



**FULL AUTHORITY
ONLINE TELECONFERENCE
MEETING MINUTES
Thursday, April 16, 2020
9:50 A.M.**

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

MEMBERS PRESENT: B. Johnson (Chair)
S. Beattie
R. Brady
D. Bylsma
B. Clark
D. Coon-Petersen
D. Cridland
L. Feor
R. Foster
J. Hellinga
J. Ingrao (attended 9:57 a.m.)
K. Kawall
B. Mackenzie
W. Rapley
R. Shirton (departed 10:26 a.m.)
B. Steele
M. Woodhouse
B. Wright

MEMBERS ABSENT: D. Huson
J. Metcalfe
E. Smith

STAFF PRESENT: C. Sharma, C.A.O. / Secretary – Treasurer
G. Bivol, Executive Co-ordinator to the C.A.O./Board
R. Bisson, Manager, Communications and Public Relations
A. Christie, Director, Operations and Strategic Initiatives
D. Deluce, Senior Manager, Planning and Regulations
M. Ferrusi, Manager, Human Resources
L. Gagnon, Director, Corporate Services
E. Gervais, Procurement Specialist
D. MacKenzie, Director, Watershed Management
S. Miller, Senior Manager, Water Resources
E. Navarro, Communications Specialist
T. Proks, Source Water Protection Co-ordinator
R. Petruzzo, Multimedia Specialist

K. Royer, Co-ordinator, Community Outreach and Volunteers
G. Verkade, Senior Manager, Integrated Watershed Planning and
Information Management

The Chair called the meeting to order at 9:51 a.m.

1. APPROVAL OF AGENDA

Resolution No. FA-40-20
Moved by Board Member Feor
Seconded by Board Member Foster

THAT the agenda be hereby **APPROVED** as presented.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

3. APPROVAL OF MINUTES

- a) Approval of the Minutes of the Full Authority meeting dated February 19, 2020
- b) Approval of the Closed Session Minutes of the Full Authority meeting dated February 19, 2020 (under separate cover)
- c) Approval of the Minutes of the Governance Committee Meeting dated February 26, 2020
- d) Approval of the Minutes of the Audit and Budget Committee Meeting dated March 12, 2020

Resolution No. FA-41-20
Moved by Board Member Hellinga
Seconded by Board Member Kawall

THAT the following minutes **BE ADOPTED** and any recommendations therein **APPROVED**:

- Minutes of the Full Authority meeting dated February 19, 2020;
- Closed Session Minutes of the Full Authority meeting dated February 19, 2020 to remain private and confidential;
- Minutes of the Audit and Budget Committee Meeting dated March 12, 2020; and
- Minutes of the Public Advisory Committee Meeting dated March 12, 2020.

CARRIED

- e) Approval of the Minutes of the Public Advisory Committee Meeting dated March 12, 2020

Resolution No. FA-42-20
Moved by Board Member Beattie
Seconded by Board Member Brady

THAT the minutes of the Governance Committee Meeting dated February 26, 2020 **BE ADOPTED** and all recommendations therein **BE APPROVED** save and except Recommendation GC-09-2020 to **BE DEFERRED** until the first regular meeting immediately after the termination of the State of Emergency.

CARRIED

4. DISCUSSION ITEMS

- a) Ratification of Appointments to the Audit and Budget Committee and the Strategic Planning Committee

Resolution No. FA-43-20

Moved by Board Member Bylsma

Seconded by Board Member Clark

1. **THAT** Member John Metcalfe **BE APPOINTED** to the Audit and Budget Committee.
2. **THAT** Member Diana Huson **BE APPOINTED** to the Strategic Planning Committee.

CARRIED

- b) Report No. FA-10-20 RE: Restoration Project Approvals February 14th Intake – Discussion ensued. G. Verkade was requested to bring back a report evaluating the success of the projects at year end.

Resolution No. FA-44-20

Moved by Board Member Coon-Petersen

Seconded by Board Member Cridland

1. **THAT** Report No. FA-10-20 RE: 2020 Restoration Project Approvals – February 14th 2020 Intake **BE RECEIVED**.
2. **THAT** the restoration projects selected during the February 14, 2020 intake, as appended, (Appendix 1) **BE APPROVED**.

CARRIED

- c) Report No. FA-18-20 RE: NPCA Procurement Policy – Member Kawall introduced the report as Chair of the Audit and Budget Committee. The C.A.O. reiterated comments submitted in writing by Member Smith.

Resolution No. FA-45-20

Moved by Board Member Kawall

Seconded by Board Member Feor

1. **THAT** Report No. FA-18-20 RE: NPCA Procurement Policy **BE RECEIVED**.
2. **THAT** the NPCA Procurement Policy, as appended in Report No. FA-18-20 **BE APPROVED**.

CARRIED

- d) Report No. FA-19-20 RE: Delegation of Authority Policy – Member Kawall spoke to the report. Discussion ensued. Ms. Sharma indicated that she would report in annually on the delegation of authority in the procurement of goods and services.

Resolution No. FA-46-20

Moved by Board Member Foster

Seconded by Board Member Hellinga

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1. **THAT** Report No. FA-19-20 RE: Delegation of Authority Policy **BE RECEIVED**.
2. **THAT** the Delegation of Authority Policy, as appended in Report FA-19-20 **BE APPROVED**.

CARRIED

Resolution No. FA-47-20

Moved by Board Member Foster
Seconded by Board Member Clark

THAT staff **BE DIRECTED** to prepare a report back to the Board quarterly on capital project disbursements.

CARRIED

5. NEW BUSINESS

- a) Update from Chandra Sharma, C.A.O. RE: Continuity of NPCA Operations - Ms. Sharma tabled a document for the Board. Discussion ensued.

Resolution No. FA-48-20

Moved by Board Member Ingrao
Seconded by Board Member Mackenzie

THAT the report tabled by Chandra Sharma, C.A.O. RE: Continuity of NPCA Operations **BE RECEIVED**.

CARRIED

- b) Other: Member Foster updated the Board on Foundation activities. Member Rapley spoke on the possible removal of pollution controls.

6. ADJOURNMENT

Resolution No. FA-49-20

Moved by Board Member Rapley
Seconded by Board Member Wright

THAT this meeting **BE** hereby **ADJOURNED** at 10:46 a.m..

CARRIED

Brenda Johnson
Chair
Niagara Peninsula Conservation Authority

Chandra Sharma
Chief Administrative Officer / Secretary -
Treasurer
Niagara Peninsula Conservation Authority