

**FULL AUTHORITY MEETING
May 29, 2018
9:30 a.m.
*Board Room – NPCA Headquarters
250 Thorold Road West, Welland, ON**

A G E N D A

***NOTE: Members of the public, please be advised that staff have planned to have the meeting live streamed via YouTube in the Phoenix Room located in the lower level of NPCA Headquarters**

1. ADOPTION OF AGENDA

- 1.1 Addition of items
- 1.2 Change in order of items
- 1.3 Approve Agenda

2. DECLARATION OF CONFLICT OF INTEREST

3. PRESENTATIONS (and/or Delegations)

3.1 Presentations

3.2 Delegations

3.2.1 Bruce Mackenzie
Hamilton Naturalists Club – Grimsby Wetlands Project

3.2.2 Hamilton Naturalists' Club – Grimsby Wetlands
Request for Assistance
Report No. 44-18

6. BUSINESS FOR CONSIDERATION

6.1 Standing Committee Reports

- 6.1.1 Audit Committee – Thursday, May 10, 2018
List and order of attachments:
 - a) Recommendation Summary
 - b) Audit Committee Minutes
 - c) Business Items Considered at the May 10th meeting

6.1.2 Strategic Planning Committee – Wednesday, May 23, 2018

List and order of attachments:

- a) Recommendation Summary
- b) Strategic Planning Committee Minutes
- c) Items Considered at the May 10th meeting

6.1.3 Watershed Floodplain Committee – April 27, 2018

6.1.4 Niagara Peninsula Conservation Authority Advisory Committee
March 28, 2018

4. ADMINISTRATIVE BUSINESS

4.1 Approval of Draft Minutes

4.1.1 Full Authority Meeting – March 26, 2018

4.2 Business Arising from Minutes

4.2.1 City of Hamilton/ NPCA Board Representation

Board Members Beattie and Kaspersetz advised, at the March 26, 2018 Full Authority Board meeting, that they would be bringing forward a motion respecting the City of Hamilton representation on the Niagara Peninsula Conservation Authority Board.

4.3 Correspondence

There were no correspondence items at the time of this agendas release.

4.4 Chairman's Remarks

4.5 Chief Administrative Officer Comments

5. BUSINESS FOR INFORMATION

5.1 Niagara Region Tree and Forest Conservation By-law Q1 (2018) Status Report
Report No. 39-18

5.2 Watershed Management Status Report Q1 Report
Report No. 40-18

5.3 Q1 (2018) Status Report - Office of the Chief Administrative Officer (CAO)
Report No. 41-18

5.5 Corporate Resources Q1 2018 Project Status Report
Report No. 42-18

5.6 Financial and Reserve Report – Month Ending April 2018
Report No. 43-18

6. BUSINESS FOR CONSIDERATION (continued)

6.2 Reports

6.2.1 Land Use Agreement with Fort Erie Conservation Club Inc.
Report No. 45-18

6.2.2 Niagara Peninsula Conservation Authority (NPCA)
Water Quality Improvement Grant Program Report
Report No. 46-18

6.2.3 Appointment/Reappointment of NPCA Compliance/Regulations Officers
Report No. 47-18

6.2.4 Unsolicited Proposal - Land Cover Classification Project
Report No. 48-18

6.2.5 NPCA 2018 Q1 Report
Report No. 49-18

7. BUSINESS – In Camera

7.1 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:

7.1.1 A Matter respecting personal matters about an identifiable individual(s)
– Confidential Appendix 1 to Report 39-18

7.2 Motion to reconvene in Open Session:

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

7.3 Business Arising from Closed Session

- 8. NOTICE OF MOTION**
- 9. NEW BUSINESS**
- 10. ADJOURNMENT**

Report To: Board of Directors

Subject: Hamilton Naturalists' Club – Grimsby Wetlands – Request for Assistance

Report No: 44-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 44-18 respecting the Hamilton Naturalists' Club – Grimsby Wetlands – Request for Assistance **BE RECEIVED**; and
2. That staff **BE AUTHORIZED** to enter into an agreement to partner and assist the Hamilton Naturalists' Club in the removal of Phragmites at the Grimsby Wetland site.

PURPOSE:

The purpose of this report is to give staff support to a proposal outlined in the presentation by Mr. Bruce Mackenzie, acting on behalf of the Hamilton Naturalists' Club.

BACKGROUND:

Mr. Mackenzie is the Director, Bird Study Group, with the Hamilton Naturalists' Club. The Club has been involved with the Grimsby Wetlands, formerly the Biggar Sewage Lagoons, property for several years, starting in 2002 when the decommissioning of the sewage lagoons began.

The property is on the Lake Ontario shoreline in the west end of Grimsby and lies immediately east of the Winona Rifle Range. The property is ten (10) hectares in size, seven (7) hectares that are wetlands. Of the ten (10) hectares, the northern three and a half (3.5) hectares belong to the Department of National Defense and six and a half (6.5) hectares belong to the Region of Niagara.

In 2015, the Town of Grimsby built Phase 3 of its waterfront trail into the property and it ends at a two-story wildlife observation tower within the wetlands.

In 2017, the Hamilton Naturalists' Club received permission from the Region of Niagara to commission various wildlife/ habitat enhancement projects on the property. Work has already begun.

DISCUSSION:

In 2006, the Niagara Region regraded the dry section of the property. Since then, Phragmites has moved in to cover 0.6 hectares. The Phragmites has choked off two of the wetlands and threatens the remaining ones.

The Hamilton Naturalists' Club has since collaborated with a Restoration company as well as the Invasive Phragmites Control Centre, specifically Dr. Janice Gilbert. Currently, the plan is to apply the herbicide, known commercially as "Round Up", sometime in the middle of August of this year (2018). For many restoration projects to go forward on the property, the application of the herbicide needs to come first.

Under the Pesticides Act, to pursue the application of the chosen herbicide for the control of the Phragmites, the Hamilton Naturalists' Club needs to either prepare a Letter of Opinion that gets sent to and reviewed by the Ministry of Natural Resources and Forestry or work in collaboration with a local Conservation Authority. Under the Pesticides Act, the NPCA can be the permitting agency and hire the pesticide contractor.

The Hamilton Naturalists' Club asks that the NPCA acts as the administrator for the project and the Hamilton Naturalists' Club will fully reimburse the NPCA for all costs associated with the application of the herbicide. The Hamilton Naturalists' Club already has a qualified contractor in mind to use. The anticipated cost of the project is estimated to be approximately \$2,500.

FINANCIAL IMPLICATIONS:

There would be an upfront cost of \$2,500 to the contractor directly from the NPCA, however the Hamilton Naturalist's Club will fully reimburse that cost by the end of the fiscal year.

RELATED REPORTS AND APPENDICES:

- Appendix 1 Letter of Permission from the Region of Niagara
- Appendix 2 Grimsby Wetlands Project List for 2018
- Appendix 3 NPCA Board Report No. 75-03 (November 10, 2003)
- Appendix 4 Picture One (1)
- Appendix 5 Picture Two (2)
- Appendix 6 Support Letter from Dr. Gilbert, Invasive Phragmites Control Centre

Prepared by:



Gregg Furtney
Director, Watershed Management (Acting)

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer



Public Works

Office of the Commissioner

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-8056

www.niagararegion.ca

August 2, 2017

Ms. Maggie Sims
President
Hamilton Naturalists' Club
P.O. Box 89052
Hamilton, ON L8S 4R5

Dear Ms. Sims,

Re: Letter of Permission, Entry to the former Biggar Lagoons Property

The Niagara Region is pleased to permit access to members of the Hamilton Naturalists' Club ("Club") for the purpose of carrying out wildlife enhancement and wildlife monitoring projects on the property formally known as the Biggar Sewage Lagoons.

All specific project descriptions and details are to be forwarded to the Director, Water and Wastewater Services for approval before commencement. Proof of WSIB and Insurance (\$5 Million Commercial General Liability / \$2 Million Auto), provided on Niagara Region's standard form of Certificate of Insurance, will be required from any contractor retained by the Club prior to project approval. A list of proposed projects is attached as Appendix A.

It is understood that a report will be submitted on an annual basis as to the work completed and to the outcome or impact of each project.

All work shall be carried out in keeping with requirements of all local and Regional by-laws and the requirements of Niagara Region and applicable governing agencies, including without limitation the Niagara Peninsula Conservation Authority and the Ministry of Natural Resources and Forestry.

This Letter of Permission for the above noted properties is valid from August 2, 2017 to August 2, 2018.

Please feel free to contact the under signed should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Tripp", written over a circular stamp or seal.

Ron Tripp, P.Eng.
Commissioner of Public Works

Appendix A – List of proposed projects

Copy to: Joe Tonellato, Director, Water & Wastewater Services

Appendix A

August 24, 2016 Revised April 2017

Hamilton Naturalists' Club

Projects for Biggar Lagoon Constructed Wetlands

1. Placement of bird houses
2. Placement of bat houses in tree stand
3. Placement of rock piles for snake and small animal refuges and perches
4. Placement of turtle nesting sites
5. Placement of gravel pads for Killdeer and Spotted Sandpiper nesting sites
6. Placement of poles for Purple Martin and American Kestrel nesting box
7. Placement of turtle sunning logs, floating islands
8. Plantings of native Carolinian trees and shrubs
9. Plantings of native meadow wildflower species
10. Placement of nature interpretive panels
11. Placement of floating island nesting structures, grebes

Major Projects

12. Control of Phragmites grass
13. Soil pile for nesting sites for Bank Swallows and Kingfishers
14. Shed for barn swallow nesting
15. Construct snake hibernaculum
16. Improvements to depth profiles of the wetland south east of the tower and to the east and west of the tree stand
17. Placement of bird viewing platforms/blinds



Projects for Grimsby Wetlands Revised List January 2018

1. Placement of bird houses – Tree Swallows, Bluebirds and Wrens
2. Placement of bat houses in tree stand
3. Placement of rock piles for snake and small animal refuges and perches
4. Placement of turtle nesting sites
5. Placement of gravel pads for Killdeer and Spotted Sandpiper nesting sites
6. Placement of poles for Purple Martin and American Kestrel nesting boxes
7. Placement of turtle sunning logs, floating islands
8. Placement of wildlife brush piles for wildlife refuges
9. Creating pit and mound topography
10. Plantings of native Carolinian trees and shrubs
11. Plantings of native meadow wildflower species
12. Pollinator plantings
13. Placement of nature interpretive panels

14.Placement of floating island nesting structures, grebes and ducks

15.Placement of floating island nesting structures, geese

16.Placement of native bee nesting structure

17.Acquisition and installation of public art

Major Projects

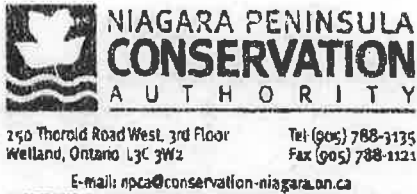
18.Control of Phragmites grass

19.Soil pile for nesting sites for Bank Swallows and Kingfishers

20.Barn swallow nesting structure

21.Construct snake hibernaculum

22.Placement of bird viewing platforms/blinds



TO: The Chairman and Members of the Authority

DATE: November 10, 2003

SUBJECT: BIGGAR LAGOON WETLAND PROJECT – REPORT NO. 75-03

Background

In April 2003, the Board directed staff to initiate discussions with the Region of Niagara, the Department of National Defence (DND), the Town of Grimsby and the Ministry of the Environment to secure the long term protection of the Biggar Sewage Lagoons.

Members may recall that the lagoon facility was declared surplus by the Region and scheduled for remediation. The two-cell lagoon, situated on 15 acres of land, had become a significant resting habitat for migrating shore birds and waterfowl. A portion of the land is owned by the DND and leased to the Region. The Hamilton Naturalists' Club (HNC) approached the Region and the Authority with a proposal to develop the site as a waterfowl refuge and wetland habitat.

Discussion

Over the past seven months, the Naturalists' Club and the Conservation Authority have had numerous discussions with the Region and DND to secure protection of the lagoons. Regional staff support the concept of using this site for bio-remediation demonstration and wetlands, however, DND has plans to expand the rifle range and facilities adjacent to the lagoon. DND staff believe that a wildlife refuge could lead to complaints about range operation and public safety. The HNC provided a number of examples where wildlife preserves have been developed on rifle range lands, however, DND staff refused to consider the proposal.

In September, Mr. Tony Valeri, M.P. Stoney Creek, facilitated a meeting between all the parties involved in this issue. The attached plan was presented to DND at the meeting. The Region, the Authority and the HNC recommended that the DND property, including the northern lagoon, be exchanged for an equal amount of Regional land, south of the lagoons. This would allow expansion of the rifle range and provide DND with control over access to the site.

Following the meeting DND responded with their final proposal to exchange the 5-acre northern lagoon for the Region's 14-acre property. This would require the Region to undertake a full remediation of the southern lagoon.

After reviewing the latest proposal from the DND, Authority staff believe that maintaining both of the lagoons is not an option at this time. Although the northern lagoon offers greater potential, it does not make sense to develop a facility that will have limited public access and several conditions imposed on it by the adjacent rifle range.

Since the Region has already developed a remediation plan for the northern lagoon, it would be more cost effective to restore the site and return the property to DND. The Region would then be free to develop their own property without restrictions.

Staff believe this is still an important initiative that will provide critical habitat along the shoreline of Lake Ontario. Since the scope of the project has changed, it is being brought back to the Board for consideration.

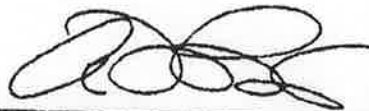
RECOMMENDATION:

That the Conservation Authority confirm its support for a wetland habitat project in the single lagoon cell on lands owned by the Region of Niagara; and

That staff investigate partnerships with the Hamilton Naturalists' Club, the Region of Niagara and the Ministry of the Environment for the long term management and operation of the site.

Prepared by: Darcy Baker – Director, Land Management

Respectfully Submitted By:



Andrew L. Burt, General Manager/ Secretary-Treasurer







Thursday April 12, 2018

Re: Invasive Phragmites threat to the Grimsby Wetlands

Dear Niagara Peninsula Conservation Authority Board Members,

I am writing to support Bruce MacKenzie's request for NPCA support for invasive Phragmites australis control in the Grimsby Wetlands. Phragmites was recognized as Canada's worst invasive plant by a scientist with Agriculture Agrifood Canada back in 2005. Since that time Phragmites have been identified as a threat to 25% of Ontario's Species at Risk and continues to spread throughout the province. Phragmites outcompetes all of our native plants including cattails and willows, can attain heights greater than 5 m, and where able, such as in wetlands, can expand into large, dense monocultures covering 100's of hectares. There are no natural controls to keep this plant in check making human intervention a necessity.

I toured the Grimsby Wetlands on February 23, 2018 with Bruce and Eric Giles from Giles Restoration. It was evident from that site visit that Phragmites was well established and, due to its tendency for exponential growth, would overtake the entire wetland in a few years. The majority of the plants were on dry ground allowing for control using herbicides. This is the most effective, efficient and environmentally responsible method for controlling large cells where standing water is not present. Once the Phragmites has been killed and the dense biomass removed, native plant recovery occurs naturally from the seed bank. Similar projects are being undertaken by other CA's including ABCA, SVCA, MVCA, LPRCA, UTVCA, LTVCA, SCRCA, as well as Lambton County, Norfolk County, Municipality of Lambton Shores, Municipality of Kincardine, Municipality of Saugeen Shores, Municipality of Dutton Dunwich, London, Hamilton, St. Thomas and numerous NGOS including Nature Conservancy of Canada and Bird Studies Canada.

NPCA's support of this project would be extremely valuable for assisting with the logistics of Phragmites control in this sensitive habitat and increasing public awareness of the threats posed by this highly aggressive invasive plant.

Please don't hesitate contact me if you would like more information.

Sincerely,
Janice Gilbert, PhD

Wetland Ecologist
Co-Chair Ontario Phragmites Working Group
Executive Director
Invasive Phragmites Control Centre
P.O. Box 245
Langton, ON
N0E 1G0
519-410-1410

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
AUDIT COMMITTEE

RECOMMENDATION SUMMARY

Thursday, May 10, 2018
3:00 p.m.
NPCA BOARD ROOM
250 Thorold Road West, Welland, ON

2. ADOPTION OF AGENDA

2.3 Motion to Adopt Agenda

Resolution No. AC-01-18

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

6. BUSINESS FOR INFORMATION

6.1 Audit Findings Report For the year ended December 31, 2017
Report No. AC 01-18

Resolution No. AC-02-18

That this Committee recommends to the NPCA Full Authority Board:

1. That Report No. AC 01-18 respecting Audit Findings Report for the year ended December 31, 2017 **BE RECEIVED** for information.

7. BUSINESS FOR CONSIDERATION

7.1 2017 Financial Statements
Report AC 02-18

Resolution No. AC-03-18

That this Committee recommends to the NPCA Full Authority Board:

1. That Report No. AC 02-18 respecting the 2017 Financial Statements **BE APPROVED** as presented.

7.2 Audit Committee DRAFT Terms of Reference

Resolution No. AC-04-18

Moved by Board Member MacPherson

Seconded by Board Member Annunziata

That this Committee recommends to the NPCA Full Authority Board:

1. That the Audit Committee DRAFT Terms of Reference **BE APPROVED** as presented.

10. ADJOURNMENT

Resolution No. AC-05-18

That the Audit Committee Meeting **BE NOW ADJOURNED.**



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
AUDIT COMMITTEE
MEETING MINUTES**

Thursday, May 10, 2018
3:00 p.m.
NPCA Welland Headquarters
Boardroom
250 Thorold Road West, Thorold, ON

MEMBERS PRESENT: S. Annunziata
S. Beattie
J. Kaspersetz
P. MacPherson
T. Quirk (Committee Chair)

MEMBERS ABSENT: B. Baty

STAFF PRESENT: Mark Brickell, CAO/ Secretary-Treasurer
D. Barrick, Senior Director, Corporate Resources
J. Wallace, Manager Finance
L. McManus, Clerk/ Executive Coordinator

OTHERS PRESENT: S. Plugers, CPA, CA, KPMG Senior Manager

<p>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</p>
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The Board Chair called the meeting to order at 3:03 p.m.

1. ROLL CALL

The Committee Chair 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. AC-01-18

Moved by Board Member Annunziata

Seconded by Board Member Kaspersetz

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

There were no administrative business items.

6. BUSINESS FOR INFORMATION

6.1 Audit Findings Report For the year ended December 31, 2017

Report No. AC 01-18

Resolution No. AC-02-18

Moved by Board Member Kaspersetz

Seconded by Board Member MacPherson

That this Committee recommends to the NPCA Full Authority Board:

1. That Report No. AC 01-18 respecting Audit Findings Report for the year ended December 31, 2017 **BE RECEIVED** for information.

CARRIED

7. BUSINESS FOR CONSIDERATION

7.1 2017 Financial Statements

Report AC 02-18

Resolution No. AC-03-18

Moved by Board Member Kaspersetz

Seconded by Board Member Annunziata

That this Committee recommends to the NPCA Full Authority Board:

1. That Report No. AC 02-18 respecting the 2017 Financial Statements **BE APPROVED** as presented.

CARRIED

7.2 Audit Committee DRAFT Terms of Reference

Resolution No. AC-04-18

Moved by Board Member MacPherson

Seconded by Board Member Annunziata

That this Committee recommends to the NPCA Full Authority Board:

1. That the Audit Committee DRAFT Terms of Reference **BE APPROVED** as presented.

CARRIED

8. BUSINESS – In Camera

There were no in-Camera items.

9. NEW BUSINESS

There were no new business items.

10. ADJOURNMENT

There being no further business, the Audit Committee meeting adjourned at 3:45 p.m. with the following resolution;

Resolution No. AC-05-18

Moved by Board Member Kaspersetz

Seconded by Board Member MacPherson

That the Audit Committee Meeting **BE NOW ADJOURNED.**

CARRIED

Tony Quirk,
Audit Committee Chair

Lisa McManus,
Clerk to the Authority



Niagara Peninsula Conservation Authority

Audit Findings Report
For the year ended December 31, 2017

Chartered Professional Accountants
May 10, 2018

kpmg.ca/audit

The contacts at KPMG in connection with this report are:

Lois Ouellette, CPA, CA
Lead Audit Engagement Partner
Tel: 905-687-3276
louellette@kpmg.ca

Scott Plugers, CPA, CA
Audit Senior Manager
Tel: 905-687-3286
splugers@kpmg.ca

Matthew Betik, CPA, CA
Engagement Quality Control
Reviewer
Tel: 519-747-8245
mbetik@kpmg.ca

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Data & Analytics in the audit	7
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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours.**

Executive summary

Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of the audit committee, in your review of the results of our audit of the financial statements of Niagara Peninsula Conservation Authority (the "Authority") as at and for the year ended December, 31 2017.

This Audit Findings Report builds on the Audit Plan we presented to the Audit Committee on December 12, 2017.

Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Report previously presented to you.

Audit risks and results

We discussed with you at the start of the audit a number of **areas of audit focus**. We have no significant matters to report to the audit committee in respect of them.

See pages 5 & 6.

Adjustments and differences

The effect of our audit adjustment and differences are summarized on pages 9 and 10 and contained within the management representation letter.

* This Audit Findings Report should not be used for any other purpose or by anyone other than the audit committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Executive summary

Finalizing the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- obtaining receipt of legal letters
- obtaining receipt of signed management representation letter
- obtaining communication from Auditor General
- completing our discussions with the Audit Committee;
- obtaining evidence of the Board's approval of the financial statements.

We will update the audit committee, and not solely the Chair (as required by professional standards), on significant matters, *if any*, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

Control and other observations

We did not identify any control deficiencies that we determined to be material weaknesses in ICFR. We have identified other observations to bring to your attention.

See page 11.

Independence

We are independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow Audit Committee approved protocols.

Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

Audit risks and results

We identified other areas of focus for our audit in our discussion with you in the Audit Plan.

Significant findings from the audit regarding other areas of focus are as follows:

Other areas of focus	Why	Our response and significant findings
Grant Revenue and Deferred Contributions	Risk of material misstatement related to the completeness, existence and accuracy of grant revenue including related deferred liabilities.	<ul style="list-style-type: none"> - Substantive approach to revenue using third party grant funding agreements and related expenditures to ensure completeness and accuracy of revenue recorded. - Substantive approach over deferred revenue to ensure appropriate timing and revenue recognition. - Substantive approach over municipal levies in accordance with the approved budgets. <p>- <i>No significant findings to report as a result of these procedures.</i></p>
Authority Generated Revenue	Risk of material misstatement related to the accuracy of authority generated revenue.	<ul style="list-style-type: none"> - KPMG used statistical sampling techniques to select samples for the testing of authority generated revenues. - Revenues across various revenue streams were agreed to supporting documentation and bank deposits. <p>- <i>No significant findings to report as a result of these procedures.</i></p>
Accounts Payable and Accrued Liabilities	Risk of material misstatement related to the completeness and accuracy of accounts payable and accrued liabilities.	<ul style="list-style-type: none"> - Substantive approach to testing accounts payables and accruals including a review of subsequent payment activity, minutes and relevant contracts to assess for completeness of recorded accruals - Substantive procedures over legal and severance accruals and receipt of legal confirmations for completeness of related accruals <p>- <i>No significant findings to report as a result of these procedures.</i></p>
Operating Expenses	Risk of material misstatement with respect to the existence, accuracy and cut-off of operating expenditures.	<ul style="list-style-type: none"> - Statistical sampling techniques to select samples for testing of expenditures. <p>- <i>No significant findings to report as a result of these procedures.</i></p>

Payroll expenditures (including Payroll Accruals)	Risk of material misstatement related to the completeness and accuracy of payroll expenditures.	<ul style="list-style-type: none"> - Substantive approach to testing payroll expenditures using T4's and 100% reconciliation to recorded expenditures and accruals. <ul style="list-style-type: none"> - <i>No significant findings to report as a result of these procedures.</i> - We assessed the design and implementation of controls with respect to approving timesheets and employee rate changes. We performed control testing over the approval of timesheets and the payment of wages. Our findings are summarized on page 11. - We noted that there was no vacation accrual setup at year-end for employees with banked vacation time. We discussed with management and obtained a summary of all employees vacation carry over days and performed substantive testing over the estimated vacation liability. Per management, the Authority's practice is to permit carry forward up to 2 weeks with appropriate approval. While the amount of the unrecorded vacation liability was not material, it is greater than audit misstatement posting threshold. The unrecorded liability has been communicated to management. The Authority should consider recording this liability in the future to ensure completeness of accruals and assist in future planning and resource allocation. See page 9-10 for more detail.
Tangible Capital Assets (TCA)	Risk of material misstatement related to the completeness, accuracy and classification of tangible capital assets.	<ul style="list-style-type: none"> - Statistical sampling technique used to select samples for testing additions to TCA in the current year and assess capitalization in accordance with Public Sector Accounting Standards. - Vouching related disposals to appropriate supporting documentation to support proceeds received on disposal. - We also had discussions with management surrounding impairment and contaminated sites and concurred with management's assessment that there are no impaired tangible capital assets and no contaminated sites in accordance with Public Sector Accounting Standards. <ul style="list-style-type: none"> - <i>No significant findings to report as a result of this procedure.</i>

Data & Analytics in the audit

As previously communicated in our Audit Planning Report, we have utilized (Data & Analytics) D&A in order to enhance the quality and effectiveness of the audit.

We have summarized areas of the audit where D&A tools and routines were used.

Area(s) of focus	D&A tools and routines	Our results	Insights
Journal entry testing	<ul style="list-style-type: none">We utilized KPMG application software (IDEA) to evaluate the completeness of the journal entry population through a roll-forward of 100% of the accountsWe utilized computer-assisted audit techniques (CAATs) to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for further testing	High risk journal entries were identified. The results of our testing indicated there were no instances of management override of control, error or fraud.	This procedure allowed us to focus on potential high-risk areas and gain a better understanding of entries made within the Authority.

Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Authority's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter included in the Appendices.

We also highlight the following:

Form, arrangement, and content of the financial statements	The financial statements are, in all material respects, in accordance with the applicable financial accounting framework as described in Note 1 to the financial statements. The disclosures in the financial statements are adequate.
Application of accounting pronouncements issued but not yet effective	There are no concerns at this time regarding future implementation. See Appendix 5 for new standards that will impact the Authority for the December 31, 2018 year-end and beyond.

Adjustments and differences

Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences.

Professional standards require that we request of management and the audit committee that all identified adjustments or differences be corrected. We have already made this request of management.

Corrected adjustments

We did not identify any adjustments that were communicated to management and subsequently corrected in the financial statements.

Uncorrected differences

The management representation letter includes the Summary of Uncorrected Audit Misstatements, which discloses the impact of all uncorrected differences considered to be other than clearly trivial.

Adjustments and differences

Based on both qualitative and quantitative considerations, management have decided not to correct certain differences and represented to us that the differences — individually and in the aggregate—are, in their judgment, not material to the financial statements.

As at and year ended December 31, 2017	Income effect	Financial position		
Description of differences	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Equity (Decrease) Increase
To recognize balance of vacation accrual at year-end not previously recorded for employees with eligible carry forward into the next fiscal year	(70,635)	-	70,635	-
Total differences	(70,635)	-	70,635	-

We concur with management's representation that the differences are not material to the financial statements. Accordingly, the differences have no effect on our auditors' report.

Other observations

Other observations may be identified during the audit that do not rise to the level of significant deficiency. Below is a summary of these other observations that we identified during the audit:

Item	Observation
Segregation of Duties – Journal Entries	<p>Currently, the Manager of Finance, is responsible for the preparation of the financial statements and for review of journal entries. The Manager of Finance also has the ability to post journal entries and regularly posts entries to the general ledger (“GL”).</p> <p>While we have not identified any specific instances of management override of controls, best practices would not provide for those responsible for financial reporting with the ability to post journal entries. There is a risk when those charged with financial reporting also post journal entries to the GL.</p> <p>Given the small nature of the finance team of the Authority this is unavoidable however we would recommend that the Authority implement a process of review of journal entries as prepared by the Manager of Finance.</p>
Employee future benefits	<p>We understand that the Authority provides certain health and dental benefits to a closed group of employees upon early retirement up to age 65. Under Public Sector Accounting Standards, it is assumed that management uses an actuarial valuation to determine the estimate of the liability as at year-end. The Authority’s current practice is to estimate the liability, in-house, based on known monthly premium costs.</p> <p>While not a significant estimate to the financial statements of the Authority, we recommend, at a minimum, that the estimation methodology be updated to include relevant assumptions such as a discount rate to present value the liability and a health care claim trend rate factor to account for inflation of the costs.</p> <p>We completed a sensitivity analysis on the liability factoring in these significant assumptions and found no material differences.</p>

Appendices

Appendix 1: Required communications

Appendix 2: Audit Quality and Risk Management

Appendix 3: Background and professional standards

Appendix 4: Lean in Audit

Appendix 5: Audit trends

Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

- **Auditors' report** – the conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.
- **Management representation letter** – In accordance with professional standards, copies of the management representation letter are provided to the Audit Committee.

Appendix 2: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control system

Visit our [Audit Quality Resources page](#) for more information including access to our audit quality report, [Audit quality: Our hands-on process](#).

— Other controls include:

- Before the firm issues its audit report, the Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
- Technical department and specialist resources provide real-time support to audit teams in the field.

- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



- We do not offer services that would impair our independence.

- The processes we employ to help retain and develop people include:

- Assignment based on skills and experience;
- Rotation of partners;
- Performance evaluation;
- Development and training; and
- Appropriate supervision and coaching.

- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 3: Background and professional standards

Internal control over financial reporting

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

The control deficiencies communicated to you are limited to those control deficiencies that we identified during the audit.

Documents containing or referring to the audited financial statements

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

Appendix 4: Lean in Audit™

An innovative approach leading to enhanced value and quality

Our new innovative audit approach, Lean in Audit, further improves audit value and productivity to help deliver real insight to you. Lean in Audit is process-oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide actionable quality and productivity improvement observations.

Any insights gathered through the course of the audit will be available to both engagement teams and yourselves. For example, we may identify control gaps and potential process improvement areas, while companies have the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.

How it works

1. Lean training

- Provide basic Lean training and equip our teams with a new Lean mind-set to improve quality, value and productivity.

2. Interactive workshops

- Perform interactive workshops to conduct walkthroughs of selected financial processes providing end to end transparency and understanding of process and control quality and effectiveness.

3. Insight reporting

- Quick and pragmatic insight report including your teams immediate quick win actions and prioritized opportunities to realize benefit.

Appendix 5: Current developments

Please visit the Audit Committee Institute / [Current Developments](#) page for recent developments in IFRS, Canadian securities matters, Canadian auditing and other professional standards and US accounting, auditing and regulatory matters.

The following is a summary of the current developments that are relevant to the Authority:

Standard	Summary and implications
PS 3380 – Contractual Rights	<p>This standard defines contractual rights to future assets and revenue.</p> <p>Information about a public sector entity's contractual rights should be disclosed in notes or schedules to the financial statements and should include descriptions about their nature and extent and the timing. The standard also indicates that the exercise of professional judgment would be required when determining contractual rights that would be disclosed. Factors to consider include, but are not limited to:</p> <ul style="list-style-type: none"> (a) contractual rights to revenue that are abnormal in relation to the financial position or usual business operations; and (b) contractual rights that will govern the level of certain type of revenue for a considerable period into the future. <p>This standard is effective for fiscal periods beginning on or after April 1, 2017 (the Authority's December 31, 2018 year end).</p> <p>Implications: Additional disclosures may be required if contractual rights to assets or revenue exist</p>

PS 2200 - Related Party
Disclosures

This standard relates to related party disclosures and defines related parties. Related parties could be either an entity or an individual. Related parties exist when one party has the ability to control or has shared control over another party. Individuals that are key management personnel or close family members may also be related parties.

Disclosure is only required when the transactions or events between related parties occur at a value different from what would have been recorded if they were not related and the transactions could have a material financial impact on the financial statements. Material financial impact would be based on an assessment of the terms and conditions underlying the transaction, the financial materiality of the transaction, the relevance of the information and the need for the information to enable the users to understand the financial statements and make comparisons.

This standard also specifies the information required to be disclosed including the type of transactions, amounts classified by financial statement category, the basis of measurement, and the amounts of any outstanding items, any contractual obligations and any contingent liabilities. The standard also requires disclosure of related party transactions that have occurred where no amounts has been recognized.

This standard is effective for fiscal periods beginning on or after April 1, 2017 (the Authority's December 31, 2018 year-end).

Implications: Related parties will have to be identified. Additional disclosures may be required with respect to transactions with related parties

PS 3430 - Restructuring
Transactions

This standard prescribes measurement standards and disclosure requirements when a restructuring transaction exists. A restructuring transaction in the public sector differs from an acquisition as they generally include either no or nominal payment. It also differs from a government transfer as the recipient would be required to assume the related program or operating responsibilities.

The standard requires that assets and liabilities are to be measured at their carrying amount. It also prescribes financial statement presentation and disclosure requirements.

This standard is effective for fiscal periods beginning on or after April 1, 2018 (the Authority's December 31, 2019 year-end).

Implications: Not likely to impact the Authority based on current circumstances.

PS 3420 - Inter-entity Transactions	<p>This standard relates to the measurement of transactions between public sector entities that comprise the government's reporting entity.</p> <p>Transactions are recorded at carrying amounts with the exception of the following:</p> <ul style="list-style-type: none"> • In the normal course of business – use exchange amount • Fair value consideration – use exchange amount • No or nominal amount – provider to use carrying amount; recipient choice of either carrying amount or value fair. • Cost allocation – use exchange amount <p>This standard is effective for fiscal periods beginning on or after April 1, 2018 (the Authority's December 31, 2019 year-end).</p> <p>Implications: Not likely to impact the Authority based on current circumstances.</p>
PS 3210 - Assets	<p>This standard provides a definition of assets and further expands that definition as it relates to control. Assets are defined as follows:</p> <ul style="list-style-type: none"> • They embody future economic benefits that involve a capacity, singly or in combination with other assets, to provide goods and services, to provide future cash inflows, or to reduce cash outflows. • The public sector entity can control the economic resource and access to the future economic benefits. • The transaction or event giving rise to the public sector entity's control has already occurred. <p>The standard also includes some disclosure requirements related to economic resources that are not recorded as assets to provide the user with better information about the types of resources available to the public section entity.</p> <p>This standard is effective for fiscal periods beginning on or after April 1, 2017 (the Authority's December 31, 2018 year-end).</p> <p>Implications: Assets will have to be reviewed to determine if they meet this definition.</p>

PS 3320 – Contingent Assets	<p>This standard defines contingent assets.</p> <p>They have two basis characteristics:</p> <ul style="list-style-type: none"> • An existing condition or situation that is unresolved at the financial statement date. • An expected future event that will resolve the uncertainty as to whether an asset exists. <p>The standard also has specific disclosure requirements for contingent assets when the occurrence of the confirming event is likely.</p> <p>This standard is effective for fiscal periods beginning on or after April 1, 2017 (the Authority's December 31, 2018 year-end).</p> <p>Implications: Additional disclosures may be required if contingent assets exist.</p>
Financial Instruments	<p>A standard has been issued, establishing a standard on accounting for and reporting all types of financial instruments including derivatives. The effective date of this standard has recently been deterred again and it is now effective for fiscal periods beginning on or after April 1, 2021 (the Authority's December 31, 2022 year-end).</p> <p>Implications: This standard will require the Authority to identify any contracts that have embedded derivatives and recognize these on the consolidated statement of financial position at fair value. Portfolio investments in equity instruments are required to be recorded at fair value. Changes in fair value will be reported in a new financial statement – statement of remeasurement gains and losses. This standard sets out a number of disclosures in the financial statements designed to give the user an understanding of the significance of financial instruments to the Authority. These disclosures include classes of financial instruments and qualitative and quantitative risk disclosures describing the nature and extent of risk by type.</p> <p>The risks to be considered include credit, currency, interest rate, liquidity, and market risk.</p>

kpmg.ca/audit



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Financial Statements of

**NIAGARA PENINSULA
CONSERVATION AUTHORITY**

Year ended December 31, 2017



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INDEPENDENT AUDITORS' REPORT

To the Board of Niagara Peninsula Conservation Authority

We have audited the accompanying financial statements of Niagara Peninsula Conservation Authority, which comprise the statement of financial position as at December 31, 2017, the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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



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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Niagara Peninsula Conservation Authority as at December 31, 2017, and its results of operations and its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Comparative Information

The financial statements of Niagara Peninsula Conservation Authority as at and for the year ended December 31, 2016 were audited by another auditor who expressed an unmodified opinion on those financial statements on April 26, 2017.

Chartered Professional Accountants, Licensed Public Accountants

St. Catharines, Canada

DATE

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Financial Position

December 31, 2017, with comparative information for 2016

	2017	2016
Financial assets:		
Cash and cash equivalents	\$ 4,985,889	\$ 4,409,172
Investments	4,076,320	4,003,563
Accounts receivable	576,404	489,932
	<u>9,368,613</u>	<u>8,902,667</u>
Financial liabilities:		
Accounts payable and accrued liabilities	1,415,417	1,275,284
Employee future benefits (note 2)	109,500	146,000
Deferred revenue (note 4)	2,117,978	2,339,222
Long-term debt (note 3)	1,460,459	2,443,130
	<u>5,103,354</u>	<u>6,203,636</u>
Net financial assets	4,535,259	2,699,031
Non-financial assets:		
Prepaid expenses	25,636	43,630
Tangible capital assets (note 5)	19,904,908	19,563,286
	<u>19,930,544</u>	<u>19,606,916</u>
Accumulated surplus (note 6)	\$ 24,465,803	\$ 22,305,947

See accompanying notes to financial statement.

 Chair

 Chief Administrative Officer

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Operations

Year ended December 31, 2017, with comparative information for 2016

	Budget (note 9)	2017 Actual	2016 Actual
Revenues:			
Government transfers			
Province of Ontario – Ministry of Natural Resources and Forestry ("MNRF")	\$ 174,496	\$ 174,496	\$ 174,496
Province of Ontario - Other	311,500	204,956	380,756
Government of Canada	190,000	231,425	271,033
Municipal levies			
General	6,070,715	6,070,715	6,010,610
Special	2,820,257	2,820,257	2,792,333
Authority generated			
User fees, sales and admissions	1,612,279	1,724,747	1,612,548
Niagara Peninsula Conservation Foundation	28,035	68,750	13,500
Administration fees	360,325	533,178	393,255
Interest	78,400	111,391	73,872
Other	271,000	587,132	541,971
	<u>11,917,007</u>	<u>12,527,047</u>	<u>12,264,374</u>
Expenses:			
Corporate services	3,194,190	3,563,650	3,245,243
Watershed	3,183,426	2,908,143	3,423,000
Operations	3,576,991	3,895,398	3,487,867
	<u>9,954,607</u>	<u>10,367,191</u>	<u>10,156,110</u>
Annual surplus	1,962,400	2,159,856	2,108,264
Accumulated surplus, beginning of year	22,305,947	22,305,947	20,197,683
Accumulated surplus, end of year	<u>\$ 24,268,347</u>	<u>\$ 24,465,803</u>	<u>\$ 22,305,947</u>

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Change in Net Financial Assets

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Annual surplus	\$ 2,159,856	\$ 2,108,264
Acquisition of tangible capital assets	(1,135,509)	(1,327,485)
Amortization of tangible capital assets	793,886	687,285
Proceeds on disposal of tangible capital assets	133,704	-
Gain on disposal of tangible capital assets	(133,703)	-
Decrease (increase) in prepaid expenses	17,994	(19,630)
	1,836,228	1,448,434
Net financial assets, beginning of year	2,699,031	1,250,597
Net financial assets, end of year	\$ 4,535,259	\$ 2,699,031

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Changes in Cash Flows

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 2,159,856	\$ 2,108,264
Item not involving cash:		
Amortization of tangible capital assets	793,886	687,285
Gain on disposal of tangible capital assets	(133,703)	-
Employee future benefits	(36,500)	(7,000)
Change in non-cash operating working capital:		
Accounts receivable	(86,472)	(49,322)
Accrued interest on investments	(507)	(873)
Prepaid expenses	17,994	(19,630)
Accounts payable and accrued liabilities	140,133	888,949
Deferred revenue	(221,244)	(73,366)
Net change in cash and cash equivalents from operations	2,633,443	3,534,307
Capital activities:		
Purchases of tangible capital assets	(1,135,509)	(1,327,485)
Proceeds from disposal of tangible capital assets	133,704	-
Net change in cash and cash equivalents from capital activities	(1,001,805)	(1,327,485)
Investing activities:		
Proceeds from sale of investments	4,000,000	3,116,610
Purchases of investments	(4,072,250)	(4,000,000)
Net change in cash and cash equivalents from investing activities	(72,250)	(883,390)
Financing activities:		
Payments on long-term debt	(982,671)	(1,138,710)
Net change in cash and cash equivalents	576,717	184,722
Cash and cash equivalents, beginning of year	4,409,172	4,224,450
Cash and cash equivalents, end of year	\$ 4,985,899	\$ 4,409,172

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements

Year ended December 31, 2017

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.

1. Significant accounting policies:

The financial statements of Niagara Peninsula Conservation Authority ("the Authority") are prepared by management in accordance with Public Sector Accounting Standards ("PSAS"). Significant accounting policies adopted by the Authority are as follows:

(a) Basis of accounting:

Revenues and expenditures are reported on the accrual basis of accounting. Revenues are recognized in the year in which they are earned and measurable. Expenses 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.

(b) Cash and cash equivalents:

Cash and cash equivalents include cash on hand, balances with banks and guaranteed investment certificates that mature within three months.

(c) Investments:

Investments consist of term deposits and are recorded at cost which approximates market value. When there has been a loss in value that is other than a temporary decline in value, the respective investment is written down to recognize the loss. Investment income earned on investments are reported as revenue in the period earned.

(d) Deferred revenue:

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

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. Tangible capital assets have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations:

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):**(e) Non-financial assets (continued):****(i) 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. The Authority does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

Cost, less residual value of tangible capital assets are amortized on a straight line basis over their estimated useful life. Land is considered to have an infinite life without amortization. Full year amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

Amortization is based on the following classifications and useful lives:

Asset	Useful Life - Years
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

Contributed tangible capital assets are capitalized at their estimated fair value upon acquisition and recognized as revenue in the year of contribution.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):**(f) Revenue recognition:****i) Government transfers**

Government transfers are recognized as revenue in the financial statements when the transfer is authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except when, and to the extent that, stipulations by the transferor give rise to an obligation that meet the definition of a liability. Government transfers that meet the definition of a liability are recognized as revenue as the liability is extinguished.

ii) Municipal levies

Municipal levies are recognized as revenue in the year in which they meet the definition of an asset, the levy is authorized and the levy event has occurred.

iii) Authority generated

User fees, sales and admissions and other income is reported as revenue in the period earned.

(g) Employee future benefits:

The Authority provides certain employee benefits which will require funding in future periods. These benefits include extended health and dental benefits for early retirees to age 65.

(h) Use of estimates:

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

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

2. Employee future benefit:

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 retirement benefit costs in the period in which the employees rendered for services. The accrued benefit liability at December 31, 2017 was estimated by management to be \$109,500 (2016 - \$146,000).

Information about the Authority's benefit plan is as follows:

	2017	2016
Accrued benefit obligation:		
Balance, beginning of year	\$ 146,000	\$ 153,000
Current benefit cost	(9,086)	16,004
Benefits paid	(27,414)	(23,004)
Accrued benefit obligation, end of year	109,500	146,000

3. Long-term debt:

	2017	2016
The Authority has assumed responsibility for the payment of principal and interest charges on long-term debt issued by the Region of Niagara	\$ 1,460,459	\$ 2,443,130
	\$ 1,460,459	\$ 2,443,130

Long-term debt bears interest at rates ranging from 4.15% - 5.1%. Total principal payments to be made on the outstanding long-term debt is as follows:

2018	\$ 760,429
2019	483,705
2020	216,325
	1,460,459

The Authority paid \$109,591 (2016 - \$164,468) in interest on long-term debt during the year.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

4. Deferred revenue:

Deferred revenues are made up of the following:

	Balance at December 31, 2016	Externally restricted inflows	Revenue earned	Balance at December 31, 2017
User fees and other	\$ 210,875	\$ 153,632	\$ (128,323)	\$ 236,184
Government grants	391,366	46,511	(103,668)	334,209
Welland river restoration - Ontario Power Generation	1,736,981	-	(189,396)	1,547,585
Total	\$ 2,339,222	\$ 200,143	\$ (421,387)	\$ 2,117,978

5. Tangible capital assets:

Cost	Balance at December 31, 2016	Additions	Transfers/ Disposals	Balance at December 31, 2017
Land	\$ 8,504,865	\$ -	\$ (1)	\$ 8,504,864
Land improvements	4,784,568	831,708	-	5,616,276
Buildings	5,653,016	44,712	-	5,697,728
Dams	4,986,642	-	-	4,986,642
Gauge stations	403,351	-	-	403,351
Equipment	1,419,159	462,121	-	1,881,280
Vehicles	210,176	104,078	-	314,254
Office equipment	708,771	100,317	-	809,088
Work-in-progress	540,501	114,651	(522,078)	133,074
Total	\$ 27,211,049	\$ 1,657,587	\$ (522,079)	\$ 28,346,557

Accumulated Amortization	Balance at December 31, 2016	Amortization	Disposals	Balance at December 31, 2017
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	2,507,055	231,118	-	2,738,173
Buildings	1,942,137	180,858	-	2,122,995
Dams	1,594,872	59,085	-	1,653,957
Gauge stations	162,875	20,828	-	183,703
Equipment	826,621	157,146	-	983,767
Vehicles	202,096	28,896	-	230,992
Office equipment	412,107	115,955	-	528,062
Work-in-progress	-	-	-	-
Total	\$ 7,647,763	\$ 793,886	\$ -	\$ 8,441,649

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

5. Tangible capital assets (continued):

	Net Book Value December 31, 2016	Net Book Value December 31, 2017
Land	\$ 8,504,865	\$ 8,504,864
Land improvements	2,277,513	2,878,103
Buildings	3,710,879	3,574,733
Dams	3,391,770	3,332,685
Gauge stations	240,476	219,648
Equipment	592,638	897,513
Vehicles	8,080	83,262
Office equipment	296,664	281,026
Work-in-progress	540,501	133,074
Total	\$ 19,563,286	\$ 19,904,908

Work-in-process, having a value of \$133,074 (\$540,501) has not been amortized. Amortization of these assets will commence when the asset is put into service.

Contributed tangible capital assets have been recognized at fair value at the date of contribution. The value of contributed assets received during the year is \$nil (2016 - \$112,500) and was comprised of land.

Tangible capital assets recognized at nominal value include land used in the operations and conservation of the Authority.

The Authority has not recorded a write-down of tangible capital assets during the year or 2016.

6. Accumulated surplus:

Accumulated surplus consists of the following:

	2017	2016
Invested in tangible capital assets	\$ 18,444,450	\$ 17,120,156
Reserves set aside by the Board of the Authority for specific purpose	6,130,854	5,331,791
Unfunded employee future benefits liability	(109,500)	(146,000)
	\$ 24,465,804	\$ 22,305,947

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

6. Accumulated surplus (continued):

Reserves set aside by the Board of the Authority for specific purpose consists of the following:

	2017	2016
General capital	\$ 1,058,385	\$ 1,283,537
Operating reserve	713,420	703,489
Equipment	279,319	383,398
Flood protection	359,266	404,351
Levy differential	1,206,213	776,469
Land acquisitions	2,431,880	1,698,176
Tree by-law	82,371	82,371
	\$ 6,130,854	\$ 5,331,791

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. 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 (2016 – 59) 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 \$5.4 billion (2016 - \$2.3 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 2017 calendar year at rates ranging from 9.0% to 14.6% 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 2017 current and past service was \$414,821 (2016 - \$462,855) and were matched by employee contributions.

9. Budget data:

The budget data presented in these financial statements is based upon the 2017 budget approved by the Board of the Authority on October 19, 2016. Amortization was not incorporated in the development of the budget and, as such, were not provided on the statement of changes in net financial assets. The chart below reconciles the approved budget to the budget figures reported in these financial statements:

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

9. Budget data (continued):

	Budget Amount
Revenues	
Operating	
Approved budget	\$ 10,143,392
Capital	741,871
Special levy - reserves	1,031,744
Total revenues	11,917,007
Expenses:	
Operating	
Approved budget	11,917,007
Add:	
Amortization	793,886
Less:	
Tangible capital assets included in operating expense	(741,871)
Transfers to reserves	(1,031,744)
Debt principal payments	(982,671)
Total expenses	9,954,607
Annual surplus	\$ 1,962,400

10. Contingencies:

The Authority is involved from time to time in litigation, which arises in the normal course of business. In respect of any outstanding claims, the Authority believes that insurance coverage is adequate and that no material exposure exists on the eventual settlement of such litigation, therefore no provision has been made in the accompanying financial statements.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017

11. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted for the current year. There is no impact to accumulated surplus as a result of the reclassification.

12. Segmented information:

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

Corporate services

Corporate services is comprised of the administration of the offices.

Watershed

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

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.

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. Municipal levies have been allocated to the segments based upon budgeted levies for the segment. Interest earned on investments has been allocated to the corporate services segment.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2017, with comparative figures for 2016

12. Segmented information (continued)

2017				
	Corporate Services	Watershed	Operations	Total
Revenues:				
MNRF transfers	\$ 75,796	\$ 98,700	\$ -	\$ 174,496
Government transfers	50,639	286,451	99,291	436,381
Municipal levies	4,216,285	2,190,679	2,484,008	8,890,972
User fees, sales and administration	-	-	1,724,747	1,724,747
Niagara Peninsula Conservation Foundation	-	-	68,750	68,750
Administration fees	-	533,178	-	533,178
Interest	111,391	-	-	111,391
Other	152,732	152,027	282,373	587,132
Total revenues	4,606,843	3,261,035	4,659,169	12,527,047
Expenses:				
Salaries and benefits	1,372,836	2,267,986	2,234,344	5,875,166
Materials and supplies	933,182	225,645	869,942	2,028,769
Contracted services	149,667	113,418	135,336	398,421
Professional fees	567,368	221,181	87,251	875,800
Rent and financial expenses	282,652	-	2,906	285,558
Debt service	109,591	-	-	109,591
Amortization	148,354	79,913	565,619	793,886
Total expenses:	3,563,650	2,908,143	3,895,398	10,367,191
Annual surplus	\$ 1,043,193	\$ 352,892	\$ 763,771	\$ 2,159,856
2016				
	Corporate Services	Watershed	Operations	Total
Revenues:				
MNRF transfers	\$ 75,796	\$ 98,700	\$ -	\$ 174,496
Government transfers	-	534,158	117,631	651,789
Municipal levies	4,498,767	2,125,641	2,178,535	8,802,943
User fees, sales and administration	-	-	1,612,548	1,612,548
NPCF	-	-	13,500	13,500
Administration fees	-	393,255	-	393,255
Interest	73,872	-	-	73,872
Land contribution	-	-	-	-
Other	34,634	294,310	213,027	541,971
Total revenues	4,683,069	3,446,064	4,135,241	12,264,374
Expenses:				
Salaries and benefits	1,616,418	2,600,430	2,000,650	6,217,498
Materials and supplies	785,455	318,541	858,935	1,962,931
Contracted services	173,059	59,819	223,402	456,280
Professional fees	92,385	259,982	4,920	357,287
Rent and financial expenses	308,326	-	2,035	310,361
Debt service	164,468	-	-	164,468
Amortization	105,132	80,176	501,977	687,285
Total expenses:	3,245,243	3,318,948	3,591,919	10,156,110
Annual surplus	\$ 1,437,826	\$ 127,116	\$ 543,322	\$ 2,108,264

Draft Terms of Reference:
NPCA Audit Committee

<i>Committee Name:</i>	Audit Committee
<i>Committee Type:</i>	Standing Committee
<i>Purpose/Scope:</i>	The Audit Committee assists the Board in the provision of effective governance by overseeing the administrative systems regarding financial accounting, reporting, internal controls, safeguarding of corporate assets, risk assessment and risk mitigation compliance with legal, ethical, and regulatory requirements and the efficient and effective use of resources.
<i>Authority:</i>	Decisions and recommendations will be made by the Committee members and then sent to the Full Authority Board for approval.
<i>Membership:</i>	The Committee will have a minimum of Five (5) Members and will include the NPCA Chair, Vice-Chair and at least three (3) Board Members appointed by the Full Authority Board.
<i>Meeting Requirements:</i>	Meetings will be held at the call of the Committee Chair. Agendas will be prepared by the Committee Chair in consultation with staff. Minutes will be prepared by staff and distributed to all Committee members and Senior Management prior to the next meeting.
<i>Meeting Location:</i>	Meetings will be at NPCA Head Office (250 Thorold Rd. West, Welland), Ball's Falls Conservation Area or at a location determined by the Committee Chair.
<i>Resources/Budget:</i>	The work will be done by the Committee, any consultants, senior staff, Administrative Assistants and Communications. Any costs will be discussed by the Committee, and if required, taken to the Board for approval.
<i>Responsibilities/duties:</i>	<p>The responsibilities of the audit committee are to satisfy itself, on behalf of the Board, that:</p> <ul style="list-style-type: none">- NPCA's annual externally audited consolidated financial statements are fairly presented in accordance with generally accepted accounting principles (Public Sector Accounting Board (PSAB) and to recommend to the Board whether the annual financial statements should be approved;- The external audit function has been effectively carried out and that any matter which the independent auditors wish to bring to the attention of Audit Committee and/or the Board has been addressed;- The Audit Committee will recommend approval of the replacement, reappointment and/or appointment of the external auditors to the Board;

- Internal auditing includes a review of the adequacy of internal control systems for safeguarding assets, risk assessment and risk mitigation, the effectiveness of corporate reporting systems regarding administrative, program performance and the level of compliance with legislation, regulations, corporate objectives, policies and ethics.
- All Committee members will make every effort to attend all meetings, participate in the discussions.

Decision Making:

The Committee will operate openly with the aim of arriving at recommendations through consensus. However, votes may be called by the Committee Chair to advance the agenda. Results of the discussions will be reflected in the minutes.

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
STRATEGIC PLANNING COMMITTEE

RECOMMENDATION SUMMARY

Wednesday, May 23, 2018
9:00 a.m.

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

1. ADOPTION OF AGENDA

1.3 Motion to Adopt Agenda

Resolution No. SP-06-18

Moved by Board Member MacPherson
Seconded by Board Member Timms

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

4. BUSINESS FOR CONSIDERATION

4.1 NPCA Mandate

Resolution No. SP-07-18

Moved by Board Member Baty
Seconded by Board Member Beattie

That the Strategic Planning Committee recommend to the NPCA Full Authority Board:

1. That the Memorandum respecting the NPCA Mandate Statement **BE RECEIVED**; and
2. That Resolution FA-90-18 of the March 26th, 2018 Full Authority Board Meeting minutes **BE AMENDED** to reflect the following:

As prescribed by the Conservation Authorities Act; to establish and undertake programs and services, on a watershed basis, to further the conservation, restoration, development, and management of natural resources; and

As prescribed by Provincial Regulations; to protect people and property by regulating, and risk-mitigating development through reviewing and commenting on applications, issuing permits, and ensuring policy compliance within the appropriate legislative and regulatory framework.

4.2 Areas of Strategic Focus DRAFT NPCA 2018 – 2022 Strategic Plan

Resolution No. SP-08-18

Moved by Board Member MacPherson

Seconded by Board Member Timms

That the Strategic Planning Steering Committee recommend to the NPCA Full Authority Board:

1. That the Strategic Plan Framework with identified areas of focus and the proposed associated supporting actions **BE ENDORSED IN PRINCIPLE**, pending staff input;
2. That staff **BE DIRECTED** to post the Strategic Plan Framework, as amended, on the NPCA website;
3. That staff **BE DIRECTED** to provide commentary and a recommended operational timeline; and
4. That the NPCA Full Authority Board **AMEND**, if required, and **ADOPT** the final Strategic Plan at the next Full Authority Board meeting.

5. **ADJOURNMENT**

Resolution No. SP-09-18

Moved by Board Member Timms

Seconded by Board Member Baty

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

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

Wednesday, May 23, 2018
9:00 a.m.

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

MEMBERS PRESENT:

B. Baty
S. Beattie
D. DiFruscio
T. Quirk (Chair)
P. MacPherson
J. Maloney
B. Timms

ABSENT/ REGRETS:

S. Annunziata
J. Kaspersetz

STAFF PRESENT:

M. Brickell, Chief Administrative Officer/Secretary-Treasurer
D. Barrick, Senior Director, Corporate Resources
G. Furtney, Acting Director, Watershed Management
L. McManus, Clerk
A. Christie, Manager, Strategic Initiatives and Capital Assets
R. Bisson, Community Engagement Manager
K. Caputo, Communications Specialist
E. Navarro, Communications Specialist
M. Reles, Manager of Communications

OTHERS PRESENT:

T. MacDonald, Performance Concepts Consulting

Committee Chair Quirk called the meeting to order at 9:04 a.m. and welcomed Board Members and staff to the meeting.

1. ADOPTION OF AGENDA

1.1 Addition of Items

There were no changes in order of items on the agenda.

1.2 Change in Order of Items

There were no changes in order of items on the agenda.

1.3 Motion to Adopt Agenda

Resolution No. SP-06-18

Moved by Board Member MacPherson

Seconded by Board Member Timms

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

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

3. PRESENTATION

3.1 “Town Hall” Interactive Sessions (Lowbanks, Glanbrook, Ball’s Falls and internal staff session) respecting the DRAFT 2018-2022 NPCA Strategic Plan

T. MacDonald, Performance Concepts Ltd., provided Committee members with information respecting Town Hall” Interactive Sessions (Lowbanks, Glanbrook, Ball’s Falls and internal staff session) respecting the DRAFT 2018-2022 Niagara Peninsula Conservation Authority (NPCA) Strategic Plan. Topics of the presentation included:

- Public Perspectives on NPCA Mandate
- Priority Theme A – Sharpening NPCA Mandate & Mission
 - Area of Focus A -Sharpening NPCA Mandate & Mission
 - Mandate Conclusions?
 - Area of Focus B – Towards Focused Watershed Resource Management Planning
 - Area of Focus C – Rebuilding the Canopy
 - Area of Focus D – Forging Corridors & Creating Parks
 - Area of Focus E – Addressing the Demand Curve
 - Triaging the Areas of Focus – Which is the #1 priority?
- Internal Staff Session: The “What” Strategic Priorities
- Overall Conclusions / Insights
- The “What” Strategic Priorities
- The “How” Strategic Priorities
- NPCA Staff Role Going Forward

4. BUSINESS FOR CONSIDERATION

4.1 NPCA Mandate

Resolution No. SP-07-18

Moved by Board Member Baty

Seconded by Board Member Beattie

That the Strategic Planning Committee recommend to the NPCA Full Authority Board:

1. That the Memorandum respecting the NPCA Mandate Statement **BE RECEIVED**; and
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As prescribed by Provincial Regulations; to protect people and property by regulating, and risk-mitigating development through reviewing and commenting on applications, issuing permits, and ensuring policy compliance within the appropriate legislative and regulatory framework.

CARRIED

4.2 Areas of Strategic Focus DRAFT NPCA 2018 – 2022 Strategic Plan

T. MacDonald, Performance Concepts Ltd., provided Committee members with information respecting Areas of Strategic Focus DRAFT Niagara Peninsula Conservation Authority (NPCA) 2018 – 2022 Strategic Plan. Topics of the presentation included:

- Focus #1: Evidence-Based Watershed Resource Management
- Focus #2: Rebuild the Canopy – Plant 1 Million Trees & 3 Million Plants
- Focus #3: Forging Corridors & Creating Parks – 100-year Land Plan for the Watershed
- Focus #4: Sustainable Asset Management & Meeting Public Demand for Park Services

Committee members offered minor friendly amendments, grammatical in nature, to the aforementioned four (4) Areas of Strategic Focus.

Resolution No. SP-08-18

Moved by Board Member MacPherson

Seconded by Board Member Timms

That the Strategic Planning Steering Committee recommend to the NPCA Full Authority Board:

1. That the Strategic Plan Framework with identified areas of focus and the proposed associated supporting actions **BE ENDORSED IN PRINCIPLE**, pending staff input;
2. That staff **BE DIRECTED** to post the Strategic Plan Framework, as amended, on the NPCA website;
3. That staff **BE DIRECTED** to provide commentary and a recommended operational timeline; and
4. That the NPCA Full Authority Board **AMEND**, if required, and **ADOPT** the final Strategic Plan at the next Full Authority Board meeting.

CARRIED

5. ADJOURNMENT

There being no further business, the Strategic Planning Committee adjourned at 11:33 a.m. with the following resolution:

Resolution No. SP-09-18

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

“Town Hall” Interactive Sessions

Lowbank, Glanbrook, Balls Falls

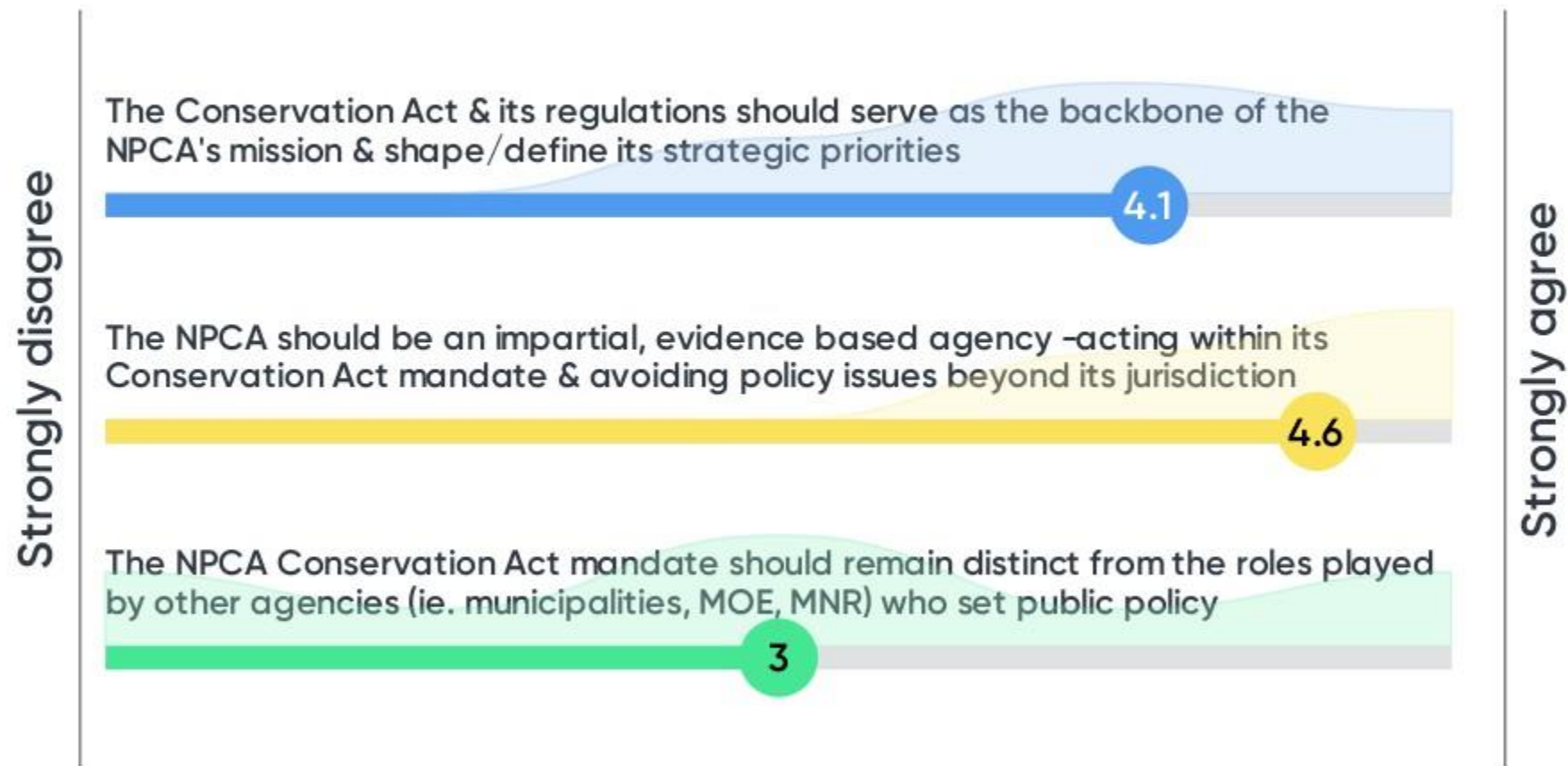
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Staff Internal Session

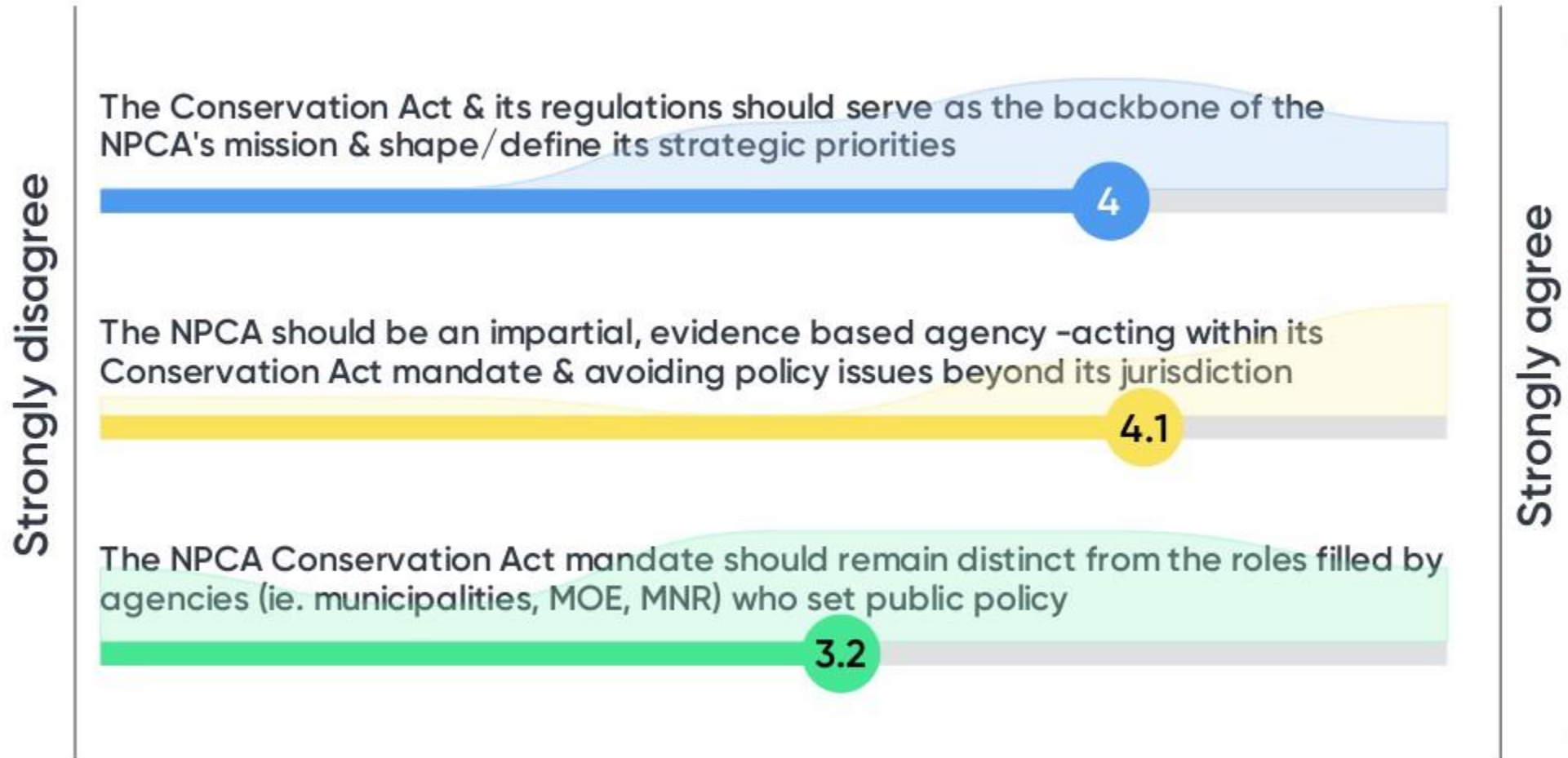


Public Perspectives on NPCA Mandate:

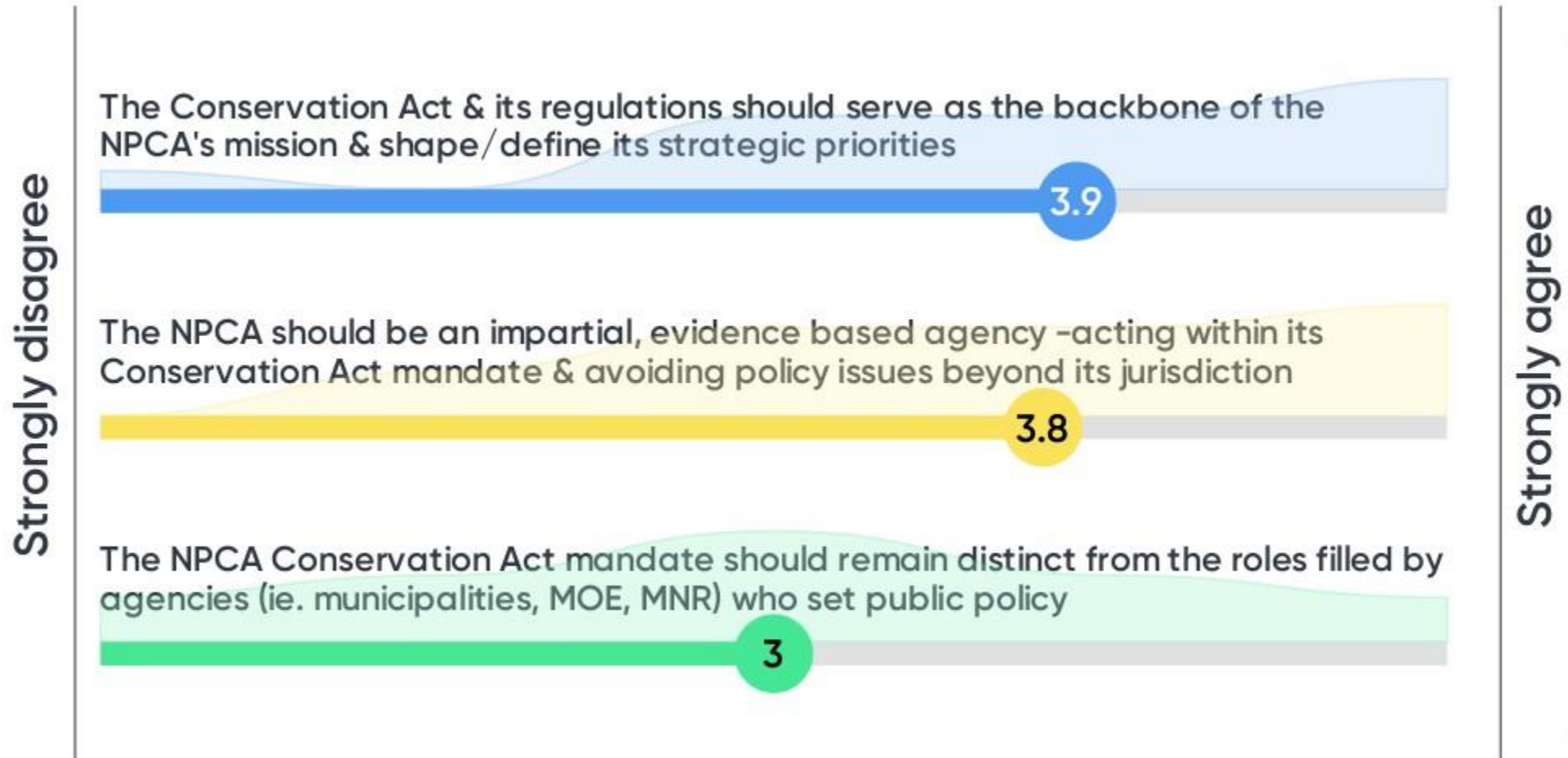
Priority Theme A – Sharpening NPCA Mandate & Mission



Area of Focus A - Sharpening NPCA Mandate & Mission

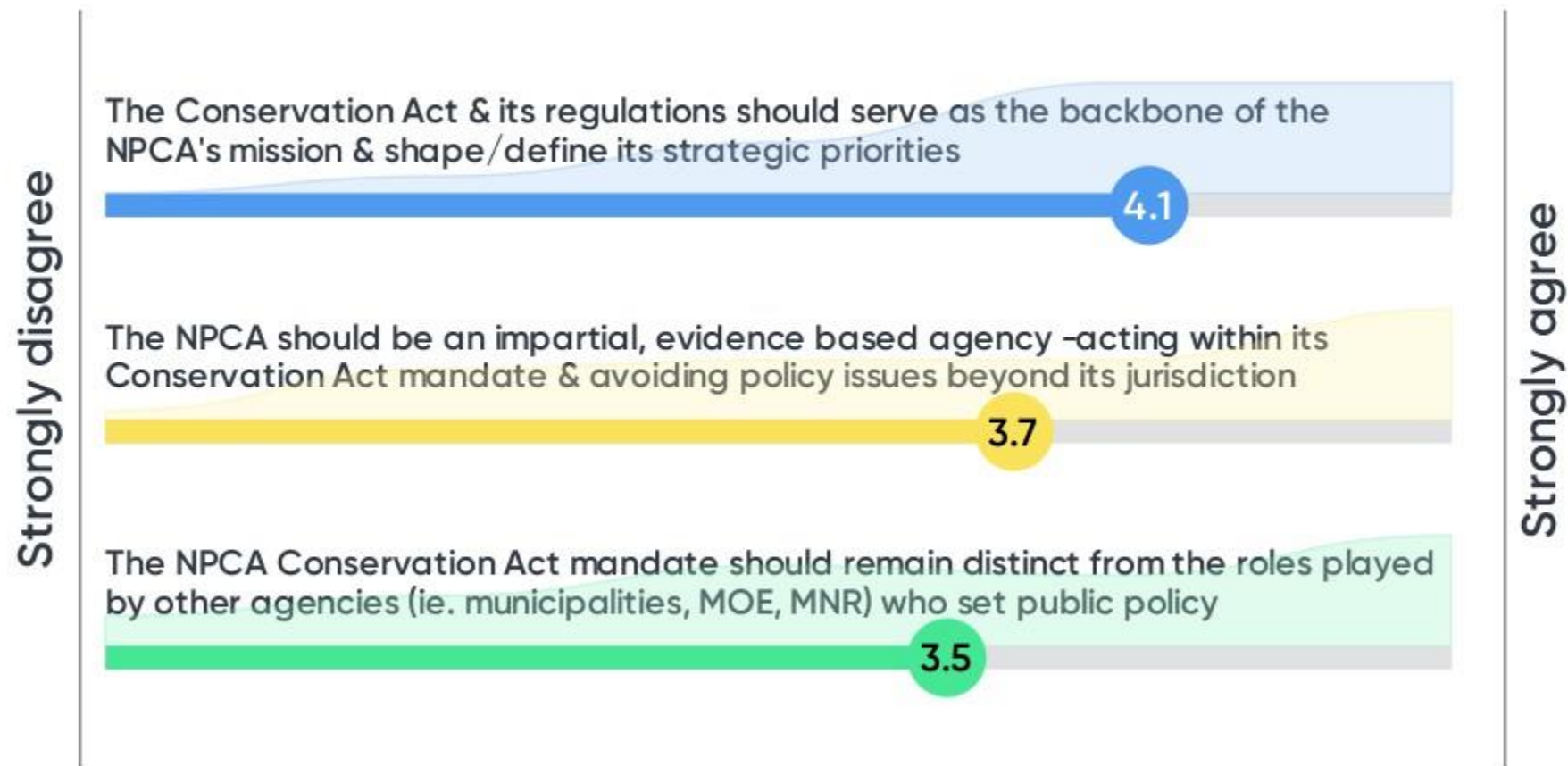


Area of Focus A - Sharpening NPCA Mandate & Mission



Priority Theme A – Sharpening NPCA Mandate & Mission

NPCA STAFF ANSWER



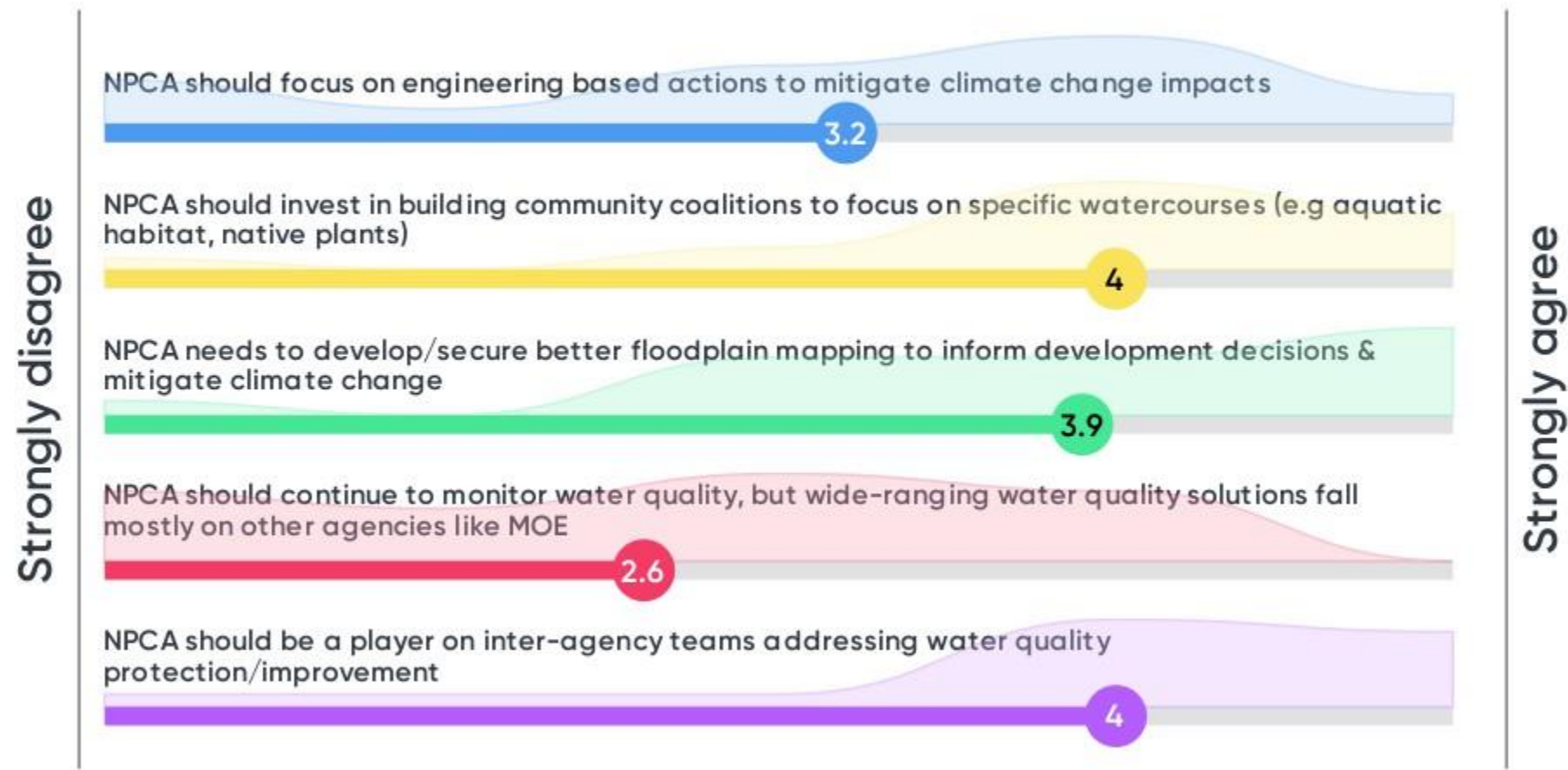
Mandate conclusions...?

1. NPCA should stay in its regulatory lane
2. NPCA should strive to be evidence based/impartial
3. NPCA should work with others/collaborate re. solutions



Town Hall Sessions: The “What” Strategic Priorities

Area of Focus B –Towards Focused Watershed Resource Management Planning



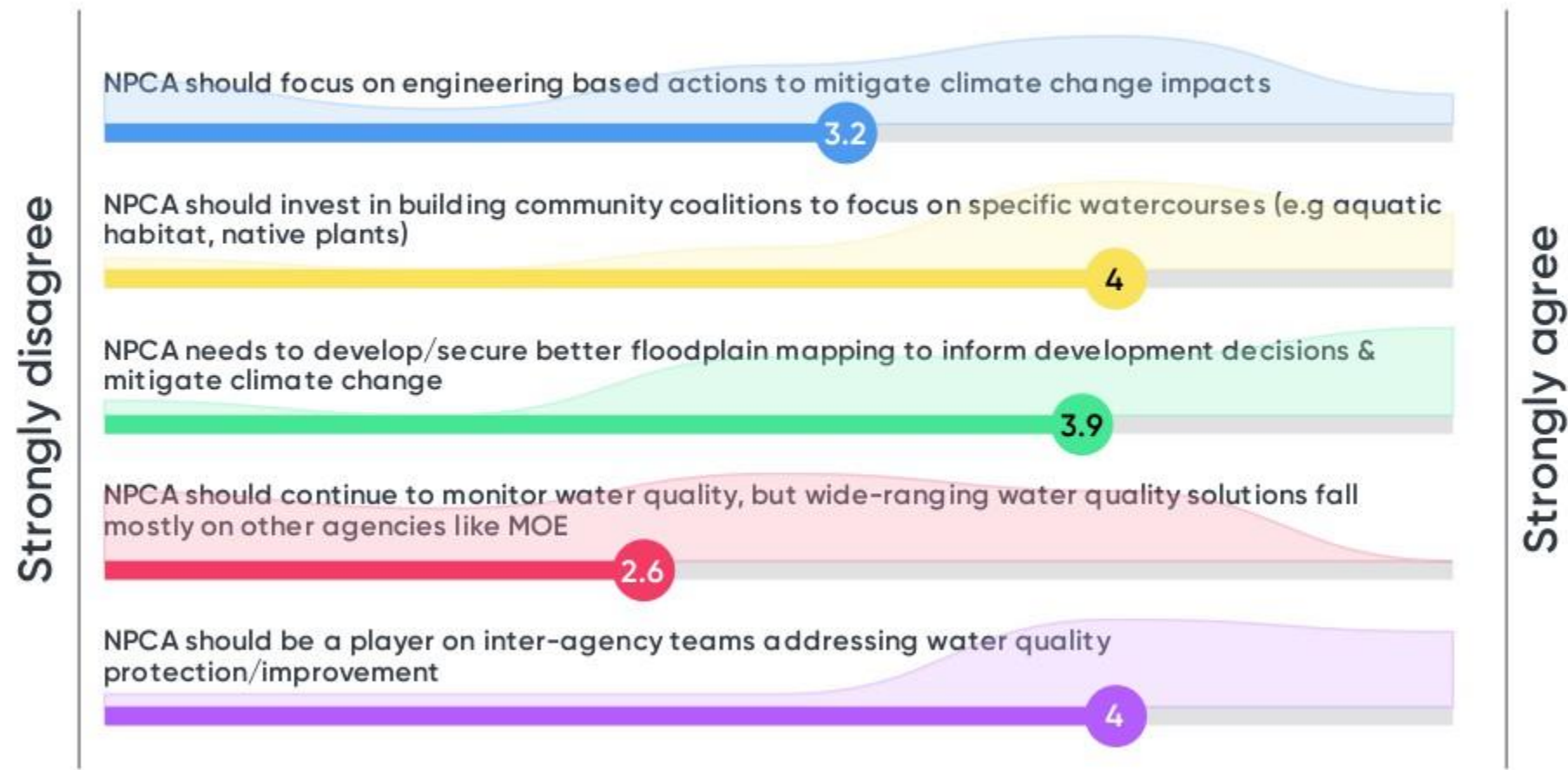
Priority Theme B –Towards Focused Watershed Resource Management Planning



Area of Focus B –Towards Focused Watershed Resource Management Planning



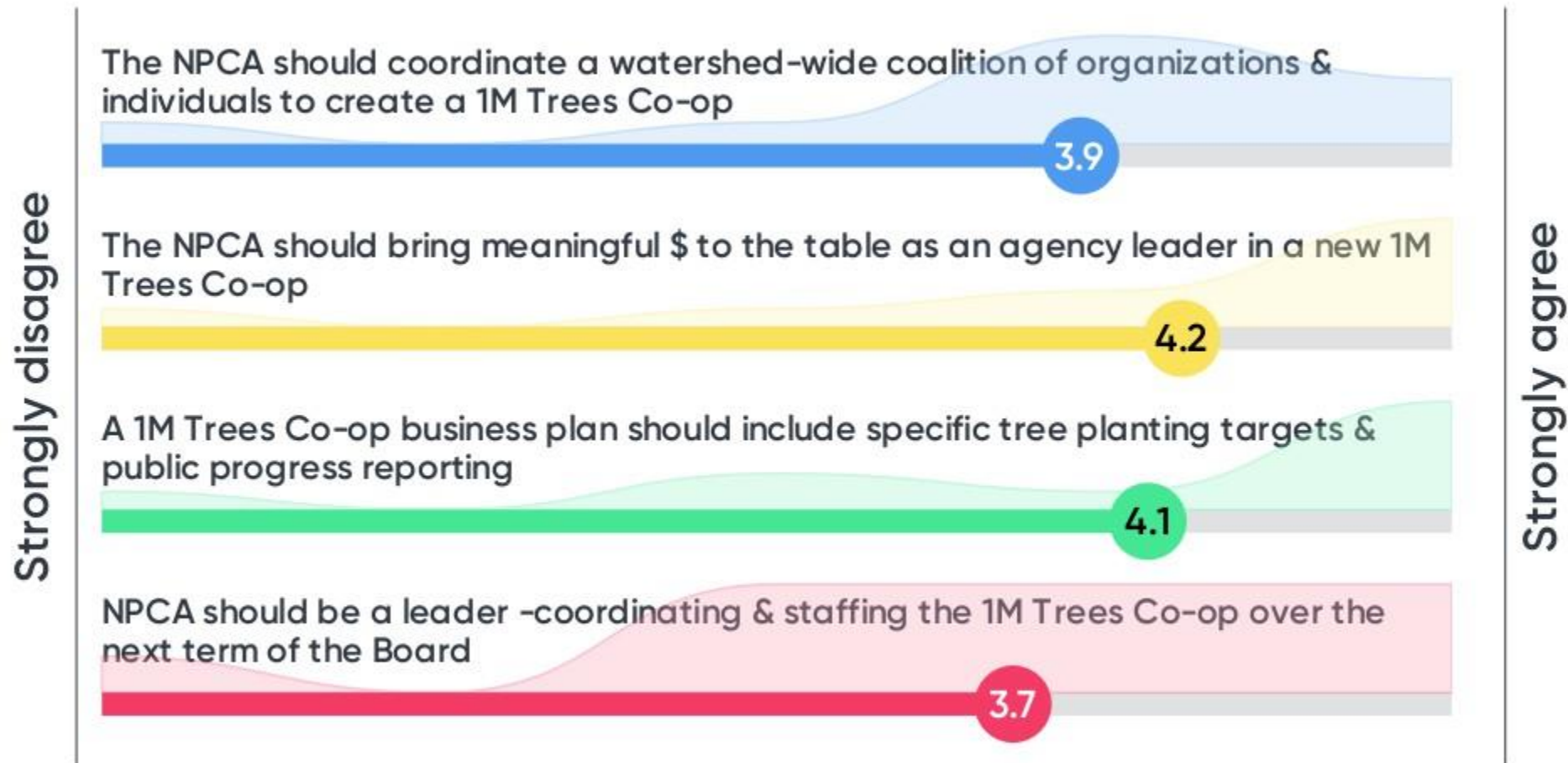
Area of Focus B –Towards Focused Watershed Resource Management Planning



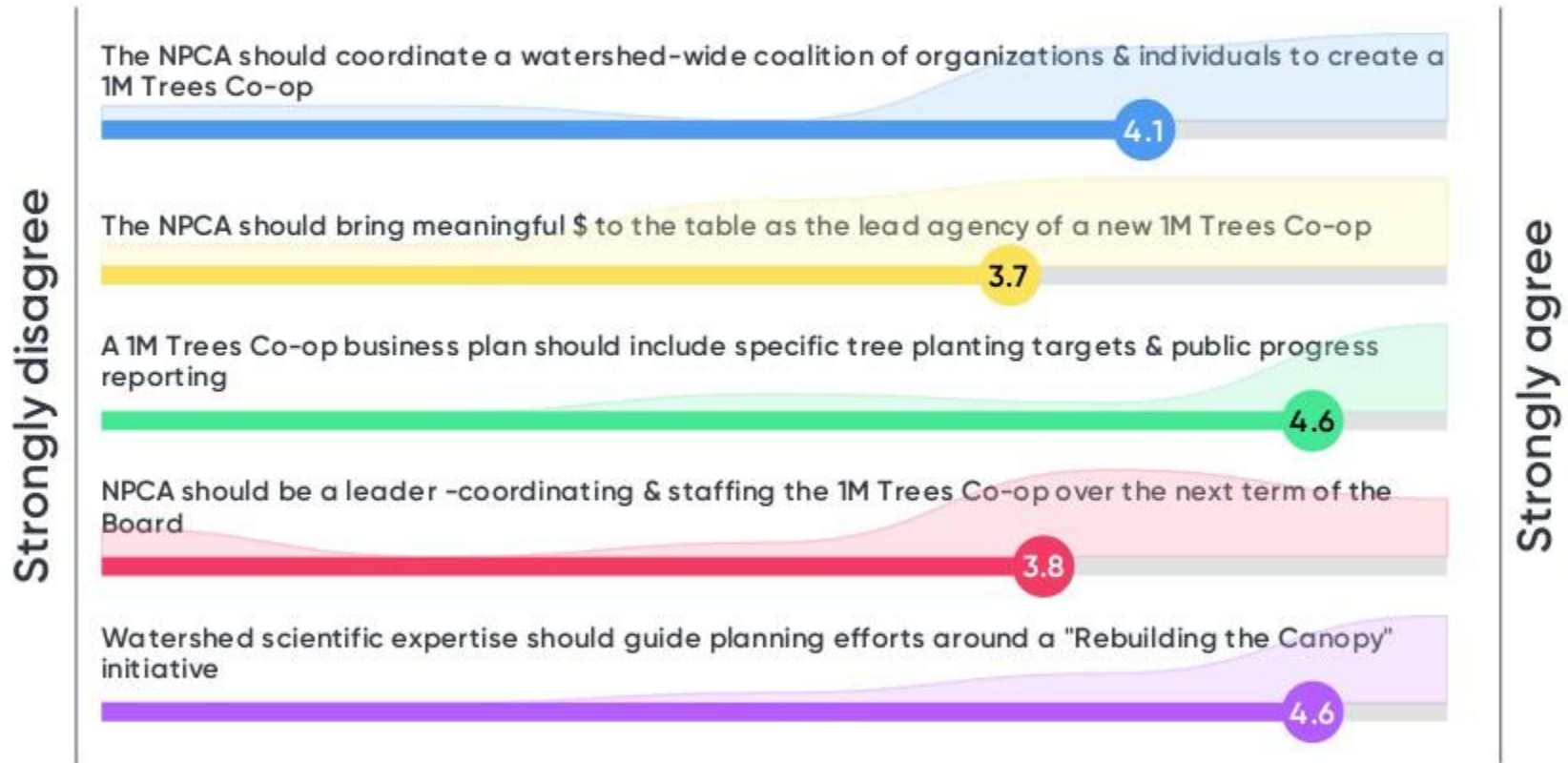
Area of Focus C – Rebuilding the Canopy



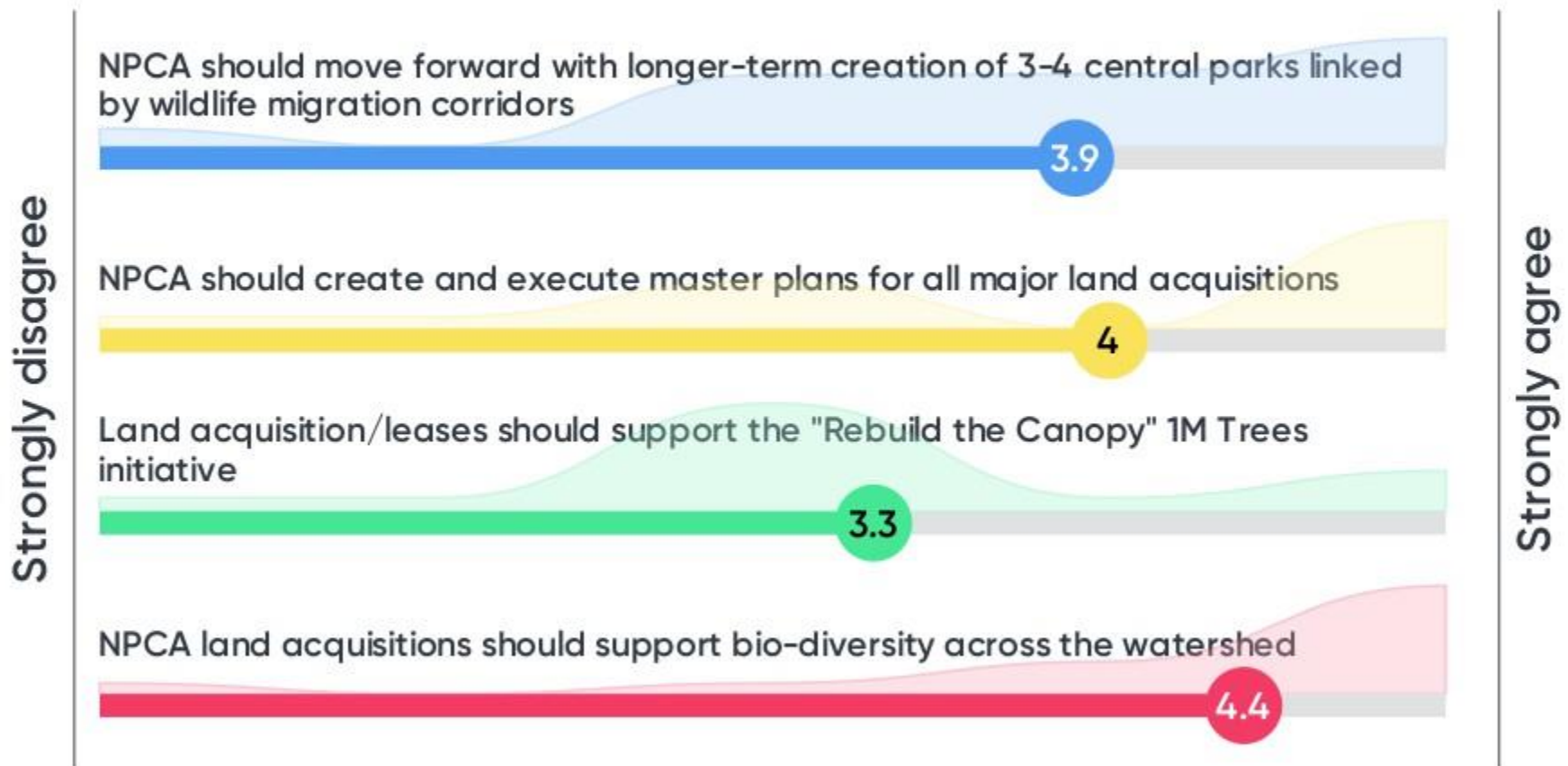
Priority Theme C - Rebuilding the Canopy



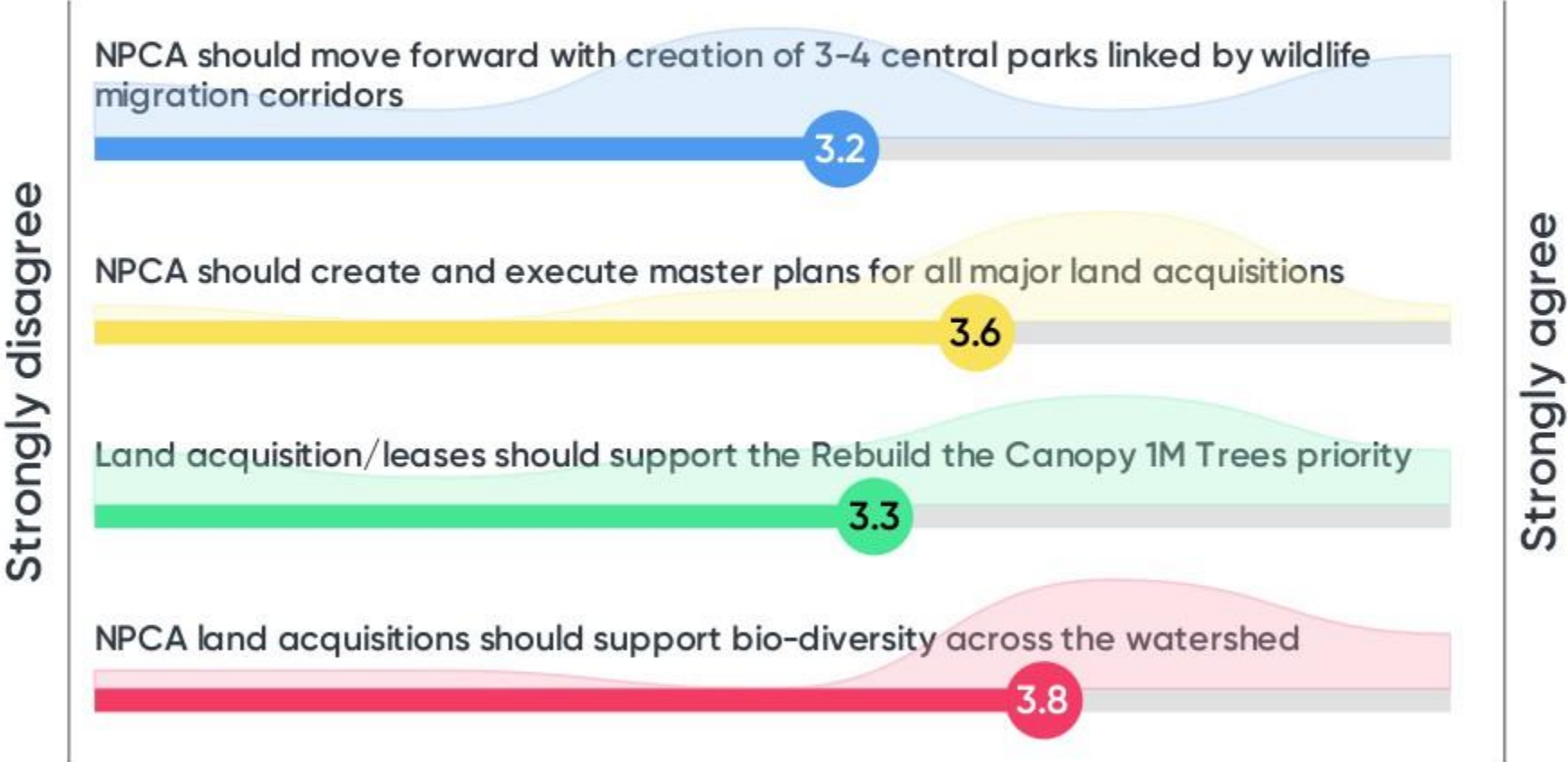
Area of Focus C – Rebuilding the Canopy



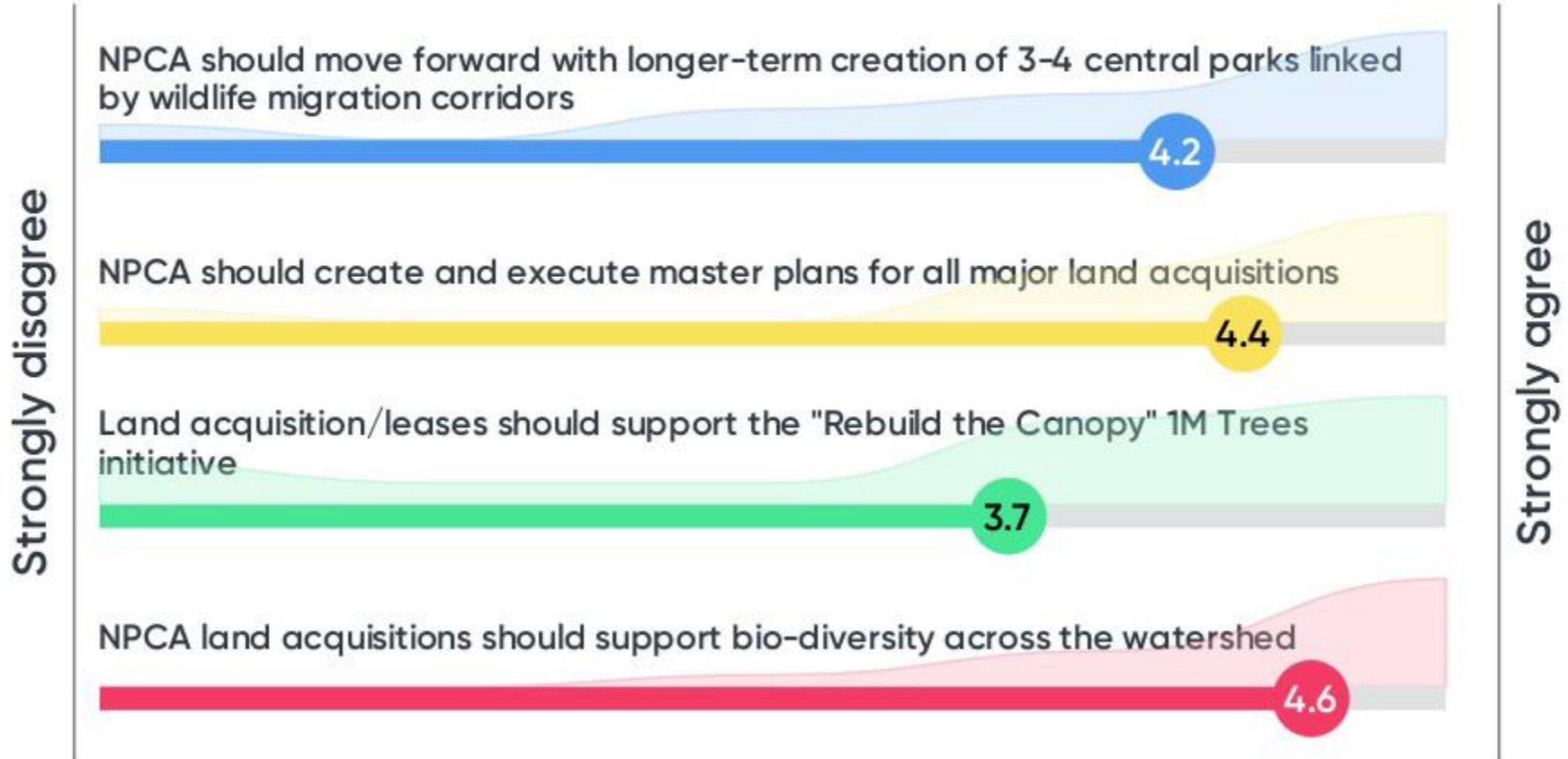
Area of Focus D - Forging Corridors & Creating Parks



Strategic Priority D – Forging Corridors & Creating Parks



Area of Focus D - Forging Corridors & Creating Parks



Area of Focus E - Addressing the Demand Curve



Strategic Priority E - Addressing the Demand Curve



Area of Focus E - Addressing the Demand Curve



Triaging the Areas of Focus - Which Is the #1 priority?



Triaging Draft Strategic Priorities - Which Is Most Important?



Triaging the Areas of Focus - Which Is the #1 priority?



Please provide a word or short phrase that describes your overall assessment of the NPCA's draft Areas of Focus



Please provide a word or short phrase that describes your overall assessment of the NPCA's draft Areas of Focus



Please provide a word or short phrase that describes your overall assessment of the NPCA's draft Areas of Focus



Please write a short advice "blurb" for the NPCA Board on selecting/ranking Areas of Focus in its upcoming strategic plan

Water is life

A work in progress. Improvements can always be made.

Don't let over-planning cause missed opportunities.

Pay attention to those that actually have skin in the game and respect those who are effected by your decisions. Answer questions promptly

Be more specific. Clarify descriptions.

A thriving environment that protects, connects and sustains Niagara residents

Biodiversity can only be properly supported by providing large parcels/parks and corridors. So keep thinking big! And add trees.

Keep in mind the events you are currently working on and how to improve as well as working towards bigger plans for this watershed equally

Please share your advice for the Board on selecting & ranking potential Strategic Priorities

Get it done

Some did not understand the point of survey only

Keep it simple Landowners will plant trees if available Landowners may shore up your shore if help was provided Cut red tape for improv

Schedule the priorities sensibly. Take into account that one item logically precede others

Stay focused on the important priorities that you have set.

Achieve quick, concrete results to build buy in, so that the critical value is demonstrated to all, to build momentum.

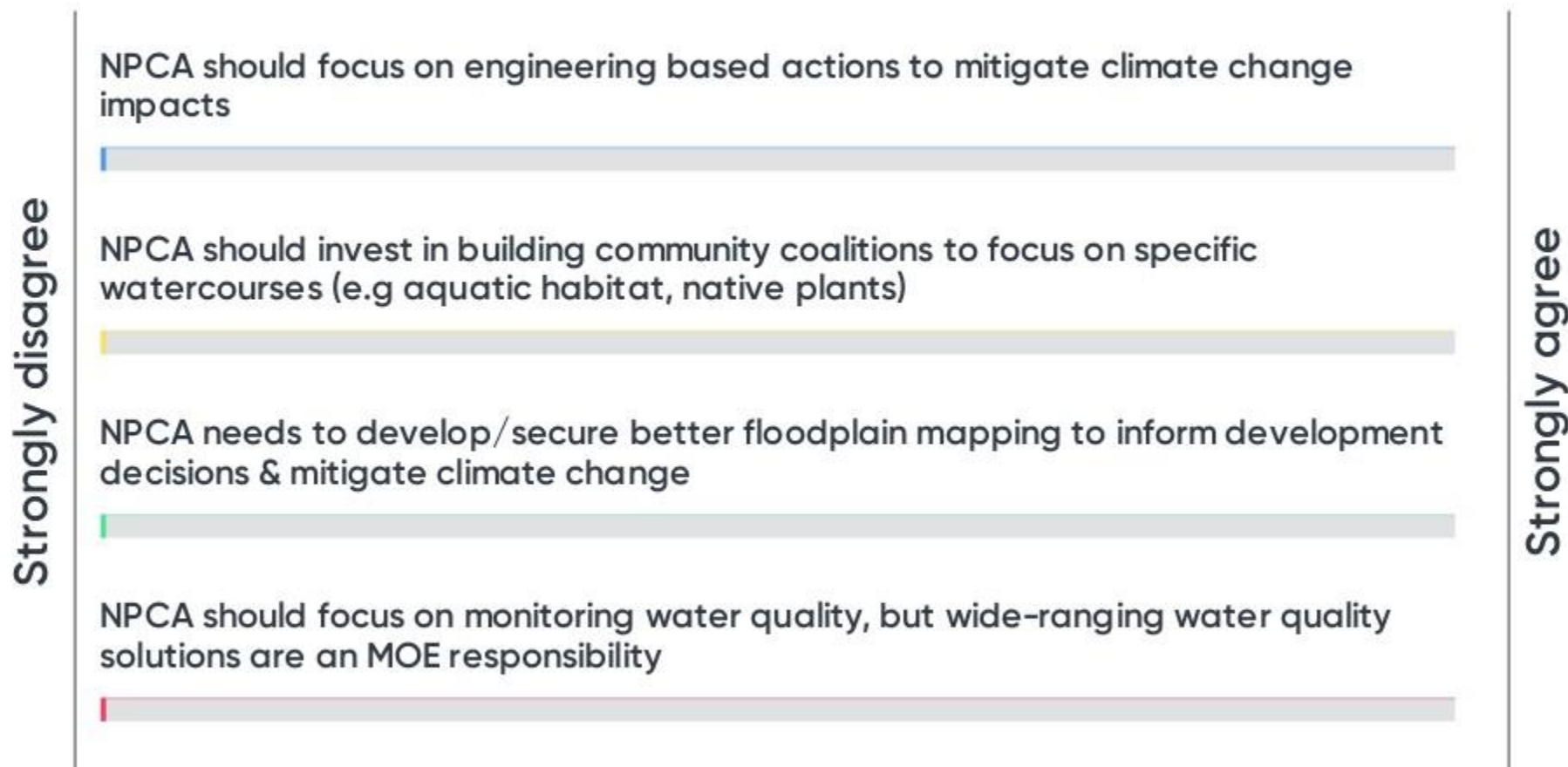
Stop taking so long talking. Do it now!

Difficult for public to SEE Conservation in the business activities versus the physical frontline work... 50% seems invisible



Internal Staff Session: The “What” Strategic Priorities

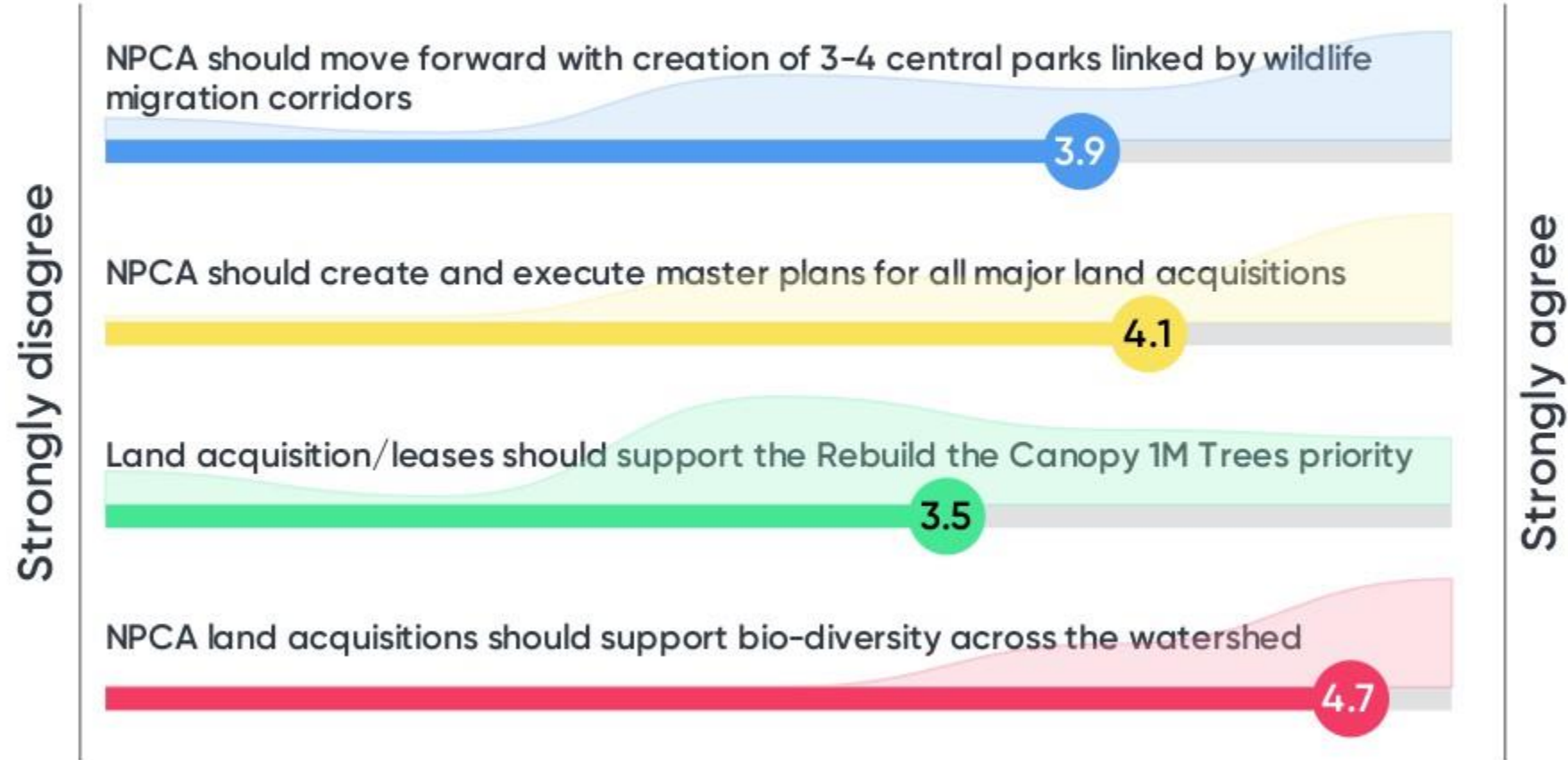
Priority Theme B –Towards Focused Watershed Resource Management Planning



Priority Theme C - Rebuilding the Canopy



Strategic Priority D – Forging Corridors & Creating Parks



Triaging Draft Strategic Priorities - Which Is Your #1 Priority?



Please share your advice for the Board on selecting & ranking potential Strategic Priorities

Do what is best for the community.
Not your own political ambitions.

Experts Longterm Sustainable

Our first priority should be in watershed management and everything else will fall under it (even our mandate).

Consult staff first, then set priorities.
Experts are necessary.

Watershed planning and management is the starting point of achieving our initiatives and following our mandate.

Engage, and utilize the experts in the organization during planning processes to see issues through another (not Board) lens

Carefully consider the valuable input from all staff

More work needs to be done to improve our conservation areas.

Ensure all priorities are clearly communicated to the stakeholders.

Please share your advice for the Board on selecting & ranking potential Strategic Priorities

Consider the work that is currently being done, expertise of staff & needs of our flagship properties inc staff supports & infrastructure.

Do watershed planning to determine where to plant trees, how to improve water quality, determine priority restoration areas, etc

NPCa should lead improving watershed water quality (not just monitoring) with actions such as best management practices & restoration.

Rely on subject matter experts. We can achieve our mandate if we are allowed collaboration with agencies with similar goals

1st priority to satisfy/improve what we are mandated to do effectively. 2nd to consider other enhancements

Put aside political ambitions. Keep focus on conservation issues

Watershed management is da way. You do not know the way.

NPCA Board should consult with staff for expertise and as linkage to on-the-ground realities/priorities.

Use new science monitoring (forest/wetland health, not just water quality) to support planning/regs and provide new data for watershed plans

Please share your advice for the Board on selecting & ranking potential Strategic Priorities

Implement modeling and new science methods to properly mitigate impacts to wetlands and other hazard lands

Hi mom

Focus in what will improve the watershed ecologically. Listen to staff. Our reputation will improve with good work.

Hello, son.

Balance the needs of the watershed with the needs of the community.

More focus on perfecting programs and services we already do before creating new ones

I love npca

Ecosystem and biodiversity based programs, not just trees and plants

Watershed Resource Man should be a key part of the STRAT PLAN. It needs to include flood 4casting, wq monitoring, water plans restoration.

Please share your advice for the Board on selecting & ranking potential Strategic Priorities

If you always do, what you've always done, then you'll always be what you always were.

Continue to participate in the RAP. :)

complex problems require complex solutions. Tree planting alone isn't enough.

It's time we all come together as a team.

Economic Development should not be an NPCA priority

Invest in staff. Go Bruins!

Overall Conclusions/Insights

The “What” Strategic Priorities

- Reasonably clear public direction to proceed with the 4 “What” Strategic Priorities
- The “How” priorities garner little public interest...they can be woven into the implementation of the Strategic Plan & need not be highlighted along-side the “What” Strategic Priorities

The “How” Strategic Priorities

- The “How” priorities garner little public interest...they can be woven into the implementation of the Strategic Plan & need not be highlighted along-side the “What” Strategic Priorities

NPCA Staff Role Going Forward

- NPCA staff are super keen to give the Board exactly what the Board has been asking for:
 - Expert/technically appropriate execution of services/programs that align with the 4 “What” Strategic Priorities
 - Staff want to drive the “how” work initiatives that will achieve the Board’s “What” Strategic Priorities
 - Staff want to be consulted & provide expert advice when it comes to implementation...they want to align with the Board by being listened to

Report To: Strategic Planning Committee

Subject: Mandate Statement

Date: May 23, 2018

RECOMMENDATION:

That the Strategic Planning Committee recommend to the NPCA Full Authority Board:

1. That the Memorandum respecting the NPCA Mandate Statement **BE RECEIVED**;
2. That Resolution FA-90-18 of the March 26th, 2018 Full Authority Board Meeting minutes **BE AMENDED** to reflect the following:

As prescribed by the Conservation Authorities Act; to establish and undertake programs and services, on a watershed basis, to further the conservation, restoration, development, and management of natural resources; and

As prescribed by Provincial Regulations; to protect people and property by regulating, and risk-mitigating development through reviewing and commenting on applications, issuing permits, and ensuring policy compliance within the appropriate legislative and regulatory framework.

PURPOSE:

The purpose of this Staff Memo is to suggest a revision to the Mandate Statement amendment discussed in Resolution FA-90-18 at the March 26th, 2018 Full Authority Board Meeting.

BACKGROUND:

At the March 26th, 2018 Full Authority Board Meeting, under Section 6 - Business for Consideration, subsection 6.1, "NPCA 2018-2021 Strategic Plan", Members discussed the NPCA Mandate and Mission Statements. Resolution FA-90-18, moved by Board Member Timms and Seconded by Board Member Baty states:

That the Mandate **BE AMENDED**, pending staff qualification, as follows:

"As prescribed by the Conservation Authorities Act; to establish and undertake on a programs and services on a watershed basis, to further the conservation, restoration, development and management of natural resources.

And: Slope protection, shoreline erosion and floodplain management"

STAFF RECOMMENDATION:

“As prescribed by the Conservation Authorities Act; to establish and undertake programs and services, on a watershed basis, to further the conservation, restoration, development, and management of natural resources; and

As prescribed by Provincial Regulations; to protect people and property by regulating, and risk-mitigating development through reviewing and commenting on applications, issuing permits, and ensuring policy compliance within the legislative and regulatory framework.”

DISCUSSION:

The Mandate Statement is an organizational and operational “umbrella” statement that needs to relate to and encompass the direction of the entire organization. Specific goals and actionable items are usually addressed and outlined in the body of the Strategic Plan document.

With specific reference to the amended addition of “Slope Protection, Shoreline Erosion, and Floodplain Management” in Resolution FA-90-18, staff have concerns that are outlined below:

- 1.) Slope Protection is not mentioned in the Act;
- 2.) Shoreline Erosion is not mentioned in the Act, however “Shoreline” is mentioned once in Section 28 (5);
- 3.) Floodplain Management is not mentioned in the Act, however “flood” or “flooding” is identified ten (10) times in various contexts in the Act
- 4.) Slope Protection, Shoreline Erosion, and Floodplain Management reference only one side of the organization, specifically Section 28 of the Act and Ontario Regulation 155/06, the “Watershed Management” side. It doesn’t reference section 29 and Ontario Regulation 123/90, the other side of the organization, namely “Operations and Land Management”.
- 5.) With respect to the “Watershed Management” side of the organization, the direction and goal is to protect people and property by regulating development through applications, permits, and compliance. We regulate development to protect slopes, slow and mitigate erosion, and manage floodplain activities as well as to protect other natural features not listed in the amended Mandate Statement. We are also concerned with other natural features such as hazardous lands, wetlands, fish and wildlife habitat, etc.
- 6.) The NPCA does not have programs and funding to go out and specifically protect slopes, protect shorelines from erosion, and fully manage all floodplains within the Niagara Watershed. These would have to be specific program plans with significant funds attached to each. It would include a large team of Restoration, Biology/ Ecology, Engineers, and Compliance experts. We don’t have those programs or staff.

- 7.) Floodplain mapping is not a core mandate function. It is a tool (the information) to help us mitigate risk when we comment on development plans, applications and permits. Often, we do not have the information and so if we perceive there to be a flooding risk associated with an application, we have the proponent go out and pay for and do the study for us. This happens all the time. If we have the data already, because we've done it on our own due to perceived future development pressures in a municipality or for another reason, then we use it and give it out freely to the proponent.
- 8.) The Ministry of Natural Resources and Forestry (MNRF) Policy Group has stated, after the Royal Assent of Bill 139, that they have a three (3) to four (4) year work plan to make specific updates to the Act and Regulations which includes giving clarity and definition around the role and mandate of Conservation Authorities and to update and add definitions to the Act and regulations. To define these items ahead of MNRF would potentially open the NPCA up to scrutiny.

Due to the discussion points listed above, staff is recommending a new amendment to replace the previous one and to wait on any further discussion or change to the Mandate Statement until after MNRF has updated the Act and Regulations in the coming years. These items can then be refined and revised under the next Strategic Plan.

Staff recommend removing the "And: Slope Protection, Shoreline Erosion, and Floodplain Management" and replacing it with **"As prescribed by Provincial Regulations; to protect people and property by regulating, and risk-mitigating development through reviewing and commenting on applications, issuing permits, and ensuring policy compliance within the legislative and regulatory framework"**.

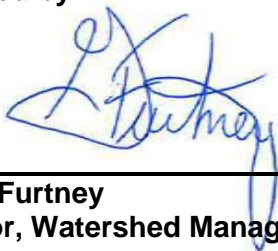
FINANCIAL IMPLICATIONS:

None.

RELATED REPORTS AND APPENDICES:

None.

Prepared by:



Gregg Furtney
Director, Watershed Management (Acting)



NPCA Areas of Strategic Focus + Supporting Action Items

Area of Strategic Focus #1

Evidence-Based Watershed Resource Management

1. Develop a detailed long-term Water Resource Management Plan with clear, goals, objectives, resources, measures and timelines
 - Build community coalitions on specific watercourses with NPCA as organizing lead and coordinator— focus on water quality solutions
 - Clarify mandated climate change role & address climate change via established/expanded NPCA programs and services
 - Ensure comprehensive floodplain mapping to inform decisions re. development permitting & climate change mitigation
 - Monitor water quality (i.e. well designed testing regime) & work collaboratively to solve problems with legislated water quality enforcement agencies (e.g. MOE)
 - Focus on executing NPCA's Source Water protection responsibilities

Area of Strategic Focus #2

Rebuild the Canopy - Plant 1 Million Trees & 3 Million Plants

1. NPCA to secure capital project funding commitment as it builds/coordinates a broad coalition of conservation stakeholders/businesses & volunteers
 - NPCA to lead and coordinate creation & resourcing of a Trees Co-op
2. Develop & execute a “Rebuild the Canopy” business plan with Trees Co-op partners & community coalition
 - Business plan to cover next two terms of NPCA Board & the 3 watershed municipal councils (8 years in total)
 - Address project governance, staff & volunteer resourcing, funding sources, and roles of key actors/stakeholders
 - Develop progress targets/scoreboard to be imbedded in a business plan
3. Leverage NPCA staff & coalition partners’ technical & scientific expertise in designing the planting program & achieving the progress targets

Area of Strategic Focus #3

Forging Corridors & Creating Parks - 100-year Land Plan for the Watershed

1. Design a network of 3-4 Central Parks connecting across the watershed
 - Wildlife migration corridors
 - Habitat protection/restoration/enhancement
2. Execute ongoing strategic land acquisition using the appropriate/approved NPCA criteria
3. Create end-of-life plans for quarries
4. Produce and implement Master Plans for each acquired land parcel (major parcels)
5. Strengthen partnerships with education institutions re: data mining, volunteers, GIS mapping
6. Connect with/support “Rebuild the Canopy” 1-million Trees business plan
 - E.g. Lease lands for trees planting as directed by Trees Co-op business plan

Area of Strategic Focus #4

Sustainable Asset Management & Meeting Public Demand for Park Services

1. Execute and implement Master Plan mandated park improvements as per 10-year capital budget
2. Expand # campsites in existing NPCA park facilities
 - Meet NPCA waiting list that documents “excess demand”
 - Target 100 new spaces – 50 @ Chippawa Creek CA & 50 @ Long Beach CA
 - Develop timeframe target for each phased bundle of new camp sites
3. Deliver required lifecycle-driven maintenance/capital re-investments for existing NPCA parks/facilities/camp sites
 - Design & execute financial strategy to leverage existing debt financing capacity & reduce current life-cycle funding deficit

**NPCA Critical Path for Implementing
Strategic Plan:
Planning + Implementation Activities**

	2018				2019				2020				2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Area of Strategic Focus #1 - Evidence-Based Watershed Resource Management																
Area of Strategic Focus #2 - Re-build the Canopy																
Forging Corridors & Creating Parks - 100 Year Land Plan for the Watershed																
Sustainable Asset Management & Meeting Public Demand for Park Services																

 Planning/Budget Activities

 Execution Activities



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
WATERSHED FLOODPLAIN COMMITTEE
MEETING MINUTES**

Thursday, April 26, 2018
6:30 p.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT:

S. Annunziata (Chair)
J. Kaspersetz (Vice-Chair)
B. Baty
S. Beattie
D. Joyner
B. Konc (representing Board Member Jeffs)
J. Kaspersetz
L. Aarts
L. Johnson
G. Robins
C. Freure
J. MacLellan
B. Timms

NON-VOTING MEMBERS:

B. Lepard
D. Smith

MEMBERS ABSENT:

A. Jeffs
T. Quirk

STAFF PRESENT:

M. Brickell, Chief Administrative Officer/Secretary-Treasurer
G. Furtney, Acting Director, Watershed Management
D. Deluce, Manager Planning Review & Regulations
S. Miller, Manager Water Resources & Restoration
D. Mackenzie, Supervisor, Construction Permits & Compliance
G. Shaule, Recording Secretary, Administrative Assistant

The Committee Chair called the meeting to order at 6:35 pm

1. WELCOME AND INTRODUCTIONS

The Committee Chair welcomed all to the meeting.

2. OVERVIEW / MEETING PURPOSE

G. Furtney, Acting Director Watershed Management, outlined for Committee Members the process to date respecting the Policy Document, including the extensive public and professional consultation. Highlights were, in part, as follows:

- Public Open Houses
- Professional Working Groups (Planners from various municipalities in the Region, Niagara Regional Planners, staff from MNRF, staff from the Niagara Escarpment Commission, etc.)
- Meetings with Board Members/Updates to the Board
- Design website
- 2 extensions to the public consultation period

3. PRESENTATIONS

3.1 NPCA Policy Document Review

3.1.1 Patrick Kennedy, Partner, Dillon Consulting Limited, provided committee members with a presentation respecting NPCA Policy Document Review. Topics of the presentation included:

- Purpose
- Current Policy Document
- Ontario's Floodplain Policy Framework
- Feedback
- Next Steps

Resolution No WCF-01-18

Moved by Board Member J. Kaspersetz

Seconded by Board Member S. Beattie

That the presentation respecting NPCA Policy Document Review **BE RECEIVED** for information.

CARRIED

4. DISCUSSION AND FEEDBACK

Committee members discussed the details provided in the presentation respecting NPCA Policy Document Review details of the discussion were, in part, as follows:

- policy provides NPCA staff with general guidance for development; New policy restrictions are less stringent; Allowing more flexibility for development
- allow one study for numerous land owners, and where applicable re-use data
- development of a second floor should not have restrictions
- some disagreement with building restrictions and cut and fill restrictions
- Cut and fill on one single property demonstrates no adverse impact to Flood line
- Implement a Committee of Adjustment for appeals for minor variance, comprised of citizens

Staff Direction(s)

1. Circulate the Floodplain policy to Ministry of Environment (MOE) and Ministry of Natural Resources and Forestry (MNRF) to obtain comments from them regarding the placement of septic systems in a floodplain.

5. NEXT STEPS

Resolution No. WCF-02-18

Moved by Board Member D. Joyner

Seconded by Board Member J. Maloney

1. That the Watershed Floodplain Committee reconvene the third week of June for the purposes of reviewing the revised policy; and
2. That comments respecting the revised policy **BE CIRCULATED** in advance.

CARRIED

6. NEW BUSINESS

There were no new business items.

7. ADJOURNMENT

There being no further business, the Watershed Floodplain Committee meeting adjourned at 9:06 p.m. with the following resolution;

Resolution No. WCF-03-18

Moved by Board Member J. Kaspersetz

Seconded by Board Member B. Baty

That the Watershed Floodplain Committee Meeting **BE NOW ADJOURNED**.

CARRIED

Sandy Annunziata
Committee Chair,
Niagara Peninsula Conservation Authority

Gina Shaule
Recording Secretary,
Administrative Assistant

**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
ADVISORY COMMITTEE
MEETING MINUTES**

Wednesday, March 28 2018
5:30 P.M.
Ball's Falls
Centre for Conservation – Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT: S. Annunziata (Co-Chair, NPCA Ad. Committee)
J. Ariens
D. Dick
M. Edwards
A. Kirkby
H. Korosis
D. Pont
S. Stea
J. Whyte

MEMBERS ABSENT: J. Jordan
Y. Hopkins

STAFF PRESENT: M. Reles, Manager - Communications
K. Caputo, Communications Specialist
K. Royer, Community Outreach & Volunteer Coordinator

S. Annunziata called the meeting to order at 5:40PM

1. ROLL CALL

- 1.1 S. Annunziata welcomed all in the meeting, including new members:
Samantha Stea representing User/volunteers
Austin Kirkby representing Agriculture
Dennis Dick representing Conservation
John Ariens representing Urban/rural planning

Yvonne Hopkins representing the Public-at-Large (with regrets)

S. Annunziata asked that everyone around the table introduce themselves and identify the sector that they represent.

2. ADMINISTRATIVE BUSINESS

2.1 Approval of Draft Minutes

2.1.1 NPCA Advisory Committee Minutes – November 30, 2017

Moved by J. Whyte
Seconded by H. Korosis

That the NPCA Advisory Committee minutes of the meeting held on November 30, 2017 **BE APPROVED** as presented.

CARRIED

3. PRESENTATIONS (and/or Delegations)

3.1 Presentations

3.1.1 K. Caputo, Communications Specialist with the Niagara Peninsula Conservation Authority and M. Reles, Manager – Communications did a presentation called “NPCA Advisory Committee – What is your role?”

- What is your role on the NPCA Advisory Committee?
- What is NPCA?
- Membership highlights
- Getting to know the organization – organizational chart of the NPCA

She asked members “How can people reach you?” – are members comfortable having their photo/bio/contact information on the NPCA website. She asked that members submit their preferences to K. Royer (kroyer@npca.ca)

D. Pont asked a question about jurisdiction of Jordan Harbour. M. Reles agreed that harbours can be complicated, and most of the time it depends on what the issues is to determine who has jurisdiction (e.g. if the issue is about fish it would be Department of Fisheries and Oceans). S. Annunziata said we will get the information for D. Pont. H. Korosis asked about the process for meeting minute dissemination. K. Royer explained that the Committee members will have 2 weeks to review draft meeting minutes (sent by email after the meeting) and the Board will receive the “Draft NPCA Advisory Committee Minutes” at their next meeting. H. Korosis asked what the best way to share the information with their respective sectors is. K. Royer said that she will send a follow-up email after everyone has had a chance to review allowing members to share the draft minutes. J. Ariens asked whether he was responsible for sharing information with both private and public sector planners. S. Annunziata said it's most important to focus on the private sector planners as there is already a working relationship between the NPCA and public sector planners.

M. Reles explained that the NPCA Board has one employee – the Chief Administrative Officer (CAO), Mark Brickell, all other staff fall under the CAO. He further pointed out that the NPCA Board of Directors (BoD) does not have the approval authority on a case by case basis, approval lies with municipality. On the permitting side we are the approval body for certain types of work. CAO signs off on permits, not the BoD. J. Ariens asked if the appeal process is through the BoD,

M. Reles noted that it is, thought it doesn't happen very often, staff try to bring people into compliance rather than just deny applications.

K. Caputo noted that they are currently working on a communications piece with the top 10 things that the NPCA is asked that is not the responsibility of the NPCA. This will empower people to all the right person.

M. Reles continued to discuss NPCA programs including our Conservation Areas. S. Annunziata noted that the NPCA wants its revenue generating properties (Binbrook, Ball's Falls, etc.) to continue being self-sufficient and not being a burden on taxpayers as was the case in the past. M. Reles also discussed the NPCA's recent Watershed Report Card and S. Annunziata noted that our watershed is typical of other Conservation Authorities. He believes there is a misconception that the the NPCA is responsible for water quality, but everyone has a role to play. NPCA tests the water and puts out the report cards, there are legacy issues in Niagara that impact our water quality. We want to ensure that we are continually getting better and not any worse.

M. Edwards commented that the NPCA can't manage forests on other people's properties, he doesn't understand why the public is complaining about people cutting trees on their own property. S. Annunziata explained that the NPCA enforces the Niagara Region's tree conservation by-law on their behalf. M. Edwards argued that we shouldn't have to give landowners to cut trees on their own property. There was a discussion around a specific property in the NPCA jurisdiction where the owners obtained a permit from the NPCA. A. Kirkby noted that the bylaw enforcement staff at the NPCA dealt with the project very fairly.

A. Kirkby noted that she is frustrated by the NPCA Watershed Report Card as it gives Niagara-on-the-Lake and "F" grade for forest cover and doesn't recognize or acknowledge the different types of landuse (e.g. agriculture and specialty crops where it is detrimental to have tree cover). They need to recognize the unique needs of crops. D. Dick noted that Niagara is using the metric from the province, it's always been that way, but he agreed with A. Kirkby that it is unfair to crop.

S. Annunziata agreed that there are unique needs and that the report card is a provincial template that doesn't take into account the various landuses in our watershed. M. Edwards argued that the Niagara Landowners Association don't want NPCA on their properties and that the NPCA should stay off farmer's properties. S. Annunziata noted that the NPCA does what it is mandated to do by the province through the Conservation Authorities Act. M. Edwards said "I'm going to hang this guy" (pointing at S. Annunziata) and that the staff at the NPCA have "never done an honest days work, and they are living off tax dollars". S. Annunziata asked M. Edwards to be respectful around the table and that the NPCA staff work very hard. M. Edwards further commented that if anyone finds any species at risk on their property they should go dump them on S. Annunziata's lawn in Fort Erie, that's where everyone should dump their garbage - in Fort Erie.

A conversation around fish habitat and tree cutting in Niagara-on-the-Lake continued.

3.1.2 K. Caputo, Communications Specialist with the Niagara Peninsula Conservation Authority and M. Reles, Manager – Communications did a presentation called "NPCA Strategic Plan 2018-2021"

- Starting on public consultation part of the process
- Asking the public how they want to be consulted
- NPCA team put together a broad range of tools to involve people in different ways (on-line/paper surveys, town halls, submission, etc.)
- The role of NPCA Advisory Committee members will be to be a conduit to the groups we want to engage

S. Annunziata noted that we went through a different process for the 2014-2017 Strategic Plan where we hosted stakeholder sessions, this time we have the opportunity to reach a hundred thousand people – this is your watershed, how do you envision it moving forward? K. Caputo asked the group how we can support them and what materials we can provide to their respective sectors. J. Ariens noted that it will be difficult to strike a balance because there is a plethora of layers involved, public interest, private land rights, government legislation/policies, etc. S. Annunziata agreed with J. Ariens and noted that the NPCA has to do a better job explaining what we do and what we don't do. J. Ariens asked what the NPCA is looking for in terms of reporting from Advisory Committee members. K. Caputo noted that if member can let us know who they have reached out to that would be really helpful. A. Kirkby asked for clarification on exactly what should be communicated to the sectors. K. Caputo noted that the NPCA will provide documents to share with your sector partners, we need members to tell us how they want to be engaged and what they think the preferred method of engagement will be for their sector.

3.2 Delegations

3.2.1 None.

4. OTHER BUSINESS

4.1 S. Annunziata asked if there were any items under new business?

4.1.1

H. Korosis asked if the minutes from the NPCA Board are public then perhaps they can be circulated to the NPCA Advisory Committee members with their agenda package. He noted that this would allow members to be more constructive in their feedback/comments by raising specific issues about that the NPCA is/isn't doing. If you want to push back you have to discuss specifics, not just make blanket statements about not wanting NPCA on your property. K. Royer agreed that this was a good idea and will send NPCA BoD minutes with next agenda package.

4.1.2

M. Edwards brought up an article in the "Voice" paper "OPP confirms no wrongdoing at the NPCA". He commented that this was a stupid thing to do – spending taxpayer's dollars on this article. S. Annunziata noted that we can't always rely on the media to tell our story and that is why we have a great communications team. M. Edwards also noted that an NPCA Board member attended at meeting about Richardson's Creek and he wasn't sure why the NPCA Board member was there because the meeting had nothing to do with NPCA. S. Annunziata noted that many NPCA Board members are councillors or mayors so

they often attend meetings in that capacity, not in their role as NPCA Board Members.

4.1.3

D. Pont asked if the NPCA watershed has been expanded under the new Greenbelt legislation. J. Whyte noted that it doesn't appear to be. M. Reles added that the Greenbelt Plan has been status quo in Niagara, there were some applications to be removed from the Greenbelt but they were denied. J. Ariens commented that the original Greenbelt Plan was a complete surprise and that it froze urban boundaries at the time. D. Pont noted that with the expected increase in people moving to Niagara over the next 20 years, how is this going to affect our watershed? How are we protecting our watershed? J. Whyte commented that every development proposal goes through a very rigorous approval process, including stormwater management, environmental assessments, environmental impact studies, etc. He believes there are enough checks and balances in the process to ensure that the watershed is safely protected from development.

4.1.4

A. Kirkby asked for an update on the Living Landscape document – she noted that the document did not contain flexible policies and asked if it would be coming back to the public for comment? D. Dick asked if it would respect the Greenbelt policies. S. Annunizated said that as long as the comments are captured they will be reflected. We have to respect the uniqueness of different landscapes. M. Reles said there should be a draft document in May, and it will come out for review.

5. ADJOURNMENT

There being no further business, the NPCA Advisory Committee meeting adjourned at 7:38PM.

Moved by J. Whyte
Seconded by D. Dick

That the NPCA Advisory Committee Meeting **BE NOW ADJOURNED.**

CARRIED



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

Monday, March 26, 2018
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 (at 11:30 a.m.)
S. Beattie
F. Campion (left at 10:00 a.m.)
D. DiFruscio
J. Diodati (at 10:00 a.m.)
A. Jeffs
D. Joyner (at 10:00 a.m.)
J. Kaspersetz (Vice-Chair)
P. MacPherson
J. Maloney
T. Quirk
R. Shirton (at 10:15 a.m.)
B. Timms

MEMBERS ABSENT:

P. Darté

STAFF PRESENT:

M. Brickell, Chief Administrative Officer/Secretary-Treasurer
D. Barrick, Senior Director, Corporate Resources
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*

The Board Chair called the meeting to order at 9:51 a.m. and welcomed those Board, staff and community members present.

1. ADOPTION OF AGENDA

1.1 Addition of Items

Upon a request to add a correspondence item respecting Litigation to the agenda and the Board Chair ruling that item out of order, the following resolution was considered.

Resolution No. FA-74-18

Moved by Board Member Campion

Seconded by Board Member Beattie

That the ruling of the Chair **BE OVERTURNED**.

CARRIED

Resolution No. FA-75-18

Moved by Board Member Campion

Seconded by Board Member Beattie

That the Agenda ***BE AMENDED to add a correspondence item respecting litigation to be dealt with immediately following Agenda Item 4.3.1.***

CARRIED

1.2 Change in Order of Items

There were no changes in order of items on the agenda.

1.3 Approve Agenda

Resolution No. FA-76-18

Moved by Board Member Kaspersetz

Seconded by Board Member MacPherson

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

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

3. PRESENTATIONS (and/or Delegations)

3.1 Presentations

3.1.1 Living Landscape Policy

Dillon Consulting Limited

Patrick Kennedy, Partner, Dillon Consulting Limited, provided Board Members with information respecting the Living Landscape Policy. Topics of the delegation included:

- Status Update on the Policy Document Project
 - Function of the policy document

- Process
- Consultation and engagement
- Feedback
- Key comments
- Final steps

3.2 Delegations

3.2.1 Fill Permits and Building in the Floodplain

Ken DePodesta, P.Eng., Principal, KD² Consulting

Mr. DePodesta provided Board Members with information respecting Fill Permits and Building in the Floodplain. Topics of the delegation included:

- What is a regulatory floodline-floodplain?
- Ontario Regulation 155/06 (May 4 2006 NPCA: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses).
- Current Regulations/Conservation Authorities application of the regulations

4. ADMINISTRATIVE BUSINESS

4.1 Approval of Draft Minutes

4.1.1 Full Authority Board Minutes – February 28, 2018

Resolution No. FA-77-18

Moved by Board Member Shirton

Seconded by Board Member Kaspersetz

That the Full Authority Board minutes of the meeting held on February 28, 2018 **BE APPROVED** as presented.

CARRIED

4.2 Business Arising from Minutes

There was no business arising from the minutes.

4.3 Correspondence

4.3.1 Withdrawal of Request for Endorsement Ramsar Designation for Niagara River -

Resolution No. FA-78-18

Moved by Board Member Quirk

Seconded by Board Member Jeffs

That the letter, dated March 20, 2018, from the Niagara River Ramsar Site Steering Committee, respecting Withdrawal of Request for Endorsement, Ramsar Designation for Niagara River **BE CONSIDERED** with information Report 32-18 (Agenda Item 5.1) respecting Designation of the Niagara River as a RAMSAR Site.

CARRIED

4.3.2 Litigation

Resolution No. FA-79-18

Moved by Board Member Quirk

Seconded by Board Member Kaspersetz

That the letter, dated March 23, 2018, from the City of Welland, respecting Litigation **BE RECEIVED**; and

That staff **BE DIRECTED** to provide an in-camera update on Litigation and Enforcement at the next meeting of the NPCA Full Authority.

CARRIED

4.4 Chairman's Remarks

- Chairman Annunziata spoke briefly to Board Member Campion's concerns and assured Board Members that requests of this nature are always vetted to ensure that they are in line with NPCA processes and policies.

4.5 Chief Administrative Officer Comments

Mr. Brickell's comments were as follows:

- Welcome to Mr. Eric Gervais, Procurement Specialist to the NPCA team. He stated that Mr. Gervais comes to us from Brock University with great qualifications and that he was already filling key gaps.
- Thank you to the Town of Lincoln for allowing a presentation of the NPCA 8 Initiatives; a warm reception, productive conversation, partnership and collaboration opportunities discussions.
- Reminder of the Hawk Watch on Friday, March 30th from 10:00 a.m. to 3:00 p.m. with a ribbon cutting to open the new platforms at approximately 12 noon.
- Explanation provided respecting the Provincial changes in the methodology on how the Sunshine List is generated.
- Thank you to the Treetop Trekking individuals for their work towards creating an agreement.
- Welcome to Friends of Fort Erie Creeks, who were present to answer any questions respecting Report No. 31-18. Great opportunity for collaboration due to the Trillium Grant.
- Thank you to NPCA staff for their work with Mr. Ken DePodesta, their due diligence in ensuring that a proper peer review was completed is a great example of how well staff work with the public.
- Announcement: Updates respecting litigation are always available upon request.

Upon a request and with Board Chair agreement Report No. 34-18 (Agenda Item 6.2.1) and Report No. 31-18 (Agenda Item 6.2.2) were considered at this time.

6. BUSINESS FOR CONSIDERATION

6.2 Reports

6.2.1 Treetop Trekking at Binbrook Conservation Area Report No. 34-18

Resolution No. FA-80-18

Moved by Board Member Quirk

Seconded by Board Member Beattie

1. That Report No. 34-18 respecting Treetop Trekking at Binbrook Conservation Area **BE RECEIVED**; and
2. That the Draft Lease Agreement with Treetop Trekking, for its operations at Binbrook Conservation Area, attached to Report No. 34-18 as Appendix 1 **BE APPROVED**.

CARRIED

6.2.2 Request from Friends of Fort Erie's Creeks Report No. 31-18

Resolution No. FA-81-18

Moved by Board Member Diodati

Seconded by Board Member Beattie

1. That Report No. 31-18 respecting a Request from Friends of Fort Erie's Creeks **BE RECEIVED**;
2. That the request from Friends of Fort Erie's Creeks (FOFEC) to construct a building at Stevensville Conservation Area **BE SUPPORTED IN PRINCIPLE** subject to securing all necessary permits and approvals; and
3. That staff **BE DIRECTED** to prepare a report to the NPCA Board of Directors, once all details have been confirmed, for final approval.

CARRIED

5. BUSINESS FOR INFORMATION

5.1 Designation of the Niagara River as a RAMSAR Site Report No. 32-18

Resolution No. FA-82-18

Moved by Board Member Kaspersetz

Seconded by Board Member Joyner

1. That Report 32-18 respecting Designation of the Niagara River as a RAMSAR Site and the correspondence item, being a letter, dated March 20, 2018, from the Niagara River Ramsar Site Steering Committee, respecting Withdrawal of Request for Endorsement, Ramsar Designation for Niagara River **BE RECEIVED** for information.

CARRIED

5.2 Financial and Reserve Report – Month Ending February 2018 Report No. 33-18

Resolution No. FA-83-18

Moved by Board Member Quirk

Seconded by Board Member MacPherson

1. That Report 33-18 respecting Financial and Reserve Report – Month Ending February 2018 **BE RECEIVED** for information.

CARRIED

5.3 NPCA Awareness Survey Secondary Study Report No. 38-18

Resolution No. FA-84-18

Moved by Board Member Baty

Seconded by Board Member Timms

1. That Report 38-18 respecting NPCA Awareness Survey Secondary Study **BE RECEIVED** for information.

CARRIED

6. BUSINESS FOR CONSIDERATION

6.1 Standing Committee Reports

Upon a request Report No. 37-18 (Agenda Item 6.1.4) would be dealt with immediately following NPCA 2018-2021 Strategic Plan presentations (Agenda Item 6.1.1.).

6.1.1 Presentations

6.1.1.1 NPCA 2018-2021 Strategic Plan

Todd MacDonald, Performance Concepts Consulting, provided Board Members with information respecting the following:

6.1.1.1 NPCA 2018-2021 Strategic Plan

1. Primer & Strategic Themes
2. Mandate & Mission Statements
3. Have Your Say: Strategic Plan Consultation

Resolution No. FA-85-18

Moved by Board Member Quirk

Seconded by Board Member Kaspersetz

1. That the Primer & Strategic Themes, Mandate & Mission Statements, Have Your Say: Strategic Plan Consultation **BE ENDORSED** as presented.

Board Members requested that each of the three NPCA 2018-2021 Strategic Plan presentations (Agenda Items 6.1.1.1) be dealt with separately.

Resolution No. FA-86-18

Moved by Board Member Beattie

Seconded by Board Member Kaspersetz

That slide seven (7) of the Primer & Strategic Themes presentation **BE AMENDED to read:**

NPCA Must Triage & Group Its Strategic Priorities into Workable/Smaller “Bundles” to Ensure Successful Execution.

CARRIED

Resolution No. FA-87-18

Moved by Board Member Quirk

Seconded by Board Member Diodati

1. That the Primer & Strategic Themes **BE ENDORSED as amended.**

CARRIED

Resolution No. FA-88-18

Moved by Board Member Baty

Seconded by Board Member MacPherson

1. That the Mandate & Mission Statements **BE ENDORSED** as presented.

Resolution No. FA-89-18

Moved by Board Member Baty

Seconded by Board Member Timms

That the Mandate & Mission Statements **BE AMENDED as follows:**

As prescribed by the Conservation Authorities Act; to establish and undertake **programs and services on a watershed basis**, to further the conservation, restoration, development and management of natural resources.

CARRIED

Resolution No. FA-90-18

Moved by Board Member Timms

Seconded by Board Member Baty

That the Mandate **BE AMENDED, pending staff qualification, as follows:**

As prescribed by the Conservation Authorities Act; to establish and undertake **programs and services on a watershed basis**, to further the conservation, restoration, development and management of natural resources.

and: Slope protection, shoreline erosion and floodplain management.

CARRIED

Resolution No. FA-91-18

Moved by Board Member Quirk

Seconded by Board Member Diodati

1. That the Mandate & Mission Statements **BE ENDORSED as amended.**

CARRIED

Resolution No. FA-92-18

Moved by Board Member Quirk

Seconded by Board Member Diodati

1. That the Have Your Say: Strategic Plan Consultation **BE ENDORSED** as presented.

CARRIED

6.1.4 Strategic Planning – Public Consultation
Report No. 37-18

Resolution No. FA-93-18

Moved by Board Member Quirk

Seconded by Board Member Kaspersetz

1. That Report No. 37-18 respecting the Strategic Planning Public Consultation **BE RECEIVED**;
2. That the purchase of Bang the Table software **BE APPROVED** as the NPCA online engagement tool platform; and.
3. That the following costs associated with the purchase of Bang the Table software, **BE FUNDED** from the General Operating Reserve:

Annual Software and Support Fees (1-year agreement)	\$19,995
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CARRIED

6.1.2 Strategic Planning Committee – March 9, 2018

Resolution No. FA-94-18

Moved by Board Member Baty

Seconded by Board Member MacPherson

1. That the Strategic Planning Committee minutes of the meeting held on March 9, 2018 **BE RECEIVED** for information.

CARRIED

6.1.3 Strategic Planning Committee – March 19, 2018

Resolution No. FA-95-18

Moved by Board Member Quirk

Seconded by Board Member Baty

1. That the Strategic Planning Committee minutes of the meeting held on March 19, 2018 **BE RECEIVED** for information.

CARRIED

6.2.3 Proposed Niagara River Ramsar Designation
Report No. FA-77-15

Resolution No. FA-96-18

Moved by Board Member Quirk

Seconded by Board Member Joyner

That Report FA-77-15 respecting the Proposed Niagara River Ramsar Designation **BE RECEIVED** for information.

CARRIED

6.2.4 Lake Access Agreement Renewal –
Catholic Youth Organization (Camp Marydale) at Binbrook CA
Report No. 35-18

Resolution No. FA-97-18

Moved by Board Member Beattie

Seconded by Board Member Maloney

1. That Report No. 35-18 respecting Lake Access Agreement Renewal - Catholic Youth Organization (Camp Marydale) at Binbrook Conservation Authority **BE RECEIVED**; and
2. That the NPCA Board **AUTHORIZE** staff to enter into an Access Agreement, attached to Report 35-18 as Appendix 1, with the Catholic Youth Organization (CYO) to utilize a dock on Lake Niapenco within the Binbrook Conservation Area.

CARRIED

6.2.5 Watershed Floodplain Committee –
DRAFT Terms of Reference and Selection Process
Report No. 36-18

Resolution No. FA-98-18

Moved by Board Member Joyner

Seconded by Board Member Quirk

1. That Report No. 36-18 respecting the NPCA Watershed Floodplain Committee – DRAFT Terms of Reference **BE RECEIVED**;
2. That the NPCA Watershed Floodplain Committee DRAFT Terms of Reference attached to Report No. 36-18 as Appendix 1 **BE APPROVED**;
3. That the NPCA Board immediately **PROCEED** to the selection process for the purposes of identifying board membership on the NPCA Watershed Floodplain Committee; and
4. That the following Board Members **BE APPOINTED** to the NPCA Watershed Floodplain Committee effective immediately:

Annunziata, Baty, Beattie, Jeffs, Joyner, Kaspersetz, Timms, Quirk

CARRIED

6.2.6 Meeting and Agenda Management Solution
UPDATED Report No. 23-18

Resolution No. FA-99-18

Moved by Board Member Quirk

Seconded by Board Member Joyner

1. That **UPDATED** Report No. 23-18 respecting the Meeting and Agenda Management Solution **BE RECEIVED**;

2. That eSCRIBE software solution Option 2, highlighted in Appendix 1 to **UPDATED** Report No. 23-18, **BE APPROVED** as the NPCA Meeting and Agenda management solution; and
3. That the following costs associated with Option 2, highlighted in Appendix 1 to **UPDATED** Report No. 23-18, **BE FUNDED** from the General Capital Reserve:

eSCRIBE Accessibility Bundle with YouTube Integration

Annual Software and Support Fees	\$18,500
Implementation and Training Fees	\$5,250
Total Year 1 Fees	\$23,750

Resolution No. FA-100-18
Moved by Board Member Baty
Seconded by Board Member Joyner

That **UPDATED** Report No. 23-18 respecting the Meeting and Agenda Management Solution **BE REFERRED** to the Budget Steering Committee for consideration.

CARRIED

7. BUSINESS – IN CAMERA

There were no Closed Session items.

8. NOTICE OF MOTION

8.1 City of Hamilton/ NPCA Board Representation

Board Member(s) Beattie and Kaspersetz advised that they would be bringing forward a motion to the next Board meeting respecting the City of Hamilton representation on the Niagara Peninsula Conservation Authority.

9. NEW BUSINESS

9.1 Conservation Authorities of Ontario

Conservation Ontario has advised that voting delegates must be appointed by their Conservation Authority (Board Resolution) as per the By-Laws of the Association of Conservation Authorities of Ontario. The voting delegate (Board Chair) and both (2) alternates (Board Vice-Chair and 1 Board Member) are then registered with Conservation Ontario annually.

Resolution No. FA-101-18
Moved by Board Member Joyner
Seconded by Board Member Quirk

That the following individuals **BE SELECTED** as the 2018 Conservation Authorities of Ontario voting delegate and alternates:

Sandy Annunziata, Voting Delegate
James Kaspersetz, 1st Alternate
Bruce Timms, 2nd Alternate

CARRIED

9.2 Agenda/ Meeting Management Solution

Board Member Diodati requested that staff provide an information report respecting additional agenda/meeting management solutions at the next Budget Steering Committee.

10. ADJOURNMENT

There being no further business, the Full Authority meeting adjourned at 1:05 p.m. with the following resolution;

Resolution No. FA-102-18
Moved by Board Member Joyner
Seconded by Board Member Diodati

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

CARRIED

Sandy Annunziata
Board Chair,
Niagara Peninsula Conservation Authority

Lisa McManus
Clerk,
Niagara Peninsula Conservation Authority

BUSINESS ARISING FROM THE MARCH 26, 2018 FULL AUTHORITY BOARD MINUTES:

WHEREAS the City of Hamilton Niagara Peninsula Conservation Authority levy more than doubled in 2015;

WHEREAS the City of Hamilton total levy was \$521,562 in 2014 and the total levy is estimated to exceed \$1,406,095 in 2018; and

WHEREAS the City of Hamilton, at present, has two members on the Niagara Peninsula Conservation Authority Board.

THEREFORE BE IT RESOLVED:

That an additional two (2) Niagara Peninsula Conservation Authority Board (NPCA) Members (for a total of four) representing the City of Hamilton **BE APPROVED**; and

That the additional two (2) NPCA Board Members representing the City of Hamilton **BE EFFECTIVE** at the first meeting of the NPCA Full Authority meeting to be held in January 2019.

Report To: Board of Directors

Subject: Niagara Region Tree and Forest Conservation By-law Q1 (2018) Status Report

Report No: Report 39-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 39-18 respecting the Niagara Region Tree and Forest Conservation By-law Q1 (2018) Report and Confidential Appendix 1 attached to Report No. 39-18 **BE RECEIVED** for information.

PURPOSE:

To provide an update on the status of the Niagara Region Tree & Forest Conservation By-law (30-2008) and forestry activities being conducted by the NPCA Forester in Q1 2018.

BACKGROUND:

By-law issues and forestry activities in Q1 2018 can be found itemized in Confidential Appendix 1 to Report No. 39-18.

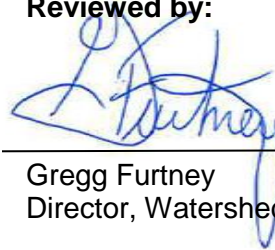
FINANCIAL IMPLICATIONS: None

Prepared by:

Dan Drennan

Dan Drennan, R.P.F.
Forester

Reviewed by:



Gregg Furtney
Director, Watershed Management (Acting)

Submitted by:



Mark Brickell
Chief Administrative Officer/ Secretary-Treasurer

Report To: Board of Directors
Subject: Watershed Management Status Report Q1 Report
Report No: 40-18
Date: May 29, 2018

RECOMMENDATION:

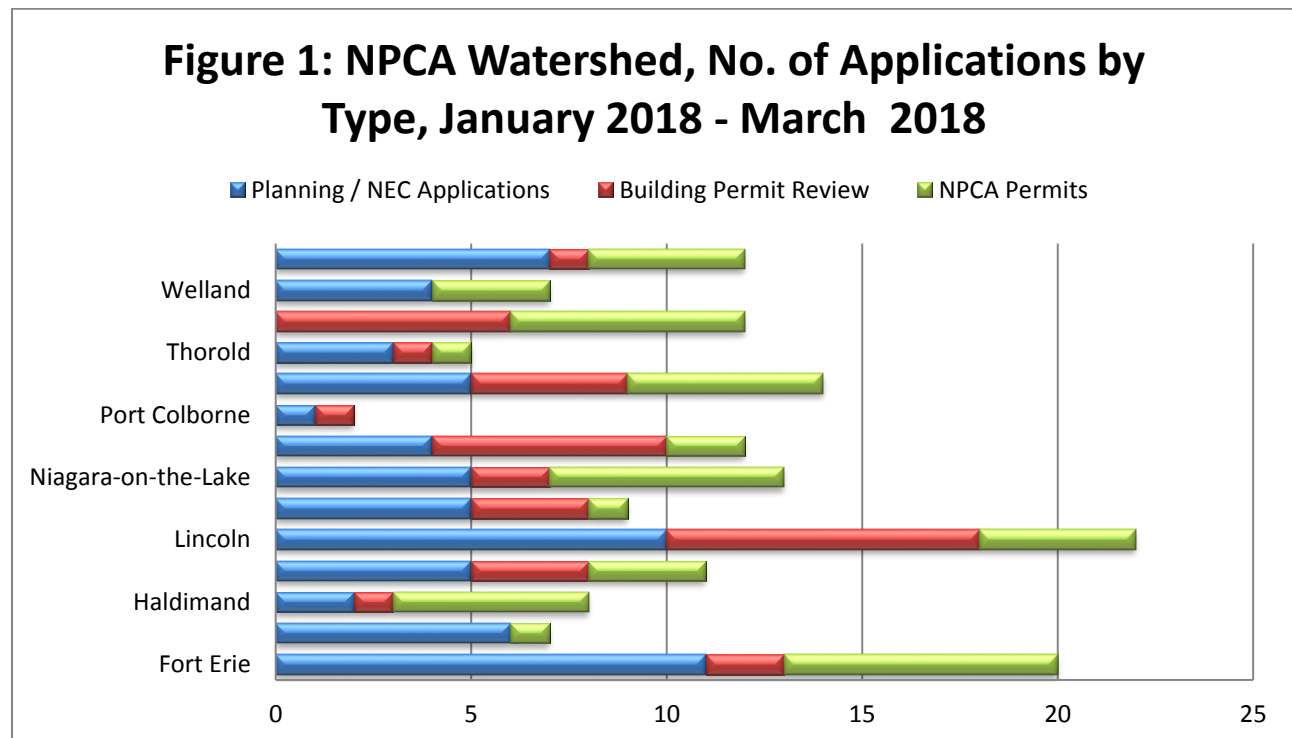
1. That Report No. 40-18 respecting the Watershed Management Status Q1 Report **BE RECEIVED** for information.

PURPOSE:

To update the Board on the Watershed Management Team's activities and achievements during Q1 2018.

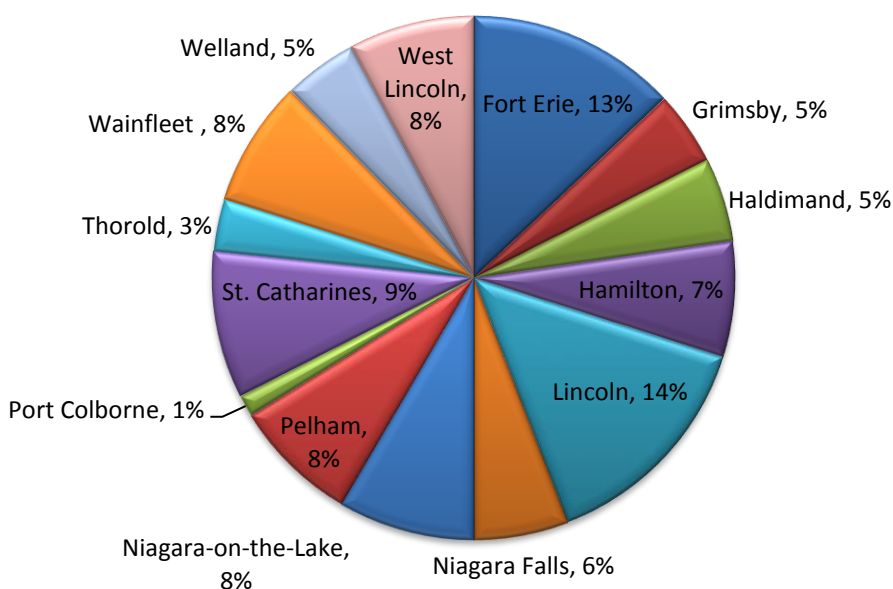
BACKGROUND:

A. Plan Review & Regulations



	Fort Erie	Grimsby	Haldimand	Hamilton	Lincoln	Niagara Falls	Niagara- on-the- Lake	Pelham	Port Colborne	St. Catharine s	Thorold	Wainfleet	Welland	West Lincoln	Totals
Planning / NEC Applications	11	6	2	5	10	5	5	4	1	5	3	0	4	7	68
Building Permit Review	2	0	1	3	8	3	2	6	1	4	1	6	0	1	38
NPCA Permits	7	1	5	3	4	1	6	2	0	5	1	6	3	4	48
Totals	20	7	8	11	22	9	13	12	2	14	5	12	7	12	154

**Figure 2: Total No. of Applications (%),
January 2018 - March 2018**



The Development Reviews Division 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 the first quarter of 2018, the Watershed Management Department reviewed 68 *Planning Act* applications (various type and complexity)/Niagara Escarpment Commission Development Permit applications, 38 Building Permit applications, and 13 property information requests. Planning staff also provided comments on 32 pre-consultation proposals.

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.

B. NPCA Policy Document Update

*The NPCA Policy Document, formerly The Living Landscape (www.thelivinglandscape.ca), is the name given to the project with its primary objective being to review and complete a fundamental rewrite of NPCA's primary development guidance document entitled, *Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document*.*

To provide ample time for input, the deadline for the public and stakeholders to submit comments on the latest draft of the policy document was extended (Board approved) to December 31st, 2017. Staff hosted an NPCA Watershed Floodplain Committee meeting on April 26th, 2018 at Ball's Falls Conservation area to review chapters 3, 10, and 11 (Floodplain related material) of the policy document. At that meeting, additional concerns were brought forward by the committee and a motion was made and approved to defer the Policy Document approval until staff had been given the opportunity to respond and report back to the committee with respect to the further concerns raised. The date of that meeting is now set for Wednesday June 13th, 2018. A final draft document is proposed to be presented to the NPCA Board for approval at the July 25th, 2018 Full Authority Board Meeting.

C. Water Resources and Restoration Programs

1) Source Water Protection Program

- Staff processed annual reporting information from source protection plan implementers. This information was used to prepare the 2017 annual report.
- Presentations were given to two Niagara Region committees: (i) Public Works on Clean Water Act legislative roles, and (ii) Public Health on the plan to update the source protection plan.
- The 2017-2018 (10 month) progress and financial funding report was prepared and submitted to the MOECC.
- Two Source Protection Committee meetings were held: (i) February meeting and site tour for new members (see photo below), and (ii) March meeting focused on the 2017 annual implementation reporting, as well as a presentation from Enbridge on their Line 10 oil pipeline.



The Source Protection Committee discussing the conditions at the Port Colborne Drinking Water Intake

- Two Source Protection Authority meetings were held: (i) January, regarding source protection committee appointments, and (ii) March, regarding 2017 source protection plan implementation.
- Staff participated in a number of MOECC and Conservation Ontario working group conference calls and webex. This also included attendance at the MOECC 2-day Project Manager and Chair's meeting in Toronto.
- Staff worked with the MOECC on finalizing the 2018-2019 Capacity Funding Application.

2) Special Projects

- Staff assisted the Operations Department with design, operation and reporting on the Ball's Falls sewage systems.
- Staff responded to groundwater information requests from consultants, the public and other government agencies.
- Work on the Regional Bedrock Aquifer Study continued with some processing of 2017 sampling results, collection of quarterly water levels, and liaison with partners on the 2018 annual sampling.
- Staff co-presented at an open house, "Regional-scale Groundwater Geoscience in Southern Ontario" with Ryan Post of Nottawasaga Valley Conservation Authority (see photo below). The open house was organized by the Ontario Geological Survey, the Geological Survey of Canada and the Conservation Ontario Geoscientists.



Ryan Post and Jayme Campbell presenting on the “Use of Provincial Data by Conservation Authorities” at open house “Regional-scale Groundwater Geoscience in Southern Ontario”

3) Water Quality Monitoring Program

- The Ministry of the Environment and Climate Change (MOECC) has provided a laboratory allotment for the NPCA to collect winter water samples through the Provincial Water Quality Monitoring Network (PWQMN). NPCA staff collected two rounds of samples in February and data will be used to address a significant gap in our monitoring of watershed conditions in the winter season.



Staff collecting winter water samples at Oswego Creek (Haldimand)

- NPCA staff completed the water quality biological assessment report for the Hamilton International Airport as per established monitoring agreements.

- Staff have deployed two YSI data loggers into Binbrook Reservoir to measure winter-time dissolved oxygen concentrations. These loggers will be removed in the spring.



- Staff continue to participate with Queens Royal Beach *E. coli* investigation with the Town of NOTL and MOECC for the Niagara River Remedial Action Plan.
- Provincial Groundwater Monitoring Network (PGMN): Staff continue to visit monitoring wells for manual downloads and perform QA/QC check on groundwater level data as part of their routine data maintenance protocol.
- Staff have completed benthic identification of biological samples from 2017 and updating databases.



Dragonfly and damselfly collected at a NPCA monitoring station

- Staff provided support to the Niagara Envirothon event by leading the Aquatics station.
- Staff presented an overview of the NPCA Water Quality Monitoring Program for a Geography Course (4P83) at Brock University.
- Staff participated in the MOECC Annual Biomonitoring Meeting in January and PWQMN meeting in March.
- To date, staff have processed 17 water quality data requests from other governmental agencies, consultants, and academic institutions.
- To date, The NPCA has received two (2) applications for the NPCA Well Water Decommissioning Program.

4) Flood Control

- In the first quarter of 2018, the NPCA had issued 2 Watershed Condition Statements warning residents of a potential for flooding resulting from melting snow and rainfall. No major flooding was reported during these events.

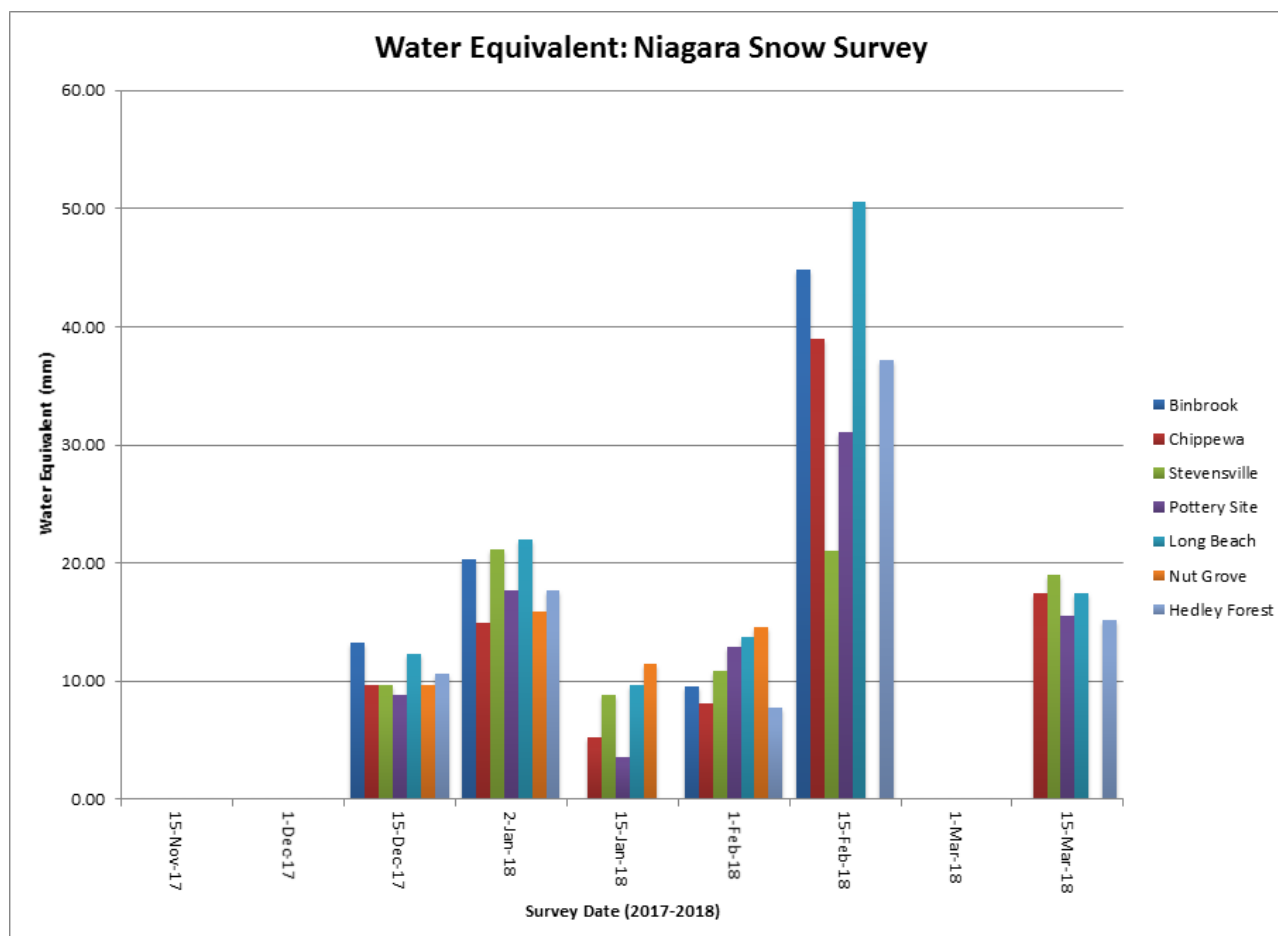


20 Mile Creek at Woodburn Road, Hamilton taken on February 20, 2018



Beaver Creek at Krick Road, West Lincoln

- Staff continued to monitor daily water levels at our 15 stream gauge stations, climatic data at our 15 climate stations, and undertake routine maintenance, calibration, and inspections at all 30 installations, as part of the NPCA's routine Flood Forecasting and Warning duties. The public could typically access this real-time water level and rainfall information through the NPCA's website (<https://npc.ca/stream-flow-monitoring>).
- In support of the Flood Forecasting and Warning program, staff have been undertaking the seasonal winter snow surveys. On the 1st and 15th of each month from November to April, NPCA staff measure the snowpack (should one exist) at seven set locations throughout the watershed. These measurements are then analyzed to determine the amount of water present on the ground in the snowpack and the associated potential flood risk should the watershed experience a rapid melt. The information from the NPCA's snow surveys are also routinely sent to the Ministry of Natural Resources' 'Surface Water Monitoring Centre' in Peterborough in an effort to help keep the Province apprised of local watershed conditions.



- In Q1, staff had received and processed 8 water level, water flow, and meteorological data requests from other governmental agencies, consultants, and academic institutions.

5) 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 storm water management engineering designs.
- In February, NPCA staff attended the Region of Niagara's 'Building a Disaster Resilient Niagara' Symposium. The estimated audience of 200 people are comprised of representatives from both upper and lower tier municipalities, local police, fire, EMS and utilities staff as well as staff from federal and provincial agencies stationed in Niagara. The goal of this workshop is to identify partners and processes which can be used to help mitigate the severity of a disaster should one occur in this region.
- In early 2017, the NPCA was successful in obtaining a grant from the Ministry of Natural Resource and Forestry's 'Water and Erosion Control Infrastructure' (WECI) program to cover 50% of the cost to undertake a Safety Review of the St. John's Conservation Area Dam. A comprehensive Safety Review of this structure (constructed in 1964) has never been undertaken. Through a competitive selection process, the NPCA has retained

Amec Foster Wheeler to carry out the study at a total cost of \$60,839. Amec Foster Wheeler is a large, reputable engineering firm who specialize in this area of practice. The Dam Safety Review concluded that the St. John's Dam is in good condition and recommended that an on-going inspection and maintenance program be formalized.



Investigative drilling on the St. John's Conservation Area dam.

Prepared by:



Gregg Furtney
Director, Watershed Management (Acting)

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer

Prepared with input from D. Deluce, Manager, Plan Review & Regulations; S. Miller, Manager, Water Resources & Restoration; L. Hamilton, Supervisor, Watershed Biology; and D. MacKenzie, Supervisor, Construction Permits and Compliance.

Report To: Board of Directors

Subject: Q1 (2018) Status Report - Office of the Chief Administrative Officer (CAO)

Report No: 41-18

Date: May 29, 2018

RECOMMENDATION:

That Report No. 41-18 respecting the Q1 (2018) Status Report - Office of the CAO **BE RECEIVED** for information.

PURPOSE:

To provide the Board a quarterly summary of projects undertaken by the Office of the CAO.

DISCUSSION:

See attached Appendices one (1) through four (4).

FINANCIAL IMPLICATIONS:

None.

RELATED REPORTS AND APPENDICES:

Appendix 1 Q1 (2018) Human Resources
Appendix 2 Q1 (2018) Administration / Clerks
Appendix 3 Q1 (2018) Communications
Appendix 4 Q1 (2018) Community Engagement

Submitted by:



Mark Brickell
CAO/Secretary Treasurer

This report was prepared in consultation with Misti Ferrusi, Renee Bisson, Kerry Royer, Michael Reles, Krystle Caputo, Erika Navarro and Lisa McManus.

Q1 status report – Human Resources

Recruitment

- ❖ GIS Analyst (12-month contract)
 - 58 applications received
 - 4 interviews conducted
 - Successful applicant began on February 5, 2018
- ❖ Procurement Specialist
 - 72 applications received
 - 4 interviews conducted
 - Successful applicant began on March 5, 2018
- ❖ Park Assistant (6-month contract)
 - 115 applications received
 - 7 interviews completed
 - Successful applicant identified, to begin on May 14, 2018
- ❖ Park Attendant (summer positions)
 - 309 applications received
 - To date: 38 summer students hired, to begin as early as April 30, 2018

Employee/Labour Relations

- ❖ Discussions with OPSEU in relation to the lay-offs that occurred in Q3 2017 have continued
 - Further grievances have been withdrawn and we continue to work jointly in resolving outstanding issues
- ❖ No additional grievances unrelated to the lay-offs have been filed

Performance Management

- ❖ Continued development of performance management in the form of a performance review and goal setting worksheet is currently being piloted with the intention of implementation in Q2 2018
- ❖ Various team building sessions being developed for 2018 to assist in promoting team work and a positive workplace culture

Compensation & Benefits

- ❖ With the aim of aiding in enhancing accountability, an online employee vacation/time-off tracking system has been implemented allowing employees and managers to track time off requests and approvals across teams

Q1 status report – Clerks, Administration

Administration

- ❖ Auditor General of Ontario
 - Continuing to work together with staff to complete requests for information from the Auditor General of Ontario and conduct factual clearances when needed.
- ❖ Training
 - Identifying budget and finalizing discussions with staff to identify and plan for professional and personal growth within the administrative division of the organization.

Clerks

- ❖ Orientation 2018 – 2022
 - The Clerk, along with Administrative and Senior Staff, have started to compile information to assist in the onboarding and plan for the appropriate orientation of Board Members.
- ❖ Agenda and Meeting Management Software Program
 - Staff continue to conduct research in to options available and will present findings to the Budget Steering Committee to be considered as part of the 2019 Budget deliberations
- ❖ Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
 - Updated training has been completed and new processes are currently being developed to ensure that the legislated requirements are being met, that records are being properly managed, and that requests are being completed in a timely manner
- ❖ Mail Log
 - A database is being developed by the Clerk that will allow for administrative staff to track all incoming mail to the NPCA. This will ensure that the appropriate checks and balances (date received, sent to who, sent where etc.) are being recorded.
- ❖ Review of Administrative Duties
 - Based on the new reporting structure, the Clerk continues to review the workload respecting the Administrative team. The intent is to continue to assign tasks to ensure the appropriate use of their time and skill set while assuring work life balance.

❖ Automated Telephone Services

- Administrative staff recently completed a tracking exercise respecting incoming calls to the NPCA main line for a period of 22 (work) days.

Based on the findings, that an approximate 84.4% of all incoming calls were to NPCA staff, the NPCA main headquarters / office will be, on a trial (60-day) basis, moving towards a fully automated service. Staff will ensure that positive and negative feedback is recorded during this time to effectively identify impact to the public, stakeholders and local area municipalities. Staff feel that, if possible, moving towards a fully automated telephone service will allow Administrative Assistants to better participate in succession planning (recording secretary, training etc.) opportunities and participate in team activities/exercises. With the current telephone answering structure, one administrative team member always must stay back.

❖ Corporate Records Retention Policy

- In the second quarter, the Clerk will be reviewing the NPCA records retention policy to ensure that it is in line with current standards

Q1 status report – Communications

Themes

Brand Reparation

- Responses on social media were set as a priority
- Rebranding and redesign of general Conservation Areas/NPCA brochure
- Rebranding of 2018 Educational Program Guide, March Break, and Summer Camps promotional materials for Ball's Falls
- Comms team met with 3 website designers after RFP process, Form & Affect (St. Catharines) was chosen. Initial meetings and foundational work has started on the redesign of the website.

Social Media

- NPCA and Conservation Areas' social media (Facebook, Twitter, and Instagram) have been increasingly used to share more positive, proactive messages.
- Since 2017 Q4 report, Twitter has 56 more followers, with an overall increase of 120 followers October 2017.
- 413 new likes on Facebook, with increasing shares, and engagement every single day.
- 85 new followers on Instagram.
- Buffer, a social media scheduling application, was purchased for better scheduling of posts across all platforms. Communications is preparing to train staff to use this system.

Positive Storytelling and miscellaneous comms support

- Focus on highlighting our good work including: Source Water Protection promotion, 2018 Watershed Report Card, flood forecasting, etc.
- Promote Vendor registration for 2018 Thanksgiving Festival, sent email blasts for applications, reminders, etc.
- Created materials for Niagara Envirothon 2018, promoted on social media, etc.
- NPCA is now a member of the Greater Niagara Chamber of Commerce and placed advertising around One Million Trees initiative for businesses across Niagara to get involved
- Completed the design for Hannon Schoolhouse proposal for Strategic Initiatives
- Completed design for Enbridge sponsorship proposal with Community Outreach
- Provided communications and social media support for Niagara Children's Water Festival
- Set up a small International Woman's Day celebration, with cake and a photo for social media of staff members wearing purple

Source Water Protection

- The Communications team participated in several Conservation Ontario discussions and webinars on Source Water Protection
- Upon meeting with Jayme Campbell, there has been more promotion around this topic, especially on social media
- The Communications team will now maintain SWP website, and is currently working on a Communications Plan, future external newsletter, and additional promotion materials.
- Comms department applied for and was granted a PR intern from Niagara College, who focused specifically on executing the Yellow Fish Road program, promoting source water protection. Work started early February until mid-May.

Conservation Awards

- Communications materials to support this event included social media activity, posters, social graphics, invite card, and an agenda for the night of the event.
- Erika Navarro from Communications was the emcee for the event

Watershed Report Card

- The Communications team, alongside various other staff members in the watershed department worked diligently to complete the 2018 Watershed Report Card.
- This Report Card was shared with all local/municipal politicians, key stakeholder groups, and was given out at each active park location (Binbrook, Chippawa, Ball's Falls, Long Beach) for added exposure.
- A social media campaign took place to promote World Water Day, and in celebration, the release of the Report Card.
- Erika Navarro and Joshua Diamond were on Newstalk 610 CKTB to talk about the Report Card, and what the grades mean to the watershed.

Binbrook Fishing Derby

- Created posters for this year's derby alongside graphic designer
- Promoted on website and social media, including paid advertising
- Registered on Eventbrite and promoted pre-registration in exchange for free tickets for children under 12
- Supported on social media by providing timely answers
- This all resulted in record-breaking attendance
- Invited media and social influencers, CHCH was on-site

Events attended:

1. Owl Foundation Tour
2. Building a Disaster Resilient Niagara Symposium
3. 2018 Conservation Awards
4. Board of Directors' 2018-2021 Strategic Planning working session
5. Source Water Protection on-boarding tour of the water intakes

6. 2017 Niagara Escarpment Plan
7. 2018 State of the Region
8. Beamer Hawkwatch Open House
9. St. Johns Pond Trout Season Opener
10. Niagara Envirothon 2018
11. RAP Movie Screening of Waterlife
12. First Aid & CPR Training
13. Children's Water Festival committee meetings

The Communications Department took a lead role in improving existing NPCA events. These included Binbrook Hard Water Derby, NPH Beamer Hawkwatch Open House, and St. Johns Pond Opening. These events were improved by inviting additional media to come and cover the event with advisories, writing more detailed and story-oriented media releases, providing food choices such as RJ's Rolling Cook House, and additional entertainment such as face painters for kids, and take-home photographs at Beamer Hawkwatch.

Have Your Say Campaign- Strategic Plan

- Communications Team was at every meeting supporting the Board where needed
- All Town Hall events were added to NPCA website and Facebook events were created for them
- All Town Halls were promoted and advertised through social media channels for increased exposure
- Created and revised content for Get Involved engagement platform, including two surveys, and an online town hall Q&A session
- Comms was behind the scenes answering questions that came in throughout the town hall presentation
- Reached out to interested participants about online session, paper surveys, links to the online survey, or meeting requests
- Set up and take down of materials and technology needed for each town hall
- Comms purchased, delivered, set up and serve cookies and coffee at each venue
- Attended all pop-up events for Strategic Planning promotion: Beamer Hawkwatch, St. Johns pond opening, RAP Movie Screening, State of the Region, etc.

Website maintenance

- Updated content on the website as needed
- Responded to specific requests from various departments
- Added events, media releases, meetings, etc. as needed.
- Added job postings for HR department



**COMMUNITY ENGAGEMENT, OUTREACH
AND VOLUNTEERS 2018 Q1 REPORT**

Submitted by Renee Bisson and Kerry Royer

Volunteer Update



In the first three months of 2018, Kerry Royer recruited volunteers to support the March Break Camp and other educational programs currently being offered at Ball's Falls. Two volunteers assisted Ball's Falls staff with maintenance around the park, and special projects including; the building of a plexiglass case for the taxidermy snake display, research on historical artifacts, and the refurbishment of a corn husker that will be used for display and educational purposes. Trail assessments were completed by volunteers at Ball's Falls, Rockway, Louth, and Cave Springs, highlighting hazard trees, vandalism, garbage and suggested trail improvements. Volunteers were also recruited to help with the delivery of the Niagara Children's Water Festival.

Partnerships and Outreach

The Community Engagement department attended the annual Soil and Crop meeting in Grassie, ON.

Staff attended a tour at The Owl Foundation wildlife rehabilitation centre in Jordan, ON. Staff received a presentation from Geospatial Niagara regarding their TreeOCode program for tracking trees in urban areas.

Staff attended the "Building a Disaster Resilient Niagara" Symposium where the NPCA was a sponsor.

The Community Engagement department participated in the Niagara Funders' Round Tables event held annually at the Fallsview Casino Resort.

Staff attended the Glanbrook Conservation Committee's Annual General Meeting.

McMaster University

The Community Engagement Manager attended training at McMaster University in Hamilton, from January to April. The course was an introductory unit to the Leadership in Community Engagement Certificate. Some course learning outcomes were:

- Articulate and critically reflect on the importance of taking an anti-racist, anti-oppressive (ARAO), equity-seeking stance in working across differences within communities
- Critique dominant and alternative models of leadership and the importance of grassroots, collaborative leadership development within diverse urban communities

- Explore the practical, political, cultural, ethical, and interpersonal dimensions of doing research and evaluation within diverse urban communities
- Identify and create professional connections and networks for community engagement practices in Hamilton

This program allows for networking within the Hamilton area, a component that will help support the Community Engagement Manager with the development of partnerships specifically in that section of the NPCA watershed jurisdiction.

FEBRUARY

NPCA Conservation Awards

Kerry Royer, along with a staff Steering Committee of Renee Bisson, Kim Frohlich, Erika Navarro and the Andrea Crosby (NPCF) planned and executed the Conservation Awards.

The annual NPCA Conservation Awards were held on Wednesday February 28th at Club Castropignano, in Port Robinson. The event was well-attended by volunteers, partners and guests. The evening featured keynote speaker Susan Hreljac from Ryan's Well Foundation, who shared the inspirational story of her son Ryan raising money to build a well in Uganda when he was only 8 years old.

Some of the partner groups attending the event included; The Niagara Region, 10th Welland Scouting, ECO Defenders, Lincoln Garden Club, Niagara Bruce Trail Club, Niagara Peninsula Hawkwatch, Niagara Parks Commission, various school groups from our watershed, and the Port Colborne Environmental Advisory Committee.

The NPCA acknowledged all volunteers with a customized tree journal with the "Conservation Heroes" logo. Fifteen volunteers who contributed over 50 hours in 2017, received the Volunteer Service Award including a Nature Plus Pass.

The Award of Merit was awarded to the following:

- Ben DePetrus (Youth) for the dedication and leadership he shows when volunteering with the Ball's Falls camp programs.
- Howard McRae (Individual) for his outstanding voluntary contributions to the Ball's Falls Conservation Area in the last two years through his work on improving the visitor experience and his focus on revitalizing the Grist Mill



- Niagara Parks Commission (Organization) for the habitat improvement projects along the Niagara River and the partnerships they have developed with various organizations to accomplish their work.

Partnerships and Outreach

In February, Staff met with General Motors-St. Catharines to discuss a partnership for their GM Green day on June 5th where students will be planting trees in St. Catharines.

Staff attended a workshop hosted by Bird Studies Canada about the Important Bird Area along the Niagara River, and the prospect of a new Niagara Birding Strategy.

NPCA provided an information table at the Niagara Outdoors Show in Fort Erie.

MARCH

Niagara Envirothon

Kerry Royer and Alicia Powell, along with staff from Niagara Restoration Council and Land Care Niagara organized the 11th Niagara Envirothon for another successful year. 15 teams from 11 Niagara schools participated in an indoor learning day at Ball's Falls in March where they learned about aquatics, forestry, soils, wildlife and climate change from industry professionals. Professionals volunteered from various backgrounds and organizations including Brock University, Land Care Niagara, Niagara Restoration Council, Agriculture Canada, local nature clubs and the NPCA.

NPCA Advisory Committee

The NPCA Advisory Committee met on Thursday March 28th. Prior to the meeting, staff member Kerry Royer worked with the NPCA Advisory Committee Selection Sub-Committee to recruit new members to fill vacancies on the Committee. Four new members were appointed by the NPCA Board of Directors earlier in the year. The new members were as follows:

- Agriculture: Austin Kirkby
- Public-at-Large: Yvonne Hopkins
- Urban/rural planning: John Ariens
- User/volunteer: Samantha Stea

At the first meeting in 2018, the group received a presentation about the NPCA Advisory Committee and the roles of members. They also received an orientation about the NPCA and the various programs/services of the organization. Finally, the members were informed about the development of the new Strategic Plan and what the next steps would be, how they could be involved, and how to share the information with their respective stakeholder groups.

Partnerships and Outreach

A follow-up meeting with The Pen Centre led to the creation of a new project that will enable the creation of two on-site pollinator gardens. NPCA staff helped guide the selection of the locations and native plants. These gardens will include educational signage to inform the public of the project purpose, while providing a learning opportunity so they can in-turn plant a pollinator garden on their own property.

NPCA continues to be an important partner for the Niagara Children's Water Festival. Three staff members, Adam Christie, Kerry Royer and Alicia Powell are a part of the Festival Steering Committee and have assisted with logistics, risk management plan development, volunteer coordination and festival organization.

The Community Engagement Team worked with the Communications Team during the selection process for an Online Engagement Portal.

The Community Engagement team has been actively involved in the public consultation process for the 2018-2021 NPCA Strategic Plan. Staff helped develop stakeholder lists, content for the public engagement portal, and assisted with the scheduling, booking, and delivery of the public Town Hall meetings.

Maple Leaves Forever Proposal

The NPCA received a proposal for the preservation of genetic DNA from the Comfort Maple Tree. An introductory meeting was held in March.

About Maple Leaves Forever:

MLF is a non-profit organization founded by Mr. Ken Jewett, a Toronto-based philanthropist. Comprised of volunteers who are largely retired MNRF Foresters and Tree Nursery Managers, the MLF mandate is dedicated to preserving native maples in the rural landscape.

Engagements

Renee Bisson attended the Environment and Eco-Tourism announcement by the Minister of Small Business and Tourism, the Honourable Bardish Chagger at the Niagara Parks Commission Butterfly Conservatory.

Renee Bisson was asked to deliver a speech at the Niagara College Volunteer Appreciation Gala, held at Club Amici's Banquet & Conference Centre.

Renee Bisson attended the annual Hawkwatch event at Beamer Conservation Area.

The NPCA sponsored the annual Niagara Regional Science and Engineering Fair. The Judging Day and Award Gala was attended by Board member Brian Baty.

Report To: Board of Directors

Subject: Corporate Resources Q1 2018 Project Status Report

Report No: 42-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 42-18 respecting the Corporate Resources Q1 2018 Project Status Report **BE RECEIVED** for information.

PURPOSE:

To provide the Board a summary of projects important to the Conservation Authority's business objectives from the period January-March, 2018.

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.

STRATEGIC INITIATIVES

The Strategic Initiatives team has been looking to extend its 2017 success and continue the momentum in 2018. The Strategic Initiatives 2018 goals are to create new relationships, bring new experiences to the Conservation Areas and increase revenues to the NPCA. The area of focus will be weddings, corporate events, educational programming, hosting filming projects, the annual Thanksgiving Festival and creating new events and activities at Binbrook Conservation Area.

For the duration of the first quarter, staff have been concentrating on selling, booking, coordinating and scheduling a variety of different programs and events for the upcoming season. Below is an update of several of these programs and events.

WEDDING FACILITY RENTALS

Wedding Categories	2017	2018
Barn Weddings	59	53
Barn Value Package	0	3
Glen Elgin Weddings	25	25
Church Ceremonies	34	20
Outdoor Ceremonies	24	16
Bridal Suite	21	18

Ball's Falls Conservation Area continues to be one of Niagara's top wedding destinations. As shown in the chart above 2018 bookings are comparable to 2017 bookings, which saw a substantial increase from previous years. The Bridal Suite has added net value to the bottom line since its original capital expense in 2017. Chiavari White Resin Wedding chairs were purchased this quarter to enhance the wedding value of the Glen Elgin room. The addition of the chairs will assist in making the Glen Elgin room equally as popular as the Barn.



CORPORATE & GENERAL FACILITY RENTALS

Ball's Falls

Increased corporate facility rentals were a major priority in 2017 at Ball's Falls Conservation Area. After a 114% increase in corporate bookings at Ball's Falls in 2017, Q1 2018 is matching last year's success. Creating relationships and highlighting the Barn and Glen Elgin features remain key ingredients for success in corporate facility rental bookings. Companies and organizations such as the Poultry Industry Council and the Hamilton Region Indian Centre all hosted major events at Ball's Falls this past quarter.

Future corporate events have been booked this quarter for upcoming 2018 dates with companies and organizations that include Arterra Wines Canada, Brock University and the Ministry of Transportation.

Binbrook

Two major mud run obstacle course events have been booked this past quarter for future 2018 dates. These races allow customers to use one of NPCA properties in a new and unique way and add substantial revenue to the NPCA. NPCA staff have also been working to add more programs and services at Binbrook to increase the value of the park which will increase guest attendance.

MUD GIRL

In January 2018 the Strategic Initiatives team finalized the details and executed an agreement with Sportera, a company out Montreal who operate a mud race called “Mud Girl.” Mud Girl is a 5km, 20 obstacle, mud run dedicated to woman only. The dates of the event are June 2nd and 3rd with both days already being completely sold out!



PRISON BREAK

After a successful inaugural event in September 2017, another agreement has been made with Just Run this past quarter to host the 2nd annual event on September 15, 2018. Just Run is another company from Quebec that operates a mud run called “Prison Break”. The event is very competitive and includes a 6km run and 25 obstacles throughout the course.



Staycation Beach and Boat Rentals Inc.

Binbrook CA is excited to partner with Staycation Beach and Boat Rentals to offer a variety of programs and services to Binbrook guests. Programs and services include boat rentals (paddle board, stand up paddle board, fishing, kayaks, and canoes) and yoga classes (paddle board, moonlight). The goal is to add more value to Binbrook Conservation Area which will bring in more guests.



Fun Splash Sports Park

The NPCA is proud to announce the addition of a Fun Splash Sports Park at Binbrook CA. The Fun Splash Sports Park owned by PT Watersports is a 160ft by 140ft inflatable water park that includes several inflatable obstacles. Being one of the largest inflatable water parks in Ontario, it is expected to attract plenty of guests outside the area. The NPCA confirmed a 3-year agreement in March with PT Watersports. The water park will add major value to Binbrook CA and will play a crucial role in increasing visitor attendance.



Treetop Trekking

NPCA staff have been working with Treetop Trekking to receive proper approvals to begin construction in 2018 for a spring 2019 opening. An 11-year lease (+ 5) with Treetop Trekking has been agreed upon by both parties. There was a setback with the City of Hamilton denying the zoning amendment. Staff has worked with consultants to resubmit the application and are hoping to hear back sometime in the 2nd quarter.



NPCA FILMING

The Strategic Initiatives team continues to promote NPCA properties for filming opportunities. In late February, negotiations began with its biggest filming project to date. Staff are proud to announce that Star Trek Discover has committed to 128.5 hours of filming at Ball's falls during the week of May 14th. This will not only be the biggest project filmed on an NPCA property but it will also be the most revenue generated from a filming project. Star Trek Discovery will be filming an episode for their Season 2 series. Staff will share more details in its Q2 report in July.



PROGRAMMING

WINTER PROGRAMS

With winter weather and snow arriving later into 2018, two winter programs were held, both taking place in February. The two programs were guided winter hikes, one incorporating snowshoeing due to the conditions. This allowed for snowshoe rentals totaling \$140.00. The promotion of winter programs to school and recreational groups, and the promotion of weekend snowshoe rentals will increase revenue (weather depending) in the future.

Another major program was March Break Mini-Adventure Camp, held on the Friday of March Break for a visiting day camp from Toronto, attending Ball's Falls Conservation Area for their weeks-end trip. Mini-Adventure Camp program selected as a Guided Winter Nature Hike (Nature's Nurturers). Together with the assistance of a volunteer, Ball's Falls staff led this guided hike for over 100 visiting day campers. This allowed for \$335.00 in revenue for Children's Education Programs.

This break from running regular programming through the week allowed for the development of new programs for elementary and secondary students for the remainder of the 2018 school year.

MARCH BREAK CAMP

This year, March Break Camp sold out beyond the regular registration limit, and the camp was able to accommodate more than 24 campers each day. With initially sold out attendance and the overwhelming support from adult volunteers, the Programs team was able to expand the maximum number of campers to 35. As a result, the Programs team was able to increase the daily average number of campers from 24.6 campers per day in 2017, to 29 campers per day in 2018. That is an increase of over 4 campers per day, or an increase of 16 percent.

The support from fantastic volunteers arranged by Kerry Royer, Community Outreach Coordinator, Ball's Falls staff, and assistance from two Programs interns from Brock University allowed for this increase. The leader to camper ratio remained at a minimum of 1:8.

2018 March Break Attendance

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Average
Number of campers	18	33	30	33	31	29

2017 March Break Attendance

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Average
Number of campers	24	25	26	24	24	24.6

2016 March Break Attendance

	Monday	Tuesday	Wednesday	Thursday	Friday	Average
Number of Campers	16	20	16	24	17	18.6

MARCH BREAK REVENUE

2018 March Break revenue increased 40% from 2017. This increase is seen through the increase of camper attendance, similar supplies expenditure, and increase in advertising.

2018 March Break Revenue

March Break Day Camp	3887.50
Extended Hours	\$145.00
Total March Break Revenue	\$4032.50
Expenses	-\$365.00
Net Revenue	\$3667.50

Daily Themes

This year, daily themes were focused on STEAM (Science, Technology, Engineering, Arts, and Mathematics) activities, and incorporating winter-time nature and environments into learning opportunities. Each day included a guided hike, free outdoor play in the snow, a science experiment, an edible craft, a take-home craft, and group games.

Monday March 12	Tuesday March 13	Wednesday March 14	Thursday March 15	Friday March 16
Winter Wanderers	Spectacular Science	Winter Wildlife	Time Travelers	Winter Survivors
Are you ready for adventure?! Campers will explore the winter landscape by following an orienteering trail, snowshoeing through a frozen forest (weather permitting) and searching for signs of Ball's Falls history.	Science is cool! Participate in exciting and interactive STEM experiments while learning about freezing and melting! Play with frozen bubbles, create a snow volcano and make a coloured ice sculpture!	Welcome to the world of winter wildlife! Campers will visit the winter habitats of many animals and learn to identify species based on seasonal clues. Learn all about hibernation, migration and adaptation!	Travel back in time to the early 1800's, to the Glen Elgin settlement! Campers will tour the historical village, work with the local blacksmith in his shop and visit the sugar bush to make a maple syrup snack!	Spring is just around the corner! Celebrate the end of the season by learning winter survivor skills! Build a shelter and campfire in the snow, try the archery range, and gear up for a challenging scavenger hunt!

Campers spent the week exploring Ball's Falls Conservation Area through guided hikes, conducting science experiments, making maple syrup shaved ice, building fires outside in the snow and making s'mores, and learning to shoot bow and arrows. Each day, the campers assisted leaders in conducting wintertime science experiments, where they learned about changing states of matter, the production of gas (steam), acids and bases, and chemical reactions. Some highlights and favorite activities of the campers this year was the giant volcano explosion (vinegar

and baking soda), campfire and marshmallow treat, hands-on blacksmithing demonstration, snowman building competition and archery.

MARCH BREAK VOLUNTEERS

In order to run March Break Camp, at least two volunteers who are 18 or older are needed to provide support each day. Similar to last year, a small army of volunteers donated their time to make March Break Camp a success. Each day saw at least 3 adult volunteers in attendance and in addition, junior volunteers attended each day to assist the camp leaders in running activities. In total over the week of camp, eight different adult volunteers, and five junior volunteers assisted to lead camp activities. These 13 volunteers donated a total of 240 hours over 5 days. Without the help of these awesome volunteers, it would not have been possible to increase the number of campers accommodated at camp.

PROMOTION OF PROGRAMS

The promotion of NPCA Education programs began early in 2018, beginning with the development of a new Educational Program Guide, prepared by the Program Assistant and Communications Team to highlight the elementary and secondary school programs offered at Ball's Falls Conservation Area. The Guide was prepared over January and February and published shortly after. The Guide is comprehensive and detailed, providing educators with as much information as possible in order to indicate the fit of the programs offered to their curriculum. Less of a brochure, as in previous years, the 2018 Educational Program Guide is a multi-page booklet featuring photos of programs run at Ball's Falls in past years. This year, promotion of Education Programs has been expanded to include direct outreach to schools within the District School Board of Niagara (DSBN), Niagara Catholic District School Board (NCDSB) and Christian schools, as well as other private schools. Each school received a delivery of one-two programming packages, including a cover letter regarding programs, and volunteering opportunities with the NPCA.

PROGRAM BOOKINGS

Program booking for both spring and fall 2018 was steady through the winter months, thanks to the early and direct promotion of the 2018 Educational Program Guide. As of April 1, there were 918 students booked with 14 schools with a potential minimum revenue of \$4,590.00. In comparison at this time last year there were 9 schools booked, with 509 students attending. This is an increase of 409 students, or 55% increase in bookings from this time last year. Educational program bookings are already at a record high, when compared with all previous years.

The most popular programs for Spring 2018 are the recently offered Water Quality and Human Impact on the Environment programs, designed to meet grade 9 and 11 science curriculum. Many of these dates were booked well in advance by DSBN high school teachers who had attended Professional Development Day sessions run by NPCA programs staff in fall 2017.

Spring Program Bookings before April 1st

Year	Number of Students
2018	918
2017	509
2016	292

PROGRAM PARTNERSHIP WITH DSBN

The most significant development for the Programs team this quarter was the further development of the Overnight Adventure program designed by NPCA staff for the DSBN, geared specifically toward junior and intermediate classes (grades four through eight). Over the past quarter, the partnership between the NPCA and the DSBN was solidified for the pilot season of Spring 2018, guaranteeing four pilot sessions, and a minimum of 200 students in attendance through the month of June.

The Overnight Adventure program at Ball's Falls Conservation Area will be set to take place in June 2018, and will include two daytime educational programs including 'Our Water Quality' and 'Ball's Falls Rocks', and one nighttime program, 'Awesome Astronomy' which will be led by the Royal Astronomical Society of Canada. These programs will take place in addition to two guided hikes and large-group games and activities such as orienteering and capture-the-flag.

SUMMER CAMP

Marketing has begun for Summer Adventure Camp. Camp literature and brochure was published and made available online by mid-March, and registration opened at the end of March. Regular Facebook ads and social media posts have further contributed to the promotion of Summer Adventure Day Camp.

Themes for 2018 Summer Adventure Day Camp include:

ENVIRO-SCIENTISTS | July 2 – 6 & July 30 – August 3
TIME TRAVELLERS | July 9 -13 & August 6 - 10
SUMMER SURVIVORS | July 16 - 20 & August 13 - 17
WET AND WILD | July 16 - 20 & August 13 - 17
ULTIMATE ADVENTURE | August 27 – August 31

ECOLOGICAL ACTIVITY:

➤ **Ball's Falls Conservation Area**

Staff are pursuing additional wildlife collections for the educational programming. A taxidermy of a Southern Flying Squirrel has been one collection obtained for the visitor programs to highlight unique Carolinian species of our watershed.

➤ **Beamer Memorial Conservation Area**

The Niagara Peninsula Hawkwatch group continues the raptor monitoring at Beamer Memorial where the raptors are counted and population level monitored since 1974. This group also held its 28th annual Hawkwatch Open House. Over 500 people attended the event, to learn of the spring birds of prey migration and what their populations tell us about the environment.



Golden Eagle

➤ **Binbrook Conservation Area**

The annual Ice Fishing Derby was held February 11, 2018. White and black crappie fish were caught ranging in size from 0.525 lb. to 0.165 lbs. This derby provided an opportunity for the public to experience the outdoors and fishing, as well as for staff to gather resource information on the fish population in Lake Niapenco, and assist in monitoring the population and necessary park fishing policies and permitted activities.



Black Crappie

➤ **Cave Springs Conservation Area**

Salamander studies were completed at the site by NPCA staff. This survey is to determine presence and absence of different salamander species. It involves a minimum of five consecutive years to assist in detecting any smaller species populations, with 2018 being the fifth year. From this information the maintenance of various habitat types has been included in the Cave Springs Management Plan to assist in the continuance of the various species as well as provide a healthy/ sustainable environment.

➤ **Comfort Maple Conservation Area**

Staff met with a group 'Maple Leaves Forever' to discuss the mutual concern to continue the genetic line of the tree, and the potential of a low risk propagation.

➤ **Long Beach Conservation Area**

The annual Beach Maintenance Authorization was obtained for continued beach work within an area of sensitive species habitat. With this Ontario Ministry of Natural Resources and Forestry (OMNRF) Authorization, the NPCA staff continue to ensure timing, equipment and location are suitable to ensure protection of site species. This Authorization is provided with the direction and advice of the OMNRF, to ensure all landowners/agencies are aware of sensitive species on their properties and continue with the best management practices to ensure harmonious activities.

➤ **Rockway Conservation Area**

With the assistance of the Ball's Falls Program and Heritage staff, the vegetation around the furnace was pruned to remove potential negative minimize impacts to the heritage feature. This will help protect the feature from possible further deterioration as outlined in the recent 2017 archeological report. This report was completed for the NPCA by Archaeological Research Associates Ltd. to outline direction for the preservation/ conservation of the historical and natural features on the site.

NPCA staff are reviewing a 'Mud Endurance Run' proposal for using a portion of the site. The proposal is for a one day event in May with the potential to be an annual event. It would use a 700 metre area of the site for running on more difficult terrain. This portion augments a more challenging obstacle course on the adjacent tableland property.

➤ **St. Johns Conservation Area**

The Conservation Area's trout pond and fishing season opens at 12 noon Saturday April 28, 2018. This season opening marks the annual St. Johns CA fishing event where staff will be on site to welcome site visitor and angler and provide information on the park and its significance.

A change from a stocking permit to an aquaculture permit was required this year from OMNRF for the stocking of rainbow trout in the site pond. The pond will be stocked in time for the season and pond opening at noon Saturday April 28.

Staff are pursuing with OMNRF the change of species stocking for the future, from non-native rainbow trout to native brook trout. This would be using the native local population genetics and would have a goal of providing a sustainable population with less stocking/cost needs as well as assisting in increasing the native population.

➤ **Smith Ness Conservation Area**

The prairie grass areas will be augmented with additional seed to ensure a full complement of tall grasses and forbs for prairie bird species. This is to enable a feature of a tall grass meadow/prairie at the site and assist in representing a variety of ecosystems across our Conservation Areas.



➤ **Wainfleet Bog Conservation Area**

Fire monitoring via lightning strike information from OMNRF Haliburton and water well readings (by staff) continue at the Wainfleet Bog. No lightning or fires have been reported or observed to date this year.

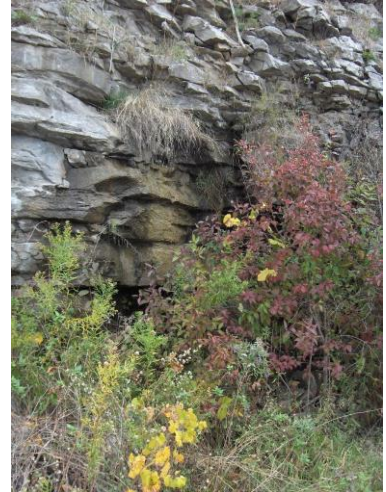
Site restoration work continues to be monitored to ensure site goals and objectives are being met. Plant vegetative communities and species show progression to a more natural bog ecosystem. Bog animals including reptile require more monitoring which staff will pursue further to ensure populations are maintained or enhanced.



Smith Ness CA

➤ **Wainfleet Wetlands Conservation Area**

The Ontario Stone, Sand and Gravel Association which represents the producers and suppliers of these industry products and services, will be touring this Conservation Area in June. The tour by NPCA staff, will highlight will include history of the former limestone quarry/clay pit and the rehabilitation efforts that occurred on the site to increase wetland habitat and/or preserve the alvar habitat.



Wainfleet Wetland CA

Other Conservation Area Ecological Activity

➤ **NPCA Hunting Program**

a) General: Hunting Permits

A total of 108 Hunting Permits have been issued for hunting areas at the NPCA in 2018. Of these 14 individuals are residents from outside the NPCA administrative watershed area.

- b) Hunting Harvest data for NPCA Conservation Areas has been summarized by staff for 2016. It summarizes the average number of hours to harvest a species. While it does not consider the weather, experience of the hunters, or the surrounding area, it is used as a guide to help staff assess the quality of habitat in the area and potential restoration area needs. The trend shows habitat to be relatively the same.

➤ **Gypsy Moth Monitoring**

With the melting of the snow, NPCA staff has started the annual gypsy moth monitoring at our set Conservation Areas. These areas have permanent plots which are monitored yearly and assessed for the level of gypsy moth population and forest health. An egg mass survey is completed initially to help forecast the moth populations and control needs if any for forest ecosystem management. Surveys continue in the summer months for defoliation rates to access and monitor populations and forecasts, and used to modify site restoration/operation activities as deemed necessary. Should the population be estimated to be beyond our population threshold of high defoliation to the forest, appropriate measures will be taken to address reducing the population. The seven sites used to represent the Conservation Areas forests with permanent plots include: Chippawa Creek, Comfort Maple, Hedley Forest, Ruigrok Tract, St. Johns, Smith-Ness, and Willoughby Marsh. These surveys continue each year as part of overall property and ecosystem management.

➤ **External Research Permits on CA Lands**

Two permits were issued for external research on NPCA lands. Research will include: spatial and temporal information on arthropod communities using DNA barcoding, and determining presence/absence of amphibian and marsh birds in the Jordan Harbour for coastal wetland habitat assessment. This research will also assist in updating species information for two Conservation Areas which is used in site management and activities.

One permit for external research on NPCA lands was issued in part for the Wainfleet Bog Conservation Area. Continue monitoring of reptiles and core substrate samples will be permitted. Other aspects were premature requiring further data to support no negative impact.

CONSERVATION AREAS:

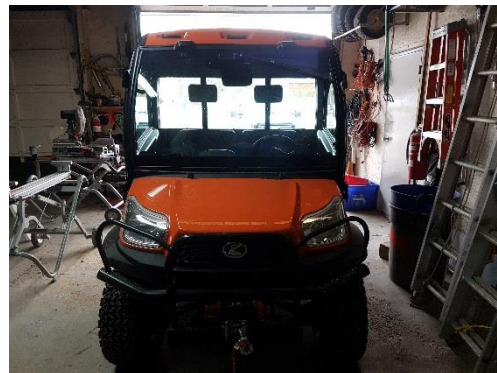
Ball's Falls Conservation Area

Staff were kept busy this winter with clearing parking lots of snow and ice, preparing the room for events, making sure they run smoothly and cleaning up after. Facilities continue to be cleaned and maintained to a high standard.

NPCA purchased a new Floor Cleaning Machine to help with the facility maintenance.



A new RTV 1100 was also purchased to assist with grounds maintenance in the summer and the winter.



Floors in the Centre for Conservation (CFC) resurfaced.



Binbrook Conservation Area

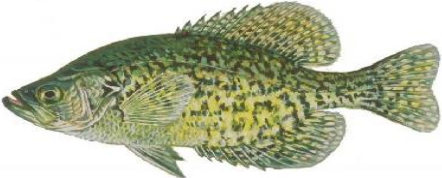
Annual Hard Water Crappie Derby

The 2018 Hard Water Crappie Derby took place on Sunday February 11th.

- Approximately 280 participants in total which included 84 pre-registered.
- A grand total of 220 adults and 60 children were in attendance (most on record).
- Over \$2000 in cash and prizes were awarded to single heaviest crappie (both Adult and Child categories).
- Over 20 Door prize draws including (1) grand prize draw of a 2-person ice shelter were awarded.
- Top Crappie this year weighed in at .525lbs


Upcoming Special Events


ANNUAL BINBROOK CRAPPIE DERBY Live Release
Saturday May 12, 2018 (6 a.m. to 1 p.m.)
At Binbrook Conservation Area
5050 Harrison Rd, Binbrook, ON L0R 1C0
Adults: \$20.00 Children under 12: \$5.00
Includes a BBQ & drink (served until 2 p.m.)




Tickets Available at Fishing World (905) 573-2288

- ✦ A Family Event – Friday Night Camping \$10 per Vehicle
Registration Required (905) 692-3228
 - ✦ Lots of Door Prizes
- ✦ All boats welcome (electric motors only)
- ✦ 200 tagged Crappie available for prizes of \$25.00 to \$100.00
 - ✦ Proceeds to: Eva Rothwell Resource Center and
GCC conservation programs at Binbrook Conservation Area

Follow us on:
Fishbinbrook





MudGirl Obstacle Race – Saturday June 2nd – Sunday June 3rd

- 10,000 female participants now registered
- Event is now SOLD OUT

Chippawa Creek Conservation Area

Seasonal camping

Currently, 94 seasonal campers registered for the 2018 camping season. This is an increase of 7 seasonal campers from last year as we opened more sites for seasonal camping due to demand.

Park Maintenance

Ash tree removal was completed for this season with 60 trees removed from the Black Walnut camping area. The trees removed were deemed a potential hazard to people and property as most of our seasonal camper's camp in this area. The next phase of ash removal will be taking place next winter in the Dils Hollow camping area behind sites 301 – 312.



The water system will be charged shortly and all water lines and facilities inspected for leaks . Sewage pumps will also be tested for any defects before the park opens.

Site maintenance has been slightly challenging this spring with the Welland River flooding out roads and campsites in the park.



Long Beach Conservation Area

Seasonal Camping

Currently, 121 seasonal campers registered for the 2018 camping season. This is an increase of 27 seasonal campers from last year as we opened more sites for seasonal camping due to demand.

Park Maintenance

The water system will be charged shortly and all water lines and facilities inspected for leaks . Sewage pumps will also be tested for any defects before the park opens. Completed the annual spring lagoon release. Cleaned washrooms, gatehouse, craft shack, pavilions, and campground. Replacement of all campsite number posts continue so as to make them all look the same. Replacement of the outside lights on buildings to RAB industrial LED lights have been completed.

Central Workshop

In Q1, the Central Workshop has been overseeing the removal of dead ash trees performed at Virgil Conservation Area and at Woodend Conservation Area by tree contractors. All Central Workshop trailers had annual road safety inspections done. Assisted Bradshaw Steel finishing work on Beamer Conservation Area Lookout Platforms. Tree contractors removed dead ash trees from Beamer Conservation Area parking lot in anticipation of Hawkwatch Open House on Good Friday (March 30). Set-up, tear down and parking performed for the Hawkwatch event. Central Workshop has also been doing regular maintenance on all non-revenue generating parks and equipment.

INFORMATION MANAGEMENT & TECHNOLOGY SERVICES (IMTS):

CityView Implementation and Support

1. Support for daily CityView use by staff is ongoing.
2. Staff is working with the Planning and Regulations Review team to prioritize continuous improvements and leverage an enhanced maintenance package of professional service hours.

Capital Projects

1. New cabling has been ran and terminated to move the final patch panel and switch into the data center.
2. The Digital Terrain Model (DTM) update was procured in partnership with the Niagara Region and the municipalities as part of the 2018 Ortholmagery Acquisition project.
3. The 2018 Ortholmagery Acquisition project is well underway with capture complete earlier this month.
4. The collocated data center upgrade will be moving forward as soon as we confirm any enterprise GIS configuration associated hardware requirements in that environment.
5. Staff is reviewing a report prepared by Ricoh documenting needs and potential benefits of an electronic content management system in application to the Authority business that will help inform the search and procurement of a records management solution.

GIS

1. Staff are redesigning and reconfiguring the enterprise GIS system to deliver on the commitments made in the 'Innovative Technology and Integrated Data' initiative. Business drivers are to create a GIS architecture that provides flexibility with data services and application deployment with minimal administration overhead, and embraces the web based focus that the industry has shifted toward. Internal and external customer experience and satisfaction will improve.
2. Provided mapping and data maintenance support for Source Water Protection.
3. Staff attended a meeting at the GRCA recently
4. Staff have built asset management inspections web apps for our surface water gauge and precipitation network stations, groundwater monitoring stations, and surface water quality monitoring stations. A collector app was also created to support the volunteer Yellowfish Road program that also includes a progress dashboard.

RELATED REPORTS AND APPENDICES:

Appendix 1: Capital Projects Calendar Q1 2018

Appendix 2: Capital Projects Financial Update (as of April 30, 2018)

Prepared by:



David Barrick
Senior Director, Corporate Resources

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer

This report was prepared in consultation with: Adam Christie, Manager, Strategic Initiatives and Capital Assets; Alicia Powell, Program Assistant; Kim Frohlich, Ecologist; Michael MacIntyre, Acting Manager, Conservation Areas; Nathaniel Devos, Park Superintendent of Ball's Falls Conservation Area; Mike Boyko, Park Superintendent of Binbrook Conservation Area; Rob Kuret, Park Superintendent of Chippawa Creek Conservation Area; Michel Germain, Superintendent of the Central Workshop; and, Geoff Verkade, Manager, Information Management and Technology Services.

Projects Calendar for 2018					Project Schedule											
Conservation Area	Location / Project Description	Reference No.	B U D G E T	Pr. Lead	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ball's Falls CA	New Septic System - Lower Level Comfort Station	BF-2017-09	\$ 70,000.00	ND												
	Refurb of Big Barn and Field center	BF-2018-11	\$ 25,000.00	RS												
	St.Georges Church Upgrade	BF-2018-12	\$ 45,000.00	RS												
	Centre for Conservation Upgrade	BF-2018-13	\$ 50,201.00	ND												
	Furry Cabin Repair	BF-2018-14	\$ 40,000.00	RS												
	Utility Vehicle	BF-2018-15	\$ 35,000.00	RS												
	Floor Cleaning Machine for Centre for Conservation	BF-2018-16	\$ 10,000.00	ND												
Totals			\$ 275,201.00													
Binbrook CA	Hazard Tree Removal	BB-2018-14	\$ 25,000.00	MB												
	RTV	BB-2018-15	\$ 35,000.00	RS												
	Tree Planting	BB-2018-16	\$ 30,000.00	MB												
Totals			\$ 90,000.00													
Chippewa Creek CA	Main Washroom(Comfort Station#1) Interior Renovation	BB-2018-14	\$ 75,000.00	RK												
	Purchase Kubota RTV-X900	BB-2018-15	\$ 18,000.00	RS												
	Honey Wagon	BB-2018-16	\$ 20,000.00	RK												
Totals			\$ 113,000.00													
Central Workshop	Eavestrough Replacement Jordan Horbour	CW-2017-19	\$ 15,000.00	RS												
	Beamer Lookout Improvements	CW-2015-02	\$ 111,577.00	RS												
	Tree Planting Shade Structures and Landscaping	CW-2017-20	\$ 150,000.00	RS												
	Riding Mower	CW-2018-22	\$ 35,000.00	RS												
	Tree Removal and Landscape	CW-2018-23	\$ 150,000.00	RS												
	St Johns Pond Erosion	CW-2018-24	\$ 18,000.00	RS												
	Jordan Harbour Building Upgrades	CW-2018-25	\$ 50,000.00	RS												
	Gord Harry Trail Gates Repairs	CW-2018-26	\$ 30,000.00	RS												
	Wainfleet Wetlands Parking Lot	CW-2018-27	\$ 15,000.00	RS												
Totals			\$ 574,577.00													
Long Beach CA	Electrical Upgrades	LB-2017-07	\$ 100,000.00	MM												
	Gate System Replacement	LB-2017-09	\$ 70,000.00	MM												
	Lagoon Empty/ New Gate Valve/Integrity Inspection	LB-2018-12	\$ 150,000.00	MM												
	Electrical Upgrade on Long Beach North Side	LB-2018-13	\$ 100,000.00	MM												
	Playground, Southside	LB-2018-14	\$ 80,000.00	MM												
Totals			\$ 500,000.00													
Total Budget			\$ 1,552,778.00													
							</									

Approved 2018 CAPITAL BUDGET								
Capital Projects for 2018	Project Description	Approved 2018	Department Code	Account #	Reference #	From Reserves	Spent at Apr. 30 2018	Variance
Ball's Falls	Refurbish Big Barn & Field Centre	25,000	633	8011	BF - 2018 - 11	-		-25,000
	St Georges Church Upgrades	45,000	633	8012	BF - 2018 - 12			-45,000
	Centre for Conservation Upgrade	50,201	633	8013	BF - 2018 - 13		25,793	-24,408
	Furry Cabin Refurbishment	40,000	633	8014	BF - 2018 - 14			-40,000
	Utility Vehicle	35,000	633	8015	BF - 2018 - 15		22,232	-12,768
	Floor Cleaning Machine	10,000	633	8016	BF - 2018 - 16	-	9,155	-845
	Monitoring Well - CFC Septic System	8,000	633	8017	BF - 2018 - 17			-8,000
	Septic System Replacement - Lower Comfort Station	-	633	8009	BF - 2017 - 09	70,000		-70,000
Total		213,201				70,000	57,180	-226,021
Binbrook	Hazard Tree Removal	25,000	603	8114	BB - 2018 - 14	-		-25,000
	RTV	35,000	603	8115	BB - 2018 - 15	-	22,232	-12,769
	Tree Planting	30,000	603	8116	BB - 2018 - 16	-		-30,000
Total		90,000				-	22,232	-67,769
Central Workshop	Riding Mower	35,000	643	8222	CW - 2018 - 22	-	32,275	-2,725
	Tree Removal and Landscape	150,000	643	8223	CW - 2018 - 23	-	41,180	-108,820
	St John's Pond Erosion	18,000	643	8224	CW - 2018 - 24	-		-18,000
	Jordan Harbour Building Upgrades	50,000	643	8225	CW - 2018 - 25	-		-50,000
	Gord Harry Trail Gate Repairs	30,000	643	8226	CW - 2018 - 26	-		-30,000
	Wainfleet Wetlands Parking Lot	15,000	643	8227	CW - 2018 - 27	-		-15,000
	Eavestrough Replacement Jordan Harbor		643	8219	CW - 2017 - 19	13,687		-13,687
	Tree Planting & Shade Structures		643	8220	CW - 2017 - 20	71,348	5,043	-66,305
	Beamer Lookout Improvements		643	7202	CW - 2015 - 02	13,307	28,675	15,368
Total		298,000				98,342	107,173	-289,169
Chippawa Creek	Main Washroom (Comfort Station) Interior Renovation	75,000	609	8307	CC - 2018- 07	-	25,592	-49,408
	Kubota RTV -X900	18,000	609	8308	CC - 2018 - 08	-	22,232	4,232
	Honey Wagon	20,000	609	8309	CC - 2018 - 09	-		-20,000
Total		113,000				-	47,823	-65,177
Long Beach	Lagoon Empty/New Gate Valve/Integrity Inspection	150,000	611	8412	LB - 2018 - 12	-		-150,000
	Electrical Upgrade Long Beach Norht Side	100,000	611	8413	LB - 2018 - 13	-		-100,000
	Playground - Southside	80,000	611	8414	LB - 2018 - 14	-		-80,000
	Electrical Upgrades		611	8407	LB - 2017 - 07	86,133		-86,133
	Gate System Replacement		611	8409	LB - 2017 - 09	50,376	29,002	-21,374
Total		330,000				136,508	29,002	-437,507

Report To: Board of Directors

Subject: Financial and Reserve Report – Month Ending April 2018

Report No: 43-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 43-18 respecting Financial and Reserve Report – Month Ending April 2018
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.

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: for month ending April 2018 (consolidated)

Appendix 2 - Statement of Reserves for month ending April 2018

Prepared by:



David Barrick
Senior Director, Corporate Resources

Submitted by:



Mark Brickell
CAO/Secretary Treasurer

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

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSOLIDATED NON CAPITAL
JANUARY 1, 2018 -April 30, 2018

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
MNR TRANSFER PAYMENTS	-	174,496.00	0.0%
PROVINCIAL GRANTS - MOE	61,000	99,500	61.3%
PROVINCIAL GRANTS - OTHER	42,977.00	200,000.00	21.5%
FEDERAL GRANTS	7,705	155,000	5.0%
MUNICIPAL LEVY - GENERAL	1,451,437	5,805,740	25.0%
LEVY - SPECIAL - NIAGARA	206,030	824,120	25.0%
LEVY - SPECIAL - HAMILTON	5,829	23,315	25.0%
ADMINISTRATION FEES	150,682	367,500	41.0%
USER FEES /OTHER REVENUES	747,321	1,787,850	41.8%
LAND OWNER CONTRIBUTION	576	-	100.0%
MISCELLANEOUS	69,216	193,500	35.8%
	2,742,774	9,631,021	28.5%

EXPENDITURES

CAO/BOARD & ADMINISTRATION	513,927	1,605,035	32.0%
WATERSHED	584,451	2,578,492	22.7%
CORPORATE RESOURCES	1,147,146	5,447,494	21.1%
	2,245,524	9,631,021	23.3%

NIAGARA PENINSULA CONSERVATION AUTHORITY
CAO/BOARD AND CORPORATE RESOURCES
JANUARY 1, 2017 -APRIL 30, 2018

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
MNR TRANSFER PAYMENTS	-	29,496	0.0%
PROVINCIAL GRANTS - OTHER	-	42,500	0.0%
MUNICIPAL LEVY - GENERAL	383,260	1,533,039	25.0%
MISCELLANEOUS	-	-	100.0%
	383,260	1,605,035	23.9%
<u>EXPENDITURES</u>			
CAO & BOARD EXPENSES	129,283	401,626	32.2%
<u>ADMINISTRATION</u>			
OFFICE SERVICES	78,521	298,234	26.3%
HUMAN RESOURCES	83,894	323,118	26.0%
CORPORATE COMMUNICATIONS	222,230	582,057	38.2%
	384,644	1,203,409	32.0%

**NIAGARA PENINSULA CONSERVATION AUTHORITY
WATERSHED
JANUARY 1, 2018 -APRIL 30, 2018**

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
MNR TRANSFER PAYMENTS	-	145,000	0.0%
PROVINCIAL GRANTS - MOE	61,000	99,500	61.3%
PROVINCIAL GRANTS - OTHER	42,977	115,000	37.4%
FEDERAL GRANTS	7,705	155,000	5.0%
MUNICIPAL LEVY - GENERAL	369,921	1,479,677	25.0%
LEVY - SPECIAL - HAMILTON	5,829	23,315	25.0%
ADMINISTRATION FEES	150,682	367,500	41.0%
LAND OWNER CONTRIBUTION	576	-	100.0%
MISCELLANEOUS	69,216	193,500	35.8%
	707,906	2,578,492	27.5%
<u>EXPENDITURES</u>			
WATERSHED MANAGEMENT	138,127	443,526	31.1%
PLAN REVIEW AND REGULATIONS	170,877	790,601	21.6%
WATERSHED PROJECTS	275,446	1,344,365	20.5%
	584,451	2,578,492	22.7%

NIAGARA PENINSULA CONSERVATION AUTHORITY
CORPORATE RESOURCES
JANUARY 1, 2018 -APRIL 30, 2018

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
PROVINCIAL GRANTS - OTHER	-	42,500.00	0.0%
MUNICIPAL LEVY - GENERAL	698,256	2,793,024	25.0%
LEVY - SPECIAL - NIAGARA	206,030	824,120	25.0%
USER FEES/OTHER REVENUES	747,321	1,787,850	41.8%
	<u>1,651,607</u>	<u>5,447,494</u>	<u>30.3%</u>
 <u>EXPENDITURES</u>			
MANAGEMENT	616,856	3,063,802	20.1%
STRATEGIC INITIATIVES	110,534	473,268	23.4%
LAND PROGRAMMING	380,993	1,739,924	21.9%
VEHICLES AND EQUIPMENT	38,763	170,500	22.7%
	<u>1,147,146</u>	<u>5,447,494</u>	<u>21.1%</u>

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSOLIDATED CAPITAL
JANUARY 1, 2018 - APRIL 30 , 2018

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
MUNICIPAL LEVY - GENERAL	110,095	440,378	25.0%
LEVY - SPECIAL - NIAGARA	326,181	1,304,701	25.0%
LEVY - SPECIAL - HAMILTON	25,000	100,000	25.0%
RESERVE FUNDS	-	204,000	0.0%
MISCELLANEOUS/OTHER	-	275,000	100.0%
	461,276	2,324,079	19.8%

EXPENDITURES

CORPORATE SERVICES	110,148	116,500	94.5%
WATERSHED	12,514	88,000	14.2%
LAND DEVELOPMENT	263,409	1,679,201	15.7%
NIAGARA DIFFERENTIAL (RESERVE)	-	440,378	0.0%
	386,071	2,324,079	16.6%

NIAGARA PENINSULA CONSERVATION AUTHORITY
CORPORATE RESOURCES - CAPITAL
JANUARY 1, 2018 - APRIL 30, 2018

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
LEVY - SPECIAL - NIAGARA	24,125	96,500	25.0%
MISCELLANEOUS/OTHER	-	20,000	0.0%
	24,125	116,500	20.7%

EXPENDITURES

GIS/CORPORATE RESOURCES	110,148	116,500	94.5%
	110,148	116,500	94.5%

NIAGARA PENINSULA CONSERVATION AUTHORITY
WATERSHED CAPITAL
JANUARY 1, 2018 - APRIL 30, 2018

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
LEVY - SPECIAL - NIAGARA	10,000	40,000	25.0%
RESERVE FUNDS	-	23,000	0.0%
MISCELLANEOUS/OTHER	-	25,000	
	10,000	88,000	11.4%

<u>EXPENDITURES</u>			
FLOODPLAIN MAPPING	-	-	100.0%
STREAM GUAGE & MONITORING NETWORK	12,514	88,000	14.2%
	12,514	88,000	14.2%

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSERVATION LAND DEVELOPMENT - CAPITAL
JANUARY 1, 2018- APRIL 30, 2018

<u>REVENUES</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>% OF BUDGET</u>
LEVY - SPECIAL - NIAGARA	292,056	1,168,201	25.0%
LEVY - SPECIAL - HAMILTON	25,000	100,000	25.0%
RESERVE FUNDS	-	181,000	0.0%
MISCELLANEOUS/OTHER	-	230,000	100.0%
	317,056	1,679,201	18.9%

EXPENDITURES

LAND ACQUISITION (RESERVE)	-	600,000	0.0%
BALL'S FALLS	57,180	213,201	26.8%
BINBROOK	22,232	90,000	100.0%
CHIPPAWA CREEK	47,823	113,000	0.0%
LONG BEACH	29,002	330,000	8.8%
ECOLOGICAL PROJECTS	-	35,000	100.0%
GAINSBOROUGH CENTRAL WORKSHOP	107,173	298,000	36.0%
	263,409	1,679,201	15.7%

**NIAGARA PENINSULA CONSERVATION AUTHORITY
STATEMENT OF CONTINUITY FOR CAPITAL & OPERATING RESERVES
FORECAST FOR 2018**

	Balance 31-Dec <u>2017</u>	Authorized Appropriations <u>2018</u>	Forecasted Balance 31-Dec <u>2018</u>
	\$	\$	\$
Unexpended Capital Reserves			
Equipment	279,319	(204,000)	75,319
General Capital	1,058,385	(233,502)	824,883
Flood Protection Services	359,266	(60,000)	299,266
Niagara Levy Differential	1,206,213	440,378	1,646,591
Land acquisition-Hamilton	1,000,000	100,000	1,100,000
Land acquisition-Niagara	1,298,176	500,000	1,798,176
Land acquisition-Cave Springs	133,704		133,704
	5,055,744	746,876	5,802,620
	5,335,063	542,876.00	5,877,939
Operating Reserves			
General Operating Reserve*	603,920	0	603,920
Tree Bylaw Agreement	82,371	0	82,371
	686,291	0	686,291
	686,291	0	686,291
Grand Total Reserves	6,021,354	542,876	6,564,230
Deferred Revenue - Ontario Power Generation Funding	1,547,585	(446,348)	1,101,237

*General Operating Reserve Balance is net of Unfunded employee future benefits liability

OPG Funded 2018
\$275,000 Capital Works (2018)
\$171,348 Capital Works (2017)

Report To: Board of Directors

Subject: Land Use Agreement with Fort Erie Conservation Club Inc.

Report No: 45-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No, 45-18 respecting Land Use Agreement with Fort Erie Conservation Club Inc. **BE RECEIVED**; and
2. That staff **BE AUTHORIZED** to execute the attached DRAFT 3-year Lease with the Fort Erie Conservation Club Inc. regarding the use of Stevensville Conservation Area.

PURPOSE:

To allow the Fort Erie Conservation Club Inc. continued access to the Stevensville Conservation Area.

BACKGROUND:

The NPCA has had an annual lease in place with the Fort Erie Conservation Club for a number of years (approx. 15 years). In 2015, the NPCA Board approved a 3-year lease which currently expires June 30, 2018. The Club desires continued use of 4.84 acres of the Stevensville Conservation Area. Further, the NPCA has a separate Maintenance Agreement with the Fort Erie Conservation Club in which they provide lawn/trail maintenance of the grounds.

DISCUSSION:

This report is considered 'housekeeping' in that it is a renewal of lease with a long-standing community partner. The NPCA and Fort Erie Conservation Club have a working relationship extending more than 25 years. The Club agrees that it will maintain the Clubhouse facility and compound in a good state of cleanliness, safety and repair.

At its March 2018 meeting, the Board supported, in principle, allowing the Friends of Fort Erie's Creeks (FOFEC) to construct a building at Stevensville Conservation Area. This was also supported and endorsed by the Fort Erie Conservation Club.

The Board has the option to not renew the Agreement. This option is not recommended by staff given the Club has demonstrated to be a great partner. Further, the NPCA does not have additional options relating to this property at this time.

FINANCIAL IMPLICATIONS:

The Club agrees to pay a fee of \$1/year to the Authority upon signing of the Agreement. The Club also pays any and all taxes, rates, assessments and utility charges on the lands. The Club also provides a standard of maintenance and repair alleviating some work from Central Workshop. Further, the Club maintains liability insurance in the total of two million dollars (\$2,000,000) during the term of the agreement showing the Authority as an additional insured.

RELATED REPORTS AND APPENDICES:

Appendix 1 DRAFT Lease Agreement with the Fort Erie Conservation Club Inc. (2018)

Prepared by:



David Barrick
Senior Director, Corporate Resources

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer

BETWEEN:

Hereinafter referred to as “Landlord” or “NPCA”

-and-

Hereinafter also referred to as “The Club”

1. The Club shall pay to the Landlord the sum of One Dollar (\$1.00) as rent for the said lands per year of the agreement.
2. The Tenant covenants with the Landlord as follows:
 - a) To pay rent and all or any taxes, rates, assessments or utility charges servicing the said lands;
 - b) To keep up all fences:
 - c) Not to cut down timber or trees of any kind whatsoever except those which NPCA has specifically designated to be appropriate for removal and upon the cutting of such trees to remove all stumps and debris and to plant sod or replant a tree, as may be required by NPCA;
 - d) Not to use the lands for purposes other than conservation purposes as provided under the Conservation Authorities Act;

- e) Not to construct any permanent buildings on the lands without the written consent of NPCA and, when such consent has been given, to remove THIRTY (30) days prior to the termination of the Lease, all such buildings if required by NPCA and to restore the lands to a state comparable to that upon the commencement of the Lease;
- f) The Landlord acknowledges that there has been constructed a Club House on the lands which was constructed with their approval but is subject to the terms of (e) above with regard to any additions thereto and with regard to its possible removal at the time of termination;
- g) To permit NPCA, its servants and agents, to enter upon the lands at all reasonable times during the term of the Lease to view the state and condition of the lands and any buildings constructed on the lands;
- h) To repair and to carry out such grounds maintenance according to any notice in writing received from NPCA;
- i) Not to dump or place any fill of any kind on the lands nor to change, divert or interfere with the existing channels of any rivers, creeks, streams or water courses running through the lands without first having received the written consent of NPCA;
- j) To protect and preserve all trees on the lands from waste, injury or destruction and to prune and care for such trees as often as they may require such care;
- k) (i) to indemnify NPCA against all fines, suits, claims, demands and such actions of any kind to which NPCA may become liable by reason of any breach, violation or non-performance by The Club of any covenant, term or provision of this Lease or by reason of any injury occasioned to or suffered by any person or any property because of any wrongful act, neglect or default by The Club or of any of its employees, assignees, sub-tenants, licencees or independent contractors engaged by The Club or any of its assignees, sub-tenants or licencees; and

(ii) not to do or permit to be done any act or thing which would render void or voidable any policy of insurance on the lands or which may cause any increase premium to be payable in respect of such policy;

- l) To obtain and maintain Public Liability Insurance on the lands in an amount not less than TWO MILLION (\$ 2,000,000.00) DOLLARS and to add the Landlord as a named insured;
- m) Not to erect any sign on the lands without first receiving written approval of NPCA as to the size, content and design of the sign;
- n) To obtain from any Assignee, sub-tenant or licensee of the lands prior to an Assignment or Sub-Lease a covenant to perform all terms, covenants and agreements in this Lease.
- o) To provide an annual financial audited report to the NPCA.

NPCA COVENANT

3. Niagara Peninsula Conservation Authority covenants with The Club, as follows:

- a) for quiet enjoyment;

MUTUAL COVENANT

4. It is expressly intended and agreed between NPCA and The Club, as follows:

- a) The Club may on Ninety (90) days notice in writing delivered to NPCA terminate this Lease.
- b) NPCA shall not in any event whatsoever be liable or responsible in any way for the death of or any personal injury that may be suffered or sustained by any person who may be on the lands or in any building or for any loss or damage or injury to any property including cars and their contents belonging to any person on the lands or for any damage caused by anything either denied or admitted by NPCA its agents or employees or independent contractors of NPCA.
- c) NPCA may re-enter upon any breach or non-performance of any covenant of The Club.
- d) In the case of any dispute of NPCA and The Club, arising during the term of this Lease as to any matter arising out of the Lease, either party shall be entitled to give to the other notice of

the dispute and demand arbitration of the matter in question. After giving notice the dispute shall be referred to the NPCA Board of Directors (as per the governance model under the Conservation Authorities Act) as the arbitrator to decide and the decision shall be final and binding upon the parties.

- e) Any notice or other communication required to be given under this Lease shall be in writing and shall be given by delivery the same personally or by prepaid registered post to the respective recipient at the following addresses:

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

TO: Fort Erie Conservation Club Inc.
2555 Ott Road
Stevensville, Ontario L0S 1S0

If notice is given by prepaid registered post, the date of service shall be deemed to have been given on the first business day following the date of the postmark.

FURTHER COVENANTS

5. The Club shall maintain the Clubhouse facility in a neat and clean manner satisfactory to the Landlord.
6. The Club shall use the facilities only for its own purposes. There shall be no recourse against the Landlord for any damages suffered by The Club arising out of their occupation or use of the property.
7. The Club shall not sell or dispense any alcoholic beverages on the property without obtaining the proper permits therefore.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals as attested to by the proper officers in that behalf.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Per: _____
Sandy Annunziata, Chairman

Per: _____
Mark Brickell – CAO Secretary / Treasurer

FORT ERIE CONSERVATION CLUB INC.

Per: _____
Connie Charron, President

Per: _____
Terry Teal, First Vice-President

Per: _____
Elmer Mickolczi, Treasurer

Report To: Board of Directors

Subject: Niagara Peninsula Conservation Authority (NPCA) Water Quality Improvement Grant Program Report

Report No: 46-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 46-18 respecting the Niagara Peninsula Conservation Authority (NPCA) Water Quality Improvement Grant Program Report **BE RECEIVED**;
2. That the NPCA Full Authority Board **APPROVE** one of the Options identified in the Financial Implications section of Report 46-18 respecting the Niagara Peninsula Conservation Authority (NPCA) Water Quality Improvement Grant Program;
3. That the Draft NPCA Water Quality Improvement Grant Program Outline attached to Report No. 46-18 as Appendix 1 **BE APPROVED** as presented;
4. That the Draft Water Quality Improvement Grant Review Committee Terms of Reference attached to Report 46-18 as Appendix 2 **BE APPROVED** as presented;
5. That staff **BE DIRECTED** to advertise and promote the NPCA Water Quality Improvement Grant Program as outlined in the NPCA Water Quality Improvement Grant Program Outline attached to Report 46-18 as Appendix 1;
6. That the NPCA Board **PROCEED** to the selection process to identify a minimum of two board members to the NPCA Water Quality Improvement Grant Program Committee.

PURPOSE:

The purpose of this report is to provide the NPCA Board of Directors with an outline of the newly revised NPCA Water Quality Improvement Grant Program and to seek approval for its implementation and roll out.

BACKGROUND:

As prescribed by the Conservation Authorities Act; to establish and undertake programs and services on a watershed basis to further the conservation, restoration, development and management of natural resources.

According to the NPCA 2018 Watershed Report Card, both Surface Water Quality and Forest Conditions received a “D” grade while Groundwater Quality received a “B” grade. These grades are like those found throughout Southwestern Ontario.

The implementation of a variety of Best Management Practices (BMPs) including strategic tree planting, building and/or repairing wetlands, and better Agricultural Management initiatives, across the NPCA Watershed, can help to reduce nutrient levels in watercourses, such as Total Phosphorus, and therefore improve both surface water and ground water quality as well as the overall tree canopy. Individual and overlapping projects, in time, will serve to better the overall health of the Niagara Peninsula Watershed.

DISCUSSION:

In 2017, a third-party review of the former “Restoration Program” was undertaken. The review identified various program flaws, including concerns about transparency, accountability, liability and procurement policy issues, and based on those concerns, made several recommendations.

Through the Full Authority Board, it was determined that a new or revamped program should be established, to replace the former program, that would alleviate the identified concerns and be more transparent and accountable. Based on the Board direction and the concerns raised by and the recommendations put forth by the third-party reviewer, staff have developed the “NPCA Water Quality Improvement Grant Program”.

The NPCA Water Quality Improvement Grant Program will be a Partnership Grant Program with the objective to partially fund already designed and partially funded community partner projects within the NPCA watershed. These partially funded projects will each have the goal and objective to help improve water quality (ground and surface water) across the NPCA’s watershed. This is a “matching dollar for dollar” funding program (both a combination of finances and in-kind labour would be considered) whereby applicants must provide proof of funding as well as a fully thought out project plan. The project plans will be first vetted through the Restoration Grants Coordinator and then moved on to the Water Quality Improvement Grant Review Standing Committee for consideration. Projects will have to demonstrate and identify NPCA Water Quality Improvement Program objectives and already established industry Best Management Practices. Volunteers are important to ongoing ecological progress in the NPCA Watershed. Therefore, each application must submit a plan for recruitment and utilization of volunteers into their project plan. Finally, multiple year projects would be considered by the Standing Committee.

A draft Terms of Reference has been established, a mix of Board Members and NPCA Staff, to form the Water Quality Improvement Grant Review Standing Committee. This committee will meet a couple of days a year to review, prioritize, and approve or disapprove the applications that are received. This standing committee will collectively consider, evaluate, and prioritize all applications, against an approved set of matrices, and then direct the Restoration Grants Coordinator accordingly. This standing committee will also review and evaluate the overall program on an annual basis.

Staff are recommending that the budget, \$250,000 per year, remain intact for 2019, with \$150,000 going to projects with an upward cap of \$50,000 (\$10,001 to \$50,000) and \$100,000 being set aside for projects with an upward cap of \$10,000 (\$0 to \$10,000). Advanced payment of up to 25% of the NPCA commitment may be available but will be subject to individual project consideration by the Standing Committee. Payment will typically be paid out, by the NPCA, after the successful project is complete and the Restoration Grants Coordinator has been satisfied that all the necessary paperwork has been submitted correctly and on time.

Eligible applicants will include:

- 1.) Incorporated Non-Governmental Organizations (NGOs)
- 2.) Non-Incorporated organizations (Nature Clubs, "Friends Of" organizations) may apply in partnership with incorporated organizations (i.e. schools, municipalities, churches, NGOs, etc.)
- 3.) Municipalities
- 4.) Niagara Parks Commission

Eligible Projects would include:

- 1.) Livestock Restriction, Alternate Watering Systems & Crossings
- 2.) Conservation Farm Practices
- 3.) Erosion Control/ Instream/ Riparian Habitat Restoration
- 4.) Wetland Habitat Restoration/ Creation
- 5.) Tree Planting/ Woodland Restoration/ Creation
- 6.) Upland Habitat Restoration

In the rollout of the program, a program description for each type of eligible project will accompany the application. Each project description outlines the Grant Rate, Grant Ceiling, Application Due Date, Purpose, Eligibility, Types of Eligible Projects, Eligible Expenses, and Ineligible Expenses.

The Restoration Grants Coordinator will be available to help each applicant with their application and to ensure it is complete and understood. The Restoration Grants Coordinator will also help the standing committee to understand each application and help prioritize each project. He/ She will also send out the approval letters and continuously monitor each project with ongoing dialogue and site visits. Finally, he/ she will close out the project with the successful applicant making sure that all eligible receipts have been handed in and accounted for before processing the final funding payment.

FINANCIAL IMPLICATIONS:

The 2018 approved budget is \$250,000 for this initiative. Additional options include:

Option 1:

Unspent funds being reallocated to the following fiscal year's budget, to top it up

Option 2:

To be allocated to a specially defined Reserve Account accessible by the Water Quality Improvement Grant Program Standing Committee.

RELATED REPORTS AND APPENDICES:

Appendix 1 Water Quality Improvement Grant Program Outline

Appendix 2 Draft Water Quality Improvement Grant Review Committee Terms of Reference

Prepared by:



Gregg Furtney
Director, Watershed Management (Acting)

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer

Prepared with input from Steve Miller, Manager of Water Resources and Restoration, Stuart McPherson, Restoration Grants Coordinator, and Steve Gillis, Environmental Field Technician

Niagara Peninsula Conservation Authority – 2018 Water Quality Improvement Grant Program

Section 1 - Program Rationale

The objective of the Niagara Peninsula Conservation Authority (NPCA) is to “establish and undertake, in the area over which it has jurisdiction, programs designed to further the conservation, restoration, development and management of its natural resources”.

According to the 2017 Water Quality Monitoring Program Report, for surface water, the biological and chemical monitoring results indicate that most of Niagara’s watersheds have poor or impaired water quality.

The implementation of a variety of Best Management Practices, including the establishment of riparian buffers, restoration of wetlands and upland forest, improvements to manure and wastewater storage facilities, erosion/sediment control and various agricultural projects can help to reduce nutrient levels in watercourses such as total phosphorus which have been identified to be major contributors to the impairment of water quality within the NPCA watershed.

Decreasing total phosphorus concentrations at several Welland River tributaries are now being observed with the NPCA’s long-term data. Beaver Creek and Mill Creek watersheds had been targeted by the NPCA’s former Water Quality Improvement Program over the last twenty years to reduce non-point pollution such as nutrients and sediment. These data provide some evidence that a comprehensive Water Quality Improvement Program can reduce nutrient runoff.

The Niagara Peninsula Conservation Authority’s (NPCA) Restoration Program is responsible for improving water quality, water quantity and biodiversity within the NPCA watershed. Rewarding partner organizations for protecting public interests (improved water quality & quantity & habitat); the program provides partner organizations financial incentives to implement stewardship and restoration projects on properties throughout the NPCA’s watershed.

Section 2- Program Description

The Water Quality Improvement Grant Program (WQIGP) is designed to help improve water quality across the NPCA’s watershed through a grant program. The WQIGP provides grants for a set of water quality improvement project types.

See Section 4 for a list of eligible projects that qualify for water quality improvement project grants.

Section 3- Who Can Apply?

1. Incorporated Non-Governmental Organizations (NGO’s)
2. Non-incorporated organizations (Nature Clubs, “Friends Of” organizations) may apply in partnership with incorporated organizations (schools, municipalities, churches, NGO’s, etc.)
3. Municipalities
4. Niagara Parks Commission

Section 4 - General Program Guidelines

To qualify for funding the following guidelines must be met:

- 1) Projects must be within the NPCA watershed.
- 2) Projects must demonstrate an improvement to local surface or groundwater quality.
- 3) Applicant organizations must demonstrate good land stewardship practices, and be willing to grant access to Authority staff at the completion of the project and for any post monitoring / assessment required.
- 4) Applicant organizations must commit at least 50% of the total project cost (see Section 7- Funding for more details).
- 5) Applicants must complete a Water Quality Improvement Grant Program application and sign a Project Agreement form prior to project commencing.
- 6) The NPCA must review and give approval of all projects prior to project commencement.
- 7) All permits/ permissions must be obtained by the applicant organization prior to project commencement as outlined in the project agreement. All fees associated with permits and permissions are the responsibility of the applicant organization.
- 8) Applicants must include copies of all relevant licenses required to complete the project.
- 9) Projects that will result in the greatest benefits to water quality and/or habitat will be prioritized for funding. Project approval will be based on an evaluation matrix with selection by members of an established technical advisory committee.
- 10) There is no limit to the number of applications any organization may submit.
- 11) Applicants working on lands with an established Environmental Farm Plan (EFP) will be given higher priority.
- 12) Projects will be completed to the satisfaction of the Niagara Peninsula Conservation Authority staff within a defined, agreed upon time period as outlined in the project agreement.
- 13) Multiyear/phase projects will be considered, but will be subject to yearly budget approval.
- 14) Project funds will be released to successful applicants only after the project is complete, proof of costs associated with the project are submitted and an inspection is completed by NPCA staff.
- 15) All plant species must be native to the NPCA's Watershed.

Section 5 – Application Requirements

- A complete project application.
- Detailed project plans (see specific project category for details in section 9).
- All applicable permits identified.
- Curriculum vitae of all persons involved with design and implementation of project.
- Proof of adequate liability insurance coverage and proof of that the NPCA is indemnified from any legal action.
- A detailed budget with additional funding sources identified.

Section 6 – Funding

Approved Projects will receive 50% funding, up to the program category cap limit. The participating organization is responsible for the remaining 50% or greater costs. NPCA grant dollars can be combined with other financial assistance programs (i.e Forests Ontario, SARFIP). In cases where applicant organizations receive additional funding, the WQIGP may cover less than 50%, if the additional funding covers more than 50% of the project (see Example 3).

Example 1. A reforestation project costs \$13,564. The NPCA grant would cover 50% of the cost and cover \$6,782. The applicant organization would cover the remaining \$6,782.

Example 2. A wetland creation project costs \$23,893. The NPCA grant would reach its program category cap limit of \$15,000. The applicant organization would cover the remaining \$8,893.

Example 3. A wetland creation project costs \$23,893. The applicant organization receives grants for \$14,600 from another source. The NPCA Grant would then cover the remaining \$9,293.

All costs will be paid for up front by the applicant organization (including plant material, staff time, excavation, etc.). When the project is complete, a site inspection will take place, a final progress report will be submitted including all applicable receipts, and letters from other any other funding organizations stating their contribution. Once the all accounts are settled, the applicant organization will invoice the NPCA for the grant contribution within 60 days of the final inspection. All final paperwork is due no later than the December 31st of project year.

Section 7- Application Evaluation

Applications forms and their supporting materials will be screened for completion and to ensure they meet the eligibility requirements outlined in sections 3,4,5, and 10. Applications that meet these requirements will be reviewed and ranked by NPCA staff according to two different evaluation criteria.

- Improvement to water quality, quantity and habitat (50% of total score).

- Sound project design (50% of total score)

Improvement to water quality, quantity, habitat.

Projects must have a direct environmental benefit to the water quality, quantity and habitat resulting in measurable environmental improvements.

Projects plans must outline the performance measures meant to be achieved through the project.

These may include; meters of fence installed, number of trees planted, acres of wetland created, etc.)

- Projects that improve water quality (temperature, sediment, nutrients), add storage within the floodplain, or add or connect habitat at a large scale will receive priority.
- Projects that take place in headwaters, lands that contribute to 1st and 2nd order stream, will also receive priority.
- Projects that are adjacent to a watercourse (within 30m) will receive higher consideration.
- Projects that increase interior forest area will receive higher consideration.
- Projects that are adjacent (within 30m) to a significant feature (PSW, escarpment, etc.) will receive higher consideration.

Sound Project Design

- Projects with sound project design using SMART goals are more likely to receive funding. SMART goals are Specific, Measurable, Achievable, Realistic, Time-Sensitive.
- The WQIPG review committee will look for projects that have clear, reasonable and achievable objectives.
- Detailed work plans with realistic timetable and corresponding budgets are required.
- Project evaluation considers the organization's history of projects and their success rates as well as the qualifications of staff and contractors who will be designing and implementing projects.
- Some projects may require permits and approvals to begin construction. In these cases, the applicant organization must have all applicable permits and approvals in place prior to implementation of the project.

Section 8 - Project Approval

Upon receiving a Project Application, staff will visit the project site with the applicant. The project will be evaluated based on the criteria outlined in Section 9- Project Descriptions. The projects will be assessed, scored and ranked against other eligible projects. A WQIPG Review Committee will have final approval on which projects are implemented. Projects that are not selected may be considered for the following year. Letters of acceptance will be sent by mail by January 31st.

Section 9 – Water Quality Improvement Program Categories

	Eligible Project Types	Grant Rate	Grant Ceiling	Application Date
1	Livestock Restriction, Alternate Watering Systems & Crossings	* Up to 50%	\$10,000	September 15
2	Conservation Farm Practices	* Up to 50%	\$10,000	September 15
3	Erosion Control/ Instream/Riparian Habitat Restoration	* Up to 50%	\$50,000	September 15
4	Wetland Habitat Restoration/Creation	* Up to 50%	\$50,000	September 15
5	Tree Planting/ Woodland Restoration/Creation	* Up to 50%	\$50,000	September 15
6	Upland Habitat Restoration	* Up to 50%	\$50,000	September 15

* = Up to 50% of the overall project cost, but not more than \$50,000 per project

** Other projects which demonstrate an innovative solution to improving local water quality will be considered for grant assistance.

** Grant rates and ceilings are program guidelines only; grant ceilings and rates can be changed at the discretion of Water Quality Improvement Grant Program Review Committee.

Section 10 - Project Descriptions

The following projects are eligible for funding through the NPCA's Water Quality Improvement Grant Program. The criteria for eligibility are guidelines only, other projects will be considered for funding if they demonstrate an improvement to water quality and habitat quality.

1. Livestock Restriction, Alternate Watering Systems & Crossings	Grant Rate	Grant Ceiling	Application Due
	50%	\$10,000	September 15
Purpose: <ul style="list-style-type: none"> To improve local water quality through the reduction and elimination of animal waste contamination by restricting livestock access to watercourses. 			
Eligibility: <ul style="list-style-type: none"> Priority will be given to projects which prevent animal wastes from contaminating watercourses. Priority will be given to projects which create riparian buffer areas. 			
Eligible Projects: <p><u>Fencing to restrict livestock access to watercourse</u></p> <ul style="list-style-type: none"> Fencing parallel to water / wetland to exclude livestock to maintain or improve riparian conditions and function (eligible permanent fencing costs shall not exceed \$11.50 per meter, including labour) Temporary fencing will be considered eligible but will require a signed agreement requiring the applicant to install the fence prior to the introduction of livestock. Riparian buffer establishment. <p><u>Improved stream crossings for livestock or equipment</u></p> <ul style="list-style-type: none"> Improved structures to enhance riparian condition Bed-level, mid-level and bridge crossings eligible. All bridge crossing design must be stamped approved by a Professional Engineer. Removal of harmful crossings/structures. <p><u>Alternative watering systems to manage livestock:</u></p> <ul style="list-style-type: none"> Gravity fed, solar, wind, grid line, alternative power, pump & waterline systems to provide livestock alternative water sources Alternate or remote watering systems to manage livestock Gravity fed Solar, wind, motorized power Pumps Waterlines Storage 			
Eligible Costs: <ul style="list-style-type: none"> Assessment, design and construction costs. Professional services (e.g. permits and engineering fees). Contractor labour Excavation services Planting services and costs. Plant material costs (trees, shrubs, grasses, and wildflowers). 			

2. Conservation Farm Practices	Grant Rate	Grant Ceiling	Application Due
	50%	\$10,000	September 15
Purpose: <ul style="list-style-type: none"> To improve local water quality through the reduction and elimination of erosion, compaction, sedimentation and nutrient loading to watercourses. Improve habitat connection through corridor establishment. 			
Eligibility: <ul style="list-style-type: none"> Priority will be given to projects which result in direct and substantial reductions in sediment loss and nutrient loading utilizing sound conservation practices. Priority will be given to projects where Best Management Practices for nutrient management, conservation tillage, etc. are already planned or exist. Projects must be constructed to the standards specified by the Ministry of Agriculture and Food' Soil Erosion Manual, complex projects will require professional engineering approval. Projects must meet proper safety and building code regulations and requirements. Projects must utilize proper sediment control measures (i.e. silt fencing) Higher priority will be given to corridors that connect larger areas to each other. 			
Eligible Projects: <ul style="list-style-type: none"> <u>Gully Stabilization and Erosion Control</u> <ul style="list-style-type: none"> Grassed waterways and buffer establishment Gully stabilization Contour terraces Water and Sediment Control Basins (WaSCoBs) <u>Agro-forestry Practices</u> <ul style="list-style-type: none"> Hedgerows and windbreaks Alley Cropping Silvo-pasture establishment in existing pasture. <u>Soil Management</u> <ul style="list-style-type: none"> Rotational grazing 			
Eligible Costs: <ul style="list-style-type: none"> Professional services (WaSCoBs, Tile Drainage Shutoff, Agricultural Consultant) Contractor labour and management services Approved construction materials Site Preparation Planting costs Plant material cost for trees, shrubs, grasses, and wildflowers Temporary fencing to prevent livestock damage. 			

Ineligible Costs:

- Maintenance costs
- Construction of new drainage channels or repair of existing drainage systems (e.g. drainage ditch clean-outs).
- Tile outlet structures associated with new tile drainage installations.
- New tile drainage installations.
- Landowner labour costs.
- Spaded tree stock.
- Construction of new drainage channels or converting open ditches to closed drainage systems.
- Establishing silvopasture in existing woodlands.

3. Tree Planting/ Woodland Restoration	Grant Rate	Grant Ceiling	Application Due
	50%	\$50,000	September 15
Purpose: <ul style="list-style-type: none"> • To improve local water quality, habitat, and biodiversity to support healthy and diverse aquatic and terrestrial communities. 			
Eligibility: <ul style="list-style-type: none"> • Priority will be given to projects that contribute to a headwaters area of a 1st or 2nd order stream, that create / protect large portions of wildlife habitat, create or join wildlife corridors, increase biodiversity, are adjacent (within 30m) to a watercourse, and meet a reforestation rate of 800 trees/acre. • All necessary permits/permissions must be obtained prior to planting including a stamped foresters plan for projects over 1000 trees or 1ha in size. • Livestock must be restricted from the project area 			
Eligible Projects: <ul style="list-style-type: none"> • Upland woodland reforestation, wildlife corridor creation / restoration • Habitat connectivity (connecting existing habitat features i.e. joining existing woodlands) • Pit and mound restoration • Replanting previous grant sites that have failed to achieve 70% survival rate. 			
Eligible Expenses: <ul style="list-style-type: none"> • Contractor labour. • Site preparation. • Planting costs. • Plant material. • Habitat enhancement features (nesting structures). • Temporary fencing to restrict livestock access. 			
Ineligible Expenses: <ul style="list-style-type: none"> • Establishment of trees or shrubs that are intended for harvesting for economic benefit (i.e. Christmas trees, nurseries, etc.). • Caliper-sized trees. • Maintenance costs incurred after establishment of plant material. • Relocation of established trees. • Landowner labour costs. 			

4. Erosion Control/ Riparian & In-stream Habitat Restoration	Grant Rate	Grant Ceiling	Application Due
	50%	\$50,000	September 15
Purpose: <ul style="list-style-type: none"> To improve local water quality, habitat, and biodiversity to support healthy and diverse aquatic and riparian communities. To improve local water quality through the reduction and elimination of erosion, compaction, sedimentation and nutrient loading to watercourses. 			
Eligibility: <ul style="list-style-type: none"> Priority will be given to projects which create / protect large portions of wildlife habitat, create or join wildlife corridors and create / restore riparian buffers. Projects must meet proper safety and building code regulations and requirements. Livestock must be restricted from the project area. 			
Eligible Projects: <ul style="list-style-type: none"> Restoration or enhancement of riparian areas Erosion control measures including bioengineering, crib walls, fish lunkers, bend way weirs, natural channel design Instream aquatic habitat creation/restoration Buffer strips and riparian habitat creation / restoration 			
Eligible Costs: <ul style="list-style-type: none"> Design costs, professional services. Contractor labour, equipment rental. Site preparation Planting costs. Plant material (trees, shrubs, grasses, and wildflowers) Habitat enhancement features (nesting structures, fish lunkers, spawning beds). 			
Ineligible Costs: <ul style="list-style-type: none"> Establishment of trees or shrubs that are intended for harvesting for economic benefit (i.e. Christmas trees, nursery trees, etc.). Caliper-sized trees. Hardscaping (ie. Gabion baskets) Maintenance costs incurred after establishment of plant material Relocation of established trees Repair and maintenance of equipment. Landowner labour costs. 			

5. Wetland Habitat Restoration/Creation	Grant Rate	Grant Ceiling	Application Due
	50%	\$50,000	September 15
Purpose: <ul style="list-style-type: none"> To improve local water quality, habitat, and biodiversity to support healthy and diverse aquatic and riparian communities. To improve local water quality through the reduction and elimination of sedimentation and nutrient loading to water courses and improve water storage near watercourses. 			
Eligibility: <ul style="list-style-type: none"> Priority will be given to projects which create / protect large portions of wildlife habitat, create or join wildlife corridors and create / restore riparian buffers Projects must meet proper safety and building code regulations and requirements Livestock must be restricted from the project area All projects must have a minimum 5m vegetated buffer surrounding most (approximately 85%) of the wetland. Projects without a vegetated buffer will not be considered for funding. 			
Eligible Projects: <ul style="list-style-type: none"> Creation or enhancement of wetlands Converting on-line ponds to offline ponds 			
Eligible Costs: <ul style="list-style-type: none"> Contractor labour, equipment rental and management services Approved project implementation materials Planting costs, tree guards, weed control Plant material (trees, shrubs, grasses, and wildflowers) Habitat enhancement features Tennant farmer crop loss reimbursement (case specific) 			
Ineligible Costs: <ul style="list-style-type: none"> Establishment of trees or shrubs that are intended for harvesting for economic benefit within 15 years such as fruit orchards, Christmas trees, ornamental nurseries Ponds intended for irrigation/ aquaculture. Caliper-sized trees. Ornamental/ landscaped ponds (ie. Mowed/ rock lined edges) Maintenance costs incurred after establishment of plant material Fish stock Aeration equipment Relocation of established trees Tree spaded stock Repair and maintenance of equipment Landowner labour costs (see in-kind contribution) 			

6. Upland Habitat Restoration/Creation	Grant Rate	Grant Ceiling	Application Due
	50%	\$50,000	September 15
Purpose: <ul style="list-style-type: none"> To improve local water quality, habitat, and biodiversity to support healthy and diverse terrestrial communities. 			
Eligibility: <ul style="list-style-type: none"> Priority will be given to projects which create / protect large portions of wildlife habitat, create or join wildlife corridors and create / restore riparian buffers Projects must meet proper safety and building code regulations and requirements Livestock must be restricted from the project area 			
Eligible Projects: <ul style="list-style-type: none"> Upland prairie/meadow/grassland creation/restoration Pollinator habitat creation/restoration Buffer strips on natural features. Habitat connectivity (connecting existing habitat features) 			
Eligible Costs: <ul style="list-style-type: none"> Contractor labour, equipment rental Approved project implementation materials Site preparation Plant material (trees, shrubs, grasses, and wildflowers) Habitat enhancement features Fencing/ Hedgerow to restrict livestock access 			
Ineligible Costs: <ul style="list-style-type: none"> Maintenance costs incurred after establishment of plant material. Repair and maintenance of equipment Landowner labour costs (see in-kind contribution) 			

Section 10- Critical Dates for Applicant Agencies

June 15 – Applications due for Cover Crop 2019

September 15- Applications due for all other Water Quality Improvement Projects

September- October- Application review and site visit with partner agency

January 31- Application Approval letters sent out

Upon project completion- Final inspection

30 days after project completion- Project report and receipts must be submitted to NPCA

Draft Terms of Reference:
Water Quality Improvement Grant Review Committee

- Committee Name:* Water Quality Improvement Grant Review Committee
- Committee Type:* Standing Committee
- Purpose/Scope:* The Water Quality Grant Review Committee reviews evaluated applications for Water Quality Improvement projects and awards Water Quality Improvement Grants to recipients who meet program criteria.
- Authority:* Decisions will be made by the Committee members.
- Membership:* The Committee will have a minimum of Five (5) Voting members consisting of the NPCA Board Chairman, the NPCA Board Vice Chairman, a minimum of three (3) NPCA Board Members; and
- The Committee will have Three (3) Non-Voting Members: The Manager of Restoration, one (1) Water Quality Specialist, one (1) Ecology/Biology Staff, and one (1) Restoration Grants Program Coordinator
- Meeting Requirements:* Meetings will be held –biannually, once after the application deadline, and the second at the end of the grant cycle to review the program success in improving water quality. Meetings will be at the call of the Committee Chair. Agendas will be prepared by the Committee Chair in consultation with staff. Minutes will be prepared by staff and distributed to all Committee members and Senior Management prior to the next meeting.
- Meeting Location:* Meetings will be at NPCA Head Office (250 Thorold Rd. West, Welland), Ball's Falls Conservation Area or at a location determined by the Committee Chair.
- Responsibilities/duties:* The responsibilities of the Water Quality Improvement Grant Review committee are to satisfy itself, on behalf of the Board, that:
- Projects are considered fairly and without personal bias following the four program pillars of accountability, transparency, equitability and responsiveness.
 - Projects that demonstrate the greatest potential improvement to Water Quality will be prioritized.
 - Ensure applicants have sufficient experience and knowledge to complete high-quality projects.
 - Ensure that applicants have sufficient cash reserves and/or additional partner funding to complete projects.
 - Ensure applicants project timelines and objectives are suitable for the one (1) year project window.
 - All Committee members will make every effort to attend all meetings, participate in the discussions.

Decision Making: The Committee will operate openly with the aim of arriving at recommendations through consensus. However, votes may be called by the Committee Chair to advance the agenda. Results of the discussions will be reflected in the minutes.

DRAFT

Report To: Board of Directors

Subject: Appointment/ Reappointment of NPCA Compliance/ Regulations Officers

Report No: 47-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 47 respecting Appointment/ Reappointment of NPCA Compliance/ Regulations Officers be **RECEIVED**; and
2. That the Board **APPOINT / RE-APPOINT** the following NPCA staff as Regulation Officers pursuant to Section 30.1 of the Conservation Authorities Act, R.S.O 1990 Chapter C.27 for 2018.

BARRICK, David
BOYKO, Michael
CHRISTIE, Adam
DEVOS, Nathaniel
DRENNAN, Daniel
FAZEKAS, Jeffery
FROHLICH, Kim
FURTNEY, Gregory
GERMAIN, Michel

GILLIS, Steve
HAYSLIP, Robert
KURET, Robert
MACINTYRE, Michael
MACKENZIE, Darren
PERESSOTTI, Roberto
SHOALTS, Robert
TEMPEST, Moriah

PURPOSE:

As staff positions and assignments change, it is important to update the status of Compliance/ Regulations Officers under Section 30.1 of the Conservation Authorities Act to enforce Sections 28 and 29 of the Conservation Authorities Act and all applicable Regulations.

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 Provincial Offences Officers and are therefore required to govern themselves in accordance with other applicable legal requirements (e.g. laying of information/charges, search restrictions, search warrants, 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 proper Identification.

Prepared by:



Gregg Furtney
Director, Watershed Management (Acting)

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer

Report To: Board of Directors

Subject: Unsolicited Proposal - Land Cover Classification Project

Report No: 48-18

Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 48-18 respecting an Unsolicited Proposal – Land Cover Classification Project **BE RECEIVED**;
2. That staff **BE AUTHORIZED** to enter into an agreement with 4DM Inc respecting the Land Cover Classification Project; and
3. That the Land Cover Classification Project cost of \$9,180 plus H.S.T. **BE FUNDED** from Capital Project surplus funds from the Orthimagery Project.

PURPOSE:

The purpose of this report is to get NPCA Board direction on whether to undertake the proposed Land Cover Classification project as outlined and seek approval to use the surplus Capital Project Funds from the Corporate Resources Orthimagery Project to fund this project.

BACKGROUND:

In April 2018, staff were sent an Unsolicited Project Proposal from 4DM Inc to undertake an update of the NPCA's Land Cover Classification data. The current data on file, is over 20 years old. The same project was proposed for the Grand River Conservation Authority and Long Point Conservation Authority. Both Conservation Authorities have already accepted the proposal and work is underway in their watershed jurisdictions. This process uses cloud free multispectral images with a 20M spatial resolution such as Sentinel-2 imagery. The Land Cover Mapping will cover the geographical extent of the NPCA Watershed (approximately 2800 square kilometers).

FINANCIAL IMPLICATIONS:

The project cost is \$9,180 plus HST. Staff suggest taking surplus funds from the Corporate Services Orthoimagery Capital Project to fund the entire project.

RELATED REPORTS AND APPENDICES:

None.

Prepared by:



Gregg Furtney
Director, Watershed Management (Acting)

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer

Prepared with input from Steve Miller, Manager of Water Resources and Restoration, and Geoff Verkade, Manager, Information and Technology Services

Report To: Board of Directors
Subject: NPCA 2018 Q1 Report
Report No: 49-18
Date: May 29, 2018

RECOMMENDATION:

1. That Report No. 49-18 respecting the NPCA 2018 Q1 Report **BE RECEIVED**; and
2. That staff **BE AUTHORIZED** to distribute the NPCA 2018 Q1 Quarterly Report to participating municipalities, community stakeholders, Advisory Committee, and the public.

PURPOSE:

To provide the NPCA Board of Directors with a Draft 2018 Quarterly Report to be distributed among key stakeholders, and the public via various forms of media.

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

DISCUSSION:

Subsequent to the NPCA Board receiving the 2018 Q1 Quarterly Report, the document will be distributed throughout the community in various media formats.


FINANCIAL IMPLICATIONS:

Distribution of Quarterly Report is within 2018 budget allocations.

RELATED REPORTS AND APPENDICES:

Appendix 1 NPCA Quarterly Report January – March 2018

Prepared by:



Michael Reles
Manager, Communications

Submitted by:



Mark Brickell
CAO/Secretary-Treasurer

A photograph of a forest with tall trees and green foliage, partially covered by a large blue rectangular overlay. The text is positioned on the right side of the blue overlay.

QUARTERLY REPORT Q1 • 2018

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Welcome to the Niagara Peninsula Conservation Authority (NPCA) Quarterly Report. This report offers an update to the people in the Niagara peninsula watershed, our funders, and our stakeholders as to what has been happening at NPCA. As laid out in our Strategic Plan, we are making a concerted effort to be more transparent and hope that these reports are helpful in your understanding of our work.



The first quarter of 2018 saw new partnerships, and the beginnings of more NPCA community engagement than ever before. We look forward to interacting with you in new and accessible ways.

A handwritten signature in black ink that reads "Mark Brickell".

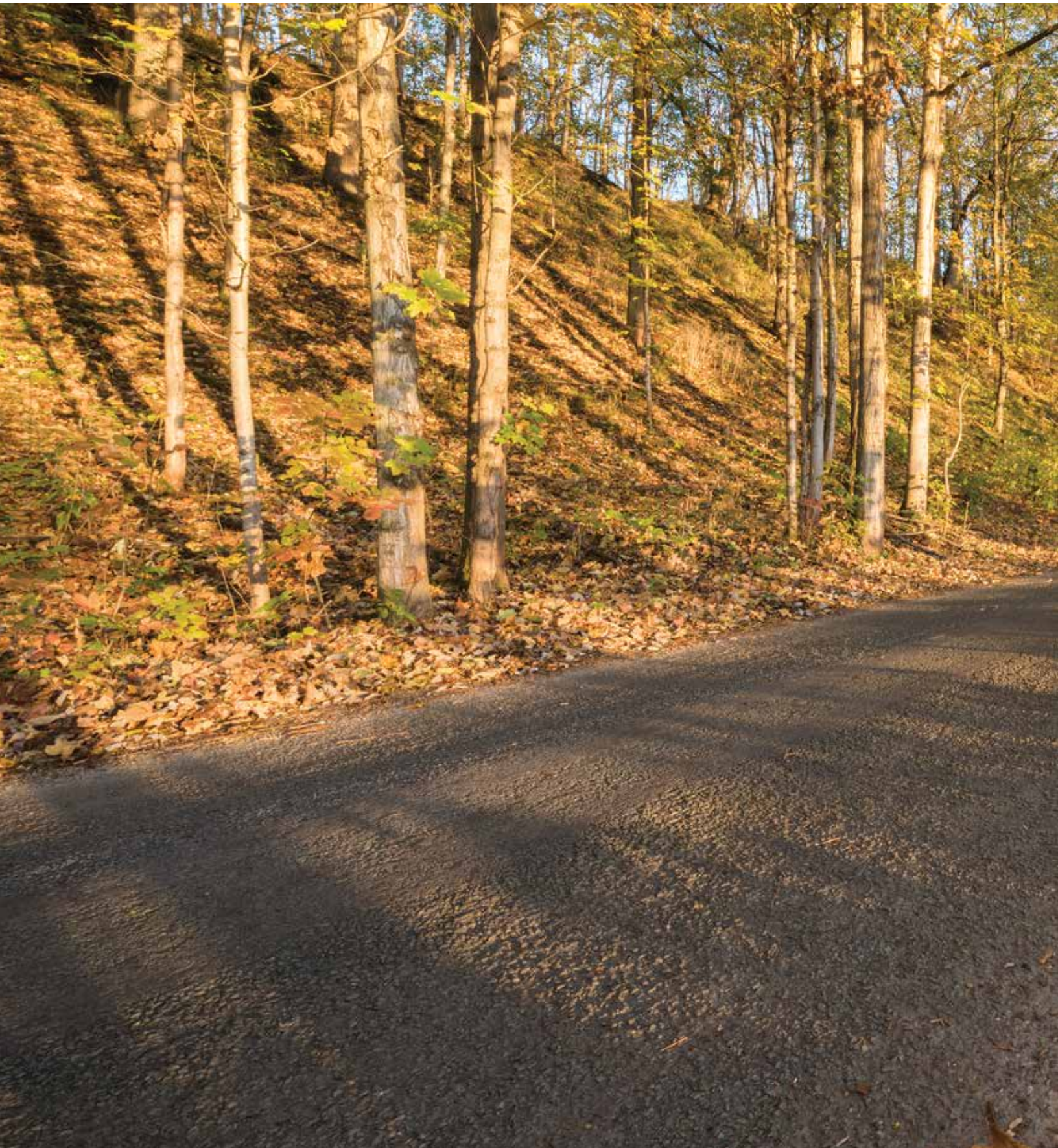
Mark Brickell
Chief Administrative Officer
Secretary Treasurer



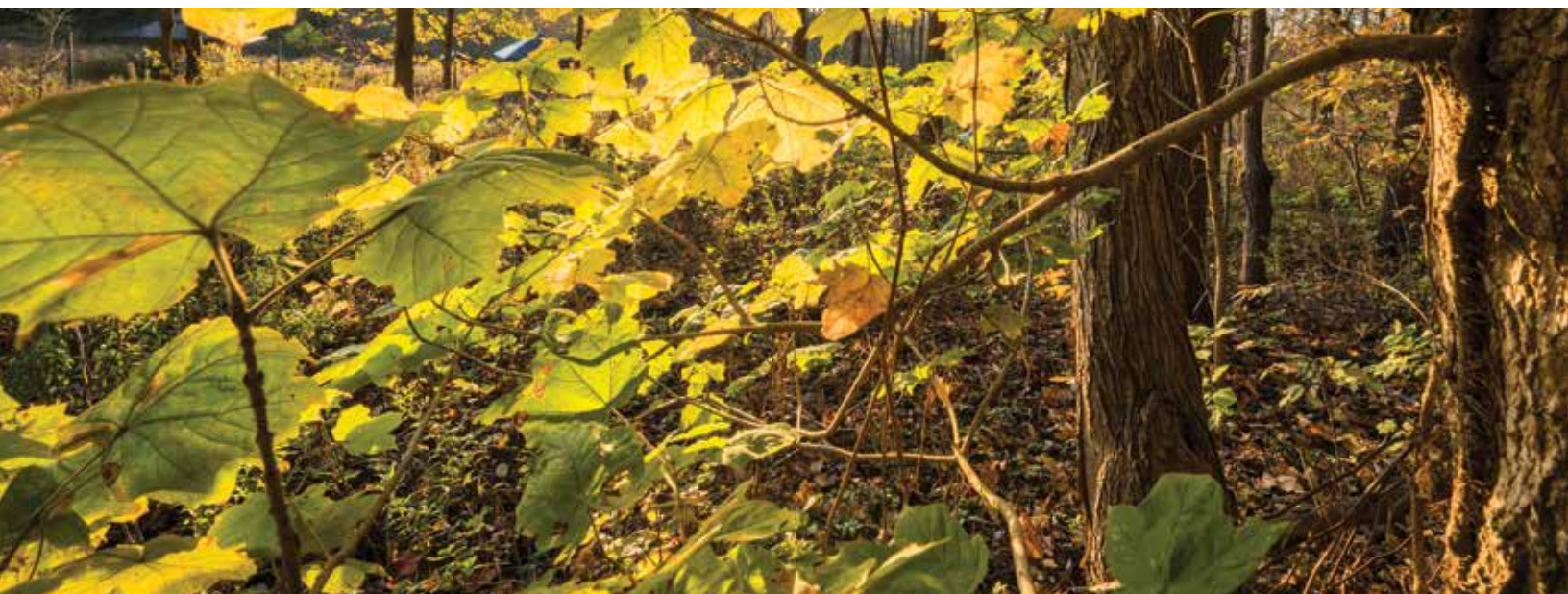
As we begin building a Strategic Plan 2018-2021, I am confident that NPCA will continue moving towards excellence.

A handwritten signature in black ink that reads "Sandy".

Sandy Annunziata
Chair, Board of Directors







ABOUT US

Our Waters

The NPCA manages the Niagara peninsula watershed with the purpose of keeping people and property safe from flooding and erosion. Our watershed includes several bodies of interconnected waters that flow throughout Niagara and part of Hamilton and Haldimand County. NPCA implements programming aimed at improving water quality.

Our Lands

NPCA manages its 41 Conservation Areas, including Ball's Falls, Binbrook, Long Beach and Chippawa Creek. These lands are held in public trust for recreation, heritage preservation, conservation, and education.

The NPCA also reviews and regulates proposed developments when that development is occurring on land that contains features such as slopes, valleys, wetlands, etc.

Our Legacy

We manage the Niagara peninsula watershed and our conservation areas for this generation, and for all future generations.

Our Life

Water and air are essential to biological life. It is everyone's responsibility to protect those resources.



Q1 HIGHLIGHTS

2 | Watershed Condition
Statements Issued

7 | Locations are monitored bi-monthly
November-February to measure
snowpack throughout the watershed

233 | Individual volunteers awarded

48 | Building permits

1 | Star Trek filming agreement

42,832 | Facebook: posts reached 42,832 people

3 | Major Mud Runs booked

2 | Applications for NPCA Well Water
Decommissioning Program



COMMUNITY

NPCA's Hawkwatch

The new Beamer Memorial Viewing Platform was unveiled. There was a Birds of Prey demonstration, BBQ, and interactive photo booth. Attendance was at a record high.

NPCA Conservation Awards

233 individual awards were presented and 58 partners/organizations/groups were awarded at the awards dinner in February.

Partnerships

Pen Centre
General Motors

Sponsorships

Building a Disaster Resilient Niagara Symposium
Niagara Regional Science and Engineering Fair
State of the Region

NPCA Advisory Committee

4 new members were appointed to the Advisory Committee.

Agricultural

- » Public-At-Large
 - » Urban Rural planning
 - » User/Volunteers
-



OUR WATERS

The 2018 Niagara Peninsula Watershed Report Card was completed and submitted to Conservation Ontario. Watershed Report Cards are published every 5 years, and provide a baseline that can inform the focus of our work.

Our watershed received the following grades:

Ground Water Quality | **B**

Surface Water Quality | **D**

Forest Conditions | **D**

Wetland Cover | **B**



OUR LANDS

Ball's Falls Conservation Area

NPCA hosted its most successful Ball's Falls March Break camp to date and was sold out on most days.

Staff began the process of getting ready to open the property for the season.

Summer Camps were scheduled and a promotion schedule is underway.

There is a new Thanksgiving Festival website and vendors will be selected in the next quarter. They will be able to pay online.

Binbrook Conservation Area

280 participants presented for the Hard Water Crappie Derby. The top Crappie weighed in at .525

Chippawa Creek Conservation Area

94 seasonal campers were confirmed for 2018

Long Beach Conservation Area

121 seasonal campers were confirmed for 2018 exceeding the projection of 115





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