

61st ANNUAL GENERAL MEETING

January 15, 2020

9:30 a.m.

Ball's Falls Centre for Conservation

3292 Sixth Avenue, Jordan, ON

A G E N D A

CALL TO ORDER

The Niagara Peninsula Watershed is located on the traditional territory of Indigenous peoples dating back countless generations. We want to show our respect for their contributions and recognize the role of treaty-making in what is now Ontario.

1. ADOPTION OF AGENDA

- a) Addition of items
- b) Change in order of items
- c) Adoption of Agenda

RECOMMENDED:

THAT the Agenda for the Niagara Peninsula Conservation Authority's 61st Annual General Meeting held on Wednesday, January 15, 2020 BE APPROVED as presented.

2. DECLARATIONS OF CONFLICT OF INTEREST

3. GREETINGS BY THE CHAIR

4. CONCLUSION OF 2019 BUSINESS

Chair Bylsma will conclude the Year 2019 business, and the Chair will be deemed vacant.

RECOMMENDED:

**THAT the Board of Directors conclude the business of 2019;
AND FURTHER THAT the Chair BE DECLARED vacant.**

5. ROLL CALL 2020 BOARD MEMBERS

The 2020 Business portion of the meeting will be called to order by Chandra Sharma, Chief Administrative Officer of the Niagara Peninsula Conservation Authority. The 2020 Board Members will introduce themselves and state which municipality they represent.

6. ELECTIONS

The election of officers for 2020 will be conducted by Chandra Sharma, Chief Administrative Officer. The general rules for the election are as follows:

- Only current Directors of the Authority may vote.
- Nominations will be called three (3) times and will only require a mover.
- The closing of nominations will require both a mover and a seconder.
- Each Director nominated will be required to accept the nomination.
- In the event of an election, each nominee will be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing of his or her surnames.
- Upon the acceptance by nominees for the position of office, ballots will be distributed to the Directors for the purpose of election. A Director's choice for a nominee will be written on the ballot and the appointed scrutineers for the counting of the ballots will collect the ballots.

Positions are required for Chair and Vice Chair of the NPCA for 2020 and must be appointed members of the Board of Directors.

a) Appointment of Scrutineers

In the event that there is more than one nominee for either position of Chair or Vice Chair and a vote is held, scrutineers are appointed for the counting of ballots.

RECOMMENDED:

THAT in the event of a vote by ballot, _____ and _____ WILL ACT as scrutineers; AND FURTHER THAT all ballots BE DESTROYED after the election.

b) Election of Officers

i) Chair of the Authority

RECOMMENDED:

THAT _____ BE APPOINTED as Chair of the Board of Directors of the Niagara Peninsula Conservation Authority for 2020.

ii) Vice Chair of the Authority

RECOMMENDED:

THAT _____ BE APPOINTED as Vice Chair of the Board of Directors of the Niagara Peninsula Conservation Authority for 2020.

c) Appointment to Conservation Ontario for 2020

Conservation Ontario represents the association of the 36 Conservation Authorities in Ontario. It is the practice of NPCA to request the Chair, or his/her designate, and the Chief Administrative Officer to represent NPCA on Conservation Ontario's Committees and Council.

RECOMMENDED:

**THAT the 2020 Chair of NPCA, or his/her designate, BE APPOINTED as the Authority's voting delegate to Conservation Ontario;
AND FURTHER THAT the Chief Administrative Officer be the alternate delegate.**

d) Appointment to The Niagara Peninsula Conservation Foundation

RECOMMENDED:

THAT the Chief Administrative Officer, Chandra Sharma and _____ BE APPOINTED to the Niagara Peninsula Conservation Foundation for 2020.

e) Appointment to Audit and Budget Committee

RECOMMENDED:

THAT the Chair, _____, the Vice Chair, _____, and the following three additional Board members BE APPOINTED to the Audit and Budget Committee for 2020: _____, _____, _____.

f) Appointment to Governance Committee

RECOMMENDED:

THAT the following Members BE APPOINTED to the Governance Committee for 2020: _____, _____

g) Appointment to Strategic Planning Committee

RECOMMENDED:

THAT the Chair and the following Members BE APPOINTED to the Strategic Planning Committee for 2020: _____, _____, _____.

7. **SIGNING OFFICERS**

RECOMMENDED:

THAT the Authority's Chair _____, Vice Chair _____, the Chief Administrative Officer/Secretary-Treasurer Chandra Sharma, and the Director Corporate Services, Lise Gagnon, or any two of them ARE hereby

AUTHORIZED to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills of exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account;

AND FURTHER THAT any one of the above-mentioned officers IS hereby AUTHORIZED for and in the name of the Organization to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for the credit of the Organization only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank and to sign receipts for vouchers.

8. MEETING SCHEDULE FOR 2020

Attached is Report No. FA-01-20, which seeks the Board of Director's approval on the 2020 Board of Directors' meeting schedule.

RECOMMENDED:

THAT Report No. FA-01-20 RE: 2020 Board of Directors' Meeting Schedule BE RECEIVED.

THAT Appendix 1 to Report No. FA-01-20 RE: 2020 Board of Directors' Meeting Schedule BE IMPLEMENTED.

THAT the meeting schedule BE MADE available on the NPCA website and PROVIDED to the participating and local area municipalities.

Page #1

9. PRESENTATIONS

- a) Video Presentation: We Are NPCA
- b) 2019 Year End Review Presentation

10. CHAIR'S CLOSING REMARKS

11. CLOSED SESSION

- a) Personal matters about identifiable individual(s), including NPCA employees

12. ADJOURNMENT

Report To: Board of Directors

Subject: 2020 Board of Directors' Meeting Schedule

Report No: FA-01-20

Date: January 15, 2020

Recommendation:

1. **THAT** Report No. FA-01-20 RE: 2020 Board of Directors' Meeting Schedule **BE RECEIVED**.
2. **THAT** Appendix 1 to Report No. FA-01-20 RE: 2020 Board of Directors' Meeting Schedule **BE IMPLEMENTED**.
3. **THAT** the meeting schedule **BE MADE** available on the NPCA website and **PROVIDED** to the participating and local area municipalities.

Purpose:

The purpose of this report is to establish the NPCA 2020 Board of Directors' meeting schedule for internal business planning purposes and public awareness, accessibility and transparency.

Background:

The calendar of regular Board meetings for the year is typically approved at the Annual General Meeting. The schedule attached as Appendix 1 continues the existing practice of convening meetings at 9:30 a.m. on the third Wednesday of the month. As per past practice, the December timeslot is scheduled tentatively with the option to forego a meeting; an August meeting is not planned and the March meeting date is moved to accommodate March Break.

Discussion:

In establishing the calendar, to the extent possible, staff considered the meeting schedules of the local municipalities and the member municipalities with the intent to minimize any known scheduling conflicts for Members. With an increase in the size and composition of the Board, finding consistent and available meeting dates becomes increasingly challenging. With the appointment of new members to Standing Committees, Committee meeting schedules may be developed and published to the NPCA website as they become known.

Financial Implications:

There are no new or additional financial implications posed by adoption of the 2020 Board of Directors' Meeting Schedule as presented.

Links to Policy/Strategic Plan:

Approving and publicizing the 2020 Board of Directors' Meeting Schedule promotes the awareness of public meetings and enhances accessibility to the NPCA while aligning with the Strategic Plan Mission Statement to remain a responsive and accountable organization.

Related Reports and Appendices:

Appendix 1: 2020 Board of Directors' Meeting Schedule

Authored by:

Original signed by:

Grant Bivol,
Executive Coordinator to the C.A.O. and Board

Submitted by:

Original signed by:

Chandra Sharma,
Chief Administrative Officer/Secretary-Treasurer

2020 NPCA DRAFT BOARD MEETING SCHEDULE

JAN 15
9:30 AM
AGM

January 2020						
Su	MO	TU	WETH	FR	Sa	
			1	2	3	4
5	6	7	8	9	10	11
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February 2020						
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23	24	25	26	27	28	29

FEB 19
9:30 AM

MAR 25
9:30 AM

March 2020						
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April 2020						
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APR 15
9:30 AM

MAY 20
9:30 AM

May 2020						
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31						

June 2020						
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28	29	30				

JUN 17
9:30 AM

JULY 15
9:30 AM

July 2020						
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August 2020						
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30	31					

NO BOARD MEETING

SEPT 16
9:30 AM

September 2020						
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27	28	29	30			

October 2020						
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25	26	27	28	29	30	31

OCT 21
9:30 AM

NOV 18
9:30 AM

November 2020						
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December 2020						
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20	21	22	23	24	25	26
27	28	29	30	31		

DEC 16
9:30 AM
(tentative)

APPENDIX 1 To Report No. FA-01-2020

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:

CONSERVATION ONTARIO – TORONTO, ON

April 6, 2020 – AGM

June 15, 2020

September 28, 2020

December 14, 2020

FEDERATION OF CANADIAN MUNICIPALITIES (FCM) CONFERENCE

June 4–7, Toronto

ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO) CONFERENCE

August 16–19, Ottawa