

FULL AUTHORITY MEETING Wednesday May 18, 2016 9:30 am

Port Colborne Conservation Club 3757 2nd Concession Road; Port Colborne

AGENDA

9:30 am

Public Session

- DECLARATION OF CONFLICT OF INTEREST
- ADOPTION OF AGENDA
- DELEGATIONS
 - (1) Kathy McQuire Port Colborne Conservation Club (Hosting)
 - (2) Harmony Residents Group Niagara Shores Park Presentation (10 minutes)

BUSINESS

- (1) A. Full Authority Meeting------ Draft Minutes April 20, 2016
 - B. Draft Committee Minutes
 - Cave Springs Committee Meeting March 29, 2016
 - Watershed Floodplain Committee April 27, 2016
 - Audit Committee Meeting –May 4, 2016
- (2) Business Arising From Minutes
- (3) Correspondence
- (4) Chairman's Remarks
- (5) Chief Administrative Officer Comments

Reports for Information

(6)	Project Status Reports: 1. Watershed Management <u>Repo</u> 2. Operations <u>Repo</u> 3. Corporate Services <u>Repo</u>		<u>48-16</u>
(7)	Financial – Monthly update	rt No.	<u>50-16</u>
(8)	Forestry Update	rt No.	<u>51-16</u>
(9)	Re-allocations of Capital Project funds	rt No.	<u>52-16</u>

Reports for Consideration

(10)	 Draft 2015 Audited Financial Statements Presentation by Grant Thornton LLP 	<u>Report No. 53-16</u>
(11)	 Request from Bruce Trail Association <i>Presentation by Bruce Trail</i> 	<u>Report No. 54-16</u>
(12)	Welland River Floodplain Mapping update	<u>Report No. 55-16</u>
(13)	NPCA Regulation No. 2 - Amendment	<u>Report No. 56-16</u>
(14)	Customer Service Charter	<u>Report No. 57-16</u>
(15)	Appointment of Officers for Conservation Areas	<u>Report No. 58-16</u>
(16)	Canborough Park – Lease Renewal	<u>Report No. 59-16</u>
(17)	Long Beach C. A. Water Treatment System	<u>Report No. 60-16</u>
(18)	Other Business	

ADJOURNMENT

Niagara Natural Heritage Park NPCA Presentation May 18,2016

A Future Proposal For the Niagara-on-the-Lake DND Lands Parks Canada Lakeshore Road Property

The Harmony Residents Group

Niagara Natural Heritage Park

We are proposing a *Natural Heritage Park* be established on the Parks Canada Lakeshore Road site



 To create a natural heritage park consisting of recreational and educational amenities

The Lakeshore Road property is filled with important natural and historical features



- The Battle of Fort George National Historic Site
 - Site of American landing and fierce fighting in May, 1813
- A Carolinian forest, meadows, creeks and wetlands
- Lake Ontario waterfront
- Additional heritage interest
 - Secord farm, U.E.L settlement
 - First Nations hunting and fishing
 - DND training

Niagara Natural Heritage Park

The establishment of a park would be an important step towards habitat conservation and wildlife protection on the site









- Species-At-Risk need protection
- Forests need conservation and enhancement
- Creeks & wetlands need rehabilitation
- Shoreline erosion needs to be stopped
- Habitats need preservation

May, 2016

The property has educational possibilities, for local and regional institutions



- Environment
- Science
- History
- Archeology & other research

When fully operational, future possibilities exist for the park to offer a range of heritage and nature based experiences such as



Harmony with the Environment

There is potential to retain the existing sewage treatment building for developing a gateway to the site's natural and heritage attractions



- Welcome Centre
- Interpretive Centre
- Meeting / exhibit space
- Information hub

Can be developed in stages, and park features and programs can be added over time as partners and funding are attracted



8 Harmony with the Environment

May, 2016

Niagara Natural Heritage Park

When the New WWTP is fully operational, the Old WWTP needs to be de-commissioned and the property returned to its natural state



Harmony with the Environment

Existing Niagara-on-the-LAKE Wastewater Treatment Plants and Lagoons Decommissioning project

Brief for converting decommissioned WWTP to Natural Wetlands Submitted by the Harmony Residents Group - December 2015

What needs to be done:

- A) The site should be restored as a natural wetland with the ponds retained and the surrounds appropriately naturalized. This natural process would augment the clean up and prevent future contamination flare up. Where economically possible, Parks Canada's long-term plans for the property should be considered.
- B) The present main building should be retained and reused as space for administration offices and outdoor education centre, parking and other visitor facilities.
- C) The site should provide trails that are appropriately signed to emphasize significant flora and fauna and are easily linked to the remaining DND/PC Lakeshore property. This could be done by retaining the roads over the lagoon dykes and bridging 2 Mile Creek.
- D) Advantage should be taken of the natural run off into both ponds to help maintain critical water levels and of existing features to allow drainage and prevent flooding.

Why this should be done:

- A) The land was a natural wetland before it was a WWTP.
- B) A seasonal wetland was destroyed to build the new WWTP. To compensate for that loss additional wetlands could be created.
- C) Much of the construction for wetlands was already done when the ponds were dug out and the bottoms sealed to hold water.
- D) The existing ponds are already important habitat for a significant variety of wetlands flora and fauna. They are recognized as one of the wildlife viewing hotspots in the province.
- E) As wetlands, the site would continue to provide an essential refueling stopover for migrating birds, some of which are rare and attract numerous birders and photographers.

- F) Precedents set by other jurisdictions indicate that the costs for clean up and landscaping would be manageable.
- G) The wetlands and other natural features of the entire DND/PC Lakeshore Lands (shoreline, creeks, sloughs, Carolinian forest, grasslands, gravel bluffs and bird colonies, etc) would compliment the internationally renown Niagara River Parkway.
- H) Visitors to Niagara would be provided with another naturally attractive place in which to spend time picnicking, walking, photographing, bird watching, etc.
- Funding prospects for wetland conservation projects are excellent, especially in view of recent commitments by Federal and Provincial Governments for combating climate change.
- J) A wetland project like the one proposed, especially if linked to the rest of the DND/PC Lakeshore Lands, already has extensive local and beyond support.

Other successful conversions:

Harmony has visited and thoroughly investigated other jurisdictions that have successfully converted their Wastewater Treatment Plants to Natural Wetlands. A report on this extensive research follows this summary. Essentially, other jurisdictions have opted to convert their decommissioned ponds to natural wetlands for reasons that include;

- A) It acknowledges a partnership not a stewardship with nature, and is the ecologically responsible thing to do.
- B) As a response to climate change, and thinking green.
- C) It quite frankly, costs less than other options.

This Brief and report that follows does not negate in any way the need to remove any toxic environmental materials that sometimes are referred to as "Hot Spots" from the lagoons.

Prepared and submitted by; P. Harvey, D. Hennessey, R. Payne

A case for Converting Niagara-on-the-Lake's Decommissioned Sewage Ponds to Natural Wetlands. Developed in June, 2013 and Updated in November, 2015

WASTEWATER TREATMENT LAGOONS TO NATURAL WETLANDS

Niagara-on-the-Lake's two sewage lagoons are presently used in the secondary stage of the wastewater treatment process. The effluent, having already been subjected to the primary treatment and part of the secondary treatment (in the "aeration" tanks) circulates slowly through the two inter-connected lagoons. This allows the sludge to settle and bacteria to partially transform harmful substances into harmless bi-products. The remaining effluent is then subjected to a third level of treatment involving chemicals. After that it is considered clean enough to be discharged into Lake Ontario.

When the wastewater treatment plant is decommissioned, effluent will no longer enter the lagoons. The Region is then responsible for providing the Ontario Ministry of the Environment with a Site Specific Assessment Report (SSAP) completed by qualified consultants. The SSAR focuses on two kinds of risk: risk to people and risk to the environment. It asks questions about previous site use and requires that samples from the lagoon sludge and surrounding soils be tested for toxic substances. The Ministry of the Environment then determines what actions are necessary for clean up. Future use of the site is a critical part of determining what degree of clean up the site requires.

Converting the lagoons into a natural wetland in which toxicity declines gradually through a series of natural processes will require less effort and therefore cost less. A total clean up involving pond drainage, removal and redistribution of sludge, filling in the ponds and landscaping the area tends to be very expensive.

Harmony Resident Group's (HRG) preferred land use after decommissioning is to convert one or both lagoons to natural wetlands. This offers several advantages to the Region and may also appeal to Parks Canada, the present owners of the site.

The reasons for HRG's preference are given below under the following headings: Precedents, Habitat Protection, Cost to the Region, Education Opportunities, Anticipated Objections

PRECEDENTS

It is not unusual for local jurisdictions to convert decommissioned sewage lagoons to natural wetlands. In fact, where possible, it is the likely choice. The reason for this is recognition of the importance of wetlands to the environment. Many examples may be found within a 100 km radius of Niagara-on-the Lake. The most obvious one is the Biggar Sewage Lagoons along the Lake Ontario shoreline west of Grimsby.

According to Bruce Mackensie of the Hamilton Nature Club, the process to convert the Biggar Lagoons began in 2002 and was completed in 2007. He pointed out, "It may be beneficial to leave the sludge in the ponds as it provides the nutrients needed to attract the shorebirds.... If the lagoons were allowed to act as natural wetlands, the

sludge would be cleaned up by the action of the marsh plants". He cautioned that costly and unnecessary actions such as sludge removal and redistribution should only be used as a last resort. Apparently, this was not done initially at the Biggar site. On the insistence of the DND, but paid for by the Region, the sludge was removed and redistributed. Later, when further testing was done, sludge removal proved to be totally unnecessary. By then, the local jurisdiction had already spent a great deal more money on clean up than it really needed to.

The West Perth Thames Nature Trail and Wetland near Mitchell, Ontario, has a substantial wetland area created from three decommissioned sewage lagoons. The Construction was carried out in 2008. Now the site is a thriving wetland area complete with trails linked to the Thames River Hiking Trails. It has acquired a reputation for rare bird sightings, and attracts hundreds of birders every year. This suggests that natural wetland conversion could save money and help to pay for its maintenance.

Port Rowan Sewage Lagoon Naturalization Project (named the Wetland Ecological Restoration Project) near Long Point, Ontario, has been completed and open to the public for some two years now. Its objective was to convert a decommissioned sewage lagoon and surrounding land into "a mini-wetland with prairie grasses, trees, ponds, swampy areas and a stream". The lagoon area is the centre of a trail known for plentiful waterfowl, and there is a lookout available to view the area. It provides habitat for reptiles, amphibians, birds, mammals and pollinating insects. A hibernaculum has been built to provide overwintering habitat for snakes. After a year of no response from the province using the normal submission process, they re-applied under the Drainage Act, and the process moved very quickly. They evening obtained some provincial funding.

According to Eric Dehan, a town official responsible for environmental projects, the idea for converting a decommissioned sewage lagoon into a natural wetland originated with the local government. Apparently, the town council was trying to decide what to do with a sewage lagoon. A member of council suggested it be incorporated into a natural wetland project already in council's plans. This happened, claims Dehan, because Norfolk County had already given the environment a high priority in its vision statement making it easier for councilors to "Think Green".

HABITAT PROTECTION.

The region has decided to build Niagara-on-the-Lake's new wastewater treatment plant on a seasonal wetland. Creating a new natural wetland from decommissioned sewage lagoons seems the logical way to compensate for the loss of important wetland habitat.

The disappearance of so much of the Ontario's wetland is an issue of major concern. Ontario Nature's publication, ONNATURE, has, over the past three years, published several articles on the importance of wetlands to the environment. Recent changes in the Ontario Government's categorization of wetlands stresses the importance of conserving wetlands in this area. It should be remembered that wetlands are part of Niagara-on-the-Lake's natural history. The Stone Road was once the Swamp Road, and before that, a still hunter's path through the Black Swamp. Creating more wetland from the obsolete lagoons is an environmentally responsible way of recognizing the importance, past, present and future, of Niagara's wetlands.

Relocating some of the species-at-risk, (Shumard Oak and Eastern Flowering Dogwood) from the new wastewater treatment plant site was suggested by the local gardening society at one of the Public Information Meetings. The converted sewage lagoon area would be a perfect habitat for such relocations. Elm, Tulip and Chestnut trees could also be part of a restoration program around the natural wetlands. Now, these species are extremely rare in this area, but they were once common in the Carolinian Forest.

The existing sewage lagoons provide habitat for, or are in the vicinity of habitat for, several species at risk; e.g., Snapping Turtle, Eastern Milk Snake, Monarch Butterfly, Chimney Swift, Hooded Warbler, White Wood Aster and Eastern Flowering Dogwood. Filling in the lagoons would have an adverse effect on many of these species. Creating a natural wetland, however, would have the opposite effect by helping to restore disappearing species and to introduce new ones into the area. The recently created natural wetlands at Mitchell added the American Avocet to its list of rare birds. A White Pelican stayed briefly at a small man-made pond south of Highway 55 recently. A visiting rare species does tend to attract the attention of both the media and the general public.

The present lagoons provide habitat for seventeen different kinds of ducks and several other bird species attracted to water and near water habitats. Simply filling in the ponds would totally destroy habitat essential to birds presently using the lagoons as nesting sites or as a refueling stop before continuing fall and spring migration. A natural wetland, while continuing to provide habitat similar to that of the lagoons, has the potential to increase the number of species, resident or migrant, by creating additional habitat features. Both Biggar Lagoons and the lagoons at Mitchell have added small islands, mudflats with shallow water, wetland vegetation and variation in water levels to attract more and different wildlife.

A natural wetland would be totally compatible with the surrounding area. The Carolinian forest to the north with its own natural beauty and resident wildlife would compliment the wetlands. Two Mile Creek and slough to the east could provide the wetlands with an additional water supply in the unlikely event it should be required in extremely dry summers. The cleaned up aeration tanks, chemical filters and storage buildings to the south offer opportunities for landscaping, reforestation and re-use of the existing building for administration and education purposes.

COST TO THE REGION

The cost of decommissioning sewage lagoons can be extremely high especially if it includes the expense of removing sludge for detoxification and redistribution. One way

to reduce costs is to avoid the most expensive stages of the process. Converting the lagoons to natural wetlands is a possible way to do this. Creating the sewage lagoons in the first place was a huge expense to the Region. Conversion to natural wetlands will conserve and enhance that original investment. Removing sludge and filling in the ponds will not only waste the initial investment, it will also add considerably to the cost of the decommissioning process. Report #10 of the Transportation and Works Commission, York Region estimated that the cost for converting each of the three sites it reviewed was between \$250,000 and \$650,000 depending on the kind of landscaping required by the new wetlands. Once the work was completed, an annual operating cost of less than \$50,000 was anticipated. If a clean up of sludge removal and redistribution had been required, the estimated cost would have been over \$1,000,000 for each site.

Chatham-Kent Utilities estimated it saved approximately \$1,000,000 by converting its decommissioned sewage lagoons to wetlands.

Before the land reverts to Parks Canada the Region must comply with whatever reasonable conditions for the clean up Parks Canada requires. The region is advised to act cautiously in view of what happened with the DND and the Grimsby clean up. There may be no need to waste the taxpayers' money on unnecessary and expensive clean up processes

If a natural wetland is designated as the future land use for the site, it may be possible for the Region to obtain supplementary funding from organizations that support wildlife habitat improvement projects. The Great Lakes Guardian Fund, the TD Bank Friends of the Environment Foundation, and the Trillium Foundation have all contributed to such projects. Additional funding may also be available if the project is integrated with the Niagara Lakefront Enhancement Strategy. The lagoons are less than 200 meters from Lake Ontario and are easily accessed from the shoreline.

As natural wetlands the lagoons could create their own source of funding. Access from the outside is already controlled. Integrating the wetlands with the rest of the old DND land by building a basic trail system would create 200 acres of public parkland. With its rich variety of ecological and heritage features the parkland would have fund raising potential. A small user fee charged to school groups and other organizations would help pay for the upkeep of the facility.

OPPORTUNITIES FOR TEACHING AND RESEARCH

The Region has two sites that are presently used by the School Board for Outdoor Education. Sean Hanna, Coordinator for Science, Outdoor Education at the Niagara District Board of Education estimated that the board's outdoor education facilities at Wood End and St John Conservation Area were at 80% capacity. The Board is looking for possible new sites. To qualify, a site needs to have specific kinds of outdoor activities related to the outdoor education curriculum and a place for program instruction. The new wetland would have both. Not only that, it offers natural areas such as the Lake Ontario shoreline not available in either of the other Outdoor Education sites. At present, the Board provides Outdoor Education field trips for approximately 8000 elementary school students. This is expected to increase as interest in ecology, outdoor recreation and conservation increase in importance and students are required to replace the classroom with hands on experiences. The County of Wellington already has its Green Legacy program from kindergarten through to high school in addition to the regular outdoor education program. Other school boards are hoping to create similar programs.

In addition, an area with natural wetlands, Carolinian forest, creeks and sloughs and a Lake Ontario shoreline would be attractive to both secondary and college levels of education. Places like Long Point and Point Pele National Park set the bar for wildlife research projects in South Western Ontario. There seems no reason why, if a natural wetland habitat is added to the old DND lands, it should not compare favorably with those research sites. Its proximity to Lake Ontario makes it an attractive place to do annual bird counts. As well as the opportunity to study species at risk, it would be an ideal habitat for reintroducing other species like Blanding's turtle, Wood Turtle, Milk snake, Fowler's toad, Tulip tree and a whole variety of other fauna and flora once common in this area.

ANTICIPATED OBJECTIONS

The main objection to converting the sewage lagoons to natural wetlands is perseverance of the smell associated with wastewater treatment plants. None of the studies and projects read for this survey make an issue of lingering odors. The Biggar Lagoons proposal stresses the opposite point of view by emphasizing, "If the lagoons were allowed to act as natural wetlands, the sludge would be cleaned up by the action of the marsh plants. Many municipalities use a marsh ecosystem in the finishing process of sewage". Dr. Lemon's research at the Niagara-on-the-Lake wastewater treatment plant demonstrated how effective this clean up method could be.

The Wikipedia article "Sewage Treatment" has this to say about odors, "Odors emitted by sewage treatment are typically an indication of an anaerobic or 'septic' condition. Early stages of processing will tend to produce smelly gases, with hydrogen sulfide being most common in generating complaints." This would suggest that once the plant has been decommissioned and primary stage effluent ceases to enter the lagoons, the cause of any obnoxious odors has been eliminated. Karen Mueller in her book FLUSHING; TREATING WASTEWATER made a similar point, "the pre-treatment part of the plant gives off obnoxious smells" If there is no effluent to pre-treat, there can be no smells.

One final reference to the odor problem and its irrelevance to the process of converting decommissioned sewage lagoons into natural wetlands should settle the issue. Dr. Giancarlo Riva in his article "Sewage and Wastewater Odor Control" recognizes that to a lesser degree bad odors may arise from the sludge, but these conditions only occur when effluent is flowing too slowly through the lagoons. If no effluent is entering the lagoons then none can flow through them. Natural wetland vegetation will grow (or be deliberately planted as part of the conversion process) and the harmful bacteria

producing the bad odor will be eliminated. This is exactly what happened with the Biggar and Mitchell lagoons.

An objection that was raised in connection with the Biggar lagoons was mosquitoes. This was answered in several ways. In the first place, it was pointed out that the number of mosquitoes would likely decrease because of an increase in the number of mosquito larvae predators in the wetland ecosystem. Secondly, the wetlands would probably only be open to visitors during daylight hours and there "would be very little diurnal mosquito activity in this area". Thirdly, mosquito larvae tend to breed prolifically in locations where there are no natural predators like ditches, old tires, eaves troughs and bird baths. These locations would offer a greater risk of being bitten than a natural wetland loaded with larvae predators. This would suggest that while there will be mosquitoes around in the wetlands, the risk to health and comfort will be no greater than that encountered in any other outdoor location during the mosquito season.

USEFUL SOURCES OF INFORMATION

People who have direct experience of WWTP's converted to natural wetlands: Bruce Mackensie 905-643-4526 (Biggar lagoons).

Don Jones 519-348-9826, Gerry Kehl 519-348-9963 (Mitchell lagoons)

Peter Bryan Pullem, 519-426-5870 ex 1601(Port Rowan lagoons)

Reading Material:

Proposal: "Biggar Sewage Lagoon Property, Restoration and Creation of Natural Area".

Reports #6 and 10 of the Transportation and Works Committee, York Region Council.

"Constructed Wetland", from Wikipedia.

"Mitchell turning old lagoons into useful wetlands" Stratford Gazette, Aug 19, 2008

Simcoe Reformer "Turning sewage lagoons into wetlands", March 22, 2011

Additional supporting information including; Great Lakes Guardian Community Fund, Kociuk Drain Improvement and Port Rowan Lagoons Naturalization project, and Leigh-Anne Bower Presentation to Waterloo, can be found at;

https://sites.google.com/site/harmonyresidentsgroup/Supp-info.zip

CORRESPONDENCE-Great Lakes Guardian Fund

Mr. Bradley's remarks from the Great Lakes Guardian Fund Announcement (attached)

Note from Chair, Timms:

"The Province and the NPCA share a common interest in the great Lakes watershed, in this case it is the twelve mile Creek stewardship plan and a concern for pollinators of all kinds. We are pleased to have a local volunteer group to lead this project, two in fact, the Niagara Restoration Council and the Port Dalhousie Beautification Committee, and thanks to our restoration team, your leadership in this watershed for the last ten years is showing results in this project. It is good to be able to focus on our restoration work and put our regulation work aside for a moment."

May 18, 2016 Full Authority Meeting

GREAT LAKES

- Healthy Great Lakes are vital to the success of our province.
- By passing the Great Lakes Protection Act in October 2015, our government is making sure the Great Lakes can withstand the impacts of a changing climate so they remain drinkable, swimmable and fishable for generations to come.
- As well, our government recently convened the inaugural meeting of the Great Lakes Guardians' Council in March 2016.
- Council members included Ministers, representatives from First Nations and Métis communities, and experts from across Ontario, including municipalities and conservation authorities, agriculture, industry and science communities, environmental groups and the recreation and tourism sectors.
- The Council discussed strategies to tackle significant environmental challenges to the Great Lakes, including climate change and algal blooms in Lake Erie.
- And we're also working with environmental groups across Ontario to protect the Great Lakes by announcing the 2015 recipients of the Great Lakes Guardian Community Fund.
- The fund provides a grant of up to \$25,000 to not-for-profit organizations, schools, First Nations and Métis communities and other local groups for projects that have a direct environmental benefit to the Great Lakes.

I am pleased to announce that the Niagara River Restoration Council in partnership with the Region of Niagara, Niagara Peninsula Conservation Authority, Port Dalhousie Beautification and Works Committee and the Royal Canadian Henley Corporation will receive \$24,970.

This project will provide essential habitat and increase biodiversity at a virtual point in the watershed system. Both islands are man-made and act much like an unnatural impervious surface, which negatively impacts native species and water quality. Planting, garbage clean up and installation of bird boxes will restore natural habitat and reduce erosion. The project will involve the community as well as educating them through interpretive signs.

The project will be implemented across all 1.5 hectares of Rennie Island and an additional 1.5 hectares at the South and North ends of Henley Island, which are two man-made islands located on the Twelve Mile Creek in Port Dalhousie, St. Catharines.

REPORTS FOR INFORMATION

- REPORT NO. 47-16 Project Status Watershed Management
- REPORT NO. 48-16 Project Status Operations
- * REPORT NO. 49-16 Project Status Corporate Services
- * **REPORT NO. 50-16** Finance, Monthly update
- REPORT NO. 51-16 Forestry update
- * REPORT NO. 52-16 Re-allocations of Capital Project Funds

May 18, 2016 Full Authority Meeting



Report To:	Board of Directors
Subject:	Watershed Management Status Report
Report No:	47-16
Date:	May 18, 2016

RECOMMENDATION:

That Watershed Management Status Report No. 47-16 be received for information.

PURPOSE:

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

BACKGROUND:

A. Plan Review & Regulations



Report No. 47 -16 Watershed Management Status Report Page 1 of 10

	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	3	2	0	0	0	2	2	1	2	10	4	1	1	3	31
Building Permit Review	2	0	0	7	1	2	4	5	1	4	1	2	5	7	41
NPCA Permits	1	3	1	2	2	3	1	1	2	2	0	2	3	4	27
Totals	6	5	1	9	3	7	7	7	5	16	5	5	9	14	99



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 April, 2016, the Watershed Management Department reviewed 31 Planning Act applications (various type and complexity)/Niagara Escarpment Commission Development Permit applications, 41 Building Permit applications, and 10 property information requests. Staff note that application volume is increasing (particularly Building Permit reviews) 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 April, 2016, NPCA Permits and Compliance issued a total of 27 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.

No.	PERMIT #	MUNICIPALITY	ADDRESS	WORKS PROPOSED/PURPOSE	REGULATED FEATURE	TOTAL DAYS	COMMENTS
1	3378R	Lincoln	3678 Victoria Avenue	Utility Crossing	Watercourse Alteration	6	
2	3392R	Welland	12 Chantler Road	New Home Construction	Floodplain and PSW Buffer	1	Complete Application April 4, 2016 therefore only 1 day to complete permit
3	3537A	Grimsby	36 Lakeside Drive	Shorewall and New Home Construction	Lake Ontario Shoreline	1	
4	3723A	Lincoln	4245AB Academy St	New Semi-Detached Home	Slope Stability	2	
5	3726	St. Catharines	1236 Lakeshore Road West	Dock Construction on Lake Ontario	Lake Ontario Shoreline	14	
6	3755	Pelham	West Side Haist Street	Enbridge New Gas line Installation	Lands adjacent to Valleylands	21	
7	3761	Port Colborne	2nd Concession near White Road	Mushroom Farm	PSW	23	
8	3762	Niagara Falls	4603 Lyons Parkway	New Home Construction	PSW Buffer	15	
9	3766	West Lincoln	RR#14 Between Conc. 2 Rd and South Chippawa Rd	Enbridge New Gas line Installation	Watercourse Alteration	12	
10	3767	Fort Erie	3813 Black Creek Road	Demolish and Rebuild Garage & Mud Room Construction	Lands adjacent to watercourse	7	
11	3768	Grimsby	Olive Street Between Ontario & Elizabeth	New Watermain Installation	Lands adjacent to watercourse	7	
12	3769	Welland	631 Moyer Road	Pool, Storage Shed and Fence	Lands adjacent to watercourse	9	
13	3770	St. Catharines	1262 Lakeshore Road West	Sunroom	Lake Ontario Shoreline	9	

No.	PERMIT #	MUNICIPALITY	ADDRESS	WORKS PROPOSED/PURPOSE	REGULATED FEATURE	TOTAL DAYS	COMMENTS
14	3772	Haldimand	2419 Haldimand Road 9	New Home Construction	Lands adjacent to watercourse	2	
15	3773	West Lincoln	2428 St. Ann's Road	Septic System Installation	PSW Buffer/Lands adjacent to watercourse	12	
16	3775	West Lincoln	5383 Vaughan Road (500m east of Wellandport Road)	Bell Cable Installation	Watercourse Alteration	8	
17	3776	Wainfleet	11705 Lakeshore Road	Structure Demolition	Lake Erie Shoreline	18	
18	3777	Hamilton	Little Wolf Creek on Bell Road	Culvert Replacement	Watercourse Alteration	15	
19	3779	Welland	851 Biggar Road	New Home Construction	PSW Buffer	13	
20	3780	Hamilton	845 8th Road East	Culvert Replacement	Watercourse Alteration	6	
21	3781	Niagara Falls	10945 Willodell Road	New Deck and Garage	PSW Buffer	12	
22	3782	Niagara Falls	3343 Miller Road	New Storage Shed	PSW Buffer	12	
23	3783	Wainfleet	10115 Cedar Crest Road	Septic System Installation	Slope Stability	6	
24	3784	NOTL	394 Hunter Road	In-ground Pool Installation	Slope Stability	5	
25	3786	West Lincoln	Port Davidson Road	Enbridge New Gas line Installation	PSW Buffer	7	
26	3787	Grimsby	Concord Place	Enbridge New Gas line Installation	Lands adjacent to watercourse	8	
27	3788	Port Colborne	808 Lakeshore Road East	Home addition	Lands adjacent to watercourse	4	

3) Watershed Biology

In the month of April the Watershed Ecological Technicians have provided biology review for a variety of planning and regulations files, completing at least twenty-six (26) site visits for planning pre-consultation or permit application review, and providing formal review and comment for nineteen (19) permit application submissions and eight (8) planning files. The Ecological Technicians also assisted with three (3) Construction Compliance files.

The spring season has been extremely busy for the Biology department and has increased the number of site visit requests related to both planning and permit files, with many files requiring Environmental Impact Study scoping, and correspondence with a variety of consultants for information requests on natural heritage features. The chart below provides a breakdown of staff's involvement in the month of April.



Staff presented at the Niagara Envirothon on April 20th, and as the Joint Health and Safety Worker Representative Co-Chair staff also composed internal Health and Safety documents. Staff assisted with the Wild Game Dinner held on April 22nd which was organized by the Niagara Peninsula Conservation Authority Foundation.

The Supervisor of Watershed Biology participated in CityView validation, attended several meetings for files such as the Grand Niagara Secondary Plan (Niagara Falls), the Niagara-on-the-Lake Official Plan, study requirements for Industrial Drive (Fort Erie), assisted with municipal environmental consultant selection (Niagara Falls), attended the Thundering Waters (Niagara Falls) public meeting and Open House, provided comment on the NPCA Policy Review Discussion Paper, attended as a member of the Planning Ecologists Working Group, 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 52-16

5) NPCA Policy Review

Dillon is working on a draft Discussion Paper and will attend the June 15, 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. Feedback on the draft discussion paper is being obtained from staff, area planners, and various stakeholders.

NPCA staff and its consultant (Dillon) will attend the June 2, 2016 Community Liaison Advisory Committee (CLAC) meeting to update the group on the progress of the project. Following the June Board meeting the Discussion Paper will be made available for public review.

6) Welland River Floodplain Mapping (WRFM) Study – see WRFM Study Staff Report No. 51-16

B. Projects / Programs

1) Source Water Protection Plan

- Staff continued with source water protection activities such as liaising with implementing bodies, participating in provincial meetings, and developing the annual progress report.
- Staff met with the Emergency Management Program Specialist from Niagara Region to discuss how to bring the Emergency Response Plans into compliance with the Source Protection Plan policies.

2) Water Quality Monitoring Program

- Staff continued routine monitoring at all NPCA 75 water quality monitoring stations. This will be performed monthly until November. Samples will be analyzed for general chemistry, nutrients, metals and bacteria. NPCA staff will also be completing the water quality monitoring for the City of Hamilton's Glanbrook Landfill and Hamilton Airport this spring and fall, as per established monitoring agreements.
- Staff continue to analyze data and prepare the 2016 Annual Water Quality Monitoring Report and have completed the 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.
- To date, the NPCA has received nine (9) applications and completed 6 projects under the Well Water Decommissioning Program for 2016. At this time 100% of the funding for this program has been allocated.
- Staff provided one presentation entitled "Monitoring the Twelve Mile Creek Watershed" to the Environmental Management and Assessment students at Niagara College. The presentation was well received.
- Staff processed data requests from other governmental agencies, consultants, and academic institutions.

3) Flood Control

a) Flood Forecasting and Warning

- Binbrook Reservoir The snow and rain events in late March and early April had significantly elevated the reservoir's water level. The water level has been aggressively drawn down and is presently sitting approximately 6 inches (150mm) above the normal operational holding level. Staff continue to monitor reservoir water levels on a daily basis and make adjustments as warranted.
- 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.

• After the threat of ice had passed in April, the sensor which measures water levels and flow direction was re-installed at the E.C Brown gauge station on the Welland River (at O'Reilly's Bridge). The public may access this real-time information through the NPCA's website. A sample of the real-time data is shown below.



Flow Data: Positive values indicate river is flowing downstream. Negative values indicate river is flowing upstream

b) Water Resource Engineering

 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 work with the City of St. Catharines, the Port Dalhousie Beautification and Works Committee (PDBWC), and the Niagara Restoration Council to develop of naturalization / pollinator gardens in Port Dalhousie. 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 constructed various habitat structures including mallard duck nesting tubes for inclusion in 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 planned for the 2015/16 term. Staff are negotiating the terms of our 2016/17 continuing partnership.

One Mile Creek Watershed Study

This year, staff are 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.
- 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) project opportunities under this initiative in 2016.

Twelve Mile Creek Landowner Stewardship Guide

Staff have completed the Twelve Mile Creek Landowner Stewardship Guide. It was
produced in partnership with Trout Unlimited (TU), and additional funding from Ontario
Power Generation. An information session was also held on April 14th at Lookout Point
Country Club to educate local residents on the unique characteristics of Upper Twelve
Mile Creek watershed, and distribute the stewardship guides.

- Staff worked with Links for Greener Learning (LGL) to distribute the Landowner Stewardship Guide at their Earth Day event at the Green Ribbon Trail in St. Catharines. The event took place April 26th at Market Square in downtown St. Catharines.
- Staff worked with the City of St. Catharines Port Dalhousie Beautification and Works Committee and helped provide copies of the landowner stewardship guide at their Earth Day Event.

Niagara River Remedial Action Plan (RAP)

- Staff completed 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. These Beneficial Use Impairments are jointly shared with the US.
- *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 (<u>www.ourniagarariver.ca</u>) is being developed.

Ramsar Designation

- Niagara-on-the-Lake Council 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.

5) Special Projects

- Staff provided comments on planning applications for Niagara Region and local municipalities under the Planning Memorandum of Understanding.
- Staff assisted Operations with the (i) Ball's Falls Sewage System, and (ii) the Cave Springs Water Resource Assessment. The draft report on the Cave Springs Water Resources Assessment was completed and will be presented to the Cave Springs steering committee later this month.
- Staff continued work on Bedrock Aquifer Study tasks, including: landowner siting agreements, external interim reporting, collection of field data, responding to consultant information requests, site restoration activities and MacMaster University research support.
- Staff responded to information requests from consultants and academia.
- Staff supported Source Water Protection implementation, technical review and liaison with external agencies (e.g. emergency response plans).

FINANCIAL IMPLICATIONS:

None

RELATED REPORTS AND APPENDICES:

None

Prepared by:

Peter Graham, P.Eng. Director, Watershed Management

Respectfully submitted by:

Carmen D'Angelo, CAO/Secretary-Treasurer

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



Report To: Board of Directors

Subject: Operations Status Report

Report No: 48-16

Date: May 18, 2016

RECOMMENDATION:

That the NPCA Board **RECEIVE** Report No. 48-16 for information.

PURPOSE:

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

DISCUSSION:

Ball's Falls CA

This last month has been spent finalizing summer staff and conducting training. We have had some staff start already to assist in the preparations for the park opening. With the recent warm weather, the wedding inquiries have increased, the gardens are coming back to life and need care, the grass is growing, and visitation has slowly begun to grow from the winter months.

Capital:

The work to scope the condition of the historical buildings is ongoing and once operations are up and running smoothly we will assess what is required to improve the foot bridge to the Lower Falls lookout.

	April
Adults admissions	19
Seniors/students admissions	167
Children admissions	0
Maximum - vehicles admissions	4
	0
Self-pay admissions	0
Desuler membership pees	0
Regular membership pass	0
Senior membership pass	0
Semon membership pass	0

Membership reported	0
Membership renewals	0
Pavilion Rentals	0
	•
Historical Tours given	0
	•
Barn Wedding Receptions	0
Church Ceremonies	1
Centre for Conservation - wedding receptions	0
Centre for Conservation – non wedding rentals	12

Education Programs

In the month of April two schools participated in programs at Ball's Falls. 65 students participated, generating \$325.00 in revenue.

Bookings (May/June)

YEAR	PROGRAMS	STUDENTS ATTENDING
2015	30	678
2016* AS OF APRIL 29TH	42	770

For the months of May and June we currently have 42 programs booked, and an estimated 770 students that will be attending programs. This is an increase of over 90 students from 2015. There are still a few dates available for class trips to Ball's Falls, and teachers are continuing to call and inquire, or book their class trips.

Girl Guides

We had one troop of Pathfinders visit Ball's Falls in April. 14 girls participated in orienteering and bird watching activities. This program generated \$140.00.

In total 79 people participated in educational programming in the month of April, generating \$415.00 in revenue.

Summer Camp

Registration

Registration has begun for summer camp. A marketing brochure has been created and sent out to past campers. This brochure will also be online, as well as in print.

Mini Adventure

We have one additional booking for our mini adventure camp (programming for other camps to attend at Ball's Falls). In total we have three mini adventures Camps booked, with 100 campers attending the three dates.

Building Maintenance

All the historical buildings main floors have been cleaned out in preparation for educational programming. All additional floors will be cleaned throughout the spring and summer.

Filming

A documentary film "Story of Us" will be filming at Ball's Falls Conservation Area. Two site visits occurred in April. One filming site will be in the basement of the Mill. In order to accommodate the filming, historical items will need to be moved. These items have been identified, alternate storage locations have been found, and with the help of staff from Central Workshop these items will be moved on May 3rd. These items will not be moved back until the conclusion of the Children's Water Festival.

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

Binbrook CA

Operations

Reservations for Pavilions and Open Air Picnic Areas are ongoing. Below is a Summary of bookings:

Reservations Breakdown:

Pavilion Reservation/Weekends and Holidays; (May 1st - Labour Day) Pavilion #1 - 18 (Max. capacity) = 46% Pavilion #2 - 25 (Max. capacity) = 64% Pavilion #3 - 19 (Max. capacity) = 49% Total Pavilion Reservations/Weekends and Holidays = **62**

Total Pavilion Reservations/Weekdays = 6 Total Group Picnic Reservations = 8

Reservation Grand Total = 76

Area officially opens as of Sunday May 1st.

The park Waterfront Safety Audit was conducted by the National Lifesaving Society and a summary of their findings is expected to be submitted by the end of May.

<u>Capital</u>

A number of Capital Projects have already started. The Roof on Pavilion #2 is complete. The Roof on the Main Washroom is set to commence the first week in May, weather permitting. Main Washroom upgrades are ongoing and expected to be complete in the second week of May. The water system and wastewater system scoping projects have just been awarded. The final location for the Gazebo has been scoped out and staff is awaiting quotes on construction based on our Purchasing Policy. Finally, the Splashpad project has been initiated and Demikon and Open Spaces have been awarded the tender. Preliminary meetings will be taking place shortly.

This report was respectfully submitted by Mike Boyko, Park Superintendent

Chippawa Creek CA & Long Beach CA

Preparations for the May 16th opening at both campgrounds are underway. Comfort Stations have been cleaned and stocked. Grass cutting and trimming is on track and picnic table and fire ring distribution is now underway.

Chippawa Creek Conservation Area is opening this year with 80 Seasonal Campers, with a number of inquiries still coming in. Long Beach Conservation Area is opening this year with 100 Seasonal Campers, with a number of inquiries still coming in.

Staff training for summer students took place on April 30th at Ball's Falls Conservation Area, for available staff. A second date is yet to be determined for those that were unable to attend.

Capital Projects:

A number of Capital Projects at both sites have been completed. The Refurbishment of the Main Comfort Station and the new fence around the Bio-Filter is now complete at Chippawa Creek Conservation Area. Tree trimming and dead branch removal has been completed at Long Beach Conservation Area. Staff commenced Ash Tree stump removal in April, but due to the wet conditions, the stumping machine got bogged down in the mud. The building of the new compound is underway on the North side of the property, around the workshop area.

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

Central Workshop – Gainsborough CA

Central Workshop staff continue to assist the Revenue parks with start-up, providing grass cutting and cleanup services. Staff has also started cutting grass and tree limb cleanup at a number of the passive parks.

Summer Student staff will start work in May, after Annual Staff Training

Respectfully Submitted by Mich Germain, Superintendent, Central Workshop

ECOLOGICAL STATUS REPORT

• Binbrook Conservation Area

On May 7, 2016, the Glanbrook Conservation Committee held a volunteer public opportunity to remove the invasive Garlic Mustard from 9 a.m. to 12 noon. The staff Ecologist assisted at the event, providing an overview of the species and ecosystem and technique for removal. Nineteen volunteers assisted removing 17 garbage bags full of garlic mustard, to assist in maintaining a more native environment. The GCC also provided a BBQ for all the participating volunteers follow the garlic mustard removal.

• Cave Springs Conservation Area

Bat Monitoring continues at the site by the staff Ecologist. Existing acoustic monitors are helping to assess overwintering areas.
• Smith-Ness Conservation Area

Staff have finalized a funding agreement to cover a portion of the meadow site restoration plan to be completed this year. This agreement covers 1.6 hectares of tall grass areas to be maintained for 5 years. The tall grass and the remaining meadow area will provide areas of tall grass, as well as cold season forbs and grasses for a variety of species (birds, insects, etc.) over the long term.

• St. Johns Conservation Area

- a) At noon on April 23, the site pond opened for fishing. Over one hundred people attended opening day. The site remains 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 licence and follow the Ontario fishing regulations.
- b) Annexed property- Resource inventory monitoring locations commenced at the site by the staff Ecologist. This includes reptile and ephemeral plant resource information for the site, and provide baseline information for site management and site use decisions. Reptile surveys will continue through September.

• Wainfleet Acquisition Conservation Area

Resource inventory monitoring locations commenced at the site by the staff Ecologist. This includes reptile and ephemeral resource information for the site, and provide baseline information for site management and site use decisions. Reptile surveys will continue through September 2016

Other Conservation Area Ecological Activity

NPCA Hunting Program

a) General: Hunting Permits

Staff has issued an additional 45 hunting permits for a total of 145 permits issued for the NPCA Conservation Areas for 2016, with 22 individuals residing outside of our administrative area.

b) The Ontario spring Wild Turkey Hunting Season started April 25 and will end May 31.

Water Festival

The Staff Ecologist assisted in setting up the Bog Squad activity for the festival.

Respectfully Submitted by Kim Frohlich, NPCA Ecologist

COMMUNITY & VOLUNTEER REPORT

Community Liaison Advisory Committee (CLAC)

The next Community Liaison Advisory Committee meeting will take place on Thursday June 2nd at 5:30PM at the Ball's Falls Centre for Conservation. Agenda items include the Living Landscape policy document, Cave Springs Management Plan recommendations, and Welland River Floodplain mapping.

Niagara Envirothon

The workshop for the Niagara Envirothon took place at Jericho House in Wainfleet on April 20th 2016. A total of 13 teams from 10 different schools attended. The Niagara Envirothon

competition will be held on May 4th at Jericho House. 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 lent their expertise to participating students at the workshop. The workshop was featured on Cogeco's The Source.

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

Volunteer recruitment for various programs has been intensified in the month of April. The Niagara Children's Water Festival requires close to 100 volunteers per day, including high school volunteers. This event will take place on May 10th -13th at Ball's Falls Centre for Conservation.

Central Public School in Grimsby participated in the Yellow Fish Road Program on April 19th. A total of 143 students participated in painting yellow fish next to storm drains to remind the public that what goes down storm water drains goes into local water bodies untreated. Volunteers also distribute fish-shaped hangers to neighbours to explain the program.

Over 200 volunteer hours were recorded for the month of April.

Volunteers have been recruited to monitor the blue bird boxes at Ball's Falls Conservation Area. A small group of 5-6 volunteers have agreed to monitor them on a weekly basis in order to discourage house sparrows from building nests in these homes. Volunteers will record bluebird nests, number of eggs, etc. This information will be shared with the NPCA Ecologist for future management decisions.

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. Stratus also requested to partner with NPCA to lead a presentation about "sustainability" for a large group of executives from Maple Leaf Foods in May.

A presentation about water and watersheds was given to over 200 students at St. John Bosco School in Port Colborne on April 4th. Another presentation is scheduled for the Lincoln Rotary Club on May 17th. The NPCA participated in the BioBlitz at Niagara College on April 16th at the Niagara-on-the-Lake campus.

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 will take place from May 10th to 13th. A total of 88 schools, representing 4700 students, will be in attendance.

This is a cooperative event with Staff from the Niagara Region, the City of St. Catharines, Ontario Power Generation, and the RBC Blue Water Project.

Thanksgiving Festival Update

Festival applications for the 2016 event are now closed. Staff will begin to organize the applications and offer space to artisans in late May.

Permits for Temporary Road Closures, Work Entrance permits, and road occupancy permits have been submitted to the Niagara Region and the Town of Lincoln.

Respectfully Submitted by Brianne Wilson, Events Coordinator

Prepared by:

Mark Brickell 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: 49-16

Date: May 18, 2016

RECOMMENDATION:

That Corporate Services Project Status Report No. 49-16 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:

- Published 2015 ortho imagery in production environment and internal/external web maps
- Source water protection assessment report database changes as requested by MOECC
- Cave Springs technical support included: edits to hydrogeology maps and figures based on peer review feedback; draft report reviews; drafted text for archaeology/cultural heritage sections of background report and draft master plan
- Staff presented their corporate support services to better inform the Operations Department about their capabilities to assist and partner with them to address their existing and emerging business needs. The discussion focused on moving the organization towards strategically implementing Information Management principles and practices from a corporate perspective, as well as highlighting its GIS tools and services which have a lot of potential to assist the Operations department with improved decision support in several areas.

<u>CityView</u>

- Validation continues leading up to the scheduled go-live date which was moved by the vendor to Monday June 27th. 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.
- Property Information data for Cityview wrote code to produce modified output table based on discussion.
- Staff recently attended and presented at the CityView Eastern Regional Training Conference about the NPCA's CityView Implementation from the perspective of the first Conservation Authority in Ontario and its unique business case.

Communications and Foundation:

Communications

- The marketing and communications department developed a document outlining the services it provides to other NPCA departments and streamlining the process to help coordinate marketing and communication requests. Presentations will be made to staff outlining how the marketing and communications department can assist them as well as an on-line request form is being developed to help make the process more efficient.
- A media relations policy was developed and presented to the senior management team. The policy was developed to provide general principles when dealing with the media on behalf of Niagara Peninsula Conservation Authority; to ensure media inquiries are responded to in a timely manner, accurately and by the most appropriate NPCA employee, Board Member or designated spokesperson; to ensure media relations are conducted in a proactive manner, providing residents and visitors to the region with timely, accurate and newsworthy information about programs, services and issues of public interest and safety; and to ensure staff is aware of the processes and protocols involved to meet the communication needs of media outlets and the general public.
- The April 20, Board of Directors meeting was the second to be broadcast live online. The live stream was promoted on NPCA social media channels and linked from several pages on the NPCA website. Peak Viewers: 22 Total Viewers: 81 Avg Duration: 22:29

Foundation

- The Foundation's first annual Authentic Wild Game Dinner was held on Friday, April 22 and was very successful raising a net total of \$8,666. These funds will go towards improvements in three of our Conservation Areas; Binbrook, Mud Lake and St. Johns. The Foundation is very grateful to all the board members, management, staff and community volunteers who helped make the event a great success. A special thank you to Board Member Mickey DiFruscio who originally suggested the idea of a wild game dinner. We are looking forward to next year and already have 12 tables sold.
- The Foundation was very fortunate this past month receiving donations for three memorial benches, \$1,500 from Ontario Power Generation in support of Envirothon and \$5,000 from RBC Bluewater in support of Children's Water Festival.

Human Resources:

Recruitment

- Summer student park attendant hires are close to completion;
 44 offers were made with 37 acceptances (84% acceptance rate)
- Full Time Customer Relations Representative role was posted;
- 2 Watershed positions funded through the Summer Experience Ontario program were posted.

<u>Training</u>

 Summer student hires are currently completing onboarding Mandatory Health & Safety training being conducted Policy review and acknowledgement

Employee Relations

Creation of student specific employee handbook including all policies relevant to summer student hires

Prepared by:

David Barrick Director of Corporate Services

Submitted by:

Carmen D⁴Angelo 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; Michael Reles, Communications Specialist; and, Misti Ferrusi, HR Generalist.



Report To: Board of Directors

Subject: Financial and Reserve Report – Month Ending April 30, 2016

Report No: 50-16

Date: May 18, 2016

RECOMMENDATION:

That Report No. 50-16 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 – Budget Status Report: month ending April 30, 2016 (consolidated) Appendix 2 - Statement of Reserves for month ending April 30, 2016

Prepared by:

David Barrick Director of Corporate Services

Submitted by:

Carmen D'Angelo;

This report was prepared in consultation with John Wallace, Manager of Finance.

APPENDIX 1 Month Ending April 30, 2016 Consolidated

NIAGARA PENINSULA CONSERVATION AUTHORITY CONSOLIDATED NON CAPITAL JANUARY 1, 2016 - April 30, 2016

		ANNUAL	<u>% OF</u>
REVENUES	YTD ACTUAL	BUDGET	BUDGET
MNR TRANSFER PAYMENTS	-	174,500.00	0.0%
PROVINCIAL GRANTS - MOE	110,295	95,000	116.1%
PROVINCIAL GRANTS - OTHER	283,741	235,000	120.7%
FEDERAL GRANTS	175,066	235,000	74.5%
MUNICIPAL LEVY - GENERAL	1,293,941	5,145,765	25.1%
LEVY - SPECIAL - NIAGARA	535,658	2,172,633	24.7%
LEVY - SPECIAL - HAMILTON	4,925	19,700	25.0%
ADMINISTRATION FEES	135,497	355,000	38.2%
USER FEES	519,302	1,379,495	37.6%
RESERVE FUNDS	-	135,000	0.0%
LAND OWNER CONTRIBUTION	10,490	-	100.0%
MISCELLANEOUS	34,668	331,474	10.5%
	3,103,582	10,278,567	30.2%
PROVINCIAL GRANTS - OTHER FEDERAL GRANTS MUNICIPAL LEVY - GENERAL LEVY - SPECIAL - NIAGARA LEVY - SPECIAL - HAMILTON ADMINISTRATION FEES USER FEES RESERVE FUNDS LAND OWNER CONTRIBUTION	283,741 175,066 1,293,941 535,658 4,925 135,497 519,302 - 10,490 34,668	235,000 235,000 5,145,765 2,172,633 19,700 355,000 1,379,495 135,000	120.7 74.5 25.1 24.7 25.0 38.2 37.6 0.0 100.0 100.0

EXPENDITURES

	2,528,871	10,278,567	24.6%
OPERATIONS	687,539	2,987,469	23.0%
WATERSHED	907,034	3,225,585	28.1%
CAO/BOARD & CORPORATE SERVICES	934,298	4,065,513	23.0%

APPENDIX 1 Month Ending April 30, 2016 Consolidated

NIAGARA PENINSULA CONSERVATION AUTHORITY CAO/BOARD AND CORPORATE SERVICES JANUARY 1, 2016 -APRIL 30, 2016

REVENUES	YTD ACTUAL	ANNUAL BUDGET	<u>% OF BUDGET</u>
MNR TRANSFER PAYMENTS	-	75,800	0.0%
MUNICIPAL LEVY - GENERAL	560,395	2,241,580	25.0%
LEVY - SPECIAL - NIAGARA	390,783	1,563,133	25.0%
INTEREST INCOME	6,223	60,000	10.4%
MISCELLANEOUS	636	-	100.0%
RESERVE FUNDS	-	55,000	100.0%
CONSERVATION FOUNDATION	5,840	70,000	8.3%
<u>EXPENDITURES</u>	963,877	4,065,513	23.7%
CAO & BOARD EXPENSES	110,722	325,073	34.1%
CORPORATE SERVICES			
CORPORATE MANAGEMENT	46,368	1,500,087	3.1%
OFFICE SERVICES	403,091	1,010,764	39.9%
FINANCIAL SERVICES	94,125	273,937	34.4%
HUMAN RESOURCES	11,414	117,590	9.7%
INFORMATION TECHNOLOGY	179,617	511,324	35.1%
CORPORATE COMMUNICATIONS	88,962	326,738	27.2%
	823,576	3,740,440	22.0%

NIAGARA PENINSULA CONSERVATION AUTHORITY WATERSHED JANUARY 1, 2016 - APRIL 30, 2016

		ANNUAL	<u>% OF</u>
REVENUES	YTD ACTUAL	BUDGET	BUDGET
MNR TRANSFER PAYMENTS	-	98,700	0.0%
PROVINCIAL GRANTS - MOE	110,295	95,000	116.1%
PROVINCIAL GRANTS - OTHER	283,741	235,000	120.7%
FEDERAL GRANTS	175,066	235,000	74.5%
MUNICIPAL LEVY - GENERAL	387,860	1,521,441	25.5%
LEVY - SPECIAL - NIAGARA	138,625	584,500	23.7%
LEVY - SPECIAL - HAMILTON	4,925	19,700	25.0%
ADMINISTRATION FEES	135,497	355,000	38.2%
RESERVE FUNDS	-	-	0.0%
LAND OWNER CONTRIBUTION	10,490	-	100.0%
MISCELLANEOUS	16,484	81,244	20.3%
	1,262,982	3,225,585	39.2%
<u>EXPENDITURES</u>			
WATERSHED MANAGEMENT	87,511	326,785	26.8%
PLAN REVIEW AND REGULATIONS	375,371	1,119,381	33.5%
WATERSHED PROJECTS	444,151	1,779,419	25.0%
	907,034	3,225,585	28.1%

NIAGARA PENINSULA CONSERVATION AUTHORITY OPERATIONS JANUARY 1, 2016 -APRIL 30, 2016

		ANNUAL	<u>% OF</u>
REVENUES	YTD ACTUAL	<u>BUDGET</u>	<u>BUDGET</u>
MUNICIPAL LEVY - GENERAL	345,686	1,382,744	25.0%
LEVY - SPECIAL - NIAGARA	6,250	25,000	25.0%
USER FEES	519,302	1,379,495	37.6%
RESERVE FUNDS	-	80,000	0.0%
MISCELLANEOUS	5,484	120,230	4.6%
	876,722	2,987,469	29.3%
<u>EXPENDITURES</u>			
LAND MANAGEMENT	135,157	457,673	29.5%
STRATEGIC INITIATIVES	153,425	683,433	22.4%
LAND PROGRAMMING	363,761	1,645,863	22.1%
VEHICLES AND EQUIPMENT	35,196	200,500	17.6%
	687,539	2,987,469	23.0%

APPENDIX 1 Month Ending April 30, 2016 Consolidated

NIAGARA PENINSULA CONSERVATION AUTHORITY CONSOLIDATED CAPITAL JANUARY 1, 2016 - APRIL 30, 2016

<u>REVENUES</u>	YTD ACTUAL	YTD BUDGET	<u>% OF</u> BUDGET
FEDERAL GRANTS	-	245,000	100.0%
MUNICIPAL LEVY - GENERAL	216,212	864,845	25.0%
LEVY - SPECIAL - NIAGARA	125,000	500,000	25.0%
LEVY - SPECIAL - HAMILTON	25,000	100,000	25.0%
RESERVE FUNDS	-	469,750	0.0%
MISCELLANEOUS	-	253,750	100.0%
	366,212	2,433,345	15.0%
EXPENDITURES			
CORPORATE SERVICES	39,781	182,500	21.8%
WATERSHED	-	112,500	0.0%
LAND DEVELOPMENT	154,890	1,710,876	9.1%
NIAGARA DIFFERENTIAL (RESERVE)	-	427,469	0.0%
	194,671	2,433,345	8.0%

NIAGARA PENINSULA CONSERVATION AUTHORITY CORPORATE SERVICES - CAPITAL JANUARY 1, 2016 - APRIL 30, 2016

REVENUES	YTD ACTUAL	YTD BUDGET	<u>% OF BUDGET</u>
MUNICIPAL LEVY - GENERAL	45,625	182,500	25.0%
	45,625	182,500	25.0%
<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 - APRIL 30, 2016

<u>REVENUES</u>	YTD ACTUAL	YTD BUDGET	% OF BUDGET
MUNICIPAL LEVY - GENERAL	28,125	112,500	25.0%
	28,125	112,500	25.0%
EXPENDITURES			
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 - APRIL 30, 2016

<u>REVENUES</u>	YTD ACTUAL	YTD BUDGET	<u>% OF</u> BUDGET
FEDERAL GRANTS		245,000	100.0%
MUNICIPAL LEVY - GENERAL	- 34,526	142,376	24.2%
LEVY - SPECIAL - NIAGARA	125,000	500,000	25.0%
LEVY - SPECIAL - HAMILTON	25,000	100,000	25.0%
RESERVE FUNDS		469,750	0.0%
MISCELLANEOUS	-	253,750	100.0%
	184,526	1,710,876	10.8%
<u>EXPENDITURES</u>			
LAND ACQUISITION (RESERVE)	-	600,000	0.0%
BALL'S FALLS	56,068	65,000	86.3%
BINBROOK	11,109	645,499	1.7%
CHIPPAWA CREEK	26,671	130,000	20.5%
LONG BEACH	20,379	132,000	15.4%
ECOLOGICAL PROJECTS	-	29,000	100.0%
GAINSBOROUGH CENTRAL WORKSHOP	40,663	109,377	37.2%
	154,890	1,710,876	9.1%

NIAGARA PENINSULA CONSERVATION AUTHORITY STATEMENT OF CONTINUITY OF RESERVES AND RESERVE FUND FOR THE YEAR ENDED DECEMBER 31, 2015

	Balance 31-Dec <u>2014</u>	Approp. From <u>Operations</u>	Approp. To <u>Operations</u>	Balance 31-Dec <u>2015</u>
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Unexpended capital reserves Capital Assets				
Vehicle	210,731	0	0	210,731
Equipment	79,582	0	20,000	59,582
Computers & office equipment	79,522 369,835	0	<u> </u>	79,522 349,835
Conservation area capital reserve				
Niagara Region	708,209	534,191	33,054	1,209,346
City of Hamilton	102,649	34,033	0	136,682
Haldimand County	11,594	0	0	11,594
Niagara Levy Differential	0	347,000	0	347,000
Land acquisition-Hamilton Land acquisition-Niagara	700,000 729,715	100,000 500,000	0 931,541	800,000 298,174
	2,252,167	1,515,224	964,595	2,802,796
	, ,	, ,	,	<u> </u>
Water management capital projects	242.240	0	0	040.040
Welland River restoration - Niagara Welland River restoration - Hamilton	242,210 10,676	0 0	0 0	242,210 10,676
Water Management	46,167	0	0	46,167
Watershed Studies-Niagara	3,162	0	0	3,162
Watershed Studies-Hamilton	20,260	0	0	20,260
Watershed Studies-Haldimand	22,032	0	0	22,032
Flood Protection Services	483,978	0	0	483,978
Resource Inventory & Monitoring	<u>385,886</u> 1,214,371	0	<u>333,443</u> 333,443	52,443 880,928
	1,211,071		000,110	000,020
	3,836,373	1,515,224	1,318,038	4,033,559
Operating reserves Conservation Areas				
Niagara Region	90,274	0	0	90,274
City of Hamilton	191,372	0	0	191,372
Haldimand County	14,931	0	0	14,931
	296,577	0	0	296,577
Conservation Land Management				
Tree Bylaw	61,765	0	0	61,765
Agreement forest	20,606	0	0	20,606
Regulations & planning services	209,100	15,307	42,760	181,647
General operating contingency	53,588	23,220	31,000	45,808
	641,636	38,527	73,760	606,403
Reserve Fund Accumulated sick leave	16,103	0	0	16,103



Report To: Board of Directors

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

Report No: 51-16

Date: May 5, 2016

RECOMMENDATION:

THAT Report No. 51-16 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 April 6, 2016 include:

- 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 site visits with a woodlot owner in Wainfleet interested in managing their forest. 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 woodlands in Grimsby and Lincoln. Both situations did not warrant additional investigation as there was no non-compliance observed.
- 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.
- Participated in the Niagara Enviro-thon as a presenter in the Forestry module

- Developed operating procedures for incorporating MNR review of GFP Permits for possible species at risk in harvest areas. The procedures are being reviewed by the MNR.
- Responded to complaints from property owners adjacent to the Virgil and Two Mile Creek CAs in Niagara on the lake. The complaints involve potential hazard tree damage from declining ash trees located on authority property. These trees pose a risk as individual ash trees decline from EAB infestation. Hazardous trees are being marked by the NPCA Forester and then assigned to operations staff to deal with.
- Received and provided advice to persons calling about declining ash trees located in urban areas not covered by the By-law. Some inquired if the NPCA would remove their ash trees. They were informed that if the tree is on their property then they are responsible for its removal, or contact the adjacent owner if they are located on their land.
- Conducted a site visit and provided comments on a planning issue related to a
 property with proposed development in south Niagara Falls. The assessment
 determined the woodland on the property would be covered by the Bylaw.
 Comments were provided to the land owner and NPCA planning staff. The
 owner was informed he would require a building permit from the city before
 clearing commenced.

FINANCIAL IMPLICATIONS:

None

RELATED REPORTS AND APPENDICES: None

Prepared by:

Dan Drennan

Dan Drennan, R.P.F; Forester

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer

Reviewed by:

Peter Graham / Director, Watershed Management



Report To: Board of Directors

Subject: Re-allocations of Capital Project Funds

Report No: 52-16

Date: May 18, 2016

RECOMMENDATION:

That the NPCA Board **RECEIVE** Report No. 52-16 for information.

PURPOSE:

To inform Board members of the need to re-allocate funds from the approved 2016 Capital Budget, to support projects of higher priority and urgency.

DISCUSSION:

GIS Project

The Corporate Services capital budget includes \$20,000 for a project to scan and geo reference historical aerial imagery that the NPCA possesses in hardcopy formats. Staff would like to reallocate these funds to a higher priority and more valuable acquisition by purchasing a tool called FME (Feature Manipulation Engine) by Safe Software.

FME is a highly specialized package that will help Information Management and Technology Services staff convert, transform, and automate data flows from source to target systems. With the new network infrastructure facilitating integration between several of the Authority's emerging information systems (GIS, finance, reservation, and development tracking system etc.), FME will help staff manipulate different data between these systems to help them work in harmony with less manual effort when required. FME poses a critical complement to the NPCA's existing data management software stack that will lead to efficiencies in information management processes.

The license required costs \$11,700 annually which will initially be purchase with 40 support hours from the vendor to assist staff with priority projects identified as quick wins to leverage the efficiencies the software will realize. Total investment is \$19,097 from the potentially reallocated 2016 capital budget, with the annual maintenance cost of \$11,700 to be migrated to the operating budget starting in 2017. The product brochure is attached as Appendix 1.

Operations Project

Ball's Falls Conservation Area was recently visited by the Town of Lincoln Fire Inspector. Under his direction, as well as that of the Chief Building Inspector, the NPCA was instructed to purchase and install a Fire Alarm System in the Reception Barn. The Fire Inspector referenced the Ontario Building Code B.3.2.4.1. (2) (g) which requires the installation of a fire system if you have occupying the building greater than 300 persons or serve alcohol with greater than 150 persons.

As this criteria clearly applies to weddings at Ball's Falls, staff is recommending that funds from the approved 2016 Capital Budget, be reallocated to support the purchase and installation of a Fire Alarm System, in the Reception Barn at Ball's Falls.

As per the NPCA Purchasing Policy, staff received 3 written quotes for the work to be completed. The winning bidder was Tyco Integrated Fire and Security of Hamilton, Ontario. The net price quoted was \$12,963.00 (plus tax) and this includes all necessary engineered drawings and applicable permits. NEC was contacted, as was suggested by the Town of Lincoln Fire Inspector, to determine if an NEC Development Permit was required. NEC staff confirmed that no such permit was required in this instance

FINANCIAL IMPLICATIONS:

There are no direct financial implications as the funds will be reallocated from within the approved 2016 Capital Budget.

Prepared by:

Gregg Furtney

Acting Manager, Strategic Initiatives

Reviewed by: Mark Brickell Acting Director, Operations

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer

This report was prepared with the consultative input from: David Barrick and Geoff Verkade



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REPORTS FOR CONSIDERATION

REPORT NO. 53-16 – Draft 2015 Audited Financial Statements

 PRESENTATION BY GRANT THORNTON

 REPORT NO. 54-16 – Request from Bruce Trail Association

O PRESENTATION BY BRUCE TRAIL

* REPORT NO. 55-16 – Welland River Floodplain Mapping update

* REPORT NO. 56-16 - NPCA Regulation No.2 - amendment

REPORT NO. 57-16 – Customer Service Charter

* **REPORT NO. 58-16** – Appointment of Officers for Conservation Areas

* REPORT NO. 59-16 – Canborough Park – Lease renewal

* REPORT NO. 60-16 – Long Beach C.A. – Water Treatment System

May 18, 2016 Full Authority Meeting



Report To: Board of Directors

Subject: 2015 DRAFT Audited Financial Statements

Report No: 53-16

Date: May 18, 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.

BACKGROUND:

At its April 2016 Full Authority meeting, the Board deferred consideration of the 2015 DRAFT Audited Statements to its May meeting so the NPCA Audit Committee could meet a second time. The Audit Committee met again May 4, 2016 and has recommended the Board approve the 2015 DRAFT Financial Statements.

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 Appendix 3 – Finance & Corp. Services Admin Asst. Job Posting

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

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500	
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at December 31	2015	2014
ancial assets		
Cash and cash equivalents		\$ 4,054,645
Portfolio investments (Note 3) Accounts receivable	3,119,300	3,059,016
Government transfers	122,483	37,500
Municipal levies	-	4,289
Niagara Peninsula Conservation Foundation	100,000	1,386
Other	232,302	221,729
	454,785	264,904
	7,798,535	7,378,565
bilities		
Accounts payable and accrued liabilities	386,335	425,746
Employee future benefits (Note 4) Deferred revenue - Other	153,000 720,519	122,000 421,005
Deferred revenue -	720,519	421,005
Welland River restoration (Ontario Power Generation		1,939,702
Long-term debt (Note 5)	_3,581,840	4,825,443
	6,748,310	7,733,896
financial assets (debt)	1,050,225	(355,331
n-financial assets	14	
Prepaid expenses	24,000	24,000
Tangible capital assets (Note 6)	<u>18,923,086</u>	<u>17,747,541</u>
cumulated surplus	\$ <u>19,997,311</u>	\$ <u>17,416,210</u>
umulated surplus consists of the following:		
serves (Page 6)		
Unexpended capital reserves	\$ 4.033.559	\$ 3,836,373
Operating reserves	606,403	
	4,639,962	4,478,009
serve fund (Page 6)		
Accumulated sick leave (Note 8)	16,103	16,103
assets invested in tangible capital assets (Note 10)	<u>15,341,246</u>	12,922,098
	\$ <u>19,997,</u> 311	\$ <u>17,416,210</u>

Niagara Peninsula Conservation Authority Statement of Financial Position

Chair

____Chief Administrative Officer

Year ended December 31	20 ² Budg		2014 Actual
Revenues			
Government transfers			
Province of Ontario - Ministry of Natural			
Resources and Forestry	\$ 174,50	0 \$ 174,496	\$ 174,496
Province of Ontario - Other	345,00		346,482
Government of Canada	235,00		199,857
Municipal levies	12	,	
General	6,010,61	0 6,010,610	3,871,353
Special	2,792,33		3,954,257
Authority generated	A MARK	• • •	
User fees, sales and admissions	1,469,00	0 1,450,140	1,394,341
Niagara Peninsula Conservation Foundation		- 100,000	
Administration fees	350,00	0 463,940	375,326
Interest	98,00	0 88,334	100,423
Land contribution (Note 6)		- 112,500	
Other	118,10	0 403,361	<u> </u>
10.74	11,592,54	<u>3 11,981,814</u>	10,959,717
Expenses			
Corporate services and events (Page 15)	2,950,31	2 3,087,167	2,928,093
Watershed (Page 18)	3,178,98		
Operations (Page 24)	2,514,65		
	8,643,95	7 8,760,569	9,023,803
Annual surplus before amortization	2,948,58	6 3,221,245	1,935,914
Amortization	640,14	7 640,147	<u> </u>
Annual surplus	\$_2,308,43	9 \$ 2,581,098	\$_1,360,446
and the second			
Accumulated surplus			
Beginning of year	17,416.21	0 17,416,210	16,055,764
Annual surplus	2,308,43		1,360,446
End of year	\$ <u>19,724,64</u>	<u>9</u> \$ <u>19,997,308</u>	\$ <u>17,416,210</u>

Niagara Peninsula Conservation Authority Statement of Operations

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

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

ear ended December 31	2014	From Operations	To Operations	
nexpended capital reserves				
Capital assets				
Vehicle	\$ 210,731	\$-	\$ -	\$ 210,73
Equipment	79,582	· _	20,000	59,58
Computers and office equipment	79,522			79,52
	369,835	and the second	20,000	349,83
Conservation area capital reserve		Piant		
Regional Municipality of Niagara	708,209	534,191	33,054	1,209,34
City of Hamilton	102,649	34,033	-	136,68
Haldimand County	11,594		_	11,59
Niagara levy differential	11,001	347,000		347,00
Land acquisition - Hamilton	700,000	100,000	Con 1. 1 14	800,00
Land acquisition - Niagara	729,715	500,000	931,541	298,17
	No. Contraction	No. of the local division of the		
Water management capital projects	2,252,167	1,515,224	964,595	2,802,79
Welland River restoration - Niagara	242,210			242,21
Welland River restoration - Hamilton				10,67
Water Management	46,167	The Co		46,16
Watershed Studies - Niagara	3,162	1		3,16
Watershed Studies - Hamilton	20,260			20,26
Watershed Studies - Haldimand	22,032			22,03
Flood protection services	483,978			483,97
Resource inventory & monitoring	385,886		333.443	<u>403,97</u> <u>52,44</u>
	1,214,371		333,443	880,92
+	V 2			
and the last of the	\$ <u>3,836,373</u>	\$ <u>1,515,224</u>	\$ <u>1,318,038</u>	\$ <u>4,033,55</u>
	1.200			
perating reserves Conservation areas				
Regional Municipality of Niagara	\$ 90,274	¢	\$ -	\$ 90,27
City of Hamilton	191,372		φ -	⁵ 90,27 191,37
Haldimand County	14,931			14,93
riadinand County				
	296,577			296,57
Conservation land management				
Tree bylaw	61,765	-	-	61,76
Agreement forest	20,606		-	20,60
Regulations and planning services	209,100	•		181,64
General operating contingency	53,588	23,220	31,000	45,80
	345,059	38,527	73,760	
	\$ <u>641,636</u>	\$ <u>38,527</u>	\$ <u>73,760</u>	\$ <u>606,40</u>
eserve fund				
Accumulated sick leave	\$ <u>16,103</u>	C	\$ -	\$16,10

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

Niagara Peninsula Conservation Authority Statement of Cash Flows Year ended December 31	2015	2014
Increase (decrease) in cash and cash equivalents	2010	2014
Operating activities		
Annual surplus Adjustments for non-cash items	\$ 2,581,098	\$ 1,360,446
Amortization of tangible capital assets Contributed tangible capital assets	640,147 (112,500)	575,468 -
(Gain) loss on disposal of tangible capital assets Employee future benefits	(14,095) <u>31,000</u>	88,322 <u>(28,000</u>)
Changes in non-cash working capital	3,125,650	1,996,236
Accounts receivable Accrued interest on investments	(189,881) 826	124,140 (323)
Accounts payable and accrued liabilities Deferred revenue - Other Deferred revenue -	(39,411) 299,514	(241,306) 42,372
Welland River restoration (Ontario Power Generation)	(33,086)	(136,441)
a la contra de la	3,163,612	1,784,678
Investing activities		
Proceeds from sale of investments Purchases of investments	3,055,500 <u>(3,116,610</u>)	3,000,000 <u>(3,055,500</u>)
	(61,110)	(55,500)
Capital activities Purchases of tangible capital assets Proceeds from disposal of tangible capital assets Payments on long-term debt	(1,703,189) 14,095 <u>(1,243,603</u>)	18,924
	(2,932,697)	(3,278,998)
Increase (decrease) in cash and cash equivalents	169,805	(1,549,820)
Cash and cash equivalents Beginning of year	4,054,645	5,604,465
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).
December 31, 2015

5. Long-term debt

	2015	2014
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:	\$ 3,581,840	\$ 4,825,443
Principal repayments in each of the payt five years are due as follows:		

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

\$ 1,138,710
982,670
760,429
483,705
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	Accumulated Amortization Beginning of Year	-	<u>Disposals</u>	Accumulated Amortization End of Year	
Land	\$7,471,796	\$1,033,069	\$ -	\$8,504,865	s -	\$ -	\$-	\$ -	\$ 8,504,865
Land improvements	4,349,554	118,848	19 a	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	ā	557,526	234,448	76,936		311,384	246,142
Work-in-progress	3,139		3,139	70,672					70,672
100	\$24,089,175	\$1,818,828	\$ 24,439	\$25,883,564	\$6,341,634	\$ 640,147	\$	\$6,960,478	\$18,923,086

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 <u>of Year</u>	-	<u>Disposals</u>	Accumulated Amortization End of Year	
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>	\$2,178,615	\$ 406,562	\$ <u>24,089,175</u>	\$5,795,802	\$ 575,468	\$29,636	\$6,341,634	\$ <u>17,747,541</u>

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 Less: Past capital levy due to the Region (Note 5)	\$18,923,086 <u>(3,581,840</u>)	\$17,747,541 <u>(4.825,443</u>)
	\$ <u>15,341,246</u>	\$ <u>12,922,098</u>

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	2015	2014
Assets	\$	\$
Liabilities	\$ <u>103,000</u>	\$ <u>6,061</u>
Net assets Endowment fund Externally restricted fund Unrestricted fund	77,140 65,527 <u>123,847</u> <u>266,514</u> \$ <u>369,514</u>	75,861 65,527 <u>101,913</u> <u>243,301</u> \$ 249,362
Statement of Operations	2015	2014
Revenues Expenses Excess of revenues before transfers Transfers to the Authority	\$ 212,836 <u>89,623</u> 123,213 <u>100,000</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 Changes in non-cash working capital Increase (decrease) in cash and equivalents Cash and equivalents, beginning of year	\$23,213 <u>91,216</u> 114,429 <u>246,525</u>	\$ 26,470 (27,994) 248,049
Cash and equivalents, end of year	\$ <u>360,954</u>	\$246,525

Statement of Financial Position

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 by the Authority with the following adjustments:

Budgeted annual surplus	\$-
Add: Acquisition of tangible capital assets Repayment of long term debt	2,177,477 1,251,109
Less: Transfers from reserves Amortization of tangible capital assets	(480,000) <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.

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		2,043,290
Authority generated	1,710,100	1,7 10,100	10,000
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
	4,472,828	4,484,625	2,522,866
Expenses			
Corporate services (Page 16)	2,742,212	2,941,214	2,629,466
Corporate events (Page 17)	208,100	<u> </u>	298,627
	2,950,312	3,087,167	2,928,093
Annual surplus (deficit)	1,522,516	1,397,458	(405,227)
Acquisition of tangible capital assets	271,407	298,042	22,938
Principal payments on long-term debt	1,251,109	1,243,603	
Annual deficit after acquisition of tangible capital assets and principal payments on long-term debt	\$	\$ <u>(144,187</u>) \$(428,165)

Niagara Peninsula Conservation Authority Corporate Services and Events Schedule of Segment Disclosure

Schedule of Segment Disclosure		2015		2015		2014
Year ended December 31		Budget		Actual		Actual
Revenues						
Government transfers						
Province of Ontario - Ministry of Natural						
Resources and Forestry	\$	70,200	\$	70,196	\$	(.
Municipal levies		Sec.				
General		2,224,995		2,224,995		1,949,903
Special	1	1,563,133		1,563,133		35,000
Authority generated				100.000		
Niagara Peninsula Conservation Foundation		-		100,000		-
Interest		98,000		88,334		100,423
Other			i a	32,767	3	5,635
	3	3,956,328	3	4,079,425		2,090,961
Expenses		2.14		10 II.		
Corporate services	18	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	81.0	323,251		341,283		
	4	2,742,212		2,941,214		2,629,466
Annual surplus (deficit)		1,214,116		1,138,211		(538,505)
Acquisition of tangible capital assets		262,407		254,396		15,528
Principal payments on long-term debt	_	<u>1,251,109</u>		1,243,603	3	B
Annual deficit after acquisition of tangible capital assets and principal payments on long-term debt	\$_	(299,400) \$	<u>(359,788</u>)\$	(554,033)

Niagara Peninsula Conservation Authority Corporate Services 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			015 010
User fees, sales and admissions	270,000	244,013	215,213
Other	96,500	<u>11,187</u>	86,299
	516,500	405,200	431,905
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
	208,100	145,953	298,627
Annual surplus	308,400	259,247	133,278
Acquisition of tangible capital assets	9,000	43,646	7,410
Annual surplus after acquisition of tangible capital assets	\$ <u>299,400</u> \$	<u>215,601</u> \$	125,868

Niagara Peninsula Conservation Authority Corporate 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	\$ 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	Character sources		
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		<u> </u>	303,445
	2,859,956	2,940,904	3,322,534
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
	3,178,986	3,056,086	3,027,389
Annual (deficit) surplus	(319,030)	(115,182)	295,145
Acquisition of tangible capital assets	<u> </u>	33,172	59,185
Annual (deficit) surplus after acquisition of tangible capital assets	\$ <u>(400,000</u>)	\$ <u>(148,354</u>)	\$ <u>235,960</u>

Niagara Peninsula Conservation Authority Watershed Schedule of Segment Disclosure

Schedule of Segment Disclosure				
Year ended December 31	2015 Budget		2015 ctual	2014 Actual
Revenues				
Government transfers				
Province of Ontario - Ministry of Natural				
Resources and Forestry	\$ 28,100)\$2	8,100 \$	58,800
Municipal levies	1904		-	
General	465,000) 46	5,000	492,371
Special	309,500) 30	9,500	184,436
Authority generated	1988 199			
Administration fees	350,000) 46	3,940	223,746
Other			27	7,500
	1,152,600	<u>1,26</u>	6,567	966,853
Expenses				
Municipal plan input and review	205,895	5 16	0,565	426,130
Development plan input and review	336,403	33	5,513	284,442
Construction permit review and compliance	196,312		4,027	<u>14</u>
Forest by law	102,335		1,328	180,669
Watershed biology	295,297	24	0,012	
	1,136,242	2 1,01	1,445	891,241
Annual surplus	16,358	3 25	5,122	75,612
Acquisition of tangible capital assets	1,200	<u>)</u>		
Annual surplus after acquisition				
of tangible capital assets	\$ <u>15,158</u>	<u>3</u> \$ <u>25</u>	<u>5,122</u> \$	5 75,612

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	\$ 76,200	· ·	
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	103,100	103,700	500,502
Administration fees	a starting	-	151,580
Other	115	163,529	295,945
	4 007 050	Store"	
	<u>1,697,356</u>	1,664,337	2,355,681
Expenses		2	
Restoration and remedial action plan (Page 21)	878,145	900,935	892,805
Source water protection, engineering	1		
and water quality (Page 22)	589,298	520,212	836,380
Flood protection, control structures and			
special projects (Page 23)	218,078	<u> 290,051</u>	406,963
	1,685,521	<u>1,711,198</u>	2,136,148
Annual (deficit) surplus	11,835	(46,861)	219,533
Acquisition of tangible capital assets	69,770	33,172	59,185
Annual (deficit) surplus after acquisition of tangible capital assets	\$ <u>(57,935</u>)	\$ <u>(80,033</u>)	\$ <u>160,348</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 - Other	\$ 95,000		62,695
Government of Canada	235,000	158,034	196,952
Municipal levies	ALS C		
General	271,456	271,456	104,382
Special	150,000	150,000	338,637
Authority generated	Dorn Re		
Other		<u> 100,144</u>	221,305
aller.	751,456	738,839	923,971
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	<u> 171,814</u>	120,827	103,353
	878,145	900,935	892,805
Annual (deficit) surplus	(126,689)	(162,096)	31,166
Acquisition of tangible capital assets			16,402
Annual (deficit) surplus after acquisition of tangible capital assets	\$ <u>(126,689</u>)	\$ <u>(162,096</u>) \$	\$ <u> </u>

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

Year ended December 31		2015 Budget	2015 Actual	2014 Actual
Revenues				
Government transfers Province of Ontario - Other Municipal levies	\$	250,000 \$	163,669 \$	246,990
General		375,000	375,000	464,538
Special		- 19 C	-	25,000
Authority generated		2		
Administration fees	189-19			151,580
Other	- 12 -		<u>11,839</u>	20,522
		625,000	550,508	908,630
		201		
Expenses				
Source water protection		198,456	161,667	246,990
Water resources engineering	33	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	124		600	6,004
and the second		589,298	520,212	836,380
Annual surplus		35,702	30,296	72,250
Acquisition of tangible capital assets	e nale	3,200		
Annual surplus after acquisition of tangible capital assets	\$	32,502 \$	30,296 \$	72,250

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 - Ministry of Natural	•	70.000 \$	70.000	445.000
Resources and Forestry Province of Ontario - Other	\$	76,200 \$	76,200 \$ 2,544	115,696 36,797
Municipal levies		- 6	2,344	30,797
General		225,000	225,000	313,604
Special		19,700	19,700	2,865
Authority generated	- 10			,
Other	_		<u>51,546</u>	<u>54,118</u>
		320,900	374,990	523,080
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	-	96,100	122,973	16,182
		218,078	290,051	406,963
Annual surplus		102,822	84,939	116,117
Acquisition of tangible capital assets	-	66,570	33,172	42,783
Annual surplus after acquisition of tangible capital assets	\$	36,252 \$	<u>51,767</u> \$	73,334
and the second se				

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			
Government of Canada Municipal levies	\$-	\$ 2,648	\$ 2,905
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
5.3.1 200	4,259,759	4,556,285	5,114,317
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
	2,514,659	2,617,316	3,068,321
Annual surplus	1,745,100	1,938,969	2,045,996
Acquisition of tangible capital assets	1,825,100	1,484,475	1,826,811
Principal payments on long-term debt			<u>1,388,988</u>
Annual surplus (deficit) after acquisition of tangible cap assets and principal payments on long-term debt	ital \$ <u>(80,000</u>)	\$ <u>454,494</u>	\$ <u>(1,169,803</u>)

Niagara Peninsula Conservation Authority Operations 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	10.		
User fees, sales and admissions	- 112 M 1	9,210	9,651
Other		20,983	23,011
	638,997	669,190	1,945,517
Expenses			
Management	638,997	<u> </u>	639,911
Annual (deficit) surplus	- <u></u>	(40,257)	1,305,606
Principal payments on long-term debt			1,388,988
Annual deficit after acquisition of tangible capital assets and principal payments on long-term deb	t \$	\$(40,257) \$ <u>(83,382</u>)

Niagara Peninsula Conservation Authority Conservation Land Management 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	4 400 000	4 400 047	4 400 477
User fees, sales and admissions Land contribution (Note 6)	1,199,000	1,196,917	1,169,477
Other	12,000	112,500 148,869	129,575
Other	12,000	140,003	129,010
	3,478,562	3,728,496	3,072,143
Expenses			
Programming (Page 27)	1,785,462	1,754,659	2,154,377
Development (Page 28)		71,945	226,561
	1,785,462	1,826,604	2,380,938
Annual surplus	1,693,100	1,901,892	691,205
Acquisition of tangible capital assets	1,693,100	1,457,288	1.761,235
Annual surplus (deficit) after acquisition of tangible capital assets	\$	\$ <u>444,604</u>	\$ <u>(1,070,030</u>)

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

Niagara Peninsula Conservation Authority
Conservation Land Programming
Schedule of Expenses

Year ended December 31		2015 Budget		2015 Actual	2014 Actual
Conservation Land Programming					1
Ball's Falls	\$	462,666	\$	464,288	\$
Binbrook		315,618		294,770	343,527
Chippawa Creek		315,688		300,938	380,862
Long Beach	-	315,893	2	346,570	363,432
		1,409,865		1,406,566	1,691,866
Central workshop maintained areas	17 _	375,597		348,093	462,511
Expenses for the year		1,785,462		1,754,659	2,154,377
Acquisition of tangible capital assets	-				4.910
Expenses for the year	\$_	1,785,462	\$	1,754,659	\$ 2,159,287

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	
Binbrook	-	1,473	37,066
Chippawa Creek		21,631	244
Long Beach		3,625	<u> </u>
		34,684	<u> </u>
Central workshop maintained areas			
Land acquisition	- 11-	10,971	584
Ecological projects	-	13,893	
Gainsborough	-	12,397	8,740
St. John's		a (a 186	1,064
St. John's Centre		- 19 A.	157,283
		37,261	167,671
Expenses for the year	-	71,945	226,561
Acquisition of tangible capital assets	1.693,100	<u>1,457,288</u>	1,756,325
Expenses for the year	\$ <u>1,693,100</u>	\$ <u>1,529,233</u>	\$ <u>1,982,886</u>

Year ended December 31	2015 Budget	2015 Actual	2014 Actual
Revenues			
Municipal levies General	\$ 132,600	\$ 132,600	\$ 101,440
Authority generated Other	9,600	25,999	(4,783)
	142,200	<u> 158,599</u>	96,657
Expenses Operations			
Fuel Maintenance and repairs Supplies and small tools	38,000 48,200 4,000	23,764 53,779 2,629	43,628 37,118 2,258
Insurance		1,093	<u> </u>
Allocations to departments based on usage	90,200	81,265	89,106 <u>(41,634</u>)
	90,200	81,265	47,472
Annual surplus	52,000	77,334	49,185
Acquisition of tangible capital assets	_132,000	27,187	<u> 65,576</u>
Annual surplus (deficit) after acquisition of tangible capital assets	\$ <u>(80,000</u>)	\$ <u>50,147</u>	\$ <u>(16,391</u>)

Niagara Peninsula Conservation Authority Vehicles and Equipment Schedule of Segment Disclosure

29

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

		Corporate Services	Watershed		C	Operations		2015 Total
Revenues					_			
MNRF transfers	\$	70,196	\$ 104,300		\$	1.4	\$	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					68	112,500		112,500
Other	_	43,954	 163,556		×	195,851	-	403,361
	\$	4,484,625	\$ 2,940,904	3	\$	4,556,285		11,981,814
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 Rent and financial		203,638	446,015			75,232		724,885
expenses		233,179	479					233,658
Debt service		218,891	41.5					218,891
Intersegment transfers	_	-	 		_	114		210,001
	_	3,087,167	3,056,086		1	2,617,316		8,760,569
Annual surplus	\$	1,397,458	\$ (115,182)		\$	1,938,969	\$	3,221,245

			-					
				24				
		Corporate						2014
		Services	V	Vatershed		c	perations	Total
Revenues		Contraction						1.000
MNRF transfers	\$		\$	174,496	\$			\$ 174,496
Other transfers		Sec. and		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		-28			1,179,128	1,394,341
NPCF							-	
Administration fees		Sec. 1		375,326			-	375,326
Interest		100,423		5 C			-	100,423
Land contribution				and the second			-	-
Other		91,934	-	303,445	-		147,803	 543,182
	\$	2,522,866	 \$	3,322,534	\$_		5,114,317	\$ 10,959,717
Expenses	27	100	-		-			
Salarles 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		NA						
expenses		183,932		6,155			26,820	216,907
Debt service		1.					258,685	258,685
Intersegment transfers	5 _		-			_	-	
	_	2,928,093	_	3,027,389			3,068,321	 9,023,803
Annual surplus	\$	(405,227)	\$	295,145	\$		2,045,996	\$ 1,935,914



April 12, 2016

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

Dear Members of the Board of Directors:

Grant Thornton LLP 80 King Street, Suite 200 St. Catharines, ON L2R 7G1

T +1 905 682 8363 F +1 905 682 2191 www.GrantThornton.ca

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.

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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.
- 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

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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

To mitigate the identified risk, management has taken steps in 2016 to address the Maintenance of Employee Master File issue by segregating payroll administration between Human Resources and Finance staff. Management will also continue to work with the Auditors in 2016 to address other identified risk by attempting to implement further segregation of duties where feasible and practical while working within current operating budget restraints. Some of this will be accomplished by the development of a new position supporting the Administrative and Finance Divisions which was included in the 2016 budget.

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

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

APPENDIX 3



Administrative Assistant Finance & Corporate Services Full Time – OPSEU Union Position

Summary of Duties

The Administrative Assistant, Finance & Corporate Services is responsible for providing a wide variety of financial administrative assistance as well as assisting with accounting analysis/projects as required. The individual will ensure information, tools and resources are available to manage the financial administration, as well as deliver services on time and with high quality. This role will assist in the implementation and communication of new procedures as well as maintaining financial controls and standards.

Duties and Responsibilities

- (a) Compiling and reconciling daily cash/credit card receipts from multiple locations to ensure proper and accurate general ledger account coding.
- (b) Prepare journal entries for approval/authorization for posting to the General Ledger Accounts
- (c) Maintain Fixed Asset ledger and sub ledger as well as amortization (depreciation) calculations for annual financial statements.
- (d) Assists in accounts payable and payroll processes as needed
- (e) Provide confidential day-to-day administrative support
- (f) Plan, implement and communicate new procedures for Department's administrative operations.
- (g) Assist and respond to inquiries from staff, board members and the public.
- (h) Prepare memos, letters, reports, presentations, as well as compose correspondence as requested.

Qualifications

- Post-secondary education in Accounting, Finance or a related field.
- Minimum 3 years' experience providing administrative and financial support.
- Excellent verbal and written communication skills.
- Strong analytical skills and attention to detail.
- Proficiency in MS Office and Excel.
- Experience within Sage Financials an asset

Salary Range: Grade 3: \$28-\$31/hr (35 hours per week)

Application Deadline: May 13, 2016 - 4pm

Please apply on-line at www.npca.ca/careers

We are an equal opportunity employer which values diversity in the workplace.

We can provide accommodation for a disability in all employment activities, in accordance with the Ontario Human Rights Code and the <u>Accessibility for Ontarians with Disabilities Act</u>. If you require an accommodation, please contact <u>recruitment@npca.ca</u>.



Report To: Board of Directors

Subject: Request from Bruce Trail Conservancy – Trail Adjustment

Report No: 54-16

Date: May 18, 2016

RECOMMENDATION:

That Report No. 54-16 be RECEIVED; and

That the NPCA Board of Directors APPROVE the request from the Bruce Trail Conservancy to make a trail adjustment through Louth Conservation Area; and,

That the Bruce Trail Conservancy be allowed to construct an AODA compliant pedestrian bridge over 16 Mile Creek, at a location approved by NPCA, in writing and subject to compliance with local planning regulations and the securing of any necessary approvals and permits.

PURPOSE:

To seek Board approval for the request from the Bruce Trail Conservancy to adjust the Bruce Trail route through Louth Conservation Area and to establish conditions for the construction of a pedestrian bridge to be built over 16 mile creek.

BACKGROUND:

In March, members of the local Bruce Trail Club, on behalf of the Bruce Trail Conservancy, approached NPCA staff with a request to adjust the Bruce Trail route, away from Staff Avenue and 17th Street, and through Louth Conservation Area, along an unopened Road Allowance. The request is intended to address safety concerns of hikers walking along the road and to create a more scenic trek through the forest A formal request was submitted in May and is attached as **Appendix 1**. The proposed route map is attached as **Appendix 2**.

At its March 7th, Council meeting, the Town of Lincoln passed a resolution to allow the Bruce Trail Conservancy to use the road allowance as part of the Bruce Trail. Town of Lincoln By-law No. 2016-15 is attached as **Appendix 3**.

DISCUSSION:

NPCA's agreement with the Bruce Trail Conservancy (see **Appendix 4**) requires that the NPCA Board of Directors approve any trail adjustments on its property. Staff supports the request from the Bruce Trail Conservancy to adjust the Bruce Trail route through Louth Conservation Area, along the road allowance, for reasons of public safety and enjoyment.

With respect to the construction of a pedestrian bridge across 16 mile creek, staff is also supportive, subject to a suitable location being agreed upon and confirmed, in writing. Furthermore, the construction of such a bridge will need to be AODA compliant and subject to local planning regulations and the securing of any necessary approvals and permits.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RELATED REPORTS AND APPENDICES:

- 1. Request from Bruce Trail Club on behalf of the Bruce Trail Conservancy
- 2. Map of the proposed trail route
- 3. Town of Lincoln By-law 2016-15
- 4. NPCA and Bruce Trail Association Agreement

Prepared by:

Mark Brickell Acting Director of Operations

Submitted by:

Çarmen Ø'Angelo

Carmen Ø'Angelo Chief Administrative Officer Secretary Treasurer

Niagara Bruce Trail Club Proposed Trail May 6, 2016

To Mark Brickell

The Bruce Trail currently runs for 1.8 km along Staff Ave and Seventeenth Street. Seventeenth St. is a rolling stretch of road with speeding traffic and we would like to get hikers off the road and back into the Forest.

As of March 7, 2016 we have a signed agreement with the Town of Lincoln to use the unopened Road Allowances. See attached agreement. See attached Map to show the Road Allowances. Although we could put the trail adjacent to Louth Conservation Area we felt that having the trail go into Louth Conservation Area we could take hikers close to the lower Falls on Sixteen Mile Creek. This area of Louth is a beautiful section of the Conservation Area that could be seen by many people who currently have no access to the Falls . The best location for a bridge across Sixteen Mile Creek is in Louth Conservation Area . It gives us the shortest span about 24 feet across 16 Mile Creek.

We would keep the current section of the Trail after this new trail is opened and make it a Side Trail with access from the Staff Ave parking lot to join our Main Trail that would go along the Road allowances.

Corrie Kellestine and I would be happy to meet your Board to give more information and answer questions

Regards

Rick Waters Niagara Bruce Trail Club Trail Development and Maintenance



THE CORPORATION OF THE TOWN OF LINCOLN

BY-LAW NO. 2016-15

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF LINCOLN AND THE BRUCE TRAIL CONSERVANCY

WHEREAS the Bruce Trail Conservancy has requested permission to establish and maintain hiking trails on a sections of the municipal road allowance extending from 15th Street, located between Lots 14 and 15, Concession 6 and Bigger Avenue, located across Lots 15 and 16, between Concessions 5 and 6, in the former Township of Louth;

AND WHEREAS the Council of the Town of Lincoln deems it necessary and expedient for reasons in Report CS 15-21 to enter into a trail use agreement with the Bruce Trail Conservancy;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF LINCOLN HEREBY ENACTS AS FOLLOWS:

1. That the Mayor and Clerk be, and they are hereby authorized and directed to prepare and execute an agreement with the Bruce Trail Conservancy to provide for the use of the road allowance as part of the Bruce Trail.

BY-LAW read a FIRST time this 7th day of March, 2016. BY-LAW read a SECOND time this 7th day of March, 2016. BY-LAW read a THIRD time and FINALLY PASSED this 7th day of March, 2016.

SANDRA EASTON MAYOR:

CLERK: WILLIAM J. KOLASA

THIS LICENCE AGREEMENT made as of the 8 day of May, 19 16

BETWEEN: The Niagara Peninsula Conservation Authority

(hereinafter called "the Authority")

- and -

THE BRUCE TRAIL ASSOCIATION

(hereinafter called "the BTA")

WHEREAS the property owner is the registered owner of certain lands and premises described in Appendix "A" hereto, hereinafter called the "Property";

AND WHEREAS the BTA operates a recreational hiking trail system in the Province of Ontario, known as the Bruce Trail;

AND WHEREAS the BTA wishes to establish a portion of the Bruce Trail over the property, such portion hereinafter called the "Trail";

NOW THEREFORE WITNESSETH in consideration of the mutual covenants herein and the payment by the BTA to the Authority of the sum of one dollar (\$1.00), the receipt of which the Authority hereby acknowledges, the parties hereto agree as follows:

- 1. The Authority hereby grants to the BTA a right in the nature of a licence to maintain a portion of the Trail over the Property for the purposes and upon the terms and considerations hereinafter set forth.
- 2. The term of this Licence shall be from the date hereof to the fifth anniversary of the date hereof unless terminated during any year pursuant to paragraph 13 and thereafter every five years without notice until terminated by either party as set out in paragraph 13 hereof.
- 3. The precise location and route of the Trail shall be mutually agreed upon by the BTA or its authorized representative and the Authority, and flagged in the field to the satisfaction of both the BTA and the Authority, prior to development of the trail. The location and route of the trail, including any developments or improvements thereto within a corridor 7.5 meters either side of the trail existing as of this date, may be varied from time to time by mutual written agreement by the parties hereto without affecting the validity of the terms hereof. Any changes to the trail and any developments or improvements thereto outside this existing corridor must be agreed to by both parties prior to commencement of work. The terms of written agreement referred to above shall then apply to that newly-agreed-upon trail route and corridor.

4. The BTA shall be responsible for construction and maintenance of the Trail in a condition that is clean and safe for pedestrian travel by the public. The BTA shall be responsible for all aspects of the ongoing maintenance of the Trail in accordance with the standards set out in the "Guide for Trail Workers", a copy of which is attached hereto as Appendix "B". More rigorous maintenance

standards, as set by the Authority, shall be applied when needed as shown by inspections of specific sites, and requested by letter. The BTA shall be responsible for all costs of every nature and kind associated with the construction, repair, maintenance and ongoing use of the Trail. The BTA shall also undertake to remove any litter, and correct to the extent possible, any minor problems such as fire scars or damage to fencing, structures, or vegetation which may occur along the Trail or within the area defined as the trail corridor 7.5 metres either side of the agreed-upon Trail route shown by (Maps #1 - #5) 19th Edition <u>Bruce Trail Association Trail Reference</u> as Appendix "C" attached hereto.

The BTA will ensure that trail workers using chainsaws, string trimmers and other equipment are properly trained in the safe use of the equipment. Chainsaws are to be equipped with a safety chain and chain brake and appropriate protective equipment as follows is to be worn:

1)<u>Chainsaw Operators</u> -- safety footwear, chainsaw pants, hard hat with eye and ear protection and gloves.

2)<u>String Trimmer Operators</u> -- safety footwear, eye protection and long pants.

The Authority and its staff reserves the right to halt any maintenance operation it considers unsafe. The removal of any trees is to be approved in advance by Authority staff.

- 5. The parties hereto will allow access to the Trail to the general public without charge including revenue generating conservation areas providing that trail users enter on foot and remain within the Bruce Trail corridor. The BTA will ensure that its own members have agreed to be bound by the "Trail User's Code", a copy of which is attached hereto as Appendix "D".
- 6. The BTA will exercise during the currency hereof such duty of care to persons using the Trail as is imposed by the Occupiers' Liability Act, R.S.O. 1980, Chapter 322, including amendments thereto or successors thereof.
- 7. The BTA shall comply with all provisions of law, including, without limiting the generality of the foregoing, federal and provincial legislation, municipal by-laws, and any other government or municipal regulations which relate to the establishment, maintenance and use of the Trail.
- 8. The BTA will ensure that the Trail is marked in the following manner:

(a) by visible white markings on trees or other landmarks of a size no more than 5 centimetres by 15 centimetres and at a height of between 1 and 2 metres;

(b) by additional signage and/or markings as may be reasonably requested by the Authority from time to time.

9. The BTA and the Authority shall, at the Authority's request, together conduct yearly inspections of the Trail on the property. The BTA shall maintain the Trail to the standards identified in the BTA Guide for Trail Workers or other maintenance standards which the Authority has established for its lands provided that these are consistent with the management of the Trail as a simple footpath which lies lightly on the land. The BTA shall, within a period of one (1) month

after each inspection or at any other time during the currency of the within licenc omplete any management actions who may be requested in writing by the Authority provided these are consistent with the above mentioned standards. Should the BTA fail to undertake the necessary management actions within the time specified, the Authority may carry out the BTA's obligations and the BTA shall reimburse the Authority for any reasonable expenses incurred thereby.

- 10. The BTA will, during the currency hereof, indemnify and save harmless the Authority from and against all claims, demands, losses, costs, damages, actions, suits, or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the BTA, its officers, employees, servants or agents in connection with the property or in fulfilment or purported fulfilment or required fulfilment of any of the provisions of this agreement; and provided that the Authority shall not, without the written consent of the BTA or the insurer assume or admit liability with respect to any claim made against it for which it seeks indemnification pursuant to the provisions of this paragraph.
- 11. The BTA shall at all times during the currency hereof maintain comprehensive general liability insurance in an amount not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury including personal injury and death, showing the Authority as an insured.
- 12. Nothing herein shall be interpreted or construed as giving rise to a claim by the BTA that it has acquired title by possession or prescription to the Trail or any part of the Property either during the currency hereof or upon the termination of same. It is agreed upon between the parties hereto that this licence shall not be registered on title.
- This licence agreement will run for a term of five years from the date of signing 13. and will henceforth be renewed on that date for a similar term upon the mutual agreement of the parties hereto. The agreement may be terminated by agreement of the parties hereto or by the Authority, if the BTA fails to fulfil the terms of the within licence. Prior to termination the Authority must provide 60 days written notice of the breach to the BTA during which time the BTA may take action to correct the breach and avoid termination of this licence. In the event that there is a dispute between the parties regarding the existence of a breach or the satisfactory correction of such breach within the time stipulated, an arbitrator shall be appointed to resolve the dispute according to the provisions of the Arbitrations Act of Ontario. The decision of the arbitrator shall be binding on both parties and no further action shall be taken by either party. Upon termination, pursuant to this paragraph or otherwise, the BTA shall, to the extent feasible to do so, restore the Trail lands to the condition that they were in at the time of the granting of the within licence.
- 14. Any notice required or permitted to be given hereunder may be effectively given if sent by prepaid registered post, addressed to the Authority at:

Niagara Peninsula Conservation Authority Centre Street Allanburg, Ontario. LOS 1AO

or the BTA at:

P.O. Box 857 Hamilton, Ontario. L8N 3N9

APPENDIX 4 NPCA and Bruce Trail Assoc. Agreement Page 4 of 9

15. This licence embodies the entire agreement of the parties hereto and no understandings or agreements, collateral, verbal or otherwise exist between the parties except as expressly set out herein or as may hereafter be agreed to, in writing, by the parties.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.



APPENDIX "A"

The Niagara Peninsula Conservation Authority

WOODEND CONSERVATION AREA

Pt Lts 183 & 184 Pt Lts 1 & 2, Con 10 TOWN OF NIAGARA-ON-THE-LAKE

ROCKWAY CONSERVATION AREA Pt Lts 9 & 10, Con 8 TOWN OF LINCOLN

LOUTH CONSERVATION AREA

Pt Lts 14 & 15, Con 6 & 7 TOWN OF LINCOLN

BALL'S FALLS CONSERVATION AREA Pt Lt 18 & 20 to 22, Con 5 TOWN OF LINCOLN

CAVE SPRINGS Pt Lts 9 to 11, Con 5 TOWN OF LINCOLN

MOUNTAINVIEW CONSERVATION AREA Pt Lts 21, Con 3 & 4 TOWN OF LINCOLN

BEAMER MEMORIAL CONSERVATION AREA

Pt Lts 9 to 11, Con 2 Pt Lt 11, Con 3 TOWN OF GRIMSBY

WOOLVERTON CONSERVATION AREA

Pt Lt 17, Con 2 Pt Lt 18 to 23, Con 3 TOWN OF GRIMSBY

APPENDIX "B"

Guide for Trail Workers

This Guide was attached to a previous copy of the Licence Agreement.

APPENDIX "C"

SITE MAP

see attached Maps 1-4






APPENDIX "D"

TRAIL USER'S CODE

\triangleright	Hike only along marked routes, especially on farmland – do not take short cuts.
\triangleright	Do not climb fences – use the stiles.
\blacktriangleright	Respect the privacy of people living along the trail.
\triangleright	Leave the trail cleaner than you found it – carry out all litter.
\blacktriangleright	Light cooking fires at official campsites only – drench fires after use. (better still, carry a lightweight stove)
\triangleright	Leave flowers and plants for others to enjoy.
\triangleright	Do not damage live trees or strip off bark.
\triangleright	Keep dogs on a leash, especially on or near farmland.
\triangleright	Protect and do not disturb wildlife.
	Leave only your thanks and take nothing but photographs.



Close to nature. Close to home.



Report To:	Board of Directors
Subject:	Welland River Floodplain Mapping Study Update
Report No:	55-16
Date:	May 18, 2016

RECOMMENDATION:

That Report No. 55-16 be received for information; and That the Board endorse that the 2016 floodline remain in draft form until the Board of Directors has adopted the Policy Review.

PURPOSE:

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

BACKGROUND:

A Watershed Floodplain Committee (WFC) meeting was held on April 27th. Staff provided brief presentations on NPCA's mandate and obligations, its current network of water level and flow gauges, and a brief history of the Welland River Floodplain Mapping Update projects. Staff also provided a survey of floodplain mapping other Conservation Authorities are in the process of completing along with mapping that the NPCA has completed for various watercourses within its jurisdiction.

Consultation Summary Report

A draft Consultation Summary Report (attached), incorporating comments and answers to questions from the February Public Information Sessions, was distributed to all Committee members for their feedback. The Consultation Summary Report will be posted on the project website (www.wellandriver.ca) once all comments are received and updated.

Round 2 Information Sessions – Technical Presentation (Dry Run #2)

Mark Hartley of MMM Group presented to WFC members an updated technical presentation that will be communicated to the public at the 2nd round of information sessions in June. The presentation was 20 minutes in length and committee members provided their feedback.

<u>Policy</u>

WFC members proposed and supported the resolution that "the 2016 floodline remain in draft form until the Board of Directors has adopted the Policy Review". In other words, it was recommended that the draft floodlines not be made public until after the Board approves the update of its primary guidance document, *Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document (2007).* Current estimates for completion and approval of the policy review is early 2017.

<u>Site Tours</u>

On May 4th some committee members were able to accept Glen Robins' invitation to observe actual water levels that are staked out on his property. Those members in attendance also visited member Bev Lepard's property.

Next Steps:

The following Round #2 Public Information Sessions will focus on explaining the technical aspects of the floodplain modelling:

- 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

We will also address any outstanding topics and seek public input on any new issues using the facilitated discussion format. As was the case for the first round, notification of the second round of information sessions was sent by direct mail to all landowners within 500 metres on either side of the Welland River along its entire reach.

The next WFC meeting is scheduled for June 22, 2016 @ 5:00pm at Balls Falls Conservation Centre.

FINANCIAL IMPLICATIONS:

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

RELATED REPORTS AND APPENDICES:

1. Revised Draft Consultation Summary Report

Prepared by:

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

Submitted by:

Carmen D'Angelo; Chief Administrative Officer / Secretary Treasurer

Reviewed by:

Steve Miller; P.Éng Supervisor, Water Resources



MAY 2016

Prepared for the Niagara Peninsula Conservation Authority



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STANDARD LIMITATIONS

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Version No.	Date	Description	
1	27-Apr-2016	PDF Format to NPCA	
2	27-Apr-2016	PDF Format with NPCA revisions	
3	27-Apr-2016	PDF Format with MMM revisions	
4	10-May-2016	PDF Format with Final revisions	

Document Version Tracking Log

1.0 Introduction

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

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

1.1 About the Consultation

The consultation and engagement program was designed to ensure that property owners know about any potential impact to their property. In addition, it is important that input from property owners and the public is incorporated into the technical process before a draft floodline is prepared.

Three rounds of public meetings are planned:

1. Awareness of the project and general questions (February)

- 2. Technical explanations of the storm contributing to flooding conditions, the way flood water flows down the River, and the potential impacts of various structures within the River on the floodline. (June)
- 3. Draft Floodline (Dates TBD)

The meeting format includes an informal session at the beginning and end of the meeting where participants are able to speak one-onone with the project team. A formal presentation and facilitated question and answer period formed the basis for the rest of the meeting time.

1.2 Summary of Meeting Dates and Locations

Four meetings were held in February 2016 to introduce the project and provide a chance for the project team to talk to property owners and interested stakeholders. The presentation at each meeting was the same.

Meetings were held 6:00 pm to 8:00 pm, with a formal presentation at 6:30 pm

Wednesday February 3, 2016

• Chippawa Willoughby Memorial Arena 9000 Sodom Road, Niagara Falls

Tuesday February 16, 2016

• Riverstone Event Centre 414 River Road, Welland

Thursday February 25, 2016

Caistor Community Centre
1683 Abingdon Road, Caistor Centre,
West Lincoln





Monday February 29, 2016

Wellandport Community Centre
5042 Canborough Road (Reg. Road 63)
Wellandport, West Lincoln

2.0 Who We Heard From

The meetings were well attended. A sign-in sheet was used to track attendance and to update the project mailing list. Observations from the Project Team indicate that some people chose not to sign in. As such the total estimated participation is over 600 people.

Sign-in Sheet Summary:

- Meeting #1 (Chippawa) -131
- Meeting #2 (Welland) -104
- Meeting #3(Caistor) -63
- Meeting # 4 (Wellandport) -109

Total Sign Ins – 407

Most attendees were property owners who had received a direct letter from NPCA [include in Appendix] about the project and inviting participation. There were a few members of the general public who are interested in the project and became aware of the meeting through the newspaper advertisements or local municipal notice board announcements. Municipal Councillors from local municipalities attended meetings as did some local municipal staff. Staff from OPG attended a few meetings in a participant capacity only. NPCA Board members and members of the Welland Floodplain Committee also attended.

Flag Reference Points

Meeting participants were given a flag pin to insert into one of the large maps on display. Approximately 300 flags were used to locate where participants were from. The flags were number coded to comment cards for crossreference where required.



Comment Cards

Comment Cards were made available to all participants. 177 Cards and 14 Long Forms were returned during the meeting process. All of this information was reviewed and contributed to preparation of key themes and where appropriate, specific follow up action.



3.0 What We Heard

We clearly heard during the February consultations that residents question the NPCA rationale and mandate for undertaking the floodplain mapping update project. Ontario Power Generation (OPG) operations and their effect on the River, specifically the impact of flooding, was also a focus of discussion. In addition, it was clear that participants want more information on how the flow of water in and down the river affects the flood line mapping process. This technical information is critical to developing a level of trust that the technical work is accurate and that the resulting line is in fact appropriate in order to protect public safety.

The Question and Answer sessions at each meeting were transcribed and are included in the Appendix. Every effort was made to capture the intent of the question and the answer provided at the meeting. This material was used by the project team to identify key themes emerging from all four public meetings. The themes are presented below and will be addressed as the technical process continues to evolve. In some cases, we have added additional information to fully answer a question.

3.1 Key Themes

The word cloud reflects theme expressed throughout the February consultations. The hierarchy of the words reflects the frequency and relative emphasis during discussion and from the comment cards, as interpreted by the project team. It is not meant to include every issue raised but rather the key themes that need to be addressed as the project progresses.



Mandate and the Need to Update 3.1.1

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

In addition, under the Provincial Planning Act Conservation Authorities have been delegated the responsibility to reduce the potential for public cost or risk to Ontario's residents from natural or human made hazards. Section 3.1 of the Provincial Policy Statement (2014) indicates that development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards. As such, the Conservation Authorities require that Planning Act development applications identify areas of flood hazard and undertake development such that the risk to the public is mitigated.







All information with respect to flooding, flood modeling, and floodplain mapping that the NPCA possesses is made freely available upon request. This information is often used by landowners and developers to determine where a flood hazard exists on a particular property and where it is possible to undertake development.

Should a landowner or developer wish to undertake work on a property, and if the NPCA has a concern that the property might be subjected to flooding, in the absence of current and reliable floodplain mapping, one of three options are available to pursue:

- Wait until the NPCA generates floodplain mapping for the watercourse that affects the property. The resultant mapping can then be freely obtained. The wait however may be quite long.
- At the landowners cost, retain an engineering firm to generate floodplain mapping on the property.
- 3. Withdraw the plans to undertake work on the property.

With respect to the Welland River, staff had recommended that the 30 year old floodline mapping be updated in an effort to ensure that the established line reflects the best available information, is up to date, and is technically defensible. While the NPCA mandate does not specifically include a requirement to update floodplain mapping on a given date, the NPCA Board agreed with the staff recommendation given that the NPCA mandate is defined as an overarching responsibility to delineate and manage the flood hazard. Rationale to support the update includes climate change, improved technology (e.g. greater resolution - Digital Elevation Models, more data).

3.1.2 Ontario Power Generation (OPG), Flow of Water and Sedimentation

OPG has a presence in the area and the Welland River plays a significant role in OGP operations. Various structures and facilities affect the flow of water in and down the River. OPG controls on water level and flow are perceived by many people in the area as having a direct impact on the River's ability to naturally accommodate flood events and as such the impact flood events have on property. There is also a strong perception that OPG operations contribute significantly to the level of sedimentation in the Welland River which also impacts the River's flow and ability to respond to flood events.

The Project Team is fully aware of the duration and nature of the operational regime OPG imposes on the Welland River. The impact to the Welland River floodplain as a result of the OPG operational regime will be analyzed as part of this study. While there has been public discussion about potential changes to OPG operations, this project must assume that OPG will continue to operate their facility in the same manner until OPG declares otherwise.

3.1.3 Siphons

The Siphons are perceived to have a significant impact on the Rivers response to flood events. The impact of the Old and New Siphons on the Welland River floodplain will be analyzed as part of this study. It is noted that the NPCA is not responsible for clearing the Siphons however these concerns have been passed along to the City of Welland and the St. Lawrence Seaway Management Corporation. It is unknown when the next clearing of the siphons will occur. The role of the Siphons will be further explained at the June Public Information Sessions.

3.1.4 Elevation

The Welland River Floodplain Mapping Update will utilize highly accurate digital maps of the landscape within the study area. These digital maps are intended to assign 'real-world' elevations to the Welland River floodlines with the intent to dramatically improve upon the accuracy of the Welland River floodline maps that were generated over 30 years ago.

3.1.5 River Health

The Project Team acknowledges that there are many factors that affect the watershed. Urbanization, non-point source pollution, loss of watercourse buffers, non-sustainable farming practices, and flow reversals are among the factors that impact the health of the river. River health issues are being addressed by other NPCA and non-NPCA projects, some of which are happening at the same time as this floodline mapping project. Other River Health initiatives will unfold over time. Where appropriate, recommendations related to River Health will be included in the reporting related to this project.

3.1.6 Policies, Restrictions and Impact

The NPCA protects people and property by identifying where flood prone areas exist (i.e. floodplain mapping) and consistent with the Conservation Authorities Act and the Planning Act, the NPCA is obligated to regulate development in flood prone areas. In order to regulate development in a consistent manner, the NPCA has a series of policies that determine what can happen within the regulatory floodplain. In some cases, development or use of property may be limited in order to ensure

the safety of persons or property. NPCA works with property owners to understand how they intend to use their property within the floodplain and if development approvals are required, to suggest solutions that balance the request with the need for risk management. It is acknowledged that the "solution" may be perceived as a restriction and that there may be impacts that affect property owners; however, the goal is to minimize impact by ensuring that the location of the floodline is technically accurate. Impact and perceived restrictions may also be addressed through policies that are currently being reviewed under the NPCA's 'Living Landscape' project (details of which may found on the project website be http://www.livinglandscape.ca/). The Project Team has made a commitment to communicate with the policy project team and to work together to ensure that broad issues are addressed.

3.1.7 Compensation

The floodline is established to help protect the public from flooding. Property remains in the ownership and control of the property owner however there are policies that guide how development or use of property can occur within the floodplain. NPCA works with property owners to suggest solutions that balance the request with the need for risk management. Given that the property remains under the control of the property owner, there is no compensation for lands identified as being prone to flooding.

3.1.8 Data Accuracy

The technical work being completed for the project is being done by a team of professional engineers and hydrologists who are very experienced with this type of work. Other





professionals will supplement the core team as necessary. The team has identified the data that is needed to run the model and ensure the technical accuracy of the floodline. The data sources include historical information available from NPCA as well as additional sources identified by the team. Concerns related to data used in the 2010 Study will be addressed by reviewing relevance and technical merit for use in the current project. In addition, additional data points, specifically flow information at key points within the River, have been confirmed. At the June 2016 Public Information Sessions, the project team will present a summary of key data along with how the data is used in the model needed to help generate a floodline.

3.1.9 Communication

NPCA has created many points of contact to ensure that information about this project is available to property owners who may be affected by the floodline, residents who are generally interested in the River, local municipalities and stakeholders. Concerns about previous projects not sharing information and not engaging with the public were addressed with a proactive communication and engagement process. Direct letters were sent to all potentially affected property owners. Newspaper ads and a website provide ongoing updates.

During the meetings, everyone who wanted an opportunity to speak was provided a forum, either in the group setting or one-on-one with the project team. Written comments were also collected. All questions were answered and notes are provided in the Appendix of this Report. General themes are also summarized.

3.1.10 Property Value and Insurance

NPCA works with property owners to understand how they intend to use their property within the floodplain and if development approvals are required, to suggest solutions that balance the request with the need for risk management. NPCA cannot control impacts on property value and appreciates the perception that land within the floodplain has a lower value than land outside the line. As such, careful attention is given to the technical process of defining where the line falls and to ensuring that the floodline is technically accurate and defensible in order to ensure that public risk related to flooding has been minimized.

NPCA also cannot control impact on insurance and appreciates that some insurance providers may have specific flood related clauses. That is why the necessary technical work is being done to ensure that the floodline can be defended as necessary to protect people and property from the risk of flooding.

3.1.11 Liability and Ground-Truthing

Flood impacts on public property are an issue that every municipality has to be aware of and the NPCA mapping includes public lands. Concerns about project staff entering onto private property to survey or inspect specific features related to the floodline mapping project can be answered with the notation that permission will be sought in advance before entry onto private property. Therefore, the liability of entry onto private property is covered by NPCA policy. While ground-truthing (verification) will take place, it will be specific to technical issues that need to be checked to ensure the model/line can be defended or at the request of a property owner.

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3.1.12 Tributaries

There are several tributaries of the Welland River that contribute flow and as such will be considered in the broad context of the model used to generate the Welland River floodline. Notwithstanding that these tributaries contribute flow and also may experience flood risk, they are not part of this mapping project. NPCA may undertake additional floodplain mapping of these tributaries in the future.

3.1.13 Erosion

Some significant erosion concerns were raised along with statements that not enough is being done to minimize erosion. The impact of continued erosion, not only on property but also on the health of the River, was highlighted. Specific locations were noted and a commitment to follow up on erosion control via other NPCA initiatives was given.

4.0 Next Steps

The information collected in throughout the February consultation will be used by the Project Team to address specific technical concerns. Additional information will be presented during the June meetings in order to answer outstanding Questions.

Appendices

Appendix A: Letter to Land Owners

Appendix B: Q&A from Public Information Sessions

8









Report To: Board of Directors

Subject: Policy Handbook - Regulation #2, Meeting Procedures DRAFT Amendment

Report No: 56-16

Date: May 18, 2016

RECOMMENDATION:

That Report No. 56-16 be **RECEIVED** for information.

That the NPCA Board **AMEND** the Board of Directors Policy Handbook – Regulation #2, Meeting Procedures to add section seventeen (17) regarding live streaming of Full Authority meetings as outlined in this report.

PURPOSE:

For the Board to consider formalizing a live stream/recording process within its Meeting Procedures to guide staff in the event a Full Authority meeting(s) is recorded. This report aligns with the 2014-2017 Strategic Plan under, 'Transparent Governance & Enhanced Accountability,' specifically, 'develop improved transparency.'

BACKGROUND:

At the October 2015 Board of Directors meeting a request was made by Member Jeffs to inquire about the Authority's capabilities to potentially live stream future meetings via the internet. This was to compensate for the fact that monthly meetings had transitioned to occur during day time hours which makes it difficult for members of the public to attend in the gallery and witness proceedings.

On Dec. 16, 2015 staff updated the NPCA Board of Directors about the investigation of a technical solution with regards to broadcasting Board of Directors meetings online (Report No. 132-15).

At its January 20, 2016 Full Authority meeting, the Board approved staff to enter into negotiations with Wee Streem to establish a contract for the 2016 meeting schedule for their services at a fixed rate (Report No. 06-16).

In order to support this live stream initiative, the Board further authorized staff at its February 17, 2016 Full Authority meeting to install additional Wi-Fi Access Points at the Centre for Conservation and additional wireless microphones to ensure both adequate bandwidth and quality sound (Report No. 21-16).

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 April 20, 2016 Board of Directors meeting was the second to be broadcast live online. The live stream was promoted on NPCA social media channels and linked from several pages online: *Peak Viewers: 22 Total Viewers: 81 Average View Duration: 22:29*

DISCUSSION:

In an effort to formalize the NPCA live stream process, staff has sought both best practices and a legal opinion. Further, after a review of other jurisdictions and to staff's knowledge, the NPCA appears to be the only Conservation Authority in Ontario that conducts live streaming.

With that stated, staff recommend that the following section be inserted into the current Policy Handbook – Regulation #2 to guide staff moving forward in the event a Full Authority meeting(s) is recorded:

Section 17.0 Live Streamed / Recorded Full Authority Meetings

In the event the NPCA live streams and/or records its Full Authority meeting(s) the following shall apply:

- 17.1 The recorded video of a full authority meeting is not an official record until the minutes of that meeting are approved by the Full Authority Board.
- 17.2 At the start of the full authority meeting, the Chair shall advise all in attendance that the meeting is being recorded and/or live-streamed.
- 17.3 The NPCA will advise all delegates in advance that their presentation will be livestreamed and archived for viewing by the public in the future.
- 17.4 Opinions of delegates are their own and the NPCA is not responsible for delegate's comments or any material delegates choose to provide.
- 17.5 The goal of the NPCA will be to post, within two business days of meeting, the archived live stream video.

The Board has the option to amend the recommended Section 17 or do nothing.

FINANCIAL IMPLICATIONS:

None

RELATED REPORTS AND APPENDICES:

Policy Handbook - Regulation #2 Meeting Procedures is accessible on One Drive.

Prepared by:

David Barrick Director of Corporate Services

Submitted by:

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Carmen'D'Angelo Chief Administrative Officer Secretary Treasurer

This report was prepared in consultation with Michael Reles, Communications Specialist; and, Kevin Vallier, Manager of Communications & Foundation.



Report To: Board of Directors

Subject: DRAFT Customer Service Charter

Report No: 57-16

Date: May 18, 2016

RECOMMENDATION:

That Report No. 57-16 be **RECEIVED** for information.

That the NPCA Board of Directors **ENDORSE** the DRAFT Customer Service Charter (attached as Appendix 1).

PURPOSE:

For the Board to consider formalizing customer service excellence as an organization through an endorsement of a Customer Service Charter. This report aligns with the NPCA's 2014-2017 Strategic Plan, specifically the NPCA, *"will deliver a pragmatic customer-friendly 'feel' in resolving complex regulatory issues, a re-focused conservation/sustainable growth mandate, and an ambitious change agenda moving forward."*

DISCUSSION:

As part of the 2014-2017 Strategic Plan, staff has developed a Customer Service Charter to publicly affirm the NPCA's commitment to providing a high standard of effective and efficient service delivery.

The Draft Customer Service Charter (Appendix 1) has been developed as a platform upon which a broader Customer Service strategy may be built. It outlines as succinctly as possible the NPCA's customer service commitment and is intended to be published on the NPCA website and displayed at NPCA offices. In developing this document, staff referred to similar documents from other jurisdictions; at this time, only one other Conservation Authority in Ontario has developed a formal Customer Service Charter or Strategy.

If approved, customer satisfaction surveys would be a key component of a broader Customer Service strategy in terms of assessing the organization's success in delivering on the Charter. Customer Feedback Forms and Planning Client Surveys would be developed. It is anticipated that additional surveys may be developed in the future as required to assess specific areas of customer service (e.g. Wedding client users, etc.).

Finally, the Board has the option to amend the DRAFT Customer Service Charter or do nothing.

FINANCIAL IMPLICATIONS:

If approved, any costs associated with printing, advertising and/or related surveys would be covered within the approved 2016 Communications budget.

RELATED REPORTS AND APPENDICES:

Appendix 1 – DRAFT Customer Service Charter

Prepared by:

David Barrick Director of Corporate Services

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer



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.

DRAFT Customer Service Charter

The Niagara Peninsula Conservation Authority (NPCA) aims to provide a high standard of effective and efficient service to all of its customers. This charter explains the NPCA's commitment to customer service excellence.

Who are our customers?

- Clients of all programs and services
 - Landowners
- Key stakeholders from the agricultural, environmental and development communities
- Municipal, provincial and federal governments
- The public, including visitors to NPCA conservation areas
- Members of the NPCA Board of Directors and S taff

In our commitment to our customers, we will:

- Provide customer service that is timely, welcoming and helpful
- Provide knowledgeable, professional and courteous service
- Treat customers with respect, fairness, openness and equality
- Ensure it is easy and convenient to contact us
- Maintain customer confidentiality and abide by all privacy legislation
- Ensure services are accessible to all and provide information in alternate formats upon request
- Ensure our customer service locations are accessible, safe and healthy environments

For our customer service standards, we will:

- Answer telephone calls to our main reception in person whenever possible during office hours
- Outside of office hours or when it is not possible to answer a call in person, ensure that messages are responded to in an appropriate timeframe by the appropriate staff
- Ensure all staff provide a courteous and accurate voicemail greeting
- Indicating when staff will be available to respond to messages
- Acknowledge receipt of mail, voicemail and email
- Explain our processes and provide a time estimate on all work
- Keep customers informed and explain if there will be a delay
- Post notice of service disruptions on our website
- Respect our customers' time by keeping scheduled appointments,
- Strive to attend to customers without appointments, and
- Use plain language wherever possible

For continuous improvement, we will:

- Ensure that all customers have the opportunity to provide feedback on the service received
- Monitor feedback and review performance regularly
- Respond to all feedback if accompanied by contact information
- Continuously review our commitments and standards

What we expect from our customers:

We ask that you please:

- Behave courteously towards our Board of Directors, Staff and other customers
- Be respectful of posted rules including those regarding parking, entry fees, smoking, motorized vehicles, wildlife, pets, etc.

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 and 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.



Report To: Board of Directors

Subject: Appointment of Regulation Officers

Report No: 58-16

Date: May 18, 2016

RECOMMENDATION:

That Report No. 58-16 be RECEIVED for information; and,

That the Board **APPOINT / RE-APPOINT** the following NPCA staff as Regulation Officers under Section 28 and 29 of the Conservation Authorities Act,

Mike Boyko Mark Brickell (New) **Nathaniel Devos** Dan Drennan Jeff Fazekas **Kim Frohlich (New) Gregg Furtney Michel Germain** Peter Graham (New) **Bob Hayslip Rob Kuret** Michael MacIntyre (New) Darren MacKenzie **Kiefer Paton Roberto Peressotti (New) Rob Shoalts Moriah Tempest**

PURPOSE:

As staff positions and assignments change, it is important to update the status of Regulations Officers under Section 28 and 29 of the Conservation Authorities Act.

BACKGROUND:

Enforcement activities related to Section 28 and 29 of the Conservation Authorities Act are also governed by Part III of the Provincial Offences Act (POA). By appointing staff as Officers under the Conservation Authorities Act they also become recognized by the Courts as <u>Provincial</u> <u>Offences Officers</u> and are therefore required to govern themselves in accordance with other applicable legal requirements (e.g. laying of information/charges, search restrictions, disclosure of evidence, etc.).

FINANCIAL IMPLICATIONS:

There are no direct costs associated with the appointment or re-appointment of Regulations Officers. There will be additional costs associated with ongoing training and Identification.

Prepared by:

Mark Brickell Acting Director of Operations

Submitted by:

Carmen D'Angelo; Chief Administrative Officer / Secretary Treasurer



Report To: Board of Directors

Subject: Canborough Park – Lease Renewal

Report No: 59-16

Date: May 18, 2016

RECOMMENDATION:

That Report No. 59-16 be received for information; and,

That the CAO and Board Chair be authorized to sign the Canborough Park Lease Agreement.

PURPOSE:

To seek Board approval to enter into a new lease agreement with Haldimand County, for the NPCA property known as Canborough Park.

BACKGROUND:

From 1990 until 2010 there was in place a lease agreement between NPCA and Haldimand County, for the property known as Canborough Park. In short, the agreement allowed Haldimand County to maintain and operate the NPCA property, at the County's cost. The agreement formally expired in 2010, however, both parties continued on as though the agreement was still in effect.

In December 2015, Haldimand County staff reached out to NPCA staff indicating that they had been approached by area residents who had expressed interest in making improvements to the playground at Canborough Park. County staff pointed out the lease agreement with NPCA had formally expired in 2010 and asked if NPCA would be interested in renewing the lease.

NPCA staff agreed that a formal agreement should be re-established. County and NPCA staff have worked together to update the lease agreement and both parties are now seeking Board/Council approval.

DISCUSSION:

Formally and informally this has been a long standing agreement that appears to serve both parties well. Staff is pleased to recommend the re-establishment of a formal lease agreement between NPCA and Haldimand County, for a five year term, with an option to renew for an additional five years. A copy of the draft lease agreement is attached as **Appendix 1**.

FINANCIAL IMPLICATIONS:

All costs related to this agreement fall on Haldimand County.

RELATED REPORTS AND APPENDICES:

1. Draft Lease Agreement between NPCA and Haldimand County

Prepared by:

Mark Brickell Acting Director of Operations

Submitted by:

Carmen D'Angelo Chief Administrative Officer Secretary Treasurer

THIS LEASE AGREEMENT made pursuant to the SHORT FORM OF LEASES ACT

LEASE AGREEMENT

DATED at Welland this day of

, 2016.

BETWEEN:

NIAGARA PENINSULA CONSERVATION AUTHORITY (hereinafter called "NPCA)

and -

THE CORPORATION OF HALDIMAND COUNTY (hereinafter called the "Municipality")

WHEREAS NPCA is a registered owner of lands and premises described in Schedule "A" attached hereto;

AND WHEREAS the Municipality is desirous of leasing the said lands and premises;

AND WHEREAS for the purpose of accomplishing the objects of NPCA, the NPCA has resolved to lease the lands and premises to the Municipality;

NOW THEREFORE this indenture witnesseth that in consideration of the mutual covenants herein contained and other good and valuable consideration the parties hereto agree one with the other as follows:

- The NPCA hereby agrees to lease to the Municipality the lands and premises as described in Schedule "A" hereinafter called the "Lands and Premises" at a rent of \$1.00 payment for a term of five (5) years, commencing the day of , 2016. The NPCA and the Municipality may, by agreement in writing, renew this Lease for one (1) further term of five (5) years on the same terms and conditions as are contained in this Lease.
- 2. That the Municipality shall be responsible for all taxes, rates, duties, assessments and utility charges whether municipal, parliamentary otherwise now or hereafter charged upon the Lands and Premises or upon buildings hereon or upon NPCA on account hereof, including municipal taxes for local improvements.
- 3. That the Municipality shall during the term of this lease well and sufficiently keep in repair any structures thereon contained and maintain the Lands and Premises. The Municipality shall not make or install any improvements to the Lands and Premises without the NPCA's written consent, which shall not be unreasonably withheld.
- 4. All alterations, additions and improvements made by the Municipality or made by the NPCA on the Municipality's behalf shall remain the property of the Municipality upon affixation or installation, without compensation therefor to the Municipality, but the NPCA shall be under no obligation to repair, maintain or insure such alterations, decorations, additions or improvements, all of which shall be the obligation of the Municipality as provided in this Agreement. Such alterations, additions or improvements shall be removed from the Premises either during or at the termination of the Term, except that:

The Municipality may, during the Term, in the usual or normal course of its business and with the prior written consent of the NPCA, which consent may be unreasonably withheld, remove its improvements, provided such improvements have become excess for the Municipality's purposes or the Municipality is substituting new and similar improvements therefor, and provided that in each case,

- (i) The Municipality is not in default under this Agreement; and
- (ii) Such removal is done at the Municipality's sole cost and expense; and
- (iii) The Municipality shall, at the expiration of the Term, at its own cost, remove or cause to be removed, all improvements and fixtures as are or have been installed on the Lands and Premises by or on behalf of the Municipality during the Term (or by any permitted successor or assign of the Municipality), or by any previous occupant of the Lands and Premises, as the NPCA requires to be removed.

If the Municipality does not remove its improvements at the termination of the Term, the improvements shall, at the option of the NPCA, become the property of the NPCA and may be removed from the Lands and Premises and sold or disposed of by the NPCA in such manner as it deems advisable.

- 5. The Municipality shall, at all times during the Term, at the Municipality's own cost and expense, make minor repairs and replacements, maintain and keep the Lands in a good state of repair as a prudent owner would do with due diligence, in accordance with all laws, regulations and codes of the applicable Authority.
- 6. That NPCA, its servants and agents shall have the right at all reasonable times during the term of this lease to enter the leased lands and premises to examine the condition thereof and if want of repair shall be found on such examination upon forty eight (48) hours written notice to the Municipality notice thereof will be given to the Municipality, and the Municipality shall, as soon as it is reasonably possible to do so, sufficiently repair in accordance with such notice. Failure to repair shall provide NPCA with the right to repair at the expense of the Municipality as provided in the paragraph immediately preceding.
- 7. That the Municipality shall use the leased lands and premises for conservation purposes as provided for under The Conservation Authorities Act only with necessary administration and supervisory accommodation in connection therewith and for no other purpose except with the approval in writing of NPCA first had and obtained.
- 8. That the Municipality agrees that no permanent building shall be erected on the lands and premises without the consent in writing of NPCA first had and obtained and which consent can be unreasonably refused and, which consent, if given, shall be required for both the location and the type of any such building.
- 9. That the Municipality shall not place nor dump fill of any kind on the Lands and Premises, nor shall it change, divert or interfere in any way with any existing channel of a river, creek, stream or watercourse without the consent and approval of the NPCA first had and obtained and which consent can be unreasonably refused.
- 10. That the Municipality shall not have the right to assign nor sublease the Lands and Premises covered by this lease without the prior written approval of the NPCA first had and obtained, it being understood that the granting of such approval shall be in the sole discretion of NPCA.
- 11. The Municipality shall maintain throughout the duration of this Lease, a General Liability Insurance Policy, in an amount not less than \$2,000,000 per occurrence from an insurer licensed to conduct business in the Province of Ontario, providing coverage, including but not limited to, bodily injury including death, property damage, contractual liability, and tenants' legal liability. NPCA be named as an additional insured on the policy. The policy shall contain cross liability and severability of interest clauses and provide 30 days' prior written notice to NPCA of cancellation or material change. Prior to the execution of this Lease and upon any renewal, the Municipality shall provide a Certificate of Insurance to NPCA evidencing the policy as herein set out.
- 12. That the Municipality covenants and agrees to indemnify and save harmless NPCA of and from any and all manner of claims, damages, loss, costs or charges whatsoever occasioned to or suffered by, or imposed upon NPCA or its property, either directly or indirectly, in respect of any matter or thing in consequence of or in connection with or rising out of the Municipality's use, occupancy or maintenance of the lands herein described or any structure thereon or out of any operation connected therewith or in respect of any accident, damage or injury to any person, animal or thing by, from, or on account of the same, notwithstanding the fact that the same may have been approved by NPCA, its servants or agents.
- 13. That the Municipality agrees that it shall not without the approval of NPCA first had and obtained erect any signs on the Lands and Premises it being agreed that upon any such sign shall be displayed the name of NPCA in such a manner and size as is dictated by NPCA from time to time.
- 14. If the Municipality remains in possession of all or part of the Lands and Premises after the expiry of the term with the consent of NPCA but without any further written agreement, this Lease shall be deemed to be occupying the Lands and Premises as a monthly lease on the same terms as set forth in this Lease insofar as they are applicable to a monthly tenancy.
- 15. In the event of any disagreement or dispute arising out of this Lease, the parties hereby agree that the matter shall be referred to mediation and for that purpose the parties shall jointly agree on the mediator. In the event of failure of mediation or the failure of the parties to agree on a mediator, the matter shall be referred to arbitration in accordance with the provisions of The Arbitrations Act, as amended from time to time, and the parties agree to be bound by the decision.

- 16. That in the event of termination of this agreement by either party for whatever reason, the Lands and Premises and any building or structures contained thereon shall be returned to the NPCA in good repair and shall become the sole possession of the NPCA.
- 17. This Lease contains all of the terms and conditions of the agreement between the NPCA and the Municipality relating to the matters herein provided and supersedes all previous agreements or representations of any kind, written or verbal, made by anyone in reference thereto. There shall be no amendment hereto unless in writing and signed by the parties to be bound.
- 18. Any obligation of a party which is unfulfilled on the termination of this Lease shall survive until fulfilled.
- 19. If any provision of this Lease is or becomes illegal or unenforceable, it shall during such period that it is illegal or unenforceable be considered separate and severable from the remaining provisions of this Lease which shall remain in force and be binding as though the said provision had never been included.
- 20. The failure of the NPCA to insist upon a strict performance of any of the agreements, terms, covenants and conditions hereof shall not be deemed a waiver of any rights or remedies that the NPCA may have and shall not be deemed a waiver of any subsequent breach or default on any such agreements, terms, covenants or conditions.
- 21. If any provision of this Lease is or becomes illegal or unenforceable, it shall during such period that it is illegal or unenforceable be considered separate and severable from the remaining provisions of this Lease which shall remain in force and be binding as though the said provision had never been included.
- 22. This Lease shall be governed by the laws of the Province of Ontario.
- 23. Nothing contained herein shall be deemed to create any relationship between the parties hereto other than the relationship of NPCA and the Municipality.
- 24. The use of words in the singular or plural, or with a particular gender, shall not limit the scope or exclude the application of any provision of the Agreement to such Party or circumstances as the context otherwise permits.
- 25. Time shall be of the essence of this Lease.
- 26. All calculations referred to herein shall be made in accordance with generally accepted accounting principles and practices applied on a consistent basis.
- 27. Any notice or consent (including any invoice, statement or request or other communication) herein required or permitted to be given by either party to the other shall be in writing and shall be delivered or sent either personally, by facsimile transmission or by regular mail by one party to the other at their addresses noted below. Such notice will be deemed to have been given if by personal delivery on the date of delivery and if by facsimile transmission on date of delivery with electronic confirmation of receipt obtained and if by regular mail on the fifth business day following the posting thereof which will be deemed to exclude Saturdays, Sundays and statutory holidays:
 - (a) in the case of the NPCA, to:

Niagara Peninsula Conservation Authority 250 Thorold Road West, 3rd floor Welland, ON L3C 3W2 Attention: Mark Brickell Tel: 905-788-3135

(b) in the case of the Municipality, to:

The Corporation of Haldimand County 45 Munsee Street North; P.O. Box 400 Cayuga, Ontario, N0A 1E0 Attention: Ms. Katrina Schmitz Tel: 905-318-5932, ext. 6341

Addresses and phone numbers may be changed by written notices to the parties.

- 28. This Lease may be executed in any number of counterparts and each such counterpart shall for all purposes constitute one document binding all of the parties notwithstanding that all parties are not signatories to the same counterpart.
- 29. Each party agrees to make such further assurances as may be reasonably required from time to time by the other to more fully implement the true intent of this Lease.
- 30. Except as otherwise specifically provided, the covenants, terms and conditions contained in this Lease shall apply to and inure to the benefit of and bind the respective successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have hereunto affixed their corporate seals attested by the hands of their proper signing officers duly authorized in accordance with their own respective procedure in that behalf.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Chairman
CAO
THE CORPORATION OF THE HALDIMAND COUNTY
Mayor
Clerk

TO LEASE BETWEEN NIAGARA PENINSULA CONSERVATION AUTHORITY AND THE CORPORATION OF HALDIMAND COUNTY DATED THIS [™] DAY OF 2016.

PIN # 38140-0122(LT), being Part of Lot 14, Concession 2, Canborough, designated as Parts 3 & 4 on 18R-421 EXCEPT Part 1 on 18R-1482 & Part 2 on 18R-2104; Haldimand County

PIN # 38140-0121(R) being Methodist Episcopal Church Plan 8851; Part of Lot 4, W/S Canborough Street, Lot 9, N/S Church Street, Lot 10, N/S Church Street all on Plan 8851; Part of Church Street, Plan 8851 as in HC27948; Haldimand County



Report To: Board of Directors

Subject: Long Beach Conservation Area Water Treatment System

Report No: 60-16

Date: May 18, 2016

RECOMMENDATION:

That Report No. 60-16 be received; and,

That the NPCA Board of Directors direct staff to start trucking in potable water to Long Beach Conservation Area in light of the mechanical and biological issues related directly to the safe treatment and distribution of potable water to its campground patrons.

PURPOSE:

NPCA Staff is seeking direction from the NPCA Board of Directors to start trucking in water to Long Beach Conservation Area due to mechanical and biological water treatment and distribution issues with the existing Water Treatment Plant. The existing budget is not sufficient.

BACKGROUND:

The original water treatment and distribution design (by ASI in 2005) was for a Class 1 Water Treatment System, however the regulations have changed and the water treatment plant is now required to run under the new Regulation 319/08, Seasonal Small Drinking Water System.

Long Beach Conservation Area currently treats and distributes its own potable water to the campground up until approximately the first week in August. The annual Algae Bloom hits Lake Erie at that point and staff is required to truck in water for the remainder of the season, approximately 10 weeks. The existing system cannot treat Algae. Algae is very difficult to treat, even at Municipal Systems. The current operating budget for 2016 is \$7500, which has been sufficient in past years to pay for disposable operational items (i.e. UV Bulbs, various filters, etc.) plus to truck water in for the remaining 10 weeks of the season.

Upon commissioning of the water treatment plant this year, staff found that a number of key components/instruments (e.g. Turbidity Meter, Chlorine Probe Sensor, all new UV Bulbs and Sleeves, and several cases of filters.) needed to be replaced, at a cost of \$12,520.

In addition to the upfront costs of upgrading these items, the Public Health Department and Environment Canada are predicting an earlier than normal, Algae Bloom. It is suggested it may hit as early as June. The temperatures in Lake Erie are already above normal and algae are already hitting Lake Erie beaches, including the beach at Long Beach Conservation Area. This means that we will have to start trucking in water 6 to 7 weeks earlier than normal.

DISCUSSION:

In order to provide safe drinking water to Long Beach Conservation Area, the NPCA will be required to:

Option A: Repair/ replace the existing water system, at a cost of \$12,520 and then still pay to truck in water once the Algae Bloom hits, likely in June.

Option B: Truck water in for the entire season and plan for upgrades in the 2017 Capital Budget. A load of water from a 3rd party contractor is approximately \$110 per load of water.

Option C: Purchase or Lease a water truck and truck water into the park for the entire season. A load of water trucked by staff would be approximately \$70 per load.

A load of water costs the NPCA approximately \$110. If the NPCA were to truck its own water in, it would be approximately \$70 a load (includes Thomas Solutions Lease, fuel, and general truck maintenance.)

In June, September, and the first couple of weeks of October, the park averages 1.5 loads of water a day. In July and August, the park uses an average of 3 loads of water a day. A load of water is 2600 US gallons and the park has a 10,000 US gallon holding tank.

All water is currently trucked into Chippawa Creek and increasingly this is becoming the norm at campgrounds across Ontario.

The preferred staff option is Option C. Should Option C be approved, staff would recommend leasing a water truck from Thomas Solutions for the 2016 season, while assessing the potential benefit of purchasing a water truck for Long Beach CA.

FINANCIAL IMPLICATIONS:

With Option A, the NPCA will pay out \$12,520 on the outset and then pay an additional \$27,975 in loads of water. The total would be \$40,495.

With Option B, the NPCA will not pay out the upfront costs, but only pay \$35,475 for having water trucked in.

With Option C, the NPCA will not pay out the upfront costs, but only pay \$22,575 for trucking in water itself.

The existing operating budget is \$7500. All options far exceed the current budget, however, current revenue projections will serve to mitigate the financial impact.

RELATED REPORTS AND APPENDICES:

None

Prepared by:

Gregg Furtney Acting Manager, Strategic Initiatives

Reviewed by:

Mark Brickell Acting Director, Operations

Submitted by:

Carmen D'Angelo Chief Administrative Officer/Secretary Treasurer