.3%

EXPENDITURES

CAO & BOARD EXPENSES	85,762	325,073	26.4%
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CORPORATE SERVICES

CORPORATE MANAGEMENT	43,877	1,500,087	2.9%
OFFICE SERVICES	227,593	1,010,764	22.5%
FINANCIAL SERVICES	59,144	273,937	21.6%
HUMAN RESOURCES	7,150	117,590	6.1%
INFORMATION TECHNOLOGY	145,135	511,324	28.4%
CORPORATE COMMUNICATIONS	76,191	326,738	23.3%
	559,090	3,740,440	14.9%

**NIAGARA PENINSULA CONSERVATION AUTHORITY
WATERSHED
JANUARY 1, 2016 - MARCH 31, 2016**

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
MNR TRANSFER PAYMENTS	-	98,700	0.0%
PROVINCIAL GRANTS - MOE	110,295	95,000	116.1%
PROVINCIAL GRANTS - OTHER	154,939	235,000	65.9%
FEDERAL GRANTS	121,066	235,000	51.5%
MUNICIPAL LEVY - GENERAL	-	1,521,441	0.0%
LEVY - SPECIAL - NIAGARA	-	584,500	0.0%
LEVY - SPECIAL - HAMILTON	-	19,700	0.0%
ADMINISTRATION FEES	100,339	355,000	28.3%
RESERVE FUNDS	-	-	0.0%
LAND OWNER CONTRIBUTION	10,490	-	100.0%
MISCELLANEOUS	16,484	81,244	20.3%
	513,613	3,225,585	15.9%
<u>EXPENDITURES</u>			
WATERSHED MANAGEMENT	66,112	326,785	20.2%
PLAN REVIEW AND REGULATIONS	292,608	1,119,381	26.1%
WATERSHED PROJECTS	326,427	1,779,419	18.3%
	685,147	3,225,585	21.2%

**NIAGARA PENINSULA CONSERVATION AUTHORITY
OPERATIONS
JANUARY 1, 2016 -MARCH 31, 2016**

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
MUNICIPAL LEVY - GENERAL	-	1,382,744	0.0%
LEVY - SPECIAL - NIAGARA	-	25,000	0.0%
USER FEES	323,113	1,379,495	23.4%
RESERVE FUNDS	-	80,000	0.0%
MISCELLANEOUS	4,475	120,230	3.7%
	327,588	2,987,469	11.0%
<u>EXPENDITURES</u>			
LAND MANAGEMENT	96,283	457,673	21.0%
STRATEGIC INITIATIVES	86,184	683,433	12.6%
LAND PROGRAMMING	249,015	1,645,863	15.1%
VEHICLES AND EQUIPMENT	31,463	200,500	15.7%
	462,945	2,987,469	15.5%

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSOLIDATED CAPITAL
JANUARY 1, 2016 - MARCH 31, 2016

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
FEDERAL GRANTS	-	245,000	100.0%
MUNICIPAL LEVY - GENERAL	-	864,845	0.0%
LEVY - SPECIAL - NIAGARA	-	500,000	0.0%
LEVY - SPECIAL - HAMILTON	-	100,000	0.0%
RESERVE FUNDS	-	469,750	0.0%
MISCELLANEOUS	-	253,750	100.0%
	-	2,433,345	0.0%

EXPENDITURES

CORPORATE SERVICES	39,781	182,500	21.8%
WATERSHED	-	112,500	0.0%
LAND DEVELOPMENT	108,868	1,706,601	6.4%
NIAGARA DIFFERENTIAL (RESERVE)	-	431,744	0.0%
	148,649	2,433,345	6.1%

NIAGARA PENINSULA CONSERVATION AUTHORITY
CORPORATE SERVICES - CAPITAL
JANUARY 1, 2016 - MARCH 31, 2016

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
MUNICIPAL LEVY - GENERAL	-	182,500	0.0%
	-	182,500	0.0%
<u>EXPENDITURES</u>			
CORPORATE SERVICES	19,538	97,500	20.0%
GIS	20,243	85,000	23.8%
	39,781	182,500	21.8%

**NIAGARA PENINSULA CONSERVATION AUTHORITY
WATERSHED CAPITAL
JANUARY 1, 2016 - MARCH 31, 2016**

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
MUNICIPAL LEVY - GENERAL	-	112,500	0.0%
	-	112,500	0.0%
<u>EXPENDITURES</u>			
BINBROOK DAM	-	10,000	0.0%
STREAM GUAGE & MONITORING NETWORK	-	92,500	0.0%
GENERAL OFFICE ENHANCEMENT/MISC.	-	10,000	0.0%
	-	112,500	0.0%

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSERVATION LAND DEVELOPMENT - CAPITAL
JANUARY 1, 2016 - MARCH 31, 2016

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
FEDERAL GRANTS	-	245,000	100.0%
MUNICIPAL LEVY - GENERAL	-	138,101	0.0%
LEVY - SPECIAL - NIAGARA	-	500,000	0.0%
LEVY - SPECIAL - HAMILTON	-	100,000	0.0%
RESERVE FUNDS	-	469,750	0.0%
MISCELLANEOUS	-	253,750	100.0%
	-	1,706,601	0.0%
 <u>EXPENDITURES</u>			
LAND ACQUISITION	-	600,000	0.0%
BALL'S FALLS	54,580	65,000	84.0%
BINBROOK	266	641,224	0.0%
CHIPPAWA CREEK	23,291	130,000	17.9%
LONG BEACH	206	132,000	0.2%
ECOLOGICAL PROJECTS	-	29,000	100.0%
GAINSBOROUGH CENTRAL WORKSHOP	30,525	109,377	27.9%
	108,868	1,706,601	6.4%

Report To: Board of Directors

Subject: NPCA 2016 Q1 DRAFT Quarterly Communications Report

Report No: 37-16

Date: April 20, 2016

RECOMMENDATION:

That the NPCA 2016 Q1 Quarterly Communications Report be **RECEIVED** and distributed to participating municipalities, community stakeholders, CLAC, and the public.

PURPOSE:

To provide the NPCA Board of Directors with a Draft 2016 Quarterly Report to be distributed among key stakeholders, and the public via various forms of media.

This report aligns with the 2014-2017 Strategic Plan under, 'Transparent Governance & Enhanced Accountability,' specifically, *"Improve NPCA profile and accountability to municipal governments by providing ongoing quarterly briefings to watershed member municipalities and local councils on activities and key issues being addressed by NPCA."*

DISCUSSION:

Subsequent to the NPCA Board receiving the 2016 Q1 Quarterly Report, the document will be distributed throughout the community in various media formats.

FINANCIAL IMPLICATIONS:

Distribution of Quarterly Report is within 2016 budget allocations.

RELATED REPORTS AND APPENDICES:

1. Appendix 1: DRAFT 2016 Q1 Quarterly Report

Prepared by:



David Barrick
Director of Corporate Services

Submitted by:



Carmen D'Angelo
CAO / Secretary Treasurer

This report was prepared with the consultative input from Michael Reles, Communication Specialist; and, the Senior Management Team.

Vol. 2: Jan-Mar 2016

QUARTERLY REPORT Q1 2016

NPCA MISSION, VISION & VALUE STATEMENTS

“The objects of an authority are to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.”

R.S.O. 1990, c.C.27 s.20

Responsibilities of NPCA include;

- Floodplain Management (1970's)
- Hazard Land Management including the management of local areas susceptible to flood and erosion risks (1983)
- Great Lake Shoreline management (1988)
- Ontario Regulation 155/06 NPCA: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (2006)
- Level II agreement with Fisheries and Oceans Canada to administer the review of projects under section 35(1) of the Fisheries Act (1998)

MISSION

To manage our watershed's natural resources by balancing environmental, community, and economic needs.

VISION

Balancing conservation and sustainable development for future generations by engaging landowners, stakeholders and communities through collaboration.

VALUES

To the landowners, stakeholders and communities affected by our actions, we value:

1. A sustainable balance between environmental conservation, economic growth and agricultural prosperity.
2. Clear and respectful communication.
3. Integrity, fairness and sensitivity to all impacted by our actions decisions.
4. Creativity and innovation in service delivery to clients.
5. Transparency, accountability and quality in our services.
6. Pragmatic solution oriented approaches to decision making.
7. A respectful work environment and professional development.



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Welcome to our Quarterly Report. Each year we will endeavour to produce quarterly reports for our funders, stakeholders and communities we are proud to serve. As laid out in our Strategic Plan, we are making a concerted effort to be more transparent and hope that these reports are helpful in your understanding of our work.



Carmen D'Angelo, BSc, MPA
Chief Administrative Officer



Bruce Timms, P.Eng
Chair, Board of Directors

ABOUT US

The Niagara Peninsula Conservation Authority (NPCA) was established on April 30, 1959, under the Conservation Authorities Act, and serves approximately half a million people in the Niagara Peninsula Watershed, encompassing the entire Niagara Region and portions of the City of Hamilton and Haldimand County. The NPCA strives to manage the impact of human activities, urban growth and rural activities on its watershed.

The Niagara Peninsula is one of the most complex watersheds in the Province. It includes lands drained by the Niagara River, Twenty Mile Creek, the Welland River, the Welland Canal, Lake Erie and Lake Ontario. NPCA programs focus on the conservation and preservation of the unique environment, and initiatives that help keep people and their property safe from flooding and erosion while keeping our drinking water clean and safe.

The NPCA's ongoing commitment to land stewardship is reflected in the management of over 2,870 hectares of unique natural areas. These lands are held in public trust, allowing the people of Niagara, Hamilton, and Haldimand County to enjoy its distinctive natural heritage at 39 Conservation Areas, each offering diverse recreational and educational opportunities and a place for both children and adults to experience nature's beauty.



RESEARCH & SCIENCE

The mild winter has allowed staff to begin collecting **water quality** samples at approximately 35 monitoring stations to assess watershed conditions in the winter season. Staff continue to update databases, complete benthic identification of biological samples from 2015 and analyze water chemistry data.

A 'Peer Review' was conducted for the **Cave Springs Ecological Study** and is now complete. The document was sent to relevant field professionals in Ontario Ministry of Natural Resources and Forestry (OMNRF) and internal staff for review and recommendations and ensure maintenance of the highest standards and quality. While no comments were received, The document has been updated and finalized.

The **salamander inventory** continues at Cave Springs in 2016 and 2017, by our staff Ecologist. This is part of a three-year study to assess all salamander species at the site and has a greater likelihood of determining presence of any rarer species.

Inventories will start in March with suitable weather conditions. The **bat species routes** have now been established in Niagara. NPCA staff Ecologist will be surveying these three routes (i.e. in Niagara Falls, Lincoln, and Pelham). Information on bat species and their critical habitat areas are limited in Niagara. This work is also assisting the OMNRF and the NPCA, adding to the provincial database and overall program for Protection of Species at Risk (i.e. endangered, threatened or special concern). It also assists in the identification of migration routes and critical habitat areas.

Staff participated in the provincial working group that was formed to improve the public notification process when **naturally occurring chemical or biological contaminants** are identified in the groundwater. The working group will address Recommendation 5b of the Auditor General's 2014 report on the provincial source water protection program.



COMMUNITY

NPCA staff organized and implemented four public **town hall meetings** in support of the **Welland River Floodplain Mapping** update study. Direct communication was sent to every household within 500 metres of the Welland River. This proved to be very successful in attracting people to each session. NPCA estimates that over 500 people attended the information sessions. Feedback has been captured and will be used to guide the technical process. A second and third round of public consultation will occur in April, and in the Fall of 2016.

The **Conservation Achievement Awards** took place on Wednesday, Feb. 24 at the Ball's Falls Centre for Conservation. The Glen Elgin room was full of volunteers, restoration project landowners and community partners that worked with the NPCA in 2015. The NPCA had a list of over 270 people to receive a Conservation Achievement Award and nearly 175 were in attendance. On the same evening, the NPCA also presented four Awards of Merit. The Award of Merit winners for 2015 were:

1. Andy Fevez (Individual)
2. Leo Trigatti (Individual)
3. Niagara Handweavers and Spinners Guild (Community group)
4. Gauld Nurseries (Business)

The NPCA recognized **Marion Holman**, who volunteered with the NPCA for over 30 years and passed away in April 2015. Marion volunteered at the Thanksgiving Festival for the last time in 2014, when she was 91 years old. Marion's family accepted the shadow box presented by the NPCA, which included a photo of Marion, a cloth doll and a small quilt she had made. The shadow box will be hung in the Cabin where Marion did quilting demonstrations for many years as part of the Ball's Falls Heritage programming.

NPCA staff sit on the Region of Niagara's **Building a Disaster Resilient Niagara Steering Committee**. This year's workshop took place on Jan. 29, 2015, at the Fallsview Casino in Niagara Falls. The estimated audience of 200 people was comprised of representatives from both upper and lower tier municipalities, local police, fire, EMS and utility staff as well as staff from federal and provincial agencies stationed in Niagara. The goal of this workshop is to identify partners and processes which can be used to help mitigate the severity of a disaster should one occur in this region.



COMMUNITY (CONTINUED)

The **Community Liaison Advisory Committee** meeting took place on Thursday, March 10th at 5:30 PM at Ball's Falls Centre for Conservation. The agenda included updates on the NPCA's Policy Review, the Welland River Floodplain Mapping, and the Cave Springs Management Plan.

Approximately 10 volunteers were recruited to assist in the delivery of the March Break camp at Ball's Falls. **Volunteer recruitment** for the Niagara Children's Water Festival and the Ball's Falls Thanksgiving Festival ramped up in March. Staff will be targeting specific groups, including Scouts, Cadets, and other community groups. The EcoDefenders have also been contacted to assist with recycling and waste diversion at this year's Thanksgiving Festival.

The first indoor session for the **Niagara Envirothon** took place on March 9th at Ball's Falls Centre for Conservation. There were 13 teams from 10 different schools in our watershed that have signed up. Staff has recruited professionals to volunteer their time to assist in the delivery of this valuable program. An outdoor workshop will take place in April, followed by the competition in May. The winning team from the competition will represent Niagara at the Ontario Envirothon.

The NPCA Foundation's **Mike Knapp Ford Wild Game Dinner**, is being held April 22nd, and is shaping up nicely. Numerous hunters have come forward to donate meat. A menu has been prepared in consultation with a local chef, including wild game pizza. Several sponsors have come on board and tickets, just \$25 each, are now available. All net proceeds will go towards new hunting/viewing blinds and Wood Duck boxes at both Binbrook and Mud Lake Conservation Areas, as well as fish habitat improvement projects at St. Johns Conservation Area.

At the January NPCA Board Meeting, a motion was passed authorizing staff to enter into negotiations with Wee Stream to establish a contract for the 2016 Board meeting schedule. NPCA Board of Director **meetings are now streamed live** and are available on our website for viewing at a later date.

Staff members in the **Water Quality Monitoring** team provided two presentations for Environmental Sustainability Research Centre at **Brock University** graduate program. The presentations included "Macroinvertebrate Collection Methods" and "Tracking Watershed Health in Niagara". Both presentations were well received.



OUR LAND

Conservation Area staff lead a Site Meeting with prospective bidders on Friday, Feb. 26 for the build of a new **Splash Pad at Binbrook Conservation Area**. There was a positive turnout of around 12 attendees representing six companies. The RFQ was placed on Biddingo and Merx.ca. It was also advertised on the NPCA website and in the Hamilton Spectator.

Staff has also met with Steve Murphy of the Niagara Region to scope out ways of making **Binbrook Conservation Area more accessible**. This will include designated parking, accessible picnic tables, a new trail route to the beach, and access across the beach to the water.

At **Chippawa Creek Conservation Area** staff have completed the plumbing and electrical systems for shower upgrades. They have also prepared the old showers for new tile and have installed a new high-efficiency propane hot water tank. The campers will enjoy these long needed upgrades.

At **Long Beach Conservation Area**, staff is also completing upgrades to Comfort Station #2 and #3 which includes the tiling of shower stalls and some new fixtures. Staff has also been busy working with a subcontractor to take down the remaining, ash trees throughout the park. The remaining part of March and all

of April were spent completing necessary electrical upgrades to some campsites as well as overall drainage projects.

Park Staff have been busy with a number of **Capital Projects**. These projects include the complete reconstruction of a 40 meter boardwalk that is a part of the Dils Lake walking trail, pruning and cleanup of the large Black Walnut trees in the 15 amp camping area, the purchase and installation of new toilets and shower sensors, and acquiring quotes for ceramic tile for the shower stalls in the older Comfort Station.

The Central Workshop team prepared **Beamer Memorial Conservation Area** for the Annual **Hawkwatch**. The Niagara Peninsula Hawkwatch group does daily monitoring and data collection on all species of birds at Beamer Memorial Conservation Area throughout the month of March and April. On Good Friday, the Niagara Peninsula Hawkwatch group hosted their annual open house from 10 am to 3 pm. The event was well attended by the community. NPCA Operations Staff was on hand to help facilitate the event.



OUR ENVIRONMENT

The Watershed Restoration Program is responsible for improving water quality and biodiversity within the NPCA Watershed. The Restoration Program advances these areas through the implementation of comprehensive **watershed plans**. Staff is currently scheduling meetings with implementation committees and key stakeholder groups to plan collaboration opportunities for 2016.

NPCA staff and **Ducks Unlimited** are completing the implementation of the five 2015/16 partnership **wetland projects**. These projects have resulted in the creation of an additional 6 acres of wetland habitat and an additional 121 acres of naturalized area around the wetlands, including flowering trees, shrubs and wildflowers to support declining bee and butterfly populations.

The OMNRF is applying for funding from the **National Wetland Conservation Fund** to construct a riparian wetland along the Welland River near Chippawa Creek Conservation Area. This application requires them to obtain matching funds. OMNRF has committed \$25,000 to date for the design, and will also be contributing in-kind staff time. To fulfill the remaining funding requirements, they are looking for other partners, including Land Care Niagara and the NPCA.

The ultimate objective of this restoration (wetland) project is to **improve the physical diversity in the river**. This will be accomplished initially by adding physical structure in the form of woody debris and ultimately by creating areas conducive to the permanent establishment of a more diverse species collection of flora and fauna. By installing natural woody structures in areas where sedimentation would frequently occur, it can create relatively calm water and help move sedimentation downstream.

The objectives of the project fit well within the stewardship and restoration goals of the NPCA, as we actively pursue partnership opportunities to increase ecological initiatives in Niagara. The NPCA's close working relationship with the MNRF has resulted in the implementation of numerous wetland restoration projects to date. The NPCA Board of Directors **approved funding** a portion of this project at the February Board Meeting.

THE NUMBERS

by the quarter

\$12,711,912 2016 Gross Approved
Budget

Total Expenditure to
Date **\$1,941,500**

48

Planning Act
Applications

32

Building Permit
Applications

7

NEC Development
Applications

72 Hunting Permits
Issued

28 Site Visits by Watershed
Ecological Technicians

15 Property Information
Requests



published by the NPCA communications office



250 Thorold Road, 3rd Floor

Welland, ON L3C 3W2

Phone: 905-788-3135

Report To: Board of Directors

Subject: 2016 Quarterly Capital Projects Update

Report No: 38-16

Date: April 20, 2016

RECOMMENDATION:

That Report No. 38-16 be **RECEIVED** for information.

PURPOSE:

To provide Board members with a quarterly report on the 2016 Capital Projects, Operations Department.

BACKGROUND:

In the first quarter of 2016, 26 projects were initiated and 9 have been completed. A detailed Projects Calendar is attached as Appendix 1.

Asset Inventory data collection work that was completed in 2015 has been uploaded to the new asset management software. New assets in 2016 are being uploaded.

DISCUSSION:

The Operations Team is now developing a Draft 15-Year Capital Budget. Once complete, that will be distributed to the Board Budget Committee.

Park and Senior Staff plan again to hold Seasonal Campers' meetings at both Chippawa Creek and Long Beach. The meetings have been, in the past, well-attended and well-received. Campers have commented that they have appreciated the opportunity to provide input and feedback with respect to their camping experience. Campers will see some significant capital improvements as they return to the campgrounds this season.

One challenge that Board members should be aware of pertains to staff efforts to deliver electrical upgrades to Chippawa Creek Conservation Area and similarly Binbrook. Staff is working with an electrical engineer to develop options and pragmatic solutions.

FINANCIAL IMPLICATIONS:

All Capital Projects within the Operations Dept. are within budget guidelines at this time.

RELATED REPORTS AND APPENDICES:

1. Appendix 1: Updated 2015 Capital Projects Calendar

Prepared by:



Gregg Furtney
Acting Manager of Strategic Initiatives

Reviewed by:



Mark Brickell
Acting Director of Operations

Submitted by:



Carmen D'Angelo
Chief Administrative Officer
Secretary Treasurer

Projects Calendar for 2016

[illegible]

Projects Calendar for 2016

[illegible]

Initiated
 Not Initiated
 On Hold

Projects Calendar for 2016

[illegible]

Initiated Not Initiated On Hold

Projects Calendar for 2016

Projects Calendar for 2016					Project Schedule												
Conservation Area	Project Description	Reference No.	B U D G E T	Pr. Lead	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	ACTUAL EXPENSES
Long Beach CA	Fence and Clearing (Phase 2)	LB - 2016 - 01	\$ 65,000.00	M.M.													219.94
																	-
	Trailer Storage	LB - 2016 - 02	\$ 12,000.00	M.M.													-
																	-
	Scope Boat Launch upgrade	LB - 2016 - 03	\$ 3,000.00	M.M.													386.37
																	-
	Zero Turn Lawn Mower	LB - 2016 - 04	\$ 25,000.00	M.M.				Completed									18,065.31
																	-
	Scope Water Treatment Plant	LB - 2016 - 05	\$ 7,000.00	G.F.													-
																	-
	Scope De-Commissioning of Lagoon/ Abatement	LB - 2016 - 07	\$ 20,000.00	G.F.													-
																	-
			\$ -														-
																	-
	New Metal Stairs to Beach (2 to 4 sets)	LB - 2015 - 04	\$ 20,000.00	M.M										Initiated			-
	Continuation from 2015																-
	Showers Fixtures/ Controls and Interior Upgrades	LB - 2015 - 06	\$ 10,000.00	M.M							Initiated						-
	Continuation from 2015																-
	Trail Markers and Signs	LB - 2015 - 07	\$ 1,500.00	M.M													-
	Continuation from 2015																-
	Campsite Drainage Improvements - North Side	LB - 2015 - 08	\$ 2,500.00	M.M													-
	Continuation from 2015																-
	30 Amp Meters - Phase 1	LB - 2015 - 09	\$ 20,000.00	M.M													-
	Continuation from 2015																-
	Paint Workshop Roof	LB - 2015 - 10	\$ 3,000.00	M.M													-
	Continuation from 2015																-
	Re-Side Comfort Station #2	LB - 2015 - 11	\$ 5,000.00	M.M						Initiated							45.20
	Continuation from 2015																-
	Valve Box Replacement	LB - 2015 - 12	\$ 2,000.00	M.M													-
	Continuation from 2015																-
	Upgrade Campsites	LB - 2015 - 16	\$ 30,000.00	M.M													33,502.24
	Continuation from 2015																-
	WIFI	LB - 2015 - 17	\$ 19,500.00	M.M													-
	Continuation from 2015																-
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Initiated
 Not Initiated
 On Hold

Report To: Board of Directors

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

Report No: 39-16

Date: April 20, 2016

RECOMMENDATION:

THAT Report No. 39-16 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 March 8, 2016 include:

- Investigated and laid charges for destruction of trees located in a woodland without a valid permit or exemption. The matter is before court. Location and landowner is confidential.
- Harvest operations approved under Good Forestry Practices (GFP) permits in woodlots located in Niagara Falls, Thorold and Pelham have been suspended. Operations will recommence in the late spring depending on weather conditions and will be routinely monitored by the NPCA Forester to ensure conformance with permit conditions and operating conditions are suitable.
- Conducted inspections in one woodlot located in Thorold harvested under a GFP permit. Operations were conducted during the favourable weather conditions in February. 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.
- Conducted site visits with a woodlot owner in Lincoln interested in managing their forests. Provided forestry advice on what steps could be taken and gave them instructions on how to obtain a Good Forestry Practices permit
- Dealt with two tree cutting complaints associated with line clearing for wind turbine transmission lines in West Lincoln and Wainfleet. Both situations involved individual trees located outside of a woodland that would be covered by the Bylaw.
- 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.

- 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 to contact the adjacent owner if they are located on their land.

FINANCIAL IMPLICATIONS:

None

RELATED REPORTS AND APPENDICES:

None

Prepared by:

Dan Drennan

Dan Drennan,
R.P.F; Forester

Reviewed by:

Peter Graham

Peter Graham
Director, Watershed Management

Submitted by:

Carmen D'Angelo

Carmen D'Angelo
Chief Administrative Officer
Secretary Treasurer

REPORTS FOR CONSIDERATION

- ❖ **REPORT NO. 40-16** – *Draft 2015 Audited Financial Statements*
 - **PRESENTATION BY GRANT THORNTON**
- ❖ **REPORT NO. 41-16** – *Freedom of Information (FOI) designation*
- ❖ **REPORT NO. 42-16** – *IT Management Services Renewal*
- ❖ **REPORT NO. 43-16** – *Binbrook Splash Pad – Approval of Contractor*
- ❖ **REPORT NO. 44-16** – *Approval, MOU with Niagara Sustainability Initiatives*
- ❖ **REPORT NO. 45-16** – *Unsolicited Proposal*

April 20, 2016 Full Authority Meeting

Report To: Board of Directors

Subject: 2015 DRAFT Audited Financial Statements

Report No: 40-16

Date: April 20, 2016

RECOMMENDATION:

That the NPCA Board **APPROVE** the 2015 DRAFT Audited Financial Statements, as prepared by the accounting firm Grant Thornton; and, that the approved financial statements be distributed to the Watershed Municipalities and Provincial Government.

DISCUSSION:

The report confirms that the financial statements present fairly, in all material respects, the financial position of the NPCA, as at December 31, 2015. Further, the results of its operations, changes in net debt and cash flows for the year ended in accordance with Canadian public sector accounting standards.

RELATED REPORTS AND APPENDICES:

Appendix 1 – DRAFT Audited Financial Statements as of December 31, 2015
Appendix 2 – Management Letter

Prepared by:



David Barrick
Director of Corporate Services

Submitted by:



Carmen D'Angelo
CAO / Secretary Treasurer

This report was prepared in consultation with Cathy Kaufmann, Accounting Administrator and John Wallace, Manager of Finance.

Financial Statements

Niagara Peninsula Conservation Authority

December 31, 2015

Draft - April 11, 2016, 11:41 AM

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Niagara Peninsula Conservation Authority

Statement of Financial Position

As at December 31

2015

2014

Financial assets

Cash and cash equivalents	\$ 4,224,450	\$ 4,054,645
Portfolio investments (Note 3)	3,119,300	3,059,016
Accounts receivable		
Government transfers	122,483	37,500
Municipal levies	-	4,289
Niagara Peninsula Conservation Foundation	100,000	1,386
Other	232,302	221,729
	<u>454,785</u>	<u>264,904</u>
	<u>7,798,535</u>	<u>7,378,565</u>

Liabilities

Accounts payable and accrued liabilities	386,335	425,746
Employee future benefits (Note 4)	153,000	122,000
Deferred revenue - Other	720,519	421,005
Deferred revenue -		
Welland River restoration (Ontario Power Generation)	1,906,616	1,939,702
Long-term debt (Note 5)	3,581,840	4,825,443
	<u>6,748,310</u>	<u>7,733,896</u>

Net financial assets (debt)

1,050,225 (355,331)

Non-financial assets

Prepaid expenses	24,000	24,000
Tangible capital assets (Note 6)	18,923,086	17,747,541

Accumulated surplus

\$19,997,311 \$17,416,210

Accumulated surplus consists of the following:

Reserves (Page 6)

Unexpended capital reserves	\$ 4,033,559	\$ 3,836,373
Operating reserves	606,403	641,636
	<u>4,639,962</u>	<u>4,478,009</u>

Reserve fund (Page 6)

Accumulated sick leave (Note 8)	16,103	16,103
---------------------------------	--------	--------

Net assets invested in tangible capital assets (Note 10)

15,341,246 12,922,098
\$19,997,311 \$17,416,210

Approved on behalf of the Authority

Chair

Chief Administrative Officer

Niagara Peninsula Conservation Authority

Statement of Operations

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural Resources and Forestry	\$ 174,500	\$ 174,496	\$ 174,496
Province of Ontario - Other	345,000	225,418	346,482
Government of Canada	235,000	160,682	199,857
Municipal levies			
General	6,010,610	6,010,610	3,871,353
Special	2,792,333	2,792,333	3,954,257
Authority generated			
User fees, sales and admissions	1,469,000	1,450,140	1,394,341
Niagara Peninsula Conservation Foundation	-	100,000	-
Administration fees	350,000	463,940	375,326
Interest	98,000	88,334	100,423
Land contribution (Note 6)	-	112,500	-
Other	118,100	403,361	543,182
	<u>11,592,543</u>	<u>11,981,814</u>	<u>10,959,717</u>
Expenses			
Corporate services and events (Page 15)	2,950,312	3,087,167	2,928,093
Watershed (Page 18)	3,178,986	3,056,086	3,027,389
Operations (Page 24)	2,514,659	2,617,316	3,068,321
	<u>8,643,957</u>	<u>8,760,569</u>	<u>9,023,803</u>
Annual surplus before amortization	2,948,586	3,221,245	1,935,914
Amortization	640,147	640,147	575,468
Annual surplus	<u>\$ 2,308,439</u>	<u>\$ 2,581,098</u>	<u>\$ 1,360,446</u>
Accumulated surplus			
Beginning of year	17,416,210	17,416,210	16,055,764
Annual surplus	<u>2,308,439</u>	<u>2,581,098</u>	<u>1,360,446</u>
End of year	<u>\$19,724,649</u>	<u>\$19,997,308</u>	<u>\$17,416,210</u>

Niagara Peninsula Conservation Authority **Statement of Changes in Net Financial Assets (Debt)**

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Annual surplus	\$ 2,308,439	\$ 2,581,098	\$ 1,360,446
Changes in non-financial assets			
Acquisition of tangible capital assets	(2,177,477)	(1,815,689)	(1,908,934)
Disposal of tangible capital assets	-	-	107,245
Amortization	<u>640,147</u>	<u>640,147</u>	<u>575,468</u>
	771,109	1,405,556	134,225
Net financial assets (debt)			
Beginning of year	<u>(355,331)</u>	<u>(355,331)</u>	<u>(489,556)</u>
End of year	<u>\$ 415,778</u>	<u>\$ 1,050,225</u>	<u>\$ (355,331)</u>

Niagara Peninsula Conservation Authority

Statement of Continuity of Reserves and Reserve Fund

Year ended December 31	2014	Appropriations From Operations	Appropriations To Operations	2015
Unexpended capital reserves				
Capital assets				
Vehicle	\$ 210,731	\$ -	\$ -	\$ 210,731
Equipment	79,582	-	20,000	59,582
Computers and office equipment	<u>79,522</u>	-	-	<u>79,522</u>
	<u>369,835</u>	-	20,000	<u>349,835</u>
Conservation area capital reserve				
Regional Municipality of Niagara	708,209	534,191	33,054	1,209,346
City of Hamilton	102,649	34,033	-	136,682
Haldimand County	11,594	-	-	11,594
Niagara levy differential	-	347,000	-	347,000
Land acquisition - Hamilton	700,000	100,000	-	800,000
Land acquisition - Niagara	<u>729,715</u>	<u>500,000</u>	<u>931,541</u>	<u>298,174</u>
	<u>2,252,167</u>	<u>1,515,224</u>	<u>964,595</u>	<u>2,802,796</u>
Water management capital projects				
Welland River restoration - Niagara	242,210	-	-	242,210
Welland River restoration - Hamilton	10,676	-	-	10,676
Water Management	46,167	-	-	46,167
Watershed Studies - Niagara	3,162	-	-	3,162
Watershed Studies - Hamilton	20,260	-	-	20,260
Watershed Studies - Haldimand	22,032	-	-	22,032
Flood protection services	483,978	-	-	483,978
Resource inventory & monitoring	<u>385,886</u>	-	<u>333,443</u>	<u>52,443</u>
	<u>1,214,371</u>	-	<u>333,443</u>	<u>880,928</u>
	<u>\$ 3,836,373</u>	<u>\$ 1,515,224</u>	<u>\$ 1,318,038</u>	<u>\$ 4,033,559</u>
Operating reserves				
Conservation areas				
Regional Municipality of Niagara	\$ 90,274	\$ -	\$ -	\$ 90,274
City of Hamilton	191,372	-	-	191,372
Haldimand County	<u>14,931</u>	-	-	<u>14,931</u>
	<u>296,577</u>	-	-	<u>296,577</u>
Conservation land management				
Tree bylaw	61,765	-	-	61,765
Agreement forest	20,606	-	-	20,606
Regulations and planning services	209,100	15,307	42,760	181,647
General operating contingency	<u>53,588</u>	<u>23,220</u>	<u>31,000</u>	<u>45,808</u>
	<u>345,059</u>	<u>38,527</u>	<u>73,760</u>	<u>309,826</u>
	<u>\$ 641,636</u>	<u>\$ 38,527</u>	<u>\$ 73,760</u>	<u>\$ 606,403</u>
Reserve fund				
Accumulated sick leave	<u>\$ 16,103</u>	-	-	<u>\$ 16,103</u>

Niagara Peninsula Conservation Authority

Statement of Cash Flows

Year ended December 31

2015

2014

Increase (decrease) in cash and cash equivalents

Operating activities

Annual surplus	\$ 2,581,098	\$ 1,360,446
Adjustments for non-cash items		
Amortization of tangible capital assets	640,147	575,468
Contributed tangible capital assets	(112,500)	-
(Gain) loss on disposal of tangible capital assets	(14,095)	88,322
Employee future benefits	31,000	(28,000)
	<u>3,125,650</u>	<u>1,996,236</u>
Changes in non-cash working capital		
Accounts receivable	(189,881)	124,140
Accrued interest on investments	826	(323)
Accounts payable and accrued liabilities	(39,411)	(241,306)
Deferred revenue - Other	299,514	42,372
Deferred revenue - Welland River restoration (Ontario Power Generation)	(33,086)	(136,441)
	<u>3,163,612</u>	<u>1,784,678</u>

Investing activities

Proceeds from sale of investments	3,055,500	3,000,000
Purchases of investments	(3,116,610)	(3,055,500)
	<u>(61,110)</u>	<u>(55,500)</u>

Capital activities

Purchases of tangible capital assets	(1,703,189)	(1,908,934)
Proceeds from disposal of tangible capital assets	14,095	18,924
Payments on long-term debt	(1,243,603)	(1,388,988)
	<u>(2,932,697)</u>	<u>(3,278,998)</u>

Increase (decrease) in cash and cash equivalents

169,805 (1,549,820)

Cash and cash equivalents

Beginning of year	<u>4,054,645</u>	<u>5,604,465</u>
End of year	<u>\$ 4,224,450</u>	<u>\$ 4,054,645</u>

Niagara Peninsula Conservation Authority

Notes to the Financial Statements

December 31, 2015

1. Nature of operations

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

2. Significant accounting policies

Management responsibility

The financial statements are the responsibility of and prepared by management in accordance with Canadian public sector accounting standards. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The significant accounting policies used are as follows:

Basis of accounting

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

Cash and cash equivalents

Cash and temporary investments include cash on hand, balances with banks and guaranteed investment certificates that mature within one year.

Portfolio investments

Portfolio investments are valued at the lower of cost and market value. Interest income is reported as revenue in the period earned.

Deferred revenue

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

Tangible capital assets

Tangible capital assets are recorded at cost. Cost includes all directly attributable expenses in the acquisition, construction, development and/or betterment of the asset required to install the asset at the location and in the condition necessary for its intended use. Contributed tangible capital assets are capitalized at their estimated fair value upon acquisition.

Niagara Peninsula Conservation Authority

Notes to the Financial Statements

December 31, 2015

2. Significant accounting policies (continued)

Leases are classified as capital or operating leases. Leases that transfer substantially all benefits incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Amortization is calculated on a straight-line basis to write-off the net cost of each asset over its estimated useful life for all classes except land. Land is considered to have an infinite life without amortization. Residual values of assets are assumed to be zero with any net gain or loss arising from the disposal of assets recognized in the Statement of Operations as "Other" revenue. Full-year amortization is charged in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Amortization is based on the following classifications and useful lives:

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

Vehicles and equipment

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

Reserves

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

Revenue recognition

a) Government transfers

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

b) Municipal levies

Municipal levies are recognized as revenue in the period in which the levy is issued.

c) Authority generated

User fees, sales and admissions are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection. Other revenues are recorded when they are earned and collection is reasonably assured.

Niagara Peninsula Conservation Authority

Notes to the Financial Statements

December 31, 2015

2. Significant accounting policies (continued)

Use of estimates and measurement uncertainty

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

Change in accounting policy

The Authority has implemented PS3260, *Liability for Contaminated Sites*. This requires organizations to record a liability if they have a contaminated site that meets specified criteria. The standard defines contaminations as the introduction into air, soil, water or sediment of a chemical, organic or radioactive or live organism that exceeds a prescribed environmental level. The standard generally applies to sites that are not in productive use. Sites that are in productive use are only considered contaminated if there was an unexpected event that resulted in contamination. This change has been applied retroactively with the restatement of prior periods. The adoption of this standard did not impact the Authority's financial statements as no contaminated sites were found to exist.

3. Portfolio investments

Portfolio investments consist of a bank guaranteed investment certificate bearing interest of 1.5% maturing in December 2016. Interest is receivable on maturity. Carrying value approximates market value.

4. Employee future benefits

The Authority provides extended life, health and dental benefits for early retirees to age 65 which will require funding in future periods. The Authority recognizes these post-retirement costs in the period in which the employees rendered the services. The accrued benefit liability at December 31, 2015 was estimated by management to be \$153,000 (2014 - \$122,000).

Niagara Peninsula Conservation Authority

Notes to the Financial Statements

December 31, 2015

5. Long-term debt

The Authority has assumed responsibility for the payment of principal and interest charges on long-term debt issued by the Region of Niagara. The debt bears interest at 5%. At the end of the year, the outstanding principal amount of this debt is:

	2015	2014
	<u>\$ 3,581,840</u>	<u>\$ 4,825,443</u>

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

2016	\$ 1,138,710
2017	982,670
2018	760,429
2019	483,705
2020	216,326

The Authority paid \$218,891 (2014 - \$258,865) in interest on long-term debt during the year.

6. Tangible capital assets

	Cost Beginning of Year	Additions	Disposals	Cost End of Year	Accumulated Amortization Beginning of Year	Amortization	Disposals	Accumulated Amortization End of Year	Net Book Value 2015
Land	\$7,471,796	\$1,033,069	\$ -	\$8,504,865	\$ -	\$ -	\$ -	\$ -	\$ 8,504,865
Land improvements	4,349,554	118,848	-	4,468,402	2,139,151	178,372	-	2,317,523	2,150,879
Buildings	5,401,414	105,577	-	5,506,991	1,587,602	174,834	-	1,762,436	3,744,555
Dams	4,986,642	-	-	4,986,642	1,476,701	59,085	-	1,535,786	3,450,856
Gauge stations	344,602	33,172	-	377,774	121,400	20,388	3	141,785	235,989
Equipment	997,722	203,094	300	1,200,516	604,512	103,003	300	707,215	493,301
Vehicles	231,176	-	21,000	210,176	177,820	27,529	21,000	184,349	25,827
Office equipment	303,130	254,396	-	557,526	234,448	76,936	-	311,384	246,142
Work-in-progress	3,139	70,672	3,139	70,672	-	-	-	-	70,672
	<u>\$24,089,175</u>	<u>\$1,818,828</u>	<u>\$ 24,439</u>	<u>\$25,883,564</u>	<u>\$6,341,634</u>	<u>\$ 640,147</u>	<u>\$ 21,303</u>	<u>\$6,960,478</u>	<u>\$18,923,086</u>

During the year the Authority received a donation related to a land purchase. The donated value of \$112,500 has been added to the cost of the land and reported in revenue as a land contribution.

	Cost Beginning of Year	Additions	Disposals	Cost End of Year	Accumulated Amortization Beginning of Year	Amortization	Disposals	Accumulated Amortization End of Year	Net Book Value 2014
Land	\$5,881,089	\$1,590,707	\$ -	\$7,471,796	\$ -	\$ -	\$ -	\$ -	\$7,471,796
Land improvements	4,341,645	100,460	92,551	4,349,554	1,973,809	175,029	9,687	2,139,151	2,210,403
Buildings	5,104,384	297,030	-	5,401,414	1,416,287	171,315	-	1,587,602	3,813,812
Dams	4,977,128	9,514	-	4,986,642	1,417,616	59,085	-	1,476,701	3,509,941
Gauge stations	294,931	49,671	-	344,602	103,163	18,237	-	121,400	223,202
Equipment	974,756	67,296	44,330	997,722	538,534	85,927	19,949	604,512	393,210
Vehicles	211,610	19,566	-	231,176	143,275	34,545	-	177,820	53,356
Office equipment	261,898	41,232	-	303,130	203,118	31,330	-	234,448	68,682
Work-in-progress	269,681	3,139	269,681	3,139	-	-	-	-	3,139
	<u>\$22,317,122</u>	<u>\$2,178,615</u>	<u>\$ 406,562</u>	<u>\$24,089,175</u>	<u>\$5,795,802</u>	<u>\$ 575,468</u>	<u>\$ 29,636</u>	<u>\$6,341,634</u>	<u>\$17,747,541</u>

Niagara Peninsula Conservation Authority

Notes to the Financial Statements

December 31, 2015

7. Credit facility

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

8. Liability for sick leave benefits

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

The liability for these accumulated days to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$14,884 (2014 - \$20,459) at the end of the year. A reserve fund of \$16,103 (2014 - \$16,103) has been provided for this past service liability at December 31, 2015.

9. Pension plan

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of the 58 (2014 - 58) members of its staff. The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan.

Since OMERS is a multi-employer pension plan, the Authority does not recognize any share of the pension plan deficit of \$5.3 billion (2014 - \$5.3 billion) based on the fair market value of the Plan's assets, as this is a joint responsibility of all Ontario municipal entities and their employees. Contributions were made in the 2015 calendar year at rates ranging from 9.0% to 15.8% depending on the member's designated retirement age and level of earnings. Employer contributions for current and past service are included as an expense in the Statement of Operations. Employer contributions to OMERS for 2015 current and past service was \$420,250 (2014 - \$412,501) and were matched by employee contributions in a similar amount.

10. Net assets invested in tangible capital assets

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

	<u>2015</u>	<u>2014</u>
Tangible capital assets net book value	\$18,923,086	\$17,747,541
Less: Past capital levy due to the Region (Note 5)	<u>(3,581,840)</u>	<u>(4,825,443)</u>
	<u>\$15,341,246</u>	<u>\$12,922,098</u>

Niagara Peninsula Conservation Authority

Notes to the Financial Statements

December 31, 2015

11. Economic interest in Niagara Peninsula Conservation Foundation

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

The Foundation follows Canadian accounting standards for non-profit organizations, the financial highlights of the Foundation for the year ending December 31, 2015 are as follows:

Statement of Financial Position

	<u>2015</u>	<u>2014</u>
Assets	\$ <u>369,514</u>	\$ <u>249,362</u>
Liabilities	\$ <u>103,000</u>	\$ <u>6,061</u>
Net assets		
Endowment fund	77,140	75,861
Externally restricted fund	65,527	65,527
Unrestricted fund	<u>123,847</u>	<u>101,913</u>
	<u>266,514</u>	<u>243,301</u>
	\$ <u>369,514</u>	\$ <u>249,362</u>

Statement of Operations

	<u>2015</u>	<u>2014</u>
Revenues	\$ <u>212,836</u>	\$ 56,165
Expenses	<u>89,623</u>	<u>29,695</u>
Excess of revenues before transfers	<u>123,213</u>	<u>26,470</u>
Transfers to the Authority	<u>100,000</u>	<u>-</u>
Excess of revenues over expenses for the year	\$ <u>23,213</u>	\$ <u>26,470</u>

Statement of Cash Flows

	<u>2015</u>	<u>2014</u>
Excess of revenues over expenses for the year	\$ <u>23,213</u>	\$ 26,470
Changes in non-cash working capital	<u>91,216</u>	<u>(27,994)</u>
Increase (decrease) in cash and equivalents	<u>114,429</u>	<u>(1,524)</u>
Cash and equivalents, beginning of year	<u>246,525</u>	<u>248,049</u>
Cash and equivalents, end of year	\$ <u>360,954</u>	\$ <u>246,525</u>

Niagara Peninsula Conservation Authority

Notes to the Financial Statements

December 31, 2015

12. Comparative figures

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

13. Budget

The budget adopted by the Authority on February 19, 2015 was not prepared on a basis consistent with that used to report actual results in accordance with Canadian public sector accounting standards. The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis. As a result, the budget figures presented in the statement of operations and statement of changes in net debt represent the budget adopted by the Authority with the following adjustments:

Budgeted annual surplus	\$	-
Add:		
Acquisition of tangible capital assets		2,177,477
Repayment of long term debt		1,251,109
Less:		
Transfers from reserves		(480,000)
Amortization of tangible capital assets		<u>(640,147)</u>
Budgeted surplus per statement of operations	\$	<u>2,308,439</u>

14. Segmented information

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

Corporate services and events

Corporate services is comprised of the administration of the offices. Also included are the annual events managed by the Authority.

Watershed

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

Operations

The operations department is the umbrella for three divisions dedicated to conservation land management, conservation land programming and development and managing the Authority's vehicles and equipment. Conservation land management is the administration department for the conservation areas. Conservation land programming and development is responsible for maintenance and improvements to the conservation areas. The vehicles and equipment department accounts for the cost of maintaining the vehicles and equipment. The use of the vehicles and equipment are charged to other departments as they are used based on fixed rates.

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

Niagara Peninsula Conservation Authority

Corporate Services and Events

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural Resources and Forestry	\$ 70,200	\$ 70,196	\$ -
Municipal levies			
General	2,224,995	2,224,995	2,045,296
Special	1,713,133	1,713,133	70,000
Authority generated			
User fees, sales and admissions	270,000	244,013	215,213
Niagara Peninsula Conservation Foundation	-	100,000	-
Interest	98,000	88,334	100,423
Other	96,500	43,954	91,934
	<u>4,472,828</u>	<u>4,484,625</u>	<u>2,522,866</u>
Expenses			
Corporate services (Page 16)	2,742,212	2,941,214	2,629,466
Corporate events (Page 17)	208,100	145,953	298,627
	<u>2,950,312</u>	<u>3,087,167</u>	<u>2,928,093</u>
Annual surplus (deficit)	1,522,516	1,397,458	(405,227)
<i>Acquisition of tangible capital assets</i>	271,407	298,042	22,938
<i>Principal payments on long-term debt</i>	<u>1,251,109</u>	<u>1,243,603</u>	<u>-</u>
<i>Annual deficit after acquisition of tangible capital assets and principal payments on long-term debt</i>	\$ -	\$ (144,187)	\$ (428,165)

Niagara Peninsula Conservation Authority
Corporate Services
Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural Resources and Forestry	\$ 70,200	\$ 70,196	\$ -
Municipal levies			
General	2,224,995	2,224,995	1,949,903
Special	1,563,133	1,563,133	35,000
Authority generated			
Niagara Peninsula Conservation Foundation	-	100,000	-
Interest	98,000	88,334	100,423
Other	-	32,767	5,635
	<u>3,956,328</u>	<u>4,079,425</u>	<u>2,090,961</u>
Expenses			
Corporate services	277,891	343,697	872,282
Office services	926,167	930,214	487,312
Financial services	249,806	277,339	242,642
Human resources	85,911	78,764	103,004
Information technology/GIS	479,414	516,757	413,363
Corporate communications	399,772	453,160	510,863
CAO & board expenses	323,251	341,283	-
	<u>2,742,212</u>	<u>2,941,214</u>	<u>2,629,466</u>
Annual surplus (deficit)	1,214,116	1,138,211	(538,505)
<i>Acquisition of tangible capital assets</i>	<i>262,407</i>	<i>254,396</i>	<i>15,528</i>
<i>Principal payments on long-term debt</i>	<u><i>1,251,109</i></u>	<u><i>1,243,603</i></u>	<u><i>-</i></u>
<i>Annual deficit after acquisition of tangible capital assets and principal payments on long-term debt</i>	<u><i>\$ (299,400)</i></u>	<u><i>\$ (359,788)</i></u>	<u><i>\$ (554,033)</i></u>

Niagara Peninsula Conservation Authority

Corporate Events

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Municipal levies			
General	\$ -	\$ -	\$ 95,393
Special	150,000	150,000	35,000
Authority generated			
User fees, sales and admissions	270,000	244,013	215,213
Other	96,500	11,187	86,299
	<u>516,500</u>	<u>405,200</u>	<u>431,905</u>
Expenses			
Ball's Falls Christmas program	6,600	7,002	960
Envirothon	5,500	6,450	-
Binbrook ice fishing	6,500	910	-
Niagara Children's Water festival	81,000	25,744	181,822
Thanksgiving festival	108,500	105,847	115,845
	<u>208,100</u>	<u>145,953</u>	<u>298,627</u>
Annual surplus	308,400	259,247	133,278
<i>Acquisition of tangible capital assets</i>	<u>9,000</u>	<u>43,646</u>	<u>7,410</u>
<i>Annual surplus after acquisition of tangible capital assets</i>	<u>\$ 299,400</u>	<u>\$ 215,601</u>	<u>\$ 125,868</u>

Niagara Peninsula Conservation Authority

Watershed

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural Resources and Forestry	\$ 104,300	\$ 104,300	\$ 174,496
Province of Ontario - Other	345,000	225,418	346,482
Government of Canada	235,000	158,034	196,952
Municipal levies			
General	1,346,456	1,346,456	1,374,895
Special	479,200	479,200	550,938
Authority generated			
Administration fees	350,000	463,940	375,326
Other	-	163,556	303,445
	<u>2,859,956</u>	<u>2,940,904</u>	<u>3,322,534</u>
Expenses			
Watershed management	357,223	333,443	-
Plan review and regulations (Page 19)	1,136,242	1,011,445	891,241
Watershed projects (Page 20)	1,685,521	1,711,198	2,136,148
	<u>3,178,986</u>	<u>3,056,086</u>	<u>3,027,389</u>
Annual (deficit) surplus:	(319,030)	(115,182)	295,145
<i>Acquisition of tangible capital assets</i>	<u>80,970</u>	<u>33,172</u>	<u>59,185</u>
<i>Annual (deficit) surplus after acquisition of tangible capital assets</i>	<u>\$ (400,000)</u>	<u>\$ (148,354)</u>	<u>\$ 235,960</u>

Niagara Peninsula Conservation Authority

Plan Review and Regulations

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural Resources and Forestry	\$ 28,100	\$ 28,100	\$ 58,800
Municipal levies			
General	465,000	465,000	492,371
Special	309,500	309,500	184,436
Authority generated			
Administration fees	350,000	463,940	223,746
Other	-	27	7,500
	<u>1,152,600</u>	<u>1,266,567</u>	<u>966,853</u>
Expenses			
Municipal plan input and review	205,895	160,565	426,130
Development plan input and review	336,403	335,513	284,442
Construction permit review and compliance	196,312	174,027	-
Forest by law	102,335	101,328	180,669
Watershed biology	<u>295,297</u>	<u>240,012</u>	<u>-</u>
	1,136,242	1,011,445	891,241
Annual surplus	16,358	255,122	75,612
<i>Acquisition of tangible capital assets</i>	<u>1,200</u>	<u>-</u>	<u>-</u>
<i>Annual surplus after acquisition of tangible capital assets</i>	<u>\$ 15,158</u>	<u>\$ 255,122</u>	<u>\$ 75,612</u>

Niagara Peninsula Conservation Authority

Watershed Projects

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural Resources and Forestry	\$ 76,200	\$ 76,200	\$ 115,696
Province of Ontario - Other	345,000	225,418	346,482
Government of Canada	235,000	158,034	196,952
Municipal levies			
General	871,456	871,456	882,524
Special	169,700	169,700	366,502
Authority generated			
Administration fees	-	-	151,580
Other	-	163,529	295,945
	<u>1,697,356</u>	<u>1,664,337</u>	<u>2,355,681</u>
Expenses			
Restoration and remedial action plan (Page 21)	878,145	900,935	892,805
Source water protection, engineering and water quality (Page 22)	589,298	520,212	836,380
Flood protection, control structures and special projects (Page 23)	218,078	290,051	406,963
	<u>1,685,521</u>	<u>1,711,198</u>	<u>2,136,148</u>
Annual (deficit) surplus	11,835	(46,861)	219,533
<i>Acquisition of tangible capital assets</i>	<u>69,770</u>	<u>33,172</u>	<u>59,185</u>
<i>Annual (deficit) surplus after acquisition of tangible capital assets</i>	<u>\$ (57,935)</u>	<u>\$ (80,033)</u>	<u>\$ 160,348</u>

Niagara Peninsula Conservation Authority Restoration and Remedial Action Plan Schedule of Segment Disclosure

Year ended December 31	2015 <i>Budget</i>	2015 <i>Actual</i>	2014 <i>Actual</i>
Revenues			
Government transfers			
Province of Ontario - Other	\$ 95,000	\$ 59,205	\$ 62,695
Government of Canada	235,000	158,034	196,952
Municipal levies			
General	271,456	271,456	104,382
Special	150,000	150,000	338,637
Authority generated			
Other	-	100,144	221,305
	<u>751,456</u>	<u>738,839</u>	<u>923,971</u>
Expenses			
12 Mile Creek restoration	51,000	49,679	140,132
20 Mile Creek restoration	51,500	49,825	85,590
Lake Erie Northshore restoration	31,000	19,228	-
Niagara-on-the-Lake creeks restoration	51,000	50,991	94,291
Welland River restoration	113,500	130,064	214,572
General restoration	408,331	480,321	254,867
Niagara River remedial action plan co-ordination	171,814	120,827	103,353
	<u>878,145</u>	<u>900,935</u>	<u>892,805</u>
Annual (deficit) surplus	(126,689)	(162,096)	31,166
<i>Acquisition of tangible capital assets</i>	<u>-</u>	<u>-</u>	<u>16,402</u>
<i>Annual (deficit) surplus after acquisition of tangible capital assets</i>	<u>\$ (126,689)</u>	<u>\$ (162,096)</u>	<u>\$ 14,764</u>

Niagara Peninsula Conservation Authority

Source Water Protection, Engineering and Water Quality

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Other	\$ 250,000	\$ 163,669	\$ 246,990
Municipal levies			
General	375,000	375,000	464,538
Special	-	-	25,000
Authority generated			
Administration fees	-	-	151,580
Other	-	11,839	20,522
	<u>625,000</u>	<u>550,508</u>	<u>908,630</u>
Expenses			
Source water protection	198,456	161,667	246,990
Water resources engineering	126,896	105,555	293,036
Water quality monitoring program	251,446	241,795	271,488
Well decommissioning program	12,500	10,595	18,862
Other monitoring programs	-	600	6,004
	<u>589,298</u>	<u>520,212</u>	<u>836,380</u>
Annual surplus	35,702	30,296	72,250
<i>Acquisition of tangible capital assets</i>	<u>3,200</u>	-	-
<i>Annual surplus after acquisition of tangible capital assets</i>	<u>\$ 32,502</u>	<u>\$ 30,296</u>	<u>\$ 72,250</u>

Niagara Peninsula Conservation Authority

Flood Protection, Control Structures and Special Projects

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural Resources and Forestry	\$ 76,200	\$ 76,200	\$ 115,696
Province of Ontario - Other	-	2,544	36,797
Municipal levies			
General	225,000	225,000	313,604
Special	19,700	19,700	2,865
Authority generated			
Other	-	51,546	54,118
	<u>320,900</u>	<u>374,990</u>	<u>523,080</u>
Expenses			
Flood forecasting and warning	121,978	122,785	190,013
Flood control structures	-	44,293	122,701
Watershed floodplain mapping update	-	-	78,067
Special projects	<u>96,100</u>	<u>122,973</u>	<u>16,182</u>
	<u>218,078</u>	<u>290,051</u>	<u>406,963</u>
Annual surplus	102,822	84,939	116,117
<i>Acquisition of tangible capital assets</i>	<u>66,570</u>	<u>33,172</u>	<u>42,783</u>
<i>Annual surplus after acquisition of tangible capital assets</i>	<u>\$ 36,252</u>	<u>\$ 51,767</u>	<u>\$ 73,334</u>

Niagara Peninsula Conservation Authority

Operations

Schedule of Segment Disclosure

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Government of Canada	\$ -	\$ 2,648	\$ 2,905
Municipal levies			
General	2,439,159	2,439,159	451,162
Special	600,000	600,000	3,333,319
Authority generated			
User fees, sales and admissions	1,199,000	1,206,127	1,179,128
Land contribution (Note 6)	-	112,500	-
Other	21,600	195,851	147,803
	<u>4,259,759</u>	<u>4,556,285</u>	<u>5,114,317</u>
Expenses			
Land management (Page 25)	638,997	709,447	639,911
Land programming and development (Page 26)	1,785,462	1,826,604	2,380,938
Vehicles and equipment (Page 29)	90,200	81,265	47,472
	<u>2,514,659</u>	<u>2,617,316</u>	<u>3,068,321</u>
Annual surplus	1,745,100	1,938,969	2,045,996
<i>Acquisition of tangible capital assets</i>	<i>1,825,100</i>	<i>1,484,475</i>	<i>1,826,811</i>
<i>Principal payments on long-term debt</i>	<i>-</i>	<i>-</i>	<i>1,388,988</i>
<i>Annual surplus (deficit) after acquisition of tangible capital assets and principal payments on long-term debt</i>	<i>\$ (80,000)</i>	<i>\$ 454,494</i>	<i>\$ (1,169,803)</i>

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

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Municipal levies			
General	\$ 638,997	\$ 638,997	\$ 349,722
Special	-	-	1,563,133
Authority generated			
User fees, sales and admissions	-	9,210	9,651
Other	-	20,983	23,011
	<u>638,997</u>	<u>669,190</u>	<u>1,945,517</u>
Expenses			
Management	<u>638,997</u>	<u>709,447</u>	<u>639,911</u>
Annual (deficit) surplus	-	(40,257)	1,305,606
<i>Principal payments on long-term debt</i>	-	-	<u>1,388,988</u>
<i>Annual deficit after acquisition of tangible capital assets and principal payments on long-term debt</i>	\$ -	\$ (40,257)	\$ <u>(83,382)</u>

Niagara Peninsula Conservation Authority **Conservation Land Programming and Development** **Schedule of Segment Disclosure**

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Government transfers			
Government of Canada	\$ -	\$ 2,648	\$ 2,905
Municipal levies			
General	1,667,562	1,667,562	-
Special	600,000	600,000	1,770,186
Authority generated			
User fees, sales and admissions	1,199,000	1,196,917	1,169,477
Land contribution (Note 6)	-	112,500	-
Other	12,000	148,869	129,575
	<u>3,478,562</u>	<u>3,728,496</u>	<u>3,072,143</u>
Expenses			
Programming (Page 27)	1,785,462	1,754,659	2,154,377
Development (Page 28)	-	71,945	226,561
	<u>1,785,462</u>	<u>1,826,604</u>	<u>2,380,938</u>
Annual surplus	1,693,100	1,901,892	691,205
<i>Acquisition of tangible capital assets</i>	<u>1,693,100</u>	<u>1,457,288</u>	<u>1,761,235</u>
<i>Annual surplus (deficit) after acquisition of tangible capital assets:</i>	\$ -	\$ 444,604	\$ (1,070,030)

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

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Conservation Land Programming			
Ball's Falls	\$ 462,666	\$ 464,288	\$ 604,045
Binbrook	315,618	294,770	343,527
Chippawa Creek	315,688	300,938	380,862
Long Beach	<u>315,893</u>	<u>346,570</u>	<u>363,432</u>
	1,409,865	1,406,566	1,691,866
Central workshop maintained areas	<u>375,597</u>	<u>348,093</u>	<u>462,511</u>
Expenses for the year	1,785,462	1,754,659	2,154,377
<i>Acquisition of tangible capital assets</i>	<u>-</u>	<u>-</u>	<u>4,910</u>
<i>Expenses for the year</i>	<u>\$ 1,785,462</u>	<u>\$ 1,754,659</u>	<u>\$ 2,159,287</u>

Niagara Peninsula Conservation Authority Conservation Land Development Schedule of Expenses

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Conservation Land Development			
Ball's Falls Heritage	\$ -	\$ 7,955	\$ 20,119
Binbrook	-	1,473	37,066
Chippawa Creek	-	21,631	-
Long Beach	-	3,625	1,705
	-	34,684	58,890
Central workshop maintained areas			
Land acquisition	-	10,971	584
Ecological projects	-	13,893	-
Gainsborough	-	12,397	8,740
St. John's	-	-	1,064
St. John's Centre	-	-	157,283
	-	37,261	167,671
Expenses for the year	-	71,945	226,561
<i>Acquisition of tangible capital assets</i>	<u>1,693,100</u>	<u>1,457,288</u>	<u>1,756,325</u>
<i>Expenses for the year</i>	<u>\$ 1,693,100</u>	<u>\$ 1,529,233</u>	<u>\$ 1,982,886</u>

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

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Municipal levies			
General	\$ 132,600	\$ 132,600	\$ 101,440
Authority generated			
Other	<u>9,600</u>	<u>25,999</u>	<u>(4,783)</u>
	<u>142,200</u>	<u>158,599</u>	<u>96,657</u>
Expenses			
Operations			
Fuel	38,000	23,764	43,628
Maintenance and repairs	48,200	53,779	37,118
Supplies and small tools	4,000	2,629	2,258
Insurance	<u>-</u>	<u>1,093</u>	<u>6,102</u>
	90,200	81,265	89,106
Allocations to departments based on usage	<u>-</u>	<u>-</u>	<u>(41,634)</u>
	<u>90,200</u>	<u>81,265</u>	<u>47,472</u>
Annual surplus	52,000	77,334	49,185
<i>Acquisition of tangible capital assets</i>	<u>132,000</u>	<u>27,187</u>	<u>65,576</u>
<i>Annual surplus (deficit) after acquisition of tangible capital assets</i>	<u>\$ (80,000)</u>	<u>\$ 50,147</u>	<u>\$ (16,391)</u>

Niagara Peninsula Conservation Authority
Schedule of Segment Disclosure by Object
Year ended December 31

	Corporate Services	Watershed	Operations	2015 Total
Revenues				
MNRF transfers	\$ 70,196	\$ 104,300	\$ -	\$ 174,496
Other transfers	-	383,452	2,648	386,100
Municipal levies	3,938,128	1,825,656	3,039,159	8,802,943
User fees, sales and admissions	244,013	-	1,206,127	1,450,140
NPCF	100,000	-	-	100,000
Administration fees	-	463,940	-	463,940
Interest	88,334	-	-	88,334
Land contribution	-	-	112,500	112,500
Other	43,954	163,556	195,851	403,361
	<u>\$ 4,484,625</u>	<u>\$ 2,940,904</u>	<u>\$ 4,556,285</u>	<u>\$ 11,981,814</u>
Expenses				
Salaries and benefits	\$ 1,497,345	\$ 2,262,222	\$ 2,001,014	\$ 5,760,581
Materials and supplies	934,114	347,370	541,070	1,822,554
Contracted services	203,638	446,015	75,232	724,885
Rent and financial expenses	233,179	479	-	233,658
Debt service	218,891	-	-	218,891
Intersegment transfers	-	-	-	-
	<u>3,087,167</u>	<u>3,056,086</u>	<u>2,617,316</u>	<u>8,760,569</u>
Annual surplus	<u>\$ 1,397,458</u>	<u>\$ (115,182)</u>	<u>\$ 1,938,969</u>	<u>\$ 3,221,245</u>

	Corporate Services	Watershed	Operations	2014 Total
Revenues				
MNRF transfers	\$ -	\$ 174,496	\$ -	\$ 174,496
Other transfers	-	543,434	2,905	546,339
Municipal levies	2,115,296	1,925,833	3,784,481	7,825,610
User fees, sales and admissions	215,213	-	1,179,128	1,394,341
NPCF	-	-	-	-
Administration fees	-	375,326	-	375,326
Interest	100,423	-	-	100,423
Land contribution	-	-	-	-
Other	91,934	303,445	147,803	543,182
	<u>\$ 2,522,866</u>	<u>\$ 3,322,534</u>	<u>\$ 5,114,317</u>	<u>\$ 10,959,717</u>
Expenses				
Salaries and benefits	\$ 1,534,812	\$ 2,216,346	\$ 1,884,308	\$ 5,635,466
Materials and supplies	1,011,243	637,206	879,526	2,527,975
Contracted services	198,106	167,682	18,982	384,770
Rent and financial expenses	183,932	6,155	26,820	216,907
Debt service	-	-	258,685	258,685
Intersegment transfers	-	-	-	-
	<u>2,928,093</u>	<u>3,027,389</u>	<u>3,068,321</u>	<u>9,023,803</u>
Annual surplus	<u>\$ (405,227)</u>	<u>\$ 295,145</u>	<u>\$ 2,045,996</u>	<u>\$ 1,935,914</u>



April 12, 2016

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Dear Members of the Board of Directors:

In connection with our audit of Niagara Peninsula Conservation Authority (the “Authority”) financial statements as of December 31, 2015 and for the year then ended, the Canadian Auditing Standards require that we advise management and the board of directors (hereinafter referred to as “those charged with governance”) of the following internal control matters identified during our audit.

Our responsibilities

Our responsibility, as prescribed by the Canadian Auditing Standards, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes consideration of internal control over financial reporting (hereinafter referred to as “internal control”) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of identifying deficiencies in internal control or expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we express no such opinion on internal control effectiveness.

Identified deficiencies in internal control

We identified the following internal control matters as of the date of this letter that are of sufficient importance to merit your attention.

Significant deficiencies

Our consideration of internal control would not necessarily identify all deficiencies in internal control that, individually or in combination, may be material weaknesses or significant deficiencies.

A deficiency in internal control (“control deficiency”) exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the Authority’s annual or interim financial statements will not be prevented or detected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those responsible for oversight of the Authority’s financial reporting (also referred to as those charged with governance).

We consider the following identified control deficiencies to be significant deficiencies.

Information Technology

Segregation of Duties and Assignment of Administrator Rights

The following weaknesses have been identified in the information technology system, specifically relating to the assignment of responsibilities and network administrator rights:

- The Accounting Administrator has been assigned administrator rights in the financial reporting application. This allows them unrestricted access to all modules of the system, and results in a lack of segregation of duties as they are responsible for the Authority’s financial reporting. Although our audit procedures did not identify any unauthorized or unusual transactions recorded in the financial application by these individuals, the potential exists for unauthorized transactions to be recorded by the administrators and go undetected.
- Along with the assignment of administrator rights in the financial reporting application, the Accounting Administrator is responsible for maintenance of the application. This includes setup of security parameters, addition and removal of users, and day-to-day support. Given her involvement in the financial reporting process, this maintenance role also results in a lack of segregation of duties.
- The Accounting Administrator maintains the employee master files as well as processing and recording payroll entries. This allows unrestricted access to the payroll system. The potential exists for unauthorized transactions to occur and go undetected.

As noted in the prior year management letter, segregation of duties is a key control designed to prevent employees from both being able to commit and conceal errors or irregularities in the normal course of their duties. The ideal segregation of duties occurs when different employees:

- a) initiate transactions
- b) authorize transactions
- c) record transaction
- d) verify transactions
- e) report assets and transactions, and
- f) have custody of assets

Supervision acts as a compensating control in some cases where, because of the size of the organization, complete segregation of duties is not possible. The Authority is a small entity with limited bookkeeping and assistance provided by the external auditor at year end.

The following roles and responsibilities with respect to the information system should be segregated from staff members who are involved in the financial reporting process:

- Assignment of administrator rights over the network and financial applications; and
- Maintenance of the employee master files.

Management Response

While the utopian scenario would be to have full segregation of duties, the current organizational structure and fiscal constraints do not allow for this to occur. We believe that there are adequate compensating controls in place to mitigate any risk.

Management has taken steps in 2016 to address the Maintenance of Employee Master File issue by segregating payroll administration between Human Resource and Finance staff.

Management response

The management's written response to the internal control matters identified herein has not been subjected to our audit procedures and accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, those charged with governance, and others within the Authority and is not intended to be and should not be used by anyone other than these specified parties.

Yours sincerely,

Grant Thornton LLP

Randy Momot, CPA, CA
RJ Momot Professional Corporation
Partner

Report To: Board of Directors

Subject: Freedom of Information (FOI) Designation

Report No: 41-16

Date: April 20, 2016

RECOMMENDATION:

1. That Report No. 41-16 be **RECEIVED** for information;
2. That the NPCA Board **DESIGNATE** Bruce Timms, Chair, as 'head' of the NPCA for the purposes of the Municipal Freedom of Information and Protection of Privacy Act. Further, that the NPCA Chair may designate relevant staff 'head' status as it relates to the Corporate handling of Freedom of Information (FOI) requests.

PURPOSE:

To meet the provincially legislated requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This report aligns with the 2014-2017 Strategic Plan under, 'Transparent Governance & Enhanced Accountability.'

BACKGROUND:

The following is a summary of the requests made in 2015 under the Freedom of Information and Privacy Act to the NPCA as submitted to the Province:

	2015
Number of Requests	10
Dollar Amount Collected for Application Fees	\$45
Number of Personal Requests	8
Number of General Information Requests	2
Dollar Amount Collected for Fees Regarding both Personal and General Information Requests	\$270
Number of Appeals	1
Number of Appeals where the Service Decision was upheld	0
Number of Appeals Still Outstanding	1
Number of Inquiries where the Service Decision was Upheld	0
Number of Third Party Notices	0
Number of Complaints and Compliance Investigations	0
Number of Outstanding Requests at the End of Reporting Period	0
Number of Requests Processes for Other Agencies	0

DISCUSSION:

The MFIPPA legislation states:

Designation of head

3. (2) The members elected or appointed to the board, commission or other body that is an institution other than a municipality may designate in writing from among themselves an individual or a committee of the body to act as head of the institution for the purposes of this Act. R.S.O. 1990, c. M.56, s. 3 (2); 2002, c. 17, Sched. F, Table.

If no designation

(3) If no person is designated as head under this section, the head shall be,

(b) the members elected or appointed to the board, commission or other body in the case of an institution other than a municipality. R.S.O. 1990, c. M.56, s. 3 (3); 2002, c. 17, Sched. F, Table.

Therefore, in lieu of no formal designation of a 'head,' the NPCA Board holds the responsibilities required under the Act. The 'head' is responsible for, amongst others, the handling and decision making for each FOI request. In order to both comply with legislation and for greater ease of handling FOI requests, staff is recommending that the NPCA Chair be designated as the 'head,' and that he may further delegate that function the relevant staff when and as necessary.

FINANCIAL IMPLICATIONS:

While there are no immediate financial implications, they may come forward if FOI requests are not handled as prescribed by MFIPPA and may be subject to appeals. Appeals take significant staff time and resources.

Prepared by:



David Barrick
Director of Corporate Services

Submitted by:



Carmen D'Angelo
Chief Administrative Officer/Secretary Treasurer

This report was prepared in consultation with Michael Reles, Communications Specialist.

Report To: Board of Directors

Subject: Information Technology Managed Services Renewal

Report No: 42-16

Date: April 20, 2016

RECOMMENDATION:

- 1) That Report No. 42 -16 be **RECEIVED** for information.
- 2) That the NPCA Board **APPROVE** Skycomp Solutions as its IT Managed Services provider by authorizing staff to annually renew the existing Consulting and Professional Services Agreement for up to three years (Appendix 1).
- 3) That the Board **APPROVE** that staff be able to facilitate computer hardware acquisitions solely through Skycomp Solutions.

PURPOSE:

For the Board to provide direction on how it would like to proceed in advance of the current Information Technology (IT) managed services agreement coming to term in June 2016.

The NPCA Strategic Plan sets out direction to perform organizational transformation, including corporate culture. While there are specific objectives subtly related to Information Management (IM) and technology use as part of this concept, IM practices are inherently cultural and largely dependent on IT use which will, therefore, continue to be an important consideration as part of the ongoing broader corporate transformation. The NPCA IT environment needs to be an agile infrastructure that is managed in such a way that it does not prohibit, but rather facilitates the organization achieving its IM goals and associated business drivers.

BACKGROUND:

Last year in May the Board was informed the Authority would be migrating to the private sector for the provision of its IT services (Appendix 2). This conclusion was reached by staff in context of pressing needs for more autonomy with the management of information technology as driven by information management direction and requirements emerging from the corporate strategic plan.

The interim solution communicated at that time to the Board was to migrate from the shared services model with the Region of Niagara to a 'managed services' model with Skycomp Solutions. Skycomp was already managing and hosting the Authority's web and near real time hydrometric monitoring network servers since 2008 under a monthly colocation agreement. The transition would incur the NPCA setting up its own IT network and datacenter, and entering into an

agreement for principal IT administration through Skycomp for 1 year. This was intended to allow staff to perform a proper procurement process for a long term solution to our corporate business technology management needs.

The migration was completed in 2015, however, NPCA has since yet to issue an RFP detailing IT specifications and associated service requirements to test the market as initially communicated and perceived necessary.

In the meantime, the service provided by SkyComp that the NPCA has experienced is excellent and the needs identified within the original case for the migration to the private managed services approach have been met and realized beyond satisfaction. Value added services not covered under the agreement such as sourcing and acquiring hardware have also been facilitated through SkyComp as well.

DISCUSSION:

The preparation and cut away from the Region to the autonomous NPCA network took staff several months longer than anticipated for several practical reasons. The migration was complete by October which was the projected timeframe to start developing the anticipated RFP. As a result of this and the cascading affect it had on addressing other initiatives functionally dependent on the new IT infrastructure, as well as the complete contentment with Skycomp's performance, further consideration of preparing an RFP have since been delayed.

With the current Skycomp agreement approaching automatic renewal in June, staff has brought this report forward so the Board may reevaluate the former RFP approach and now strongly recommends the Authority continue with the existing managed services approach and agreement with an annual staff approval up to 3 years. The rationale behind this is in large part due to the relationship with Skycomp which is a tangible partnered approach that has developed over the years and continues to grow in value with the expanded services entrusted. Potentially changing service providers again so soon would also be too disruptive for Authority staff who are now familiar with the new help desk, remote access and other services such as the strategic planning underway for managing Authority IT resources. Beyond this, the Authority now owns its IT infrastructure so the scope of a potential RFP would be reduced to just the overarching IT administration needs, since specifying the preferred environment is complete. Authorizing staff the ability to annually renew for up to three years provides some cost predictability. Considering the total annual value of the business at \$123,000, however, this direction would not be in alignment with the corporate purchasing policies unless expressly approved by the Board.

Staff also recommends the Authority identify Skycomp as a preferred vendor for various related IT procurement needs. Skycomp's pricing, that is passed along from its suppliers, is competitive as staff has noted that costs for laptop and desktop replacement kits are on par with what the Authority experienced through the Region despite the different brand of business products. Potentially sole sourcing through Skycomp would also ensure the appropriate specifications and continued standardization of equipment which is essential to manage compatibility across the network from several technical perspectives. Ultimately, the main advantage of leveraging Skycomp for acquisitions, however, would be the efficiency experienced by the elimination of administration time required to produce competitive quotes, as well as the delivery and preparation of equipment at their offices prior to deploying onsite. The managed services agreement doesn't specifically limit the Authority from purchasing its hardware requirements through Skycomp, so this concept is not in alignment with the corporate purchasing policies unless expressly approved by the Board.

The alternative option would be to develop the RFP to focus on testing the market and securing a long term comprehensive managed services provider for all of the Authority's information technology administration requirements. This approach would comply with the corporate purchasing policies, however, is not recommended by staff due to the aforementioned.

FINANCIAL IMPLICATIONS:

The 2016 budget for Information Management and Technology Services is based on the existing monthly rate for the Skycomp managed services agreement so there would be no potential financial implications with renewing.

The 2016 budget for Information Management and Technology Services is also based on the current hardware pricing so there would be no significant financial implications with identifying Skycomp as a preferred vendor for Authority IT equipment purchases.

RELATED REPORTS AND APPENDICES:

Appendix 1: DRAFT Skycomp-NPCA Consulting and Professional Services Agreement

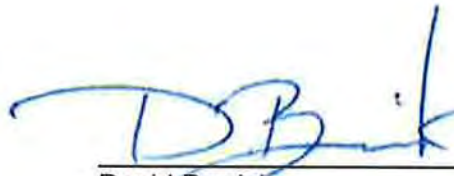
Appendix 2: Report No. 46-15, 'Managed Services for Information Technology', May 20, 2015

Prepared by:



Geoffrey Verkade
Manager, Info. Management & Technology

Reviewed by:



David Barrick
Director of Corporate Services

Submitted by:



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

CONSULTING AND PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made as of the 1st day of June, 2016 (the "Agreement").

BETWEEN:

SKYCOMP SOLUTIONS INC., a corporation duly incorporated under the laws of the Province of Ontario

herein called "Skycomp"

- and -

Niagara Peninsula Conservation Authority., a conservation authority under the laws of the Province of Ontario

herein called "Client"

WHEREAS:

- A.** Skycomp is engaged in the business of providing consulting and professional services in the field of information management and technology to business enterprises in Ontario and elsewhere;
- B.** The Client desires to avail itself of these services of Skycomp in connection with the business activities of the Client and Skycomp desires to provide these services to the Client; and

IN CONSIDERATION of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the parties agree as follows:

1. INTERPRETATION

(a) Entire agreement and waiver

This Agreement constitutes all of the agreements between Skycomp and the Client pertaining to the subject-matter of it and supersedes all prior agreements, undertakings, negotiations and discussions, whether oral or written, of the parties to it and there are no warranties, representations or other agreements between

the parties to it in connection with the subject-matter of it except as specifically set forth or referred to in this Agreement. No supplement, modification, waiver or termination of this Agreement shall be binding unless executed in writing by the party hereto to be bound thereby. No waiver of any other provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions (whether or not similar) nor shall the waiver constitute a continuing waiver unless otherwise expressly provided.

(b) Headings

Headings are not to be considered part of this Agreement, are included solely for convenience and are not intended to be full or accurate descriptions of the content of the paragraphs.

(c) Interpretation

In this Agreement, words importing the singular number include the plural and vice versa, words importing the masculine gender include the feminine and neuter genders; and words importing persons include individuals, sole proprietors, corporations, partnerships, trusts and unincorporated associations.

(d) Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada in force therein.

(e) Invalidity of Provision

The invalidity or unenforceability of any provision of this Agreement or any covenant in it shall not affect the validity or enforceability of any other provision or covenant in it and the invalid provision or covenant shall be deemed to be severable.

2. SERVICES RETAINED

During the Term of this Agreement as defined at paragraph 14 hereof, the Client shall retain the Services of Skycomp on the basis set forth in this Agreement and Skycomp shall render to the Client the Services as described at Schedule "A" attached hereto (the "Services").

3. EXCLUDED SERVICES

For the purpose of clarification, Services does not include any excluded services

which are described at Schedule "B" attached hereto.

4. APPLICABLE CHARGES

The charges payable by the Client for the Services (the "Applicable Charges") shall be determined in accordance with the following terms and conditions:

(a) Standard Rates

All quotes provided to the Client for Services performed, or to be performed, by Skycomp shall be on a "Time and Materials" basis, unless otherwise agreed to in writing between Skycomp and the Client. The actual fees attached to each of the Services are incorporated into this Agreement at schedule "C" ("Standard Rates").

(b) Monthly Invoices

Skycomp will submit invoices of all Applicable Charges on a monthly basis.

(c) Delinquency Fees

Skycomp reserves the right to charge the Client a delinquency fee of two percent (2%) per month on the outstanding balance of any invoice submitted to the Client should there be any outstanding balance remaining thirty (30) days after the invoice has been issued from Skycomp.

(d) Out-of-pocket Expenses

The Client shall pay Skycomp the cost of all out-of-pocket expenses such as postage fees and shipping costs to the extent that these expenses are incurred directly as a result of the performance or delivery of Services.

(e) Mileage

The Client shall be charged for each visit to the Client required by Skycomp personnel for any location that exceeds seventy-five (75) kilometers from the location of Skycomp as per paragraph 16 hereof ("Mileage Fee"). The Mileage Fee applicable for invoices through this Agreement is located at schedule "C".

(f) Taxes

All taxes and interest related to the provision of Services or any associated materials hereunder shall be payable by Client. All charges outlined in paragraph 4 hereof shall be calculated and invoiced exclusive of applicable

Harmonized Sales Tax (“HST”); which HST shall be added to each respective invoice to the Client.

5. MINIMUM STANDARDS REQUIRED FOR SERVICES

a) Client Warranty

The Client hereby represents and warrants that the existing work environment (the “EWE”) in which Skycomp will be providing the Services satisfies the minimum information technology standards as set out at schedule “D” attached hereto (the “Standards”).

Work Environment Not to Minimum Standards

Should Skycomp determine at any point during the Term that the EWE does not satisfy the Standards, Skycomp shall provide written notice to the Client within five (5) calendar days of making such determination outlining the deficiencies in the existing environment that prevent it from achieving the Standards. Upon receiving the initial notice that the EWE does not satisfy the Standards, notwithstanding anything herein to the contrary, the Client shall have ten (10) calendar days to notify Skycomp in writing as to which of the following actions the Client has decided to take in response; the actions provided at paragraphs 5(i) – (iii) being the only actions permissible in this scenario under this Agreement:

- i. Terminate this Agreement effective as of the date that Skycomp receives the notice;
- ii. The Client warrants that the EWE will satisfy the Standards in twenty (20) calendar days (or less) of the date the notice is sent to Skycomp (with all costs and expenses incurred by Skycomp directly related to the delay while the EWE is being ‘upgraded’ to be included as an expense under paragraph 4(d) hereof in the corresponding monthly invoice); or
- iii. Skycomp is to provide the Services with the monthly rates replaced by hourly rates (should the Client agree to this option, the hourly rates are to be incorporated into the Applicable Charges. The time to which the Hourly Fees are applied is calculated from the time that personnel from Skycomp enter the premises of the Client to the moment that personnel from

Skycomp leave the premises of the Client. There will be an hourly "Travel" rate applied to any time required for Skycomp personnel to travel to the location of the Client. This "Travel" fee will be in addition to the "Mileage Fee" outlined at paragraph 4(e) hereof should the location of the Client be more than seventy-five (75) kilometers from the location of Skycomp as listed at paragraph 16 hereof. The hourly rates applicable to this Agreement are attached hereto at schedule "C".

c) Should Skycomp not receive written notice from the Client within the notice period outlined herein, outlining which of paragraphs 5(i) – (iii) the Client will adopt, paragraph 5(iii) is to be recognized as the default course of action to follow from both parties to this Agreement.

6. CLIENT PREMISES AND SUPERVISION

(a) For the purposes of assisting Skycomp in performing the Services, the Client shall make all reasonable efforts to make available to Skycomp adequate on site work space.

(b) Any of the Client's premises by Skycomp which is necessary for the performance of the Services shall be granted by the Client only for the purpose of carrying out the provisions of this Agreement. Skycomp shall observe all Client security requirements and measures in effect at any Client premises to which access is granted through this Agreement.

(c) The Client has the right to appoint, from time to time, an officer or employee of the Client for the purposes of supervising the performing of the Services by Skycomp.

7. CHANGES IN SCOPE OF WORK

The Client may, from time to time, make changes in the scope of the Services to be performed by Skycomp through this Agreement. Any change in Services to be provided through this Agreement must be agreed to in writing by both the Client and Skycomp prior to the changes taking effect. Any change to the amount the Client is to be invoiced each month as a result of the change in Services shall be noted in the document outlining the change in Services.

8. CONFIDENTIALITY

(a) Except as may be necessary in the performance of the Services under this Agreement, Skycomp shall not at any time or in any manner make or cause to be made any copies, pictures, duplicates, facsimiles or other reproduction or recordings of any type, or any abstracts or summaries of any reports, studies, memoranda, correspondence, manuals, records, plans or other written, printed or otherwise recorded material of the Client, or any material which relates in any manner to the present or prospective business of the Client. Skycomp shall have no interest in any of this material and agrees to surrender any of this material which may be in its possession to the Client immediately upon the termination of this Agreement or at any time prior to the termination upon the request of the Client provided all outstanding invoices have been paid in full.

(b) Skycomp shall not at any time (except under legal process) divulge any matters relating to the business of the Client or any customers or agents of the Client which may become known to it by reason of its Services or otherwise and shall be true to the Client in all dealings and transactions relating to the Services contemplated by this Agreement. Furthermore, Skycomp shall not use at any time (whether during the continuance of this Agreement or after its termination) for its own benefit or purposes or for the benefit or purposes of any other person, firm, corporation, association or other business entity, any trade secrets, business development programs, or plans belonging to or relating to the affairs of the Client, including knowledge relating to customers, clients, or employees of the Client.

9. OWNERSHIP OF MATERIALS

(a) All materials, data, specifications, tapes, either in written or in magnetic or electronic form, which are provided by the Client to Skycomp under this agreement shall remain the property of the Client.

(b) Except as provided for in paragraph 9(a) hereof, all other materials, data, specifications, tapes and programs utilized or developed by way of the Services provided by Skycomp through this Agreement shall remain the property of Skycomp with the Client having a non-exclusive, permanent licence to use the

materials, data, specifications, tapes or programs in order to continue to benefit from their application.

10. RISK OF LOSS

All work, including but not limited to the materials, data, specifications, tapes and programs which have been delivered to the Client by Skycomp shall become the responsibility of the Client to protect from loss, damage or destruction. The replacement of any such work lost, damaged or destroyed after delivery to the Client shall be at the sole expense of the Client.

11. ASSIGNMENT

Neither this Agreement nor any interest in it may be assigned or ceded in any manner by either party without the prior written consent of the non-assigning party.

12. LIMIT OF LIABILITY

(a) Notwithstanding anything to the contrary herein contained, Skycomp shall not be liable for any loss suffered by the Client arising from or connected with the use or application of any Services provided by Skycomp for purposes other than those for which the Services were designed.

(b) The Parties recognize that the exclusive warranty offered by Skycomp under this Agreement is that the Services and materials provided to the Client are to be of a professional quality conforming to generally accepted practices in the field of information management and technology.

(c) The Client's recoverable damages shall be limited to actual direct damages and shall in no case exceed the total Applicable Charges actually paid by the Client in any calendar month for Services.

(d) The Client shall indemnify Skycomp from any third party claim related to the Client using any products or results of the Services performed by Skycomp through this Agreement.

13. CLIENT RESPONSIBILITIES

In the event that the Client fails to fulfill its responsibilities hereunder in a proper and timely manner, and that this failure causes a delay in the performance of Services

hereunder or results in additional costs to Skycomp, Skycomp shall provide Client with a written specification of the delay and the resulting costs. The Client shall pay said costs to Skycomp at the then current standard rates for the Services involved, and any time limits for performance hereunder shall be extended by the number of days of delay.

14. TERM OF AGREEMENT

Unless otherwise terminated as provided for in paragraph 12 hereof, this Agreement shall be in full force for a period of one (1) year (the "Term"), commencing as and from the day and year first written above and thereafter shall be automatically renewed until terminated by either party pursuant to the provisions hereof. Each renewal of this Agreement shall retain all of the terms and conditions herein except:

- (a) Any amendment agreed to by both parties in writing;
- (b) Schedule "C", which Skycomp retains the right to replace upon each renewal hereof.
- (c) Schedule "D", which Skycomp retains the right to replace annually.

15. TERMINATION OF THE AGREEMENT

(a) General

This Agreement may be terminated by either party in writing with sixty (60) days' notice. The term of the Agreement shall automatically renew until notice of termination by either Skycomp or Client is served upon the other in accordance with this paragraph.

(b) Termination for Cause

If either party to this Agreement is in breach of any of its obligations under this Agreement, the other party may give notice in writing of the breach to the defaulting party and request the latter to remedy it. If the party in breach fails to remedy the breach within thirty (30) days after the date of written notice, then this Agreement may be terminated immediately by written notice from the non-breaching party.

(c) Effect of Termination

In the event that this Agreement is terminated for any reason, Skycomp shall be paid for all Services performed up to the date of termination at the applicable rates or as specified through separate agreements between Skycomp and the

Client. Skycomp shall also be reimbursed from the Client for all costs incurred in order to terminate any additional agreements Skycomp undertook in order to give effect to the Services to be performed hereunder. Upon receipt of payment from the Client of the entire amount Skycomp is owed as a result of this Agreement being terminated, Skycomp shall immediately turn over to the Client all completed programs, reports, data, specifications, diagrams and all other material generated during the performance of the Services, and further, Skycomp shall return all confidential information furnished to Skycomp by the Client under this Agreement.

(d) Post-termination

Skycomp shall uninstall the Managed Services agent from all of the Client's computers upon termination of this Agreement, where applicable. The Client shall provide reasonable access to Skycomp in order to do this.

16. NOTICES

Wherever in this Agreement it shall be required or permitted that notice be given or served by either party to or on the other, the notice shall be in writing and shall be delivered personally to the party to whom it is given or sent by prepaid, registered mail, addressed as follows:

If to the Client:

Attention to: David Barrick Director, Corporate Services
250 Thorold Road West
3rd Floor,
Welland, ON L3C 3W2

If to Skycomp:

Attention to: Serge Paquin

Skycomp Solutions Inc.
80 King Street, Suite 415
St. Catharines, ON L2R 7G1

and each such notice shall be deemed given on the date of delivery in the case of delivery or five (5) days after mailing in the case of mail. No notice may be given by

mail during a real or apprehended mail strike in Canada. This address may be changed from time to time by either party by notice as above provided.

IN WITNESS WHEREOF the parties have set their hands as of the day and year first above written.

SKYCOMP SOLUTIONS INC.

Per:

Alexis De Wolfe

NPCA

Per:

Witness

David Barrick Director, Corporate Services

SCHEDULE "A"

DESCRIPTION OF SERVICES

Monitoring Services

Service provider will provide ongoing monitoring and security services of all critical devices. Service Provider will document critical alerts, scans and event resolutions to Client. Should a problem be discovered during monitoring, Service Provider shall make every attempt to rectify the condition in a timely manner through remote means.

Consulting Services

Service provider is available for consultation on any and all IT related projects for the client. Services covered but not limited to:

- Unlimited Remote Control Support
- Microsoft Application Support Maintenance
- Online Asset Management
- Online Trouble Ticket Management
- Online License Management
- Desktop Optimization & Management
- Spyware and Adware Removal
- VPN Client Management Security:
- Windows Patch Management
- Antivirus Software Management & Update

SCHEDULE "B"
EXCLUDED SERVICES

Excluded Services

Service rendered under this Agreement does not include.

1. Parts, equipment or software not covered by vendor/manufacture warranty or support.
2. The cost of any parts, equipment, or shipping charges of any kind.
3. The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
4. The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees of any kind.
5. The cost to bring Client's environment up to minimum standards required for Services.
6. Failure due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
7. Service and repair made necessary by the alteration or modification of equipment other than that authorized by Service Provider, including alterations, software installations or modifications of equipment made by Client's employees or anyone other than Service Provider.
8. Maintenance of Applications software packages, whether acquired from Service Provider or any other source, unless as specified in Schedule A.
9. Programming (modification of software code) and program (software) maintenance unless as specified in Schedule A.
10. Training services of any kind.

SCHEDULE "C"

STANDARD RATES as of June 1, 2016

Monthly Fees to be applied for services provided:

\$8515/month to include

(56) Full managed workstation (Unlimited support)

(19) Additional employee workstations

Hourly Fees to be applied should the minimum standards listed at Schedule "D" not be realized:

Each "Workstation" - \$120/hour

Each "Server" - \$120/hour

Each "Virtual Private Server" - \$120/hour

High speed Internet Access - \$120/hour

Travel fee - \$105/hour

Additional Managed Workstations will be added to the contract at a rate of \$130/month/unit.

"Mileage fee" – \$0.35/km/trip/vehicle

SCHEDULE "D"

MINIMUM STANDARDS REQUIRED FOR SERVICES

Minimum standards required for Services

In order for Client's existing environment to qualify for Service Provider's Managed Services, the following requirements must be met:

1. All Servers with Microsoft Windows Operating Systems must be running Windows 2008 Server or later, and have all of the latest Microsoft Service Packs and Critical updates installed.
2. All Desktop PC's and Notebooks/Laptops with Microsoft Windows Operating Systems must be running Windows 7 Pro or later, and have all of the latest Microsoft Service Packs and Critical Updates installed.
3. All Server and Desktop Software must be Genuine, Licensed and Vendor-Supported.
4. The environment must have a currently licensed, Vendor-Supported Server-based Antivirus Solution protecting all Servers, Desktops, Notebooks/Laptops, and Email.
5. The environment must have a currently licensed, Vendor-Supported Server-based Backup Solution that can be monitored, and send notifications on job failures and successes.
6. The environment must have a currently licensed, Vendor-Supported Hardware Firewall between the Internal Network and the Internet.
7. All Wireless data traffic in the environment must be securely encrypted.
8. There must be an outside static IP address assigned to a network device, allowing RDP or VPN access.



Report To: Board of Directors

Subject: Managed Services for Information Technology

Report No: 46-15

Date: May 20, 2015

RECOMMENDATION

That the Managed Services for Information Technology Report No. 46-15 be received for information purposes.

PURPOSE

To inform the NPCA Board of Directors about the review of current business practices and direction with regards to the provision of the Authority's information technology services.

BACKGROUND

Without understating its importance, IT (information technology) simply builds the technical information infrastructure that facilitates the efficient processing and movement of data, files, and messages. IT is therefore, an integral part of any organization's IM (information management) considerations. IM is a corporate venture because of its close relationship to specific business needs in consideration to organizational goals and objectives. Responsive IT is essential to conducting effective IM that harnesses the information resources and information capabilities of the organization in order to add and create value both for itself and for its clients or customers.

The Niagara Peninsula Conservation Authority currently partners with the Region of Niagara through a shared services agreement to provide information technology services for its operations. This arrangement delivers a local area network (LAN) to the NPCA main office secured behind the Region's firewall, internet access, hardware purchasing and installation, and system administration (security/antivirus, backup/disaster recovery, data center management, enterprise applications licensing (Microsoft Windows and Office)) including helpdesk services. NPCA 'field' locations such as Balls Falls and several other properties benefit from either virtual private network (VPN) or remote access services to the network.

Value added services in extension to this relationship have been leveraged, including enterprise GIS capabilities (database hosting and web mapping applications), specific application server hosting (AccPac financial system), as well as the potential to benefit from Regional applications such as the 'Sherpa' intranet system (MS SharePoint application). These amenities endeavor beyond core IT functions and more into the realm of addressing corporate information management business needs.

The annual operating cost for the base IT operations from the Region grew to 178K in 2014, while client side hardware investments remain additional capital expenses incurred annually (4 year refreshment cycle) as replacements are required. Desktop computing assets are therefore owned by the Authority.

Review of Business Needs

Internal reflections about the need to update telephone systems, deploy appropriate mobile devices, implement Wifi Access Points (office and several Authority properties), and consider e-commerce (reservations), online forms (permit and hunting applications), and additional application tiers (i.e. CityView development tracking system, CRM, Sharepoint collaboration tools) as support requirements related to Strategic Plan objectives have raised questions as to the Authority's current IT capabilities to meet its longer term IM vision. With the direction to enhance the performance of many of the Authority's business lines, integrated business solutions addressing many of the NPCA's current information management practices will become a critical success factor. This will require an IT infrastructure that provides access to applications, databases, mail and communication services that enable the NPCA to perform its work with accuracy, reliability, and speed.

While the shared services agreement with the Region provides substantial value to many of these core IT requirements, it has also often presented a limiting factor in moving NPCA information management initiatives forward. This is usually because either overarching Regional IT policies and/or system configuration prevents the NPCA from dealing with its own information management needs on the technical infrastructure provided in an autonomous fashion. As a solution to some of these limitations, the NPCA purchased and continues to manage a co-located server through an alternative service provider (Skycomp Solutions) in 2009. This hardware hosts virtualized web, database and application servers, delivering several business applications and/or services (website and flood forecasting and warning system etc.) while providing NPCA staff with direct administrative control and exposure to the web which is a level of access and control that could not be facilitated through the existing agreement with the Region.

Additionally, the quality of customer service experienced through the agreement has often varied. As a service provider, the Regional solutions are typically determined and offered 'as is', either without or seeking limited input in advance from the NPCA as to its specific requirements and/or preferences. NPCA staff also find they have to 'work through' Regional staff to accomplish tasks (typically application customization and administration activities) on the infrastructure to complete their projects. This can be a challenging experience and creates functional dependencies on the Region that affect aspects of NPCA project implementation.

As a result of these known issues and generally as a good business practice, it is reasonable for the NPCA to periodically review its IT service provision.

Investigation and Evaluation of Alternatives

As part of the 2015 budgeting process, staff engaged its existing vendor, SkyComp Solutions, to provide network system configuration plans and cost estimates for the NPCA to potentially migrate

to the private sector under their managed services business model for all Authority information technology management needs. The solution proposed leverages the NPCA's existing web infrastructure currently managed by SkyComp on the Authority's behalf and compliments it with a small datacenter to be located in the Authority office. Both environments would be firewalled appropriately and connected through a Bell fibre link with sufficient redundancy for back-up and disaster recover, enabling internal systems to configure with web facing system requirements to support integrated solutions such as the CityView development tracking system's Public Portal, public facing web GIS applications, and staff tools such as the new timesheet application. The managed services approach is an 'all you can eat' package based on a user rate and covers everything from helpdesk to network and system administration services in a predictable monthly cost.

NPCA also recently used SkyComp solutions to migrate from the Region's enterprise email exchange to the Microsoft Office 365 cloud based exchange services. This was necessary to provide continued support to its legacy BlackBerry mobile devices and functioned as one of the first phases of detaching select services from the Region. It also provides an alternate means of remote access for staff to their corporate email, as well as several other benefits to be leveraged in the future in terms of how staff access corporate information and work collaboratively further supporting the broader cultural transformation corporately that strategic information management can promote.

Despite the investigation into what the private sector offers, staff have contrasted its emerging needs and existing customer service apprehensions through detailed good faith discussions with the Region as its existing primary information technology services provider. The Region has communicated that it is in the process of changing how it does business with respect to IT and specifically in terms of prospective service delivery to its partnering agencies, fully acknowledging the NPCA's challenges and concerns under the current agreement. They have cited a new enterprise datacenter being established for operations starting in the second quarter of 2016. It is being designed so that it will be more accessible for clients like the NPCA to operate on with respect to addressing IT and IM needs in a more independent fashion.

Unfortunately, that timetable does not meet the Authority's immediate needs for key projects such as the CityView development tracking system, website redesign, financial and human resource system enhancements, and associated integration points. An alternative option discussed of addressing NPCA needs with the existing Regional infrastructure at this time would require more strategic planning and configuration sessions that would delay progress with these NPCA initiatives.

Interim Direction

As a result, staff has concluded that it is in the NPCA's best interest to migrate all the Authority's technology management needs to SkyComp Solutions as investigated on a one year interim basis. This will enable the Authority to establish its own technology infrastructure and configure it to strategically address its present and emerging needs without any impediments so that currently initiated information management projects can be implemented and delivered as planned. This will also provide staff with additional time to further articulate our longer term information technology management needs and associated specifications.

There are no immediate cost implications to this approach. The IT budget for 2015 was prepared on the actuals from 2014 and the total capital investments and service costs to make this transition are within range of that value. This approach was fully evaluated for feasibility and funded in the 2015 budget. The business model actually projects that should the Authority stay with the managed services approach after the interim period, it would be saving after a full year of service should the rate incurred through the Region in 2014 persist. Cost aside, the ultimate benefit is the immediate control and access to its own technology infrastructure that the Authority seeks to autonomously build its information management capabilities upon.

The long term solution to our corporate business technology management needs will be subject to a procurement process later this year (2015 Q4) given the total value of the business. An RFP will be developed and presented to the Board of Directors for approval and subject to the Authority's procurement policies. The RFP will focus on testing the market and securing a long term and comprehensive managed services provider for all of the NPCA's information technology specifications and service requirements which will be detailed therein.

In the meantime, SkyComp Solutions understands this is an interim solution and does not preclude them from submitting a proposal in response to the RFP. Niagara Region has been formally advised we are moving our technology management needs to another 3rd party on a temporary basis, and have also been encouraged to submit a proposal in response to the forthcoming RFP as well.

Alignment to NPCA's 2014-2017 Strategic Plan

The NPCA Strategic Plan sets out direction to perform organizational transformation, including corporate culture. While there are specific objectives subtly related to information management and technology use as part of this concept, information management practices are inherently cultural and will therefore be an important consideration as part of the ongoing broader corporate transformation.

Information Technology requirements and use, as governed by information management modernization efforts necessary to achieve its business objectives, can be inferred through the recognition and practice of several of the NPCA's corporate 'Values' identified in the Strategic Plan. These specifically include:

- Clear and respectful communication.
- Creativity and innovation in service delivery to clients.
- Transparency, accountability and quality in our services.
- Pragmatic solution oriented approaches to decision making.

In order to frame the opportunity at hand with respect to re-evaluating the NPCA IT paradigm it is recommended the NPCA adopt a strategy of examining technology needs and use through a broader corporate information management lens. That being a shift at an organizational level to an understanding that there are essentially no IT projects, rather there are only business initiatives that are enabled and shaped by information technology. Good information technology does not equal good information. Good information is information that people want or need, that they are willing to accept and use, and is determined at the organizational level in context of its specific business goals and objectives.

The integration of technology based business solutions that assist the NPCA with managing and leveraging its corporate information is mission critical to achieve the required level of elegance and efficiency it desires from both an internal and external customer service perspective. The NPCA IT environment moving forward needs to be an infrastructure that does not prohibit, but rather facilitates the organization to achieve its IM goals and associated business drivers. An agile IT 'backbone' as the foundation that the NPCA can conduct its IM activities on in an independent manner is the objective.

Reports Pertinent to this Matter

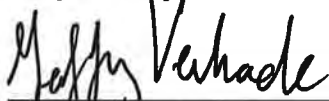
Report No. 26-15, 'Development Tracking System Selection', March 11, 2015.

Report No. 14-15, 'Award Website Redesign RFP', February 19, 2015.

Attachments:

1. NPCA – Proposed IT Network Infrastructure Configuration Diagram

Prepared by:



Geoffrey Verkade; Supervisor,
Geographic Information Services

Reviewed by:



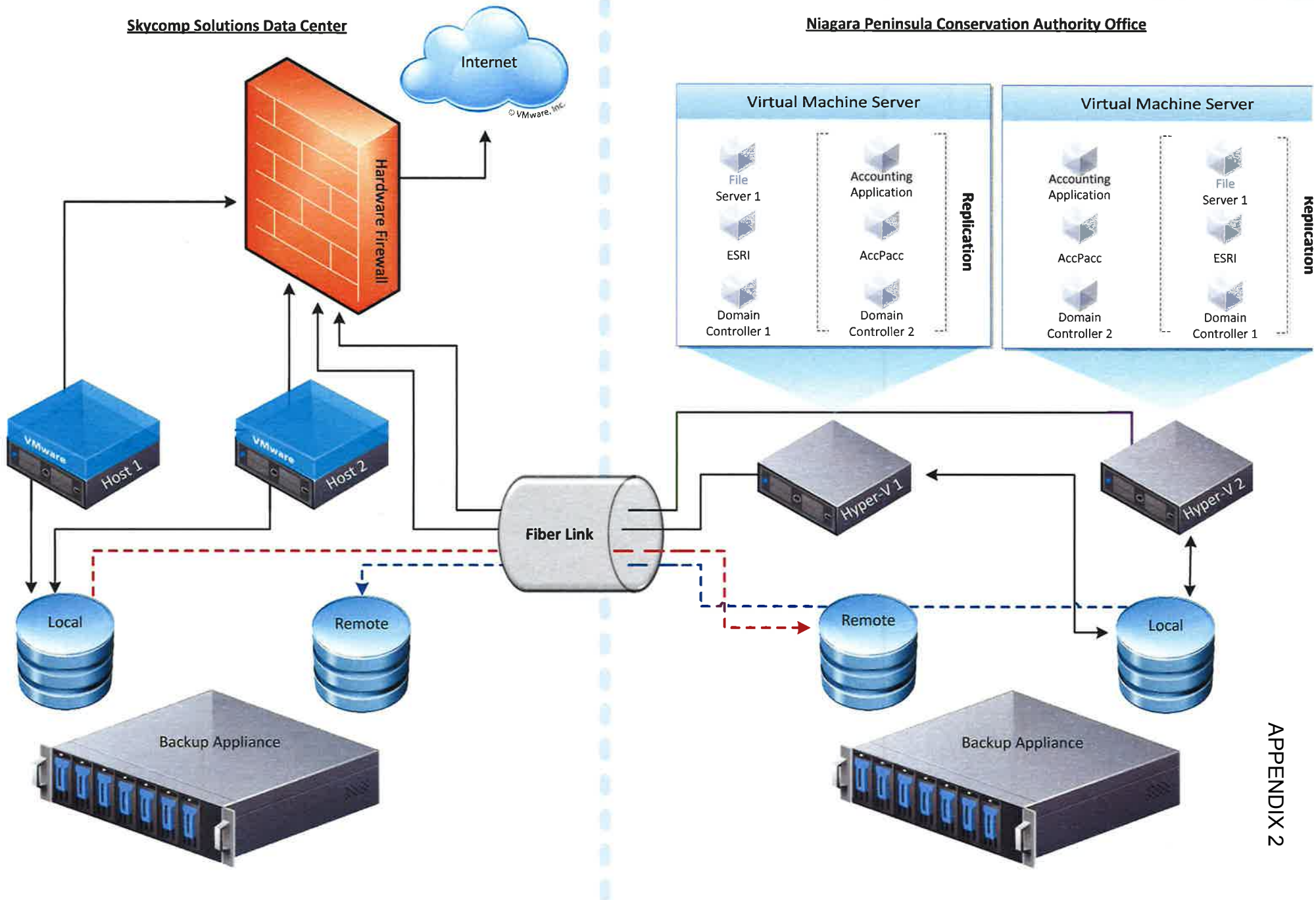
Jeff Long **CPA, MBA** ; Senior Manager,
Corporate Services

Submitted by:



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

Niagara Peninsula Conservation Authority: Network



Report To: Board of Directors

Subject: Approval of Contractor for the Binbrook Splash Pad

Report No: 43-16

Date: April 20, 2016

RECOMMENDATION:

1. That Report No. 43-16 be received; and,
2. That the NPCA Board of Directors approve the recommendation of the evaluation committee, that Demikon Construction Ltd. be selected as the contractor for the design and build of the new splash pad at Binbrook Conservation Area.

PURPOSE:

To approve the contractor for the design and build of the new splash pad at Binbrook Conservation Area.

BACKGROUND:

In 2015 NPCA made application to the ***Canada 150 program***, for matching funds for the design and build of a new splash pad at Binbrook Conservation Area, as per the Binbrook Master Plan. The application was successful and NPCA was awarded a \$245,000 matching grant.

At the February 17th Board meeting, Board members were provided a copy of the comprehensive RFP that was developed for this project. The RFP was formally issued on February 18th via MERX and Bidingo. Major splash pad contractors were notified directly that the RFP had been issued, The deadline for submission was March 31st at 4:00 p.m. Despite much early interest, only two submissions were received.

Both submissions were considered to be strong. Party A quoted at \$420,353.00, before taxes, while Party B quoted the project at \$416,402.00, before taxes. As such, both parties were invited to make presentations to the evaluation committee, comprised of NPCA staff and Board member Stew Beattie. Other members of the Binbrook Master Plan Steering Committee were also invited to attend the presentations, but declined.

Both parties were given 75 minutes to make their presentations and answer questions from the evaluation committee.

Following the presentations, the evaluation committee convened to confirm scoring. Through the scoring process, Demikon emerged as the preferred contractor. The Evaluation Criteria and Weighting is attached as Appendix 1.

DISCUSSION:

The evaluation committee is recommending that Demikon be selected as the contractor for the design and build of the new splash pad at Binbrook Conservation Area.


FINANCIAL IMPLICATIONS:

The project budget is \$475,000. This project was approved in the 2016 Capital Budget.

RELATED REPORTS AND APPENDICES:

1. Evaluation Criteria and Weighting

Prepared by:



Mark Brickell
Acting Director of Operations

Submitted by:



Carmen D'Angelo
Chief Administrative Officer
Secretary Treasurer

APPENDIX 1
Evaluation Criteria and Weighting

	Evaluation Criteria	Weight
1	Previous Splash Pad Experience: <ul style="list-style-type: none"> - Demonstrated related experience, projects of similar size - Quality of work performed to date - References for projects of similar size and scope 	22/ 25
2	Design Concept: <ul style="list-style-type: none"> - Meets and/or exceeds identified design criteria - Meets or exceeds outlines specifications (esp. recirculation system and treatment) - Considers safety and accessibility of users - Integrates with the Area aesthetic, including adjacent play equipment and beach 	38/ 40
3	Proposed Schedule: <ul style="list-style-type: none"> - Proponent provides a time/task breakdown schedule - Schedule meets or exceeds the hard deadline of May 1st, 2017 - Project management plan 	14/ 15
4	Value (Financial Proposal) <ul style="list-style-type: none"> - The proponents price, as submitted, provides good value - Provides alternatives and options - Components are proven durable and warrantied - Ability to afford additional amenities within the overall budget, while not compromising desirability of the splash pad 	17/ 20
	TOTAL Points Available	91/ 100

Party A

APPENDIX 1
Evaluation Criteria and Weighting

	Evaluation Criteria	Weight
1	Previous Splash Pad Experience: <ul style="list-style-type: none"> - Demonstrated related experience, projects of similar size - Quality of work performed to date - References for projects of similar size and scope 	20/ 25
2	Design Concept: <ul style="list-style-type: none"> - Meets and/or exceeds identified design criteria - Meets or exceeds outlines specifications (esp. recirculation system and treatment) - Considers safety and accessibility of users - Integrates with the Area aesthetic, including adjacent play equipment and beach 	34/ 40
3	Proposed Schedule: <ul style="list-style-type: none"> - Proponent provides a time/task breakdown schedule - Schedule meets or exceeds the hard deadline of May 1st, 2017 - Project management plan 	11/ 15
4	Value (Financial Proposal) <ul style="list-style-type: none"> - The proponents price, as submitted, provides good value - Provides alternatives and options - Components are proven durable and warrantied - Ability to afford additional amenities within the overall budget, while not compromising desirability of the splash pad 	18/ 20
	TOTAL Points Available	83/ 100

Party B

Report To: Board of Directors

Subject: Memorandum of Understanding with Niagara Sustainability Initiative

Report No: 44-16

Date: April 29, 2016

RECOMMENDATION:

That the NPCA Board of Directors give direction to NPCA Staff to enter into a Memorandum of Understanding between the NPCA and the Niagara Sustainability Initiative.

PURPOSE:

NPCA Staff wishes to enter into a new relationship with the Niagara Sustainability Initiative through a Memorandum of Understanding.

DISCUSSION:

The Niagara Sustainability Initiative (NSI) is a not-for-profit organization based in the Niagara Region with a focus on advancing environmental and economic performance through the greening of local businesses and municipalities. It has 3 staff, its own Board of Directors, and a number of volunteers.

NSI drafted the attached Memorandum of Understanding. The MOU, as taken from section 1 - entitled "Purpose of the MOU", states that the MOU "sets out the conditions for co-operation to promote environmental and economic sustainability in the Niagara Region."

The MOU outlines Areas of Cooperation, Forms of Cooperation, Contributions of the Parties, Funding Responsibilities, Intellectual Property, Disclosure, Responsibilities, Duration, Termination, and Divergence of Views. It also briefly outlines the "Carbon Project" and the interest of NSI to adopt Jordan Harbour Conservation Area as an ongoing 'Conservation' project.

FINANCIAL IMPLICATIONS:

Adopting the recommendation as contained in this report has no direct cost, however there are implied financial implications throughout the duration of the MOU directly connected to the introduction of "The Carbon Project" program, joint special events, and various joint conservation/ restoration projects at Jordan Harbour Conservation Area and throughout the Niagara Watershed. Neither NPCA Staff nor NSI Staff can determine, at this point, what those ongoing costs would be.

All funding requests flowing out of this initiative will be dealt with through the regular budget process.

OPTIONS:

- 1.) Enter into the MOU as currently written
- 2.) Enter into a revised MOU
- 3.) Not pursue a relationship with the Niagara Sustainability Initiative

RELATED REPORTS AND APPENDICES:


1. Draft Memorandum of Understanding

Prepared by:




Gregg Furtney
Acting Manager of Strategic Initiatives

Reviewed by:



Mark Brickell
Acting Director of Operations

Submitted by:



Carmen D'Angelo
CAO

Memorandum of Understanding

Between



and



1. Purpose of the MOU

This Memorandum of Understanding (MOU) between Niagara Sustainability Initiative (NSI) and Niagara Peninsula Conservation Authority (NPCA) (individually referred to as “Party” and together referred to as the “Parties”) sets out the conditions for co-operation to promote environmental and economic sustainability in the Niagara Region (the “Partnership”)

2. Spirit of MOU

Where the Parties, their boards and/or management, employees and volunteers recognize that real environmental and economic sustainability requires collaboration. That a multi-stakeholder approach that includes multi-levels of government, civil society, private/public enterprises, non-profit and charitable organizations is the best approach for meeting climate change goals.

Where it is agreed that the services rendered by the Parties, directly or indirectly, are essential to the welfare of the environmental sustainability of the Niagara Region.

Where it is essential to the livelihood and in the best interests of the Parties (as non-profit organizations) and its employees and volunteers to direct their respective efforts towards the efficient and economical operation of mutual affairs.

Therefore, this MOU recognizes and accepts the principles and spirit of good teamwork, based upon mutual responsibility, respect, confidence, loyalty, integrity and friendliness and, that

This MOU further recognizes that all successful inter-organizations collaborative efforts must be mutually advantageous, fair and just, not more favourable to one than to the other and of the same spirit of cooperation and friendliness in which this MOU is entered.

3. Areas of Cooperation

The Partnership will focus on a number of substantive areas, which will include, but not be limited to:

- Friends of Jordan Harbor Project
- Annual Family Day event at Balls Falls Centre for Conservation
- Water and Environmental Leadership Award
 - Selection Committee
 - Event
- The Carbon Project

Areas of Cooperation may be added to or amended from time to time, as agreed upon by the Parties.

4. Forms of Cooperation

The Parties may co-operate by various means throughout the Partnership, which will include, but not be limited to:

- Joint research
- Joint events, such as the annual Family Day Holiday event and Water and Environmental Leadership Award Ceremony
- Exchange of information on standards of environmental and economic sustainability as pertaining to each respective organization
- Technical advice based on NPCA ecological standards and NSI GHG standards
- Partnerships with major stakeholders from each organization, which may include but is not limited to regional and/or municipal government, Carbon Project member organizations, civil society organizations and industry involved in the implementation of sustainability practices.

Forms of cooperation may be added to or amended from time to time, as agreed upon by the Parties.

5. Contributions of the Parties

NSI will contribute to the Partnership in one or more of, but not limited to, the following ways:

Friends of Jordan Harbor Project

- Provide NPCA with a 5 years Master Plan for the Friends of Jordan Harbor Project, which details the formal adoption of Jordan Harbor Conservation Area as a CSR project for NSI and any interested Carbon Project member organizations and/or employees.

NPCA Water and Environmental Leadership Award & Ceremony

- Provide NPCA with a NSI representative to assist in the selection process of the NPCA Water and Environmental Leadership Award on an annual basis.
- Assist NPCA with organizational assistance where requested and cross promotion of the NPCA Water and Environmental Leadership Award to the Niagara Community, as possible.

Family Day Holiday Fundraiser

- Develop marketing material for the event in the form of graphics, posters and e-flyers;
- Meet and consult with NPCA, as necessary, to discuss event details and logistics;
- Approach and acquire event sponsors, vendors and participants;
- Plan event agenda, timeline and layout;
- Provide event support through NSI volunteers.
- Not enter into or start a similar event or collaborative agreement in competition against NPCA concerning a Family Day event in the Niagara Region.

NPCA will contribute to the Partnership in one or more of, but not limited to, the following ways:

Friends of Jordan Harbor Project

- Provide NPCA with a 5 years Master Plan for the Friends of Jordan Harbor Project, which details the formal adoption of Jordan Harbor Conservation Area as a CSR project for NSI and any interested Carbon Project member organizations and/or employees.

NPCA Water and Environmental Leadership Award & Ceremony

- Include NSI in the selection process of the NPCA Water and Environmental Leadership Award on an annual basis, as possible
- Request organizational assistance and provide direction on cross promotion of the NPCA Water and Environmental Leadership Award & Ceremony to the Niagara Community, as possible.

Family Day Holiday Fundraiser

- Will provide venue (specifically the Conservation Centre and surrounding area), facilities and support volunteers for the event;
- Will meet and consult with NSI, as necessary, to discuss event details and logistics;
- Will approach and acquire event sponsors, vendors and participants;
- Will provide event support through NPCA volunteers.
- Agrees not to enter into or start a similar event or collaborative agreement in competition against NSI concerning a Family Day event in the Niagara Region.

NSI Carbon Project

- Will advocate for NSI and its initiatives in the Niagara community in good will, as possible
- Will participate as a member in the Carbon Project, as possible

6. Funding

Each Party shall be responsible for its own costs related to the activities under this MOU. In particular, each Party shall be responsible for:

- the costs of any events that it hosts,
- all costs related to the participation of its staff in all events
- That costs-shared should proportionally represent the percentage of profit received from any collaborative fundraising-opportunities

Both Parties shall seek funds from third parties to finance joint activities under this MOU, as possible.

7. Intellectual Property

The Parties recognize the importance of protecting and respecting intellectual property rights. This MOU does not grant the right to use any work and/or events outside the framework of this MOU, of which one Party is the author or holds the intellectual property rights.

Intellectual property rights over any joint work created by the Parties' collaborative activities under the MOU will be jointly held by the Parties. Each of the Parties may use and reproduce this work separately, subject to an appropriate acknowledgement of the other Party's contribution to the work. However, before publication, each Party will confirm in writing with the other Party whether or not the latter wishes to be acknowledged in the relevant Publication. Each Party will seek the written consent of the other before granting license to a third party. Without prejudice to the above, any joint publication will be a separate written agreement to the Parties.

8. Disclosure

The Parties may disclose to the public this MOU and information with respect to activities carried out under this MOU in accordance with the Parties' relevant policies.

Any sharing of confidential information between the Parties will be subject to their respective policies and procedures relating to the disclosure of confidential information. Each Party will take any action to protect confidential information of the other Party, which may include but not be limited to a signed non-disclosure agreement between inter-office staff members.

9. Responsibility

Each Party will be responsible for its activities and for its staff members including for their acts and omissions. In particular a Party will not be liable for any damage or injury to any of the other Party's staff.

10. Duration

This Partnership will come into effect upon signature by both Parties for a period of two (2) years from the date of signing. It may be renewed for further periods, subject to a review of the results of the collaborative activities and upon agreement by the Parties.

11. Termination

The Partnership may be terminated by either Party by providing three months' prior written notice to the other Party.

In such a case the Parties will agree, as appropriate, on the steps to ensure that activities initiated under the MOU are brought to a prompt and orderly conclusion.

12. Divergence of Views

Any divergence of views between the Parties arising out of or relating to this MOU or the Partnership, including interpretation or application of any provision herein, will be settled amicably by the Parties through meetings and consultation.

13. Key Points of Contact

Each Party designates below its representative with overall responsibility for implementing this MOU and the Partnership, including responsibility for formulating work plans for activities to be undertaken pursuant to it:

Niagara Sustainability Initiative
89-91 St Paul Street,
St Catharines, Ontario,
L2R 3M3

Niagara Peninsula Conservation Authority
250 Thorold Road West; 3rd Floor
Welland, Ontario,
L3C 3W2

Tikvah Mindorff, Executive Director

David Barrick, Director

Date

Date

Signature

Signature

Report To: Board of Directors

Subject: Unsolicited Proposal – Feastivities Events & Catering

Report No: 45-16

Date: April 20, 2016

RECOMMENDATION:

1. That this report be received.

2. That the NPCA Board of Directors direct staff to issue a Request for Expressions of Interest for Catering and Event Planning Services for Weddings and other group functions at Ball's Falls Conservation Area, and report back to the Board by September, 2016.

PURPOSE:

NPCA Staff wishes to get direction from the NPCA Board of Directors on how to deal with the Unsolicited Proposal from Feastivities Events & Catering for Exclusive Rights to operate at and manage all Facility Bookings for weddings at Ball's Falls Conservation Area.

DISCUSSION:

Feastivities Events & Catering has been in the Niagara Region since 1971. The family business was created and run by Bill and Frances Van-Helsdingen. Their son, Peter Van-Helsdingen, is the current proprietor. They not only do catering, but also event planning, across the Niagara Region. They claim to be the largest event planning and catering company in the Niagara Region. They have been catering weddings, in particular, at Ball's Falls Conservation Area for well over 10 years. They boast to be the only caterer to provide "Advanced Management Level Food Safety Training", above the industry standard, to every one of their employees.

In March, 2016, Mr. Van-Helsdingen, approached NPCA Staff with an Unsolicited Proposal to become the exclusive caterer and event planner, for weddings at Ball's Falls Conservation Area. In addition to guaranteed Commission Rates on all Food and Bar revenue, along with the full facility rental rates that the NPCA needs, Mr. Van-Helsdingen is offering \$250,000 to build a commercial production kitchen at the Center For Conservation, at Ball's Falls Conservation Area. Feastivities Events & Catering is looking for a minimum 10 year agreement with some clear language around a mutually agreeable "Exiting Clause" that is based on mutually agreed upon performance benchmarks. In addition to the above, Mr. Van-Helsdingen will support his agreement with a full marketing plan and administrative/ event planning support.

Staff consider this proposal to be very strong and worthy of consideration, however, would want to negotiate detailed terms of any such arrangement and bring back a draft agreement for final Board approval.

Another option would be to issue a Request for Expressions of Interest, as was done with the St. Johns Centre property. Such a process is highly transparent and would confirm whether or not other parties are interested in such a venture. It also allows for negotiation with one or multiple parties.

FINANCIAL IMPLICATIONS:

There are no direct costs associated with this report. However, depending upon how the Board wishes to move forward, significant new revenues may be realized.

OPTIONS:

- 1.) Direct Staff to issue a Request for Expressions of Interest for competing proposals
- 2.) Direct Staff to enter into negotiations and contract with Feastivities Events & Catering
- 3.) Direct Staff to maintain status quo at Ball's Falls Conservation Area

RELATED REPORTS AND APPENDICES:

1. Unsolicited Proposal from Feastivities Events & Catering (Closed session)

Prepared by:



Mark Brickell
Acting Director or Operations

Submitted by:



Carmen D'Angelo
CAO