



**64TH ANNUAL GENERAL MEETING MINUTES
ONLINE VIDEO CONFERENCE
AND IN-PERSON MEETING
Friday, February 17, 2023
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.

MEMBERS PRESENT: R. Foster
B. Clark
B. Grant
D. Huson
J. Metcalfe
P. O'Neill
M. Tadeson

MEMBERS ABSENT: M. Seaborn

STAFF PRESENT: C. Sharma, CAO / Secretary – Treasurer
G. Bivol, Clerk
E. Augustino, Water Quality Technician
I. Bradnam, Administrative Assistant, Planning and Development
A. Christie, Director, Conservation Areas
N. Devos, Park Manager
M. Ferrusi, Manager, People and Performance
L. Gagnon, Director, Corporate Services
N. Green, Manager, Climate Change and Special Programs
L. Lee-Yates, Director, Planning and Development
S. Mastroianni, Manager, Planning and Permits
S. Miller, Senior Manager, Water Resources
G. Shaule, Administrative Assistant, Corporate Administration

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

1. GREETINGS BY THE CHAIR

Chair Foster welcomed attendees.

2. APPROVAL OF AGENDA

Resolution No. FA-01-2023
Moved by Member Clark
Seconded by Member Huson

THAT the agenda for the Niagara Peninsula Conservation Authority's 64th Annual General Meeting held on Friday, February 17, 2023 **BE APPROVED** with the addition of Report No. FA-08-23 RE: Covid Vaccination Policy as Discussion Item 11. e).

CARRIED

3. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

4. CONCLUSION OF 2022 BUSINESS

Chair Foster offered parting comments and then declared the Chair and Vice Chair seats vacant. C.A.O. Sharma presided over the election of Board Chair and Vice Chair for 2023.

5. ROLL CALL – 2023 BOARD MEMBERS

For election purposes, roll call was taken again.

6. ELECTION / APPOINTMENT OF OFFICERS

- a) Appointment of Scrutineers - Ms. Sharma called for a vote on the following motion in the event of an election.

Resolution No. FA-02-2023

Moved by Member Foster

Seconded by Member Metcalfe

THAT in the event of a vote for the position of Chair and/or Vice Chair, Grant Bivol and Lise Gagnon **WILL ACT** as scrutineers.

CARRIED

- b) Election of Officers

- i) Chair of the Authority

C.A.O. Sharma called for nominations to the position of Chair and received the following:

Nomination:

Moved by Member Huson

THAT Board Member Robert Foster **BE NOMINATED** as Chair of the Board of Directors for the Niagara Peninsula Conservation Authority for 2023.

Ms. Sharma called a second and third time for nominations to the position of Chair. With no further nominations coming forward the Board enacted the following resolution.

Resolution No. FA-03-2023

Moved by Board Member Huson

Seconded by Board Member Metcalfe

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THAT nominations for NPCA Board Chair **BE CLOSED**.

CARRIED

ii) Vice Chair of the Authority

C.A.O. Sharma called for nominations to the position of Vice Chair and accepted the following:

Nomination:

Moved by Member Foster

THAT Board Member John Metcalfe **BE NOMINATED** as Vice Chair of the Board of Directors of the Niagara Peninsula Conservation Authority for 2023.

Ms. Sharma called a second and third time for nominations to the position of Vice Chair. With no further nominations coming forward the Board enacted the following resolutions.

Resolution No. FA-04-2023

Moved by Member Huson

Seconded by Board Member O'Neill

THAT nominations for NPCA Board Vice Chair **BE CLOSED**.

CARRIED

Resolution No. FA-05-2023

Moved by Member Huson

Seconded by Member O'Neill

THAT Robert Foster **BE APPOINTED** as Chair of the Board of Directors of the Niagara Peninsula Conservation Authority for 2023.

CARRIED

Resolution No. FA-06-2023

Moved by Member Foster

Seconded by Member O'Neill

THAT John Metcalfe **BE APPOINTED** as Vice Chair of the Board of Directors of the Niagara Peninsula Conservation Authority for 2023.

CARRIED

Ms. Sharma turned the proceedings over to Chair Foster to preside over the balance of the meeting. Chair Foster called for a vote to acknowledge the Membership of the incoming Board of Directors.

Resolution No. FA-07-2023

Moved by Member Huson

Seconded by Member Metcalfe

THAT the Listing of Members Appointed for the 2023-2026 Term of the NPCA Board **BE RECEIVED**.

CARRIED

c) Appointment to Conservation Ontario for 2023

Resolution No. FA-08-2023

Moved by Member Tadeson

Seconded by Member O'Neill

1. **THAT** the Robert Foster, Chair of NPCA for 2023, or Vice Chair John Metcalfe acting as his/her designate, **BE APPOINTED** as the Authority's voting delegate to Conservation Ontario.

2. **AND FURTHER THAT** the Chief Administrative Officer **BE** the alternate delegate.

CARRIED

d) Appointment to The Niagara Peninsula Conservation Foundation

Resolution No. FA-09-2023

Moved by Member Grant

Seconded by Member Metcalfe

THAT Diana Huson **BE APPOINTED** to the Niagara Peninsula Conservation Foundation for 2023.

CARRIED

e) Appointment to the Finance Committee

Resolution No. FA-10-2023

Moved by Member Clark

Seconded by Member Metcalfe

THAT the following Board Members **BE APPOINTED** to the Finance Committee for 2023: Diana Huson and Brian Grant.

CARRIED

f) Appointment to Governance Committee

Resolution No. FA-11-2023

Moved by Member Huson

Seconded by Member Metcalfe

THAT the following Board Members **BE APPOINTED** to the Governance Committee for 2023: Brad Clark and Michelle Seaborn.

CARRIED

g) Appointment of Auditors

Resolution No. FA-12-2023

Moved by Member Grant

Seconded by Member Clark

THAT the Niagara Peninsula Conservation Authority **APPOINTS** KPMG LLP as its auditors for the 2023 fiscal year.

CARRIED

7. APPROVAL OF MINUTES

- a) Minutes of the Full Authority Meeting dated December 16, 2022
- b) Minutes of the Closed Session Meeting dated December 16, 2022

Resolution No. FA-13-2023

Moved by Member Huson

Seconded by Member Metcalfe

1. **THAT** the minutes of the Full Authority Meeting dated December 16, 2022 **BE APPROVED**.
2. **AND THAT** the closed session minutes of the Full Authority Meeting dated December 16, 2022 **BE APPROVED** to remain private and confidential.

CARRIED

8. CORRESPONDENCE

- a) Correspondence dated December 19, 2022 to Provincial Land Use Plans from Leslie Rich, Policy and Planning Specialist, Conservation Ontario RE: Review of A Place to Grow and Provincial Policy Statement (ERO#019-6177)
- b) Correspondence dated December 28, 2022 to Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario from Jennifer Keyes, Director, Resources Planning and Development Policy Branch Ministry of Natural Resources and Forestry RE: Legislative and regulation changes affecting conservation authorities
- c) Correspondence dated December 20, 2022 to Chandra Sharma NPCA CAO from Evelyn Eichenbaum, Clerk, Haldimand County RE: Council Appointments as of November 15, 2022

Resolution No. FA-14-2023

Moved by Member Clark

Seconded by Member Huson

THAT the following correspondence **BE RECEIVED**:

- Correspondence dated December 19, 2022 to Provincial Land Use Plans from Leslie Rich, Policy and Planning Specialist, Conservation Ontario RE: Review of A Place to Grow and Provincial Policy Statement (ERO#019-6177);
- Correspondence dated December 28, 2022 to Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario from Jennifer Keyes, Director, Resources Planning and Development Policy Branch Ministry of Natural Resources and Forestry RE: Legislative and regulation changes affecting conservation authorities; and
- Correspondence dated December 20, 2022 to Chandra Sharma NPCA CAO from Evelyn Eichenbaum, Clerk, Haldimand County RE: Council Appointments as of November 15, 2022.

CARRIED

9. PRESENTATIONS

- a) NPCA Employee Service Awards Presentation – Kim Frohlich, Steve Miller, Sarah Mastroianni, Ryan Kitchen, Nathaniel Devos, Eric Augustino, Irene Bradnam, Erika Navarro and Natalie Green were acknowledged for their milestone years of service.
- b) 2022 NPCA Year in Review Video – Misti Ferrusi, Manager People and Performance introduced and played the video for the proceedings.

10. CONSENT ITEMS

- a) Report No. FA-49-22 RE: 2022 NPCA Quarterly Progress Report 3 Required for Conservation Authorities Act Amendments - Transition Plan and Agreements - O Reg 687-21

Resolution No. FA-15-2023
Moved by Member O'Neill
Seconded by Member Tadeson

THAT Report No. FA-49-22 RE: 2022 NPCA Quarterly Progress Report 3 Required for Conservation Authorities Act Amendments - Transition Plan and Agreements - O Reg 687-21 **BE RECEIVED.**

CARRIED

11. DISCUSSION ITEMS

- a) Report No. FA-01-23 RE: Board of Directors' 2023 Meeting Schedule

Resolution No. FA-16-2023
Moved by Member Clark
Seconded by Member Huson

1. **THAT** Report No. FA-01-23 RE: Board of Directors' 2023 Meeting Schedule **BE RECEIVED.**
2. **THAT** Appendices 1 and 2 to Report No. FA-01-23 RE: Board of Directors' 2023 Meeting Schedule **BE APPROVED** with amendment to denote a 9:00 am start time to meetings.
3. **AND THAT** the meeting schedule **BE MADE** available on the NPCA website and **PROVIDED** to the participating and local area municipalities.

CARRIED

- b) Report No. FA-02-23 RE: Updated Administrative By-Law

Resolution No. FA-17-2023
Moved by Member O'Neill
Seconded by Member Metcalfe

1. **THAT** Report No. FA-02-23 RE: Updated Administrative By-Law **BE RECEIVED.**

2. **THAT** the NPCA Administrative By-Law dated October 22, 2021 and amending By-law No. 01-2021 **BE REPEALED**.
3. **THAT** the Administrative By-Law attached hereto as Appendix 1 to Report FA-02-23 **BE READ** a first and second time and finally **ADOPTED** this 17th day of February, 2023.
4. **THAT** the Terms of Reference for the Public Advisory Committee, once approved by the Board, **BE ATTACHED** to the Administrative By-law in Appendix 5 and **BE DEEMED** thereafter to form a part of said by-law.
5. **THAT** the Terms of Reference for the Wainfleet Bog Advisory Committee **BE REFERRED** to staff for review and subsequent report back to the Board.

CARRIED

c) Report No. FA-03-23 RE: Niagara Peninsula Conservation Authority (NPCA) – Appointment of Regulations Officers

Resolution No. FA-18-2023
 Moved by Member Tadeson
 Seconded by Member Huson

1. **THAT** Report No. FA-03-23 RE: Niagara Peninsula Conservation Authority (NPCA) – Appointment of Regulations Officers **BE RECEIVED**.
2. **AND THAT** Nicholas Stasiak and Carly Tessaro, **BE APPOINTED**, for the term of employment with the NPCA, as Officers of the NPCA and Provincial Offences Officers.

CARRIED

d) Report No. FA-04-23 RE: Updated Public Advisory Committee Terms of Reference

Resolution No. FA-19-2023
 Moved by Member Grant
 Seconded by Member Huson

1. **THAT** Report No. FA-04-23 RE: Updated Public Advisory Committee Terms of Reference **BE APPROVED**.
2. **THAT** Public Advisory Committee Terms of Reference **BE APPENDED** to the Administrative By-Law.
3. **THAT** staff **BE DIRECTED** to proceed with Public Advisory Committee member recruitment.
4. **AND FURTHER THAT** the Public Advisory Committee Terms of Reference **BE CIRCULATED** to NPCA member municipalities to support committee member recruitment.

CARRIED

e) Report No. FA-08-23 RE: Covid Vaccination Policy

Resolution No. FA-20-2023
 Moved by Member Grant
 Seconded by Member Huson

1. **THAT** Report No. FA-08-23 RE: COVID-19 Vaccination Policy **BE RECEIVED**.

2. **THAT** the current Vaccination Policy dated September 2021 be **RESCINDED**.

CARRIED

12. COMMITTEE REPORTS

None

13. MOTIONS

None

14. NOTICES OF MOTION

None

15. NEW BUSINESS

- a) Niagara Peninsula Conservation Foundation Update – Verbal – Both CAO Sharma and Chair foster spoken of the Foundation workplan, fundraising campaign, board membership, and volunteer opportunities.
- b) Member Clark acknowledged the efforts of the staff and past Board in addressing challenges and resolving issues facing the organization at the beginning of the last term.

16. ADJOURNMENT

By consensus, the meeting adjourned at 10:34 a.m..

Robert Foster, Chair
Niagara Peninsula Conservation Authority

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