



**GOVERNANCE COMMITTEE
ONLINE VIDEO CONFERENCE
AND IN-PERSON
MEETING MINUTES**

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

**Thursday, June 30, 2022
9:30 a.m.**

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- MEMBERS PRESENT:** J. Ingrao, Chair
R. Brady
B. Clark (departed at 11:00 a.m.)
R. Foster
K. Kawall
E. Smith
M. Woodhouse
- MEMBERS ABSENT:** B. Johnson
B. Mackenzie
- STAFF PRESENT:** C. Sharma, Chief Administrative Officer / Secretary - Treasurer
G. Bivol, Clerk
D. Deluce, Senior Manager, Planning and Development
L. Gagnon, Director, Corporate Services
J. Culp, Manager, Compliance and Enforcement
L. Lee-Yates, Director, Watershed
G. Shaule, Administrative Assistant
- ALSO PRESENT:** J. Hellinga, NPCA Board Member
S. Spitale, North-South Environmental Inc. (attended at 10:50 a.m.)
K. Wiancki, Planning Solutions Inc. (attended at 10:50 a.m.)

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

1. APPROVAL OF AGENDA

Recommendation No. GC-18-2022

Moved by Member Kawall

Seconded by Member Smith

THAT the Governance Committee agenda dated Thursday, June 30, 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 May 12, 2022

Recommendation No. GC-19-2022

Moved by Member Woodhouse

Seconded by Member Kawall

THAT the minutes of the meeting of the NPCA Governance Committee dated May 12, 2022 **BE ADOPTED.**

CARRIED

4. CORRESPONDENCE

None.

5. PRESENTATIONS

- a) PowerPoint Presentation by Jason Culp, Manager, Compliance and Enforcement RE: NPCA Section 28 Compliance and Enforcement Procedural Manual - This presentation was related to agenda item 8. a) Report No. GC-08-22 RE: NPCA Section 28 Compliance and Enforcement Procedural Manual. Mr. Culp presented. Members emphasized customer service and the need to provide public updates and re-assurance that enforcement concerns were being addressed. Maintaining confidentiality during investigations and understanding how much information could be disclosed to the public were discussed.

Recommendation No. GC-20-2022

Moved by Member Kawall

Seconded by Member Woodhouse

THAT the PowerPoint presentation by Jason Culp, Manager, Compliance and Enforcement RE: NPCA Section 28 Compliance and Enforcement Procedural Manual **BE RECEIVED.**

CARRIED

6. DELEGATIONS

None.

7. CONSENT ITEMS

None.

8. DISCUSSION ITEMS

- a) Report No. GC-08-22 RE: NPCA Section 28 Compliance and Enforcement Procedural Manual – Members discussed the need for directive language in the Procedural Manual to ensure clarity on who can attend site investigations and the discretion of the Officer to leave the site, the general safety of Officers and the importance of amicably resolving enforcement matters.

Recommendation No. GC-21-2022

Moved by Member Brady

Seconded by Member Kawall

1. **THAT** Report No. GC-08-22 RE: NPCA Section 28 Compliance and Enforcement Procedural Manual and Appendix 1 **BE RECEIVED**.
2. **THAT** Report No. GC-08-22 RE: NPCA Section 28 Compliance and Enforcement Procedural Manual including Appendix 1 **BE ENDORSED** with further consideration to address the concerns and recommendations expressed by the Governance Committee.
3. **AND THAT** staff **REPORT** to the Board of Directors for final approval of the NPCA Section 28 Compliance and Enforcement Procedural Manual.

CARRIED

- b) Report No. GC-09-22 RE: Single Source Contracts for the NPCA Policy Document Review and Procedural Manual Phase 2 Project – Leilani Lee-Yates, Director Watershed Management spoke to the report.

Recommendation No. GC-22-2022

Moved by Member Smith

Seconded by Member Woodhouse

1. **THAT** Report No. GC-09-22 RE: Single Source Contracts for the NPCA Policy Document Review and Procedural Manual Phase 2 Project **BE RECEIVED**.
2. **THAT** a capital contract award to Planning Solutions Inc. in the amount of \$68,000 (plus non-recoverable HST) **BE APPROVED**.
3. **THAT** a contingency of 10% or \$6,800 **BE ALLOCATED** to address any unforeseen costs associated with the Planning Solutions Inc. contract during the project implementation process.
4. **THAT** a capital contract award to North-South Environmental Inc. in the amount of \$62,983 (plus non-recoverable HST) **BE APPROVED**.
5. **AND THAT** a contingency of 10% or \$6,298.30 **BE ALLOCATED** to address any unforeseen costs associated with the North-South Environmental Inc. contract during the project implementation process.

CARRIED

- c) Discussion on Niagara Peninsula Conservation Authority Policy Review and Procedural Manual Phase 2 Project: Themes and Key Questions – The workshop was presented by Karen Wianeckī, Planning Solutions Inc., Sal Spitale, North-South Environmental Inc., Leilani Lee-Yates, Director, Watershed Management and David Deluce, Senior Manager, Planning and Regulations. Members posed questions and discussion ensued.

Recommendation No. GC-23-2022

Moved by Member Smith

Seconded by Member Kawall

THAT the PowerPoint and presentation materials RE: Niagara Peninsula Conservation Authority Policy Review and Procedural Manual Phase 2 Project: Themes and Key Questions **BE RECEIVED**.

CARRIED

9. NEW BUSINESS

- a) Verbal Discussion RE: Training Needs for the Remainder of the Term – Discussion was heard in respect of indigenous engagement and the need for diversity, equity and inclusiveness training.

10. ADJOURNMENT

Recommendation No. GC-24-2022

Moved by Member Kawall

Seconded by Member Brady

THAT the Governance Committee meeting **BE** hereby **ADJOURNED** at 11:55 a.m..

CARRIED

John Ingrao,
Committee Chair

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