



**FULL AUTHORITY  
ONLINE VIDEO CONFERENCE  
MEETING MINUTES  
Friday, March 25, 2022  
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*

**MEMBERS PRESENT:** R. Foster (Chair) (arrived at 9:31 a.m.)  
S. Beattie  
B. Clark  
D. Cridland  
L. Feor  
J. Hellinga  
D. Huson  
J. Ingraio  
B. Johnson  
K. Kawall  
J. Metcalfe  
W. Rapley  
R. Shirton  
E. Smith  
M. Woodhouse  
B. Wright

**MEMBERS ABSENT:** R. Brady  
B. Mackenzie  
B. Steele

**STAFF PRESENT:** C. Sharma, CAO / Secretary – Treasurer  
G. Bivol, Clerk  
A. Christie, Director, Land Operations  
J. Culp, Manager, Compliance and Enforcement  
D. Deluce, Senior Manager, Planning and Regulations  
M. Ferrusi, Manager, Human Resources  
L. Gagnon, Director, Corporate Services  
R. Hull, Manager, Strategic Business Planning and Public Relations  
L. Lee-Yates, Director, Watershed Management  
S. Mastroianni, Manager, Planning and Development  
S. Miller, Senior Manager, Water Resources  
A. Parks Manager, Planning Ecology  
G. Shaule, Administrative Assistant  
S. Shah, Administrative Assistant

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

**OTHERS PRESENT:** G. Ford, Executive Director, Niagara Coastal Community Collaborative  
K. Wianecki, Director of Practice, Planning Solutions Inc.

Vice Chair Metcalfe called the meeting to order at 9:05 a.m..

## 1. APPROVAL OF AGENDA

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Resolution No. FA-19-2022  
Moved by Member Huson  
Seconded by Member Ingrao

**THAT** agenda for the Full Authority Meeting agenda dated March 25, 2022 **BE APPROVED.**  
**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

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None declared.

## 3. APPROVAL OF MINUTES

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- a) Minutes of the Full Authority Meeting (AGM) dated February 18, 2022

Resolution No. FA-20-2022  
Moved by Member Woodhouse  
Seconded by Member Feor

**THAT** the minutes of the Full Authority Meeting (AGM) dated February 18, 2022 **BE APPROVED.**

**CARRIED**

Vice Chair Metcalfe called for presentations immediately following adoption of the minutes.

## 6. PRESENTATIONS

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- a) PowerPoint Presentation by Gregory Ford, Executive Director, Niagara Coastal Community Collaborative RE: 2021 GLLAF partnered VAST – Chair Foster joined the meeting at 9:31 a.m. and assumed the role of chair during the presentation which culminated in questions by the Board and the following motion.

Resolution No. FA-21-2022  
Moved by Member Huson  
Seconded by Member Smith

**THAT** the PowerPoint presentation by Gregory Ford, Executive Director, Niagara Coastal Community Collaborative RE: 2021 GLLAF partnered VAST **BE RECEIVED**.

**CARRIED**

- b) PowerPoint Presentation by Karen Wianecki, Director of Practice, Planning Solutions Inc. RE: Niagara Peninsula Conservation Authority Phase 1 Policy Document Review – Lengthy discussion ensued. Report FA-10-22 RE: Niagara Peninsula Conservation Authority Phase 1 Policy Document Review was brought forward to be addressed in conjunction with this presentation.

Resolution No. FA-22-2022  
Moved by Member Johnson  
Seconded by Member Kawall

**THAT** the PowerPoint Presentation by Karen Wianecki, Director of Practice, Planning Solutions Inc. RE: Niagara Peninsula Conservation Authority Phase 1 Policy Document Review **BE RECEIVED**.

**CARRIED**

9. a) Report No. FA-10-22 RE: Niagara Peninsula Conservation Authority Phase 1 Policy Document Review

Resolution No. FA-23-2022  
Moved by Member Johnson  
Seconded by Member Kawall

**WHEREAS** changes to Provincial legislation and plans, including amendments to the *Conservation Authorities Act* and the forthcoming Section 28 Regulation, and updates to the Upper-Tier and Single-Tier Municipal Official Plans have required staff to comprehensively review the “NPCA Policy Document: Policies for the Administration of Ontario Regulation 155/06 and the Planning Act” (May 1, 2020, office consolidation);

**AND WHEREAS** since the approval of the NPCA Policy document in 2018, the Niagara Peninsula Conservation Authority (NPCA) Board of Directors have declared a Climate Change Emergency, sent notice to the Province of Ontario to not remove any wetlands that have been designated as Provincially Significant (PSW), and provided renewed corporate direction through the new Strategic Plan 2021-2031;

**AND WHEREAS** on December 17, 2020, staff commenced the NPCA Policy Document update and Procedural Manual with authorization of the NPCA Board of Directors (FA- 66-20)

**AND WHEREAS** on April 16, 2021, staff provided an assessment (FA-24-21) in response to the Auditor General’s 2018 report – Recommendation 9 and made a commitment to further improve policies, procedures, and practices in regard to the NPCA planning and permitting role;

**AND WHEREAS** on December 17, 2021, the NPCA Board of Directors directed staff to propose amendments to NPCA policies to set a minimum 30 metre buffer for natural hazards, wetlands and watercourses, etc. and review the policy regarding exceptions with an update report back to the March 2022 meeting;

**THEREFORE, IT BE RESOLVED:**

1. **THAT** Report No. FA-10-22 RE: Niagara Peninsula Conservation Authority Phase 1 Policy Document Review with attached Appendix 1, "Niagara Peninsula Conservation Authority (NPCA) – Policy Document Update, Phase 1 Report", prepared by Planning Solutions Inc. **BE RECEIVED**.
2. **THAT** Interim to the final Procedural Manual being completed, the Toronto and Region Conservation Authority wetland water balance technical guidance documents (received by the NPCA Board on November 11, 2021) currently used as a best practice by NPCA staff to inform Policy 12.4.1 h), "other supporting studies, as required" **BE ADOPTED**.
3. **THAT** the Buffer Width Technical Analysis and Discussion Paper to inform policy development in Phase 2 **BE PREPARED**.
4. **THAT** Interim to the final Procedural Manual being completed, Section 28 Environmental Impact Study (EIS) Guideline **BE PREPARED** for approval by the Board of Directors.
5. **THAT** Interim to the final Procedural Manual being completed, an interim Wetlands Procedure Document **BE PREPARED** for approval by the Board of Directors.
6. **THAT** the Phase 2 Workplan to prepare an updated Policy Document and Procedural Manual by the end of 2022, as provided in the staff report **BE APPROVED**.
7. **THAT** the Phase 2 Workplan **BE GUIDED** by the Amendment Process identified in Policy 12.7.2.1 of the NPCA Policy Document.
8. **AND FURTHER THAT** Phase 2 workplan **BE GUIDED** under the Advice of the NPCA Governance Committee with regular updates to the Board of Directors until the Final Approval of the Policy Document and Procedural Manual.

**CARRIED**

#### 4. CHAIR'S UPDATE

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Chair Foster spoke on the passing of Lifetime NPCA member Dominic (Mickey) DiFruscio. Members requested that the C.A.O. or Chair seek follow-up on correspondence to from the Board to Niagara 2022 Canada Summer Games.

#### 5. CORRESPONDENCE

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- a) Correspondence dated March 11, 2022 from Conservation Ontario to Jessica Isaac, Environmental Policy Branch Ministry of Environment, Conservation, and Parks RE: Conservation Ontario's Comments on "Subwatershed Planning Guide" (ERO# 019-4978)
- b) i) Correspondence from Linda Manson dated March 14, 2022 RE: NPCA as a Weak Link in Niagara's Natural Environment System Policies – Lengthy discussion ensued.

- ii) Correspondence from David Deluce, NPCA Senior Manager, Planning and Regulations dated March 16, 2022 RE: Niagara Peninsula Conservation Authority (NPCA) Comments Consolidated Draft – New Niagara Official Plan – Member Huson requested that discussion be referred to the Governance Committee in respect of publicly posting NPCA comments on policy issues, ERO’s, environmental assessments, infrastructure projects and applications, etc..

Resolution No. FA-24-2022  
 Moved by Member Kawall  
 Seconded by Member Smith

**THAT** staff **BE DIRECTED** to present a report in July, 2022 to the Governance Committee on all development applications processed between January 1, 2019 and December 31, 2021, involving PSW buffers, identifying how many were approved with 30m buffers and how many with less than 30m buffers (and for those with less than 30m buffers providing the average buffer size and smallest approved buffer).

**DEFEATED**

<b>Recorded Vote:</b>	<b>Yea</b>	<b>Nay</b>
Stew Beattie		X
Brad Clark		X
Donna Cridland		X
Leah Feor		X
Rob Foster		X
Jack Hellinga	X	
Diana Huson		X
John Ingrao		X
Brenda Johnson		X
Ken Kawall	X	
John Metcalfe		X
Bill Rapley	X	
Rob Shirton		X
Ed Smith	X	
Mal Woodhouse		X
Brian Wright		X

Resolution No. FA-25-2022  
 Moved by Member Clark  
 Seconded by Member Shirton

**THAT** the following items **BE RECEIVED**:

- Correspondence dated March 11, 2022 from Conservation Ontario to Jessica Isaac, Environmental Policy Branch Ministry of Environment, Conservation, and Parks RE: Conservation Ontario’s Comments on “Subwatershed Planning Guide” (ERO# 019-4978);
- Correspondence from Linda Manson dated March 14, 2022 RE: NPCA as a Weak Link in Niagara’s Natural Environment System Policies; and
- Correspondence from David Deluce, NPCA Senior Manager, Planning and Regulations dated March 16, 2022 RE: Niagara Peninsula Conservation Authority (NPCA) Comments Consolidated Draft – New Niagara Official Plan.

**CARRIED**

## 7. DELEGATIONS

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None

## 8. CONSENT ITEMS

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- a) Report No. FA-05-22 RE: Human Resources – 2021 Update
- b) Report No. FA-06-22 RE: Marketing and Communications 2021 Year-End Summary
- c) Report No. FA-09-22 RE: Compliance and Enforcement 2021 Year-End Summary

Resolution No. FA-26-2022  
Moved by Member Ingrao  
Seconded by Member Smith

**THAT** the following reports **BE RECEIVED**:

- Report No. FA-05-22 RE: Human Resources – 2021 Update;
- Report No. FA-06-22 RE: Marketing and Communications 2021 Year-End Summary; and
- Report No. FA-09-22 RE: Compliance and Enforcement 2021 Year-End Summary.

**CARRIED**

## 9. DISCUSSION ITEMS

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- a) Report No. FA-10-22 RE: Niagara Peninsula Conservation Authority Phase 1 Policy Document Review – This item was addressed in conjunction with agenda item 6. b) the presentation by Karen Wianecki, Director of Practice, Planning Solutions Inc. RE: Niagara Peninsula Conservation Authority Phase 1 Policy Document Review.
- b) Report No. FA-04-22 RE: Wainfleet Bog Advisory Committee Membership Appointments

Resolution No. FA-27-2022  
Moved by Member Johnson  
Seconded by Member Metcalfe

1. **THAT** Report No. FA-04-22 RE: NPCA Wainfleet Bog Advisory Committee Member Appointments **BE RECEIVED**.
2. **THAT** the NPCA Board of Directors **APPOINTS** the individuals identified in the confidential Appendix 1 to the NPCA Wainfleet Bog Advisory Committee.
3. **THAT** Appendix 1 BE hereafter **DEEMED** a public document.
4. **AND FURTHER THAT** as per Wainfleet Bog Advisory Committee Terms of Reference, Board Member Jack Hellinga **BE APPOINTED** to the NPCA Wainfleet Bog Advisory Committee for the duration of their term on the NPCA Board.

**CARRIED**

- c) Report No. FA-07-22 RE: NPCA Climate Change Update

Resolution No. FA-28-2022

Moved by Member Huson

Seconded by Member Feor

1. **THAT** Report No. FA-07-22 RE: NPCA Climate Change Update **BE RECEIVED**.
2. **AND FURTHER THAT** staff **PROVIDE** annual updates to the Board of Directors on the progress of the NPCA's Climate Action Plan.

**CARRIED**

## 10. COMMITTEE ITEMS

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### 10.1 PUBLIC ADVISORY COMMITTEE

- a) Minutes of the Public Advisory Committee meeting dated February 24, 2022

Resolution No. FA-29-2022

Moved by Member Smith

Seconded by Member Rapley

**THAT** the minutes of the Public Advisory Committee meeting dated February 24, 2022 **BE RECEIVED**.

**CARRIED**

## 11. NOTICES OF MOTION

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None

## 12. MOTIONS

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- a) Motion to Appoint an Additional Member to the Governance Committee – Discussion ensued with Members Wright and Hellinga requesting invitations to future Governance Committee meetings.

Resolution No. FA-30-2022

Moved by Member Ingrao

Seconded by Member Woodhouse

**THAT** Board Members Brad Clark, Ken Kawall and Ed Smith **BE APPOINTED** to the Governance Committee for 2022.

**CARRIED**

### 13. NEW BUSINESS

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- a) C.A.O. Update Verbal – C.A.O. Sharma spoke about the NPCA’s plan for staff to return to the workplace, offices re-opening to the public and the transition to in-person/hybrid Board and Committee meetings.
- b) Niagara Peninsula Conservation Foundation Update – Chair Foster spoke on fundraising initiatives and a planned meet and greet noting that more information would follow.

### 14. CLOSED SESSION

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None

### 15. ADJOURNMENT

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By consensus, the meeting adjourned at 11:59 a.m..

**CARRIED**

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Robert Foster, Chair  
Niagara Peninsula Conservation Authority

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