

**FULL AUTHORITY  
ONLINE TELECONFERENCE  
MEETING MINUTES  
Thursday June 18, 2020  
9:00 A.M.**

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

**MEMBERS PRESENT:**

B. Johnson (Chair)  
S. Beattie  
R. Brady  
D. Bylsma (arrived 9:11 a.m.; departed 10:29 a.m.)  
B. Clark  
D. Coon-Petersen  
D. Cridland  
L. Feor  
R. Foster (departed 10:32 a.m.)  
J. Hellinga  
J. Ingrao  
K. Kawall  
B. Mackenzie  
J. Metcalfe  
W. Rapley (arrived 9:21 a.m.)  
R. Shirton (departed 10:27 a.m.)  
E. Smith  
B. Steele  
B. Wright

**MEMBERS ABSENT:**

D. Huson  
M. Woodhouse

**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 & Regulations  
M. Ferrusi, Manager, Human Resources  
L. Gagnon, Director, Corporate Services  
D. Mackenzie, Director, Watershed Management  
S. Miller, Senior Manager, Water Resources  
E. Navarro, Communications Specialist  
G. Shaule, Administrative Assistant  
G. Verkade, Senior Manager, Integrated Watershed Planning / Information Management

The Chair called the meeting to order at 9:01 a.m.

## 1. APPROVAL OF AGENDA

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Resolution No. FA-72-20

Moved by Board Member Beattie

Seconded by Board Member Brady

**THAT** the Full Authority Agenda dated June 18, 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 May 21, 2020

Resolution No. FA-73-20

Moved by Board Member Clark

Seconded by Board Member Coon-Peterson

**THAT** the Minutes of the Full Authority meeting dated May 21, 2020 **BE ADOPTED.**

**CARRIED**

## 4. CORRESPONDENCE

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- a) Correspondence from Conservation Ontario dated May 28, 2020 to Ministers of Finance, Infrastructure and Communities and Environment and Climate Change RE: Conservation Authorities – Implementation Agents for Stimulating a More Resilient, Sustainable and Green Canadian Economy

Resolution No. FA-74-20

Moved by Board Member Cridland

Seconded by Board Member Feor

**THAT** the correspondence from Conservation Ontario dated May 28, 2020 to Ministers of Finance, Infrastructure and Communities and Environment and Climate Change RE: Conservation Authorities – Implementation Agents for Stimulating a More Resilient, Sustainable and Green Canadian Economy **BE RECEIVED** and **DISTRIBUTED** to Federal Members of Parliament in the NPCA's jurisdiction for their support.

**CARRIED**

- b) Correspondence from AMO dated May 19, 2020 to the Minister of the Environment, Conservation and Parks RE: Conservation Authorities Next Steps.

Resolution No. FA-75-20

Moved by Board Member Foster

Seconded by Board Member Hellinga

**THAT** Correspondence from AMO dated May 19, 2020 to the Minister of the Environment, Conservation and Parks **BE RECEIVED** for information.

**CARRIED**

- c) Correspondence from Conservation Ontario dated June 3, 2020 to the Minister of the Environment, Conservation and Parks RE: Conservation Authorities Next Steps

Resolution No. FA-76-20

Moved by Board Member Foster

Seconded by Board Member Hellinga

**THAT** Correspondence from Conservation Ontario dated June 3, 2020 to the Minister of the Environment, Conservation and Parks **BE RECEIVED** for information.

**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-28-20 RE: Lakewood Beach Development – Board Update

Resolution No. FA-77-20

Moved by Board Member Ingrao

Seconded by Board Member Kawall

**THAT** Report No. FA-28-20 RE: Lakewood Beach Development - Board Update **BE RECEIVED**.

**CARRIED**

Resolution No. FA-78-20

Moved by Board Member Cridland

Seconded by Board Member Bylsma

**THAT** staff **EXPLORE** Lake Erie erosion and monitoring strategies and **BRING** a report back to the Board.

**CARRIED**

- b) Report No. FA-31-20 RE: COVID-19 – Financial Impact and Recovery Planning – YTD May 2020 - Member Foster requested financial projections best and worst case scenarios to year end. Member Mackenzie assumed chair for following vote.

Resolution No. FA-79-20

Moved by Board Member Bylsma

Seconded by Board Member Metcalfe

**THAT** Report No. FA-31-20 RE: Covid-19 – Financial Impact and Recovery Planning YTD– MAY-2020 **BE RECEIVED**.

**CARRIED**

- c) Report No. FA-33-20 RE: Acquisition of Land 5050 Harrison Road, Binbrook Conservation Area, City of Hamilton.

Resolution No. FA-80-20

Moved by Board Member Rapley

Seconded by Board Member Shirton

**THAT** Report No. FA-33-20 RE: Acquisition of Land at 5050 Harrison Road, Binbrook Conservation Area, City of Hamilton **BE RECEIVED** for information.

**CARRIED**

## 8. DISCUSSION ITEMS

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- a) Report No. FA-32-20 RE: 2020 Capital – Contract Award – Long Beach Comfort Station

Resolution No. FA-81-20

Moved by Board Member Steele

Seconded by Board Member Smith

1. **THAT** Report FA-32-20 RE: Capital Contract Award – Long Beach Comfort Station **BE RECEIVED** for information.
2. **THAT** capital contract award Purchase Requisition #087 issued to Duomax Development Ltd. in the amount of \$361,000 plus HST **BE APPROVED**.
3. **AND FURTHER THAT** staff **BE AUTHORIZED** to execute all necessary documents as appropriate.

**CARRIED**

## 9. COMMITTEE ITEMS

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Approval of the Minutes of the Governance Committee Meeting dated June 8, 2020

Resolution No. FA-82-20

Moved by Board Member Kawall

Seconded by Board Member Wright

**THAT** the minutes of the Governance Committee Meeting dated June 8, 2020 **BE RECEIVED**.

**CARRIED**

### 9.1 Items for Approval of the Board

- a) Report No. GC-02-20 RE: Governance Committee Terms of Reference and 2020 Work Plan

Resolution No. FA-83-20

Moved by Board Member Beattie

Seconded by Board Member Brady

1. **THAT** Report No. GC-02-20 RE: Governance Committee Terms of Reference and 2020 Work Plan **BE RECEIVED**.
2. **THAT** the proposed changes to the Governance Committee Terms of Reference attached as Appendix 1 to Report No. GC-02-20 **BE APPROVED**.
3. **THAT** the 2020 Governance Committee Annual Work Plan - 2020 attached as Appendix 2 to Report No. GC-02-20 **BE APPROVED**.
4. **THAT** the final Governance Committee Terms of Reference **BE APPENDED** to the updated NPCA Administrative By-Law to be presented for Board approval in 2020.
5. **AND FURTHER THAT** until the approval of the updated Administrative By-Law and associated Terms of Reference, the Governance Committee **CONTINUE** to conduct its business per existing Terms of Reference dated April 17, 2019.

**CARRIED**

b) Report No. GC-03-20 RE: Board Training

Resolution No. FA-84-20

Moved by Board Member Clark

Seconded by Board Member Coon-Petersen

1. **THAT** Report No. GC-03-2020 RE: Board Training- Member Feor requested that inclusivity and diversity training be incorporated into future training modules **BE RECEIVED**.
2. **AND THAT** the Chief Administrative Officer / Secretary-Treasurer **BE DIRECTED** to prioritize educational sessions for the Board of Directors in the following areas for 2020 and into 2021 as required:
  - Conflict of Interest,
  - Code of Conduct,
  - Floodplain Mapping,
  - Administrative By-Law,
  - The NPC Foundation and
  - Levy Training.

**CARRIED**

c) Report No. GC-04-20 RE: Per Diem and Honourarium Update

Resolution No. FA-85-20

Moved by Board Member Cridland

Seconded by Board Member Feor

1. **THAT** Report No. GC-04-20 RE: Per Diem and Honourarium Update **BE RECEIVED**.
2. **THAT** the proposed changes to the Per Diem and Honourarium section of the NPCA Administrative By-Law attached as Appendix 1 to Report No. GC-04-20 **BE APPROVED**.
3. **THAT** the information contained within Appendix 1 of Report No. GC-04-20 **BE INCLUDED** to the updated Administrative By-Law to be presented for Board approval in 2020.
4. **AND FURTHER THAT** the approved amendments to the Per Diem and Honourarium Update **BE FORWARDED** to the Full Authority Board for immediate adoption.

**CARRIED**

## 10. NOTICES OF MOTION

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- a) Motion of Reconsideration for Delegations at Electronic Meetings of the Board by Member Kawall (per Recommendation GC-24-20 from the Governance Committee Minutes dated June 8, 2020).

Resolution No. FA-86-20

Moved by Board Member Foster  
Seconded by Board Member Kawall

**THAT** provision number three of Resolution No. FA-38-20 with respect to written delegations only at online meetings of the Board **BE BROUGHT FORWARD** for reconsideration.

**CARRIED**

Resolution No. FA-38-20 (Clause No. 3)

Moved by Board Member Kawall  
Seconded by Board Member Smith

**THAT** in a Declared State of Emergency, unless under extenuating circumstances as otherwise determined by the Chair in consultation with the C.A.O. / Secretary -Treasurer, any and all Delegations to the Board **SHALL BE** only in the form of written submissions.

**DEFEATED**

Resolution No. FA-87-20

Moved by Board Member Kawall  
Seconded by Board Member Smith

**THAT** in a Declared State of Emergency when electronic meetings are convened, unless under extenuating circumstances as otherwise determined by the Chair in consultation with the C.A.O./ Secretary - Treasurer, any and all Delegations to the Board **SHALL BE** in the form of:

- a) written submission or
- b) written submission as well as presentation by video link.

**CARRIED**

## 11. NEW BUSINESS

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None.

## 12. CLOSED SESSION

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- a) Personal matters about an identifiable individual including NPCA employees.

Resolution No. FA-88-20

Moved by Board Member Cridland  
Seconded by Board Member Feor

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **CONVENE** in closed session at 10:40 a.m. in accordance with Section 11.1 of the NPCA Administrative By-law for the discussion on personal matters about identifiable individual(s), including NPCA employees.

**CARRIED**

Resolution No. FA-89-20  
Moved by Board Member Cridland  
Seconded by Board Member Feor

**THAT** the meeting **RECONVENE** in open session at 12:05 p.m..

**CARRIED**

### 13. ADJOURNMENT

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Resolution No. FA-90-20  
Moved by Board Member Cridland  
Seconded by Board Member Feor

**THAT** the Full Authority Meeting **BE ADJOURNED** at 12:06 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