

**GOVERNANCE COMMITTEE MEETING
ON-LINE VIDEO CONFERENCE
AND IN-PERSON MEETING**

**Niagara Peninsula Conservation Authority
Main Office Boardroom
250 Thorold Road, Welland, ON**

**Friday, October 14, 2022
9:30 a.m.**

A G E N D A

1. APPROVAL OF AGENDA

2. DECLARATIONS OF CONFLICT OF INTEREST

3. APPROVAL OF THE MINUTES

- a) Minutes of the Governance Committee Meeting dated September 15, 2022 (For Approval)

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4. CORRESPONDENCE

5. PRESENTATIONS

- a) PowerPoint Presentation by Karen Wianecki, Director of Practice, Planning Solutions Inc. and Leilani Lee-Yates, NPCA Director, Watershed Management, RE: NPCA Policy Document Review and Procedural Manual Phase 2 Project – Engagement Summary Report and Policy and Procedural Manual Direction (For Receipt – To be provided under separate cover - This item is in conjunction with Agenda Item 7. a) Report No. GC-11-22 RE: NPCA Policy Document Review and Procedural Manual Phase 2 Project – Engagement Summary Report and Policy and Procedural Manual Direction)

6. DELEGATIONS

7. CONSENT ITEMS

- a) Report No. GC-11-22 RE: NPCA Policy Document Review and Procedural Manual Phase 2 Project – Engagement Summary Report and Policy and Procedural Manual Direction (For Receipt – To be provided under separate cover)
- b) Report No. GC-12-22 RE: Electronic Monitoring Policy (For Receipt)

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8. DISCUSSION ITEMS

9. NEW BUSINESS

10. ADJOURNMENT



**GOVERNANCE COMMITTEE
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MEETING MINUTES**

**Niagara Peninsula Conservation Authority
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250 Thorold Road, Welland, ON**

**Thursday, September 15, 2022
9:30 a.m.**

-
- MEMBERS PRESENT:** J. Ingrao, Chair
R. Brady
R. Foster
K. Kawall
E. Smith
M. Woodhouse (arrived 9:54 a.m.)
- MEMBERS ABSENT:** B. Clark
B. Johnson
B. Mackenzie
- STAFF PRESENT:** C. Sharma, Chief Administrative Officer / Secretary - Treasurer
G. Bivol, Clerk
D. Deluce, Senior Manager, Planning and Development
M. Ferrusi, Manager, People and Performance
L. Lee-Yates, Director, Watershed
- ALSO PRESENT:** J. Hellinga, NPCA Board Member

Chair Ingrao called the meeting to order at 9:30 a.m..

1. APPROVAL OF AGENDA

Recommendation No. GC-25-2022
Moved by Member Smith
Seconded by Member Kawall

THAT the Governance Committee agenda dated Thursday, September 15, 2022 **BE APPROVED** as presented.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

3. APPROVAL OF THE MINUTES

- a) Minutes of the NPCA Governance Committee meeting dated June 30, 2022

Recommendation No. GC-26-2022

Moved by Member Brady

Seconded by Member Smith

THAT the minutes of the meeting of the NPCA Governance Committee dated June 30, 2022
BE ADOPTED.

CARRIED

4. CORRESPONDENCE

None.

5. PRESENTATIONS

None.

6. DELEGATIONS

None.

7. CONSENT ITEMS

- a) Report No. GC-10-22 RE: NPCA Policy Document Review and Procedural Manual Phase 2 Project – Engagement Update – Leilani Lee-Yates, Director, Watershed presented. Members posed questions with respect to participation and attendance tools. Discussion ensued and staff indicated that engagement statistics would be presented to the Board.

Recommendation No. GC-27-2022

Moved by Member Kawall

Seconded by Member Brady

THAT Report No. GC-10-22 RE: NPCA Policy Document Review and Procedural Manual Phase 2 Project – Engagement Update **BE RECEIVED.**

CARRIED

8. DISCUSSION ITEMS

- a) Verbal Update on Indigenous and Diversity Training – Misti Ferrusi, Manager People and Performance spoke to the issue indicating anticipated timing and participation in forthcoming training. Members posed questions.

9. NEW BUSINESS

- a) Administrative By-Law - Board Chair Foster drew attention to the need for future updates to the NPCA Administrative By-law to reflect changes in legislation.
- b) Chief Administrative Officer Compensation Process – Member Kawall brought forward questions with respect to the process employed by the Board to provide for the review of the Chief Administrative Officer’s compensation. Discussion ensued.

10. ADJOURNMENT

Recommendation No. GC-28-2022

Moved by Member Brady

Seconded by Member Woodhouse

THAT the Governance Committee meeting **BE** hereby **ADJOURNED** at 10:07 a.m..

CARRIED

John Ingrao,
Committee Chair

Chandra Sharma, MCIP, RPP
Chief Administrative Officer /
Secretary - Treasurer

Report To: Governance Committee

Subject: Electronic Monitoring Policy

Report No: GC-12-22

Date: October 14, 2022

Recommendation:

THAT Report No. GC-12-22 RE: Electronic Monitoring Policy **BE RECEIVED.**

Purpose:

To inform the Governance Committee of the NPCA's electronic monitoring policy, applying to all employees, volunteers, students and board members in accordance with legislative requirements.

Background:

On April 11, 2022, Bill 88: Working for Workers Act, 2022 <https://www.ola.org/en/legislative-business/bills/parliament-42/session-2/bill-88#BK5> received Royal Assent. One aspect of this bill is the requirement for organizations to ensure a written policy is in place for all employees with respect to electronic monitoring of employees. In compliance, the NPCA has prepared the Electronic Monitoring Policy, attached as Appendix 1, that applies to all staff as well as NPCA board members.

Financial Implications:

There are no financial implications to this report.

Links to Policy/Strategic Plan:

The Electronic Monitoring Policy links to Strategic Goal 5.2 – Improve internal operations and processes, under the pillar of Organizational Excellence.

Related Reports and Appendices:

Appendix 1: Electronic Monitoring Policy

Authored by:

Original signed by:

Misti Ferrusi, CHRL
Manager, Human Resources

Submitted by:

Original signed by:

Chandra Sharma, MCIP, RPP
Chief Administrative Officer/Secretary-Treasurer



Policy Manual

Electronic Monitoring Policy		number	
Developed by:	Corporate Administration		
Policy Applies To:	All Employees/Board and Committee Members/Volunteers/Students		
Date Created:	2022-09-20	Approved By:	
Version #:	2022-01	Last Review Date:	October 2022

1.0 **PURPOSE STATEMENT**

The NPCA has electronic monitoring practices in place for employees, board/committee members, volunteers and students. As the Niagara Peninsula Conservation Authority (NPCA) values trust, discretion, and transparency, this policy is intended to provide transparency about the means and circumstances which may be used to electronically monitor staff.

2.0 **SCOPE**

The Electronic Monitoring Policy applies to employees, assignment employees, students, volunteers, Board and Committee members.

3.0 **DEFINITION**

Electronic monitoring is the use of electronic means to observe, record, track, or collect data on employees, where such information may be accessed and/or reviewed by the employer or someone acting on the employer's behalf.

4.0 **PURPOSE / USE**

The purpose of electronic monitoring is to ensure the protection and safety of the NPCA staff, property and assets, however information collected may also be used to improve organizational productivity, efficiency, assess performance, and/or to ensure the appropriate use of equipment.

5.0 **METHODS**

Methods of electronic monitoring include but are not limited to:

- Surveillance camera systems;
- Access codes/door passes;
- Phone and voicemail systems including corporate cell phones;
- GPS tracking;
- Software, information technology infrastructure or systems that are otherwise capable of tracking employee activities including email, internet use and/or chat systems in line with the NPCA Email and Internet use policy.

6.0 POSTING, NOTICE, RETENTION

The NPCA shall provide a copy of this Policy to each employee within 30 calendar days of implementation. Should any changes be made to the Policy after its implementation, the NPCA shall provide each employee a copy of the revised Policy within 30 days of the changes being made.

The NPCA shall provide a copy of this Policy to all new employees upon onboarding and within 30 calendar days of the employee commencing employment with the NPCA.

The NPCA shall retain a copy of this and any revised version of this Policy for three years after it ceases to be in effect