



**FULL AUTHORITY  
ONLINE TELECONFERENCE  
MEETING MINUTES  
Thursday, May 21, 2020  
9:30 A.M.**

**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:** B. Johnson (Chair)  
S. Beattie  
D. Bylsma  
B. Clark (departed 12:17 p.m.)  
D. Coon-Petersen  
D. Cridland  
L. Feor  
R. Foster  
J. Hellinga  
D. Huson  
J. Ingrao  
K. Kawall  
B. Mackenzie  
J. Metcalfe  
W. Rapley  
E. Smith  
M. Woodhouse  
B. Wright

**MEMBERS ABSENT:** R. Brady  
R. Shirton  
B. Steele

**ALSO PRESENT:** Scott Plugers, KPMG

**STAFF PRESENT:** C. Sharma, C.A.O. / Secretary – Treasurer  
G. Bivol, Executive Co-ordinator to the C.A.O./Board  
R. Bisson, Manager, Communications and Public Relations  
A. Christie, Director, Operations and Strategic Initiatives  
D. Deluce, Senior Manager, Planning and Regulations  
M. Ferrusi, Manager, Human Resources  
L. Gagnon, Director, Corporate Services  
D. MacKenzie, Director, Watershed Management  
S. Miller, Senior Manager, Water Resources  
E. Navarro, Communications Specialist  
G. Verkade, Senior Manager, Integrated Watershed Planning and Information Management

The Chair called the meeting to order at 9:30 a.m..

## 1. APPROVAL OF AGENDA

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Resolution No. FA-50-20

Moved by Board Member Beattie

Seconded by Board Member Bylsma

**THAT** the correspondence from Patrick Maloney, Sullivan Mahoney, dated May 20, 2020 RE: Report No. FA-15-20 RE: NPCA Planning / Permitting Policy Housekeeping Amendment No. 2 **BE ADDED** to the agenda as item 4.c).

**CARRIED**

Resolution No. FA-51-20

Moved by Board Member Beattie

Seconded by Board Member Bylsma

**THAT** the agenda be hereby **APPROVED** as amended.

**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

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None declared.

## 3. APPROVAL OF MINUTES

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- a) Approval of the Minutes of the Special Full Authority meeting dated April 16, 2020
- b) Approval of the Minutes of the Regular Full Authority meeting dated April 16, 2020

Being absent from the subject meetings, Members Huson and Smith abstained from the following vote:

Resolution No. FA-52-20

Moved by Board Member Clark

Seconded by Board Member Coon-Petersen

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

- Minutes of the Special Full Authority meeting dated April 16, 2020; and
- Minutes of the Regular Full Authority meeting dated April 16, 2020.

**CARRIED**

## 4. CORRESPONDENCE

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- a) Correspondence to Premier Doug Ford dated April 27, 2020 from Caroline Schultz, Executive Director, Ontario Nature, Tim Gray, Executive Director, Environmental Defence and Theresa McClenaghan Executive Director, Canadian Environmental Law Association

- b) Correspondence from Conservation Ontario dated May 12, 2020 RE: Conservation Ontario's comments on "Proposed amendments to Ontario Regulation 244/97 and the Aggregate Resources of Ontario Provincial Standards under the *Aggregate Resources Act*"

Resolution No. FA-53-20

Moved by Board Member Cridland

Seconded by Board Member Feor

**THAT** the following items **BE RECEIVED**:

- Correspondence to Premier Doug Ford dated April 27, 2020 from Caroline Schultz, Executive Director, Ontario Nature, Tim Gray, Executive Director, Environmental Defence and Theresa McClenaghan, Executive Director, Canadian Environmental Law Association; and
- Correspondence from Conservation Ontario dated May 12, 2020 RE: Conservation Ontario's comments on "Proposed amendments to Ontario Regulation 244/97 and the Aggregate Resources of Ontario Provincial Standards under the *Aggregate Resources Act*".

**CARRIED**

- c) Correspondence from Patrick Maloney, Sullivan Mahoney, dated May 20, 2020 RE: Report No. FA-15-20 RE: NPCA Planning / Permitting Policy Housekeeping Amendment No. 2 (as tabled)

Resolution No. FA-54-20

Moved by Board Member Foster

Seconded by Board Member Hellinga

**THAT** the correspondence from Patrick Maloney, Sullivan Mahoney, dated May 20, 2020 RE: Report No. FA-15-20 RE: NPCA Planning / Permitting Policy Housekeeping Amendment No. 2 **BE RECEIVED** as tabled.

**CARRIED**

## 5. PRESENTATIONS

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- a) Presentation by Scott Plugers, KPMG RE: Audited Financial Statements and Audit Findings Report

Resolution No. FA-55-20

Moved by Board Member Huson

Seconded by Board Member Ingrao

**THAT** the presentation by Scott Plugers, KPMG RE: Audited Financial Statements and Audit Findings Report **BE RECEIVED**.

**CARRIED**

## 6. DELEGATIONS

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- a) Written delegation from Save Wainfleet – Keeping it Rural dated May 8, 2020 (supplemental documentation circulated under separate cover)

Resolution No. FA-56-20

Moved by Board Member Smith

Seconded by Board Member Kawall

1. **THAT** the written delegation from Save Wainfleet – Keeping it Rural dated May 8, and 2020 supplemental documentation circulated to Members under separate cover **BE RECEIVED**.
2. **THAT** staff **BE DIRECTED** to prepare a report for the June meeting to respond to issues raised by the delegation.

**CARRIED**

## 7. CONSENT ITEMS

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- a) Report No. FA-13-2020 RE: 2020 Provincial Policy Statement Update

Resolution No. FA-57-20

Moved by Board Member Metcalfe

Seconded by Board Member Mackenzie

**THAT** Report No. FA-13-2020 RE: 2020 Provincial Policy Statement Update **BE RECEIVED**.

**CARRIED**

- b) Report No. FA-16-20 RE: Water Quality Monitoring Program Summary Report for the Year 2019 – Lengthy discussion ensued. Staff were requested to contact Hamilton Conservation and to circulate the first report card to members for comparison purposes.

Resolution No. FA-58-20

Moved by Board Member Rapley

Seconded by Board Member Mackenzie

**THAT** Report No. FA-16-20 RE: Water Quality Monitoring Program Summary Report for the Year 2019 **BE RECEIVED**.

**CARRIED**

Resolution No. FA-59-20

Moved by Board Member Clark

Seconded by Board Member Hellinga

**THAT** in conjunction with a legal opinion, staff **BE DIRECTED** to investigate the NPCA's obligations for public health risk notification and for reporting on water quality issues and to report back thereon to the Board.

**AND THAT** staff **ESTABLISH** a notification policy and protocol.

**CARRIED**

- c) Report No. FA-22-2020 RE: Auditor General Update Report to the Board

Resolution No. FA-60-20

Moved by Board Member Wright

Seconded by Board Member Beatty

**THAT** Report No. FA-22-2020 RE: Auditor General Update Report to the Board the following reports **BE RECEIVED**.

**CARRIED**

- d) Report No. FA-27-20 RE: 2019 Annual Report (additional documentation circulated under separate cover)

Resolution No. FA- 61-20

Moved by Board Member Bylsma  
Seconded by Board Member Clark

**THAT** Report No. FA-27-20 RE: 2019 Annual Report and additional documentation as circulated under separate cover **BE RECEIVED**.

**CARRIED**

## 8. DISCUSSION ITEMS

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- a) Report No. FA-14-20 RE: Potential Variance Process for NPCA Policy Document: Policies for the Administration of Ontario Regulation 155/06 and the Planning Act - Update

Resolution No. FA-62-20

Moved by Board Member Coon-Petersen  
Seconded by Board Member Cridland

1. **THAT** Report No. FA-14-20 RE: Removal of Proposed Variance Procedure for NPCA Policy Document: Policies for the Administration of Ontario Regulation 155/06 and the Planning Act - Update **BE RECEIVED** for consideration.
2. **THAT** the Board **DIRECT** Staff to amend the NPCA Policy Document: Policies for the Administration of Ontario Regulation 155/06 and The Planning Act to remove Section 12.7.4 entitled Variances.

**CARRIED**

- b) Report No. FA-15-20 RE: NPCA Planning / Permitting Policy Housekeeping Amendment No. 2 – Discussion ensued.

Resolution No. FA-63-20

Moved by Board Member Feor  
Seconded by Board Member Foster

1. **THAT** Report No. FA-15-20 RE: NPCA Planning/Permitting Policy Housekeeping Amendment No. 2 **BE RECEIVED** for consideration.
2. **THAT** the Board **APPROVES** option 3 as discussed in the report, to defer the proposed policy changes to “Section 8.2.3.5 Proposed New Development within 30 metres of a Wetland (Housekeeping Amendment No. 2)” and subsequently review all wetland policies following the establishment of a new Regulation by the Province.

**CARRIED**

- c) Report No. FA-17-20 RE: Final Draft Client Service Standards for Plan and Permit Review

Resolution No. FA-64-20

Moved by Board Member Hellinga  
Seconded by Board Member Huson

1. **THAT** Board **APPROVE AND ADOPT** Report No. FA-17-20 RE: Final Draft Client Service Standards for Plan and Permit Review guidance document and Appendix 1 as attached thereto.
2. **THAT** as part of the operationalization of this document, staff continue to **MONITOR** the volume of inquiries to determine adequate level of staffing required to meet new standards.
3. **THAT** the Permit Review guidance **BE INCORPORATED** in the proposed NPCA Procedure Manual (to administer the NPCA Policy Document Ontario Regulation 155/06 or as amended).
4. **THAT** a new comprehensive fee policy aligned with the new Client Service Standards **BE PRESENTED** to the Board once the updated Regulation (as part of Bill 108) has been issued.
5. **THAT** an interim fee update for 2021 **BE PRESENTED** for Board approval in Q4 2020.
6. **AND FURTHER THAT** NPCA's overall Client Service Delivery Charter **BE UPDATED** to align with the approved Planning Standards to ensure exceptional customer service organization wide.

**CARRIED**

- d) Report No. FA-20-20 RE: Walker's Creek and Beamer Creek (in the City of St. Catharines) Floodplain Mapping Update Formal Adoption

Resolution No. FA-65-20

Moved by Board Member Ingrao

Seconded by Board Member Kawall

1. **THAT** Report No. FA-20-20 RE: Walker's Creek and Beamer Creek (City of St. Catharines) Floodplain Mapping Update **BE RECEIVED**.
2. **THAT** the NPCA Board **APPROVES** the Walker's Creek and Beamer Creek Floodplain Mapping Update report and associated flood maps for use in the implementation of the NPCA's Ontario Regulation 155/06, a Regulation intended to reduce the negative impacts of natural hazards including flooding.
3. **AND FURTHER THAT** the report **BE CIRCULATED** to the Region of Niagara and City of St. Catharines for their information and use as appropriate.

**CARRIED**

- e) Report No. FA-25-20 RE: Pandemic Report (circulated to Members under separate cover)

Resolution No. FA-66-20

Moved by Board Member Mackenzie

Seconded by Board Member Metcalfe

**THAT** Report No. FA-25-20 RE: Covid-19 Pandemic – Financial Impact and Recovery Planning **BE RECEIVED**.

**CARRIED**

## 9. COMMITTEE ITEMS

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### 9.1 Audit and Budget Committee

#### 9.1.1 Minutes of the Audit and Budget Committee Meeting dated April 29, 2020

##### Resolution No. FA-67-20

Moved by Board Member Bylsma

Seconded by Board Member Cridland

**THAT** the minutes of the Audit and Budget Committee Meeting dated April 29, 2020 **BE RECEIVED.**

**CARRIED**

#### 9.1.2 Items for Approval of the Board

##### a) Report No. FA-24-20 RE: 2019 Audited Financial Statements

##### Resolution No. FA-68-20

Moved by Board Member Kawall

Seconded by Board Member Smith

1. **THAT** Report No. FA-24-20 RE: 2019 Audited Financial Statements **BE RECEIVED.**
2. **THAT** the 2019 Audited Financial Statements and the 2019 Audit Findings Report **BE APPROVED.**

**CARRIED**

##### b) Report No. FA-26-20 RE: Audit and Budget Committee Terms of Reference and 2020 Work Plan

##### Resolution No. FA-69-20

Moved by Board Member Kawall

Seconded by Board Member Smith

1. **THAT** Report No. FA-26-20 RE: Audit and Budget Committee Terms of Reference and 2020 Work Plan **BE RECEIVED** for information.
2. **THAT** the proposed changes to the Audit and Budget Committee Terms of Reference attached as Appendix 1 to Report No. FA-26-20 **BE APPROVED.**
3. **THAT** the 2020 Audit and Budget Committee **BE RENAMED** the Finance Committee.
4. **THAT** the 2020 Audit and Budget Committee Work Plan attached as Appendix 2 to Report No. FA-26-20 **BE APPROVED.**
5. **THAT** the final Audit and Budget Committee Terms of Reference **BE APPENDED** to the updated NPCA Administrative By-Law to be presented for Board approval in 2020.

6. **AND FURTHER THAT** until the approval of the updated Administrative By-Law and associated Terms of Reference, the Audit and Budget Committee **CONTINUE** to conduct its business per existing Terms of Reference dated September 18, 2019.

**CARRIED**

9.1.3 Items for Information of the Board

- a) Report No. FA-23-2020 RE: Financial Report – Q1 – 2020

Resolution No. FA-70-20

Moved by Board Member Kawall

Seconded by Board Member Smith

**THAT** Report FA-23-20 RE: Financial Report – Q1 - 2020 **BE RECEIVED** for information.

**CARRIED**

## 10. NOTICES OF MOTION

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None

## 11. NEW BUSINESS

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None

## 12. CLOSED SESSION

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None

## 13. ADJOURNMENT

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Resolution No. FA-71-20

Moved by Board Member Huson

Seconded by Board Member Kawall

**THAT** this meeting **BE** hereby **ADJOURNED** at 12:26 p.m..

**CARRIED**

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Brenda Johnson  
Chair  
Niagara Peninsula Conservation Authority

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Chandra Sharma  
Chief Administrative Officer / Secretary -  
Treasurer  
Niagara Peninsula Conservation Authority