

FULL AUTHORITY MEETING ON-LINE TELECONFERENCE

Thursday, December 17, 2020 9:45 A.M. (Immediately following the Source Protection Authority Meeting)

AGENDA

CALL TO ORDER - ROLL CALL

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. APPROVAL OF AGENDA
- 2. DECLARATIONS OF CONFLICT OF INTEREST
- 3. APPROVAL OF MINUTES
 - a) Minutes of the Full Authority meeting dated November 19, 2020 (For Approval)

Page #1

- b) Minutes of the Closed Session dated November 19, 2020 (To be provided under separate cover) (For Approval)
- 4. CORRESPONDENCE
- 5. PRESENTATIONS
 - a) PowerPoint Presentation by S. Miller, Senior Manager Water Resources, RE: November 15, 2020 Lake Erie Storm Surge Summary (For Receipt)

Page # 9

- b) <u>Bill 229 Budget Measures ACT- Schedule 6 Changes to CA Act: Overview of changes and next steps Presentation by. C. Sharma, C.A.O. (To be provided under separate cover) (For Receipt)</u>
- 6. **DELEGATIONS**
- 7. CONSENT ITEMS
 - a) Report No. FA-62-20 RE: NPCA's Role in the Joint Agency Review Team (JART) Process related to Mineral Aggregate Applications (For Information)

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b) Report No. FA-64-20 RE: Niagara River Riparian Buffers Project Contribution Agreement (For Information)

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	c)		t No. FA-65-20 RE: 2020 Restoration Program Highlights, Evaluation es and 2019 Project Monitoring (For Information)	
	d)	Repor	t No. FA-70-20 RE: 2020 Virtual Thanksgiving Festival Update (For	Page # 34
	/		nation)	Page # 37
8.		DISCUSSION ITEMS		
	a)		t No. FA-72-20 RE: Development Application Tracking System act Award – CityView (For Approval)	Page # 59
	b)		t No. FA-69-20 RE: Parks and Campsites Reservation System act Award – Camis Inc. (For Approval)	Page # 62
	c)	Report No. FA-71-20 RE: Virgil Dams National Disaster Mitigation Program Application (For Approval)		·
	d)		t No. FA-66-20 RE: NPCA Planning Policy Update and Procedural al (For Approval)	Page # 65
	e)		t No. FA-57-20 RE: NPCA Public Advisory Committee-New Member of the International Appendix 1 circulated under separate cover) (For val)	Page # 70 Page # 74
9.		COM		
	9.1	FINANCE COMMITTEE		
		9.1.1	Minutes of the Finance Committee Meeting dated September 17, 2020 (For Receipt)	Page # 77
		9.1.2	Report No. FA-67-20 RE: (Draft) Reserves Policy (For Approval)	Page # 80
		9.1.3	Report No. FA-68-20 RE: (Draft) Tangible Capital Assets Policy (For Approval)	Dogo # 02
	9.2	PUBLIC ADVISORY COMMITTEE		Page # 93
		9.2.1	Minutes of the Public Advisory Committee Meeting dated November 26, 2020 (For Receipt)	Page # 110
		9.2.2	Minutes of the Watershed Floodplain Advisory Sub-Committee dated November 26, 2020 (For Receipt)	
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- 10. NOTICES OF MOTION
- 11. NEW BUSINESS
- 11.1 Verbal Update from the C.A.O.
- 12. CLOSED SESSION (IF REQUIRED)
- 13. ADJOURNMENT



FULL AUTHORITY ONLINE TELECONFERENCE MEETING MINUTES

Thursday, November 19, 2020 9:00 a.m.

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

MEMBERS PRESENT: B. Johnson (Chair)

S. Beattie R. Brady D. Bylsma

B. Clark (attended 9:37 a.m.; departed 12:31 p.m.)

D. Cridland L. Feor R. Foster J. Hellinga J. Ingrao K. Kawall

B. Mackenzie (departed 12:47 p.m.)

W. Rapley

R. Shirton (attended 9:13 a.m.)
E. Smith (attended 9:29 a.m.)
M. Woodhouse (attended 9:37 a.m.)

B. Wright

MEMBERS ABSENT: D. Coon-Petersen

D. Huson J. Metcalfe B. Steele

STAFF PRESENT: C. Sharma, C.A.O. / Secretary – Treasurer

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

R. Bisson, Manager, Communications and Public Relations A. Christie, Director, Operations and Strategic Initiatives

J. Culp, Supervisor, Permits and Compliance

D. Deluce, Senior Manager, Planning and Regulations

M. Ferrusi, Manager, Human Resources L. Gagnon, Director, Corporate Services N. Green Project Manager, Strategic Plan

D. MacKenzie, Director, Watershed Management S. Miller, Senior Manager, Water Resources E. Navarro, Communications Specialist

G. Shaule, Administrative Assistant

G. Verkade, Senior Manager, Integrated Watershed Planning and Information Management

OTHERS: S. Craig, Municipal Integrity Commissioner

The Chair called the meeting to order at 9:06 a.m.

1. APPROVAL OF AGENDA

Resolution No. FA-149-2020 Moved by Board Member Beattie Seconded by Board Member Brady

THAT the Full Authority Agenda dated November 19, 2020 **BE APPROVED**.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

3. CLOSED SESSION

<u>For the Purpose of Educating or Training the Members – Presentation by S. Craig Municipal Integrity Commissioner</u>

Resolution No. FA-150-2020

Moved by Board Member Bylsma Seconded by Board Member Brady

THAT the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **CONVENE** in closed session at 9:11 a.m. in accordance with Section 8.6 of the NPCA Administrative By-law which states:

"A meeting of the Board may be closed to the public if the following conditions are both satisfied:

The meeting is held for the purpose of educating or training the Members; At the meeting, no Member discusses or otherwise deals with any matter that materially advances the business or decision making of the Board."

CARRIED

Resolution No. FA-151-2020

Moved by Board Member Clark
Seconded by Board Member Foster

THAT the proceedings **RECONVENE** in open session at 11:03 a.m.

CARRIED

Upon reconvening in open session, Chair Johnson called a recess until 11:14 at which time Vice-Chair Mackenzie presided over the following items of business.

4. APPROVAL OF MINUTES

a) Minutes of the Full Authority meeting dated October 22, 2020

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Resolution No. FA-152-2020
Moved by Board Member Brady
Seconded by Board Member Beatty

THAT the minutes of the Full Authority meeting dated October 22, 2020 following meetings of the Niagara Peninsula Conservation Authority **BE ADOPTED**.

CARRIED

5. CORRESPONDENCE

None.

6. PRESENTATIONS

None.

7. DELEGATIONS

None.

8. CONSENT ITEMS

a) Federal 2021 Pre-Budget Submission Recommendations for Investments for Economic Recovery August 4, 2020

Resolution No. FA-153-2020 Moved by Board Member Brady Seconded by Board Member Bylsma

THAT the documentation from Conservation Ontario dated August 4, 2020 entitled Federal 2021 Pre-Budget Submission Recommendations for Investments for Economic Recovery **BE RECEIVED**.

CARRIED

9. DISCUSSION ITEMS

 a) Report No. FA-60-20 RE: 2021 Conservation Area Rates - Chair Johnson assumed the chair as Adam Christie, Director, Operations and Strategic Initiatives presented the report. Member Clark spoke against the motion.

Resolution No. FA-154-2020 Moved by Board Member Foster Seconded by Board Member Ingrao

- 1. **THAT** Report No. FA-60-20 regarding the 2021 Conservation Area Rates **BE RECEIVED**.
- 2. **AND THAT** the 2021 Conservation Area Rates outlined in Appendix 1 of Report No. FA-60-20 **BE APPROVED**.

CARRIED

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b) <u>Bill 229 Proposed Amendments to the Conservation Authorities Act</u> - Report No. FA-63-2020 RE: Bill 229 Proposed Amendments to the Conservation Authorities Act was presented at the meeting in relation to this matter. CAO Chandra Sharma spoke to the report and updated the proceedings on the status of the bill. The Chair and Vice Chair spoke on their recent meetings with MPP's and Member of the Board posed questions. Discussion ensued.

Resolution No. FA-155-2020
Moved by Board Member Hellinga
Seconded by Board Member Kawall

WHEREAS Bill 229, Protect, Support and Recover from COVID 19 Act -Schedule 6 – Conservation Authorities Act introduces changes and new sections that could significantly impact conservation authorities' mandate of watershed-based natural resource management; alter good governance standards recommend by Ontario's Auditor General; and weaken NPCA's ability to serve its municipal partners and communities in the protection from natural hazards and conserving natural resources through its planning, permitting and enforcement activities;

WHEREAS the proposed amendments have the potential to add significant delays in the planning and permitting process, add costs for all parties involved, and ultimately have the potential for significant impacts on Province's ability to provide flooding and natural hazards management contrary to the Special Advisor's Report on Flooding and Ontario's Flooding Strategy;

WHEREAS NPCA has already made significant investments to establish a very high standard of governance, transparency, accountability and progressive enforcement based on the Ontario Auditor General's recommendations and streamlining our permitting and land use planning reviews through Conservation Ontario's Client Service and Streamlining Initiative;

WHEREAS NPCA and other Conservation Authorities take pride in being a science-based community-focused delivery partner to the Province and municipalities for over seven decades in supporting sustainable growth and green economy for the future of Ontario's taxpayers;

THEREFORE, BE IT RESOLVED:

- 1. **THAT** the NPCA Board of Directors **REQUESTS** the Government of Ontario to remove the proposed Schedule 6 from Bill 229 and continue to work with conservation authorities on regulations proposed under previous Bill 108 to achieve desired improvements in the planning process.
- AND FURTHER THAT the attached draft letter BE FINALIZED for signature by the Chair and Vice Chair and BE SENT to the Premier, Minister of Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Minister of Finance, the Auditor General; partner municipalities, and Conservation Ontario.

CARRIED

10. COMMITTEE ITEMS

10.1 GOVERNANCE COMMITTEE

10.1.1 Minutes of the Governance Committee Meeting dated November 5, 2020

Resolution No. FA-156-2020
Moved by Board Member Foster
Seconded by Board Member Mackenzie

THAT the minutes of the Governance Committee meeting dated November 5, 2020 **BE RECEIVED**.

CARRIED

10.1.2 <u>Report No. FA 61-20 RE: C.A.O. Evaluation Process</u> - Both Human Resources Manager Misti Ferrusi and Governance Committee Chair R. Foster spoke to the report.

Resolution No. FA-157-2020 Moved by Board Member Foster Seconded by Board Member Rapley

- 1. **THAT** Report No. FA-61-20 RE: CAO Evaluation Process **BE RECEIVED** and **APPROVED**.
- 2. **AND THAT** an annual CAO evaluation process **BE DEPLOYED** starting in December 2020.

CARRIED

10.2 STRATEGIC PLANNING COMMITTEE

10.2.1 Minutes of the Strategic Planning Committee Meeting dated November 3, 2020

Resolution No. FA-158-2020
Moved by Board Member Kawall
Seconded by Board Member Shirton

THAT the minutes of the Strategic Planning Committee meeting dated November 3, 2020 **BE RECEIVED**.

CARRIED

10.3 FINANCE COMMITTEE

10.3.1 Minutes of the Finance Committee Meeting dated October 29, 2020

Resolution No. FA-159-2020 Moved by Board Member Smith Seconded by Board Member Woodhouse

THAT the minutes of the Finance Committee meeting dated October 29, 2020, 2020 **BE RECEIVED**.

CARRIED

10.3.2 Report No. FA-58-20 RE: Financial Report – Q3 – 2020 – Lise Gagnon, Director of Corporate Services presented. Finance Committee Chair Kawall provided additional comment and discussion ensued.

Resolution No. FA-160-2020
Moved by Board Member Kawall
Seconded by Board Member Bylsma

THAT the recommendations in Report No. FA-58-20 **BE PRESENTED** to the Board with the second provision amended to read:

"AND THAT the Board of Directors APPROVE reallocating \$534,000 of NPCA self-generated surplus to critical capital projects."

CARRIED

Resolution No. FA-161-2020
Moved by Board Member Wright
Seconded by Board Member Rapley

- 1. **THAT** Report FA-58-20 RE: Financial Report Q3 2020 **BE RECEIVED** for information.
- 2. **AND THAT** the Board of Directors **APPROVE** reallocating \$534,000 of NPCA self-generated surplus to critical capital projects.

Recorded Vote:	Yea	Nay
Brenda Johnson (Chair)	X	
Stewart Beattie		X
Rick Brady		X
Dave Bylsma	X	
Brad Clark		X
Deborah Coon-Petersen		
Donna Cridland	X	
Leah Feor	X	
Rob Foster		X
Jack Hellinga	X	
Diana Huson		
John Ingrao	X	
Ken Kawall		X
Bruce Mackenzie (Vice Chair)		X
John Metcalfe		
Bill Rapley	X	
Rob Shirton	X	
Ed Smith		X
Bill Steele		
Mal Woodhouse	X	
Brian Wright	X	

CARRIED (10-7)

10.3.3 Report No. FA-59-20 RE: 2021 Draft Operating and Capital Budgets – Ms. Gagnon presented via PowerPoint. Committee Chair Kawall offered further comment. Discussion ensued.

Resolution No. FA-162-2020 Moved by Board Member Kawall Seconded by Board Member Hellinga

THAT the recommendations in Report No. FA-59-20 **BE PRESENTED** to the Board for deliberation with the amendment of an added provision amended to read:

"THAT Staff INCLUDE a request in 2021 budget discussions with the Regional Municipality of Niagara for a contribution of \$500,000 to replenish capital reserves."

CARRIED

Resolution No. FA-163-2020
Moved by Board Member Kawall
Seconded by Board Member Bylsma

- 1. **THAT** Report No. FA-59-20 RE: 2021 Draft Operating and Capital Budgets **BE RECEIVED**.
- 2. **THAT** Report No. A&BC-11-20 RE: 2021 Draft Operating and Capital Budgets **BE APPROVED** for discussion with participating municipal staff, in accordance with Board approved Budget Assumptions.
- 3. **THAT** Staff **INCLUDE** a request in 2021 budget discussions with the Regional Municipality of Niagara for a contribution of \$500,000 to replenish capital reserves.
- 4. **THAT** Staff continue to discuss the possibility of reinstating the Land Acquisition Reserve contributions with municipal funding partners.
- 5. **THAT** the list of 2021 unfunded pressures **BE PROVIDED** to partner municipalities for any future opportunities outside the 2021 budget through collaborative projects or external funding.
- 6. **THAT** NPCA staff **REPORT** the results of discussions with participating municipal staff to the 2021 Q1 Finance Committee meeting.

CARRIED

11. NOTICES OF MOTION

None.

12. NEW BUSINESS

- **11.1 VERBAL UPDATE FROM THE C.A.O.** The C.A.O. provided a brief update on the past month's activities and sought questions from the Board.
- 11.2 VERBAL UPDATE RE: NIAGARA PENINSULA CONSERVATION FOUNDATION BY MEMBER FOSTER Member Foster updated the Board on the Foundation's activities including appointment of a new Director and completion of the Memorandum of Understanding with the NPCA. He requested that Board Members consider the NPCF in their annual charity donations and thanked the Board Chair for her contributions.

13. ADJOURNMENT

Resolution No. FA-164-2020 Moved by Member Hellinga Seconded by Member Brady

THAT the Full Authority Meeting **BE ADJOURNED** at 12:59 p.m.

CARRIED

Brenda Johnson Chair Niagara Peninsula Conservation Authority Chandra Sharma
Chief Administrative Officer / Secretary Treasurer
Niagara Peninsula Conservation Authority



November 15, 2020 Lake Erie Storm Surge Summary

December 17, 2020

Steve Miller, P.Eng.

Senior Manager, Water Resources

What Happened on Nov. 15, 2020...

The Lake Erie water level at the beginning of the storm event was approximately 64cm (25 inches) above the average lake level for this time of year.

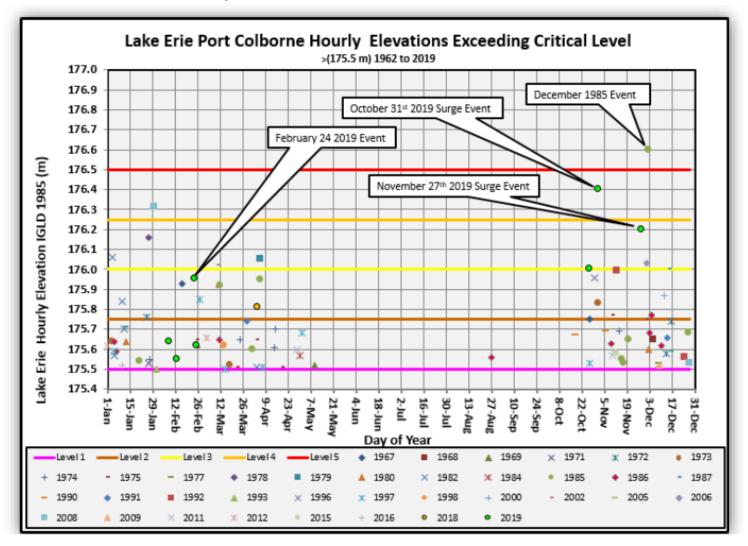
Saturday, November 14 @ 1:00pm – NPCA issued a **Flood Watch** advising that strong southwest winds would occur on Sunday resulting in a large lake surge event of approximately 1.8m (5.9 feet) with significant wave action.

Sunday, November 15 @ 10:00am – NPCA issued an upgraded **Flood Warning** as Lake Erie was predicted to surge by 1.98m (6.5 feet) peaking at 7:00pm that evening with waves over 2.0m high.

Around 7:00pm, the lake's maximum surge at Port Colborne was **176.54m** and at Fort Erie was **176.85m** (a 7.2 foot surge) with waves over 2.0m high. For context, the Lake Erie water level at Port Colborne during the 2019 Halloween storm peaked at **176.4m**.

Historic Surges at Port Colborne Gauge

November 15, 2020 – Water levels were 176.54m



IMPACTS - FLOODING



North Shore Drive, Lowbanks

IMPACTS - FLOODING



H.H. Knoll Park, Port Colborne



Point Abino Road, Fort Erie

IMPACTS – PROPERTY DAMAGE



Sherkston Shores, Port Colborne



IMPACTS – COBBLES

Crystal Beach Waterfront Park, Fort Erie



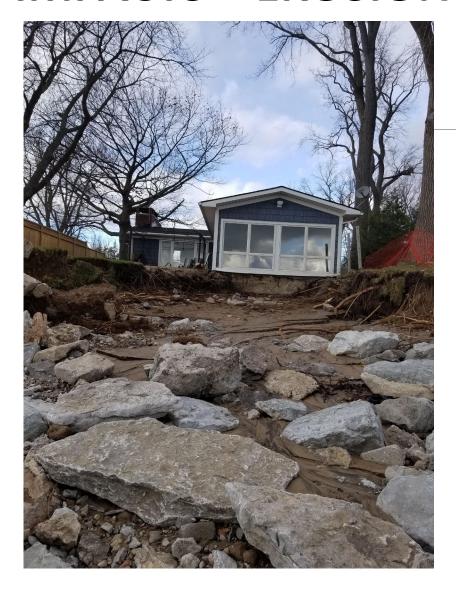
Lowbanks Cemetery, Haldimand

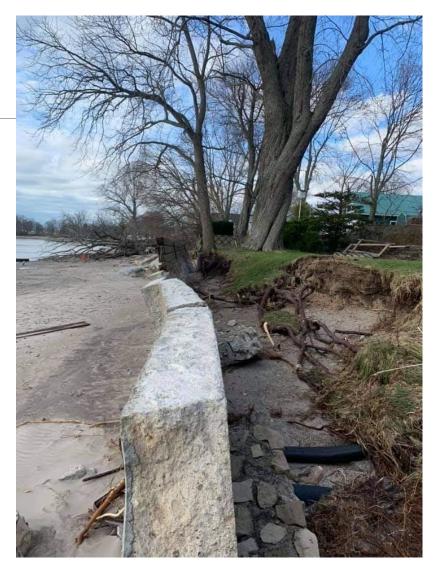




Beach Road East, Wainfleet

IMPACTS – EROSION





IMPACTS – EROSION



IMPACTS – EROSION



IMPACTS – DYNAMIC BEACH



Casey Drain, Wainfleet – Before the Storm

Casey Drain, Wainfleet – After the Storm



IMPACTS - DYNAMIC BEACH







Report To: Board of Directors

Subject: NPCA's Role in the Joint Agency Review Team (JART) Process related

to Mineral Aggregate Applications

Report No: FA-62-20

Date: December 17, 2020

Recommendation:

THAT Report No. FA-62-20 RE: Joint Agency Review Team (JART) Process and associated NPCA role **BE RECEIVED**.

Purpose:

The purpose of the report is to provide the Board with an overview and background of NPCA's role in the Joint Agency Review Team (JART) and the streamline review of Mineral Aggregate Applications.

Background:

The JART is a team of professional staff from the public agencies responsible for coordinating the technical review of matters related to the processing of a mineral aggregate operation application. Given the large amount of studies and information circulated to agencies during the process, it is a best practice to establish a JART comprised of staff from the Region of Niagara, local municipality and the NPCA. A multi-partner Memorandum of Understanding is executed to facilitate this process.

The purpose of JART is to have a sharing of information, resources, and expertise so that the application and the associated studies are reviewed in a streamlined and coordinated manner. Staff from interested provincial ministries would be engaged through the JART process as well. The JART does not make a recommendation on the application, rather the JART works to:

- ensure that the required range of studies and work is completed by the applicant;
- ensure that the studies are sufficient in terms of their technical content;
- review of the studies and work of the applicant either by technical staff or by peer
- reviewers:
- ensure a coordinated public and stakeholder consultation and engagement
- process; and
- prepare a technical JART report on the application once all reviews are complete.

The report is then used independently by staff at each agency as the technical basis to develop a recommendation report, which is then considered by the decision-makers at each individual agency.

The approval process for an aggregate operation has a Planning Act (PA) component and an ARA component. The PA component deals with the question of land use – are the lands in question designated in the local and upper tier Official Plans and zoned correctly in the local municipal Zoning By-law for a quarry. Once the land use question is determined, the approval of the Site Plan (shows details of where extraction is to occur, phasing of extraction and details rehabilitation) is handled by the Ministry of Natural Resources and Forestry (MNRF) through the License/Permit process under the ARA. During the License/Permit process, the municipality and NPCA are circulated as commenting agencies.

Discussion:

It is important to note that the NPCA is a commenting agency for approvals of ARA applications. Subsection 28(12) of the Conservation Authorities Act exempts activities approved under the ARA. This means that the NPCA cannot require an aggregate operator to obtain a Permit for works in a Regulated Area.

NPCA staff work alongside our peers at the Region and lower tier municipalities to ensure the appropriate information is provided by the applicants with the application submissions and municipal partners are supported with NPCA's technical review. The NPCA has executed MOU's with our partner municipalities to support this review process.

At present, The NPCA has been involved in preliminary work for two upcoming ARA applications. The first is for Upper's Quarry in Niagara Falls, which will be a new quarry south of the existing Walker's Quarry. The second is for an expansion of the existing Port Colborne Quarry (PCQ) in Port Colborne. It is anticipated that the applications will be submitted in the near future as both proponents are working to finalize their application packages.

There are no financial implications stemming from this report.

Links to Policy/Strategic Plan:

NPCA involvement with the JART for these applications ensures the NPCA's Planning Policies are considered and addressed.

Related Reports and Appendices:

Appendix 1 – Proposed Upper's Quarry Lands

Appendix 2 – Proposed PCQ Expansion Lands

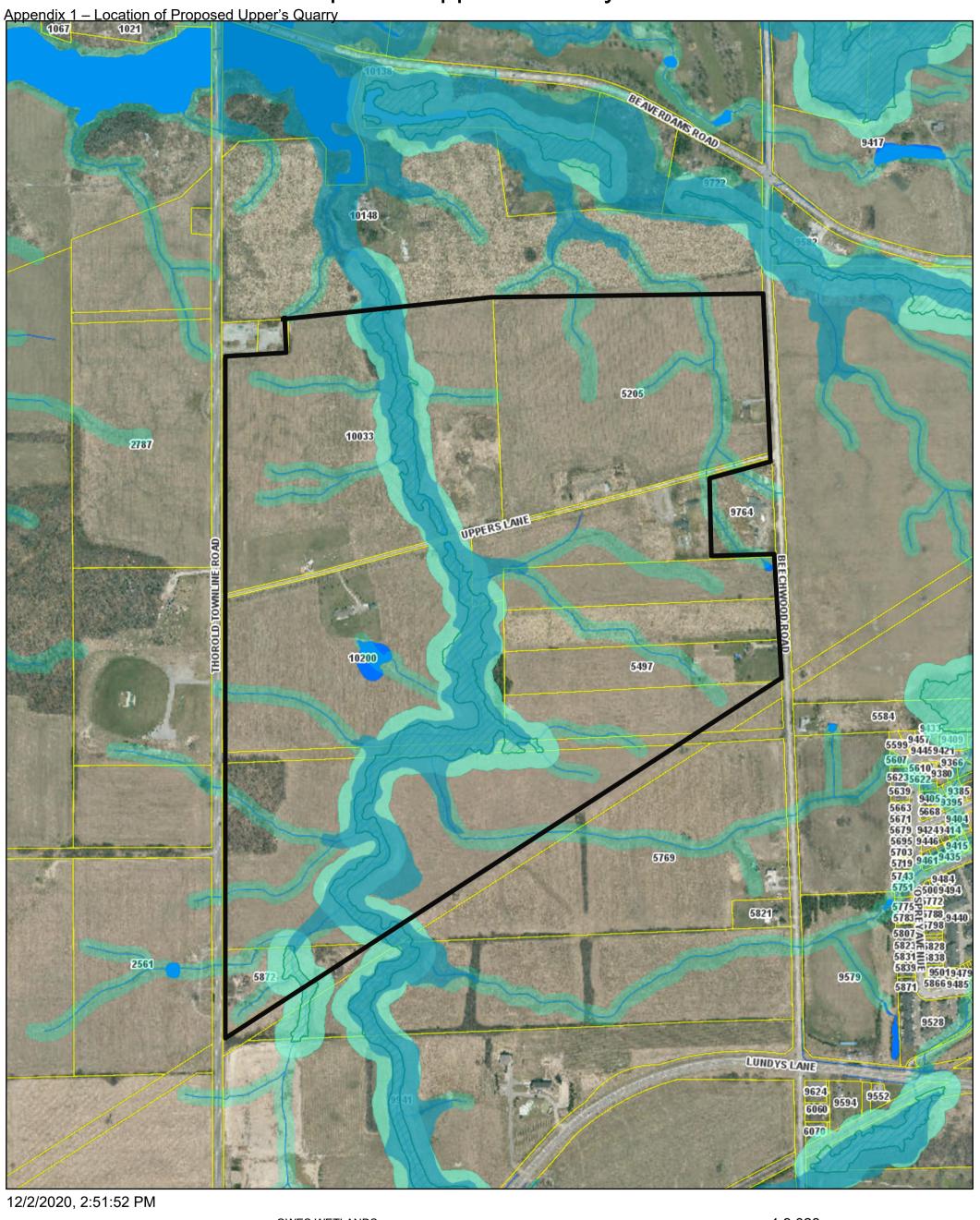
Authored by:

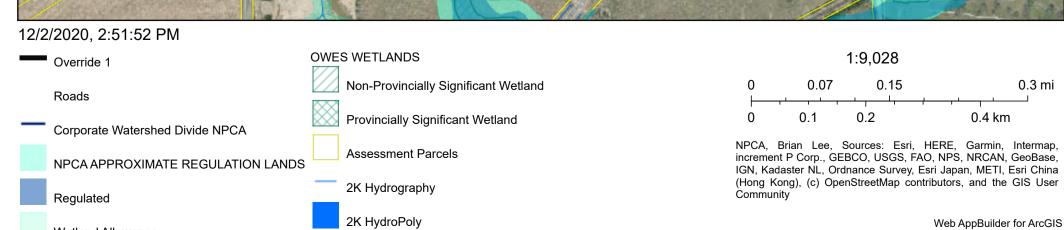
Original Signed by:

David Deluce, MCIP, RPP Senior Manager, Planning & Regulations

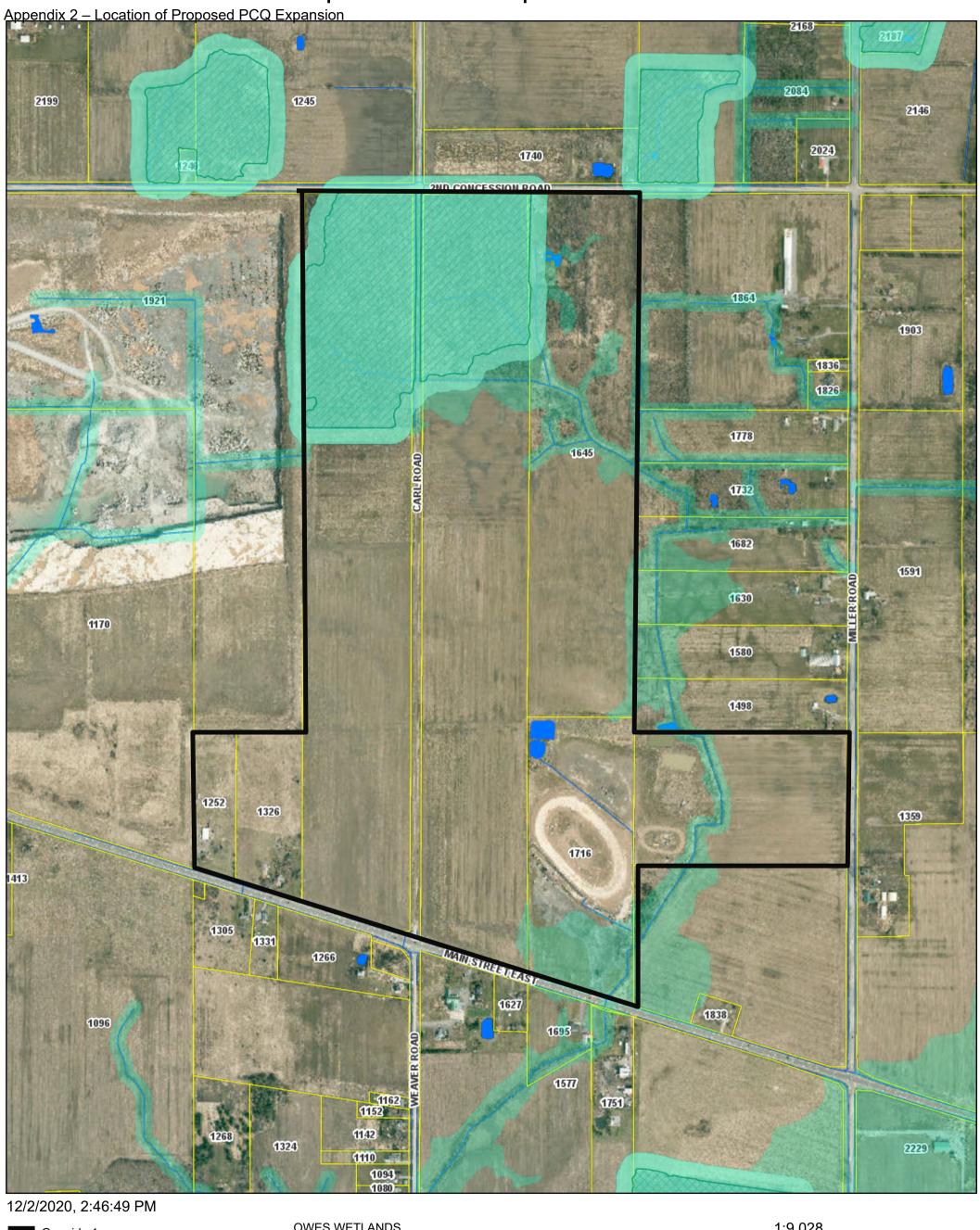
Reviewed by:
Original Signed by:
Darren MacKenzie, C.Tech., rcsi Director, Watershed Management
Submitted by:
Original Signed by:
Chandra Sharma, MCIP, RPP Chief Administrative Officer/Secretary-Treasurer

Proposed Upper's Quarry Lands





Proposed PCQ Expansion Lands





0.3 mi



Report To: Board of Directors

Subject: Niagara River Riparian Buffers Project Contribution Agreement

Report No: FA-64-20

Date: December 17, 2020

Recommendation:

THAT Report No. FA-64-20 RE: Niagara River Riparian Buffers Project Contribution Agreement **BE RECEIVED** for information.

Purpose:

The purpose of this report is to inform the Board of Directors about the recent execution (November 17th, 2020) of a new Contribution Agreement with Environment and Climate Change Canada to support the installation of riparian buffers along priority areas on the Canadian side of the Niagara River in partnership with the Niagara Parks Commission.

Background:

The majority of the Niagara River's Canadian 58 km shoreline is managed by the Niagara Parks Commission. The Niagara Parks Commission's mandate is to preserve and promote the natural and cultural heritage along the Niagara River corridor. The NPCA has been working with the Niagara Parks Commission (and other local partners) to implement the Niagara River Remedial Action Plan (RAP)—a program that is coordinated by NPCA staff with separate financial support from the federal and provincial government.

The new contribution agreement with Environment and Climate Change Canada for the 'Building Riparian Buffers' project is aimed at improving shoreline habitat along the publicly-managed lands of the Niagara River by creating, restoring and expanding 10 km of riparian buffer through planting of native vegetation and naturalizing the shoreline. The funding is provided through the Great Lakes Protection Initiative (Canada.ca/great-lakes-protection) as part of Canada's commitment to restore local Areas of Concern (e.g., Niagara River) project. The project will be completed in partnership with the Niagara Parks Commission.

Discussion:

Riparian habitat refers to the lands adjacent to streams and rivers. It is the interface between aquatic and terrestrial ecosystems. This transition area provides various benefits including serving as habitat for wildlife (e.g., birds, amphibians, reptiles), mitigating erosion, and functioning as a buffer to improve the water quality of runoff. Past practices along the Niagara River (i.e., urbanization, cutting

trees or mowing to the edge of the river) have resulted in erosion, poor slope stability, and have encouraged the establishment of invasive plant species. Subsequent shoreline hardening to mitigate these effects ultimately results in the loss of important shoreline habitat for various species such as insects, birds and amphibians.

While it is estimated that approximately 75% of the entire Canadian side of the Niagara River shoreline is vegetated, the width of the riparian buffer in several areas of the Upper Niagara River is limited.

Creating riparian buffers along the Canadian side of the Niagara River is critical to the success of the Niagara River Remedial Action Plan (RAP). The implementation of this project directly addresses two of the criteria related to the Loss of Fish and Wildlife Habitat beneficial use impairment in the Niagara River. Furthermore, the project was recently identified as a remaining remedial action required to achieve habitat goals and delist the Niagara River Area of Concern.

There are numerous ecological benefits gained through this project: additional wildlife habitat, improved water quality, added shade and food (for insects, fish and wildlife), and mitigation of soil erosion and flooding. In addition, this new collaborative project will continue to build upon and strengthen the NPCA's relationship with the Niagara Parks Commission toward improving the Niagara River's water quality and ecosystem health.

Financial Implications

The NPCA will receive \$100,000 over two years (2020-2022) to implement the project. The NPCA's role as the recipient of the contribution agreement is to provide project management services (e.g., financial management, outreach, and grant reporting) in alignment with the Niagara River RAP. Niagara Parks Commission has confirmed their supportive role in this project by implementing the key project activities through in-kind support (i.e., on-site technical expertise, site prep, plantings, use of equipment and communication/outreach) in the amount of \$70,000.

Links to Strategic Plan:

This project will support the goals of the Niagara River (Ontario) Remedial Action Plan which is currently hosted and coordinated by the NPCA through separate agreements with the federal and provincial governments.

This project will also support the objectives of the NPCA's Restoration Program to encourage and support a robust local ecological restoration community of practice and align efforts towards system wide ecological objectives for the entire Niagara Peninsula Watershed.

Related Reports and Appendices:

Appendix 1 - Letter of support from Niagara Parks Commission

Appendix 2 - Letter from Environment Canada confirming agreement

Authored by:
Original Signed by:
Natalie Green, Project Manager
Reviewed by:
Original Signed by:
Geoff Verkade, Senior Manager Integrated Watershed Planning and Information Management
Reviewed by:
Original Signed by:
Lise Gagnon, Director Corporate Services
Submitted by:
Original Signed by:
Chandra Sharma, MCIP, RPP

Chief Administrative Officer/Secretary-Treasurer



September 11, 2020

Chandra Sharma, CAO/Secretary-Treasurer Niagara Peninsula Conservation Authority (NPCA) 250 Thorold Road West, 3rd Floor Welland, ON L3C 3W2

Dear Ms. Sharma:

Re: Great Lakes Protection Initiative – Building Buffers on the Niagara River Area of Concern

The Niagara Parks Commission (NPC) is extremely pleased to work with the Niagara Peninsula Conservation Authority (NPCA) to implement the Building Buffers on the Niagara River Area of Concern Project. As an agency of the Province of Ontario established in 1885, NPC's mandate is to preserve and promote the natural and cultural heritage along the Niagara River corridor. Stewardship and sustainable management of its lands have been key components to the mandate of NPC since its inception. NPC has been fortunate to work with the NPCA implementing numerous restoration and educational initiatives to support the Niagara River Remedial Action Plan (RAP). This new collaborative opportunity will strengthen our ongoing partnership, and fulfillment of both organizations' mandates.

The goals of the riparian buffers project, which includes the restoration and expansion of up to 10km of Niagara River shoreline, is critical to the sustainable management of the Niagara River as a natural resource. A naturally resilient shoreline will enable NPC to mitigate shoreline erosion and flooding, provide recreational opportunities, improve water quality, and addresses the *Loss of Fish and Wildlife* beneficial use impairment targets of the Niagara River RAP.

Over the next two years, NPC will provide \$70,000 of in-kind support (annually) toward the riparian buffers project. In-kind support will include staff labour for site preparations and planting, on-site project management by a staff ecologist, communication and outreach support, and use of equipment. NPCA will receive and administer grant funding including any required reporting with supporting documentation provided by NPC.

In closing, NPC fully supports this project and very much looks forward to closely collaborating with the NPCA with its implementation.



If you should have any further questions, please do not hesitate to contact me at 905-356-2241 ext. 2238 or Corey Burant, Project Manager of Forest Health, at 905-295-4396, ext. 3262 or cburant@niagaraparks.com.

Sincerely,

David Adames

Chief Executive Officer

cc. Corey Burant (Niagara Parks), Steve Barnhardt (Niagara Parks), Geoff Verkade (NPCA), Lise Gagnon (NPCA), Natalie Green (NPCA), Mark Chambers (ECCC) Natalie Green Niagara Peninsula Conservation Authority 250 Thorold Road West, 3rd Floor Welland ON L3C 3W2

Dear Ms. Green:

I am pleased to inform you of the approval of funding for your organization's project "Building Buffers on the Niagara River Area of Concern." This funding has been approved for a total value of up to \$100,000, payable up until March 31, 2022.

Environment and Climate Change Canada seeks the highest level of environmental quality in order to enhance the well-being of Canadians. In this regard, one of our priorities is to protect, conserve and have a positive impact on the environment.

Please note that this offer of funding is conditional on the successful negotiation of the project details and the signature of a contribution agreement by your organization and Environment and Climate Change Canada. My officials will contact you to advise on the next steps and to work out the agreement details.

Specific administrative information associated with this contribution is enclosed.

I wish you every success in carrying out this important initiative for a healthy environment.

Sincerely,

Hilary Geller Assistant Deputy Minister, Strategic Policy Branch

Enclosure

ADMINISTRATIVE INFORMATION RELATED TO AN APPROVED CONTRIBUTION

It is important to note that no payments will be made by Environment and Climate Change Canada (ECCC) prior to the signature of the agreement by both parties. Furthermore, payments may be made only if your organization meets all of the terms and conditions set out in the agreement.

Expenditures made by your organization for the project after the date of this letter and before an agreement is signed may be considered for reimbursement by ECCC. However, only those expenditures described in an agreement will be considered for reimbursement by ECCC.



Report To: Board of Directors

Subject: 2020 Restoration Program Highlights

Report No: FA 65-20

Date: December 17, 2020

Recommendation:

THAT Report No. FA-65-20 RE: 2020 Restoration Program Highlights **BE RECEIVED**.

Purpose:

The purpose of this report is to provide the Board of Directors with information regarding activities of the Restoration Program in 2020.

Background:

The Restoration Program had a successful inaugural year in 2019 completing twenty-five (25) projects in partnership with landowners across the watershed, including Ducks Unlimited Canada, Land Care Niagara, Haldimand Stewardship Council and Forests Ontario. The projects resulted in reforestation of 31.6 hectares, planting of 57,817 trees and 1,109 shrubs, restoration of 2.37 hectares of wetlands and enhancement of over 8000 square meters of riparian habitat.

In 2020, thirty-seven (37) projects were completed in partnership with landowners, Ducks Unlimited Canada, Land Care Niagara, Forests Ontario, Trout Unlimited Canada – Niagara Chapter, Friends of One Mile Creek, Friends of Walker's Creek, Friends of Malcolmson Eco-Park, City of St. Catharines and the Town of Niagara-on-the-Lake. The projects resulted in reforestation of 18.3 hectares, planting of 40,850 trees and 1,830 shrubs, restoration of 4.74 hectares of wetlands and the enhancement of over 13,075 square meters of riparian habitat. Additionally, five (5) Agricultural Best Management Practice projects were completed. In 2020, the Restoration Program also worked with the Community Engagement team to engage 101 community volunteers for more than 250 volunteer hours in completing projects, a value of \$3,750.

Due to extenuating circumstances, twenty-two (22) 2020 projects will be carried over to be completed in 2021.

An application intake date was set for November 9th, 2020 for the 3rd year of the Restoration Program and over 50 applications were received from watershed landowners and local partners. The overall number of applications received has doubled as compared to year one of the program in-take in 2019. These applications will be reviewed, evaluated, and brought forward to the staffled Restoration Program Review Committee in January 2021.

Potential projects are evaluated utilizing specific evaluation criteria for each project category, developed by the Restoration Program Review Committee. Projects that meet a minimum standard through the evaluation process are considered for funding. Projects are selected based on available budget and in comparison, to other eligible applications. Projects must have a direct environmental benefit to water quality, wildlife habitat and forest cover resulting in measurable results.

Preference is given to projects in Priority Areas for water quality improvement; forest cover and wetland habitat based on data and guidelines derived from the following documents:

- Annual NPCA Water Quality Reports, Niagara Peninsula Conservation Authority, 2007-2019.
- Nature for Niagara's Future Project; a Natural Heritage Systems Assessment; Niagara Peninsula Conservation Authority, 2011.
- How Much Habitat is Enough? 3rd Edition; Environment Canada, 2013.
- Southern Ontario Wetland Conversion Analysis, Final Report; Ducks Unlimited Canada, March

Discussion:

Consistent with the recommendations made by the Auditor General of Ontario, the Restoration Program established an objective evaluation process to direct funding towards projects that best achieve its goals utilizing the best available watershed science.

In early 2020, NPCA staff refined decision support mapping to update criteria used to help evaluate potential Restoration Program projects. Program evaluation matrices were updated to reflect the new information to allow for better prioritization of prospective projects. The resulting revisions were considered in consultation with the Restoration Program Review Committee to aid in identifying priority areas for water quality, forest cover and percentage of historical wetland extents on a subwatershed scale. In November 2020, these updates were presented to the NPCA Public Advisory Committee and received endorsement. The Restoration Program's evaluation system will continue to be refined through annual continuous improvements as new data and/or research becomes applicable.

Post Project Monitoring and Follow-up:

In the summer of 2020, staff visited projects completed in 2019, gathering qualitative monitoring data to gauge project success. Due to a dry 2020 growing season, in-fill plantings will take place for three (3) projects in the spring of 2021.

Preliminary research was undertaken in 2020 to determine appropriate monitoring methods for restoration projects. A formal monitoring protocol will continue to be researched and developed through 2021.

Future Expansion:

A Board approved initiative has been initiated in 2020 to look at program enhancement opportunities. The enhanced Watershed Restoration Program Design feasibility study will also gather further

insight from other conservation authorities with respect to restoration project monitoring approaches across Ontario.

Financial Implications:

There are no financial implications resulting from this report. Program budget for 2021 is allocated within the budget. Staff continue to investigate external funding opportunities to augment the reach and impact of NPCA's restoration efforts. In 2021 Ducks Unlimited will be approached to facilitate opportunity for investment in NPCA jurisdiction focused on recent provincial funding investments.

Related Reports and Appendices:		
None		
Authored by:		
Original signed by:		
Steve Gillis Restoration Specialist		
Reviewed by:		
Original signed by:		
Geoff Verkade Senior Manager, Integrated Watershed Planning Information Management		
Reviewed by:		
Original signed by:		
Lise Gagnon, CPA, CGA Director, Corporate Services		
Submitted by:		
Original signed by:		
Chandra Sharma, MCIP, RPP Chief Administrative Officer/Secretary-Treasurer		



Report To: Board of Directors

Subject: 2020 Virtual Thanksgiving Festival

Report No: FA-70-20

Date: December 17, 2020

Recommendation:

THAT Report No. FA-70-20 regarding the 2020 Virtual Thanksgiving Festival Review **BE RECEIVED**.

Purpose:

The purpose of this report is to provide the Board of Directors with a review of the 2020 Virtual Thanksgiving Festival.

Background:

The Ball's Falls Thanksgiving Festival is an annual event hosted by the Niagara Peninsula Conservation Authority at Ball's Falls Conservation Area in Lincoln, Ontario, over the course of the Thanksgiving weekend in October. This four-day festival has evolved over the 46 years that the event has been taking place. 2020 marks the 46th year that the NPCA has hosted the Annual Thanksgiving Festival. It is the NPCA's signature event and is considered a long-standing tradition within the Niagara Region. The event has been successful in attracting thousands of local Niagara guests, and visitors from across Ontario over the holiday weekend.

Over the past several years the Thanksgiving Festival has increased in popularity and has become a significant revenue generator for the NPCA. In 2019, the NPCA hosted the most successful Thanksgiving Festival in recent record, with over 30,000 visitors on site throughout the weekend, record admission sales with a 23% increase in visitation over the previous year. It was important to NPCA staff to maintain this momentum, while continuing to provide opportunities for Festival vendors and community engagement in 2020 through a modified and safe program.

The 2020 Thanksgiving Festival was modified dure to the Pandemic including:

 Integrated virtual storefront on the Thanksgiving Festival website, allowing customers to purchase from multiple vendor in one seamless purchase

- Thanksgiving weekend purchase pick-up and watershed-based delivery service
- Pre-registered heritage village and building tour over the Thanksgiving Weekend
- Online health screening for tour participants and NPCA staff and volunteers
- Seasonally decorated village with photo opportunities
- Active day-use at Ball's Falls through the Thanksgiving weekend

Discussion:

Following Board approval in July 2020, Thanksgiving Festival vendors were notified that the Thanksgiving Festival would be transitioning to a virtual store, and staff initiated the virtual store with Local Line. A total of 72 vendors participated in the Virtual Store component of the Festival, where over 3,000 unique items were listed for sale. The Festival website was updated to embed the virtual store, add new features such as the Festival blog, and incorporate the Heritage Tour registration form.

On September 12, the virtual store opened with great success, and tour tickets opened to the public for advanced registration. The virtual store closed on Wednesday, October 7 to allow NPCA staff and vendors to organize purchases and logistics for the weekend. On Thursday, October 8 vendors arrived at Ball's Falls to deliver their sold items, and NPCA staff worked to organize all purchases by customer and delivery/pick up date. From Friday – Monday of the Thanksgiving weekend, customers arrived at the Centre for Conservation at pre-registered timeslots to pick up their purchases. Correspondingly, over the weekend, NPCA staff delivered purchases to customers within the watershed who selected the delivery option for the set fee of five dollars. This system worked very well thanks to the organization, communication and planning of NPCA staff and vendors.

In advance of the weekend, NPCA staff decorated the heritage village with seasonal displays and vignettes for photo opportunities to allow visitors to experience a festive visit to Ball's Falls over the Thanksgiving Weekend. Heritage building interiors were decorated for Thanksgiving to offer an elevated experience to tour guests, consistent with previous years.

Over the course of the weekend Ball's Falls Conservation Area was open for active day use with staff monitoring the park, trails and parking lots for capacity. The discussion below provides highlights of marketing and demographics, weekend visitation and lessons for future Festivals:

Marketing, Spending and Demographics

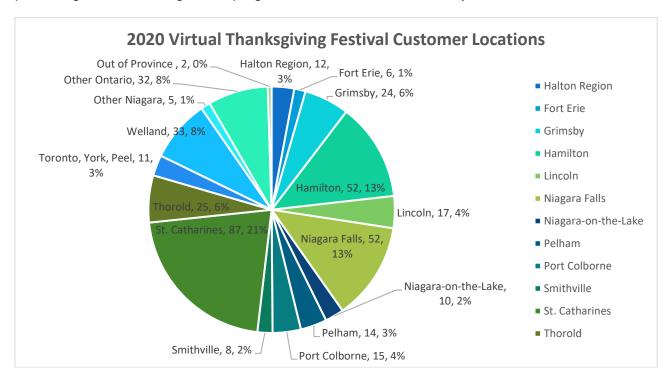
Of significant importance this year was communicating to prospective guests or shoppers, longstanding Festival attendees, and the broader community the way in which the 46th Annual Thanksgiving Festival would be delivered. NPCA staff worked collaboratively to develop marketing materials, messaging and a clear, easily navigable website. The Thanksgiving Festival website served as a hub for the online festival experience, and provided additional information about Vendors, Shopping, Heritage tours and village history.

A strategic marketing plan was required to effectively share the important information about the Festival, and to communicate what was being offered differently due to the COVID-19 pandemic. NPCA Communications staff prepared a detailed and directed plan to share these details, and to draw attention to the new virtual shopping experience being offered this year. Appendix 1 details 2020 Festival marketing strategies.

The results of the marketing plan, including social media, digital, Postmedia on-network campaign, and the Facebook event page demonstrated that over one million impressions were made, over 20,000 page views and visits were made by those engaged, and over 1,000 people followed the posted weblink to the Thanksgiving Festival website. Through the marketing strategies employed, staff were able to establish the key engaged demographics in this content and event, revealing the most interested and engaged group to be women between the ages of 45 and 64 years of age.

Through the virtual store and product catalogue the NPCA was able to gather data on virtual festival spending and customer demographics. In total, 405 unique customers signed up to view the Virtual Thanksgiving Festival Catalogue, resulting in 151 unique purchases from the virtual store, resulting in \$18,774.04 of spending across all vendors. On average, each customer purchased from five vendors, demonstrating the value of an integrated shopping experience, where customers can purchase from multiple vendors in one purchase order.

The virtual store allowed NPCA staff to gather important demographic data of the 405 registered shoppers, including location, which will be helpful in developing marketing and outreach plans for the Festival and other events in the future. The majority of virtual shoppers were from St. Catharines (21%), Hamilton (13%), Niagara Falls (13%), Welland (8%) and other regions of Ontario (8%), such as Haldimand, Kitchener-Waterloo and Guelph. This information will be valuable for future years in promoting and advertising NPCA programs and events within and beyond our watershed.



Visitation

On Thanksgiving weekend, Ball's Falls Conservation Area was open for day-use admission from 8:00 am – 5:00 pm. Guests attended Ball's Falls over the course of the weekend to enjoy a family hike, fall photography, to experience a guided heritage tour through the historical village, or to pick up their Festival shopping orders. From Friday, October 9 through Monday, October 12, day-use admission totaled \$17,522.00, equivalent to approximately 2,500 paid admissions. NPCA staff monitored trail and parking lot capacity throughout each day, notifying NPCA Communications staff when the site was nearing capacity in order to share capacity updates in real time through NPCA and Festival social media pages.

Over the course of the weekend NPCA staff and volunteers led safe, physically distanced heritage tours through the village and historical buildings, requiring all participants to wear masks at all times. In total, 43 small-group tours were delivered.

Vendor and Shopper Satisfaction

NPCA staff are gathering satisfaction surveys from participating vendors, Thanksgiving Festival shoppers, and Festival Shopping Catalogue viewers (this includes those who signed up to view the online catalogue but did not make a purchase. A second survey is being shared with participating vendors to understand their satisfaction with the virtual store platform. The results of these surveys and corresponding analyses will be available at year end.

Celebrate Ontario Grant Funding

The NPCA is grateful for funding provided by the Government of Ontario through the Celebrate Ontario grant program.

Lessons for Future

There are several lessons and opportunities to enhance programming that NPCA staff will consider bringing forward into future Festivals, events and programs. Key lessons include:

- Virtual integration of online store for participating vendors
 - This was the first time that many Festival vendors offered their products for sale online. While this sales format was a learning curve for some, it also presented an opportunity to reach new customers safely during COVID-19
 - The future of large events still remains uncertain for 2021 and beyond, therefore the ability to offer services and experiences in a virtual format will be critical to ensure continuity
 - The Local Line virtual store format allowed customers to purchase from multiple vendors in one purchase order. This framework was appealing and cost-effective to customers. While it required organization and logistical planning for NPCA staff, this was a successful format that closely resembled the in-person Festival shopping experience
- Pre-registration and purchase of Heritage Tour tickets
 - By allowing visitors to pre-register for heritage tours, NPCA staff were able to plan logistics, staffing, communications and visitor health screening in advance, allowing a seamless and organized program delivery
 - This system also allowed staff to anticipate visitation to the Festival each day
 - NPCA staff strongly recommend the ability for pre-registration and purchase of Festival and event admissions/programs through the Festival and NPCA website

- Pivoting in 2021 safe program delivery will require the ability for staff to manage capacity and visitation
- Online health screening
 - o By allowing tour participants to complete their health screening online, 24 hours in advance of their visit, NPCA staff were able to deliver programs promptly
- Gathering visitor and marketing engagement data
 - o This year, NPCA staff actively gathered data on visitor and engagement demographics. This information is crucial to developing evidence-based marketing and promotional plans.
 - o NPCA staff were also able to establish a new mailing list of Virtual Festival customers, allowing for future communications and outreach

Financial Implications:

The 2020 Virtual Thanksgiving Festival resulted in net revenue of approximately \$20,000.00.

Related Reports and Appendices:

Appendix 1 – 2020 virtuai i nanksgiving Festi	vai Marketing Review
Prepared by:	
Original Signed by:	
Erika Navarro, BA, Communications Specialist	
Authored by:	Reviewed by:
Original Signed by:	Original Signed by:
Alicia Powell, BSc, MA, PhD Manager, Conservation Area Services	Adam Christie Director, Operations and Strategic Initiatives
Submitted by:	
Original Signed by:	
Chandra Sharma, MCIP RPP CAO/Secretary-Treasurer	



Communications & Marketing Report 2020



Project Overview

Every year, the NPCA
Communications department
provides graphic design, website
management, media relations, social
media, marketing and advertising
support to the Annual Ball's Falls
Thanksgiving Festival.

In 2019, this played a key role in the Festival's record-breaking attendance of more than 30,000 guests, an increase of 23 per cent.

With much uncertainty due to COVID-19, the 2020 Festival, which was originally conceived as four days of in-person shopping, featuring delicious local food, drinks, artisan vendors, and historical tours and demonstrations, was transformed into a virtual experience, with a limited inperson component.

Our goal in 2020 was to engage our existing audience and encourage them to join us on a virtual experience, where they would enjoy heritage village tours and historical demonstrations and a great shopping experience with more than 80 juried artisans and vendors, all from the comfort of their own home.





46TH ANNUAL BALL'S FALLS THANKSGIVING FESTIVAL- A VIRTUAL CELEBRATION

With celebrations all over the world looking a lot different this year, the Niagara Peninsula Conservation
Authority (NPCA) is excited to announce its virtual celebration of the Annual Ball's Falls Thanksgiving Festival.



The Campaign



HERITAGE TOURS & DEMONSTRATIONS Click here to book your tour THANKSGIVINGFESTIVAL.CA RESERVATION MANDATORY.













The Campaign

A thorough marketing and communications strategy was implemented to reach existing Ball's Falls Thanksgiving Festival guests and provide them with the opportunity to safely participate in this annual tradition. Since a festival of this scale could not be delivered in person, pivoting to a virtual delivery was key to ensure:

- Ball's Falls Thanksgiving Festival was still top of mind and the annual tradition continued
- Our audiences remained engaged
- Festival goers enjoyed a virtual adventure from the comfort of their home
- Festival vendors, local farmers, growers and producers, craft beverage providers and wineries had the opportunity to sell their products online

Awareness

Communicate with existing audiences to let them know of the modified festival and encourage them to shop from their favourite Festival vendors online.

Website Visits

Drive *relevant* traffic to the Ball's Falls Thanksgiving Festival website for more information and to shop online.

Conversion

By showing our social and digital posts and ads to our more likely-to-buy audience, our third goal was to facilitate the buying process online.



Audience





Location

We focused on the Niagara Peninsula watershed as they are more likely to buy, pick up their products on site, and attend in-person tours.

Demographics

- Females
- Ages 25 to 65
- Interested in boutique online shopping, unique artisan products, arts and crafts, holiday shopping

Based on past research, this audience was most likely to make a purchase!

Custom

In addition to reaching our more likely-to-buy demographic based on existing social followers, we also targeted 'look-alike' profiles and retargeted website visitors, encouraging them to come back and make a purchase.



Tools & Tactics

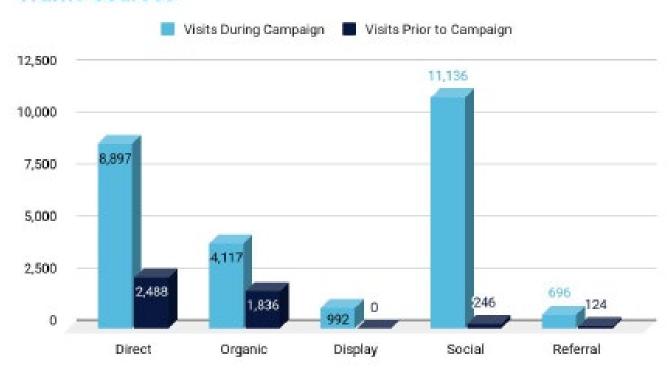
- Our existing logo was revised to incorporate the virtual component of this year's Festival
- A variety of design materials were created for digital and print, to further promote the modified festival and confirm that there would be no vendors on site during Thanksgiving Weekend
- The existing website, thanksgivingfestival.ca, was reinvented to embed LocalLine as the ecommerce platform and provide a seamless online shopping experience
- Postmedia Solutions was engaged to help deliver a social and digital marketing campaign, focused on and tailored to our existing audience, as this would better convert into website visits and purchases
- Various departments collaborated to draft, post, and schedule social media content regularly, monitor responses, engage with audience, and share existing content from vendors

- A media release was written and pushed across various platforms to further explain the modified delivery of the Festival
- Many opportunities for organic, earned media were identified and leveraged, with the collaboration of our local media
- Two sets of radio advertisements were coordinated to promote the shopping experience and the limited spots for Heritage Tours & Demonstrations during Thanksgiving Weekend
- One print advertisement was placed in Turtle Island News- Canada's only national Indigenous weekly newspaper in Southern Ontario



Google Analytics

Traffic Sources



Direct: Visits that type in web address or were on the site previously and their device auto-populates

Organic: Visits through a search engine, i.e. Google

Display: Visitors who click on a display ad and land on website

Social: Visitors who click on a social ad or social post and land on website

Referral: Visitors who land on website via a link found on another website i.e. Niagara Families



Top 15 Traffic Sources

1. m.facebook.com 2. I.facebook.com 3. instagram.com 4. facebook.com 5. niagarathisweek.com 6. niagarafamilies.com 7. iheartradio.ca 8. Linstagram.com 9. darylmcmahon.com 10. ca.search.yahoo.com 11. nationalpost.com 12. t.co 13. tourismstcatharines.ca 14. todocanada.ca 15. lm.facebook.com



Social Media Advertising Campaign

Impressions

263,881



Comments

Shares

69

403

Link Clicks

14,754

Click Through Rate

5.6%

Reactions

821

Total Page Views

19,040

Cost Per Click

\$0.09

- Benchmark Retail Click Through Rate: 1.59%
 Benchmark Click Per Cost: \$0.70
- Clicks: # of clicks on the ads that directed people to the website
- Click Through Rate: % of people who clicked after seeing the ad, (clicks / impressions * 100)
- Cost/Click: The average cost paid for people to click on the ad (total cost / clicks)



Digital Display Advertising- Google

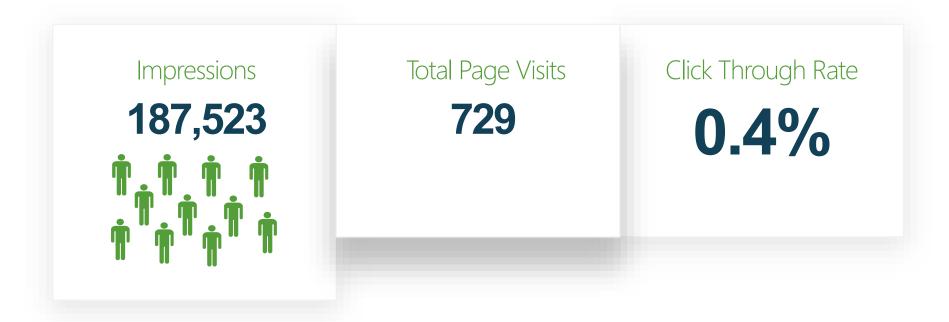


Insights:

- Benchmark CTR is 0.05% and we doubled that!
- We were tracking web page visits for people who saw our ad and did not click, which is why the total page visits is 3X the amount of clicks!



On-network display grant by Postmedia Solutions



Insights:

- \$3,000 worth of FREE on-network impressions
- National Post, Toronto Sun, Driving.com, Canoe.com, Financial Post, etc.
- Benchmark CTR is \$0.05%



Facebook Event Page



Virtual 46th Annual Ball's Falls Thanksgiving Festival

Details

- 6.5K people responded
- Sep 12 at 10 AM EDT Sep 26 at 10 AM EDT
- Public · Hosted by Ball's Falls Conservation Area and Niagara Peninsula Conservation Authority
- Online Event
 https://thanksgivingfestival.ca/

In its 46th year, the Ball's Falls Thanksgiving Festival is a Niagara Tradition that runs October 9th through October 12th.

The 2020 festival, which was originally conceived as fo... See More

Crafts

Kid Friendly

Online

Volunteering

People Reached

236,774

Responses

6,503

Audience

Women 45-54



Social posts on NPCA channels- posters, vendor products, fall imagery, etc.

Reach

16,421

Clicks

475

Likes

349

Shares

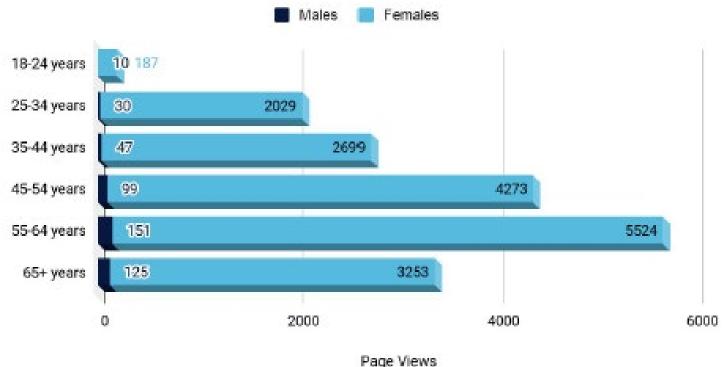
56





Campaign Audience Insights

Social Audience







Earned Media

We take this opportunity to thank our local media for their continued support of the Ball's Falls Thanksgiving Festival and their dedication and commitment to sharing wonderful events and initiatives such as this one, with the residents of the Niagara Peninsula watershed.

- Niagara This Week
- St. Catharines Standard
- Yahoo News Canada
- Niagara at Large
- Newstalk 610 CKTB
- Style Democracy
- Niagara Independent
- The Hamilton Spectator
- To Do Canada
- 91.7 Giant FM
- Child's Life
- Niagara Families
- My Niagara Online

Estimated Impressions (not including print)

1,226,162+

Estimate PR Value

\$41,302

Total Media Hits

16



Links to Earned Media

Niagara This Week:

https://www.niagarathisweek.com/whatson-story/10187820-hybrid-approach-for-this-year-s-ball-s-falls-thanksgiving-festival/

St. Catharines Standard:

https://www.stcatharinesstandard.ca/entertainment/2020/09/11/hybrid-approach-for-this-years-balls-falls-thanksgiving-festival.html &

https://www.stcatharinesstandard.ca/news/niagara-region/2020/10/10/hundreds-flock-to-balls-falls-for-modified-thanksgiving-festival.html

- Yahoo News Canada: https://ca.news.yahoo.com/hybrid-approach-years-balls-falls-
 - 162026068.html?guccounter=1&guce_referrer=aHR0cHM6Ly9 3d3cuZ29vZ2xlLmNvbS8&guce_referrer_sig=AQAAAHJv7exll YRGui_VyZuW_lu1YumMRLtrNl_Q4_t0As0OG2hf5jMFhec9w BeRjPD1SuDrl2cAZPDPMjnl3NlQ0BBxnwSszR2xur3DFJuUx 7N83s5hydFmUY4rRXZBXjNm0hERzKddi5XWG-AFHbxOkUKUfGN9X4hxtBBpzgEyH6D8
- Niagara at Large: https://niagaraatlarge.com/2020/09/14/you-are-invited-to-the-46th-annual-balls-falls-thanksgiving-festival-a-virtual-celebration/
- My Niagara Online:
 https://myniagaraonline.com/myno

https://myniagaraonline.com/mynotl/event/46th-annual-balls-falls-thanksgiving-festival/2020-09-15/

Newstalk 610 CKTB:

https://www.iheartradio.ca/610cktb/audio/ball-s-falls-thanksgiving-festival-2020-1.13507273?mode=Article & https://www.iheartradio.ca/610cktb/audio/ball-s-fallsthanksgiving-festival-long-weekend-at-niagara-parks-1.13672759?mode=Article &

- https://www.iheartradio.ca/610cktb/audio/alicia-powell-niagara-peninsula-conservation-authority-1.13678753?mode=Article
- Style Democracy: https://www.styledemocracy.com/10-affordable-fun-fall-activities-to-do-in-toronto-the-gta/
- Niagara Independent: https://niagaraindependent.ca/tradition-continues-with-thanksgiving-festival/

• The Hamilton Spectator:

https://www.thespec.com/news/hamilton-region/2020/10/08/whats-open-and-closed-on-thanksgiving-and-five-things-to-do-over-the-long-weekend.html?rf

To Do Canada:

https://www.todocanada.ca/city/hamilton/event/ballss-falls-thanksgiving-virtual-festival/

Child's Life: https://childslife.ca/event/balls-falls-virtual-thanksgiving-festival/



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Communications & Marketing Report 2020





Report To: Board of Directors

Subject: Development Application Tracking System Contract Award - CityView

Report No: FA-72-20

Date: December 17, 2020

Recommendation:

 THAT Report No. FA-72-20 RE: Development Application Tracking System Contract Award -CityView BE RECEIVED.

 AND FURTHER THAT staff BE AUTHORIZED to award CityView (an unincorporated division of N. Harris Computer Corporation), in accordance with the NPCA Procurement Policy, with the contract to update the NPCA's CityView development application tracking system for a cost of \$119,761 plus applicable HST.

Purpose:

The purpose of this report is to provide the Board with background on proposed upgrades to the NPCA's development application tracking system, CityView and obtain Board approval for staff to proceed with a non-competitive procurement for the upgrades, new components, maintenance, and associated training.

Background:

In 2016 the NPCA acquired the CityView development application tracking and workflow system. This was a big step forward for the NPCA as it provided an electronic filing system to hold all the NPCA's Planning and Permit files. More importantly, it provides a workflow-based system to establish a consistent application review process and allows management to more easily track the progress of an application.

Over the last four years, NPCA staff have obtained a better appreciation of how the CityView system can be more fully utilized to improve our efficiency and customer service. This will require a significant reconfiguration of the existing system. Also, there are several additional modules that would assist in making the system more functional for site inspections as well as for Compliance and Enforcement of Permits. This is consistent with the recommendations in the 2018 Auditor General's Report.

Discussion:

The CityView system is an exclusive product of CityView (an unincorporated division of N. Harris Computer Corporation). There are no other vendors that can offer the reconfiguration service nor the additional modules given the proprietary nature of the program. As such acquiring these services/products must proceed by a non-competitive procurement. This is consistent with Section 8.2 (h) (i) and (ii) of the Procurement Policy:

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

- (h) Only one vendor can meet the requirements of a Procurement due to the following circumstances:
- (i) 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;

Staff have obtained quotes from CityView for the reconfiguration services as well as for purchasing the new modules. In each case, the costs exceed the \$25,000 staff threshold for non-competitive procurements and require Board approval.

Financial Implications:

The costs for these services/products (new module, reconfiguration and training) is included in the 2020 Budget.

Links to Policy/Strategic Plan:

Improving the utility of CityView will help the NPCA better meet its service delivery targets as established in the Client Service Standards for Plan and Permit Review.

Related Reports and Appendices:

None

Authored by:		
Original Signed by:		
David Deluce, MCIP, RPP Senior Manager, Planning & Regulations		
Reviewed by:		
Original Signed by:		
Lise Gagnon, CPA, CGA Director, Corporate Services		
Reviewed by:		
Original Signed by:		
Darren MacKenzie, C.Tech., rcsi Director, Watershed Management		
Submitted by:		
Original Signed by:		
Chandra Sharma, MCIP, RPP Chief Administrative Officer/Secretary-Treasure		



Report To: Board of Directors

Subject: Parks and Campsites Reservation System Contract Award – Camis

lnc.

Report No: FA-69-20

Date: December 17, 2020

Recommendation:

1. **THAT** Report FA-69-20 RE: Parks and Campsites Reservation System Contract Award – Camis Inc.**BE RECEIVED** for information.

- 2. **THAT** the award of contract in the amount of \$149,995 plus HST for a 5 year term (2021-2025), to Camis Inc. **BE APPROVED**.
- 3. AND FURTHER THAT staff BE AUTHORIZED to execute agreements, as appropriate.

Purpose:

The purpose of this report is to request approval by the Board of Directors for a contract award in the amount of \$149,995 (plus HST) to Camis Inc. for a 5 year terms (2021 to 2025) for the provision of services to enable online, mobile device and in-park campground reservations, as well as on-site point of sale (POS) transaction capabilities. This approval is required to comply with provisions in both the Procurement and Delegation of Authority Policies.

Background:

NPCA's current 5 year contract for reservation and POS functionality expires in February 2021. Long term operating agreements for such systems is decided for cost efficiency and consistency.

On November 2, 2020 NPCA issued competitive procurement RFP No. NPCA-2020-021 entitled – Parks and Campsites Reservation System. The RFP closed on November 17, 2020 and 3 compliant bids were received and evaluated in accordance with the provisions of the RFP. Camis Inc. was the successful proponent, by a significant margin. The current service provider did not submit a bid.

The annual cost of proposed contract is \$29,999 plus HST for a total of \$149,995 plus HST for 5 years (2021-2025).

/continued

Discussion:

Please note provisions in the Delegation of Authority Policy:

COMMITMENT/CONTRACTUAL

A. Procurement

The following thresholds identify levels of approval that must be secured prior to entering into a purchasing process such as Tenders, Proposals or Quotes. This Policy is in alignment with the related provisions in the Procurement Policy. Approval of the CAO/Secretary-Treasurer is required for all procurement commitments where the budget is exceeded by \$25,000 or greater.

A.1 Goods and Services Approval Thresholds

‡∗			
	Competitive Procurement		
	Commitment/Spending Limits	Delegation	
Ī	\$100,001 AND OVER	NPCA Board of Directors	
	\$50,001 TO \$100,000	CAO/Secretary-Treasurer	
	\$7,501 TO \$50,000	Director	
	0 TO \$7,500	Manager	

Please note provisions in the Procurement Policy:

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 Director

Financial I	nplications:
-------------	--------------

The operating impact of the contract award for 2021 is included in the (draft) Operating Budget. Provisions for future years will be included in Operating Budgets from 2022 to 2025.

Related Reports and Appendices:

None

Authored by:	Submitted by: Original Signed by:	
Original Signed by:		
Lise Gagnon, CPA, CGA Director, Corporate Services	Chandra Sharma, MCIP, RPP Chief Administrative Officer/ Secretary-Treasurer	



Report To: Board of Directors

Virgil Dams National Disaster Mitigation Program Application Subject:

Report No: FA-71-20

December 17, 2020 Date:

Recommendation:

1. THAT Report No. FA-71-20 RE: Virgil Dams National Disaster Mitigation Program Application BE RECEIVED.

2. AND THAT the NPCA Board of Directors SUPPORT the funding application to the National Disaster Mitigation Program to obtain 50% funding to assist with offsetting the cost of installing adequate erosion protection along the earth dykes of the Upper and Lower Virgil Reservoirs in Niagara-on-the-Lake.

Purpose:

As part of the application to obtain funds from the federal National Disaster Mitigation Program, a Conservation Authority must confirm that their Board of Directors supports the application. As such, the purpose of this report is to obtain support from the NPCA Board of Directors on the application to the National Disaster Mitigation Program (NDMP) to obtain funds to help offset the cost of installing adequate erosion protection along the earth dykes of the Upper and Lower Virgil Reservoirs

Background:

The NPCA Virgil Dams Conservation Area are located on Four Mile Creek in the Town of Niagaraon-the-Lake (see Appendix 1). The Upper and Lower Dams were originally constructed in 1968 with the primary purpose of providing water for agricultural irrigation. This primary purpose remains unchanged to this day. The Upper Dam was constructed just south of Line 3 Road, and the Lower Dam was constructed in the vicinity of Line 2 Road.

The Virgil Dams Conservation Area is also used by the public for passive recreational purposes such as hiking, fishing, and bird watching. The waters of the Reservoirs are warm and turbid, only supporting fish species that can tolerate these conditions such as carp, catfish, and perch. The Non-Provincially Significant Virgil Conservation Area Wetland Complex is found throughout the property in addition to woodlands along the shores.

Both dams are similar in design and construction. The structures consist of 125m long (approx.) earth embankments with a 17m long concrete spillway section. Timber flashboards increase the storage level in the reservoirs. Both reservoirs are only 3 to 4 feet deep (due to sediment build-up over the years) with the depth increased by an additional 3 feet with the timber flashboards installed.

In 2006, the engineering firm of Hatch Acres was retained by the NPCA to undertake a Dam Safety Review of the facility. At the time, the dams were classified as being SMALL dams with a LOW Hazard Potential pursuant to the Ontario Dam Safety Guidelines of the day.



Lower Virgil Dam

Discussion:

In order to ensure that the Virgil Dams remain structurally sound, the NPCA retained Hatch Engineering to undertake an updated Dam Safety Review of the Upper and Lower Virgil Dams in April 2020. Engineers from Hatch conducted a detailed field inspection and engineering analysis of the facility and completed the review in August 2020. The Upper and Lower Dams were determined to be structurally sound. However, the Ontario Dam Safety Guidelines had been updated in 2011 and the Dams are now classified as having a HIGH Hazard Potential under the new guidelines.

In order for the Upper and Lower Dams to comply with the updated Ontario Dam Safety Guidelines, erosion protection must be installed along the entire length of their earth embankments in order to prevent failure should they be overtopped by a major storm event. A preliminary budget of \$530,000 was required to install adequate erosion protection on both dams.

In recognition of increasing disaster risks and costs, the federal government established the National Disaster Mitigation Program (NDMP) in April 2015. The intent of the NDMP is to address escalating flood risks and costs, and to build the foundation for informed mitigation investments that could reduce, or even negate, the effects of flood events. Provincial governments are the only eligible recipients for funding under the NDMP. However, Provincial authorities may collaborate with and redistribute funding to eligible entities such as municipalities and Conservation Authorities.

The National Disaster Mitigation Program provides 50% funding for eligible projects. Projects are selected for funding through a competitive, merit-based process. As part of the application process, a Conservation Authority must provide confirmation that the Board of Directors supports the NDMP project application.

As such, the NPCA is seeking approval from the Board of Directors to support the Virgil Dams NDMP project application in an effort to obtain 50% funding for the project.

Staff have initiated discussions with the Municipality of Niagara on the Lake (NOTL) to coordinate this initiative. A letter of support is also being obtained through NOTL.

Financial Implications:

A preliminary cost estimate of \$530,000 is required to install adequate erosion protection on both dams in order to comply with current Ontario Dam Safety Guidelines.

Due to the substantial financial costs of these works, it was determined to budget this Capital Project over 2 years and has already been identified as part of the 2021 Capital Works budget submission. To try and reduce the costs to the Authority and partner municipality, it is prudent to apply for funding through the NDMP program to ensure that adequate funds can be secured to undertake these necessary works.

Appendix 1 – Virgil Dam Site Plan Authored by: Original Signed by: Steve Miller, P.Eng. Senior Manager, Water Resources Reviewed by: Original Signed by:

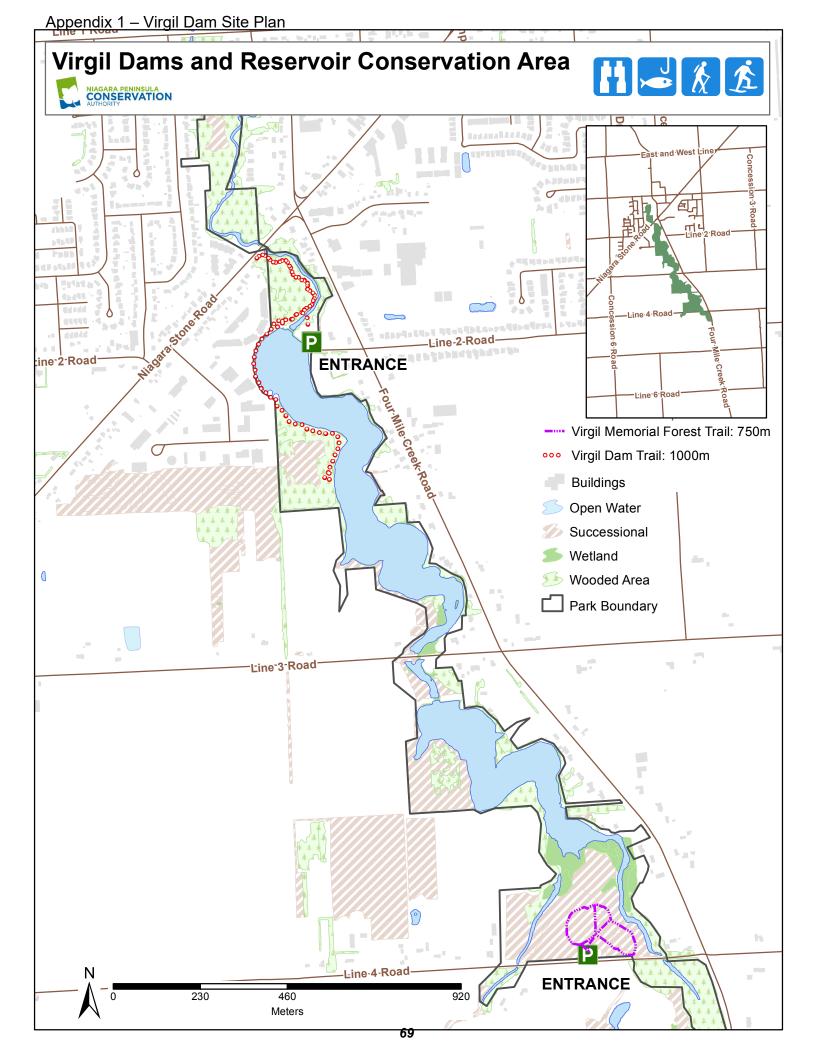
Darren MacKenzie, C.Tech., rcsi Director, Watershed Management

Related Reports and Appendices:

Submitted by:

Original Signed by:

Chandra Sharma, MCIP, RPP Chief Administrative Officer/Secretary-Treasurer





Report To: Board of Directors

Subject: NPCA Planning Policy Update and Procedural Manual

Report No: FA-66-20

Date: December 17, 2020

Recommendation:

1. **THAT** Report No. FA-66-20 RE: NPCA Planning and Permitting Policy Update and Procedural Manual **BE RECEIVED.**

2. **AND THAT** staff **BE AUTHORIZED** to commence the Planning and Permit Policy Update and subsequent Procedural Manual projects.

Purpose:

The purpose of this report is to gain Board approval to proceed with the review and updating of the current Planning and Permitting Policy Document (NPCA Policy Document: Policies for the Administration of Ontario Regulation 155/06 and the Planning Act) and the subsequent Procedural Manual that will be developed from the updated Policy document.

Background:

The NPCA's Planning and Permitting Policies (NPCA Policies) was last updated after extensive public consultation and approved by the NPCA Board of Directors in November of 2018 and is an important document used in day-to-day decision making. It represents the NPCA's official "opinion" for the purpose of applying Subsection 3(1) of Ontario Regulation 155/06. NPCA staff rely on these policies when commenting on applications under the Planning Act as well as when processing NPCA Permits under Section 28 of the Conservation Authorities Act.

As this is a living document, staff continually review and amend the document as required based on Board approval. The current version of the NPCA Policies were amended and approved by the Board in May of 2020.

Since the adoption of the NPCA Policy document, the Board of Directors have declared a Climate Change Emergency and sent notice to the Province of Ontario to not remove any wetlands that have been designated as Provincially Significant (PSW). The current NPCA Policies are either lacking in direction, insufficient or silent on these matters and needs updating.

There are several other areas within the current NPCA Policy Document that need updating based on change of Corporate direction, legislation and/or upcoming changes based on Bill 229 and the forthcoming Regulations. It is the combination of these factors that staff are preparing to proceed with a full review of the document.

While the Policy Document is essential for providing NPCA staff's official opinions, there is a requirement for a proper Procedural Manual to ensure consistency in administering the Policy. Currently, many of the NPCA's Planning and Permitting procedures are not well documented or do not exist. Having all applicable procedures recorded and in one central document provides clarity for staff and customers as to how our processes work.

Given the above, NPCA staff intend to complete an update of the NPCA Policies and develop a Planning and Permitting Procedure manual during 2021.

Discussion:

The review of the NPCA Policies will be a significant project. The scope of review will cover the entire document and while not intended to be a re-write of all the policies, it will allow for the opportunity to:

- Provide clarity for policies that have caused staff and customers confusion;
- Provide more detailed policies in sections that lack specific policies;
- Remove inconsistencies among some of the policies; and
- Address areas of concern where policies are not considered protective enough.

The policy update project will span most of 2021 and be divided into three phases prior to Board adoption. The first phase will incorporate a background review of the current policies to fully identify all gaps and issues and the creation of the Terms of Reference. Staff will also be reviewing other Conservation Authority policies. The second phase will involve drafting the preliminary updates. The preliminary policies will be presented to the Board for information before taking the draft policies to the public for review and feedback.

Public participation will be conducted at various stages throughout the project. There will be ample opportunity for members of the public to offer feedback on draft policies. NPCA will also be reaching out to our partners and various stakeholder groups to solicit their input. The specific details about format (e.g. open houses, virtual meetings, etc.) will need to be determined at a later date due to the current COVID-19 pandemic.

The third phase will involve revising the draft policies based on feedback from the public and stakeholders. Upon revisions of the policies, they will be presented to the Board for final approval. Once approved the policies will be put into effect. The entire project is anticipated to be completed by the end of 2021 at the latest.

A basic breakdown of the project is:

Background review, issue identification, Terms of Reference – Q1; Draft updated policies – Q2; Public consultation – Q2/Q3; and Final revisions, present to board for adoption – Q3/Q4

The policy review is timely as the Province has indicated a new Regulation affecting Conservation Authorities' mandate will be proposed this Fall. The policies will need to be reviewed as a result of any new Regulation. In order to allow for uncertainty of the exact timing of the new Regulation, the background collection and drafting of the polices will take place during the first quarter. We will not proceed to public consultation until it is determined what the impacts of a new Regulation are.

The Planning and Permitting Procedure manual will be a key document for staff and customers applying for Planning applications and NPCA Permits. This project will involve consolidating existing procedures and establishing new procedures where there are gaps. A review of other Conservation Authority procedural manuals will also be completed to determine best practices. Similarly, this project is expected to be completed by the end of 2021 after the adoption of the updated Policy document.

Financial Implications:

The bulk of these projects are being conducted by NPCA staff and are covered under the normal Operating Budget. It is anticipated that there may be a need to hiring a facilitator for some of the public consultation sessions (particularly if there are open houses or virtual meetings). This has been accounted for in the 2021 Operating Budget.

Links to Policy/Strategic Plan:

Updating the NPCA's policies is consistent with Section 12 of the NPCA Policies which anticipates periodic updates to the policies to ensure they remain current and appropriate.

Related Reports and Appendices: None Authored by: Original Signed by: David Deluce, MCIP, RPP Senior Manager, Planning & Regulations Reviewed by: Original Signed by: Darren MacKenzie, C.Tech., rcsi Director, Watershed Management

Submitted by:

Original Signed by:

Chandra Sharma, MCIP, RPP Chief Administrative Officer/Secretary-Treasurer



Report To: Board of Directors

Subject: **NPCA Public Advisory Committee – New Member Appointment**

Report No: FA-57-20

December 17, 2020 Date:

Recommendation:

 THAT Report No. FA-57-20 RE: NPCA Public Advisory Committee - New Member Appointment **BE RECEIVED** for information.

- 2. THAT the NPCA Board of Directors APPOINTS the individuals identified in Confidential Appendix 1 to Report FA-57-20 as the members representing the following sectors of the NPCA
 - -Public Advisory Committee:
 - -Public-at-Large (appoint)
 - -Development (appoint)
 - -User/Volunteer (appoint)
- 3. THAT the following members of the Public Advisory Committee BE RE-APPOINTED:
 - -John Ariens Urban/Rural Planning (re-appoint)
 - -Derrick Pont Métis Nation (re-appoint)
- 4. AND THAT Confidential Appendix 1 to Report FA-57-20 BE DEEMED a public document and received into the record.

Purpose:

The Development sector, one (1) Public-at-Large sector and the User/Volunteer positions on the NPCA Public Advisory Committee (PAC) are currently vacant. To fill the vacancies, the appointment of the individuals identified in Confidential Appendix 1 are presented to the NPCA Board of Directors for consideration. Additionally, two (2) of the three (3) members at the end of their term are being presented for re-appointment.

Background:

The PAC was created based on recommendations from the NPCA's Strategic Plan 2014-2017. The purpose of the Public Advisory Committee is to provide collaborative local perspective, guidance, and expert advice in the implementation of the NPCA programs, policies, plans and/or other public engagement activities as the Board may request. Members serve in a non-governance capacity with a focus on providing advice and recommendations for consideration by the NPCA Board.

The PAC is comprised of 14 members. The members represent the public-at-large, Métis Niagara, Chamber of Commerce/Tourism, Agriculture, First Nation, development, the environment, planning and users/volunteers. Members are appointed by the NPCA Board of Directors and the NPCA Board Chair and Vice-Chair serve as ex-officio members, a direct conduit to the NPCA Board of Directors.

Discussion:

The NPCA began a recruitment process to fill the two (2) vacancies identified above in October 2020. A Selection Sub-Committee made up of existing PAC members, including NPCA Board Chair Brenda Johnson. The Selection Sub-Committee members were:

- -Jackie Oblak, PAC Chair
- -Harry Korosis
- -John Ariens
- -Michael Kauzlaric
- -Brenda Johnson, NPCA Board Chair

After the completion of the recruitment process, the NPCA was informed that the User/Volunteer representative did not intend to extend their term for another two (2) years, this left a third vacancy on PAC. The Selection Sub-Committee recommended a User/Volunteer candidate from the applicants for the Public-at-Large sector as there were a number of strong candidates.

An important part of the recruitment process was ensuring that residents across the Niagara Peninsula watershed had equal opportunities to apply for the above noted position. As such, a social and digital marketing campaign was implemented with the goals of increasing awareness of the PAC and obtaining applications through the Get Involved NPCA online engagement portal.

The marketing campaign was supported with a variety of designed materials, including social media and newsletter graphics, banners, and small advertisements. The recruitment information was shared via email with the three home builders' associations in the NPCA watershed as well as with NPCA's volunteer and community partner database, reaching over 1400 individuals and groups.

The campaign used traditional and modern marketing tools including a media release which was sent out to local media and resulted in various newspaper articles with Niagara This Week and Niagara Dailies, as well as a radio interview with Newstalk 610 CKTB's Matt Holmes. These earned media opportunities resulted in an estimated reach of 347,429 readers, viewers and listeners. Social media posts and targeted, boosted advertisements reached approximately 22,871 people across the watershed, with 50 post shares and more than 434 clicks to the portal. The Greater Niagara Chamber of Commerce provided support to the recruitment process in the way of additional social posts reaching approximately 34,000 people and an email blast to their entire member directory of more than 2,100.

The above-mentioned social media and digital marketing campaign was very cost-effective for such a large reach and a good number of applications. While the supporting communications materials and design work were completed in-house and earned media opportunities resulted in an estimated PR value of \$6,629, NPCA invested a small amount of budget on advertising:

- Social media targeted posts: \$250
- Greater Niagara Chamber of Commerce social posts: \$400
- Greater Niagara Chamber of Commerce email blasts: \$100

Report No. FA-57-20

The Selection Sub-Committee reviewed a total of twenty-six (26) applications, six (6) for the Development vacancy and twenty (20) for the Public-at-Large and User/Volunteer vacancies. The Sub-Committee made a recommendation for consideration by the NPCA Board of Directors in Confidential Appendix 1.

Financial Implications:

There are no financial implications resulting from this recruitment. The budget for the PAC expenses is allocated within NPCA budget as per the Terms of Reference.

Related Reports and Appendices:

Confidential Appendix 1 to Report FA 57-20

Authored by:
Original Signed by:
Kerry Royer Coordinator, Community Outreach
Reviewed by:
Original Signed by:
Renee Bisson Manager, Communications and Public Relations
Submitted by:
Original Signed by:
Chandra Sharma CAO/Secretary-Treasurer



FINANCE COMMITTEE ON-LINE TELECONFERENCE MEETING MINUTES Thursday, December 3, 2020 9:30 a.m.

MEMBERS PRESENT: K. Kawall, Chair

S. Beattie R. Foster

B. Johnson (arrived 9:45 a.m.)

B. Mackenzie J. Metcalfe M. Woodhouse

ABSENT: B. Steele

STAFF PRESENT: C. Sharma, Chief Administrative Officer/Secretary–Treasurer

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

L. Gagnon, Director, Corporate Services

D. MacKenzie, Director, Watershed Management

Chair Kawall called the meeting to order at 9:31 a.m.

1. APPROVAL OF AGENDA

Recommendation No. A&BC-36-2020

Moved by Member Metcalfe Seconded by Member Woodhouse

THAT the Finance Committee Meeting agenda dated Thursday, December 3, 2020 **BE APPROVED** as presented.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

3. APPROVAL OF THE MINUTES

a) Minutes of the Finance Committee meeting dated October 29, 2020

Recommendation No. A&BC-37-2020

Moved by Member Beattie

Seconded by Member Woodhouse

THAT the minutes of the Finance Committee meeting dated October 29, 2020 **BE APPROVED**.

CARRIED

4. CORRESPONDENCE

None.

5. DELEGATIONS / PRESENTATIONS

None.

6. CONSENT ITEMS

None.

7. DISCUSSION ITEMS

a) Report No. A&BC-13-20 RE: Reserve's Policy - L. Gagnon, Director, Corporate Services presented the report. Members posed questions. Discussion ensued.

Recommendation No. A&BC-38-2020 Moved by Member Beattie Seconded by Member Metcalfe

- 1. **THAT** Report No. A&BC-13-20 RE: Reserves Policy **BE RECEIVED** for Finance Committee input and approval.
- 2. **THAT** the Reserves Policy **BE RECOMMENDED** to the Board of Directors for approval with an amendment to the first paragraph on page five of the policy to clarify that reserve transfers be considered with the qualification that said transfers "may also include consultation and input from municipal partners as appropriate".

CARRIED

b) Report No. A&BC-14-20 RE: Tangible Capital Assets Policy

Recommendation No. A&BC-39-2020 Moved by Member Beattie Seconded by Member Foster

- 1. **THAT** Report No. A&BC-14-20 RE: Draft Tangible Capital Assets Policy **BE RECEIVED** for Finance Committee input and approval.
- 2. **THAT** the Final Tangible Capital Assets Policy **BE RECOMMENDED** to the Board of Directors for approval.
- AND FURTHER THAT staff continue to develop best practices and guidance regarding consideration of green infrastructure and climate change in future updates to NPCA's Tangible Capital Assets Policy and Asset Management Plans.

CARRIED

8. NEW BUSINESS

Ms. Sharma, Chief Administrative Officer/Secretary—Treasurer updated the Committee on the recent budget workshop held by staff at the Regional Municipality of Niagara. Ms. Gagnon updated the meeting on the status and terms of financing for the septic system project at the Binbrook Conservation Area.

9. ADJOURNMENT

By consensus, the Chair called the Finance Committee meeting of October 29, 2020 adjourned at 10:47 a.m..

CARRIED

Ken Kawall,	Chandra Sharma, MCIP, RPP
Committee Chair	Chief Administrative Officer / Secretary
	- Treasurer



Report To: Board of Directors

Subject: Reserves Policy

Report No: FA-67-20

Date: December 17, 2020

Recommendation:

1. **THAT** Report No. FA-67-20 RE: Reserves Policy **BE RECEIVED.**

2. **THAT** the Reserves Policy **BE APPROVED** by the Board of Directors.

Purpose

The Niagara Peninsula Conservation Authority (NPCA) Board of Directors has established reserves to help ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization's financial position and the ability of the organization to carry out its mandate.

The Reserve Policy will set goals for the Board Designated Reserves and the terms and conditions for their use.

Background

On December 3, 2020 Report No. A&BC-13-20 – Reserves Policy was presented to the Finance Committee, and the following resolution was passed:

Recommendation No. A&BC-38-2020

Moved by Member Beattie and seconded by Member Metcalfe

THAT Report A&BC-13-2020 Respecting Reserves Policy **BE RECEIVED** for Finance Committee input and approval.

THAT the Reserves Policy as amended **BE RECOMMENDED** to the Board of Directors for approval.

Discussion

Reserve Funds

Reserve funds are the accumulation of unrestricted surpluses that are available for use at the discretion of the Board of Directors. The presence of reserves increases NPCA's ability to absorb or respond to temporary changes in circumstances, such as the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues. Reserves could also sustain NPCA during times of delayed payments or cutbacks in government funding. Building and maintaining reserves help to ensure that sufficient funds are available to manage cash flow on a day-to-day basis and maintain financial flexibility. Funding of a reserve may come from an operational surplus or raised through specific funding or other revenues.

Reserves may be considered discretionary or non-discretionary. The primary funding source for discretionary reserves is derived from annual year-end operating surpluses or recommendations included in the annual budget.

Non-discretionary reserves are segregated funds to meet statutory and contract requirements and funding agreements. This would include reserves that have commitments dictating that the funds be used for future costs for specific projects or work that is similar in nature or for the same area, for example National Disaster Mitigation Program matched funding.

NPCA's reserves are an essential part of NPCA's long-term financial plan. Reserves are an appropriate way for Conservation Authorities to maintain a stable financial position and sustainably manage significant events to:

- Mitigate current and future risks
- Reduce exposure to unpredictable revenues
- Multi-year financing of capital projects
- Replacement value of tangible capital assets
- Asset Management Plan
- Unanticipated opportunities (i.e. matched funding agreements)

Deferred Funds

Deferred Funds are restricted unspent funds with a pre-determined specific use. Deferred balances in any fund will be carried forward to subsequent budgets to complete projects or fund planned long-term projects or maintenance. Funds that were funded by sole-benefitting levy will be maintained for the intended use only and will not be directed for any other use without the permission of the funder.

NPCA Reserves

- 1. General Stabilization Reserve
- 2. Land Securement Reserve
- 3. Program Designated Reserve
- 4. Vehicle and Equipment Reserve
- 5. Capital and State of Good Repair Reserve

Financial Implications

There are no financial implications in adopting the policy.

Links to Policy

The Board has been clear in their desire to be transparent, accountable and fiscally responsible. This policy will aid in meeting these objectives.

Related Reports and Appendices

Appendix 1: (Draft) Reserves Policy

Authored	by:
----------	-----

Original Signed by:

Lise Gagnon, CPA, CGA Director, Corporate Services

Submitted by:

Original Signed by:

Chandra Sharma, MCIP, RPP Chief Administrative Officer/Secretary-Treasurer



Appendix 1 – Report No. FA-67-20

RESERVES POLICY		#	
Developed by:	Corporate Services		
Policy Applies To:	All Employees/Board Members/Volunteers		
Date Created:	24-NOV-2020	Approved By:	
Version #: 1	2020-01	Last Review Date:	NOV-2020

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Purpose and Objectives

Purpose

The Niagara Peninsula Conservation Authority (NPCA) Board of Directors has established reserves to help ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization's financial position and the ability of the organization to carry out its mandate.

The Reserve Policy will set goals for the Board Designated Reserves and the terms and conditions for their use.

Application

The Board of Directors and Niagara Peninsula Conservation Authority Staff are responsible for the establishment, management and administration of NPCA Reserves.

Applicable Legislation

- 1. Conservation Authorities Act (RSO 1990)
- 2. Public Sector Accounting Board (PSAB) accounting standards for Canadian public sector organizations, including Conservation Authorities.

The Municipal Act, 2001 includes requirements for the establishment of and use of reserve funds for municipalities. Our funding municipalities will also be consulted to ensure NPCA's Reserve Policy is consistent with their reserve funding practices.

Definitions

Appropriations from Reserve

Funds withdrawn from a Reserve Category for a defined use.

Appropriations to Reserve

Funds allocated to a Reserve Category.

Deferred Funds

Deferred Funds are restricted unspent funds with a pre-determined and specifically defined use.

Financial Stability

Financial Stability of a non-profit organization includes maintaining operating reserve ratios at levels adequate for preserving the capacity of non-profit organizations to deliver on their mandate for a reasonable period of time in the event of unforeseen financial shortages, extraordinary events, disaster recovery, etc.

Fund Accounting

A method of accounting and presentation whereby assets and liabilities are grouped according to the purpose for which they are to be used.

Reserve Funds

Reserve funds are the accumulation of unrestricted surpluses that are available for use for a defined purpose.

Reserve Limit

A specified maximum level for a Reserve Category.

Target Reserve Level

The desired level of reserve for a given Reserve Category.

Reserve Funds

Reserve funds are the accumulation of unrestricted surpluses that are available for use at the discretion of the Board of Directors. The presence of reserves increases NPCA's ability to absorb or respond to temporary changes in circumstances, such as the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues. Reserves could also sustain NPCA during times of delayed payments or cutbacks in government funding. Building and maintaining reserves help to ensure that sufficient funds are available to manage cash flow on a day- to-day basis and maintain financial flexibility. Funding of a reserve may come from an operational surplus or raised through specific funding or other revenues.

NPCA's reserves are an essential part of NPCA's long-term financial plan. Reserves are an appropriate way for Conservation Authorities to maintain a stable financial position and sustainably manage significant events to:

- Mitigate current and future risks
- Reduce exposure to unpredictable revenues
- Multi-year financing of capital projects
- Replacement value of tangible capital assets
- Asset Management Plan
- Unanticipated opportunities (i.e. matched funding agreements)

Reserves may be considered discretionary or non-discretionary. The primary funding source for discretionary reserves is derived from annual year-end operating surpluses or recommendations included in the annual budget.

Non-discretionary reserves are segregated funds to meet statutory and contract requirements and funding agreements. This would include reserves that have commitments dictating that the funds be used for future costs for specific projects or work that is similar in nature or for the same area, for example National Disaster Mitigation Program matched funding.

Deferred Funds

Deferred Funds are restricted unspent funds with a pre-determined specific use. Deferred balances in any fund will be carried forward to subsequent budgets to complete projects or fund planned long-term projects or maintenance. Funds that were funded by sole-benefitting levy will be maintained for the intended use only and will not be directed for any other use without the permission of the funder.

Reserve Requirements

Governance

The board has the ultimate responsibility for the accuracy of financial reporting and prudent management of resources. An effective system of governance is critical in carrying out this responsibility, which includes board-approved by-laws, policies and procedures, as well as regular receipt and approval of reports regarding financial and other matters.

Each year, a financial audit is conducted by an external accounting firm. The board appoints members to a Finance Committee. The Finance Committee is responsible for reviewing the audited financial statements and recommending their approval to the Board. The Finance Committee is also responsible for reviewing internal controls, accounting practices/policies and significant accruals, provisions and estimates included in the financial statements and making recommendations to the Board.

Management Responsibilities

The CAO/Secretary-Treasurer is responsible for implementing the board's direction regarding reserves. The CAO/Secretary-Treasurer and/or Director, Corporate Services will review and make recommendations to the Board on an annual basis or more frequently as necessary regarding the need for new reserves, the financial adequacy of existing reserves and funding sources for reserves.

All contributions to and/or withdrawals from reserve and reserve funds will be clearly identified and segregated within the Corporation's accounting system.

Creation of Reserves

A Board Resolution is required to create a new reserve, other than a reserve that falls under one of the exceptions outlined below. The Resolution is typically recommended by staff in the annual year-end report though may also be recommended in a separate report when a specific transaction takes place.

For non-discretionary reserves that are required under legislation or a contract with others such as land sale reserves and funds provided by others for future expenses, staff are authorized to create the reserves, with the details to be included in future Board reports.

A staff recommendation to the Board for the creation of a new reserve will include:

- 1. Rationale for creating and purpose of the reserve
- 2. Funding source
- 3. Target balance for reserve if applicable
- 4. Amount and timing of projected disbursements (if known)

Appropriations to/from Reserves

Transfers to reserves must be approved by a Board Resolution, unless the transfer relates to one of the non-discretionary reserve exceptions outlined above and is required by legislation or contract. A resolution to transfer funds to a reserve can be a one-time lump sum amount or can be a protocol for staff to follow (i.e. annual owned-vehicle amortization as a charge to operations to support equipment reserve). Revenue sources with specific requirements, contractual obligations or designated purposes should be classified as restricted to ensure related limitations and conditions are adhered to.

All transfers from reserves for the use of reserve funds must be approved by a Board resolution. This may also include consultation and input from municipal partners as appropriate. When funds are to be transferred out of a non-discretionary reserve, staff will confirm that the use of the funds is consistent with the legislated or contracted requirement when presenting the recommended Resolution to the Board for consideration.

When approving appropriations from reserves, the Board should consider any additional provisions that may be required for replenishment if applicable, in addition to Board approved funding sources for each reserve.

Reserve Shortfalls

If any reserve category is less than 50% of the targeted reserve, the Board of Directors, in the absence of any extraordinary circumstances, should consider adopting an annual budget that includes a projected surplus sufficient to rebuild the reserve category over a defined period back to its targeted reserve level.

Investment Income and Reserves

NPCA's cash balances are pooled or combined for investment purposes. Investment income will be allocated to a reserve if it is:

- a) required by resolution of the Board, for discretionary reserve or,
- b) required by a provincial policy or contract, for a non-discretionary reserve.

Any investment income allocated to reserves will be initially allocated as earnings of the general operating fund, then credited annually to each reserve fund according to its proportionate share of the total investment portfolio, based on the weighted average return for all investment income (including the interest-bearing current account) during the year. Investments shall be made in accordance with the NPCA Banking and Investment Policy.

If a discretionary reserve is considered to have reached a level that is sufficient to meet the future needs that it was established for, the Board may direct staff to suspend the allocation of investment income to that reserve and redistribute to remaining reserves.

Reporting

The annual budget process will include detailed information on projected reserve balances and changes.

The audited financial statements will indicate the total reserve amounts and the financial statement note disclosure will provide reserve details, compared to prior year.

Policy Review Schedule

The Reserve Policy will be reviewed and updated every four years or sooner if conditions dictate. Any changes thereto will be at the discretion of the Board of Directors and approved by resolution.

NPCA Reserves

General Stabilization Reserve

Stabilization Reserves are established to address in-year uncontrollable or unanticipated changes in revenues or costs that are operational in nature.

Purpose	To provide financial resources to respond to unforeseen events. This reserve will be used to accommodate fluctuations in operating revenue and expenses and to protect against unexpected expenditures that are typically one-time in nature, or unanticipated deficits that may occur in the fiscal year. This reserve also serves as a long-term financing tool to smooth impacts of municipal funding changes due to growth in programs and services. To provide working capital during the year, if required.
Target Balance	As best practice, the Government Finance Officers Association recommends that stabilization should be 5% to 15% of operational revenues or one to two months of operational expenditures, based on the previous 3-year actual average.
Funding Source	Contributions from the operating budget. Contributions from the year-end operating surplus.

Land Securement Reserve

Purpose	Niagara: to fund the acquisition of property in Niagara Region to meet NPCA's goals as determined through the Land Acquisition Strategy. Hamilton: to fund the acquisition of property in the City of Hamilton to meet NPCA's goals as determined through the Land Acquisition Strategy implementation plan. Other: to fund the acquisition of various properties to meet NPCA's goals as determined through the Land Acquisition Strategy.
Target Balance	The target balance will be based on amounts to be determined through the Land Acquisition Strategy implementation plan.
Funding Source	Municipal reserve funding in the operating budget. Contribution(s) from the operating budget. Contribution(s) from the year-end operating surplus. Proceeds from the sale of property, except provincially funded/owned land sale proceeds that must be restricted. Support from Niagara Peninsula Conservation Foundation as appropriate Investment revenue allocation. Board designated revenue source(s).

Program Designated Reserves

Flood Protection Reserve

Purpose	To provide a funding source for flood protection initiatives, related ongoing monitoring and operating expenses and to finance project disbursements where tenders exceed approved budgets. Additionally, this reserve supports matched funding projects.
Target Balance	The target balance will be based on Flood Protection budget amount, incorporating any external matched funding agreements.
Funding Source	Contribution(s) from the operating budget. Contribution(s) from the year-end operating surplus. Project funding received in excess of related expenses. Investment revenue allocation. Board designated revenue source(s).

Vehicle and Equipment Reserve

Purpose	To fund the replacement of vehicles and equipment at the end of their useful life, in accordance with life cycle replacement protocols in the Asset Management Program.
Target Balance	The target balance will be based on the average annual requirement for the replacement of vehicles and equipment in the Capital Budget, based on lifecycle costing information. A minimum reserve balance of 25% of the estimated total vehicle and equipment replacement value will be maintained.
Funding Source	Contribution(s) from the operating budget funded from general municipal levy as a departmental charge to operating departments equivalent to the amortization of owned assets. Surplus financing from completed equipment capital projects. Proceeds from sale or disposal of used equipment. Investment revenue allocation. Board designated revenue source(s).

Capital and State of Good Repair (SOGR) Reserve

Purpose	To fund the replacement, expansion or rehabilitation of NPCA capital assets. This reserve can also be used to fund unforeseen infrastructure renewal activities that may arise as assets deteriorate over their useful life. To maintain NPCA capital assets in a state of good repair. This reserve will minimize the impact on municipal funding or need for debt financing by ensuring funds are available to renew assets and extend their useful life, thereby reducing or delaying the replacement of assets.
Target Balance	The target balance will be based on the average annual requirement for NPCA's capital assets based on lifecycle costing information as determined by NPCA's Asset Management Plan.
Funding Source	State of Good Repair Levy Contribution(s) from the operating budget. Surplus financing from completed equipment capital projects. Proceeds from sale or disposal of used equipment. Investment revenue allocation. Board designated revenue source(s).



Report To: Board of Directors

Subject: Tangible Capital Assets Policy

Report No: FA-68-20

Date: December 17, 2020

Recommendation:

1. THAT Report No. FA-68-20 RE: Tangible Capital Assets Policy BE RECEIVED

- 2. **THAT** the Tangible Capital Assets Policy **BE APPROVED** by the Board of Directors.
- 3. **AND FURTHER THAT** staff continue to develop best practices and guidance regarding consideration of green infrastructure and climate change in future updates to NPCA's Tangible Capital Assets Policy and Asset Management Plans.

Purpose

The purpose of this policy is to prescribe the accounting treatment for tangible capital assets (TCA) so that the investments in property and equipment are reflected on the Niagara Peninsula Conservation Authority's (NPCA) financial statements in accordance with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150. The principle issues are the recognition of the assets and the determination of amortization charges. Also addressed are policies and procedures to protect and control the use of all tangible assets, provide accountability over tangible capital assets, and gather and maintain information needed to prepare financial statements.

Background

On December 3, 2020 Report No. A&BC-14-20 – Tangible Capital Assets Policy was presented to the Finance Committee, and the following resolution was passed:

Recommendation No. A&BC-39-2020

Moved by Member Beattie and seconded by Member Foster

THAT Report A&BC-14-2020 Respecting Tangible Capital Assets Policy **BE RECEIVED** for Finance Committee input and approval.

THAT the Tangible Capital Assets Policy **BE RECOMMENDED** to the Board of Directors for approval.

AND FURTHER THAT Staff continue to develop best practices and guidance regarding consideration of green infrastructure and climate change in future updates to NPCA's Tangible Capital Assets Policy and Asset Management Plans.

Discussion

The Canadian Institute of Chartered Accountants has approved Public Sector Accounting Board (PSAB) Handbook Section 3150 relating to the accounting treatment of a public sector organization's tangible capital assets. Beginning on January 1, 2009 all public sector organizations in Canada must record and report their tangible capital assets on their financial statements. These assets must be valued at historical cost and amortized over their expected useful life. This policy has been developed to provide a framework for the implementation and subsequent maintenance of NPCA's Tangible Capital Asset Reporting System.

Asset Classifications

- 1. Land
- 2. Land Improvements
- 3. Buildings and Building Improvements
- 4. Machinery and Equipment
- 5. Infrastructure
- 6. Vehicles

Capitalization Thresholds

Asset Classification	Minimu	m Threshold
Land		No threshold
Land Improvements	\$	20,000
Buildings and Building Improvements	\$	20,000
Machinery and Equipment	\$	5,000
Infrastructure	\$	20,000
Vehicles	\$	5,000

Amortization and Estimated Useful Life

Asset Classification	Amortization Method	Useful Life
Land	Not applicable	Unlimited
Land Improvements	Straight Line	20 years
- Dams and Water Control Structures	Straight Line	15 to 100 years
Buildings and Building Improvements	Straight Line	30 years
Machinery and Equipment	Straight Line	5 to 10 years
- Gauge Stations	Straight Line	15 to 30 years
Infrastructure	Straight Line	20 years
Vehicles	Straight Line	5 years
Work in Progress	Not applicable	Not applicable

Governance

The Board has the ultimate responsibility for the accuracy of financial reporting and prudent management of resources. An effective system of governance is critical in carrying out this responsibility, which includes board-approved by-laws, policies and procedures, as well as regular receipt and approval of reports regarding financial and other matters.

Each year, a financial audit is conducted by an external accounting firm. The board appoints members to a Finance Committee, who is responsible for reviewing the audited financial statements and recommending their approval to the Board. The Finance Committee is also responsible for reviewing internal controls, accounting practices/policies and significant accruals, provisions and estimates included in the financial statements.

Green Infrastructure and Climate Change Consideration

Ontario Regulation 588/17, sets out requirements for Ontario municipalities to develop asset management plans, formally recognizes green infrastructure for the first time as a type of asset that should be included in municipal asset management planning. This creates a number of opportunities for green infrastructure owners like NPCA and our partner area municipalities to increase investment in and improve management of green infrastructure.

The regulation indicates a need for municipal asset management to consider both the effects of climate change on infrastructure as well as opportunities to reduce greenhouse gas emissions through infrastructure planning and management, both of which can often be supported by green infrastructure. O. Reg 588/17 Defines Green Infrastructure as "an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes, and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs".

The inclusion of green infrastructure in the regulation as well as its acknowledgement throughout federal and provincial infrastructure funding programs means that green infrastructure is eligible for

much of the infrastructure funding that is now available and that will be available in the future. The community of practice and guidance on this aspect of asset management is still evolving.

Through NPCA's new Strategic Plan and climate change commitment, we have an opportunity to develop technical knowledge and expertise in this area to ensure that green infrastructure assets are incorporated accurately and consistently not only into NPCA's asset management program but we can convene a regional community of practice and support our local partners in this emerging area of new science and practice.

Financial Implications

There are no financial implications in the development of this policy. The Board should consider the allocation of resources for successful implementation of this policy in the annual budget process.

Links to Policy

The Board has been clear in their desire to be transparent, accountable and fiscally responsible. This policy will aid in meeting these objectives.

Related Reports and Appendices

Appendix 1:	(Draft) Tangible Capital Assets Policy		
Appendix 1(a):	(Draft) Asset Disposal and Transfer Form		

Authored by:	
Original Signed by:	
Lise Gagnon, CPA, CGA Director, Corporate Services	

Submitted by:

Original Signed by:

Chandra Sharma, MCIP, RPP Chief Administrative Officer/Secretary-Treasurer



TANGIBLE CAPITA	#			
Developed by:	Corporate Services			
Policy Applies To:	All Employees/Board Members/Volunteers			
Date Created:	25-NOV-2020	Approved By:		
Version #: 1	2020-01	Last Review Date:	NOV-2020	

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Purpose and Objectives

Purpose

The purpose of this policy is to prescribe the accounting treatment for tangible capital assets (TCA) so that the investments in property and equipment are reflected on the Niagara Peninsula Conservation Authority's (NPCA) financial statements in accordance with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150. The principle issues are the recognition of the assets and the determination of amortization charges. Also addressed are policies and procedures to protect and control the use of all tangible assets, provide accountability over tangible capital assets, and gather and maintain information needed to prepare financial statements.

Policy Statement

The Canadian Institute of Chartered Accountants has approved Public Sector Accounting Board (PSAB) Handbook Section 3150 relating to the accounting treatment of a public sector organization's tangible capital assets. Beginning on January 1, 2009 all public sector organizations in Canada must record and report their tangible capital assets on their financial statements. These assets must be valued at historical cost and amortized over their expected useful life. This policy has been developed to provide a framework for the implementation and subsequent maintenance of NPCA's Tangible Capital Asset Reporting System.

Definitions

Amortization is the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life (also referred to as depreciation).

Betterments are subsequent expenditures on tangible capital assets that:

- Increase service capacity
- Lower associated operating costs
- · Extend the useful life of the asset
- Improve the quality of the asset

These costs are included in the tangible capital asset's cost. Any other expenditure would be considered a repair or maintenance and expensed in the period in which the expense was incurred. The asset category "Building Improvements" falls under this category.

Capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the NPCA.

Capitalization threshold is the minimum amount that expenditures must exceed before they are capitalized and are reported on the balance sheet of the financial statements. Items not meeting the threshold would be recorded as an expense in the period in which the item was purchased.

Contributed / Donated Assets is a TCA received at no or nominal cost. The value of a contributed TCA is its fair value at the date of contribution.

Disposal is the reduction in the investment in TCAs by way of sale, demolition, loss or abandonment.

Fair Value is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

Group Assets (pooling) TCA that have an individual value below the capitalization threshold but have a material value as a group.

Historical Cost is the gross amount of consideration originally given up to acquire, construct, develop or better a tangible capital asset and includes all costs directly attributable to the asset's acquisition, construction, development or betterment, including installing the asset at the location and in the condition necessary for its intended use.

Impairment is a condition whereby an asset's market value falls below its book value and the value reduction is expected to be permanent (e.g. damage), resulting in a write-down of the asset's value and recording of a loss.

Net Book Value is the asset value minus the accumulated amortization of the asset.

Replacement Cost is the current cost of similar new property having the nearest equivalent utility as the property being appraised as of a specific date.

Residual Value is the estimated net realizable value of a TCA at the end of its useful life, also referred to as salvage value.

Tangible Capital Assets are non-financial assets having physical substance that:

- a. Are used on a continuing basis in the NPCA's operations
- b. Have useful lives extending beyond one year
- c. Are not held for re-sale in the ordinary course of operations.

Tangible capital assets do not include:

- i. Assets inherited by right of the Crown, such as Crown lands, forests, water and mineral resources
- ii. Works of art or historical treasures
- iii. Intangible assets such as goodwill, copyrights and patents

Useful Life is the shortest of the asset's physical, technological, commercial or legal life.

Work-In-Progress is the cost of a TCA under construction or in an uncompleted process of acquisition and that are not yet in service. Amortization is not applied to work-in-progress.

Write-Down is a reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

Policy - Tangible Capital Assets

Asset Classifications

NPCA records tangible capital assets to which it has legal title in one of the classifications noted below.

Land

Real property in the form of a plot, lot or area. Includes all expenditures made to acquire land and to ready it for use where the improvements are considered permanent in nature and includes purchase price, closing costs, grading, filling, draining, and clearing, removal of old buildings (net of salvage), assumption of liens or mortgages, and any additional land improvements that have an indefinite life. The costs associated with improvements to land are added to the cost of the land if those improvements can be considered permanent (such as re-grading or filling of the land). Excludes: forests, water and other mineral resources and land held for resale. Includes land for administrative buildings, parks, playground fields and open space.

Land Improvements

Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use, which generally decay or break down over time. Land improvements that are removable and can degrade or deplete over the course of time through use or due to the elements, should be separately capitalized and their value amortized over the useful life of the improvement. Examples include construction of driveways, landfill site development, bike paths in parks, drop off locations, sidewalks, fencing, patios, water fountains, outdoor swimming or wading pools, ball diamonds, soccer fields, irrigation systems, water control structures (damns, weirs), tennis courts etc.

Buildings and Building Improvements

Buildings include all structures that provide shelter from the elements which function independent of an infrastructure network. This category includes capital and betterments to general capital buildings that are owned by the authority. Examples include sport and recreation facilities, office buildings, pavilions, change rooms, park washrooms, concession buildings, ticket kiosks etc.

Machinery and Equipment

An apparatus, tool, device, implement or instrument that likely uses energy to facilitate a process, function or completion of a task. It may be installed within a building but is generally capable of being moved and reinstalled at a different location. It can include furniture, computers, office equipment, gauge stations.

Infrastructure

Are linear assets that are generally constructed or arranged in a continuous and connected network. Examples include surface systems such as roads, sidewalks, bridges, drainage ditches, streetlights, and underground systems.

Vehicles

A means of transportation, usually having wheels for transporting persons or things or designed to be towed behind such an apparatus. Often require a license. Includes automobiles, trucks, motorcycles, boats etc.

Capitalization Thresholds

NPCA will record a tangible capital asset in the accounting ledgers if it meets or exceeds the dollar threshold noted below.

Regardless of the foregoing, assets purchased individually that have a value below the threshold may be material when pooled and considered as a group. Similarly, portable assets may also be tracked for better control or security. These assets are capitalized as part of the group and may be tracked separately in a sub-ledger.

Asset Classification	Minimun	n Threshold
Land		No threshold
Land Improvements	\$	20,000
Buildings and Building Improvements	\$	20,000
Machinery and Equipment	\$	5,000
Infrastructure	\$	20,000
Vehicles	\$	5,000

Valuation

Purchased Assets

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use. These costs may include, but are not limited to:

- direct material and labour costs incurred during construction of a tangible capital asset;
- 2. professional fees charged by an outside third party for services rendered such as appraisal, application, survey, inspection, design, engineering, architectural, environmental assessments and other similar types of activities;
- 3. an appropriate share of overhead and indirect costs such as salaries and wages that can be directly attributable to the acquisition, development and construction of a tangible capital asset;
- 4. the costs of an improvement that is incurred subsequent to the initial acquisition or construction of a tangible capital asset, such as an addition of a lane to an existing road;
- 5. land acquisition costs, such as purchase price, appraisal fees, brokerage fees, survey fees and legal fees;
- 6. interest costs incurred by borrowing during the acquisition, construction or production of the asset to get the asset ready for its intended use. Once the asset is operational, the interest costs are no longer to be capitalized;
- 7. miscellaneous costs such as handling, freight and transportation insurance charges to the point of initial use, non-refundable taxes and duties; and
- 8. net of any discounts or rebates.

The administrative costs to put an asset into operation are to be capitalized, but general administrative overhead not directly attributable to the asset is not to be capitalized.

Estimating

When the historical cost cannot be accessed or identified, the following methods may be used to determine a reasonable estimate for the historical cost.

- 1. discounted reproduction cost (measures the current cost of reproducing the same asset into the same physical form and discounted to the year of acquisition using an index);
- discounted replacement cost (measures the current cost of replacing the asset in a different physical form but with the same productive capacity and then discounted to the year of acquisition using an index);
- 3. professional appraisal (a professional assessment of what an asset is worth based on its current age and condition. This value is then discounted to the cost at the time of acquisition using an index).

For audit purposes, a consistent method will be applied across an asset category when applying cost estimation.

The indices applied to discount to estimate value will be an index such as the Consumer Price Index or an industry specific index such as the Public Work Index and applied across the asset category.

Capital Leases

Tangible Capital Asset leases are either operating or capital in nature. Capital leases exist where substantially all of the benefits and risk incident to ownership are transferred to the NPCA, and one or more of the following conditions must be met:

- 1. there is reasonable assurance that property ownership will be transferred at the end of the lease term;
- 2. the lease term covers 75% or more of asset's economic life; or
- 3. the present value of minimum lease payments less executory costs equals 90% or more of the asset's fair market value.

Capital leases are recorded as both a Tangible Capital Asset and liability on the balance sheet. Operating leases are recorded as operating expenses in the year incurred.

Donated or Contributed Assets

Donated or contributed assets meet the criteria for recognition as tangible capital assets as these assets embody an expected future economic benefit that the NPCA will control. The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized. In unusual circumstances, where it is impossible to estimate its fair value, the tangible capital asset would be recognized at nominal value.

Grants or Donations

Any grants or donations received towards the acquisition cost of an asset cannot be netted against the gross cost of the TCA.

Grants received are recognized as Capital Revenue, by type.

Assets that are contributed, donated or assumed by the NPCA are recorded at fair market value at the date of acquisition. Fair market value is the consideration that would be agreed on in an arm's length transaction between parties who are under no compulsion to act. PSAB 3150 requires the disclosure of the nature and amount of contributed TCA received in the year.

Works of Art and Historical Treasures

The cost of items of historical significance or works of art are not consumed in the normal operations nor is it possible to estimate the future economic benefit associate with these items. These items will not be recognized as tangible capital assets, but the existence of these units should be disclosed in the notes to the financial statements, in accordance with PSAB 3150. Buildings declared as heritage sites may be included in this asset classification. Therefore, the NPCA will specifically exclude all artifacts, antiques, works of art and buildings of historical significance such as those at the Ball's Falls Heritage Parks.

Expenditures for preservation, cleaning and restoration related to such property is expensed in the period incurred.

Asset Segmentation

Many TCA, especially complex network systems and buildings, consist of a number of components. PSAB 3150 provides the option of accounting for such assets as a single asset or treating each component as an individual asset.

Component Approach

Can be adopted where the individual component:

- 1. can be valued separately and is of a material value;
- 2. is expected to have a useful life materially different than the useful life of the entire asset; and
- 3. can be replaced and will increase the useful life of the entire asset; NPCA will record the cost of each individual component as a separate TCA. This will enable the replacement of the individual component to be capitalized and amortized over its useful life versus being expensed in the year incurred. Components of an asset will be individually recorded as separate records in the subsidiary ledger.

If a capital project is allocated using the component approach and results in any component asset that is less than the capitalization threshold, the component will be permitted as an exception to the threshold so that the full project cost may be accounted for in the subsidiary ledger.

Single Asset Approach

The tangible capital asset will be accounted for as a single asset where the component approach is not used or when the costs of the individual components cannot reasonably be determined.

Exception

In all cases, the value of any land included in the acquisition of a tangible capital asset must be separately identified, valued, and recorded as it is not subject to amortization.

Acquisition Date

The acquisition date of a tangible capital asset is the earliest of:

- 1. the date on which the tangible capital asset being constructed is complete and ready or use; or,
- 2. the date the legal ownership of the tangible capital asset is transferred to the NPCA.

Amortization and Estimated Useful Life

Amortization

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. (PS 3150.22). Land and Capital Works in Progress are not amortized.

Amortization should be accounted for as an expense in the statement of operations. A record is still required for assets still in use, but already fully amortized. Amortization does not commence until the asset is available for use. In the year an asset is put into service, amortization will be expensed for a full year.

Generally, a straight-line method for calculating the annual amortization is applied. Under this method, the cost of the asset is written off and expensed evenly over the useful life of the asset. Annual amortization is equal to the cost of the tangible capital asset minus residual value, divided by useful life.

Once a method for a particular asset is chosen, it must generally be used for the life of the asset.

Estimated Useful Life

A tangible capital asset must have an estimated useful life greater than one reporting period to be considered for capitalization and amortization. All tangible capital assets except land will be assigned a useful life appropriate to that asset. Land has an unlimited useful life and is not subject to amortization.

Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased or constructed. The physical life of a tangible capital asset may extend beyond its useful life.

Estimating useful life of tangible capital assets is a matter of judgment based upon experience and should be applied on a consistent basis.

The service potential of a tangible capital asset is normally consumed through usage. However, factors such as obsolescence, excessive wear and tear, deferral of regular maintenance or other events could significantly diminish the service potential that was originally anticipated.

The estimated useful life of a tangible capital asset category and remaining useful life of individual tangible capital assets should be reviewed on a regular basis and revised when appropriate.

Tangible capital assets are amortized based on their estimated useful lives, using the following methods:

Asset Classification	Amortization Method	Useful Life
Land	Not applicable	Unlimited
Land Improvements	Straight Line	20 years
- Dams and Water Control Structures	Straight Line	15 to 100 years
Buildings and Building Improvements	Straight Line	30 years
Machinery and Equipment	Straight Line	5 to 10 years
- Gauge Stations	Straight Line	15 to 30 years
Infrastructure	Straight Line	20 years
Vehicles	Straight Line	5 years
Work in Progress	Not applicable	Not applicable

Surplus Assets and Disposals

Tangible capital assets, in their entirety or partially, may be disposed of by sale, trade-in, destruction, loss or abandonment. The difference between the net proceeds on the disposal of a tangible capital asset and the net book value of the asset is accounted for in the Consolidated Statement of Change in Net Financial Assets as a Gain or Loss on the Sale of Tangible Capital Assets.

In unusual circumstances, surplus assets may be removed from service or reinstated at a later date or for sale consideration. PSAB 3150 requires disclosure of the net book value of surplus assets removed from service.

All tangible capital asset redeployments, disposals and removals from service must be approved by the CAO/Secretary-Treasurer prior to disposition or as soon as known. An Asset & Disposal Form has been developed to facilitate this approval – see Appendix 1. Disposals and removals should be done in compliance with all relevant legislation, NPCA's Procurement Policy and health & safety protocols to minimize risk.

Impairment and Write Down

The amortization method and estimate of the remaining useful life of the tangible capital asset should be reviewed annually.

The change and rationale for any impairment in the value of the asset must be clearly demonstrated and documented for audit purposes. Possible events that may result in asset impairment include:

- change in extent or manner of usage;
- removal from service for an extended period of time;
- physical damage, significant technological developments;
- change in demand for related services; or
- change in law or environment.

PSAB 3150 requires that the net write down of a tangible capital asset is accounted for as an operating expense and cannot be reversed. PSAB 3150 requires the disclosure of the net book value of assets that have been removed from service.

Repairs & Maintenance

Repair or Maintenance expenses are incurred to repair or maintain the pre-determined service potential of a tangible capital asset to the end of its current useful life. These expenses do not enhance the functionality, capacity, usability, quality or efficiency of the tangible capital asset. Such costs should be recorded as an expense in the fiscal year in which they were incurred.

Repair and Maintenance expenses include:

- 1. Replacement of individual units or parts of a tangible capital asset due to age, wear and tear and damage in order to maintain the tangible capital asset in the operating condition without significantly enhancing the functionality, capacity, usability and efficiency of the tangible capital asset;
- 2. Costs incurred to service or maintain the tangible capital asset until the end of its estimated useful life, where the estimated useful life is expected not to extend beyond a fiscal year;
- 3. Repairs, to restore tangible capital assets to prior condition;
- 4. Routine cleaning and servicing of equipment; and
- 5. Costs that must be incurred in order to realize the benefits previously projected from the tangible capital asset.

Costs that maintain the existing service level of an asset should be expensed in the fiscal year incurred and not recorded as a cost of the asset.

Betterments

The cost of an asset will also include subsequent improvements or betterments. These are costs incurred to enhance the service potential of an existing tangible capital asset when:

- 1. there is an increase in the previously assessed physical output or service capacity;
- 2. associated operating costs are lowered;
- 3. the useful life of the property is extended; or
- 4. the quality of the output is improved.

Costs for improvements or betterments should be recorded as a capital asset. Recording of improvements or betterments as part of an existing asset will be added to the existing tangible capital asset. When the betterment replaces an existing component of a tangible capital asset recorded using the single asset approach, the betterment is treated as a disposal of the individual component.

All other expenditures beyond the description of improvements/betterments are considered a repair or maintenance and expensed in the current year.

Work in Progress

Work-in-process represents the costs of a project or tangible capital asset that is not substantially complete, or not ready for its intended purpose. Work-in-process is reported as a component of tangible capital assets on the balance sheet. Work-in-process is formally transferred to capital assets and amortization begins when substantially complete - In Service Date. All costs incurred as work-in-process that is subsequently abandoned or put on hold indefinitely will be written off when such a decision is made.

Governance

The Board has the ultimate responsibility for the accuracy of financial reporting and prudent management of resources. An effective system of governance is critical in carrying out this responsibility, which includes board-approved by-laws, policies and procedures, as well as regular receipt and approval of reports regarding financial and other matters.

Each year, a financial audit is conducted by an external accounting firm. The board appoints members to a Finance Committee, who is responsible for reviewing the audited financial statements and recommending their approval to the Board. The Finance Committee is also responsible for reviewing internal controls, accounting practices/policies and significant accruals, provisions and estimates included in the financial statements.

The Board should consider the allocation of resources for successful implementation of this policy in the annual budget process.

Management Responsibilities

The CAO/Secretary-Treasurer is responsible for implementing the board's direction regarding tangible capital assets. The CAO/Secretary-Treasurer and/or Director, Corporate Services will review and make recommendations to the board on an annual basis or more frequently as necessary regarding the need for amendments to the policy and procedures for tangible capital assets.

Disclosure Requirements

Financial Statements

The financial statements should disclose the following items for each major tangible capital asset classification:

- 1. Cost at the beginning of the fiscal year;
- Additions during the fiscal year;
- 3. Disposals during the fiscal year;
- 4. Amount of any write-down in the fiscal year;
- 5. Amount of amortization of the costs of tangible capital assets for the fiscal year;
- 6. Accumulated amortization at the beginning and end of the fiscal year; and
- 7. Net carrying amount at the beginning and end of the fiscal year.

The financial statements should also disclose the following information:

- 1. Amortization method used, including the amortization period or rate for each major category of tangible capital assets;
- 2. Net book value of tangible capital assets not being amortized because they are work in progress or have been removed from service;
- 3. Nature and amount of contributed tangible capital assets received in the fiscal year and recognized in the financial statements;
- 4. Nature and use of tangible capital assets recognized at nominal value;
- 5. Nature of the works of art and historical treasures held by the NPCA; and
- 6. Amount of interest capitalized in the fiscal year.

Asset Management

Inventory Records

An inventory record of capital assets is required. The asset register maintained in the Asset Management Program (City-Wide). At minimum, each inventory record must include:

- 1. identification number:
- 2. description;
- 3. asset category;
- 4. cost or estimated cost:
- 5. estimated useful life;
- 6. salvage value;
- 7. year of acquisition;
- 8. method of acquisition

The inventory should be continuously updated for activity and an inventory count should be performed annually, at minimum.

Review Schedule

Threshold, amortization methods and all estimates related to tangible capital assets are to be reviewed by NPCA Staff with the external auditors:

Asset Category	<u>Frequency</u>
Land Land Improvements Buildings Machinery and Equipment Infrastructure	Not applicable Every 5 years Every 5 years Every 3 years Every 5 years
Vehicles	Every 5 years





Asset Disposal and Transfer

EQUIPMENT DETAILS		
DATE:		
EQUIPMENT NUMBER:		
DEPARTMENT:		
DESCRIPTION:		
SERIAL NUMBER:		
DISPOSAL INFORMATION		
REASON FOR DISPOSAL:		
METHOD OF DISPOSAL:		
TRANSFER INFORMATION		
TRANSFER FROM:		
TRANSFER TO:		
REASON FOR TRANSFER:		
APPROVALS		
FOR DISPOSALS:		
EQUIPMENT DISPOSED OF BY		
CAO/SECRETARY-TREASURER		
FOR TRANSFERS:		
EQUIPMENT RECEIVED BY		
DIRECTOR, CORPORATE SERVICES		
FOR FINANCE USE ONLY		
COST:		
ACCUMULATED DEP'N:		
NET BOOK VALUE:		
PURCHASE DATE:		
NEW EQUIPMENT NO (AS REQ'D):		
DISPOSAL APPROVAL:	Signature - CAO/Secretary-Treasurer	
NOTES:		
 Record all transfers and disposal of equipment as they occur. Approval from the CAO/Secretary-Treasurer must be obtained before the physical disposal of the equipment is made. 		



PUBLIC ADVISORY COMMITTEE MEETING MINUTES

Thursday, September 24, 2020 5:00 p.m.
Virtual meeting via Webex

MEMBERS PRESENT: J. Oblak (Committee Chair)

J. Ariens
E. Furney
B. Johnson
M. Kauzlaric
H. Korosis
B. Mackenzie
D. Pont

J. SchonbergerL. SherryD. Speranzini

MEMBERS ABSENT: S. Brousseau

STAFF PRESENT: C. Sharma, Chief Administrative Officer / Secretary – Treasurer

C. Crerar, Communications Assistant

N. Green, Project Manager – Niagara River Remedial Action Plan

D. MacKenzie, Director, Watershed Management K. McCutcheon, Community Outreach Assistant

S. McPherson, Restoration Specialist

K. Royer, Coordinator, Community Outreach

G. Verkade, Senior Manager, Integrated Watershed

Planning/Information Management

OTHERS PRESENT: G. Wood, Niagara Peninsula Conservation Foundation

A. Crosby, Niagara Peninsula Conservation Foundation

REGRETS: T. Insinna, Chair -Niagara Peninsula Conservation Foundation

The Committee Chair called the meeting to order at 5:14 p.m. welcoming the Members.

1. APPROVAL OF AGENDA

Recommendation No. PAC-19-2020

Moved by Member Pont Seconded by Member Sherry

- THAT the agenda be amended to allow Report No. PAC-02-20 RE: Restoration Project Evaluation Criteria to immediately follow the Restoration Project Evaluation Criteria presentation
- 2. THAT the agenda for the November 26, 2020 NPCA Public Advisory Committee meeting BE ADOPTED as amended.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

D. Speranzini declared that her opinions are her own and not that of her employer Agriculture and AgriFood Canada.

3. PRESENTATIONS

3 a) Presentation by Gayle Wood RE: Niagara Peninsula Conservation Foundation

G.Wood shared updates and historical information pertaining to the Niagara Peninsula Conservation Foundation. She sent regrets on behalf of Foundation Chair Tom Insinna. She shared upcoming projects for 2021 including:

- -Director's Donation Challenge
- -Holiday Trail at Ball's Falls
- -Education Program funding
- -Conservation Area project support

Member Speranzini shared that the Ball's Falls Holiday Trail poster could be shared with photography clubs in the area.

Recommendation No. PAC-20-2020 Moved by Member Ariens Seconded by Member Korosis

1. THAT the NPCA Public Advisory Committee supports the Niagara Peninsula Conservation Foundation Director's Donation challenge.

CARRIED

3 b) Presentation by Stuart McPherson RE: Restoration Project Evaluation Criteria

S. McPherson presented the NPCA Restoration Grant Program, including maps showing forest cover, wetland cover and water quality grades in NPCA watershed and explained how this scientific data and information was used to develop the project evaluation criteria for restoration grant applications. A discussion ensued regarding long-term project monitoring, program budget and climate change implications.

3 c) Report No: PAC-02-20 RE: Restoration Project Evaluation Criteria (moved from item 7b) on agenda)

Recommendation No. PAC-21-2020 Moved by Member Korosis

Seconded by Member Speranzini

- 1. THAT Report No. PAC-02-20 RE: Restoration Project Evaluation Criteria BE RECEIVED.
- 2. THAT the NPCA Public Advisory Committee ENDORSE the proposed project evaluation criteria as presented.

CARRIED

4. ADMINISTRATIVE BUSINESS

4 b) Minutes of the NPCA Public Advisory Committee dated September 24 2020

Recommendation No. PAC-22-2020 Moved by Member Schonberger Seconded by Member Ariens

THAT the minutes of the NPCA Public Advisory Committee meeting dated September 24, 2020 **BE APPROVED**.

CARRIED

5. BUSINESS FOR INFORMATION

a) Community Outreach and PAC member recruitment updates (verbal update)

Community Outreach:

K. Royer shared a verbal update on Community Engagement projects since the last meeting, including the installation of two (2) Mickey DiFruscio and Family Legacy Pollinator projects in Port Colborne and Niagara Falls, as well as the installation of 5 signs for the gardens. The NPCA worked with over 30 different community partners to implement community outreach and stewardship projects in the last two quarters of 2020, including working with Niagara Chapter Native Women Inc. to implement a TD Tree Days grant that saw over 150 trees planted in Fort Erie, St. Catharines, Niagara Falls and Thorold that would have a direct impact on Indigenous community members.

PAC Recruitment:

K. Royer shared a verbal update to inform members that at total of 26 applications were received for the two (2) PAC vacancies in development and Public-at large. A PAC Selection Sub-Committee will be reviewing the applications and will put forward recommendations to the NPCA Board of Directors at the December 17, 2020 meeting for consideration and appointment.

- b) Strategic Plan update (verbal update)
 - N. Green shared a verbal update on the NPCA Strategic Plan including the following:
 - -facilitator/consultant has been selected to support community engagement and other project tasks
 - -Staff Working Group is wrapping up SWOT (strengths, weaknesses, opportunities, threats) analysis after seeking input from staff, NPCA Board and PAC.
 - -begun implementing Communication and Community Engagement plan
 - -due to uncertainty with Bill 229, all strategic plan engagements will be moved to 2021
- c) NPCA Board Reports: (verbal update from D. MacKenzie)
 - i) Report FA-56-20 RE: Niagara Region's Proposed Woodland By-Law
 - ii) Report FA-50-20 RE: Water Quality Notifications and Communication
 - iii) Report FA-62-20 RE: Bill 229 Proposed Amendments to the Conservation Authorities Act
 - D. MacKenzie gave a verbal overview of three (3) NPCA Board Reports. A discussion ensued related to Bill 229 proposed amendments to the Conservation Authorities Act. C. Sharma, B. Johnson and B. Mackenzie all shared their perspectives on the issues and informed PAC members that many councils in the NPCA watershed are passing motions to back the work of the NPCA and all Conservation Authorities in Ontario.
- d) NPCA Media Releases https://npca.ca/our-voice

Members were encouraged to check NPCA's website for recent media releases and other information related to Bill 229.

6. BUSINESS FOR CONSIDERATION

6 a) Report No. PAC-01-20 RE: PAC Meeting Schedule 2021

Chair Oblak asked members if there was an interest in adding an extra meeting to the proposed schedule from Appendix 1 of Report No. PAC-01-20. She also asked if the 5pm on Thursday evening meetings were still convenient for members.

Recommendation No.PAC-23-2020

Moved by Member Korosis

Seconded by Member Ariens

THAT the proposed schedule in Appendix 1 of Report No. PAC-01-20 be amended to include an additional meeting in 2021, PAC meeting schedule will be as below:

February 25, 2021 5 p.m. April 29, 2021 5 p.m. June 17, 2021 5 p.m. September 30, 2021 5 p.m. November 25, 2021 5 p.m.

CARRIED

7. ADJOURNMENT

Recommendation No. PAC-24-2020 Moved by Member Pont Seconded by Member Sherry

THAT this meeting of the NPCA Public Advisory Committee **BE** hereby **ADJOURNED** at 6:53 p.m..

CARRIED

Jackie Oblak	Chandra Sharma
Public Advisory Committee Chair	Chief Administrative Officer / Secretary – Treasurer



WATERSHED FLOODPLAIN SUB-COMMITTEE MEETING MINUTES

Thursday, November 26, 2020 4:00 p.m. Virtual meeting via Webex

MEMBERS PRESENT: J. Oblak (Sub-Committee Chair)

E. Furney
B. Johnson
H. Korosis
B. Mackenzie
J. Schonberger
D. Speranzini

STAFF PRESENT: C. Sharma, Chief Administrative Officer / Secretary – Treasurer

C. Crerar, Communications Assistant S. Miller, Senior Manager, Water Resources

K. Royer, Coordinator, Community Outreach

OTHERS PRESENT: J. Hellinga

K. Kawall

M. Woodhouse

Dave Maunder, Aquafor Beech Ltd.

The Committee Chair called the meeting to order at 4:03 p.m. welcoming the Members.

1. APPROVAL OF AGENDA

Recommendation No. WFSC-04-2020

Moved by Member Korosis Seconded by Member Furney

THAT the agenda for the November 26, 2020 Watershed Floodplain Sub-Committee meeting **BE ADOPTED** as presented

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

D. Speranzini declared that her opinions are her own and not that of her employer Agriculture and AgriFood Canada.

3. BUSINESS FOR CONSIDERATION

3 a) <u>Presentation by Dave Maunder, Aquafor Beech Limited RE: Watershed Floodplain Mapping</u> project in Grimsby and Lincoln

D. Maunder presented the draft floodplain mapping projects for Grimsby and Lincoln pointing out that there was a total of 30 flood hazards identified, 21 of which are on public land. He walked members through various sections of the watersheds and the costs to mitigate some of the flood hazards identified.

Member D. Speranzini identified that some properties in the mapping document are in the floodplain (shown in red) and asked if those people are typically contacted as part of the process to identify their increased flood risk. S. Miller noted that this is not typically part of the process, however it is a very small number of people and we can contact them and share the report to notify those people they are at an increased risk of flooding. J. Hellinga asked whether part of the process is to determine if buildings were built in the floodplain before or after existing floodplain lines and S. Miller shared that this is not part of the floodplain mapping process, is more related to the work of planning and regulations staff. D. Speranzini commented that buildings/structures may not have been in a floodplain previously but due to development upstream they may now find themselves in a floodplain (older culverts may become undersized as a result of increased development upstream).

Another discussion ensued with regards to green infrastructure as it was noted that all proposed mitigation measures from the presentation are hard infrastructure and whether or not there is a role for green infrastructure in the floodplain mapping process. D. Maunder noted that it is not typically part of the process and that this type of consideration would require a detailed assessment and can take decades to implement, though Aquafor Beech Ltd. has written provincial documents about the implementation of green infrastructure.

Recommendation WFSC_05-2020:

Approved by general consensus

THAT the NPCA should contact landowners that are identified in the Watershed Floodplain report as having their house or buildings in the floodplain.

CARRIED

3 b) <u>Presentation by Steve Miller, Senior Manager Watershed Resources RE: Changes between old and new Grimsby & Lincoln Floodplain Mapping</u>

4. ADMINISTRATIVE BUSINESS

4 a) Minutes of the Watershed Floodplain Sub-Committee dated September 24, 2020

Recommendation WFSC-06-2020 Moved by Member Speranzini Seconded by Member Schonberger **THAT** the minutes of the NPCA Public Advisory Committee Watershed Floodplain Sub-Committee meeting dated September 24, 2020 **BE APPROVED**.

CARRIED

5. BUSINESS FOR INFORMATION

5 a) Information about the media campaign promoting the upcoming virtual public information sessions regarding the Grimsby and Lincoln Floodplain Mapping Update Project was shared with members via a presentation by Steve Miller. A total of 7300 postcards will be mailed to local residents within 300m of mapped watersheds. After the public information sessions, the presentations will be made public for people to review on their own time and provide feedback. S. Miller also encouraged PAC and Watershed Floodplain Sub-Committee members to attend the public information sessions.

Public Information Sessions: Dec. 15 and 16 (additional details on get involved site)

Project webpage link: https://getinvolved.npca.ca/grimsby-lincoln-floodplain-mapping

6. ADJOURNMENT

Recommendation No. WFSC-07-2020 Moved by Member Korosis Seconded by Member Schonberger

THAT this meeting of the Watershed Floodplain Sub-Committee **BE** hereby **ADJOURNED** at 5:12 p.m..

CARRIED

Jackie Oblak Public Advisory Committee Chair	Chandra Sharma Chief Administrative Officer / Secretary – Treasurer