FULL AUTHORITY MEETING
Wednesday, November 21, 2018
9:30 a.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

A G E N D A

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1. ADOPTION OF AGENDA

1.1 Addition of items
1.2 Change in order of items
1.3 Adopt Agenda

2. DECLARATION OF CONFLICT OF INTEREST

3. PRESENTATIONS (and/or Delegations)

3.1 Presentations

3.1.1 Thanksgiving Festival 2018

A. Christie, Manager, Strategic Initiatives

3.2 Delegations

3.2.1 Watershed Contamination
Environment Canada Pesticide Surveillance

G. Scott, Niagara Beeway

4. ADMINISTRATIVE BUSINESS

4.1 Approval of Draft Minutes

4.1.1 Full Authority Meeting – Minutes
September 19, 2018

4.2 Business Arising from Minutes

Board Member Quirk notified the Clerk that he would be withdrawing his Notice of Motion from the Full Authority Board meeting held on September 19, 2018.

Continued …P2

4.3 Correspondence

There were no items of correspondence at the time of this agenda's release.

4.4 Chairman's Remarks

4.5 Chief Administrative Officer Comments

5. BUSINESS FOR INFORMATION

5.1 Q3 (2018) Status Report - Office of the Chief Administrative Officer (CAO)
Report No. 66-18

5.2 Corporate Resources Q3 2018 Project Status Report
Report No. 67-18

5.3 Niagara Region Tree and Forest Conservation By-law Q3 (2018) Status Report
Report No. 68-18

5.4 Watershed Management Q3 Status Report
Report No. 69-18

5.5 Financial and Reserve Report – Month Ending October 2018
Report No. 70-18

5.6 John Street Tree Removal – Niagara-on-the-Lake
Report No. 71-18

5.7 Cave Springs Master Plan Update
Report No. 76-18

6. BUSINESS FOR CONSIDERATION

6.1 Standing Committee Reports

6.1.1 Chief Administrative Officer (CAO) Recommendations - Unallocated Funds – 2019 Operating Budget
Report No. 75-18

6.1.2 Budget Steering Committee – Recommendation Summary
Minutes - November 14, 2018

6.1.3 Audit Committee – Minutes
November 14, 2018

6.1.4 *Budget Steering Committee – Minutes
November 6 and November 7, 2018

*To be received for information only.

6.2 Reports

6.2.1 Status Update – Auditor General of Ontario Recommendations
Report No. 65-18

6.2.2. Options for the Niagara Peninsula Conservation Authority (NPCA) Full Authority Board DRAFT 2019 Proposed Meeting Schedule
Report No. 72-18

6.2.3 Conservation Area Rates & Fee Schedule 2019
Report No. 73-18

6.2.4 Trail Maintenance Agreement with Glanbrook Conservation Committee
Report No. 74-18

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:

7.1.1 A Matter respecting Labour relations, Human Resources, Employee Negotiations – Verbal Update;

7.1.2 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA;

*To be distributed

7.1.3 A Matter respecting A Proposed or pending acquisition or disposition of land by the NPCA;

*To be distributed

7.1.4 A Matter respecting Solicitor-Client Advice – Verbal Update.

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

Board Member Kaspersetz advised the Clerk that he would be bringing forward a Notice of Motion respecting sound stewardship over the natural resources.

9. NEW BUSINESS

9.1 Niagara Peninsula Conservation Foundation – Funding Update

Board Member Baty requested that this agenda item be added to this agenda.

10. ADJOURNMENT

BALL'S FALLS

· 44TH ANNUAL ·

THANKSGIVING FESTIVAL

CELEBRATING A NIAGARA TRADITION

Details

- October 5-8, 2018, 4 days over Thanksgiving weekend
- Targeted local families and tourists to engage them in this “homecoming” Niagara tradition
- Guests were encouraged to enjoy the natural setting of the conservation area while browsing for unique wares, sampling delectable food choices, and enjoying local music talents.
- **Goals:** Engage more than 25,000 guests over the course of the weekend, while targeting a total revenue gain of over $115,000.
- This year, the event team was successful in reaching these goals

https://thanksgivingfestival.ca/ | Ball's Falls – 45th Annual Th...

· Friday, October 11th - Monday, October 14th @ Ball's Falls Conservation Area ·

· ABOUT THE FESTIVAL · · BECOME A VENDOR · · PLAN YOUR VISIT · · CONTACT US ·

BALL'S FALLS

· 44TH ANNUAL ·

THANKSGIVING FESTIVAL

A Niagara tradition Since 1974

JOIN US OCTOBER 11 TO 14, 2019
FROM 10 A.M. TO 5 P.M. DAILY

2019

VOLUNTEER APPLICATION

Apply now to be a volunteer

www.thanksgivingfestival.ca

New Vendor Selection Process

- Separate final scores were provided by each Festival Committee member
- Fair and thorough selection process

CRITERIA	CONSIDERATIONS	WEIGHT	SCORE
EXPERIENCE	- Years of experience at the Thanksgiving Festival - Experience as a vendor in other festivals Comments:	10 %	
QUALITY	- Handmade products using natural/raw materials - Attention to detail, presentation and style - Organization of stall Comments:	25 %	
UNIQUENESS	- Diversity within category - Number of competitors - Specialty products not easily sourced, rarities Comments:	20 %	
SALABILITY	- How well products will sell - Consider demographics in attendance - Affordability & value for product Comments:	20 %	
FESTIVAL FIT	- Environmental sustainability - Responsibility in production - Appropriateness for family event, etc. Comments	25 %	
	Total		/100

Festival Planning Committee

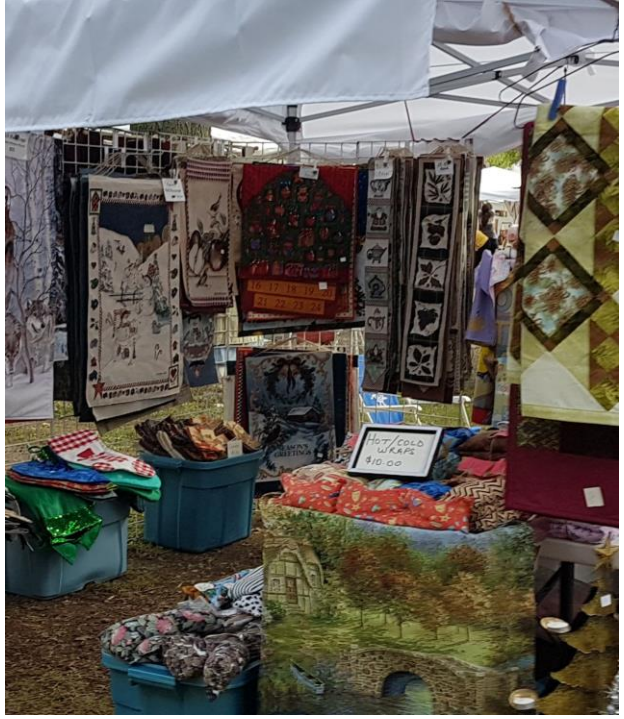
Vendor Appreciation Dinner

- Friday, October 5, 2018 @ 6:30 p.m.
- Calamus Estate Winery
- 100+ vendors in attendance
- Entertainment; Lauren and Hulley
- Traditional Thanksgiving dinner
- Positive feedback

A great success!

2018 Festival Map

- New and fresh look and design
- Easy to navigate
- Complemented by online interactive map



Artisan Vendors

- Largest component of the event
- Representing 147 booth spaces in 23 different artistic categories
- Booths are configured into 3 different booth types ranging in sizes from 5x20 to 10x20
- The booth types that are featured in this event are; outdoor, tent or barn spaces

Category	Number of Artisans	% of Festival
Body Care	8	5%
Candles	3	2%
Ceramics	6	4%
Children's Accessories	5	3%
Christmas Décor	2	1%
Clothing	12	8%
Fabric/Textiles	7	5%
Fashion Accessories (Belts, Scarves, Hats etc.)	6	4%
Glass	3	2%
Home Décor	10	7%
Jewellery-Fashion	11	9%
Jewellery-Fine	8	7%
Leather	3	2%
Metal	1	1%
Original Art	6	4%
Outdoor Décor	2	1%
Pottery	1	1%
Pet Products	3	2%
Photography	1	1%
Sculpture	1	1%
Unique Edibles/Gourmet Foods	30	20%
Wood	8	5%

Concession Vendors

- 15 different concession trucks/trailers
- Placed throughout the event grounds
- Same layout from 2017, which allowed every food truck/trailer to be facing a main traffic area to optimize sales

Beer and Wine

- **Wineries:** Flat Rock Winery and Tawse Winery represented

- **Breweries:** Bench Brewery and Silversmith Brewery

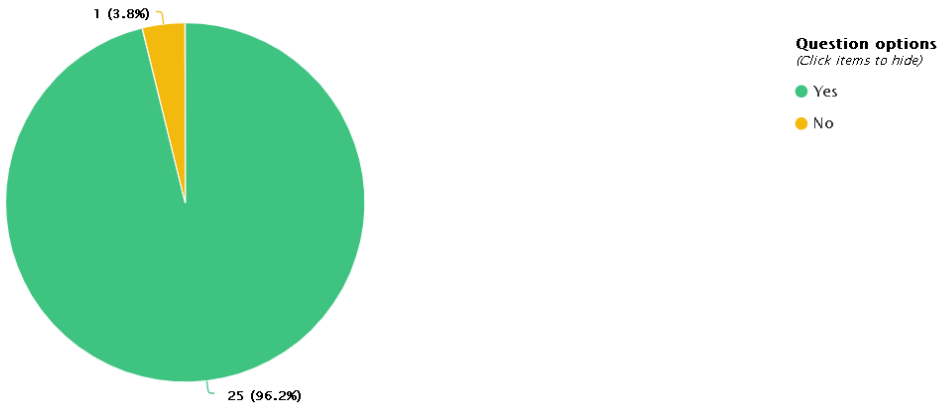
Yearly Comparison	2016	2017	2018	% Increase
Wine Tickets Sold	1245	1532	1256	-22%
Beer Tickets Sold	3016	3554	3121	-14%
Total Sales	4261	5086	4377	-16%

Farmer’s Market

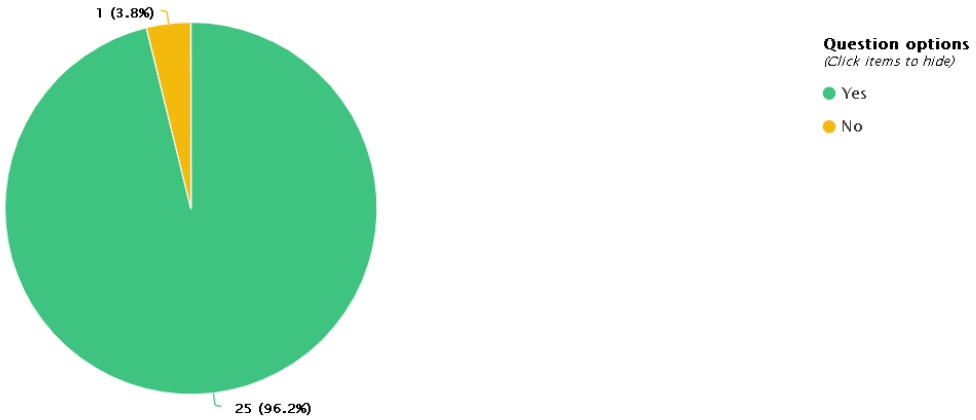
- 9 market vendors
- Products included honey, pumpkins, mums, apples, gourds, native plants, and baked goods
- VQA wines, following 2014 pilot project by Ontario Government
- Located on the north side of the property
- Good traffic and positive feedback

Vendor Feedback Survey

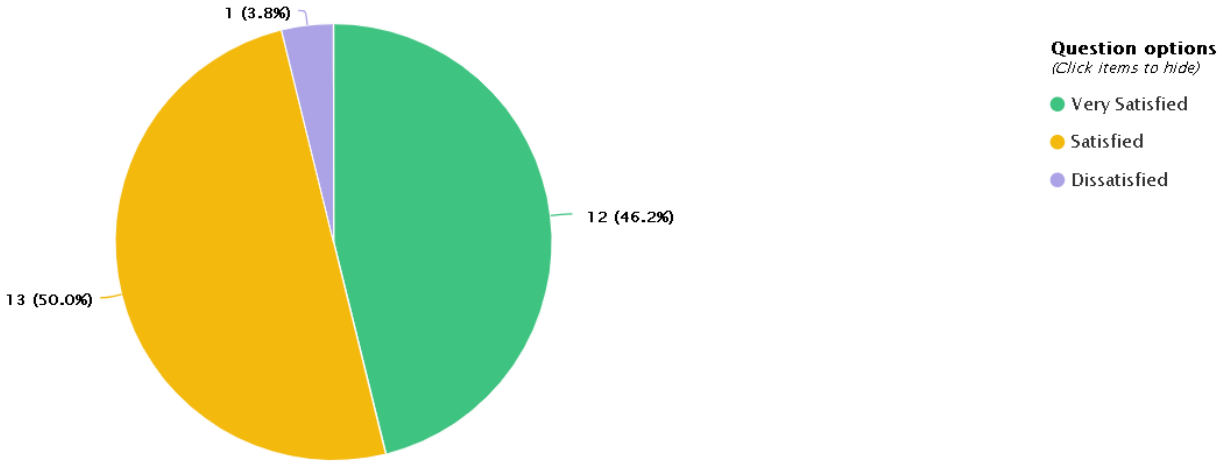
Were the customers that attended the event your preferred target market?



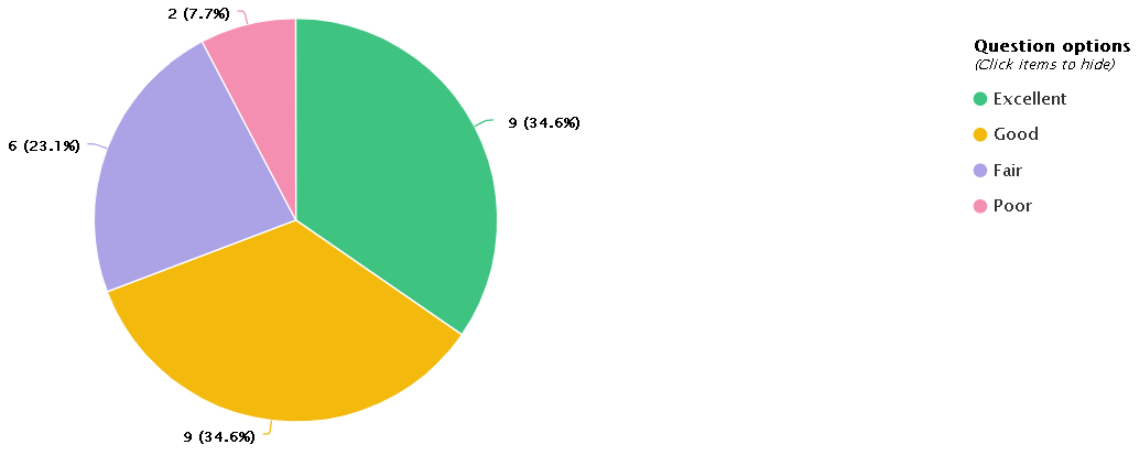
Do you plan on applying to be a vendor in 2019?



Please indicate your overall satisfaction at this year's Festival



How would you rate the value for money spent to participate at the Festival?



Historical Village

- Ball's Falls provides a unique historical setting, with educational tours and demonstrations
- Historical buildings were open to customers all weekend long
- Tours included The Ball Home and Furry Cabin
- Demonstrations were done in the Grist Mill (fully operating), Blacksmith Cabin, and Display Barn (Hand weavers)
- Fresh ground flour sold at $7/bag

Main Entertainment Stage

- Sets the tone for the four days
- Entertainment Stage presented by Giant FM and Country 89
- Added 4-piece band for the last 2 hours of each day to create a more lively atmosphere

Family-Friendly Activities

- Bouncy Castles (3)
- Face Painting
- Calvin's Magic*
- Pony Rides
- Sky Hunters
- Kids Out Fishing *

*New for 2018

Volunteers and Staff

- 125 Volunteers
- Contributing a total of 1,600 hours
- Individuals and local community groups including;
- Niagara Antique Power Association
- Eco-Defenders
- Bruce Trail Club
- Niagara Handweavers and Spinners
- Niagara Remedial Action Plan
- Niagara Region Native Centre

BALL'S FALLS
· 44TH ANNUAL ·
THANKSGIVING FESTIVAL
CELEBRATING A NIAGARA TRADITION

Eco-Defenders

- A dedicated team of volunteers
- Working toward a cleaner planet by attending events and sorting the trash
- In 2017, they reduced Festival waste from more than 9,000 to 600 LBS
- Waiting for 2018 results

Thank you Eco-Defenders!

Marketing & Communications

- Approximately $15,000 spent on advertising, marketing and promotion efforts for 2018
- Paid radio advertising with Giant FM, Country 89, EZ Rock, 610 CKTB, HTZ FM
- Print ad in the Turtle News Indigenous newspaper
- Social media played a key role in promoting the event, with several advertised posts
- New and fresh design was incorporated with 2018 Festival Program, customized social cards, and Google Ads

Media Coverage Highlights

- Niagara this Week
- Toronto.com
- Narcity
- Falling for Niagara
- St. Catharines Standard
- 91.5 The Beat
- Hamilton Spectator
- To Do Canada
- Niagara Families
- Niagara Falls Tourism
- About Niagara (Buffalo)
- 610 CKTB (pre-event interview)
- CHCH News (Friday & Saturday live-eyes)
- CBC (Sunday live-eye)

NARCITY Best Toronto tequila bars

30 Things To Do In Ontario That You Have To Add To Your Fall Bucket List

It's that time of year!

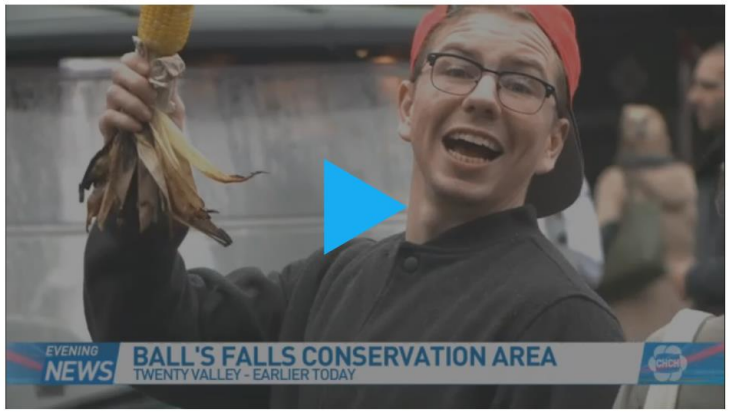
@@chelseylarose | @mariannadarlene

Alexis Kuskevics · 1 month ago

3.7K shares

Ball's Falls Conservation Area 44th Annual Thanksgiving Festival

Posted: October 7, 2018 10:35:19 PM
Category: Entertainment, Ontario
Tags: Ball's Falls Conservation Area 44th Annual Thanksgiving Festival, balls falls, niagara, Twenty Valley

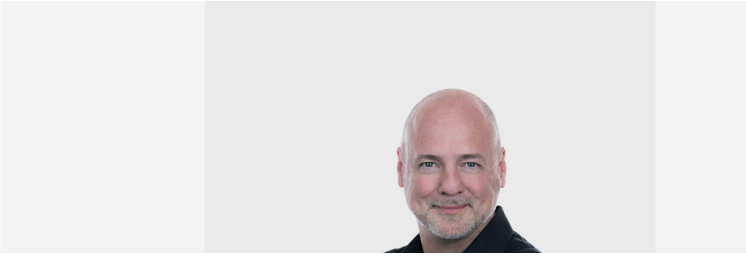


Many gathered at Ball's Falls Conservation Area for the 44th Annual Thanksgiving Festival.

The grounds hosted over 170 art vendors, live entertainment and most importantly, good food! Heritage demos were on display for people to learn about the grist mill, which has been in operation for decades. It helps make the venue unique.

44TH BALL'S FALLS THANKSGIVING FESTIVAL

NIAGARA IN THE MORNING WITH TIM DENIS
Thursday, October 4th 2018 - 10:27 am



Ball's Falls Thanksgiving Festival a fall tradition

The Welland Tribune 3 Oct 2018 +1 more SCOTT ROSTS

Ball's Falls will again offer a mix of arts, entertainment and more over the Thanksgiving weekend.

The 44th annual Ball's Falls Thanksgiving Festival will take place Friday to Monday, with more than 170 artisans, farmers, musicians and exhibitors packing the grounds of Ball's Falls Conservation Area, 3292 Sixth Ave. in Jordan, for what Niagara Peninsula Conservation Authority said will be another family friendly celebration.

"We really want the weekend to be for the entire family," said NPCA communications specialist Erika Navarro.

"You can spend your weekend at the festival. We don't have the turkey dinner, but we offer you the chance to learn about the ecology and history of Ball's Falls and enjoy entertainment, food, beverages and more.

"People love the event and are excited to enjoy the tradition," Navarro said of the event, which originally started as a one-day celebration but has grown immensely over the last 44 years.

There are more than 170 vendors expected for the event, which features an eclectic mix of arts and crafts, local wine, craft beer, a farmers market and food vendors, as well as a variety of entertainment all weekend long. That's not

Thousands of people will attend the Ball's Falls Thanksgiving Festival this weekend. The festival, running Friday through Monday, will feature more than 170 exhibitors.

Admissions & Financials

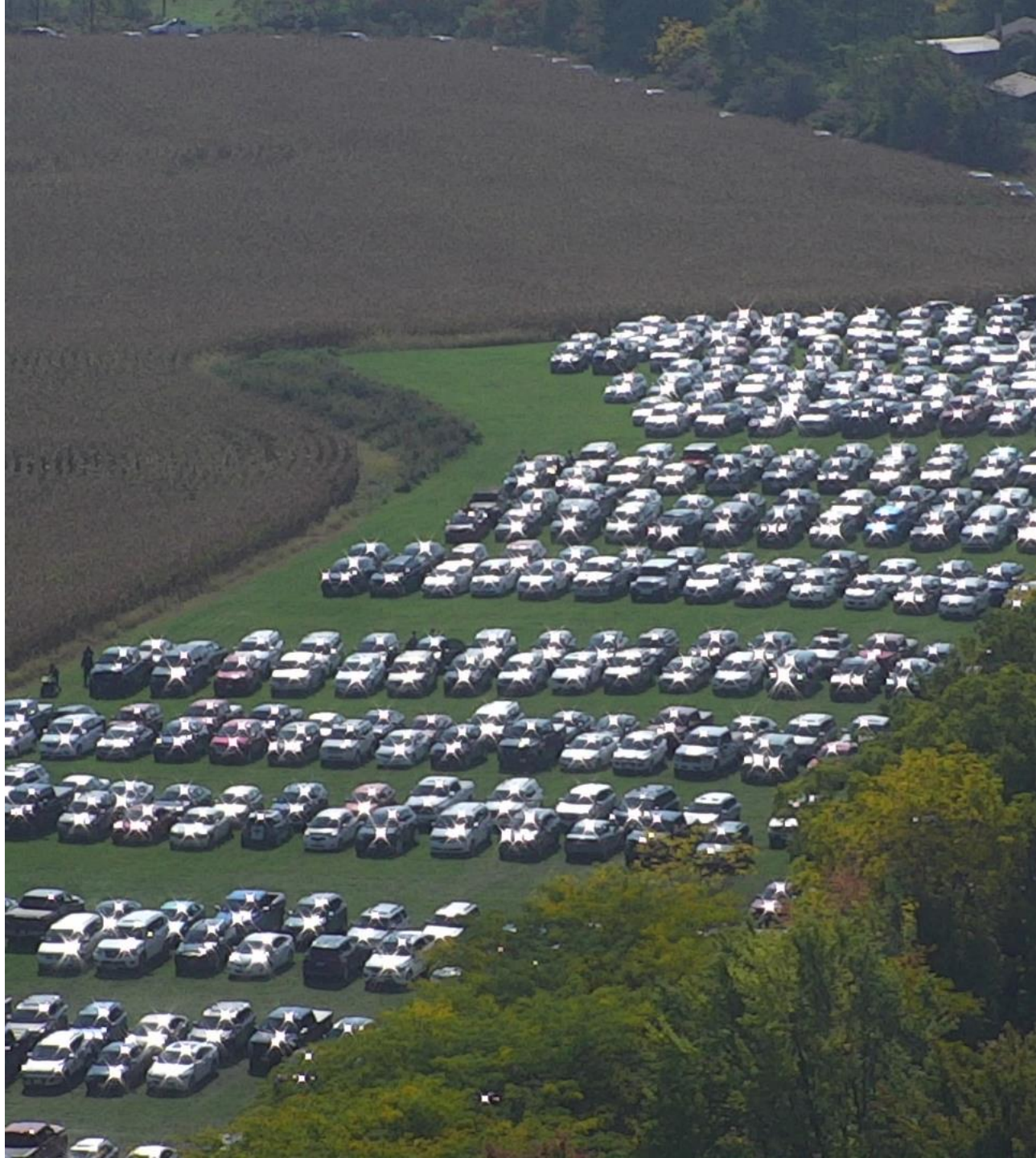
- Highest admission sales for a Friday and Monday since 2000.
- Above average attendance with poor weather

- Total revenue to date: $220,000
- Estimated final net revenue to be $120,000

	Friday Seniors	Friday Regular	Saturday	Sunday	Monday	Total
2018	826	2,987	4,064	4,210	7,436	19,523
2017	1,300	2,425	6,598	6,844	4,326	21,493
2016	1,312	2,563	5,471	5,802	6,933	22,081
2015	650	1,678	6,644	6,807	7,329	23,106
2014	998	1,858	6,067	5,530	3,366	17,819
2013	1,096	2,054	6,518	3,114	6,219	19,001
2012	822	1,484	4,858	3,682	5,970	16,816
2011	811	1,575	5,995	5,104	6,972	20,457
Since 2000 yr avg	771	1,685	5,759	4,988	5,910	19,141

Festival Committee Recommendations

- Balance between high-end and affordable vendors
- Concession vendors to be reviewed by Vendor Selection Committee in 2019
- Adding vegan and vegetarian options
- New gate houses
- Improved internet
- Recruit more volunteers
- Two meal carts for volunteers
- Reduce and/or eliminate traffic walking down 6th Ave
- Reroute buses so they never cross main traffic area
- Add second entrance and exit in parking area



The 44th Annual Ball's Falls Thanksgiving Festival

- ✓ Purpose: to provide a warm, welcoming , family atmosphere for people of all ages to enjoy the natural beauty and surroundings of Ball's Falls Conservation Area
- ✓ Host more than 25,000 patrons over the course of a weekend
- ✓ Run a profitable event while creating awareness of the NPCA's and NPCF's programs, projects and functions

NIAGARA PENINSULA CONSERVATION AUTHORITY

A NIAGARA PENINSULA CONSERVATION AUTHORITY EVENT

BALL'S FALLS
·44TH ANNUAL·
THANKSGIVING FESTIVAL

A Niagara tradition since 1974

OCTOBER 5 – 8, 2018

10AM – 5PM DAILY

FIND US ON SOCIAL @NPCA_ONTARIO | @BALLSFALLSCA
#BALLSFALLS | #THANKSGIVINGFESTIVAL

Ball's Falls Conservation Area
THANKSGIVINGFESTIVAL.CA

THANK YOU

To our partners, vendors, dedicated staff and volunteers for making the 44th Annual Ball's Falls Thanksgiving Festival a success.

COUNTRY 89 Today's Best Country! | BENCH BREWING COMPANY | FLAT ROCK CELLARS | GIANT FM 91.7 CLASSIC ROCK | SILVERSMITH BREWING COMPANY | TAWSE WINERY | TPH THE PRINTING HOUSE

BALL'S FALLS
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SPONSORS

Calamus Estate Winery
Country 89
Culligan Water Niagara
Giant FM
The Printing House

COMMUNITY PARTNERS

Bruce Trail Club
Eco-Defenders
Kids Out Fishing
Niagara Antique Power Association
Niagara Handweavers and Spinners Guild
Niagara Remedial Action Plan
Sky Hunters
Trout Unlimited Niagara Chapter

SERVICE PROVIDERS

Breastfeeding Niagara Baby Comfort Tent
Spectrum Patient Services

THANK YOU

On behalf of the Niagara Peninsula Conservation Authority's Board of Directors and staff, we would like to thank the important people, groups, and organizations who are part of this flagship event.

Without the hard work and determination of various volunteers, partners, service providers, surrounding neighbours, community members, and sponsors, the Festival would not be able to run as smoothly or as consistently as it has for 44 years.

November 21, 2018

The purpose of the meeting is to discuss the water shed contamination as outlines by Environment Canada Pesticide Surveillance. The study was limited to three sites none of which were above the escarpment. We are looking to identify the magnitude of this chemical in our water in Niagara. This chemical is now banned or in a phase down elimination due to the unintended environmental impacts. The study of John Stuges from EC PS is found on our website at

https://www.niagarabeeway.com/for-the-npca.html

We are looking to expand the testing location in the EC report to the 115 test sites of the current NPCA water quality program.

Secondly, and in conjunction to this new data, is to provide the NPCA with an active interface with our group including, the Niagara Beekeepers, Niagara Beeway, The Horticultural Society locals, OMAFRA pollination specialists, Univ of Guelph Bionomics, each municipality within the region, both school boards and the local high school eco clubs interested in providing manpower for this Niagara wide effort. The target is the evaluation and improvement of successional nectar provision plants for the benefit and balancing of the Niagara native ecosystem.

We are looking to expand the eco system work of the NPCA in Niagara with a beekeeper perspective and a sustainable training system targeting communities through their local high schools eco clubs.

George Scott
Niagara Beeway

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
FULL AUTHORITY
MEETING MINUTES

Wednesday, September 19, 2018
9:30 a.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT:
S. Annunziata (Chair)
S. Beattie
D. DiFruscio
A. Jeffs
J. Kaspersetz (Vice-Chair)
P. MacPherson
J. Maloney (at 10:20 a.m.)
T. Quirk
R. Shirton
B. Timms

MEMBERS ABSENT:
B. Baty
J. Diodati
F. Campion
P. Darte
D. Joyner

STAFF PRESENT:
M. Brickell, Chief Administrative Officer/Secretary-Treasurer
D. Barrick, Senior Director, Corporate Resources
T. Al-Zabet, Director, Watershed Management
L. McManus, Clerk

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 9:54 a.m. and welcomed those Board, staff and community members present.

DRAFT

1. ADOPTION OF AGENDA

1.1 Addition of Items

There were no additional items.

1.2 Change in Order of Items

The Board Chair requested, Board Members agreed, that a friendly amendment move Delegations (Agenda Item 3.2.1) to be dealt with immediately following Presentations (Agenda Item 3.1.1).

1.3 Adoption of Agenda

Resolution No. FA-171-18
Moved by Board Member Shirton
Seconded by Board Member MacPherson

1. That the Agenda **BE APPROVED**.

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 NPCA Policy Document

Mr. P. Kennedy, Dillon Consulting, presented Board Members with information respecting the NPCA Policy Document. Topics of the presentation included:

- Purpose
- Existing Policy Document
- Our Intention
- The Process
- Consultation & Engagement
- Engagement Summary
- Overview of Key Changes
- Closing Remarks

Resolution No. FA-172-18
Moved by Board Member Timms
Seconded by Board Member Quirk

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

CARRIED

3.2 Delegations

3.2.1 NPCA Policy Document

Mr. L. Aarts, Welland River Floodplain Association, presented Board Members with information respecting the NPCA Policy Document. Topics of the delegation included:

- Welland River Flood Plain Association Involvement
- Initial Concerns
- Building
- Fill Placement
- Technical Studies
- Summary
- Suggestions/Recommendations

Resolution No. FA-173-18
Moved by Board Member Jeffs
Seconded by Board Member Beattie

1. That the delegation respecting the NPCA Policy Document **BE RECEIVED** for information.

CARRIED

3.1.1.1 NPCA Policy Document
Report No. 60-18

Resolution No. FA-174-18
Moved by Board Member Kapersetz
Seconded by Board Member Timms

1. That Report No. 60-18 respecting the NPCA Policy Document **BE RECEIVED**;

2. That the NPCA Policy Document attached to Report No. 60-18 **BE APPOVED**; and

3. That the NPCA Policy Document **BE ENACTED** commencing November 1st, 2018.

Resolution No. FA-175-18
Moved by Board Member Beattie
Seconded by Board Member Timms

4. ***That the correspondence, dated September 19, 2018, from the Welland River Floodplain Association BE ATTACHED to the NPCA Policy Document as Appendix D***.

CARRIED

Resolution No. FA-176-18
Moved by Board Member Timms
Seconded by Board Member Beattie

5. ***That the NPCA Policy Document BE FORWARDED to the participating municipalities and area municipalities for information.***

The Board Chair called the question on Resolution FA-174, ***as amended***, and declared it,

CARRIED

4. ADMINISTRATIVE BUSINESS

4.1 Approval of Draft Minutes

4.1.1 Full Authority Board Minutes – July 25, 2018

Resolution No. FA-177-18
Moved by Board Member Beattie
Seconded by Board Member Kaspersetz

That the Full Authority Board minutes of the meeting held on July 25, 2018 **BE APPROVED** as presented.

CARRIED

4.1.1 SPECIAL Full Authority Board Minutes – September 7, 2018

Resolution No. FA-1778-18
Moved by Board Member Maloney
Seconded by Board Member MacPherson

That the SPECIAL Full Authority Board minutes of the meeting held on September 7, 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 Thank You Note

Resolution No. FA-179-18
Moved by Board Member Kaspersetz
Seconded by Board Member Maloney

1. That the thank you note from NPCA Board Member and Mayor of Niagara Falls, Jim Diodati, to NPCA CAO, staff and Board Members **BE RECEIVED** for information.

CARRIED

4.4 Chairman's Remarks

The Board Chair provided the following remarks/information:

- Annual J.T. Gala, Water and Environment Leaders Award being held Thursday, September 20, 2018
- Tree planting held at Binbrook Conservation Area on Saturday, September 15, 2018; thanks to TD Canada Trust for their generous contribution of 300 trees
- Hamilton Planning Committee approved Treetop Trekking at Binbrook Conservation Area on Wednesday, September 19th; the final decision will be before the City of Hamilton Council on Wednesday, September 26, 2018

4.5 Chief Administrative Officer Comments

Mark Brickell, CAO/Secretary-Treasurer, provided Board members with the following information/announcements:

- Thanksgiving Festival is fast approaching; NPCA staff are looking to have Board Members fill volunteer positions at the Beer Tent from Friday, October 5th to Monday, October 8th
- Acknowledge Gregg Furtney who provided tremendous support while in the Acting, Director, Watershed Management role
- Happy Belated 92nd Birthday to Board Member DiFruscio
- Thanks to the City of Hamilton for all of their work on the Treetop Trekking project at Binbrook Conservation Area

5. BUSINESS FOR INFORMATION

5.1 Financial and Reserve Report – Month Ending August 2018
Report No. 61-18

Resolution No. FA-180-18
Moved by Board Member Shirton
Seconded by Board Member Quirk

1. That Report 61-18 respecting Financial and Reserve Report – Month Ending August 2018 **BE RECEIVED** for information.

CARRIED

6. BUSINESS FOR CONSIDERATION

6.1 Standing Committee Reports

6.1.1 2019 Conservation Ontario Biennial Tour Planning Committee

Resolution No. FA-181-18
Moved by Board Member Kaspersetz
Seconded by Board Member Shirton

1. That the minutes of the 2019 Conservation Ontario Biennial Tour Planning Committee of the meeting held on September 6, 2018 **BE RECEIVED** and the following recommendations **APPROVED**:

2. The Presentation respecting the DRAFT Itinerary and DRAFT Budget for the 2019 Conservation Authorities Biennial Tour **BE RECEIVED**;

3. That the DRAFT Budget - 2019 Conservation Authorities Biennial Tour **BE APPROVED** as presented; and

4. That staff **BE DIRECTED** to prepare a report, for the Budget Steering Committee consideration, that addresses the budget needs for the 2019 Conservation Authorities Biennial Tour.

CARRIED

6.1.2 Budget Steering Committee – September 10, 2018

Resolution No. FA-182-18
Moved by Board Member Quirk
Seconded by Board Member Kaspersetz

1. That the minutes of the Budget Steering Committee of the meeting held on September 6, 2018 **BE RECEIVED** and the following recommendation **BE APPROVED**:

2. That the DRAFT NPCA Key Performance Indicator Process and DRAFT Work Plan **BE ENDORSED** as presented.

CARRIED

6.2 Reports

6.2.1 Niagara Peninsula Conservation Authority Administrative By-law
Report No. 62-18

Resolution No. FA-183-18
Moved by Board Member Kaspersetz
Seconded by Board Member MacPherson

1. That Report 62-18 respecting the Niagara Peninsula Conservation Authority Administrative By-law **BE RECEIVED**; and

2. That the Niagara Peninsula Conservation Authority Policy Handbooks (#1 through #4), noted below, **BE REPEALED** and **REPLACED** with the DRAFT Niagara Peninsula Conservation Authority Administrative By-law attached to Report 62-18 as Appendix 1.

   - Policy Handbook – Regulation #1 – Governance and Administration Policies
   - Policy Handbook – Regulation #2 – Meeting Procedures
   - Policy Handbook – Regulation #3 – Hearing Procedures
   - Policy Handbook – Regulation #4 – Code of Conduct

CARRIED

6.2.2 Wedding Fee Update
Report No. 63-18

Resolution No. FA-184-18
Moved by Board Member Kaspersetz
Seconded by Board Member Timms

1. That Report No. 63-18 respecting the Proposed 2020 Wedding Fee Schedule – Ball's Falls Conservation Area **BE RECEIVED**; and

2. That the Proposed 2020 Ball's Falls Wedding Structure for 2020 attached to Report 63-18 as Appendix 1 **BE APPROVED**.

CARRIED

6.2.3 Appointment of Compliance and Enforcement Officer
Report No. 64-18

Resolution No. FA-185-18
Moved by Board Member Kaspersetz
Seconded by Board Member Quirk

1. That Report No. 64-18 respecting the Niagara Peninsula Conservation Authority (NPCA) Compliance and Enforcement Officer Appointment **BE RECEIVED**; and

2. That Madison Hill, NPCA Compliance and Enforcement Officer **BE APPOINTED**, for the term of employment with the NPCA, as an Officer, effective September 24, 2018.

CARRIED

7. BUSINESS – IN CAMERA

There were no Closed Session items at the time of this agenda' release.

8. NOTICE OF MOTION

8.1 2010 Re-org/Re-Structure Report

Board Member Quirk advised that he would be bringing forward a motion to the next Board meeting respecting the request for the In-Camera reports, redacted to exclude identifiable individuals, that formulated the basis for the 2010 restructuring and reorganization that lead to the Strategic work that was done.

9. NEW BUSINESS

9.1 Red-line

Board Member Timms requested that the process that will identify the new "red-line" 100-year flood plain mapping for the Welland River include a presentation to the Welland River Floodplain Mapping Association as well as one public meeting/consultation prior to the Boards consideration of any recommendation reports on the matter.

9.2 Shoreline Erosion Open House

Board Member Shirton announced that he had the opportunity to attend a Shoreline Erosion Open House which was hosted by Haldimand County and Selkirk with involvement from three (3) conservation authorities. Approximately 60 people were in attendance, another Open House is planned with the intent to get more mapping of the shoreline erosion.

9.3 NPCA Full Authority October Board Meeting

Board Chair Annunziata assured Board Members that he planned to meet with NPCA senior staff to identify any pressing reports and determine whether an October Full Authority Board meeting is warranted.

9.4 Funding for Erosion Impact

Board Member Shirton inquired about the potential for the "Friends of Lowbanks" to utilize funding, that has been identified for restoration projects, in an effort to establish break walls in the areas affected by erosion.

9.5 Highlights – 2019 Conservation Authorities Biennial Tour

Board Member DiFruscio suggested to staff that information be provided to all 2019 Conservation Authorities Biennial Tour participants respecting the Morningstar Mill / Decew Falls, Mel Swart Lake Gibson Conservation Park and the War of 1812 memorial.

9.6 Happy 92nd Birthday Board Member DiFruscio

Board Members and staff took the belated opportunity to celebrate Board Member DiFruscio with a rounding version of Happy Birthday, cake and candles.

10. ADJOURNMENT

There being no further business, the Full Authority meeting adjourned at 12:20 p.m. with the following resolution;

Resolution No. FA-186-18
Moved by Board Member Quirk
Seconded by Board Member Timms

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

CARRIED

Sandy Annunziata Board Chair Niagara Peninsula Conservation Authority	Lisa McManus Clerk Niagara Peninsula Conservation Authority

Report To: **Board of Directors**

Subject: **Q3 (2018) Status Report - Office of the Chief Administrative Officer (CAO)**

Report No: **66-18**

Date: **November 21, 2018**

RECOMMENDATION:

1. That Report No. 66-18 respecting the Q3 (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 Q3 (2018) Human Resources
Appendix 2 Q3 (2018) Community Engagement
Appendix 3 Q3 (2018) Communications
Appendix 4 Q3 (2018) Administration / Clerks

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.

2018 – Q3 Status Report Human Resources

Recruitment

- Director, Watershed Management
  - 26 applications received
  - 5 candidates interviewed
  - Successful candidate began on August 13, 2018

- Compliance & Enforcement Officer
  - 369 applications received
  - 6 candidates interviewed
  - Successful candidate began on September 24, 2018

- Human Resources Coordinator (6 month contract)
  - 75 applications received
  - 5 candidates interviewed
  - Successful candidate began on October 9, 2018

- Supervisor, Leading & Learning
  - 61 applications received
  - 4 candidates interviewed
  - Successful candidate began on November 5, 2018

- Hydrogeologist
  - 44 applications received
  - 3 candidates interviewed
  - Evaluation in progress

- Manager, Watershed Resources
  - 25 applications received
  - 3 candidates interviewed
  - Continuous sourcing in progress

- Supervisor, Permits & Planning
  - Posting to close on November 12, 2018

- Thanksgiving Festival
  - 34 new students hired to assist with the Thanksgiving Festival

All wage subsidy claims through various summer employment initiatives have been submitted with an anticipated claim amount of $50,335.48.

Training & Development

- Values Re-Connect Team Building Training Session held with managers:
  - This session focuses how the information gained from the previous session has been applied in the workplace.
  - The session allowed continuing discussion of the team's values to further understand all members of the team and how to support each other, building trust and opening dialogue.

Employee/Labour Relations

  - No new grievances have been filed
  - 8 outstanding grievances have been withdrawn
  - 1 outstanding grievance has been closed through compliance with an arbitration ruling
  - 8 grievances pending arbitration (with 5 being consolidated into 1 arbitration matter)

- OPSEU has provided notice of intent to bargain
  - No dates set at this time

Performance/Talent Management

  - Performance Review, Goal Setting and Performance Management program rolled out to all staff
  - Staff will be required to complete annual performance reviews consisting of self & manager evaluation
  - Staff will be required to identify goals annually including team, individual and personal goals that will aid in aligned progress towards strategic plan objectives as well as continuous improvement of divisions and personal growth
  - Performance Management plan introduced to aid in identifying and addressing performance gaps in a consistent, progressive and productive manner.

- Performance Review developed and being administered for all summer/student staff assessing a variety of relevant work factors

NIAGARA PENINSULA CONSERVATION AUTHORITY

COMMUNITY ENGAGEMENT, OUTREACH AND VOLUNTEERS 2018 Q3 REPORT

Submitted by Renee Bisson and Kerry Royer

JULY

NOTL Garden Tour

The NPCA was invited to host a booth at the home of one of the garden tour destinations. This site was previously a restoration project (2009) and was a habitat and water quality improvement project along the One Mile Creek in NOTL. The NPCA booth saw a lot of traffic and Kerry engaged with hundreds of individuals, sharing NPCA native butterfly seed packets and the Native Plant Guide. There was a lot of interest in the restoration work done on the property and the visitors enjoyed the mix of horticultural gardens and native plantings.

Heritage Days

Ball's Falls, recruited volunteers to lead tours and demonstrations to highlight the history of the Ball's Falls site. Heritage Days were one day per month in July, August and September. The volunteers brought to life the blacksmith workshop, the Fairchild Cabin hosted the Niagara Handweavers and Spinners Guild and Grist Mill tours were given by a knowledgeable volunteer with a passion for the history of Ball's Falls – Howie McRae.

Online Indigenous Awareness Training

Multiple NPCA Staff members have been completing Indigenous Awareness training developed by Indigenous Awareness Canada. It includes 20 hours of online training designed for those who interact with Indigenous governments, businesses and communities. The goal is to help them learn how to build positive trusting relationships and ultimately enhance their effectiveness when working with Indigenous people.

AUGUST

Niagara Regional Native Centre

The Community Outreach and Volunteer Coordinator met with the Cultural Coordinator from Niagara Regional Native Centre to discuss opportunities to work together. Some opportunities discussed were to cross-promote the Ball's Falls Festival and their annual Powwow held in October. Many exciting engagement ideas were shared and the plan is to continue to build on this initial meeting in the months ahead.

New Volunteer from NC Beekeeping program

The NPCA was fortunate to have had a new student volunteer from the Niagara College Beekeeping Program. The student presented an educational seminar both at Ball's Falls Camp, and a Day Care in Welland.

Kids Out Fishing

The NPCA met with a local non-profit Kids Out Fishing (KOF) to discuss new ways to partners and engage the community. KOF provides free outdoor educational workshops and activities that promote fishing and conservation to children, with a focus on underprivileged and at-risk children that might not otherwise have the opportunity to learn how to fish. KOF have partnered with the NPCA at several events this year and will have a more prominent role at the upcoming Binbrook Ice Fishing Derby.

SEPTEMBER

Brock University-Student Life and Community Experience

Students from Brock University volunteered to come out on a Saturday morning to assist with shore line and trail cleanup at Wainfleet Wetlands Conservation Area. It took approximately two hours to walk and cleanup the entire circumference of the quarry.

TD Tree Days Planting at Binbrook

Thanks to a grant from TD Tree Days, facilitated by Earth Day-Hamilton/Burlington Chapter, 302 trees were planted by TD Canada Trust volunteers and their families. This planting is one of several more to come at Binbrook Conservation Area as many ash trees were lost due to Emerald Ash Borer.

TD Tree Days Planting in partnership with the City of Niagara Falls

The NPCA was invited to participate in the planting of 300 small trees/shrubs at a TD Tree Day event at Patrick Cummings Park, Kerry Royer was in attendance. A second community planting is scheduled for Friday November 2 at the same site for another 75 large trees. The NPCA will be lead on an additional 500 sq ft pollinator garden as part of the CN EcoConnections grant obtained by the City of Niagara Falls.

Ball's Falls Thanksgiving Festival-Meetings with Giant FM/Country 89:

The Community Engagement Manager met with Giant FM/Country 89 several times over the quarter to discuss direction for the Entertainment Stage, review artist submissions and stage requirements for the Thanksgiving Festival.

Update on 2019 Conservation Authorities Biennial Tour:

On September 19th, the NPCA Full Authority Board of Directors approved the draft itinerary for the 2019 Conservation Authorities Biennial Tour, to be hosted by the NPCA September 22-25, 2019. There was a large amount of staff time invested into committee meetings, site visits, tours of potential venues, and drafting of communication, sponsorship and promotional materials. A fully detailed itinerary with site descriptions will be ready in time for the ticket sales announcement.

Updates on Partnerships:

The Community Outreach and Volunteer Coordinator, and NPCA Staff Ecologist met with staff from DSBN at Woodend Conservation Area to discuss the use of the property and some of the ecological sensitivities of the site. Follow-up site visit is scheduled for October to review current programs and how they are utilizing the Woodend Conservation Area.

The Community Outreach and Volunteer Coordinator met with City of Welland staff to discuss delaying cutting along canal bank to increase monarch butterfly habitat, an alternative to expensive pollinator gardens

Community Engagement staff met with NCDSB and Brock University to discuss a StoryWalk™ project at St.John's Valley Centre/St. Kateri/. This project will provide students the opportunity to learn in an outdoor setting all-year round, with the option of changing the story to cater to a variety of age groups.

The Community Outreach and Volunteer Coordinator continues to meet with Board members of the Ohnia:kara Aspiring Global Geopark to move the project forward. A successful bid was recently made to the Broadcasting and Film students from Niagara College to work on a promotional video for the Geopark project.

The Community Outreach and Volunteer Coordinator presented to the beekeeping students from Niagara College about Partnerships and Habitat Initiatives. Ball's Falls Strategic Initiatives division will be hiring an intern from this program starting the week of September 23rd, to assist with delivery of educational programs and to explore the possibility of restoring the historical apiary at Ball's Falls as part of an on-going partnership with Niagara College.

In September, Urban Forest Innovations performed an assessment of the Comfort Maple as part of an ongoing effort to ascertain the tree's overall health and to ultimately preserve its DNA as part of a legacy project partnership with Maple Leaves Forever and the NPCF. The final report is expected sometime before December.

Other Items managed this quarter by Kerry Royer, Community Outreach & Volunteer Coordinator:

- Recruiting volunteers for summer camps and educational programs at Ball's Falls
- Recruiting volunteers for Heritage Days at Ball's Falls
- Recruiting volunteers for Ball's Falls Thanksgiving Festival

Engagements attended this quarter by Renee Bisson, Community Engagement Manager:

- Minister of Science and Sport-The Hon. Kirsty Duncan- Niagara Business Leadership Series
- The Pen Centre 60th Anniversary-Partner Recognition
- NOTL Chamber of Commerce-Grand Opening of Holiday Inn Express & Staybridge Suites-New Partner
- Calamus Vineyard Estates-Grand Re-Opening (Launch of Ball's Falls Red and White)
- Annual Niagara Regional Metis Council Harvest Dinner-NPCA donated to their event

Communications PSR

AG Report

The communications team expeditiously prepared statements on behalf of the Chair, CAO, and organization. The Communications team received the 105-page Special Audit 24 hours before its release to familiarize themselves with the content and recommendations from the Auditor General of Ontario.

Biennial Tour

The 2019 Conservation Ontario Biennial Tour is being hosted by the NPCA in the Fall of next year. The communications team is supporting Community Engagement and Strategic Initiatives teams in preparing marketing materials for the 36 Conservation Authorities. In Q3, the Communications team prepared a teaser video and *save the date* card that will be used to send to CAs, Local, Provincial, and Federal Politicians. The Biennial Tour provides the NPCA with the opportunity to highlight the work we do to create new revenue and conserve our natural heritage.

Ball's Falls Thanksgiving Festival

The Communications team supports the Operations division for the Ball's Falls Thanksgiving Festival by delivering marketing, advertising and graphic design services to the event. The advertising strategy has been refined over the last several years and has become very efficient in producing high attendance while remaining cost effective. This year's promotions were almost exclusively online and on local radio with a focus only on the Niagara Region. The Comms team also produced t-shirts, lanyards, informational signage, and sponsorship booklet.

Website Development

NPCA is nearly the completion of a new website. The new website developed by Form & Affect in St. Catharines will see the vast majority of content revised and rewritten with a user-centric focus. Through analytics data analysis, it is evident that the NPCA website is accessed for information on recreational information first and foremost. With that in mind, the website will be refocused as a marketing website with Conservation Areas and recreation in the forefront. It is anticipated that the website will be launched before the end of 2018.

Social Media by the numbers

Facebook, Twitter, and Instagram pages have been increasingly used to share more positive and proactive messages with NPCA's partners in conservation.

Using October 2017 as a benchmark for comparison:

Facebook Likes: 6,064 (increase of 1,052)
Facebook Followers: 6,070 (increase of 1,242)
Instagram Followers: 484 (increase of 234)
Twitter Followers: 3,309 (increase of 209)

Ball's Falls Facebook Likes: 2,128 (increase of 327)
Ball's Falls Facebook Followers: 2,103 (increase of 336)

Binbrook Facebook Likes: 3,374 (increase of 2,344)
Binbrook Facebook Followers: 3,513 (increase of 2,474)

For Q3, social media was heavily used to communicate projects, events, partnerships, and initiatives including but not limited to; Chippawa Creek Spring Derby, Source Water Protection, Summer Educational Camps, Ball's Falls Heritage Days, Human Resources announcements, Water Resource Management, Controlled Waterfowl Hunting program, and miscellaneous nature and wildlife shots from across the watershed.

Buffer, a social media scheduling application, was purchased early in 2018, for better scheduling of posts across all platforms. Two staff training sessions took place for front-line staff on July 18 and July 26. Staff were trained on the different social media platforms and tools, how to create engaging content, and use Buffer.

Source Water Protection

In addition to social media support, communications staff met with Niagara College Environmental Management students to discuss a communications plan project. The project consisted of a thorough survey to learn about the current knowledge that the average Niagara watershed resident had about source water protection, and what they want to learn more about.

Together with an NPCA communications staff member, the team created the first draft of the Source Water Protection communications plan, which was sent to Source Protection Committee in September, to be discussed at November Committee meeting.

Q3 status report – Clerks, Administration

Administration

- Auditor General of Ontario
  - Assessing recommendations of the final report that could be incorporated in to the Administrative By-law for Full Authority Board consideration.

Clerks

- Main areas of focus:
  - Preparation for Orientation of the 2018-2022 Full Authority Board
    - Governance (i.e. Conservation Authorities Act, Administrative By-law)
    - Presentations respecting policies and procedures
    - Rules of Order
  - Coordinating Budget Steering Committee meetings to address the 2019 DRAFT Operating and Capital budgets
  - Coordinating Budget Steering Committee and staff meetings to identify Key Performance Indicators respecting the NPCA 2018-2022 Strategic Plan
  - Agenda and Meeting Management Software Program
- Conservation Ontario Best Management Practices and Administrative By-laws
  - Staff report respecting the NPCA Administrative By-law approved September 19, 2018.
- Preparing, reviewing and evaluating administrative staff performance appraisals
- Identifying with Administrative staff 2019 learning opportunities
- Managing Freedom of Information and Protection of Privacy requests

Report To: **Board of Directors**

Subject: **Corporate Resources Q3 2018 Project Status Report**

Report No: **67-18**

Date: **Nov. 21, 2018**

RECOMMENDATION:

1. That Report No. 67-18 respecting the Corporate Resources Q3 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 July-September 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 division has been looking to continue its first and second quarter success and continue the momentum in the third quarter. The Strategic Initiatives team 2018 goals are to create new relationships, bring new experiences to the Conservation Areas and increase revenues to the NPCA. The areas of focus are weddings, corporate events, educational programming, hosting filming projects, the annual Ball's Falls Thanksgiving Festival and creating new services and activities at Binbrook Conservation Area.

For the duration of the third quarter the SI team has been concentrating on selling, booking, scheduling and coordinating a variety of different programs and events for the 2018 season.

Ball's Falls FACILITY RENTALS: Weddings

	2017	2018	+/- dollars	+/- %
Big Barn	$128,806	$162,534	$33,728	26%
Glen Elgin	$82,268	$102,400	$20,132	24%
Church	$24,648	$13,416	$11,232	45%
Outdoor Ceremonies	$15,824	$15,642	$182	1%
Total	$251,546	$293,992	$42,446	17%

Ball's Falls Conservation Area continues to be one of the leading wedding venue destinations in the Niagara Region. Rustic weddings are still very trendy and with the increased rate implemented last year to stay within market, the Big Barn was fully booked for all Friday's, Saturday's and most Sundays. Chapel bookings continue to decrease, as the trend continues towards outdoor ceremonies. One limitation the Historical Chapel has is the capacity of 110 guests. Most weddings booked at Ball's Falls are 130+.

Ball's Falls offers a unique experience as we allow the couples to book their caterer of choice from a selection of preferred vendors offering a wide variety of ethnic choices. The SI team will continue capitalizing on all trends to keep Ball's Falls a premier wedding venue.

CORPORATE

Increased corporate facility rentals continue to be a priority at Ball's Falls Conservation Area. After a 114% increase in corporate bookings at Ball's Falls in 2017 the SI team continue to increase revenue in corporate bookings in 2018. 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 Winemaker Association of Ontario, Celgene Inc, Niagara Industry Association and the Employment Help Centre hosted events at Ball's Falls this past quarter.

2018 Thanksgiving Festival

The 3rd quarter was spent planning and preparing the 2018 Thanksgiving Festival. The entire Strategic Initiative's team played a major part in the execution of the Festival. Everything from logistics, vendors, staffing, marketing and preparing the Historical Village were all prepared during the 3rd quarter and were crucial to the success of the event.

Binbrook

BINBROOK CONSERVATION AREA PROGRAMS AND SERVICES

The Strategic Initiatives team worked alongside different companies to offer a variety of recreational programs and services at Binbrook Conservation Area for the 2018 season. These recreational services include Boarder Pass Canada who offer wakeboarding, Staycation Rentals who offer a variety of boat rentals and PT Water Sports who operate an inflatable water park. The 2018 season at Binbrook was a major success. The new addition of the inflatable water park and other recreational services contributed to a major revenue increase. The 2018-day use revenue at Binbrook CA in the third quarter was $258,993 compared to $148,532 in 2017. That results in $110,461 increase in day use revenue which comes to a 74% increase.

Treetop Trekking

The Strategic Initiatives team is proud to announce that as of September 26, 2018 the zoning amendment at Binbrook CA has been approved by the City of Hamilton planning committee and City of Hamilton Council. Treetop Trekking and the NPCA have both signed the lease agreement and Treetop Trekking is on pace to open at Binbrook Conservation Area for May 2019. Treetop Trekking is one of the final pieces of the puzzle to the recreational services and programs that the SI team want to offer at Binbrook. The SI team believes that not only will Treetop be another substantial source of revenue to Binbrook CA but that it will also elevate the Conservation Area to one of the top recreational Conservation Area's in Ontario.

PROGRAMMING

SUMMER ADVENTURE DAY CAMP

Summer 2018 marked another solid summer of day camp at Ball's Falls Conservation Area. It was a busy summer of STEAM-oriented activities (Science, Technology, Engineering, Art, Math) and outdoor exploration. The use of the Camp House provided indoor storage and preparation space for camp activities.

Day camp themes were selected and outlined by the Program Assistant and daily activities and planning was conducted together with summer Park Attendant staff. Focused activities each day were based in STEAM principles and teachings bringing science put in nature, adapted for the day camp setting. Each day students conducted experiments and scientific exploration while immersed in nature through guided hikes and scavenger hunts, games and team challenges.

A special 'Thank You' to summer staff and volunteers who made summer programs amazing. Each staff member brought a wealth of diverse academic expertise and experience in education and children's programming.

Summer Day Camp Total Revenue

SUMMER DAY CAMP	2016 Quantity	2016 Sales	2017 Quantity	2017 Sales	2018 Quantity	2018 Sales	% Increase of Revenue
	200	$ 15,853.00	221	$ 18,776.50	262	$21,124.00	12.5%

WEEK OF CAMP	THEME	NUMBER OF CAMPERS*	REVENUE**
July 2 - 6	Enviro Scientists	8 - 10	$1,126.00
July 9 - 13	Time Travellers	12 - 16	$2,233.00
July 16 - 20	Summer Survivors	25 - 35	$3,913.00
July 23 - 27	Wet and Wild	12 - 22	$2,359.00
July 30 – Aug 3	Enviro Scientists	12 - 18	$2,066.00
August 6 - 10	Time Travellers	7 - 17	$1,499.00
August 13 - 17	Summer Survivors	19 - 20	$2,560.00
August 20 - 24	Wet and Wild	14 – 20	$1,989.00
August 27 - 31	Ultimate Adventure	21 – 26	$2,182.00
TOTAL			**$19, 927.00**

*Note that number of campers fluctuated each day due to single-day registrations.
**Total revenue of day camp only. This amount excludes Extended Care fee.

MINI-ADVENTURE DAY CAMP

Each summer, Ball's Falls offers day programming for public and municipal camps to attend on an off-site trip. This year saw the greatest number of campers attend Mini-Adventure day camp programming, with 470 campers in attendance with a revenue of $2,570.00.

Camp coordinators had a selection between the 'Back in Time' mini-adventure and the 'Nature's Nurturers' mini-adventure. Two of the eight booked programs selected the 'Back in Time' guided tour through the historic village and pioneer craft, however, most of camps selected participating in the environmental program, including a guided hike and s'more-making around the campfire.

MINI ADVENTURE CAMP REVENUE

YEAR	2014	2015	2016	2017	2018
	$950.85	N/A	$635.00	$1,090.00	$2,570.00

Educational Programs

September has seen the start to a busy fall season with school bookings. In addition to the DSBN overnight programs, we have had 170 students and adult learners come through our site.

Water Quality at Ball's Falls: This program gives the students hands on field work experience at our site monitoring the health of the water through macro invertebrate benthic examination, as well as chemical analysis. This has become our most popular high school program. In September alone, 123 grade 9 students come through to learn about our water.

Human Impact on the Environment: Students work to do a survey of invasive species in our forest. Using quadrant plotting, they are able to get a sampling of the forest and identify three different types of invasive species. This program has been very popular partnered with the Water Quality program to make it a full day high school field trip. This September we had 123 grade 9 students sampling for invasive species in our forest.

Ultimate Adventure: Do you have what it takes to survive in the time of the early settlers? 47 layers from Toronto participated in adventure competing against each other for the ultimate prize, the best early setter. Challenges included, ax throwing, fire building, orienteering, and a grind off.

September programming numbers				
Date	**School/group**	**Program**	**number of students/participants**	**fees**
9/26/2018	Cardinal Newman	Water Quality Human Impact	48	$456.00
9/27/2018	Cardinal Newman	Water Quality Human Impact	75	$712.50
9/28/2018	Celebrate Niagara	Ultimate Adventure	47	$1,062.20
Total:			170	$2,230.00

DSBN OUTDOOR OVERNIGHT ADVENTURE PROGRAM

The most recent addition to the programming lineup at Ball's Falls Conservation Area, is the new overnight camping, outdoor education and team-building program with the District School Board of Niagara (DSBN). The DSBN Outdoor Overnight Adventure program began as a pilot in Spring 2018 to much success, as an educational, outdoor experience for grades 5 through 8 students, many of whom had not previously experienced camping, or staying away from home. Over four overnight sessions, approximately 200 students stayed at Ball's Falls Conservation Area in June 2018.

Capital additions made to the DSBN Overnight program this fall includes the purchase of four two-person tents designated for teachers/staff who attend the program.

In total, over 3 sessions, approximately 120 grades 6 – 8 students attended the Overnight program this fall. All changes and investments were highly appreciated by the DSBN and have resulted in the continuation of the program into Spring 2019.

ECOLOGICAL ACTIVITY:

- **Beamer Memorial Conservation Area**
  The Niagara Peninsula Hawkwatch group tallies for raptor counts in 2018 indicates a total of 11,184 raptors observed over the site, consisting of 17 bird species. The majority of birds observed were: Turkey Vultures, Broad-winged Hawks, Red-tailed Hawks, Sharp-shinned Hawks and Red-Shouldered Hawks.

- **Cave Springs Conservation Area**
  Bat monitoring continues at the site from May through October, with acoustic monitors recording bats species in the area. Species data via frequency identification is gathered until October and then assessed by diversity, abundance and locations. This work helps to further refine possible critical habitat areas at the site for on-site management and activities permitted.

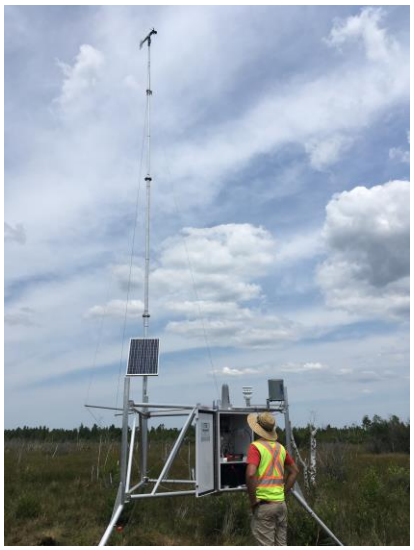
- **Morgan's Point Conservation Area**
  To help maintain habitat diversity at the site and across our Conservation Areas, a savannah planting is maintained annually at Morgan's Point Conservation Area. In July this work included removal of woody species and leaf material, to reduce site competition and enable the warm season prairie species are to expand. Such removal is required annually to replace historical natural processes of fire/wind/waves and maintain this different ecosystem.
- **St. Johns Conservation Area**
  In August, a brook trout spawning bed was constructed at the site by NPCA staff along with volunteers of Trout Unlimited. This feature assists in the population enhancement of area's native fish, by providing suitable spawning conditions to help brook trout eggs and resulting fry survive.

- **Smith Ness Conservation Area**
  The prairie grass areas on site has 50% or greater grasses, with 3 or greater grass species with a minimum of one grass species being greater or equal to 50cm. The planting is divided into 4 plots, with different combinations resulting at each. The second plot is under agreement and meets all requirements. Additional plugs will be planted in 2019 to further augment the grass proportion closer to 80%.

  The importance of the tall grass prairie and meadow at this site is to assist in incorporating other underrepresented ecosystems across our Conservation Areas (i.e. meadows and prairies). It also assists in providing habitat for a number of rare bird species.

Smith Ness CA

- **Wainfleet Bog Conservation Area**
  Fire monitoring via lightning strike information from OMNRF Haliburton and staff water well readings continue at the Wainfleet Bog. No fires concerns have been reported or observed to date this year.



Wainfleet Bog Weather Station for fire index monitoring at the site, as well as additional data for flood forecasting across the watershed and Ontario

As further fire protection measures at the bog, the NPCA Water Resources Department installed a Weather Station at the Wainfleet Bog Conservation Area. This station increases the public safety network for flood and fire, as well as protecting a significant natural heritage feature and NPCA property. With this information, NPCA staff Ryan Kitchen daily monitors soil/weather conditions and determines the fire warning index for staff to determine and implement any necessary fire prevention measures, including but not limited to site closure and increased site awareness. Since the station installation, July 12, data has shown all soil layers (0 to 50 cm) being moist with the 'Fire Weather Index Risk Class to be Low (0-3). In addition to public safety risks of fire and natural heritage features loss, this station provides increased rain gauge density with additional data for flood forecasting by the NPCA and others. As the weather station is part of the provincial Ontario water network systems of the Surface Water Monitoring Centre of the Ontario Ministry of Natural Resources and Forestry (OMNRF), this stations' data is also available to the OMNRF and external clients.

- **Wainfleet Wetlands Conservation Area**
  Vegetative Survey of the Quarry Road quarries was completed this August by the summer Ecological Students. This survey is to add to the baseline information for the site including water quality parameters and type and diversity of aquatic vegetation.

- **Waterfront Conservation Area Master Plans**

  Additional equipment for reptile surveys has been installed by NPCA staff at Long Beach and Jordan Harbour Conservation Areas. This complements the present inventories to being completed at our waterfront areas of Morgan's Point, Wainfleet Wetlands and Wainfleet Acquisition (Lakewood) Conservation Areas. It assists in updating existing information to identify snake and turtle species using the site, and incorporate any habitat needs into proposed site work or activity.

  Further to this, the reptile and amphibian surveys continuing at these sites includes: snakes and turtles, skinks on selected sites, as well as, frogs, toads and salamanders, by our staff Ecologist and summer staff. Surveys commenced in April and will continue to October. Presence and absence information will help to guide activities on the site for restoration, site use and maintenance. The findings from the 2017 and 2018 surveys indicate no skink observations to date, however, the following were observed:

  - At our St. Johns CA- Lathrop land parcel, surveyed and incidental species observed to date include: 4 reptile species, 8 amphibian species, 77 bird species, 14 mammal species, 9 insect species. Of these five are species at risk emphasizing need to maintain meadow/open fields, forest edge and decaying logs, and downed woody debris, stream and forbs, mid canopy forest clearings, intermediate age mature forest stands, moist stand of trees with large forest areas, well developed undergrowth, open buildings are area features to maintain.
  - At Lakewood CA surveyed and incidental species to date include: 2 reptiles species, 9 amphibian species, as well as, 35 birds, 10 mammal species, 17 insect species from our other surveys and incidental observations. Of these, four species are Species at Risk which identify habitat needs and maintenance of dynamic dunes, forb/meadows/open areas, downed woody debris and open buildings.
  - At Long Beach CA surveyed and incidental species to date include: 1 reptile species, 8 amphibian species, 9 bird species, 7 mammal species and 4 insects species. Of these three species are Species at Risk, focusing habitat maintain of open buildings, forbs, meadow, dynamic sand dunes
  - At Jordan Harbour CA surveyed and incidental species to date include: 1 reptile, 1 amphibian species, 6 bird species, 2 mammal species, and 1 insect species. The site is noted to be small with few habitat types including a treed slope, backshore water area, and wetland fringe
  - At Morgans Point CA surveyed and incidental species to date include: 2 reptile species, 2 amphibian species, 7 bird species, 2 mammal species and 4 insect species. This includes three species is Species at Risk in which habitat for maintenance includes meadows, forbs, forest edges, dynamic sand dunes with grass
  - At Wainfleet Wetland CA surveyed and incidental species to date include: 3 reptile species, 5 amphibian species, 18 bird species, 10 mammal species and 1 fish species. Of these species, two are Species at Risk, identifying habitat areas for maintenance to include: forest edge, open meadows, forbs.

Other Conservation Area Ecological Activity

- **NPCA Hunting Program**

a) General: Hunting Permits

An additional 85 NPCA Hunting Permits were issued during this quarter, with a total of 261 Hunting Permits having been issued for hunting areas at the NPCA in 2018. Of these 57 individuals are residents from outside the NPCA administrative watershed area.

In comparison to the previous year for the same time (second quarter 2017),

- this is a decrease of approximately 25.7% from 328 NPCA Hunting Permits during the same timeframe in 2017.
- monies generated from hunting permits during this quarter is $3400. Monies generated from hunting permits to date in 2018 is $10,440.

b) The NPCA Waterfowl Hunting Program lottery applications for Binbrook and Mud Lake Conservation Areas were received until August 31. The lottery draw took place on the following business day, with the successfully drawn applicants notified by email or mail.

Mud Lake CA- Hunting Blind

The hunting season for these sites areas are:

- September 22 through December 8 at Binbrook Conservation Area, Monday and Saturdays; and
- September 22 through November 30 at Mud Lake Conservation Area, Monday, Wednesday, Friday and Saturday

The lottery draw was for use of hunting blinds at both sites, during the first two weeks of the waterfowl/duck season, from September 22 through October 5; in addition to use of blind #5 at Binbrook CA for the remainder of the hunting season at Binbrook CA. This lottery enables hunters fair access to NPCA hunting blinds during this popular season opening, as well as, use of a popular hunting blind #5. In July, NPCA Lottery Applications were mailed to NPCA permit holders as well as posted on our website for public access. The application deadline was August 31, 2018, with hunting blind selections drawn the following business day.

The lottery results for 2018 were:
Binbrook CA- First two-week Binbrook- 25 applicants, 22 selected for 40 openings
-Blind #5 -17 applicants, 15 selected for the 19 openings
Mud Lake -24 applicant, 20 successfully drawn for 24 spots
Please note not all days are selected by all applicants. As a result, possibilities for being selected decrease.

- **Species at Risk Recovery**

As part of the endangered species Red Mulberry (tree) recovery, the NPCA has propagated some local native seeds, by OMNR permit. With the assistance of a local nursery, several trees were propagated and cared for, for 3 years by the plant nursery. Now at a height to overcome area plant competition, these saplings will be planting later this fall in our Conservation Areas. This planting will help enhance the existing native tree population and its chances to survive over time.

CONSERVATION AREAS:

Ball's Falls Conservation Area

Staff has been busy with routine duties during Q3. With Weddings and Camps in full swing, grounds and facilities have been maintained to high standards.

Currently, most of capital projects are complete or ongoing. Staff are in the process of planning to have work done to our Historical Church to freshen up its appearance. This will include stripping off the old paint, repairing or replacing any rotten or broken pieces of wood and repainting the exterior.

Volunteers Mark and Howie took on the project of repairing/replacing two-foot bridges on our Forest Frolic Trail.

Binbrook Conservation Area

Revenue

The chart below highlights some of the main revenue streams as of September 30th, 2018;

- **Total Pavilion Reservations:** • **114**
- **Total Group Picnic Area Reservations:** • **77**
- **Total Membership Passes Sold:** • **425**

*All above figures are greater than any previous year on record. To this point, we have achieved 100% occupancy on all pavilions for weekends and holidays through Labour Day Weekend and we are now taking reservations into late September.

Total Revenue Comparison as of September 30th, 2018

As of September 30th, 2018	***$ 403,771.99***
2017:	*$ 254,731.70*
2016:	$ 274,765.10
2015	$ 255,006.50
2014	$ 247,049.49

Special Events

Perseids Meteor Shower

On Saturday August 11th Binbrook Conservation Area played host to the annual Perseids Meteor Shower. The event took place after hours, from 9am to 12 midnight where over 900 members of the public were in attendance. Members of the local Hamilton Amateur Association were on hand to provide a guided tour of the night sky as the public had the opportunity to view astronomical features by telescope. Special thanks to John Gauvreau and Jim Wamsley of the Hamilton Amateur Astronomers for their continued support.

Annual Outdoor Movie Night

The feature family film for the evening of Saturday August 18th was 'Peter Rabbit'. About one hundred spectators came out in support of the Niagara Peninsula Conservation Foundation. After watching the feature film under the night sky, many enjoyed the opportunity to camp overnight as well. Many thanks to Andrea Crosby, Erika Navarro and NPCA area staff for your contributions.

'Tree Days' at Binbrook

In cooperation with TD Canada Trust and Green Venture of Hamilton, over 50 volunteers were in attendance on Saturday September 15th to plant more than 300 native and diverse tree species throughout the day use area at Binbrook Conservation Area. This was part of the annual 'Tree Days' program whereby $5000 was donated by TD Canada Trust used to purchase the trees. These trees were later planted in a matter of hours by TD friends and family under the guidance of David Hartdyke and co. from Green Venture in Hamilton. Local conservation area staff were also on hand to provide assistance with staking and watering of the newly planted trees.

Special thanks to Derek Diaz of TD Canada Trust, David Hartdyke of Green Venture, Member Beattie, Member Kaspersetz, as well as area NPCA staff for support of this event.

Chippawa Creek Conservation Area

Seasonal camping

Park staff have seen an increased number of requests for 2019 seasonal campsite availability.

Park Revenues

As of the end of September overall park revenues were at 119% of projected revenues. The biggest increase was honey wagon service at 390% of projected revenue.

Park Maintenance

Park staff continued cutting grass, trail maintenance, picnic table repairs, road maintenance and pot hole repair.

Park Activities

Various activities were held throughout the summer for the campers including a Canada Day parade, Christmas in July, a new summer carnival, and Halloween on Labour day weekend. All the events were well attended with positive feedback received.

Christmas in July

Canada Day Parade

Halloween

Long Beach Conservation Area

Park Maintenance

Besides regularly cutting grass and weed trimming, park staff is working on trail maintenance, tree pruning, picnic table repairs and painting of campsite hydro and water posts, we also continue to replace all campsites number posts to make them all look the same. Christmas in July was a success with the campers; as well as Halloween in September.

INFORMATION MANAGEMENT & TECHNOLOGY SERVICES (IMTS):

CityView Implementation and Support

Staff have cleared any network infrastructure compatibility issues prior to a CityView interface update and are still intending to complete by years end. Staff are vetting the changes in the parcel and addressing mapping information and how that will affect the update before proceeding.

Capital Projects

The 2018 Orthoimagery and DTM Acquisition project is complete, Region has received all deliverables, initiating QA/QC and preparing for delivery to partners, NPCA should be receiving the data on a drive soon.

The collocated data center upgrade has cleared any design considerations from the new enterprise GIS configuration and the new server has been acquired. It will be installed and configured as soon as the last one remaining gauge station still polling on the old server is updated to a cellular modem.

GIS

Compilation of data and creation of map figures such as Potential contamination threats map for SWP, Areas of Concern for Western Lake Ontario for Restoration, Thanksgiving Festival Parking Map.

Creation and adjustments made to Thanksgiving Festival online Apps for internal data management and public consumption.

Creation of various mobile apps related tree planting restoration initiative.

Refined existing field data collection apps to enhance data collection methods involving embedding historical data into the apps so this data can be viewed live in the field.

Information Management

Staff continues working on writing up a draft mobile device policy for review.

Annual computer replacements are being completed.

RELATED REPORTS AND APPENDICES:

Appendix 1: Capital Projects Calendar Q3 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; Alicia Powell, Program Assistant; Kim Frohlich, Ecologist; Michael MacIntyre, Park Superintendent of Long Beach Conservation Area; 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; and, Geoff Verkade, Manager, Information Management and Technology Services.

Projects Calendar for 2018

Report No. 67-18 Appendix 1

Conservation Area	Location / Project Description	Reference No.			Pr. Lead
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	
Chippawa 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	

Project Schedule

Pr. Lead	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
ND												
RS												
RS												
ND												
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Initiated Ongoing Completed

Report To: **Board of Directors**

Subject: **Niagara Region Tree and Forest Conservation By-law Q3 (2018) Status Report**

Report No: **68-18**

Date: **November 8, 2018**

RECOMMENDATION:

1. That Report No. 68-18 respecting the Niagara Region Tree and Forest Conservation By-law Q3 (2018) Status Report **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 Q3 2018.

BACKGROUND:

By-law issues and forestry activities in Q3 2018 can be found itemized in Appendix 1 to Report No. 68-18.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

RELATED REPORTS AND APPENDICES:

Appendix 1 Q3 2018 By-law issues and forestry Activities

Reviewed by:

Tareq Al-Zabet
Director, Watershed Management

Submitted by:

Mark Brickell
CAO/Secretary-Treasurer

NPCA Forestry Department: Communication and Work Summary

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
1	Wainfleet	Woodland owner	☑	2018-07-03	Permits: Approv	A GFP permit application was received July 3, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. The harvest area is designated as Provincially Significant Wetland.	Inspected the property to assess the tree marking prescription and the condition of the woodland on July 11. Satisfied with tree marking and associated prescription. This is a stand thinning of a well stocked woodlot. Canopy closure is almost 95% and the thinning would promote regen of soft maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter. It is suitable for operations at time of inspection in July. Recommend approving a GFP permit. Permit will be 2018-13.	Permit was sent to the applicant on July 12. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.
2	Thorold	Municipal government rep	☑	2018-07-03	Woodlands	Received a complaint about tree clearing on a property located at the southwest corner of Cataract Rd and Port Robinson Rd in Thorold. The property has PSW and forest that would be covered by the Bylaw.	Inspected the property on August 7 and verified that the clearing operations had not entered the PSW or its 30 meter buffer or any woodland covered by the Bylaw. The owner had flagged the limit of work before clearing commenced in order to prevent a trespass into the PSW buffer.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
3	Port Colborne	Local citizen	☑	2018-07-03	Enforcement	Received a complaint about tree clearing on a farm property in Port Colborne off of Stauth Rd. There is a municipal drain (Howie's Drain) and LSW next to the drain.	Conducted a site visit on July 4. The owner was on site. He mentioned he was clearing trees along the municipal drain located on his property in order to conduct drain maintenance work. A 10 meter wide clearing was being created along the north side of the drain to facilitate cleaning work. Drainage work is allowed under section 3.23 of Reg 155/06 and the Region's Forest Bylaw.	None required.
4	Niagara Region	Contractor/Developer	☑	2018-07-11	Exemptions	A contractor working for OPG inquired on bylaw requirements for removing trees along fences belonging to OPG. The removal is for safety reasons and repairing the fence to prevent trespassing onto OPG properties throughout the Region.	This type of tree clearing qualifies for an exemption, 4.13, as it for maintaining and prevent damage to fencing for public safety. Informed the contractor that they need to get permission for private and public land owners if trees are on those properties.	None required.
5	NOTL	Local citizen	☐	2018-07-11	Enforcement	Received an inquiry from a local citizen asking if the Bylaw covers a treed area on an adjacent property that is up for development in the St. Davids area of NOTL	Examined the aerial photo for the property and determined it did not have the tree density to be considered a woodland under the Bylaw as per clause 1.38. The Region's OP for Significant Woodlands did not apply to the property either.	None required

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
6	Wainfleet	Woodland owner	☑	2018-07-16	Permits: Approv	A GFP permit application was received July 16, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. The harvest area is designated as Provincially Significant Wetland.	Inspected the property to assess the tree marking prescription and the condition of the woodland on July 29. Satisfied with tree marking and associated prescription. This is a stand thinning of ash, beech and maple to encourage regen of sift maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter. At the time of assessment, the ground was in ideal condition for operations. Recommend approving a GFP permit. Permit will be 2018-14.	Permit was sent to the applicant on August 1. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.
7	Welland	Local citizen	☑	2018-07-17	Enforcement	Received a complaint of 'clear cutting' at a property along Colbeck Drive, backing onto Drapers Creek in Welland. This area is wetland but also has a very high component of dead ash trees.	Conducted a site visit on July 17. Did observe an area where trees were removed. Examined the stumps of the trees removed and all were ash and in close proximity to the residence. Removal of dead unsafe trees is permitted under exemption 4.13. The area is being left to regenerate naturally and through landscape work to assist in the regeneration.	None required.
8	NOTL	Local citizen	☑	2018-07-20	Enforcement	Received a complaint about tree removal at a golf course in south NOTL. The caller alleges that too many live trees area being removed and wildlife habitat is being impacted. They mentioned a lot of dead ash trees were removed but they are concerned the golf course is taking live trees as well.	Conducted a site visit with the general manager of the course on July 26. Observed some tree removal but was limited to removing dead ash, other hazardous trees and for basic golf course landscaping. No woodlands were impacted or reduced in size.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
9	NOTL	Woodland owner	☐	2018-07-25	Woodlands	Received a call from a land owner in NOTL that has forest on the north end of their property. They inquired about clearing it for agriculture (grapes).	Did an assessment using GIS to see what features are on the property. The forest is both wetland and significant woodland under the Greenbelt Plan. These designations prohibit clearing for agriculture under the Forest Bylaw.	Informed the owner they cannot clear the forest on their property because of the environmental features located there. Informed the owner of tax incentive programs to offset property taxes for land owners with forested area.
10	St. Catharines	Local citizen	☑	2018-07-25	Woodlands	Received a complaint about tree removal at a construction adjacent to a woodland in south St. Catharines. The property had minor compliance issues in summer 2016. The compliance issue was resolved with the developer restoring the edge of the woodland with trees and plants.	Conducted a site visit on July 25. Did not observe any activity in the woodland or the restored area. All works on the property were being conducted east of the top of bank indicated on approved development plan maps.	None required.
11	NOTL	Local citizen	☑	2018-07-31	Woodlands	Received on-going complaints about tree removal at the Randwood properties on John Street in NOTL. The complainants wanted operations stopped.	Responded to the complainants that the works involved are for landscaping and safety (removal of dead and hazardous trees). The properties are not covered by the Bylaw. Tree density was measured using sample plots on areas designated as ECA Significant Woodlands (SW) on the 3 properties and they were all below the minimum counts to be considered a woodland under the Bylaw (clause 3.38). The ECA SW on 144 and 176 John Street can be described as a treed lawn, not a forest. The SW on 200 John Street close to the rail trail was heavily impacted by emerald ash borer and is below the minimum density to be a Bylaw woodland.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
12	Wainfleet	Woodland owner	☑	2018-08-08	Permits: Approv	A GFP permit application was received July 31, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. The harvest area is designated as Provincially Significant Wetland.	Inspected the property to assess the tree marking prescription and the condition of the woodland on August 6. Satisfied with tree marking and associated prescription. This is a stand thinning of a well stocked woodlot. Canopy closure is over 95% and the thinning would promote regen of soft maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter. It is suitable for operations at time of inspection in August. Recommend approving a GFP permit. Permit will be 2018-15.	Permit was sent to the applicant on August 9. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.
13	St. Catharines	Woodland owner	☑	2018-08-12	Enforcement	Observed trees cleared on a steep slope located along the shoreline of the Martindale Pond on August 12, 2018. The forested feature involved is part of a woodland covered by the Bylaw. The property belongs to the city of St. Catharines. The works had occurred in April 2018. The City did not conduct the works or approve of it.	Conducted a site visit with the forestry supervisor from the city on August 16. While on site I mapped the location of each stump from the trees felled and recorded their species type and diameter where they were cut at the stump. A total of 8 trees were felled, 4 with significant diameter ranging from 62 to 80 cm. Of these 4 trees, 2 were black walnut and 2 red oak, all in healthy conditions as determined by a forester and an arbourist. The smaller sized trees were black walnut, willow and 2 hickory.	Proceeding with charges under the Bylaw and Reg 155-06. Both owners will be charged. First appearance on January 8, 2019.
14	Wainfleet	Woodland owner	☑	2018-08-14	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-02 located along Winger Rd in Wainfleet. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
15	Niagara Falls	Local citizen	☑	2018-08-15	Enforcement	Receive information of tree clearing occurring the Days Inn on Lundys Lane in Niagara Falls. The forested area on the property is woodland covered by the Bylaw. No other features such as wetlands are present.	Conducted a site visit on August 16. Operations were active when on site. Informed the contractor and hotel manager to cease further clearing southwards towards the woodland on their property. The area cleared was not in a forested area covered by the Bylaw or regulated by the CA. They were allowed to clean up existing tree/vegetation debris. Their excuse for the clearing work was to discourage overnight loitering behind the hotel. Informed the manager this is not a valid reason to clear the forest.	Monitor periodically.
16	Lincoln	Woodland owner	☑	2018-08-16	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-05 located along Ninth Street in Lincoln. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
17	Grimsby	Municipal government rep	☐	2018-08-17	Forest Health	Received an inquiry from a Grimsby council member regarding forest defoliation along the escarpment. The alderman was addressing concerns from residents about recent defoliation from gypsy moth and cankerworm over the past 2 summers and future plans to spray for the insects. He inquired why the NPCA did not spray when the Hamilton CA did in May 2018.	Informed the alderman the NPCA monitors gypsy moth populations and well respond id populations are deemed to be severe. A biological broadcast maybe considered in May/June of the particular year but only on CA properties. This service is not provided for free to private landowners but could be included in a spray program on a cost sharing basis. Hamilton CA only sprayed in the Dundas Valley, not in the Stoney Creek adjacent to Grimsby.	Forwarded additional information to the alderman.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
18	Pelham	Woodland owner	☑	2018-08-22	Permits:Final Ins	Conducted a post-harvest inspection on permit #2018-07 located along Luffman Rd in Pelham. Operations were conducted during the favourable weather conditions (summer). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
19	Welland	OMB Hearing	☑	2018-08-24	Planning	Summoned to attend an OMB hearing in Welland on August 24. Now referred to as Environment & Land Tribunals Ontario. Property involved is at 396 Aqueduct Street. Development was approved by City of Welland planning staff but denied by Welland city council. Owner requested a hearing to review the council's decision. The people opposed to the development summoned the NPCA Forester to attend and testify about tree cutting that has occurred on the property prior to city approvals.	Provided my statement on the tree cutting that occurred on the property in mid January. Stated to the hearing the tree cutting involved the removal of several large dead ash trees along the property that posed a hazard to human safety and structures along Gadsby Street and there was no violation of the Bylaw. The property owner was granted permission to develop the site after a decision was made by the Tribunal on Oct 11, 2018.	None required.
20	Niagara Falls	Contractor/Developer	☑	2018-08-27	Planning	My comments were requested on proposed borehole drilling at the Riverfront Phase 1 development site in south Niagara Falls. The property has woodlands that are covered by the Bylaw.	Assessed the site and the proposed drill location sites. All are in non-Bylaw woodland areas, mainly ash thickets with high mortality from EAB.	Comments passed on the planners involved with the review of development plan applications for the property.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
21	Wainfleet	Woodland owner	☑	2018-08-29	Permits: Approv	A GFP permit application was received August 29, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. The harvest area is designated as Provincially Significant Wetland.	Inspected the property to assess the tree marking prescription and the condition of the woodland on August 30. Satisfied with tree marking and associated prescription. This is a stand thinning of a well stocked woodlot. Canopy closure is over 95% and the thinning would promote regen of soft maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter. It is suitable for operations at time of inspection in September. Recommend approving a GFP permit. Permit will be 2018-16.	Permit was sent to the applicant on Sept 4. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.
22	Pelham	Woodland owner	☑	2018-08-31	Planning	The NEC and Niagara Region requested input as the Bylaw forester on a planning application on Sawmill Rd in Pelham that involves a woodland feature that the owner wants to clear to make room for a horse paddock.	Conducted a site visit on August 31 with the owner, and representatives from NEC and Niagara Region. Determined the woodland that the owner wishes to clear is considered a woodland under the Bylaw and must obtain an exemption in the Bylaw in order to clear it.	None required.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
23	St. Catharines	Municipal government rep	☑	2018-09-04	Enforcement	Received complaints of tree clearing at a property in southeast St.Catharines adjacent to the abandoned Trillium Rail Line. The site is within the NEC area, designated as urban area in their plan. Some of the property has significant woodland under the Region's OP. An EIS was prepared for the property. The NPCA forester was on the property in 2016 reviewing the applicability of the treed area with the Bylaw. Only the north end of the property along a slope was the only area on the property that was considered a woodland for the Bylaw. Most of the vegetation cover on the remainder of the property was shrubs, dead ash, manitoba maple and hawthorn. There was a small amount of red oak, black walnut and red maple but scattered.	Conducted a site visit on September 4 to assess the extent of clearing on the property. The boundary of the clearing was mapped using GPS. Did not discover any non-compliances with the Bylaw. The area on the property that would be considered a woodland under the Bylaw was not impacted. They exceeded a small distance from the extent of development indicated on maps found in the EIS. This did not warrant an infraction under the Bylaw.	Findings were provided to City of St.Catharines staff.
24	Wainfleet	Woodland owner	☑	2018-09-10	Permits: Approv	A GFP permit application was received September 10, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. The harvest area is designated as Provincially Significant Wetland.	Inspected the property to assess the tree marking prescription and the condition of the woodland on September 13. Satisfied with tree marking and associated prescription. This is a stand thinning of a well stocked woodlot. Canopy closure is over 85% and the thinning would promote regen of soft maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter. It is suitable for operations at time of inspection in September. Recommend approving a GFP permit. Permit will be 2018-17.	Permit was sent to the applicant on Sept 14. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
25	Welland	Municipal government rep	☑	2018-09-13	Planning	The manager of Environmental Planning at the Region requested the NPCA Forester conduct an assessment on the health of a forested feature on the north end of the old John Deere property in south Welland for potential development. Also requested an assessment if a section of the forest feature would be covered by the Bylaw based on stem density.	Conducted a field assessment of the northern forest area on September 13. Determined there are two separate forested features. One forested section has older age classes, in healthy condition, and stem density above the Bylaw minimums. The eastern forested area is in severe decline from ash mortality. Stem density is below minimums therefore not considered a woodland under the Bylaw.	Reported findings to the manager of environmental planning at the Niagara Region.
26	Wainfleet	Woodland owner	☑	2018-09-18	Permits: Approv	A GFP permit application was received September 18, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. Most of the harvest area is designated as Provincially Significant Wetland.	Inspected the property to assess the tree marking prescription and the condition of the woodland on September 19. Satisfied with tree marking and associated prescription. This is a stand thinning of a managed woodlot. Canopy closure is over 85% and the thinning would promote regen of soft maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter. It is suitable for operations at time of inspection in September. Recommend approving a GFP permit. Permit will be 2018-18.	Permit was sent to the applicant on Sept 23. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.
27	St. Catharines	Woodland owner	☑	2018-09-18	Enforcement	Received a complaint about tree cutting at a property in the Ridley area of St. Catharines. The property is vacant, no house and is situated on a slope part of the 12 Mile Creek valley. No building permits have been issued by the city for the property, nor has the NOCA commented on any applications.	Attended the property on Sept 18. A tree service crew was on site preparing to remove trees in a woodland feature that would be covered by the Bylaw. Instructed the crew they can not commence work until a building permit or some form of approval was obtained from the city. The crew left the site after receiving those instructions. There is potential to build on the property.	Monitor the property through periodic inspections.

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
28	Wainfleet	Woodland owner	☑	2018-09-25	Permits: Approv	A GFP permit application was received September 18, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. Most of the harvest area is designated as Provincially Significant Wetland.	Inspected the property to assess the tree marking prescription and the condition of the woodland on September 23. Satisfied with tree marking and associated prescription. This is a stand thinning of a managed woodlot. Canopy closure is over 85% and the thinning would promote regen of soft maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter. It is suitable for operations at time of inspection in September. Recommend approving a GFP permit. Permit will be 2018-19.	Permit was sent to the applicant on Sept 25. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.
29	Niagara Falls	Contractor/Developer	☑	2018-09-27	Planning	A planning consultant requested a site visit to assess a property in south Niagara Falls to see if the Bylaw applies to the treed area that covers most of the property.	Conducted a site visit with the consultant on Sept 27. Determined most of the property is not considered woodland because of sparse tree cover and ash decline. The reed area appears to be an old farm that was abandoned several decades ago. There are no CA regulated features such wetlands.	None required.
30	Fort Erie	Contractor/Developer	☑	2018-09-29	Hazard Trees	Received several complaints regarding tree cutting in a forest next to Waverly Beach in Fort Erie. The forest is part of a subdivision plan where it is being retained as a protected area after development is complete. Designated as a woodland under the Bylaw. There are waking trails that traverse to the forest that the public uses even though the property is private. The owner requested my involvement in marking hazardous trees for removal back in May 2018.	Several hazardous trees were marked in May 2018. Revisited the site on Oct 3 to assess reported tree cutting. Trees that were pruned or removed were the trees I marked in May. The land owner was following the instructions I provided after the May marking operation. The removal of dead and or hazardous trees is allowed under Exemption 4.13 in the Bylaw.	None required.

Report To: **Board of Directors**

Subject: **Watershed Management Q3 Status Report**

Report No: **69-18**

Date: **November 21, 2018**

RECOMMENDATION:

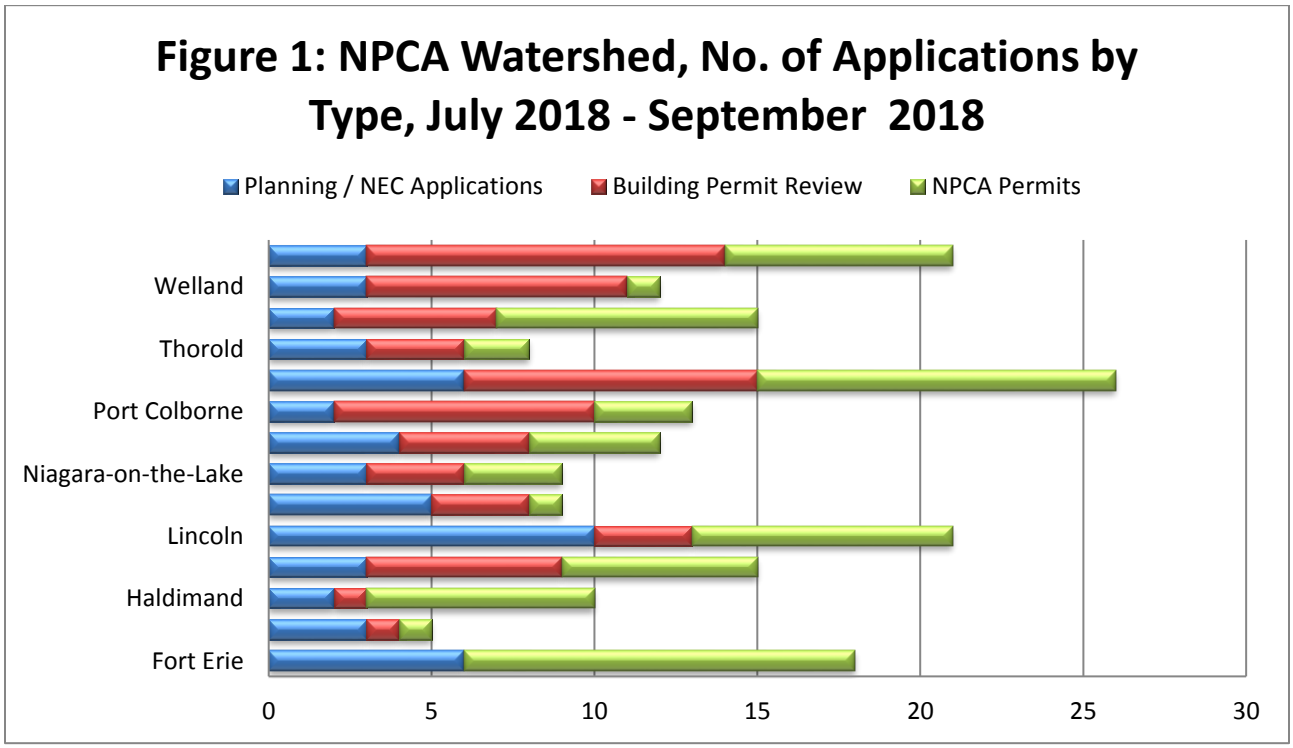
1. That Report No. 69-18 respecting the Watershed Management Q3 Status Report **BE RECEIVED** for information.

PURPOSE:

To update the Board on the Watershed Management Team's activities and achievements during Q3 2018.

BACKGROUND:

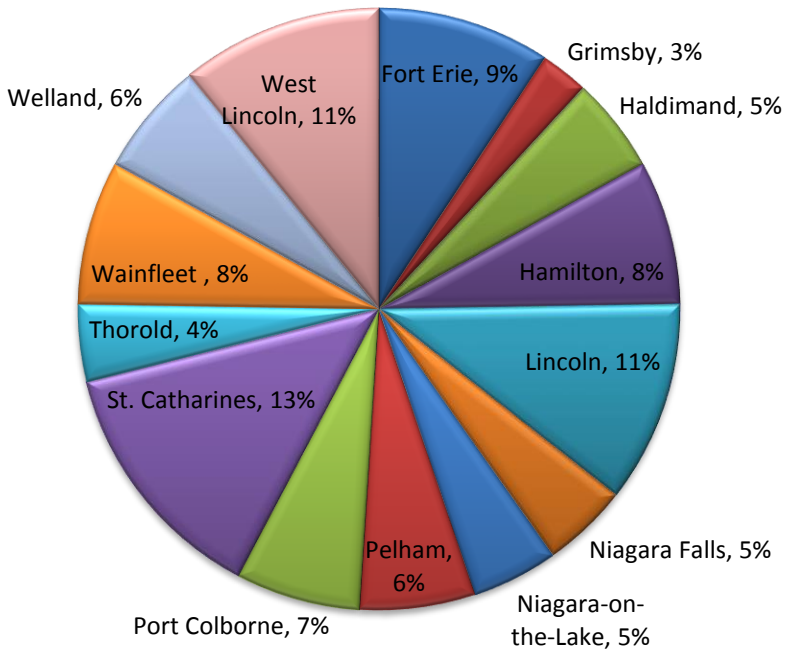
A. Plan Review & Regulations



	Fort Erie	Grimsby	Haldimand	Hamilton	Lincoln	Niagara Falls	Niagara-on-the-Lake	Pelham	Port Colborne	St. Catharines	Thorold	Wainfleet	Welland	West Lincoln	**Totals**
Planning / NEC Applications	6	3	2	3	10	5	3	4	2	6	3	2	3	3	**55**
Building Permit Review	0	1	1	6	3	3	3	4	8	9	3	5	8	11	**65**
NPCA Permits	12	1	7	6	8	1	3	4	3	11	2	8	1	7	**74**
Totals	**18**	**5**	**10**	**15**	**21**	**9**	**9**	**12**	**13**	**26**	**8**	**15**	**12**	**21**	**194**

Table 1. Number of application reviews completed

Figure 2: Total No. of Applications (%), July 2018 - September 2018



	Q3	Year to Date	2017 Year end
Total Reviews	74	231	301
Total Review Days	1570	5345	5060
Total Review Time (Days)	21	23	17

Table 2. NPCA Permit processing time

The Development Reviews Division is responsible for reviewing *Planning Act* applications and Building Permit applications where there is a feature regulated by the NPCA.

During Q3, the Watershed Management Department reviewed 55 *Planning Act* applications (various type and complexity)/Niagara Escarpment Commission Development Permit applications, 65 Building Permit applications, and 31 property information requests. Planning staff also provided comments on 31 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*.

The final policy document was presented to the NPCA Board for approval on September 19, 2018. The NPCA Board approved the document, which takes effect on November 1, 2018.

C. Water Resources and Restoration Programs

1) Source Water Protection Program

During the 3rd quarter of 2018, key milestones of the Source Protection program activities included:

- The City of Port Colborne implemented the final Source Protection Plan policy
- Niagara College prepared a source protection communications plan
- The Source Protection Committee completed a number of components of the Source Protection Plan Update
- Staff assisted Niagara Region with future updates to municipal intake protection zones
- Source Protection Committee membership was maintained by the Source Protection Authority
- Program coordination with the Ministry of the Environment, Conservation and Parks, Source Protection Committee Chair and neighbouring Source Protection Authorities

2) Water Quality Monitoring Program

- Staff are continuing routine monitoring at all 80 water quality monitoring stations. This monitoring will be performed monthly until December at all stations and samples will be analyzed for general chemistry, nutrients, metals and bacteria.

- The Ministry of the Environment, Conservation and Parks (MECP) will be providing a laboratory allotment for the NPCA to collect 2019 winter water samples through the Provincial Water Quality Monitoring Network (PWQMN). NPCA staff will collect samples when conditions permit, and this data will be used to address a significant gap in our monitoring of watershed conditions in the winter season.

- Fall biological monitoring water quality monitoring stations for 2018 at 25 water quality monitoring stations is currently ongoing.

- Geomorphological studies of five NPCA monitoring stations using the Ontario Stream Assessment Protocol. These are important studies for diagnosing potential stressors of water quality for each watershed.

- Staff have been attending meetings on the Queens Royal Beach *E. coli* investigation with the Town of NOTL and MOECC for the Niagara River Remedial Action Plan. In September, the NPCA water team deployed three conductivity loggers to assistance with project.

- Staff completed the annual monitoring and technical memo of Perfluorinated compounds (PFCs) at Binbrook Conservation Area. Concentrations of PFC compounds were found to be below Health Canada drinking water guidelines.
- Staff are continuing the field work on two special studies: 1) Hamilton Airport Biological Assessment; 2) Glanbrook Landfill Biological Assessment.

- 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 are currently completing the fall water quality sampling.

Figure 3. Staff conducting a stream geomorphological study in 20 Mile Creek.

- Staff completed spring monitoring of groundwater for the Balls Falls Centre of Conservation septic system. This is part of the MOECC's Certificate of Approval to operate the Centre's septic system.

- To date, staff have processed 37 data requests from other governmental agencies, consultants, and academic institutions.

- The NPCA has received eight (6) applications and completed 6 projects under the Well Water Decommissioning Program.

Figure 4. Staff collecting a ground water sample.

3) <u>Flood Control</u>

- Wainfleet Bog Fire Weather Station installed and collecting data.

- 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://npca.ca/stream-flow-monitoring).

- Issued 7 Watershed Condition Statements warning residents of the potential for flooding; 4 for Lake Erie lake and wave set-up and 3 for precipitation events. No major flooding was reported during these events.

- Received and processed 10 water level, flow and meteorological data requests from other governmental agencies, consultants and academic institutions.

- Inspection of Binbrook dam was conducted. An issue of high water at the outlet structure was identified. The problem was found to be a beaver had setup up residence and built a dam downstream on a neighboring property. The NPCA is working with the landowners and a local trapper to remove the beavers and the associated beaver dam.

Figure 5. Beaver dam downstream of Binbrook dam

- Black Creek stream gauge, which was offline since December 2017 has been brought back online and is reporting.

- EC Brown flow gauge and water quality sensor were installed early August and will be removed early December.

- Air and water temperature sensors installed at Big Forks Creek gauge

4) Water Resource Engineering

The Water Resource Engineering section is currently under review and an update is not available at this time.

5) Niagara River Remedial Action Plan (RAP)

The RAP is a community-based partnership between government (federal, provincial, municipal), the Conservation Authority, non-government organizations, First Nations, industries, scientists, and interested citizens that work together to restore and protect water quality and ecosystem health in the Niagara River. The Niagara River RAP initiative contributes to the commitments under the Canada-U.S. Great Lakes Water Quality Agreement and the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health. The NPCA receives financial support from Environment and Climate Change Canada (ECCC) and the Ontario Ministry of the Environment, Conservation and Parks (MECP) to coordinate activities that address and remediate environmental impairments and degraded conditions in the Niagara River, and provide administrative and educational services for the continued development and implementation of the Niagara River RAP. Below is a list of recent activities by the Project Manager (NPCA Staff) in support of the RAP initiative.

- Coordination and Implementation of Niagara River Remedial Action Plan.

- Organized meetings and facilitated discussions between various partners (Town of NOTL, MECP, ECCC, and a contractor) related to a Storm Sewer investigation project which supports RAP goals to improve conditions at the Queen's Royal Beach by addressing pollutant sources contributing to beach closings.

- Initiated the technical expert review for how to assess the status of the fish populations and fish habitat and began compiling data and information needed to analyse these two impairments, including starting to identify remaining actions required to advance the goals for fish populations and habitat.

- Administrative support for the entire RAP structure including: financial reporting to funding agencies/managing RAP finances, meeting planning/organization (monthly Coordinating Committee meetings, quarterly Implementation Committee meetings, quarterly Public Advisory Committee meetings, other work groups, as needed).

- Initiated the procurement process for a consultant to deliver a survey to local anglers that will provide important information about the type and amount of fish eaten from the Niagara River. Started creating the online survey tool to enable data collection. Project is on hold pending confirmation of MECP funding.

- Expanded indigenous engagement for the Niagara River RAP by facilitating discussions with the Mississaugas of the New Credit First Nation (MNCFN). Coordinating with two other Great Lakes Areas of Concern (i.e., Hamilton Harbour and Toronto waterfront) that are also located within the MNCFN Treaty Territory to collaborate on a fish consumption survey for their community to optimize the capacity of the FNs communities and provide for efficiencies of the efforts for all parties involved.

- Fostered collaboration and information exchange with USA counterparts by attending the Niagara River (NY) RAP meeting in Buffalo and coordinating input and participation from NYSDEC and EPA participants in the Ontario RAP teams.

- Provided educational opportunities to support curriculum goals related to water resources and governance for local university students, including delivering guest lectures to graduate-level and undergraduate-level students at Brock University (Oct. 26 & Nov. 5).

- Fostered community involvement and promoted interest in the RAP initiative by attending local public events including, NPCA's Ball's Falls Thanksgiving Festival, Niagara Parks Commissions Public Information Centres, and the Welland Riverkeepers meeting (Figure 6).

- Conceptualized a draft 'Eat Safe Fish' booklet for the Niagara River AOC (writing, design coordination, review with committees, revisions, as needed). Booklet will be finalized when the Angler Survey project is initiated (pending funding).

- Managed content (original and curated) of the Niagara River RAP website, including keeping the document library up-to-date and writing informative, plain-language articles to educate the public about various RAP-related projects.

- Enhanced digital engagement through social media outlets (Twitter, Facebook, Instagram) and a monthly E-newsletter containing original and curated content delivered to over 250 subscribers.

- Developed content for monthly newspaper ads with key messages about the Niagara River. Topics included: Niagara River ecology, caged mussel monitoring, what is the RAP, Areas of Concern (Figure 6).

Figure 6. Examples of the educational newspaper ads published in Niagara This Week (published last Thursday of July, August, September and October).

Prepared by:

Tareq Al-Zabet
Director, Watershed Management

Submitted by:

Mark Brickell
CAO/Secretary-Treasurer

Prepared with input from D. Deluce, Manager, Plan Review & Regulations; D. MacKenzie, Supervisor, Construction Permits and Compliance; Natalie Green, Project Manager, Niagara River Remedial Action Plan; Josh Diamond, Water Quality Specialist; and Ryan Kitchen, Water Resources Technician.

Report To: **Board of Directors**

Subject: **Financial and Reserve Report – Month Ending October 2018**

Report No: **70-18**

Date: **November 21, 2018**

RECOMMENDATION:

That Report No. 70-18 respecting the Financial and Reserve Report – Month Ending October 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 October 2018 (consolidated)
Appendix 2: Statement of Reserves for month ending October 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 -OCTOBER 31, 2018

REVENUES	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
MNR TRANSFER PAYMENTS	174,496.00	174,496.00	100.0%
PROVINCIAL GRANTS - MOE	49,500	99,500	49.7%
PROVINCIAL GRANTS - OTHER	175,814.00	200,000.00	87.9%
FEDERAL GRANTS	107,705	155,000	69.5%
MUNICIPAL LEVY - GENERAL	5,805,740	5,805,740	100.0%
LEVY - SPECIAL - NIAGARA	824,120	824,120	100.0%
LEVY - SPECIAL - HAMILTON	23,315	23,315	100.0%
ADMINISTRATION FEES	348,979	367,500	95.0%
USER FEES /OTHER REVENUES	1,984,270	1,787,850	111.0%
LAND OWNER CONTRIBUTION	579	-	100.0%
MISCELLANEOUS	217,652	193,500	112.5%
	9,712,171	**9,631,021**	**100.8%**

EXPENDITURES			
CAO/BOARD & ADMINISTRATION	1,476,231	1,775,035	83.2%
WATERSHED	1,502,144	2,578,492	58.3%
CORPORATE RESOURCES	2,870,420	5,277,494	54.4%
	5,848,795	**9,631,021**	**60.7%**

NIAGARA PENINSULA CONSERVATION AUTHORITY
CAO/BOARD AND ADMINISTRATION
JANUARY 1, 2017 -OCTOBER 31, 2018

REVENUES	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
MNR TRANSFER PAYMENTS	29,496	29,496	100.0%
PROVINCIAL GRANTS - OTHER	28,027	42,500	65.9%
MUNICIPAL LEVY - GENERAL	1,703,039	1,703,039	100.0%
MISCELLANEOUS	4,185	-	100.0%
	1,764,747	**1,775,035**	**99.4%**
EXPENDITURES			
CAO & BOARD EXPENSES	**365,081**	**421,626**	**86.6%**
ADMINISTRATION			
OFFICE SERVICES	209,296	298,234	70.2%
HUMAN RESOURCES	303,352	473,118	64.1%
CORPORATE COMMUNICATIONS	598,502	582,057	102.8%
	1,111,150	**1,353,409**	**82.1%**

NIAGARA PENINSULA CONSERVATION AUTHORITY
WATERSHED
JANUARY 1, 2018 -OCTOBER 31, 2018

REVENUES	YTD ACTUAL	ANNUAL BUDGET	% OF BUDGET
MNR TRANSFER PAYMENTS	145,000	145,000	100.0%
PROVINCIAL GRANTS - MOE	49,500	99,500	49.7%
PROVINCIAL GRANTS - OTHER	119,760	115,000	104.1%
FEDERAL GRANTS	107,705	155,000	69.5%
MUNICIPAL LEVY - GENERAL	1,479,677	1,479,677	100.0%
LEVY - SPECIAL - HAMILTON	23,315	23,315	100.0%
ADMINISTRATION FEES	348,979	367,500	95.0%
LAND OWNER CONTRIBUTION	579	-	100.0%
MISCELLANEOUS	213,467	193,500	110.3%
	2,487,982	**2,578,492**	**96.5%**
EXPENDITURES			
WATERSHED MANAGEMENT	311,838	443,526	70.3%
PLAN REVIEW AND REGULATIONS	426,810	790,601	54.0%
WATERSHED PROJECTS	763,496	1,344,365	56.8%
	1,502,144	**2,578,492**	**58.3%**

NIAGARA PENINSULA CONSERVATION AUTHORITY
CORPORATE RESOURCES
JANUARY 1, 2018 -OCTOBER 31, 2018

REVENUES	**YTD ACTUAL**	**ANNUAL BUDGET**	**% OF BUDGET**
PROVINCIAL GRANTS - OTHER	28,026.81	42,500.00	65.9%
MUNICIPAL LEVY - GENERAL	2,623,024	2,623,024	100.0%
LEVY - SPECIAL - NIAGARA	824,120	824,120	100.0%
USER FEES/OTHER REVENUES	1,984,270	1,787,850	111.0%
	5,459,441	**5,277,494**	**103.4%**
EXPENDITURES			
MANAGEMENT	2,341,497	2,893,802	80.9%
STRATEGIC INITIATIVES	373,765	473,268	79.0%
LAND PROGRAMMING		1,739,924	0.0%
VEHICLES AND EQUIPMENT	155,158	170,500	91.0%
	2,870,420	**5,277,494**	**54.4%**

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSOLIDATED CAPITAL
JANUARY 1, 2018 - OCTOBER 31 , 2018

REVENUES	YTD ACTUAL	YTD BUDGET	% OF BUDGET
MUNICIPAL LEVY - GENERAL	440,378	440,378	100.0%
LEVY - SPECIAL - NIAGARA	1,304,701	1,304,701	100.0%
LEVY - SPECIAL - HAMILTON	100,000	100,000	100.0%
RESERVE FUNDS	-	204,000	0.0%
MISCELLANEOUS/OTHER	-	275,000	100.0%
	1,845,079	**2,324,079**	**79.4%**

EXPENDITURES			
CORPORATE SERVICES	125,359	116,500	107.6%
WATERSHED	95,515	88,000	108.5%
LAND DEVELOPMENT	583,399	1,679,201	34.7%
NIAGARA DIFFERENTIAL (RESERVE)	-	440,378	0.0%
	804,273	**2,324,079**	**34.6%**

NIAGARA PENINSULA CONSERVATION AUTHORITY
CORPORATE SERVICES - CAPITAL
JANUARY 1, 2018 - OCTOBER 31, 2018

REVENUES	**YTD ACTUAL**	**YTD BUDGET**	**% OF BUDGET**
LEVY - SPECIAL - NIAGARA	96,500	96,500	100.0%
MISCELLANEOUS/OTHER	-	20,000	0.0%
	96,500	**116,500**	**82.8%**
EXPENDITURES			
GIS/CORPORATE RESOURCES	125,359	116,500	107.6%
	125,359	**116,500**	**107.6%**

NIAGARA PENINSULA CONSERVATION AUTHORITY
WATERSHED CAPITAL
JANUARY 1, 2018 - OCTOBER 31, 2018

REVENUES	**YTD ACTUAL**	**YTD BUDGET**	**% OF BUDGET**
LEVY - SPECIAL - NIAGARA	40,000	40,000	100.0%
RESERVE FUNDS	-	23,000	0.0%
MISCELLANEOUS/OTHER	-	25,000	
	40,000	**88,000**	**45.5%**
EXPENDITURES			
FLOODPLAIN MAPPING	57,927	-	100.0%
STREAM GUAGE & MONITORING NETWORK	37,588	88,000	42.7%
	95,515	**88,000**	**108.5%**

NIAGARA PENINSULA CONSERVATION AUTHORITY
CONSERVATION LAND DEVELOPMENT - CAPITAL
JANUARY 1, 2018- OCTOBER 31, 2018

REVENUES	YTD ACTUAL	YTD BUDGET	% OF BUDGET
LEVY - SPECIAL - NIAGARA	1,168,201	1,168,201	100.0%
LEVY - SPECIAL - HAMILTON	100,000	100,000	100.0%
RESERVE FUNDS	-	181,000	0.0%
MISCELLANEOUS/OTHER	-	230,000	100.0%
	1,268,201	**1,679,201**	**75.5%**
EXPENDITURES			
LAND ACQUISITION (RESERVE)	-	600,000	0.0%
BALL'S FALLS	83,152	213,201	39.0%
BINBROOK	44,975	90,000	50.0%
CHIPPAWA CREEK	70,467	113,000	62.4%
LONG BEACH	149,217	330,000	45.2%
ECOLOGICAL PROJECTS	516	35,000	1.5%
GAINSBOROUGH CENTRAL WORKSHOP	235,073	298,000	78.9%
	583,399	**1,679,201**	**34.7%**

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

	Balance 31-Dec 2017	Authorized Appropriations 2018	Forecasted Balance 31-Dec 2018
	$	$	$
Unexpended Capital Reserves			
Equipment	279,319	(204,000)	75,319
General Capital	1,058,385	(404,850)	653,535
Flood Protection Services	359,266	(110,000)	249,266
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	525,528	5,581,272
	5,335,063	321,528.00	5,656,591
Operating Reserves			
General Operating Reserve	713,420	(40,000)	673,420
Tree Bylaw Agreement	82,371	0	82,371
	795,791	(40,000)	755,791
	795,791	0	795,791
Grand Total Reserves	6,130,854	321,528	6,452,382

*Unfunded employee future benefits liability $109,500

Deferred Revenue - Ontario Power Generation Funding	1,547,585	(446,348)	1,101,237

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

Report To: **Board of Directors**

Subject: **John Street Tree Removal – Niagara-on-the-Lake**

Report No: **71-18**

Date: **November 21, 2018**

RECOMMENDATION:

1. That Report No. 71-18 respecting the John Street Tree Removal in Niagara-on-the-Lake **BE RECEIVED** for information.

PURPOSE:

To update the Board with respect to the works occurring in and around 200 John Street in the Town of Niagara-on-the-Lake.

BACKGROUND:

The NPCA received the first complaint call for works occurring in this area in the fall of 2016. Since that time, NPCA staff have responded to numerous complaints regarding the removal of trees and works occurring on 144, 176 and 200 John Street, along with 588 Charlotte Street.

At no time have NPCA staff discovered any works that would be in contravention of Ontario Regulation 155/06 or the Region of Niagara Tree and Forest Conservation By-law (By-law 30-2008)

NPCA staff last visited the sites in question on November 7, 2018. As part of the site visit, NPCA staff walked the entire length of the One Mile Creek on the subject lots and the connecting swale that shows on NPCA screening map.

NPCA staff have determined that there is no violation on the subject lands at the present time. The areas in question are not subject to the Region of Niagara Tree and Forest Conservation By-law and the NPCA is satisfied that the tree removal that has taken place does not constitute interference with a watercourse. There have also been no alterations to the watercourses at the present time.

FINANCIAL IMPLICATIONS:

While there are no direct financial implications, indirectly the staff time to respond to multiple complaints for this property and conducting multiple site visits does impact vehicle wear and tear and gas usage. It also requires 2 staff be present on each visit to the property.

RELATED REPORTS AND APPENDICES:

Appendix 1 Map of Area

Prepared by:

Tareq Al-Zabet
Director, Watershed Management

Submitted by:

Mark Brickell
CAO/Secretary-Treasurer

***This report was prepared in consultation with: Darren MacKenzie, C.Tech., rcsi;* Supervisor, Construction Permits & Compliance; and David Deluce, MCIP, RPP, Manager, Plan Review & Regulations.**

NIAGARA PENINSULA CONSERVATION AUTHORITY
Appendix 1 - Subject Properties
Park Crt
Charlotte St
Christopher St
John St E
Paffard St
Weatherstone Crt
James St
Flynn St
Coach Dr
The Prom
Lines
Override 1
Corporate Watershed Divide NPCA
NPCA APPROXIMA... REGULATION LANDS
Lyons Creek East Administrative Controls Area
Ontario Road Network
Major Highways
Arterial Roads
Local Roads
Railway Network
Assessment Parcels - Cityview
2K Hydrography
Red: Band_1
Green: Band_2
Blue: Band_3
1:4,514
0 0.0375 0.075 0.15 mi
0 0.05 0.1 0.2 km
11/8/2018, 2:37:36 PM
This map is for illustrative purposes only. Information contained hereon is not intended to constitute advice, is not suitable for professional review or a site survey and is subject to change without notice. The NPCA takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
THIS IS NOT A PLAN OF SURVEY.
Author:
Notes

Report To: **Board of Directors**

Subject: **Cave Springs Management Plan Update**

Report No: **76-18**

Date: **November 21, 2018**

RECOMMENDATION:

1. That Report No. 76-18 respecting Cave Springs Management Plan Update **BE RECEIVED** for information.

PURPOSE:

The purpose of this report is to update the Board of Directors on the current state of the Cave Springs Management Plan.

BACKGROUND:

The Cave Springs Management Plan was a project that was trigged by the fact that Cave Springs Conservation Area (Campden – Town of Lincoln) has been an idle property since the death of Ms. Margaret Reed, resident and former property owner, in 2005. Although the property is fully owned by the NPCA, any development must be approved by the Niagara Escarpment Commission under Part 3 of the Niagara Escarpment Plan (NEP). The Niagara Escarpment Plan provides policy direction for the Niagara Escarpment Parks and Open Spaces System (NEPOSS). NEPOSS protects the Escarpment's natural heritage resources and cultural heritage resources.

Work on the Cave Springs Management Plan commenced in 2014 under the leadership of Mr. Mark Brickell who was supported by a number of internal NPCA staff from both the Watershed and Operations Departments.

A subcommittee of the Board of Directors was established that was comprised of Members of the Board of Directors and Members of the Public. All Members had a keen interest in Cave Springs Conservation Area and its local ecological and historical background. The Subcommittee was supported by NPCA staff. The committee met several times between 2014 and when the Management Plan was forwarded to the Niagara Escarpment Commission and the Ontario Ministry of Natural Resources and Forestry in December of 2016.

The Niagara Escarpment Plan underwent a full review and legislative amendments were made official on June 1, 2017.

Also, in 2017, the Niagara Escarpment Commission did not meet regularly because they could not meet necessary quorum at their own Commissioner meetings.

DISCUSSION:

NPCA staff submitted the final Cave Springs Management Plan to the Niagara Escarpment Commission (NEC) and the Ontario Ministry of Natural Resources and Forestry in December of 2016. The Cave Springs Management Plan was not reviewed by Niagara Escarpment Commission Staff and Commissioners or Ontario Ministry of Natural Resources and Forestry staff until after the legislative amendments were made official on June 1st, 2017.

An Official response, a rejection and request for further Cave Springs Management Plan updates and revisions, from the Niagara Escarpment Commission came at a meeting between NEC and NPCA staff that took place on February 28th, 2018. This meeting left NPCA staff with a lengthy list of NEC required amendments. The amendments are apparently necessary due to the June 2017 legislative amendments to the Niagara Escarpment Plan. Furthermore, a letter dated March 12, 2018 from staff of the Ontario Ministry of Natural Resources and Forestry was sent to the NPCA that outlined even more amendment changes for the Cave Springs Management Plan for the Management Plan to be reconsidered. Reconsideration of the Cave Springs Management Plan is only the first step. If Niagara Escarpment Commission or Ontario Ministry of Natural Resources and Forestry staff disagree with any part, further discussions and revisions are necessary before approval.

NPCA staff spoke at length with staff from the Niagara Escarpment Commission and the Ontario Ministry of Natural Resources and Forestry trying to understand why our original Management Plan, that met the requirements of the Niagara Escarpment Plan prior to the legislative amendments in 2017, would not still be reviewed under those prior requirements. Repeatedly, the response was that the Cave Springs Management Plan, that they would review and approve, now had to meet the new requirements.

The Niagara Escarpment Plan, post June 1st, 2017, only allows for an approved Management Plan to be 5 years in length. After the 5 years is up, the Management Plan must be updated and resubmitted for approval. The other option is that with every individual project (i.e. new entranceway, parking lot, existing barn and Reed House Deconstruction and Rebuild, Utility upgrades, etc.) a separate NEC Development Permit, that could take several months to be approved, is necessary.

Updates to the Cave Springs Management Plan, required by both the Niagara Escarpment Commission and the Ontario Ministry of Natural Resources and Forestry, included further development details with specific site plans, additional drawings, building plans, and visual impact assessments (Regulation 828 Section 5 (41. ii) to:

1. New Entranceway
2. Green Parking Lot
3. Gravel Laneway
4. Campden Road New Entrance and Signage
5. Existing Barn Deconstruction and Rebuild
6. Reed House Deconstruction and Rebuild
7. Constructed Wetland and Septic System
8. Water System
9. Escarpment Trail
10. Viewing Platforms

The NEC also requires a detailed Implementation Plan that would identify how the Natural Heritage Considerations (Section 4.4) and the Cultural Heritage Considerations (Section 4.5) of the draft Cave Springs Management Plan will be recognized and executed. In addition, NEC requires a number of policy interpretations and references in the Cave Springs Management Plan to be updated to reflect the 2017 Niagara Escarpment Plan. This is apparently necessary to demonstrate that there are no conflicts with the new policies and development criteria. These include the Escarpment Natural Area and Escarpment Protection Area Land Use Designations and their objectives, updates to the Heritage Section, updates to the NEPOSS Zoning Section, and the creation of a Bouldering and Rock Climbing Management Plan, but only after the NPCA completes a geotechnical and ecological assessment, etc. There were also a number of general comments about the setup of the document and how its referenced.

The time and resources that are needed to bring the existing Cave Springs Management Plan in line with the new requirements set out in the 2017 updated Niagara Escarpment Plan will be significant.

FINANCIAL IMPLICATIONS:

In addition to staff time, money will need to be set aside for the site plans, additional drawings, building plans, Visual Impact Assessments, and geotechnical and ecological assessments for the proposed Bouldering and Rock Climbing Management Plan. Once the Cave Springs Management Plan is approved, the NPCA will have to complete its project works at the site within a 5-year window, but still be at the mercy of other agencies and their required approvals and permits (i.e. Town of Lincoln, Ministry of the Environment, Conservation, and Parks, etc.).

RELATED REPORTS AND APPENDICES:

None.

Prepared by:

Gregg Furtney
Senior Manager, Operations & Special Projects

Submitted by:

Mark Brickell
CAO/ Secretary-Treasurer

Report To: **Board of Directors**

Subject: **Chief Administrative Officer (CAO) Recommendations - Unallocated Funds – 2019 Operating Budget**

Report No: **75-18**

Date: **November 21, 2018**

RECOMMENDATION:

1. That Report No. 75-18 respecting CAO Recommendations - Unallocated Funds – 2019 Operating Budget **BE RECEIVED**; and

2. That the following recommended use of Unallocated Funds – 2019 Operating Budget **BE APPROVED**:

Floodplain Risk Assessment	$75,000
Strat Plan/AG implementation	$40,089
Increased Training Budget	$25,000
TOTAL:	**$140,089**

PURPOSE:

At the November 14th Budget Steering Committee meeting, committee members requested that the CAO provide, in writing, a justification for the budget allocation of the remaining $140,089, put forth for discussion and consideration during the Budget Steering Committee meeting.

BACKGROUND:

Staff brought forward a budget that met Board guidance and provided options for the allocation of the last $227, 089. The Committee allocated a further $87,000 and requested that the CAO provide a written justification for the remaining $140,089.

DISCUSSION:

The CAO is recommending that the remaining unallocated dollars be allocated to address recommendations coming out of the Auditor General's report.

Specifically, the CAO is recommending that $75,000 be allocated to develop a comprehensive Floodplain Risk Assessment of the Niagara Peninsula Watershed. This allocation directly responds to Recommendations 7.0, 7.1, 7.2 and 7.3 of the Auditor General's Report, and further supports the new NPCA Strategic Plan (Evidence-Based Watershed Resource Management).

The CAO further recommends that $40,089 be allocated for consulting services to provide expert guidance to NPCA's asset management strategy and to better link the asset management program to the capital budget process. This allocation directly responds to Recommendations 21.0, 21.1, 21.2, 21.3, 21.4 and 21.5 of the Auditor General's Report, and further supports the new NPCA Strategic Plan (Sustainable Asset Management).

Finally, the CAO recommends that the remaining $25,000 be allocated to training. In the draft budget, the training budget had been reduced by $35,000, based on incomplete information. A further review of the training budget confirms that the higher allocation is more appropriate, in-line with several of the Auditor General's recommendations and consistent with NPCA's stated objective of being a leading and learning organization.

FINANCIAL IMPLICATIONS:

The $140,089 allocations referenced in this report, once approved, will still be within budget guidance, as established by the NPCA Board of Directors.

Submitted by:

Mark Brickell
Chief Administrative Officer/Secretary Treasurer

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
BUDGET STEERING COMMITTEE
Wednesday, November 14, 2018

RECOMMENDATION SUMMARY FOR CONSIDERATION

6. BUSINESS FOR CONSIDERATION

6.1 Report No. BSC 02-18

Resolution No. 20-18
Moved by Board Member Kaspersetz
Seconded by Board Member Timms

That this Committee recommend to the NPCA Full Authority:

1. That Report No. BSC 02-18 respecting the Ball's Falls System Replacement Project Carry-over Request (Project Reference BF-2017-09) **BE RECEIVED**; and

2. That staff **BE AUTHORIZED** to carry over the Ball's Falls Septic System Replacement Project through to the end of 2019.

6.2 DRAFT 2019 Capital Budget

Resolution No. 21-18
Moved by Board Member Kaspersetz
Seconded by Board Member Timms

That this Committee recommend to the NPCA Full Authority:

1. That the DRAFT 2019 Capital Budget **BE APPROVED** ***as amended to include the following items to be funded from the Capital Reserve:***

   - ***Coin operated Washers/Dryers for Chippawa Conservation Area ($8,000)***
   - ***Highway recognition for Jordan Harbour ($7,500)***

   and;

2. ***That the Binbrook Conservation Area Temporary Entrance BE FUNDED from the Canada 150 excess funds ($18,000).***

DRAFT

6.3 DRAFT 2019 Operating Budget

That this Committee recommend to the NPCA Full Authority:

1. That the DRAFT Operating Budget **BE APPROVED** pending a formal report, from the CAO for NPCA Full Authorities consideration at the meeting to be held on November 21, 2018, which justifies how the following amounts relate to the Auditor General of Ontario report:

   - Floodplain Risk Assessment $75,000
   - Strategic Plan / Auditor General Implementation $40,089
   - Increased Training Request $25,000

   and;

2. That the CAO report also **INCLUDE** justification and/or clarification regarding any NPCA staffing discrepancies/increases.

6.4 DRAFT Key Performance Indicators – Operational and Strategic Plan 2018-2021

Resolution No. 23-18
Moved by Board Member Beattie
Seconded by Board Member Kaspersetz

That this Committee recommends to the Full Authority:

1. That the revised version of the NPCA Scorecard (Operational and Strategic) **BE RECEIVED**; and

2. That identifying numbers and percentages associated with the Lead and Lags in the NPCA Scorecard (Operational and Strategic) **BE REFERRED** to the Full Authority Board of 2019 for their consideration.

NOTE: THE FOLLOWING ITEMS ARE ATTACHED TO THIS RECOMMENDATION SUMMARY FOR INFORMATION ONLY:

1) BUDGET STEERING COMMITTEE MINUTES – NOVEMBER 14, 2018

2) REPORT NO. BSC 02-18;

3) A COPY OF THE 2019 CAPITAL PROJECTS BUSINESS CASES – SUMMARY;

4) A COPY OF THE NPCA SCORECARD (OPERATIONAL AND STRATEGIC)

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
BUDGET STEERING COMMITTEE
MEETING MINUTES

Wednesday, November 14, 2018
10:00 a.m. or immediately following Audit Committee
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
M. DiFruscio
T. Quirk (Committee Chair)
B. Timms

MEMBERS ABSENT:

ADDITIONAL BOARD MEMBERS PRESENT:
B. Baty
D. Joyner (at 10:09 a.m.)

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

1. ROLL CALL

The Board Chair called the meeting to order at 9:39 a.m. and welcomed those Committee and staff members present.

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 order of items.

DRAFT

2.3 Motion to adopt Agenda

Resolution No. BSC-20-18
Moved by Board Member Kaspersetz
Seconded by Board Member DiFruscio

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 or delegations.

5. BUSINESS FOR INFORMATION

There were no items for information.

6. BUSINESS FOR CONSIDERATION

6.1 Ball's Falls Septic System Replacement Project Carry-Over Request
Report No. BSC 02-18

Resolution No. 20-18
Moved by Board Member Kaspersetz
Seconded by Board Member Timms

That this Committee recommend to the NPCA Full Authority:

1. That Report No. BSC 02-18 respecting the Ball's Falls System Replacement Project Carry-over Request (Project Reference BF-2017-09) **BE RECEIVED**; and

2. That staff **BE AUTHORIZED** to carry over the Ball's Falls Septic System Replacement Project through to the end of 2019.

CARRIED

6.2 Draft 2019 Capital Budget Binders

Resolution No. 21-18
Moved by Board Member Kaspersetz
Seconded by Board Member Timms

That this Committee recommend to the NPCA Full Authority:

1. That the DRAFT 2019 Capital Budget **BE APPROVED *as amended*** to include the following items to be funded from the Capital Reserve:

- ***Coin operated Washers/Dryers for Chippawa Conservation Area ($8,000)***
- ***Highway recognition for Jordan Harbour ($7,500)***

and ;

That the Binbrook Conservation Area Temporary Entrance BE FUNDED from the Canada 150 excess funds ($18,000).

CARRIED

Staff Direction(s):

1. To investigate partnerships with District School Board of Niagara (DSBN) respecting Woodend Road;
2. To report on stabilization options for Grist Mill / Ball's Falls;
3. To explore whether OPG funds can be utilized for the construction of a Binbrook Conservation Area septic system in order to protect the Welland River and improve water quality;
4. Investigate solar / alternative power sources for our active parks/campgrounds; and;
5. To prepare a report respecting possible expansion of the Long Beach and Chippawa Conservation Area camping.

6.3 Draft 2019 Operating Budget

Resolution No. 22-18
Moved by Board Member Timms
Seconded by Board Member Annunziata

That this Committee recommend to the NPCA Full Authority:

1. That the DRAFT Operating Budget **BE APPROVED** pending a formal report, from the CAO for NPCA Full Authorities consideration at the meeting to be held on November 21, 2018, which justifies how the following amounts relate to the Auditor General of Ontario report:

- Floodplain Risk Assessment	$75,000
- Strategic Plan / Auditor General Implementation	$40,089
- Increased Training Request	$25,000

and;

2. That the CAO report also **INCLUDE** justification and/or clarification regarding any NPCA staffing discrepancies/increases.

CARRIED

Board members Beattie and Kaspersetz requested to be recorded as opposed to Resolution No. 22-18.

6.4 DRAFT Key Performance Indicators – Operational and Strategic Plan 2018-2021

Todd MacDonald, Performance Concepts Consulting presented Committee members with a revised version of the NPCA Scorecard (Operational and Strategic) which was previously provided to the Budget Steering Committee at the meeting held on November 6, 2018. Focus of the discussion were slides related to the Working Template for Strategic Plan Scorecard Indicators (i.e. Lead and Lags).

Resolution No. 23-18
Moved by Board Member Beattie
Seconded by Board Member Kaspersetz

That this Committee recommends to the Full Authority:

1. That the revised version of the NPCA Scorecard (Operational and Strategic) **BE RECEIVED**; and

2. That identifying numbers and percentages associated with the Lead and Lags in the NPCA Scorecard (Operational and Strategic) **BE REFERRED** to the Full Authority Board of 2019 for their consideration.

CARRIED

7. BUSINESS – IN CAMERA

There were no in camera business items.

8. NEW BUSINESS

8.1 Niagara Escarpment Commission (NEC)

Board Members received an update from Board Member Baty and CAO/Secretary-Treasurer Brickell respecting NEC staff proposed changes to the Master Plan; specifically, changing it to a 5-year plan.

9. ADJOURNMENT

There being no further business, the Budget Steering Committee meeting adjourned at 12:13 p.m. with the following resolution;

Resolution No. 24-18
Moved by Board Member Kaspersetz
Seconded by Board Member Beattie

That the Budget Steering Committee Meeting **BE NOW ADJOURNED**.

CARRIED

T. Quirk ,	Lisa McManus,
Committee Chair	Clerk to the Authority

NIAGARA PENINSULA CONSERVATION AUTHORITY

2019 DRAFT Operating & Capital Budget

Presentation To
NPCA Board of Directors
Nov. 21, 2018

2018 Budget Summary

	2018 Levy Increase/Decrease	2019 Municipal Guidance
Niagara Region	-6.20%	2%
City of Hamilton	5.30%	none provided at this time
Haldimand County	-1.30%	none provided at this time
Total Municipal Levy	-4.40%	

- ✓ Operating budget be based on actual costs: completed
- ✓ No net reduction to the operating reserves: achieved
- ✓ Sustain cost savings realized to date: achieved
- ✓ Continue to pursue additional revenue generating opportunities: achieved

2019 Budget Pressures

- Implementation of approved and upcoming Masterplans (Binbrook/Cave Springs/Lake Erie Shoreline Properties, etc.)
- 2018-2021 Strategic Plan implementation
- Auditor General recommendations to be implemented
- Collective Bargaining year – associated costs unknown at this time
- Operating reserve contribution

Opportunities

- Tree-top Trekking (slated to open Spring of 2019)
- Park-link (paid parking at some CA sites)
- Increased Partnerships toward new Strat Plan initiatives
- Increased Corporate/Wedding rentals and Filming Agreements
- Electrical upgrades increase revenue at campgrounds

Budget Committee Direction June 18, 2018

Resolution No. BSC-04-18
Moved by Board Member Annunziata
Seconded by Board Member Kaspersetz

That the Budget Steering Committee recommends to the Full Authority:

1. That staff **BE DIRECTED** to prepare a DRAFT 2019 budget based on a 2% guidance of total levy.

CARRIED UNANIMOUSLY

2018/'19 Levy Breakdown

NIAGARA PENINSULA CONSERVATION AUTHORITY

Levy Breakdown	2018	2019	Increase
Regular Levy			
Niagara	4,848,695	4,972,722	124,027
Hamilton	1,282,780	1,324,928	42,148
Haldimand	114,643	118,434	3,791
Total	**6,246,118**	**6,416,084**	**169,966**
Special Levy			
Niagara	2,128,851	2,128,851	0
Hamilton	123,315	123,315	0
Total	**2,252,166**	**2,252,166**	**0**
TOTAL MUNICIPAL LEVY	**8,498,284**	**8,668,250**	**169,966**(2%)

2018/'19 Sources Funding
(excluding OPG & Reserves)

NIAGARA PENINSULA CONSERVATION AUTHORITY

	2018 Budgeted	
Category	**Source**	**%**
Municipal (Haldimand/Hamilton/Niagara)*	8,498,284	74%
Provincial/Federal	628,996	5.5%
Self-generated (Permits/Parks/Services)	2,348,850	20.5%
TOTAL	11,476,130	100%
	2019 Proposed	
Category	**Source**	**%**
Municipal (Haldimand/Hamilton/Niagara)*	8,668,250	73.8%
Provincial/Federal	576,996	4.9%
Self-generated (Permits/Parks/Services)	2,502,650	21.3%
TOTAL	11,747,896	100%

*Contribution of total by municipality: Haldimand 1%; Hamilton 12%; Niagara 60%

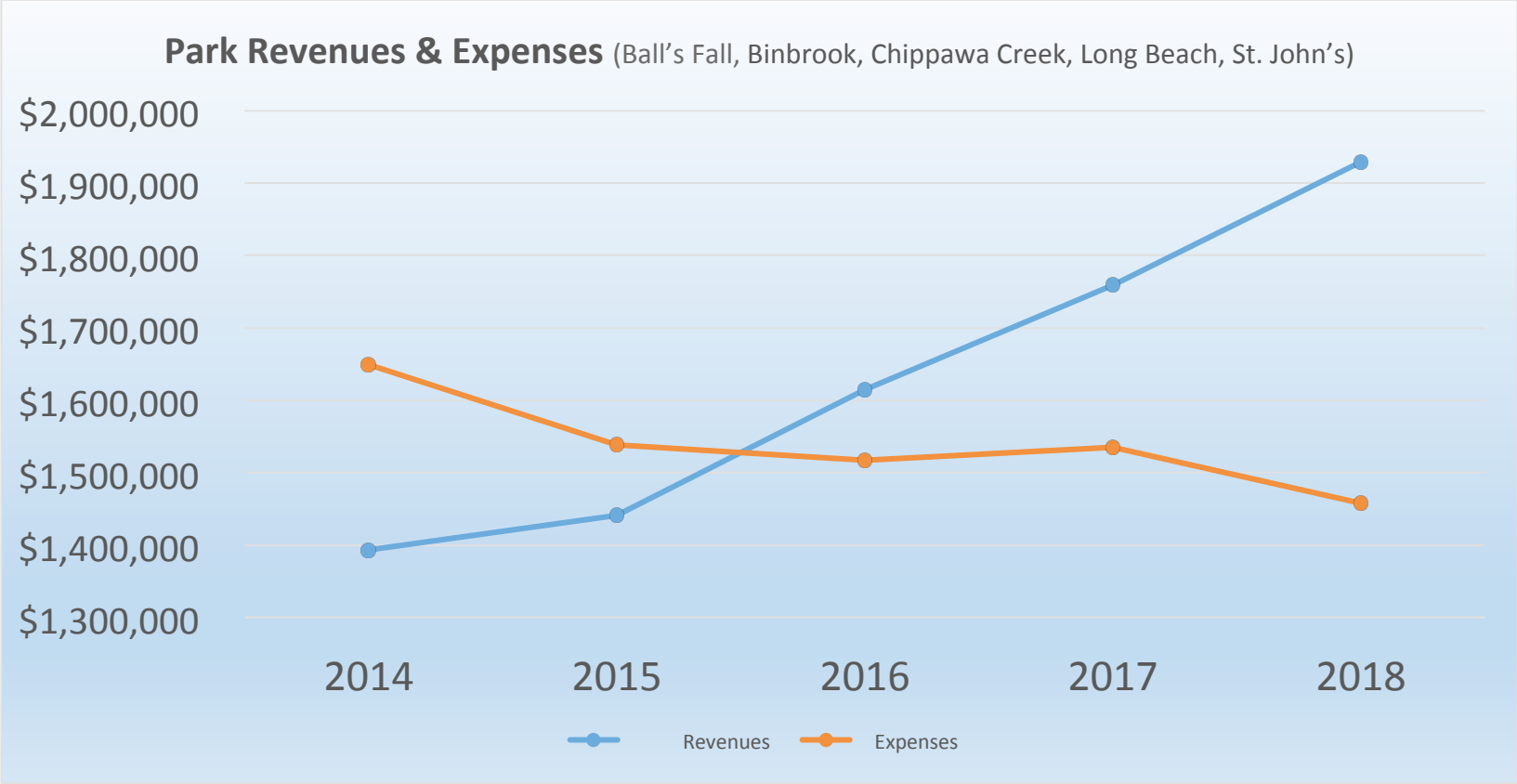
Operating Expenditures
(excluding Debt Principal)

NIAGARA PENINSULA CONSERVATION AUTHORITY

	2018 Budgeted Expenditure		2019 Preliminary Expenditure	
	Expenditure	**%**	**Expenditure**	**%**
Total Operating	8,870,592	100.0	8,870,751	100.0
Category				
Full Time Salary/ Benefits	5,059,006	57	5,282,271	59.5
Student Wages	435,498	4.9	411,319	4.6
Debt Servicing*	63,691	0.7	27,980	0.3
Occupancy**	507,000	5.7	540,000	5.1
Human Resources and Other Staff Expenses***	283,245	2.6	247,150	2.8
	6,348,440	**71.6**	6,508,720	**73.4**

* As debt servicing cost decline, operating expense decline but capital expenditure increase
**Includes Utilities , Property taxes , Insurance, Office Lease
***Includes Staff training , retiree benefits , staff mileage and other staff related expenses

Trends- Park Operations



	Revenues	Expenses
2014	$1,393,150	$1,649,200
2015	$1,440,933	$1,538,449
2016	$1,615,079	$1,516,742
2017	$1,759,442	$1,535,447
(as of Oct) 2018	$1,929,308	$1,457,292

Operating Park Revenues

	2018 Budget	2018 ytd Sept.	2019 Budget
Ball's Falls	398,000	474,035	501,000
Binbrook	259,500	385,826	362,500
Chippawa Creek	349,350	358,185	366,800
Long Beach	408,500	439,247	418,000
Total	**1,415,350**	**1,657,293**	**1,648,300**

Full Time Salary and Benefits

- 2018 Budgeted Salary and Benefits $5,059,006

- Projected 2019 Salary and Benefit Expenditure $5,282,271 (Increase $223,265 or 4.4% over 2018 budgeted level)
- Projected 2019 Expenditure includes:
  - Step increases
  - 0% increase in group benefits at present by Sun Life (carrier for Conservation Authorities)
  - Other benefit costs adjusted to reflect known changes such as: WSIB premium increased to $3.20 from $3.05 per $100 of earnings , EI premium increase to $858 from $836 per employee , CPP increase from $2,564 to $2595 per employee
  - Collective Agreement Bargaining

2019 Capital Projects

Suggested Funding Source:		Special Levy - Niagara	$1,117,165
		Regular Levy- Capital Contribution	$449,186
		Capital Reserve	$653,535

Location: **Ball's Falls Conservation Area**

No:	**Description**	**Estimated Project Cost**
1	Historical Building Restoration and Improvements	$ 35,000
2	Thanksgiving Festival Ticket Booths	$ 30,000
3	Interpretative/Education Facility Upgrades	$ 80,000
4	WIFI Boosting in Main Park	$ 14,000
5	Additional Roadway from 7th Ave into the park	$ 75,000
6	Insulate & Heat Workshop	$ 15,665
	Total Ball's Falls	$ 249,665

TOTAL $ 1,567,165

Budget Committee Direction

Nov. 14, 2018

That this Committee recommend to the NPCA Full Authority:

1. That the DRAFT Operating Budget **BE APPROVED** pending a formal report, from the CAO for NPCA Full Authorities consideration at the meeting to be held on November 21, 2018, which justifies how the following amounts relate to the Auditor General of Ontario report:

- Floodplain Risk Assessment	$75,000
- Strategic Plan / Auditor General Implementation	$40,089
- Increased Training Request	$25,000

Budget Committee Direction

Nov. 14, 2018

That this Committee recommend to the NPCA Full Authority:

1. That the DRAFT 2019 Capital Budget **BE APPROVED** ***as amended to include the following items to be funded from the Capital Reserve:***

   - ***Coin operated Washers/Dryers for Chippawa Conservation Area ($8,000)***
   - ***Highway recognition for Jordan Harbour ($7,500)***

   and ;

2. ***That the Binbrook Conservation Area Temporary Entrance BE FUNDED from the Canada 150 excess funds ($18,000).***

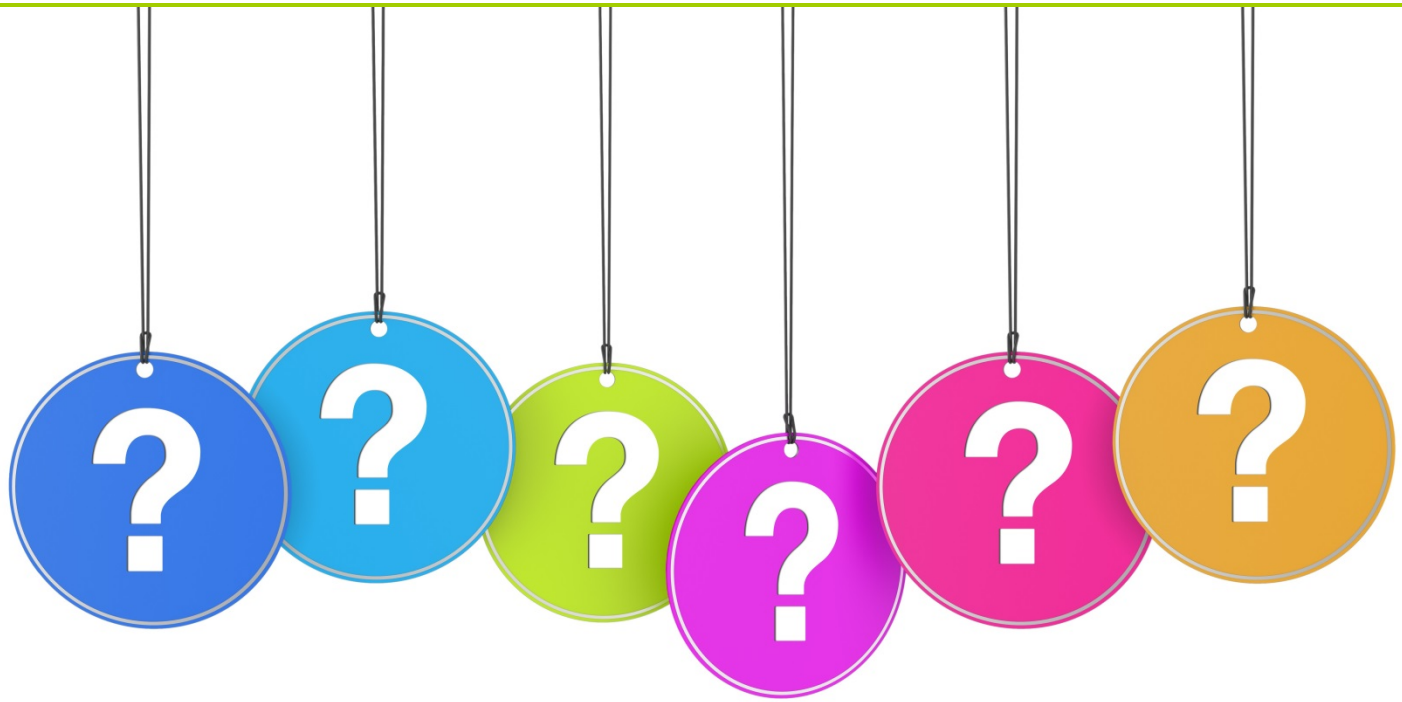
NIAGARA PENINSULA CONSERVATION AUTHORITY

That the NPCA Full Authority Board **APPROVE** the minutes of the Budget Steering Committee meeting held on Wednesday, November 14, 2018 and the recommendations contained therein; and

That the following 2019 apportionment costs identified in Chart #1 (listed below) **BE FORWARDED** to the participating municipalities in accordance with Section 2. (1)(b) of Ontario Regulation 670/00.

Chart #1								
2019 Levy		Niagara		Hamilton		Haldimand		Total
Regular Levy		$4,972,722		$1,324,928		$118,434		$6,416,084
Special Levy		$2,128,851		$123,315		$0		$2,252,166
Total		$7,101,573		$1,448,243		$118,434		$8,668,250

NIAGARA PENINSULA CONSERVATION AUTHORITY



Report To: **Board of Directors**

Subject: **Ball's Falls Septic System Replacement Project Carry-Over Request**

Report No: **BSC 02-18**

Date: **Nov. 14, 2018**

RECOMMENDATION:

1. That Report No. BSC 02-18 respecting the Ball's Falls System Replacement Project Carry-over Request (Project Reference BF-2017-09) **BE RECEIVED**; and

2. That staff **BE AUTHORIZED** to carry over the Ball's Falls Septic System Replacement Project through to the end of 2019.

PURPOSE:

The purpose of this report is to request consideration by the Budget Steering Committee and the Board of Directors to carry over a delayed project, the Ball's Falls Septic System Replacement Project (Lower Comfort Station) – (Reference # BF-2017-09), to the 2019 capital project budget year.

BACKGROUND:

The maximum project cycle of any Capital Project by the NPCA is two (2) years unless consideration for an extension is granted through the Budget Steering Committee and the NPCA Board of Directors and then funded appropriately.

The Ball's Falls Septic System Replacement Project (Lower Comfort Station): Reference # BF-2017-09 is a project to replace the 40-year-old gravity fed clay tile septic system that is connected to the existing Comfort Station in the lower part of the park. The clay tile bed has failed in sections and with increased patron usage and facility rentals, it is necessary to replace the whole system. The Ontario Waste Water Association and the Province of Ontario state that the maximum life span of any septic system is 15 to 25 years.

DISCUSSION:

The NPCA hired R.J. Burnside and Associates to project manage this project which included the applications for environmental permits with the Ministry of the Environment and the Township of Lincoln. R.J. Burnside was contracted in late 2017. Along the way and in preparation for the preliminary design, a number of studies and soil testing had to be done. The results of those studies and testing helped lead R.J. Burnside to a preliminary recommended design. R.J. Burnside presented the preliminary application to the Ministry of Environment and Climate Change (MOECC), now the Ministry of Environment, Conservation, and Parks (MOECP), for review. After the Ministry review, which took several months, R.J. Burnside was asked to do a Surface Water Assessment for the Technical Support Section of the application and had to update the application with the MOECP.

The additional study and review of the application by the MOECP has added a significant amount of time to the project.

The current estimated project completion date, which includes construction and commissioning, is the end of November of 2019. Therefore, staff are requesting a single year carryover in the amount of $58,045, funded through the NPCA Capital Reserves Account.

FINANCIAL IMPLICATIONS:

Project surplus from BF-2017-09 of $58,045 will be returned to the NPCA Capital Reserves Account as of December 31st, 2018. Those funds would then be reallocated, to this project specifically, in 2019. No additional funds are being requested at this time.

RELATED REPORTS AND APPENDICES:

Prepared by:	**Submitted by:**
Gregg Furtney	**David Barrick**
Senior Manager, Operations & Special Projects	**Senior Director, Corporate Resources**

2019 Capital Projects Business Cases - Summary

		Balance
Suggested Funding Source:	Special Levy - Niagara	$1,117,165
	Regular Levy- Capital Contribution	$449,186
	Capital Reserve	$653,535

Location: Ball's Falls Conservation Area

No:	Description	Estimated Project Cost
1	Historical Building Restoration and Improvements	$ 35,000
2	Thanksgiving Festival Ticket Booths	$ 30,000
3	Interpretative/Education Facility Upgrades	$ 80,000
4	WIFI Boosting in Main Park	$ 14,000
5	Additional Roadway from 7th Ave into the park	$ 75,000
6	Insulate & Heat Workshop	$ 15,665
	Total Ball's Falls	$ 249,665

Location: Binbrook Conservation Area

No:	Description	Estimated Project Cost
1	Tractor	$ 70,000
2	Parking Capacity	$ 95,000
3	New Entrance (plan/permit)	$ 30,000
4	Water Tank & Equipment	$ 30,000
5	Treetop Trekking Building and Amenities*	$ 150,000 *
	Total Binbrook	$ 375,000

* Total project cost is $300,000, bound by contract to complete within 2 years.
Recommend to spread cost over 2 year period as well.
Can consider alternate funding source (e.g. Capital Reserve and/or operating excess)

Location: Central Workshop

No:	Description	Estimated Project Cost
1	Gainsborough Drive Shed Roof Replacement	$ 35,000
2	New Mower (1)	$ 38,000
3	Gainsborough Compound Fence	$ 25,000
4	Morgan's Point Comfort Station Renovation	$ 25,000
5	Gainsborough Potable Water System	$ 15,000
6	Morgan's Point Pavilion	$ 60,000
7	St. John's Corner Dock Replacement	$ 40,000
8	Picnic Tables - All CA Properties	$ 60,000
9	Waste and Recycling Containers	$ 20,000
10	New Park Signage	$ 50,000
11	Ash Tree Removal	$ 70,000
12	Double Walled Diesel tank and accessories	$ 7,000
	Total Central Workshop	$ 445,000

Location: Chippawa Creek Conservation Area

No:	Description	Estimated Project Cost	
1	Water Capacity Cistern and Plumbing	$	35,000
2	Beach Sand	$	5,000
	Total Chippawa Creek	$	40,000

Location: Long Beach Conservation Area

No:	Description	Estimated Project Cost	
1	Sewer Pipe Replacement	$	75,000
2	North Side Comfort Station Renovations	$	75,000
3	North Playground and Shade Structure	$	75,000
4	Park Road Upgrades	$	65,000
5	Cabins Pilot Revenue Generator	$	30,000
	Total Long Beach	$	320,000

Location: Watershed Management

No:	Description		
1	Water Quality Loggers	$	25,000
2	T,C,& Water Level Loggers	$	5,000
3	Groundwater Instrumentation	$	5,000
4	Telemetry & Sensors	$	10,000
5	Survey/Leveling Equipment	$	3,500
	Total Watershed	$	48,500

Location: Corp. Resources/IT

No:	Description		
1	Annual Computer Replacement	$	35,000
2	Office Furnishings	$	38,000
3	Firewall	$	16,000
	Total IT	$	89,000

Total Special Levy- Niagara	$1,117,165
Total Regular Levy - Capital	$450,000
Total Capital Reserve	$0

TOTAL	**$**	**1,567,165**

Other Capital Considerations

BF	Center for Conservation Front Landscaping	$	80,000
Binbrook	Park Radio Communication	$	7,500
Binbrook	Computer Workstation, Printer, and Copier	$	8,000
Binbrook	Replace Perimeter Fencing	$	60,000
Binbrook	Playground Phase 2	$	75,000
Central	New Driveshed - Gainsborough	$	225,000
Central	Beamer Memborial Pavilion	$	60,000
Watershed	Flow Monitoring *(likely OPG funded)*	$	60,000
Ecological	Binbrook Buffer *(likely OPG funded)*	$	63,000

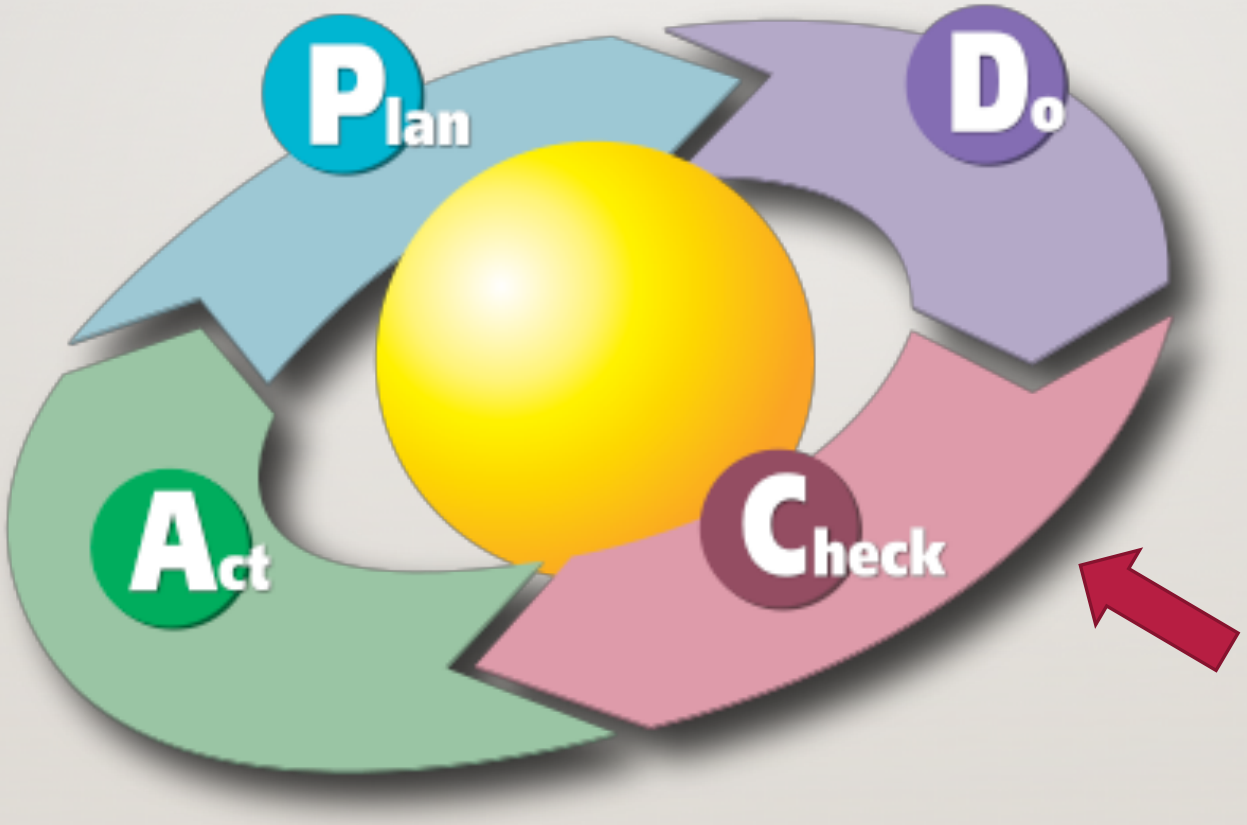
Recommended Use of Remaining Operating Excess:	$140,089
Floodplain Risk Assessment	$75,000
Strat Plan/AG implementation	$40,089
Increased Training Budget	$25,000
TOTAL:	**$140,089**

NPCA SCORECARD

OPERATIONAL SCORECARD + STRATEGIC PLAN SCORECARD

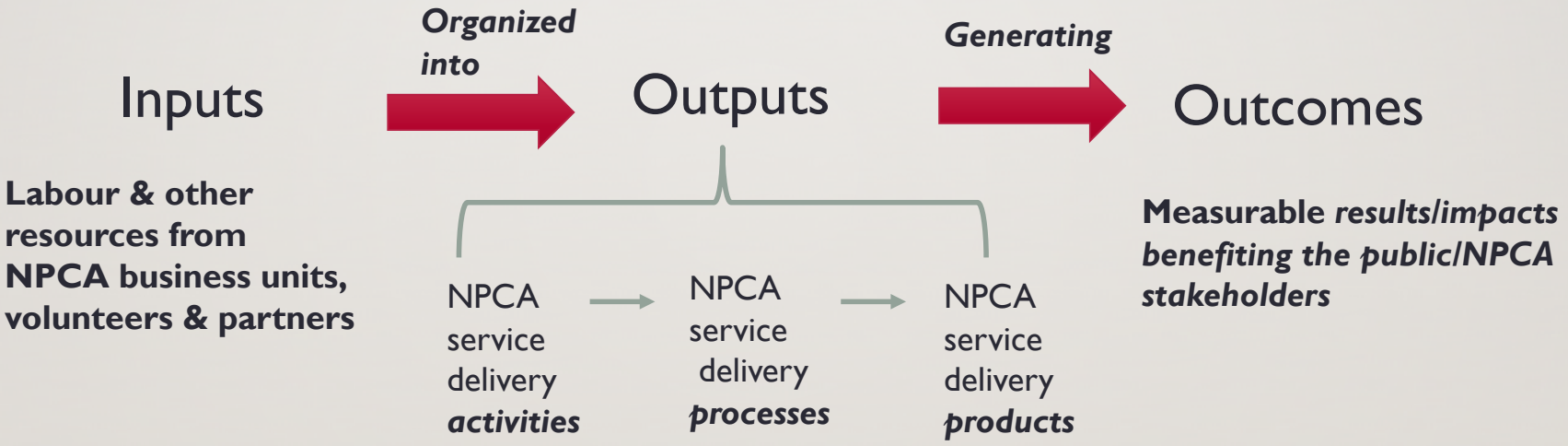
NOVEMBER 2018

STRATEGIC PLANNING IS CYCLICAL & ONGOING



NPCA Scorecards
- Operations Scorecard
- Strategic Plan Scorecard

KEY TO SCORECARD DESIGN: UNDERSTANDING NPCA AS A SERVICE DELIVERY SYSTEM

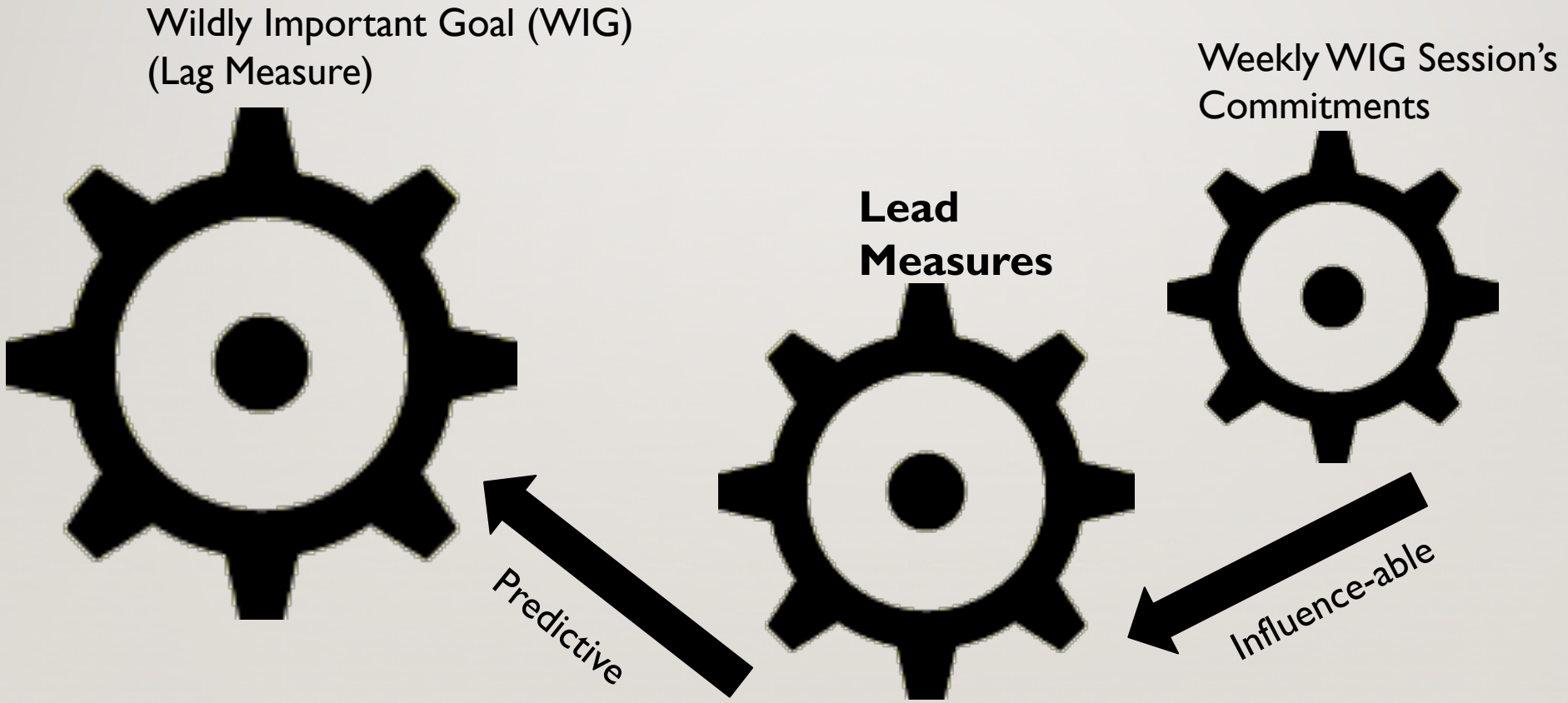


SETTING & MEASURING NPCA GOALS: THE LAW OF DIMINISHING RETURNS

Number of Measured/Targeted Results/Goals	2-3	4-10	11-20
Targeted Results/Goals Achieved with Excellence	2-3	1-2	0

LEAD MEASURES PREDICT/INFLUENCE LAG MEASURES

(LAG MEASURE = QUANTIFIED GOAL FOR EACH STRATEGIC PLAN "AREA OF FOCUS")



“WORKING TEMPLATE” TO DEVELOP LAG & LEAD MEASURES FOR NPCA OPERATIONAL SCORECARD

STEP 1: CONFIRM CORE "LINES OF BUSINESS" FOR NPCA OPERATIONAL SCORECARD

Line of Business	Description of Service Delivery Outputs (i.e. the product)	Desired Service Delivery Results/Impacts
Conservation Parks - Revenue Generating	Camping/Special Events/Weddings/Programming etc.	High Utilization/Full Cost Recovery
Conservation Parks - Non-Revenue Generating	Traditional passive uses	Public enjoyment/conservation
Watershed - Regulatory	Planning/Permits/Natural Hazards/Source Water Protection	Compliance with CA Act & Prov. policies
Watershed - Stewardship	Water Quality Testing/Water Quality Improvement/Flood Level Monitoring/Restoration	Positive Conservation/ Environmental Community Impacts
Community Partnerships/Engagement	Volunteers/Partnerships/Stakeholder Management/Conservation Promotion	Listening NPCA Sustainable stakeholder relationships Informed/engaged public
Corporate Support & Science Information Services	IT/HR/Finance Mapping & Other Science Data	Leverage NPCA direct programs & share data for broader benefits

STEP 2: EXPLORE/SELECT *LAG* INDICATOR(S) THAT QUANTIFY DESIRED SERVICE DELIVERY RESULTS/IMPACTS

NPCA Lines of Business	Desired Service Delivery Results/Impacts	LAG Indicator that Quantifies Desired Results/Impacts
Conservation Parks - Revenue Generating	• High Utilization • Full Cost Recovery	LAG #1 LAG #2
Conservation Parks - Non-Revenue Generating	• Public enjoyment • Securing conservation goals	LAG #1 LAG #2
Watershed - Regulatory	• Compliance with CA Act & Prov. policies	LAG #1 LAG #2
Watershed - Stewardship	Positive Conservation/ Environmental Community Impacts via Core Programs	LAG #1 LAG #2
Community Partnerships/Engagement	Listening NPCA Sustainable stakeholder relationships Informed/engaged public	LAG #1 LAG #2
Corporate Support & Science Information Services	Leverage NPCA direct programs & share data for broader benefits	LAG #1 LAG #2

STEP 3: EXPLORE/SELECT *LEAD* INDICATORS THAT CAUSE LAG INDICATOR TO MOVE TOWARDS "THE TARGET"

Line of Business	LAG Indicator that Quantifies Desired Results/Impacts	Lead Indicator that Causes LAG To Move Towards Desired Result
Conservation Parks - Revenue Generating	LAG #1 LAG #2	LEAD #1 LEAD #2
Conservation Parks - Non-Revenue Generating	LAG #1 LAG #2	LEAD #1 LEAD #2
Watershed - Regulatory	LAG #1 LAG #2	LEAD #1 LEAD #2
Watershed - Stewardship	LAG #1 LAG #2	LEAD #1 LEAD #2
Community Partnerships/Engagement	LAG #1 LAG #2	LEAD #1 LEAD #2
Corporate Support & Science Information Services	LAG #1 LAG #2	LEAD #1 LEAD #2

TIMING FOR NPCA OPERATIONAL SCORECARD

Q1 2019

- Lag Indicators selected for each NPCA line of business
- Lead Indicators selected for each NPCA line of business

Q2 2019

- Data population plan put in place for each Lead/Lag indicator
- Staff team accountabilities put in place to achieve/report on each Lead/Lag indicator

RECOMMENDED INDICATORS FOR RE. 2018-21 STRATEGIC PLAN SCORECARD

WORKING TEMPLATE FOR STRATEGIC PLAN SCORECARD INDICATORS

	Evidence Based Watershed Resource Management	Rebuild the Canopy: Plant 1M Trees & 3M Native Plant	Forging Corridors & Creating Parks: 100 Year Land Plan	Sustainable Asset Management & Meeting Public Demand for Parks
LEAD **(Predictive of LAG Results/Plan Goals)**	***Regulatory*** % quarterly Permit applications actively tracked for timeframe adherence at identified process milestones <u>during</u> active review period % quarterly municipal applications actively tracked for timeframe adherence at identified process milestones <u>during</u> active review period ***Stewardship*** # water quality coalition partners/activities/volunteer hours (secured quarterly) # targeted watercourse pilots designed/executed # targeted watercourse pilot work plans developed/ready to execute in year-one of strategic plan (2019)	# volunteers/ volunteer hours # participating operational partners # funding sources # secured planting hectares by "Canopy Coalition" partners/agencies	# annual leads pursued # non-purchase land arrangements pursued # staff hours allocated to land securement efforts # transferred planting hectares for Rebuild the Canopy	Annual ratio of rehab/replacement funding/$100k current value by X% for NPCA's "top 100" core assets # NPCA "top 100" core assets receiving annual condition assessment & valuation update Ratio of available $ debt capacity to "top 100" core asset $ valuation

* Quarterly reporting across Lead scorecard indicators

WORKING TEMPLATE FOR STRATEGIC PLAN SCORECARD INDICATORS

	Evidence Based Watershed Resource Management	Rebuild the Canopy: Plant 1M Trees & 3M Native Plant	Forging Corridors & Creating Parks: 100 Year Land Plan	Sustainable Asset Management & Meeting Public Demand for Parks
LAG (Express Achievement of Plan Goals)	*Regulatory:* Timely regulatory decisions versus timeframe targets (e.g. Permits/municipal development applications) Applicant Satisfaction Rating with NPCA Review Process (Index Score calculated from the detailed/process focused questions included in Operational Scorecard's Satisfaction Survey) *Stewardship*: Stewardship programs budgeted value of at least $1M (across 4-year term of Strategic plan) leveraging at least $3M in stewardship program value from coalition partners/participants	X planted/surviving trees by date Y (interim + final dates) X planted/surviving native plants by date Y (interim + final dates) X% tree canopy coverage improvement by date Y	X% of NPCA targeted Park/Corridor land parcels secured by date Y # NPCA targeted Park/Corridor hectares secured by date Y	By 2022 ensure X% of NPCA projects in the capital budget (5 years) & forecast (15 years) are fully funded across their lifecycle. By 2022 ensure X% of NPCA assets are receiving annual rehab/ replacement $ contribution that at least matches their annual $ depreciation charge X% reduction in unfilled/refused NPCA park camp site requests by date Y

TIMING FOR STRATEGIC PLAN SCORECARD

Q1 2019

- New Board endorses/refines Lead/Lag measures for each Area of Focus in strategic plan

Q2 2019

- New Board (with Senior Management Team support) sets performance targets for the measures associated with each Area of Focus in strategic plan

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
AUDIT COMMITTEE
MEETING MINUTES

Tuesday, November 14, 2018
9:00 a.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT: S. Annunziata (Chair) (at 9:21 a.m.)
B. Baty
S. Beattie
M. DiFruscio
J. Kaspersetz (Vice-Chair)
P. MacPherson
T. Quirk (Committee Chair)

MEMBERS ABSENT:

ADDITIONAL BOARD MEMBERS PRESENT: D. Joyner
B. Timms

STAFF PRESENT: M. Brickell, Chief Administrative Officer/Secretary-Treasurer
D. Barrick, Senior Director, Corporate Services
J. Wallace, Manager Finance
L. McManus, Clerk/ Executive Coordinator
T. Al-Zabet, Director, Watershed Management

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

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 9:01 a.m.

1. ROLL CALL

The Committee Chair welcomed all to the meeting.

DRAFT

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-06-18
Moved by Board Member MacPherson
Seconded by Board Member Baty

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

There were no business items for information.

7. BUSINESS FOR CONSIDERATION

7.1 KPMG Audit Planning Report – For the year ended December 31, 2018

Mr. S. Plugers, KPMG, Senior Manager, provided Committee members with an overview of the KPMG Audit Planning Report – For the year ended December 31, 2018. Topics of the presentation included:

- Executive Summary
- Audit Risks
- Materiality
- The audit of today, tomorrow & the future
- Key deliverables and milestones
- Current Developments and New Auditor reporting

DRAFT

Resolution No. AC-07-18
Moved by Board Member Beattie
Seconded by Board Member Baty

That this Committee recommends to the NPCA Full Authority Board:

That the KPMG Audit Planning Report for the year ended December 31, 2018 **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 9:24 a.m. with the following resolution;

Resolution No. AC-08-18
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

DRAFT

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
BUDGET STEERING COMMITTEE
MEETING MINUTES

Tuesday, November 6, 2018
1:00 p.m.
Main Boardroom – NPCA Headquarters
250 Thorold Road West, Welland, ON

MEMBERS PRESENT:	S. Annunziata S. Beattie J. Kaspersetz T. Quirk
ABSENT/REGRETS:	D. DiFruscio B. Timms
ADDITIONAL BOARD MEMBER(S):	D. Joyner
STAFF PRESENT:	M. Brickell, Chief Administrative Officer/Secretary-Treasurer D. Barrick, Senior Director, Corporate Resources L. McManus, Clerk

1. ROLL CALL

1.1 The Budget Steering Committee Chair called the meeting to order at 1:30 p.m. and welcomed those Board and staff members present to the meeting.

2. ADOPTION OF AGENDA

2.1 Addition of Items

None.

2.2 Change in Order of Items

None.

2.3 Adoption of Agenda

Resolution No. BSC-10-18
Moved by Board Member Beattie
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/delegations.

5. BUSINESS FOR INFORMATION

5.1 Key Performance Indicators (KPI's)

Todd MacDonald, Performance Concepts Consulting presented Committee members with information regarding the NPCA Scorecard (Operational and Strategic). Topics of the presentation included:

- Understanding NPCA as a Service Delivery System (service logic model)
- Setting & measuring goals for a line of business: the law of diminishing returns
- Lead measures predict / influence lag measure (lag measure = quantified goal for each NPCA line of business)
- Working template to develop lag & lead measures for NPCA's core lines of business
- Step 1: Confirm Core "lines of business" for NPCA Operational Scoreboard
- Step 2: Explore/select lag indicators that quantify desired service delivery (results/impacts)
- Step 3: Explore/select lead indicators that cause lag indicator to move towards "the target"
- NPCA Staff team input to Board re: 2018-21 Strategic Plan scoreboard
- Working template for Strategic Plan scorecard indicators

Resolution No. BSC-11-18
Moved by Board Member Kaspersetz
Seconded by Board Member Beattie

That the Budget Steering Committee recommends to the Full Authority:

1. That staff **BE DIRECTED** to work with Performance Concepts Consulting to clarify Key Performance Indicator Lags and Leads; and

2. That staff **PREPARE** a Key Performance Indicator Report for NPCA Full Authority Board consideration in the first quarter of 2019.

CARRIED

Resolution No. BSC-12-18
Moved by Board Member Kaspersetz
Seconded by Board Member Beattie

1. That the Clerk **BE DIRECTED** to advise Budget Steering Committee members that the November 7, 2018 meeting time has been revised to note a 10:00 a.m. start.

CARRIED

6. BUSINESS FOR CONSIDERATION

There were no business items for consideration.

7. BUSINESS – IN CAMERA

There were no in camera business items.

8. NEW BUSINESS

There were no new business items.

9. ADJOURNMENT

There being no further business, the Budget Steering Committee meeting adjourned at 2:24 p.m. with the following resolution;

Resolution No. BSC-13-18
Moved by Board Member Beattie
Seconded by Board Member Kaspersetz

That the Budget Steering Committee Meeting **BE NOW ADJOURNED**.

CARRIED

Tony Quirk Committee Chair	Lisa McManus Clerk

NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
BUDGET STEERING COMMITTEE
MEETING MINUTES

Wednesday, November 7, 2018
10:00 a.m.
Main Boardroom – NPCA Headquarters
250 Thorold Road West, Welland, ON

MEMBERS PRESENT: S. Annunziata
S. Beattie
J. Kaspersetz
D. DiFruscio
T. Quirk
B. Timms

ABSENT/REGRETS:

ADDITIONAL BOARD MEMBER(S): D. Joyner

STAFF PRESENT: M. Brickell, Chief Administrative Officer/Secretary-Treasurer
D. Barrick, Senior Director, Corporate Resources
L. McManus, Clerk/ Executive Coordinator

1. ROLL CALL

1.1 The Budget Steering Committee Chair called the meeting to order at 10:11 a.m. and welcomed those Board and staff members present to the meeting.

2. ADOPTION OF AGENDA

2.1 Addition of Items

None.

2.2 Change in Order of Items

None.

2.3 Adoption of Agenda

Resolution No. BSC-14-18
Moved by Board Member Kaspersetz
Seconded by Board Member Beattie

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

CARRIED

DRAFT

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. PRESENTATIONS (and/or Delegations)

There were no presentations/delegations.

5. BUSINESS FOR INFORMATION

There were no business items for information.

6. BUSINESS FOR CONSIDERATION

6.1 2019 DRAFT Operating Budget Discussion

David Barrick, Senior Director Corporate Resources, presented Committee members with information respecting the 2019 DRAFT Operating Budget. Topics of the presentation included:

- 2018 Budget Summary
- Budget Pressures
- Opportunities
- Budget Committee Direction June 18, 2018
- 2018/19 Levy Breakdown
- 2018/19 Sources Funding (excluding OPG & Reserve)
- Operating Expenditures (excluding Debt Principal)
- Operating Park Revenues
- Full Time Salary and Benefits
- 2019 Operating Budget adjustments

7. BUSINESS – IN CAMERA

7.1 Motion to Move in to Closed Session

Resolution No. BSC 15-18
Moved by Board Member DiFruscio
Seconded by Board Member Beattie

That the Budget Steering Committee meeting **DO NOW MOVE** in to Closed Session for the purposes of:

7.1 Matters relating to Labour Relations, Human Resource, or Employee Negotiations

CARRIED

7.2 Motion to Reconvene in Open Session

Resolution No. BSC 16-18
Moved by Board Member Kaspersetz
Seconded by Board Member Timms

That the Budget Steering Committee meeting **RECONVENE** in Open Session.

CARRIED

7.3 Business Arising from Closed Session

Resolution No. BSC 17-18
Moved by Board Member Beattie
Seconded by Board Member Kaspersetz

1. That staff **PROCEED** as directed in Closed Session; and

2. That the 2019 DRAFT Operating Budget Discussion as presented to the Budget Steering Committee **BE DEFERRED** until the Budget Steering Committee meeting to be held on November 14, 2018, immediately following consideration of the 2019 DRAFT Capital Budget.

CARRIED

8. NEW BUSINESS

8.1 Apportionment of Administrative Costs

Resolution No. BSC 18-18
Moved by Board Member Beattie
Seconded by Board Member Timms

That staff **BE DIRECTED** to provide a report that addresses the apportionment of Administrative costs across the three (3) funding municipalities.

CARRIED

9. ADJOURNMENT

There being no further business, the Budget Steering Committee meeting adjourned at 11:54 a.m. with the following resolution;

Resolution No. BSC-19-18
Moved by Board Member Annunziata
Seconded by Board Member Kaspersetz

That the Budget Steering Committee Meeting **BE NOW ADJOURNED**.

CARRIED

Tony Quirk
Committee Chair

Lisa McManus
Clerk

Report To: **Board of Directors**

Subject: **Niagara Peninsula Conservation Authority (NPCA) Response and Actions Taken in Response to the Auditor General's Recommendations**

Report No: **65-18**

Date: **November 21, 2018**

RECOMMENDATION:

1. That Report No. 65-18 respecting the Niagara Peninsula Conservation Authority (NPCA) Response and Actions Taken in Response to the Auditor General's Recommendations **BE RECEIVED**; and

2. That the Niagara Peninsula Conservation Authority (NPCA) Chief Administrative Officer/Secretary-Treasurer **BE DIRECTED** to provide quarterly updates regarding progress made in addressing the Auditor General's recommendations.

PURPOSE:

To provide Board members with a summary of actions taken by the NPCA to specifically address each of the recommendations put forward by the Auditor General.

BACKGROUND:

In September 2018, following a nine-month special audit of the NPCA's operations and governance structure, the Auditor General of Ontario released its findings in a report titled "Special Audit of the Niagara Peninsula Conservation Authority". The report lays out 24 recommendations with 75 action items. Of the 24 recommendations, 6 are directed to the Ministry, 4 to the NPCA Board and the remaining 14, to NPCA Operations.

As an organization already committed to the importance of continuous improvement, the NPCA welcomes the recommendations put forth by the Auditor General and looks forward to working towards the implementation of all recommendations, under its direct control.

This report serves to track NPCA's progress against this objective.

DISCUSSION:

As an organization already committed to the importance of continuous improvement, the NPCA welcomes the recommendations put forth by the Auditor General and looks forward to working towards the implementation of all recommendations, under its direct control.

This report serves to track NPCA's progress against this objective.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to this report.

RELATED REPORTS AND APPENDICES:

Appendix 1: Human Resources Update

Appendix 2 & 3: Procurement Updates

Appendix 4: Colour Tracking Sheet noting status of each recommendation

Submitted by:

Mark Brickell
Chief Administrative Officer
Secretary Treasurer

This report was prepared with the consultative input from: Misti Ferrusi, Human Resources Consultant, John Wallace, Manager Finance, Eric Gervais, Procurement Specialist, Lisa McManus, Clerk to the Authority, David Barrick, Senior Director, Corporate Resources and Tareq Al-Zabet, Director, Watershed Management

Rec #	RECOMMENDATION	ACTION	TIMEFRAME	STATUS
#10	Develop an HR plan that identifies current and future HR needs, as they relate to the strategic direction of the NPCA	- Map out staff and skills required for each strategic priority as per the strategic plan 2018-2021 - Take into account Operational Plans	In line with due dates for Operational Plans (end of Q1??)	Pending Information
	Review staffing mix to determine the appropriate level of administrative and corporate support staff			
	Base future HR decisions on its HR plan	- Currently drafting template for Hiring Requisition to assist in assessing requested hires, including business case (as it relates to the plan) and ensuring all resources/implications have been considered to be included in each open position file	To be completed for Q1 2019	In Progress
	Provide information about planned restructuring decisions, including financial implications, to the NPCA Board prior to implementing such decisions	- The CAO to provide in camera updates concerning restructuring decisions as necessary as well as estimated financial implications as required in consultation with HR	Immediately	In Progress
#11	Determine the number of enforcement staff necessary to address violations on a timely basis and staff accordingly			
	Ensure that enforcement staff obtain the necessary training to discharge their responsibilities	- Enforcement staff currently scheduled for Level 1 Conservation Ontario Compliance training in March 2019		Pending
#17	Update its recruitment policies to include the steps and documentation required to support hiring decisions and eliminate situations of real or perceived conflict of interest in recruitment and hiring	- Policy to be reviewed and revised as necessary including outline of the general recruitment process and clarification on what constitutes conflict of interest and how to proceed if identified	Q1 2019	Scheduled

#17	Update its promotion policies to include the decision-making process required to be followed and documented for promotions and appointments	- Consideration of promotion procedure section within the Recruitment policy	Q1 2019	Scheduled
	Assess staff's performance annually, as required by its policies	- Performance Reviews implemented summer of 2018 for permanent staff as well a summer staff - Training/staff review completed in October 2018 - Effective dates for each employee being compiled with a reminder system being set up to ensure timely completion - Scheduling of a training for supervisors/managers on how to complete performance reviews to maximize their value	Supervisor Training to be scheduled for Jan 2019	In Progress
	Provide quarterly updates to the NPCA Board of Directors on staffing changes and performance	- Recruitment section included on all quarterly HR board reports effective 2018 - Other staffing changes (including promotions, departures etc.) to be included on quarterly HR reports effective Q4 2018	Q1 2019	In Progress
#18	For every harassment or discrimination complaint or grievance filed, fully assess and document whether an investigation is required and, if it is, conduct it in an appropriate and timely manner	- Development of a 'checklist' to assess and document whether an investigation is required for complaints of any nature to occur	Q1 2019	Scheduled
	Use its ability, under its workplace harassment policy, to appoint an external investigator or develop mechanisms to ensure that complaints against the CAO are investigated by a party who does not report directly to the CAO;			In Progress
	Provide additional information on grievances, staff complaints and investigations, including their subject and financial implications, as part of confidential updates to the NPCA Board of Directors	- General information on grievances filed have been reported to the Board effective Q2 2018 - Upon board request, details and actions taken will be provided confidentially in camera including any anticipated financial implications	Q3 2018	In Progress

# 19	Develop and implement an action plan to address workplace concerns;	- 2nd annual employee feedback survey scheduled for November 2018	Q4 2018	In Progress
	Present this action plan and related timeline to the NPCA Board of Directors for review and approval	- Results will be compared to 2017 results to track progress as well as be reviewed to create an action plan to be shared with the Board of Directors and employees	Q1 2019	Pending
	Report on its progress in implementing the actions within the approved timeline	- Updates to be included on Quarterly HR Board Reports	Q1 2019	Pending

Recommendation 20
To ensure that the Niagara Peninsula Conservation Authority (NPCA) receives value for money spent on goods and services, we recommend that the NPCA:
20.1 follow its procurement policies for the acquisition of goods and services;
20.2 revise its procurement policies to require that any needed services associated with unsolicited proposals be obtained in a transparent and competitive manner;
20.3 assess the benefits of establishing continuity and achieving cost savings from contracting with a preferred law firm for each field of law it requires services; and
20.4 revise its procurement policies for legal services to implement the results of the above assessment.

Action taken to date: Since March 2018 the NPCA has been conducting competitive procurements as per its existing policy as evidence by the attached document "Planned Procurement" (Appendix 3)

Revisions to the existing Purchasing & Procurement Policy are in progress. Revisions regarding the use of Corporate Credit Cards will have its own specific policy including a Letter of Understanding for Card Holders.

The Unsolicited Proposal Policy originally approved in July 2014 will be reviewed and amended as per the direction of the Board.

These revisions will be brought to the Board in early 2019.

Following discussions with the Office of the Auditor General, it was suggested that the NPCA contact TRCA for details on their procurement strategies regarding legal services. In October 2018 dialogue occurred between NPCA and TRCA and it was discovered that the TRCA established a Vendor of Record listing in January 2017 to handle its legal services. Using this as a model as suggested by the Office of the Auditor General the NPCA will issue a Request for Proposal to establish a vendor of record to handle its legal services in 2019.

The NPCA inquired through its Purchasing group (Niagara Public Purchasing Committee) how other public entities are handling legal services and it was discovered that the majority of these Public entities have exemptions for Legal Services excluding them from competitive procurement.

Recommendation 21 To ensure that funds are available and that critical capital projects are completed in a timely manner, we recommend that the Niagara Peninsula Conservation Authority (NPCA):

- 21.1 update the information in its asset management system to reflect the actual replacement cost of assets (when 21.2 this information is available) and the estimated useful life of assets based on their condition;
- 21.3 obtain reliable information to support replacement cost estimates and cost estimates for planned capital projects;
- 21.4 prioritize capital projects using an objective assessment of needs;
- 21.5 identify how the NPCA will obtain funding to undertake these projects; and
- 21.6 refine the capital plan, based on the above action items, and present it to the NPCA Board for approval.

The NPCA included in its 2019 Operating Budget a position identified Capital Planning Project Manager and has further initiated talks with KPMG to bring about enhancements to its asset management program. The strengthening of these two functions combined with an organizational adjustment in reporting structures will allow NPCA to address each of these recommendations more effectively.

Long-term Agreements/Standing offers

FILE NUMBER	CONTRACT NAME	CURRENT SUPPLY	CONTRACT TYPE	EXPIRE DATE	Possible Extension	Issuance of RFX	Contract Value	COMMENTS
001	Containerized Waste Removal	Modern Landfill Inc.	NPPC	31-Mar-19	None		n/a	District School Board of Niagara to issue RFT late Fall 2018 on behalf of NPPC
002	Courier Services	Purolator Courier Ltd.	Ontario Shared Services	Aug 31 2018	2 Year (2019&2020)		n/a	
003	Insurance (Liability, Auto)	March Insurance	Conservation Ontario	31-Dec-20	None		n/a	Conservation Ontario will issue RFP in 2019
004	Group Benefit/Consultant	Buffett Taylor	Conservation Ontario	31-Dec-22	None		n/a	Conservation Ontario will issue RFP in 2021
005	Fleet Support Solution	Thomas Solution	NPCA	Expired	None			NPCA will issue RFP in Winter of 2018
006	Copier (Multi Functional Device) + (National Leasing)	Beatties Basic	NPCA	1-Nov-19	None			Investigating access MGS VOR or OECM
007	Office Supplies	Beatties Basic	NPCA	Expired	None		$8K per yr	Need to issue Tender Fall of 2018 - Looking for another Public Entity to Partner with for RFT or OECM Agreement
008	Fine Paper Supplies	Ariva	NPCA	Expired	None		$ 7,500.00	Need to issue Tender Fall of 2018 or OECM
009	Cleaning, Garbage Bags/San Products	Tanshaw	OECM	Extended	None		$ 51,000.00	Meeting September 2018 with Staples Bus Adv (OECM)
010	Confidential Shredding Services	Niagara Recyclers	NPCA	June 30,2021	None	Invitation	$ 2,160.00	Awarded Niagara Recyclers
011	Heritage Consultant Services (3years)	Shoalts Engineering	NPCA	June 30,2021	None	Invitation	$ 45,000.00	Awarded to Shoalts Engineering
012	Tent and Table Rental (3 year agreement)	Niagara Tents & Events	NPCA	October 30,2021	None	Invitation	$ 60,000.00	Awarded to Niagara Tents & Events
013	Bulk Fuel	multiple suppliers	NPPC	Expired	None	Merx	Low $	Niagara Public Purchasing Committed to issue in Spring 2019
014	IT Help Desk Support Services	Skycomp	NPPC	June 7 2019	None	Merx	High $	Investigating access OECM or issue RFP in Winter 2018/2019
015	Conference Calling Services	Metcom	OECM	1-Dec-19	None	Merx		OECM issued RFX October 20, 2014 Merx Reference 309753
016	Corporate Credit Card Services	BMO	Ontario Shared Services	March 31 2023	2 x (Year Extension)	Merx		Ontario Shared Services Posted to Merx June 2016
017	Uniforms, safety gear & related services	Marks Warehouse	OECM	4-Feb-20	None	Merx		OECM issued RFX November 4, 2014 Merx Reference 311336

Capital 2018

FILE NUMBER	CONTRACT NAME	RFX TYPE	Planned Date of Procurement	Issuance of RFX	Contract Value	Comments
NPCA-2018-001	(3) RTV Kubota	RFQ	Mar-18	Invitation	$ 65,541.00	Issues to 6 Vendors (3 submission received) Award to Berg
n/a	Mower /Tractor	RFQ	Apr-18	Invitation	$ 27,241.43	Issues to 3 Vendors (3 submission received) Award to Berg
n/a	Park Equipment (V Blade & Spreader + box)	RFQ	Apr-18	Invitation	$ 12,943.11	Issues to 4 Vendors (4 submission received) Award to W.J. Heaslip Ltd.
NPCA-2018-002	Long Beach Playground Replacement	RFP	Mar-18	Invitation	$ 70,000.00	Issues to 6 Vendors (5 submission received) Award to Playpower
NPCA-2018-013	Jordan Harbour Boathouse Roof/Siding/other	RFQ	Jul-18	Invitation	$ 48,750.00	Issues to 6 Vendors (3 submission received) Award to Plumm Structural
NPCA-2018-012	Water Monitoring Equipment	RFQ	Jul-18	Merx	$ 20,223.00	Posted to Merx received only 1 bid, awarded to Hoskin Scientific Inc.
NPCA-2018-009	Electrical Upgrades Long Beach CA	RFQ	Jun-18	Merx	$ 92,500.00	Posted to Merx received only 1 bid, awarded to Sam Young Electric Ltd.
NPCA-2018-008	Gord Harry Trail Brush Clearing	RFQ	Jun-18	Invitation	$ 12,500.00	Issues to 6 Vendors (2 submission received) Award to Truly Canadian Tree Services
NPCA-2018-011A	Long Beach Lagoon - Engineering Service (Phase1)	RFP	Sep-18	Merx	50-60K	2nd time issues, this time on MERX… only 1 submission
NPCA-2018-XXX	Long Beach Lagoon - Sludge Removal (Phase2)	RFT	Apr-19	Merx	150K	Planning Stage
NPCA-2018-016	Electrical Upgrades Long Beach CA - SOUTHWEST	RFQ	Oct-18	Invitation	56K	Issues to 6 Vendors (2 submission received) Award to Sam Young Electric
NPCA-2018-01	Binbrook Shade Structures	RFQ	Oct-18	Invitation	35K	Issued ti 4 vendors… Cancelled RFQ as per Gregg F
NPCA-2018-019	Environemental Consultant Services	RFSO	Oct-18	Merx	200K	2 Year Standing Offer of Agreement
NPCA-2018-020	HVAC Preventative Maintenance Agreement	RFP	Nov-18	Invitation	70K	Issues to 6 Vendors Closes November 19
NPCA-2018-023	Office Supplies	RFP	Nov-18	Invitation	35K	NPCA spend per yeark 7K (3+2)- will invite 4 suppliers
NPCA-2019-001	Tree Pruning & Removal Standing Offer Agreement	RFSO	Jan-19	MERX	100K	

Other 2018 Procurements

FILE NUMBER	CONTRACT NAME	RFX TYPE	Planned Date of Procurement	Issuance of RFX	Contract Value	Comments
n/a	Fish Consumption Habits in NR	RFP	Completed	invitation	$ 13,770.00	Awarded to Lura
NPCA-2018-006	Promotinal items for RAP	RFQ	Completed	invitation	$ 4,330.00	Awared to Promo Centre
NPCA-2018-014	Portable Toilette Rental for 2018 Festival (Balls Falls)	RFQ	Completed	invitation	$ 5,740.00	Awarded to Modern Landfill
NPCA-2018-015	Event ATM Rental	RFQ	Completed	invitation	$ 3,000.00	Awarded to VIACASH
NPCA-2018-010	Fish Consumption Survey & Implementation	RFP	in progress	Merx	$ 90,000.00	Awaiting Funding

Report No. 65-18 Appendix 4

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	INITIATED	UNDERWAY	COMPLETE
(M)1	To ensure effective oversight of conservation authorities' activities through boards of directors, we recommend that the Ministry of the Environment, Conservation and Parks clarify board members' accountability to the conservation authority.	N/A		
(B)2	To ensure that the Niagara Peninsula Conservation Authority (NPCA) Board of Directors has the necessary independence and objectivity to oversee the NPCA's activities effectively, we recommend that the NPCA Board:	X		
(NB)2.1	adhere to its Code of Conduct, which states that Board members are to refrain from unduly influencing staff, being respectful of staff's responsibility to use their professional expertise and corporate perspective to perform their duties;			
(NB)2.2	update its Code of Conduct to clearly define the circumstances and relationships that could lead to an actual or perceived conflict of interest beyond those defined in the Municipal Conflict of Interest Act.			
(BC)3	To ensure that members of the Niagara Peninsula Conservation Authority (NPCA) Board of Directors collectively have the skills, experience and training necessary to oversee the NPCA's activities effectively, we recommend that the NPCA Board:	X		
(BC)3.1	determine the types of skills and experience required on the Board based on the NPCA's mandate, and develop and implement a strategy to address any gaps;	X		
(CM)3.2	work with the NPCA's funding municipalities to ensure that their Board appointment processes consider skills and experience requirements;	X		
(NB)3.3	assess the current role of its advisory committee to determine whether it is sufficient in fulfilling any gaps in Board skills and competencies, and revise as necessary;			
(BC)3.4	identify initial and ongoing Board governance training needs			
(M)4	We recommend that the Ministry of the Environment, Conservation and Parks: make a recommendation to the Executive Council of Ontario to proclaim Section 40 of the Conservation Authorities Act;	N/A		
(M)4.1	once Section 40 is proclaimed, make a regulation prescribing requirements for board composition that result in board members having the independence and objectivity they need to fulfill their oversight responsibilities;	N/A		
(MC0)4.2	work with Conservation Ontario and conservation authorities to determine whether governance training should be developed and delivered province-wide for board members of conservation authorities	N/A		

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	INITIATED	UNDERWAY	COMPLETE
5	To ensure that the Niagara Peninsula Conservation Authority (NPCA) Board of Directors has all the information it needs to effectively oversee the NPCA and improve its oversight when needed, we recommend that the NPCA Board:			
(NB)5.1	regularly evaluate the performance of the NPCA's Chief Administrative Officer, as required by its policies;	X		
(BC)5.2	develop performance indicators to facilitate the Board's evaluation of its oversight processes and activities;			
(NBC)5.3	regularly evaluate both its collective performance and the performance of individual Board members			
(B)6	To ensure that per diem payments to Board members are reasonable and transparent, we recommend that the Niagara Peninsula Conservation Authority:			
(NB)6.1	clarify its Board policies to specify the meetings and other functions for which Board members may receive per diem payments in the future;			
(B)6.2	continue to publish information on actual Board per diems and other expenses annually online			X
(OPS)7	To ensure that the Niagara Peninsula Conservation Authority (NPCA) has complete and up-to-date information about flood risks within its watershed, we recommend that the NPCA:			
(OPS)7.1	assess the risk to communities around the unmapped watercourses;	X		
(OPS)7.2	determine the time and cost for completing and updating floodplain maps;			
(OPS)7.3	schedule this work, based on its risk assessment and for the watercourses for which the Ministry of Natural Resources and Forestry recommends floodplain maps be prepared			
(M)8	To ensure that conservation authorities have complete and up-to-date information about flood risks within their watershed, we recommend that the Ministry of Natural Resources and Forestry work with Conservation Ontario to:	N/A		
(M)8.1	establish clear responsibility and criteria for developing and updating floodplain maps across the province;	N/A		
(M)8.2	review current funding levels to conservation authorities to determine how floodplain mapping can be completed in a timely manner	N/A		
(OPS)9	To ensure that development is directed away from areas of natural hazards where there is an unacceptable risk to public health and safety or of property damage, we recommend that the Niagara Peninsula Conservation Authority (NPCA):			
(OPS)9.1	finalize, as soon as possible, its policies for reviewing development proposals and work permit applications;			X

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	INITIATED	UNDERWAY	COMPLETE
(OPS)9.2	in finalizing such policies, ensure that the criteria for where development is allowed is consistent with Section 3.1 of the Provincial Policy Statement and the Conservation Authorities Act			X
(OPS)10	To ensure that staffing decisions are focused on improving the operations of the Niagara Peninsula Conservation Authority (NPCA) to fulfill its legislative mandate and provide effective and efficient services, we recommend that the NPCA:			
(OPS)10.1	develop a human resources (HR) plan that identifies current and future HR needs, as they relate to the strategic direction of the NPCA;	X		
(OPS)10.2	in developing such an HR plan, review its staffing mix to determine the appropriate level of administrative and corporate support staff;	X		
(OPS)10.3	base future HR decisions on its HR plan;	X		
(OPS)10.4	provide information about planned restructuring decisions, including their financial implications, to the NPCA Board prior to implementing such decisions		X	
(OPS)11	To ensure that reports of possible and known violations are appropriately addressed in a timely manner, we recommend that the Niagara Peninsula Conservation Authority:			
(OPS)11.1	determine the number of enforcement staff necessary to address violations on a timely basis and staff accordingly;		X	
(OPS)11.2	ensure that enforcement staff obtain the necessary training to discharge their responsibilities;		X	
(OPS)11.3	revise its enforcement policy to provide guidance on the progressive actions enforcement staff should take to address violations taking into consideration the significance of the violations;	X		
(OPS)11.4	revise its enforcement policy to require that enforcement activities be sufficiently documented and ensure that staff adhere to the policy;	X		
(OPS)11.5	use CityView to track reports of possible violations.	X		
(OPS)12	To ensure that the Niagara Peninsula Conservation Authority (NPCA) can proactively identify unlawful activities before they result in risk to people, property and the environment, we recommend that the NPCA:			
(OPS)12.1	institute a mandatory reporting mechanism for landowners to notify the NPCA that approved work has been completed in compliance with the conditions of the permit, and follow up with landowners who fail to report;	X		

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	INITIATED	UNDERWAY	COMPLETE
(OPS)12.2	develop a risk-based plan to conduct site visits to ensure that landowners have completed the approved work in compliance with the conditions of the permit;	X		
(OPS)12.3	update its website to provide information to the public about activities that are prohibited under the Conservation Authorities Act and how the public can report suspected violations to the NPCA	X		
(OPS)13	To ensure that restoration funding is directed toward projects that best achieve the goals of the restoration program, we recommend that the Niagara Peninsula Conservation Authority, regardless of its chosen program delivery model, develop and implement a strategy to better target areas of the watershed based on water quality monitoring and other information on the health of the watershed		X	
(OPS)14	To ensure that funding from Ontario Power Generation (OPG) helps improve the health of the Welland River as agreed to, we recommend that the Niagara Peninsula Conservation Authority (NPCA):			
(OPS)14.1	seek clarification with OPG regarding its expectations for how the remaining funds are to be spent;			X
(OPS)14.2	revise, as necessary, the formal agreement between the NPCA and OPG to outline such expectations;			X
(OPS)14.3	develop and implement a plan that identifies the projects and their locations for which the remaining funds will be spent, ensuring that such projects focus efforts on areas of concern based on the watershed plans that have been developed for the Welland River			X
(OPS)15	To ensure that lands are acquired to help the Niagara Peninsula Conservation Authority (NPCA) fulfill its mandate, we recommend that the NPCA:			
(OPS)15.1	review and revise its land acquisition goals—both in its latest 2015 plan and in its 100-year plan—for reasonableness and to reflect the NPCA's responsibilities under the natural hazard policies of the Provincial Policy Statement;	X		
(OPS)15.2	improve its current land acquisition criteria to provide clear direction on which lands should be acquired;	X		
(OPS)15.3	prioritize its current land acquisition criteria to reflect the revised goals;			
(OPS)15.4	determine the total cost of its land acquisition plan and how it will fund the acquisitions;			
(OPS)15.5	develop and implement a plan to achieve its land acquisition goals;	X		
(OPS)15.6	monitor and report to the NPCA Board of Directors on land acquisition progress			

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	INITIATED	UNDERWAY	COMPLETE
(OPS)16	To enable the Niagara Peninsula Conservation Authority (NPCA) to assess its performance in fulfilling its mandate, we recommend that the NPCA:			
(OPS)16.1	develop performance indicators that are tied to its mandate and overall program goals;	X		
(OPS)16.2	establish targets against which each indica¬tor will be assessed;	X		
(OPS)16.3	regularly collect and analyze information about the impact of its programs and services on the Niagara Peninsula watershed to help adjust programs on an ongoing basis;			
(OPS)16.4	review, and revise as necessary, its annual and quarterly reports to better reflect how the NPCA's initiatives and projects are helping the NPCA fulfill its mandate and overall program goals			
(OPS)17	To ensure that the Niagara Peninsula Conservation Authority (NPCA) follows fair and transpar¬ent recruitment and promotion processes, and that the best-qualified individuals are hired and promoted, we recommend that the NPCA:			
(OPS)17.1	update its recruitment policies to include the steps and documentation required to support hiring decisions and eliminate situations of real or perceived conflict of interest in recruitment and hiring;		X	
(OPS)17.2	update its promotion policies to include the decision-making process required to be followed and documented for promotions and appointments;	X		
(OPS)17.3	assess staff's performance annually, as required by its policies;		X	
(OPS)17.4	provide quarterly updates to the NPCA Board of Directors on staffing changes and performance		X	
(OPS)18	To ensure compliance with the Occupational Health and Safety Act, the Ontario Human Rights Code and the Ministry of Labour's Code of Practice, we recommend that the Niagara Peninsula Conservation Authority (NPCA):			
(OPS)18.1	for every harassment or discrimination complaint or grievance filed, fully assess and document whether an investigation is required and, if it is, conduct it in an appropriate and timely manner;	X		
(OPS)18.2	use its ability, under its workplace harassment policy, to appoint an external investigator or develop mechanisms to ensure that complaints against the CAO are investigated by a party who does not report directly to the CAO;		X	
(OPS)18.3	provide additional information on grievances, staff complaints and investigations, including their subject and financial implications, as part of confidential updates to the NPCA Board of Directors		X	

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	INITIATED	UNDERWAY	COMPLETE
(OPS)19	To ensure the Niagara Peninsula Conservation Authority (NPCA) operates as effectively and productively as possible, without workplace issues hindering its operations unnecessarily, we recommend that the NPCA:			
(OPS)19.1	develop and implement an action plan to address workplace concerns;	X		
(OPS)19.2	present this action plan and related timeline to the NPCA Board of Directors for review and approval;			
(OPS)19.3	report on its progress in implementing the actions within the approved timeline			
(OPS)20	To ensure that the Niagara Peninsula Conservation Authority (NPCA) receives value for money spent on goods and services, we recommend that the NPCA:			
(OPS)20.1	follow its procurement policies for the acquisition of goods and services;			X
(OPS)20.2	revise its procurement policies to require that any needed services associated with unsolicited proposals be obtained in a transparent and competitive manner;	X		
(OPS)20.3	assess the benefits of establishing continuity and achieving cost savings from contracting with a preferred law firm for each field of law it requires services;	X		
(OPS)20.4	revise its procurement policies for legal services to implement the results of the above assessment	X		
(OPS)21	To ensure that funds are available and that critical capital projects are completed in a timely manner, we recommend that the Niagara Peninsula Conservation Authority (NPCA):			
(OPS)21.1	update the information in its asset management system to reflect the actual replacement cost of assets (when this information is available) and the estimated useful life of assets based on their condition;	X		
(OPS)21.2	obtain reliable information to support replacement cost estimates and cost estimates for planned capital projects;	X		
(OPS)21.3	prioritize capital projects using an objective assessment of needs;			
(OPS)21.4	identify how the NPCA will obtain funding to undertake these projects;	X		
(OPS)21.5	refine the capital plan, based on the above action items, and present it to the NPCA Board for approval	X		

LEGEND: Ministry (M), Board (B), New Board (NB), Board/CAO (BC), CAO/Municipalities (CM), Ministry/Conservation Ontario (MCO), New Board/CAO (NBC), Operations (Ops)

	RECOMMENDATION	INITIATED	UNDERWAY	COMPLETE
(M)22	To ensure that conservation authorities have the necessary information to interpret and fulfill their legislative mandate, we recommend that the Ministry of the Environment, Conservation and Parks, upon proclamation of Section 40 of the Conservation Authorities Act:	**N/A**		
(M)22.1	clearly describe for conservation authorities what the development of natural resources entails, and how it differs from "development" in general;	**N/A**		
(M)22.2	provide guidance to help conservation authorities prioritize the objectives of their programs and services (conservation, restoration, development and management of natural resources);	**N/A**		
(M)22.3	use its regulatory powers to establish minimum requirements and standards for con¬servation authorities' delivery of programs and services;	**N/A**		
(M)22.4	establish the governance practices that it determines conservation authorities should be uniformly following province-wide	**N/A**		
(M)23	To ensure that conservation authority boards of directors are held to account appropriately, we recommend that the Ministry of the Environment, Conservation and Parks work with municipalities to develop and implement a formal, cost-effective and purposeful reporting process that includes a discussion of the outcomes of conservation authorities' activities.	**N/A**		
(M)24	To ensure that issues that are beyond conservation authorities' ability to manage themselves are dealt with appropriately and in a timely manner, we recommend that the Ministry of the Environment, Conservation and Parks (Ministry) work with municipalities to:	**N/A**		
(M)24.1	determine the circumstances when Ministry and/or municipality intervention is warranted;	**N/A**		
(M)24.2	establish mechanisms for the Ministry and/or municipalities to intervene when necessary in conservation authorities' operations;	**N/A**		
(M)24.3	formalize such mechanisms through a memorandum of understanding between the Ministry, municipalities and conservation authorities that clearly establishes the roles and responsibilities of each party and when intervention is necessary	**N/A**		

Report To: **Board of Directors**

Subject: **Options for the Niagara Peninsula Conservation Authority (NPCA) Full Authority Board DRAFT 2019 Proposed Meeting Schedule**

Report No: **Report No. 72-18**

Date: **November 21, 2018**

RECOMMENDATION:

1. That Report No. 72-18 respecting Options for the Niagara Peninsula Conservation Authority (NPCA) Full Authority Board DRAFT 2019 Proposed Meeting Schedule **BE RECEIVED**;

2. That the Niagara Peninsula Conservation Authority (NPCA) Board of Directors **PROCEED TO IDENTIFY** one of the meeting schedule options identified in Appendix 1 and Appendix 2 attached to Report No. 72-18 as the preferred 2019 Meeting Schedule; and

3. That the Clerk **BE DIRECTED** to ensure that the approved 2019 Meeting Schedule is posted on the Niagara Peninsula Conservation Authority website and appropriately communicated to participating municipalities and area municipalities.

PURPOSE:

To organize the Niagara Peninsula Conservation Authority 2019 meeting schedule for planning and advertising purposes.

BACKGROUND:

This is an annual report that was prepared considering council and committee meetings of both local and regional councils in Niagara, and, the council meetings of Haldimand County.

Staff are proposing the following three options for the Boards consideration:

OPTION #1/ Appendix 1:	Bi-Monthly (meeting every other month; maintaining August Summer Recess)
OPTION #3/ Appendix 2:	Quarterly (January, April, July, October, December; maintaining August Summer Recess)

Options 1 and 2 would not negate the NPCA Board Chairs authority to, under the Administrative By-law – Meeting Procedure, Section 7.10, call a special meeting when necessary to address any urgent issues.

FINANCIAL IMPLICATIONS:

None.

RELATED REPORTS AND APPENDICES:

Appendix 1: Option 1 – Bi-Monthly DRAFT 2019 Proposed Meeting Schedule
Appendix 2: Option 2 – Quarterly DRAFT 2019 Proposed Meeting Schedule

Prepared by:

Lisa McManus
Clerk to the Authority

Reviewed and Submitted by:

Mark Brickell
CAO/Secretary-Treasurer

NIAGARA PENINSULA CONSERVATION AUTHORITY

Report No. 72-18
Appendix 1

2019 NPCA BOARD MEETING SCHEDULE

JAN 16
9:30 AM
AGM
JAN 23
9:30 AM
Full Authority

January 2019						
Su	MO	TU	WE	TH	FR	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	MO	TU	WE	TH	FR	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

FEB
9:30 AM

MAR 20
9:30 AM

March 2019						
Su	MO	TU	WE	TH	FR	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	MO	TU	WE	TH	FR	Sa
	1	2	3	4	5	6
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Highlighted above: MARCH BREAK NPCA THANKSGIVING FESTIVAL 2019 BIENNIAL TOUR STAT HOLIDAYS 2019

NPCA Full Authority Board approved (insert date) - RESOLUTION NO. FA-(insert Res. #)-18

NOTE: Unless otherwise specified, all Board meetings to be held at Ball's Falls, Centre for Conservation; 3292 Sixth Avenue, Jordan, ON

FURTHER DATES TO REMEMBER:

RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) CONFERENCE	January 27-29
ONTARIO GOOD ROADS ASSOCIATION (OGRA) CONFERENCE	February 24-27
FEDERATION OF CANADIAN MUNICIPALITIES (FCM) CONFERENCE	May 30-June 2
ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO) CONFERENCE	August 18-21

NIAGARA PENINSULA CONSERVATION AUTHORITY

Report No. 72-18
Appendix 2

2019 NPCA BOARD MEETING SCHEDULE

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Highlighted above: MARCH BREAK NPCA THANKSGIVING FESTIVAL 2019 BIENNIAL TOUR STAT HOLIDAYS 2019

NPCA Full Authority Board approved (insert date) - RESOLUTION NO. FA-(insert Res. #)-18

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ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO) CONFERENCE	August 18-21

Report To: **Board of Directors**

Subject: **Conservation Area Rates & Fee Schedule 2019**

Report No: **73-18**

Date: **Nov. 21, 2018**

RECOMMENDATION:

1. That Report No. 73-18 respecting the Conservation Area Rates & Fee Schedule 2019 **BE RECEIVED**; and

2. That the 2019 Conservation Area Fee Schedule outlined in Appendix 1 of Report No. 73-18 **BE APPROVED**.

PURPOSE:

For the NPCA Board to consider the 2019 Conservation Area fee structure.

This report aligns with the 2014-2017 NPCA Strategic Plan under 'Effective Communication with Stakeholders & Public.'

For the NPCA Board to direct staff on the appropriate fee increase for Seasonal Campsites at Chippawa Creek and Long Beach Conservation Areas.

BACKGROUND:

Senior Operations staff met to analyze and recommend fee changes to the Board. A summary of the proposed Conservation Area Program Fees is attached as Appendix 1 of this report.

DISCUSSION:

- *Day Use Fees*

  The recommendation, for Day Use fees for adults ($8), students and seniors ($6), and increase of a $1 each.

  Fees for Admission will include taxes. All other fees will be advertised without tax included. All parks have shown a steady growth in day use attendance.

- *Pavilion Rentals*

  Pavilion rental fees are recommended to raise to $120 + tax for a roofed Pavilion and $65.00 + tax for an Open-Air Picnic Area, at all parks.

- *Membership Pass*

  The membership (seasonal day) pass fee is recommended to be frozen at $100 plus tax for all parks. This pass is good at all NPCA owned and operated parks. It is a Season pass, valid from January 1st to December 31st, 2019. As of August 1, 2019, the rate becomes pro-rated to be $60 (60%) or staff may recommend that the patron pay as they attend, whichever is less. It will not carry over from year to year as a 12-month pass as has been past practice. Staff believes the price point of this product is well placed in comparison to similar pass programs offered by the Hamilton Conservation Authority and Conservation Halton; who have more fee-for-service operations.

- *Camping Fees*

  Staff recommends that Seasonal Campsite Fees be increased by 2%, in line with the projected CPI of approx. 1.5%.

  The $250 Non-Refundable Seasonal Campsite deposit was non-negotiable. It remains due by December 1st, 2018 in order to secure their existing campsites. If the deposit is not paid by December 1st, their campsite would be forfeited and placed back into the general campsite pool, available to anyone on a first come, first serve basis.

  Overall, staff are recommending nominal fee increases over the next few years in an attempt to bring fees closer to the public park average.

  Seasonal campers will continue to be offered one free membership pass to offset their 'extra vehicle permit' cost; valued at $70. 2015 also saw the NPCA add a Long Weekend premium on all sites of $4. Staff continues to support this idea, for Transient Campers. NPCA campgrounds are at capacity during these peak periods showcasing the high demand. This is a common practice at many campgrounds and it is recommended to continue to do so at NPCA campgrounds.

  For 2019, staff is recommending the one-night fee for camping increase by $1.50.

  Demand at Long Beach and Chippawa Creek, particularly 30 amp electrically serviced camping, is very strong. There is a waiting list for these sites and an increase in advance bookings each season. Trends in both advanced bookings and increased waiting lists, point to a steady increase in demand and supports an additional nominal increase for the 2019 season.

FINANCIAL IMPLICATIONS:

The estimated financial implications of the recommended nominal fee changes should result in additional revenues of approx. $15-20,000/year.

Further, staff anticipates additional revenue capture in the 2019 season as a result of the fee increases related to rentals for the Church/Barn/Centre at Balls Falls and Funsplash, Boarderpass Canada, and Tree Top Trekking at Binbrook Conservation Area.

RELATED REPORTS AND APPENDICES:

Appendix 1: Proposed 2019 Conservation Area Fee Schedule

Prepared by:

Gregg Furtney
Manager, Operations and Special Projects

Reviewed by:

David Barrick
Senior Director, Corporate Resources

Submitted by:

Mark Brickell
CAO/Secretary/Treasurer

Proposed 2019 Fee Schedule

Long Beach and Chippawa Creek

Day Use (includes tax)	2017	2018	2019
Adults	$ 7.00	$ 7.00	$ 8.00
Seniors	$ 5.00	$ 5.00	$ 6.00
Students	$ 5.00	$ 5.00	$ 6.00
Max Car	$ 21.00	$ 21.00	$ 24.00
Bus (over 20/ vehicle)	$ 130.00	$ 130.00	$ 135.00
Camping (non-serviced) (plus tax)	**2017**	**2018**	**2019**
One Night	$ 36.00	$ 38.50	$ 40.00
Seasonal	X	X	X
Camping (15 Amp) (plus tax)			
One Night	$ 40.00	$ 42.50	$ 44.00
Seasonal	$ 2,165.00	$ 2,210.00	$ 2,254.20
Camping (15 Amp Premium) (plus tax)	**2017**	**2018**	**2019**
One Night	$ 44.00	$ 46.50	$ 48.00
Seasonal	$ 2,370.00	$ 2,420.00	$ 2,468.40
Camping (30 Amp + Water) (plus tax)	**2017**	**2018**	**2019**
One Night	$ 46.00	$ 48.50	$ 50.00
Seasonal	$ 2,475.00	$ 2,525.00	$ 2,575.50
Camping (30 Amp Premium/ or Lakefront) (plus tax)	**2017**	**2018**	**2019**
One Night	$ 48.00	$ 50.50	$ 52.00
Seasonal	$ 2,680.00	$ 2,730.00	$ 2,784.60

Hunting Permits (tax included)	2017	2018	2019
Hunting Permit	$ 40.00	$ 40.00	$ 40.00

Binbrook Conservation Area

Day Use (Includes tax)	2017	2018	2019
Car and Driver	$ 7.00	$ 7.00	$ 8.00
Additional Adult	$ 6.00	$ 6.00	$ 7.00
Senior/ Student	$ 5.00	$ 5.00	$ 6.00
Max Car	$ 21.00	$ 21.00	$ 24.00
Bus (over 20/ vehicle)	$ 130.00	$ 130.00	$ 135.00
Facilities Rental (plus tax)	**2017**	**2018**	**2019**
Picnic Pavilion	$ 115.00	$ 115.00	$ 120.00
Open Air Picnic Area	$ 62.50	$ 62.50	$ 65.00

Ball's Falls Conservation Area

Day Use (Includes tax)	2017	2018	2019
Adult	$ 7.00	$ 7.00	$ 8.00
Senior/ Student	$ 5.00	$ 5.00	$ 6.00
Max Car	$ 21.00	$ 21.00	$ 24.00
Bus (over 20/ vehicle)	$ 130.00	$ 130.00	$ 135.00
Self Pay/ Donation	$ 5.00	$ 5.00	$ 5.00

Membership Pass (plus HST)

Park (plus tax)	2017	2018	2019
Ball's Falls	x	x	x
Ball's Falls Senior/ Student Rate	x	x	x
Binbrook	x	x	x
Binbrook Senior/ Student Rate	x	x	x
CCCA/ LBCA	x	x	x
CCCA/ LBCA Senior/ Student Rate	x	x	x
All Park Pass	$ 95.00	$ 100.00	$ 100.00

Report To: **Board of Directors**

Subject: **DRAFT Trail Maintenance Agreement with Glanbrook Conservation Committee**

Report No: **74-18**

Date: **Nov. 21, 2018**

RECOMMENDATION:

1. That Report No. 74-18 respecting the DRAFT Trail Maintenance Agreement with Glanbrook Conservation Committee **BE RECEIVED**; and

2. That staff **BE AUTHORIZED** to execute the DRAFT 3-year Trail Maintenance Agreement, attached to Report 74-18 as Appendix 1, with the Glanbrook Conservation Committee (GCC) regarding the Tyneside Trail at Binbrook Conservation Area.

PURPOSE:

For the NPCA Board to consider renewing a formal agreement with the Glanbrook Conservation Committee for the maintenance of Tyneside Trail at Binbrook.

This report aligns with the 2018-2021 Strategic Plan under 'Sustainable Asset Management & Meeting Public Demand for Park Services.'

BACKGROUND:

The Glanbrook Conservation Committee is a group of passionate and knowledgeable local community volunteers that was established in 1990. Its primary mandate is to work to improve the habitat for wildlife in what was previously Glanbrook Township; now part of the City of Hamilton. The GCC includes naturalists, environmentalists, bird watchers, hikers, canoeists, as well as fishermen and hunters.

The majority of GCC activities occur at Binbrook Conservation Area in cooperation with the NPCA staff. From helping to establish and maintain a number of hiking trails to a large aquatics planting program and tree planting program, the GCC has improved the natural habitat for both wildlife and visitors in and around the shores of Lake Niapenco.

Some of these projects include:

• Establishment, maintenance and monitoring of Bluebird trails at the Binbrook CA

• Hyslop Bay Wetland Restoration project that involved the construction of a carp barrier, planting of aquatic plants, tree planting in the fields adjacent to the bay, construction of nesting structures (Ontario Stewardship Project No. 805)
• Building and supply of Nesting box kits for schools, Scout, Guide and other groups (over 900 kits supplied since 1991).

• Aquatics nursery program where they grew seed and planted over 30,000 wetland plant species.

• Development and maintenance of walking trails in different areas of the Conservation Area with construction of boardwalks and benches for use on the various trails.

• Year-round maintenance of the Tyneside parking area at the west end of the conservation area.

• Yearly tree planting program.

• Ongoing shoreline protection projects that have included anchoring of stumps, brush and logs to vulnerable shoreline areas

• Placement of gabion stone over an 8m x 105m area on the main island on Lake Niapenco to create a pickerel spawning bed and protected the island from wave erosion.

• Fish structure program

• Ongoing year-round pick-up of litter over the entire conservation area.

DISCUSSION:

The NPCA is grateful for the contributions made by the GCC over the years and in 2015 entered a 3-year trail maintenance as it was determined that formalized assistance from GCC would be beneficial to the NPCA. The Agreement was the first of its kind with the GCC although it is not unprecedented as the NPCA has had similar Agreements in the past and currently maintains a similar agreement with the Fort Erie Conservation Club at Stevensville CA.

The Agreement has further opened communication between the GCC and NPCA staff. Most important, it outlined some rules and etiquette that needed to be addressed in light of the changes established by the Ministry of Labour, WSIB, and the Ontario Occupational Health and Safety Act. The Agreement gave staff and volunteers a clear direction and helped build a frame work for other partnerships. The current Agreement expires Dec. 31, 2018, as such, staff are recommending a renewed 3-year Agreement (attached as Appendix 1).

FINANCIAL IMPLICATIONS:

The proposed Agreement recommends to, *"Reimburse the Glanbrook Conservation Committee for supplies and materials up to a maximum of $2000 per annum."* These materials and supplies are all in relation to the improvement of the NPCA owned trail and any additional materials/supplies will be returned to the park with the completion of projects.

The Board has the option not to proceed with this proposed agreement and/or make any revisions.

RELATED REPORTS AND APPENDICES:

Appendix 1: DRAFT Tyneside Trail Maintenance Agreement
Appendix 2: Tyneside Trail map

Prepared by:

David Barrick
Senior Director, Corporate Resources

Submitted by:

Mark Brickell
CAO/Secretary-Treasurer