



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

Wednesday, January 23, 2019  
9:30 a.m.  
Ball's Falls  
Centre for Conservation – Glen Elgin Room  
3292 Sixth Avenue, Jordan, ON

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**MEMBERS PRESENT:** D. Bylsma (Chair)  
S. Beattie  
P. Chiocchio  
B. Clark  
R. Foster  
B. Heit  
D. Huson (Vice-Chair)  
T. Insinna  
B. Johnson  
J. Jordan  
J. Kaspersetz  
J. Metcalfe  
B. Steele (at 9:44 am)  
R. Shirton  
T. Whalen  
G. Zalepa

**MEMBERS ABSENT:** K. Gibson  
B. Greenwood

**STAFF PRESENT:** D. Barrick, Interim Chief Administrative Officer/Secretary-Treasurer  
K. Caputo, Director, Communications & Administration (Designated Clerk)  
G. Furtney, Interim Senior Director, Corporate Resources  
D. MacKenzie, Director, Watershed Management  
M. Reles, Senior Manager, Communications  
D. Drennan, Forester  
J. Wallace, Manager, Finance

**NOTE: The archived recorded meeting is available on the NPCA website. The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority Board. NPCA Administrative By-law Section 14.5**

The Board Chair called the meeting to order at 9:36 a.m. and welcomed those Board, staff and community members present.

## 1. ADOPTION OF AGENDA

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### 1.1 Addition of items

Resolution No. FA-34-19

Moved by Board Member Chiocchio

Seconded by Board Member Shirton

Suspend section 6.11 of the NPCA Administrative By-Law to allow Member Greenwood to participate by phone. As per Appendix 5 section 9 of the Administrative By-Law a Motion to Suspend the Rules requires two-thirds majority to carry.

Recorded vote was requested, it was:

Yes (7): Chiocchio, Heit, Foster, Huson, Jordan, Steele, Whalen.

No (8): Beattie, Clark, Johnson, Kaspersetz, Metcalfe, Shirton, Zalepa, Bylsma

**DEFEATED**

### 1.2 Change in order of items

There were no changes in the order of items.

### 1.3 Adopt Agenda

Resolution No. FA-35-19

Moved by Board Member Shirton

Seconded by Board Member Kaspersetz

That the Agenda **BE APPROVED** as presented.

**CARRIED**

## 2. DECLARATION OF CONFLICT OF INTEREST

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There were no declarations of Conflict of Interest.

### 3. PRESENTATIONS (and/or Delegations)

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#### 3.1 Presentations

There were no presentations

#### 3.2 Delegations

There were no delegations

### 4. ADMINISTRATIVE BUSINESS

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#### 4.1 Approval of Draft Minutes

4.1.1 Full Authority Meeting – Minutes  
November 21, 2018

4.1.2 Special Meeting of the Full Authority – Minutes  
November 28, 2018

4.1.3 NPCA Advisory Committee – Minutes  
November 29, 2018

4.1.4 Special Meeting of the Full Authority – Minutes  
December 3, 2018

4.1.5 Special Meeting of the Full Authority – Minutes  
January 7, 2019

4.1.6 60<sup>th</sup> Annual General Meeting of the Full Authority – Minutes  
January 16, 2019

Resolution No. FA-36-19

Moved by Member Johnson

Seconded by Member Kaspersetz

Member Zalepa noted that the minutes from the January 7, 2019 Special Meeting of the Full Authority Board should be amended to reflect the changes noted in Business Arising from Closed Session - Item 6.3, resolution FA 20-19 motion to include the amended resolution *that the board would like information on all contracts, hires, obligations, promotions, changes to organizational structure and be provided in a confidential memo.*

1. That the Full Authority Board minutes of the meeting held on

November 21, 2018 **BE RECEIVED** for information.

2. That the Special Meeting of the Full Authority Board minutes of the meetings held on November 28, 2018; December 3, 2018 **BE RECEIVED** for information.
3. That the NPCA Advisory Committee minutes of the meeting held on November 29, 2018 **BE RECEIVED** for information.
4. That the 60<sup>th</sup> Annual General Meeting of the Full Authority Board minutes of the meeting held on January 16, 2019 **BE APPROVED** as presented.
5. That the Special Meeting of the Full Authority Board minutes of meeting held on January 7, 2019, **BE APPROVED** as presented.

**CARRIED**

4.2 Business Arising from Minutes

No business arising from minutes

4.3 Correspondence

There were no items of correspondence.

4.4 Chairman's Remarks

The Chair noted that he's only been the Chair for two weeks and he's excited for the new initiatives to provide a stable and well-functioning Conservation Authority. He remarked that he appreciates the trust and responsibility that has been placed on him. The changes and challenges will take time and he is pleased with the progress at this time.

4.5 Chief Administrative Officer Comments

None.

## 5. BUSINESS FOR INFORMATION

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Resolution No. FA-37-19  
Moved by Member Steele  
Seconded by Member Whalen

That the following items **BE RECEIVED** for information:

- 5.1 Communications & Administration Q4 (2018) Status Report  
Report No. 02-19
- 5.2 Corporate Resources Q4 (2018) Status Report  
Report No. 03-19
- 5.3 Watershed Management Q4 (2018) Status Report  
Report No. 04-19
- 5.4 Niagara Region Tree and Forest Conservation By-law Q4 (2018) Status Report  
Report No. 05-19
- 5.5 Board Member Per Diem & Honourarium- Annual Report (2018)  
Report No. 06-19
- 5.6 Auditor General Recommendation Implementation Update  
Report No. 07-19

**CARRIED**

Resolution No. FA-38-19

Moved by Member Zalepa

Seconded by Member Shirton

1. Staff provide details as per Report 07-19 OPS10 regarding reporting structure changes, and;
2. Provide details as per OPS 20.2 regarding changes made to procurement policies to the Board and Governance Committee prior to next meeting.

**CARRIED**

Staff Direction(s)

1. Provide members with per diem policy information before next meeting
2. That a summary be provided to the Board and Member Zalepa regarding tree removal in Niagara-on-the-Lake.

## 6. BUSINESS FOR CONSIDERATION

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- 6.1 Annual Bank Borrowing Resolution (2019)  
Report No. 08-19

Resolution No. FA-39-19

Moved by Member Beattie

Seconded by Member Zalepa

WHEREAS Section 3(5) of The Conservation Authorities Act authorizes Conservation Authorities to borrow such monies as may be required until the payment of any grants and levies; and

WHEREAS the Niagara Peninsula Conservation Authority deems it appropriate to borrow such sums, with the total borrowed amount not to exceed \$800,000 at any one time in the year of 2019 to meet approved administration, maintenance and capital expenditures;

NOW THEREFORE BE IT RESOLVED that the Niagara Peninsula Conservation Authority BE AUTHORIZED to borrow from time to time from a Financial Institution by way of an overdraft agreement executed and signed by the Chair and the Secretary-Treasurer of the Niagara Peninsula Conservation Authority, with the total amount not exceeding \$800,000 at any one time in 2019 to meet approved administration, maintenance and capital expenditures.

**CARRIED**

6.2 2019 NPCA Board Meeting Schedule  
Report No. 09-19

Resolution No. FA-40-19

Moved by Member Johnson

Seconded by Member Shirton

1. That Report No. 09-19 respecting NPCA Full Authority Board DRAFT 2019 Meeting Schedule BE APPROVED;

2. That the Clerk BE DIRECTED to ensure that the approved 2019 Meeting Schedule is posted on the Niagara Peninsula Conservation Authority website and appropriately communicated to participating municipalities and area municipalities.

**CARRIED**

## 7. BUSINESS – IN CAMERA

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### 7.1 Motion to move in to Closed Session:

That the Niagara Peninsula Conservation Full Authority Board meeting **DO NOW MOVE** in to Closed Session for the purposes of receiving information of a confidential manner respecting:

Resolution No. FA-41-19

Moved by Member Clark

Seconded by Member Johnson

7.1.1 Matters respecting Labour relations, Human Resources, Employee Negotiations – Verbal Update;

7.1.2 Matters respecting Solicitor-Client Advice – Verbal Update.

7.1.3 Anonymous correspondence – identifiable individual as per 11.1.b of the NPCA Administrative by-law.

**CARRIED**

### 7.2 Motion to reconvene in Open Session:

Resolution No. FA-42-19

Moved by Member Zalepa

Seconded by Member Beattie

That the NPCA Full Authority meeting **RECONVENE** in Open Session.

**CARRIED**

### 7.3 Business Arising from Closed Session

Resolution No. FA-43-19

Moved by Member Steele

Seconded by Member Kaspersetz

That staff **PROCEED** as directed in closed session, and  
That the letter from the NPCA solicitor **REMAINS** confidential.

**CARRIED**

Resolution No. FA-44-19  
Moved by Member Zalepa  
Seconded by Member Clark

That an in-camera session be ADDED to the next regular Full Authority meeting 4747agenda for a Human Resources issue, and an update on all legal matters.

**CARRIED**

## 8. NOTICE OF MOTION

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Member Clark provided notice that at the next Full Authority Board meeting, he will be putting forth a motion that the Board retain independent labour relations counsel to provide advice and that no settlements be finalized unless brought before the Full Authority Board.

## 9. NEW BUSINESS

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No new business

## 10. ADJOURNMENT

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The Board Chair adjourned the meeting at 1:28 p.m.

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David Bylsma  
Board Chair  
Niagara Peninsula Conservation Authority

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Krystle Caputo  
Designated Clerk  
Niagara Peninsula Conservation Authority