



**FULL AUTHORITY  
MEETING MINUTES  
Wednesday, September 18, 2019  
9:30 a.m.  
Ball's Falls  
Centre for Conservation – Glen Elgin Room  
3292 Sixth Avenue, Jordan, ON**

**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 Administrative By-law Section 14.5*

**MEMBERS PRESENT:** D. Bylsma (Chair)  
S. Beattie  
R. Brady  
D. Coon-Petersen (arrived 9:51 a.m.)  
D. Cridland  
M. Difruscio (Honorary Member)  
L. Feor  
R. Foster  
D. Huson (departed at 12:58 p.m.)  
J. Ingrao  
B. Johnson  
K. Kawall  
B. Mackenzie  
J. Metcalfe  
R. Shirton  
E. Smith  
B. Steele (not in attendance after reconvening at 12:37 p.m.)  
M. Woodhouse  
B. Wright

**MEMBERS ABSENT:** B. Clark  
G. Zalepa

**STAFF PRESENT:** G. Wood, CAO / Secretary – Treasurer  
G. Bivol, Interim Clerk  
R. Bisson, Manager, Communications and Public Relations  
A. Christie, Acting Senior Manager, Operations and Special Projects  
M. Ferrusi, Human Resources Consultant  
L. Gagnon, Director, Corporate Services  
S. Gillis, Restoration Project Lead  
D. MacKenzie, Director, Watershed Management  
S. Miller, Senior Manager, Water Resources and Restoration  
E. Navarro, Communications Specialist  
G. Verkade, Manager, Information Management and Technology Systems

**OTHERS PRESENT:** D. Heyworth Official Plan Policy Consultant, Niagara Region  
S. Norman, Senior Planner, Niagara Region  
W. Rapley

The Chair called the meeting to order at 9:32 a.m. and introduced the new Members of the Board.

## 1. ADOPTION OF AENDA

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a) Addition of Items

Resolution No. FA-182-19  
Moved by Board Member Beattie  
Seconded by Board Member Cridland

**THAT** the following items **BE ADDED** to the agenda:

- Approval of Full Authority Closed Session Meeting Minutes dated August 14, 2019 as tabled.

**CARRIED**

b) Change in Order of Items - None

c) Adoption of Agenda

Resolution No. FA-183-19  
Moved by Board Member Brady  
Seconded by Board Member Beattie

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

**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

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Member Wright declared a non-pecuniary interest on agenda items 6.c), 6.e) and 6.f). as he was a past staff member at the NPCA and my have dealt with these items through his employment at the NPCA.

## 3. PRESENTATIONS (and/or Delegations)

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a) Presentation by Mr. David Heyworth Official Plan Policy Consultant, Niagara Region RE: Creating a New Niagara Official Plan – Mr. Heyworth provided background information regarding the creation of the new Niagara Official Plan, an update on the status of the priority background studies and an overview of the consultation framework. Members posed questions and discussion ensued.

b) Presentation by Mr. Sean Norman, Senior Planner, Niagara Region RE: Natural Environment Work Program for the New Niagara Official Plan – Mr. Norman provided an overview of the natural environment work program which is currently underway in support of the new Niagara Official Plan. Discussion ensued with Members posing questions.

Resolution No. FA-184-19  
Moved by Board Member Foster  
Seconded by Board Member Ingraio

**THAT** the following presentations **BE RECEIVED**:

- a) PowerPoint presentation by Mr. David Heyworth Official Plan Policy Consultant, Niagara Region RE: Creating a New Niagara Official Plan;
- b) PowerPoint presentation by by Mr. Sean Norman, Senior Planner Niagara Region RE: Natural Environment Work Program for the New Niagara Official Plan.

**CARRIED**

#### 4. ADMINISTRATIVE BUSINESS

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- a) Approval of the Minutes of the Full Authority meeting dated August 14, 2019
- b) Approval of the Minutes of the Audit & Budget Committee meeting dated September 5, 2019
- c) Approval of the Minutes of the CAO Selection Committee meeting September 10, 2019

Resolution No. FA-185-19  
Moved by Board Member Shirton  
Seconded by Board Member Steele

**THAT** the following minutes **BE ADOPTED**:

- Minutes of the Full Authority Meeting dated August 14, 2019;
- Minutes of the Full Authority Closed Session Meeting dated August 14, 2019 to remain private and confidential as tabled;
- Minutes of the Audit & Budget Committee meeting dated September 5, 2019.

**CARRIED**

Approval of Full Authority Closed Session Meeting Minutes dated August 14, 2019 as tabled

Resolution No. FA-186-19  
Moved by Board Member Steele  
Seconded by Board Member Shirton

**THAT** the minutes of the CAO Selection Committee meeting dated September 10, 2019 **BE ADOPTED** save and except Recommendation # No. SC-32-19 to be referred to staff for follow-up in accordance with the NPCA Procurement Policy and a report back to the Board.

**CARRIED**

d) Correspondence:

- 1) Ontario Transfer Payment Agreement with MNR dated April 1, 2019
- 2) Ontario Transfer Payment Agreement (Drinking Water Source Protection 2019-2020 Program) dated April 1, 2019
- 3) Correspondence from the City of Hamilton dated August 2, 2019 RE: 2020 Budget Submission for the NPCA
- 4) Niagara Region – 2020 Budget Planning dated August 15, 2019
- 5) MECP – Office of the Minister letter dated August 16, 2019
- 6) NPCA letter to Minister Yurek dated August 21, 2019

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- 7) Town of Pelham letter dated August 16, 2019
- 8) Mining and Lands Tribunal 2016 General Levy dated August 19, 2019
- 9) Mining and Lands Tribunal 2018 General Levy dated August 19, 2019
- 10) Mining and Lands Tribunal 2019 General Levy dated August 19, 2019
- 11) Headwaters Newsletter dated August 22/23, 2019
- 12) Conservation Ontario letter dated August 23, 2019
- 13) Conservation Halton Letter to Premier & MECP dated August 28, 2019
- 14) Conservation Ontario Letter dated August 30, 2019
- 15) Correspondence from John Lynn dated September 4, 2019
- 16) Correspondence from Mickey DiFruscio dated September 9, 2019

Resolution No. FA-187-19

Moved by Board Member Feor

Seconded by Board Member Foster

**THAT** the following items of correspondence **BE RECEIVED** for information:

- 1) Ontario Transfer Payment Agreement with MNRF dated April 1, 2019;
- 2) Ontario Transfer Payment Agreement (Drinking Water Source Protection 2019-2020 Program) dated April 1, 2019;
- 3) Correspondence from the City of Hamilton dated August 2, 2019 RE: 2020 Budget Submission for the NPCA;
- 4) Niagara Region – 2020 Budget Planning dated August 15, 2019;
- 5) MECP – Office of the Minister letter dated August 16, 2019;
- 6) NPCA letter to Minister Yurek dated August 21, 2019
- 7) Town of Pelham letter dated August 16, 2019;
- 8) Mining and Lands Tribunal 2016 General Levy dated August 19, 2019;
- 9) Mining and Lands Tribunal 2018 General Levy dated August 19, 2019;
- 10) Mining and Lands Tribunal 2019 General Levy dated August 19, 2019;
- 11) Headwaters Newsletter dated August 22/23, 2019;
- 12) Conservation Ontario letter dated August 23, 2019;
- 13) Conservation Halton Letter to Premier & MECP dated August 28, 2019;
- 14) Conservation Ontario Letter dated August 30, 2019;
- 15) Correspondence from John Lynn dated September 4, 2019;
- 16) Correspondence from Mickey DiFruscio dated September 9, 2019.

**CARRIED**

e) Chairman's Remarks

The Chair spoke on the re-appointment of Mickey Difruscio as an Honorary Board Member and allowed Member Difruscio the opportunity to address the proceedings. The Chair also highlighted his recent meetings including Audit & Budget, C.A.O. Selection Committee, a Big Brothers/Big Sisters event at Jordan Harbour, Board Member Orientation and a recent meeting with M.P.P. Oosterhoff.

f) Chief Administrative Officer Comments

Ms. Wood welcomed Honorary Member Difruscio; read some recent client feedback which praised staff and highlighted the upcoming Ball's Falls Thanksgiving Festival. She also spoke on the forthcoming planned Board Member training session.

## 5. BUSINESS FOR INFORMATION

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- a) Report No. FA-121-19 RE: Board Members' Access to Corporate Records – Discussion ensued.

Resolution No. FA-188-19  
Moved by Board Member Huson  
Seconded by Board Member Feor

**THAT** Report No. FA-121-19 RE: Board Members' Access to Corporate Records **BE REFERRED** to the Governance Committee for discussion.

**CARRIED**

- b) Report No. FA-122-19 RE: Update – Response to the Auditor General's Recommendations

- c) Report No. FA-127-19 RE: Media Coverage and Communications Update Report for August 2019

Resolution No. FA-189-19  
Moved by Board Member Foster  
Seconded by Board Member Cridland

**THAT** the following reports **BE RECEIVED** for information:

- a) Report No. FA-121-19 RE: Board Members' Access to Corporate Records;
- b) Report No. FA-122-19 RE: Update – Response to the Auditor General's Recommendations;
- c) Report No. FA-127-19 RE: Media Coverage and Communications Update Report for August 2019.

**CARRIED**

## 6. BUSINESS FOR CONSIDERATION

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- a) Report No. FA-91-19 RE: Draft NPCA Client Service Standards for Plan and Permit Review

Resolution No. FA-190-19  
Moved by Board Member Hellinga  
Seconded by Board Member Ingraio

1. **THAT** Report No. FA-91-19 RE: Draft NPCA Client Service Standards for Plan and Permit Review **BE RECEIVED**.
2. **THAT** the Board **DIRECT** staff to circulate the Draft NPCA Client Service Standards for Plan and Permit Review to each municipality within the NPCA jurisdiction for comment.
3. **THAT** the Board **DIRECT** staff to post the Draft NPCA Client Service Standards for Plan and Permit Review on the NPCA website for a minimum of 30 days for public comment.
4. **THAT** the Board **DIRECT** staff to bring a Report of the final draft document to the November 20, 2019 Board Meeting for review and approval.

**CARRIED**

b) Report No. FA-100-19 RE: Water Data Management System Purchase

Resolution No. FA-191-19

Moved by Board Member Ingrao

Seconded by Board Member Foster

1. **THAT** Report No. FA-100-19 RE: Water Data Management System Purchase **BE RECEIVED**.
2. **THAT** the Board **APPROVE** the purchase of a water data management system.

**CARRIED**

c) Report No. FA-101-19 RE: Updated Standing Committees Terms of Reference – Discussion ensued.

Resolution No. FA-192-19

Moved by Board Member Johnson

Seconded by Board Member Smith

1. **THAT** Report No. FA-101-19 RE: Updated NPCA Terms of Reference - Standing Committees **BE RECEIVED** for information.
2. **THAT** Member Kawall **BE APPOINTED** to the Audit and Budget Committee.
3. **THAT** Member Smith **BE APPOINTED** to the Governance Committee.

**CARRIED**

d) Report No. FA-102-19 RE: 2020 Budget Guidelines and Draft Operating Budget - Ms. Gayle Wood, NPCA Chief Administrative Officer provided a presentation via PowerPoint entitled The History of Conservation Authorities/NPCA Funding and Budgeting and Ms. Lise Gagnon, Director, Corporate Services presented the 2020 Draft Operating Budget. Lengthy discussion ensued. After the adoption of the following two resolutions, the Board recessed from 12:10 p.m. until 12:37 p.m..

Resolution No. FA-193-19

Moved by Board Member Smith

Seconded by Board Member Metcalfe

**THAT** the PowerPoint presentation from Gayle Wood, Chief Administrative Officer entitled The History of Conservation Authorities/NPCA Funding and the presentation from Lise Gagnon, Director, Corporate Services Budgeting regarding the 2020 Draft Operating Budget **BE RECEIVED**.

**CARRIED**

Resolution No. FA-194-19

Moved by Board Member Kawall

Seconded by Board Member Mackenzie

1. **THAT** the Draft NPCA Operating and Capital Budget Guidelines Document – 2020 **BE RECEIVED**.
2. **THAT** Report No. FA-102-19 RE: 2020 NPCA Operating Budget **BE APPROVED** for discussion with participating municipal staff.
3. **THAT** NPCA staff **REPORT** the results of discussions with participating municipal staff to the October 16, 2019 Board of Directors' meeting.

**CARRIED**

e) Report No. FA-104-19 RE: 2019 Restoration Project Approvals for September

Resolution No. FA-195-19

Moved by Board Member Mackenzie

Seconded by Board Member Metcalfe

1. **THAT** Report No. FA-104-19 RE: 2019 Restoration Project Approvals for August **BE RECEIVED**.
2. **THAT** the approved Restoration Program 2019 projects and associated grant estimates identified in Appendix 2 of Report No. FA-104-19 - 'Management Approved Restoration Projects List September 2019' **BE APPROVED**.

**CARRIED**

f) Report No. FA-119-19 RE: MOU – Glanbrook Conservation Club

Resolution No. FA-196-19

Moved by Board Member Shirton

Seconded by Board Member Metcalfe

1. **THAT** Report No. FA-119-19 RE: MOU with Glanbrook Conservation Committee **BE RECEIVED** for information.
2. **THAT** the NPCA Board **AUTHORIZE** the Chair and CAO to execute a 3-year Trail Maintenance Agreement with the Glanbrook Conservation Committee (GCC) regarding the Tyneside Trail at Binbrook Conservation Area.

**DEFERRED**

g) Report No. FA-120-19 RE: Staff Response – Terms of Reference Public Advisory Committee

Resolution No. FA-197-19

Moved by Board Member Beattie

Seconded by Board Member Shirton

**THAT** Report No. FA-115-19 RE: NPCA Public Advisory Committee (PAC) **BE RECEIVED** for information.

**CARRIED**

Resolution No. FA-198-19

Moved by Board Member Beattie

Seconded by Board Member Shirton

1. **THAT** Report No. FA-120-19 RE: Staff Response - Terms of Reference - Public Advisory Committee **BE RECEIVED** for information.
2. **THAT** the Board of Directors **APPROVE** the revised Terms of Reference (TOR) for the NPCA Public Advisory Committee (PAC).

**CARRIED**

- h) Report No. FA-123-19 RE: Creating a Human Resources Action Plan

Resolution No. FA-199-19

Moved by Board Member Woodhouse

Seconded by Board Member Smith

**THAT** Report No. FA-123-19 RE: Creating a Human Resource Action Plan **BE RECEIVED**.

**CARRIED**

Resolution No. FA-200-19

Moved by Board Member Feor

Seconded by Board Member Kawall

**THAT** the priorities in Report No. FA-123-19 RE: Creating a Human Resource Action Plan **BE APPROVED** save and except those identified as long term priorities.

**CARRIED**

## 7. BUSINESS – IN CAMERA

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- a) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- b) Labour relations, Human Resources or employee negotiations
- c) Land Acquisition
- d) Personal matters about identifiable individual(s), including NPCA employees

Resolution No. FA-201-19

Moved by Board Member Woodhouse

Seconded by Board Member Smith

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **CONVENE** in closed session at 1:08 pm in accordance with Section 11.1 of the NPCA Administrative By-law for the discussion on:

- a) Labour relations, human resources or employee negotiations;
- b) Land acquisition and
- c) Personal matters about identifiable individual(s), including NPCA employees.

**CARRIED**

Resolution No. FA-202-19

Moved by Board Member Smith

Seconded by Board Member Wright

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **RECONVENE** in open session at 2:27pm.

**CARRIED**



Resolution No. FA-203-19  
Moved by Board Member Shirton  
Seconded by Board Member Metcalfe

**THAT** the Board **DIRECTS** the C.A.O. to proceed as instructed in closed session in respect to Item 7.a).

**CARRIED**

Resolution No. FA-204-19  
Moved by Board Member Beattie  
Seconded by Board Member Cridland

**THAT** with respect to Closed Session Item 7.b) Report No. FA-125-19 RE: Land Acquisition, staff **BE DIRECTED** to proceed as instructed in closed session.

**CARRIED**

Resolution No. FA-205-19  
Moved by Board Member Cridland  
Seconded by Board Member Foster

1. **THAT** the following items **BE RECEIVED** to remain private and confidential:
  - a) September, 2019 - Legal Update
  - b) Report No. FA-125-19 RE: Land Acquisition
2. **THAT** the correspondence from the Ministry of the Solicitor General dated August 13, 2019 be received into the public record.

**CARRIED**

## 8. NOTICE OF MOTION

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None.

## 9. NEW BUSINESS

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None.

## 10. ADJOURNMENT

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Resolution No. FA-206-19  
Moved by Board Member Hellinga  
Seconded by Board Member Ingraio

**THAT** this meeting be hereby adjourned at 2:33 p.m..

**CARRIED**

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Dave Bylsma  
Chair  
Niagara Peninsula Conservation Authority

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Grant Bivol  
Interim Clerk  
Niagara Peninsula Conservation Authority