



**FULL AUTHORITY  
ONLINE TELECONFERENCE  
MEETING MINUTES  
Thursday, July 16, 2020  
9:30 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  
D. Coon-Petersen (arrived 9:42 am)  
D. Cridland  
L. Feor  
R. Foster  
J. Hellinga  
D. Huson  
J. Ingrao  
K. Kawall  
B. Mackenzie  
W. Rapley  
E. Smith  
B. Steele  
M. Woodhouse  
B. Wright

**MEMBERS ABSENT:** B. Clark  
J. Metcalfe  
R. Shirton

**STAFF PRESENT:** C. Sharma, C.A.O. / Secretary – Treasurer  
G. Bivol, Executive Co-ordinator to the C.A.O. / Board  
A. Christie, Director, Operations and Strategic Initiatives  
D. Deluce, Senior Manager, Planning and Regulations  
M. Ferrusi, Manager, Human Resources  
L. Gagnon, Director, Corporate Services  
S. Gillis, Restoration Project Lead  
D. Mackenzie, Director, Watershed Management  
S. Miller, Senior Manager, Water Resources  
E. Navarro, Communications Specialist  
A. Powell, Manager of Conservation Area Services  
K. Royer, Coordinator, Community Outreach and Volunteers

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

## 1. APPROVAL OF AGENDA

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Resolution No. FA-91-20

Moved by Board Member Beattie

Seconded by Board Member Brady

**THAT** the Full Authority Agenda dated July 16, 2020 **BE APPROVED.**

**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

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None declared.

## 3. APPROVAL OF MINUTES

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Approval of the Minutes of the Regular Full Authority meeting dated June 18, 2020

Resolution No. FA-92-20

Moved by Board Member Bylsma

Seconded by Board Member Cridland

**THAT** the Minutes of the Full Authority meeting dated June 18, 2020 **BE ADOPTED.**

**CARRIED**

Resolution No. FA-93-20

Moved by Board Member Bylsma

Seconded by Board Member Cridland

**THAT** the Closed Session Minutes of the Full Authority meeting dated June 18, 2020 **BE ADOPTED.**

**CARRIED**

## 4. CORRESPONDENCE

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- a) Correspondence from Haldimand County to the Premier of Ontario dated June 25, 2020  
RE: Support for Conservation Authorities

Resolution No. FA-94-20

Moved by Board Member Feor

Seconded by Board Member Foster

**THAT** the correspondence from Haldimand County to the Premier of Ontario dated June 25, 2020 RE: Support for Conservation Authorities **BE RECEIVED**

**CARRIED**

## 5. PRESENTATIONS

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None.

## 6. DELEGATIONS

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None.

## 7. CONSENT ITEMS

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- a) Report No. FA-30-20 RE: Human Resources Quarterly Update (Q1 & Q2) - M. Ferrusi, Manager, Human Resources spoke to the issue.

Resolution No. FA-95-20  
Moved by Member Hellinga  
Seconded by Member Huson

**THAT** Report No. FA-30-20 RE: Human Resources Quarterly Update (Q1 & Q2) **BE RECEIVED**.

**CARRIED**

- b) Report No. FA-38-20 RE: Planning and Regulations Semi-Annual Report - D. Mackenzie, Director, Watershed Management spoke to the report.

Resolution No. FA-96-20  
Moved by Member Ingrao  
Seconded by Member Kawall

**THAT** Report No. FA-38-20 RE: Planning and Regulations Semi-Annual Report **BE RECEIVED** for information.

**CARRIED**

- c) Report No. FA-45-20 RE: Conservation Ontario – COVID-19 Impacts Survey

Resolution No. FA-97-20  
Moved by Member Mackenzie  
Seconded by Member Rapley

**THAT** Report No. FA-45-20 RE: Conservation Ontario – COVID-19 Impacts Survey **BE RECEIVED** for information.

**CARRIED**

## 8. DISCUSSION ITEMS

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- a) Report No. FA-35-20 RE: Ducks Unlimited Canada Wetland Memorandum of Agreement 2020 - S. Gillis, Restoration Project Lead presented.

Resolution No. FA-98-20  
Moved by Member Smith  
Seconded by Member Steele

1. **THAT** Report No. FA-35-20 RE: 2020 Ducks Unlimited Canada Wetland Restoration Partnership **BE RECEIVED**.
2. **AND FURTHER THAT** Staff **BE AUTHORIZED** to enter into a 2020 Memorandum of Agreement with Ducks Unlimited Canada.

**CARRIED**

- b) Report No. FA-36-20 RE: Land Care Niagara Tree Planting Memorandum of Agreement 2020 - S. Gillis, Restoration Project Lead presented.

Resolution No. FA-99-20  
Moved by Member Woodhouse  
Seconded by Member Wright

1. **THAT** Report No. FA-36-20 RE: 2020 Land Care Niagara Tree Planting Partnership **BE RECEIVED**.
2. **AND FURTHER THAT** Staff **BE AUTHORIZED** to enter into a 2020 Memorandum of Agreement with Land Care Niagara.

**CARRIED**

- c) Report No. FA-41-20 RE: FCM Funding – Capital Asset Management Program – L. Gagnon, Director, Corporate Services presented.

Resolution No. FA-100-20  
Moved by Member Beattie  
Seconded by Member Brady

**WHEREAS** in 2020, the Niagara Peninsula Conservation Authority initiated a comprehensive Capital Asset Management Planning Program with a total project investment of \$80,090 (\$30,000 approved in 2020 and proposed \$50,090 in 2021);

**AND WHEREAS** a Federation of Canadian Municipalities grant opportunity is available to the NPCA to advance the Capital Asset Management Program;

**NOW THEREFORE, BE IT RESOLVED:**

1. **THAT** Report No. FA-41-20 RE: Grant Funding – Municipal Asset Management Program **BE RECEIVED**.
2. **THAT** staff **BE DIRECTED** to apply for a grant opportunity in the amount of \$50,000 from the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) for the Asset Management Capital Planning project.
3. **THAT** as a requirement for this grant, staff **BE DIRECTED** to conduct the following activities:
  - a) data collection and reporting; and
  - b) training and organizational development.
4. **THAT** as a requirement of the FCM proposal, a total financial commitment of \$80,090 **BE AUTHORIZED** in support of this initiative.

**CARRIED**

- d) Report No. FA-43-20 RE: 2022 Wedding Rates - A. Powell, Manager of Conservation Area Services presented.

Resolution No. FA-101-20  
Moved by Member Bylsma  
Seconded by Member Coon-Petersen

1. **THAT** Report No. FA-43-20 RE: 2022 Wedding Rates and the Wedding Fees Cost Comparison, as appended, **BE RECEIVED**.
2. **AND THAT** the Proposed 2022 Ball's Falls Wedding Fee Schedule **BE APPROVED**.  
**CARRIED**

- e) Report No. FA-44-20 RE: 2020 Ball's Falls Thanksgiving Festival - A. Powell, Manager of Conservation Area Services presented.

Resolution No. FA-102-20  
Moved by Member Cridland  
Seconded by Member Foster

1. **THAT** Report No. FA-44-20 RE: Proposed 2020 Ball's Falls Thanksgiving Festival **BE RECEIVED**.
2. **THAT** the modified Festival program **BE APPROVED**.
3. **AND FURTHER THAT** correspondence **BE SENT** to thank the Minister of Heritage, Sport, Tourism and Culture Industries for the Ministry's funding support of the 2020 Thanksgiving Festival.

**CARRIED**

## 9. COMMITTEE ITEMS

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Minutes of the Public Advisory Committee Meeting dated June 18, 2020

Resolution No. FA-103-20  
Moved by Member Hellinga  
Seconded by Member Huson

**THAT** the minutes of the Public Advisory Committee Meeting dated June 18, 2020 **BE RECEIVED**.

**CARRIED**

### 9.1 Items for Approval of the Board

- a) Report No. FA-34-20 RE: NPCA Public Advisory Committee Report Terms of Reference and Workplan - K. Royer, Coordinator, Community Outreach and Volunteers presented. S. Miller, Senior Manager, Water Resources addressed questions. Lengthy discussion ensued.

Resolution No. FA-104-20  
Moved by Member Kawall  
Seconded by Member Hellinga

**THAT** the portion of the NPCA Public Advisory Committee Terms of Reference with respect to the Watershed Floodplain Sub-Committee **BE AMENDED** as follows:

- Change the sub-committee role from ‘making recommendations to’ to ‘advising’ staff;
- Clarify the wording of the third bullet point to read only ‘Review of peer opinions, technical and other information as appropriate’;
- Allow board members to participate as a part of the subcommittee on local issues.

**CARRIED**

Resolution No. FA-105-20

Moved by Member Hellinga

Seconded by Member Huson

1. **THAT** Report No. FA-34-20 RE: Public Advisory Committee Terms of Reference and 2020-2021 Work Plan **BE RECEIVED**.
2. **THAT** the proposed changes to the Public Advisory Committee Terms of Reference attached as Appendix 1 to Report No. FA-34-20 **BE APPROVED** as amended.
3. **THAT** the 2020-2021 Public Advisory Committee Work Plan attached as Appendix 2 to Report No. FA-34-20 **BE APPROVED**.
4. **AND FURTHER THAT** the final Public Advisory Terms of Reference **BE APPENDED** to the updated NPCA Administrative By-Law to be presented for Board approval in 2020.

**CARRIED**

## 10. NOTICES OF MOTION

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None.

## 11. NEW BUSINESS

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- a) Verbal Update from the C.A.O./Secretary - Treasurer – C. Sharma spoke on the provincial consultation on economic recovery and information session, a recent incident at Ball’s Falls; a COVID financial impact analysis will be presented to Finance Committee; receipt of a \$336,000 federal funding subsidy; office re-opening protocols. A. Christie A. Christie, Director, Operations and Strategic Initiatives spoke on the status of operations of facilities and conservation areas during the pandemic.

Resolution No. FA-106-20

Moved by Board Member Mackenzie

Seconded by Board Member Rapley

**THAT** verbal update from staff **BE RECEIVED**.

**CARRIED**

## 12. CLOSED SESSION

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Appointment of a Member to record closed session minutes

Resolution No. FA-107-20  
Moved by Board Member Woodhouse  
Seconded by Board Member Wright

**THAT** in the absence of designated staff the Board **APPOINTS** Member Brady to act as recording secretary for Closed Session item regarding personal matters about identifiable individual(s), including NPCA employees.

**CARRIED**

Resolution No. FA-108-20  
Moved by Board Member Woodhouse  
Seconded by Board Member Wright

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **CONVENE** in closed session at 11:36 a.m. in accordance with Section 11.1 of the NPCA Administrative By-law for the discussion on:

- A proposed or pending acquisition or disposition of land by the NPCA;
- Security of the property of the NPCA and
- personal matters about identifiable individual(s), including NPCA employees.

**CARRIED**

Resolution No. FA-109-20  
Moved by Board Member Ingrao  
Seconded by Board Member Bylsma

**THAT** the meeting **RECONVENE** in open session at 12:45 p.m..

**CARRIED**

Resolution No. FA-110-20  
Moved by Board Member Hellinga  
Seconded by Board Member Wright

**THAT** the direction of the Board with respect to closed session items on the proposed or pending acquisition or disposition of land by the NPCA and personal matters about identifiable individual(s), including NPCA employees **BE RATIFIED**.

**CARRIED**

## 13. ADJOURNMENT

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Resolution No. FA-111-20  
Moved by Member Rapley  
Seconded by Member Smith

**THAT** the Full Authority Meeting **BE ADJOURNED** at 12:52 p.m..

**CARRIED**

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Brenda Johnson  
Chair  
Niagara Peninsula Conservation Authority

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