



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)  
FULL AUTHORITY  
MEETING MINUTES**

Wednesday, March 20, 2019  
9:30 a.m.  
Ball's Falls  
Centre for Conservation – Glen Elgin Room  
3292 Sixth Avenue, Jordan, ON

---

**MEMBERS PRESENT:** D. Bylsma (Chair)  
S. Beattie  
P. Chiocchio (departed 11:15 am)  
K. Gibson  
B. Greenwood  
B. Heit  
D. Huson (Vice Chair)  
T. Insinna  
B. Johnson  
J. Jordan (departed 11:20 am)  
J. Metcalfe  
B. Steele  
R. Shirton  
T. Whalen  
B. Wright  
G. Zalepa

**MEMBERS ABSENT:** B. Clark  
R. Foster

**STAFF PRESENT:** G. Wood, Interim Administrative Officer/Secretary-Treasurer  
R. Bisson, Community Engagement Manager  
G. Bivol, Interim Clerk  
A. Christie, Manager Strategic Initiatives and Capital Assets  
M. Ferrusi, Human Resources Consultant  
E. Gervais, Procurement Specialist  
D. MacKenzie, Director, Watershed Management  
E. Navarro, Communications Specialist  
J. Wallace, Finance 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 Administrative By-law Section 14.5**

The Board Chair called the meeting to order at 9:34 a.m. and welcomed those Board, staff and community members present.

## 1. ADOPTION OF AGENDA

---

### 1.1 Addition of Items

#### Resolution No. FA-65-19

Moved by Board Member Zalepa

Seconded by Board Member Wright

**THAT** the Niagara Peninsula Conservation Authority Full Authority agenda for March 20, 2019 (Revision 1) be amended to include as Item 4.3.12, the addition of correspondence from Dr. John Bacher dated January 19, 2019 regarding Official Plan Amendment 128, Niagara Falls Riverfront Community at Thundering Waters.

**CARRIED**

*\*\* A further resolution authorizing an additional in camera item was enacted prior to convening in closed session and appears within Section 7 of this document.*

### 1.2 Change in Order of Items

None.

### 1.3 Adoption of Agenda

#### Resolution No. FA-66-19

Moved by Board Member Beattie

Seconded by Board Member Chiocchio

**THAT** the order of items for the Niagara Peninsula Conservation Full Authority agenda for March 20 (Revision 1) be approved as Amended.

**CARRIED**

## 2. DECLARATION OF CONFLICT OF INTEREST

---

None declared.

## 3. PRESENTATIONS (and/or Delegations)

---

### 3.1 Presentations

The Interim CAO/Secretary-Treasurer, Gayle Wood provided an orientation to the Niagara Peninsula Conservation Authority.

### 3.2 Delegations

None.

## 4. ADMINISTRATIVE BUSINESS

---

### 4.1 Approval of Draft Minutes

4.1.1 Full Authority Board Minutes – February 20, 2019

Resolution No. FA-67-19

Moved by Board Member Beattie

Seconded by Board Member Chiocchio

**THAT** the minutes of the Niagara Peninsula Conservation Authority (Full Authority) meeting dated February 20, 2019 be adopted as presented.

**CARRIED**

4.2 Business Arising from Minutes

There was no business arising from the minutes.

4.3 Correspondence

4.3.1 Niagara Region – Appointment to NPCA Board dated Dec. 7, 2018

4.3.2 Town of Pelham - Town of Fort Erie Response to City of St. Catharines dated December 18, 2018

4.3.3 Haldimand Appointments to the Niagara Peninsula Conservation Authority dated December 20, 2018

4.3.4 City of Hamilton – Appointment of Members, dated January 2, 2019

4.3.5 Niagara Region – NPCA Board Appointments dated March 1, 2019

4.3.6 Friends of One Mile Creek dated March 3, 2019

4.3.7 Niagara Falls Nature Club dated March 4, 2019

4.3.8 Niagara Region – Environmental Planning Function Overview, dated March 4, 2019

4.3.9 Niagara Region – Development Applications Monitoring Report – 2018 Year End dated March 4, 2019

4.3.10 Niagara Region – Update on Natural Environment Work Program – New Regional Official Plan dated March 4, 2019

4.3.11 Town of Pelham - Town of Fort Erie Participation of Local Municipalities, dated March 8, 2019

Resolution No. FA-68-19

Moved by Board Member Chiocchio

Seconded by Board Member Zalepa

**THAT** the following items be received for information:

- 4.3.1 Correspondence from Niagara Region – Appointments to NPCA Board dated Dec. 7, 2018;
- 4.3.2 Correspondence from the Town of Pelham regarding Fort Erie response to the City of St. Catharines dated December 18, 2018 including the source document from the Town of Fort Erie dated December 11, 2018;
- 4.3.3 Correspondence from Haldimand County - Appointments to the Niagara Peninsula Conservation Authority dated December 20, 2018;
- 4.3.4 Correspondence from the City of Hamilton – Appointment of Members, dated January 2, 2019;
- 4.3.5 Correspondence from Niagara Region – NPCA Board Appointments dated March 1, 2019;
- 4.3.6 Correspondence from Friends of One Mile Creek dated March 3, 2019;
- 4.3.7 Correspondence from Niagara Falls Nature Club dated

- March 4, 2019;
- 4.3.8 Correspondence from Niagara Region – Environmental Planning Function Overview dated March 4, 2019;
- 4.3.9 Correspondence from Niagara Region – Development Applications Monitoring Report – 2018 Year End dated March 4, 2019;
- 4.3.10 Correspondence from Niagara Region – Update on Natural Environment Work Program – New Regional Official Plan dated March 4, 2019;
- 4.3.11 Correspondence from Town of Pelham - Town of Fort Erie Participation of Local Municipalities dated March 8, 2019

**CARRIED**

- 4.3.12 Correspondence from Dr. John Bacher dated January 19, 2019, regarding Official Plan Amendment 128, Niagara Falls Riverfront Community at Thundering Waters

Resolution No. FA-69-19

Moved by Board Member Chiocchio  
 Seconded by Board Member Zalepa

1. **THAT** the correspondence from Dr. John Bacher dated January 19, 2019 regarding Official Plan Amendment 128, Niagara Falls Riverfront Community at Thundering Waters be received, and
2. **THAT** the matter be forwarded to the Director of Watershed Management for consideration and response.

**CARRIED**

4.4 Chairman's Remarks

The Chair welcomed the new CAO/Secretary – Treasurer, spoke to the improved culture in the ongoing NPCA transition, offered comment regarding a different perspective of the NPCA following a recent awards event and spoke to addressing concerns in respect to the Niagara Peninsula Conservation Authority Foundation.

4.5 Chief Administrative Officer Comments

The CAO spoke to the transition process at the NPCA, commended NPCA staff and offered highlights from her meet and greet with the public prior to the meeting.

## 5. BUSINESS FOR INFORMATION

---

- 5.1 Communications Report – January 2019 to March 11, 2019  
 Report No. FA-17-19

Resolution No. FA-70-19

Moved by Board Member Wright  
 Seconded by Board Member Zalepa

**THAT** Communications Update Report No. FA-17-19 be received for information.

**CARRIED**

## 6. BUSINESS FOR CONSIDERATION

---

### 6.1 Standing Committee Reports

#### 6.1.1 CAO Selection Committee – February 26, 2019

Resolution No. FA-71-19

Moved by Board Member Zalepa

Seconded by Board Member Johnson

THAT the CAO Selection Committee meeting minutes dated February 26, 2019 be adopted.

**CARRIED**

### 6.2 Reports

#### 6.2.1 Formal Appointment of the Interim CAO/Secretary-Treasurer Report No. FA-18-19

Resolution No. FA-72-19

Moved by Board Member Zalepa

Seconded by Board Member Steele

1. **THAT** Report No. FA-18-19 respecting the formal appointment of the Interim CAO/Secretary-Treasurer be received, and
2. **THAT** Ms. D. Gayle Wood's appointment as Interim CAO Secretary-Treasurer, in accordance with the Board direction provided to the Chair on February 25, 2019, be approved, and
3. **THAT** Ms. Wood be approved as a Signing Officer of the NPCA during her approved contract period, and
4. **THAT** Ms. Wood be approved to hire full time staff to fill vacant permanent positions and contract staff to fill temporary vacancies, during the period of her contract.

**CARRIED**

#### 6.2.2 Interim CAO/Secretary-Treasurer's Workplan Priorities Report No. FA-19-19

Resolution No. FA-73-19

Moved by Board Member Zalepa

Seconded by Board Member Chiocchio

**THAT** Report No. FA-19-19 respecting the Interim CAO/Secretary-Treasurer's Workplan Priorities be received and the workplan priorities therein approved.

**CARRIED**

#### 6.2.3 Conservation Ontario Appointees Report No. FA-20-19

Resolution No. FA-74-19

Moved by Board Member Greenwood

Seconded by Board Member Gibson

**THAT** Report No. FA-20-19 appointing the Chair and Vice Chair as voting and alternate delegates to Conservation Ontario be approved on an interim basis until the final Board of Directors is constituted in 2019.

**CARRIED**

6.2.4 Status of NPCA Committees  
Report No. FA-21-19

Resolution No. FA-75-19  
Moved by Board Member Gibson  
Seconded by Board Member Greenwood

1. **THAT** Report No. FA-21-19 regarding the Status of NPCA Committees be received; and
2. **THAT** the Budget and Audit Committees be blended with a new Terms of Reference to be approved at the April Board of Directors Meeting; and
3. **FURTHER THAT** the following members be appointed to the Budget and Audit Committee in addition to the Chair and Vice Chair, Regional Councillor Zalepa, Board Member Wright and Councillor Metcalfe.

**CARRIED**

6.2.5 Draft Proposed Budget Process – 2020 Budget  
Report No. FA-22-19

Resolution No. FA-76-19  
Moved by Board Member Gibson  
Seconded by Board Member Greenwood

1. **THAT** Report No. FA-22-19 regarding the Draft Proposed Budget Process for the 2020 budget be received; and
2. **FURTHER THAT** the Draft Proposed Budget Process for 2020 be forwarded to the Budget Committee for review, revisions and recommendation and forwarded for approval at the April Board of Directors' Meeting.

**CARRIED**

6.2.6 Fleet Service Provider  
Report No. FA-23-19

Resolution No. FA-77-19  
Moved by Board Member Greenwood  
Seconded by Board Member Heit

1. **THAT** Report No. FA-23-19 pertaining to Thomas Solutions Inc. bid for NPCA's fleet support be received; and
2. **THAT** the NPCA Board of Directors authorize the Interim CAO/Secretary-Treasurer to enter into a five (5) year agreement, awarding Thomas Solutions Inc. to be the NPCA's fleet service provider.

**CARRIED**

6.2.7 Ohnia:kara Aspiring Global Geopark  
Report No. FA- 24-19

Resolution No. FA-78-19

Moved by Board Member Heit

Seconded by Board Member Greenwood

1. **THAT** Report No. FA-24-19 respecting the Niagara Peninsula Conservation Authority (NPCA) providing permission to Ohnia:kara Aspiring Global Geopark Steering Committee to include all NPCA Conservation Areas as potential Ohnia:kara Aspiring Global Geopark geosites be received; and
2. **THAT** NPCA staff be authorized to continue to participate in the Ohnia:kara Steering Committee as part of our in-kind contribution to the initiative; and
3. **THAT** staff be directed to forward a copy of the multi-year agreement, providing permission to Ohnia:kara Aspiring Global Geopark Steering Committee to include all NPCA Conservation Areas as potential Ohnia:kara Aspiring Global Geopark geosites, to the Board of Directors for approval.

**CARRIED**

6.2.8 NPCA Compliance and Enforcement Officer Appointment

Report No. FA-25-19

Resolution No. FA-79-19

Moved by Board Member Heit

Seconded by Board Member Greenwood

1. **THAT** Report No. FA-25-19 respecting the Niagara Peninsula Conservation Authority (NPCA) Compliance and Enforcement Officer Appointment be received; and
2. **THAT** Jason Culp, NPCA Supervisor, Compliance and Enforcement be appointed, for the term of employment with the NPCA, as an Officer pursuant to Section 28 of the Conservation Authorities Act and Ontario Regulation 155/06.

**CARRIED**

6.2.9 Resolution from Niagara Region Regarding Representation

Report No. FA-26-19

Resolution No. FA-80-19

Moved by Board Member Insinna

Seconded by Board Member Zalepa

1. **THAT** Report No. FA-26-19 respecting Niagara Region representation on the NPCA be received, and
2. **THAT** the correspondence from Niagara Region dated March 1, 2019 be directed to the NPCA Governance Committee for consideration and recommendation to the April Board of Directors' meeting.

**CARRIED**

6.2.10 Water Quality Improvement Grants Program/Restoration Program

Report No. FA-27-19

Resolution No. FA-81-19

Moved by Board Member Insinna

Seconded by Board Member Zalepa

Page | 7

1. **THAT** Report No. FA-27-19 respecting the Water Quality Improvement Grants Program be received;
2. **THAT** staff be directed to prepare a detailed Water Quality Improvement / Restoration Program Report for consideration at the April 2019 Board meeting that meets the intent of the Conservation Authority Act Mandate and the recommendations of the Auditor General's Report;
3. **THAT** staffing regarding the Water Quality Improvement Grants Program be considered in closed session at the March 20, 2019 meeting.

**CARRIED**

6.2.11 Haldimand Lakefront Landowner's Funding Request  
Report No. FA-28-19

Resolution No. FA-82-19

Moved by Board Member Insinna

Seconded by Board Member Zalepa

1. **THAT** Report No. FA-28-19 respecting the Haldimand Lakefront Landowner's Funding Request pursuant to the NPCA's Water Quality Improvement Grant Program be received.
2. **THAT** the Board authorize staff to fund this application up to the grant limit of \$50,000.

**DEFERRED**

6.2.12 Appeal of Decision of Port Colborne Committee of Adjustment  
Report No. FA-29-19

Resolution No. FA-83-19

Moved by Board Member Zalepa

Seconded by Board Member Wright

1. **THAT** Report No. FA-29-19 be received for information;
2. **THAT** the Board of Directors endorse the staff-initiated appeal to the Local Planning Appeal Tribunal (LPAT) of the decision of the Committee of Adjustment for the City of Port Colborne regarding severance applications B05-19-PC and B06-19-PC.

**CARRIED**

6.2.13 Alternative Full Authority Meeting Date  
Report No. FA-30-19

Resolution No. FA-84-19

Moved by Board Member Zalepa

Seconded by Board Member Huson

1. **THAT** Report No. FA-30-19 respecting the 2019 Full Authority meeting dates be received.
2. **THAT** the April 17, 2019 meeting date be changed at the March Board meeting in order to invite the Auditor General to the April Meeting.
3. **THAT** staff be directed to poll Board members to determine the best date and time for future Board meetings.

**CARRIED**



6.2.14 Meeting Provincial Priorities for Reducing Regulatory Burden  
Report No. FA-31-19

Resolution No. FA-85-19  
Moved by Board Member Whalen  
Seconded by Board Member Steele

**WHEREAS** the provincial government intends to increase the supply of housing and streamline the land use planning and development approval process to achieve this goal; and

**WHEREAS** the Conservation Authorities play an important role in the planning and development review process with respect to watershed protection and hazard lands; and

**WHEREAS** Conservation Authorities support and can help deliver the Government's objective not to jeopardize public health and safety or the environment;

**THEREFORE BE IT RESOLVED:**

1. **THAT** Report FA-31-19 Meeting Provincial Priorities for Reducing Regulatory Burden be received;
2. **THAT** the Niagara Peninsula Conservation Authority Board of Directors endorse the three key solutions developed by the Conservation Ontario working group: to improve client service and accountability; increase speed of approvals; and, reduce "red tape" and regulatory burden; and
3. **THAT** staff be directed to work with Conservation Ontario and our clients to identify additional improvements; and further;
4. **THAT** staff be directed to implement these solutions as soon as possible.

**CARRIED**

6.2.15 Niagara Peninsula Conservation Foundation  
Report No. FA-35-19

Resolution No. FA-86-19  
Moved by Board Member Steele  
Seconded by Board Member Whalen

1. **THAT** Report No. FA-35-19 regarding the Niagara Peninsula Conservation Foundation be received.
2. **THAT** NPCA Board Members Foster and Insinna be appointed to the NPCF Board until December 31, 2019 to ensure that 2018/2019 Foundation reporting is completed and to review the status of the NPCF with the Interim CAO/ST.
3. **THAT** the NPCA Board Members appointed to the Foundation report results of their review to the NPCA.
4. **THAT** the Board Members appointed to the Foundation and the NPCA Interim CAO/ST offer their services to the Foundation, on a voluntary basis, until the future of the Foundation can be reported to the NPCA Board of Directors.

**CARRIED**

## 7. BUSINESS – IN CAMERA

---

Resolution No. FA-87-19

Moved by Board Member Johnson

Seconded by Board Member Metcalfe

**THAT** a closed session agenda item be added to address a recommendation of the CAO Selection Committee Regarding the retention of a recruiting firm.

**CARRIED**

7.1 Motion to move into Closed Session:

7.1.1 Considering land acquisition in the vicinity of Binbrook Conservation Area

7.1.2 Personnel matters about an identifiable individual(s) including NPCA employees

7.1.3 Personnel matter about an identifiable individual(s) including NPCA/NPCF employees

7.1.4 Labour relations, human resources, employee negotiations regarding retention of a recruitment firm for the CAO selection process

Resolution No. FA-88-19

Moved by Board Member Johnson

Seconded by Board Member Metcalfe

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority convene in closed session at 11:35 am in accordance with Section 11.1 of the NPCA Administrative By-law for the discussion of matters relating to:

- A proposed or pending acquisition of land by the NPCA in the vicinity of Binbrook Conservation Area;
- Personnel matters about an identifiable individual(s) including NPCA employees;
- Labour relations, human resources, employee negotiations regarding retention of a recruiting firm for the CAO selection process.

**CARRIED**

7.2 Motion to reconvene in to Open Session and report progress:

Resolution No. FA-89-19

Moved by Board Member Metcalfe

Seconded by Board Member Shirton

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority reconvene in open session at 12:11 pm.

**CARRIED**

7.3 Business Arising from Closed Session

Resolution No. FA-90-19

Moved by Board Member Metcalfe

Seconded by Board Member Johnson

Consideration of a land acquisition in the vicinity of Binbrook Conservation Area:

1. **THAT** Report No. CR-FA-32-19 presented in closed session be received to remain private and confidential.
2. **THAT** staff be authorized to proceed as per the direction outlined in Report CR-FA-32 19.
3. **THAT** staff report to the Board on the status of this matter.

Personnel matters about an identifiable individual including NPCA/NPCF employees:

1. **THAT** Report CR-FA-33-19 be received to remain private and confidential.
2. **THAT** the CAO proceed as directed in Recommendation 2 of Report CR-FA-33-19.
1. **THAT** Report CR-FA-36-19 be received to remain private and confidential.
2. **THAT** the Conservation Authority's Interim CAO/ Secretary-Treasurer be directed to carry out the instructions of the Board as discussed in closed session.

**CARRIED**

Resolution No. FA-91-19

Moved by Board Member Steele  
Seconded by Board Member Insinna

1. **THAT** the firm of Feldman Daxon Partners, Inc. be retained to undertake recruitment for the NPCA CAO/ Secretary – Treasurer Position.
2. **AND THAT** the recommendation of the CAO Selection Committee be received into the public record.

**CARRIED**

## 8. NOTICE OF MOTION

---

There were no notices of motion.

## 9. NEW BUSINESS

---

There were no new business items.

## 10. ADJOURNMENT

---

Resolution No. FA-92-19

Moved by Board Member Shirton  
Seconded by Board Member Steele

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority be hereby adjourned at 12:14 pm.

**CARRIED**

---

Dave Bylsma  
Board Chair  
Niagara Peninsula Conservation Authority

---

Grant Bivol  
Interim Clerk  
Niagara Peninsula Conservation Authority