

# FULL AUTHORITY MEETING Wednesday, November 20, 2019 (IMMEDIATELY FOLLOWING THE MEETING OF THE SOURCEWATER PROTECTION AUTHORITY AT 9:30 A.M.) Ball's Falls Centre for Conservation

Glen Elgin Room 3292 Sixth Avenue, Jordan, ON

### AGENDA

### 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

## 2. DECLARATION OF CONFLICT OF INTEREST

### 3. PRESENTATIONS AND DELEGATIONS

- a) PowerPoint Presentation by J. Baker Canadian Co-chair of the Niagara River Ramsar Designation Steering Committee and J. Burney, US Co-chair of the Niagara River Ramsar Designation Steering Committee RE: Niagara River Ramsar Destination
  - i) <u>Niagara River Ramsar Designation Briefing Note</u>

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ii) Correspondence to the NPCA from Grant Hogg, Executive Director, Conservation Partnerships and Programs, Environment Climate Change Canada dated November 8, 2019 RE: Ramsar Designation

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iii) Proposed Resolution in support of Ramsar Designation

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- b) <u>Alicia Powell, Acting Manager, Strategic Initiatives, RE: Annual Ball's Falls Thanksgiving Festival</u>
- c) <u>Presentation by C.A.O. Gayle Wood RE: The Conservation</u> Authorities Act

### 4. ADMINISTRATIVE BUSINESS

a) Approval of the Minutes of the Full Authority meeting dated October 16, 2019

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- b) Approval of the Closed Session Minutes of the Full Authority meeting dated October 16, 2019 (under separate cover)
- c) Approval of the Minutes of the C.A.O. Selection Committee Meeting dated November 15, 2019 (to be tabled)
- d) Approval of the Minutes of Closed Session of the C.A.O. Selection Committee Meeting dated November 15, 2019 (under separate cover)
- e) Correspondence from the from the Township of Springwater to the Nottawasaga Valley Conservation Authority dated October 21, 2019 RE: Conservation Authority Levies

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f) Correspondence from the from the Township of Springwater to the Nottawasaga Valley Conservation Authority dated October 21, 2019 RE: Nottawasaga Conservation Authority Levy

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g) Correspondence from Janet Rose, Chair, Niagara Children's Water festival Steering Committee dated October 21, 2019 RE: Support for the 2020 Niagara Children's Water Festival

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h) Niagara Children's Water Festival 2019 Summary Report

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i) <u>Correspondence from J. Lynn to the NPCA RE: Thundering Waters/Riverfront PSW Date Error on the NPCA Letter to MMAH,</u>
July 2019

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- j) Chair's Remarks
- k) Chief Administrative Officer Comments

### 5. BUSINESS FOR INFORMATION

a) Report No. FA-154-19 RE: Update - Auditor General Report Recommendations - November 2019

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	b)	Report No. FA-155-19 RE: Comments on "Proposed new Canada- Ontario Agreement on Great Lakes Water Quality and Ecosystem Health"	
		<u>ricaiir</u>	Page #41
	c)	Report No. FA-161-19 RE: Media Coverage and Communications Update Report – October / November 2019	Page #53
6.	BUSIN	IESS FOR CONSIDERATION	
	a)	Report No. FA-124-19 RE: Request from Friends of Fort Erie Creek (FOFEC)	Page #68
	b)	Report No. FA-142-19 RE: 2019 Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement	Page #88
	- )	December 54 440 40 DEc December 24 Delian	1 age #00
	c)	Report No. FA-146-19 RE: Procurement Policy	Page #97
	d)	Report No. FA-153-19 RE: NPCA Strategic Planning Committee Terms of Reference	Page #123
	e)	Report No. FA-157-19 RE: 2020 Conservation Area Rates	Page #127
	f)	Report No. FA-160-19 RE: Draft NPCA Volunteer Policy and	
		<u>Procedures</u>	Page #131
	g)	Report No. FA-162-19 RE: Vulnerable Sector Check	Page #143
	h)	Approval of the Minutes of the Governance Committee Meeting dated October 22, 2019	Page #154
7.	BUSIN	IESS – In Camera	
	a)	Personal matters about identifiable individual(s), including NPCA	
	,		

# 7.

- <u>employees</u>
- Proposed or pending acquisition or disposition of land b)
- **NOTICE OF MOTION** 8.
- 9. **NEW BUSINESS**
- 10. **ADJOURNMENT**

### **NIAGARA RIVER RAMSAR DESIGNATION**

# **Briefing Note**

### **BACKGROUND**

The Ramsar Convention is a voluntary global framework signed in Ramsar, Iran, in 1971. The purpose of the Convention is to promote the conservation and wise-use of water-based ecosystems, including wetlands, lakes, and rivers. The wise-use conservation of water ecosystems is promoted through the designation of qualifying sites as Ramsar Wetlands of International Importance. The Ramsar Convention is not part of the United Nations (UN), however; the UN is the Repository for the Convention through the United Nations Educational, Scientific and Cultural Organization UNESCO.

The Ramsar Convention includes 170 member nations designating 2,355 sites, totalling over 253 million hectares of Wetlands of International Importance. Ramsar sites form the largest network of designated areas globally. Canada entered into the Ramsar Convention in 1981, currently with 37 Ramsar Wetlands of International Importance, covering an area of 13 million hectares. The United States entered into the Ramsar Convention in 1986, currently with 40 Ramsar Wetlands of International Importance, covering an area of 18 million hectares.

Signatory countries to the Ramsar Convention agree to:

- 1) Designate sites as Wetlands of International Importance;
- 2) Encourage the wise-use conservation of water-based ecosystems and their resources;
- 3) Engage in international cooperation.

In order for a site to qualify for Ramsar nomination, it must meet at least **one** of the following nine criteria:

- 1. Is representative, rare, or unique;
- 2. Supports vulnerable, endangered or threatened species;
- 3. Supports keystone or endemic species;
- 4. Supports species at a critical stage in their life cycles (i.e. migration, breeding);
- 5. Supports 20,000 or more water birds;
- 6. Supports 1% of the individuals in a population of one species of waterbird;
- 7. Supports a significant proportion of indigenous fish species:
- 8. An important food source, spawning area, nursery, or migration path for fish;
- 9. Supports 1% of the individuals in a population of one species or subspecies of wetland-dependent non-avian animal species. (Something that is not a bird).

In Canada, the Niagara River meets all 9 criteria. Less than 1% of the over 2,300 global Ramsar sites meet all 9 criteria. With this in mind, practitioners working on Niagara River restoration and research (in Canada and the United States) came together in 2013 to discuss the feasibility of a Ramsar nomination for the River. Unanimous agreement concluded, a Ramsar designation for the Niagara River would acknowledge the River's contribution to global biodiversity. A Ramsar designation will provide an opportunity to change the legacy of the Niagara River from one of the most historically degraded places in North America to a globally celebrated area of ecological significance. A binational steering committee was formed to help navigate the Ramsar nomination and designation process.

The Ramsar Convention **is voluntary and does not impose regulation or restrict user rights** through the designation process. Each signatory country to the Ramsar Convention has its own procedure for Ramsar site designation and encouraging wise-use conservation. Both Canada and the United States do not impose regulation to Ramsar sites, using the Ramsar Convention as a voluntary framework to promote the conservation of water-based ecosystems.

In Canada, Environment and Climate Change Canada, represented by the Canadian Wildlife Service (CWS), oversees the Ramsar site nomination process through the Policy Document: *Nomination and Listing of Wetlands of International Importance in Canada: Procedures Manual.* In the United States, the Federal Government, represented by the U.S. Fish and Wildlife Services oversees the Ramsar nomination process.

The Ramsar Secretariat determines which nominated sites are to be included on the *List of Ramsar Wetlands of International Importance*. Although the Binational Niagara River Ramsar Steering Committee is pursuing the first transboundary Ramsar site designation in the America's, both Canada and the United States must submit a separate nomination package to the Ramsar Secretariat, as each country has different procedural requirements. The transboundary designation occurs at the end of the process, once each country has met the procedural requirements for designation. It is possible to designate only one side of the river. The U.S. portion of the Niagara River was officially designated as a Ramsar site on October 3, 2019. Dual designation is required for transboundary status.

## **Process for Niagara River Ramsar Designation (Canada):**

- 1) Selection of a site nominator:
  - A site nominator is the appropriate Administrative Authority (parties holding title to land or water).
- 2) Completion of Canadian nomination package requirements:
  - A completed Ramsar Information Sheet (RIS), verifying at least one of the nine criteria is met.
  - Written endorsement from the Province of Ontario, represented by the Ministry of Natural Resources and Forestry (OMNRF).
  - Agreement from the landowner (The Niagara Parks Commission).
  - Letters of support from stakeholders and partners (federal, provincial, regional municipalities, Indigenous communities, river users, etc.) will strengthen the nomination.

# Where is Canada in the designation process?

### Selection of a site nominator:

• In 2015, the Niagara Parks Commission Board of Directors approved the site nominator role in principle pending an acceptable legal review which is currently being completed.

### Completion of a Canadian nomination package:

- A Ramsar Information Sheet (RIS), verifying the site meets all nine criteria necessary for designation has been initiated. The species documentation list is completed.
- Written endorsement from the Province of Ontario, represented by the Ministry of Natural Resources and Forestry is required.
- To date, Canadian endorsements have been received from Ontario Power Generation, the City of Niagara Falls (Ontario), the Town of Fort Erie, the Niagara Falls and Peace Bridge Commissions, and the Great Lakes St. Lawrence Cities Initiative.
- Endorsements are required from the Town of Niagara-on-the-Lake, the Regional Municipality of Niagara, and the Niagara Peninsula Conservation Authority.
- Engagement with Indigenous partners, stakeholders and community members is on-going.



Chair and Board Members
Niagara Peninsula Conservation Authority
250 Thorold Road West; 3rd Floor
Welland, ON L3C 3W2

November 8, 2019

### Dear Chair and Board Members:

As requested by the Niagara River Ramsar Designation Steering Committee, I am writing to provide you with information that aims to clarify the regulatory implications of Ramsar site designation in Canada and the responsibilities of management authorities of those sites once designated.

The global network of Wetlands of International Importance (Ramsar sites) is one of the cornerstones of the Ramsar Convention. Canada currently has 37 Ramsar sites covering over 13 million hectares and representing 80% of the total wetland area in Canada. Ramsar sites are located in all Provinces and Territories. Should the nomination of the Niagara River Ramsar Site be successful, it will be the first transboundary Ramsar site in North America.

As you may be aware, designation as a Ramsar site in and of itself offers no legal protection. Ramsar designation is voluntary and carries with it no financial support or regulatory implications. In fact, the designation of a site serves to highlight the values of the Site but affects neither the management regime nor resource use for these areas or for lands adjacent to the Ramsar site.

A Ramsar site designation is a "good faith" designation to maintain the ecological character of a site in the context of wise use. Ramsar defines wise use of Ramsar sites as "the maintenance of their ecological character, achieved through ecosystem approaches, within the context of sustainable development". At Canadian Ramsar sites, typical activities that occur include recreational activities such as boating, bird watching, consumptive activities such as hunting and fishing, and agriculture. The aim is not to prohibit activities, but rather to encourage activities in the framework of "wise use".

Site managers, those responsible for the management of the lands/waters within the boundaries of the Ramsar site and named on the Ramsar Information Sheet are required to assure the maintenance of the ecological, hydrological, and socioeconomic characteristics and functions of the Site and promote the wise use of resources on this wetland area. Site managers are also responsible for communicating any human-induced changes on the site that affect ecological character to the Administrative Authority (Environment and Climate Change Canada). Additional guidance material on the wise use of wetlands and management planning for Ramsar sites can be found on the Secretariat's website at www.ramsar.org.

I hope you find this information helpful. Ramsar is a co-operative endeavour and Canada's success in implementing the Convention is due in large part to partnerships. We thank you for your interest and dedication in this pursuit. If you have any further questions on the Ramsar Convention or the nomination of Ramsar sites in Ontario, please contact Graham Bryan at <a href="mailto:Graham.Bryan@canada.ca">Graham.Bryan@canada.ca</a> or 416-739-4918.

Sincerely,

**Grant Hogg** 

Executive Director, Conservation Partnerships and Programs Environment Climate Change Canada

Ramsar Convention on Wetlands Canadian Acting/Head of Administrative Authority and National Focal Point

Cc: Jocelyn Baker, Canadian Co-chair, Niagara River Ramsar Designation Steering Committee
Jajean Rose-Burney, U.S. Co-chair, Niagara River Ramsar Designation Steering Committee



250 Thorold Road, 3<sup>rd</sup> Floor, Welland ON L3C 3W2

Tel: 905-788-3135 Fax: 905-788-1121 www.npca.ca

DATE: November 20, 2019

No. \_\_\_\_

MOTION:
Moved By:
Seconded By:
<b>WHEREAS</b> the Ramsar Convention is a voluntary global treaty, signed in Ramsay Iran in 1971, that promotes the conservation and wise use of water-based ecosystems, including lakes and rivers; and
WHEREAS a nomination for the Niagara River to become a Ramsar site of international importance is being sought by U.S. and Canadian agencies in order to recognize the importance of the Niagara River's contribution to the natural environment; and
<b>WHEREAS</b> a binational steering committee was formed to pursue the nomination including oversight of the development of nomination documents, engagement plans, and other procedural requirements, as outlined in the Ramsar policy documents for each respective country; and
WHEREAS the designation will not impose any additional regulations on property owners along the Niagara River Corridor; and
<b>WHEREAS</b> the designation will open up greater opportunities for expanding tourism programming, promote increased public awareness of the River's importance through research and development, and allow the Niagara River region to further foster cooperation and partnership between the United States and Canada to ensure conservation both within and around the Niagara River Corridor;
NOW THEREFORE, BE IT RESOLVED:
<b>THAT</b> the Niagara Peninsula Conservation Authority <b>ENDORSES</b> and <b>SUPPORTS</b> the proposed nomination of the Niagara River as a Ramsar site of international importance.
Chair:
CARRIED: DEFEATED:



# FULL AUTHORITY MEETING MINUTES

Wednesday, October 16, 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)

R. Brady (departed at 12:55 p.m.)
B. Clark (departed at 12:00 p.m.)
D. Coon-Petersen (arrived 9:57 a.m.)

D. Cridland L. Feor

D. Huson (departed at 12:00 p.m.)

J. Ingrao

B. Johnson (departed at 12:00 p.m.)

B. Mackenzie
J. Metcalfe
W. Rapley
R. Shirton
E. Smith
B. Steele
M. Woodhouse

**MEMBERS ABSENT:** S. Beattie

R. Foster K. Kawall B. Wright

**STAFF PRESENT:** G. Wood, CAO / Secretary – Treasurer

G. Bivol, Executive Co-ordinator to the C.A.O./Board

R. Bisson, Manager, Communications and Public Relations

A. Christie, Acting Senior Manager, Operations and Special Projects

M. Ferrusi, Manager, Human Resources L. Gagnon, Director, Corporate Services E. Gervais, Procurement Specialist S. Gillis, Restoration Project Lead

D. MacKenzie, Director, Watershed Management

S. McPherson, Restoration Project Lead

S. Miller, Senior Manager, Water Resources and Restoration

E. Navarro, Communications Specialist

K. Royer, Community Outreach and Volunteer Outreach Co-Ordinator

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

# 1. ADOPTION OF AGENDA

# a) Addition of Items

Resolution No. FA-207-19 Moved by Board Member Brady Seconded by Board Member Clark

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

 Closed Session verbal update on a proposed or pending acquisition or disposition of land.

**CARRIED** 

# b) Change in Order of Items

Resolution No. FA-208-19
Moved by Board Member Brady
Seconded by Board Member Clark

**THAT** the agenda **BE AMENDED** to correct the title of Item 6.f) to read:

"Report No. 144-19 RE: Financial and Reserve Report – Year to Date Ending June 2019";

**THAT** the agenda **BE** further **AMENDED** by changing the order of items to provide for Section 7. BUSINESS – In Camera to occur immediately after Section 2. Declaration of Conflict of Interest.

**CARRIED** 

# c) Adoption of Agenda

Resolution No. FA-209-19
Moved by Board Member Metcalfe
Seconded by Board Member Cridland

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

**CARRIED** 

# 2. DECLARATIONS OF CONFLICT OF INTEREST

Member Cridland declared a non-pecuniary interest on agenda items 6.e) Report No. FA-142-19 RE: Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement by virtue of her position as a member on the executive of that organization.

Chair Bylsma declared a conflict of interest on Closed Session item 7.c) relating to personal matters about identifiable individuals including NPCA employees.

# 7. BUSINESS – IN CAMERA

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

Resolution No. FA-210-19 Moved by Board Member Metcalfe Seconded by Board Member Shirton

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **CONVENE** in closed session at 9:34 a.m. in accordance with Section 11.1 of the NPCA Administrative By-law for the discussion on:

- a) Personal matters about identifiable individual(s), including NPCA employees;
- b) Advice that is subject to solicitor client privilege, including communications necessary for that purpose;
- c) Personal matters about identifiable individual(s), including NPCA employees;
- d) A proposed or pending acquisition or disposition of land by the NPCA.

**CARRIED** 

Resolution No. FA-211-19
Moved by Board Member Cridland
Seconded by Board Member Ingrao

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **RECONVENE** in open session at 11:50 a.m..

**CARRIED** 

Resolution No. FA-212-19
Moved by Board Member Cridland
Seconded by Board Member Ingrao

- 1. **THAT** Confidential Report No. FA-150-19 **BE RECEIVED** to remain private and confidential.
- 2. **AND THAT** the Board **RATIFIES** the agreement affixed as Appendix 1 to Confidential Report No. FA-150-19.

**CARRIED** 

Resolution No. FA-213-19
Moved by Board Member Brady
Seconded by Board Member Huson

- 1. **THAT** Confidential Report No. FA-149-19 **BE RECEIVED** to remain private and confidential.
- AND THAT in respect of the matter described in Confidential Report No. FA-149-19, the Board DEEMS no action be taken as the individual was not a member of the Board at the time of the alleged infraction as defined in Section 14.(4.2) of the Conservation Act as follows:

"A member's term begins at the first meeting of the authority after his or her appointment and expires immediately before the first meeting of the authority after the appointment of his or her replacement."

**CARRIED** 

Resolution No. FA-214-19
Moved by Board Member Ingrao
Seconded by Board Member Cridland

**THAT** in respect of the verbal update provided in Closed Session under Item 7.d) A proposed or pending acquisition or disposition of land by the NPCA, the matter **BE DEFERRED** to the next meeting with a report from staff including a map and business case.

**CARRIED** 

Vice Chair Huson assumed the Chair and called for the following vote.

Resolution No. FA-215-19
Moved by Board Member Clark
Seconded by Board Member Metcalfe

- 1. **THAT** Confidential Report No. FA-151-19 **BE RECEIVED** to remain private and confidential and **FORWARDED** to the participating municipality in confidence.
- 2. **THAT** in respect of the matter described in Confidential Report No. FA-151-19, the Board deems a breach to have occurred as per the investigative report.
- 3. **AND THAT** the Board **DIRECTS** action to be taken in accordance with Section 15.4 of the Code of Conduct.

**CARRIED** 

D. Bylsma resumed the chair. Comments were heard from Member Johnson regarding Report No. FA-132-19 RE: MOU – Glanbrook Conservation Club. The Board recessed at 12:00 p.m..

# 3. PRESENTATIONS (and/or Delegations)

Chair Bylsma called the meeting back to order at 12:20 p.m..

a) Presentation by Member Leah Feor RE: Sustainable Development – Ms. Feor presented via PowerPoint. Discussion ensued. C.A.O. Wood indicated that the matter would be directed to the incoming C.A.O. for action.

Resolution No. FA-216-19 Moved by Board Member Mackenzie Seconded by Board Member Brady

- 1. **THAT** the PowerPoint presentation by Member Leah Feor RE: Sustainable Development **BE RECEIVED**.
- 2. **AND THAT** the matter **BE REFERRED** to staff for investigation and a report back to the Board.

**CARRIED** 

b) <u>Presentation by C.A.O. Gayle Wood RE: The Conservation Authorities Act</u> – This matter was rescheduled to a subsequent meeting by direction of the Board due to time constraints.

# 4. ADMINISTRATIVE BUSINESS

- a) Approval of the Minutes of the Full Authority meeting dated September 18, 2019
- b) <u>Approval of the Closed Session Minutes of the Full Authority meeting dated September</u> 18, 2019
- c) Approval of the Minutes of the Full Authority (Orientation) meeting dated September 27, 2019
- d) Approval of the Minutes of the Audit & Budget Committee meeting dated October 7, 2019
- e) <u>Approval of the Minutes of the Public Advisory Committee meeting September 25, 2019</u>

Resolution No. FA-217-19
Moved by Board Member Mackenzie
Seconded by Board Member Brady

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

- a) Minutes of the Full Authority meeting dated September 18, 2019;
- b) Closed Session Minutes of the Full Authority meeting dated September 18, 2019 (as tabled under separate cover) to remain private and confidential;
- c) Minutes of the Full Authority (Orientation) meeting dated September 27, 2019;
- d) Minutes of the Audit & Budget Committee meeting dated October 7, 2019; and
- e) Minutes of the Public Advisory Committee meeting September 25, 2019.

**CARRIED** 

- f) Correspondence from the Mining and Lands Tribunal dated August 19, 2019 RE: Appeal Against 2017 General Levy Assessment
- g) <u>Correspondence from J. Yurek, Minister of the Environment, Conservation and Parks dated September 23, 2019 RE: Consultation with Conservation Authorities on Bill108</u>
- h) <u>Correspondence to J. Yurek, Minister of the Environment, Conservation and Parks from AMO dated October 9, 2019 RE: Bill 108</u>

Resolution No. FA-218-19
Moved by Board Member Cridland
Seconded by Board Member Metcalfe

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

- Correspondence from the Mining and Lands Tribunal dated August 19, 2019 RE: Appeal Against 2017 General Levy Assessment;
- Correspondence from J. Yurek, Minister of the Environment, Conservation and Parks dated September 23, 2019 RE: Consultation with Conservation Authorities on Bill 108; and
- Correspondence to J. Yurek, Minister of the Environment, Conservation and Parks from AMO dated October 9, 2019 RE: Bill 108.

## i) Chair's Remarks

Chair Bylsma recognized Member Mackenzie who will be receiving a lifetime achievement award at the Latornell Conservation Symposium and congratulated C.A.O. Gayle Wood on her appointment as Chair of the Ontario Land Trust Alliance. He also welcomed Member Rapley to his formal meeting as a Board Member, spoke of the success of the Thanksgiving Festival at Ball's Falls and highlighted his recent meeting on Bill 108 with the Ministry of the Environment, Conservation and Parks.

# j) Chief Administrative Officer Comments

C.A.O. Wood elaborated on the success of the Thanksgiving Festival, congratulated staff and spoke on the ongoing Welland River Floodplain mapping Project Open houses.

# 5. BUSINESS FOR INFORMATION

- a) Report No. FA-128 -19 RE: Watershed Management Status Q3 Report
- b) Report No. FA-131 -19 RE: Land Q3
- c) Report No. FA-133 -19 RE: Capital Projects Q3
- d) Report No. FA-135-19 RE: Integrated Watershed Planning and Information Management Q3
- e) Report No. FA-138 -19 RE: October update-AG Recommendations
- f) Report No. FA-139-19 RE: Response to Questions raised at the Board Orientation Session
- g) Report No. FA-141 -19 RE: Communications, Community Outreach and Volunteers 2019 Q3
- h) Report No. FA-143-19 RE: Media Coverage and Communications Update Report-September 2019

Resolution No. FA-219-19
Moved by Board Member Cridland
Seconded by Board Member Steele

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

- a) Report No. FA-128 -19 RE: Watershed Management Status Q3 Report;
- b) Report No. FA-131 -19 RE: Land Q3;
- c) Report No. FA-133 -19 RE: Capital Projects Q3;
- d) Report No. FA-135-19 RE: Integrated Watershed Planning and Information Management Q3;
- e) Report No. FA-138 -19 RE: October update-AG Recommendations;
- f) Report No. FA-139-19 RE: Response to Questions raised at the Board Orientation Session:
- g) Report No. FA-141 -19 RE: Communications, Community Outreach and Volunteers 2019 Q3: and

h) Report No. FA-143-19 RE: Media Coverage and Communications Update Report September 2019.

**CARRIED** 

# 6. BUSINESS FOR CONSIDERATION

a) Report No. FA-114-19 RE: Levy Differential Reserve – As tabled.

Resolution No. FA-220-19
Moved by Board Member Metcalfe
Seconded by Board Member Woodhouse

- 1. **THAT** Report No. FA-114-19 Respecting Levy Differential Reserve Payout **BE RECEIVED** for information.
- 2. **THAT** the NPCA Reserve entitled Niagara Levy Differential, identified in Appendix 1 of Report No. FA-114-19, **BE RETURNED** to the taxpayers of the Watershed via the NPCA Municipal Partners.

**CARRIED** 

b) Report No. FA-132-19 RE: MOU – Glanbrook Conservation Club

Resolution No. FA-221-19 Moved by Board Member Metcalfe Seconded by Board Member Rapley

- 1. **THAT** Report No. FA-132-19 RE: MOU with Glanbrook Conservation Committee BE **RECEIVED** for information.
- 2. **THAT** Report No. FA-119-19 RE: MOU with Glanbrook Conservation Committee BE **RECEIVED** for information.
- 3. **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.

**CARRIED** 

c) Report No FA-134-19 RE: 2019 Restoration Project Approvals for October

Resolution No. FA-222-19
Moved by Board Member Cridland
Seconded by Board Member Metcalfe

- 1. **THAT** Report No. FA-134-19 RE: 2019 Restoration Project Approvals for October BE **RECEIVED**.
- 2. **THAT** the approved Restoration Program 2019 projects and associated grant estimates identified in Appendix 2 of Report No. FA-134-19 'Management Approved Restoration Projects List September 2019' **BE APPROVED**.

**CARRIED** 

d) Report No FA-137-19 RE: Appointments to Committees – Hellinga and Kawall

Resolution No. FA-223-19
Moved by Board Member Metcalfe
Seconded by Board Member Cridland

- 1. **THAT** Report No. FA-137-19 RE: Board Appointments to Committees **BE APPROVED.**
- 2. **THAT** Member Hellinga **BE APPOINTED** to the Welland River Floodplain Committee and that Member Kawall be appointed to the Governance Committee.
- e) Report No. FA-142-19 RE: Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement

Resolution No. FA-224-19 Moved by Board Member Metcalfe Seconded by Board Member Shirton

- 1. **THAT** Report No. FA-142-19 RE: 2019 Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement **BE RECEIVED**.
- 2. **THAT** the 2019 Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement **BE APPROVED** for signature by the Chair and CAO/Secretary-Treasurer.

DEFERRED

f) Report No. FA-144-19 RE: Q2 Finance and Reserve Report – Year to Date Ending Sept 30, 2019

Resolution No. FA-225-19
Moved by Board Member Cridland
Seconded by Board Member Steele

**THAT** Report No. FA-144-19 Respecting Financial Results – Year to Date ending Sept. 30, 2019 **BE RECEIVED** for information.

**CARRIED** 

g) Report No. FA-145-19 RE: 2020 Capital Budget – Lise Gagnon, Director of Corporate Services presented an overview the draft capital budget. Members posed questions. Discussion ensued.

Resolution No. FA-226-19
Moved by Board Member Shirton
Seconded by Board Member Ingrao

**THAT** the PowerPoint presentation from Lise Gagnon, Director of Corporate Services RE: 2020 Capital Budget **BE RECEIVED**.

**CARRIED** 

Resolution No. FA-227-19 Moved by Board Member Cridland Seconded by Board Member Steele **THAT** the list of projects identified in Report No. FA-145-19 RE: 2020 NPCA Capital Budget **BE AMENDED** as follows: addition of signage for pollinator gardens and addition of karst mapping project funding.

CARRIED

Resolution No. FA-228-19 Moved by Board Member Cridland Seconded by Board Member Steele

- 1. **THAT** Report No. FA-145-19 RE: 2020 NPCA Capital Budget as amended **BE APPROVED** for discussion with participating municipal staff.
- 2. **THAT** NPCA staff **REPORT** the results of discussions with participating municipal staff to the November 20, 2019 Board of Directors' meeting.

**CARRIED** 

h) Report No. FA-147-19 RE: CAO Recruitment Consultant – P.O. Change Order

Resolution No. FA-229-19 Moved by Board Member Ingrao Seconded by Board Member Shirton

- 1. **THAT** Report No. FA-147-19 RE: C.A.O. Recruitment Consultant P.O. Change Order **BE RECEIVED**.
- 2. **THAT** the Board **AUTHORIZES** the expenditure of an additional \$10,000 plus any advertising to the firm of Feldman Daxon Partners, Inc. to undertake recruitment of a C.A.O./Secretary-Treasurer.
- 3. **THAT** the Board now **DEEMS** Recommendation No. SC-32-1019 of the C.A.O. Selection Committee to be approved as presented for consideration at the Board meeting of September 18, 2019.

**CARRIED** 

i) Report No. FA-148-19 RE: Policy Update – Performance Reviews

Resolution No. FA-230-19
Moved by Board Member Cridland
Seconded by Board Member Steele

- 1. **THAT** Report No. FA-148-19 RE: Policy Update Performance Reviews **BE RECEIVED**.
- 2. **THAT** the current Staff Appraisal policy **BE REPEALED AND REPLACED** with the NPCA Performance Review Policy attached thereto as Appendix 1.

**CARRIED** 

# 7. BUSINESS – IN CAMERA

By resolution of the Board, the Closed Session was moved to occur immediately after Section 2. Declarations of Conflict of Interest.

# 8. NOTICE OF MOTION

None.

# 9. NEW BUSINESS

None.

# 10. ADJOURNMENT

Resolution No. FA-231-19 Moved by Board Member Hellinga Seconded by Board Member Ingrao

**THAT** this meeting be hereby adjourned at 1:31 p.m..

**CARRIED** 

Dave Bylsma Chair Niagara Peninsula Conservation Authority D. Gayle Wood Chief Administrative Officer / Secretary -Treasurer Niagara Peninsula Conservation Authority



October 21, 2019

Nottawasaga Valley Conservation Authority 8195 8<sup>th</sup> Line Utopia ON, LOM 1T0

# **RE: Conservation Authority Levies**

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

### C456-2019

Moved by: Coughlin Seconded by: Cabral

Whereas the Township of Springwater supports the objects of balance on conservation, environmental stewardship, and sustainability to anchor its operations, planning, services, and strategic vision;

And Whereas the Township of Springwater understands the need for both the Province and its municipalities to deliver clear, costed, and sustainable programs and services for taxpayers;

And Whereas both tiers of government must assess all programs and services to eliminate duplication and balance costs on tests of affordability, health, safety, and environmental stewardship;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 of a need for conservation authorities to re-focus their operations related to core mandates as currently defined in the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its prescribed regulations;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 that Conservation Authorities should not proceed with any increases to fees or levies;

Therefore Be It Resolved That the Township of Springwater supports any Provincial effort to require its municipal levy only apply to core mandated programs and services:

And That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario, signaling the Township of Springwater's

support of the Province's review, consultations and development of an updated Conservation Authorities Act and the willingness to participate in all consultations and submissions to the same.

# **Carried**

Sincerely,

Renée Chaperon

Clerk /cp

cc. Doug Ford, Premier of Ontario

Jeff Yurek, Minister of Environment, Conservation and Parks

The County of Simcoe Conservation Ontario Ontario municipalities

**Ontario Conservation Authorities** 

Phone: 705-728-4784

Ext. 2015

Fax: 705-728-6957



October 21, 2019

Nottawasaga Valley Conservation Authority 8195 8<sup>th</sup> Line Utopia ON, LOM 1T0

# **RE: Nottawasaga Valley Conservation Authority Levy**

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

# C457-2019

Moved by: Coughlin Seconded by: Moore

Whereas the Township of Springwater, like all municipalities in Ontario must confront fiscal limitations and re-evaluate programs, services, and the financial sustainability of each;

And Whereas the Township of Springwater is a constituent municipality in portions of the watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority and is compelled to remit non-negotiable levy funding to the Authority on an annual basis;

And Whereas the Township of Springwater cannot exercise line-item scrutiny of Nottawasaga Valley Conservation Authority's budget and operations nor does the Authority itself provide detailed substantiation of the same to its member municipalities like the Township of Springwater;

And Whereas the Township of Springwater must account for all taxpayer funds it expends within its operations and that it forwards to local agencies and boards;

Therefore Be It Resolved That the Township of Springwater requests that the Nottawasaga Valley Conservation Authority provide prior to passage of its 2020 budget the following:

- (1) Its interpretation and understanding of its mandated operations as found in the current Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27 and its prescribed regulations;
- (2) The costs of each as determined under (1);
- (3) Detailed definitions and determinations of what can be characterized as non-mandatory programming and service(s);

- (4) The costs of each as determined under (3);
- (5) Detailed definitions and determinations of fee-for-service activities of the Nottawasaga Valley Conservation Authority, the revenues they generate as the activities take place within and/or requests originate from geographic area of the Township of Springwater; and
- (6) The costs that arise from programs and services enabled through the Memorandum of Understanding with the Severn Sound Environmental Association.

And That this resolution be circulated to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario.

### Carried

Sincerely,

Renée Chaperon

Clerk /cp

cc. Doug Ford, Premier of Ontario

Jeff Yurek, Minister of Environment, Conservation and Parks

The County of Simcoe

**Conservation Ontario** 

Ontario municipalities

**Ontario Conservation Authorities** 

Ext. 2015



# Niagara Children's Water Festival c/o Niagara Region Public Works

Water & Wastewater Services 3501 Schmon Pkwy., PO Box 1042, Thorold, ON L2V 4T7 Telephone: 905-980-6000 Toll-free: I-800-263-7215 Fax: 905-685-5205 www.niagararegion.ca

October 21, 2019

Gayle Wood, Chief Administrative Officer Niagara Peninsula Conservation Authority 250 Thorold Road West, 3<sup>rd</sup> Floor Welland, ON L3C 3W2

Re: Support of the 2020 Niagara Children's Water Festival

Dear Ms. Wood,

On behalf of the Niagara Children's Water Festival Steering Committee, I want to take this opportunity to thank Niagara Peninsula Conservation Authority (NPCA) for your long standing support and partnership. With your assistance, we have been able to teach thousands of school children important messages about our most precious resource. We are happy to offer the Water Festival free of charge to all children who attend, with help from generous sponsors. I also want to thank Kerry Royer and Alicia Powell for their valuable input as a members of our Steering Committee.

I encourage you to share with your organization the Summary Report of our 2019 Water Festival to highlight the great success of the Festival and how their support has made a positive impact on our community.

To help ensure the success of the 2020 Niagara Children's Water Festival, we are respectfully requesting NPCA's continued in-kind contribution of staff volunteers. In recognition of your donation, we will continue to identify NPCA as a festival partner on our website and promotional materials.

Thank you for considering our request related to your ongoing support of the 2020 Niagara Children's Water Festival. If you have any questions, please do not hesitate to contact me at 905-980-6000 ext. 3319 or <a href="mailto:janet.rose@niagararegion.ca">janet.rose@niagararegion.ca</a>.

Sincerely,

Janet Rose, Chair

Niagara Children's Water Festival Steering Committee

cc: Craig Courteau and Rachel Beni, Niagara Region



# WATER FESTIVAL

2019 Summary Report

June 2019









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# 1. Introduction

The Niagara Children's Water Festival (NCWF) is a collaborative event held in partnership between Niagara Region, Niagara Peninsula Conservation Authority (NPCA), City of St. Catharines, and Ontario Power Generation (OPG). The annual, four-day festival engages over 3,500 grade three and four students from throughout the Niagara region to learn about water and the environment.

This report includes a summary of the 2019 NCWF, running from May 7 to 10, including information about:

- Budget
- Activity Centres
- Registration
- Volunteers
- Student Transportation
- Risk Management
- Media Coverage
- Continuous Improvement

# 2. Budget

The NCWF, including student transportation, continues to be provided free of charge to all participants. The following sections discuss 2019 funding sources and expenditures. **Appendix A** includes a summary of the 2019 NCWF Budget.

# **Sources of Funding**

Niagara Region supports the majority of the NCWF budget as part of its overall operating budget as approved by council and funded through the Region's water rate requisition. In addition, the NCWF receives donations from our partners, the City of St. Catharines and Ontario Power Generation (OPG).

The NCWF sponsorship program was re-developed for the 2019 festival which resulted in additional funding. Water-themed sponsorship levels were designated and a variety of sponsor benefits were provided. Local area municipalities, contractors, consultants, past supporters and grant programs were solicited for sponsorship. A total of \$22,750 was received for the 2019 NCWF.

Furthermore, two grant applications were submitted for additional funding. The festival was successful in obtaining a \$5,000 grant from TD Friends of the Environment Fund.

As a result, funding for the NCWF totalled \$112,750. Actual expenditures totaled \$93,435, resulting in a surplus of \$19,315.

A sponsor recognition event was also held prior to the festival on May 7, 2019 to formally recognize our sponsors (Appendix C) and the winning class of the mascot naming contest. Those invited include delegates from (including in-kind sponsors), Niagara Region's Chair, CAO and Commissioner of Public Works, NPCA's board chair, Town of Lincoln Mayor, and City of St. Catharines Mayor and CAO.

Niagara Region's Chair, NPCA's board Chair and Town of Lincoln Mayor all addressed the crowd and all sponsors participated in a photo with the winning class.

# **Expenditures**

The total NCWF budget for the 2019 NCWF was \$96,000. Actual expenditures totalled \$93,435 (Appendix A).

# 3. Name the Mascot Contest

A 'Name the Mascot' contest was hosted as part of this year's festival. Classes who were registered to attend the festival were invited to submit one name for the newly acquired water drop mascot who would represent the Niagara Children's Water Festival and Niagara Region's Water and Wastewater department as a whole. Submissions were judged on creativity, uniqueness, and suitability and relevance to the NCWF and the work carried out by the Niagara Region Water and Wastewater department. A total of 48 submissions were received and a panel of judges, consisting of select members from the NCWF Steering Committee and management from Niagara Region's Water and Wastewater department, selected 'H2jO' as the winning mascot name. As winners of the contest, Assumption Catholic School in St. Catharines was awarded with a NCWF branded t-shirt and water bottle for each student, a City of St. Catharines branded reusable straw for each student, a pizza party, a free NPCA educational program experience at Ball's Falls (including bussing) and special recognition at the sponsor recognition event.

The contest was well received by teachers and students and the mascot was a great addition to the festival. H2jO was on site during the 2019 NCWF to greet the students and visited the classes during lunch time for pictures and high-fives.

# 4. Activity Centres

In 2019, 43 activity centres (accommodating 46 groups per day) were hosted at the NCWF. Activities were distributed amongst three distinct sections known as the red, green and blue sections; school groups stayed within their designated colour section

during their visit. Scheduling groups in this way allowed them to remain close to their designated lunch tent and minimize road crossings. The distribution of activity centres in each section is shown on the map in **Appendix B**.

Table 1 lists each of the 2019 activity centres. The numbered activity centres are 15 minutes in length and those denoted with two letters are 30 minutes in length. All groups were scheduled to visit at least one 30-minute activity during their visit.

Know Your Niagara, Aboriginal Voices and Save Silly Sal were new activity centres added to this year's festival that were hosted by external agencies. Tap into It! replaced the Great Niagara Taste Test to reduce the amount of waste generated from that activity but contains the same messaging. The activity centre known as Beachy Clean was changed to Things that Bite to better align with the content of that activity centre.

Table 1. 2019 Activity Centre Listing

Red Section	Green Section	Blue Section
1. Yellow Fish Road	13. Flush the Kids	24. Rolling to the River
2. To and Fro with H2O	14. Incredible Journey	25. Save Silly Sal
3. World Water Monitoring	15. Duck Detectives	26. Tap into It!
4. The Power of Water	16. Rolling to the River	27. Yellow Fish Road
5. Treat it Right	17. Water Whirl	28. Water Whirl
6. Flush the Kids	18. Puddle Pictures	29. Climate Change
7. Great Lakes	19. The Power of Water	30. Incredible Journey
8. Agent H2O	20. Water Recreation	31. Alien Invasion
9. Keep it Clean	21. Keep It Clean	32. Great Lakes
10. Know Your Niagara	22. Global Water Race	33. Go With The Flow
11. Save Silly Sal	23. Go Fish!	34. Global Water Race
12. Alien Invasion	AV-Aboriginal Voices	TB – Things That Bite
E1 – Earth First	ML – Down at the Mill	NN – Nuts About Nature Hike
FF – Fire (2 groups)	ST – Simply Treemendous	SS – Scientists in School (2 groups)
MS – Mad Science (2 groups)		
Red Total = 17 groups	Green Total = 14 groups	Blue Total = 15 groups

# 5. Registration

Online registration was launched in early January. Invitations advertising the NCWF and how to register were distributed to all District School Board of Niagara (DSBN) and Niagara Catholic District School Board (NCDSB) schools. In addition, emails were sent to French schools, a home educators' association, as well as private and Christian

schools that had previously attended the festival. The registration was also advertised via Niagara Region's Twitter and Facebook feeds.

All 184 NCWF openings were filled by February 22, 2019. Once full, the website was updated to reflect that teachers could register to be on the wait list. A small number of school groups were on the wait list but no openings became available for those classes to attend. This year replies to registration were automated for improved efficiency. Unfortunately, through this automated process, a couple registrations were not forwarded to the water festival email account and were missed as a result. Accommodation was made for these groups where possible, and these groups have been given priority registration for the 2020 festival.

There were two last minute cancellations, one due to a scheduling conflict and one due to the weather. These cancellations were made too close to the festival to make accommodations.

A total of 3,624 children with 179 teachers and approximately 399 parents/guardians attended for a total attendance of approximately **4,202** people over the four-day NCWF.

The breakdown of participants per day is shown in Table 2.

Date	Number of Students	Number of Teachers	Number of Parents *	Total Participants
May 7, 2019	873	45	96	1,014
May 8, 2019	981	48	101	1,130
May 9, 2019	905	44	104	1,053
May 10, 2019	865	42	98	1,005
	3,624	179	399	4,202

Table 2. Number of Participants Per Day

# 6. Volunteers

Volunteers play an essential role in the successful execution of the NCWF. Each activity centre is presented by volunteers representing a variety of environmental professions. Their enthusiasm and energy create a positive learning environment for all participants. In addition, most activity centres also had assistance from a local high school volunteer.

<sup>\*</sup> The number of parents was estimated when teachers registered. In many cases these numbers may have fluctuated up or down. Teachers were asked to provide at least one adult supervisor for every 10 students.

# **Festival Volunteers**

Festival volunteers are recruited from partner organizations as well as several other supporting organizations. The 2019 NCWF included a mix of longstanding volunteers as well as many new faces, including some from our sponsor organizations. Volunteers assist in nearly every aspect of the festival, including:

- Running activity centres
- Providing information to festival registrants and volunteers
- Coordinating transportation and traffic control
- Ensuring student safety
- Maintaining activity centres and delivering power and water
- Serving food
- Lunch tent coordination
- Festival set up and tear down
- High school volunteer coordination
- Parent and volunteer parking assistants

# The following organizations provided NCWF volunteers:

- Niagara Region Water and Wastewater Services Division
- Niagara Region Public Health Department
- Niagara Region Waste Management Division
- Niagara Region Long Term Care
- City of St. Catharines
- Niagara Peninsula Conservation Authority
- Ontario Power Generation
- Associated Engineering
- Bass Pro Shop
- Brock University
- City of Niagara Falls
- · City of Welland
- City of Thorold
- Geospatial Niagara
- HJS Solutions
- Land Care Niagara
- Ministry of Environment, Conservation and Parks
- Niagara College
- Niagara Drowning Prevention Coalition
- Niagara Restoration Council
- Niagara River Remedial Action Plan
- R.V. Anderson

- Town of Lincoln Fire Department
- Town of Lincoln
- Town of Pelham
- Walker Industries
- Various Community Volunteers

Table 3. Number of Festival Volunteers Per Day

Date	Approximate Number of Festival Volunteers*
Tuesday, May 7, 2019	106
Wednesday, May 8, 2019	106
Thursday, May 9, 2019	107
Friday, May 10, 2019	112
	431

<sup>\*</sup> This does not include high school volunteers.

In total there were **431** volunteers. The Steering Committee appreciates the support of each and every NCWF volunteer.

# **Secondary School Volunteers**

A special thank you to secondary school students from E.L. Crossley, Denis Morris, Sir Winston Churchill, Blessed Trinity, Beamsville Secondary School and Notre Dame who offered their time to assist with the execution of the 2019 NCWF.

Table 4 provides a breakdown of the number of secondary students volunteering at the festival each day.

Table 4. Number of Secondary School Volunteers Per Day

Date	Number of Student Volunteers
Tuesday, May 8, 2019	30
Wednesday, May 9, 2019	29
Thursday, May 10, 2019	38
Friday, May 11, 2019	44
	141

In total there were **141** secondary school volunteers.

# 7. Student Transportation

School bus transportation was provided by DanNel Coach Lines Company and Student Transportation of Canada (STC). Both vendors have provided excellent service to the NCWF for several years and bookings were divided approximately equally between the two companies.

Table 5 indicates the number of buses required each day of the festival to transport students to and from Ball's Falls Conservation Area.

Date	Number of Participant Busses	Number of Secondary School Busses	Number of Schools
Tuesday, May 8, 2019	27	1	22
Wednesday, May 9, 2019	30	1	20
Thursday, May 10, 2019	25	2	17
Friday, May 11, 2019	28	2	19
Total	110	6	78

Table 5. Number of Busses Per Day

Once again, two bus drop-off/pick-up zones were utilized; the Red/Green Bus Zone located off Sixth Avenue just west of Glen Road and the Blue Bus Zone at the Centre for Conservation. Schools with accessible busses were unloaded and loaded at the main barn. Festival transportation coordinators as well as staff from STC helped ensure the safe and efficient loading and unloading of busses in each bus zone.

Upon arrival at the NCWF, the transportation coordinators directed teachers to a "welcome station" where they were greeted and provided copies of their schedule and a festival map.

# 8. Risk Management

The committee reviewed and updated the Risk Management Plan that was created in 2018 as appropriate. Due to potential severe weather during one of the festival days, the committee was able to execute the severe weather procedure and identify gaps to be updated in the plan.

The Steering Committee will review and update the Risk Management Plan in preparation for the 2020 NCWF, including new site considerations for the new festival location.

# 9. Media Coverage

Coverage of the 2019 NCWF included:

- A <u>Media Release</u> issued by Niagara Region on May 7, 2019
- Media coverage of the <u>Sponsor Recognition Event</u>
- Pictures in local paper
- YourTV feature
- Social media coverage (Facebook and Twitter)
- Photographers and videographers from Niagara Region

# 10. Continuous Improvement

The Steering Committee is committed to continuously improving the NCWF to ensure its ongoing success and relevance. The following sections discuss some of the processes utilized to help with continuous improvement.

# **Steering Committee Debrief**

The Steering Committee held a meeting on May 22, 2019. Debrief notes are recorded in the meeting minutes and some of the highlights include:

- The 2019 NCWF was another great success.
- The activity centre list should be reviewed and activity centres should be retired, updated and/or added to ensure new ideas and messaging are included.
- Lunch time for students should be shortened.
- Provide further education for volunteers on encouraging parent/teacher involvement
- Update Risk Management Plan based on experience from threat of severe weather

All action items and debrief notes from this meeting will be considered by the Steering Committee as they plan the 2020 NCWF.

# **Teacher Feedback Surveys**

In an effort to continually improve the NCWF, all teachers (179) who attended the festival were invited to complete an online survey following the festival. The Steering Committee appreciates their time and feedback as it is helpful in continuously improving the NCWF. In total, there were 48 respondents and the results are summarized below.

Table 6 presents average scores when teachers were asked to rate various components of the NCWF on scale from 1 (poor) to 5 (excellent).

Table 6. Teacher Survey – Average Ratings on a scale from 1 (poor) to 5 (excellent)

	Average Rating Out of 5
Age appropriateness of activity content	4.6
Relevance of activity content to Grade 3/4 curriculum	4.3
Festival communication	4.8
Helpfulness of staff/volunteers	4.8
Organization of transportation/bussing	5.0
Overall festival organization	4.7

- 75% of respondents had attended the NCWF before.
- 98% indicated they read the Festival Guide prior to attending.
- Some of the favourite activities noted include:
  - Flush the Kids
  - o Fire
  - Global Water Race
  - Mad Science
- Several respondents indicated that they believe their students retained key messaging. Some examples include:
  - Students created a poster outlining the importance of water and the many ways people impact water sources.
  - Rolling to the River was an eye opening station for the students as they could visually see the impact of items making their way into our waters.
     They really liked that station and spoke about it quite a bit afterward.
  - Water safety is definitely something that they learned more about. They
    will think twice about putting on what they think might be a life jacket and
    will no doubt inform adults at home if wrong choices are being made.
  - Many of the activities fit directly into both science and social studies curriculums and their experiences were reflected in classroom discussions and activities following our visit to the festival.
- Examples of some additional comments from respondents include:
  - It was a fabulous experience learning through play. My students and I really enjoyed the day. It was very well organized.
  - It was very well organized. The time and effort that went into each centre was amazing. The festival guide allowed me to prepare my students for

- what to expect. Staff were well informed and very well prepared for the day.
- Superbly organized. Outstanding volunteers. Fantastic information conveyed.
- My students and I had a great time. We all came home with new knowledge. The workshops were well planned and very informative.
- Covering the busing fees made this event happen for our school
- We thought it was a great hands-on way for our students to learn about water. Everyone was very knowledgeable, friendly and great with the students.

# **Volunteer Feedback Surveys**

In an effort to continually improve the NCWF, all volunteers were invited to complete an online survey following the festival. The Steering Committee appreciates their time and feedback as it is helpful in continuously improving the NCWF. In total, there were 38 respondents and the results are summarized below.

Table 7 presents average scores when volunteers were asked to rate various components of the NCWF on scale from 1 (poor) to 5 (excellent).

Table 7. Volunteer Survey – Average Ratings on a scale from 1 (poor) to 5 (excellent)

	Average Rating Out of 5
Festival communication	4.7
Helpfulness of other staff/volunteers	4.7
Food	4.7
Scheduling	4.7
Overall festival organization	4.8

- 66% of respondents had volunteered in the past
- More than 65% of respondents volunteered as activity centre presenters
- Examples of some of the additional comments from volunteers included:
  - It is a great day. Thank you to all the volunteers who work so hard to make it happen. I had a great time!
  - Thank you for the opportunity to participate, it was an engaging day and I think the children really enjoyed it and learned from the many booths that day.

As always, it's such a fun, rewarding time for me to serve others and see old friends. The kids have a great time, much laughter coming from the events as I took time to go out into the park. I consider myself fortunate to be a part of the Niagara Children's Water Festival for so many years, and now retired, and still to be needed, does my heart good.

# 11. Concluding Remarks

Niagara Region successfully hosted the 16th annual NCWF with ongoing support from the Steering Committee partners.

### The 2019 NCWF:

- Successfully taught over 3,600 children about the importance of water and the environment.
- Was delivered on budget.
- Was well received with excellent feedback from teachers and volunteers
- Continues to be a **preferred educational field trip** for teachers and students in the Niagara region.
- Was a great opportunity for Niagara Region and NCWF Partners to showcase the work they do related to water resources in Niagara.

The NCWF would not be possible without the support of everyone involved. The Steering Committee would like to extend its appreciation to all festival volunteers, high school volunteers, partners, supporting organizations, teachers, parents and students.

We look forward to hosting another successful event in 2020 at our new location- Brock University!

# Appendix A. 2019 NCWF Budget



# 2019 Niagara Children's Water Festival Budget - Summary

#### **SOURCES OF FUNDING**

Item	2019 Budget	2019 Actual
Regional Municipality of Niagara	\$ 85,000	\$ 85,000
City of St. Catharines Donation	\$ 5,000	\$ 6,000
OPG Donation	\$ 4,000	\$ 5,000
Other Sponsors	\$ -	\$ 11,750
Grants	\$ 5,000	\$ 5,000
	\$ 99,000	\$ 112,750

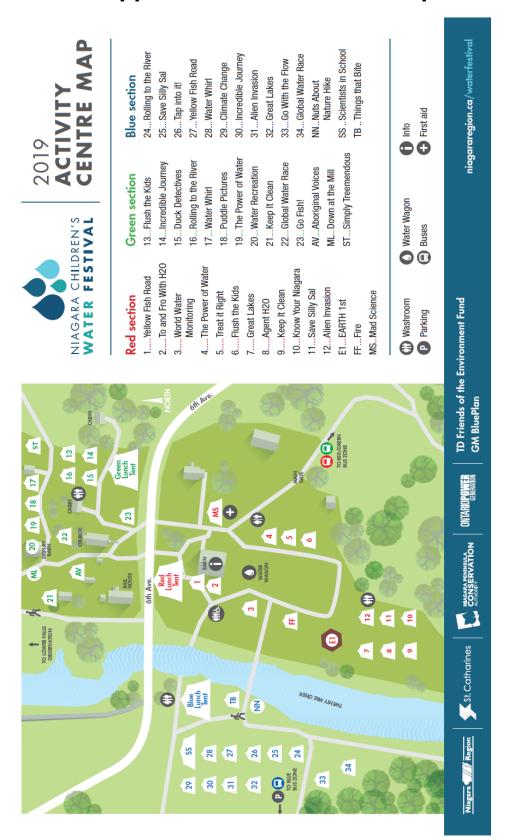
#### **EXPENDITURES**

Item	2019 Budget	2019 Actual
Service Providers	\$ 2,000	\$ 2,018
Equipment & Supplies	\$ 7,000	\$ 4,582
Rentals	\$ 5,700	\$ 4,990
Promotions and Marketing	\$ 5,500	\$ 6,018
Tents	\$ 25,400	\$ 21,938
Transportation	\$ 25,000	\$ 24,901
Food and Hospitality	\$ 7,000	\$ 7,263
Health & Safety	\$ 1,000	\$ 900
Staff Expenses	\$ 1,800	\$ 473
Miscellaneous	\$ 500	\$ -
Site Rental	\$ 15,000	\$ 20,352
	\$ 95,900	\$ 93,435
Net Difference	\$ 3,100	\$ 19,315

Actual amounts include 1.76% net HST.

June 2019 Page 14

# Appendix B. 2019 NCWF Map



June 2019 Page 15

# **Appendix C. 2019 Sponsors**



# THANK YOU!

## **WATERSHED**





TD Friends of the Environment Foundation

## **RIVER**









## **CREEK**

Alfred Beam Excavating
Bass Pro Shops
Brock University
City of Welland
City of Niagara Falls
Conservation and Parks
Environmental Infrastructure Solutions Inc.
HJS Solutions
Land Care Niagara

Mad Science
Ministry of the Environment
Niagara College
Niagara Drowning Prevention Coalition
Ohnia-kara Aspiring Geopark
(Geospatial Niagara)
Scientists in School
Town of Lincoln
Town of Pelham

## **ACTIVITY CENTRE SPONSOR**

R.V. Anderson

Associated Engineering Ltd.



June 2019 Page 16

From:

To: Gayle Wood; Grant Bivol

Subject: Correspondence for the Agenda of Full Authority Meeting on Nov.20, 2019 - Thundering Waters/Riverfront- re:

PSW date error on the NPCA letter to MMAH, July 2019.

**Date:** November 6, 2019 4:28:33 PM

To the Clerk of the NPCA. (Nov.06,2019).

The July 2019 Authority meeting approved a letter of the NPCA Board resolution sent to the Minister of Municipal Affairs

that PSW evaluation scores for Riverfront, aka Thundering Waters, remain as they are. This requires an open discussion,

as without a specific date stated, the opposite meaning of the Board's intention has been sent to the MMAH.

At the following Authority meeting, Member Leah Fior commented that the lack of a date "be revisited". The previous letter from me, regarding the date issue, was approved in the Minutes. This needs to be discussed and resolved at the November meeting. The date of the PSW score evaluations should be specified as at the date of the Niagara Falls Council approval.

This is a request that an open discussion for the remedy of the date is included in the November 2019 Full Authority Meeting.

Please reply and confirm receipt. Further correspondence to the Auditor General will result if this is left unresolved.

Thank you, John Lynn.

The information contained in this communication, including any attachment(s), may be confidential, is intended only for the use of the recipient(s) named above. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure of this communication, or any of its contents, is prohibited. If you have received this communication in error, please notify the sender and permanently delete the original and any copy from your computer system. Thank-you. Niagara Peninsula Conservation Authority.



**Report To: Board of Directors** 

Subject: Update - Auditor General Report Recommendations - November 2019

**Report No: FA-154-19** 

Date: November 20, 2019

#### **Recommendation:**

**THAT** Report No. FA-154-19 RE: Update - Auditor General Report Recommendations November 20, 2019 **BE RECEIVED** for information.

#### Purpose:

The purpose of this report is to provide a monthly update to the Board of Directors regarding continued progress in responding to the Auditor General's Report and recommendations. The November Report will contain any updates in this document as opposed to the full Appendix, in order to reduce the number of pages in the agenda. The full Appendix will be attached to the December update.

#### **Background:**

The Auditor General of Ontario attended the May 3, 2019 Board of Directors' meeting to present her findings regarding the *Special Audit of the Niagara Peninsula Conservation Authority, September 2018.* At the May 3<sup>rd</sup> meeting staff, through Report No. FA-50-19, provided an Update regarding the NPCA's progress in responding to the Auditor General's recommendations.

The Auditor General advised the Board that she and her team will return in 2020 to undertake an additional review to ensure her recommendations were addressed.

#### Discussion:

At the May 3, 2019 meeting the Board of Directors requested that a Standing Report be received at their monthly meetings to provide Board members with continuous updates in addressing the Auditor General's recommendations.

The following actions on the Auditor General's recommendations have occurred since the October Board of Directors meeting:

#### **Recommendation 1**

• The Authority Chair and CAO met with the Ministries of Environment, Conservation and Parks as well as Natural Resources and Forestry on October 9, 2019 and submitted recommendations regarding Bill 108. Ongoing discussions with the Province will occur.

#### **Recommendation 2**

• The NPCA Governance Committee has continued to meet and update the Administrative By-Law including the Code of Conduct.

#### **Recommendation 3**

- The Board will appoint Public Advisory Committee Members in 2019 after which a gaps assessment of skills between the PAC and Board members can be completed.
- The Board training program will continue November 20, 2019 with a presentation on *The Conservation Authorities Act* proposed changes through Bill 108.

#### **Recommendation 5**

- Performance Appraisals for staff continue their anniversary date.
- The Governance Committee will recommend to the Board of Directors, in November that Board collective and individual performance commence in October 2020 after the Board members have had a full year of working together.

#### **Recommendation 6**

- The Administrative By-Law was further updated by the Governance Committee in October 2019 to refine the definitions of per diems and honourariums.
- In November, the Governance Committee will recommend to the Board that member's expenses be published quarterly.

#### **Recommendation 7**

• In October, staff completed 2 Open Houses regarding the Welland River floodplain mapping. The Floodplain Committee will review the results of the feedback received and provide a recommendation to the Board by year end.

#### **Recommendation 8**

- The Province has received a *Report from the Special Advisor on Flooding* which may impact this recommendation and the Authority's floodplain management program.
- The Authority has developed a Business Case for updated mapping in 2020 to present during budget discussions.

#### **Recommendation 10**

 The CAO has commenced implementation of the Human Resources Plan with staff "Lunch and Learns" and the development of a Corporate Culture Plan.

#### **Recommendation 11**

 The draft 2020 budget incorporates 4 new growth staff positions, including a new enforcement position.

#### **Recommendation 15**

 Reports on land acquisition criteria and an updated Land Acquisition Strategy will be presented to the Board in December 2019.

#### **Recommendation 21**

A Capital Asset Management/Finance position has been hired.

#### **Financial Implications:**

The draft 2020 budget, will address any recommendations of the Auditor General that require funding submissions, including addressing staffing gaps and capital projects.

Original signed by:

D. Gayle Wood, BES, CMMIII
Chief Administrative Officer/Secretary-Treasurer



Report To: Board of Directors

Subject: Comments on "Proposed new Canada-Ontario Agreement on Great

Lakes Water Quality and Ecosystem Health"

Report No: FA-155-19

**Date:** November 20, 2019

#### Recommendation:

**THAT** Report No. FA-155-19 RE: Comments on "Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health" **BE RECEIVED** for information.

#### Purpose:

The purpose of this report is to inform the Board of Directors about the comments submitted by NPCA staff on the "Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health".

#### **Background:**

The Great Lakes are critical for the economic, ecological, and recreational well-being of living organisms (e.g., humans, wildlife) in both the United States and Canada. The importance of the Great Lakes and the recognition of their environmental degradation over centuries has led to various policies, regulations, and agreements to ensure their protection and restoration.

#### **Boundary Waters Treaty of 1909**

The Boundary Waters Treaty was signed in 1909 to prevent and resolve disputes over the use of the waters shared by Canada and the United States and to settle other transboundary issues. The treaty established the International Joint Commission (IJC) to help the two countries carry out its provisions. At the time, disputes over water were already creating tension along the border. Settlers in Montana and Alberta were building competing canals to divert the waters of the St. Mary and Milk Rivers for their own use. On the Niagara River, it was increasingly clear that the two countries needed a management plan that could balance the growing demand for hydroelectric power with the interests of navigation, while safeguarding the unique natural beauty of Niagara Falls. The treaty provided a framework to deal with these disputes.

#### Canada-U.S. Great Lakes Water Quality Agreement:

As part of its responsibilities under the Boundary Waters Treaty, the IJC reported on pollution issues in the Great Lakes several times from 1918 to 1960. These reports and recommendations for action formed the basis of the first Canada-U.S. Great Lakes Water Quality Agreement (GLWQA) in 1972. The GLWQA commits both countries to work cooperatively to "restore and maintain the chemical, physical, and biological integrity of the waters of the Great Lakes". The GLWQA was amended in 1978 and revised by Protocol in 1987 and 2012, to address new and emerging issues in the Great Lakes Basin. The 1987 Protocol called for the development of cleanup plans (called Remedial Action Plans or RAPs) at the most polluted locations (referred to as Areas of Concern) throughout the Great Lakes.

The ten annexes under the 2012 GLWQA are as follows: Areas of Concern, Lakewide Management, Chemicals of Mutual Concern, Nutrients, Discharges from Vessels, Aquatic Invasive Species, Habitat and Species, Groundwater, Climate Change Impacts, Science.

#### Canada-Ontario Agreement on the Great Lakes

Beginning in 1971, the Government of Canada and the Province of Ontario demonstrated their commitment to addressing Great Lakes ecosystem issues through a series of Canada-Ontario Agreements on the Great Lakes (Canada-Ontario Agreement or COA). The COA fulfills Canadian federal commitments under the GLWQA as well as provincial Great Lakes commitments (e.g., Ontario's Great Lakes Strategy and the Made-in-Ontario Environment Plan).

The purpose of the Agreement is to "restore, protect, and conserve Great Lakes water quality and ecosystem health in order to assist in achieving the vision of a healthy, prosperous, and sustainable region for present and future generations." The COA is signed by three provincial ministers (i.e., Minister of the Environment, Conservation and Parks; Minister of Natural Resources and Forestry; and Minister of Agriculture, Food and Rural Affairs) and six federal ministers. The lead federal department is Environment and Climate Change Canada.

The current COA was renewed in 2014 and expires in December 2019. The draft new COA on Great Lakes Water Quality and Ecosystem Health was posted for public comment on the Canada Gazette (federal) and the Environmental Registry of Ontario from July 5, 2019 to September 4, 2019. The draft COA comprises of a Framework Agreement and thirteen annexes. The management of the COA is administered by an Executive Committee that is co-chaired by senior representatives from Environment and Climate Change Canada and Ministry of the Environment, Conservation and Parks, with participation from the signatory ministries, departments, and agencies who are responsible for commitments in the Agreement.

The thirteen annexes are as follows: Nutrients, Harmful Pollutants, Wastewater and Stormwater, Discharges from Vessels, Areas of Concern, Lakewide Management, Aquatic Invasive Species, Habitat and Species, Groundwater Quality, Climate Change Impacts and Resilience, From Awareness to Action, Métis and the Great Lakes, First Nations and the Great Lakes.

Appendix 1 provides a graphical representation of these various Great Lakes Agreements and their relationship to each other as well as other programs.

#### Importance/Relevance to the NPCA

The Niagara Peninsula is surrounded by the waters of the Great Lakes on three sides: Lake Erie is on its southern end, Lake Ontario is the northern portion of our jurisdiction, and the Niagara River to the east. Approximately 5% of the land in the Niagara Peninsula drains into Lake Erie, 40% of the area drains into Lake Ontario, and 55% into the Niagara River (and ultimately to Lake Ontario). Surface waters from that flow into the Great Lakes can impact nearshore water quality of the receiving waterbody.

Both the GLWQA and the COA refer to working in cooperation and consultation with watershed management agencies (amongst others) to implement programs and other measures to support the goals of the agreements. Several annexes in each agreement (e.g., Nutrients, Areas of Concern, Habitat and Species, Groundwater Quality, Climate Change Impacts, etc.) fit under the role and existing programing at the NPCA such as water quality monitoring, source water protection, restoration, integrated watershed planning, and the Remedial Action Plan.

Since 1999, the NPCA has received financial support from the COA Co-Leads (ECCC and MECP) to hire a staff person to support the activities of the agencies involved in implementing the Niagara River Remedial Action Plan, engage the local community, and move the Niagara River Area of Concern toward delisting (removal from the list of AOCs). The AOC program is listed as its own Annex under Annex 1 of the GLWQA and Annex 5 of the COA.

#### Discussion:

NPCA staff provided comments that were submitted to the Province of Ontario through its online Environmental Registry of Ontario with the most comments focused on Annex 5: Areas of Concern because of its direct impact on the special project being led by the NPCA through its Project Manager (i.e., the Niagara River Remedial Action Plan).

#### Main comments:

- The COA should explicitly acknowledge the partnership with Conservation Authorities as
  they are a key implementer of Annex 5: Areas of Concern. Several conservation authorities
  (i.e., St. Clair Region CA, Essex Region CA, Niagara Peninsula CA, Conservation Halton,
  Toronto and Region CA, and Lower Trent Region CA) act as the host organization to
  support the coordination and local implementation of Remedial Action Plans at Canadian
  Great Lakes Areas of Concern.
- There is concern that funding support for conservation authorities (as host agencies of the RAP Teams) is not an explicit commitment as it has been in past COAs (e.g., 2014 COA Result 1.5)
- The results noted for Annex 5 specific to the Niagara River are often incorrect and/or not based on the most recent information from the RAP Team. The comments provided by the NPCA staff describe the corrections needed and (where applicable) provide rationale and further explanation for the suggested revision.

#### **Financial Implications:**

If funding support through COA is not confirmed/received, the NPCA may not be able to fulfill its commitment of coordinating and delivering the Niagara River Remedial Action Plan.

## Links to Policy/Strategic Plan:

Evidence-based resource management; Rebuilt the canopy plant 1 million trees & 3 million native plants

#### References:

Environmental Registry of Ontario. Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health. ERO#019-0198

International Joint Commission. Boundary Waters Treaty of 1909. Accessed online on November 1, 2019: <a href="https://www.ijc.org/en/boundary-waters-treaty-1909">https://www.ijc.org/en/boundary-waters-treaty-1909</a>

International Joint Commission. History of the Canada-U.S. Great Lakes Water Quality Agreement. Accessed online on November 1, 2019: <a href="https://www.ijc.org/en/what/glwqa-history">https://www.ijc.org/en/what/glwqa-history</a>

#### **Appendices:**

- Appendix 1: Graphical representation of Great Lakes agreements and their relationships to other policies or programs.
- Appendix 2: Copy of detailed comments on "Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health" (ERO#019-0198).

  Other supporting information:

Other supporting information:

Conservation Ontario's comments:

https://conservationontario.ca/resources/?tx\_fefiles\_files%5Bfile%5D=508&tx\_fefiles\_files%5Baction%5D=show&tx\_fefiles\_files%5Bcontroller%5D=File&cHash=8672806477345ef2bd86555d135aac4f

Authored by:	Reviewed by:
Original signed by:	Original signed by:
Natalie Green, Project Manager Niagara River Remedial Action Plan Management	Geoff Verkade, Senior Manager Integrated Watershed Planning/Information
Reviewed by:	Submitted by:
Original signed by:	Original signed by:
Lise Gagnon Director, Corporate Services	D. Gayle Wood, BES, CMMIII Chief Administrative Officer/Secretary- Treasurer

## **Boundary Waters Treaty 1909**





COA helps deliver federal commitments under the GLWQA



Similar commitments in GLWQA and COA









COA helps deliver federal and provincial Great Lakes commitments





Goals of COA aligned with provincial priorities





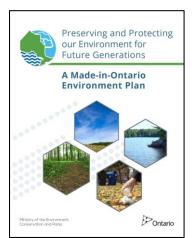
First signed: 1972
Commits Canada and the U.S. to work
together to preserve the Great Lakes Basin
ecosystem and improve the quality of the

Waters of the Great Lakes.

# Canada-Ontario Agreement 2014

First signed: 1971

Commits Canada and Ontario to work together toward Great Lakes Ecosystem Health



These programs (and others) are outlined in both the GLQWA and the COA

Areas of Concern (AOC) / Remedial Action Plans (RAP)

Lakewide Action and Management Plans (LAMP)



goals of the COA and provincial strategies.

Canada-Ontario Lake Erie Action Plan (LEAP) Source Water Protection







# Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health

(ERO#019-0198)

Sections	Comments
Article I - Definitions	None
Article II - Purpose	None
Article III - Principles	None
Article IV - Annexes	None
Article V – Administration of the	None
Agreement	
Article VI – Science	None
Article VII – Reporting	None
Article VIII – Resources	None
Article IX – Notification	None
Article X – Amending the	None
Agreement	
Article XI – Dispute Avoidance	None
Article XII – Entry Into Force	None
Article XIII – Compliance with Law	None
Priority – Protecting Waters	
Annex 1: Nutrients	Result 1 (a) should specify the partners to implement the Lake Erie Action Plan. Will local conservation authorities, municipalities, indigenous communities, and citizens be involved? Are the partners already listed in the LEAP?  Result 5 (m): in some cases, Conservation Authorities have existing resources to support this sub-result; therefore, there may not be a need to <i>develop</i> the watershed models to support decision-making for Lake Erie and Ontario.  Result 5 (o) For Lake Ontario, extend seasonal coverage of water quality monitoring into and in-within the lake to better []  We suggest adding a sub-result to identify existing partnerships
Annex 2: Harmful Pollutants	that Canada and Ontario can and should be utilizing to coordinate monitoring of nutrients in the Great Lake basin, leverage existing resources, and share information.  Page 21, paragraph 3, line 3 (Preamble): "high-level PCBs in storage". This statement is not clear. What does this mean? Stored in a facility? Stored in sediments?

Result 2 (d): should specify existing binational strategies that are directly related to this sub-result, for example, the Niagara River Toxics Management Plan.

Result 5 - Plastic pollution in the Great Lakes basin is reduced: how will this result be measured and reported on? Is there baseline data on the amount of plastic pollution in the Great Lakes?

Result 5 (a): Wording needs to be improved as it is unclear. Suggestion: Support projects that aim to clean-up and capture plastic pollution from our waterways and land.

Result 5 (i): the first bullet (i) under this sub-result needs clarification. First, to "transition from" typically means that it will not be utilized anymore and will be replaced by another approach. The interpretation from this bullet is that Ontario will discontinue the Blue Box Program and will encourage producers to reduce the amount of waste their packaging creates. Is that interpretation correct? What happens if the producer is outside of Ontario? Ontario should (like Canada under 5(h)) invest recycling facilities and encourage residents to practice re-use and reduction.

Result 5 (I): this sub-result is weak. A consideration does not necessarily result in action or change and may have no impact on the issues.

# Annex 3: Wastewater and Stormwater

Agree that controlling (preventing) upstream sources of pollution is more effective and less expensive than cleaning it up later.

Result 1 (i): agree that conservation authorities are identified as partners to help promote and support the use of green infrastructure and low-impact development. However, many conservation authorities are limited in their resources (staff, expertise, and funding) to implement and support such work. Furthermore, with the recent changes to the mandate of Conservation Authorities (through Bill 108), CAs are supposed to focus on their mandatory programs (natural hazards, regulations, lands, and Source Water Protection), and are not able to use levy to conduct this work. As such, Ontario should provide funding support to Conservation Authorities to work with local partners (municipalities, landowners, developers) to implement the use of green infrastructure.

Result 1 (j): needs rewording for clarity—does "high uptake" in this case mean the sequestering of phosphorus through green infrastructure or the implementation of many projects?

	Suggestion: Support studies that improve the understanding of the impacts of green infrastructure and low impact development on phosphorus loadings.
	Result 2 (f): unless a beach is tested for bacteria level daily, reporting on the number of days beaches are open and safe for swimming is not accurate. The sampling frequency at beaches differs based on location, agency, and popularity. Several beached in Ontario are tested daily while many others are tested weekly. For those tested weekly, an "open" result on Monday could fail to meet requirements on Wednesday but it would be reported at 7 days open (or vice-versa if it testing showed it was 'posted' on Monday and not tested again until the following week).
	Result 2 (g & p): Outside of Source Water Protection, what role do Conservation Authorities have with respect to road salt application best management practices?
	Result 2 (I): should also include the importance of maintenance of septic systems
	Result 2 (m): "E. coli" needs to be italicized; Replace "reduce use of" with "impact water quality and enjoyment of beaches"; provide clarification on other substances (chemicals? Algae?)
Annex 4: Discharges from Vessels	Page 33, paragraph 5: this is no longer the most recent Progress Report of the Parties.
Priority – Improving Coastal Areas	Page 36, last paragraph: grammatical error. "This" without a subject or context. This agreement? This Annex? This effort?
Annex 5: Areas of Concern	Several conservation authorities act as the host organization to support the coordination and local implementation of Remedial Action Plans at Canadian Great Lakes Areas of Concern. The Annex does not acknowledge nor confirm the involvement and support of partners in completing actions toward restoring Areas of Concern despite having a result linked to coordination and collaboration. It is disappointing as it was included in the previous 2014 COA. Furthermore, there is concern that funding support for conservation authorities (as host agencies of the RAP Teams) is not an explicit commitment as it has been in past COAs (e.g., 2014 COA Result 1.5)
	Suggested revision for Result 1: Advance remediation of AOCs through enhanced coordination and cooperation amongst governments, First Nations, Métis, municipalities, conservation authorities, and communities.
	Suggestions for additional sub-results for Canada and Ontario:

- (b) Provide resources to support the activities of the Remedial Action Plan Implementation Teams to coordinate and implement projects, report on progress, facilitate community engagement and consultation toward delisting the AOC, and promote adoption of mechanisms to sustain long-term environmental protection.
- (c) Undertake a process to engage communities, First Nations and Métis in remediation and decision-making for removal of beneficial use impairments, designating the AOC as an AOC in Recovery and/or delisting the AOC, as appropriate, in each AOC.

Sub-result (c) is being suggested under Result 1 because the engagement with communities, First Nations, and Métis is noted (repeated) for each Area of Concern. This is an important overarching engagement process for all Areas of Concern and is better suited for the result related to coordination and cooperation.

#### Comment—Result 10:

It may be an over-commitment to say that the Niagara River AOC will "complete all remaining actions required to achieve delisting". There are actions for the Niagara River AOC that may extend beyond the time-frame of this Canada-Ontario Agreement, particularly if funding support is not provided or if monitoring indicates there are still issues after actions are completed. For example, while contaminants levels in the Niagara River are on the decline, 5 years may not be enough time to see changes in the contaminants in fish tissue. The RAP partners are working diligently to complete remedial actions and will continue to make progress on restoring the Niagara River AOC. Should the result not be revised, then Canada and Ontario should ensure appropriate resources are provided to the Niagara River AOC to achieve results.

Suggested revision for Result 10:

Continue to implement actions required to achieve delisting [...]

Result 10 (a): Assess the status of five remaining beneficial use impairments. Since there are five remaining beneficial use impairments, this result should be linked to each of those remaining issues. Suggested revisions and comments below:

- i. Determine status of fish <u>and wildlife</u>
   populations and fish and wildlife habitat to assess progress
   towards achievement of delisting criteria;
- ii. Conduct monitoring of fish-contaminants in fishes and improve understanding of fish consumption habits to assess progress towards achievement of delisting criteria;

iii. Continue to monitor water <u>quality</u>, suspended sediment quality and biota upstream and downstream of the Niagara River AOC to assess progress towards achievement of delisting criteria; and

<u>Comment</u>: sub-result (iii) pertains to the Niagara River Toxics Management Plan (NRTMP) Upstream-Downstream Program and not the necessarily the Niagara River AOC. Replace with text below.

#### Revision Result 10 (a) (iii):

Continue to monitor water and sediment quality, biota, benthos, and beach water quality in the Niagara River AOC to assess progress towards achievement of delisting criteria;

iv. Complete status assessments, prepare status assessment reports, and, as appropriate, proceed with the beneficial use impairment redesignation for Restrictions on Fish and Wildlife Consumption; Degradation of Fish and Wildlife Populations; Degradation of Benthos; Beach Closings; and Loss of Fish and Wildlife Habitat.

**Comment**: there are grammatical issues in this sub-result.

Result 10 (b) Undertake remedial actions to achieve beneficial use impairment delisting criteria:

i. Provide technical and financial support for design implementation of remedial actions to address high bacterial levels at Queen's Royal Beach; and Comment: support is required for implementation & completion of priority remedial actions, not the design of actions.

ii. Provide technical and financial support for <a href="the-completion">the completion</a>
<a href="mailto:of-one-remaining-priority">of-one-remaining priority</a> coastal wetland and riparian
<a href="habitat-and-populations">habitat projects</a> to improve fish habitat and populations, as <a href="identified by the local RAP Team to-and-to-achieve delisting-criteria\_for Loss of Fish and Wildlife Habitat and-begradation of Fish and Wildlife Populations.">Wildlife Populations</a>.

<u>Comment</u>: Of the seven projects identified for the Niagara River AOC, four have already been completed. There are 3 remaining coastal wetland habitat creation projects identified to achieve delisting criteria for the Niagara River AOC; one is funded and two are not yet funded. Several Remedial Action Plan partners are engaged and committed to completing these remaining habitat projects in the Niagara River AOC. Local partners will work together to complete these projects but without technical and funding support from Canada and Ontario (as well as other partners) for the remaining projects, delisting goals will not be achieved.

	Result 10 (c): there is a typo wherever Lyons Creek is mentioned (it's Lyons <u>not</u> Lyon's).
	Result 10 (d): revise and move to Result 1 (c). See comments above.
	Suggested Addition: Result 10 (d): Support and inform the Canadian Nutrients Strategy for Lake Ontario to address water quality issues and remedial actions in the Niagara River AOC.
Annex 6: Lakewide Management	Result 2: agree with this result and it should be duplicated in the Areas of Concern Annex.
	Result 4 (a) (iii): there might be a word missing in this sentence.  Does it refer to the Upstream-Downstream program? If so, suggestion for revising: Niagara River Toxics Management Plan including the Niagara River water quality monitoring (Upstream-Downstream Program) and biomonitoring
	Result 8 (e): Will this sub-result include the connecting channels?
Priority – Protecting Habitat and	
Species	
Annex 7: Aquatic Invasive Species	None
Annex 8: Habitat and Species	None
Priority – Enhancing	
Understanding and Adaptation	D 11.2 ( ) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Annex 9: Groundwater Quality	Result 2 (c), where it says "Maintain"—it would be better if it was "Expand and maintain" because the more data that is collected through the monitoring program, the more accurate the understanding of groundwater influences on Great Lakes Water Quality will be.
Annex 10: Climate Change Impacts and Resilience	Result 2 (g): should conservation authorities be involved in this result related to flooding and flood mitigation?
Priority – Engaging Communities – From Awareness to Action	
Annex 11: From Awareness to Action	As part of Result 1 (a), Canada and Ontario should promote information exchange between partners working on the Great Lakes, for example, hosting a Canadian AOC Conference.
	Result 1: There is no mention of Ontario's support for Great Lakes projects and initiatives to help restore, protect and conserve the Great Lakes. Without funding support, little progress will be made on achieving the results of the COA. The 2014 COA included this language under the Engaging Communities Annex (Result 1.2 (b)).

Annex 12: Métis and the Great Lakes	Page 77, paragraph 2: typo. Should read "Canada and Ontario will work with Métis on a good governance basis []"
Annex 13: First Nations and the	Page 79, paragraph 3: typo. Should read "Canada and Ontario
Great Lakes	will work with First Nations on a good governance basis []"

General Comments				
Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health (ERO#019-0198)	There are grammatical issues throughout the AOC Annex (perhaps others, as well). The authors should review the consistent use of the semi-colon or comma (as noted in 10 (a) (iv) and whenever "as appropriate" is used. For example, "complete status assessments, prepare status assessment reports, and as appropriate proceed with the beneficial use impairment redesignation for []" should read "complete status assessments, prepare status assessment reports and, as appropriate, proceed with the beneficial use impairment redesignation for []			



**Report To: Board of Directors** 

**Subject:** Communications Update Report- October/November 2019

**Report No: FA-161-19** 

**Date:** November 20, 2019

#### Recommendation:

**THAT** Report No. FA-161-19 RE: Communications Update Report-October/November 2019 **BE RECEIVED** for information.

#### Purpose:

To provide the Board of Directors with an update of media exposure surrounding the work of the NPCA in October and early November 2019. This media coverage and communications update report will be provided to the Board of Directors as needed.

To assist with this, it is requested that Board Members follow the approved Communications Policy regarding organizational spokespersons and liaise with the CAO/Secretary-Treasurer and/or Communications Department in advance of all media interviews in order to assign the appropriate spokesperson, track NPCA related media coverage, provide communications support and key messaging if needed, and distribution and/or notification to the Board of Directors.

#### Background:

The Media Report consists of all media coverage for the month of October to November 6, 2019. This includes outlet names, dates of coverage, titles, links when available, tonality, and PR value.

#### Discussion:

No other pending/upcoming media opportunities that staff are aware of at this time.

#### **Financial Implications:**

Staff resources are budgeted for media relations.

#### **Media Releases**

- Board of Directors Meeting Highlights- September: <a href="https://npca.ca/our-voice/post/board-of-directors-meeting-highlights">https://npca.ca/our-voice/post/board-of-directors-meeting-highlights</a>
- Ontario Launches Healthy Parks, Healthy People Consultation: <a href="https://npca.ca/our-voice/post/healthy-parks-healthy-people-consultation">https://npca.ca/our-voice/post/healthy-parks-healthy-people-consultation</a>
- Joint Statement: NPCA & Former CAO, Mark Brickell: <a href="https://npca.ca/our-voice/post/joint-statement-npca-former-cao-mark-brickell">https://npca.ca/our-voice/post/joint-statement-npca-former-cao-mark-brickell</a>
- Statement Regarding NPCA Salary Disclosures: <a href="https://npca.ca/our-voice/post/npca-salary-disclosures">https://npca.ca/our-voice/post/npca-salary-disclosures</a>

#### Past & Upcoming Events:

- 45<sup>th</sup> Annual Ball's Falls Thanksgiving Festival, October 11-14th
- Step into Nature Series- November 14th at West Lincoln Public Library
- Public Advisory Committee Meeting (PAC)- November 28th, 5:30 p.m. at Ball's Falls Centre for Conservation

#### **Related Reports and Appendices:**

Appendix 1 - Media Coverage Report- October-November 2019

Authored by:
Original signed by:
Erika Navarro, B.A. (Hon) Communications Specialist
Reviewed by:
Original signed by:
Renee Bisson Manager, Communications and Public Relations
Submitted by:
Original signed by:
D. Gayle Wood, BES, CMMIII Chief Administrative Officer /Secretary-Treasurer

### Appendix 1 to Report No. FA-161-19



# **Niagara Peninsula Conservation Authority**

# **MEDIA COVERAGE REPORT**

October-November 2019

**Total Media Hits: 98** 

Estimated media impressions: 35,661,645

Estimated PR value: \$754,006

56

Outlet	Date	Headline	Link	Tone	Estimated Reach	PR Value/AVE
Online						
Destination Niagara Falls	October 2019	Here's what going on in Niagara for the month of October 2019. Featured events are	https://www.destinationniagarafalls.ca/f estivalsandevents/item/393-oct-2019	Positive	N/A	N/A
To Do Canada	Oct. 2, 2019	Thanksgiving Weekend Events & Activities in and around Niagara Falls: Friday, October 11 to – Monday, October 14, 2019	https://www.todocanada.ca/things- thanksgiving-weekend-niagara-falls- region/	Positive	N/A	N/A
Girl in Niagara	Oct. 4, 2019	Things to Do in Niagara this October	https://girlinniagara.com/2019/10/04/t hings-to-do-in-niagara-this-october/	Positive	N/A	N/A
Niagara this Week	Oct. 4, 2019	Comfort Maple to live on through legacy project	https://www.niagarathisweek.com/news -story/9630298-comfort-maple-to-live- on-through-legacy-project/	Positive	12,366	\$344
Welland Tribune	Oct. 4, 2019	Comfort Maple to live on through legacy project	https://www.wellandtribune.ca/news- story/9630298-comfort-maple-to-live- on-through-legacy-project/	Positive	41,681	\$1,157
HelloNiagara	Oct. 6, 2019	Things to do this weekend in Niagara- October 11 to 13, 2019	https://www.helloniagara.ca/things-to-do-this-weekend-in-niagara-falls-october-11th-to-october-13th-2019/	Positive	N/A	N/A
Narcity	Oct. 8, 2019	19 Places In Canada With Names So Weird They'll Make You Do A Double Take	https://www.narcity.com/travel/ca/19- weirdest-place-names-in-canada-that- you-wont-believe-actually-exist	Positive	N/A	N/A
Niagara Independent	Oct. 8, 2019	Thanksgiving tradition continues at Ball's Falls	https://niagaraindependent.ca/thanksgi ving-tradition-continues-at-balls-falls/	Positive	2,580	\$75
Niagara this Week	Oct. 8, 2019	Thanksgiving classics return to Lincoln Oct. 11 to 14	https://www.niagarathisweek.com/what son-story/9635902-thanksgiving- classics-return-to-lincoln-oct-11-to-14/	Positive	2,582	\$342
The Spec	Oct. 8, 2019	Seven things to do this Thanksgiving weekend in Hamilton (what's open and closed on Monday)	https://www.thespec.com/news- story/9640689-seven-things-to-do-this- thanksgiving-weekend-in-hamilton- what-s-open-and-closed-on-monday-/	Positive	529,000	\$14,685

Niagara at Large	Oct. 10, 2019	Annual Ball's Falls Thanksgiving Festival Celebrates 45 Years	https://niagaraatlarge.com/2019/10/10/ annual-balls-falls-thanksgiving-festival- celebrates-45-years/	Positive	N/A	N/A
Niagara Falls Review	Oct. 10, 2019	Thanksgiving tradition returns to Ball's Falls	https://www.niagarafallsreview.ca/what son-story/9639478-thanksgiving- tradition-returns-to-ball-s-falls/	Positive	68,029	\$1,887
Niagara this Week	Oct. 10, 2019	What's on this week?	https://www.niagarathisweek.com/what son-story/9626268-things-to-do-in- niagara-this-weekend-oct-11-14-/	Positive	2,582	\$342
St. Catharines Standard	Oct. 10, 2019	Thanksgiving tradition returns to Ball's Falls	https://www.stcatharinesstandard.ca/w hatson-story/9639478-thanksgiving- tradition-returns-to-ball-s-falls/	Positive	169,000	\$6,500
Welland Tribune	Oct. 10, 2019	Thanksgiving tradition returns to Ball's Falls	https://www.wellandtribune.ca/whatson -story/9639478-thanksgiving-tradition- returns-to-ball-s-falls/	Positive	41,681	\$1,157
Bay Observer	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.theobserver.ca/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	52,099	\$1,445
Brantford Expositor	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.brantfordexpositor.ca/trave l/one-tank-trips-niagara-offers- spectacular-views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	69,702	\$1,934
Calgary Herald	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://calgaryherald.com/travel/one- tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	871,625	\$24,078
Chatham Daily News	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.chathamdailynews.ca/trave l/one-tank-trips-niagara-offers- spectacular-views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	39,314	\$1,090

Edmonton Journal	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://edmontonjournal.com/travel/on e-tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	975,851	\$27,078
Fort McMurray Today	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.fortmcmurraytoday.com/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	16,535	\$456
Hanna Herald	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.hannaherald.com/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	468	\$13
Intelligencer	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.intelligencer.ca/travel/one- tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	37,531	\$1,041.48
Leader Post	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://leaderpost.com/travel/one-tank- trips-niagara-offers-spectacular-views- of-last-of-fall-colours/wcm/49d3a2fe- edd0-4fea-a30a-d932d2450b95	Positive	164,917	\$4,576
London Free Press	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://lfpress.com/travel/one-tank- trips-niagara-offers-spectacular-views- of-last-of-fall-colours	Positive	466,790	\$12,953
London Opener	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.thelondoner.ca/travel/one- tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	5,025	\$139
Northern News	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.northernnews.ca/travel/on e-tank-trips-niagara-offers-spectacular- views-of-last-of-fall-	Positive	4,754	\$132

			<u>colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95</u>			
Nugget	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.nugget.ca/travel/one-tank- trips-niagara-offers-spectacular-views- of-last-of-fall-colours/wcm/49d3a2fe- edd0-4fea-a30a-d932d2450b95	Positive	88,984	\$2,469
O Canada	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://o.canada.com/travel/one-tank- trips-niagara-offers-spectacular-views- of-last-of-fall-colours/wcm/49d3a2fe- edd0-4fea-a30a-d932d2450b95	Positive	217,472	\$6,034
Owen Sound Sun Times	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.owensoundsuntimes.com/t ravel/one-tank-trips-niagara-offers- spectacular-views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	28,829	\$800
Sault Star	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.saultstar.com/travel/one- tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	45,591	\$1,265
Shoreline Beacon	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.shorelinebeacon.com/trave l/one-tank-trips-niagara-offers- spectacular-views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	4,932	\$128
Simcoe Reformer	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.simcoereformer.ca/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	29,852	\$828
St. Thomas Journal	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.stthomastimesjournal.com/ travel/one-tank-trips-niagara-offers- spectacular-views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	18,378	\$510

Stratford Beacon Herald	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.stratfordbeaconherald.com/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	26,474	\$734
Sudbury Star	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.thesudburystar.com/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	137,106	\$3,804
The Province	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://theprovince.com/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	294,582	\$8,174
The Wig	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.thewhig.com/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	105,306	\$2,922
Vancouver Sun	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://vancouversun.com/travel/one- tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	1,480,437	\$41,080
Vulcan Advocate	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.vulcanadvocate.com/travel/one-tank-trips-niagara-offers-spectacular-views-of-last-of-fall-colours/wcm/49d3a2fe-edd0-4fea-a30a-d932d2450b95	Positive	1,468	\$41
Waterloo Recorder	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.recorder.ca/travel/one- tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	19,744	\$547

Wiarton Echo	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.wiartonecho.com/travel/on e-tank-trips-niagara-offers-spectacular- views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	1,925	\$54
Woodstock Sentinel Review	Oct. 11, 2019	One-Tank Trips: Niagara offers spectacular views of last of fall colours	https://www.woodstocksentinelreview.c om/travel/one-tank-trips-niagara-offers- spectacular-views-of-last-of-fall- colours/wcm/49d3a2fe-edd0-4fea-a30a- d932d2450b95	Positive	27,458	\$761
Niagara Falls Review	Oct. 14, 2019	'Something for everyone' at Ball's Falls Thanksgiving Festival	https://www.niagarafallsreview.ca/news -story/9643260something-for- everyone-at-ball-s-falls-thanksgiving- festival/	Positive	68,029	\$1,882
St. Catharines Standard	Oct. 14, 2019	'Something for everyone' at Ball's Falls Thanksgiving Festival	https://www.stcatharinesstandard.ca/ne ws-story/9643260something-for- everyone-at-ball-s-falls-thanksgiving- festival/	Positive	169,000	\$6,500
Niagara Falls Review	Oct. 15, 2019	NPCA ordered to release senior staff salaries	https://www.niagarafallsreview.ca/news -story/9646068-npca-ordered-to- release-senior-staff-salaries/	Negative	68,000	\$1,882
St. Catharines Standard	Oct. 15, 2019	NPCA ordered to release senior staff salaries	https://www.stcatharinesstandard.ca/ne ws-story/9646068-npca-ordered-to- release-senior-staff-salaries/	Negative	169,000	\$6,500
Welland Tribune	Oct. 15, 2019	NPCA ordered to release senior staff salaries	https://www.wellandtribune.ca/news- story/9646068-npca-ordered-to-release- senior-staff-salaries/	Negative	41,681	\$1,157
The Bramptonist	Oct. 15. 2019	8 Stunning Waterfalls within an hour from Brampton	https://bramptonist.com/8-stunning- waterfalls-within-an-hour-from- brampton/	Positive	N/A	N/A
CBC News	Oct. 16, 2019	Horticulturalists are trying to clone this 540-year-old maple tree so its legacy can live on	https://www.cbc.ca/news/canada/hamil ton/comfort-maple-1.5322448	Positive	7,141,745	\$194,182

CBC News Hamilton	Oct. 16, 2019	Horticulturalists are trying to clone this 540-year-old maple tree so its legacy can live on	https://www.cbc.ca/news/canada/hamil ton/comfort-maple-1.5322448	Positive	14,448	\$400
Narcity	Oct. 17, 2019	Canada's Oldest Maple Tree Might Get A Chance To Live On Through Cloning	https://www.narcity.com/news/ca/on/c omfort-maple-tree-believed-to-be- canadas-oldest-is-being-cloned	Positive	N/A	N/A
Canadian Business Journal	Oct. 18, 2019	Joint Statement: Niagara Peninsula Conservation Authority & Former CAO, Mark Brickell	https://www.cbj.ca/municipal- news/?rkey=20191018C0752&filter=478 4	Positive	376	\$70
Canadian Insider	Oct. 18, 2019	Joint Statement: Niagara Peninsula Conservation Authority & Former CAO, Mark Brickell	https://www.canadianinsider.com/joint- statement-niagara-peninsula- conservation-authority-former-cao- mark-brickell	Positive	39,400	\$1,094
CEO.ca	Oct. 18, 2019	Joint Statement: Niagara Peninsula Conservation Authority & Former CAO, Mark Brickell	https://ceo.ca/@newswire/joint- statement-niagara-peninsula- conservation-authority	Positive	77,000	\$2,154
CNW Group	Oct. 18, 2019	Joint Statement: Niagara Peninsula Conservation Authority & Former CAO, Mark Brickell	https://www.newswire.ca/news- releases/joint-statement-niagara- peninsula-conservation-authority-amp- former-cao-mark-brickell- 829942652.html	Positive	735,000	\$20,391
Newstalk 610 CKTB	Oct. 18, 2019	NPCA AND FORMER CAO RESOLVE ISSUES	https://www.iheartradio.ca/610cktb/news/npca-and-former-cao-resolve-issues-1.10102290	Neutral	113,000	\$4,400
Niagara at Large	Oct. 18, 2019	NPCA and Conservation Authority's former CAO Mark Brickell Have Reportedly "Resolved" Differences Over a Hefty Lawsuit	https://niagaraatlarge.com/2019/10/18/npca-and-conservation-authoritys-former-cao-mark-brickell-have-reportedly-resolved-differences-over-a-hefty-lawsuit/	Neutral	N/A	N/A
Niagara Falls Review	Oct. 18, 2019	Brickell, NPCA settle wrongful dismissal suit	https://www.niagarafallsreview.ca/news -story/9651940-brickell-npca-settle- wrongful-dismissal-suit/	Neutral	68,000	\$1,882

St. Catharines Standard	Oct. 18, 2019	Brickell, NPCA settle wrongful dismissal suit	https://www.stcatharinesstandard.ca/ne ws-story/9651940-brickell-npca-settle- wrongful-dismissal-suit/	Neutral	169,000	\$6,500
Welland Tribune	Oct. 18, 2019	Brickell, NPCA settle wrongful dismissal suit	https://www.wellandtribune.ca/news- story/9651940-brickell-npca-settle- wrongful-dismissal-suit/	Neutral	41,700	\$1,157
Hamilton News	Oct. 19, 2019	Niagara Peninsula Conservation Authority and former CAO Mark Brickell reach settlement	https://www.hamiltonnews.com/news- story/9652713-niagara-peninsula- conservation-authority-and-former-cao- mark-brickell-reach-settlement/	Neutral	25,000	\$693
Hamilton Spectator	Oct. 19, 2019	NPCA former CAO Mark Brickell settle long-standing legal problems	https://www.thespec.com/news- story/9652713-npc-former-cao-mark- brickell-reach-settlement-over-legal- issues/	Neutral	529,000	\$14,685
Niagara Falls Review	Oct. 20, 2019	NPCA has no plans 'at this point' to appeal salary ruling	https://www.niagarafallsreview.ca/news -story/9653032-npca-has-no-plans-at- this-point-to-appeal-salary-ruling/	Neutral	68,000	\$1,882
St. Catharines Standard	Oct. 20, 2019	NPCA has no plans 'at this point' to appeal salary ruling	https://www.stcatharinesstandard.ca/ne ws-story/9653032-npca-has-no-plans- at-this-point-to-appeal-salary-ruling/	Neutral	169,000	\$6,500
Welland Tribune	Oct. 20, 2019	NPCA has no plans 'at this point' to appeal salary ruling	https://www.wellandtribune.ca/news- story/9653032-npca-has-no-plans-at- this-point-to-appeal-salary-ruling/	Neutral	41,700	\$1,157
The Voice of Pelham	Oct. 21, 2019	David Barrick off to Brampton	http://www.thevoiceofpelham.ca/2019/1 0/21/david-barrick-off-to-brampton/	Neutral	N/A	N/A
Toronto Grand Prix blog	Oct. 23, 2019	Ball's Falls	https://www.torontograndprixtourist.co m/2019/10/balls-falls.html	Positive	N/A	N/A
Niagara Falls Review	Oct. 27, 2019	Wind whips up Lake Erie	https://www.wellandtribune.ca/news-story/9664167-wind-whips-up-lake-erie/	Neutral	41 681	\$1,156
St. Catharines Standard	Oct. 27, 2019	Wind whips up Lake Erie	https://www.stcatharinesstandard.ca/ne ws-story/9664167-wind-whips-up-lake- erie/	Neutral	169 128	\$4,692

Welland	Oct. 27, 2019	Wind whips up Lake Erie	https://www.niagarafallsreview.ca/news			
Tribune	Oct. 21, 2019	Willia willps up Lake Elle	-story/9664167-wind-whips-up-lake-	Neutral	68 029	\$1,887
Tribuile			erie/	Neutrai	06 029	\$1,007
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Niagara this	Oct. 28, 2019	South Niagara takes another wet	https://www.niagarafallsreview.ca/news	NT . 1	10.000	00.40
Week		battering	-story/9664786-south-niagara-takes-	Neutral	12,366	\$342
			another-wet-battering/			
Niagara Falls	Oct. 28, 2019	Port Colborne records highest	https://www.niagarafallsreview.ca/news			
Review		wind speeds Sunday	-story/9665294-port-colborne-records-	Neutral	41 681	\$1,156
			highest-wind-speeds-sunday/			
St. Catharines	Oct. 28, 2019	Port Colborne records highest	https://www.stcatharinesstandard.ca/ne			
Standard		wind speeds Sunday	ws-story/9665294-port-colborne-	Neutral	169 128	\$4,692
			<u>records-highest-wind-speeds-sunday/</u>			
Welland	Oct. 28, 2019	Port Colborne records highest	https://www.wellandtribune.ca/news-			
Tribune		wind speeds Sunday	story/9665294-port-colborne-records-	Neutral	$68\ 029$	\$1,887
			highest-wind-speeds-sunday/			
Niagara Falls	Oct. 28, 2019	South Niagara takes another wet	https://www.niagarafallsreview.ca/news			
Review		battering	-story/9664786-south-niagara-takes-	Neutral	41 681	\$1,156
			another-wet-battering/			
St. Catharines	Oct. 28, 2019	South Niagara takes another wet	https://www.stcatharinesstandard.ca/ne			
Standard		battering	ws-story/9664786-south-niagara-takes-	Neutral	169 128	\$4,692
		8	another-wet-battering/			,
Welland	Oct. 28, 2019	South Niagara takes another wet	https://www.wellandtribune.ca/news-			
Tribune	000, 2010	battering	story/9664786-south-niagara-takes-	Neutral	68 029	\$1,887
1110 4110		- Successing	another-wet-battering/	110000	00 020	<b>42,00</b> .
Niagara Falls	Oct. 31, 2019	Flood watch issued for Lake Erie	https://www.niagarafallsreview.ca/news			
Review	000.01, 2010	shoreline	-story/9671795-flood-watch-issued-for-	Neutral	41 681	\$1,156
10011011		Shoremic	lake-erie-shoreline/	rioutiui	11 001	<b>\$1,100</b>
Niagara Falls	Oct. 31, 2019	Strong winds, heavy rain in	https://www.niagarafallsreview.ca/news			
Review	000.01, 2010	Niagara forecast	-story/9671795-strong-winds-heavy-	Neutral	41 681	\$1,156
120 4 10 44		1 Hagara Torocast	rain-in-niagara-forecast/	ricuttai	11 001	<b>Q1,100</b>
St. Catharines	Oct. 31, 2019	Flood watch issued for Lake Erie	https://www.stcatharinesstandard.ca/ne			
Standard	Οιι. 31, 2019	shoreline	ws-story/9671795-flood-watch-issued-	Neutral	169 128	\$4,692
Stanuaru		SHOLCHIE	for-lake-erie-shoreline/	ineutiai	103 120	94,03£
Welland	Oct. 31, 2019	Flood watch issued for Lake Erie	https://www.wellandtribune.ca/news-			
Tribune	001. 31, 2019	shoreline	story/9671795-strong-winds-heavy-rain-	Neutral	68 029	\$1,887
Tribune		Shorenne	in-niagara-forecast/	neutrai	00 029	\$1,007
			<u>m-magara-forecast/</u>			

101 More FM	Nov. 2, 2019	LAKE ERIE STILL UNDER FLOOD WATCH	http://www.101morefm.ca/news/news/local-news/lake-erie-still-under-flood-watch/	Neutral	N/A	N/A
101 More FM	Nov. 1, 2019	NPCA ISSUES FLOODING WARNING FOR LAKE ERIE	http://www.101morefm.ca/news/news/local-news/npca-issues-flooding-warning-for-lake-erie/	Neutral	N/A	N/A
CBC News	Nov. 1, 2019	Flooding, power outages and debris: storm aftermath in Port Colborne	https://www.cbc.ca/news/canada/hamil ton/flooding-again-port-colborne- 1.5344393	Neutral	7,141,745	\$194,182
Global News	Nov. 1, 2019	High winds and rain cause flooding, storm damage across Lake Erie shoreline	https://globalnews.ca/news/6111285/lak e-erie-flooding-storm-damage/	Neutral	11,513,305	\$30,576
SOO Today	Nov. 1, 2019	High winds and rain cause flooding, storm damage across Lake Erie shoreline	https://www.sootoday.com/global- news/high-winds-and-rain-cause- flooding-storm-damage-across-lake-erie- shoreline-1782134	Neutral	N/A	N/A
Brock Press	Nov. 5, 2019	Support kidpreneurs at the Niagara Children's Business Fair	http://www.brockpress.com/2019/11/su pport-kidpreneurs-at-the-niagara- childrens-business-fair/	Neutral	N/A	N/A
Newstalk 610 CKTB	Nov. 5, 2019	NPCA RELEASES SALARIES OF 5 STAFF POSITIONS	https://www.iheartradio.ca/610cktb/ne ws/npca-releases-salaries-of-5-staff- positions-1.10178365	Neutral	118,000	\$4,400
Niagara Falls Review	Nov. 5, 2019	Six managers in the NPCA's \$100,000 club	https://www.niagarafallsreview.ca/news -story/9678627-six-managers-in-the- npca-s-100-000-club/	Neutral	56,000	\$1,156
St. Catharines Standard	Nov. 5, 2019	Six managers in the NPCA's \$100,000 club	https://www.stcatharinesstandard.ca/ne ws-story/9678627-six-managers-in-the- npca-s-100-000-club/	Neutral	205,000	\$4,692
Welland Tribune	Nov. 5, 2019	Six managers in the NPCA's \$100,000 club	https://www.wellandtribune.ca/news- story/9678627-six-managers-in-the- npca-s-100-000-club/	Neutral	44,300	\$1,887
Print						
Niagara this Week	Oct. 10, 2019	Comfort Maple to live on through legacy project	http://edition.pagesuite- professional.co.uk/html5/reader/produc tion/default.aspx?pubname=&edid=d1dc	Positive	161,400	\$9,744

			35a9-073a-4af5-8bc8- 03d00ee4db76&pnum=48			
Niagara this Week	Oct. 17, 2019	Something for everyone at Ball's Falls Thanksgiving Festival	http://edition.pagesuite- professional.co.uk/html5/reader/produc tion/default.aspx?pubname=&edid=4c63 750e-5eee-42af-9dca- 6e4ed266b779&pnum=50	Positive	161,400	\$9,744
Niagara this Week	Oct. 31, 2019	South Niagara takes another wet battering	http://edition.pagesuite- professional.co.uk/html5/reader/produc tion/default.aspx?pubname=&pubid=22 c22b34-0b13-4e63-a803-a877599dd3f9	Neutral	161,400	\$9,744
Broadcast						
Newstalk 610 CKTB	Oct. 21, 2019	GEOFF VERKADE - NPCA SENIOR MANAGER OF INTEGRATED WATERSHED PLANNING & INFORMATION MANAGEMENT	https://www.iheartradio.ca/610cktb/aud io/geoff-verkade-npca-senior-manager- of-integrated-watershed-planning- information-management-1.10106859	Positive	118,000	\$4,400
Newstalk 610 CKTB	Oct. 31, 2019	NPCA WARN OF POTENTIAL FLOODING AROUND LAKE ERIE	https://www.iheartradio.ca/610cktb/aud io/npca-warn-of-potential-flooding- around-lake-erie- 1.10155942?mode=Article	Neutral	118,000	\$4,400



Report To: Board of Directors

Subject: Request from Friends of Fort Erie's Creeks (FOFEC)

Report No: FA-124-19

**Date:** November 20, 2019

#### Recommendation:

1. **THAT** Report No. FA-124-19 respecting a Request from Friends of Fort Erie's Creeks **BE RECEIVED**.

2. **THAT** the request from Friends of Fort Erie's Creeks (FOFEC) to construct a building at Stevensville Conservation Area **BE APPROVED**.

#### Purpose:

The purpose of this Report is to advise Board members of a request from the Friends of Fort Erie's Creeks and to seek Board approval.

#### **Background**

On January 22, 2018, NPCA staff met with the FOFEC to clarify roles and responsibilities related to the organization's Trillium Foundation Grant. During the meeting, the FOFEC President, Ian Twyford indicated that his organization would like to construct a building on NPCA property, at Stevensville Conservation Area, in Fort Erie, and asked if the NPCA would be open to this request. Mr. Twyford was asked to submit the request in writing and informed that the written request would be taken to the NPCA Board of Directors for consideration.

At the March 26, 2018 Board Meeting the NPCA Board of Directors supported the request from Friends of Fort Erie's Creeks (FOFEC) to construct a building at Stevensville Conservation Area subject to securing all necessary permits and approvals and that staff report to the NPCA Board once all details have been confirmed, for final approval.

#### Discussion:

In July of 2017, the FOFEC made the decision to sell its property located at 1465 Thompson Road, in Fort Erie and relocate to a more suitable location that would reduce operating costs and increase operational efficiencies. By early August 2017, the property was sold and the search for a new operations center was underway. The Fort Erie Conservation Club, based out of Stevensville Conservation Area, suggested it might be appropriate for FOFEC to also be based out of the Stevensville Conservation Area to further promote collaboration and partnerships. At its August 2017 meeting the Fort Erie Conservation Club who already has a building located at Stevensville CA unanimously supported the plan to locate the FOFEC building, at Stevensville CA, subject to NPCA and Town of Fort Erie approvals.

The proposed dimensions of the new building are approximately 30' x 60', with a height of 25 feet, and includes an 8' x 30' veranda. The exterior of the building will be very similar to the club house, already located at Stevensville CA, and will be situated on the north side of the laneway entrance, roughly across from the existing club house. (Site Plan Appendix 2 and Architectural Drawings Appendix 3).

FOFEC offers environmental education programs to secondary and post-secondary students. Students obtain the knowledge and skill-set to enhance their current/future academic studies while assisting FOFEC with annual environmental monitoring and restoration objectives. FOFEC serves the public through the completion of annual environmental monitoring and restoration projects which are typically funded by governmental grants and public/private donations. FOFEC possesses state-of-the-art environmental sampling equipment and experienced staff to support success. Recently, FOFEC received a three-year grant from the Ontario Trillium Foundation (OTF) for \$212,900 to restore the grounds of the Stevensville Conservation Area through tree planting and trail restoration. An additional component of the project is to educate more than 400 secondary/post-secondary students.

#### Intended use of Building

**Administrative duties** – Office space is needed for administrative purposes which include but are not limited to: bookkeeping, preparing reports, maintaining files, correspondence, program scheduling, meetings, grant writing and payroll processing.

**Educational programs** – On average, FOFEC educates over 150 secondary/post-secondary students each year. Typical learning activities include, but are not limited to: benthic biomonitoring, water quality monitoring (field and lab), soil sampling, stream measurement, mapping, flora and fauna identification, tree planting and report writing. The new facility will accommodate the "in-class" portion of these programs, providing students with a space for research, lab work, mapping, and report writing activities following their field activities.

Lab work – Each year FOFEC monitors water quality - and its many related components – within the larger tributaries that make up the Fort Erie Watershed. Water quality studies are conducted from early April to mid-September, utilizing the assistance of post-secondary environmental students whom are hired as full-time field assistants. All field assistants/students are supervised by experienced FOFEC technicians. The new facility will house a laboratory to accommodate FOFEC's ongoing water quality analyses.

**Equipment storage** – FOFEC possesses environmental sampling equipment, a tractor, two ATV's and a large amount of other small restoration and monitoring equipment that requires appropriate storage. The new facility will have an attached garage to provide this much needed storage space.

Based on the plans provided, NPCA Planning staff are satisfied that the proposed development and site alteration can be supported. NPCA Planning staff will provide comments to the Town of Fort Erie on any Planning Act applications (including Site Plan) and/or Building Permit approvals to ensure consistency with NPCA Policy. (Attachment #4).

NPCA staff in the land and planning department support the Friends of Fort Erie's Creeks request and look forward to a continued partnership in land management and educational stewardship at Stevensville CA.

#### **Financial Implications:**

There are no financial implications for the NPCA. All costs related to this proposal will be the responsibility of the FOFEC.

#### **Related Reports and Appendices:**

Appendix 1:	Friends of Fort Erie's	Creeks Supporting	Detail for New	Facility
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Appendix 2: Site Plan

Appendix 3: Architectural Drawings

Appendix 4: NPCA Planning Staff Comments

Authored	by:
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Original signed by:	
Adam Christie	
Acting Senior Manager of Operations and Special Projects	

#### Recommended by:

Original signed by:

D. Gayle Wood, BES, CMM III Chief Administrative Officer / Secretary-Treasurer 10/16/2019

# Friends of Fort Erie's Creeks

Re: Supporting Detail for New Facility



"Education, Advocacy, Remediation"



#### CONTENTS

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# APPENDICIES

APPENDIX "A" SITE PLAN FOR FOFEC'S NEW FACILITY	/
APPENDIX "B" ARCHITECTURAL DRAWINGS OF FOFEC'S NEW FACILITY	q
APPENDIX "C" SLAB ON GRADE FOUNDATION INFORMATION	
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#### **EXECUTIVE SUMMARY**

In July of 2017, the Friends of Fort Erie's Creeks (FOFEC) and its membership discussed the feasibility of selling its existing property on 1465 Thompson Road and relocating to a more suitable location; ideally, a location that would facilitate reduced operational costs and increase the efficiency of operations.

Discussion of the sale of FOFEC's property began in early August 2017 and shortly thereafter a vote was passed to proceed with the sale. The property sold much faster than was anticipated and finding a new location was now a top priority.

The grounds of the Stevensville Conservation Area (SCA), which is also home to the Fort Erie The SCA is an ideal site, as it presents an environment which is conducive to learning; education being a major component of FOFEC's mandate.

With a location now selected, FOFEC agreed to move forward with the approval process.

FOFEC met with FECC's Board of Directors on August 22nd, 2017, to present its proposal. FECC was pleased with the proposal and optimistic that this renewed relationship would benefit both parties, voting unanimously in favor of FOFEC constructing a new facility nearby.

Conservation Club (FECC) was identified as a possible location, as this was the original home of FOFEC.

The next step was to contact the NPCA (SCA landowners) to obtain their approval.

On March 25<sup>th</sup>, 2018, FOFEC met with the NPCA Board at Balls Falls Conservation Area to present their proposal to construct a new facility. The NPCA's vote for approval was unanimous.

Now possessing permission from both the NPCA and FECC, FOFEC would move forward with the process of construction planning and permitting based on guidance from the Town of Fort Erie's Planning and Development department.

On December 13<sup>th</sup>, 2018, FOFEC met with the TOFE to discuss the planning and development process for our new facility.

To summarize, the TOFE informed FOFEC we would need the following:

- 1. Further "written" permission from the NPCA to proceed with construction of new facility
- 2. Site plan and Architectural drawings
- 3. Building permit (TOFE)
- 4. Regional fees (may be waived by NPCA)
- Archaeological assessment (will be dismissed if slab on grade foundation is used)
- 6. Assessment of services

As of September 16<sup>th</sup>, 2019, FOFEC had obtained a site plan and architectural drawings. The next step was to receive final "written" approval from the NPCA in order to proceed further.

On September 27<sup>th</sup>, 2019, representatives from the NPCA met with FOFEC at the proposed site of construction to obtain a firsthand view of the location. NPCA representatives in attendance were pleased that there would be very minimal disturbance to the environment and agreed to provide support for final approval by the NPCA's Board of Directors.

Currently, FOFEC awaits final approval from the NPCA 's Board of Directors, which will be put forth for a vote at their November 2019 board meeting.

The following report provides information about our current mandate and supporting evidence for the construction of a new facility.

Name of Applicant: Friends of Fort Erie's Creeks

Address: 2555 Ott Road, Fort Erie, ON LOS 1S0

**Primary Contact**: Edward Fryer, Treasurer

Office: (905) 382-7194

**Cell:** (289) 669-0511

Email: fofec@bell.net

#### **INTRODUCTION**

In support of our final proposal to the NPCA to approve construction of a new operational facility at the Stevensville Conservation Area, the Friends of Fort Erie's Creeks have prepared the following (brief) report which includes information about our current mandate and supporting evidence for the construction of a new facility, including a detailed site plan with architectural drawings.

The Friends of Fort Erie's Creeks sincerely appreciate the support the NPCA has provided thus far and are grateful for their consideration to allow us to proceed with this objective.

#### **ABOUT US**

The Friends of Fort Erie's Creeks is a registered non-profit environmental organization.

Since its inception in 1989, the Friends of Fort Erie's Creeks (FOFEC) has been committed to the protection and rehabilitation of the Fort Erie Watershed through restoration and education, so that healthy ecosystems may exist for both people and wildlife.

Our success is measured through the continuous support received from government agencies, educational institutions and the general public, all of whom acknowledge and appreciate our ability to assess, analyze and rehabilitate the environment whilst providing an enhanced level of education to environmental students.

Acknowledgement and support for ongoing activities is obtained through participation in community outreach events and the development of annual environmental reports.

FOFEC currently employs two full-time environmental technicians, has five longstanding board members, and over 50 volunteers.

#### **CURRENT ACTIVITIES AND OBJECTIVES**

#### OTF RESTORATION AND EDUCATION PROJECT

Based on extensive environmental research conducted in 2016-17, FOFEC decided we would do as much as is humanly possible to offset the destruction to our local forests and greenspaces caused by the invasive Emerald Ash Borer (EAB).

With support from the NPCA and Town of Fort Erie (TOFE), FOFEC applied for, and was rewarded with a three-year environmental grant from the Ontario Trillium Foundation (OTF).

The OTF funded "pilot" project has two key objectives:

- Secure public safety of hiking trails and riparian zones located within the boundaries of the Stevensville Conservation Area through ash tree removal, replanting and trail resurfacing activities.
- 2. Recruit environmental co-op students currently enrolled in a post-secondary institution to assist with project activities and provide further education to over 300 secondary students.

To date (20 months in) FOFEC has planted upwards of 188 new native trees and 1,088 herbaceous plants, resurfaced one major trail, provided paid co-op placement to eight (8) post-secondary students, and educated more than 200 secondary students in environmental restoration and monitoring processes.

FOFEC will continue with restoration activities at the Stevensville Conservation Area until the end of our grant term (February 15<sup>th</sup>, 2021).

Our next objective will be to apply for additional funding from OTF to continue works at the conservation area for an additional three years.

By November of 2020, and with ongoing support from the NPCA and TOFE, FOFEC will apply for additional funding from the Ontario Trillium Foundation to continue our restoration work at the Stevensville Conservation Area and educate an additional 300-400 students.

#### POST SECONDARY CO-OP PROGRAM

From June to August 2019, FOFEC hired four post secondary students (2 from Niagara College Canada, 1 from Guelph University and 1 from Fleming College) to monitor and analyze the water quality of two Lake Erie tributaries. Their analysis and final report (see Appendix "D") will support a much larger objective initiated by Environment and Climate Change Canada entitled "The Niagara Costal Community Collaborative" whose main objective is to determine the cause of increased algae levels in the Great Lakes.

Additionally, co-op students assisted FOFEC technicians with restoration and monitoring activities at the Stevensville Conservation Area in support of our ongoing grant objectives.

#### CONSTRUCTION OF NEW FACILITY

#### **REASONING**

FOFEC is currently operating out of a small makeshift office in the basement of the Fort Erie Conservation Club. We are very grateful to the FECC for providing this space; however, its limited capacity does not support our educational activities nor does it provide adequate space to store our sampling/restoration equipment. There is no natural lighting, and the air quality and noise levels can be distracting when FECC members are working in the adjacent woodworking shop; a common occurrence.

#### **ENVIRONMENTAL IMPACTS**

The construction of a new operational facility will have minimal impacts to the environment. Only one small silver maple will be removed, and six silver maples will be planted in its place. Additional vegetation, including native wildflowers and shrubs, will be installed around the perimeter of our new facility.

The foundation will be a "slab-on-grade" construction (see Appendix "C"), which will minimize disturbance to soil.

The size of the building is a modest 30' x 60' and will occupy an area that is currently used by FECC for overflow parking.

Municipal sewer and water services will require minimal excavation as the building is in close proximity to the hook-ups for these services.

#### **PURPOSE**

The construction of a new facility will provide adequate space to accommodate FOFEC's ongoing restoration and educational objectives.

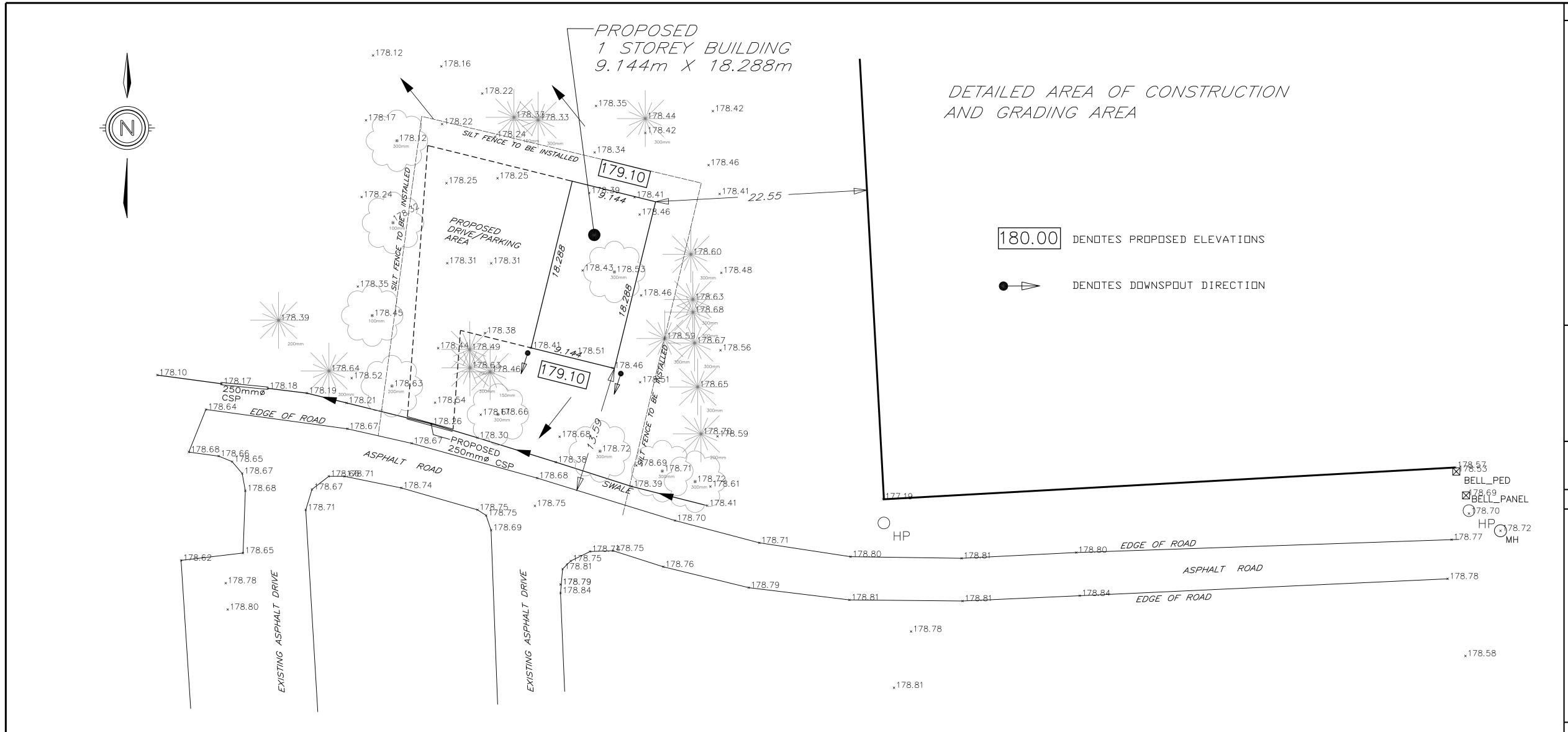
FOFEC's new facility will have an attached garage and an open concept office/lab space. The attached garage will be used to store heavy equipment used for restoration and the office/lab area will be used for administrative and educational purposes.

#### **SUMMARY**

To facilitate the continuation of our environmental objectives, FOFEC must relocate to a facility that is conducive to education and restoration.

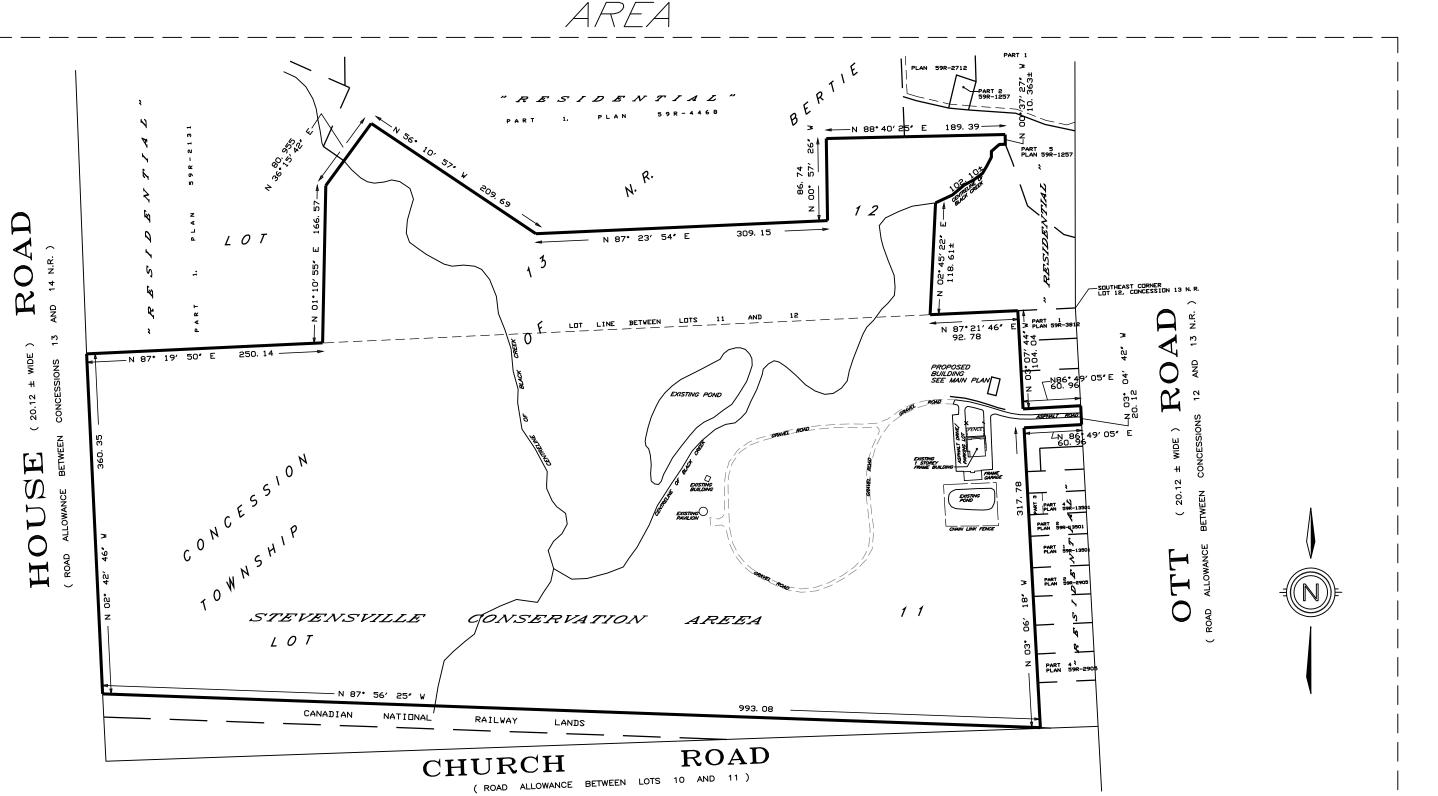
The proposed facility will have minimal impacts to the environment at the Stevensville Conservation Area, any of which will be heavily offset by our continued restoration in the area.

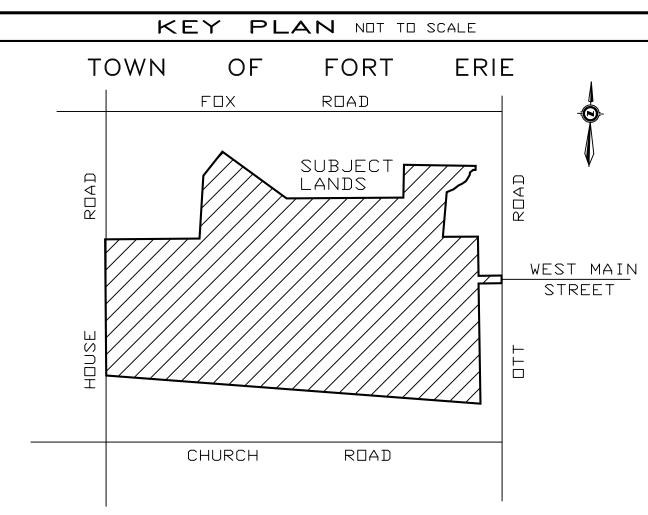
FOFEC is hopeful that our strong relationships with the NPCA, TOFE and FECC, and our longstanding commitment to restore the environment and educate students will weigh heavily on the NPCA's decision to support the construction of a new operational facility at the Stevensville Conservation Area.



Appendix 2 to Report No. FA-124-19







# PROPERTY DESCRIPTION

PART OF LOTS 11 AND 12, CONCESSION 13 N.R. ( GEOGRAPHIC TOWNSHIP OF BERTIE )

IN THE

TOWN OF FORT ERIE
REGIONAL MUNICIPALITY OF NIAGARA

MUNICIPAL ADDRESS

2555 OTT ROAD

COVERAGE TABLE	LANDSCAPING SCHEDULE
TOTAL LOT AREA= 49,368 HECTARES±	ALL SODDED AREAS TO REMAIN SODDED
EXISTING BUILDING AREA = 612.12 SQ. M. = 0.061 HECTARES± O.12% OF LOT AREA	ALL PARKING AREAS ARE TO REMAIN ASPHALT AND/OR GRAVEL
PR□P□SED BUILDING AREA = 167.23 SQ. M. = O.017 HECTARES± O.03% □F L□T AREA	
PARKING COVERAGE = 1580.28 SQ. M. EXISTING = 0.158 HECTARES± 0.32% OF LOT AREA	
PARKING C□VERAGE = 313.54 SQ. M. PR□P□SED = 0.031 HECTARES± O.10% □F L□T AREA	
ROADWAY COVERAGE = 3311.50 SQ. M. EXISTING = 0.331 HECTARES± O.67% OF LOT AREA	
PARKING SPACES 6 SINGLE PARKING	

# BUILDING CLASSIFICATION: ---

NOTE

THE DIMENSIONS, AREAS AND LOCATIONS SHOWN ON THIS PLAN ARE APPROXIMATE AND MAY BE SLIGHTLY ALTERED IN THE FINAL DESIGN, PROVIDING THE INTENT AND PURPOSE OF THE ORIGINAL PLAN IS MAINTAINED AND ALL RELEVANT ZONING PROVISIONS COMPLIED WITH.

# THIS PLAN IS NOT TO BE SCALED

THIS PLAN REVIEWED BY:			
DATE		INITIAL	DEPARTMENT
	,2019		ENGINEERING DEPARTMENT
	,2019		BUILDING AND INSPECTION DIVISION
	,2019		PLANNING DIVISION

# THIS SCHEDULE

TO AGREEMENT BETWEEN

AND THE TOWN OF FORT ERIE DATED

# SITE PLAN

SCALE 1 : 250	REVISIONS
DRAWN BY DCB	1
DATE MAY 7, 2019	2
FILE No. 19-56	3
JOB No. <b>5800SP</b>	4

# SUDA & MALESZYK SURVEYING INC.

ONTARIO LAND SURVEYORS

26 EAST MAIN STREET, WELLAND, ONTARIO, L3B 3W3
TEL: (905) 732-7651

PERMITTED

OPENINGS

**SOUTH** 

**NORTH** 

WEST

EAST

# SITE PLAN (SEE GRADING PLAN & LAND SURVEY FOR FURTHER INFORMATION)



#### **GENERAL NOTES**

INDIVIDUAL DRAWINGS, NOTES AND/OR DETAILS MUST BE READ IN CONJUNCTION WITH THE ENTIRE PLAN.

THE CONTRACTOR IS TO REVIEW ALL DIMENSIONS AND REPORT ANY DISCREPANCIES, ERROR OR OMISSIONS TO THE DESIGNER PRIOR TO THE START OF CONSTRUCTION

ALL WORK MUST CONFORM TO THE ONTARIO BUILDING CODE (LASTEST EDITION) AND ANY MUNICIPAL BY-LAWS AND / OR CONSERVATION AUTHORITY REGULATIONS.
SUPPLIERS OF ENGINEERED MATERIAL (LVL, LSL, PSL, ENGINEERED JOISTS, ROOF TRUSSES ETC.) MUST SUBMIT DESIGN DRAWINGS BEARING THE STAMP OF A PROFESSIONAL ENGINEER LICENSED IN THE PROVINCE OF ONTARIO

ALL LUMBER TO BE GRADE #2 S-P-F OR BETTER
THE DESIGNER SHALL NOT BE LIABLE FOR ANY ERRORS OR

OMISSION SITE VERIFY ALL DIMENSIONS, PRIOR TO PRODUCTION OF ROOF TRUSSES

WINDOW AND DOOR STYLES TO BE VERIFIED WITH OWNER PRIOR TO ORDERING, WINDOWS AND DOORS SHALL MEET THE PERFORMANCE GUILDLINES OF THE ENERGY EFFIECENCY DESIGN SUMMARY, IN ACCORDANCE WITH PERFORMANCE GUIDELINE SB-12

ALL MATERIALS TO BE INSTALLED TO MANUFACTURERS' SPECIFICATIONS AND INSTRUCTIONS

AFTER EVALUATING THE PLAN SET IF ANY UNCERTAINTY REMAINS TO THE MEANING, INTENT, DESIREDOUTCOME OF ANY ASPECT OF THE WORK, PLEASE OBTAIN CLARIFICATION FROM THE DESIGNER BEFORE PROCEEDING.

IF DURING THE COURSE OF THE WORK UNKNOWN CONDITIONS ARE DISCOVERED WHICH COULD NOT BE REASONABLY ASSUMED TO HAVE BEENPRESENT OR ANTICIPATED, PLEASE NOTIFY THE DESIGNER.

SITE VERIFY ALL DIMENSIONS, PRIOR TO PRODUCTION OF ROOF TRUSSES

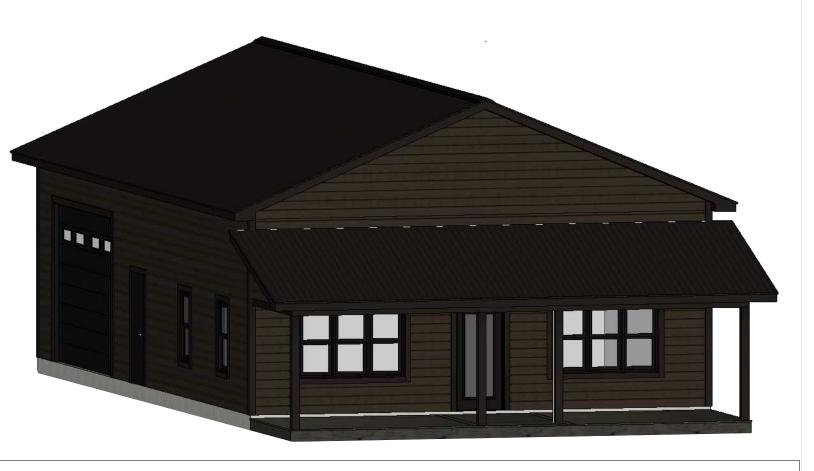
#### FRAMING NOTES

SEE SUPPLIER DATA FOR ALL PRE-ENGINEERED JOISTS, HEADERS and COLUMNS. ALL WINDOW AND DOOR LINTELS TO BE GRADE #2 SPF (2) 2X10 (UNLESS NOTED). ALL HANDRAILS AND GUARDS AS PER SB-7 OF OBC. PRESSURE BALANCED OR THERMOSTATICALLY CONTROLLED MIXING VALVES FOR ALL FAUCETS AND WATER HEATERS

# SALTZBERRY DESIGN

Curtis Saltzberry-Design

www.saltzberrydesign.com



#### **WASHROOM**

DOOR HARDWARE: INTERIOR DOORS TO HAVE A DEVICE THAT ALLOWS UNLOCKING FROM THE OUTSIDE OD THE DOOR

PROVIDE GRASPABLE DOOR PASSAGE SET @ 1000mm A.F.F. PROVIDE FLOOR MOUNTED DOOR STOP

TOILET: SHALL HAVE A HAND-OERATED FLUSHING DEVICE THAT IS EASILY ACCESSIBLE TO A WHEELCHAIR USER. THE FLUSHING DEVICE IS TO BE OPERATED WITH A CLOSED FIST AND SHALL NOT REQUIRE A FORCE OF MORE THAN 22.2N TO OPERATE. TOILET IS TO BE EQUIPPED W/ SEAT, LID AND TANK

LAVATORY: INSULATED PIPES WHERE TEMPERATURES EXCEED 43C. SINK FAUCETS SHALL BE OPERATED BY LEVER TYPE HANDLES THAT ARE NOT SPRING LOADED. HANDLES SHALL BE LOCATED NO MORE THAN 450mm FROM THE FRONT OF THE BASIN. LAVATORY TO BE EQUI[[ED WITH SOAP DISPENSER THAT IS OPERABLE WITH ONE HAND.

GRAB BARS: GRAB BARS TO RESISIT 1.3kN APPLIED VERTICALLY OR HORIZONTIALLY. GRAB BARS TO BE; 35-40mm IN DIAMETER, HAVE A 50mm CLEARANCE FROM THE WALL, AND FINISHED SO THE SURFACE IS GRASPABLE. PROVIDE SOLID BLOCKING IN THE WALL ASSEMBLEY TO ACCOMMODATE LOADS.

COAT HOOK TO PROJECT MAX OF 50mm FROM THE WALL

PROVIDE MOTION SENSOR LIGHTING IN THE WASHROOM. PROVIDE AUDIBLE/VISUAL SIGNAL DEVICE INSIDE AND OUTSIDE UNISEX WASHROOM. PROVID A SIGH STATING: "IN THE EVENT OF AN EMERGENCY PUSH EMERGENCY BUTTON AND AUDIBLE/VISUAL SIGNAL WILL ACTIVATE" SHALL BE MOUNTED ABOVE THE DEVICE. LETTERING TO BE 25mm HIGH AND 5mm WIDE

PROVIDE TACTICAL SIGNS TO INDICATE LOCATION OF THE UNIVERSAL BATHROOM. PROVIDE SIGNS IN HALL AND ON BATHROOM DOOR. SIGNS TO INCLUDE INTERNATIONALLY ACCEPTED SYMBOL OF ACCESSIBILITY AND INDICATE THAT THE WASHROOM IS FOR USE BY ALL

#### **FLOORING CHANGES**

ALL FLOOR SURFACES SHALL CONFORM TO THE FOLLOWING REQUIREMENTS: NO OPENINGS IN THE FLOOR THAT WILL ALLOW A SPHERE 13mm IN DIAMETER OR MORE TO PASS THROUGH ARE PERMITTED. ALL FLOORING HEIGHTS SHALL BE BEVELLED AT A 1:2 SLOPE WHERE FLOORING SURFACES VARY BY 13mm OR LESS. CHANGES IN FLOORING HEIGHTS SHALL BE BEVELLED AT A 1:6 SLOPE WHERE FLOORING SURFACES VARY BY 13mm OR MORE

#### **FLAME SPREAD RATINGS**

WALL FINISHES TO HAVE A FLAME SPREAD RATING OF 150 MAX.

CEILING FINISHES TO HAVE FLAME SPREAD RATING OF 25 MAXIMUM

10% OF TOTAL AREA OF CEILING FINISHES ARE PERMITTED TO HAVE A FLAME SPREAD RATING OF 150 MAXIMUM

WHERE CEILING SPACE IS USED AS A RETURN AIR PLENUM ALL MATERIALS WITHIN THE SPACE ARE TO HAVE A MAXIMUM FLAME SPREAD RATING OF 25 AND A MAXIMUM SMOKE DEVELOPED CLASSIFICATION OF 150

# FRIENDS OF FORT ERIE CREEKS

CONSTRUCT

CONSTRUCT

COMB NON-COMB

LISTED DESIGN

OPENINGS HOURS DESCRIPTION CONST CLADDING

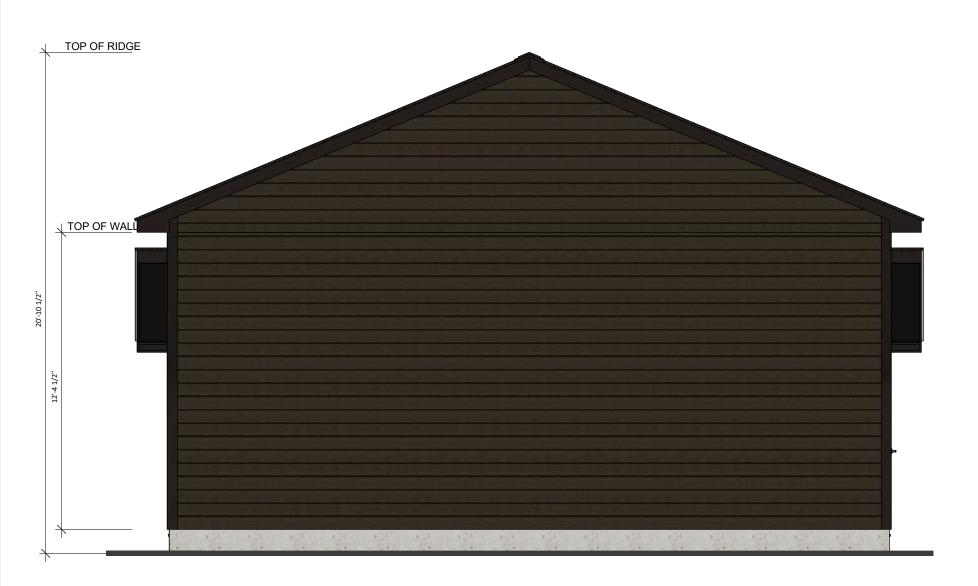
PROPOSED % OF "FRR" OR

25,09 2019

2555 Ott Road STEVENSVILLE ON

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION





REAR VIEW
SCALE 1/4"=1'-0"

FRONTVIEW
SCALE 1/4"=1'-0"



# **SALTZBERRY DESIGN**

www.saltzberrydesign.com P: 1.888.542.2666



# FRIENDS OF FORT ERIE CREEKS

# 2555 Ott Road STEVENSVILLE ON

BCIN Information
THE UNDERSIGNED HAS REVIEWED
AND TAKES RESPONSIBILITY FOR THIS
DESIGN, AND HAS THE
QUALIFICATIONS AND MEETS THE
REQUIREMENTS SET OUT IN THE
ONTARIO BUILDING CODE TO BE A
DESIGNER.

#### QUALIFICATION INFORMATION CURTIS SALTZBERRY 31364

CORTIS SALTZBERRT 31304

**REGISTRATION INFORMATION**CURTIS SALTZBERRY-DESIGN 44567



25,09 2019 DATE

# Page INDEX

**A01** ELEVATIONS

**A02** ELEVATIONS

**A03** ELEVATIONS

**A04** FOUNDATION PLAN

**A05** FRAMING PLAN

**A06** 2ND FLOOR

A07 DETAILS & CROSS

A08 CROSS SECTION&

**ROOF PLAN** 

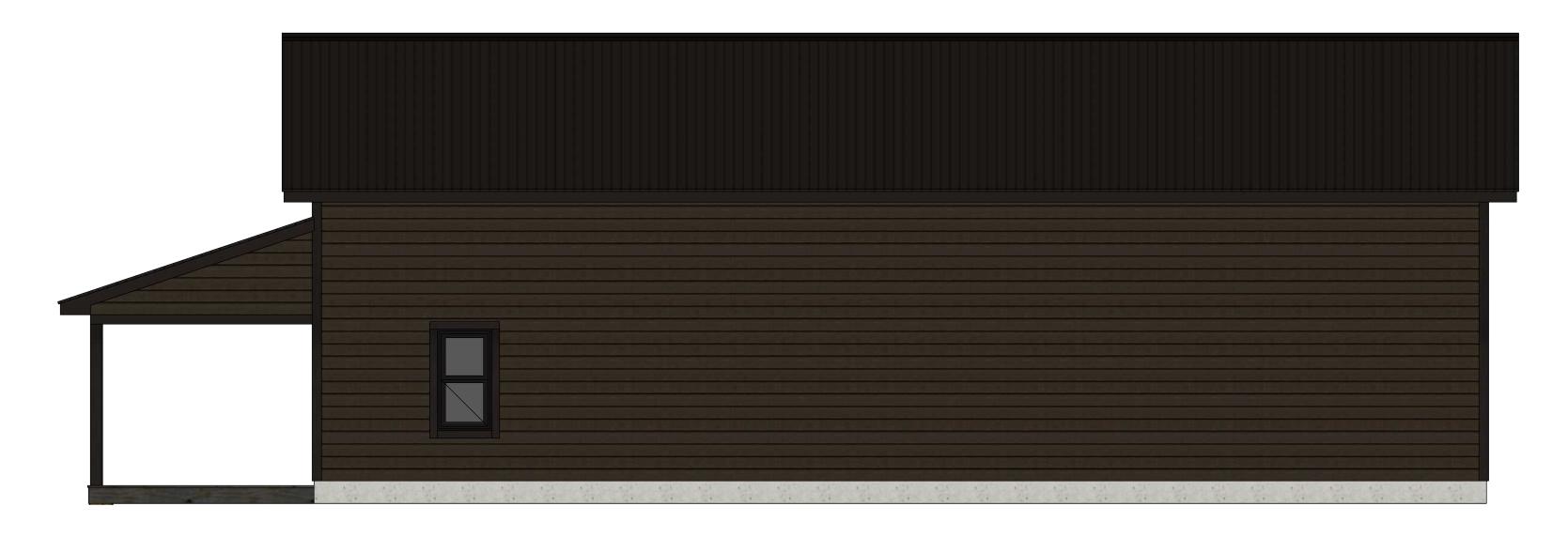
Scale: 1/4"=1'-0" Date: 25,09 2019

Revision Date:

# ADDITIONAL REQUIRED DOCUMENTATION

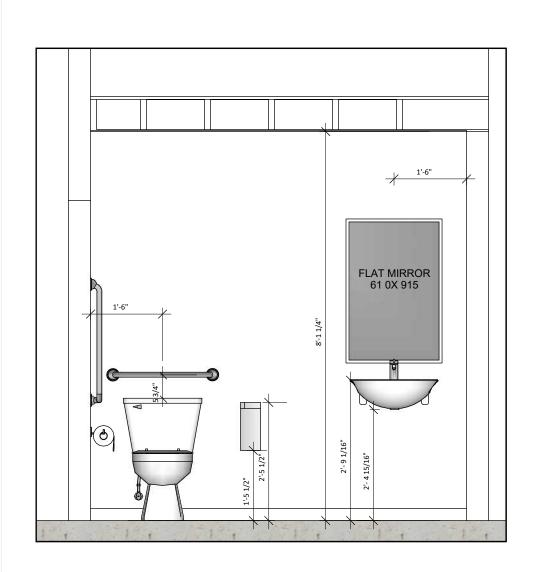
ONTARIO SCHEDULE 1 GRADING PLAN SITE SURVEY TRUSS DRAWINGS EWP CALC.

AOI

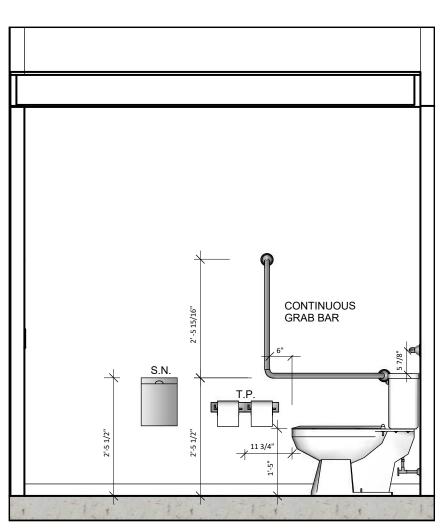


# **RIGHT VIEW**

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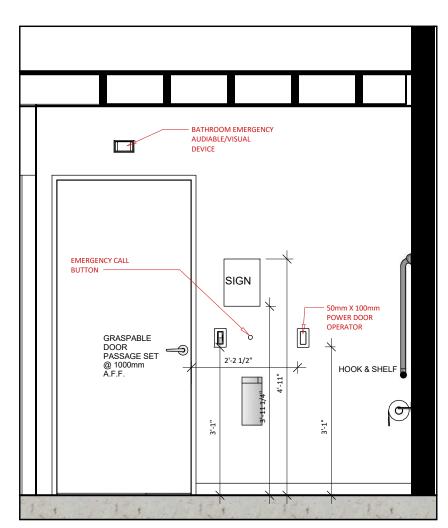


**UNISEX BATHROOM** ELEV. 1 SCALE 1/2"=1'-0"



**UNISEX BATHROOM** 

ELEV. 2 SCALE 1/2"=1'-0"



**UNISEX BATHROOM** 

ELEV. 3 SCALE 1/2"=1'-0"

# 1370 mm X 920 mm CLEAR SPACE /

SANITARY NAPKIN REFUSE

# **UNISEX BATHROOM**

SCALE 1/2"=1'-0"

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# FRIENDS OF FORT **ERIE CREEKS**

# 2555 Ott Road STEVENSVILLE ON

**BCIN Information** THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

#### QUALIFICATION INFORMATION CURTIS SALTZBERRY 31364

**REGISTRATION INFORMATION** 

CURTIS SALTZBERRY-DESIGN 44567



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**A07** DETAILS & CROSS

A08 CROSS SECTION&

**ROOF PLAN** 

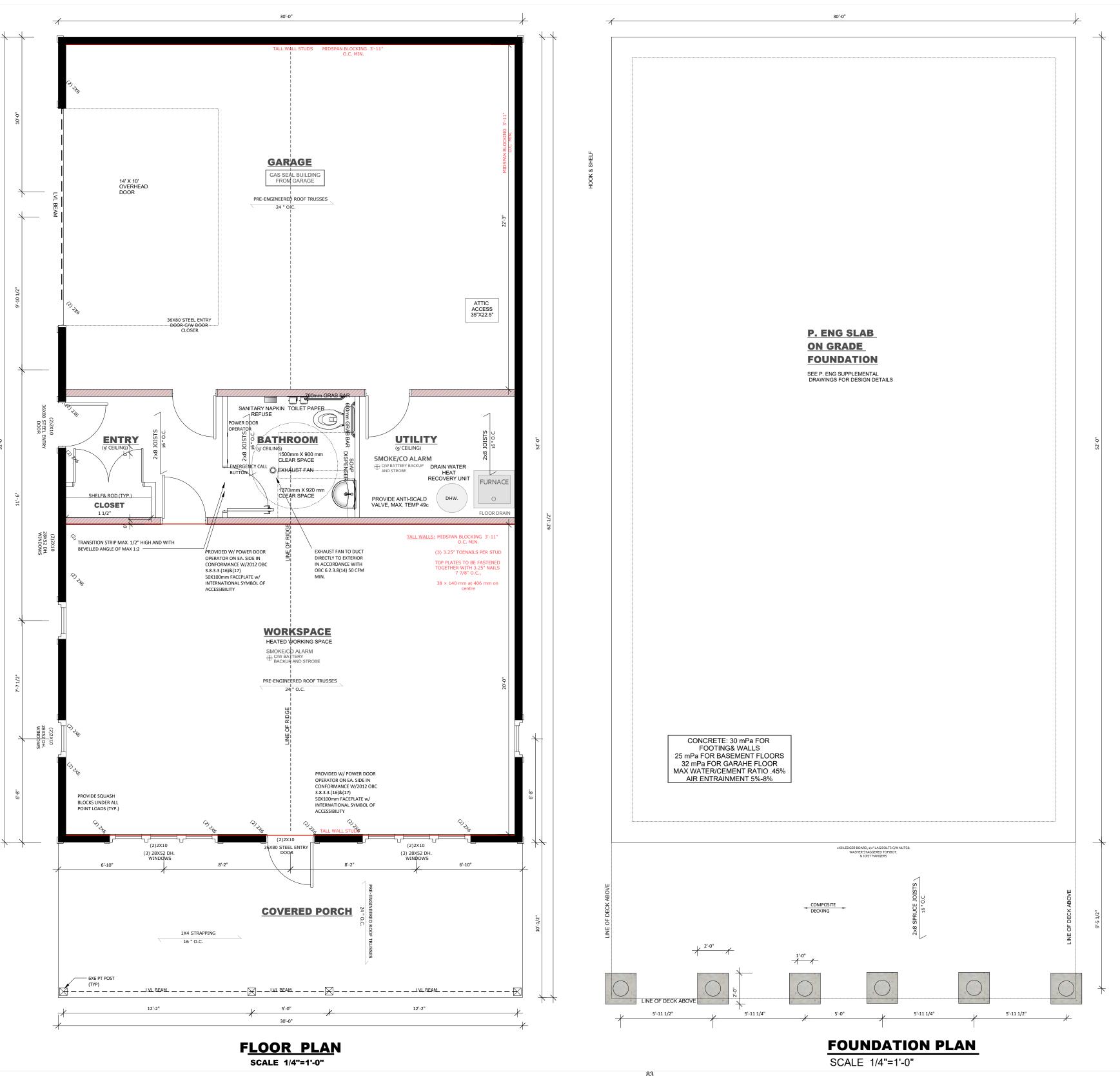
Scale: 1/4"=1'-0" Date: 25,09 2019

Revision Date:

#### **ADDITIONAL REQUIRED DOCUMENTATION**

**ONTARIO SCHEDULE 1 GRADING PLAN** SITE SURVEY TRUSS DRAWINGS EWP CALC.

A02



# **SALTZBERRY DESIGN**

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FRIENDS OF FORT **ERIE CREEKS** 

# 2555 Ott Road STEVENSVILLE ON

**BCIN** Information THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION CURTIS SALTZBERRY 31364

**REGISTRATION INFORMATION** CURTIS SALTZBERRY-DESIGN 44567



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A08 CROSS SECTION&

Revision Date:

**ROOF PLAN** 

Scale: 1/4"=1'-0" Date: 25,09 2019

# **ADDITIONAL REQUIRED**

**DOCUMENTATION** 

**ONTARIO SCHEDULE 1 GRADING PLAN** SITE SURVEY TRUSS DRAWINGS EWP CALC.

A03

# **CROSS SECTION DETAILS**

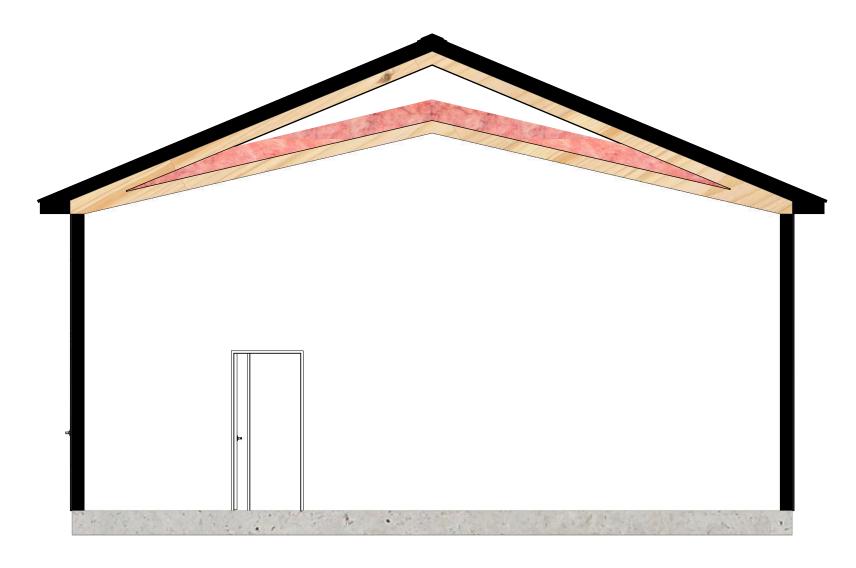
METAL ROOFING, ROOFING UNDERLAYMENT, RIDGE VENT

P. ENG TRUSSES (SEE TRUSS DRAWINGS). 1/2" PLY C/W PSCL 1/2 CLIPS. R60 INSULATION, 6MIL POLY, 1/2" CB DRYWALL. PRIMED AND TWO COATS OF CEILING PAINT.

2X6 FASCIA BOARD, CLAD, C/W SOFFIT AND TROUGH

2X6 STUD WALL, 16" O.C., 7/16" OSB, TYVEK AIR BARRIER TAPED AND INSTALLED PER MANUFACTURER. SIDING, R22 INSULATION

P. ENG FLOATING SLAB PER SUPPLEMENTAL DRAWINGS (SEE SUPPLEMENTAL DRAWING LISTS AND NOTES)



CROSS SECTION

SCALE 1/4"=1'-0"

ALL ELECTRICAL WORK SHALL BE CARRIED OUT UNDER THE SUPERVISION OF THE ELECTRICAL SAFETY AUTHORITY

TACTILE SIGNS TO BE INSTALLED TO INDICATE THE LOCATION OF THE MAIN ENTRANCE OF THE BUILDING AND LOCATION OF THE UNIVERSAL WASHROOM

TACTILE SIGN ARE TO BE WALL OR DOOR MOUNTED AT 1200-15000mm AFF

ALL BUILDING CONTROLS ARE TO BE OPERABLE USING A CLOSED FIST

BUILDING CONTROLS SHALL NOT REQUIRE A FORCE OF MORE THAN 22.2 NEWTONS TO OPERATE

THERMOSTATS ARE TO BE MOUNTED AT 1200mm AFF

DOORS SHALL NOT HAVE A SURFACE FLAME SPREAD RATING OF MORE THAN 200

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**ROOF PLAN** 

Scale: 1/4"=1'-0"
Date: 25,09 2019

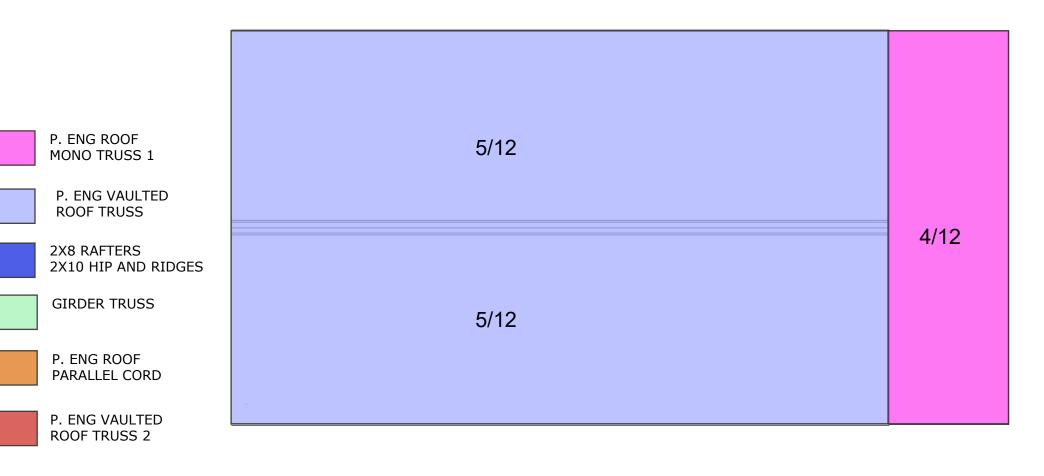
Revision Date:

**ADDITIONAL REQUIRED** 

**DOCUMENTATION** 

ONTARIO SCHEDULE 1
GRADING PLAN
SITE SURVEY
TRUSS DRAWINGS
EWP CALC.

A04

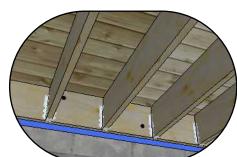




#### NOTE: PLEASE SEE TRUSS COMPANY ENG. **DRAWINGS**

FOR CONFIRMED ENG. AND TRUSS DESIGN/LAYOUT. TRUSS DESIGN MAY BE DIFFERENT FROM THIS **DESIGN, AND SHOULD BE USED AS A POTENTIAL GUIDE ONLY.** 

TRUSS SUPPLIER TO SITE MEASURE AND CONFIRM ALL ROOF PITCHES, **SPANS AND BEARING CONDITIONS** BEFORE PRODUCING TRUSSES.



MIN. 24"

#### **LEDGER DETAIL**

PIER DETAIL

EXTENDING MIN. OF

48" BELOW GRADE,

RESTING ON SOIL

WITH A MIN. SOIL

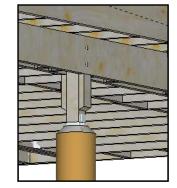
OF 75kPa.

BEARING PRESSURE

24"X24"X6" FOOTING

FLASH WALL (BEFORE INSTALLING LEDGER BOARD ) WITH ALUM. FLAT STOCK OR MEMBRANE EXTENDING BELOW LEDGER BOARD

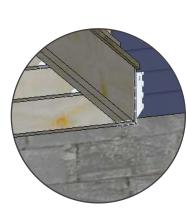
1/2" GALV. LAG BOLTS C/W GALV. WASHERS,24" O.C. STAGGERED HIGH/LOW FASTENED TO HOUSE



PROPOSED ROOF PLAN

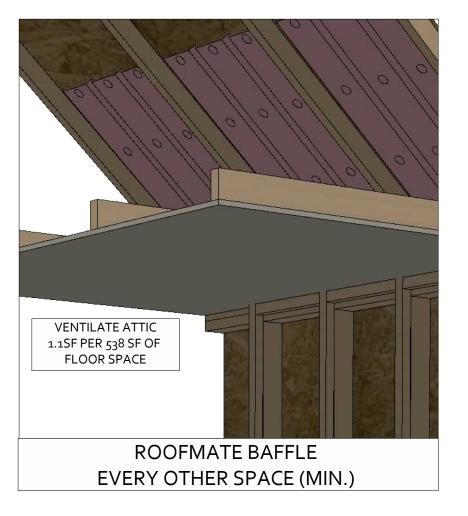
#### **BEAM DETAIL**

BLOCK BEAM SOILD WITH 2X MATERIAL 18" FASTEN BEAM TO POST WITH (2) 1/2" GALV. CARRIAGE BOLTS COMPLETE WITH NUTS AND WASHERS. FASTEN GUSSETS BLOCKS EACH SIDE OF BEAM, WITH A MIN. (8) 3" NAILS



# **BEAM TO HOUSE**

(2) 2X10 PT BEAM TO BE SUPPORTED BY APPROVED SIMPSON STRONG TIE HANGER CONCEALED HANGER, COMPLETE WITH ADVISED MASONARY FASTENERS.





# SEAL AIR BARRIER TO FRAMING POLY VENTED SOFFIT EVERY 3RD PC. LAP ALL JOINTS MIN. 6", USE PRODUCT SPEC. TAPE





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# **FRIENDS OF FORT ERIE CREEKS**

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#### QUALIFICATION INFORMATION CURTIS SALTZBERRY 31364

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Revision Date:

**ROOF PLAN** 

Scale: 1/4"=1'-0" Date: 25,09 2019

#### **ADDITIONAL REQUIRED DOCUMENTATION**

ONTARIO SCHEDULE 1 **GRADING PLAN** SITE SURVEY TRUSS DRAWINGS EWP CALC.

A05



250 Thorold Road West, 3rd Floor, Welland, Ontario L3C 3W2 Telephone 905.788.3135 | Facsimile 905.788.1121 | www.npca.ca

November 11, 2019

Adam Christie
Acting Senior Manager of Operations and Special Projects
Niagara Peninsula Conservation Authority (NPCA)
3292 Sixth Avenue | Lincoln, ON, LOR 1S0

#### **INTERNAL MEMO**

Friends of Fort Erie's Creeks Project Stevensville Conservation Area 2555 Ott Road, Fort Erie, ARN 270302003103900

NPCA Planning staff have reviewed the submission of Friends of Fort Erie's Creeks to allow the construction of new operational facility at the Stevensville Conservation Area and offer the following comments for your information.

The NPCA's Regulation Mapping illustrates that the subject lands contain Provincially Significant Wetland (PSW) associated with the Black Creek Wetland Complex. The PSW provides for natural flood attenuation during storm events and, as such, it is important to maintain the hydrologic function of wetlands to assist in minimizing flooding impacts downstream. In addition to protecting the natural features and functions of a wetland, development setbacks assist in maintaining the hydrologic regime of the lands adjacent to a wetland, minimize the potential for contamination of the ground water and surface water and provide lands for activities such as nesting, resting, feeding and shelter for wetland species. NPCA Policy generally restricts development and site alteration within a wetland and within a 30m setback measured from the wetland edge.

Review of the grading drawing from Suda and Maleszyk Surveying indicates that the new operation facility will be located outside of the wetland and 30m buffer zone. In addition, the grading drawing shows a detail of silt fencing to be placed around the perimeter of the building envelope during construction. Therefore, the planning staff are satisfied that the proposed construction will have no negative impact on the wetland feature.

The subject parcel is also impacted by a large watercourse (Black Creek) and several small tributaries regulated by the NPCA. The main channel of Black Creek is subject to the current Floodplain Management Policies of the Authority. These policies prohibit the placement of new structural development or fill within riverine floodplain areas. The regulatory floodplain elevation for this section of the Creek is 175.49m G.S.C. Any new development must take place above this elevation to be located outside of the floodplain.

Review of the grading drawing from Suda and Maleszyk Surveying indicates that the new operation facility is to be located be above the floodplain elevation and outside the smaller tributaries and associated buffers.

#### Conclusion:

Based on the plans provided, NPCA Planning staff are satisfied that the proposed development and site alteration can be supported. NPCA Planning staff will provide comments to the Town of



Fort Erie on any Planning Act applications (including Site Plan) and/or Building Permit approvals to ensure consistency with NPCA Policy.

I trust the above will be of assistance to you. Please do not hesitate to contact me with any questions or concerns.

Cara Lampman Watershed Planner

Niagara Peninsula Conservation Authority 250 Thorold Road West, Welland, On.

Tel: (905) 788-3135 x 235



**Report To: Board of Directors** 

**Subject: 2019 Trout Unlimited Canada Twelve Mile Creek Restoration** 

**Memorandum of Agreement** 

**Report No: FA-142-19** 

**Date:** October 16, 2019

#### Recommendation:

1. **THAT** Report No. FA-142-19 RE: 2019 Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement **BE RECEIVED.** 

2. **THAT** the 2019 Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement **BE APPROVED** for signature by the Chair and CAO/Secretary-Treasurer.

#### Purpose:

The purpose of this report is to provide the NPCA Board of Directors with the 2019 Trout Unlimited Canada (TUC) Twelve Mile Creek Restoration Memorandum of Agreement (MOA) detailing the renewed partnership between the NPCA and TUC to implement Twelve Mile Creek restoration projects.

#### **Background:**

Trout Unlimited Canada (TUC) is recognized as a leading agency in creek restoration and conservation. From the Niagara Chapter's formation in 2012, TUC and the NPCA have been working together with Niagara landowners to implement restoration projects across the headwaters of Twelve Mile Creek. The two organizations share a mutual interest in watershed restoration and conservation to the benefit of Twelve Mile Creek, Niagara's only cold-water stream with an existing population of brook trout.

At the April 2019 Full Authority meeting the Board approved the implementation of a revitalized Restoration Grant program better addressing the mandate of the Conservation Authorities Act, the NPCA Strategic Plan, and the Auditor General's recommendation to develop and implement a strategy to better target areas of the watershed based on water quality monitoring and other information on the health of the watershed.

At the June 2019 Full Authority meeting the Board received for information, the 2019 Workplan for the Restoration Grant Program. Identified within the 2019 Workplan was the goal to re-establish partnerships with like-minded organizations and negotiate Memorandum of Agreements with these

significant partners. A copy of FA-63-19 'Restoration Program Workplan' is attached to this Report as Appendix 1.

#### **Discussion:**

In keeping with the Guiding Principles of the Restoration Program, staff have begun to reengage with several significant traditional partner organizations – including Trout Unlimited Canada. Partnerships with organizations such as Trout Unlimited Canada allows the NPCA and our partners to leverage funds and organizational capacities to reduce our financial contribution to these projects and increase the total number of projects completed.

The 2019 Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement (Appendix 2) details the basis for individual and joint obligations of each organization within the renewed partnership between the NPCA and TUC, including technical responsibilities and partner recognition. Addendums to this agreement, detailing individual projects and other joint ventures will be brought as "Schedules" before the NPCA Board of Directors for consideration as developed.

#### **Financial Implications:**

Authored by:

There are no costs associated with entering into this Memorandum of Agreement with Trout Unlimited Canada at this time.

Reviewed by:

#### **Related Reports and Appendices:**

Appendix 1: FA-63-19 RE Restoration Program Workplan

Appendix 2: FA-142-19 RE 2019 Trout Unlimited Canada Twelve Mile Creek Restoration

Memorandum of Agreement.

•	•	
Original signed by:	Original signed by:	
Stuart McPherson Restoration Project Lead	Geoff Verkade Senior Manager, Integrated Watershed Planning/ Information Management	
Reviewed by:	Submitted by:	
Original signed by:	Original signed by:	
Lise Gagnon, CPA, CGA Director, Corporate Services	D. Gayle Wood, BES, CMMIII Chief Administrative Officer / Secretary-Treasurer	



**Report To: Board of Directors** 

**Subject: 2019 Restoration Program Workplan** 

Report No: FA-63-19

Date: June 19, 2019

#### Recommendation:

That Report No. FA-63-19 RE: 2019 Restoration Program Workplan **BE RECEIVED** for information.

#### Purpose:

The purpose of this report is to provide detailed information regarding the revitalized NPCA Restoration Program's implementation in 2019 and beyond.

#### Background:

At the April 17, 2019 Full Authority Board Meeting, the NPCA Board approved Resolution No. FA - 108-19, as follows:

Moved by: Board Member Heit Seconded by: Board Member Shirton

- 1. THAT Report No. FA-37-19 regarding revitalizing the NPCA Restoration Program be received.
- 2. THAT the proposed Restoration Program be approved for implementation as outlined in Report No. FA-37-19.

#### Discussion:

The revitalized NPCA Restoration program has three principle goals:

- 1) *Improve* water quality, wildlife habitat and forest cover to the benefit of local ecosystems and the overall health of the watershed;
- 2) *Monitor, assess and communicate the change* of these conditions in the watershed; and
- 3) *Enable innovative approaches, partnerships and solutions* to improve water quality, wildlife habitat, and forest cover.

These goals will be accomplished in part by renewing partnerships with like-minded organizations and reengaging with landowners across the watershed to target restoration projects in priority areas. Priority areas are determined by a variety of factors, including poor water quality, low forest cover and historic wetland loss (see Appendix 1 for more details).

Project applications can be submitted by partner organizations, and private and public landowners. Projects will be assessed by NPCA staff using an objective evaluation matrix. (See Appendix 2 for detailed evaluation criteria).

Consistent with best practices identified by the Auditor General, an *internal* review committee will be formed to select eligible projects to be awarded for funding. This committee will be comprised of NPCA staff with a diversity of skills related to ecosystem restoration (See Appendix 5 for the Restoration Program Review Committee Skills Matrix.) and will also focus on targeting and prioritization. Funding for applications recommended by the staff will be presented to the board for final approval at monthly Full Authority Meetings as required.

The Restoration program, beyond word of mouth through its operations, will be advertised widely through traditional media, social media and on the NPCA's website. The marketing strategy is being led and developed by the Authority's communications team.

Due to an instantaneous launch, in 2019 the program will have a rolling intake for applications, with the Restoration Program Review Committee meeting preferable monthly to approve eligible projects. For the 2020 program year, a set due date is planned to ensure the highest quality applications are selected through due process. This intake date will take place in September 2019, with approved applicants notified in December of 2019. A second intake date in 2020 is proposed if required and depending on uptake and quality of applications.

#### Through 2019, staff will:

- Determine solutions for file retention to ensure program files contain required documentation;
- Negotiate Memorandum of Understanding agreements with principal partner organizations;
- Refine evaluation criteria cyclically for more targeted restoration opportunities utilizing natural heritage system data as a part of the Integrated Watershed Management process;
- Determine further how Ontario Power Generation funds and project goals will be implemented:
- Develop monitoring guidelines as part of an Integrated Watershed Management cycle;
- Assess program delivery as part of an adaptive management cycle to update guidelines to reflect organizational priorities and watershed needs;
- Finalize documenting internal formal program procedures.

#### **Financial Implications:**

Funds to support the implementation of the Restoration Program have been allocated in the 2019 NPCA budget.

Further restoration prioritization efforts in the workplan will help inform development of the NPCA's 2020 budget.

Appendix 1: 2019 Restoration Program Guidelines Appendix 2: Guideline Appendices – Project Category and Evaluation Criteria Appendix 3: 2019 Restoration Program Application Form Appendix 4: 2019 Restoration Program <i>Draft</i> Landowner Agreement Appendix 5: 2019 Restoration Program <i>Draft</i> Partner Agreement Appendix 6: Restoration Program Review Committee <i>Draft</i> Terms of Reference Appendix 7: Restoration Program Review Committee Skills Matrix		
Authored by:		
Original signed by:	Original signed by:	
Steve Gillis Restoration Project Lead	Stuart McPherson Restoration Project Lead	
Reviewed by:		
Original signed by:		
Geoff Verkade Senior Manager, Integrated Watershed Plann	ing/Information Management	
Reviewed by:		
Original signed by:		
Lise Gagnon, CPA, CGA Director, Corporate Services		
Submitted by:		
Original signed by:		
D. Gayle Wood, BES, CMMIII Interim CAO/Secretary-Treasurer		

**Related Reports and Appendices:** 

Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_

#### MEMORANDUM OF AGREEMENT NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA) AND

#### **Trout Unlimited Canada**

BETWEEN:	Niagara Peninsula Conservation Authority (NPCA)

250 Thorold Road, West Welland, Ontario, L3C 3W2

hereinafter called the "Corporation"

\_\_, 2019.

- and -

**Trout Unlimited Canada** 

Suite 180-4000 Glenmore Court SE

Calgary, Alberta T2C 5R8

hereinafter referred to as the "Partner"

WHEREAS the Corporation and the Partner share a mutual interest in conservation to the benefit of the overall health of the Twelve Mile Creek watershed.

AND WHEREAS the Partner intends to implement restoration projects on privately and publicly owned lands in the headwaters of Twelve Mile Creek and Short Hills Provincial Park listed on Schedule 'A'. The Corporation will provide technical assistance, and may provide funding after gaining board approval to assist the Partner for the implementation of each restoration project conditional that each cooperating landowner meets partnership details.

NOW THEREFORE the Corporation and the Partner agree as follows:

#### 1. INTERPRETATION

It is understood that the use of the term "Partner" is not intended and does not create a partnership at law between the parties.

#### 2. TERM

This Agreement shall commence on the 19th day of September, 2019 and terminate on the 30th day of September, 2022.

#### 3. DESIGNATED REPRESENTATIVES

- i) The Partner agrees that the Corporation, for the purposes of this Agreement, may act through any individual designated by the Corporation.
- ii) For the purposes of this Agreement the designated representatives for the

Corporation are: Geoff Verkade

Niagara Peninsula Conservation Authority

(905)-788-3135

for the Partner is: Dennis Edell

Niagara Chapter Chair, Trout Unlimited Canada

416-918-4448

Or

Brian Green

Niagara Chapter Secretary, Trout Unlimited Canada

905-892-5265

Both the Corporation and the Partner agree that they may designate a different representative by providing notice in writing.

#### 4. CORPORATION OBLIGATIONS

i) The Corporation agrees to participate in a program of habitat restoration of the Twelve Mile Creek Watershed; to provide partial financial support to projects that meet the NPCA Restoration Program criteria; are approved by the NPCA Board of Directors and implemented by the Partner. Projects implemented will be annually identified with specified Corporation funding commitments made. The Schedule "A" project list will be completed as a collaborative effort between TUC and NPCA field staff and agreed to each fiscal year. Additional projects may be added to the project list Schedule A as an addendum and will be subject to the approval of the Corporation and the Partner.

- ii) The Corporation must obtain a signed Conservation Agreement with the legal project landowners and the Partner will provide necessary information that is required, for each project.
- iii) The Corporation agrees to provide to the Partner as requested, technical assistance for the purposes of landowner site visits/negotiations, project design and regulatory approvals.
- iv) The Corporation will optimize available funding from all sources to ensure the success of the Project and accommodate the cooperating landowner's ability to contribute to the Project.

#### 4. PARTNER OBLIGATIONS

- i) The Partner agrees to participate as the project proponent and lead agency for project implementation including obtaining any and all required permits and approvals. This may include municipal bylaws, Conservation Authority approvals, permits to take water, fisheries or other federal approvals, consultation with First Nations, and Ministry of Natural Resources regulations and the Endangered Species Act assessments with registered mitigation plans whenever applicable.
- ii) The Corporation must obtain a signed Conservation Agreement with the legal project landowners and the Partner will provide necessary information that is required, for each project.
- iii) The Partner will secure quotations, hire contractors and equipment, provide construction supervision and all materials that may be required for the works.
- iv) The Partner agrees to demonstrate value for money by securing three quotations on any project cost over \$5,000.

#### 5. JOINT OBLIGATIONS

- i) The parties agree to indemnify each other, keep indemnified and save each other harmless from and against all claims, demands, costs, actions, causes of action, expenses and legal fees, which may be taken or made against them arising from their existing and ongoing activities.
- ii) The parties agree to recognize the support of the each other in any publicly available document, signage or presentation that specifically refers to this project, including traditional and social media stories.
- iii) The parties agree to recognize our common goals in habitat restoration and when legally permitted openly share data with decision support value towards the adaptive management of the Twelve Mile Creek Watershed.
- iv) The parties agree to coordinate landowner outreach, with the Partner acting in a lead role; providing landowner contacts to the Corporation and promoting the NPCA Restoration Program where appropriate.
- v) The parties agree to participate in outreach and communications activities, jointly producing communication pieces and coordinating other outreach activities where appropriate.

#### 6. ENTIRE AGREEMENT

The parties hereto agree that this Agreement embodies the entire Agreement between the parties and the Partner represents that in entering into this Agreement the Partner does not rely upon any previous oral or implied representation, inducement or understanding of any kind or nature.

#### 7. TERMINATION of AGREEMENT

The NPCA shall have the right at any time, with or without cause, to cancel this agreement by giving the Partner thirty (30) days prior written notice to that effect. In the event of termination of this agreement by NPCA, either with or without cause, NPCA shall reimburse the Partner for all reimbursable costs incurred by the Partner to the date of cancellation, provided however, that the Partner shall not have the right to include as a cost of cancellation any profit or earnings that may have been realized by the Partner had the work not been terminated.

# IN WITNESS WHEROF the parties hereto have executed this Agreement

in the presence of	) ) )
Witness as to execution by Gayle Wood CAO & Secretary Treasurer Niagara Peninsula Conservation Authority	) ) Gayle Wood ) CAO & Secretary Treasurer ) Niagara Peninsula Conservation Authority ) )
Witness as to execution by	) ) Dave Bylsma ) Chair, NPCA Board of Directors )
Witness as to execution by	) Silvia D'Amelio ) CEO ) Trout Unlimited Canada )
Witness as to execution by	) ) Dennis Edell ) Chair, TUC Niagara Chapter

#### Schedule 'A' to MOA with PARTNER AGENCY

This schedule lists the properties and NPCA funding commitments for habitat improvement projects to be implemented under this MOA. The owner's name, the legal address, the estimated area of wetland and uplands secured and the funding amounts available from the NPCA is listed for each project.

The total NPCA funding contribution to these projects is \$ and is conditional on receipt of 1 copy of signed NPCA Conservation Agreement with the landowners and copies of construction invoices. The TUC will invoice the NPCA for each project completed.

Additional projects may be added as an addendum to this MOA subject to the agreement of the Corporation and the Partner.



**Report To: Board of Directors** 

**Subject:** NPCA Procurement Policy

Report No: FA-146-19

Date: November 20, 2019

#### Recommendation:

1. **THAT** Report No. FA-146-19 RE: NPCA Procurement Policy **BE RECEIVED.** 

2. **AND THAT** the NPCA Procurement Policy attached hereto as Appendix 1 **BE APPROVED**.

#### Purpose:

The purpose of this report is to seek the Board's approval of a new NPCA Procurement Policy to:

- Simplify and clarify Procurement-related policies based on sound Procurement practices;
- Ensure compliance with mandatory elements of the Procurement Policy;
- Ensure that goods and/or services procured by the Niagara Peninsula Conservation Authority
  are acquired through a process that is fair, open, transparent, geographically neutral and
  accessible to qualified vendors;
- Define the responsibilities of individuals and organizations in each stage of the Procurement process;
- Obtain the best value for the Niagara Peninsula Conservation Authority when procuring goods and/or services;
- Ensure consistency in the management of Procurement-related processes and decisions;
- Encourage the procuring of Goods and/or Services with due regard to the preservation of the natural environment.

#### **Background:**

Recommendation 20 within the Auditor General of Ontario's Special audit of the NPCA states:

To ensure that the Niagara Peninsula Conservation Authority receives value for money spent on goods and services, NPCA should:

- a) Follow its procurement policies for the acquisition of goods and services;
- b) Revise its procurement policies to require that any needed services associated with unsolicited proposals be obtained in a transparent and competitive manner;
- c) Assess the benefits of establishing continuity and achieving cost savings from contracting with a preferred law firm for each field of law it requires services;
- d) Revise its procurement policies for legal services to implement the results of the above assessment.

#### Discussion:

To address Recommendation 20, a draft revised NPCA Procurement Policy is attached as Appendix 1 for the Board of Directors' approval.

This policy replaces both the existing Procurement Policy dated December 16, 2015, and the policy for Unsolicited Proposals dated July 16, 2014.

#### Legal Services:

- As sourced through the Niagara Public Purchasing Committee, the majority of public entities in Niagara have classified Legal Services as exempt from competitive procurement.
- Toronto and Region Conservation Authority has established a Vendor of Record listing for each type of legal service required. This strategy works well in a larger centre with multiple service providers.
- NPCA recommends that Legal Services be exempt from competitive procurement for the following reasons:
  - Limited number of service providers, resulting in potential conflict of interest between NPCA and other clients within the legal practice.
  - Consistency with best practice within other public entities in the Niagara Region.
- As a compensating control, all single/sole source Legal Services will be recommended to the Board through a resolution at the Annual General Meeting of the Board held in January of each year.

#### **Financial Implications:**

There are no financial implications associated with this Report.

#### **Related Reports and Appendices:**

Appendix 1 – NPCA Procurement Policy

Authored by:	Submitted by:
Original signed by:	Original signed by:
Lise Gagnon, CPA, CGA Director, Corporate Services	D. Gayle Wood, BES, CMMIII Chief Administrative Officer / Secretary- Treasurer



Developed by:	Corporate Services Department		
Approved by:		Date:	
Effective Date:		Latest Revision:	

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#### 1.0 Purpose

The purpose of this Procurement Policy is to:

- Simplify and clarify Procurement related policies based on sound Procurement practices;
- Ensure compliance with mandatory elements of the Procurement Policy;
- Ensure that Goods and/or Services procured by the Niagara Peninsula Conservation Authority are
  acquired through a process that is fair, open, transparent, geographically neutral and accessible to
  qualified vendors;
- Define the responsibilities of individuals and organizations in each stage of the Procurement process;
- Obtain the best value for the Niagara Peninsula Conservation Authority when procuring Goods and/or Services;
- Ensure consistency in the management of Procurement-related processes and decisions;
- Encourage the procuring of Goods and/or Services with due regard to the preservation of the natural environment.

#### 2.0 Scope

This Procurement Policy applies to the Procurement of all Goods and/or Services including, but not limited to, Consulting Services, Capital/Infrastructure Projects, Communication Services, Advertising, Public Relations, Restoration Projects and Information Management to meet the Niagara Peninsula Conservation Authority's needs.

This Policy establishes the authority of officer(s) and employee(s) to authorize and execute transactions with respect to supply-chain related activities, ensuring an appropriate level of control and accountability.

This Policy acknowledges that it is the role of the officer(s) and employee(s) of the Niagara Peninsula Conservation Authority to implement the Board of Directors decisions. The ethical, efficient, sustainable and accountable management of supply-chain related activities within the organization and the need to respond to various supply-chain related issues in a timely fashion makes it appropriate for the Board of Directors to delegate certain administrative powers and duties to officer(s) and employee(s) of the Niagara Peninsula Conservation Authority subject to oversight by Corporate Services Procurement Specialist.

The Niagara Conservation Authority's Board of Directors always has ultimate authority in all matters. In the event of a conflict between the terms of this Policy and a specific resolution of the Board, the resolution of the Board prevails.

This Policy applies to all employees of the Niagara Peninsula Conservation Authority and its Board of Directors.

This Policy applies to any acquisition of goods and/or services for the Niagara Peninsula Conservation Authority activities by its employees and the Board of Directors.



#### **Consistency and Contradictions**

Where there may be apparent contradictions between this policy and other legal requirements to which the Niagara Peninsula Conservation Authority is subject, every effort should be made to interpret both this Policy and the other requirements in a consistent manner.

If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

Where funding for a purchase is provided by a funding agency, a more stringent set of approval requirements may be used at the discretion of the funding agency. If the funding agency approval requirements are more stringent than this Policy, the funding agency requirements will prevail.

The provisions of this Policy apply only to the extent that such provisions (or any one of them) are not prohibited by law including directives received from the Province of Ontario. If any provision in this Policy is held to be invalid, void or unenforceable by a court, arbitrator or government agency, then the remainder of the Policy shall not be affected, impaired or invalidated, and all provisions not invalidated, voided or rendered unenforceable shall be valid and enforceable

#### 3.0 General Policies and Procedures

- 1. All purchases of goods and services by NPCA employees and the Board of Directors must comply with:
  - a. the requirements of this Policy, including all appendices,
  - b. all applicable laws, including the Conservation Act; and
  - c. any other applicable Niagara Peninsula Conservation Authority policies, collective agreements and revelant legal agreement(s).

#### **Purchasing processes**

- 2. All purchases of goods and services listed in **Appendix A** Exempt Expenditures are exempt from the requirement to follow a competitive bid process but must comply with all other provisions of this Policy
- All purchases of goods and services, except for Consulting services and exempt expenditures set out in Appendix A, must comply with the competitive bid processes set out in **Appendix B Table 1** – Competitive Bid Requirements for Goods, Non-Consulting Services
- 4. All purchases of consulting services must comply with the competitive bid processes set out in **Appendix B Table 2** Competitive Bid Requirements for Consulting Services.



#### **Purchasing approvals**

5. All purchases of goods and services must comply with the approval requirements and purchase methods set out in **Appendix B** - Purchasing Approvals and Methods **Table 3** 

#### 6. Responsibilities and Authorities

- (a) The Chief Administrative Officer/Secretary-Treasurer shall have all the necessary authority to administer this Policy and as per the delegation of authority policy, carry out their duties on behalf of the Niagara Peninsula Conservation Authority.
- (b) Procurement Specialist is responsible for and shall have the authority to:
  - i. acquire and dispose of goods and services;
  - ii. call, receive, open and review bids:
  - iii. authorize, amend, or cancel a purchase order;
  - iv. establish procedures for the implementation of this Policy;
  - v. establishes standards for bid solicitation, purchase orders, contracts and other documents required to manage supply chain related activities;
- vi. establish the terms and conditions of bid solicitations;
- vii. provide guidelines on procurement policies and procedures and the structure, format and general content of bid solicitations;
- viii. review proposed bid solicitations to ensure clarity, reasonableness and quality and advise staff of suggested improvements;
- ix. ensure open, fair and impartial purchasing processes for goods and services;
- x. ensure compliance with this Policy and advise the Chief Administrative Officer/Secretary-Treasurer through the Director Corporate Services when there has been noncompliance. The Chief Administrative Officer/Secretary-Treasurer shall take appropriate action to address and correct any non-compliance;
- xi. facilitate strategic sourcing with preferred vendor agreements in conjunction with the department and to utilize collaborative buying programs with other organizations where feasible;
- xii. promote the standardization of goods and services, where such standardization demonstrably supports the Purpose and Scope of this Policy;
- xiii. incorporate where appropriate, accessibility criteria and features when procuring goods, services or facilities in order to create and maintain an accessible environment as required under the Accessibility for Ontarians with Disabilities Act (the "AODA").
- xiv. to procure environmentally or sustainable good(s) where possible
- (c). Departments will have the following specific responsibilities:
  - i. ensuring that all Document terms and conditions comply with the Bid Solicitation;
  - ii. preparing and approving all specifications and terms of reference in consultation with Procurement Specialist:
  - iii. managing documents to ensure goods and services are received by the Niagara Peninsula Conservation Authority and comply with the document terms and conditions;
  - iv. monitoring all documented expenditures and ensuring that all financial limitations have been complied with and that all accounts are paid within the times set out in the Document;



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- v. monitoring the performance of Suppliers/Contractors/Vendors/Service Providers;
- vi. standardizing the use of goods and services, where such standardization demonstrably supports the Purpose and Scope of this Policy; and
- vii. ensuring that all goods and services purchased have been received/rendered and recorded receipt.

#### 7. Purchasing Documentation

- a) The use of standard bid Documents shall be approved by the Procurement Specialist.
- b) All changes to standard bid solicitations and contracts shall be reviewed by the Procurement Specialist.

#### 8. Non-Competitive Procurement Allowable Exceptions

Non-Competitive Procurements are Procurements to acquire Goods and/or Services from a specific vendor:

- even though there may be more than one vendor capable of delivering the same Goods or Services (known as "single source");
- because there are no other vendors available or able to provide the required Goods and/or Services (known as "sole source"); or

The Niagara Peninsula Conservation Authority may, subject to appropriate Procurement approval authority, use a non-competitive Procurement process if any of the exceptions set out below apply.

#### 8.1 Approval for Non-Competitive Procurement

Non-Competitive Procurement under \$25,000

Niagara Peninsula Conservation Authority staff may request an exemption from any or all purchasing methods outlined in this policy by submission of a staff report requesting the approval from the Chief Administrative Officer/Secretary-Treasurer prior to conducting a non-competitive Procurement.

If approval is being sought for a non-competitive Procurement to extend a Contract with an existing vendor, NPCA staff must seek appropriate approvals from the Chief Administrative Office/Secretary-Treasurer prior to the Contract end date and in sufficient time to permit an alternative Procurement method.

The exception to the requirement for prior approval is for unforeseen situations of urgency (e.g. caused by the forces of nature), pursuant to subsection 8.2 (a) that cannot wait for appropriate Procurement approvals. In such unforeseen situations of urgency, an Exception Form (Appendix C) must be completed, and appropriate Procurement approvals must be secured as soon as practically possible.

If the Non-Competitive Procurement is over \$25,000 NPCA Staff must seek approvals from the Board of Directors.

#### 8.2 Allowable Exceptions for Non-Competitive Procurement

Non-competitive Procurements of Goods and/or Services are only allowed in the following circumstances, subject to appropriate Procurement approvals.



- a) An unforeseen situation of urgency exists, and the Goods, Services or Construction cannot be obtained by means of competitive Procurement (and not because the situation of urgency was brought about by a failure of NPCA to allow sufficient time to conduct a competitive process).
- b) The Goods and/or Services involve matters of a confidential or privileged nature, and the disclosure of those matters through a competitive Procurement process could reasonably be expected to compromise NPCA's confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- c) A competitive Procurement process could interfere with NPCA's ability to maintain security or order or to protect human, animal or plant life or health.
- d) There is an absence of any bids in response to a competitive Procurement process that has been conducted in compliance with this Procurement Policy.
- e) The Procurement is in support of Indigenous Peoples.
- f) The Procurement is with a public body (Broader Public Sector Organization).
- g) Only one vendor can meet the requirements of a Procurement due to the following circumstances:
  - to ensure compatibility with existing products compatibility with existing products may not be allowable if the reason for compatibility is the result of one or more previous non-competitive Procurements. Note: NPCA may issue an ACAN (Advance Contract Award Notification) if it relies on the exception for non-competitive procurement noted in subsection 8.2. This includes posting the ACAN (Advance Contract Award Notification) at least 15 days prior to the proposed Contract award on the public tendering system.
  - ii) to recognize exclusive rights, such as exclusive licenses, copyright and patent right, or to maintain specialized products and or systems that must be maintained by the manufacturer or its license representatives; or
  - iii) for the Procurement of Goods and/or Services the supply of which is controlled by a vendor that has a statutory monopoly.

In addition to the above, non-competitive Procurement of Goods and Non-Consulting Services are allowed, subject to appropriate Procurement approvals, in the following circumstances:

- h) Only one vendor can meet the requirements of a Procurement in the following circumstances
  - for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
  - ii. for work to be performed on property by a Contractor according to provisions of a warranty or guarantee held in respect to the property or original work;
  - iii. for a Contract to be awarded to the winner of a design contest;
  - iv. for the Procurement of a prototype or a first Goods and/or Services to be developed during research, experiment, study, or original development but not for any subsequent purchases;
  - v. for the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
  - vi. for the Procurement of original works of art;
  - vii. for the Procurement of subscriptions to newspapers, magazines or other periodicals; or



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#### viii. for the purchase of real property

If the amount of the procurement exceeds \$25,000 any such exemption must be approved by the Board of Directors.

#### 8.3 Non-Competitive Procurement Business Case Requirements

Written documentation for non-competitive Procurement on or accompanying Exception Form must include:

- a) a description of the business requirements
- b) a description of the proposed non-competitive Procurement process including the approximate value and the estimated Contract Start and end dates;
- c) the exception in Section 8.2 which has been identified to support the non-competitive Procurement (for Allowable Exceptions where only one vendor is able to meet the requirements, document the evidence supporting the exception) or, if no exception at Section 8.2 applies, it must be noted in the business case that the NPCA will need to seek Board Approval from this Procurement Policy. The business case must identify the requirement(s) from which it seeks to be exempt.
- d) the results of any ACAN process, if used:
- e) the rationale for using non-competitive Procurement process including the circumstances that prevent the use of a competitive Procurement process (which must support the Allowable Exception or exemption being requested);
- f) a statement as to whether the selected vendor has previously been awarded a Contract with the NPCA within the past five years for the same or closely related requirements, and the type of Procurement process(es) used;
- g) a description of the potential pool of vendors that might have responded to a competitive Procurement, where appropriate, and an assessment of reasonably contemplated potential vendor complaints and how the NPCA would respond and manage these complaints;
- h) a description of how the NPCA will ensure it will comply with the principles of this Procurement Policy, particularly value for money;
- i) any alternative considered:
- j) the impact on the business requirements if the non-competitive Procurement is not approved;
- k) if appropriate, a description of how the NPC will meet these business requirements in the future using a competitive Procurement process; and
- I) any other matters considered relevant.

The Procurement Specialist shall provide a full written report on all Non-Competitive Procurement transaction(s) to the Board of Directors annually, within 3 months of subsequent year.

#### 8.4 Emergency Purchases

When an event occurs that is determined by the Department Head to be a threat to Public health, Public Safety, maintenance of essential NPCA Services, the welfare of persons or NPCA Property, the protection of NPCA physical assets or the security of NPCA's interest or Financial Liabilities arising from unexpected conditions, and the occurrence requires the immediate delivery of goods and/or services and time does not permit the Department Head to follow normal purchasing activities to acquire such goods and/or services, the



Department Head may make such purchases without the bidding and tendering process, and is authorized to do so in the most expedient and economical means possible.

Where an Emergency Purchase has been made, the Department Head shall notify the Chief Administrative Officer/Secretary-Treasurer in writing of the detail thereof within a maximum of Ten (10) calendar working days of the event.

The Department Head shall provide a full written report to the Chief Administrative Officer/Secretary-Treasurer of the particulars of the emergency in all cases, where the amount of the expenditure is greater than \$25,000 the written report will be presented to the Board of Directors.

# 9. Sustainable, Ethical & Innovative Procurement

### 9.1 Ethical Procurement

If the Niagara Peninsula Conservation Authority procures Goods manufactured outside the boundaries of Canada, the vendor shall comply with all the laws of the jurisdiction in which the Goods are manufactured including those related to the export of the Goods from the jurisdiction and their import into Canada.

The Niagara Peninsula Conservation Authority will ensure operating decisions are made with consideration to sustainability. This involves considering impacts on human health and the environment, and evaluating purchases based on a variety of criteria, ranging from the necessity of the purchase to the options available for its eventual disposal.

The Niagara Peninsula Conservation Authority commits to working with its partners to leverage its combined influence to minimize the environmental footprint within the watershed and globally. When all things are equal, Niagara Peninsula Conservation Authority may favour vendors who demonstrate an environmental philosophy similar to the Niagara Peninsula Conservation Authority mandate. Niagara Peninsula Conservation Authority staff will consider incorporation of sustainable evaluation criteria in the RFx and assign an appropriate weighting.

## 9.2 Green Innovation and Technology (GreenFIT)

Green innovation and technological leadership are the driving force behind the Government of Ontario's Green Focus and Innovation and Technology ('GreenFIT") strategy.

The Government of Ontario is committed to leveraging its buying power to make Ontario more competitive, innovative, and sustainable. Through its purchasing strategies, the government is creating opportunity for new green technology companies as they introduce innovative and sustainable solutions into the local and global marketplace. The GreeFIT strategy will enable companies to provide innovative and sustainable technologies and solutions that government can consider as alternatives to its traditional purchasing.

The Niagara Peninsula Conservation Authority may procure products and non-Consulting Services from Unsolicited Proposal that have received positive evaluation from GreenFIT. These can be found in the GreenFIT directory on the MyOPS procurement intranet site and may be procured as a prototype or first Goods and/or Services for a pilot if the following parameters are met:



- a. Use for planned activity (e.g. a pilot or demonstration project) and not for wide scale procurement;
- b. Planned for the purpose of trying a new or innovative solution
- c. The planned activity will be followed by an evaluation of its effectiveness and suitability for continued/expanded use that will be shared with Ministry of Government and Consumer Services (MGS) Supply Chain Management Division; and
- d. All approvals required under this Procurement Policy have been obtained.

#### 10. Procurement Value Amendments

Procurement Value increase may be caused by, but are not limited to, price increases, volume demand, expansion of scope, extension of the term, or other unforeseen circumstances.

If the Procurement Value increases for a given Procurement, the Niagara Peninsula Conservation Authority must use the approval authority and Procurement method applicable to the revised Procurement Value. (i.e. original Procurement Value + Increase = Revised Procurement Value). This may require the procurement to be approved by a person with higher approval authority threshold than the original approver.

Approval for Procurement Value increases must be sought prior to proceeding with or continuing the Procurement.

The Niagara Peninsula Conservation Authority may also describe the potential for a price decrease in a similar way (although this will not affect the Procurement approval authority or method of Procurement).

#### 11. Conflict of Interest

A signing officer, employee and or representative of the Niagara Peninsula Conservation Authority shall not participate in any aspect of purchasing or contract execution where they are in a Conflict of Interest as defined in "Definitions", or have knowledge of circumstances that could give rise to a Conflict of Interest or Perceived conflict of interest (including an apparent or potential Conflict of Interest), and steps have not been taken by Procurement Specialist to mitigate the real or potential Conflict of Interest.

Where an employee believes they may be in a Conflict of Interest in regard to a purchasing matter, they must report the matter to the Procurement Specialist. The Procurement Specialist will decide on the measures to be used to manage the Conflict of Interest, which may include the employee's recusal from any debate or decision-making touching on the purchasing matter.

If in doubt about whether a particular circumstance gives rise to a Conflict of Interest, the employee should bring the matter to the attention of the Chief Administrative Officer/Secretary-Treasurer.

Board members, signing officers and employees of the Niagara Peninsula Conservation Authority shall not accept, either directly or indirectly, any gifts, benefits or favours from any potential or existing supplier of goods and services.



Gifts, benefits and favours of any value must not be accepted from suppliers or potential suppliers while a Bid Solicitation (in which that supplier or potential supplier is participating or may be participating) is open.

The Procurement Specialist will not facilitate, nor should a Board Member, officer, or employee of the Niagara Peninsula Conservation Authority purchase any goods or services for personal use using the Niagara Peninsula Conservation Authority resources.

Procurement Services exists to support Board Members, officers and employees in the procurement of goods and services that are in the Board Members', officers' or employees' normal course of business.

Prices obtained from suppliers are intended for the Niagara Peninsula Conservation Authority use only. Pricing information shall not be divulged to non- Niagara Peninsula Conservation Authority personnel or to competitive suppliers except as authorized by law or ordered by a competent court or tribunal.

## 11.1 Proponents

At the time of bid submission, Proponents shall be required to identify and declare any Conflict of Interest they may have, as defined in "Definitions", including any circumstance giving rise or having the potential to give rise to an unfair advantage or the appearance of an unfair advantage.

Proponents declaring a Conflict of Interest must provide a plan for managing the Conflict of Interest to the satisfaction of Procurement Specialist.

As part of their bid submission, Proponents must acknowledge that it is within the Niagara Peninsula Conservation Authority sole and unfettered discretion to determine whether a Conflict of Interest exists and whether the Conflict of Interest can be managed satisfactorily. In the event the Proponent's plan for managing the Conflict of Interest is not satisfactory to the Conservation Authority, the Conservation Authority may disqualify the Proponent from the Bid Solicitation.

### 11.2 Evaluators

The NPCA must evaluate the bid responses received consistently and in accordance with the evaluation criteria, rating and methodology set out in the RFx.

The NPCA must require individuals participating in the evaluation of bid responses to immediately declare any potential conflict of interest and immediately address any declarations. A Confidentiality and Conflict of interest form will be provided by the Procurement Specialist prior to the release of any submission(s).

## 12. Revenue Generating Opportunities (RGOs)/Third Party Agreement(s)

RGOs must be subject to a competitive process which is fair open and transparent. If an Unsolicited Proposal for an RGO is received, it must follow the processed outlined in Section 13



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## 13. Unsolicited Proposals

This Procurement Policy applies to the Niagara Peninsula Conservation Authority's receipt, consideration and adoption (in whole or in part) of any Unsolicited Proposals. This section does not apply to unsolicited event(s) or to the disposition of land.

Unsolicited Proposals may involve Goods and/or Services that would generate revenue to the NPCA and/or offer improvements, reduce costs, cost avoidance, reduce carbon foot print, improve the environment, or other benefits.

Unsolicited Proposals shall not circumvent this Procurement Policy.

When considering and acting on Unsolicited Proposal, the NPCA must ensure that it acts in a manner that accords with the principles of this Procurement Policy and that it only proceeds with Unsolicited Proposals that are in the best interest of the Niagara Peninsula Conservation Authority.

As budget allocation are not established for the funding of Unsolicited Proposals, Unsolicited Proposals will inevitably compete with other NPCA priorities. For this reason, the NPCA cautions any person who intends to submit or submits an Unsolicited Proposal that, notwithstanding any apparent benefits or utility, the NPCA may not proceed with an Unsolicited Proposal due to budgetary or other considerations.

In most instances, the Unsolicited Proposal will be subject to an eventual competitive process. A non-competitive process can only be used to proceed with Unsolicited Proposal if it meets one of the exceptions for non-competitive Procurement set out in section 8.

### 13.1 Eligibility Requirements for Unsolicited Proposal

The unsolicited proposal must be submitted to the Chief Administrative Officer and/or a departmental Director/Senior Manager.

The information initially provided to the NPCA, should be at the conceptual level and shall include the following:

- (a) A profile, highlighting the technical, commercial, managerial and financial capacity and capabilities of the participant, identifying key team members, including members of a consortium, if relevant;
- (b) An overview of the project to be undertaken, the deliverable to be achieved, or the improvement to be made to an existing undertaking. Must clearly define the proposed benefit to be realized by the NPCA;
- (c) High level business principles for undertaking the project, including the proposed financial relationship and responsibilities of both the NPCA and the participant, as well as the respective risk sharing allocations; and
- (d) Expectations by the party of the NPCA, including both financial expectations and any staff assistance in preparing or finalizing the unsolicited proposal.



- **13.2** An Unsolicited Proposal should not be considered if, in the opinion of the CAO/Secretary Treasurer or Director of Corporate Services:
  - (a) It is similar in scope or nature to a current or planned competitive Procurement;
  - (b) it requires substantial assistance from the NPCA to develop (i.e. to complete the proposal for NPCA's consideration);
  - (c) the Goods or Services are readily available from other sources; or
  - (d) it is deemed to be of insufficient value to the NPCA.

If an Unsolicited Proposal is rejected because it is similar in scope or nature to a current or planned competitive procurement, the NPCA must ensure that it does not give the proponent an unfair advantage by (e.g. Knowing about an upcoming Procurement before other prospective proponents therefore, having a head-start in preparing a proposal).

The Niagara Peninsula Conservation Authority must not provide any details about a planned Procurement to that proponent, and the proponent should be informed of only the following information:

- i. NPCA will not award a contract to the proponent based on Unsolicited Proposal;
- ii. NPCA may be reviewing other Unsolicited Proposal that may be similar to the one proposed; and
- iii. NPC may use the information from the Unsolicited Proposal in potential open competitive Procurement in the future.
- 13.3 If the unsolicited proposal is, in the opinion of the CAO and/or Department head, not in the best interests of the NPCA, the party will be so advised, and no further action will be taken in relation to the proposal concept.
- 13.4 If the unsolicited proposal is, in the opinion of the CAO and/or Department head, in the best interests of the NPCA, the party will be notified and:
  - (a) Provided with any available information describing the NPCA's requirements for the goods or services proposed;
  - (b) Provided with the evaluation criteria to be considered by the evaluation team;
  - (c) Requested to prepare and submit a detailed proposal, at its sole expense, within a prescribed format and an agreed upon timeframe; and
  - (d) Required to confirm in writing their agreement to continue in accordance with the provisions of this policy.
- **13.5** All unsolicited proposals received under this policy will be open for consideration by the NPCA for a minimum period of six months



## 13.6 Evaluation Process for Unsolicited Proposals

**13.6.1** Upon approval of the further exploration of an Unsolicited Proposal by the CAO and/or Department head the CAO will appoint an evaluation team to lead a more detailed evaluation process. The evaluation team will include the Procurement Specialist who will expedite the review and provide oversight to ensure the integrity of the evaluation process.

#### The evaluation team will:

- (a) Evaluate the participant's technical, commercial, managerial and financial capacity to determine whether the capabilities are adequate for undertaking the project;
- (b) Evaluate the unsolicited proposal in relation to the evaluation criteria provided to the participant;
- (c) Weigh the various aspects and merits of the unsolicited proposal and the business and contract principles to determine if the scale and scope of the project is in line with the requirements, the funding ability, and/or the interests of the NPCA;
- (d) Determine whether the sharing of risk as proposed in the unsolicited proposal is acceptable to the NPCA;
- (e) Consider both the level of effort required of the NPCA's staff in relation to any proposed benefit, and the degree to which the project conforms with the long-term objectives of the NPCA.
- (f) determine if the duration (term) of the initiative is reasonable within the context of the investment and return, or if it introduces unreasonable restrictions on the NPCA.
- 13.6.2 Based upon the outcome of this detailed evaluation, a staff report will be forwarded to the Audit & Budget Committee, recommending acceptance, amendment or rejection of the Unsolicited Proposal. The Budget & Audit Committee will consider the staff report and make a report and recommendation to the Full Board Authority. That report shall include business cases information required in section the NPCA will:
  - (a) Reject the unsolicited proposal thereby ending any further obligation on the NPCA's part; or
  - (b) Request amendments, clarifications or modifications to the unsolicited proposal; or
  - (c) Accept the proposal as being in the best interests of the NPCA and seek approval as follows:
    - (i) The CAO and/or Department head shall seek approval in accordance with the delegated authority to consider the proposal under this policy.



### 4.0 **DEFINITIONS**

"ACAN" An Advance Contract Award Notice (ACAN) is a public notice indicating to the supplier community that a department or agency intends to award a good, service or construction contract to a pre-identified supplier, believed to be the only one capable of performing the work, thereby allowing other suppliers to signal their interest in bidding by submitting a statement of capabilities

"Administrative Powers" means all actions which may be taken by the Board of Directors and Committees, individual members of the Board, and all Niagara Peninsula Conservation Authority Senior Administration and employees, which are necessary or appropriate for the effective management of the Conservation Authority in the performance of its responsibilities, including the procurement and disposal of goods, services and property for the purposes of the Niagara Peninsula Conservation Authority;

"Amount" and "Amounts" means the cost of the purchase over the term of the contract/agreement, in Canadian dollars, and are exclusive of any applicable taxes;

"Approver" means Immediate Supervisor (i.e. "CAO", "Director", "Manager" or an individual who holds a position above the Immediate Supervisor in the organization chart or an individual to whom the Immediate Supervisor delegates If a Policy exception is requested, this would be the Niagara Peninsula Conservation Authority's Chief Administrative Officer/Secretary-Treasurer.

"Bid" means a proposal, quotation or tender submitted in response to a solicitation from a contracting authority. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Tender; Request for Proposal and Request for Quotation;

"Bid Solicitation" means any competitive procurement (purchasing) process authorized by this Policy and consistent with the principles of the Broader Public Sector Procurement Directive and includes:

- (a) "Request for Tender" (RFT) means a purchasing process in which suppliers are publicly invited to submit bids and the bids are compared on the basis of price and delivery and where contract award may be determined on the basis of lowest-priced bid that meets all of the Niagara Peninsula Conservation Authority's requirements, subject to the Conservation Authority's discretion, and may permit negotiation between the Conservation Authority and one or more bidders about certain aspects of the request
- (b) "Request for Quotation" (RFQ) means a purchasing process in which suppliers are asked to provide a quote for the provision of a good or service. It is used where the contract requirements are well defined such that bids may be evaluated and compared on the basis of price and may at times include other criteria, and where contract award may be determined on the basis of lowest-priced bid that meets all of the Conservation Authority's requirements, subject to the Conservation Authority's discretion. It may involve a public call for quotes or may be part of an invitation-only process; and,
- (c) "Request for Proposal" (RFP) means a purchasing process in which suppliers are publicly invited to propose a solution to a problem, requirement or objective and supplier selection is based on the effectiveness of the proposed solution rather than on price as the primary consideration, and may



permit negotiation between the Conservation Authority and one or more bidders about certain aspects of the request.

- (d) "Request for Information" (RFI) means a business process whose purpose is to solicitate and collect written information about the capabilities of various suppliers. It's purpose is for conditioning, gaining information, preparing for Request for Proposal or Request for Quotation, forming a strategy, building a database.
- (e) "Expression of Interest" (EOI) s the process of seeking an indication of interest from potential service providers who are capable of undertaking specific work.
- "Board" means the Board of Directors of the Niagara Peninsula Conservation Authority;
- "Budget" means the budget or portion of the budget approved by the Board;
- "CETA" mean Canada European Union Comprehensive Economic and Trade Agreement;
- "CFTA" means Canadian Free Trade Agreement;
- "Change Order" means work that is added to or deleted from the original scope of work or quantity ordered or price change from a purchase order or contract.
- "Conservation Authority" or "NPCA" means Niagara Peninsula Conservation Authority.
- "Committee" means the appropriate committee of the Board of Directors;
- "Commitment" means any verbal commitment, written or oral, or undertaking which could have the effect, if implemented or acted upon, of legally binding the Niagara Peninsula Conservation Authority;

### "Conflict of Interest" means:

- i. In the case of persons covered by the Niagara Peninsula Conservation Authority's Conflict of Interest Policy, as updated from time to time, any real, apparent or potential conflict as
- ii. defined in the Conflict of Interest Policy; and,
- iii. In the case of a Proponent:
  - (a) If interests of the Proponent or its principals, employees, subcontractors or representatives could improperly influence, or could reasonably appear to improperly influence, the Niagara Peninsula Conservation Authority's decision to award a proposed contract or the Proponent's performance of duties and responsibilities to the Niagara Peninsula Conservation Authority under a proposed contract;
  - (b) If the Proponent, any of its subcontractors, any of their respective employees or former employees or representatives were involved in any manner in the preparation of the Bid Solicitation or in any situation of Conflict of Interest; or



(c) If the Proponent, any of its subcontractors, any of their respective employees or former employees had or have access to information related to the Bid Solicitation that was not available to other bidders and that would, in the Niagara Peninsula Conservation Authority 's opinion, give or appear to give the Proponent an unfair advantage.

"Consultant" or "Consulting Services" means the provision of expertise or strategic advice that is presented for consideration and decision making.

"Document" or "Documents" means any written instrument whether on paper or in electronic form including, any contract, contract amendment, agreement, deed, purchase order, change order, memorandum, letter of intent, application, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the Niagara Peninsula Conservation Authority to be bound in a legally enforceable relationship with any other person but shall not include:

- (i) any cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures and any similar instruments;
- (ii) correspondence, whether by letter or in electronic form, intended to convey information or clarify a
  position on a matter, but not intended to create a contract or agreement or Commitment between
  the Niagara Peninsula Conservation Authority and any other person, whether or not a legally
  enforceable right or remedy is created thereby;

"Execute" means to complete the formalities intended to give effect to a Document and may include any one or more of the following formalities as may be required in the circumstances:

- (i) signing the Document;
- (ii) causing the seal of the Niagara Peninsula Conservation Authority to be affixed to the Document;
- (iii) causing delivery of the Document to be made to the other parties to the document

"Including" and "includes" when used herein means "including without limitation" and "includes without limitation"; "Invitational Bid Solicitation" means any means any competitive procurement (purchasing) process where suppliers are invited to submit a proposal or bid in response to the defined requirements outlined by the Niagara Peninsula Conservation Authority;

"Open Bid Solicitation" means a Bid Solicitation made through an electronic tendering system that is readily accessible by all Canadian suppliers;

"Proponent" means a corporation, partnership, individual, sole proprietorship or other entity seeking to enter into a contractual relationship with the Niagara Peninsula Conservation Authority, in exchange for payment, but does not include individuals seeking to enter into an employment relationship with the Niagara Peninsula Conservation Authority;

"RGO" means Revenue Generating Opportunities is any activity that generates revenue from business activities occurring on NPCA's premises, including but not limited to visitor experience activities, vending opportunities, retail activities, food Services, rental of facilities, property and equipment, tour opportunities, and visitor programs.



"Single Source" Means an individual supplier with whom a contract is negotiated directly for the supply of goods and services, without being selected through a competitive bid process

"Sole Source" In relation to a proposed acquisition, means the only know source of supply of particular Good or Services, following a reasonable inquiry into the availability of supply.





# **Appendix A**

## **Expenditures Exempt from Competitive Bid Requirements**

The expenditures listed below:

- a. Are not subject to the competitive bid requirements set out in Appendix B Table 3 (though services which are deemed Consulting shall be subject to the competitive bid requirements in Appendix B Table 2);
- b. Are subject to the purchasing approval requirements and methods set out in Appendix B Table 3.

Although the items in this schedule are exempt from Appendix B, a competitive process **should** be followed if **practical**. If the nature of the service required is ongoing, a contract management review should be performed annually and the decision to continue with the current source shall be reviewed.

- 1. Training & Education
  - a) Conferences, Conventions, Courses & Seminars
  - b) Magazines subscriptions, Books, Periodicals
  - c) Memberships
- 2. Employee and Board Member Expenses
  - a) Travel Cost Associated with Training & Education (Accommodation, Car Rental)
- 3. Employer's general expenses
  - a) Payroll Deduction Remittances
  - b) Debenture and/or mortgage and/or line of credit payments
  - c) Medical and Dental Expenses
  - d) Licenses (vehicles, permits)
  - e) Insurance Premiums
  - f) Damage Claims
  - g) Petty Cash Items and Petty Cash Replenishment
  - h) Payments to regulatory agencies, including tax remittances
  - i) Employee benefits
  - j) Professional association fees and licenses
  - k) Bank Charges
  - I) Municipal Property Taxes
  - m) Postage
  - n) Grants to organizations
- 4. Professional and Special Services
  - a) Authority Per Diems and Honorariums
  - b) Appraiser Fees



- c) Legal Settlement
- d) Fees for investment management, legal or other expert services
- 5. Utilities
  - a) Water and sewer, hydro, and natural gas
  - b) Utility relocations
- 6. Real Property
- 7. Items purchased for resale
- 8. Specialized goods and services
  - a) Advertising (Local News Paper(s) only)
  - b) Group Hospitality
- 9. Goods and Services purchased through a collaborative and consortium buyer agreement where competitive requirements have already been met. (i.e. Niagara Public Purchasing Committee, OECM, Conservation Ontario & Ministry of Government & Consumer Services)



# **Appendix B**

# **Competitive Bid Requirements**

# **Goods, Non-Consulting Services and Construction**

The determination of the type of competitive bid required for Goods, Non-Consulting Services and Construction purchases will be done in conjunction with Procurement Specialist or delegate and in accordance with requirements in chart below:

Table 1

Table I				
Type	Description	Solicited by	Award by	\$ Value
Request for Quotation (RFQ) or Request for Proposal (RFP) Public Tender	Prices provided in writing by fax or email. Pricing must be attached to Purchase Requisition/Cheque Requisition	Requisitioner or Procurement Specialist	Procurement Specialist or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limit)	<b>&lt;\$7</b> 500
Informal Quotation (RFQ), for Proposal (RFP) or Public Tender (RFT)	A list of suppliers is invited to submit in writing quotation/bid/submission for goods and/or services or can be advertised on electronic tender system.	Requisitioner or Procurement Specialist	Procurement Specialist or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limit)	\$7,500 < \$50,000
Request for Quotation (RFQ), for Proposal (RFP) or Public Tender (RFT)	A list of suppliers is invited to submit in writing quotation/bid/submission for goods and/or services or can be advertised on electronic tender system	Procurement Specialist	Procurement Specialist Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limit)	\$50,000 < \$100,000
Request for Quotation (RFQ), for Proposal (RFP) or Public Tender (RFT)	RFQ/RFP/Tender is advertised on electronic tendering system.	Procurement Specialist	Procurement Specialist Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limit)	=/> \$100,001

<sup>\*</sup>Costs for goods and/or services that require Purchase Orders (> \$7,500) may not be artificially partitioned into components costing less than \$7,500 to circumvent the competitive bidding requirement. Requisitions for the same goods/services from the same unit and/or same supplier within a short time period may be considered an artificial division of the purchase.



# Appendix B - Competitive Bid Requirements for Consulting Services

The determination of the type of competitive bid required for Consulting Services will be done in conjunction with the Procurement Specialist or delegate and in accordance with the requirements in chart below:

Table 2

Type	Description	Solicited by	Award by \$ Value	
Request for	A list of suppliers is invited		Procurement Specialist	
Quotation (RFQ),	to submit in writing		Note: Proper financial	
for Proposal (RFP)	quotation/bid/submission		approval must be obtained	
or Public Tender	for goods and/or services	Procurement	prior to contract award.	
(RFT)	or can be advertised on	Specialist	(See Appendix B for limit)	\$ 0.00 < \$100,000
	electronic tender system			
Request for	RFQ/RFP/Tender is		Procurement Specialist	
Quotation (RFQ),	advertised on electronic	Procurement	Note: Proper financial	=/> \$100,001
for Proposal (RFP)	tendering system.	Specialist	approval must be obtained	
or Public Tender			prior to contract award.	
(RFT)			(See Appendix B for limit)	
	· ·			



# **Appendix B**

# **NPCA Purchasing Authorization and Methods**

### **Definitions**

"Approver" means a manager as recognized by Finance Department, or any individual who holds a position in the organization Senior Management Team in the organization's chart.

An Approver may delegate authority to approve purchases to a delegate provided that:

- (a) the delegate is a Niagara Peninsula Conservation Authority employee who is directly supervised by the Approver; and
- (b) the Approver remains accountable for all approvals granted by the delegate.

# **Authority to Execute Documents**

Employees or Officers of the Niagara Peninsula Conservation Authority identified below in **Table 3** as signing officers shall have the authority to Execute Documents for the purchase of goods and services, up to the limits identified below, provided that:

- (a) the purchase complies with this Policy and the Delegation of Authority Policy;
- (b) the purchase is within an approved budget, or, where not provided for in an approved budget, has the approval of the Chief Administrative Officer/Secretary-Treasurer or delegate;
- (c) the purchasing Document(s) have been reviewed by the Procurement Specialist;

## **Authority to Approve Policy exceptions**

Please see 8.1 Approval for Non-competitive Procurement



# **Appendix B**

# **NPCA Purchasing Authorization and Methods**

Goods, Non-Consulting, Consulting, Services, & Construction

# Table 3

Amount	Purchase Method	Approver
0 to \$7,500	Purchasing Card Purchase Order* Executed Agreement Cheque Requisition Supplier Invoice	Initiator + Manager
\$7,500 to \$50,000	Purchase Order* Executed Agreement* Cheque Requisition^	Manager + Director
\$50,000 to \$100,000	Purchase Order* Executed Agreement* Cheque Requisition^	Manager + Director + CAO
>/= \$100,001	Purchase Order* Executed Agreement*	Director + CAO + Board of Directors

# **Board of Directors Approved Capital Project(s)**

Amount	Purchase Method	Approver					
0 to \$50,000	Purchase Order*	Manager + Director					
\$50,000 to \$250,000	Purchase Order*	Manager + Director + CAO					
>/= \$250,001	Purchase Order*	Director + CAO + Board of					
		Directors					

<sup>\*</sup>With Corporate Services Approval.

## **Consulting Services**

Prior to commencement, any procurement of Consulting Services must be approved by Procurement Specialist regardless of dollar value. Procurement Specialist will assist in the determination as to whether the service is consulting or non-consulting. Please note that "Consulting Service" means the provision of expertise or strategic advice that is presented for consideration and decision making.

<sup>^</sup>Where an Executed Agreement is in place.



\_\_\_\_\_

# **Appendix C**

# **Exception Form**

N	No competitive bids were solicited for the accompanying requisition #	
	By affixing my signature hereto, I attest that one or more of the following cond procurement:	itions apply to this
ΡI	Please check appropriate condition(s):	
	☐ In an emergency, an "Emergency Purchase" is classified as a procurement, wh property, prevent substantial economic loss, and/or prevent the interruption of essential	
	The Goods and/or Services involve matters of a confidential or privileged nature, a through a competitive Procurement process could reasonably be expected to co cause economic disruption or otherwise be contrary to the public interest	
	☐ The NPCA is involved in a cooperative or joint venture to purchase goods or Authorities, institutions, local or provincial organizations. Such purchases are to be of that cooperative purchasing group, provided those procedures, if not identical, a policy.	made according to the procedures
	☐ Particular goods or services are available from only one or two suppliers. An adocumentation in support of waivers made on this basis.	authorized agent will keep on file
	☐ Compatibility with an existing product or service is the overriding consideration.	
	□ The extension or reinstatement of an existing contract would be the most effective of interest of the NPCA. Under no circumstances will a contract be extended beyond for review of performance/service quality and market alternatives.	
	□ A need is established for the acquisition of goods and/or services for which only a sp can be identified. In such cases, an authorized individual may choose the best overal more invited proposals.	
Ot	Other Comments:	
D	Department Head Signature Name (Please Pri	nt) Date
C	CAO/ Secretary-Treasurer Name (Please Print)	nt) Date



**Report To: Board of Directors** 

**Subject:** Strategic Planning Committee Terms of Reference

Report No: FA-153-19

Date: November 20, 2019

### Recommendation:

**THAT** Report No. FA-153-19 RE: Strategic Planning Committee Terms of Reference **BE APPROVED**.

## Purpose:

The purpose of this Report is to prepare for the development of a new Strategic Plan in 2020 by:

• Updating the NPCA's Terms of Reference for the Ad Hoc Strategic Planning Committee.

# **Background:**

The NPCA approved a Terms of Reference for an Ad Hoc Strategic Planning Committee on May 17, 2017 in order to facilitate the development of the current Strategic Plan - *Partners In Conservation* – *A Shared Responsibility* – 2018 to 2021.

### Discussion:

With the substantial changes which have occurred at the NPCA over the past year, the Board has approved funding in the draft 2020 budget to update the Strategic Plan in advance of 2021. To facilitate this, the Board requested that an updated Terms of Reference for the Ad Hoc Strategic Planning Committee be forwarded to the November 20, 2019 meeting for consideration and approval.

The attached Appendix outlines the original Terms of Reference for the Committee with suggested revisions outlined in red.

## **Financial Implications:**

The Board of Directors has approved \$20,000.00 in the draft 2020 operating budget for facilitation to assist with the development of a new Strategic Plan.

# Links to Policy/Strategic Plan:

As noted above, with a new Board of Directors appointed in 2019, it was determined that the preparation of an updated Strategic Plan would be prudent in 2020. Once the Committee Terms of Reference are approved, the Authority can begin the process of preparing a Terms of Reference for the development of the Plan.

# **Related Reports and Appendices:**

Appendix 1 Draft Terms of Reference – Strategic Planning Committee

# Submitted by:

Original signed by

D. Gayle Wood, BES, CMMIII
Chief Administrative Officer/Secretary-Treasurer

# **DRAFT Terms of Reference:**NPCA Strategic Planning Committee

Committee Name: Strategic Planning Committee

Committee Type: Ad hoc, was originally set up and approved by the NPCA Board of Directors in May

2017. As the Board of Directors wishes to update the Strategic Plan in 2020, the Terms of Reference for the Strategic Planning Committee have been updated in

in November 2019.

Purpose: The Committee will review the current NPCA Strategic Plan (2018 - 2021) and

provide recommendations into the formulation of an updated Strategic Plan. The Committee will develop Terms of Reference for a new strategic planning process and a Request for Proposal for consulting assistance for the project. The Committee will provide oversight throughout all phases for development of the Strategic Plan including providing a recommendation to the Board of Directors for

final approval of the Plan

Scope:

Opportunities for input will occur with a variety of partners to ensure effective communication. These include, but are not limited to, community partners, stakeholders, NPCA Board and staff and the NPCA's Public Advisory Committee. A detailed consultation and communications plan will be part of the Terms of

Reference for the strategic plan development.

Authority: Recommendations will be made by the Committee members and then sent to the

Full Authority Board for approval.

Membership: The Committee will have a minimum of Five (5) Board Members and will include

the NPCA Chair and Vice-Chair, in an ex-officio non-voting capacity, appointed by the Full Authority Board. Consideration will be given to inviting both management and union staff to participate with Committee members. The Chief Administrative Officer/Secretary-Treasurer will be the key staff member responsible for reporting to the Committee and ensuring that agendas and minutes are provided.

Meeting Requirements: Committee meetings will be required monthly throughout 2020 Meetings will

be held at the call of the Committee Chair. Agendas will be prepared by the Committee Chair in consultation with staff. Minutes will be prepared by staff and distributed to all Committee members and Senior Management prior to the next

meeting.

Meeting Location: Meetings will be at NPCA Head Office (250 Thorold Rd. West, Welland), Ball's Falls

Conservation Area or at a location determined by the Committee Chair.

Resources/Budget: The work will be done by the Committee, any consultants, senior staff,

Administrative Assistants and the Communication Specialist. Any costs will be

Appendix 5 of Report No. 57-17

**BOARD APPROVED: May 17, 2017** 

Resolution #FA-119-17Amended as per January 17<sup>th</sup> AGM and January 24<sup>th</sup> F.A.

As amended through Report No FA-153-19

November 20, 2019

discussed by the Committee, and if required, taken to the Board for approval. The draft 2020 operating budget contains \$20,000 for consulting assistance regarding development of the plan.

Responsibilities/duties: All Committee members will make every effort to attend all meetings, participate in the discussions, support the process and make decisions to carry out the Strategic Planning process and develop a draft Strategic Plan.

**Decision Making:** 

The Committee will operate openly with the aim of arriving at decisions through consensus. However, votes may be called by the Committee Chair to advance the agenda. Results of the discussions will be reflected in the minutes.

Timelines:

Timelines will be developed by the Committee through a Terms of Reference for the project, which is approved by the Board of Directors. The Committee will utilize the general framework for timelines in 2020:

- Monthly meetings of the Committee will be established at the Authority's Annual Meeting in January 2020
- The first meeting of the Committee will occur in February with the election of a Committee Chair and Vice Chair and the consideration of a Draft Terms of Reference for the planning process and a Draft Request for Proposal for consulting support.
- The March Committee meeting will focus on the selection of the consultant to assist with the project
- The April Meeting will be joined by the consultant to overview a launch of the strategic planning process.
- From around May to September the draft plan will be developed including consultation and feedback.
- At the September or October Committee meeting a draft will be be reviewed.
- Around November a final draft Strategic Plan will be presented to the Board of Directors for approval.

Upon Board approval of an updated Strategic Plan this ad hoc committee will have concluded its work until 2022 when a new four-year strategic planning process will commence. And dissolve.



Report To: Board of Directors

**Subject: 2020 Conservation Area Rates** 

Report No: FA-157-19

**Date:** November 20, 2020

### Recommendation:

**THAT** Report FA-157-19 respecting the 2020 Conservation Area Rates **BE RECEIVED**.

**THAT** the 2020 Conservation Area Rates outlined in Appendix 1 of Report FA-157-19 **BE APPROVED**.

# **Purpose:**

The purpose of this report is for the NPCA Board to consider and approve the proposed 2020 Conservation Area Rates.

# **Background and Discussion:**

NPCA Operations are recommending rate changes for the 2020 season. A summary of the proposed 2020 Conservation Area Rates is attached as Appendix 1 of this report. Included in the attached report is comparable rates from Hamilton Conservation Authority (Christie Lake CA and Valens Lake CA) and Grand River Conservation Authority (Guelph Lake CA).

Staff recommend all rates stay the same for the 2020 season with camping rates being the exception. Staff recommend a 3.5% increase for one-night camping and a 2% increase for seasonal camping. Reasons for each recommendation are below.

## Day Use Fees

Recommendation for day use fees for adults (\$8), students and seniors (\$6), max car (\$24).

Fees for admission will include taxes. All other fees will be advertised without tax included. All parks have shown a steady growth in day use attendance. The rates were increased in 2019 after remaining the same for several years.

### Membership Pass

The membership pass fee is recommended to be frozen at \$100 plus tax for all parks. This pass is good at all NPCA owned and operated parks. It is a season pass, valid from January 1<sup>st</sup> to December 31<sup>st</sup>, 2020. Staff believe the price point of this product is well placed in

comparison to similar pass programs offered by the Hamilton Conservation Authority and Grand River Conservation Authority.

## Camping Fees

Staff recommend that one-night camping be increased by 3.5% and seasonal camp sites be increased by 2%. Demand at Long Beach and Chippawa Creek, particularly 30 amp electrically serviced camping, remain very strong. With utilities continuing to increase in cost staff believe the increase is warranted.

Staff recommend a new rate structure at an area at Long Beach called the 30amp Premium/Ridge. This area was always 15amp service but was increased to 30amp in 2019 and should have the highest rates due to the area being beside the lake.

Seasonal campers will continue to be offered one free membership pass to offset their 'extra vehicle permit' cost; valued at \$70. 2015 also saw the NPCA add a Long Weekend premium on all sites of \$4. Staff continues to support this idea, for Transient Campers. NPCA campgrounds are at capacity during these peak periods showcasing the high demand. This is a common practice at many campgrounds, and it is recommended to continue to do so at NPCA campgrounds.

## **Financial Implications:**

The estimated financial implications of the recommended fee changes should result in a 2% increase in camping revenues. This increase was captured in the 2020 budget.

# **Related Reports and Appendices:**

Appendix 1:	Proposed 2020 Conservation Area Fee s
Authored by	:
Original signe	ed by:
Adam Christie Acting Senior	Manager of Operations and Special Projects
Submitted by	<b>/</b> :
Original signe	ed by:
•	od, BES, CMM III strative Officer / sasurer

# **Proposed 2020 Conservation Area Rates**

Ball's Falls CA	2018	2019	2020	Hamilt	ton (2019)	Grand	River (2019)
Day Use (tax inc)							
Adults	\$ 7.00	\$ 8.00	\$ 8.00	\$	15.00	\$	7.00
Students / Seniors	\$ 5.00	\$ 6.00	\$ 6.00	\$	13.00	\$	5.50
Max Car	\$ 21.00	\$ 24.00	\$ 24.00		NA		NA
Bus (Over 20/ vehicle)	\$ 130.00	\$ 135.00	\$ 135.00	\$	169.50		NA
Self Pay / Donation	\$ 5.00	\$ 5.00	\$ 5.00	\$	15.00		NA
Binbrook CA							
Day Use (tax inc)							
Adults	\$ 7.00	\$ 8.00	\$ 8.00	\$	15.00	\$	7.00
Students / Seniors	\$ 5.00	\$ 6.00	\$ 6.00	\$	13.00	\$	5.50
Max Car	\$ 21.00	\$ 24.00	\$ 24.00		NA		NA
Bus (Over 20/ vehicle)	\$ 130.00	\$ 135.00	\$ 135.00	\$	169.50		NA
<b>Facility Rentals</b>							
Pavilion Rental	\$ 115.00	\$ 120.00	\$ 120.00	\$	225.00	\$	175.00
Picnic Area Rental	\$ 62.50	\$ 65.00	\$ 65.00	\$	75.00		NA
Chippawa Creek CA							
Day Use (tax inc)							
Adults	\$ 7.00	\$ 8.00	\$ 8.00	\$	15.00	\$	7.00
Students / Seniors	\$ 5.00	\$ 6.00	\$ 6.00	\$ \$	13.00	\$	5.50
Max Car	\$ 21.00	\$ 24.00	\$ 24.00		NA		NA
Bus (Over 20/ vehicle)	\$ 130.00	\$ 135.00	\$ 135.00	\$	169.50		NA
Camping							
Non Serviced One Night	\$ 38.50	\$ 40.00	\$ 41.50	\$	46.33	\$	40.00
15 Amp One Night	\$ 42.50	\$ 44.00	\$ 45.50	\$	54.24		NA
15 Amp Seasonal	\$ 2,210.00	\$ 2,254.20	\$ 2,299.30		NA	\$	2,495.00
15 Amp One Night Premium	\$ 46.50	\$ 48.00	\$ 49.50	\$	54.24	\$	40.00

15 Amp Seasonal Premium	\$ 2,420.00	\$ 2,468.40	\$ 2,517.75	NA	\$	2,095.00
30 Amp One Night	\$ 48.50	\$ 50.00	\$ 51.50	\$ 54.24	\$	47.00
30 Amp Seasonal	\$ 2,525.00	\$ 2,575.50	\$ 2,627.10	\$ 5,330.00	\$	2,495.00
30 Amp One Night Premium	\$ 50.50	\$ 52.00	\$ 53.50	\$ 54.24	\$	47.00
30 Amp Seasonal Premium	\$ 2,730.00	\$ 2,784.60	\$ 2,840.30	\$ 5,330.00	\$	2,495.00
Long Beach CA						
Day Use (tax inc)						
Adults	\$ 7.00	\$ 8.00	\$ 8.00	\$ 15.00	\$	7.00
Students / Seniors	\$ 5.00	\$ 6.00	\$ 6.00	\$ 13.00	\$	5.50
Max Car	\$ 21.00	\$ 24.00	\$ 24.00	NA		NA
Bus (Over 20/ vehicle)	\$ 130.00	\$ 135.00	\$ 135.00	\$ 169.50		NA
Camping						
Non Serviced One Night	\$ 38.50	\$ 40.00	\$ 41.50	\$ 41.00	\$	40.00
15 Amp One Night	\$ 42.50	\$ 44.00	\$ 45.50	\$ 48.00	NA	
15 Amp Seasonal	\$ 2,210.00	\$ 2,254.20	\$ 2,299.30	NA	\$	2,495.00
15 Amp One Night Premium	\$ 46.50	\$ 48.00	\$ 49.50	\$ 54.24	\$	40.00
15 Amp Seasonal Premium	\$ 2,420.00	\$ 2,468.40	\$ 2,517.75	NA	\$	2,095.00
30 Amp One Night	\$ 48.50	\$ 50.00	\$ 51.50	\$ 48.00	\$	47.00
30 Amp Seasonal	\$ 2,525.00	\$ 2,575.50	\$ 2,627.10	\$ 5,330.00	\$	2,495.00
30 Amp One Night Premium	\$ 50.50	\$ 52.00	\$ 53.50	\$ 48.00	\$	47.00
30 Amp Seasonal Premium	\$ 2,730.00	\$ 2,784.60	\$ 2,840.30	\$ 5,330.00	\$	2,495.00
30 Amp Seasonal Premium / Ridge			\$ 3,140.30	\$ 5,330.00		NA
NPCA Membership Pass	\$ 100.00	\$ 100.00	\$ 100.00	\$ 115.00	\$	130.00
NPCA Hunting Permit (tax inc)	\$ 40.00	\$ 40.00	\$ 40.00	NA	\$	65.00



**Report To: Board of Directors** 

**Subject:** Draft Volunteer Policy and Procedures

Report No: FA-160-19

Date: November 20 2019

### Recommendation:

1. **THAT** Report No. FA-160-19 RE: Draft Volunteer Policy and Procedures **BE RECEIVED**.

- 2. THAT the Draft Volunteer Policy attached hereto as Appendix 1 BE APPROVED.
- 3. THAT the Draft Volunteer Procedures attached hereto as Appendix 2 BE APPROVED.

# Purpose:

Volunteer involvement is an important part of the Niagara Peninsula Conservation Authorities' business lines. In order to best serve our volunteers and the community partners we work with, the Communications and Public Relations department recognized the need to have a Volunteer Policy and Volunteer Procedures approved at the Board level to ensure consistency in volunteer training, screening and recruitment.

## **Background:**

The NPCA has been engaging volunteers for well over 50 years. Volunteers take on many roles in our organization, from individual volunteers that plant trees at a single event to people that have been volunteering with us for over 15 years, or community organizations that have formal partnership agreements with the NPCA. Volunteers range in age from 0-93 years of age and come from all walks of life, and all parts of our watershed. In 2014, the NPCA decided to centralize all volunteers under one Volunteer Coordinator, rather than have all the various departments and sites do their own volunteer recruitment, training, etc. Since then, we have streamlined volunteer tracking, communication and recognition. It is now time to formalize the volunteer policy and procedures to ensure further professionalism and standards when working with volunteers.

According to the Canadian Code for Volunteer Involvement which can be found at the following link <a href="https://volunteer.ca/ccvi">https://volunteer.ca/ccvi</a>, volunteer involvement has a powerful impact on Canadian society, community, organizations and individuals. Involving volunteers in various projects, committees, events and programs will increase our capacity to accomplish our goals and provides training and experience to volunteers that are looking to give back to the community. Volunteers are connected

to the causes that they care about and they will be active participants in building trust in the NPCA's watershed through positive actions and the outcomes of our work.

### Discussion:

Volunteers have rights and are a vital human resource. The NPCA will commit to having the appropriate infrastructure to support volunteer involvement in our organization. Standards of practice for the involvement of volunteers is an essential next step as the NPCA works towards the goals of the Canadian Code for Volunteer Involvement. When the organization adopts a policy framework and administrative procedures that define and support the involvement of volunteers, we are showing that volunteers are valuable members of our organization and that their roles are contributing to the mission of the NPCA.

NPCA staff have compared our draft policies with those of other Conservation Authorities, including Toronto Region Conservation Authority, Credit Valley Conservation Authority and Otonabee Conservation Authority and are confident that our draft policies are consistent with the goals of the Canadian Code for Volunteer Involvement (CCIV). The CCVI was created by Volunteer Canada and is a guideline for organizations that engage volunteers and provides a framework for discussion and decision-making within organizations. It also promotes meaningful volunteer involvement that meets the needs of both the organization and its volunteers.

# **Financial Implications:**

Secretary-Treasurer

There are no financial implications associated with approving these documents.

# **Related Reports and Appendices:**

Appendix 1: Draft Volunteer Policy Appendix 2: Draft Volunteer Procedures Appendix 3: Partners in Conservation Charter Appendix 4: Partnership Project Charter

Appendix 4: Partnership Project Charter	iei
Authored by:	Reviewed by:
Original signed by:	Original signed by:
Kerry Royer Coordinator, Community Outreach	Renee Bisson Manager, Communications and Public Relations
Submitted by:	
Original signed by:	
D. Gayle Wood, BES, CMMIII Chief Administrative Officer /	_



### **VOLUNTEER POLICY**

### 1.0 PURPOSE

This policy will provide Niagara Peninsula Conservation Authority (NPCA) with a clear and consistent approach to engaging volunteers. This policy supports NPCA's Strategic Plan and the vision of engaging communities through collaboration.

### 2.0 SCOPE

This policy governs the rights and responsibilities of individuals who perform services for NPCA as volunteers and the responsibilities of NPCA to its volunteers.

## 3.0 CONTEXT

NPCA strives to maintain a meaningful, safe and community-based volunteer experience for groups and individuals. Volunteers bring a wide variety of skills, knowledge and experience with them, all of which combine to strengthen the organization.

### 4.0 PRINCIPLES

Volunteers:

- provide services to NPCA without compensation;
- are trained in NPCA policies relevant to their position;
- have distinct but complementary roles from paid employees;
- are not recruited to replace or displace paid employees.

### 5.0 DEFINITIONS

Definition
Individuals who apply and are accepted for a volunteer position, perform
services for NPCA, and are at least 13 years of age.
Co-op placements are part of a school program for the purpose of
workplace exposure. Proof of WSIB coverage is required from the host
agency.
NPCA has had both paid and unpaid internships. Unpaid interns would
be considered volunteers and would be subject to the volunteer policy,
paid interns are not covered by the volunteer policy
Groups of volunteers who share common goals with NPCA, may be related
to specific properties/locations or initiatives that further common goals
Community Doutnoys arganizations hypinasses as groups with which
Community Partners, organizations, businesses, or groups with which
NPCA has entered into o formal Memorandum of Understanding (MOU) or
Memorandum of Agreement (MOA)

### 6.0 ROLES AND RESPONSIBILITIES

### **NPCA will:**

- Support all staff in understanding the role of volunteers in the organization.
- Recruit and select qualified volunteers for each position.
- Provide volunteers with health and safety training, orientation and supervision.
- Maintain a corporate database of volunteers.
- Coordinate formal and informal recognition of volunteers
- Provide a Partners in Conservation Charter to all Community Partners, Formal Partnerships and individual volunteers where applicable
- Work towards sharing positive stories, news coverage, social media posts, etc. to promote partnership projects or other stories that are in line with NPCA mandate and common goals

### Volunteers will:

- Arrive on time and prepared for their role
- Respect NPCA, our clients, partners and participants
- Ensure all duties are performed in accordance with health and safety policies and procedures
- Complete and adhere to the training provided for all tasks
- Strive to be positive ambassadors of the work of the NPCA

## **Community Partners and Formal Partners will:**

- Sign Partners in Conservation Charter and, where appropriate, the Partnership Project Charter
- Advise NPCA on potential partnerships with other community groups, organizations, where applicable
- Advise the NPCA on opportunities to communicate with the public
- Strive to share positive stories, news coverage, social media posts, etc. on their own websites/social media pages when they are in line with the partners' mandate and common goals



### **VOLUNTEER PROCEDURES**

### 1.0 CATEGORIES OF VOLUNTEERS

There are five general categories of volunteer roles. Each category has different responsibilities and training requirements. Some volunteer roles may require additional training, screening or proof of relevant qualifications not included in this list for specific tasks. These additional requirements will be determined by the volunteer's Supervisor and the Volunteer Coordinator.

### i. Office Volunteer:

- Work Location: One of NPCA's offices or an alternate location where the volunteer can perform office tasks.
- Specific Tasks: Data entry, document review, writing, GIS, program development, research, etc.
- Required Training and Documentation:
  - Read, sign and submit NPCA Volunteer Intake Package and Volunteer Waiver
  - Complete Accessibility for Ontarians with Disabilities Act (AODA) Customer Service
     Standards and AODA Integrated Standards training modules (available online)
  - Complete Volunteer Orientation

Determined by Supervisor and Volunteer Coordinator:

- Read, sign and submit NPCA Volunteer Code of Conduct
- □ Read, sign and submit NPCA Confidentiality Agreement
- Read, sign and submit NPCA Email and Internet Use Policy

## ii. Event Volunteer:

- Work Location: Various indoor and outdoor locations across the NPCA watershed.
- Specific Tasks: Assisting with event set up, take down and delivery, engaging event participants in activities and/or representing NPCA at an event booth.
- Required Training and Documentation:
  - Read, sign and submit NPCA Volunteer Intake Package and Volunteer Waiver
  - □ Complete event-specific Volunteer Orientation, if applicable/available

### iii. Field Work Volunteer:

- Work Location: Various locations across NPCA jurisdiction. Depending on role, volunteer may work at only one site or a number of sites.
- Specific Tasks: Conducting environmental monitoring, restoration or maintenance activities.
- Required Training and Documentation:
  - Read, sign and submit NPCA Volunteer Intake Package and Volunteer Waiver

### iv. Committee Volunteer:

- Work Location: Varies Depending on the committee.
- Specific Tasks: Developing and implementing management plans, providing stakeholder feedback on NPCA projects, advancing watershed strategies.

- Required Training and Documentation:
  - □ Read, sign and submit NPCA Volunteer Intake Package
  - □ Complete Volunteer Orientation (available online)

### v. Site Based Volunteer:

- Work Location: NPCA's active use facilities.
- Specific Tasks: Site maintenance, trail maintenance, gardening program, etc.
- Required Training and Documentation:
  - Read, sign and submit NPCA Volunteer Intake Package and Volunteer Waiver
  - Complete AODA Customer Service Standards and AODA Integrated Standards training modules (available online)
  - Complete Volunteer Orientation (available online)

# vi. Educational Program/Camp Volunteer

- Work Location: NPCA's active use facilities.
- Specific Tasks: Assist with running educational programs or day camps
- Required Training and Documentation:
  - □ Read, sign and submit NPCA Volunteer Intake Package
  - Read, sign and submit NPCA Volunteer Waiver
  - Complete AODA Customer Service Standards and AODA Integrated Standards training modules (available online)
  - □ Complete Volunteer Orientation (available online)
  - Apply for Vulnerable Sector Screening (VSS) or sign Annual Offence Declaration if VSS completed in the past 3 years (this only applies to volunteers 21 yrs. and up)

## 2.0 RESTRICTIONS

There are restrictions on who can volunteer and what services they can perform on behalf of the organization. NPCA staff that are supervising volunteers are responsible for abiding by the following criteria:

- i. Age: Volunteers must be 13 years of age or older. Many opportunities will require a minimum age of 18 or older but there are some opportunities that area available to youth volunteers (e.g. summer camp assistant, special events help). Any volunteers under the age of 18 must provide written permission and a signed waiver from a parent or guardian to volunteer with NPCA.
- ii. Hours of Work: Volunteers can work a maximum of 7 hours per day, and within that day are entitled to a 15-minute break during the morning, a 15-minute break in the afternoon and a meal break for a minimum of 30 minutes after 4 hours. Volunteers should not work full time hours (35 or more hours per week) on an ongoing basis. Any volunteer position requiring a full-time commitment for more than one week must be approved by the Human Resources Manager. Volunteers are required to record their hours, including their return travel time from their home to the work site.
- iii. Use of Vehicles: Generally, volunteers are not permitted to operate any NPCA cars, trucks, all-terrain vehicles or tractors. Volunteers may, under special circumstances, be allowed to operate golf carts, all-terrain vehicles and NPCA leased vehicles provided their supervisor

provides them with health and safety training related to operating these vehicles and where applicable:

- -a photocopy of the volunteers' valid G class driver's license is provided to NPCA Accounting Clerk
- -the volunteer is 25 years of age or older (applies to on-road vehicles leased by NPCA)
- -they are not transporting any other volunteers with them in the vehicle

Volunteers being permitted to drive NPCA vehicles will do so only at the discretion of their immediate supervisor and the Volunteer Coordinator.

NPCA staff are advised not to transport volunteers in their personal vehicles. Any staff transporting volunteers in their personal vehicle for work-related travel do so at their own risk.

- iv. Use of Equipment: Volunteers operating a power tool or other hand tool must be oriented to the equipment, complete site-specific training, wear required personal protective equipment (PPE) and supervised at all times by NPCA staff. Volunteers are not permitted to operate any NPCA "heavy duty" equipment, including but not limited to post-hole augers, rototillers and chainsaws.
- v. Code of Conduct: The code of conduct is meant to ensure the experience of all participants is of the greatest individual benefit and highest value possible. Volunteering is conditional upon adherence to Niagara Peninsula Conservation Authority Health & Safety and Harassment & Discrimination Policies. Where these matters are concerned, volunteers will be held to the same standard as employees and will receive introductory training, ongoing supervision and guidance in these matters. Non-compliance will be addressed immediately and failure to meet these standards will result in immediate dismissal.
- vi. Insurance: NPCA volunteers are covered by the NPCA's general liability insurance. All insurance inquiries should be directed to NPCA Accounting Clerk.

## 3.0 RECRUITMENT

NPCA maintains a strong policy of equal opportunity. NPCA recruits, accepts, trains, promotes and dismisses volunteers on the basis of personal competence and job performance, without discriminatory practices based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability, in accordance with the Ontario Human Rights Code.

Any NPCA staff recruiting a volunteer will:

- Prepare a volunteer posting for the NPCA Volunteer Coordinator;
- Advertise posting on external sites, if applicable;
- Screen volunteer applications based on skills, education and experience;
- Conduct in-person interviews, phone interviews or group information sessions to screen applicants;
- Notify successful candidates, and;
- Submit selection process documents.

### 4.0 TRAINING

Any NPCA staff that are training a volunteer will:

- Arrange online NPCA training and confirm completion prior to volunteer start date;
- Identify any additional training required for the tasks, and;
- Monitor volunteers in their role to confirm their understanding and adherence to the training.

### 5.0 TRACKING

The Coordinator, NPCA Volunteer Program is responsible for maintaining an annual database of all NPCA volunteers. In order to track this information, any NPCA staff supervising a volunteer will submit electronic records of:

- Letters, resume and/or application forms regarding the volunteer's engagement;
- Address and phone number, and emergency contact details, and;
- Completed Volunteer Intake Package
- Date, location and hours of volunteer work performed

### 6.0 DISMISSAL

NPCA reserves the right to terminate a volunteer's involvement within our programs at any time. Any observations of volunteer performance issues will be documented by NPCA staff and brought to the attention of the Coordinator, NPCA Volunteer Program and to Human Resources Generalist. Reasons for dismissal include, but are not limited to:

- Fraud or other criminal activities.
- Major infractions or non-compliance with NPCA's code of conduct, policies and procedures.
- Incompetence.
- Health and safety issues that pose a threat to the health of the volunteer, the staff and/or members of the public.
- Breach of Partners in Conservation Charter

When possible, volunteers will be given an opportunity to complete a corrective action plan at the direction of NPCA staff supervising the volunteer and Human Resources staff. Immediate dismissal of a volunteer may occur in extreme cases.

### 7.0 RECOGNITION

NPCA volunteers are entitled to:

- Invitations to NPCA volunteer recognition events
- Letters of reference and approval of community service hours (Hour Republic, school forms, etc.)
- Milestone awards
- Other recognition items, formal and informal, at the discretion of their supervisor or the Volunteer Coordinator
- Specific volunteers may be featured on NPCA website or social media pages, with approval and signed waiver from the volunteer/community group, etc.



# **Partners in Conservation Charter**

### NPCA 2018-2020 Strategic Plan Mission Statement

To implement our Conservation Authorities Act mandate by remaining a responsive, innovative, accountable and financially sustainable organization.

Our success in meeting our mission is dependent upon working in collaboration with our partners in conservation. Ensuring the future viability of the Niagara Peninsula watershed is a shared responsibility.

### **Community Engagement Vision**

Every individual in the NPCA watershed, regardless of age, gender, ethnicity, sexual orientation, religion, or disability should have the opportunity to connect with nature and conservation, to take action towards protecting water and biodiversity, while working in collaboration towards sustainable communities in ways that are appropriate and meaningful to them.

### Partnership Mission

Community Engagement will be meaningful and inclusive, and will foster long-term relationships with the public we serve. We will create collaboration and understanding with our community partners that will result in a pragmatic solution-oriented approach to decision making.

### **Partners in Conservation Creed**

We the undersigned, agree to work together as partners in conservation, to improve and enhance the natural environment within the watershed jurisdiction of the NPCA. We commit to our common values of inclusivity and respect, and will act as positive ambassadors to raise public awareness of environmental stewardship. We believe that our land, water, flora and fauna are a shared resource and life source, as well as a shared responsibility. Together, we will strive to positively impact our communities so that future generations may inherit a healthy and flourishing Niagara Peninsula.

This we promise today, the of	·
NPCA	Partner Organization



# **Partnership Project Charter**

Project Title:
Project Partners:
Description: (Insert here basic description of the project that clearly sets out its boundaries. The template provides three subfields to aid in the creation of a Project Description.)
Project Need: (Insert here why the project is being undertaken)
Project Description: (Insert here text describing the boundaries of the project, the preliminary project scope statement, describing what is and is not included in the project deliverables. This statement will, in turn, be refined in the project's planning phase. However, the boundaries outlined here must be adhered to during this refinement process.)
Project Start Date:
Projected Finish Date:
Goals and Objectives: (Insert here the goal of this project, as well as specifics and measurables.  Objectives are critical to ensuring the project's success, most specifically by guaranteeing progress toward the (stated) long-term goal.)

- Assumptions: (Summarize here the conditions assumed in the project.)
- Constraints: (Summarize here the constraints for the project.)
- Risks: (Summarize here the potential risks involved with the project.)

Resources: (List here the total budget for the project.)

Personnel: (List here the total number of people required to complete the project. Identify Full-Time staff, partners (corporate, non-profit, NGO), and/or community volunteers.

Material: (Outline all materials required.)

Communication and Conflict Resolution: (Partners agree to review this project at pre-determined times to ensure viability of the program and adjust processes accordingly. Any conflicts shall be brought forward to all concerned partners first for resolution.)

Insurance: (Does the project have appropriate insurance?)

Forms of Cooperation: (List the ways the partners may co-operate.)

Contributions of the Partners: (List the contributions of each partner organization.)

Funding: (List what each Partner is responsible for in terms of funding.)

Intellectual Property: (All Parties recognize the importance of protecting and respecting intellectual property rights. This project charter does not grant the right to use any work and/or events outside the framework of this agreement. Intellectual property rights over any joint work created by this project will be jointly held by the Parties. Each of the Parties may use and reproduce this work independently, subject to appropriate acknowledgment of the other Parties contribution to the work. Before any form of publication, each Party will confirm in writing with the other Party whether acknowledgment is wanted, and/or appropriate for the said publication.)

Disclosure: (Partners may disclose to the public this project charter, and any information in respect to its activities. Any sharing of confidential information between Partners will be subject to their respective policies and procedures relating to the disclosure of private information. Each Partner will take action to protect confidential information of the other Partner.)

Responsibility: (Each Partner will be responsible for its activities and for its staff members. A Partner will not be liable for any damage or injury to any of the other Partner's staff or volunteers.)

Duration: (The Partnership Project Charter will come into effect upon signature of all Partners, for the pre-determined duration of the project. It may be renewed for further periods, subject to review of the results of the collaborative activities and upon agreement of the Partners.)

Termination: (The Partnership may be terminated by either Partner by providing written notice three months prior.)

Divergence of Views: (Any divergence of views between the Partners will be settled amicably by the Partners through meeting and consultation.

### **Primary Contacts:**

Each Partner designates the below its representative with overall responsibility for implementing this Charter, including responsibility for formulating work plans, and any or all activities to be undertaken.

### **Project Roles and Responsibilities**

### **NPCA Staff**

Name	Role	Responsibility
i.e. Gayle Wood	CAO/Secretary Treasurer	
i.e. Renee Bisson	Manager, Communications and Public Relations	
i.e. Kerry Royer	Outreach and Volunteer Coordinator	

### Associated Stakeholders/Partner Organizations

i.e. Advisory Committee	
i.e. Community Partners	

Sign-Off: (Authorities identified above are to sign here. This includes both the project manager, project sponsors, any authority needed for the project to start.

Date	Title	Signature	
Date	Title	Signature	



**Report To: Board of Directors** 

**Subject: Vulnerable Sector Checks** 

Report No: FA-162-19

Date: November 20, 2019

### Recommendation:

1. THAT Report No. FA-162-19 RE: Vulnerable Sector Checks BE RECEIVED.

2. **THAT** the NPCA Governance Committee recommendations concerning record checks be brought forward for amendment to require that appointees provide a "Police Criminal Record Check" rather than a "Vulnerable Sector Check".

### Purpose:

The purpose of this report is to align the NPCA's policies and code of conduct with the current practice and policies of the Niagara Regional Police with regards to their Police Criminal Record Checks process.

### **Background:**

At the October 16, 2019 Full Board Authority meeting, the NPCA Board of Directors referred to the Governance Committee, the issue of requiring police checks for public appointments and in so doing also deferred Confidential Report FA-140-19.

The NPCA considered the different types of record checks available through the Niagara Regional Police (NRP) and gave a thorough description of each in Report GC-12-19. At the subsequent October 22, 2019 Governance Committee meeting, the Committee received Report No. GC-12-19 RE: Record Checks and recommended the following:

### Recommendation No. GC-39-2019

- 1. THAT the Code of Conduct BE AMENDED to include Public Appointees to Committees.
- 2. AND THAT vulnerable sector checks BE REQUIRED for candidates selected for appointment to citizen advisory committees beginning in 2020.

### Recommendation No. GC-40-2019

THAT the NPCA Governance Committee RECOMMENDS adoption of the appointments to the Public Advisory Committee as contained in Confidential Report FA-140-19 contingent on a vulnerable sector criminal records check with reimbursement to be provided by the NPCA.

### Discussion:

After the Governance Committee issued the aforementioned recommendations, the NPCA contacted Niagara Regional Police (NRP) and were informed that the Vulnerable Sector Checks (VSC) are "restricted to applicants seeking employment and/or volunteering in a position of trust or authority over children or vulnerable persons in Canada only". The NRP noted that if an individual applied for this type check but was not working directly with a vulnerable sector they would be denied the check. They confirmed that a person sitting on a Board or Committee with other adults would not qualify for this type of screening.

Staff recommends that the NPCA Board move forward with appointing the members for the Public Advisory Committee subject to a Police Criminal Records Check and that subsequent recruitment processes begin with the inclusion of such checks as part of the screening process.

Accordingly, previously deferred Confidential Report FA-140-19 will formally return to the closed session on November 20, 2019 for discussion after which time the appointments by the Board can be formalized via resolution in open session.

Additionally, the Governance Committee minutes of October 22, 2019 will appear in the November 20, 2019 Full Authority agenda immediately subsequent to this report (Report FA-162-19) with the necessary amending motions.

### **Financial Implications:**

As stated in Report No. GC-12-19, if the Committee and Full Board recommend proceeding with Record Checks, cost through NPCA's current service is \$29 per criminal record check.

### **Related Reports and Appendices:**

Appendix 1: Police Check	Fact Sh	ieet, Niaga	ra Regional	Police
Appendix 2: Report No. C	C-12-19	RE: Reco	rd Checks	

# Authored by: Original signed by: Kerry Royer Coordinator, Community Outreach

Reviewed by:		
Original signed by:		
Renee Bisson Manager of Communications and Public Relations		
Submitted by:		
Original signed by:		

D. Gayle Wood, BES, CMMIII Chief Administrative Officer/Secretary-Treasurer

### POLICE CHECK AGENCY FACT SHEET

# POLICE RECORD CHECKS FOR EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

Police Record Checks are performed only upon the consent of the applicant.

The agency plays an integral role in the initial stages of the hiring process. Even before an individual applies for a Police Record Check the Agency should:

- (a) Complete an initial review for suitability and be considering the individual for an employment or volunteer opportunity;
- (b) Understand its obligation under the Human Rights Code with respect to evaluation, hiring and training volunteers or employees and what constitutes a bona fide reason for refusing to hire any individual or volunteer; and
- (c) Determine that if a Police Vulnerable Sector Check is required, it is done so only for the purpose of assisting the Agency to determine the suitability of potential candidates for employment and/or volunteer duties responsible for the well-being of persons who, because of their age, disability or other circumstances are at a greater risk than the general population.

By performing a Police Record Check, the Niagara Regional Police Service is in no way making a recommendation on the suitability of the applicant for the position nor should the agency consider the existence of information to mean a compulsory disqualification of the individual. It is important to note that information contained within a Police Record Check is based upon information provided by the applicant and the Service cannot guarantee it will identify all information pertaining to the individual.

## The Niagara Regional Police Service provides three levels of Police Record Checks:

- 1. Police Criminal Record Check
- 2. Police Criminal Record and Judicial Matters Check
- 3. Police Vulnerable Sector Check

### **Police Criminal Record Check**

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic Police Criminal Record Check is requested (i.e., retail or immigration). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

### **Police Criminal Record Check will include:**

- Criminal convictions, from CPIC and/or local databases.
- Summary convictions (previous 5 years) when identified
- Findings of guilt under the *Youth Criminal Justice Act* within the applicable disclosure period

### Police Criminal Record Check will NOT include:

- Outstanding entries, such as charges and warrants
- Absolute and Conditional Discharges
- Current judicial orders, including Peace Bonds, Probation and Prohibition orders under the Criminal Code of Canada
- Convictions where a record suspension (formerly known as a pardon) has been granted
- Convictions under provincial statutes
- Local Police contacts
- Ministry of Transportation information
- Special Interest Police (SIP) category of CPIC
- Family Court Restraining Orders
- Foreign information
- A Vulnerable Sector (VS) Query to ascertain if the applicant has been convicted of and granted a record suspension for any of the sexual offences that are listed in the schedule to the *Criminal Records Act*
- Any references to incidents involving mental health contact
- Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4)
- Youth Criminal Justice Act information beyond applicable disclosure period
- Any reference to contagious diseases
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder

### Police Criminal Record & Judicial Matters Check

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a Police Criminal Record Check along with local police involvement, and other systems/records where authorized.

### Police Criminal Record & Judicial Matters Check will include:

- Criminal convictions from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders

- Findings of guilt under the *Youth Criminal Justice Act* within the applicable disclosure period
- Absolute and Conditional Discharges (for 1 or 3 years respectively)
- Dispositions of not criminally responsible by reason of mental disorder

### Police Criminal Record & Judicial Matters Check will NOT include:

- Convictions where a record suspension (formerly known as a pardon) has been granted
- Convictions under provincial statutes
- Local police contact
- Ministry of Transportation information
- Special Interest Police (SIP) category of CPIC
- Family Court restraining orders
- Foreign information
- A Vulnerable Sector (VS) Query to ascertain if the applicant has been convicted of and granted a record suspension for any of the sexual offences that are listed in the schedule to the *Criminal Records Act*
- Any reference to incidents involving mental health contact
- Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4)
- Youth Criminal Justice Act information beyond applicable disclosure period
- Any reference to contagious diseases
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder

### Police Vulnerable Sector Check

This check is restricted to applicants seeking employment and/or volunteering in a position of trust or authority over children or vulnerable persons in Canada only. (This means more than having contact with children or vulnerable persons.) This check will include offence information, including convictions, outstanding warrants, charges, judicial orders, and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety. Non-conviction information shall be released only when it meets the Exceptional Disclosure Assessment.

### Police Vulnerable Sector Check will include:

- Criminal convictions from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders
- Findings of guilt under the *Youth Criminal Justice Act* within the applicable disclosure period
- Absolute and Conditional Discharges (for 1 or 3 years respectively)
- Dispositions of not criminally responsible by reason of mental disorder
- All record suspensions as authorized for release by the Minister of Public Safety
- A review will be conducted of all police contact. Non convictions are criminal

charges that did not result in a conviction in court. However, <u>if</u> the information meets the Exceptional Disclosure Assessment it will be released under the authority of the Police Services Act [PSA Regulation 265/98, s.3].

### Police Vulnerable Sector Check will NOT include:

- Convictions under provincial statutes
- Local police contact
- Ministry of Transportation information
- Special Interest Police (SIP) category of CPIC
- Family Court restraining orders
- Foreign information
- Any reference to incidents involving mental health contact
- Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4)
- Youth Criminal Justice Act information beyond applicable disclosure period
- Any reference to contagious diseases

### **Self-Declaration**

Self-declaration of a criminal record is a process where the applicant declares his/her adult criminal record convictions to the police service.

### Applicants are NOT required to declare:

- A conviction for which the applicant has received a record suspension (formerly known as a pardon)
- A finding of guilt where the applicant was a "young person" under the *Youth Criminal Justice Act*
- Absolute or Conditional Discharges
- Any offences for which the applicant was not convicted
- Provincial or Municipal offences
- Any charges dealt with outside of Canada

The Niagara Regional Police Service will confirm if the information matches a criminal record contained within the RCMP National Repository of Criminal Records. If the Service is not satisfied that the applicants declared criminal record information is a match to a Criminal Record held at the repository, fingerprints are required.

### **Requirement for Fingerprints**

### **Criminal Record:**

If the police service is not satisfied that the applicant's self declaration is a match to a criminal record held at the Criminal Record Repository, fingerprints must be submitted to the RCMP.

### **Vulnerable Sector:**

If the applicant is being considered to work in a paid or volunteer position where they will be in a position of trust or authority over children or vulnerable persons, they may be required to submit fingerprints to verify whether there is a criminal record including the existence of any record suspended sex offences contained within the RCMP National Criminal Records Repository.

### Release of Completed Police Record Check

### Police Criminal Record Check and Police Criminal Record & Judicial Matters Check

The Service will provide the results of a completed Police Criminal Record Check and Police Criminal Record & Judicial Matters Check to the applicant only.

It is the choice of the applicant to decide whether he/she wants to discuss the results of the Police Record Check with the requesting agency. The role of the Service is to provide the applicant with the results of the Police Record Check. The agency is responsible for determining the suitability of the applicant for the position. The result of any Police Record Check is just one component of the information available to and evaluated by the agency.

### **Police Vulnerable Sector Check**

The Niagara Regional Police Service will complete a Vulnerable Sector Check based on the applicant's name and date of birth, as well as, gender and date of birth. If no record is found, a completed Police Vulnerable Sector Check will be provided to the applicant.

If the Vulnerable Sector Search is inconclusive a fingerprint based search will be required. If the RCMP confirms that the applicant has a record suspended sex offence, the information will be forwarded to the Minister of Public Safety to authorize disclosure of all or part of the information contained in the file. When the information is authorized for disclosure by the Minister, the criminal record associated with the applicant's fingerprints will be returned to the Niagara Regional Police Service and will include the record suspended sexual offence information. At this point the Service will be required to obtain the applicant's consent in writing for disclosure of the record(s). When the applicant has signed the form giving consent to release the record(s) the Niagara Regional Police Service must forward the information to the requesting agency (employer or volunteer agency).

If the applicant chooses not to disclose their record(s) the Niagara Regional Police Service will contact the requesting agency in writing indicating that the Service was unable to complete the Police Vulnerable Sector Check. **Report To: Chair and Members of the Governance Committee** 

**Subject:** Record Checks

Report No: GC-12-19

**Date:** October 22, 2019

### Recommendation:

**THAT** Report No. GC-12-19 RE: Record Checks **BE RECEIVED** for information.

### Purpose:

The purpose of this report is to provide the Committee information and best practices as they pertain to performing Record Checks.

### **Background:**

At the October 2019 Full Authority meeting, the Board directed staff to bring a report regarding the possibility of requiring Record Checks for Committee members to the Governance committee.

Currently all permanent, contract and seasonal staff are required to perform a Criminal Record Checks as a condition of employment.

### **Discussion:**

The committee should consider 3 matters relating to Record Checks

- 1) Type of Record Checks
- 2) Record Check Process/Procedure
- 3) Application of results of Record Checks
- 1) Type of Record Checks:

There are three (3) types of Record Checks:

### Criminal Record Check (CRC)

### Includes:

- Criminal Convictions
- Summary Convictions (previous 5 yrs)

• Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period

### Criminal Record and Judicial Matters Check (CRJMC)

- Criminal Convictions
- Summary Convictions (previous 5 yrs)
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders

### Vulnerable Sector Checks (VSC)

\*\* This check is intended for applicants who will be in a position of trust or authority over children or vulnerable persons in Canada only. (This means more than just having contact with children or vulnerable persons). Position details must be given and if the position does not meet the requirements of the Criminal Records Act for a vulnerable sector check, it is illegal for the police service to conduct one\*\*

- Criminal Convictions
- Summary Convictions (previous 5 yrs)
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders
- Absolute and Conditional Discharges (for 1 and 3 years respectively)
- Dispositions of not criminally responsible by reason of mental disorder
- All record suspensions as authorized for release by the Minister of Public Safety
- A review will be conducted of all police contact. Non convictions are criminal charges that did not result in a conviction in court. However, if the information meets the Exceptional Disclosure Assessment it will be released under the authority of the Police Services Act [PSA Regulation 265/98, s.3]

Most NPCA employees currently undergo Criminal Record Checks. NPCA Programming staff are required to submit for a Vulnerable Sector Check (if over a threshold age).

### 2) Record Check Process/Procedure

In order to ensure all applicants/volunteers are considered in a fair and equitable manner, all applicants/volunteers should be subject to the same selection process. Should it be decided to include record checks as part of the process, this should be administered after selection, prior to final approval for all selected candidates. Candidates are required to provide written consent to a Records Check.

### 3) Application of Results of Record Checks

Ontario Human Rights Commission defines "Record of Offences" as a prohibited ground. In employment, a person cannot be discriminated against because of a "record of offences". Employers must look at a person's record of offences and consider whether the offence would have a real effect on the person's ability to do the job and risk associated with them doing it. Employers can refuse to hire someone based on a record of offences only if they can show this

is a reasonable and bona fide qualification. It would be prudent to apply the same Human Rights to Committee members and Volunteers.

### **Financial Implications:**

If the Committee and Full Authority Board recommend proceeding with Records Checks, cost through the NPCA's current service is \$29 per criminal record check.

Authored by:	
Original signed by:	
Misti Ferrusi, B.A., CHRL Human Resources Manager	

### Submitted by:

Original signed by:

D. Gayle Wood, BES, CMMIII
Chief Administrative Officer/Secretary-Treasurer



### GOVERNANCE COMMITTEE MEETING MINUTES

Tuesday, October 22, 2019 9:30 a.m. Ball's Falls Centre for Conservation Glen Elgin Room 3292 Sixth Avenue, Jordan, ON

**MEMBERS PRESENT:** B. Clark (Chair)

D. Bylsma (left at 10:24 a.m.)

R. Foster (Vice-Chair)

D. Huson (left at 11:21 a.m.)

J. Ingrao K. Kawall R. Shirton E. Smith

MEMBERS ABSENT: None

**STAFF PRESENT:** G. Wood, Chief Administrative Officer / Secretary - Treasurer

G. Bivol, Executive Co-ordinator to the Board

M. Ferrusi, Manager, Human Resources

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

### 1. ADOPTION OF AGENDA

- a) Addition of Items None
- b) Change in Order of Items None
- c) Motion to Adopt Agenda

Recommendation No. GC-23-2019
Moved by Member Foster
Seconded by Member Ingrao

**THAT** the agenda of the NPCA Governance Committee meeting dated October 22, 2019 **BE ADOPTED.** 

**CARRIED** 

### 2. DECLARATION OF CONFLICT OF INTEREST

None declared.

### 3. PRESENTATIONS (and/or Delegations)

None.

### 4. BUSINESS FOR INFORMATION

None.

### 5. BUSINESS FOR CONSIDERATION

a) Minutes of the NPCA Governance Committee meeting dated July 24, 2019

Recommendation No. GC-24-2019
Moved by Member Foster
Seconded by Member Ingrao

**THAT** the minutes of the meeting of the NPCA Governance Committee dated July 24, 2019 **BE RECEIVED**.

**CARRIED** 

b) Report No. GC-09-19 Approved Update of the Administrative By-Law – Discussion ensued. The Committee proposed several changes for incorporation into the by-law document. Members requested clarification on use of the term "presentation" versus "evidence" in the prehearing process. Staff were requested to bring forward to the next meeting for discussion, proposed parameters for the roles and responsibilities of exofficio members to Committees. In the interim, Members were advised that they could forward additional comments on the by-law to the CAO for consideration.

Recommendation No. GC-25-2019

Moved by Member Ingrao Seconded by Member Shirton

**THAT** Report No. GC-09-19 RE: Updates to the NPCA's Administrative By-Law **BE RECEIVED**.

**CARRIED** 

Recommendation No. GC-26-2019 Moved by Member Huson Seconded by Member Foster

**THAT** with respect to Report No. GC-09-19 RE: Updates to the NPCA's Administrative By-Law, the NPCA Governance Committee **RECOMMENDS** the bylaw be forwarded to the Board with the proposed amendments and updates as discussed.

**CARRIED** 

i) Code of Conduct Review (Appendix 1 to the Administrative Bylaw) - Discussion ensued. M. Ferrusi, Manager, Human Resources spoke on the issues with the NPCA utilizing or accessing the integrity commissioners of the member municipalities. Member Bylsma left the proceedings during deliberation of this matter.

### Recommendation No. GC-27-2019

Moved by Member Huson Seconded by Member Shirton

**THAT** the Code of Conduct issues **BE DEFERRED** pending discussions between the NPCA C.A.O. and the three member municipality C.A.O.'s.

**CARRIED** 

c) Report No. GC-10-19 RE: Per Diem and Honourarium Update – C.A.O. Wood spoke on the issue. Discussion ensued.

Recommendation No. GC-28-2019

Moved by Member Foster Seconded by Member Huson

**THAT** a clause **BE ADDED** as Section 5.7 to the Honourariums, Per Diems, Expenses and Mileage Policy to denote a requirement for quarterly reporting and the publication of annual expense statements for the Members of the Board.

**CARRIED** 

### Recommendation No. GC-29-2019

Moved by Member Shirton Seconded by Member Ingrao

- 1. **THAT** Report No. GC-10-19 RE: Per Diem and Honourarium Update **BE RECEIVED.**
- 2. **AND THAT** the Honourariums, Per Diems, Expenses and Mileage Policy being Appendix 1 to Report No. GC-10-19 **BE APPROVED** as amended.

**CARRIED** 

d) Report No. GC-11-19 RE: Whistleblower Policy – Members discussed the need for confidentiality in the process, potential for a region-wide whistleblower office relative to the initiatives underway with NPCA's municipal partners, organizational training, incorporation of whistleblowing into orientation practices, cultivating a culture that encourages whistleblowing and the need for a whistleblowing process that remains external of the organization.

Recommendation No. GC-30-2019

Moved by Member Ingrao Seconded by Member Foster

THAT Report No. GC-11-19 RE: Whistleblower Policy BE RECEIVED.

**CARRIED** 

Recommendation No. GC-31-2019

Moved by Member Huson Seconded by Member Foster

**THAT** deliberation of the Whistleblower Policy **BE DEFERRED** pending discussion thereon between the NPCA C.A.O. and the member municipality C.A.O's.

**CARRIED** 

e) <u>Verbal Update on Year End Assessment of Board Performance</u> – Ms. Wood sought direction on this initiative. It was suggested that she research the assessment processes employed within other Conservation Authorities.

Recommendation No. GC-32-2019

Moved by Member Huson Seconded by Member Foster

**THAT** the Year End Assessment of Board Performance **BE DEFERRED** for 12 months unless otherwise actioned by the incoming C.A.O..

**CARRIED** 

f) Sequencing of Minutes and Information between the Board and its Committees – Members discussed alternate means of bringing business items forward to the Board. Member Huson departed the meeting at 11:21 subsequent to the following vote.

Recommendation No. GC-33-2019

Moved by Member Huson Seconded by Member Kawall

**THAT** the Committee **RECOMMENDS** that staff bring forward to the Board meetings only the recommendations from Committees in the form of a report from Committee Chairs rather than Committee minutes for Board ratification.

**CARRIED** 

g) Report No. FA-121-19 RE: Board Members' Access to Corporate Records – Discussion ensued. Need for a policy was discussed. It was suggested that the Information and Privacy Commissioner could be brought in to address the Board on this subject.

Recommendation No. GC-34-2019

Moved by Member Shirton Seconded by Member Smith

THAT Report No. FA-121-19 RE: Board Members' Access to Corporate Records **BE RECEIVED** for information.

**CARRIED** 

Recommendation No. GC-35-2019

Moved by Member Shirton Seconded by Member Smith

**THAT** a policy **BE DRAFTED** to outline a process for Board Member access to corporate information and records.

**CARRIED** 

Recommendation No. GC-36-2019

Moved by Member Shirton Seconded by Member Smith

**THAT** a recommendation **BE FORWARDED** to initiate a closed session Board review of professional services.

**CARRIED** 

h) <u>IPC Decision RE: Section 16 of MFIPPA</u> – M. Ferrusi addressed the outcome of a recent appeal to the Information and Privacy Commission. The Committee suggested that going forward the title and salary ranges for staff earning in excess of \$100,000 annually be published by the NPCA.

Recommendation No. GC-37-2019

Moved by Member Smith Seconded by Member Kawall

**THAT** a letter **BE DRAFTED** to the Ministers of Finance, Natural Resources and Forestry and the Minister of the Environment, Conservation and Parks asking for amendment in legislation regarding salary disclosure for organizations encompassed under Section 2.(2) of the Public Sector Salary Disclosure Act, 1996.

**CARRIED** 

i) Report No. GC-12-19 RE: Record Checks – Discussion ensued. Members requested that applicants be advised of the requirement for records checks in advance of submitting applications to Committees.

Recommendation No. GC-38-2019

Moved by Member Foster Seconded by Member Smith

**THAT** Report No. GC-12-19 RE: Record Checks **BE RECEIVED** for information.

**CARRIED** 

### Recommendation No. GC-39-2019

Moved by Member Shirton Seconded by Member Smith

- 1. **THAT** the Code of Conduct **BE AMENDED** to include Public Appointees to Committees.
- 2. **AND THAT** vulnerable sector checks **BE REQUIRED** for candidates selected for appointment to citizen advisory committees beginning in 2020.

**CARRIED** 

Recommendation No. GC-40-2019

Moved by Member Ingrao Seconded by Member Smith

**THAT** the NPCA Governance Committee **RECOMMENDS** adoption of the appointments to the Public Advisory Committee as contained in Confidential Report FA-140-19 contingent on a vulnerable sector criminal records check with re-imbursement to be provided by the NPCA.

**CARRIED** 

### 6. NEW BUSINESS

Member Foster spoke on the need to get the NPCA involved in Canada 2021 Games.

Member Kawall requested that the Terms of Reference be updated to reflect the revised role for the Governance Committee.

#### 7. **ADJOURNMENT**

Recommendation No. GC-41-2019 Moved by Member Smith Seconded by Member Shirton

**THAT** the meeting of the NPCA Governance Committee hereby adjourns at 12:47 p.m.

Brad Clark, Committee Chair	D. Gayle Wood, Secretary - Treasurer