

**FULL AUTHORITY MEETING
Wednesday, April 17, 2019
At 9:45 a.m. immediately following Source Protection Authority Meeting
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON**

A G E N D A

1. ADOPTION OF AGENDA

- 1.1 Addition of items
- 1.2 Change in order of items
- 1.3 Adoption of Agenda

2. DECLARATION OF CONFLICT OF INTEREST

3. PRESENTATIONS (and/or Delegations)

3.1 Presentations

- 3.1.1 KPMG Audit Report- Presentation by Scott Plugers, Lois Ouellette, KPMG

- a) Audited 2018 Financial Statements (Draft)

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- b) Audit Findings Report for the year ended December 31, 2018

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4. ADMINISTRATIVE BUSINESS

4.1 Approval of Draft Minutes

- 4.1.1. Full Authority Meeting – March 20, 2019

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- 4.1.2. Full Authority Closed Session – March 20, 2019 (Circulated under separate cover to remain Private and Confidential)

4.2 Business Arising from Minutes

4.3 Correspondence

- 4.3.1 Email from the City of Hamilton dated March 29, 2019 RE: Conservation Authorities' Reserves

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4.3.2 Environmental Registry Posting - Ministry of the Environment,
Conservation and Parks dated April 5, 2019 RE: Modernizing
conservation authority operations – Conservation Authorities Act
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4.3.3 Environmental Registry Posting - Ministry of the Environment,
Conservation and Parks dated April 5, 2019 RE: Focusing
conservation authority development permits on the protection of
people and property
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4.4 Chairman's Remarks

4.5 Chief Administrative Officer Comments

5. BUSINESS FOR INFORMATION

5.1 Watershed Management Status Q1 Report
Report No. FA-38-19
Page # 66

5.2 Niagara Region Tree and Forest Conservation By-law Q1 (2019)
Report No. FA-39-19
Page # 78

5.3 NPCA Tree and Forest Conservation By-law – 2018 Annual Report
Report No. FA-40-19
Page # 87

5.4 Q1 Strategic Initiatives / Operations / Ecology Status Report
Report No. FA-41-19
Page # 100

5.5 2019 Capital Projects Update
Report No. FA-42-19
Page # 116

5.6 Communications, Community Engagement, Outreach and Volunteers
2019 Q1 Report
Report No. FA-43-19
Page # 119

5.7 Financial Results – Year to Date ending March 31, 2019
Report No. FA-44-19
Page # 130

5.8 2019 – Q1 Status Report Human Resources
Report No. FA-45-19
Page # 134

5.9 Media Coverage Report for March-April 2019
Report No. FA-46-19
Page # 136

6. BUSINESS FOR CONSIDERATION

6.1 Standing Committee Reports

6.1.1. Minutes of the CAO Selection Committee Meeting –
March 20, 2019

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6.1.2. Minutes of the CAO Selection Committee Closed Session
Meeting – March 20, 2019 (Circulated under separate cover
to be made public)

6.1.3. Minutes of the Governance Committee Meeting –
March 27, 2019

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6.1.4 Minutes of the Audit and Budget Committee – April 15, 2019
(to be tabled)

6.2 Reports

6.2.1 Appointment / Reappointment of NPCA Compliance /
Regulations Officers
Report No. FA-47-19

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6.2.2 NPCA Administrative By-law – Proposed Change Section 4,
Sub-section 4.5 Chair and Vice Chair Appointments to Standing
Committees
Report No. FA-48-19

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6.2.3 Update on Memorandums of Understanding with Watershed
Municipalities
Report No. FA-49-19

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6.2.4 Revitalizing the NPCA Restoration Program
Report No. FA-37-19

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7. BUSINESS – In Camera

7.1 Motion to move in to Closed Session for the purposes of:

7.1.1 Personal matters about identifiable individuals including NPCA
employees

7.1.2 Labour relations, Human Resources or employee negotiations
(Q1 Legal Update)

7.2 Motion to reconvene in Open Session

7.3 Business Arising from Closed Session

8. NOTICE OF MOTION

9. NEW BUSINESS

10. ADJOURNMENT

Financial Statements of

**NIAGARA PENINSULA
CONSERVATION AUTHORITY**

Year ended December 31, 2018

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INDEPENDENT AUDITORS' REPORT

To the Board of Niagara Peninsula Conservation Authority

Opinion

We have audited the financial statements of Niagara Peninsula Conservation Authority (the Entity), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

St. Catharines, Canada

April 17, 2019

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
Financial assets:		
Cash and cash equivalents	\$ 6,138,740	\$ 4,985,889
Investments	4,256,273	4,076,320
Accounts receivable	278,986	576,404
	<u>10,673,999</u>	<u>9,638,613</u>
Financial liabilities:		
Accounts payable and accrued liabilities	759,075	1,415,417
Employee future benefits (note 3)	73,200	109,500
Deferred revenue (note 5)	1,776,979	2,117,978
Long-term debt (note 4)	700,030	1,460,459
	<u>3,309,284</u>	<u>5,103,354</u>
Net financial assets	7,364,715	4,535,259
Non-financial assets:		
Prepaid expenses	33,109	25,636
Tangible capital assets (note 6)	20,145,167	19,904,908
	<u>20,178,276</u>	<u>19,930,544</u>
Accumulated surplus (note 7)	\$ 27,542,991	\$ 24,465,803

See accompanying notes to financial statement.

Chair

Chief Administrative Officer

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Operations

Year ended December 31, 2018, with comparative information for 2017

	Budget (note 10)	2018 Actual	2017 Actual
Revenues:			
Government transfers			
Province of Ontario – Ministry of Natural Resources and Forestry (“MNRF”)	\$ 174,496	\$ 174,496	\$ 174,496
Province of Ontario - Other	299,499	267,038	204,956
Government of Canada	155,000	132,705	231,425
Municipal levies			
General	6,246,119	6,246,119	6,070,715
Special	2,252,166	2,252,166	2,820,257
Authority generated			
User fees, sales and admissions	1,625,350	1,936,971	1,724,747
Niagara Peninsula Conservation Foundation	-	-	68,750
Administration fees	367,500	417,690	533,178
Interest	85,000	155,013	111,391
Other	546,000	701,053	587,132
	11,751,130	12,283,251	12,527,047
Expenses:			
CAO and Administration	1,938,305	2,019,334	1,502,007
Watershed	2,658,203	1,943,791	2,983,489
Corporate Resources	5,097,145	5,242,938	5,881,695
	9,693,653	9,206,063	10,367,191
Annual surplus	2,057,477	3,077,188	2,159,856
Accumulated surplus, beginning of year	24,465,803	24,465,803	22,305,947
Accumulated surplus, end of year	\$ 26,523,280	\$ 27,542,991	\$ 24,465,803

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Change in Net Financial Assets

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Annual surplus	\$ 3,077,188	\$ 2,159,856
Acquisition of tangible capital assets	(1,063,320)	(1,135,509)
Amortization of tangible capital assets	823,061	793,886
Proceeds on disposal of tangible capital assets	-	133,704
Gain on disposal of tangible capital assets	-	(133,703)
(Increase) decrease in prepaid expenses	(7,473)	17,994
	2,829,456	1,836,228
Net financial assets, beginning of year	4,535,259	2,699,031
Net financial assets, end of year	\$ 7,364,715	\$ 4,535,259

See accompanying notes to financial statement.

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NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Changes in Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 3,077,188	\$ 2,159,856
Item not involving cash:		
Amortization of tangible capital assets	823,061	793,886
Contributions of tangible capital assets	(145,000)	-
Gain on disposal of tangible capital assets	-	(133,703)
Employee future benefits	(36,300)	(36,500)
Change in non-cash operating working capital:		
Accounts receivable	297,418	(86,472)
Accrued interest on investments	(2,203)	(507)
Prepaid expenses	(7,473)	17,994
Accounts payable and accrued liabilities	(656,342)	140,133
Deferred revenue	(340,999)	(221,244)
Net change in cash and cash equivalents from operations	3,009,350	2,633,443
Capital activities:		
Purchases of tangible capital assets	(918,320)	(1,135,509)
Proceeds from disposal of tangible capital assets	-	133,704
Net change in cash and cash equivalents from capital activities	(918,320)	(1,001,805)
Investing activities:		
Proceeds from sale of investments	4,072,250	4,000,000
Purchases of investments	(4,250,000)	(4,072,250)
Net change in cash and cash equivalents from investing activities	(177,750)	(72,250)
Financing activities:		
Payments on long-term debt	(760,429)	(982,671)
Net change in cash and cash equivalents	1,152,851	576,717
Cash and cash equivalents, beginning of year	4,985,889	4,409,172
Cash and cash equivalents, end of year	\$ 6,138,740	\$ 4,985,889

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements

Year ended December 31, 2018

The Niagara Peninsula Conservation Authority (“the Authority”) is established under The Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources. It is exempt from income taxes under section 149(1)(c) of the Income Tax Act.

1. Significant accounting policies:

The financial statements of Niagara Peninsula Conservation Authority (“the Authority”) are prepared by management in accordance with Public Sector Accounting Standards (“PSAS”). Significant accounting policies adopted by the Authority are as follows:

(a) Basis of accounting:

Revenues and expenditures are reported on the accrual basis of accounting. Revenues are recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Cash and cash equivalents:

Cash and cash equivalents include cash on hand, balances with banks and guaranteed investment certificates that mature within three months.

(c) Investments:

Investments consist of term deposits and are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline in value, the respective investment is written down to recognize the loss. Investment income earned on investments are reported as revenue in the period earned.

(d) Deferred revenue:

Deferred revenues represent government transfers and user fees which have been collected but for which related expenses or related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. Tangible capital assets have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(e) Non-financial assets (continued):

(i) Tangible capital assets:

Tangible capital assets are recorded at cost. Cost includes all directly attributable expenses in the acquisition, construction, development and/or betterment of the asset. The Authority does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

Cost, less residual value of tangible capital assets are amortized on a straight line basis over their estimated useful life. Land is considered to have an infinite life without amortization. Full year amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

Amortization is based on the following classifications and useful lives:

Asset	Useful Life - Years
Land Improvements	20 years
Buildings	30 years
Dams	15 to 100 years
Gauge stations	15 to 30 years
Equipment	10 years
Vehicles	5 years
Office equipment	5 years

Contributed tangible capital assets are capitalized at their estimated fair value upon acquisition and recognized as revenue in the year of contribution.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(f) Revenue recognition:

i) Government transfers

Government transfers are recognized as revenue in the financial statements when the transfer is authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except when, and to the extent that, stipulations by the transferor give rise to an obligation that meet the definition of a liability. Government transfers that meet the definition of a liability are recognized as revenue as the liability is extinguished.

ii) Municipal levies

Municipal levies are recognized as revenue in the year in which they meet the definition of an asset, the levy is authorized and the levy event has occurred.

iii) Authority generated

User fees, sales and admissions and other income is reported as revenue in the period earned.

(g) Employee future benefits:

The Authority provides certain employee benefits which will require funding in future periods. These benefits include extended health and dental benefits for early retirees to age 65. The employee future benefits represent management's best estimates of the cost of premiums on benefits up to the date of retirement.

(h) Use of estimates:

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Actual results could differ from management's best estimates as additional information becomes available in future. Significant estimates include assumptions used in the estimation of employee future benefits.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

2. Adoption of new accounting standards:

On January 1, 2018, the Authority adopted the following Canadian public sector accounting standards:

- PS 2200 Related party disclosures
- PS 3420 Inter-entity transactions
- PS 3210 Assets
- PS 3320 Contingent assets
- PS 3380 Contractual rights

The adoption of these standards did not result in any adjustments to the financial statements. Requirements for note disclosure where applicable have been included in the notes to the financial statements.

3. Employee future benefit:

The Authority provides extended life, health and dental benefits for early retirees to age 65 which will require funding in future periods. The Authority recognizes these retirement benefit costs in the period in which the service is rendered. The accrued benefit liability at December 31, 2018 was estimated by management to be \$73,200 (2017 - \$109,500).

Information about the Authority's benefit plan is as follows:

	2018	2017
Accrued benefit obligation:		
Balance, beginning of year	\$ 109,500	\$ 146,000
Current benefit cost	(9,152)	(9,086)
Benefits paid	(27,148)	(27,414)
Accrued benefit obligation, end of year	\$ 73,200	\$ 109,500

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

4. Long-term debt:

	2018	2017
The Authority has assumed responsibility for the payment of principal and interest charges on long-term debt issued by the Region of Niagara	\$ 700,030	\$ 1,460,459
	\$ 700,030	\$ 1,460,459

Long-term debt bears interest at rates ranging from 4.5% - 4.8%. Total principal payments to be made on the outstanding long-term debt is as follows:

2019	483,705
2020	216,325
	700,030

The Authority paid \$63,691 (2017 - \$109,591) in interest on long-term debt during the year.

5. Deferred revenue:

Deferred revenues consist of the following:

	Balance at December 31, 2017	Externally restricted inflows	Revenue earned	Balance at December 31, 2018
User fees and other	\$ 236,184	\$ 132,609	\$ (151,116)	\$ 217,677
Government grants	334,209	27,286	(64,535)	296,960
Welland river restoration - Ontario Power Generation	1,547,585	-	(285,243)	1,262,342
Total	\$ 2,117,978	\$ 159,895	\$ (500,894)	\$ 1,776,979

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

6. Tangible capital assets:

Cost	Balance at December 31, 2017	Additions	Transfers/ Disposals	Balance at December 31, 2018
Land	\$ 8,504,864	\$ 150,643	\$ -	\$ 8,655,507
Land improvements	5,616,276	421,377	-	6,037,653
Buildings	5,697,728	51,629	-	5,749,357
Dams	4,986,642	-	-	4,986,642
Gauge stations	403,351	-	-	403,351
Equipment	1,881,280	286,401	-	2,167,681
Vehicles	314,254	-	-	314,254
Office equipment	809,088	49,428	-	858,516
Work-in-progress	133,074	236,917	133,075	236,916
Total	\$ 28,346,557	\$ 1,196,395	\$ 133,075	\$ 29,409,877

Accumulated Amortization	Balance at December 31, 2017	Amortization	Disposals	Balance at December 31, 2018
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	2,738,173	248,249	-	2,986,422
Buildings	2,122,995	182,460	-	2,305,455
Dams	1,653,957	59,084	-	1,713,041
Gauge stations	183,703	20,626	-	204,329
Equipment	983,767	172,514	-	1,156,281
Vehicles	230,992	20,816	-	251,808
Office equipment	528,062	119,312	-	647,374
Work-in-progress	-	-	-	-
Total	\$ 8,441,649	\$ 823,061	\$ -	\$ 9,264,710

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

6. Tangible capital assets (continued):

	Net Book Value December 31, 2017	Net Book Value December 31, 2018
Land	\$ 8,504,864	\$ 8,655,507
Land improvements	2,878,103	3,051,231
Buildings	3,574,733	3,443,902
Dams	3,332,685	3,273,601
Gauge stations	219,648	199,022
Equipment	897,513	1,011,400
Vehicles	83,262	62,446
Office equipment	281,026	211,142
Work-in-progress	133,074	236,916
Total	\$ 19,904,908	\$ 20,145,167

Work-in-process, having a value of \$236,916 (\$133,074) has not been amortized. Amortization of these assets will commence when the asset is put into service.

Contributed tangible capital assets have been recognized at fair value at the date of contribution. The value of contributed assets received during the year is \$145,000 (2017 - \$nil) and was comprised of land.

Tangible capital assets recognized at nominal value include land used in the operations and conservation management.

The Authority has not recorded a write-down of tangible capital assets during the year or 2017.

7. Accumulated surplus:

Accumulated surplus consists of the following:

	2018	2017
Invested in tangible capital assets	\$ 19,445,137	\$ 18,444,449
Reserves set aside by the Board of the Authority for specific purpose	8,171,054	6,130,854
Unfunded employee future benefits liability	(73,200)	(109,500)
	\$ 27,542,991	\$ 24,465,803

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

7. Accumulated surplus (continued):

Reserves set aside by the Board of the Authority for specific purpose consists of the following:

	2018	2017
General capital	\$ 1,373,806	\$ 1,058,385
Operating reserve	1,360,743	713,420
Equipment	107,257	279,319
Flood protection	318,406	359,266
Levy differential	1,646,591	1,206,213
Land acquisitions	3,031,880	2,431,880
Restoration	250,000	-
Tree by-law	82,371	82,371
	<u>\$ 8,171,054</u>	<u>\$ 6,130,854</u>

8. Credit facility:

The Authority's credit facility includes an overdraft lending account of \$800,000 bearing interest at prime. No amount was outstanding as at the year end. The facility is secured by a general security agreement.

9. Pension plan:

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of the 54 (2017 – 58) members of its staff. The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan.

Since OMERS is a multi-employer pension plan, the Authority does not recognize any share of the pension plan deficit of \$4.2 billion (2017 - \$5.4 billion) based on the fair market value of the Plan's assets, as this is a joint responsibility of all Ontario municipal entities and their employees. Contributions were made in the 2018 calendar year at rates ranging from 9.0% to 14.6% depending on the member's designated retirement age and level of earnings. Employer contributions for current and past service are included as an expense in the Statement of Operations. Employer contributions to OMERS for 2018 current and past service was \$378,347 (2017 - \$414,821) and were matched by employee contributions.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

10. Budget data:

The budget data presented in these financial statements is based upon the 2018 operating budget approved by the Board of the Authority on September 20, 2017 and capital budget approved October 25, 2017. Amortization was not incorporated in the development of the budget and, as such, were not provided on the statement of changes in net financial assets. The chart below reconciles the approved budget to the budget figures reported in these financial statements:

	Budget Amount
Revenues	
Operating	
Approved budget	\$ 9,631,021
Capital	1,258,731
Special levy - reserves	1,040,378
Less:	
Transfers from reserves	(179,000)
Total revenues	11,751,130
Expenses:	
Operating	
Approved budget	10,671,399
Capital	
Approved budget	1,258,731
Add:	
Amortization	823,061
Less:	
Tangible capital assets included in operating expense	(1,258,731)
Transfers to reserves	(1,040,378)
Debt principal payments	(760,429)
Total expenses	9,693,653
Annual surplus	\$ 2,057,477

11. Contingencies:

The Authority is involved from time to time in litigation, which arises in the normal course of business. The exact outcome of these actions is not determinable as at the date of reporting. In respect of certain outstanding claims, the Authority believes that insurance coverage is adequate and that no material exposure exists on the eventual settlement of such litigation, therefore no provision has been made in the accompanying financial statements.

12. Commitments:

The Authority has approved disbursement of the levy differential reserve to the contributing municipalities in the watershed of the Authority. This disbursement is dependent upon the outcome of any litigation with respect to the municipal levies.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018

13. Related party transactions:

During the year, the Authority incurred \$75,568 (2017 - \$91,531) in expenditures for per diems, honorariums, and mileage which was paid to and on behalf of members of the Board of Directors for the Authority.

14. Contractual rights:

The Authority has contractual rights under contract with various Ministry agencies to receive funds in exchange for services to be provided under those contracts. The Authority is expecting up to \$189,898 in future revenues based on anticipated services to be performed.

15. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted for the current year. There is no impact to accumulated surplus as a result of the reclassification.

16. Segmented information:

The Authority provides a wide range of services which are categorized by department. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

CAO and Administration (2017 – Corporate Services)

CAO and administration services is comprised of the administration services of the Authority.

Watershed

The watershed department is the umbrella for three divisions dedicated to monitoring, regulating, protecting and improving the health and safety of our watersheds.

Corporate Resources (2017 – Operations)

The corporate resources department is the umbrella for three divisions dedicated to conservation land management, conservation land programming and development and managing the Authority's vehicles and equipment. Conservation land management is the administration department for the conservation areas. Conservation land programming and development is responsible for maintenance and improvements to the conservation areas. The vehicles and equipment department accounts for the cost of maintaining the vehicles and equipment.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Municipal levies have been allocated to the segments based upon budgeted levies for the segment. Interest earned on investments has been allocated to the corporate resources segment.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2018, with comparative figures for 2017

16. Segmented information (continued)

2018				
	CAO and Administration	Watershed	Corporate Resources	Total
Revenues:				
MNRF transfers	\$ 29,496	\$ 145,000	\$ -	\$ 174,496
Government transfers	32,765	334,213	32,765	399,743
Municipal levies	2,143,418	1,542,992	4,811,875	8,498,285
User fees, sales and administration	-	-	1,936,971	1,936,971
Administration fees	-	417,690	-	417,690
Interest	-	-	155,013	155,013
Other	4,945	210,082	486,026	701,053
Total revenues	2,210,624	2,649,977	7,422,650	12,283,251
Expenses:				
Salaries and benefits	1,153,483	1,459,290	2,655,482	5,268,255
Materials and supplies	451,406	179,425	1,277,141	1,907,972
Contracted services	63,416	40,640	212,337	316,393
Professional fees	172,140	184,725	155,360	512,225
Rent and financial expenses	15,619	-	298,847	314,466
Debt service	-	-	63,691	63,691
Amortization	163,270	79,711	580,080	823,061
Total expenses	2,019,334	1,943,791	5,242,938	9,206,063
Annual surplus	\$ 191,290	\$ 706,186	\$ 2,179,712	\$ 3,077,188
2017				
	CAO and Administration	Watershed	Corporate Resources	Total
Revenues:				
MNRF transfers	\$ 75,796	\$ 98,700	\$ -	\$ 174,496
Government transfers	50,639	286,451	99,291	436,381
Municipal levies	3,072,522	2,190,679	3,627,771	8,890,972
User fees, sales and administration	-	-	1,724,747	1,724,747
Niagara Peninsula Conservation Foundation	-	-	68,750	68,750
Administration fees	-	533,178	-	533,178
Interest	-	-	111,391	111,391
Other	8,283	152,027	426,822	587,132
Total revenues	3,207,240	3,261,035	6,058,772	12,527,047
Expenses:				
Salaries and benefits	420,213	2,267,986	3,186,967	5,875,166
Materials and supplies	465,682	220,367	1,342,720	2,028,769
Contracted services	6,351	195,742	196,328	398,421
Professional fees	448,238	219,481	208,081	875,800
Rent and financial expenses	13,169	-	272,389	285,558
Debt service	-	-	109,591	109,591
Amortization	148,354	79,913	565,619	793,886
Total expenses	1,502,007	2,983,489	5,881,695	10,367,191
Annual surplus	\$ 1,705,233	\$ 277,546	\$ 177,077	\$ 2,159,856

The KPMG logo is positioned in the upper left corner of the page. It consists of the letters 'KPMG' in a bold, blue, sans-serif font. The background of the entire page is a photograph of a multi-tiered waterfall cascading down a rocky cliffside. The waterfall is surrounded by dense forest with trees showing vibrant autumn foliage in shades of yellow, orange, and red. A wooden walkway with a metal railing is visible on the upper part of the cliff. The overall scene is a natural, scenic landscape.

Niagara Peninsula Conservation Authority

**Audit Findings Report
For the year ended December 31, 2018**

Chartered Professional Accountants

April 15, 2019

kpmg.ca/audit

The contacts at KPMG in connection with this report are:

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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours.**

Executive summary

Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of the audit committee, in your review of the results of our audit of the financial statements of Niagara Peninsula Conservation Authority (the "Authority") as at and for the year ended December, 31 2018.

This Audit Findings Report builds on the Audit Plan we presented to the Audit Committee on November 14, 2018.

Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Report previously presented to you.

Audit risks and results

We discussed with you at the start of the audit a number of **areas of audit focus**. We have no significant matters to report to the audit committee in respect of them.

See pages 7 - 8.

Adjustments and differences

The effect of our audit adjustment and differences are summarized on pages 11 and 12 and contained within the management representation letter.

* This Audit Findings Report should not be used for any other purpose or by anyone other than the audit committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Executive summary

Finalizing the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- obtaining receipt of legal letters
- obtaining receipt of signed management representation letter
- completing our discussions with the Audit Committee;
- obtaining evidence of the Board's approval of the financial statements.

We will update the audit committee, and not solely the Chair (as required by professional standards), on significant matters, *if any*, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

Control and other observations

We did not identify any control deficiencies that we determined to be material weaknesses in ICFR. We have identified other observations to bring to your attention.

See page 13.

Independence

We are independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow Audit Committee approved protocols.

Significant accounting policies and practices

The Authority has implemented the required new Canadian public sector accounting standards ("PSAS") applicable for entities under PSAS for the December 31, 2018 year-end. There are no transitional impacts to the financial statements as a result of adoption of these standards

See page 10.

Materiality

The determination of materiality requires professional judgment and is based on a combination of quantitative and qualitative assessments including the nature of account balances and financial statement disclosures. The first step is the determination of the amounts used for planning purposes as follows:

Materiality determination	Comments	Amount
Metrics	Relevant metrics include net assets, total revenue, and total expenditures.	
Benchmark	Based on prior year total revenues at December 31, 2017. This benchmark is consistent with the expected benchmark for entities operating within this industry.	\$12,527,047
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. (2017 - \$245,000)	\$250,000
% of Benchmark	The percentage is within the expected range for the selected benchmark.	2%
Performance materiality	Set at 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures. (2017 - \$183,750)	\$187,500
Audit misstatement posting threshold (AMPT)	Set at 5% of materiality, this is the threshold used to accumulate misstatements identified during the audit. (\$12,250)	\$12,500

Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate. Our assessment of misstatements, if any, in amounts or disclosures at the completion of our audit will include the consideration of both quantitative and qualitative factors.

Audit approach

Professional standards presume the risk of fraudulent revenue recognition and the risk of management override of controls exist in all companies.

The risk of fraudulent revenue recognition can be rebutted, but the risk of management override of control cannot, since management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

Professional requirements	Why	Our audit approach
Fraud risk from revenue recognition	This is a presumed fraud risk. We have rebutted this risk with respect to revenue recognition.	We exercise professional judgment to rebut the presumed risk of fraud in revenue recognition after we consider and evaluate the facts and circumstances of the audit. We have rebutted the fraud risk over revenue recognition. There are limited perceived opportunities to commit fraud and NPCA revenue sources require very minimal judgment. We have rebutted this fraud risk as it is not applicable to NPCA where performance is not measured based on earnings and a significant portion of revenues can be tied directly to government funding support.
Fraud risk from management override of controls	This is a presumed fraud risk.	Our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions. Data & Analytics tools were used to perform work in this area including testing of journal entries. We have not identified any instances of management override of controls as a result of our procedures performed.

Audit risks and results

We identified other areas of focus for our audit in our discussion with you in the Audit Plan.

Significant findings from the audit regarding other areas of focus are as follows:

Other areas of focus	Why	Our response and significant findings
Grant Revenue and Deferred Contributions	Risk of material misstatement related to the completeness, existence and accuracy of grant revenue including related deferred liabilities.	<ul style="list-style-type: none"> - Substantive approach to revenue using third party grant funding agreements and related expenditures to ensure completeness and accuracy of revenue recorded. - Substantive approach over deferred revenue to ensure appropriate timing and revenue recognition. - Substantive approach over municipal levies in accordance with the approved budgets. - <i>No significant findings to report as a result of these procedures.</i>
Authority Generated Revenue	Risk of material misstatement related to the accuracy of authority generated revenue.	<ul style="list-style-type: none"> - KPMG used statistical sampling techniques to select samples for the testing of authority generated revenues. - Revenues across various revenue streams were agreed to supporting documentation and bank deposits. - <i>No significant findings to report as a result of these procedures.</i>
Accounts Payable and Accrued Liabilities	Risk of material misstatement related to the completeness and accuracy of accounts payable and accrued liabilities.	<ul style="list-style-type: none"> - Substantive approach to testing accounts payables and accruals including a review of subsequent payment activity, minutes and relevant contracts to assess for completeness of recorded accruals - Substantive procedures over legal and potential severance accruals and receipt of legal confirmations for completeness of related accruals - <i>No significant findings to report as a result of these procedures.</i>
Operating Expenses	Risk of material misstatement with respect to the existence, accuracy and cut-off of operating expenditures.	<ul style="list-style-type: none"> - Substantive approach including analytical procedures and selecting expenditures for sampling as necessary. - <i>No significant findings to report as a result of these procedures.</i>

Payroll expenditures (including Payroll Accruals)	Risk of material misstatement related to the completeness and accuracy of payroll expenditures.	<ul style="list-style-type: none"> - Substantive approach to testing payroll expenditures including testing of employee headcount. <ul style="list-style-type: none"> - <i>No significant findings to report as a result of these procedures.</i> - We noted that there was no vacation accrual setup at year-end for employees with banked vacation time consistent with prior year. We discussed with management and obtained a summary of all employees vacation carry over days and performed substantive testing over the estimated vacation liability. Per management, the Authority's practice is to permit carry forward up to 2 weeks with appropriate approval. While the amount of the unrecorded vacation liability was not material, it is greater than audit misstatement posting threshold. The unrecorded liability has been communicated to management. The Authority should consider recording this liability in the future to ensure completeness of accruals and assist in future planning and resource allocation. See page 11-12 for more detail.
Tangible Capital Assets (TCA)	Risk of material misstatement related to the completeness, accuracy and classification of tangible capital assets.	<ul style="list-style-type: none"> - Statistical sampling technique used to select samples for testing additions to TCA in the current year and assess capitalization in accordance with Public Sector Accounting Standards. - Vouching contributed tangible capital assets to ensure appropriate valuation. - We also had discussions with management surrounding impairment and contaminated sites and concurred with management's assessment that there are no impaired tangible capital assets and no contaminated sites in accordance with Public Sector Accounting Standards. <ul style="list-style-type: none"> - <i>No significant findings to report as a result of this procedure.</i>

Technology in the audit

As previously communicated in our Audit Planning Report, we have utilized Technology and (Data & Analytics) D&A in order to enhance the quality and effectiveness of the audit.

We have summarized areas of the audit where D&A tools and routines were used.

Area(s) of focus	D&A tools and routines	Our results	Insights
Journal entry testing	<ul style="list-style-type: none"> We utilized KPMG application software (IDEA) to evaluate the completeness of the journal entry population through a roll-forward of 100% of the accounts We utilized computer-assisted audit techniques (CAATs) to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for further testing 	High risk journal entries were identified. The results of our testing indicated there were no instances of management override of control, error or fraud.	This procedure allowed us to focus on potential high-risk areas and gain a better understanding of entries made within the Authority.
KPMG Datashare	<ul style="list-style-type: none"> This is a new tool in the pilot stage that was used with management for the 2018 audit. The tool provides us with 100% of the data necessary for the audit in an easy to use format for further audit procedures. 	The tool provided valuable information and minimized the amount of time spent on formatting and sorting data.	Moving forward, this will minimize the requests required of management as the tool provides us with the information necessary to conduct many audit routines and procedures.

Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Authority’s relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter included in the Appendices.

We also highlight the following:

<p>Form, arrangement, and content of the financial statements</p>	<p>The financial statements are, in all material respects, in accordance with Canadian Public Sector Accounting Standards. The disclosures in the financial statements are adequate.</p>
	<p>The Authority has adopted the following new Canadian public sector accounting standards effective for the Authority’s December 31, 2018 year-end:</p>
	<ul style="list-style-type: none"> ● PS 2200 Related party disclosures ● PS 3420 Inter-entity transactions ● PS 3210 Assets ● PS 3320 Contingent Assets ● PS 3380 Contractual rights
	<p>Refer to Appendix 4 for more details. There is no impact to the Authority’s financial statements as a result of the adoption of these standards. Additional disclosures have been added where necessary.</p>
<p>Application of accounting pronouncements issued but not yet effective</p>	<p>There are no concerns at this time regarding future implementation. See Appendix 4 for new standards that will impact the Authority for the December 31, 2019 year-end and beyond.</p>

Adjustments and differences

Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences.

Professional standards require that we request of management and the audit committee that all identified adjustments or differences be corrected. We have already made this request of management.

Corrected adjustments

We did not identify any adjustments that were communicated to management and subsequently corrected in the financial statements.

Uncorrected differences

The management representation letter includes the Summary of Uncorrected Audit Misstatements, which discloses the impact of all uncorrected differences considered to be other than clearly trivial.

Adjustments and differences

Based on both qualitative and quantitative considerations, management have decided not to correct certain differences and represented to us that the differences — individually and in the aggregate—are, in their judgment, not material to the financial statements.

As at and year ended December 31, 2017	Income effect	Financial position		
Description of differences	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Equity (Decrease) Increase
To carry forward prior year vacation accrual uncorrected entry from 2017	70,635	-		(70,635)
To recognize balance of vacation accrual at year-end not previously recorded for employees with eligible carry forward into the next fiscal year	(65,057)	-	65,057	-
Total differences	5,578	-	65,057	(70,635)

We concur with management’s representation that the differences are not material to the financial statements. Accordingly, the differences have no effect on our auditors’ report.

Other observations

Other observations may be identified during the audit that do not rise to the level of significant deficiency. Below is a summary of these other observations that we identified during the audit:

Item	Observation
Segregation of Duties – Journal Entries	<p>During the 2017 audit, we identified the ability for the Manager of Finance to post journal entries and regularly does so as part of day to day responsibilities. The Manager of Finance is also responsible for the preparation of the financial statements and for review of journal entries.</p> <p>Given the small nature of the finance team at the Authority the nature of the process is unavoidable. At the conclusion of our 2017 audit, we recommended that the Authority implement a process of review of journal entries as prepared by the Manager of Finance. The Authority has implemented a monthly review of journal entries posted by the Manager of Finance by the previous Director of Corporate Services and currently the Interim C.A.O. We have not identified any instances of management override of controls with respect to this matter.</p>
Employee future benefits	<p>We understand that the Authority provides certain health and dental benefits to a closed group of employees upon early retirement up to age 65. Under Public Sector Accounting Standards, it is assumed that management uses an actuarial valuation to determine the estimate of the liability as at year-end. The Authority’s current practice is to estimate the liability, in-house, based on known monthly premium costs.</p> <p>While not a significant estimate to the financial statements of the Authority, we recommend, at a minimum, that the estimation methodology be updated to include relevant assumptions such as a discount rate to present value the liability and a health care claim trend rate factor to account for inflation of the costs.</p> <p>We completed a sensitivity analysis on the liability factoring in these significant assumptions and found no material differences.</p>
Auditor General Report	<p>We have read the report provided by the Auditor General to assess what, if any, impact the report may have on our audit based on their findings. We did not identify any findings within the report that impact our financial statement audit of the Authority.</p>

Appendices

Appendix 1: Required communications

Appendix 2: Audit Quality and Risk Management

Appendix 3: Background and professional standards

Appendix 4: Audit trends

Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

- **Auditors' report** – the conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.
- **Management representation letter** – In accordance with professional standards, copies of the management representation letter are provided to the Audit Committee.

Appendix 2: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control system

Visit our [Audit Quality Resources page](#) for more information including access to our audit quality report, [Audit quality: Our hands-on process](#).

- Other controls include:
 - Before the firm issues its audit report, the Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
 - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.
- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
 - Assignment based on skills and experience;
 - Rotation of partners;
 - Performance evaluation;
 - Development and training; and
 - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 3: Background and professional standards

Internal control over financial reporting

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

The control deficiencies communicated to you are limited to those control deficiencies that we identified during the audit.

Documents containing or referring to the audited financial statements

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

Appendix 4: Current developments

Please visit the Audit Committee Institute / [Current Developments](#) page for recent developments in IFRS, Canadian securities matters, Canadian auditing and other professional standards and US accounting, auditing and regulatory matters.

The following is a summary of the developments required to be adopted by the Authority for the December 31, 2018 year-end:

Standard	Summary and implications
PS 3380 – Contractual Rights	<p>This standard defines contractual rights to future assets and revenue.</p> <p>Information about a public sector entity's contractual rights should be disclosed in notes or schedules to the financial statements and should include descriptions about their nature and extent and the timing. The standard also indicates that the exercise of professional judgment would be required when determining contractual rights that would be disclosed. Factors to consider include, but are not limited to:</p> <ul style="list-style-type: none"> (a) contractual rights to revenue that are abnormal in relation to the financial position or usual business operations; and (b) contractual rights that will govern the level of certain type of revenue for a considerable period into the future. <p>Implications: As at December 31, 2018, there were a number of contracts for funding support. The aggregate amounts are disclosed in note 14 to the financial statements.</p>

PS 2200 - Related Party Disclosures

This standard relates to related party disclosures and defines related parties. Related parties could be either an entity or an individual. Related parties exist when one party has the ability to control or has shared control over another party. Individuals that are key management personnel or close family members may also be related parties.

Disclosure is only required when the transactions or events between related parties occur at a value different from what would have been recorded if they were not related and the transactions could have a material financial impact on the financial statements. Material financial impact would be based on an assessment of the terms and conditions underlying the transaction, the financial materiality of the transaction, the relevance of the information and the need for the information to enable the users to understand the financial statements and make comparisons.

This standard also specifies the information required to be disclosed including the type of transactions, amounts classified by financial statement category, the basis of measurement, and the amounts of any outstanding items, any contractual obligations and any contingent liabilities. The standard also requires disclosure of related party transactions that have occurred where no amounts has been recognized.

Implications: As at December 31, 2018, there were transactions with members defined as key management personnel. The aggregate amounts and nature of transactions have been disclosed in note 13 to the financial statements.

PS 3420 - Inter-entity Transactions

This standard relates to the measurement of transactions between public sector entities that comprise the government's reporting entity.

Transactions are recorded at carrying amounts with the exception of the following:

- In the normal course of business – use exchange amount
- Fair value consideration – use exchange amount
- No or nominal amount – provider to use carrying amount; recipient choice of either carrying amount or value fair.
- Cost allocation – use exchange amount

Implications: There are no inter-entity transactions to consider as there are no commonly controlled entities for the Authority or entities controlled by the Authority.

 PS 3320 – Contingent Assets

This standard defines contingent assets.

They have two basis characteristics:

- An existing condition or situation that is unresolved at the financial statement date.
- An expected future event that will resolve the uncertainty as to whether an asset exists.

The standard also has specific disclosure requirements for contingent assets when the occurrence of the confirming event is likely.

Implications: Management has not identified any contingent assets. We have not identified any instances where disclosure would be required as a result of adoption of this standard.

 PS 3210 - Assets

This standard provides a definition of assets and further expands that definition as it relates to control. Assets are defined as follows:

- They embody future economic benefits that involve a capacity, singly or in combination with other assets, to provide goods and services, to provide future cash inflows, or to reduce cash outflows.
- The public sector entity can control the economic resource and access to the future economic benefits.
- The transaction or event giving rise to the public sector entity's control has already occurred.

The standard also includes some disclosure requirements related to economic resources that are not recorded as assets to provide the user with better information about the types of resources available to the public section entity.

Implications: This standard did not have an impact on the Authority.

The following is an overview of future accounting standards under Public Sector Accounting Standards as well as considerations that the Public Sector Accounting Board is considering with respect to entities following Public Sector Accounting Standards:

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none"> – A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021 (the Authority’s 2022 year end). – The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area. – The ARO standard would require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (“TCA”). The amount of the initial liability would be added to the historical cost of the asset and amortized over its useful life. – As a result of the new standard, the public sector entity would have to: <ul style="list-style-type: none"> • consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset; • carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements; • begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.
Revenue	<ul style="list-style-type: none"> – A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022 (the Authority’s 2022 year end). – The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. – The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. – The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Financial Instruments and Foreign Currency Translation	<ul style="list-style-type: none"> – New accounting standards, PS3450 <i>Financial Instruments</i>, PS2601 <i>Foreign Currency Translation</i>, PS1201 <i>Financial Statement Presentation</i> and PS3041 <i>Portfolio Investments</i> have been approved by PSAB and are effective for years commencing on or after April 1, 2021 (the Authority's 2022 year end). – Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the government's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable. – Hedge accounting is not permitted. – A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations. – Based on stakeholder feedback received, PSAB is considering certain scope amendments to PS 3450 <i>Financial Instruments</i>. An exposure draft with narrow scope amendments is currently available and open for comment until May 1, 2019. The proposed amendments are expected to include the accounting treatment of bond repurchases, scope exclusions for certain activities by the federal government, and improvements to the transitional provisions.
Employee Future Benefit Obligations	<ul style="list-style-type: none"> – PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits. – Three Invitations to Comment were issued and have closed. The first Invitation to Comment sought guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. The second Invitation to Comment sought guidance on the present value measurement of accrued benefit obligations. A third Invitation to Comment sought guidance on non-traditional pension plans. – The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.
Public Private Partnerships ("P3")	<ul style="list-style-type: none"> – A taskforce was established in 2016 as a result of increasing use of public private partnerships for the delivery of services and provision of assets. – A Statement of Principles ("SOP") was issued in August 2017 which proposes new requirements for recognizing, measuring and classifying infrastructure procured through a public private partnership. An Exposure Draft of the new standard is expected to be issued in December 2018. – The SOP proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends. – The SOP proposes the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure. – The infrastructure would be valued at cost, with a liability of the same amount if one exists. Cost would be measured by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.

Concepts Underlying Financial Performance

- PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.
 - A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed.
 - The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 *Financial Statement Concepts* and PS 1100 *Financial Statement Objectives*. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.
 - The SOP includes principles intended to replace PS 1201 *Financial Statement Presentation*. The SOP proposes:
 - Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets.
 - Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).
 - Restructuring the statement of financial position to present non-financial assets before liabilities.
 - Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities).
 - A new provision whereby an entity can use an amended budget in certain circumstances.
 - Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.
-

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

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

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

MEMBERS ABSENT: B. Clark
R. Foster

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

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

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

1. ADOPTION OF AGENDA

1.1 Addition of Items

Resolution No. FA-65-19

Moved by Board Member Zalepa

Seconded by Board Member Wright

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

CARRIED

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

1.2 Change in Order of Items

None.

1.3 Adoption of Agenda

Resolution No. FA-66-19

Moved by Board Member Beattie

Seconded by Board Member Chiocchio

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

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

None declared.

3. PRESENTATIONS (and/or Delegations)

3.1 Presentations

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

3.2 Delegations

None.

4. ADMINISTRATIVE BUSINESS

4.1 Approval of Draft Minutes

4.1.1 Full Authority Board Minutes – February 20, 2019

Resolution No. FA-67-19

Moved by Board Member Beattie

Seconded by Board Member Chiocchio

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

CARRIED

4.2 Business Arising from Minutes

There was no business arising from the minutes.

4.3 Correspondence

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

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

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

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

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

4.3.6 Friends of One Mile Creek dated March 3, 2019

4.3.7 Niagara Falls Nature Club dated March 4, 2019

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

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

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

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

Resolution No. FA-68-19

Moved by Board Member Chiocchio

Seconded by Board Member Zalepa

THAT the following items be received for information:

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

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

CARRIED

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

Resolution No. FA-69-19

Moved by Board Member Chiocchio
Seconded by Board Member Zalepa

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

CARRIED

4.4 Chairman's Remarks

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

4.5 Chief Administrative Officer Comments

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

5. BUSINESS FOR INFORMATION

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

Resolution No. FA-70-19

Moved by Board Member Wright
Seconded by Board Member Zalepa

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

CARRIED

6. BUSINESS FOR CONSIDERATION

6.1 Standing Committee Reports

6.1.1 CAO Selection Committee – February 26, 2019

Resolution No. FA-71-19

Moved by Board Member Zalepa

Seconded by Board Member Johnson

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

CARRIED

6.2 Reports

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

Resolution No. FA-72-19

Moved by Board Member Zalepa

Seconded by Board Member Steele

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

CARRIED

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

Resolution No. FA-73-19

Moved by Board Member Zalepa

Seconded by Board Member Chiocchio

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

CARRIED

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

Resolution No. FA-74-19

Moved by Board Member Greenwood

Seconded by Board Member Gibson

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

CARRIED

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

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

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

CARRIED

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

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

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

CARRIED

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

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

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

CARRIED

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

Resolution No. FA-78-19

Moved by Board Member Heit

Seconded by Board Member Greenwood

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

CARRIED

6.2.8 NPCA Compliance and Enforcement Officer Appointment

Report No. FA-25-19

Resolution No. FA-79-19

Moved by Board Member Heit

Seconded by Board Member Greenwood

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

CARRIED

6.2.9 Resolution from Niagara Region Regarding Representation

Report No. FA-26-19

Resolution No. FA-80-19

Moved by Board Member Insinna

Seconded by Board Member Zalepa

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

CARRIED

6.2.10 Water Quality Improvement Grants Program/Restoration Program

Report No. FA-27-19

Resolution No. FA-81-19

Moved by Board Member Insinna

Seconded by Board Member Zalepa

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

CARRIED

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

Resolution No. FA-82-19

Moved by Board Member Insinna

Seconded by Board Member Zalepa

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

CARRIED

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

Resolution No. FA-83-19

Moved by Board Member Zalepa

Seconded by Board Member Wright

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

CARRIED

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

Resolution No. FA-84-19

Moved by Board Member Zalepa

Seconded by Board Member Huson

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

CARRIED

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

Resolution No. FA-85-19

Moved by Board Member Whalen

Seconded by Board Member Steele

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

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

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

THEREFORE BE IT RESOLVED:

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

CARRIED

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

Resolution No. FA-86-19

Moved by Board Member Steele

Seconded by Board Member Whalen

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

CARRIED

7. BUSINESS – IN CAMERA

Resolution No. FA-87-19

Moved by Board Member Johnson

Seconded by Board Member Metcalfe

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

CARRIED

7.1 Motion to move into Closed Session:

7.1.1 Considering land acquisition in the vicinity of Binbrook Conservation Area

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

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

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

Resolution No. FA-88-19

Moved by Board Member Johnson

Seconded by Board Member Metcalfe

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

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

CARRIED

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

Resolution No. FA-89-19

Moved by Board Member Metcalfe

Seconded by Board Member Shirton

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

CARRIED

7.3 Business Arising from Closed Session

Resolution No. FA-90-19

Moved by Board Member Metcalfe

Seconded by Board Member Johnson

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

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

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

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

CARRIED

Resolution No. FA-91-19

Moved by Board Member Steele

Seconded by Board Member Insinna

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

CARRIED

8. NOTICE OF MOTION

There were no notices of motion.

9. NEW BUSINESS

There were no new business items.

10. ADJOURNMENT

Resolution No. FA-92-19

Moved by Board Member Shirton

Seconded by Board Member Steele

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

CARRIED

Dave Bylsma
Board Chair
Niagara Peninsula Conservation Authority

Grant Bivol
Interim Clerk
Niagara Peninsula Conservation Authority

Grant Bivol

Subject: FW: Conservation Authorities' Reserves

From: Paparella, Stephanie <Stephanie.Paparella@hamilton.ca>
Sent: March-29-19 2:53 PM
To: Marnie Piggot - Conservation Halton (mpiggot@hrca.on.ca) <mpiggot@hrca.on.ca>; Sonja Radoja <sradoja@grandriver.ca>; Burnside, Lisa <Lisa.Burnside@conservationhamilton.ca>; Mark Brickell <mbrickell@npca.ca>
Subject: Conservation Authorities' Reserves

Good afternoon,

Please be advised that, at its meeting of March 27, 2019, Hamilton City Council approved Item 1 of the General Issues Committee (Operating Budget) Report 19-002, which reads as follows:

1. Conservation Authorities' Reserves (Item 8.1)

That the following conservation authorities be requested to provide a report, which outlines a comprehensive list of their up-to-date reserves, to the Legislative Coordinator for the General Issues Committee (GIC) for inclusion on an upcoming GIC agenda:

- (i) Conservation Halton;
- (ii) Grand River Conservation Authority;
- (iii) Hamilton Conservation Authority; and,
- (iv) Niagara Peninsula Conservation Authority.

Please submit the information requested above to my attention at your earliest convenience. Should you have any questions, please do not hesitate to contact me.

Thank you!

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk
71 Main Street West, 1st Floor
Hamilton, ON L8P 4Y5

Phone: (905) 546-2424 Ext. 3993
E-mail: stephanie.paparella@hamilton.ca
Fax: (905) 546-2095

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Modernizing conservation authority operations - Conservation Authorities Act

ERO (Environmental Registry of Ontario) number	013-5018
Notice type	Act
Act	Conservation Authorities Act, R.S.O. 1990
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Proposal
Proposal posted	April 5, 2019
Comment period	April 5, 2019 - May 20, 2019 (45 days) Open

This consultation closes at

11:59 p.m. on:

May 20, 2019

Proposal summary

We are proposing to introduce amendments to the *Conservation Authorities Act*, which if passed, would help conservation authorities focus and deliver on their core mandate, and to improve governance.

Proposal details

Conservation Authorities Act

The *Conservation Authorities Act* (<https://www.ontario.ca/laws/statute/90c27>), an Act introduced in 1946, enables programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. Under the Act, 36 conservation authorities were created at the request of municipalities. They are governed by municipally appointed representatives to deliver local resource management programs at a watershed scale for both provincial and municipal interests.

The initial focus of conservation authorities was to prevent flooding, erosion, drought, and deforestation through improved land, water and forestry management practices. As extreme weather, particularly heavy rains and flooding becomes more frequent due to climate change, the core frontline role that conservation authorities play in our communities is becoming increasingly important. Since the 1940s when the Act was established, the programs and services delivered by conservation authorities have expanded. Conservation authorities are the second largest landowners in Ontario, next to the Province; collectively they own and manage 146,000 hectares of land in Ontario.

Summary of proposed changes

We are proposing to make amendments to the *Conservation Authorities Act* (<https://www.ontario.ca/laws/statute/90c27>), an Act introduced in 1946 that would, if passed:

- clearly define the core mandatory programs and services provided by conservation authorities to be, natural hazard protection and management, conservation and management of conservation authority lands, drinking water source protection (as prescribed under the *Clean Water Act* (<https://www.ontario.ca/laws/statute/06c22>)), and protection of the Lake Simcoe watershed (as prescribed under the *Lake Simcoe Protection Act* (<https://www.ontario.ca/laws/statute/08l23>))
- increase transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services. Update the *Conservation Authorities Act* (<https://www.ontario.ca/laws/statute/90c27>) an Act introduced in 1946, to conform with modern transparency standards by ensuring that municipalities and conservation authorities review levies for non-core programs after a certain period of time (e.g. (for example), 4 to 8 years)
- establish a transition period (e.g. (for example) 18 to 24 months) and process for conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs and services and meet these transparency standards
- enable the Minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority
- clarify that the duty of conservation authority board members is to act in the best interest of the conservation authority, similar to not-for profit organizations.

We are also proposing to proclaim un-proclaimed provisions of the *Conservation Authorities Act* (<https://www.ontario.ca/laws/statute/90c27>) related to:

- fees for programs and services
- transparency and accountability
- approval of projects with provincial grants
- recovery of capital costs and operating expenses from municipalities (municipal levies)
- regulation of areas over which conservation authorities have jurisdiction (e.g. (for example), development permitting)
- enforcement and offences
- additional regulations.

The Ministry of Natural Resources and Forestry is consulting on a proposal to streamline and focus conservation authorities development permitting and role in municipal plan review. For more information, visit Environmental Registry **013-4992** (<https://ero.ontario.ca/notice/013-4992>).

In the spring 2019, we will also develop and consult on a suite of regulatory and policy proposals to support the proposed amendments to and proclamation of un-proclaimed provisions of the ***Conservation Authorities Act*** (<https://www.ontario.ca/laws/statute/90c27>).

Purpose of Act

As extreme weather events increasingly threaten our homes, businesses and infrastructure, conservation authorities play a key frontline role in helping Ontario families and businesses prepare for the cost and impact of climate change in their communities.

Conservation authorities also play an important role in Ontario's land use planning and environmental protection process. They not only help protect people and property from extreme weather, such as flooding and other natural hazards, but they also are essential to protecting sources of drinking water and conserving our province's natural resources.

It important that conservation authorities refocus on delivering their core mandate.

To support this, the government is consulting with stakeholders and the public on how conservation authorities can improve delivery of their core programs and services, as outlined in our **made-in-Ontario Environment Plan** (<https://www.ontario.ca/page/made-in-ontario-environment-plan>).

Supporting materials

Related links

Conservation Authorities Act (<https://www.ontario.ca/laws/statute/90c27>).

Ontario's Environment Plan (<https://www.ontario.ca/page/made-in-ontario-environment-plan>).

Related ERO (Environmental Registry of Ontario) notices

Focusing conservation authority development permits on the protection of people and property ([/notice/013-4992](https://ero.ontario.ca/notice/013-4992)).

Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan (/notice/013-4208)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Great Lakes and Inland Waters Branch

40 St. Clair Avenue West

10th floor

Toronto ON M4V 1M2

Canada

416-314-0617

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

Read our commenting and privacy policies. (/page/commenting-privacy)

Submit by mail

Carolyn O'Neill

Great Lakes Office

40 St Clair Avenue West

Floor 10

Toronto ON M4V1M2

Canada

Connect with us

Contact

Carolyn O'Neill

416-314-7833

glo@ontario.ca

Focusing conservation authority development permits on the protection of people and property

ERO (Environmental Registry of Ontario) number	013-4992
Notice type	Regulation
Act	Conservation Authorities Act, R.S.O. 1990
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	April 5, 2019
Comment period	April 5, 2019 - May 21, 2019 (46 days) Open

This consultation closes at

11:59 p.m. on:

May 21, 2019

Proposal summary

We are proposing a regulation that outlines how conservation authorities permit development and other activities for impacts to natural hazards and public safety. The proposed regulation will make rules for development in hazardous areas more consistent to support faster, more predictable and less costly approvals.

Proposal details

Description of the Regulation

Prohibited activities set out in Section 28 of the *Conservation Authorities Act* as amended by Schedule 4 of the *Building Better Communities and Conserving Watersheds Act, 2017* include:

- Development in areas related to natural hazards such as floodplains, shorelines, wetlands and hazardous lands (i.e. lands that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock); and
- Interference with or alterations to a watercourse or wetland.

The Ministry is proposing to create a regulation further defining the ability of a conservation authority to regulate prohibited development and other activities for impacts to the control of flooding and other natural hazards.

This regulation would replace *Ontario Regulation 97/04* which governs the content of conservation authority regulations under the current Section 28(1) of the Act, as well as all existing conservation authority regulations (*O.Reg. (Ontario Regulation) 42/06*, *O.Reg. (Ontario Regulation) 146-148*, *O.Reg. (Ontario Regulation) 150-153*, *O.Reg. (Ontario Regulation) 155-172*, *O.Reg. (Ontario Regulation) 174-182*, and *O.Reg. (Ontario Regulation)*).

Consolidating and harmonizing the existing 36 individual conservation authority-approved regulations into 1 Minister of Natural Resources and Forestry approved regulation will help to ensure consistency in requirements across all conservation authorities while still allowing for local flexibility based on differences in risks posed by flooding and other natural hazards.

For the purposes of this regulation the Ministry is also proposing to:

- Update definitions for key regulatory terms to better align with other provincial policy, including: “wetland”, “watercourse” and “pollution”;
- Defining undefined terms including: “interference” and “conservation of land” as consistent with the natural hazard management intent of the regulation;
- Reduce regulatory restrictions between 30m.(meters) and 120m.(meters) of a wetland and where a hydrological connection has been severed;
- Exempt low-risk development activities from requiring a permit including certain alterations and repairs to existing municipal drains subject to the *Drainage Act* provided they are undertaken in accordance with the *Drainage Act* and *Conservation Authorities Act* Protocol;
- Allow conservation authorities to further exempt low-risk development activities from requiring a permit provided in accordance with conservation authority policies;
- Require conservation authorities to develop, consult on, make publicly available and periodically review internal policies that guide permitting decisions;
- Require conservation authorities to notify the public of changes to mapped regulated areas such as floodplains or wetland boundaries; and
- Require conservation authorities to establish, monitor and report on service delivery standards including requirements and timelines for determination of complete applications and timelines for permit decisions.

These regulations are a critical component of Ontario’s approach to reducing risks posed by flooding and other natural hazards and strengthening Ontario’s resiliency to extreme weather events.

Ensuring conservation authority permitting decisions focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards is part of the government’s **Made-in-Ontario Environment Plan** (<https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf>) to help communities and families prepare and respond to climate change. The proposed changes will also provide the business sector with a clear and consistent regulatory environment in which to operate and will help to make approval processes faster, more predictable and less costly.

As more extreme weather events occur that threaten our homes, businesses and infrastructure, it's important to ensure conservation authorities deliver on their core mandate for protecting people and property from flooding and other natural hazards. Improving the efficiency and effectiveness of these regulations is critical component of this government's strategy for strengthening Ontario's resiliency to extreme weather events.

Once established, the province is also proposing to bring into force un-proclaimed sections of the *Conservation Authorities Act* associated with conservation authority permitting decisions and regulatory enforcement.

The Ministry of the Environment, Conservation and Parks is consulting on a proposal to ensure that conservation authorities focus and deliver on their core mandate, and to improve the governance of conservation authorities. For more information, visit Environmental Registry notice **013-5018** (<https://ero.ontario.ca/notice/013-5018>).

Public consultation opportunity

Written comments and other feedback related to this posting can be sent directly to the Ministry of Natural Resources and Forestry via email to mnrwaterpolicy@ontario.ca

Supporting materials

Related links

[Conservation Authorities Act \(https://www.ontario.ca/laws/statute/90c27#BK43\)](https://www.ontario.ca/laws/statute/90c27#BK43)

Related ERO (Environmental Registry of Ontario) notices

[Modernizing conservation authority operations - Conservation Authorities Act \(/notice/013-5018\)](/notice/013-5018)

[Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan \(/notice/013-4208\)](/notice/013-4208)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Natural Resources Conservation Policy Branch

300 Water Street
Peterborough ON K9J 8M5
Canada
705-755-1730

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](#)

Submit by mail

Alex McLeod
Natural Resources Conservation Policy Branch
300 Water Street
Peterborough ON K9J 8M5
Canada

Connect with us

Contact

Alex McLeod

705-755-1374

alex.mcleod@ontario.ca

Report To: Board of Directors
Subject: Watershed Management Status Q1 Report
Report No: FA-38-19
Date: April 17, 2019

RECOMMENDATION:

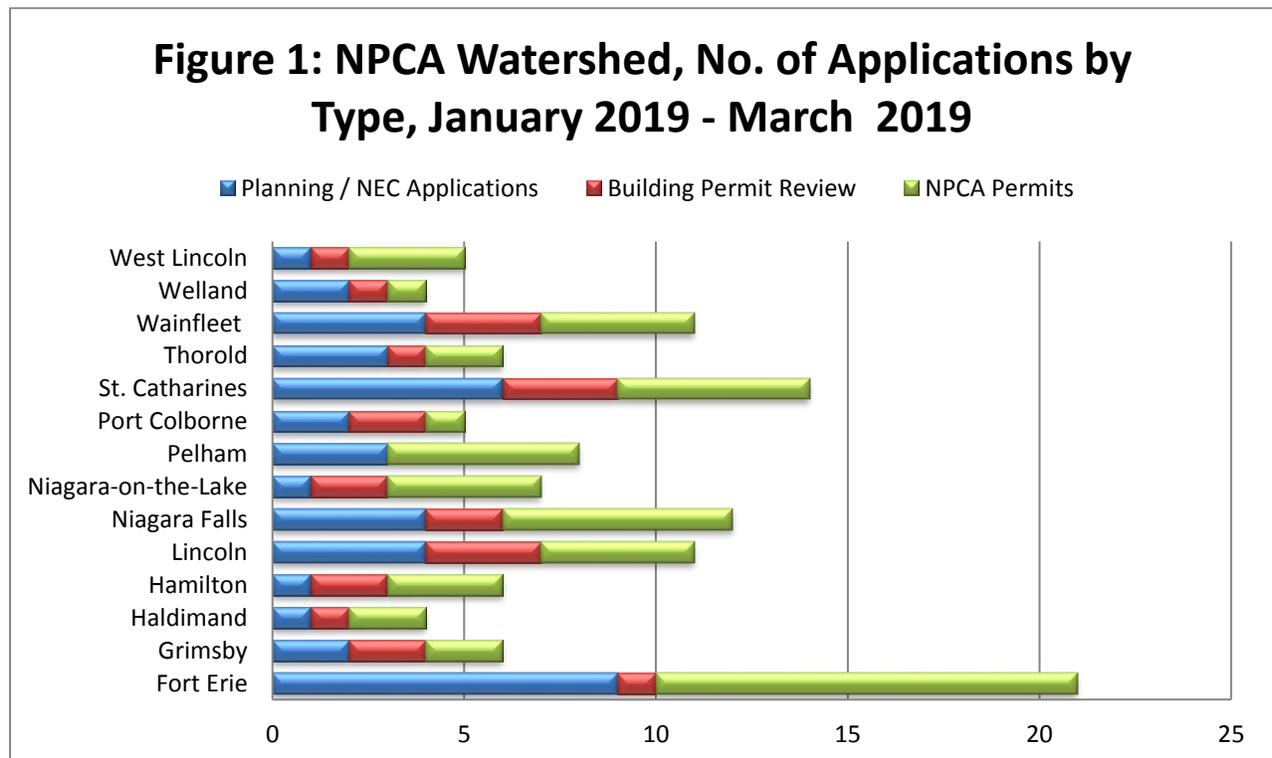
That Report No. FA-38-19 respecting the Watershed Management Status Q1 Report **BE RECEIVED** for information.

PURPOSE:

The purpose of this report is to update the Board on the Watershed Management Team’s activities and achievements during Q1 2019.

BACKGROUND:

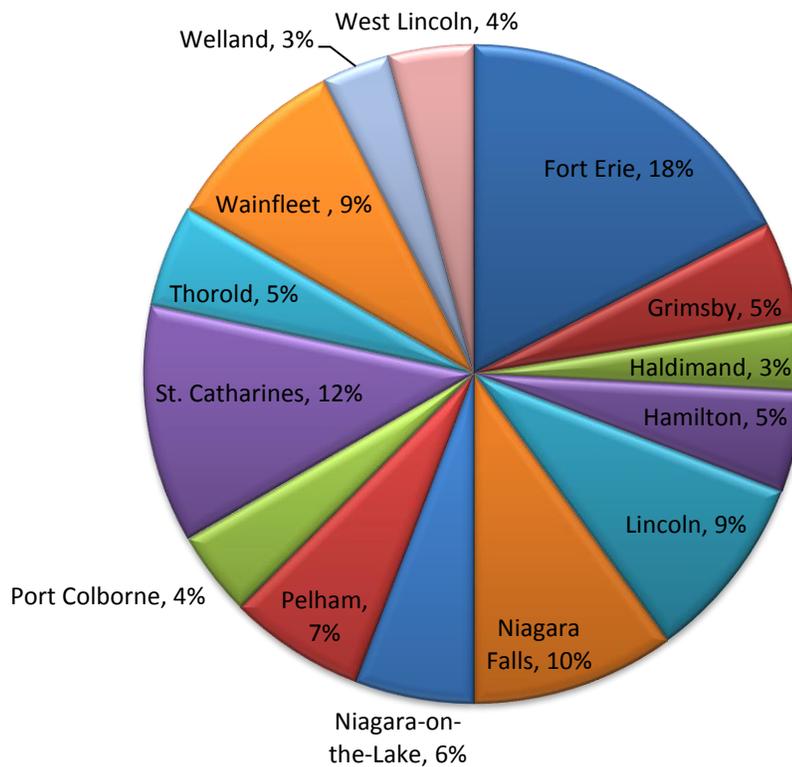
A. Plan Review & Regulations



	Fort Erie	Grimsby	Haldimand	Hamilton	Lincoln	Niagara Falls	Niagara-on-the-Lake	Pelham	Port Colborne	St. Catharines	Thorold	Wainfleet	Welland	West Lincoln	Totals
Planning / NEC Applications	9	2	1	1	4	4	1	3	2	6	3	4	2	1	43
Building Permit Review	1	2	1	2	3	2	2	0	2	3	1	3	1	1	24
NPCA Permits	11	2	2	3	4	6	4	5	1	5	2	4	1	3	53
Totals	21	6	4	6	11	12	7	8	5	14	6	11	4	5	120

Table 1. Number of Regulation Permit application reviews completed

**Figure 2: Total No. of Applications (%),
January 2019 - March 2019**



PERMIT PROCESSING TIME

	Q1	Year to Date	2018 Year end
Total Reviews	53	53	315
Total Review Days	672	672	6710
Total Review Time (Days)	13	13	21

Table 2. NPCA Permit processing time

The Development Reviews Division is responsible for reviewing *Planning Act* applications and Building Permit applications where there is a feature regulated by the NPCA.

During the first quarter of 2019, the Watershed Management Department reviewed 24 *Planning Act* applications (various type and complexity)/Niagara Escarpment Commission Development Permit applications, 43 Building Permit applications, and 21 property information requests. Planning staff also provided comments on 21 pre-consultation proposals and processed 53 work permits under Section 28. An increase of 10.5% over 2018 Q1.

Staff also responded to various inquiries from the public and local municipalities, as well as attended weekly consultation meetings with the local municipalities and conducted various site inspections.

The Compliance and Enforcement staff received a total of 13 complaints during Q1 and issued 4 Notices of Violation. Of the 13 complaints, 7 have been resolved.

B. Water Resources and Restoration Programs

1. Source Water Protection Program

During the 1st quarter of 2019, key milestones of the Source Protection program activities included:

- Assistance provided to Niagara Region staff and consultants regarding updates to Water Treatment Plant intakes (Welland, Rosehill and Niagara Falls);
- Completion of draft final Program Progress Reporting which was submitted to the Ministry of the Environment, Conservation and Parks;
- Submission of workplan proposal to Ministry of the Environment, Conservation and Parks for 2019-2020 program funding;
- A Source Protection Committee on-boarding presentation and tour of the Welland Water Treatment Plant and several Intake Protection Zones was held (see attached photo); and
- Proposed Source Protection Plan Updates were reviewed by the Source Protection Committee at their March 26 committee meeting.



The Source Protection Committee inspecting the Welland Water Treatment Plant Water Intake

2. Water Quality Monitoring Program

- The Ministry of the Environment, Conservation and Parks (MECP) has provided a laboratory allotment for the NPCA to collect winter water samples through the Provincial Water Quality Monitoring Network (PWQMN). NPCA staff collected two rounds of samples in February and data will be used to address a significant gap in our monitoring of watershed conditions in the winter season.



Staff collecting winter water samples at Twenty Mile Creek in the Town of Lincoln.

- NPCA staff completed the water quality biological assessment report for the Hamilton International Airport as per established monitoring agreements.
- Staff have deployed two data loggers from the firm Yellow Springs Instruments (YSI) into Binbrook Reservoir to measure winter-time dissolved oxygen concentrations. These loggers will be removed in the spring.



Binbrook Reservoir 2019-01-25 13:44:44
Staff installing dissolved oxygen sensors in the Binbrook Reservoir.

- Staff continue to participate with Queens Royal Beach *E. coli* investigation with the Town of NOTL and MECP for the Niagara River Remedial Action Plan.
- Provincial Groundwater Monitoring Network (PGMN): Staff continue to visit monitoring wells for manual downloads and perform QA/QC check on groundwater level data as part of their routine data maintenance protocol.
- Staff have completed benthic identification of biological samples from 2018 and updating databases.



NPCA staff identifying a benthic specimen, an indicator of water quality.

- Staff provided support to the Niagara Envirothon event by leading the Aquatics station.
- Staff participated in the MECP Annual Biomonitoring Meeting in January and PWQMN meeting in March.
- To date, staff have processed 12 water quality data requests from other governmental agencies, consultants, and academic institutions.
- To date, the NPCA has received two (2) applications for the NPCA Well Water Decommissioning Program.

3. **Flood Control**

- In the first quarter of 2019, the NPCA had issued 5 bulletins warning residents of a potential for flooding resulting from melting snow, rainfall, and Lake Erie storm surge. While localized flooding was experienced, no major flooding was reported during these events.



20 Mile Creek at 21st Street, Lincoln taken on February 5, 2019

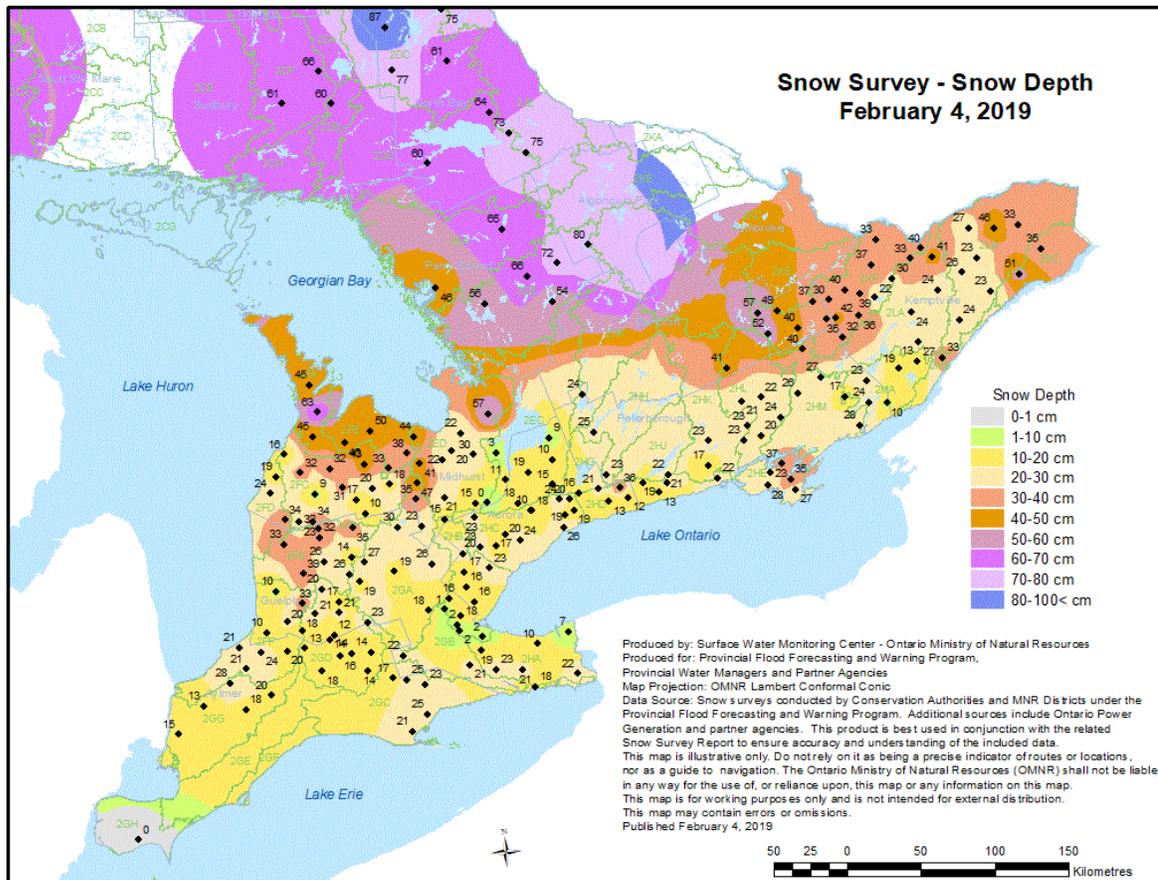


HH Knoll Park, Port Colborne, 02/24/19



Thunder Bay Road, Fort Erie, 02/24/19

- Staff continued to monitor daily water levels at our 15 stream gauge stations, climatic data at our 15 climate stations, and undertake routine maintenance, calibration, and inspections at all 30 installations, as part of the NPCA's routine Flood Forecasting and Warning duties. The public can typically access this real-time water level and rainfall information through the NPCA's website.
- In support of the Flood Forecasting and Warning program, staff have been undertaking the seasonal winter snow surveys. On the 1st and 15th of each month from November to April, NPCA staff measure the snowpack (should one exist) at seven set locations throughout the watershed. These measurements are then analyzed to determine the amount of water present on the ground in the snowpack and the associated potential flood risk should the watershed experience a rapid melt. The information from the NPCA's snow surveys are also routinely sent to the Ministry of Natural Resources and Forestry 'Surface Water Monitoring Centre' in Peterborough in an effort to help keep the Province apprised of local watershed conditions (please refer to graphic below).



C. Niagara River Remedial Action Plan (RAP)

The Niagara Peninsula Conservation Authority (NPCA) receives financial support from Environment and Climate Change Canada (ECCC) and the Ontario Ministry of the Environment, Conservation and Parks (MECP) to coordinate activities and to provide administrative and education services for the continued development and implementation of the Niagara River Remedial Action Plan (RAP) initiative. The Niagara River RAP initiative is a community-based partnership between government (federal, provincial, municipal), the Conservation Authority, non-government organizations, First Nations, industries, scientists, and interested citizens that work together to restore and protect water quality and ecosystem health in the Niagara River. The RAP activities contribute to commitments under the *Canada-U.S. Great Lakes Water Quality Agreement* and the *Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health*.

The Niagara Peninsula Conservation Authority (NPCA) has been an active participant in the RAP initiative since its inception in the late 1980s and has completed many activities in the watershed toward the improvement of the Niagara River ecosystem. In April 1999, the NPCA took an active leadership role and became the host organization for administering and coordinating the activities of the Niagara River Remedial Action Plan initiative through a full-time staff person (Project Manager). Below is a list of recent activities by the Project Manager in support of the RAP initiative and agreements between the NPCA and the funding agencies.

- **Major accomplishment:** In January 2019, the Canada-Ontario Agreement Co-Leads officially confirmed the RAP Team's recommendation to change the status of the *Phytoplankton and Zooplankton Populations* indicator to Not Impaired. This is an important environmental milestone for the Niagara River Area of Concern and brings us one step closer to delisting! The final Status Assessment Report is available online www.ourniagarariver.ca/document-library.
- Administrative support for the entire RAP structure including: financial reporting to funding agencies, managing RAP project finances, meeting planning & organization (monthly Coordinating Committee meetings, quarterly Implementation Committee meetings, quarterly Public Advisory Committee meetings, other technical work groups, as needed), preparation & distribution of meeting records.
- Assisted Town of NOTL staff with their funding application to the Environment and Climate Change Canada's (ECCC) Great Lakes Protection Initiative in order to improve conditions at the Queen's Royal Beach by addressing pollutant sources contributing to the beach closings indicator.
- Established an expert working group with partnering agencies (i.e., Niagara Region, Town of NOTL, ECCC, Ministry of the Environment, Conservation and Parks, and a scientist at McMaster University) to begin discussing the beach closings indicator including, reviewing the delisting goals, compiling information on what has been accomplished, and identifying remaining actions needed to restore the beneficial use.
- Conducted a scientific literature review needed to lead the technical expert review of Niagara River fish populations indicator. Facilitated discussions between experts from Fisheries and Oceans Canada, ECCC, MECP, and Ministry of Natural Resources and Forestry during two separate work group meetings to begin developing recommendations for revised delisting goals and assessment needs for the indicator.
- Expanded indigenous engagement for the Niagara River RAP by facilitating discussions for a relevant project with the Mississaugas of the Credit First Nation (MCFN). Coordinated with two additional Great Lakes Areas of Concern (AOCs) (i.e., Hamilton Harbour and Toronto waterfront) that are also located within the MCFN Traditional Territory to collaborate on developing and implementing a fish consumption survey in their community. The project fostered positive relationships with the First Nations, optimized the capacity of the First Nation's community, and provided efficiencies of the efforts for all parties involved. The survey was launched in the MCFN community on March 30, 2019 at a fish fry event coordinated by the MCFN staff and the RAP Project Managers from the three aforementioned AOCs.

- Developed and initiated the implementation of a Niagara River Fish Consumption Survey to gather information about the types of fish people eat and how often they eat fish from the Niagara River. The survey will be delivered using a passive approach through an online survey and by utilizing existing (and new) partnership opportunities. A future face-to-face (intercept) angler survey is planned pending funding availability.

Outreach & Education

- Fostered community involvement and promoted interest in the RAP initiative by giving a guest lecture at the Ontario Federation of Anglers and Hunters (Zone J) meeting in Port Colborne and the Niagara Probus Club of St. Catharines.
- Completed the Niagara River 'Eat Safe Fish' materials (booklet and small fish ID cards) to help inform anglers about the fish that are safe to eat from the Niagara River. The visually-appealing, easy-to-use information in the booklet and cards is based on the 2017-2018 *Guide to Eating Ontario Fish*. Currently, the Niagara River Eat Safe Fish booklet is available online: www.ourniagarariver.ca/fish.
- Managed content (original and curated) of the Niagara River RAP website, including keeping the document library up-to-date, adding links to archived E-newsletters, and creating a webpage for the 'Eat Safe Fish' information (writing content, uploading booklet, creating an online flipbook).
- Enhanced digital engagement through social media outlets (Twitter, Facebook, Instagram) and a monthly E-newsletter containing original and curated content delivered to over 250 subscribers.
- Developed content for monthly newspaper ads with key messages about the Niagara River. Topics included: Niagara River ecology and Plankton Populations status change announcement.

APPENDICES:

Appendix 1: Canadian Niagara River Concern - Letter from Environment and Climate Change Canada

Prepared by:



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

Submitted by:



**D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary-Treasurer**

Prepared with input from D. Deluce, Senior Manager, Planning & Regulations; S. Miller, Senior Manager Water Resources & Restoration; N. Green, Project Manager, RAP.

Appendix 1: Canadian Niagara River Concern - Letter from Environment and Climate Change Canada



VIA E-Mail

January 18, 2019

DISTRIBUTION

Re: Canadian Niagara River Area of Concern, Status of the Degradation of Phytoplankton or Zooplankton Populations beneficial Use

Since the inception of the Niagara River Area of Concern in the late 1980s, there has been uncertainty about the condition of phytoplankton and zooplankton populations in the Canadian Niagara River Area of Concern. The 1993 Remedial Action Plan Stage 1 report for the Canadian portion of the Niagara River Area of Concern identified the *Degradation of Phytoplankton and Zooplankton Populations* beneficial use as "Requires Further Assessment" because there was no scientific evidence/studies to suggest an impairment or not. The status of the beneficial use did not change in the 2009 Remedial Action Plan Stage 2 Update Report.

In 2014, scientists from the Department of Fisheries and Oceans designed a comprehensive scientific study examining water chemistry and phytoplankton and zooplankton composition at six different monitoring sites along the Niagara River. The sites were sampled monthly (from June to October 2014). The results of the assessment show that there are no issues related to populations of phytoplankton and zooplankton in the Niagara River Area of Concern, and that the status of the *Degradation of Phytoplankton and Zooplankton Populations* beneficial use should be considered as 'Not Impaired'. The results of this assessment are documented in the attached report.

The beneficial use status assessment report was peer reviewed and the reviewing scientists agreed with the soundness of the scientific document and the recommendations within the report. The Remedial Action Plan Team undertook an extensive approach to community outreach and engagement the results of which is summarized in the attached report. As this is a binational Area of Concern, the report was also reviewed by representatives from the New York State Department of Environmental Conservation and the United States Environment Protection Agency. Comments received have been considered in the attached beneficial use status assessment report. None of the reviewers expressed concerns with the conclusions of the studies or recommendation that this beneficial use was "not impaired" for the

Canadian portion of the Niagara River Area of Concern. The beneficial use has never been considered impaired for the U.S. portion of the Area of Concern.

As Annex 4 (Areas of Concern Annex) leads for the Canada Ontario Agreement on Great Lakes Water Quality and Ecosystem Health, we support the "not impaired" designation for this beneficial use and congratulate the Niagara River RAP team, local community and the federal and provincial experts involved in the Niagara River Remedial Action Plan for attaining this important environmental milestone. We look forward to continued progress toward our shared goal of delisting the Niagara River Area of Concern.

Sincerely,



Jon Gee
COA Annex 4 Lead for Canada
Manager, Great Lakes Areas of Concern
Environment and Climate Change Canada



Dawn Walsh
COA Annex 4 Lead for Ontario
Great Lakes/COA Divisional Project Manager
Ontario Ministry of Environment,
Conservation and Parks

DISTRIBUTION

Raj Bejankiwar, Great Lakes Regional Office, International Joint Commission
Members, Canadian Remedial Action Plan Implementation Committee c/o Natalie
Green, RAP Coordinator
Carla Torchia, COA Management Committee, Federal Co-chair
Richard Raeburn-Gibson, COA Management Committee, Provincial Co-chair
Marc Tuchman, U.S. Environmental Protection Agency
Mark Chambers, Environment and Climate Change Canada
Cherlene Vieira, Ontario Ministry of Environment, Conservation and Parks
Susan Humphrey, Environment and Climate Change Canada

Report To: Board of Directors

Subject: Niagara Region Tree and Forest Conservation By-law Q1 (2019) Status Report

Report No: FA-39-19

Date: April 17, 2019

RECOMMENDATION:

That Report No. FA-39-19 respecting the Niagara Region Tree and Forest Conservation By-law Q1 (2019) Status Report **BE RECEIVED** for information.

PURPOSE:

The purpose of this report is to provide an update on the status of the Niagara Region Tree & Forest Conservation By-law (30-2008) and forestry activities being conducted by the NPCA Forester in Q1 2019.

BACKGROUND:

By-law issues and forestry activities in Q1 2019 can be found itemized in Appendix 1 to Report No. FA-39-19.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

APPENDICES:

Appendix 1 - Q1 2019 By-law Issues and Forestry Activities

Prepared by:



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

Submitted by:



**D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary-Treasurer**

Prepared with input from Dan Drennan, R.P.F. Forester.

NPCA Forestry Department: Communication and Work Summary



Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
1	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2019-01-04	Permits:Approval	A GFP permit application was received December 27, 2018 for a woodland located in Wainfleet. The woodland and application will be assessed during a site visit. Most of the harvest area is designated as Provincially Significant Wetland.	<p>Inspected the property to assess the tree marking prescription and the condition of the woodland on January 9. Satisfied with tree marking and associated prescription. This is a stand thinning of a managed woodlot last harvested in 2007. Marked in order to salvage ash reduce UGS and over-mature timber. Objective is to promote regen of maple and oak species. Operations need to occur during dry weather in the summer or frozen in the winter.</p> <p>Recommend approving a GFP permit. Permit will be 2019-01.</p>	Permit was sent to the applicant on January 14. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.
2	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2019-01-10	Permits:Final Inspection	Conducted a post-harvest inspection on permit #2018-14 located along Wilford Rd and Gents Rd in Wainfleet. Operations were conducted during favourable weather conditions (winter). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.

Appendix 1

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
3	Welland	Municipal government rep	<input checked="" type="checkbox"/>	2019-01-11	Hazard Trees	The forestry foreman from the City of Welland inquired about the ability to remove dead ash trees on city property adjacent to a new residential area near Clare Ave and Webber Rd. The area is designated as PSW.	<p>NPCA and Forest Bylaw policies for removing hazardous trees on this property with a PSW is:</p> <ol style="list-style-type: none"> 1. Remove the marked ash trees when the ground is through frozen. 2. Will be using Tara mats to make path ways in to the woodlot and using a T450 bobcat with a grapple bucket to pull the trees out to the chip truck. 3. All the debris will be removed and the stumps will be cut to grade. 4. The felling of the trees will all be done by persons with chains saws no other machinery 5. No machine traffic within 5 meters of the watercourses located on the north and south boundaries of the work area. 6. No felling of trees past March 15, 2019 because of the bird breeding season. 7. 24 hour notification by email of commencement of felling. 	Monitor the operations to ensure compliance.
4	Pelham	Property owner	<input checked="" type="checkbox"/>	2019-01-15	Planning	A new owner of a rural property in Pelham inquired about Bylaw restrictions on tree removal. They are expanding their greenhouse operation from an adjacent property.	Assessed the property using aerial photos on GIS. The only protected trees on the property are in a Greenbelt Plan Natural Heritage System: Significant Woodland along the west boundary. Informed the owner of the restriction and further planning steps would be required to undertake any work in that feature.	Monitor the property.
5	Pelham	Property owner	<input checked="" type="checkbox"/>	2019-01-17	Hazard Trees	A property owner on Foss Rd inquired about their ability to remove dead ash trees in areas designated as wetlands. Also mentioned removing a hedgerow.	Conducted a site visit to confirm species composition. Instructed the owner about NPCA policies for removing dead ash trees on wetland sites. They include no machinery in the wetland, use chainsaws to fell trees, removal of felled trees is not required. Trees in the hedgerow are not covered by the Bylaw as it is not a woodland feature.	None required.

Appendix 1

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
6	Niagara Falls	Woodland owner	<input checked="" type="checkbox"/>	2019-01-21	Exemptions	A land owner that has a municipal drain on their property inquired if they were able to conduct maintenance work on the drain. Works would include removing trees and vegetation to allow for machine access to dredge the drain.	Exemption 4.12 in the Bylaw allows for such work under the Drainage Act.	None required.
7	Port Colborne	Municipal government rep	<input checked="" type="checkbox"/>	2019-01-21	Enforcement	A planner with the Town of Port Colborne inquired to see if a woodland located on a property along Beech Rd had been impacted (trees cut). There is development proposed on part of the property. The concern was recent works had encroached into the woodland.	Conducted a site visit on January 21 to assess the condition of the woodland. Did not observe any recent activity (tree cutting) in or along the edge of the woodland. Findings were passed onto the planner at the Town.	None required.
8	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2019-01-23	Permits:Approval	A GFP permit application was received January 26, 2019 for a woodland located on Wellandport Rd in Wainfleet. The woodland and application will be assessed during a site visit. Most of the harvest area is designated as Provincially Significant Wetland.	<p>Inspected the property to assess the tree marking prescription and the condition of the woodland on January 29. Satisfied with tree marking and associated prescription. The objective of the marking is to remove poor quality red maple and red oak and promote regen of maple, hickory and oak species. Operations need to occur during dry weather in the summer or frozen in the winter.</p> <p>Recommend approving a GFP permit. Permit will be 2019-02.</p>	Permit was sent to the applicant on February 1. The OPFA member/marker, logging contractor, and the clerk at the township of Wainfleet were copied.

Appendix 1

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
9	Fort Erie	Local citizen	<input checked="" type="checkbox"/>	2019-01-28	Enforcement	Received a complaint of forest clearing on a property in Fort Erie along Thunder Bay Rd.	Familiar with the property. Hazardous trees within one tree length of the property line were marked for removal on Dec 3, 2018. Did observe a significant amount of dead ash and European buckthorn throughout the forest. This woodland is an early successional forest dominated by ash. The property was an open field as observed on aerial imagery from 1965. The decline of forested areas of this aged in Fort Erie and Port Colborne from Emerald Ash Borer infestation will be an issue for years to come. Removing dead ash from a woodland is allowed under exemption 4.13 in the Bylaw.	Continue to monitor.
10	NOTL	Municipal government rep	<input checked="" type="checkbox"/>	2019-01-29	Planning	A Planner with the Town of NOTL inquired about a property on York Rd to determine if the Bylaw applied to woodland features on the property. Development is being proposed on the lot.	Examined the property using GIS with aerial photos. A regulated watercourse that traverses the property has forested area on both sides of the stream. The forested area is designated as a Significant Woodland under the Region's OP and an assessment of the aerial photos determined the Region's Bylaw applied.	Informed the Planner of the assessment that the Bylaw applied to the property and that any development would require an exemption from Section 4 of the Bylaw.
11	NOTL	Municipal government rep	<input checked="" type="checkbox"/>	2019-01-30	Planning	A Planner with the Town of NOTL inquired about a property on Williams Street to determine if the Bylaw applied to woodland features on the property. Development is being proposed on the lot.	The forested area is designated as a Significant Woodland under the Region's OP. An assessment of the woodland using aerial photos was conducted but could not determine if the Region's Bylaw applied. A site visit to conduct forest sampling is required to determine stem density. A site visit was conducted on February 5 where sampling confirmed the woodland is covered by the Bylaw based on stem density.	Results provided to the town planner.

Appendix 1

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
12	Port Colborne	Woodland owner	<input checked="" type="checkbox"/>	2019-01-30	Enforcement	Received a complaint regarding tree clearing on a vacant lot on Empire Rd in Port Colborne. The forested area on the property is designated as a Significant Woodland under the Region's OP. There are no regulated features such as wetlands.	Conducted a site visit and determined approximately 20 mature trees were removed and the area disturbed was 0.1 hectares or 0.25 acres.	Currently dealing with the owner to reforest the cleared through voluntary compliance rather than prosecution as the area involved is relatively small.
13	Port Colborne	Land purchaser	<input checked="" type="checkbox"/>	2019-02-07	Woodlands	An individual interested in purchasing a commercial property with treed areas on it inquired about planning requirements under the Bylaw. They are interested in clearing the trees to expand storage facilities.	There are two separate treed areas on the properties involved. Neither are mapped as significant woodlands under the Region's OP. Using GIS mapping, it was determined the Bylaw does not apply as both features are less than 1 hectare in area. In Port Colborne, a woodland must be greater than 1 ha in order for the Bylaw to apply.	Emailed my findings to the individual inquiring.
14	Wainfleet	Woodland owner	<input checked="" type="checkbox"/>	2019-02-08	Permits:Final Inspection	Conducted a post-harvest inspection on permit #2017-09 located along Highway 3 near Chambers Corner in Wainfleet. Operations were conducted during favourable weather conditions (winter). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
15	Wainfleet	Municipal government rep	<input checked="" type="checkbox"/>	2019-02-13	Planning	A Planner with the Niagara Region inquired about a property on Moore Road South in Wainfleet to determine if the Bylaw applied to woodland features on the property. Development is being proposed on the lot.	The forested area is designated as a Significant Woodland under the Region's OP. An assessment of the woodland using aerial photos was conducted but could not determine if the Region's Bylaw applied. A site visit to conduct forest sampling is required to determine stem density. A site visit was conducted on February 14 where sampling confirmed the woodland is covered by the Bylaw based on stem density.	Information provided to the planner at the Region.

Appendix 1

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
16	Lincoln	Woodland owner	<input checked="" type="checkbox"/>	2019-02-14	Permits:Final Inspection	Conducted a post-harvest inspection on permit #2018-21 located along Cosby Rd in Lincoln. Operations were conducted during favourable weather conditions (winter). No site damage was observed throughout the woodland. Operations were well conducted in accordance with Good Forestry Practices as outlined in the permit.	Inspection was documented with a post-harvest inspection form and included with the permit.	Monitor in summer 2019 and 2020 to see response from the harvest operation.
17	Thorold	Contractor/Developer	<input checked="" type="checkbox"/>	2019-02-20	Exemptions	Received an inquiry from a contractor hired by a developer to commence clearing on a treed lot in south Thorold. The lot has a Bylaw woodland feature on it which extends into an adjacent property. The size of the woodland exceeds the minimum of 1 hectare. Checked with a planner at the Town of Thorold and the development approvals are not in place. The file is at the pre-consultation stage.	Informed the contractor and land owner to hold off on any clearing operations until approvals have been obtained by the land owner. Once the approval are granted, tree removal is allowed under an exemption in the Bylaw.	Continue to monitor.
18	Pelham	Municipal government rep	<input checked="" type="checkbox"/>	2019-02-20	Planning	A planner with the Niagara Region inquired about a property on Canboro Road in Fonthill to determine if the Bylaw applied to woodland features on the property. Development is being proposed on the lot.	The forested area is designated as a Significant Woodland under the Region's OP. An assessment of the woodland using aerial photos was conducted. It was determined the woodland is not covered by the Bylaw as it is less than 1 hectare in size.	Information provided to the planner at the Region.
19	NOTL	Property owner	<input type="checkbox"/>	2019-02-27	Hazard Trees	A land owner adjacent to the NPCA Virgil Conservation Area called to report hazardous trees along the property line.	Conducted a site visit and marked 20 dead trees for removal in the vicinity of the property line.	Provided information to NPCA operations staff for removal work.

Appendix 1

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
20	Niagara Region	Municipal government rep	<input checked="" type="checkbox"/>	2019-03-05	Other	Completed the Forest Bylaw Annual Report for 2018.	This report is completed annually and is provided to the NPCA Board and the Niagara Region to satisfy a condition in the Service Level Agreement between the Region and the NPCA.	Submit the report to a contact at Niagara Region when approved by NPCA Board.
21	Niagara Region	Student	<input type="checkbox"/>	2019-03-07	Education	Asked to attend the 2019 Niagara Envirothon and present topics related to forestry in Ontario. The envirothon is a hands-on environmental problem-solving competition for high school-aged students in the United States and Canada. Participating teams complete training and testing in five natural resource categories: soils and land use, aquatic ecology, forestry, wildlife, and current environmental issues.	Participated in the Niagara Envirothon as a presenter in the Forestry module.	None required.
22	Grimsby	Provincial government rep	<input checked="" type="checkbox"/>	2019-03-08	Enforcement	Received a complaint through the NEC about tree removal on a woodland property in west Grimsby. The property is not situated on the slope of the escarpment but is located in the NEC protected area to the north.	Conducted a site visit on March 9. Observed some tree removal but was limited to dead ash along the property lines.	None required.
23	Niagara Region	Forestry/Logger	<input checked="" type="checkbox"/>	2019-03-13	Permits:General	In order to avoid site damage to the soil in woodlands currently being harvested, operations were suspended as of March 13 because of mild weather conditions.	Operations may recommence in late spring/early summer depending on weather conditions.	None required.
24	Niagara Falls	Contractor/Developer	<input checked="" type="checkbox"/>	2019-03-18	Woodlands	A landowner inquired about their ability to remove dead trees in their woodland on Lundys Lane in Niagara Falls. The woodland is designated as a significant woodland under the Region's OP. No regulated features such as streams or wetlands are present.	Under the Bylaw, removal of dead and/or hazardous trees is exempt. The owner was provided conditions to follow in order to ensure the live forest cover is maintained. Notified the owner of timing restrictions for bird breeding/nesting period.	Monitor operations when they commence.

Appendix 1

Item	Municipality	Stakeholder	Related to Bylaw?	Comment Date	Program Area	Comment or Concern	Response/Action by NPCA RPF	Follow up required?
25	Thorold	Contractor/Developer	<input checked="" type="checkbox"/>	2019-03-18	Exemptions	Conducted a site visit with a developer/owner of a property in Thorold that is partially covered by woodland under the Bylaw. Planning staff from the Region also attended.	Explained to the developer why the treed area on the property is designated as woodland and the Region planning staff explained the planning process in order to be exempt from the Bylaw.	Continue to monitor.
26	Wainfleet	Utility agency	<input checked="" type="checkbox"/>	2019-03-21	Exemptions	A representative from HydroOne inquired about the need for permits to allow for tree trimming and removal for electrical distribution line maintenance in the Pelham and Wainfleet area.	The removal of trees for line maintenance is allowed under exemption 4.5 in the Bylaw.	None required.
27	Niagara Falls	Land purchaser	<input checked="" type="checkbox"/>	2019-03-22	Woodlands	A real estate agent inquired about Bylaw applicability and restrictions on a treed property on McLeod Road in Niagara Falls.	Assessed the property using aerial photos and verified in the field that the treed area is a woodland under the Bylaw. Any development would require an exemption under Bylaw, such as a planning act approval.	Conveyed the information to the agent and planning staff at the Niagara Region.

Report To: Board of Directors
Subject: NPCA Tree and Forest Conservation By-law – 2018 Annual Report
Report No: FA-40-19
Date: April 17, 2019

RECOMMENDATION:

That Report No. FA-40-19 RE: NPCA Tree and Forest Conservation By-law - 2018 Annual Report, provided to the Region of Niagara to satisfy a condition in the Service Level Agreement between the Region and the NPCA **BE RECEIVED** for information.

PURPOSE:

The purpose of the report is to provide a copy of the 2018 Annual Report (attached) for the Board's information.

BACKGROUND:

This report is completed annually and is provided to Niagara Region to satisfy a condition in the Service Level Agreement between the Region and the NPCA.

FINANCIAL IMPLICATIONS:

None

APPENDICES:

Appendix 1 - 2018 Annual Report – Niagara Region Tree Forest Conservation Bylaw

Prepared by:

Dan Drennan

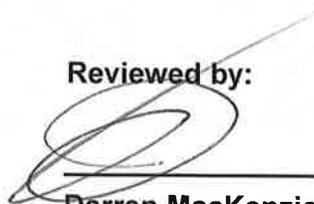
Dan Drennan, R.P.F.
Forester

Submitted by:



D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary-Treasurer

Reviewed by:



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

2018 ANNUAL REPORT

NIAGARA REGION

TREE AND FOREST CONSERVATION BYLAW (2008-30)



Niagara Region Tree and Forest Conservation Bylaw
2018 Annual Summary Report
Niagara Peninsula Conservation Authority

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Introduction

The Niagara Region Tree and Forest Conservation By-law 30-2008 exists to encourage the conservation and improvement of woodlands in Niagara through Good Forestry Practices. The By-law prohibits the clearing of woodlands except under specific circumstances and requires landowners to follow Good Forestry Practices when harvesting trees. This is done by requiring landowners to submit a forest management plan or a silvicultural prescription prepared by a Registered Professional Forester (or a member of the Ontario Professional Foresters Association) to obtain a permit.

In August of 2008 the Region of Niagara delegated administration of the By-law to the Niagara Peninsula Conservation Authority (NPCA). The NPCA is responsible for reviewing applications and issuing permits for timber harvesting within the Region. We also follow up on public inquiries and investigate violations, which sometimes lead to charges. For this reason, NPCA forestry staff is designated as Provincial Offences Officers under the Provincial Offences Act. The NPCA employs one full-time staff, a Registered Professional Forester to administer the By-law.

The 2018 year marked the tenth year in which the NPCA administered the By-law on behalf of the Region. This report will summarize the activities undertaken throughout the year by the NPCA to promote Good Forestry Practices, educate the public and enforce the provisions of the By-law.

Permits

Good Forestry Practices (GFP) Permits are issued after an application is received and satisfies the necessary criteria. In 2018, 21 new GFP Permits were issued by the NPCA, 2 permits were carried over from the 2017 year. 76% of these permits were completed by the end of 2018.

Commenced in 2012 and continued in 2018, strategies for managing woodlots for emerald ash borer (EAB) are required in prescriptions and tree marking for woodlots that have a significant component of ash. This strategy will continue into 2019 as the impact of EAB continues to be an issue.

Landowners are provided a copy of a recent publication from the Ontario Woodlot Association, 'A Landowner's Guide to Careful Logging', when a permit is approved. The guide provides landowners with information on proper logging practices that will ensure good forestry is attained. The harvest inspections conducted by the NPCA are based on the contents in the guide.

All permits are subject to conditions which are specified and tailored to the characteristics of the individual site. For example, harvesting in woodlands with sensitive ground conditions will be conditional to the work being done while the ground is frozen in the winter, or during a dry period during the summer, to minimize soil disturbance. Failure to follow the conditions of a permit is considered a violation of the By-law. There were no incidents in 2018 where permit conditions were not complied with. Forest Bylaw staff maintained regular communication with logging contractors to ensure operations were suspended when ground conditions were not favourable.

Selection Silvicultural System

The forest management plan or silvicultural prescription required for a permit is prepared and reviewed by forest professionals with expert knowledge in silvicultural practices. Silviculture practices are treatments applied at the stand (woodlot) scale to achieve specific forest management objectives. Treatments are broadly categorized as either harvest, renewal, or tending. Ideally these practices are applied in a coordinated fashion with a long-term view of what is possible, practical, and desirable at both a stand and landscape scale. The coordination and long-term view is achieved through application of a silvicultural system.

A silvicultural system is a planned program of silviculture treatments that extends throughout the life of a stand for the purposes of controlling stand establishment, composition, and growth. While this view implies a certain intensity of effort and manipulation, on suitable sites the simplest application may include only a single harvest with natural regeneration (assuming a seed source, seedlings are present in sufficient quantity to restore the forest to a desired composition and structure).

There are three silvicultural systems used in Ontario; Clear-cut, Shelterwood and Selection. **Selection is the system most commonly used in the Niagara Region.** The following table describes the three silvicultural systems.

Silvicultural System	Description	General characteristics
Clear-cut	Most of the overstory trees are removed over a short period of time to create a fully exposed microenvironment for the establishment of a new even-aged stand.	<ul style="list-style-type: none"> • even-aged future stand • regeneration established in >70% full sunlight.
Shelterwood	Most of the overstory trees are removed in a series of two or more harvests for the purpose of establishing and sheltering regeneration under a residual canopy.	<ul style="list-style-type: none"> • even-aged future stand • regeneration established in 30-70% full sunlight • regeneration period <20% of the intended rotation • final removal creates >70% full sunlight.
Selection	Periodic partial harvests timed based on basal area recruitment using vigour, risk, and species preference, to select trees for harvest and retention.	<ul style="list-style-type: none"> • all-aged future forest • regeneration established in ≥70% residual cover (approx. ≤30% full sunlight) • dense mature forest cover maintained in perpetuity.

The selection system provides an environment ranging from partial to full-shade and a forest floor protected from temperature extremes and desiccation. Regeneration under single tree selection favours shade tolerant species while some mid-tolerant species are well suited to group selection openings. Both single tree and group harvest methods are used in Niagara

Single Tree: Individual trees are removed at regular intervals with no clear patches or edges created.

Group: The removal of a small group of trees, in an area normally less than 2 tree heights in diameter, in a single entry or progressive fashion, within a matrix of mature forest canopy.

The following illustrations show the implementation of the Single Tree Selection Silvicultural System.

(a) Pre-harvest



(b) Post-harvest

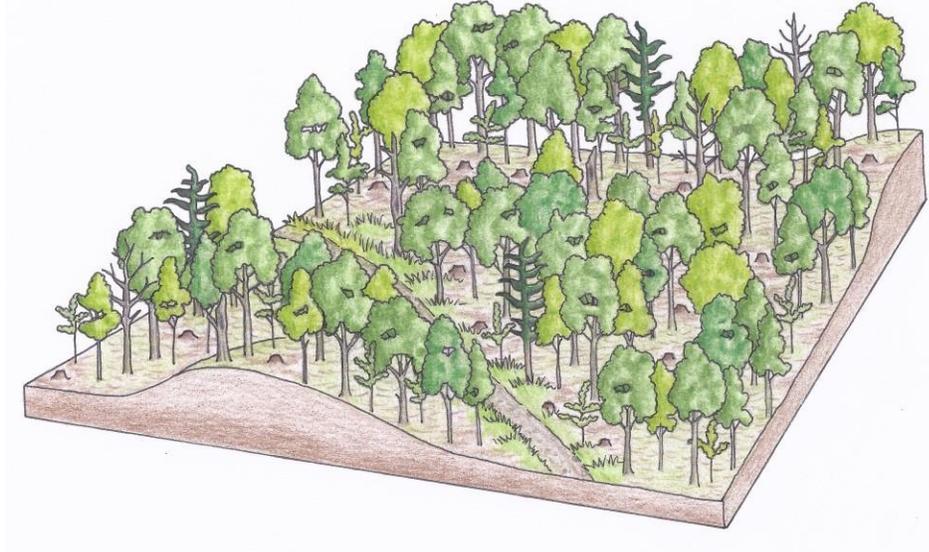


(c) Ten years later

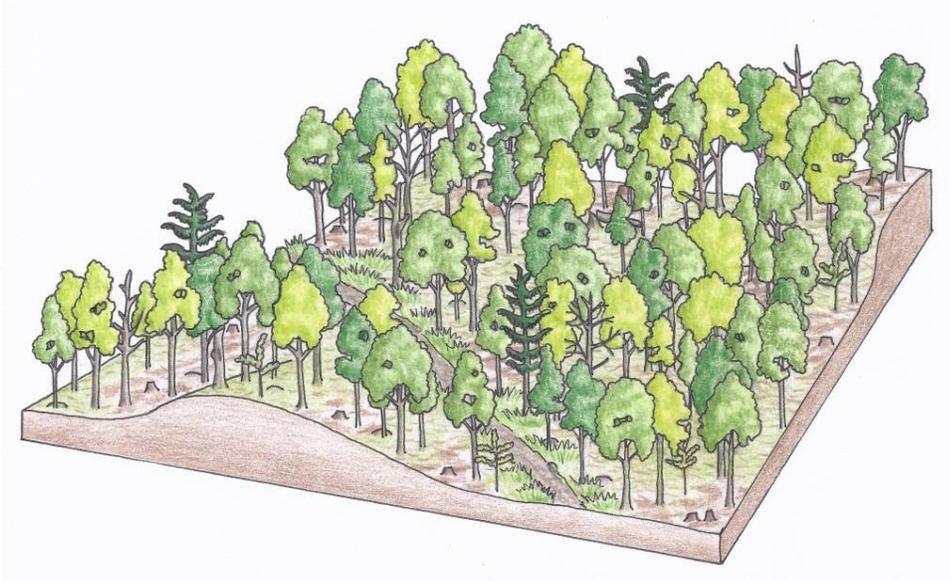


A profile of an individual selection silviculture system depicting a pre-harvest tolerant hardwood stand (a), stand conditions after a partial selection cut (b), and 10 years later with the natural regeneration of shade tolerant species under the canopy (c) (illustrations by Jodi Hall).

(a) Post-harvest



(b) Ten years later



An aerial view of an individual tree selection harvest in a tolerant hardwood stand resulting in >70% residual cover and perpetual all-aged stand. Image (a) depicts the initial harvest entry, while image (b) depicts regrowth after approximately 10 years and the harvest associated with the next cutting cycle (illustrations by Jodi Hall).

Tree Marking

The selection system requires the practice of tree marking. Tree marking involves the selection of individual trees to be harvested, while leaving trees to grow for future harvests and to provide wildlife habitat. The actual process of tree marking is recognized as being both an art and a science. Historically, many of our forests were subjected to various types of uncontrolled harvest. This included “high-grading,” a term that refers to woodlots that have had only the largest and best quality timber harvested. These unregulated disturbances, in combination with other factors, such as disease and insects, can lead to a forest with irregular stand structure and unpredictable growth. In the absence of sound forest management these forests often display a lack of regeneration of favorable species and poor spacing of smaller diameter stems.

When properly applied, tree marking can reverse many of the historical, negative impacts that unregulated cutting has created in our forests. This often requires two or more cutting cycles and adhering to the guidelines of selection and shelterwood system management.

Trees to be cut through tree marking are physically identified through the application of paint on the tree. Depending on the management system being used, trees are marked in a colour that indicates the tree is to be cut or in some cases a colour that indicates the tree should not be cut. The objective of marking is to optimize growth for all trees being retained rather than attempting to maximize growth on a few individual trees. Marking also allows the forest manager to make changes, if necessary, to selected trees before the harvest takes place.

Tree marking alone will not prevent 'high-grading'. Virtually anyone with a can of spray paint can sell their services as a tree marker. It is only when tree marking is applied in conjunction with good forestry practices that the opportunity for high-grading can be minimized. Regular monitoring (site visits) by the NPCA Forester during harvest operations ensures tree marking is being followed.

To ensure the practice of tree marking is being done professionally, the Bylaw requires those marking woodlots be ‘Certified Tree Markers’. Since 1995, the MNR has provided tree marking certification training. The training involves a one-week course covering silvicultural systems, silviculture, silvics, wildlife habitat, tree defects and tree vigour characteristics. Participants are field tested, and successful trainees are issued a certificate endorsing their skills as a certified tree marker (of conifer forests, hardwood forests or both). To maintain MNR's certification, a tree marker must attend and successfully complete a two-day refresher course every three years.

Certified tree markers must be knowledgeable in silviculture, tree and wildlife biology, and forest economics to choose the right trees to mark for cutting. Knowledge required for proficiency as a tree marker:

- ability to identify species
- understanding of silvical characteristics of species
- familiarity with site and land features
- recognition of tree defect characteristics and indicators
- appreciation of tree quality and vigour, including use of an acceptable tree classification system
- comprehension of stocking levels and structural types
- appreciation of commercial values of species, products, and grades, and
- appreciation of wildlife habitat, biodiversity, and other ecosystem values

Forest Harvest Summary

The following table breaks down the distribution and harvest area of the 2018 GFP permits by municipality. A log sort at a landing next to a woodlot being harvested in Pelham is shown in Figure 1.

Municipality	Number of permits	Harvest Area		Harvest Volume	
		Hectares	Acres	FBM	Cubic Meters
Fort Erie					
Grimsby					
Lincoln	4	34.0	84	131,973	311
Niagara Falls					
Niagara on the Lake					
Pelham	5	24.4	60.3	107,239	253
Port Colborne					
St Catharines					
Thorold					
Wainfleet	12	86.6	214	428,152	1,010
Welland					
West Lincoln					
Totals	21	145	358.3	667,364	1,575

The table excludes permit renewals. Permit renewal statistics will always be included in the year in which the original permit was issued.



Figure 1: log sorting at a harvest operation in a Pelham woodlot, summer 2018.

Inspections

Generally, each permit site is inspected at least twice, many sites were visited multiple times. The first inspection occurs upon receiving the application. NPCA Bylaw staff visit the site and inspect the tree marking to ensure it follows good forestry practices. Any concerns with the tree marking and prescription will be noted and followed up with the landowner and/or certified tree marker. The permit may not be approved until any concerns are addressed. At this time NPCA staff also assesses the site conditions (soil) and any environmental values present which may be impacted by the harvest operation such as stick nests and streams. This will affect conditions that may be stipulated on the permit.

The operation may be inspected again while the work is underway, and the crew is onsite. This gives NPCA Bylaw staff the opportunity to observe the precautions being taken and ensure that the permit conditions are being met. Examples of good forestry practices observed during inspections is shown in figure 2.

Lastly the site is inspected again when the work has been completed. At this time NPCA Bylaw staff can verify that only trees that were marked have been removed and that all permit conditions are satisfied.

The result is that NPCA staff made approximately 105 site inspections on permits during 2018.



Figure 2: condition of a woodlot after a harvest operation.

Education

In 2018 the NPCA continued to educate the public as well as groups and public agencies regarding the Bylaw.

Much of the educational activity takes place when members of the public phone or drop into the NPCA office and ask questions. Staff also conducted site visits when requested by the land owner to provide forestry knowledge and make them aware of Bylaw requirements. Staff is always available to answer questions and often spend considerable time going over the details of the bylaw and management strategies to deal with Emerald Ash Borer.

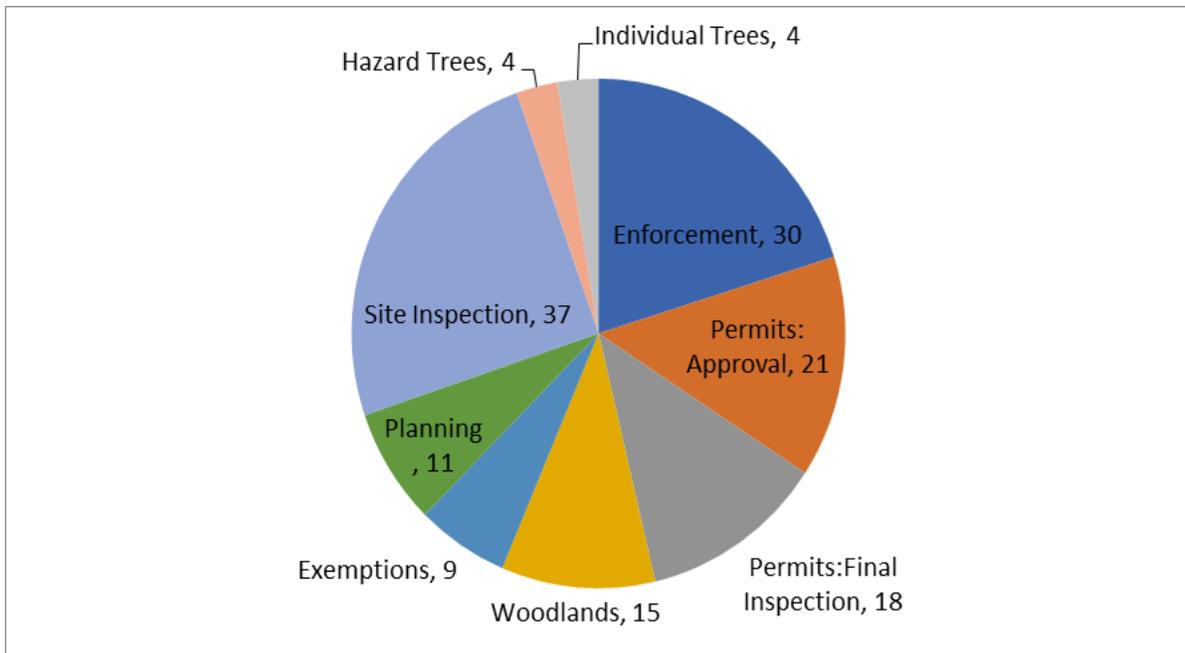
The Forestry section on the NPCA website was enhanced in 2018. Emphasizes was put on Good Forestry Practices and the latest strategies for managing woodlots for Emerald Ash Borer.

Bylaw Inquiries

Bylaw inquiries occur when Bylaw staff responds to an issue either presented by a member of the public or outside agency, or an issue initiated based on observations of Bylaw staff. Most are made by telephone. NPCA staff track inquiries for reporting purposes.

In 2018, Bylaw staff responded to 153 bylaw inquiries. Chart 1 indicates the number of inquiries by program area. Most of the inquiries were about enforcement followed by permits and woodlands. Most of the inquiries about individual trees were related to dead and dying ash trees from local citizens. Many inquired if a permit was required for their removal. A brief explanation of program area's follows.

Chart 1: Number of Inquiries by Program Area



Program Area Descriptions

Enforcement: Any enforcement related matters which required action by Bylaw staff.

Exemptions: Inquiries regarding exemptions which required evaluation by Bylaw staff.

Individual Trees: Inquiries regarding individual trees on private property, most of which are outside the jurisdiction of the Bylaw.

Permits Approval: The review and issuing of a Good Forestry Practices permit.

Permits Final Inspection: A formal documented inspection of a completed harvest operation.

Public Outreach: Inquires about by-law & other educational materials. Mail out of educational materials.

Woodlands: Issues and inquiries centered on the application of the Bylaw to woodlands.

Site Inspections: An informal site inspection of a permit during a harvest operation.

Planning: Land use planning inquiries

Chart 2: Number of Inquiries by Interest Group

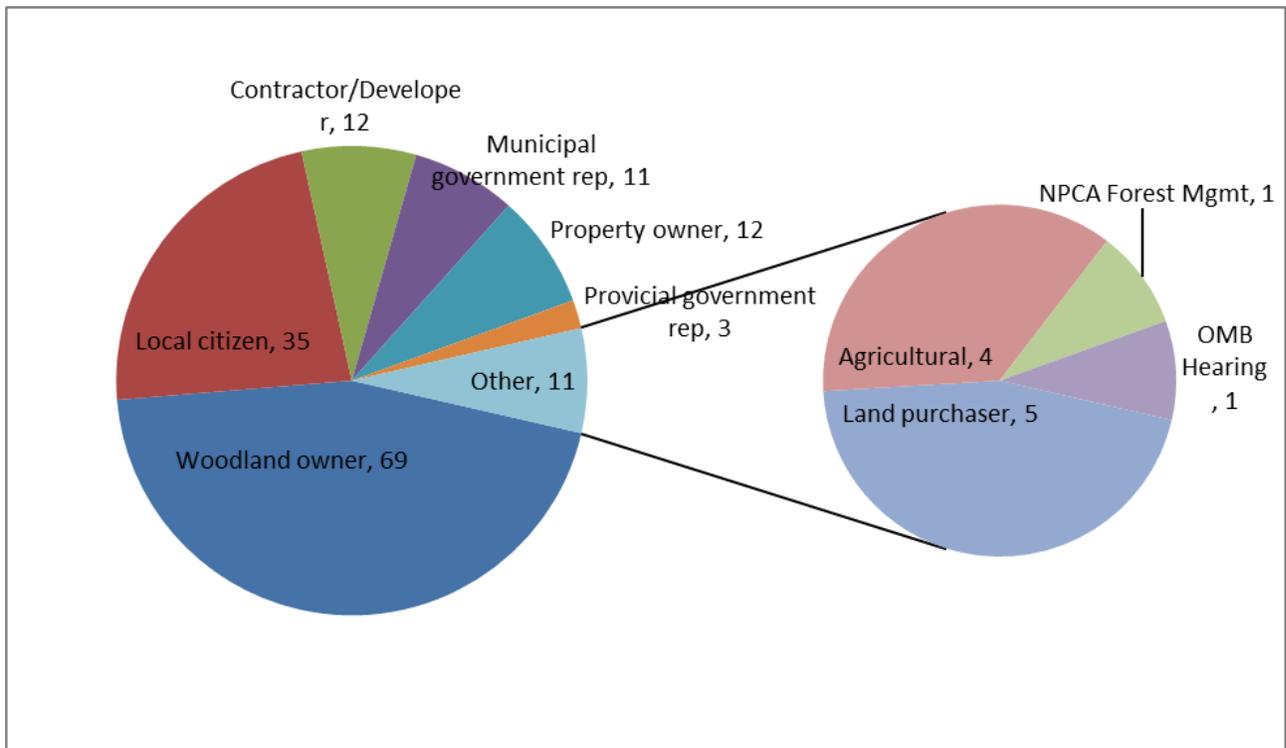


Chart 2 is a break down of the types of people that make the inquiries to the NPCA office. Most of the inquiries are from woodlot owners, followed by local citizens and contractors/developers.

Enforcement and Charges

Should it become necessary to initiate charges resulting from Bylaw violations, it is done under Part III of the Provincial Offences Act. This is referred to as commencement by information.

There was a Bylaw infraction in which Part III Informations were filed in March 2016 for property in Thorold where 5 hectares of forest was cleared without a valid exemption. The matter was settled before going to trial in March 2018. The landowner and contactor were fined \$10,000 each and required to reforest the disturbed area as instructed in a reforestation plan prescribed by the NPCA Forester. Reforestation activity occurred in fall 2018.

There were two new Bylaw infractions where charges were laid in 2018. One was in St. Catharines and the other in Thorold. Both matters are before the courts and scheduled for trial in February 2018. It is the intention that the outcomes will be presented in future annual reports once the matters are finalized.

Training and Development

The Bylaw staff conducted independent learning to remain current with respect to the practice of forestry in the region and the application of the Bylaw. Staff will attend applicable training opportunities when available.

Advisory Committee

The Tree and Forest Conservation By-law Advisory Committee did not meet during 2018, as there were no issues brought up by NPCA that required additional meetings. The role of the committee is to review and provide advice or recommendations on matters of tree and forest conservation as requested by the NPCA.

Conclusion

2018 was the tenth full year in which the Bylaw was being administered by the NPCA. There were no issues with the NPCA's ability to carry out the role of administering the Bylaw for the Region. All aspects of the Bylaw, from managing Good Forestry Practice permits, enforcement and public education were conducted in a professional manner.

Woodlot management strategies to deal with Emerald Ash Borer will continue to be a main concern in 2018. Current strategies will be used in woodlots that have a significant component of ash.

Literature Cited:

OMNR. 2015. Forest Management Guide to Silviculture in the Great Lakes-St. Lawrence and Boreal Forests of Ontario. Toronto: Queens Printer for Ontario. 394 pp.



Report To: Board of Directors
Subject: Q1 Strategic Initiatives / Operations / Ecology Status Report
Report No: FA-41-19
Date: April 17, 2019

RECOMMENDATION:

That the Q1 Strategic Initiatives / Operations / Ecology Status Report, **BE RECEIVED** for information.

PURPOSE:

The purpose of this report is to keep Board members informed of Strategic Initiatives, Operations and Ecological activities on a quarterly basis.

BACKGROUND:

The Strategic Initiatives and Operations departments maintain forty-two Conservation Areas while enhancing visitors experience. The teams focus on connecting people to nature, conservation, and the environment by creating exceptional experiences for people of all ages.

FINANCIAL IMPLICATIONS:

N/A

RELATED REPORTS AND APPENDICES:

Appendix 1 - Strategic Initiatives / Operations / Ecology 2019 Q1 Status Report

Prepared by:

**Adam Christie
Manager, Strategic Initiatives /
Acting Senior Manager of Operations and
Special Projects**

Submitted by:

**Gayle Wood, BES, CMMIII
Interim CAO / Secretary-Treasurer**

Prepared with input of Alicia Powell, Catherine Ursini, Jill Walters-Klamer, Kim Frohlich, Mike Boyko, Rob Kuret, Michael MacIntyre, Nate Devos.



Operations / Strategic Initiatives / Ecology
QUARTERLY
Q1 REPORT
2019



UPDATE

STRATEGIC INITIATIVES / OPERATIONS / ECOLOGY

The Strategic Initiatives (“SI”) team have been looking to continue its 2018 success and continue momentum for the 2019 season. The Strategic Initiatives teams 2019 goals are to create new relationships, offer and implement new experiences to the Conservation Areas while increasing revenues for the Niagara Peninsula Conservation Authority. The areas of focus are weddings, corporate events, educational programming, hosting filming projects, the annual Ball’s Falls Thanksgiving Festival and creating new recreational services and events at Binbrook Conservation Area. For the duration of the first quarter the SI team has been concentrating on selling, booking, scheduling and coordinating a variety of different programs and events for the 2019 season. Below is an update on several of these programs and events.

The Operations team spent the first quarter preparing each Conservation Area for the upcoming season. Campgrounds have been focused on reservations and bookings while Binbrook and Ball’s Falls Operational staff have been completing major capital projects that are crucial for the success of the 2019 season.

Ball’s Falls Conservation Area

Facility Rentals

	2018	2019	+/- dollars	+/- %
Big Barn	\$31,372	\$42,927	\$11,555	36%
Glen Elgin	\$17,273	\$11,080	\$6,193	35%
Church	\$2,304	\$4,985	\$2,681	116%
Outdoor Ceremonies	\$3,391	\$4,664	\$1,273	37%
Bridal Suite	\$2,082	\$3,737	\$1,655	79%
Total	\$56,422	\$67,393	\$10,971	19%

(As of March 31, 2019)

Ball’s Falls Conservation Area continues to be one of the leading wedding venue destinations in the Niagara Region. The Strategic Initiatives team spent the first quarter selling remaining available dates in 2019, booking dates in 2020 and preparing for the opening of wedding season! Every Friday, Saturday and most Sunday’s are booked for the Big Barn in 2019. The Glen Elgin room has decreased in bookings from last year, but the SI team believe the addition of new white Chiavari wedding chairs will increase bookings as the season progresses. The rustic look that the Big Barn has remains a popular trend and staff will continue to capitalize on the trend by attempting to sell out for 2020 by the end of the year.

Chapel bookings which were down in 2018 have seen a substantial increase in the first quarter compared to last season. The SI team is pleased to see this increase and will continue to work towards highlighting the chapel

that is currently being historically renovated. Outdoor Ceremony bookings have increased in the first quarter. The decision to include wooden benches with the rental fee is one of the reasons for the increase in bookings.

Every season Ball's Falls staff enhance the existing rental facilities. This year staff has added a wooden bar to the Big Barn for added value to the rental fee. Staff also added a new counter extension in the Bridal Suite due to customer feedback which will provide additional counter space for customers.



Thanksgiving Festival

The Strategic Initiatives team has been sorting through 329 applications for the 45th Annual Thanksgiving Festival. Artisans wishing to apply were able to submit their application through the Thanksgiving Festival website prior to the deadline of March 31, 2019. An NPCA vendor selection committee was formed during the first quarter and the committee is scheduled to meet in early April to select and notify vendors of their acceptance status by May. Staff also began applying for permits for the Festival and initiated Capital Projects to enhance the 45th Annual Thanksgiving Festival.

Filming

On January 24th, the Discovery Channel aired Star Trek Discovery's 2nd episode in season 2 that included extensive footage of Ball's Falls Conservation Area. The episode focused on a planet called "New Eden" which to NPCA staff is known as Ball's Falls CA. The photo on the front page shows the captain overlooking Ball's Falls historical village on the Starship Enterprise. The Strategic Initiative's team continue to promote NPCA properties for filming opportunities and hope to book more projects in 2019.

PROGRAMMING

Between January and March 2019, over 148 students experienced hands-on environmental and historical class visits to Ball's Falls Conservation Area. Within the very popular March Break Program, 47 kids immersed themselves in nature and experiential learning. In total over \$5,106.50 dollars was generated through programming to continue the work of conservation and education within the NPCA.

EDUCATION PROGRAMS

Over 148 students attended education programs during the months of January through March, generating \$1,286.50 in revenue. The programs offered ranged in activities including snowshoeing, tapping trees to make maple syrup, and shelter building in the pine forest.



TRAVELLING PROGRAMS

New this year, NPCA staff have developed a travelling program titled ‘Biodiversity Discovery’, to bring to clubs, small groups, camps and school classrooms. The program was offered to West Lincoln’s March Break Day Camp and was very well received, with secondary bookings being confirmed with this camp in the summer. This program will continue to be developed and promoted as a travelling program to schools and other groups within the watershed.

GIRL GUIDES OF CANADA

In February, the Niagara Peninsula Conservation Authority was named a ‘Preferred Vendor’ for educational, recreational and overnight programs at two NPCA sites, including Ball’s Falls and Binbrook Conservation Areas. NPCA staff had been working towards this designation with the assistance of GGC staff since spring 2018. With this designation, the NPCA is now listed on the GGC’s website as a recommended vendor, and details of the education programs offered by NPCA are provided to GGC Leaders. The NPCA now showcases a “GGC Preferred Vendor’ logo on the Learning webpage in indicate this status.

In early March, a Girl Guides troop visited Ball’s Falls for an evening program, including a night snowshoe hike to achieve their snowshoeing badge, campfire building and community time, s’more-making and an indoor educational craft. Guides built birdfeeders to take home and learned to identify the preferred food sources of many local winter birds. This program was recommended by Guiders to fellow Guide Leaders for future bookings. With Preferred Vendor status, and ongoing Guide bookings, Ball’s Falls may begin to offer Guide and Scout-specific programming.

PROGRAM BOOKINGS

Program booking for both spring and fall 2018 was steady through the winter months, thanks to the early and direct promotion of the 2018 Educational Program Guide. As of April 1, there were 918 students booked with 14 schools with a potential minimum revenue of \$4,590.00. In comparison at this time last year there were 9 schools booked, with 509 students attending. This is an increase of 409 students, or 55% increase in bookings from this time last year. Educational program bookings are already at a record high, when compared with all previous years.

The most popular programs for Spring 2018 are the recently offered Water Quality and Human Impact on the Environment programs, designed to meet grade 9 and 11 science curriculum. Many of these dates were booked well in advance by DSNB high school teachers who had attended Professional Development Day sessions run by NPCA programs staff in fall 2017.

Program Bookings Made Prior to April 1st

Year	Number of Students
2019	1,856
2018	918
2017	509
2016	292

CAMPS

PD DAY CAMP

For the first time in the past few years, Ball’s Falls ran PD Day Camp in January and February at Ball’s Falls Conservation Area. While enrollment was modest, with 7 and 9 campers in attendance, respectively, the activities were very well

received by both campers, and parents, grateful for an opportunity to provide their children with outdoor education opportunities. With growing interest in the program, staff will continue to offer PD Day programming in May and June, and into the 2019/2020 school year.



MARCH BREAK CAMP

This year was another successful, sold out year of the March Break program at Ball’s Falls Conservation Area. Over the course of five days, 47 campers attended the camp, some for the whole week, many for a few days. Single-day registration is becoming a noticeably increasing trend among campers at Ball’s Falls, and more-so with the March Break program, as families take this opportunity to engage in activities together. Through the week, campers explored the heritage buildings, learned basic archery skills, discovered aspects of the natural environment, put their engineering skills to work building snowball launchers, and much more. Day camps offered by the NPCA are designed to continue campers’ learning during the school break, and to offer a week filled with hands on, exploratory learning. Feedback from parents was excellent including the following quotes:

“The March Break camp is more than somewhere for a child to go while their parents works. It’s an opportunity for experiential learning, for exploring, discovery and exposure to nature. It is so important that our children learn how important our natural and cultural heritage is- Ball’s Falls is home to both!”

“I just wanted to let you know how much the boys enjoyed camp this week. They came home tired and happy at the end of every day excited to tell us about their adventures. Each morning they woke up excited for another day at Balls Falls! Thank-you for helping to create such wonderful memories for them. I’m pretty sure they will be back this summer!”

The total revenue for the week was \$3,820.00, an increase over last year. This represents the ongoing success of the March Break Day Camp program, and indicates the potential to expand, and duplicate this program at other NPCA sites in the future.

MARCH BREAK REVENUE

YEAR	2013	2014	2015	2016	2017	2018	2019
	\$2,267.76	\$2,338.14	\$1,610.00	\$2,297.04	\$2,979.40	\$3,667.50	\$3,820.00



SUMMER DAY CAMP

Preparations for Summer Adventure Day Camp at Ball’s Falls Conservation Area began in January, with an overview of weekly themes and activities being prepared for advertising purposes. New this year, camp will not run on Canada Day and Civic Holiday Mondays, and a condensed 4-day camp week will be offered at a reduced rate. This is a strategy being undertaken in effort to increase registration on those weeks of historically lower-enrollment. In mid-March, the Summer Day Camp brochure was released, and advertising and registration opened on the NPCA website. As of March 30, each week has at least 5 registrations, and advertising and promotions continue through NPCA website and social media accounts, Niagara Families website and newsletters, and through the dissemination of the camp brochure. Camp themes include the following:

FOREST EXPLORERS
July 2nd – July 5th * and July 29th – August 2nd
Journey into the wilderness! Campers will explore the forest, learning about the plants, animals and insects all around them using scientific inquiry skills! Discover biodiversity through guided nature hikes and locate the habitats of our forest friends! By the end of the week, campers will complete a habitat construction challenge, track animal prints and finish a forest obstacle course! By engaging with nature through STEAM (Science, Technology, Engineering, Arts and Mathematics) activities, campers will experience what it’s like to be a park ranger and ecologist!
SURVIVING HISTORY
July 8th – July 12th and August 6th – August 9th *
Could you survive life in the 1800’s? Experience what it was like to live in the village of Glen Elgin during early settlement. Campers will experience pioneer life, from helping in the gardens, to building a barn, and even forging tools in the blacksmith shop. Through the week, campers will make a treat in the brick bake oven, grind their own flour in the grist mill and play Victorian era games to experience what it takes to survive settler life!
SUMMER SURVIVORS
July 15th – July 19th and August 12th – August 16th

Have you got what it takes to survive the wild? Campers will develop the skills needed to survive the local natural elements! Learn how to navigate through the forest, build shelters and fires, and discover the bounty of the environment around us. Campers will also learn beginner archery skills, emergency signaling, and how to purify water for drinking. Campers will work as a team at the end of the week to complete the ultimate survivor challenge!

WET AND WILD

July 22nd – July 26th and August 19th – August 23rd

Dive into the world of wetlands and wildlife at Ball's Falls Conservation Area! Take a dip into aquatic life with pond and stream studies, and meet the reptiles, amphibians and insects that call the creek home! Traverse the trails looking for important species and their habitats! Campers will learn about water conservation, build their own wetland and participate in water relay races!

ULTIMATE ADVENTURE

August 26th – August 30th

Close out the summer with the ultimate adventure! Trek through the forest searching for clues on an interactive scavenger hunt. Sharpen your skills in archery, create a team logo and cheer, and participate in the Summer Survivor Challenge! Channel the movements of your favourite animal and try to make it through the Habitat Maze! Campers will also create their favourite treats over the campfire and make incredible crafts to wear back to school!

STAFF TRAINING

ARCHERY INSTRUCTOR TRAINING

To expand on and continue to offer a high-quality Introduction to Archery Program at Ball's Falls Conservation Area, two NPCA staff completed Beginner Archery Instructor training in February. Training was completed through the Federation of Canadian Archery and the Coaching Association of Canada. In order to become fully certified, staff must lead an archery program, and be evaluated by certified coaches and athletes. NPCA staff achieved this step to certification during the Ball's Falls March Break Adventure Day Camp program and received high-scoring evaluations. Final steps in the certification process are currently being taken, with the intended completion date of May 1. With these additional certifications, the NPCA moves from having two certified instructors to four, allowing greater opportunity to offer the program at Ball's Falls and other NPCA sites.



STAFF SHARING DAY

In March, NPCA Program staff held a staff learning and sharing day in collaboration with Town of Lincoln Museum and Program staff. The purpose of this meeting was to gather thoughts and approvals for the cross-promotion of early settler programs offered by both the NPCA and Town of Lincoln. The NPCA's 'Spring Awakening', 'Fall Harvest' and 'Christmas in the Country' programs are historically the most popular elementary programs offered at Ball's Falls, and the 'Strict but Nice Schoolhouse' program is the centre of education programming with the Town of Lincoln. With a shared heritage, staff agree that these programs are complimentary, and offer different experiences of early settler life to elementary students. Moving forward, senior staff with the TOL and NPCA will review the proposed cross-promoted programs, titled 'Early Settler Experience', and with approval staff will develop an advertisement for the programs to share on respective webpages, social media accounts and through print to schools and educational groups.

CAPITAL EDUCATION PROJECTS

HISTORICAL VILLAGE SIGNAGE

To address accessibility needs, and value of the Ball's Falls historic site, ten informational signs have been developed and designed for installation throughout the heritage buildings at Ball's Falls Conservation Area. The purpose of these signs is to create awareness of the cultural history of the site, to create an additional and valuable element in the park, and to generate interest amongst the visitors who may want to learn more, become involved, or simply be informed on the buildings outside of a historic village tour. These signs will go to print, and are intended to be installed prior to Victoria Day.

FREE-PLAY FOREST

In February, NPCA staff and volunteers visited the Tiffin Centre for Conservation to consult with education staff and free-play forest designer Grant Wilson. The visit was very informative, with support offered in the construction, design and maintenance of the free-play area being provided to NPCA staff. Ongoing support from NVCA was also extended. In March, NPCA staff undertook the task of preparing the forest space for the set-up of the perimeter fence. A number of suppressed and hazard trees were cleared, along with brush within the interior of the area. Detritus was chipped in order to reuse within the free-play forest as ground surface to address TSSA regulations and ensure accessibility of the space. Staff are currently waiting for the delivery of cedar split rail in early May to proceed with the building of the play area perimeter. The intended completion date for this project is July 1.



CAMP HOUSE RENOVATIONS

In January, NPCA staff and volunteers assisted with the tear-down of two walls inside of the camp house, to open up the space for more programming opportunities, and to provide a more appropriate and functional space for small-group programming, and as a sheltering station for visiting groups, and for day camp. Drywalling and reparations began in February, and beautification and refurbishing is ongoing as of March 31. The intended completion date for this project is May 1.

CO-OP STUDENTS AND VOLUNTEERS

In December, 2018, the NPCA took on a co-op student from Denis Morris Catholic High School, who focused on the development of a Recycling and Composting education program for elementary-aged children. This student was successful in her program development and delivered an interactive Recycling and Composting presentation at PD Day Camp on January 18 at Ball's Falls. She also led a vermicompost activity with campers, where each camper built their own mini-compost jar to take home, full of red wiggler worms. This was a great hit with the campers, and an excellent opportunity for the co-op student to share her knowledge. While the co-op position has concluded as of February 1, this student is interested in participating further with NPCA as a volunteer.

STAFFING

Summer student positions were open for application in early February, and staff began to undertake interviews with applicants in late February. As of March 30, all Programs/Historic/Gate summer student staff for Ball's Falls Conservation Area have been approved and hired. The staff compliment for 2019 is comprised of mainly returning students from

previous seasons, and new employees with exceptional backgrounds and previous experience. The season will see a strong Programs team at Ball's Falls, supporting the educational and recreational programs offered by the NPCA.

EVENTS

NPCA Strategic Initiatives staff are currently coordinating two spring events, the annual Niagara Peninsula Hawkwatch event to take place on Good Friday, April 19th at Beamer Memorial Conservation Area, and St. John's Pond Opening on Saturday, April 27th at St. John's Conservation Area. Participating clubs and committees have been confirmed for these events, as well as logistics. Event coordination and advertising is ongoing.

SUMMARY

In conclusion, Winter 2019 has been very successful with respect to program delivery and development, spring program preparations and staff hiring, and carrying major projects and undertakings forward. Staff are looking forward to a very active and rewarding second Quarter of Educational and Recreational programming.

Ball's Falls Operations

Ball's Falls Operational staff have started preparing for the 2019 season as well as initiating and completing Capital Projects. Projects such as insulating the garage, upgrading the main grounds wifi, installing another road off Seventh Ave and completing historical restoration on buildings in the Historical Village have been a priority during the first quarter.

Binbrook Conservation Area

Binbrook Conservation Area Programs and Services

NPCA staff continue to partner with different companies to offer a variety of recreational programs and services at Binbrook Conservation Area for the 2019 season. Recreational services include Boarder Pass Canada who offer wakeboarding, Staycation Rentals who offer a variety of boat rentals and PT Water Sports who operate an inflatable water park on Lake Niapenco. In this quarter the Strategic Initiatives and Operational staff met with each company to discuss the 2019 season as well as goals for the season. All companies saw revenue growth in 2018 and are excited about the 2019 season.

Treetop Trekking

The Strategic Initiatives team and Operational staff have been working close with Treetop Trekking to achieve the goal of a grand opening on May 18, 2019. NPCA staff have focused on extending the electrical and water service to the Treetop area, provide more parking, enlarge the entrance way into the Conservation Area and provide a temporary office. Staff hope to begin the process of building a new office later this season. Treetop Trekking is one of the final pieces to the recreational services and programs that staff want to offer at Binbrook CA. NPCA staff believe that not only will Treetop Trekking be another substantial source of revenue to the NPCA but that it will also elevate the Conservation Area to one of the top recreational Conservation Area's in Ontario.



Binbrook Operations

Binbrook operations staff took the lead and organized the Annual Hard Water Crappie Derby that was held on February 2nd. The day had 140 adults and 90 children participate in the event. Staff added to the event by having 91.7 Giant FM on site as well as “Kids out Fishing” who taught over 50 young aspiring anglers and awarded participants \$2000 in cash and additional items for prizes. The top crappie this year came in at .675lbs.



Binbrook operational staff booked 50 pavilion and picnic area reservations in the first quarter. Staff have been focused on hiring staff for the season, hazard tree management, water facility initiation and Capital Projects to prepare for the first season of Treetop Trekking.

Campgrounds

Long Beach Conservation Area

Long Beach staff have been preparing the campground for the May 17th opening. During the first quarter guests have been using the Conservation Area for cross country skiing, hiking and dog walking. This past month staff began general maintenance on equipment including sharpening mower blades and checking belts on mowers etc. Hiring staff for the season has also been a top priority this past quarter. Long Beach staff have initialized two major capital projects in quarter one which include a Lagoon Project and a Sewer Pipe Replacement. Staff have booked 114 seasonal campers this season and have only 9 spots left to be completely sold out.

Chippawa Creek Conservation Area

Chippawa Creek staff have spent the first quarter preparing for the May 17th opening by removing Ash Trees on the non-serviced 300 series campsites to minimize risks to campers. Staff have also been preparing by removing debris and fallen branches from campsites. Staff have taken time to plan three capital projects that are scheduled for this season which include water capacity cistern and plumbing, beach sand, and a new washer and dryer. Staff have booked 97 seasonal campers for 2019 which is the most seasonal campers ever registered at Chippawa Creek.

Conservation Areas Ecology

1) Conservation Area Ecological Activity

Beamer Memorial Conservation Area

Hawkwatch Season will continue this year with the Niagara Peninsula Hawkwatch group (NPH) continuing with the monitoring of raptor populations migrating over the Conservation Area. Due to declining group membership and limited resources, the group requested the NPCA to take over the administration of the Hawkwatch Open House. As a result, the NPCA will be co-ordinating the Open House to be held on Good Friday April 19. A program similar to previous years of the club will include displays by local naturalist clubs, a naturalist led children's program, Hawk talks, and live raptor birds. The NPCA will also have a display tent with staff to provide information on the bird migration and NPCA Conservation Areas.

Binbrook Conservation Area

The annual Ice Fishing Derby was held February 2, 2019. White and black crappie fish were caught ranging in size from 0.1 lb to 0.675 lbs. This derby provided an opportunity for the public to experience the outdoors and fishing, as well as for staff to gather resource information on the fish population in Lake Niapenco and assist in monitoring the population and necessary park fishing policies and permitted activities.

Further to the requirements of the Environmental Impact Study and City of Hamilton policies, an environmental monitoring plan has been finalized for the proposed Treetop Trekking development. This plan is specific to the proposed development area and outlines timing and techniques to assess invasive species, tree and understory health/disturbance and litter over the first five years of the activity's operation. This monitoring work will be completed by the NPCA staff Ecologist each year. From this data a report will be submitted to the City of Hamilton in year 1, 3 and 5 of the activity's operation. Monitoring begins in 2019.



Cave Springs Conservation Area

Bat monitoring continues at this site with acoustic monitors being set out again in late April. Data from May through November. This information will assist with other acoustic monitoring along the escarpment and Lake Erie shore this year to assess migration patterns with the Ontario Ministry of Natural Resources and Forestry. It will assist in further refining the species, their seasonal site use and critical habitat areas for protection and consideration in CA site management and activities.



St. Johns Conservation Area

The annual stocking of the site pond will be completed with Rainbow Trout in time for season opening at noon April 27. While the number of site visitors on opening day has reduced over the years, the pond is still a popular spot for angling and kids to experience fishing.

Wainfleet Bog Conservation Area

- a) No fires concerns have been reported or observed to date this year. As further fire protection, site conditions at the Wainfleet Bog are reviewed by NPCA staff (workdays), for soil moisture and temperature conditions. The Ontario Ministry of Natural Resources and Forestry in Haliburton information on lightning strikes was not available from January through March of this year, however, the NPCA weather station, monitoring soil moisture 77% at the 10cm, 20 cm and 50cm layers, with the 'Fire Weather Index Risk Class' to be low (0-3).

- b) Water well data is part of the on-going monitoring at the site for site restoration. Data loggers in ten of the water wells are being replaced in May. For these data log replacement, the water well structure will also be replaced to accommodate the now larger data loggers. These wells and data logger replacements will be completed by NPCA staff. These data loggers are installed to minimize access to these more limited areas, and as a result, NPCA staff will only need to access and download this information every 3-6 months as opposed to monthly.



Woodend Conservation Area

Forest understorey has been impacted with the loss of saplings, shrub, and herbaceous layers at the site. Staff has developed a restoration plan to restore the area including planting with fencing enclosures in the fall 2019. Contact with the District School Board of Niagara is being made to ensure co-ordination of their programs outside of this area.

2) Other Conservation Area Ecological Activity

NPCA Hunting Program

- a) General: Hunting Permits

A total of 97 NPCA Hunting Permits were issued for NPCA hunting areas during this quarter for 2019. Of these 25 individuals are residents from outside the NPCA administrative watershed area.

In comparison to the previous year for the same time (first quarter in 2018),

- o 10% lower during the same timeframe in 2018.
- o monies generated from hunting permits during this quarter is \$3880, for a total of \$ 3,880 during 2019.

- b) 2019 NPCA Controlled Waterfowl Hunting Program

The controlled waterfowl hunt program was available in the past at Mud Lake and Binbrook Conservation Areas. This year Mud Lake will continue with one less hunting blind due to vegetation accessible difficulties. Binbrook CA hunting continuation is pending decisions with other site activities. A decision is expected in early June.

- c) 2019 NPCA Hunting Policies

The hunting policies and brochure for the 2019 hunting season has been completed. The hunting permit fee, seasons and species remain consistent with 2018, noting Binbrook CA is subject to change should components need to be modified with the site use. These policies are reflected in the updated 2018 NPCA Hunting Brochure, as well as the NPCA on-line application. The waterfowl hunting application for Mud Lake CA is presently on line.

Geocaching in Conservation Areas

None received during this quarter of 2019.

Gypsy Moth Monitoring

With the melted ground snow cover, NPCA staff has completed the gypsy moth population monitoring at our Conservation Areas. To assess the populations and the overall forest health, permanent Modified Kaladar Plots have been established at seven representative Conservation Areas. Surveyed annually, these plots provide a means to count egg masses of Gypsy Moth and estimate their density on a per hectare basis, and along with other environmental factors of consideration, assess future defoliation/forest health. The sites we monitor to assess this include: Chippawa Creek, Comfort Maple, Hedley Forest, Ruigrok Tract, St. Johns, Smith-Ness, and Willoughby Marsh.

Based on 2019 surveys, moderate population levels are forecasted for Chippawa Creek and Ruigrok Tract Conservation Areas and low populations for the remaining areas. For Chippawa and Ruigrok Tract Conservation Areas, while the observation of a high number and size of egg masses per hectare suggest a severe defoliation risk and increasing populations, the population is forecasted to be suppressed due to cool spring weather and the increase in the natural fungi (*Entomophaga maimaiga*). This, in addition to, subsequent increases in the natural virus (nucleopolyhedrosis virus[NPV]), as well as, predatory insect species of birds, and common woodland mammals are suggested to assist in reducing the gypsy moth population. At present the trees also show healthy signs with no weakened signs of twig dye back in the upper crown or epicormic branches. While healthy trees can usually withstand one or two consecutive defoliations of greater than 50 percent, they can be subjected to other stresses such as droughts. As a result, it is suggested that no spray management be applied this year, however the defoliation rates of these areas will be monitored this summer for impacts and stress levels and used further in the 2020 population forecast and management assessment.



Gypsy Moth Egg Mass

External Research Permits on CA Lands

- a) Results of Black tick Study. University of Guelph research to understand the changing distribution of Black legged ticks (*Ixodes scapularis*) and the risk *Borrelia burgdorferi* bacterium causing Lyme disease in southern, eastern and central Ontario. In 2018 they assessed St.Johns Conservation Area. The species of black legged ticks were found present and found negative for Lyme disease. Important to note that while the ticks were found present it does not necessarily mean they have become established in the area, or that there is a high risk of Lyme disease. Their research continues through 2019 season. General information on ticks and bite prevention is prevalent in NPCA Conservation Areas and in Regional Niagara Public Health information.
- b) Results of Thermal Preference and Habitat Use of Eastern Garter Snakes research for peatland areas was completed in the Wainfleet Bog Conservation Area by Brock University master student. Thermal preference was between 27.82C and 32.15C which was similar to other temperate snake species having their thermal preferences documented including the Eastern Milksnake. Habitat preferences for this snake indicate intermediate habitat with cover for refugia, as well as other habitats for seasonal and lifecycle requirements,

noting that while the open peat habitat provided the mean seasonal environmental temperatures near these temperature ranges but higher daily fluctuations and limited cover, which may be suitable for gravid females.

- c) A proposal for multiple research items in the Wainfleet Bog related to habitat was received. Based on potential negative impacts to site objectives, only one aspect was permitted. This includes the monitoring of water levels in a particular section of the Wainfleet Bog Conservation Area. The activity will be permitted for one year through end of 2019. Water levels in relation to potential habitat preferences and habitat restoration progress will result.

Invasive Species Survey

As part of Ontario Municipal and Conservation Authority survey, the NPCA completed a survey on invasive species expenditures. The survey was from the Invasive Species Centre and the Regional Public Works Commissioners of Ontario (RPWCO) to capture department-specific invasive species concerns, and update current estimates of annual expenditures on invasive species, build on results or previous work, and account for known data limitations. Information on management focus and expenditures were provided where available.

Resource Inventories of Conservation Areas

Amphibian, Turtle, Snake and Vegetation Surveys will continue at the Lake Erie Conservation Areas, in addition to Species at Risk Monitoring at all Conservation Areas through the growing season.

Report To: Board of Directors
Subject: 2019 Capital Projects Update
Report No: FA-42-19
Date: April 17, 2019

RECOMMENDATION:

That Report No. FA-42-19 RE: 2019 Capital Projects Update **BE RECEIVED** for information.

PURPOSE:

The purpose of this report is to provide Board members with a quarterly report on the 2019 Capital Projects, Operations Department.

BACKGROUND AND DISCUSSION:

A detailed Projects Calendar update is attached as Appendix 1.

As can be seen by the Projects Calendar, ten (10) 2018 projects or purchases have been carried over to 2019. Twenty-seven (27) projects or purchases were added to 2019. Twenty-two (22) projects and purchases have been initiated under the direction of the NPCA's Purchasing Policy. Three (3) of the thirty-seven (37) total projects have been completed to date.

A detailed Projects Budget is attached as Appendix 2.

FINANCIAL IMPLICATIONS:

Financial totals are for monies already spent or monies committed to be spent, that may not have been processed at the time of the writing of this report.

RELATED REPORTS AND APPENDICES:

1. Appendix 1: Updated 2019 Capital Projects Calendar
2. Appendix 2: Updated 2019 Capital Projects Budget

Prepared by:



Adam Christie
Manager, Strategic Initiatives /
Acting Senior Manager of Operations
and Special Projects

Submitted by:



D. Gayle Wood, BES, CMMIII
Interim CAO / Secretary - Treasurer

Projects Calendar for 2019			Project Schedule											
Conservation Area	Project Description	B U D G E T	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ball's Falls CA	Historical Building Restoration and Improvements	\$ 35,000.00												
	Thanksgiving Festival Ticket Booths	\$ 30,000.00												
	Interpretative/Education Facility Upgrades	\$ 80,000.00												
	WIFI Boosting in Main Park	\$ 14,000.00												
	Additional Roadway from 7th Ave into the park	\$ 60,000.00												
	Insulate & Heat Workshop	\$15,665.00												
Totals		\$ 234,665.00												
Binbrook CA	Tractor	\$ 70,000.00												
	Parking	\$ 95,000.00												
	New Entrance (plan/permit)	\$ 30,000.00												
	Treetop Trekking Parking	\$ 18,455.00												
	Water Tank & Equipment	\$ 30,000.00												
	Treetop Trekking Building and Amenities*	\$ 150,000.00												
Totals		\$ 393,455.00												
Gainsborough CA	Gainsborough Drive Shed Roof Replacement	\$ 35,000.00												
	New Mower	\$ 38,000.00												
	Gainsborough Compound Fence	\$ 13,000.00												
	St. John's Corner Dock Replacement	\$ 40,000.00												
	Picnic Tables - All CA Properties	\$ 60,000.00												
	Flag Pole - Jordan Harbour	\$ 7,500.00												
	Waste and Recycling Containers	\$ 20,000.00												
	New Park Signage	\$ 12,000.00												
	Ash Tree Removal	\$ 70,000.00												
	Double Walled Diesel Tank and Accessories	\$ 7,000.00												
Totals		\$ 302,500.00												
Chippawa Creek CA	Water Capacity Cistern and Plumbing	\$ 25,000.00												
	Washer and Dryer - Commerical	\$ 15,000.00												
	Beach Sand	\$ 7,000.00												
Totals		\$ 47,000.00												
Long Beach CA	Sewer Pipe Replacement	\$ 75,000.00												
	North Side Comfort Station Renovations	\$ 75,000.00												
Totals		\$ 150,000.00												
2018 Carry Over														
Ball's Falls CA	Septic System Replacement	\$ 70,000.00												
	Scoping of Big Barn and Field Centre	\$ 25,000.00												
	St. Georges Church Upgrade	\$ 45,000.00												
	Centre For Conservation Upgrades	\$ 50,201.00												
	Fury Cabin Refurbishments	\$ 40,000.00												
Binbrook CA	Hazard Tree Removal	\$ 25,000.00												
	Tree Planting	\$ 30,000.00												
Gainsborough CA	Tree Removal and Landscaping	\$ 150,000.00												
	Wainfleet Wetlands Parking Lot	\$ 15,000.00												
Long Beach CA	Lagoon Project	\$ 150,000.00												
Totals		\$ 600,201.00												

Appendix 2: Updated 2019 Capital Projects Budes

Approved 2019 CAPITAL BUDGET									
Capital Projects for 2019	Project Description	Approved 2019	Department Code	Account #	Reference #	From Reserves	Spent at March 31 2019	Variance	Original Budget
Ball's Falls	Refurbish Big Barn & Field Centre	-	633	8011	BF - 2018 - 11	25,000		-25,000	25,000
	St Georges Church Upgrades	-	633	8012	BF - 2018 - 12	45,000		-45,000	45,000
	Centre for Conservation Upgrade	-	633	8013	BF - 2018 - 13	6,021	4,514	-1,506	50,201
	Furry Cabin Refurbishment	-	633	8014	BF - 2018 - 14	40,000		-40,000	40,000
	Monitoring Well - CFC Septic System	-	633	8017	BF - 2018 - 17	5,456		-5,456	8,000
	Septic System Replacement - Lower Comfort Station	-	633	8009	BF - 2017 - 09	57,231		-57,231	70,000
	Historical Building Restoration & Improvements	35,000	633	8018	BF - 2019 - 18			-35,000	
	Thanksgiving Festival Ticket Booths	30,000	633	8019	BF - 2019 - 19		3,439	-26,561	
	Interpretive /Education Facility Upgrades	80,000	633	8020	BF - 2019 - 20			-80,000	
	WiFi Boosting in Main Park	14,000	633	8021	BF - 2019 - 21			-14,000	
	Additional Roadway from 7th Avenue	75,000	633	8022	BF - 2019 - 22			-75,000	
	Insulate & Heat Workshop	15,665	633	8023	BF - 2019 - 23		14,150	-1,515	
Total		249,665				178,707	22,104	-406,268	
Binbrook	Tractor	70,000	603	8117	BB - 2019 - 17	-		-70,000	
	Parking Capacity	95,000	603	8118	BB - 2019 - 18			-95,000	
	New Entrance (Plan/Permit)	30,000	603	8119	BB - 2019 - 19			-30,000	
	Water Tank & Equipment	30,000	603	8120	BB - 2019 - 20			-30,000	
	Tree Top Trekking Building & Amenities	150,000	603	8121	BB - 2019 - 21	-	2,715	-147,285	
	Temporary Entrance	18,455	603	8122	BB - 2019 - 22	-		-18,455	
Total		393,455				-	2,715	-390,740	
Central Workshop	Wainfleet Wetlands Parking Lot	-	643	8227	CW - 2018 - 27	13,460		-13,460	15,000
	Gainsborough Drive Shed Roof Replacement	35,000	643	8228	CW - 2019 - 28	-		-35,000	
	New Mower	38,000	643	8229	CW - 2019 - 29	-		-38,000	
	Gainsborough Compound Fence	25,000	643	8230	CW - 2019 - 30	-		-25,000	
	Morgans Point Comfort Station Renovation	25,000	643	8231	CW - 2019 - 31	-		-25,000	
	Gainsborough Potable Water System	15,000	643	8232	CW - 2019 - 32	-		-15,000	
	Morgans Point Pavilion	60,000	643	8233	CW - 2019 - 33	-		-60,000	
	St John's Corner dock Replacement	40,000	643	8234	CW - 2019 - 34	-		-40,000	
	Picnic Tables - All Properties	60,000	643	8235	CW - 2019 - 35	-		-60,000	
	Waste & Recycling Containers	20,000	643	8236	CW - 2019 - 36	-		-20,000	
	New Park Signage	50,000	643	8237	CW - 2019 - 37	-		-50,000	
	Ash Tree Removal	70,000	643	8238	CW - 2019 - 38	-		-70,000	
	Double Walled Diesel Tank & Accessories	7,000	643	8239	CW - 2019 - 39	-		-7,000	
	Jordan Harbour Flagpole	7,500	643	8240	CW - 2019 - 40	-		-7,500	
Total		452,500				13,460	0	-465,960	
Chippawa Creek	Water Capacity Cistern & Plumbing	35,000	609	8310	CC - 2019 - 10	-		-35,000	
	Beach Sand	4,186	609	8311	CC - 2019 - 11	-		-4,186	
	Washer & Dryer	8,000	609	8312	CC - 2019 - 12	-		-8,000	
	Main Washroom (Comfort Station) Renovation		609	8307	CC - 2018 - 07	26,962		-26,962	75,000
Total		47,186				26,962	0	-74,148	
Long Beach	Lagoon Empty/New Gate Valve/Integrity Inspection		611	8412	LB - 2018 - 12	150,000		-150,000	150,000
	Electrical Upgrade Long Beach North Side		611	8413	LB - 2018 - 13	95,726		-95,726	100,000
	Sewer Pipe Replacement	75,000	611	8415	LB - 2019 - 15			-75,000	
	North Side Comfort Station Renovations	75,000	611	8416	LB - 2019 - 16			-75,000	
	North Side Playground & Shade Structures	75,000	611	8417	LB - 2019 - 17	-		-75,000	
	Park Road Upgrades	65,000	611	8418	LB - 2019 - 18			-65,000	100,000
	Cabins Pilot - Revenue Generator	30,000	611	8419	LB - 2019 - 19			-30,000	70,000
Total		320,000				245,726	0	-565,726	
Total Operations		1,462,806				464,855	24,820	(1,902,841)	
Corporate Resources	Records Management Solution		677	8612	GIS - 2018 - 12	50,000		-50,000	50,000
	Annual Computer Replacements	35,000	677	8615	GIS - 2019 - 15	-	5,768	-29,232	
	Information Technology Firewall	16,000	677	8616	GIS - 2019 - 16	-		-16,000	
	Office Furnishings	38,000	673	8706	CS - 2019 - 06	-		-38,000	
Total GIS/Corporate Resources		89,000				50,000	5,768	-133,232	
Watershed	Cityview Workspace		681	8815	WS - 2018 - 15	20,000		-20,000	20,000
	City of St. Catharines Floodplain Mapping		681	8816	WS - 2018 - 16	43,800	7,328	-36,472	50,000
	Town of Grimsby & West Lincoln Floodplain Mapping		681	8822	WS - 2018 - 22	15,643		-15,643	60,000
	Welland River Floodplain Mapping (Phase 11)		681	8823	WS - 2018 - 23	-		0	
	Water Quality Loggers	25,000	681	8824	WS - 2019 - 24	-		-25,000	
	TC Water Level Loggers	5,000	681	8825	WS - 2019 - 25	-		-5,000	
	Groundwater Instrumentation	5,000	681	8826	WS - 2019 - 26	-		-5,000	
	Telemetry & Sensors	10,000	681	8827	WS - 2019 - 27	-		-10,000	
	Survey/Leveling Equipment	3,500	681	8828	WS - 2019 - 28	-		-3,500	
Total Watershed		48,500				79,443	7,328	-120,615	
Total NPCA		1,600,306				594,298	37,916	-2,156,688	

*Welland River Floodplain Mapping funded by OPG



Report To: Board of Directors

Subject: Communications, Community Engagement, Community Outreach and Volunteers Q1 (2019) Status Report

Report No: FA-43-19

Date: April 17, 2019

RECOMMENDATION:

That Report No. FA-43-19 respecting Communications, Community Engagement, Community Outreach and Volunteers Q1 (2019) Status Report **BE RECEIVED** for information.

DISCUSSION:

The purpose of this report is to provide the Board of Directors with a summary of activities undertaken by communications, community engagement, community outreach and volunteers in the first quarter of 2019.

RELATED REPORTS AND APPENDICES:

Appendix 1 – Communications, Community Engagement and Volunteers – 2019 Q1 Report

Prepared by:

Handwritten signature of Renee Bisson in black ink.

**Renee Bisson
Manager, Community Engagement
Interim Manager of Communications**

Submitted by:

Handwritten signature of D. Gayle Wood in blue ink.

**D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary Treasurer**

This report was prepared in consultation with Kerry Royer, Community Outreach and Volunteer Coordinator and Erika Navarro, Communication Specialist.



**COMMUNICATIONS, COMMUNITY
ENGAGEMENT, OUTREACH AND
VOLUNTEERS**

2019 Q1 REPORT

Submitted by Renee Bisson, Erika Navarro
and Kerry Royer

JANUARY

Partnerships and Outreach

Pathstone Mental Health Natural Playground & Healing Garden

The NPCA will be assisting Pathstone Mental Health with an upcoming project that will be the first of its kind in Niagara. The project includes the construction of an interactive outdoor space to allow for “Full sensory experience/enhancement therapy” where children, caregivers, therapists and families can work together towards recovery. Research has long revealed that exposure to the outdoors improves functionality, attention, focus and reduces feelings of fear and anger or aggression. This outdoor space will be an extension of the support and care provided to children within the compassionate walls of the Branscombe Mental Health Centre. The Pathstone Natural Playground and Healing Garden will boost cognitive development, promote happy and healthier minds, and will be a calming environment within the city. The NPCA supports the connection that “Nature is Health”, thus providing financial and in-kind staff support towards the planting of some of the native trees and shrubs, and plants for a “Learning Pollinator Garden.” NPCA staff will also assist with the delivery of monthly, one-hour, on-location “Outdoor Education/Experiential” learning opportunities beginning after construction is complete. The partnership goal is to eventually offer off-site group outings for therapists and clients to enjoy the natural setting at Ball’s Falls Conservation Area.

Quick Facts

- Research has shown that 90 min of being in nature in an outdoor setting is equivalent to taking Ritalin
- 8% of Pathstone patients are Indigenous
- The garden will include an Indigenous Healing Circle
- Age of typical patient is 0-18 (includes family members when necessary.)

2021 Canada Summer Games

The NPCA was contacted by Jenny MacKnight, Legacy & Sustainability Coordinator, on behalf of the 2021 Canada Summer Games Board Chair, Doug Hamilton. The committee is interested in placing turtle’s native to the Niagara Region at the core of the games. Objectives for the initial meeting included; participating in and developing awareness legacy programs; incorporating Niagara native turtles into the mascot program; creating avenues for research and conservation funding. Since then, both organizations have developed a comprehensive list of partnership opportunities to explore over the next few months. Some of these include wetland development, assisting with the planting of pollinator gardens, helping with volunteer call outs, hosting a Sustainability Summit, and providing content on natural inventory for the souvenir book.

Quick Facts

- Largest Multi-Sport Event in Canada targets the next generation of champions
- Age 13-23
- Highest Level of National Athletic Competition
- 17 Sport Events

(Baseball, Basketball, Canoe-Kayak, Cycling, Diving, Golf, Rowing, Sailing, Soccer, Softball, Swimming, Tennis, Triathlon, Volleyball, Wrestling, Athletics, Para-athletics and Special Olympics.)

- 5,000 Game participants (Athletes, Coaches, Officials, etc.)
- 100,000 Game Attendance
- 5,000 Games time volunteers
- 300 Volunteer project leads
- 60-80 Staff roles

Niagara Region International Civic Square

Vanessa Aykroyd, Landscape Architect with the Niagara Region, reached out to the NPCA mid-January to discuss a potential partnership for the upcoming construction of the Civic Park International Plaza, a part of the Brock District Plan. The main request is NPCA staff assistance in planning and executing a large community planting with several partners for a 3000 square foot pollinator garden in the Fall of 2019.

FEBRUARY

NPCA Conservation Awards

The annual NPCA Conservation Awards were held on Wednesday February 27th at Club Castropignano, in Port Robinson. The event was well-attended by volunteers, partners and guests, despite the difficult weather conditions. The evening featured four unique stories, told by various NPCA volunteers and community partners, whose effort and dedication is incredibly important to the future of our watershed.

Some of the partner groups attending the event included; Glanbrook Conservation Committee, 10th Welland Scouting, ECO Defenders, Port Colborne Conservation Club, Niagara Handweavers and Spinners Guild, District School Board of Niagara, Trout Unlimited and the Port Colborne Environmental Advisory Committee.

The NPCA acknowledged all volunteers with a stainless-steel straw set, reusable cutlery and a wooden keychain with the words “WE ARE CONSERVATION” laser cut into the wood. Eleven volunteers who contributed over 50 hours in 2018, received a backpack containing a water bottle and a copy of the “110 Nature Hotspots in Ontario”. Eight volunteers who contributed over 100 hours in 2018 received the same backpack and a Nature Plus Pass.

In addition to the awards, the evening featured another prestigious acknowledgement—the Award of Merit. This award is bestowed on an individual, group, or business, that has contributed voluntarily to enhancing the health of the watershed and restoring the local environment for the benefit of all residents.

The following were recognized with the Award of Merit:

- Youth Award: Sebastian Carter
- Individual Award: Darren Platakis
- Group Award: Hamilton Naturalists’ Club
- Organization Award: GM St. Catharines Propulsion Plant

Partnerships and Outreach

The NPCA gave a presentation about the organization and the recreational opportunities available at our Conservation Areas at the St. Catharines Public Library. Staff also attended the Policy Brief on the Ohnia:kara Aspiring Global Geopark at Brock University the Community Engagement team organized a Scouts meeting at Ball's Falls Centre for Conservation where various Scouts groups from around our watershed learned about the educational programs available to them at Ball's Falls and other Conservation Areas. Niagara Catholic District School Board requested a meeting with the NPCA to discuss potential partnerships at the St. John's Valley Centre/St. Katari and other educational opportunities.

MARCH

Niagara Envirothon

The Niagara Envirothon program celebrated its 12th year in 2019. Students from 10 schools participated in an indoor learning day at Ball's Falls in March where they learned about aquatics, forestry, soils, wildlife and agroecology from industry professionals. Professionals volunteered from various backgrounds and organizations including Brock University, Land Care Niagara, Niagara Restoration Council, SoilOptix and the NPCA. The Niagara Envirothon workshop is being held on April 17th at Brock University and the competition will be May 1st at Brock.

Volunteer Update

In the first three months of 2019, new volunteers were recruited to support the March Break Camp and other educational programs currently being offered at Ball's Falls. Volunteers were also recruited to monitor the bluebird boxes at Ball's Falls and to participate in the Marsh Monitoring program organized by Bird Studies Canada and coordinated locally by the NPCA. Two volunteers, the "Friends of Ball's Falls", assisted Ball's Falls staff with the renovation of the camp house and the workshop as well as work in the future "Forest Free-play Area" on site. Staff volunteers are being recruited to help with the delivery of the Niagara Children's Water Festival happening May 7-10th 2019 at Ball's Falls.

The NPCA has been contacted by various community groups and schools to organize Yellow Fish Road painting days in April and May.

A total of 23 volunteers helped with various NPCA programs in the first quarter of 2019 totalling almost 500 hours.

Partnerships and Outreach

NPCA continues to be an important partner for the Niagara Children's Water Festival. Two staff members are a part of the Festival Steering Committee and have assisted with logistics, risk management plan development, volunteer coordination and festival organization. General Motors contacted the NPCA to re-connect about the naturalization projects on their site, seeking advice on species to plant and next steps for the 2019 project year.

Niagara Parks Commission contacted the NPCA to set-up a meeting to discuss a potential legacy project with the Comfort Maple tree. The details of the project are underway, and an agreement will be developed between the two organizations.

Port Colborne and District Conservation Club met with the Community Engagement team to discuss opportunities to work together in 2019 and they requested support for their annual Father's Day Fishing Derby in June. The NPCA will be presenting information about native plants and pollinator gardens to the PCDCCC in early May.

Scouts Partnership

NPCA Staff attended the Port Colborne Environmental Advisory Committee (PCEAC) meeting in March and were able to garner the support of the PCEAC to help the Scouts plant trees at the Camp DayHonDayLahQuah in Port Colborne. The NPCA is working with the City of Port Colborne to determine next steps. An additional tree planting with the Scouts is planned for September and will likely take place at Woodend Conservation Area to enhance the area that was planted in 2017 by the same troop. The Port Colborne and District Conservation Club will have 15 bluebird boxes built and installed by the Scouts this spring.

The NPCA is working with the District School Board of Niagara at the Walker Living Campus to replace understorey vegetation in areas that are heavily used by the outdoor education programs and the general public at Woodend Conservation Area.

Grimsby Scouts also contacted the NPCA about planting trees near their Scout Hut at Beamer Memorial Conservation Area. The planting is being planned for May and will replace some of the dead ash trees that have been removed due to the Emerald Ash Borer.

Niagara Children's Centre

In an effort to ensure engagement across all stakeholder groups, the NPCA is exploring ways to support outdoor education and conservation focused curriculum with children who may not have the ability to do so due to lack of accessibility. Niagara Children's Centre is recognized throughout the Niagara Region as the provider of rehabilitation and support services to children and youth with physical, developmental and communicative delays and disabilities. Core services include physiotherapy, occupational therapy, speech and language services, augmentative and alternative communication, family services and therapeutic recreation. NPCA Staff will be working with the school to help enhance curriculum via outdoor family events, and in-class workshops focused on nature, pollinators, and fishing.

Community Engagement Events – Past and Upcoming

These events are open to the public. Should Board members be interested in attending events in their jurisdiction or wish to invite other partners or family members, please provide notice to the NPCA engagement team so that arrangements can be made to accommodate them.

Policy Brief – Ohnia:kara Aspiring Global Geopark, Brock University, St. Catharines: Feb 7th

Presentation – St. Catharines Public Library: February 19th

NPCA Conservation Awards, Port Robinson: February 28th

Niagara Outdoor Show – Fort Erie: March 10th

Niagara Regional Science and Engineering Fair, St. Catharines – April 3rd

Communications, Community Engagement, Outreach and Volunteers 2019 Q1 Report

Bioblitz – Niagara College, NOTL: April 13th 6am-4pm

Niagara Envirothon Workshop – April 17th 9am-3pm

Hawkwatch Event – Beamer Memorial Conservation Area, Grimsby – April 19th 10am-4pm

Niagara Sustainability Fair, St. Catharines – April 23rd 12pm-1:30pm

Welland River Keepers Earth Day Park Cleanup – EC Brown Conservation Area, Welland: April 22 9am-12pm

Earth Day Expo, Links for Greener Learning – Market Square, St. Catharines: April 26 10am-3pm

St. Johns Trout Season Opener – St. John’s Conservation Area (Pond): April 27th 9am-12pm

Park Cleanup – Binbrook Conservation Area led by Black Key/Binbrook Lions Club: April 27th 9am-12pm

Niagara Envirothon Competition, Brock University – May 1st 9am-3pm

Scouts Planting, Beamer Memorial, Grimsby: May 4th 9am-12pm

Protecting our Pollinators Policy Brief – Brock University: May 7th 9:30am-11am

Volunteer Hours in this Quarter: 493

COMMUNICATIONS & MARKETING UPDATE

Social Media by the numbers:

The NPCA’s social media continues to be a great resource for community outreach and education. Facebook, Twitter, and Instagram pages have been increasingly used to share more positive and proactive messages with NPCA’s partners in conservation.

Using October 2017 as a benchmark for comparison, when a stronger social media push became apparent, all social media channels, followers, likes, and shares, have continued to increase in numbers:

Facebook Likes: 6,287 (increase of 1,275)
 Facebook Followers: 6,605 (increase of 1,777)
 Instagram Followers: 589 (increase of 341)
 Twitter Followers: 3,407 (increase of 307)

Ball’s Falls Facebook Likes: 2,341 (increase of 540)
 Ball’s Falls Facebook Followers: 2,300 (increase of 533)

Binbrook Facebook Likes: 3,374 (increase of 2,344)
 Binbrook Facebook Followers: 3,513 (increase of 2,474)

For the months of January, February, and March, social media was heavily used to communicate projects, events, partnerships, and initiatives including but not limited to:

- Corporate news and Board of Director meetings
- Educational programs and camps- i.e. March Break, PD, and Envirothon
- Source Water Protection
- Human Resources announcements and career opportunities
- Water Resource Management/ Flood Outlooks
- Events: Binbrook Hard Water Derby, unofficial holidays such as Dog Walking Day and Bird Feeding Month, upcoming Beamer Hawkwatch
- Campaign for International Women’s Day
- Miscellaneous nature and wildlife shots from across the watershed in the form of Q&As, Trivia, Did You Know, etc. for social community engagement

★ TOP POST


Have you seen anything like this while out for a walk? We did!

These big holes are made by Pileated Woodpeckers. They live in forested areas and eat insects from standing dead trees and downed wood. The Pileated Woodpecker is the largest woodpecker in Canada and is considered uncommon in Niagara.

If you have a larger wooded property, you can provide habitat for woodpeckers by leaving dead trees standing for food and habitat.

08:53 AM (EDT) via Web kroyer@npca.ca

28 Comments

194 Likes

10.6k Reach

74 Shares

#IamConservation social media and advertising campaign in celebration of International Women's Day

In partnership with Conservation Ontario, the communications team participated in a campaign for International Women's Day, which focused on highlighting women who worked in conservation at the NPCA.

This consisted of social media posts once a day for a week, showcasing the work of each woman and their role at the organization. These posts were supported by an advertisement to celebrate the occasion, which ran on International Women's Day, in all Niagara daily newspapers.

Positive Storytelling/Media Coverage

Communications and marketing efforts focused on highlighting the important work of the organization, including strategic initiatives, source protection program, events and community outreach, and corporate initiatives, among others.

A highlight of this quarter was the hiring of Interim CAO, Gayle Wood, which became an important story to share with media partners and was very well received. The Communications team, alongside Ms. Wood, has worked diligently to improve the NPCA's reputation and relationship with the public and members of the media. It is the goal of the team for all communications strategies and initiatives to reflect a major shift and help lead the NPCA to a media strategy that focuses on collaboration, transparency, openness, and relationship building.

NPCA's new CAO Gayle Wood seeks to rebuild relationships with Hamilton

NEWS Mar 20, 2019 by Kevin Werner Stoney Creek News



Wood to reform NPCA hiring policies

Interim CAO lost out on top job to Carmen D'Angelo in 2014

NEWS Feb 28, 2019 by Grant LaFleche The St. Catharines Standard



Gayle Wood - Special to The St. Catharines Standard

NEW NPCA CAO READY TO GET DOWN TO WORK AND REPAIR REPUTATION

BONNIE HESLOP
Wednesday, February 27th 2019 - 1:23 pm



2019 Binbrook Hard Water Derby

On Saturday, February 2, Binbrook Conservation Area hosted its annual Binbrook Hard Water Derby. Various print, advertising, and social media materials were created to promote the event and increase attendance, including but not limited to rack cards, posters, social graphics, and an advertisement on Glanbrook Gazette. The event was a great success with the addition of Giant FM offering entertainment on site. The event obtained the following media coverage:

- Sachem News: <https://www.sachem.ca/community-story/9157865-binbrook-conservation-area-hosts-hard-water-derby/>

Treetop Trekking at Binbrook

Various staff members attended a logistics meeting to discuss matters regarding the upcoming launch of Treetop Trekking Adventure Park, and events planned around the launch such as media day and staff outing day.

Part of the NPCA's commitment to ensuring the conservation of various species found at Binbrook, was to create informational signs that will educate guests who spend time at the park. Together with a third-party graphic designer, the Ecologist and Communications team prepared these signs which include educational information on the Gray Tree Frog, Spring Peeper, Coyote, Northern Harrier, Spotted Salamander, Little Brown Bat, and Small Footed Bat. These will be installed before the end of the month in and around the conservation area.

Board Orientation

The Communications team provided support to Interim CAO, to prepare a Board Orientation presentation at the March 20th Full Authority meeting.

Source Water Protection

Various discussions and webinars with Conservation Ontario were attended, to continue education and increased awareness around Source Water Protection in the Niagara Peninsula watershed.

Project Manager, Thomas Proks, planned the annual onboarding SWP tour, to allow Committee members and new Board of Directors members to learn about the program, visit intake protection zones, and understand their role as the Source Protection Authority. Communications assisted the tour and provided support with social media coverage.

In partnership with Conservation Ontario and other Conservation Authorities, the NPCA participated in a campaign to promote a short cartoon video that focuses on drinking water and understanding where it comes from. Starting at the end of March and until mid-April, the video is being shown at Cineplex theatres in Niagara Falls and Welland, prior to the start of every film.

Ongoing website maintenance continues to be important to ensure up-to-date information is always available.

Other Marketing Support and Communications Materials

- 2019 PD Day and March Break camps digital posters
- 2019 Ball's Falls Weddings and Special Events Service Providers booklet
- 2019 Niagara Families Advertisements
- 2019 GNCC Step into Nature and Nature is Health rack card for State of the Region
- Business cards for various staff members
- 2019/2020 NPCA Educational Program Guide
- Community-Awareness-Flooding Radio Campaign with Newstalk 610 CKTB
- 2018 Annual Report

- Giant FM Free Camping Passes for Chippawa Creek and Long Beach Conservation Areas
- 2019 Summer Adventure Camp Brochure
- Advertisement for Destination Hamilton Visitor's Guide
- Begin work for 2019 Season for Chippawa Creek, Long Beach, and Binbrook conservation areas (update maps with GIS department, revise content and list of recreational activities, as needed)
- Update Facebook events to further promote the many activities hosted by partner Conservation Clubs

2019 Conservation Authorities Biennial Tour

Communications and Community Engagement team had various discussion with Interim CAO, Gayle Wood, around the status of the Biennial Tour. After much thought, it was decided to reschedule the event to take place in September 2020.

This tour will offer a comprehensive tour showcasing more than a dozen Conservation Areas and the integral partners who have come together to ensure the quality and resiliency of the Niagara Peninsula watershed.

2019 Conservation Awards

Communications and Community Engagement team worked together to produce the necessary documents to support this annual event that recognizes NPCA volunteers each year.

These materials consisted of an invitation, which went out in January, as well as a Program for the night of the event. Last year, the teams engaged guests and staff, to obtain feedback on their experience at the event, as well as the branding of the Awards. This resulted in a complete re-branding, which was very well received and will continue to be used in future years.

Two media releases were drafted and shared with local media to provide information on the nature of the event, who the guests speakers were, and a post-event media release which announced those who were recognized that night and their wonderful contributions.

NPCA Website

Shortly after the soft launch of the new and re-branded NPCA website, it was noted that the project still needed some work to ensure it served the end user as well as internal staff. While the website fulfilled the requirements for a visually-appealing and recreation-focused service, there were various functionality issues to be addressed.

Throughout the first quarter, Communications met with various departments to understand the needs and ensure these are included in a new project scope to be assigned to the website developers. Some examples of changes that have been made include the addition of questionnaires for summer student positions, the ability for NPCA staff to have more control of the back end editability functions, online registration and purchases, and ensuring the NPCA's regulatory mandate is still a focus.



Report To: Board of Directors
Subject: Financial and Reserve Report – Year to Date Ending March 2019
Report No: FA-44-19
Date: April 17, 2019

RECOMMENDATION:

That Report FA-44-19 Respecting Financial Results – Year to Date ending March 31, 2019 be **RECEIVED** for information.

DISCUSSION:

To provide the Board a summary of operations & capital expenditures versus revenues and to provide a comparison of actual results to the budget as approved by the Board.

The report confirms the general financial oversight and compliance with Public Sector Accounting Board Standards.

FINANCIAL IMPLICATIONS:

The Revenue and Expenditure lines are within budget allocations identified during the budget preparation and approval cycle.

RELATED REPORTS AND APPENDICES:

Appendix 1

- Operating Financial Report
- Non-Operating Financial Report
- Reserve Continuity Schedule

Prepared by:

Submitted by:

**John Wallace
Finance Manager**

**D. Gayle Wood
Interim CAO/Secretary Treasurer**

**Operating Financial Report
for the period ending March 2019**

	Actual March 2019	Budget 2019	Variance	Variance %
INCOME				
MUNICIPAL		5 878 105	5 878 105	0.00%
PROVINCIAL	69 631	476 996	407 365	14.60%
FEDERAL	25 000	100 000	75 000	25.00%
PARK OPERATIONS	588 911	1 892 600	1 303 689	31.12%
PERMITS AND REGULATORY FEES	111 085	314 850	203 766	35.28%
OTHER REVENUE	27 728	235 200	207 472	11.79%
INTEREST INCOME	22 236	60 000	37 764	37.06%
TOTAL FUNDING	844 590	8 957 751	8 113 161	9.43%
OPERATING EXPENDITURE				
SALARIES & BENEFITS	1 262 951	5 693 590	4 430 639	22.18%
OTHER EMPLOYEE RELATED	22 358	322 105	299 747	6.94%
BOARD AND VOLUNTEER	2 505	89 900	87 395	2.79%
PROFESSIONAL FEES	91 831	746 920	655 089	12.29%
OCCUPANCY COSTS	88 268	540 000	451 732	16.35%
VEHICLES AND EQUIPMENT	26 265	195 200	168 935	13.46%
PARK MAINTENANCE	30 044	395 500	365 456	7.60%
CONTRACTOR SERVICES	9 530	298 500	288 970	3.19%
DEBT SERVICING	6 624	27 980	21 356	23.67%
OTHER EXPENSES	112 763	422 126	309 363	26.71%
MATERIALS AND SUPPLIES	10 674	112 930	102 256	9.45%
MARKETING AND PROMOTION	14 533	113 000	98 467	12.86%
TOTAL EXPENDITURE	1 678 345	8 957 751	7 279 406	18.74%

NON OPERATING FINANCIAL REPORT

Non Operating Funding	2019 Budget
Municipal	1 172 980
Reserve	1 132 665
Deferred Revenue	18 455
Non Operating Funding	2 324 100

Capital Expenditure	Budget 2019	Approved Capital Carry Over 2018	Spent at March 31 2019	Variance
Ball's Falls	249 665	178 707	22 104	(406 268)
Binbrook	393 455		2 715	(390 740)
Central Workshop	452 500	13 460		(465 960)
Chippawa Creek	47 186	26 962		(74 148)
Long Beach	320 000	245 726		(565 726)
Corporate Resources	89 000	50 000	5 768	(133 232)
Watershed	48 500	79 443	7 328	(120 615)
Total Capital	1 600 306	594 298	37 916	(2 156 688)

Directly to Reserves/Debt	Budget 2019
Debt Principal	483 705
Hamilton Land Reserve	100 000
General Operating Reserve	140 089
Total Non Capital	723 794
Total	2 324 100

**NIAGARA PENINSULA CONSERVATION AUTHORITY
STATEMENT OF CONTINUITY FOR CAPITAL & OPERATING RESERVES
2019 - Projected**

	Balance 31-Dec <u>2018</u>	Appropriations <u>2019</u>	Forecasted Balance 31-Dec <u>2019</u>
\$	\$	\$	\$
Unexpended Capital Reserves			
Equipment	107,258	0	107,258
General Capital	1,373,806	(1,334,443)	39,363
Flood Protection Services	318,406	(59,443)	258,963
Niagara Levy Differential	1,646,591	0	1,646,591
Land acquisition-Hamilton	1,100,000	100,000	1,200,000
Land acquisition-Niagara	1,798,176	0	1,798,176
Land acquisition-Cave Springs	133,703	0	133,703
	<u>6,370,682</u>	<u>(1,293,886)</u>	<u>5,076,796</u>
	6,477,940	(1,293,886)	5,184,054
Operating Reserves			
General Operating Reserve	1,287,543	(192,576)	1,094,967
Restoration Program	250,000	0	250,000
Tree Bylaw Agreement	82,371	0	82,371
	<u>1,619,914</u>	<u>(192,576)</u>	<u>1,427,338</u>
	1,619,914	(192,576)	1,427,338
Grand Total Reserves	8,097,854	(1,486,462)	6,611,392

*Unfunded employee future benefits liability \$73,200 not included in General Operating Reserve total

*December 31 ,2018 final balances are pending final audit

Report To: Board of Directors
Subject: Human Resources 2019 Q1 Status Update
Report No: FA-45-19
Date: April 17, 2019

RECOMMENDATION:

That Report No. FA-45-19 respecting the Human Resources 2019 Q1 Status Update **BE RECEIVED** for information.

PURPOSE:

The purpose to this report is provide the Board a summary of projects undertaken during the first quarter of 2019 as it relates to the Conservation Authority's human resources functions.

DISCUSSION:

The status update report provides information pertaining to process improvements, initiatives in support of the strategic plan and supporting the organization to achieve its mandate, mission, vision and values.

Recruitment

Positions where recruitment occurred during Q1 of 2019:

- ❖ Clerk to the Authority/Executive Coordinator to the CAO & Board (Temporary)
 - 103 applications received
 - Successful candidate began on March 18, 2019
- ❖ Supervisor, Compliance & Enforcement
 - 110 applications received
 - Successful candidate began on March 18, 2019
- ❖ Watershed Planner (1 Permanent, 1 Contract)
 - 81 applications received
 - Interviews currently being scheduled
- ❖ Park Assistant (Contract)
 - 267 applications received
 - Interviews currently being scheduled

- ❖ Water Resources Student (Summer Position)
 - 132 applications received
 - Applications currently being screened
- ❖ Park Attendant (Summer Position)
 - Approximately 200 applications received to date
 - Interviews currently being conducted

Wage subsidy applications submitted through Canada Summer Jobs Program – awaiting application status.

Employee/Labour Relations

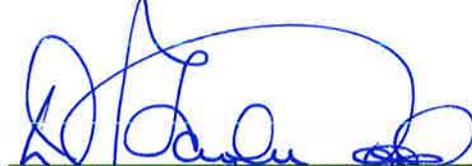
- ❖ 2014-2018 Collective Agreement has been finalized and signed
 - Dates for bargaining of the new agreement have been submitted
- ❖ 11 grievances have been withdrawn
- ❖ 1 new grievance filed, 1 pending arbitration
- ❖ No new complaints filed

Prepared by:



Misti Ferrusi
Human Resources Consultant

Submitted by:



D. Gayle Wood, BES, CMMIII
Interim CAO / Secretary-Treasurer

Report To: Board of Directors

Subject: Communications Update Report - March to April 2019

Report No: FA-46-19

Date: April 17, 2019

RECOMMENDATION:

That Report No. FA-46-19 respecting Communications Update Report - March to April 2019 **BE RECEIVED** for information.

PURPOSE:

The purpose of the report is to provide the Board of Directors with an update of media exposure surrounding the work of the NPCA from March to April 2019. This media coverage and communications update report will be provided to the Board of Directors as needed.

To assist with this, it would be helpful for Board Members to liaise with the Communications Department in advance of media interviews, until such time that the Communications & Social Media Protocol is updated for the consideration of the Board of Directors. This will ensure consistency and the inclusion of these media opportunities in future reports.

DISCUSSION:

Public Relations is the practice by which organizations communicate with the public and the media. It aims to earn understanding and support, maintain goodwill, and a strong and mutually beneficial relationship between the NPCA and its public. As opposed to one-way communication, when relationships are built through public relations, practitioners can engage the public and media with purpose and respect, to share news, educate, and inform.

To properly convey the value of public relations, a PR Value has been assigned to each published story found in the attached Media Coverage Report appendix.

In accordance with Canadian public relations industry standards, earned media is considered to carry four times the value of paid advertising. When a journalist writes about an organization, it is done so from a non-biased perspective, and holds more credibility to the reader. Therefore, the PR value assigned to each news coverage compares the monetary value of what has been published, with the equivalent advertising rate in the same format and publication.

It is important to note that the value of public relations is not just monetary. The change in tone, opinions and behaviours, and their contributions to overall organizational objectives, should also be considered while measuring ROI.

UPCOMING MEDIA OPPORTUNITIES:

- Interview on YourTV Cogeco's 'Taking Niagara by Storm'
- Introduction meeting with CBC Hamilton reporter, Samantha Craggs
- Newstalk 610 CKTB on-air round-table

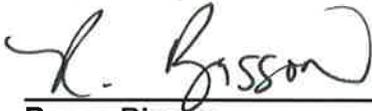
NO MEDIA RELEASES OR EVENTS TO REPORT

See Appendix 1 for media coverage information, tonality, PR value, and links to news stories.

APPENDICES:

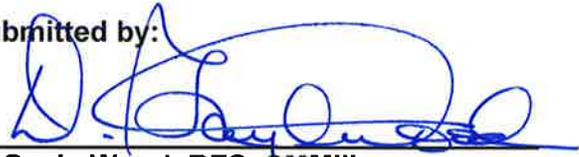
Appendix 1 – Media Coverage Report March to April 2019

Prepared by:



**Renee Bisson
Community Engagement Manager/
Interim Communications Manager**

Submitted by:



**D. Gayle Wood, BES, CMMIII
Interim CAO/ Secretary-Treasurer**

This report was prepared in collaboration with Erika Navarro, Communication Specialist.



Niagara Peninsula Conservation Authority

MEDIA COVERAGE REPORT

March- April 2019

Total Media Hits: 31
Estimated media impressions: 3,964,300
Estimated PR value: \$94,313

Outlet	Date	Headline	Link	Tone	Circulation/ Visitors Per Month	PR Value
Online						
Niagara at Large	Mar. 1, 2019	Niagara's Taxpayers Have Right to Know Cost of "Mutual Separation Agreement" NPCA cut with Barrick	https://niagaraatlarge.com/2019/03/01/niagaras-taxpayers-have-right-to-know-cost-of-mutual-separation-agreement-npca-cut-with-barrick/	Negative	N/A	N/A
St. Catharines Standard	Mar. 3, 2019	NPCA 'SWAT team' will continue until June	https://www.stcatharinesstandard.ca/news-story/9202839-npca-swat-team-will-continue-until-june/	Neutral	57,000	\$6,500
GM St. Catharines	Mar. 11, 2019	GM St. Catharines Propulsion Plant- Employee Newsletter	https://media.gm.com/Facilities/public/ca/en/StCatharines/employee/newsletters.html	Positive	N/A	N/A
Global News	Mar. 14, 2019	Flood watch issued for Hamilton, Niagara region as rain forecasted through Saturday	https://globalnews.ca/news/5055160/melting-snow-rain-flooding-hamilton-niagara/	Neutral	3,308,300	N/A
Fort Erie Observer	Mar. 14, 2019	Councillor wants money spent on mental health, not barriers	https://forterieobserver.ca/2019/03/councillor-wants-money-spent-on-mental-health-not-barriers/	Positive	N/A	\$3,313
Newstalk 610 CKTB	Mar. 14, 2019	Hamilton could experience flooding with rain in the forecast	http://www.iheartradio.ca/610cktb/news/hamilton-could-experience-flooding-with-rain-in-the-forecast-1.9009936	Neutral	N/A	N/A
Niagara Now	Mar. 14, 2019	Flooding not on NPCA radar	http://www.niagaranow.com/news.phtml/1606-flooding-not-on-npca-radar	Neutral	N/A	N/A
Welland Tribune	Mar. 19, 2019	Mystery surrounds boat beached at conservation area in Pelham	https://www.wellandtribune.ca/news-story/9229370-mystery-surrounds-abandoned-boat-at-conservation-area-in-pelham/	Neutral	33,000	\$6,500
St. Catharines Standard	Mar. 19, 2019	Mystery surrounds boat beached at conservation area in Pelham	https://www.stcatharinesstandard.ca/news-story/9229370-mystery-surrounds-boat-beached-at-conservation-area-in-pelham/	Neutral	57,000	\$6,500
Hamilton News	Mar. 20, 2019	NPCA New CAO Gayle Wood Seeks to Build Relationships with Hamilton	https://www.hamiltonnews.com/news-story/9231442-npca-s-new-cao-gayle-wood-seeks-to-rebuild-relationships-	Positive	N/A	N/A

Appendix 1 - Media Coverage Report March to April 2019

			with-hamilton/			
Niagara at Large	Mar. 20, 2019	New Interim CAO Gayle Wood Sets Problem-Plagued Agency on Path to Renewal	https://niagaraatlarge.com/2019/03/21/after-a-long-cold-winter-of-chaos-spring-has-finally-arrived-at-the-npca/	Positive	N/A	N/A
St. Catharines Standard	Mar. 20, 2019	NPCA New CAO Gayle Wood Seeks to Build Relationships with Hamilton	https://www.stcatharinesstandard.ca/news-story/9231442-npca-s-new-cao-gayle-wood-seeks-to-rebuild-relationships-with-hamilton/	Positive	57,000	\$6,500
Voice of Pelham	Mar. 20, 2019	Turning over a new leaf at the NPCA- Diana Huson	N/A	Positive	N/A	N/A
Hamilton Spectator	Mar. 21, 2019	Mystery boat found at Niagara conservation area draws Discovery Channel's Heavy Rescue 401 show	https://www.thespec.com/news-story/9234745-mystery-boat-found-at-niagara-conservation-area-draws-discovery-channel-s-heavy-rescue-401-show/	Neutral	N/A	N/A
St. Catharines Standard	Mar. 21, 2019	Mystery boat found at Niagara conservation area draws Discovery Channel's Heavy Rescue 401 show	https://www.stcatharinesstandard.ca/news-story/9234267-mystery-boat-found-at-niagara-conservation-area-draws-discovery-channel-s-heavy-rescue-401-show/	Neutral	57,000	\$6,500
Welland Tribune	Mar. 21, 2019	Mystery boat found at Niagara conservation area draws Discovery Channel's Heavy Rescue 401 show	https://www.niagarafallsreview.ca/news-story/9234267-mystery-boat-found-at-niagara-conservation-area-draws-discovery-channel-s-heavy-rescue-401-show/	Neutral	33,000	\$6,500
Waterloo Record	Mar. 21, 2019	Mystery boat found at Niagara conservation area draws Discovery Channel's Heavy Rescue 401 show	https://www.therecord.com/news-story/9234745-mystery-boat-found-at-niagara-conservation-area-draws-discovery-channel-s-heavy-rescue-401-show/	Neutral	N/A	N/A
Thorold News	Mar. 22, 2019	Good news for Thorold taxpayers	https://www.thoroldnews.com/local-news/good-news-for-thorold-taxpayers-1336995	Positive	N/A	N/A
St. Catharines Standard	Mar. 27, 2019	NPCA considers disclosure of top salaries	https://www.stcatharinesstandard.ca/news-story/9244173-npca-considers-disclosure-of-top-salaries/	Positive	57,000	\$6,500

Appendix 1 - Media Coverage Report March to April 2019

St. Catharines Standard	Mar. 28, 2019	NPCA governance decision bounced back to Niagara Region	https://www.stcatharinesstandard.ca/news-story/9244049-npca-governance-decision-bounced-back-to-niagara-region/	Neutral	57,000	\$6,500
Voice of Pelham	Mar. 29, 2019	Mystery boat removed from Pelham's southern border	http://www.thevoiceofpelham.ca/2019/03/29/mystery-boat-removed-from-pelhams-southern-border/	Neutral	N/A	N/A
Niagara at Large	Apr. 6, 2019	Ontario's Ford Government now has its sights set on "Improving" the province's Conservation Authorities	https://niagaraatlarge.com/2019/04/06/brace-yourselves-people-ontarios-ford-government-now-has-its-sights-set-on-improving-the-provinces-conservation-authorities/	Negative	N/A	N/A
Print						
St. Catharines Standard	Mar. 1, 2019	Wood to reform hiring policies at NPCA	N/A	Positive	57,000	\$6,500
Welland Tribune	Mar. 20, 2019	Mystery surrounds boat beached at conservation area in Pelham	N/A	Neutral	33,000	\$6,500
Niagara Falls Review	Mar. 20, 2019	Mystery surrounds boat beached at conservation area in Pelham	N/A	Neutral	34,000	\$6,500
Voice of Pelham	Mar. 20, 2019	Turning over a new leaf at the NPCA- Diana Huson		Positive	N/A	N/A
NOTL Local	Mar. 21, 2019	NPCA Begins next phase with new leader	N/A	Positive	N/A	N/A
St. Catharines Standard	Mar. 22, 2019	Mystery boat found at Niagara conservation area draws Discovery Channel's Heavy Rescue 401 show	N/A	Neutral	57,000	\$6,500
Welland Tribune	Mar. 22, 2019	Mystery boat found at Niagara conservation area draws Discovery Channel's Heavy Rescue 401 show	N/A	Neutral	33,000	\$6,500
Niagara Falls Review	Mar. 22, 2019	Mystery boat found at Niagara conservation area draws Discovery Channel's Heavy Rescue 401 show	N/A	Neutral	34,000	\$6,500

Appendix 1 - Media Coverage Report March to April 2019

Broadcast						
Newstalk 610 CKTB	Mar. 14, 2019	Water Safety Statement- Erika Navarro	http://www.iheartradio.ca/610cktb/audio/erika-navarro-npca-1.9011324	Neutral	N/A	N/A



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
CAO SELECTION COMMITTEE
MEETING MINUTES**

Wednesday, March 20, 2019
8:30 a.m.
Ball's Falls Centre for Conservation
3292 Sixth Avenue, Jordan, ON

MEMBERS PRESENT: B. Steele, Committee Chair
B. Johnson, Committee Vice-Chair (arrived 8:51 a.m.)
D. Bylsma
P. Chiocchio
T. Insinna
D. Huson

MEMBERS ABSENT: None

STAFF PRESENT: E. Gervais, Procurement Specialist
G. Bivol, Clerk

The Committee Chair called the meeting to order at 8:34 a.m.

1. ADOPTION OF AGENDA

1.1 Addition of Items

A closed session was added as per Recommendation No. SC-12-19.

1.2 Change in Order of Items

There were no changes in the order of items.

1.3 Motion to Adopt Agenda

Recommendation No. SC- 12-19

Moved by Member Bylsma

Seconded by Member Huson

1. **THAT** the NPCA CAO Selection Committee agenda dated March 20, 2019 agenda be amended to denote a closed session presentation by Feldman Daxon Partners, Inc..

2. **THAT** the agenda be adopted as amended.

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

None declared.

3. PRESENTATIONS (and/or Delegations)

3.1 Feldman Daxon Partners, Inc.

This presentation was referred to closed session as per Recommendation No. SC-12-19.

4. BUSINESS FOR INFORMATION

None.

5. BUSINESS FOR CONSIDERATION

None.

6. NEW BUSINESS

None.

7. CLOSED SESSION

7.1 Move into Closed Session

Recommendation No. SC-13-19

Moved by Member Bylsma

Seconded by Member Insinna

THAT the CAO Selection Committee meeting proceed into closed session at 8:40 a.m. in accordance with Section 11.1 of the NPCA Administrative by-law to allow a presentation by Feldman Daxon Partners, Inc. concerning matters relating to:

- A trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the Board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.

CARRIED

7.2 Motion to Reconvene in Open Session

Recommendation No. SC-14-19

Moved by Member Chiocchio
Seconded by Member Insinna

THAT the CAO Selection Committee meeting hereby reconvene in open session at 9:18 a.m..

CARRIED

7.3 Business Arising from the Closed Session

Recommendation No. SC-15-19

Moved by Member Huson
Seconded by Member Chiocchio

THAT the presentation document and proposal submitted by Feldman Daxon Partners, Inc. be received to remain private and confidential.

CARRIED

Recommendation No. SC-16-19

Moved by Member Bylsma
Seconded by Member Johnson

THAT the Closed Session recommendation regarding retention of a firm for the C.A.O. retention be forwarded to a closed session of the Board for approval.

CARRIED

8. ADJOURNMENT

Resolution No. SC-17-19

Moved by Member Bylsma
Seconded by Member Chiocchio

That the CAO Selection Committee Meeting be adjourned at 9:19 a.m.

CARRIED

Bill Steele
CAO Selection Committee Chair

Grant Bivol
Clerk



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
GOVERNANCE COMMITTEE
MEETING MINUTES**

Wednesday, March 27, 2019
9:30 a.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

-
- MEMBERS PRESENT:** B. Clark (Chair)
R. Foster
R. Shirton
D. Bylsma
- MEMBERS ABSENT:** D. Huson
- STAFF PRESENT:** G. Wood, Interim CAO / Secretary - Treasurer
G. Bivol, Interim Clerk

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

1. ADOPTION OF AGENDA

1.1 Addition of Items

None.

1.2 Change in Order of Items

None.

1.3 Motion to Adopt Agenda

Recommendation No. GC-08-2019

Moved by Member Foster

Seconded by Member Bylsma

THAT the agenda of the NPCA Governance Committee meeting dated March 27, 2019 be adopted.

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

None declared.

3. PRESENTATIONS (and/or Delegations)

3.1 None.

4. BUSINESS FOR INFORMATION

4.1 None.

5. BUSINESS FOR CONSIDERATION

5.1 Report No. GC-01-19 RE: Governance Committee – Final Terms of Reference

Recommendation No. GC-09-2019

Moved by Member Bylsma

Seconded by Member Foster

1. **THAT** Report No. GC-01-19 regarding the Governance Committee's final Terms of Reference be received.
2. **AND THAT** the NPCA Governance Committee's direction at the meeting of March 27, 2019 with respect to content for the final Terms of Reference be incorporated into the document and submitted to the Board of Directors for final approval.

CARRIED

5.2 Report No. GC-02-19 RE: NPCA Administrative By-Law

Recommendation No. GC-10-2019

Moved by Member Bylsma

Seconded by Member Shirton

1. **THAT** Report No. GC-02-19 regarding the NPCA's Administrative By-Laws be received.
2. **AND THAT** changes to the NPCA Administrative By-Law in relation to the Code of Conduct and Conflict of Interest as contained in Report No. GC-02-19 be recommended to the Board of Directors for approval.

CARRIED

Recommendation No. GC-11-2019

Moved by Member Foster

Seconded by Member Shirton

THAT staff explore the feasibility of retaining an integrity commissioner for the NPCA and report back to the Governance Committee.

CARRIED

5.3 Report No. GC-03-19 RE: Public Sector Salary Disclosure Act

Recommendation No. GC-12-2019

Moved by Member Foster

Seconded by Member Shirton

1. **THAT** Report No. GC-03-19 regarding the *Public Sector Salary Disclosure Act, 1996* be received.
2. **THAT** commencing in 2020, all NPCA staff earning more than \$100,000 annually be required to publicly declare their name, position, salary and total benefits in accordance with the intent of the *Public Sector Salary Disclosure Act*.
3. **THAT** to demonstrate leadership regarding the intent of the *Public Sector Salary Disclosure Act*, the Interim CAO/ST and permanent CAO/ST be required to declare their name, position, salary and total benefits on the NPCA website in 2019.
4. **AND THAT** Salary ranges and corresponding positions at the NPCA exceeding \$100,000 annually be identified on the NPCA website.

CARRIED

5.4 Report No. GC-04-19 RE: Resolution from Niagara Region Regarding Representation

Recommendation No. GC-13-2019

Moved by Member Foster

Seconded by Member Bylsma

1. **THAT** Report No. GC-04-19 respecting the correspondence from Niagara Region dated March 1, 2019 regarding Niagara Region representation on the NPCA be received.
2. **THAT** the NPCA inform the Region that appointment of Members to the Board exceeds the jurisdiction of the NPCA under the *Conservation Authorities Act*.
3. **THAT** the NPCA decline to comment on member municipality appointments to the Board.
4. **AND THAT** a general list of skills and competencies required for Board Members be prepared and circulated to member municipalities for consideration.

CARRIED

5.5 Minutes of the NPCA Governance Committee meeting dated February 4, 2019

Recommendation No. GC-14-2019

Moved by Member Shirton

Seconded by Member Foster

1. **THAT** the minutes of the meeting of the NPCA Governance Committee dated February 4, 2019 be adopted.

2. **AND THAT** Section 5.4 to 5.7 of Item 6.2 Administrative By-laws be returned to staff for a report on the designation of the responsibilities between the Head and the F.O.I. Co-Ordinator.

CARRIED

6. NEW BUSINESS

None.

7. ADJOURNMENT

Recommendation No. GC-15-2019

Moved by Member Shirton

Seconded by Member Foster

THAT the meeting of the NPCA Governance Committee does hereby adjourn at 11:34 a.m..

CARRIED

Brad Clark,
Committee Chair

Grant Bivol,
Interim Clerk

Report To: Board of Directors

Subject: Appointment / Reappointment of NPCA Compliance / Regulations Officers

Report No: FA-47-2019

Date: April 17, 2019

RECOMMENDATION:

1. That Report No. FA-47-19 respecting Appointment / Reappointment of NPCA Compliance/ Regulations Officers be **RECEIVED**; and
2. That the Board **APPOINT / RE-APPOINT** the following NPCA staff enforcing Section 29 of the Act as Regulation Officers pursuant to Section 30.1 of the Conservation Authorities Act, R.S.O 1990 Chapter C.27 for the term of their employment with the NPCA.

BOYKO, Michael
CHRISTIE, Adam
DEVOS, Nathaniel
FAZEKAS, Jeffery
FROHLICH, Kim
GERMAIN, Michel

HAYSLIP, Robert
KURET, Robert
MACINTYRE, Michael
PERESSOTTI, Roberto
SHOALTS, Robert
TEMPEST, Moriah

3. That the Board **APPOINT / RE-APPOINT** the following NPCA staff enforcing Section 28 of the Act and Ontario Regulations 155/06 (or as amended) as Regulation Officers pursuant to Section 30.1 of the Conservation Authorities Act, R.S.O 1990 Chapter C.27 for the term of their employment with the NPCA.

DELUCE, David
DRENNAN, Daniel

MACKENZIE, Darren

PURPOSE:

The purpose of this report is to identify NPCA staff designated to enforce Sections 28 and 29 of the Conservation Authorities Act and all applicable Regulations as Regulations Officers under Section 30.1 of the Conservation Authorities Act.

It should be noted that Jason Culp, Supervisor, Compliance and Enforcement and Madison Hill, Compliance and Enforcement Officer have already been appointed previously by the Board for the term of their employment with the NPCA.

BACKGROUND:

Enforcement activities related to Section 28 and 29 of the Conservation Authorities Act are also governed by Part III of the Provincial Offences Act (POA). By appointing staff as Officers under the Conservation Authorities Act they also become recognized by the Courts as Provincial Offences Officers and are therefore required to govern themselves in accordance with other applicable legal requirements (e.g. laying of information/charges, search restrictions, search warrants, disclosure of evidence, etc.).

Since Officers are designated for the term of their employment, there is no requirement to produce an annual report identifying these individuals. As such, this report is designed to reduce this redundancy.

Should new individuals join the organization that are required to be Regulation Officers, a report appointing that individual(s) will still be brought forward.

FINANCIAL IMPLICATIONS:

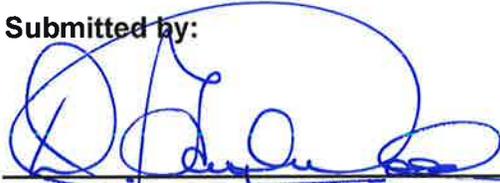
There are no direct costs associated with the appointment or re-appointment of Regulations Officers. There will be additional costs associated with ongoing training and proper Identification.

Prepared by:



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

Submitted by:



**D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary-Treasurer**

Report To: Board of Directors

**Subject: NPCA Administrative By-law – Proposed Change Section 4, Sub-section 4.5
- Chair and Vice Chair Appointments to Standing Committees**

Report No: FA-48-19

Date: April 17, 2019

RECOMMENDATION:

1. That Report No. FA-48-19 respecting NPCA Administrative By-law - Proposed Change to Section 4, Sub-section 4.5 - Chair and Vice Chair Appointments to Standing Committees **BE RECEIVED**; and
2. That the Board of Directors **APPROVE** a change to Section 4, Sub-section 4.5 of the NPCA Administrative By-law to appoint the Chair and Vice Chair as ex-officio, non-voting members to Authority Standing Committees.
3. That Section 4, Sub-section 4.5 of the Administrative By-law **BE CHANGED** to reflect that standing committees will have a minimum of three members, with the Chair and Vice Chair being ex officio, non-voting members.

PURPOSE:

The purpose of this report is to seek Board of Directors' approval to change the Administrative By-law in order to appoint the Chair and Vice Chair as ex-officio members of Standing Committees, rather than voting members of all Committees.

BACKGROUND:

The NPCA's Administrative By-law was updated on September 19, 2018 via Resolution No. 182-18. Section 4, Sub-section 4.5 on Standing Committees states:

“Notwithstanding the NPCA AC Terms of Reference, any Standing Committee of the Authority will be comprised at a minimum of one member, plus the Chair and the Vice Chair of the Authority. All members of the Board may attend Standing Committee meetings and comment and participate, however, only committee members may vote at committee.”

At the March 20, 2019 Board of Directors' meeting, Report No. FA-21-19 was received outlining that NPCA currently has 9 Standing and Ad Hoc Committees. The Audit and Budget Committees were merged at the March 20th meeting, leaving 8 Standing and Ad Hoc Committees.

Currently the Chair and Vice Chair's attendance at a Standing Committee meeting is often required to constitute a quorum. This places a large workload on the Chair and Vice Chair, in addition to their other duties.

To address workload pressures on the Chair and Vice Chair, the following change to Section 4, Sub-section 4.5 of the Administrative By-law is recommended:

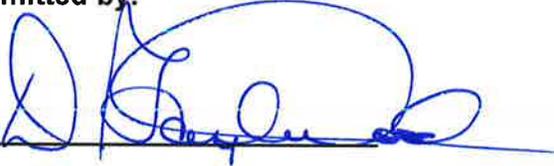
“Notwithstanding the NPCA AC Terms of Reference, any Standing Committee of the Authority will be comprised at a minimum of three members, plus the Chair and the Vice Chair of the Authority in an ex-officio, non-voting capacity. All members of the Board may attend Standing Committees meeting and comment and participate, however, only committee members may vote at committee.”

As all current NPCA Standing Committees, except for the Advisory Committee, have three members appointed to them, in addition to the Chair and Vice Chair, this change will not impact the committee composition. The NPCA Advisory Committee has specific Terms of Reference that appoints the Chair as the head of that Committee.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this recommendation.

Submitted by:



**D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary-Treasurer**

Report To: Board of Directors

Subject: Update on Memorandums of Understanding with Watershed Municipalities

Report No: FA-49-19

Date: April 17, 2019

RECOMMENDATION:

That Report No. FA-49-19 respecting an Update on the Memorandums of Understanding (MOU) with Watershed Municipalities **BE RECEIVED** for information.

PURPOSE:

This report is intended to provide the Board with background of the various MOUs between the NPCA and its watershed municipalities and provide the status of updates to the various MOUs.

BACKGROUND:

The NPCA has three MOUs with our watershed municipalities: one with the City of Hamilton, one with Haldimand County and the third with Niagara Region (of which each lower-tier municipality is a signatory). Note that the Hamilton MOU also applies to the Grand River Conservation Authority, Hamilton Conservation Authority and Conservation Halton; the Haldimand MOU also applies to Long Point Conservation Authority and the Grand River Conservation Authority.

Generally, the MOUs serve to clarify the roles and responsibilities between the Conservation Authorities and municipalities when reviewing applications under the *Planning Act*. In doing so, they help reduce duplication and conflict. These MOUs can also act as service agreements wherein a Conservation Authority agrees to provide a special review service for the municipality. This is helpful for smaller municipalities that lack specialized technical and environmental staff.

The NPCA is actively working with the City of Hamilton and other member Conservation Authorities to update the Hamilton MOU. Since the City has its own environmental staff that review Planning Act applications against policies (Provincial and City) as they relate to natural heritage, the member Conservation Authorities comment on their own policies and Regulations. This arrangement has worked sufficiently in the past. Staff anticipate that a draft Hamilton MOU will be ready later this year to be presented to the Board.

The Haldimand County MOU has been in draft form since 2016. Similar to the Hamilton MOU, the member Conservation Authorities only comment on their own policies and Regulations. The County provides its own comments on all other natural heritage aspects. The NPCA was working with the County to come to an agreement on the sharing of assessment data and mapping (used to locate properties in Haldimand on our GIS mapping tool). However, the Municipal Property Assessment Corporation has since made assessment data unavailable to

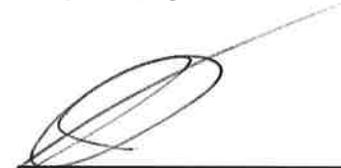
non-municipal parties such as Conservation Authorities. NPCA staff are working to determine if there are any further outstanding matters with the Haldimand MOU. Should there be none, a draft of the MOU will be presented to the Board later this year.

The Niagara MOU is more complicated as it involves multiple lower-tier municipalities, the Region of Niagara and the NPCA. It not only provides clarity about roles and responsibilities for the NPCA but also for the Region in relation to the local municipalities, particularly around application review timelines. The Niagara MOU is supported by a Protocol between the Region and the NPCA. This Protocol, which was updated in 2018, outlined the roles around environmental reviews between the Region and the NPCA. Before 2018, the NPCA provided comments on not only its policies and Regulations but on Provincial and Regional natural heritage polices on all Planning Act applications. This involved reviewing environmental studies and technical reports on behalf of the Region. One of the biggest challenges with this arrangement is that the NPCA could not update Regional policies and mapping where there were problems. Since the 2018 update, the Region has hired an environmental planning team that now provides the Region with technical and policy expertise that has been satisfactory to date. The Niagara MOU was recently updated and supported by Regional Council in March 2019. It has since been circulated to the local municipalities for signing. Note that due to the Protocol, the NPCA is not a signatory to the updated Niagara MOU.

FINANCIAL IMPLICATIONS:

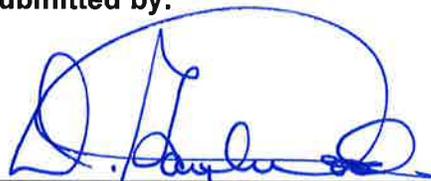
There are no financial implications based on the current working drafts of the three MOUs. Should there be a desire to change the arrangement between the NPCA and any of its municipal partners, there could be financial implications, particularly if additional review services are requested of the NPCA.

Prepared by:



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

Submitted by:



D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary-Treasurer

Prepared with input from D. Deluce, MCIP, RPP Senior Manager, Plan Review and Regulations.

Report To: Board of Directors
Subject: Revitalizing the NPCA Restoration Program
Report No: FA-37-19
Date: April 17, 2019

RECOMMENDATION:

1. That Report No. FA-37-19 regarding revitalizing the NPCA Restoration Program **BE RECEIVED**.
2. That the proposed Restoration Program **BE APPROVED** for implementation as outlined in Report No. FA-37-19.

PURPOSE:

The purpose of this report is to:

- Demonstrate that a revitalized NPCA watershed restoration program addresses the mandate of the Conservation Authorities Act, the NPCA's Strategic Plan and the recommendations in the Auditor General's Report;
- Seek approval of the implementation of a revitalized Restoration Program;
- Authorize staff to finalize the details of the program's project selection criteria, associated processes, Communications Strategy, and proceed to implement the program.
- Authorize staff to re-evaluate all current applications received under the previous Water Quality Improvement Grant Program, including the Haldimand Lakefront Landowner's Funding Request (Report FA-28-19) that was deferred at the March 20, 2019 Board meeting, in order to determine if they meet the requirements of the new program and be address accordingly.

BACKGROUND:

From 2006 to 2009 the NPCA conducted a comprehensive **Natural Areas Inventory** - a study which provided an overview of the watershed's features and functions. This study was followed by a project called **Nature for Niagara's Future** that quantified the watershed as highly degraded in contrast to what conservation literature suggests is required for a healthy and sustainable watershed.

These two studies are key in the watershed planning and management process, which allows the NPCA to “protect what is natural” and “restore what is degraded”. The **watershed planning and management cycle** is depicted in the graphic below:



Despite these studies, as well as the NPCA’s Watershed Report Cards, which have indicated watershed resource degradation, by 2017 the NPCA moved away from implementing restoration programs, including our Water Quality Improvement Grant program.

At the March 20, 2019 meeting, the NPCA Board approved Resolution No. FA-81-19, as follows:

**Moved by Board Member Insinna
Seconded by Board Member Zalepa**

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

DISCUSSION:

(a) Authority Mandate, Strategic Plan and Auditor General’s Recommendations:

A robust and accessible Restoration Program supports:

- 1) Section 20 of *The Conservation Authorities Act* which states that our objects are to “establish and undertake, in the area over which it has jurisdiction, programs designed to further the conservation, restoration, development and management of its natural resources”.**

- 2) the **NPCA's 2018-2021 Strategic Plan** which embraces the following key principles:
 - a. **Evidence Based Watershed Resource Management** – The focus is to protect and rehabilitate aquatic habitats and undertake initiatives to improve water quality.
 - b. **Rebuild the Canopy by Planting 1 Million Trees and 3 Million Native Plants** – The focus is to achieve enhanced watershed restoration impacts and to mitigate climate change impacts through natural means.
 - c. **Forging Corridors** – The focus is to conserve, restore, and protect more land in the watershed.
- 3) Recommendation 13 of the 2018 **Auditor General's Report** which states that the NPCA shall: **'...develop and implement a strategy to better target areas of the watershed based on water quality monitoring and other information on the health of the watershed.'**
- 4) improving the low score assigned to Water Quality and Forest Conditions noted in the **NPCA's 2018 Watershed Report Card**.
- 5) the **Watershed Planning and Management Cycle** which is comprised of: assessing the condition of the watershed; undertaking projects to improve the watershed; monitoring results; and assessing change.

(b) Revitalizing the Restoration Program

The existing Restoration Program (Water Quality Improvement Grants Program) presently contains a number of barriers which hinder implementation. Feedback from the public has indicated that the program cannot be accessed by the majority of private landowners in the watershed, the program does not allow for an applicant to utilize the NPCA staff's technical expertise, and the application process itself is cumbersome and daunting.

Based on feedback received, staff are proposing:

- a new Program Vision,
- new Guiding Principles,
- three key program Goals, and
- new Program framework designed to improve water quality, reduce erosion and enhance natural watershed features.

The **Vision** of the new Restoration Program is:

'To foster collaboration among partners in the watershed to protect and restore water quality and diverse habitats by completing projects that meet the long-term mandate of the NPCA.'

The proposed Restoration Program will be shaped by the following **Guiding Principles**:

- a) Embracing partnerships and shared responsibility;
- b) Leveraging funding opportunities for an incentive-based cost sharing program;
- c) Promoting of adaptive management to meet the changing needs on the landscape;
- d) Conveying awareness of the benefits of environmental restoration and to celebrate success.

Top line **Goals** of the new Restoration Program are to:

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

Program Framework

	Eligible Project Types	Project Description
1	Livestock Restriction, Alternate Watering Systems & Crossings	<i>Projects designed to improve water quality by restricting livestock access to watercourses.</i>
2	Conservation Farm Practices	<i>On-farm soil stabilization projects designed to reduce erosion, compaction and sedimentation.</i>
3	Erosion Control/Instream/Riparian Habitat Restoration	<i>Riverine projects such as in-stream habitat restoration, erosion control, watercourse buffers and removal of fish barriers.</i>
4	Wetland Habitat Restoration/Creation	<i>Wetland projects designed to improve local water quality, habitat, and floodplain capacity.</i>
5	Tree Planting/ Woodland Restoration/Creation	<i>Tree planting to reduce forest fragmentation and increase forest cover by creating wildlife corridors and increasing forest cover.</i>
6	Upland Habitat Restoration	<i>Improvements to/ creation of upland terrestrial habitat including meadows and pollinator habitat.</i>
7	Nutrient Management - Manure Storage	<i>On-farm projects that reduce and/ or eliminate of excess nutrients from animal waste contamination to watercourses.</i>
8	Nutrient Management – Waste Water	<i>Projects designed to reduce or eliminate wastewater streams from milk houses, fruit and vegetable washing facilities and greenhouses.</i>
9	Water Conservation Practices	<i>Improvements to irrigation practices to reduce excess agricultural nutrient loading.</i>
10	Cover Crops	<i>Targeted projects designed to reduce sedimentation and phosphorus loading on agricultural lands.</i>

Partnerships at the Ready!

Since the majority of the land within the NPCA's watershed is privately owned, the focus of the revitalized Restoration Program is to connect conservation minded landowners with funding and technical expertise to help implement projects on their property.

Recently, there have been many parties which have contacted the NPCA and have expressed a desire to establish/re-establish partnerships (including leveraged opportunities). These interested parties include:

- Ducks Unlimited
- Trout Unlimited
- Niagara Parks Commission
- Land Care Niagara
- Numerous Private Landowners.

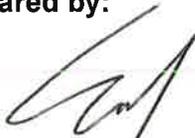
FINANCIAL IMPLICATIONS:

The total available funding for this program currently sits at \$500,000. At the March 20th meeting, the Board authorized that a staff salary be allocated against this funding for 2019. An additional staff salary for this program is allocated in the 2019 operating budget.

All current applications received under the previous WQIGP, including the Haldimand Lakefront Landowner's Funding Request (Report FA-28-19) that was deferred at the March 20, 2019 Board meeting, will be re-evaluated to determine if they meet the requirements of the new program and be address accordingly.

As part of the program design, a year end report will be generated detailing the program successes, challenges and financial updates.

Prepared by:



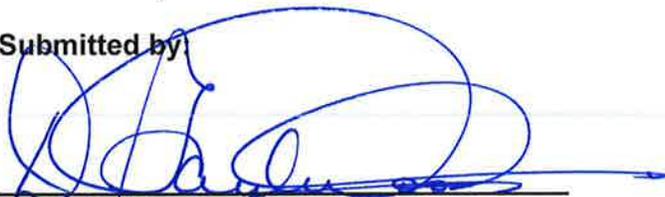
**Steve Miller, P.Eng.
Sr. Manager, Water Resources & Restoration**

Reviewed by:



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

Submitted by:



**D. Gayle Wood, BES, CMMIII
Interim CAO/Secretary-Treasurer**

Prepared with input from G. Verkade, Manager, Information Management; S. McPherson, Restoration Grant Coordinator and S. Gillis, Environmental Field Technician.