



**FULL AUTHORITY
MEETING MINUTES
Wednesday, November 20, 2019
10:07 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)
S. Beattie
R. Brady (departed at 12:28 p.m.)
B. Clark (departed prior to 2:36 p.m.)
D. Cridland
L. Feor (departed prior to 2:36 p.m.)
R. Foster
J. Hellinga
D. Huson
J. Ingraio
B. Johnson (departed at 12:28 p.m.)
K. Kawall
B. Mackenzie
J. Metcalfe
W. Rapley
R. Shirton
E. Smith
B. Steele (departed at 1:27 p.m.)
M. Woodhouse
B. Wright

MEMBERS ABSENT: D. Coon-Petersen
M. Difruscio (Honorary Member)

STAFF PRESENT: G. Wood, CAO / Secretary – Treasurer
G. Bivol, Executive Co-ordinator to the CAO / 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
N. Green, Project Manager, Niagara River Remedial Action Plan
D. MacKenzie, Director, Watershed Management
E. Navarro, Communications Specialist
A. Powell, Acting Manager, Strategic Initiatives

T. Proks, Source water Protection Co-ordinator
K. Royer, Community Outreach and Volunteer Outreach Co-ordinator
G. Verkade, Manager, Information Management and Technology
Systems

OTHERS PRESENT: J. Baker, Canadian Co-chair of the Niagara River Ramsar
Designation Steering Committee
J. Burney, US Co-chair of the Niagara River Ramsar Designation
Steering Committee

1. ADOPTION OF AGENDA

- a) Addition of Items – Members Kawall and Smith indicated that they would each be bringing forward notices of motion.
- b) Change in Order of Items - None
- c) Adoption of Agenda

Resolution No. FA-232-19
Moved by Board Member Steele
Seconded by Board Member Shirton

THAT agenda **BE ADOPTED** as presented.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

Member Cridland declared a non-pecuniary interest on agenda items 6.b) 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 the local chapter of that organization. She did not participate, nor was she in attendance during deliberations on this matter.

3. PRESENTATIONS (and/or 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 Designation – Members posed questions. Discussion ensued.
 - i) Niagara River Ramsar Designation Briefing Note
 - 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
 - iii) Proposed Resolution in support of Ramsar Designation

Resolution No. FA-233-19
Moved by Board Member Metcalfe
Seconded by Board Member Smith

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

- 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 Designation;
- Niagara River Ramsar Designation Briefing Note; and
- Correspondence to the NPCA from Grant Hogg, Executive Director, Conservation Partnerships and Programs, Environment Climate Change Canada dated November 8, 2019 RE: Ramsar Designation.

CARRIED

Resolution No. FA-234-19

Moved by Board Member Clark

Seconded by Board Member Rapley

WHEREAS 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

WHEREAS 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

WHEREAS 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:

THAT the Niagara Peninsula Conservation Authority **ENDORSES** and **SUPPORTS** the proposed nomination of the Niagara River as a Ramsar site of international importance.

AND THAT this resolution **BE CIRCULATED** to local municipalities.

CARRIED

- b) Alicia Powell, Acting Manager, Strategic Initiatives, RE: Annual Ball's Falls Thanksgiving Festival – Discussion ensued and Members posed questions.

Resolution No. FA-235-19

Moved by Board Member Woodhouse

Seconded by Board Member Huson

THAT the PowerPoint presentation by Alicia Powell, Acting Manager, Strategic Initiatives RE: Ball's Falls 45th Annual Thanksgiving Festival Review **BE RECEIVED.**
CARRIED

- c) Presentation by C.A.O. Gayle Wood RE: The Conservation Authorities Act – Members posed questions to Ms. Wood and discussion ensued.

Resolution No. FA-236-19
Moved by Board Member Foster
Seconded by Board Member Cridland

THAT the PowerPoint presentation by C.A.O. Gayle Wood RE: The Conservation Authorities Act **BE RECEIVED.**

CARRIED

Following the Presentations and Delegations portion of the meeting, the Chair addressed Item 6. a) from the agenda in order to accommodate members of Friends of Fort Erie Creek (FOFEC) who were in attendance to hear deliberations on Report No. FA-124-19.

6. BUSINESS FOR CONSIDERATION

- a) Report No. FA-124-19 RE: Request from Friends of Fort Erie Creek (FOFEC) – Members posed questions and Bill Frier, representing FOFEC, was called forward to address the Board.

Resolution No. FA-237-19
Moved by Board Member Hellinga
Seconded by Board Member Foster

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.**

CARRIED

With the adoption of the above motion, the Board recessed from 12:28 p.m. until 12:59 p.m.. Member Brady and Vice Chair Huson were not in attendance when the meeting reconvened.

4. ADMINISTRATIVE BUSINESS

- a) Approval of the Minutes of the Full Authority meeting dated October 16, 2019
- b) Approval of the Closed Session Minutes of the Full Authority meeting dated October 16, 2019 (provided under separate cover)
- c) Approval of the Minutes of the C.A.O. Selection Committee Meeting dated November 15, 2019 (as tabled)
- d) Approval of the Minutes of Closed Session of the C.A.O. Selection Committee Meeting dated November 15, 2019 (provided under separate cover)

Resolution No. FA-238-19
Moved by Board Member Cridland
Seconded by Board Member Foster

THAT the following minutes **BE ADOPTED**:

- Minutes of the Full Authority meeting dated October 16, 2019;
- Closed Session Minutes of the Full Authority meeting dated October 16, 2019 to remain private and confidential;
- Minutes of the C.A.O. Selection Committee Meeting dated November 15, 2019 as tabled; and
- Minutes of Closed Session of the C.A.O. Selection Committee Meeting dated November 15, 2019 to remain private and confidential.

CARRIED

- e) Correspondence from the from the Township of Springwater to the Nottawasaga Valley Conservation Authority dated October 21, 2019 RE: Conservation Authority Levies
- f) Correspondence from the from the Township of Springwater to the Nottawasaga Valley Conservation Authority dated October 21, 2019 RE: Nottawasaga Conservation Authority Levy
- 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
- h) Niagara Children's Water Festival 2019 Summary Report
- i) Correspondence from J. Lynn to the NPCA RE: Thundering Waters/Riverfront PSW Date Error on the NPCA Letter to MMAH, July 2019 – Lengthy discussion ensued with respect to the issue and Mr. Lynn's request.

Resolution No. FA-239-19
Moved by Board Member Cridland
Seconded by Board Member Foster

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

- Correspondence from the from the Township of Springwater to the Nottawasaga Valley Conservation Authority dated October 21, 2019 RE: Conservation Authority Levies;
- Correspondence from the from the Township of Springwater to the Nottawasaga Valley Conservation Authority dated October 21, 2019 RE: Nottawasaga Conservation Authority Levy;
- 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;
- Niagara Children's Water Festival 2019 Summary Report; and
- Correspondence from J. Lynn to the NPCA RE: Thundering Waters/Riverfront PSW Date Error on the NPCA Letter to MMAH, July 2019.

CARRIED

Resolution No. FA-240-19
Moved by Board Member Metcalfe
Seconded by Board Member Woodhouse

1. **THAT** the tabled email from J. Lynn dated November 19, 2019 **BE RECEIVED**.
2. **AND THAT** the Board **DIRECT** staff to confirm the date of the PSW Score Evaluation to which Mr. Lynn is referring and forward a report to the December Board meeting in this regard.

DEFEATED

- j) Chairman's Remarks – Chair Bylsma spoke on the Carolinian Canada workshop recently held at the Ball's Falls Centre for Conservation. He acknowledged CAO Wood's forthcoming appointment as the Canadian Co-chair of the International Joint Commission on Water Quality and apprised the Board and of his recent meeting with Hamilton's Mayor.
- k) Chief Administrative Officer Comments – Ms. Wood spoke on funding announced by the province for the Niagara Remedial Action Plan. She spoke on the Niagara Children's Business Fair held at Ball's Falls and noted that the Ball's Falls Conservation Area won the diamond ranking for best wedding venue in Niagara Region from the St. Catharines Standard Readers' Choice Awards.

5. BUSINESS FOR INFORMATION

- a) Report No. FA-154-19 RE: Update - Auditor General Report Recommendations – November 2019
- b) Report No. FA-155-19 RE: Comments on "Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health"
- c) Report No. FA-161-19 RE: Media Coverage and Communications Update Report – October / November 2019

Resolution No. FA-241-19

Moved by Board Member Hellinga

Seconded by Board Member Foster

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

- Report No. FA-154-19 RE: Update - Auditor General Report Recommendations November, 2019.
- Report No. FA-155-19 RE: Comments on "Proposed new Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health"; and
- Report No. FA-161-19 RE: Media Coverage and Communications Update Report-October/November 2019.

CARRIED

6. BUSINESS FOR CONSIDERATION

- a) Report No. FA-124-19 RE: Request from Friends of Fort Erie Creek (FOFEC) – This item was addressed immediately following the Presentations and Delegations section of the meeting.
- b) Report No. FA-142-19 RE: 2019 Trout Unlimited Canada Twelve Mile Creek Restoration Memorandum of Agreement – Member Cridland was not in attendance during deliberations on this matter.

Resolution No. FA-242-19
Moved by Board Member Metcalfe
Seconded by Board Member Smith

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.

CARRIED

- c) Report No. FA-146-19 RE: Procurement Policy – Members posed questions to Eric. Gervais, Procurement Specialist and Lise Gagnon, Director of Corporate Services regarding unsolicited proposals. Staff were directed to bring the unsolicited proposals and legal services provisions of the policy to the Audit and Budget and Governance Committees respectively.

Resolution No. FA-243-19
Moved by Board Member Foster
Seconded by Board Member Cridland

1. **THAT** Report No. FA-146-19 RE: NPCA Procurement Policy **BE RECEIVED**.
2. **AND THAT** the NPCA Procurement Policy attached as Appendix 1 to Report No. FA-146-19 **BE APPROVED**.

DEFERRED

- d) Report No. FA-153-19 RE: NPCA Strategic Planning Committee Terms of Reference – Members posed questions to L. Gagnon and G. Wood. Discussion ensued.

Resolution No. FA-244-19
Moved by Board Member Foster
Seconded by Board Member Cridland

1. **THAT** Report No. FA-153-19 RE: Strategic Planning Committee Terms of Reference **BE RECEIVED**.
2. **THAT** Appendix 1 of Report No. FA. 153-19 being Draft Terms of Reference – Strategic Planning Committee **BE APPROVED**.

CARRIED

- e) Report No. FA-157-19 RE: 2020 Conservation Area Rates

Resolution No. FA-245-19
Moved by Board Member Woodhouse
Seconded by Board Member Wright

1. **THAT** Report NO. FA-157-19 respecting the 2020 Conservation Area Rates **BE RECEIVED**.
2. **THAT** the 2020 Conservation Area Rates outlined in Appendix 1 of Report No. FA-157-19 **BE APPROVED**.

CARRIED

- f) Report No. FA-160-19 RE: Draft NPCA Volunteer Policy and Procedures – Member Kawall proposed some additions, clarification and minor amendments to wording. Ms. Royer addressed questions about police checks. Discussion ensued.

Resolution No. FA-246-19
Moved by Board Member Hellinga
Seconded by Board Member Foster

1. **THAT** Report No. FA-160-19 RE: Draft Volunteer Policy and Procedures **BE RECEIVED**.
2. **THAT** the Draft Volunteer Policy attached to Report No. FA-160-19 as Appendix 1 **BE APPROVED**.
3. **THAT** the Draft Volunteer Procedures attached to Report No. FA-160-19 as Appendix 2 **BE APPROVED**.

CARRIED

g) Report No. FA-162-19 RE: Vulnerable Sector Check

Resolution No. FA-247-19
Moved by Board Member Hellinga
Seconded by Board Member Foster

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".

CARRIED

h) Approval of the Minutes of the Governance Committee Meeting dated October 22, 2019 – Ms. Wood and Ms. M. Ferrusi, Human Resources explained the nature of the amendment. Members posed questions.

Resolution No. FA-248-19
Moved by Board Member Ingrao
Seconded by Board Member Shirton

THAT the minutes of the October 22, 2019 Governance Committee **BE APPROVED** save and except Recommendations No. GC-39-2019 and GC-40-2-19 to be withdrawn and voted on separately.

CARRIED

Resolution No. FA-249-19
Moved by Board Member Woodhouse
Seconded by Board Member Ingrao

THAT the Recommendations No. GC-39-2019 and GC-40-2-19 from the minutes of the October 22, 2019 Governance Committee **BE AMENDED** to denote requirement for "Police Criminal Record Check" rather than a "Vulnerable Sector Check".

CARRIED

7. BUSINESS – IN CAMERA

- a) Personal matters about identifiable individual(s), including NPCA employees
- b) Proposed or pending acquisition or disposition of land

Resolution No. FA-250-19
Moved by Board Member Mackenzie
Seconded by Board Member Metcalfe

THAT the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **CONVENE** in closed session at 1:50 p.m. in accordance Section 11.1 of the NPCA Administrative By-law for the discussion on:

- a) Personal matters about identifiable individual(s), including NPCA employees;
- b) A proposed or pending acquisition or disposition of land by the NPCA.

CARRIED

Resolution No. FA-251-19
Moved by Board Member Smith
Seconded by Board Member Kawall

THAT the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **RECONVENE** in open session at 2:36 p.m..

CARRIED

Resolution No. FA-252-19
Moved by Board Member Shirton
Seconded by Board Member Metcalfe

1. **THAT** Report No. FA-158-19 RE: Land Acquisition **BE RECEIVED** to remain private and confidential.
2. **THAT** the Board **DIRECT** staff to further investigate the purchase of land outlined in Report No. FA-158-19 as directed in closed session with a report back to the Board.

CARRIED

Resolution No. FA-253-19
Moved by Board Member Shirton
Seconded by Board Member Metcalfe

THAT the email and correspondence items identified as items 7. b) ii) and 7.b) iii) **BE RECEIVED** to remain private and confidential.

CARRIED

8. NOTICE OF MOTION

Member Kawall submitted notice of the following motion:

“WHEREAS, Carolinian Canada is working toward the goal of 30% protected landscapes in our watershed jurisdiction, and

WHEREAS all of the Niagara Peninsula Watershed is located in Ontario’s Carolinian Life Zone, and

WHEREAS, the NPCA support the goals of protecting our landscapes,

THEREFORE, BE IT RESOLVED THAT the development of a Protected Areas Strategy and the updating of the 2006-2009 Natural Area Inventory be considered as components of the NPCA Strategic Plan to be updated in 2020.”

Member Smith indicated that he would also be preparing a motion with assistance of staff.

9. NEW BUSINESS

Member Huson offered questions on the 15 million tree program. G. Wood indicated a staff report would be forthcoming.

10. ADJOURNMENT

Resolution No. FA-254-19

Moved by Board Member Metcalfe

Seconded by Board Member Shirton

THAT this meeting **BE** hereby **ADJOURNED** at 2:44 p.m..

CARRIED

Dave Bylsma
Chair
Niagara Peninsula Conservation Authority

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