

SPECIAL - FULL AUTHORITY MEETING
Tuesday, December 12, 2017

****9:30 a.m.**

Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

A G E N D A

PLEASE NOTE THAT MUCH OF THIS MEETING WILL BE HELD IN CAMERA

1. ROLL CALL

2. ADOPTION OF AGENDA

2.1 Change in order of items

2.2 Motion to Adopt the Agenda

3. DECLARATION OF CONFLICT OF INTEREST

4. ADMINISTRATIVE BUSINESS

4.1 Business for Information

4.1.1 Memorandum, dated December 12, 2017, from Board Member Quirk, Strategic Planning Committee Chair, respecting NPCA Strategic Plan 2018-21 Process

- Receive for information.

4.2 Approval of Draft Minutes

4.2.1 Strategic Planning Committee – November 30, 2017

That the Strategic Planning Committee recommends to the Niagara Peninsula Conservation Authority – Full Authority Board:

1) That the following outline respecting the Niagara Peninsula Conservation Authority 2018-2021 Strategic Plan development process **BE APPROVED:**

- Schedule a 2-day Full Authority Board Member Working Session (late January/ early February 2018);
- Draft guiding principles, directions and themes from the 2-day Working Session, to be considered at the February 28, 2018 Full Authority Board meeting;

- Public Consultation with Stakeholders March/April 2018;
 - Draft report incorporating stakeholder feedback for consideration at the May 23, 2018 Full Authority Board meeting;
 - Final report for consideration at the June 20, 2017 Full Authority Board meeting; and
- 2) That Performance Concepts **BE RETAINED** to provide guidance in the development of the NPCA 2018-2021 Strategic Plan.

4.2.2 Full Authority Meeting – November 15, 2017

5. BUSINESS – In Camera

5.1 Motion to move in to Closed Session:

That the NPCA Full Authority meeting **DO NOW MOVE** in to Closed Session for the purposes of receiving information of a confidential manner respecting:

5.1.1 A Matter regarding the Auditor General – NPCA Audit Overview

- To be distributed at the meeting.

5.1.2 A Matter regarding Solicitor-Client Privilege – Litigation

- Verbal Update

5.2 Motion to reconvene in Open Session:

That the NPCA Full Authority meeting **RECONVENE** in Open Session.

5.3 Open Session - Business Arising from Closed Session

6. ADJOURNMENT



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Memorandum

To: Niagara Peninsula Conservation Authority (NPCA) Board Members

From: Tony Quirk, Chair, Strategic Planning Committee

Re: NPCA Strategic Plan 2018-21 Process

Date: December 12, 2017

RECOMMENDATION

1. That the Memorandum, dated December 12, 2018, from Strategic Planning Committee Chair, Tony Quirk respecting the Niagara Peninsula Strategic Plan 2018–21 Process **BE RECEIVED** for information.

PURPOSE

The purpose of this report is to provide Board Members with the context which lead to the development of the recommendations contained within the minutes of the Strategic Planning Committee meeting held on November 30, 2017.

KEY FACTS

In 2012, the NPCA Board initiated the process to undertake the most comprehensive consultation in the history of the organization with internal and external stakeholders across the watershed.

The outcome of that consultation was the 2014-17 NPCA Strategic Plan. That plan envisioned a dramatic, change-based re-focusing of the NPCA to address concerns that had been raised.

With the approaching end of the 2014-17 Strategic Plan cycle, the NPCA engaged the services of Performance Concepts to undertake an evidence-based review of the effectiveness of the 2014-17 Strategic Plan.

The Strategic Planning Steering Committee has been tasked with developing a process for the Board to undertake the next strategic planning cycle.

It is acknowledged that the next Strategic Plan will build upon the progress already achieved by NPCA Board and staff – a continuous improvement driven evolution of the current Strategic Plan.

The Strategic Planning Committee met on November 30th, 2017 to endorse the process as follows.

THE PROCESS

The 2018-21 Strategic Plan is to be the guiding document for the NPCA Board and provide the performance improvement blueprint for the Authority for the next four years.

The Board must take ownership for the Strategic Plan. To that end, the following process is recommended:

1) Jan/Feb 2018: NPCA Strategic Planning Working Session

The Board, along with the Corporate Leadership Team, would have a two-day comprehensive facilitated working session in late January or early February.

The topics for the sessions would align the 8 new NPCA initiatives the Board adopted in principle last month with the ongoing priorities of the current Strategic Plan and any other strategic issues worthy of consideration.

2) February 2018: Board Meeting

The consultant to present to the Board and public the principles and draft strategic priorities that will form the basis of the new strategic plan. Board to approve the strategic priorities document/package for circulation.

3) March/April 2018: Stakeholder and Public Engagement

From the working sessions, the Board would identify principles and strategic priorities to be included in the next Strategic Plan, and then invite stakeholders and the public to provide input and offer potential refinements on these priorities. The result will be go-forward strategic priorities with Board and stakeholder commitment built-in.

This will entail a series of public sessions with stakeholders and modern digital engagement tools to reach out to the public-at-large to gather input.

4) May 2018: Board Meeting

Consultant to provide an update on recommended refinements to the Board's draft strategic priorities garnered from stakeholder consultations, and reconcile appropriate input with the draft document.

Board to provide direction for changes based on stakeholder comments to consultant.

A comprehensive Strategic Plan can subsequently be produced (including specific action items and performance targets) based on the approved strategic priorities. NPCA staff to provide significant input in partnership with the consultant to operationalize the Board approved strategic priorities.

5) June 2018: Board Meeting

NPCA receives final Strategic Plan and adopts the directions/actions and targets therein.

The recommendations contained within the Strategic Planning Committee minutes of the meeting held on November 30, 2017 also recommend that Performance Concepts be retained to undertake this process. A letter of Engagement from Performance Concepts, outlining a methodology/work plan consistent with this report, has been received. The rationale for this recommendation is based on the consultant's unique knowledge with respect to the organization, continuity with the recently completed 2014-2017 review, and the compressed timeline to complete the work outlined above.

Submitted by:



Tony Quirk, Chair, Strategic Planning Committee



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
STRATEGIC PLANNING COMMITTEE
MEETING MINUTES**

Thursday, November 30, 2017
2:00 p.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT: S. Annunziata (Chair)
B. Baty
T. Quirk
B. Timms

**MEMBER REGRETS/
ABSENT:** J. Kaspersetz

STAFF PRESENT: M. Brickell, Chief Administrative Officer
D. Barrick, Senior Director, Corporate Services
G. Furtney, Acting Director, Watershed Management
L. McManus, Clerk/ Executive Coordinator

NOTE: The archived recorded meeting is available on the NPCA website. The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority Board. *NPCA Board of Directors Policy Handbook Regulation #2, Meeting Procedures Sec. 16.0*

1. ROLL CALL

The Committee Chair called the meeting to order at 2:12 p.m. and welcomed all to the meeting.

2. ADOPTION OF AGENDA

2.1 Addition of Items

There were no additional items.

2.2 Change in Order of Items

There were no changes in the order of items.

2.3 Motion to adopt Agenda

Resolution No. SP-04-17

Moved by Board Member Baty

Seconded by Board Member Timms

That the agenda **BE ADOPTED** as presented.

CARRIED

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. PRESENTATIONS (and/or Delegations)

There were no presentations.

5. ADMINISTRATIVE BUSINESS

5.1 Round Table Discussion Documents

5.1.1 Our Waters – Our Lands – Our Legacy – Our Life

5.1.2 Niagara Peninsula Conservation Authority (NPCA) Strategic Plan (2014-17) an Evidence Based Progress Evaluation

Based on the documentation provided, Committee members discussed the development of a NPCA Strategic Plan 2018-2021.

Members suggested, in part, the following:

- Hold a 2-day Working Session for Board Members, the CAO and Corporate Leadership Team which will include, but not be limited to:
 - Presentation respecting Bill 139 and potential changes to our mandate
 - Discuss 8 initiatives and draft operational plans and framework for the 2018-2021 Strategic Plan
 - Research other Conservation Authorities Strategic Plans
 - Discuss ways to improve upon partnerships (i.e. Carolinian Canada, Ontario Land Conservancy, etc.)
 - Attend local Conservation Authority Board meetings (i.e. education and preparation for Biennial Tour)
 - Create a “report card” of the 2014-17 Strategic Plan
 - Invite key staff members (i.e. Project Leads on 8 initiatives, Communications etc.)
 - Provide an update on Master Plans
 - Reach out to those stakeholders who were involved with the 2014-17 process
 - Look at the MNRF process; lessons learned, stakeholder groups, feedback obtained

Resolution No. SP-05-17
Moved by Board Member Annunziata
Seconded by Board Member Baty

That the Strategic Planning Committee recommends to the Niagara Peninsula Conservation Authority – Full Authority Board:

- 1) That the following outline respecting the Niagara Peninsula Conservation Authority 2018-2021 Strategic Plan development process **BE APPROVED**:
 - Schedule a 2-day Full Authority Board Member Working Session (late January/ early February 2018);
 - Draft guiding principles, directions and themes from the 2-day Working Session, to be considered at the February 28, 2018 Full Authority Board meeting;
 - Public Consultation with Stakeholders March/April 2018;
 - Draft report incorporating stakeholder feedback for consideration at the May 23, 2018 Full Authority Board meeting;
 - Final report for consideration at the June 20, 2017 Full Authority Board meeting; and
- 2) That Performance Concepts **BE RETAINED** to provide guidance in the development of the NPCA 2018-2021 Strategic Plan.

CARRIED

6. ADJOURNMENT

There being no further business, the Strategic Planning Committee meeting adjourned at 3:07 p.m. with the following resolution;

Resolution No. SP-06-17
Moved by Board Member Timms
Seconded by Board Member Baty

That the Strategic Planning Committee Meeting **BE NOW ADJOURNED**.

CARRIED

Tony Quirk
Committee Chair,
Strategic Planning Committee

Lisa McManus,
Clerk to the Authority,
Executive Coordinator to the CAO
and Board Chair



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
FULL AUTHORITY
MEETING MINUTES**

Wednesday, November 15, 2017
9:30 a.m.
Ball's Falls
Centre for Conservation – Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT: S. Annunziata (Chair)
B. Baty
S. Beattie
P. Darte
D. DiFruscio
J. Diodati
A. Jeffs
J. Kaspersetz (Vice-Chair)
J. Maloney
T. Quirk
R. Shirton
B. Timms

MEMBERS ABSENT: F. Campion
D. Joyner
P. MacPherson

STAFF PRESENT: M. Brickell, Chief Administrative Officer
D. Barrick, Senior Director, Corporate Services
G. Furtney, Acting Director, Watershed Management
L. McManus, Clerk/ Executive Coordinator

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The Board Chair called the meeting to order at 10:25 a.m.

1. ROLL CALL

- 1.1 The Board Chair welcomed all to the meeting.

2. ADOPTION OF AGENDA

2.1 Addition of Items

2.1.1 In-Camera

Resolution No. FA-202-17

Moved by Board Member Timms
Seconded by Board Member Quirk

That the Full Authority Board agenda **BE AMENDED** to include A Matter of Labour Relations and A Matter of a Property Update to the In-Camera (Agenda Item 8.1) portion of the agenda.

CARRIED

2.1.2 Notice of Motion

Resolution No. FA-203-17

Moved by Board Member Timms
Seconded by Board Member Darte

That the Full Authority Board agenda **BE AMENDED** to include information respecting Carolinian Canada to the Notice of Motion (Agenda Item 9) portion of the agenda.

CARRIED

2.2 Change in Order of Items

- 2.2.1 There were no changes in the order of agenda items.

2.3 Motion to approve the agenda

Resolution No. FA-204-17

Moved by Board Member Timms
Seconded by Board Member Baty

That the Full Authority Board agenda **BE ADOPTED** as amended.

CARRIED

3. DECLARATION OF INTEREST

Board member Maloney declared an interest with respect to A Matter regarding Solicitor-Client Privilege (Agenda Item 8.1.1); for reasons related to the report.

4. PRESENTATIONS (and/or Delegations)

4.1 Presentations

- 4.1.1 Brian Baty, Chair, Niagara Peninsula Conservation Foundation, provided Board members with an update respecting the Canada 150 School Board Project. He acknowledged Ms. Shirley Lazareth, author of the poem, the many staff, board members, stakeholders and community for their support. Member Baty advised members that a final report on the project would be forthcoming.
- 4.1.2 Todd MacDonald, Performance Concepts, provided committee members with an update respecting the NPCA 2014-17 Strategic Plan – An Evidence-Based Progress Evaluation. Topics of the update included:
- Introduction and Background
 - Situation Analysis
 - NPCA Strategic Planning Cycles Connect
 - Key Question: Did the NPCA 2014-17 Strategic “Change Plan” Actually Work?
 - Progress Maps
 - Governance & Accountability
 - Financial /HR Control Systems
 - Asset and Land Management
 - Permitting & Development Advisory Services
 - Policy Framework Development
 - Effective Communication with Stakeholders and Public
 - Overall Assessment Grade in 2017
 - Improvement Opportunities

4.1.2.1 Niagara Peninsula Conservation Authority (NPCA) Strategic Plan (2014-17) and Evidence Based Progress Evaluation

Resolution No. FA-205-17

Moved by Board Member Quirk

Seconded by Board Member Timms

1. That the Niagara Peninsula Conservation Authority (NPCA) Strategic Plan (2014-17) and Evidence Based Progress Evaluation **BE RECEIVED** and **REFERRED** to the Strategic Planning Committee;
2. That communications staff **BE DIRECTED** to prepare an accelerated Communications Plan respecting the Strategic Plan (2014-17) and Evidence Based Progress Evaluation;
3. That a 5-10-minute presentation respecting the Strategic Plan (2014-17) and Evidence Based Progress Evaluation **BE PREPARED** and **PRESENTED** to local area municipalities;
4. That this report **BE POSTED** on the Niagara Peninsula Conservation Authority website effective immediately; and

5. That this report **BE CIRCULATED FOR CONSIDERATION** to all local area municipalities, stakeholders, funding municipalities, local MPP's and MP's, Ministry of Natural Resources and Forestry (MNR) and the Premier of Ontario for information when considering recommendations respecting appointing a Supervisor to the Niagara Peninsula Conservation Authority.

CARRIED UNANIMOUSLY

4.2 Delegations

- 4.2.1 None.

5. ADMINISTRATIVE BUSINESS

5.1 Approval of Draft Minutes

- 5.1.1 Full Authority Board Minutes – October 25, 2017

Resolution No. FA-206-17

Moved by Board Member Kaspersetz
Seconded by Board Member Beattie

That the Full Authority Board minutes of the meeting held on October 25, 2017 **BE APPROVED** as presented.

CARRIED

5.2 Business Arising from Minutes

- 5.2.1 Appointments to Standing Committees

Resolution No. FA-207-17

Moved by Board Member Quirk
Seconded by Board Member Darte

That Board Member MacPherson **BE APPOINTED** to the Audit Committee and Watershed Floodplain Committee effective immediately.

CARRIED

- 5.2.2 Niagara Region's Proposed International Gardens at
Niagara Region Headquarter

Resolution No. FA-208-17

Moved by Board Member DiFruscio
Seconded by Board Member Quirk

WHEREAS, the Regional Municipality of Niagara Council endorsed the Regional Headquarters Campus Master Plan - International Plaza detail design and costing information for Phase 1;

WHEREAS the Regional Municipality of Niagara Council authorized staff to undertake a public procurement process such as a tender to construct the International Plaza – Phase 1;

WHEREAS the Regional Municipality of Niagara Council directed staff to initiate a Facilities Plan to study and recommend areas for additional on-site parking, new buildings, and other features on Regional Headquarters;

WHEREAS the proposed “Gardens of the Municipalities”, noted in the Regional Headquarters Campus Master Plan - International Plaza detail design, will include twelve unique garden beds, one representative of each of Niagara Region’s twelve municipalities.

THEREFORE, BE IT RESOLVED:

That the Niagara Peninsula Conservation Authority Board **REQUEST** that the Regional Municipality of Niagara consider including a Niagara Peninsula Conservation Authority Board member in discussions respecting the Regional Headquarters Campus Master Plan - International Plaza Facilities Plan;

That **CONSIDERATION** be given to incorporating such things as pollinating gardens and wild bird sanctuaries in to the design of the Regional Headquarters Campus Master Plan - International Plaza Facilities Plan.

CARRIED

5.3 Correspondence

5.3.1 There were no items of correspondence.

5.4 Chairman’s Remarks

The Board Chair announced that the Auditor General has agreed to move forward with a financial audit, the first conversation has taken place, the audit will be unfettered and staff have committed to avail themselves to the process. We will take our direction from the Auditor General and submit whatever she requests

Further statements provided by the Board Chair were as follows:

- Circulation of a motion for a call for a provincial appointed supervisor is not based in fact; however, we respect the voices of our area municipalities and will therefore be present to provide additional information at local area municipal councils when needed
- Attended the tree planting at A.N. Myer Secondary school, located in the City of Niagara Falls, and it was great way to kick off our one-million trees initiative. The NPCA can’t do it alone so we are looking forward to potential partnerships. The culmination to the Canada 150 School Board Project ended at Regional Headquarters, we were grateful for the representation from Brock University, Niagara College and the Regional Chair, Alan Caslin

5.3 Chief Administrative Officer (CAO) Comments

The CAO commended Board Members for their continual support of the 2014-17 Strategic Plan, he stated that the Board (both past and current) had “served the NPCA well, was a great guide and that the plan had been successful due in large part to that support”. Board members have all along insisted that the NPCA excel and we have, there is more work to do; however, we would never have been able to announce, never mind undertake, the 8 initiatives if we weren’t a competent corporation.

Further statements provided by the CAO were as follows:

- Staff are excited about the 8 initiatives; project teams and team leads have been identified and at least 10-12 staff members have volunteered to serve on each of the project teams
- Observations made by Todd MacDonald, Performance Concepts, respecting next steps (i.e. procurement specialist, communications strategies and further alignments etc.) have already begun. A fulsome report, respecting the 8 initiatives, is in its final stages and all operational plans will be brought forward to the Board for consideration and final approval as per the request made at the October 25th Full Authority board meeting

STAFF DIRECTION:

- 1) Ensure that the 8 initiatives are discussed at the next Strategic Planning Committee meeting.

6. BUSINESS FOR INFORMATION

6.1 Presentation Report No. 105-17

Adam Christie, Manager, Strategic Initiatives, provided committee members with a presentation respecting the Thanksgiving Festival Report 2017. Topics of the update included:

- Event Components
- Artisan Vendors
- Concession Vendors
- Farmer’s Market
- Beer & Wine – Entertainment
- Volunteers & Staff
- Financial Information
- Logistics
- Recommendations & Conclusion

Resolution No. FA-209-17
Moved by Board Member Quirk
Seconded by Board Member Beattie

That the following items **BE RECEIVED** for information:

Thanksgiving Festival Report 2017
Report No. 105-17

Financial and Reserve Report – Month Ending October 2017
Report No. 106-17

Trans Canada Trail Ceremony – Lieutenant Governor of Ontario
Report No. 107-17

CARRIED

7. BUSINESS FOR CONSIDERATION

7.1 Standing Committee Reports

7.1.1 None.

7.2 Reports

7.2.1 Floodplain Mapping Project in the Town of Grimsby and Town of Lincoln
(Supported by the National Disaster Mitigation Program)
Report No. 108-17

Resolution No. FA-210-17
Moved by Board Member Quirk
Seconded by Board Member Shirton

That Report No. 108-17 respecting the Floodplain Mapping Project in the Town of Grimsby and Town of Lincoln (Supported by the National Disaster Mitigation Program) **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the NPCA Board **DIRECT** staff to commence a Floodplain Mapping Project to update Floodplain Mapping in the Town of Grimsby and Town of Lincoln and to include Lake Ontario Tributaries #29 and #39;
2. That the NPCA Board **AUTHORIZE** the CAO to enter into an agreement with the Province of Ontario (through the National Disaster Mitigation Program – NDMP) for 50% or up to \$60,000 of matching funds to undertake the above project; and
3. That the NPCA Board **DIRECT** staff to utilize General Capital Reserve Funds to cover the remaining portion of the costs associated with the project.

CARRIED

7.2.2 Conservation Area Rates & Fee Schedule 2018
Report No. 109-17

Resolution No. FA-211-17
Moved by Board Member Baty
Seconded by Board Member Timms

That Report No. 109-17 respecting the Conservation Area Rates & Fee Schedule 2018 **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the 2018 Conservation Area Fee Schedule as outlined in Appendix 1 of this report **BE APPROVED**.

CARRIED

7.2.3 NPCA Website Redesign DRAFT Request for Proposal (RFP)
Report No. 110-17

Resolution No. FA-212-17
Moved by Board Member Timms
Seconded by Board Member Quirk

That Report No. 110-17 respecting the NPCA Website Redesign DRAFT Request for Proposal (RFP) **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the NPCA Website Redesign DRAFT Request for Proposal (RFP) **BE APPROVED** and **DISTRIBUTED** as presented.

CARRIED

7.2.4 DRAFT 2018 Proposed Meeting Schedule for Niagara Peninsula Conservation Authority (NPCA) Full Authority Board Meetings
Report No. 112-17

Resolution No. FA-213-17
Moved by Board Member Shirton
Seconded by Board Member Beattie

That Report No. 112-17 respecting the DRAFT 2018 Proposed Meeting Schedule for Niagara Peninsula Conservation Authority (NPCA) Full Authority Board Meetings **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the Niagara Peninsula Conservation Authority Board of Directors **APPROVE as amended** Option 1 Appendix 1 of Report No. 112-17 being the DRAFT 2018 Proposed Meeting Schedule for Niagara Peninsula Conservation Authority (NPCA) Full Authority Board Meetings **to include November 21st and December 12th meeting dates**.

CARRIED

8. BUSINESS – IN CAMERA

8.1 Motion to Move in to Closed Session

The Niagara Peninsula Conservation Authority – Full Authority Board moved in to Closed Session at 12:54 p.m. with the following resolution;

Resolution No. FA-214-17

Moved by Board Member Beattie

Seconded by Board Member Shirton

That the Niagara Peninsula Conservation Authority - Full Authority Board meeting **DO NOW MOVE** in to Closed Session for the purposes of receiving information of a confidential manner respecting:

8.1.1 A Matter respecting Solicitor-Client Privilege – Compliance Issue

8.1.2 A Matter respecting Labour Relations

8.1.3 A Matter respecting a Property Update

CARRIED

8.2 Motion to Reconvene in Open Session

The Niagara Peninsula Conservation Authority – Full Authority Board reconvened in Open Session at 1:40 p.m. with the following resolution:

Resolution No. FA-215-17

Moved by Board Member

Seconded by Board Member

That the Niagara Peninsula Conservation Full Authority Board meeting **RECONVENE** in Open Session.

CARRIED

8.3 Business Arising from Closed Session

8.3.1 A Matter respecting Solicitor-Client Privilege – Compliance Issue

Board members took no action with respect to this item; therefore, there is no business arising.

8.1.2 A Matter respecting Labour Relations

Board members took no action with respect to this item; therefore, there is no business arising.

8.1.3 A Matter respecting a Property Update

Resolution No. FA-216-17

Moved by Board Member

Seconded by Board Member

That staff **PROCEED** as directed in Closed Session.

CARRIED

9. NOTICE OF MOTION

- 9.1 Board member Timms provided information respecting Carolinian Canada and advised that he would be bringing a motion respecting this subject to a future meeting of the Niagara Peninsula Conservation Authority – Full Authority Board.

10. NEW BUSINESS

There were no new business items.

11. ADJOURNMENT

There being no further business, the Full Authority meeting adjourned at 1:39 p.m. with the following resolution;

Resolution No. FA-217-17

Moved by Board Member

Seconded by Board Member

That the Full Authority Meeting **BE NOW ADJOURNED.**

CARRIED

Sandy Annunziata,
Board Chair,
Niagara Peninsula Conservation Authority

Lisa McManus,
Clerk to the Authority,
Executive Coordinator to the CAO
and Board Chair