

**FULL AUTHORITY  
ONLINE VIDEO CONFERENCE  
MEETING MINUTES**

**Friday, September 17, 2021  
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*

**MEMBERS PRESENT:** B. Johnson (Chair)  
S. Beattie  
B. Clark  
D. Coon-Petersen (arrived at 9:58 a.m.)  
D. Cridland  
R. Foster  
J. Hellinga  
D. Huson  
J. Ingrao (arrived at 9:35 a.m.)  
K. Kawall  
W. Rapley  
E. Smith  
B. Steele  
M. Woodhouse  
B. Wright

**MEMBERS ABSENT:** R. Brady  
L. Feor  
B. Mackenzie  
J. Metcalfe  
R. Shirton

**STAFF PRESENT:** C. Sharma, CAO / Secretary – Treasurer  
G. Bivol, Clerk  
A. Christie, Director, Operations  
J. Culp, Manager, Compliance and Enforcement  
D. Deluce, Senior Manager, Planning and Regulations  
M. Ferrusi, Manager, Human Resources  
L. Gagnon, Director, Corporate Services  
E. Gervais, Procurement Specialist  
S. Gillis, Restoration Project Lead  
R. Hull, Manager, Strategic Business Planning and Public Relations  
B. Lee, GIS Administrator  
L. Lee-Yates, Director, Watershed Management  
S. Miller, Senior Manager, Water Resources  
A. Powell, Manager, Conservation Area Services  
G. Shaule, Administrative Assistant  
G. Verkade, Senior Manager, Integrated Watershed Planning / Information Management

The Chair called the meeting to order at 9:31 a.m.. The Board was introduced to the Corporate Services Department staff and to Rebecca Hull, the new Manager, Strategic Business Planning and Public Relations.

## 1. APPROVAL OF AGENDA

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Resolution No. FA-148-2021

Moved by Member Beattie

Seconded by Member Clark

**THAT** agenda for the Full Authority Meeting dated September 17, 2021 **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 dated July 16, 2021

Resolution No. FA-149-2021

Moved by Member Cridland

Seconded by Member Foster

**THAT** the minutes of the Full Authority Meeting dated July 16, 2021 **BE APPROVED.**  
**CARRIED**

## 4. CORRESPONDENCE

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- a) Correspondence dated September 1, 2021 to the Niagara Peninsula Conservation Authority from Ann-Marie Norio, Regional Clerk, Regional Municipality of Niagara RE: Memorandum CAO 17-2021 COVID-19 Vaccination Policy Update

Resolution No. FA-150-2021

Moved by Member Hellinga

Seconded by Member Huson

**THAT** the correspondence dated September 1, 2021 to the Niagara Peninsula Conservation Authority from Ann-Marie Norio, Regional Clerk, Regional Municipality of Niagara RE: Memorandum CAO 17-2021 COVID-19 Vaccination Policy Update **BE RECEIVED.**

**CARRIED**

## 5. PRESENTATIONS

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None

## 6. DELEGATIONS

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None

## 7. CONSENT ITEMS

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None

## 8. DISCUSSION ITEMS

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- a) Report No. FA-53-21 RE: 2021 Ducks Unlimited Canada Wetland Restoration Partnership - Geoff Verkade, Senior Manager, Integrated Watershed Planning / Information Management and Steve Gillis, Restoration Project Lead presented.

Resolution No. FA-151-2021

Moved by Member Ingrao

Seconded by Member Kawall

1. **THAT** Report No. FA-53-21 RE: 2021 Ducks Unlimited Canada Wetland Restoration Partnership **BE RECEIVED**.
2. **AND FURTHER THAT** Staff **BE AUTHORIZED** to enter into a 2021 Memorandum of Agreement with Ducks Unlimited Canada.

**CARRIED**

- b) Report No. FA-54-21 RE: 2023 NPCA Wedding Facilities Rates - Alicia Powell, Manager, Conservation Area Services outlined the report.

Resolution No. FA-152-2021

Moved by Member Rapley

Seconded by Member Smith

1. **THAT** Report No. FA-54-21 RE: 2023 NPCA Wedding Facilities Rates **BE RECEIVED**.
2. **AND THAT** the Proposed 2023 Wedding Fee Schedule attached as Appendix 1 **BE APPROVED**.

**CARRIED**

- c) Report No. FA-55-21 RE: the Niagara Peninsula Aspiring Global Geopark MOU - Alicia Powell spoke to the report.

Resolution No. FA-153-2021

Moved by Member Steele

Seconded by Member Woodhouse

1. **THAT** Report No. FA-55-21 RE: Niagara Peninsula Aspiring Global Geopark (NPAGG) MOU **BE RECEIVED**.
2. **AND THAT** the Memorandum of Understanding between Niagara Peninsula Aspiring Global Geopark and NPCA **BE APPROVED**.

**CARRIED**

- d) Report No. FA-56-21 RE: COVID-19 Vaccination Policy - Misti Ferrusi, Manager Human Resources provided a summary of the report.

Resolution No. FA-154-2021

Moved by Member Wright  
Seconded by Member Beattie

1. **THAT** Report No. FA-56-21 RE: COVID-19 Vaccination Policy **BE RECEIVED**.
2. **THAT** staff **BE DIRECTED** to develop a COVID-19 Vaccination Policy applicable to NPCA Staff, Volunteers, Students, and members of NPCA Board and Committees who may attend in-person meeting and events on NPCA facilities.
3. **THAT** the Policy **BE REVIEWED** and **APPROVED** by the Governance Committee at their Meeting on September 23, 2021 and **IMPLEMENTED** immediately thereafter.
4. **AND FURTHER THAT** Policies and Procedures for NPCA meeting and event facilities for all indoor events and non-essential activities **BE DEVELOPED** and **IMPLEMENTED** prior to September 22, 2021 as per the Provincial deadline.

**CARRIED**

## 9. COMMITTEE ITEMS

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### 9.1 STRATEGIC PLANNING COMMITTEE

#### 9.1.1 Minutes of the Strategic Planning Committee Meeting dated July 16, 2021

Resolution No. FA-155-2021

Moved by Member Clark  
Seconded by Member Cridland

**THAT** the minutes of the Strategic Planning Committee Meeting dated July 16, 2021 **BE RECEIVED**.

**CARRIED**

### 9.2 FINANCE COMMITTEE

#### 9.2.1 Minutes of the Finance Committee Meeting dated July 28, 2021

Resolution No. FA-156-2021

Moved by Member Foster  
Seconded by Member Hellinga

**THAT** the minutes of the Finance Committee Meeting dated July 28, 2021 **BE RECEIVED**.

**CARRIED**

#### 9.2.2 Report No. FA-48-21 RE: Financial Report – Q2 – 2021 - Lise Gagnon, Director of Corporate Services provided a summary.

Resolution No. FA-157-2021 Chandra Sharma, Chief Administrative Officer

Moved by Member Huson  
Seconded by Member Ingraio

**THAT** Report No. FA-48-21 RE: Financial Report – Q2 - 2021 **BE RECEIVED**.

**CARRIED**

9.2.3 Report No. FA-49-21 RE: 2022 Operating and Capital Budget Assumptions - Ms. Gagnon Director, Corporate Services addressed questions.

Resolution No. FA-158-2021

Moved by Member Kawall

Seconded by Member Rapley

1. **THAT** Report No. FA-49-21 RE: 2022 Operating and Capital Budget Assumptions **BE RECEIVED**.
2. **THAT** the recommended budget assumptions for the 2022 Operating and Capital Budgets within Report No. FA-49-21 **BE APPROVED** for use in the development of the 2022 budget.
3. **THAT** a list of current known unfunded priorities **BE PREPARED** for the Board's consideration in conjunction with 2022 budgets.
4. **AND FURTHER THAT** Staff **BE DIRECTED** to submit the Preliminary 2022 Budget to the funding municipalities in accordance with their guidelines and schedules.

**CARRIED**

9.2.4 Report No. FA-50-21 RE: Banking Policy

Resolution No. FA-159-2021

Moved by Member Smith

Seconded by Member Steele

1. **THAT** Report No. FA-50-21 RE: Banking Policy **BE RECEIVED**.
2. **AND THAT** the Banking Policy attached as Appendix 1 **BE APPROVED**.

**CARRIED**

9.2.5 Report No. FA-51-21 RE: Investment Policy – Ms. Gagnon, Director of Corporate Services presented.

Resolution No. FA-160-2021

Moved by Member Woodhouse

Seconded by Member Wright

1. **THAT** Report No. FA-51-21 RE: Investment Policy **BE RECEIVED**.
2. **AND THAT** the Investment Policy attached as Appendix 1 **BE APPROVED**.

**CARRIED**

9.2.6 Report No. FA-52-21 RE: Contract Award Update - Montague Construction Ltd. Binbrook Septic - Adam Christie, Director of Operations provided a summary.

Resolution No. FA-161 -2021

Moved by Member Coon Peterson

Seconded by Member Cridland

**THAT** Report FA-52-21 RE: Contract Award Update – Montague Construction Ltd. – Binbrook Septic **BE RECEIVED**.

**CARRIED**

## 10. NOTICES OF MOTION

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None

## 11. MOTIONS

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None

## 12. NEW BUSINESS

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- a) Niagara Peninsula Conservation Foundation Update – Member Foster advised of the recent and pending changes in staff and Foundation Board membership. He also highlighted a fundraising event with Bench Brewery.

Resolution No. FA-162-2021

Moved by Member Coon-Petersen

Seconded by Member Cridland

**THAT** the verbal update on the Niagara Peninsula Conservation Foundation from Member Foster **BE RECEIVED**.

**CARRIED**

- b) C.A.O. Updates – Verbal – Chandra Sharma, Chief Administrative Officer updated members on the Strategic Plan, return to work guidelines, the launch of the new financial system internally and issues involving the Wainfleet Bog and the upcoming Thanksgiving Festival Alicia Powell also spoke of the Thanksgiving Festival. Members posed questions.

Resolution No. FA-163-2021

Moved by Member Foster

Seconded by Member Hellinga

**THAT** the verbal update from Chandra Sharma, Chief Administrative Officer **BE RECEIVED**.

**CARRIED**

## 13. CLOSED SESSION

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- a) Litigation or Potential Litigation - Verbal Update on Enforcement and Compliance

Resolution No. FA-164-2021

Moved by Member Huson

Seconded by Member Ingraio

**THAT** the NPCA Board of Directors **CONVENE** in closed session at 10:27 a.m. in accordance with Section 10.1 c) of the Administrative Bylaw for a verbal update on litigation or potential litigation relating to enforcement and compliance issues, specifically planning and permitting along the lake shore in Wainfleet and in the area of Sulphur Springs Road.

Resolution No. FA-165-2021

Moved by Member Wright

Seconded by Member Steele

**THAT** the Board of Directors Meeting **RECONVENE** in open session at 11:27 a.m..

**CARRIED**

## 14. ADJOURNMENT

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Resolution No. FA-166-2021

Moved by Member Wright

Seconded by Member Steele

**THAT** the Full Authority Meeting **BE ADJOURNED** at 11:28 a.m..

**CARRIED**

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Brenda Johnson, Chair  
Niagara Peninsula Conservation Authority

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