

Board of Directors Meeting
February 16, 2024, 9 a.m.
Ball's Falls Centre for Conservation
3292 Sixth Avenue, Jordan, ON
AGENDA

CALL TO ORDER – ROLL CALL

The Niagara Peninsula watershed is situated within the traditional territory of the Haudenosaunee, Attiwonderonk (Neutral), and the Anishinaabeg, including the Mississaugas of the Credit—many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties (No. 3, 4, and 381) and is within the land protected by the Dish with One Spoon Wampum agreement. Today, the watershed is home to many First Nations, Métis, and Inuit peoples. Through the 2021-2031 Strategic Plan, we re-confirm our commitment to shared stewardship of natural resources and deep appreciation of Indigenous culture and history in the watershed.

1. APPROVAL OF AGENDA

2. DECLARATIONS OF CONFLICT OF INTEREST

3. APPROVAL OF MINUTES

3.1. Minutes of the Full Authority Meeting dated, December 15, 2023 (For Approval)

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4. CHAIR'S UPDATE

5. CORRESPONDENCE

5.1. Correspondence from Niagara Region dated January 30, 2024 RE: Recommendation Report – Approval of Official Plan Amendment and Approval of Local Official Plan Amendment, Port Colborn Quarries Pit 3 Extension

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5.2. Correspondence from the Town of Niagara-on-the-Lake dated February 8, 2024 RE: Notice of Decision for an Official Plan Amendment, Zoning By-Law Amendment and Draft Plan of Subdivision regarding Tawny Ridge Estates (Phase 1)

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5.3. Correspondence from the Town of Niagara-on-the-Lake dated February 8, 2024: Notice of Decision for an Official Plan Amendment, Zoning By-Law Amendment and Draft Plan of Subdivision regarding Tawny Ridge Estates (Phase 2)

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6. PRESENTATIONS

7. DELEGATIONS

8. CONSENT ITEMS

8.1. Report No. FA-04-24 RE: Human Resources & Health & Safety - 2023 Update (For Receipt)

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8.2. Report No. FA-02-24 RE: Final Progress Report Required for Conservation Authorities Act Amendments - Transition Plan and Agreements – O. Reg. 687/21 (For Receipt)

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9. DISCUSSION ITEMS

9.1. Report No. FA-01-24 RE: Third Party Fundraiser Event at Ball's Falls (For Approval)

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9.2. Report No. FA-03-24 RE: Solar Eclipse Planning (For Approval)

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9.3. Report No. FA-05-24 RE: Completed Acquisition – Lathrop Parcel, Town of Pelham (For Approval)

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9.4. Report No. FA-07-24 RE: NPCA Annual General Meeting 2024 (For Approval)

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10. COMMITTEE REPORTS

11. MOTIONS

12. NOTICES OF MOTION

13. NEW BUSINESS

13.1. Verbal update RE: Niagara Peninsula Conservation Foundation

14. CLOSED SESSION

14.1. A proposed or pending acquisition or disposition of land by the NPCA (Confidential Report No. FA-06-24 RE: Pending Acquisitions Update - will be circulated under separate cover.)

14.2. Litigation or potential litigation - Enforcement and Compliance Matters

14.3. Litigation or potential litigation – Planning and Development Matters

15. ADJOURNMENT

Board of Directors Meeting

December 15, 2023, 9 a.m.

Ball's Falls Centre for Conservation

3292 Sixth Avenue, Jordan, ON

MINUTES

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*

CALL TO ORDER – ROLL CALL

Chair Foster called the meeting to order at 9:12 a.m.

MEMBERS PRESENT:

- R. Foster (Chair)
- S. Beattie
- D. Huson
- J. Metcalfe
- M. Seaborn
- M. Tadeson

REGRETS:

- B. Clark
- D. Cridland
- B. Grant
- P. O'Neill

OTHERS:

STAFF PRESENT:

- C. Sharma, CAO / Secretary – Treasurer
- E. Baldin, Manager Land Planning
- A. Christie, Director, Conservation Areas
- J. Culp, Manager, Compliance & Enforcement
- M. Ferrusi, Human Resources
- E. Gervais, Manager Corporate Support Services
- L. Lee-Yates, Director, Planning and Development
- S. Miller, Senior Manager, Infrastructure Engineering & Asset Management
- S. Pfeiffer, NPCF, Development and Investor Relations Officer
- A. Powell, Manager Conservation Areas
- T. Proks, Source Water Protection & Hydrogeology Specialist
- G. Shaule, Administrative Assistant
- L. Lee-Yates, Director, Planning & Development

CALL TO ORDER – ROLL CALL

1. APPROVAL OF AGENDA

Resolution No. FA-121-2023

Moved by John Metcalfe

Seconded by Mark Tadeson

THAT the Agenda, as amended with the addition of Item 5.4: Correspondence dated December 13, 2023 from the Ministry of Natural Resources and Forestry RE: Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees **BE APPROVED**.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations.

3. APPROVAL OF MINUTES

Resolution No. FA-122-2023

Moved by Stew Beattie

Seconded by Diana Huson

THAT the Minutes from the

3.1. Full Authority Meeting dated, November 17, 2023, and

3.2. Closed Session of the Full Authority Meeting dated November 17, 2023

BE APPROVED

CARRIED

4. CHAIR'S UPDATE

- MOU has been signed with Conservation Ontario and Great Lakes and St. Lawrence RE: Great Lakes Watershed Initiatives.
- 2024 NPCA Budget was approved at Niagara Region.
- Dumping of aggregate and illegal fill in Lincoln is being reviewed by NPCA and Town staff.
- NPCA CAO Evaluation is under review and to be conducted at February 2024 NPCA Full Authority Board meeting.

5. CORRESPONDENCE

5.1 Correspondence dated November 17, 2023, from The Corporation of the County of Prince Edward RE: Motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities.

Thomas Proks, Source Water Protection and Hydrogeology Specialist spoke to this report. Questions were posed. Discussion ensued.

5.2 Correspondence dated December 4, 2023, from Niagara Escarpment Biosphere Network RE: Niagara Escarpment Biosphere Request for Support.

5.3 Correspondence Dated November 30, 2023, from Conservation Ontario to the provincial government on two Environmental Registry proposals, RE:

- Proposed regulatory amendments to encourage greater reuse of excess soil; and
- Proposed amendments to the Niagara Escarpment Planning and Development Act.

5.4 Correspondence dated December 13, 2023, from Ministry of Natural Resources and Forestry RE: Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees.

Resolution No. FA-123-2023

Moved by John Metcalfe

Seconded by Michelle Seaborn

THAT the correspondence distributed for the meeting held December 15, 2023 **BE RECEIVED**, including:

- Correspondence from the Corporation of the County of Prince Edward dated November 17, 2023;
- Correspondence from Niagara Escarpment Biosphere Network dated December 4, 2023;
- Correspondence from Conservation Ontario dated November 30, 2023; and
- Correspondence from the Ministry of Natural Resources and Forestry dated December 13, 2023.

CARRIED

6. PRESENTATIONS

None.

7. DELEGATIONS

None.

8. CONSENT ITEMS

None.

9. DISCUSSION ITEMS

9.1 Report No. FA-52-23 RE: Conservation Areas Infrastructure Update.

Adam Christie, Director Conservation Areas, provided comments to this report. Questions were posed. Discussion ensued.

THAT Report No. FA-52-23 RE: Conservation Areas Infrastructure Update **BE RECEIVED**:

THAT staff **CONTINUE** to seek community input in regard to the proposed 6-month pilot at St. Johns Conservation Area and that a report be brought back with staff recommendations in October 2024;

AND FURTHER THAT the Board **APPROVE** a formal opening of the Rockway Conservation Area formal entrance in the Spring of 2024.

AMENDMENT – Report No. FA-52-23 RE: Conservation Areas Infrastructure Update.

Resolution No. FA-124-2023

Moved by Diana Huson

Seconded by John Metcalfe

THAT Report No. FA-52-23 RE: Conservation Areas Infrastructure Update **BE RECEIVED**;

AND THAT paid parking at St. John's Conservation Area is not further explored or implemented for the current term of the Board;

AND FURTHER THAT the Board **APPROVE** a formal opening of the Rockway Conservation Area formal entrance in the Spring of 2024.

CARRIED

9.2 Report No. FA-51-23 RE: 2024 Full Authority Board Meeting Dates

Resolution No. FA-125-2023

Moved by Michelle Seaborn

Seconded by Mark Tadeson

THAT Report No. FA-51-23 RE: Board of Directors' 2024 Meeting Schedule **BE RECEIVED**;

AND THAT Appendices 1 and 2 to Report No. FA-51-23 RE: Board of Directors' 2024 Meeting Schedule **BE APPROVED**;

AND THAT the meeting schedule **BE MADE** available on the NPCA website and **PROVIDED** to the participating and local area municipalities.

CARRIED

9.3 Report No. FA-53-23 RE: Niagara Escarpment Biosphere Request for Support.

Chandra Sharma, NPCA CAO/ Secretary Treasurer spoke to this report.

Resolution No. FA-126-2023

Moved by John Metcalfe

Seconded by Diana Huson

THAT Resolution to support Niagara Escarpment Biosphere Network **BE APPROVED** as presented in Report No. FA-53-23;

WHEREAS the Niagara Escarpment, from Queenston in the south to Tobermory in the north, has been recognized by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as a World Biosphere since 1990;

AND WHEREAS the Niagara Escarpment Biosphere (NEB) provides a range of very positive returns to Ontarians, including but not limited to promoting biodiversity of both flora and fauna, open landscape, productive agriculture and agri-tourism, traditional Indigenous knowledge and cultural history, eco-system services, a living laboratory for learning, carbon sequestration, climate change mitigation and adaptation;

AND WHEREAS oversight of the NEB has successfully transitioned from the Ontario governmental agency, the Niagara Escarpment Commission to a citizen-centred, not-for-profit organization, the Niagara Escarpment Biosphere Network (NEBN);

AND WHEREAS the NEBN has been established as a Co-Leadership model between Indigenous and Non-indigenous leaders, with a key objective of establishing the future direction of the NEBN as a model of delivering on the worthy goals of Canada's Truth and Reconciliation Commission as well as a demonstrated commitment to the United Nation's Declaration on the Rights of Indigenous Peoples;

AND WHEREAS the NEBN has made and continues to demonstrate its commitment to partner engagement and collaboration across many sectors and interests, including municipal, environmental, tourism, educational, youth, economic, research, and more;

AND WHEREAS the NEBN is seeking continuation of the official UNESCO Biosphere designation for the NEB, with the support of those who call the NEB home for work, play and study;

AND WHEREAS the Niagara Peninsula Conservation Authority reaffirms our commitment through our 10-year Strategic Plan to undertake work that supports the UNESCO Biosphere designation for the Niagara Escarpment;

THEREFORE, BE IT RESOLVED THAT the Niagara Peninsula Conservation Authority supports the continuation of the UNESCO Biosphere designation for the Niagara Escarpment and for the oversight model that has been established through the NEBN.

CARRIED

10. COMMITTEE REPORTS

10.1 PAC Committee Minutes dated November 30, 2023

Resolution No. FA-127-2023

Moved by Stew Beattie

Seconded by Michelle Seaborn

THAT the PAC Committee Minutes dated November 30, 2023 **BE RECEIVED**.

CARRIED

11. MOTIONS

None.

12. NOTICES OF MOTION

None.

13. NEW BUSINESS

13.1 Verbal update RE: Nagara Peninsula Conservation Foundation

- Director's Challenge continues to support NPCF
- Upcoming Winter Solstice Concert to be hosted on December 20, 2023
- Interview conducted on "Your TV"
- New Member of Hamilton Chamber of Commerce
- Promotional video created with Niagara College

Sustainability discussions surrounding options for renting a tree for the holidays that can later be planted.

14. CLOSED SESSION

None.

15. ADJOURNMENT

The Full Authority Board Meeting on December 15, 2023 **BE ADJOURNED** at 10:09 a.m.

January 30, 2024

CL 2-2024, January 25, 2024

PEDC 1-2024, January 10, 2024

PDS 2-2024, January 10, 2024

City of Port Colborne

Niagara Peninsula Conservation Authority

SENT ELECTRONICALLY

Recommendation Report - Approval of Regional Official Plan Amendment and Approval of Local Official Plan Amendment, Port Colborne Quarries Pit 3 Extension

PDS 2-2024

Regional Council, at its meeting held on January 25, 2024, passed the following recommendation of its Planning and Economic Development Committee:

That Report PDS 2-2024, dated January 10, 2024, respecting Recommendation Report – Approval of Regional Official Plan Amendment and Approval of Local Official Plan Amendment, Port Colborne Quarries Pit 3 Extension, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Regional Official Plan Amendment – Port Colborne Quarries Pit 3 Extension **BE APPROVED** (attached as Appendix 2 to Report PDS 2-2024);
2. That City of Port Colborne Official Plan Amendment 13 **BE APPROVED** as modified (attached as Appendix 3 to Report PDS 2-2024);
3. That all parties **BE NOTIFIED** of Regional Council's decision in accordance with Planning Act requirements;
4. That Staff **BE DIRECTED** to inform the Ministry of Natural Resources and Forestry of the decision of Regional Council, 20 days after notice of Council's decision has been given, provided that no appeals have been filed against the decision, to inform the licensing process under the Aggregate Resources Act; and
5. That Report PDS 2-2024 **BE CIRCULATED** to the City of Port Colborne and Niagara Peninsula Conservation Authority.

A copy of PDS 2-2024 and By-law No. 2024-05 are enclosed for your reference.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann-Marie'.



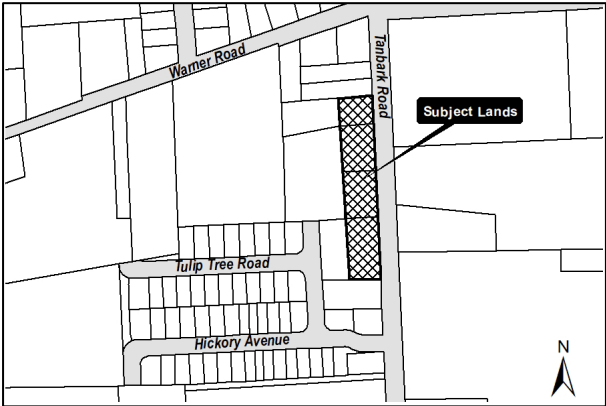

Ann-Marie Norio
Regional Clerk

js

CLK-C 2024-008

cc: S. Norman, Senior Planner
M. Sergi, Commissioner, Growth, Strategy and Economic Development
N. Oakes, Executive Assistant to the Commissioner, Growth, Strategy and Economic Development

NOTICE OF DECISION

	What:	Notice of Decision for an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision (under Section 22, Section 34 and Section 51, respectively, of the <i>Planning Act, R.S.O. 1990, c. P.13</i> , as amended).
	When:	Approved at the January 30, 2024 Council Meeting
	Regarding:	Tawny Ridge Estates (Phase 1) Draft Plan of Subdivision (File 26T-18-22-02) Official Plan Amendment 87 - By-law 2024-006 (File OPA-03-2022) Zoning By-law Amendment - By-law 4316FC-24 (File ZBA-12-2022) 170-192 Tanbark Road, Niagara-on-the-Lake
	<p>What is this?</p> <div data-bbox="232 783 834 1186" data-label="Image">  </div> <p>Town Council for Niagara-on-the-Lake has considered written and oral submissions and made the following decisions on applications for an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision on the subject lands (see the location map):</p> <p><u>Official Plan Amendment 87 - Approved</u> The Amendment provides a site-specific “Low Density Residential (EX-RES-11)” designation to permit a maximum net residential density of 7.64 units/acre (18.87 units/hectare) for the subdivision development.</p> <p><u>Zoning By-law 4316FC-24 - Approved</u> The By-law provides a “Residential (R2-39) Site-Specific Zone” to facilitate the subdivision development with provisions for lot coverage, building setbacks, building height and projection of porches, decks and patios.</p> <p><u>Tawny Ridge Estates (Phase 1) Draft Plan of Subdivision 26T-18-22-02 - Approved</u> The Draft Plan of Subdivision proposes 12 lots for single-detached dwellings with access onto Tanbark Road. A pedestrian walkway is also proposed in the plan. The Draft Plan and Conditions of Approval are attached to this Notice.</p>	
	<p>The last date for filing a notice of appeal is February 28, 2024.</p> <p>A notice of appeal:</p> <ol style="list-style-type: none"> must be filed with the Town Clerk; must set out the reasons for the appeal; and must be accompanied by the fee required by the Ontario Land Tribunal. <p>Please refer to the Ontario Land Tribunal website at olt.gov.on.ca for more information.</p>	

**Further notice and appeal eligibility:**

Only individuals, corporations or public bodies may appeal decisions in respect of a proposed Official Plan Amendment, Zoning By-law Amendment and/or Draft Plan of Subdivision to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

Any of the Conditions of Approval may be appealed at any time before final approval of the plan of subdivision by the applicant, public body, the Minister and the Town by filing a notice of appeal with the Town Clerk.

You will be entitled to receive notice of any changes to the conditions of approval of the proposed plan of subdivision if you have made a written request to be notified of changes.

No person or public body shall be added as a party to the hearing of the appeal of the decision of Town Council, including conditions and any changed conditions, unless the person or public body, before Town Council made its decision, made oral submissions at a public meeting or written submissions to Town Council, or made a written request to be notified of changes to conditions, or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

Dated at the Town of Niagara-on-the-Lake, **February 8, 2024**

Grant Bivol, Town Clerk (clerks@notl.com or 905-468-3266)

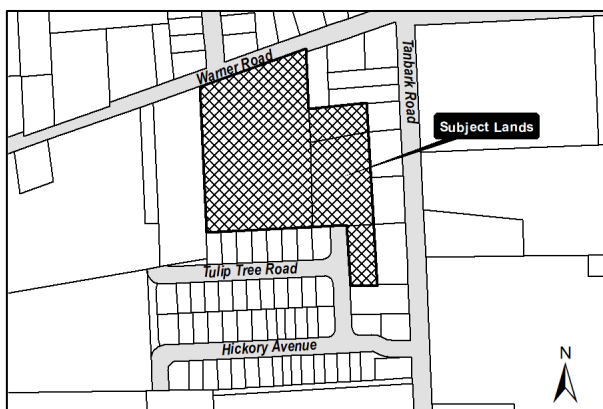
Town Hall, 1593 Four Mile Creek Road, P.O. Box 100, Virgil, ON L0S 1T0

NOTICE OF DECISION



What:	Notice of Decision for an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision (under Section 22, Section 34 and Section 51, respectively, of the <i>Planning Act, R.S.O. 1990, c. P.13</i> , as amended).
When:	Approved at the January 30, 2024 / February 6, 2024 Council Meetings
Regarding:	Tawny Ridge Estates (Phase 2) Draft Plan of Subdivision (File 26T-18-22-03) Official Plan Amendment 88 - By-law 2024-007 (File OPA-05-2022) Zoning By-law Amendment - By-law 4316FD-24 (File ZBA-25-2022) Warner Road (South Side) - West of Tanbark Road, Niagara-on-the-Lake

What is this?



Town Council for Niagara-on-the-Lake has considered written and oral submissions and made the following decisions on applications for an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision on the subject lands (see the location map):

Official Plan Amendment 88 - Approved

The Amendment provides a site-specific “Low Density Residential (EX-RES-12)” designation to permit a maximum net residential density of 13.22 units/acre (32.66 units/hectare) for the subdivision development.

Zoning By-law 4316FD-24 - Approved

The By-law provides a “Residential (R2-H-40) Site-Specific Zone” and two “Residential (RM1-H-40) Site-Specific Zones” to facilitate the subdivision development with provisions for lot coverage, building setbacks, building height, garage door width, townhouse block frontage, maximum number of townhouses, landscaping, amenity space for townhouses and projection of porches, decks and patios, and to add a “Holding (H)” to require that the stormwater management strategy for the development is addressed prior to final approval of the draft plan of subdivision.

Tawny Ridge Estates (Phase 2) Draft Plan of Subdivision 26T-18-22-03 - Approved

The Draft Plan of Subdivision proposes 20 lots for single-detached dwellings, 24 on-street townhouses and land for either a maximum of 20 block townhouses or a maximum of 30 stacked townhouses with access to new streets. A pedestrian walkway is also proposed in the plan. The Draft Plan and Conditions of Approval are attached to this Notice.

The last date for filing a notice of appeal is February 28, 2024.

A notice of appeal:

- must be filed with the Town Clerk;
- must set out the reasons for the appeal; and
- must be accompanied by the fee required by the Ontario Land Tribunal.

Please refer to the Ontario Land Tribunal website at olt.gov.on.ca for more information.

**Further notice and appeal eligibility:**

Only individuals, corporations or public bodies may appeal decisions in respect of a proposed Official Plan Amendment, Zoning By-law Amendment and/or Draft Plan of Subdivision to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

Any of the Conditions of Approval may be appealed at any time before final approval of the plan of subdivision by the applicant, public body, the Minister and the Town by filing a notice of appeal with the Town Clerk.

You will be entitled to receive notice of any changes to the conditions of approval of the proposed plan of subdivision if you have made a written request to be notified of changes.

No person or public body shall be added as a party to the hearing of the appeal of the decision of Town Council, including conditions and any changed conditions, unless the person or public body, before Town Council made its decision, made oral submissions at a public meeting or written submissions to Town Council, or made a written request to be notified of changes to conditions, or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

Dated at the Town of Niagara-on-the-Lake, **February 8, 2024**

Grant Bivol, Town Clerk (clerks@notl.com or 905-468-3266)

Town Hall, 1593 Four Mile Creek Road, P.O. Box 100, Virgil, ON L0S 1T0

Report To: Board of Directors

Subject: Human Resources – 2023 Annual Update

Report No: FA-04-24

Date: February 16, 2024

Recommendation:

THAT Report No. FA-04-24 RE: Human Resources - 2023 Annual Update **BE RECEIVED.**

Purpose:

The purpose of this report is to provide the Board with an update of Human Resources actions during 2023.

Background:

The Board has expressed an interest in understanding the Human Resources actions at the NPCA. As a standard governance practice, staff will provide the Board of Directors with an update on Human Resources actions, initiatives, and basic reporting annually.

Discussion:

Recruitment & Selection

Following the guidance of the 2021-2031 strategic plan and corporate structure presented to the Board in 2022, we have continued to build staff capacity and required skills through hiring of new complement aligned with our strategic direction. We have additionally been successful in various funding opportunities that have allowed us to increase capacity in existing programs to support project specific opportunities. We have continued to experience hiring challenges in key areas such as planning and engineering. A range of recruitment approaches and updated compensation program is anticipated to assist with recruitment in these areas going forward. Internal promotions through appropriate hiring practices have been an effective talent management tool in 2023. The internal promotion of 7 staff supported professional & career growth of skilled staff with the NPCA supporting our organizational structure with a full-time complement of 76 staff.

Funding Applications for to support Youth and Student internship opportunities

Grant applications were submitted for a number of wage subsidy programs over 2023 targeting valuable youth employment experiences. By providing opportunities for youth in the areas of Conservation Areas, Climate Change, Restoration, Water Resources and Communications, NPCA was fortunate to have youth wage subsidies for a total of \$32,060.

Talent Management Strategy

A Talent Management Strategy in line with the 2021-2031 NPCA Strategic Plan was developed in 2022. During 2023 we initiated execution of various components of the Strategy. The biggest initiative was the Comprehensive Compensation Review. This extensive review was completed through a third party in 2023, including consultation with the bargaining unit throughout the process. Results of the study were presented and approved by the Board in November 2023. The results of the study are expected to be implemented in 2024, within the approved budget parameters. Additionally, Comprehensive Compensation Review will further support attraction and retention of top talent through a competitive and fair compensation structure that is aligned with the corresponding job market and geographical area.

We additionally refined the performance management system, creating a process that aligns with NPCA's defined values and guiding principles. Incorporating inclusive feedback mechanisms, discussing training needs and future ambitions will assist us in further developing our workforce towards achieving our organizational priorities along with facilitating personal growth.

Staff Survey and Feedback

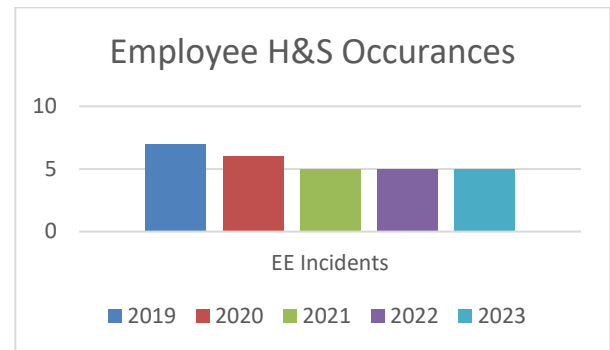
As part of our ongoing commitment to fostering a professional, positive, and high performing workplace, we have requested anonymous feedback from all employees across all departments to understand what we are doing well and what we can do moving forward to make NPCA the best possible working environment. Staff have provided feedback in the areas of communication, growth & development, customer service, organization and culture, employment conditions, health & safety, engagement, workspace, wellness and motivation. We will be using this data to consider strategies to continue to improve our workplace and will be sharing and updating an action plan with staff in the coming weeks.

Health & Safety

In 2023, in support of ensuring a proactive culture of safety, NPCA hired a health and safety and human resources representative. This incumbent has performed an audit of NPCA health and safety policies and procedures and has begun working with staff to ensure best practices are being implemented and supported throughout the organization.

2023 incident/accidents saw no change in number of employee injury/illnesses over the past 2 years and NPCA continued to have no lost time claims.

Visitor/guest incidents/accidents on our properties continue to decrease as we implement various self-education checkpoints throughout our Conservation Areas.



Financial Implications:

This is an update report and there are no financial implications.

Links to Strategic Plan:

As a good governance and administrative practice, this report provides updates to the Board on Human Resources practices within the NPCA.

Related Reports and Appendices:

None.

Authored by:

Original Signed by:

Misti Ferrusi, CHRL
Manager, People and Performance

Submitted by:

Original Signed by:

Chandra Sharma MCIP RPP
Chief Administrative Officer/Secretary-Treasurer

Report To: Board of Directors

Subject: Final Progress Report Required for Conservation Authority Act Amendments – Transition Plan and Agreements – O. Reg. 687/21

Report No: FA-02-24

Date: February 16, 2024

Recommendation:

THAT Report No. FA-02-24 RE: Final Progress Report Required for Conservation Authority Act Amendments – Transition Plan and Agreements – O. Reg. 687/21 **BE RECEIVED.**

Purpose:

To provide the Board a final report on key transition requirements by January 31, 2024 as per Ontario Regulation 687/21: Transition Plan and Agreements under the *Conservation Authorities Act*.

Background:

Section 21.1.2 of the Conservation Authorities Act stipulates that an authority may provide programs and services that it determines are advisable to further the purposes of the Act. These programs and services are in addition to Mandatory programs and services in Section 21.1 and Municipal programs and services in Section 21.1.1. These programs and services shall not be provided by the authority unless an agreement has been entered into between the authority and participating municipality regarding said services.

Ontario Regulation 687/21 outlines Transition Plan and Agreements under section 21.1.2 of the *Conservation Authorities Act*, indicating that January 1, 2024 is prescribed as the transition date for section 21.1.2 of the Act. A final inventory of programs and services offered, and confirmation that necessary cost apportioning agreements have been entered into, are to be submitted to the Ministry within 30 days of the transition date.

Discussion:

The intention of this report is to inform the Board that the NPCA has fulfilled requirements outlined for a successful transition as of January 1, 2024 as required by O. Reg 687/21.

Staff provided a Final Transition Report to the Ministry of Environment, Conservation and Parks (MECP) and the Ministry of Natural Resources and Forestry (MNR). This included an inventory of programs and services and details pertaining to the execution of Service Level Agreements with Haldimand County, the City of Hamilton, and Niagara Region.

NPCA's Inventory of Programs and Services, and Service Level Agreements with partnering municipalities can also be found in the *Governance* section on NPCA's website.

Financial Implications:

Amendments to the *Conservation Authorities Act* have resulted in an extensive amount of workload for staff over the past few years. Priorities are being addressed within the current budgetary restraints by appropriately prioritizing through workplans and leveraging external funding support as appropriate.

Links to Policy/Strategic Plan

Contents of this report align with the strategic priority *Partner of Choice* and demonstrates achievements under Goal 4.1: Strengthen government relations toward collective outcomes.

Related Reports and Appendices:

Appendix 1: Conservation Authorities Act Final Transition Report

Report No. FA-49-23 RE: Conservation Authority Act Transition Requirements for Programs and Services for the year 2024.

Authored and submitted by:

Original Signed By:

Chandra Sharma
Chief Administrative Officer/Secretary-Treasurer



250 Thorold Rd 3rd Floor, Welland, ON L3C 3W2
905.788.3135 | info@npca.ca | npca.ca

Final Transition Report January 31, 2024

*As required under Conservation Authorities Act Amendments: Transition Plan
and Agreements Regulation (O.Reg. 687/21)*

Submitted To:

Ministry of Environment, Conservation and Parks (MECP)

Ministry of Natural Resources and Forestry (MNRF)

January 31, 2024

INVENTORY OF PROGRAMS AND SERVICES

The final version of NPCA Inventory of Programs and Services has been provided NPCA's participating municipalities and has been posted on NPCA's website along with Service Level Agreements. A copy of the final Inventory is attached as Appendix 1.

SERVICE LEVEL AGREEMENTS

In conformity with the prescribed transition date of January 1, 2024, all three municipal councils approved execution of Service Level Agreements with the NPCA. Final Agreements have been posted on NPCA website as per regulatory requirements.

- a) November 29th 2023 - Haldimand County Fully Executed Service Level Agreement
- b) November 28th 2023 - City of Hamilton Fully Executed Service Level Agreement
- c) December 14th 2023 – Niagara Region Council Approved Execution of Agreement

Attachment 1: NPCA Programs & Services Inventory September 1 2023 Final.

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
Natural Hazard Management		Protecting people and properties from flood, erosion, and other natural hazards.							
Flood Forecasting and Warning		301				\$236,100	Municipal levy - 73% Provincial - 27%	N/A	Goal 1.1 Goal 1.2 Goal 2.3 Goal 4.2
		Delivery of accurate, real-time information for flood forecasting, warning, and messaging	1	Programs and services related to the risk of natural hazards	s.21.1(1)				
		Water quantity monitoring specific to flood forecasting and warning	1	Programs and services related to the risk of natural hazards	s.21.1(1)				
		Climate monitoring	1	Programs and services related to the risk of natural hazards	s.21.1(1)				
Flood and Erosion Management									
Note: Cost may vary; estimate does not capture ice management or flood and erosion mitigation projects. Current floodplain mapping is subsidized by self-generated revenues and federal funding grants.						\$347,794	Municipal levy - 70% Provincial - 30% Self-generated - TBD		Goal 1.1 Goal 1.2 Goal 2.3 Goal 4.2
		Management and monitoring of riverine erosion across the watershed jurisdiction	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Ice management (new)	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Floodplain mapping	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Flood and erosion risk and mitigation studies (new; other than shoreline)	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Operation and maintenance of NPCA flood and erosion control infrastructures	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Flood and erosion hazard mitigation projects (NPCA owned and upper/single tier)	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Flood and erosion hazard mitigation projects - Fee for Service	2,3	Services provided under MOU or other agreement in support of municipal flood and erosion control and remediation projects	s.21.1.1 s.21.1.2			MOU required on a project basis	

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
Shoreline Hazard Management	329					\$196,178	Municipal levy - 100% Self-generated - TBD		Goal 1.2 Goal 2.2
		Shoreline management plans update	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Integration of natural hazard management with overall shoreline climate resiliency and watershed resource management to respond to climate change risk and vulnerability (new)	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Flood and erosion hazard mitigation projects (NPCA owned and upper/single tier)	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Flood and erosion hazard mitigation projects - Fee for Service	2,3	Services provided under MOU or other agreement in support of municipal flood and erosion control and remediation projects	s.21.1.1 s.21.1.2			MOU required on a project basis	
Environmental Planning and Policy	345					\$429,145	Municipal levy - 56% Provincial 3% Self-generated - 41%		Goal 1.2 Goal 2.1 Goal 5.3
		Review and commenting on proposals, applications, or other matters under the Federal and Provincial Environmental Assessment Acts related to s. 28 and natural hazards	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Review and process s. 28 permit applications related to public infrastructure (e.g. Hydro One, Enbridge, Bell, municipal, DART protocol)	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Class Environmental Assessment for Flood and Erosion Control Projects	2	Services provided under MOU or other agreement in support of municipal flood and erosion control and remediation projects	s.21.1.1			MOU required on a project basis	
Planning and Permitting	361					\$622,759	Municipal levy - 40% Provincial - 4% Self-generated - 56%	N/A	Goal 1.2 Goal 2.1 Goal 5.3
		Review and commenting on proposals, applications, or other matters under the Planning Act, Niagara Escarpment Act, and Aggregates Resources Act related to s. 28 and natural hazards	1	Programs and services related to the risk of natural hazards	s.21.1(1)				
		Review and process s. 28 permits (not related to public infrastructure)	1	Programs and services related to the risk of natural hazards	s.21.1(1)				
Compliance and Enforcement	371	Investigation and enforcement of regulatory compliance under s.28	1	Programs and services related to the risk of natural hazards	s.21.1(1)	\$643,375	Municipal levy - 40% Self-generated - 60%	N/A	Goal 1.2
Natural Hazard Management - Total						\$2,475,351			
Watershed Resource Management and Climate Change		Programs and services to understand the current conditions, cumulative impacts, and risks to watersheds. Strategies and measures to protect, enhance, and restore watersheds toward creating healthy and climate-resilient watersheds.							
Watershed-based Resource Management Strategy	NEW	Development and implementation of the strategy, including compiling existing resources, management plans, watershed plans, studies, and data	1	Programs and services related to the risk of natural hazards	s.21.1(1)	NEW	Municipal levy - 100%	N/A	Goal 1.1 Goal 1.2 Goal 1.3 Goal 2.2 Goal 4.1 Goal 4.2

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
Watershed and Sub-watershed Resources Planning	343					\$375,210	Municipal levy - 59% New MOU's - 41%		Goal 1.1 Goal 2.2 Goal 4.1
		Updates to NPCA watershed plans	1	Programs and services as determined by NPCA related to watershed-based resource management	s.21.1.2			N/A	
		Sub-watershed-level assessments and analyses (e.g., water budgets, catchment assessment, non-point source modelling, groundwater modelling, and systematic conservation monitoring)	1	Programs and services as determined by NPCA related to watershed-based resource management	s.21.1.2			N/A	
		Determine the cumulative watershed impacts from natural resource inventory and resource assessment studies	1	Programs and services as determined by NPCA related to watershed-based resource management	s.21.1.2			N/A	
		Develop and maintain recommendations and guidelines to assist in the management of watershed natural resources	1	Programs and services as determined by NPCA related to watershed-based resource management	s.21.1.2			N/A	
		Provide data and technical analysis to inform sub-watershed and quaternary planning for growth areas	2	Municipal programs and services provided under MOU or other agreement in support of municipal sub-watershed and quaternary planning	s.21.1.1			MOU required on a project basis	
Water Monitoring (surface and groundwater)	265 217					\$388,600	Municipal levy - 50% Self-generated - 50%		Goal 1.1 Goal 1.3 Goal 4.1 Goal 4.2
		Provincial water quality monitoring network	1	Programs and services related to the risk of natural hazards as it relates to the Provincial monitoring programs	s. 21.1(1)			N/A	
		Local water quality monitoring program	3	Programs and services as determined by NPCA related to water monitoring beyond the Provincial monitoring programs	s.21.1.2			MOU for each benefiting municipality required	
		Benthic macroinvertebrate monitoring program	3	Programs and services as determined by NPCA related to water monitoring beyond the Provincial monitoring programs	s.21.1.2			MOU for each benefiting municipality required	
		Stream temperature monitoring program	3	Programs and services as determined by NPCA related to water monitoring beyond the Provincial monitoring programs	s.21.1.2			MOU for each benefiting municipality required	
		Provincial groundwater monitoring network	1	Programs and services related to the risk of natural hazards as it relates to the Provincial monitoring programs	s. 21.1(1)			N/A	
		Local groundwater monitoring network	3	Programs and services as determined by NPCA related to water monitoring beyond the Provincial monitoring programs	s.21.1.2			MOU for each benefiting municipality required	

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
		Water quality monitoring on NPCA-owned lands in support of land management plans	1	Programs and services related to the conservation and management of lands owned or controlled by the NPCA	s. 21.1(1)			N/A	
		Water quality monitoring in support to municipal programs and services (e.g. stormwater quality monitoring)	2	Municipal programs and services provided under MOU or other agreement related to water quality monitoring	s.21.1.1			MOU required on a project basis	
		Well water decommissioning program	3	Programs and services as determined by NPCA related to water monitoring beyond the Provincial monitoring programs	s.21.1.2			MOU for each benefiting municipality required	
Ecological Monitoring	119					\$116,150	Municipal levy - 100%		Goal 1.1 Goal 1.4 Goal 2.2
		Flora, fauna, and wetlands monitoring in support of watershed resource management programs and policy development	3	Programs and services as determined by NPCA related to water monitoring beyond the Provincial monitoring programs	s. 21.1.2			N/A	
		Ecological monitoring on NPCA-owned lands in support of land management plans	1	Programs and services related to the conservation and management of lands owned or controlled by the NPCA	s. 21.1(1)			N/A	
		Ecological monitoring in support to municipal programs and services (e.g. planning for growth areas)	2	Municipal programs and services provided under MOU or other agreement related to ecological monitoring	s.21.1.1			MOU required on a project basis	
Ecological Restoration	227					\$438,270	Municipal levy - 75 % Self-generated - 25% Cost apportionment MOU's required		Goal 1.3 Goal 1.4 Goal 3.2 Goal 4.1 Goal 4.2
		Internal restoration services related to conservation area land management plans	1	Programs and services related to the conservation and management of lands owned or controlled by the NPCA	S.21.1(1)			N/A	
		Internal restoration services to support NPCA programs and services (e.g. review of s. 28 permit applications and compliance and enforcement, informing land securement strategy implementation)	1	Programs and services related to the risk of natural hazards	S.21.1(1)			N/A	
		Watershed restoration services to lead and support external ecological restoration projects, plans and strategies with municipal and private partners, including habitat creation and enhancement projects, Class Environmental Assessment (EA) flood and erosion control projects, invasive species management, and other fee-for-service opportunities.	2	Municipal programs and services provided under MOU or other agreement related to ecological restoration programs	s.21.1.1			MOU required on a project basis	
		Restoration grant program	3	Programs and services as determined by NPCA related to ecological restoration	s.21.1.2			MOU for each benefiting municipality required	

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
Community Engagement and Stewardship	123					\$168,905	Municipal levy - 75% Self-generated - 25%		Goal 3.2 Goal 4.1 Goal 4.2
		Agricultural Stewardship Program for working with agricultural communities with an emphasis on best management practices, water quality improvement projects, outreach & education, promoting habitat restoration opportunities, and providing technical expertise to the agricultural community	3	Programs and services as determined by NPCA related to community engagement and stewardship	s.21.1.2			MOU for each benefiting municipality required	
		Urban Stewardship Program to encourage resilience to climate change while increasing volunteerism and inspiring larger action. May include small-scale habitat projects, community park naturalization, rain gardens and other demonstration projects, schoolyard greening, and stream/park cleanup as well as increasing the urban tree canopy cover especially in vulnerable, low nature areas.	3	Programs and services as determined by NPCA related to community engagement and stewardship	s.21.1.2			MOU for each benefiting municipality required	
		Corporate Stewardship Program to create opportunities for private corporations and businesses to engage their staff in fulfilling their corporate social responsibility goals, including reducing their environmental footprint. Activities may include invasive species removal, stream/park cleanups, tree	3	Programs and services as determined by NPCA related to community engagement and stewardship	s.21.1.2			MOU for each benefiting municipality required	
		Community outreach, engagement, and partnership building, including volunteer management	3	Programs and services as determined by NPCA related to community engagement and stewardship	s.21.1.2			MOU for each benefiting municipality required	
		Outreach engagement and stewardship projects - fee for service	2	Services provided under MOU or other agreement	s.21.1.1			MOU for each benefiting municipality required	
Regulatory Mapping Technical Studies	125	Technical studies to support NPCA hazard management functions (e.g. Ecological land classification mapping; S.28 regulation mapping of wetlands, watercourses, and karst; Digital terrain elevation model)	1	Programs and services related to the risk of natural hazards	s.21.1(1)	\$451,263	Municipal levy - 100%	N/A	Goal 1.1 Goal 1.2 Goal 1.3 Goal 2.2 Goal 5.2
Climate Change Resilience	303 133					NEW	Municipal Levy - 75% Self Generated - 25%		Goal 1.1 Goal 1.2 Goal 2.3
		Climate change research to support climate change forecasting, watershed vulnerability and risk assessments, and watershed impact assessment and	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Emerging climate change research and practice to support municipal programs and services (e.g., natural assets inventory)	2	Municipal programs and services provided under MOU or other agreement related to climate change resilience	s.21.1.1			MOU required on a project basis	
Watershed Resource Management and Climate Change – Total						\$1,938,398			

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
Other Watershed-Related Programs									
Drinking Source Water Protection	205	Source Protection Authority role as set out in the Clean Water Act, 2006 Provision of risk management services to municipalities throughout the Source Protection Region on a fee-for-service basis (currently not offered by NPCA – cost not included) Implementation of best management practices for private drinking systems (future pending provincial guidance)	1	Programs and services related to the NPCA's duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006.	s.21.1(1)	\$147,595	Agreements - 100%	N/A	Goal 1.1 Goal 4.1
Niagara River Remedial Action Plan	241	Coordination of the multi-stakeholder initiative to protect and restore the Niagara River through agreements with Canada and Ontario	3	Programs and service related to NPCA’s agreement with Federal and Provincial governments to coordinate and implement the Niagara River Remedial Action Plan	s.21.1.2	\$170,000	Agreements - 100%	N/A	Goal 1.3 Goal 4.1
Other	TBD	New projects/programs funded through external funding sources that benefit partners and the watershed 2 Billion Trees - Natural Resources Canada	3	Programs and services as determined by NPCA	s.21.1.2	\$50,000	Agreements - 100%	N/A	Goal 1.3 Goal 3.2 Goal 4.1
Other watershed-related programs - Total						\$367,595			
Conservation Authority Lands and Conservation Areas		Manage 2,982 ha of lands, including 41 conservation areas essential to watershed management, environmental protection, cultural heritage, and recreation.							
Section 29 Enforcement and Compliance	489	Conservation areas regulations enforcement and compliance	1	Programs and services related to the conservation and management of lands owned or controlled by the NPCA	s. 21.1(1)	\$110,800	Municipal levy - 100%	N/A	Goal 1.4
Active Recreation Programs (conservation areas)	401, 403, 405, 407 395, 411	Day use for conservation areas Other services (e.g., weddings, facility rentals, events and retail)	Camping	3	Programs and services as determined by NPCA related to active recreation programs in Conservation Areas	s.21.1.2	\$1,728,425	Self-generated - 100%	N/A Goal 1.4 Goal 3.1 Goal 3.2 Goal 3.3 Goal 3.4 Goal 6.2
Education Programs	413, 487	Education programs and day camps heritage programs	Cultural	2,3	Programs and services as determined by NPCA related to the delivery of education and cultural heritage programs Municipal programs and services provided under MOU or other agreement	s.21.1.1 s.21.1.2	\$173,658	Self-generated - 100%	N/A Goal 1.4 Goal 3.1 Goal 3.2 Goal 3.3 Goal 3.4 Goal 6.2
Land Management - Other Agencies	NEW	Land and facilities' management, maintenance and operations for other agencies (Federal, Provincial, Regional, Local)	2,3	Programs and services as determined by NPCA related to land and facilities' management Municipal programs and services provided under MOU or other agreement related to land and facilities' management.	s.21.1.1 s.21.1.2	NEW	Self-generated - 100%	MOU required on a project basis	Goal 1.4 Goal 3.1 Goal 3.2 Goal 3.3 Goal 3.4 Goal 6.2

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
Land Care Program (conservation areas)	427	Management and maintenance of conservation areas (e.g., gates, fencing, signage, landscaping, pedestrian bridges, trails, parking lots, and roadways)	1	Programs and services related to the conservation and management of lands owned or controlled by the NPCA	s. 21.1(1)	\$1,014,585	Municipal levy - 100%	N/A	Goal 1.4
		Passive recreation	Risk						Goal 3.1
		Management	Hazard						Goal 3.3
		tree management	Maintenance of						
		heritage buildings	Forest Management						
Land Acquisition and Disposition						Varies	Reserves New MOU's		Goal 1.4 Goal 3.1
		Strategic acquisition of properties related to mitigating the risk of natural hazards in accordance with NPCA Land Securement Strategy	1	Programs and services related to the risk of natural hazards	s.21.1(1)			N/A	
		Strategic cost-shared acquisition of properties with lower-tier municipal partners and other agencies	2	Municipal programs and services provided under MOU or other agreement related to acquisition of non-natural hazard properties	s.21.1.1			MOU with municipality as required	
		Strategic acquisition of properties in accordance with NPCA Land Securement Strategy	3	Programs and services as determined by NPCA related to the implementation of the NPCA Land Securement Strategy	s.21.1.2			MOU for each benefiting municipality required	
Land Lease and Agreement Management						\$51,633	Self-generated - 100%		Goal 1.4
		Management of current and future land leases and property agreements with specific municipalities	2	Municipal programs and services provided under MOU or other agreement related to land leases and property agreements	s.21.1.1			MOU with municipality as required	
		Management of current and future land leases and property agreements (general)	3	Programs and services as determined by NPCA related to land leases and property agreements	s.21.1.2			MOU for each benefiting municipality required	
Land Management Planning						NEW	TBD	N/A	Goal 1.4
		Conservation Area Land Inventory and Conservation Area Strategy – new requirement	1	Programs and services related to the conservation and management of lands owned or controlled by the NPCA	s.21.1(1)				
		Conservation Area Management Planning	1	Programs and services related to the conservation and management of lands owned or controlled by the NPCA	s.21.1(1)				
Conservation Authority Lands & Conservation Areas - Total						\$3,079,101			

NPCA Inventory of Programs and Services									01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref	
Enabling Services		Support for all CA departments, the Board of Directors, member municipalities and the general public enables NPCA to operate in an accountable, transparent, efficient and effective manner.								
Corporate Services	101	Administrative support	Human	1	Programs and services related to the NPCA's duties, functions and responsibilities prescribed by the regulations (O. Reg. 402/22 comes into force July 1, 2023)	s.21.1(1)	\$1,489,772	Municipal levy - 90% Self Generated - 10%	N/A	Goal 5.1
	107	resources (incl health and safety)	Property taxes							Goal 5.2
	127	and occupancy costs	Oversight of programs							Goal 5.3
	153	and policies	Operating costs not							Goal 5.4
		directly related to any specific program or service (e.g., overhead)								Goal 6.1
		Records management		Goal 6.2						
		Grant management								
Financial Services	105	Annual budget		1	Programs and services related to the NPCA's duties, functions and responsibilities prescribed by the regulations (O. Reg. 402/22 comes into force July 1, 2023)	s.21.1(1)	\$360,418	Municipal levy - 100%	N/A	Goal 5.2
		Accounts payable and receivable								Goal 5.3
		Procurement	Payroll							Goal 6.1
		Financial analytics and reporting								Goal 6.2
		Audit								
	Admininstration of reserves and investments									
Information Management and Technology	131	Digital technology, licensing fees, data/voice services		1	Programs and services related to the NPCA's duties, functions and responsibilities prescribed by the regulations (O. Reg. 402/22 comes into force July 1, 2023)	s.21.1(1)	\$544,924	Municipal levy - 100%	N/A	Goal 1.1
	109	Management and integration of data for geographic information system (GIS)								Goal 1.2
		Support open data portal and science	Support open							Goal 1.3
		GIS support for watershed resources planning and natural hazards management	Mapping and							Goal 2.2
		Support development and implementation of watershed-based resource management strategy	Support							Goal 5.3
Governance and Corporate Administration	103	Support to governance and corporate administration	Board	1	Programs and services related to the NPCA's duties, functions and responsibilities prescribed by the regulations (O. Reg. 402/22 comes into force July 1, 2023)	s.21.1(1)	\$573,191	Municipal levy - 100%	N/A	Goal 5.2
	150	governance	Public							Goal 5.3
		Advisory Committee and ad-hoc committees planning/reporting and CAO oversight	Strategic							
Communications, Marketing and Public Relations	111	Marketing and promotion Media relations plan stakeholder consultation	Strategic Public and	1	Programs and services related to the NPCA's duties, functions and responsibilities prescribed by the regulations (O. Reg. 402/22 comes into force July 1, 2023)	s.21.1(1)	\$401,904	Municipal levy - 100%	N/A	All
Vehicles and Equipment	801	Fleet and equipment required to support and maintain NPCA operations, including capital purchases, fuel, licences, repairs, and maintenance		1	Programs and services related to the NPCA's duties, functions and responsibilities prescribed by the regulations (O. Reg. 402/22 comes into force July 1, 2023)	s.21.1(1)	\$259,400	Municipal levy - 100%	N/A	All

NPCA Inventory of Programs and Services								01-Sep-23	
Program or Service	Dept	Description	Funding Category (1, 2, 3)	Explanation of Funding Category	CA Act Reference	Cost Estimate	Funding Mechanism % of cost	MOU Required	Strategic Plan Ref
Asset Management	153					\$1,119,246	Municipal levy - 57%		Goal 1.2
	155						Self-generated - 40%		Goal 1.4
		Capital costs for flood infrastructure for conservation land infrastructure	Capital costs	1	Programs and services related to the risk of natural hazards Programs and services related to the NPCA's duties, functions and responsibilities prescribed by the regulations (O. Reg. 402/22 comes into force July 1, 2023)	s.21.1(1)		Provincial - 3%	Goal 6.3
		Asset management planning (including depreciation) Asset management software and equipment		3	Programs and services as determined by NPCA related to asset management	s.21.1.2		MOU for each benefiting municipality required	
Enabling services - Total						\$4,748,855			
Grand Total						\$12,609,300			

Report To: Board of Directors

Subject: Third-Party Fundraiser Event at Ball's Falls Conservation Area

Report No: FA-01-24

Date: February 16, 2024

Recommendation:

THAT Report No. FA-01-24 RE: Third-Party Fundraiser Event at Ball's Falls Conservation Area **BE RECEIVED;**

AND THAT the Third-Party Fundraiser Event as detailed in Report No. FA-01-24 **BE APPROVED.**

Purpose:

The purpose of this report is for the NPCA Board of Directors to consider and approve the proposed 2024 and 2025 Third-Party Fundraiser Event at Ball's Falls Conservation Area delivered by 365 Sports Inc. in support of the Make-a-Wish Canada.

Background:

In 2021, the NPCA Board of Directors approved the delivery of the 5k Foam Fest, a third-party fundraiser event, at Ball's Falls Conservation Area delivered by Ontario-based sporting events company, 365 Sports Inc. This event operator has considerable experience programming events in natural areas, including Wasaga Beach, an ecologically significant area, as well as other conservation areas in Ontario including Albion Hills and Claireville Conservation Areas through partnership with Toronto and Region Conservation Authority (TRCA).

The 5k Foam Fest, is a family-oriented fun run, accessible to diverse abilities and ages that supports the Make-a-Wish Canada Foundation and raises awareness of children's illnesses and grants wishes to children who are critically ill. This event is held at venues across Canada and Australia annually and is hosted each year within a Niagara-based venue. In 2023, 365 Sports raised over \$150k for Make-A-Wish. 365 Sports Inc. deliver events and programming following a detailed emergency action plan and following

thorough health and safety guidelines and event practices that align with regional public health guidelines and municipal by-laws.

The last Foam Fest event hosted at Ball's Falls Conservation Area took place on August 20, 2022. The event was very well attended and reached full capacity as anticipated by 365 Sports and the NPCA. The 2022 event was delivered successfully, with a few key areas where important lessons were learned. NPCA staff determined that any future iteration of this or other similar events would be required to make adaptations to best manage traffic flow, parking and communications.

The NPCA typically approves one or more site use agreements for similar events and programming annually. These agreements help support NPCA's strategic objectives of connecting people with nature through increased awareness and access to conservation areas to new demographics and promote active recreation and conservation principles. Site use agreements for third party events are common among Conservation Authorities across Ontario, where active-use conservation areas make for ideal and desirable settings for the delivery of small-to large-scale public events and programs aligned with conservation authority values. Site use agreements may be structured as short term (single event, single year), or longer-term (single event, multi-year).

Site use agreements are structured to detail whether the event or program is a public or private event, the type of site infrastructure or staff resources required, and whether the event requires exclusive site access. When considering applications for site use, NPCA staff review the ecological, social and financial impacts of the program. Areas of priority in the review of programs include: reduced site and staffing impacts, little to no ecological impacts, events open to the public for participation, promote conservation and recreation, support charities, and generate revenue for the Authority.

Discussion:

In late 2023, 365 Sports requested approval from the NPCA to enter a site use agreement to host the family 5k Foam Fest at Ball's Falls in summer 2024 and again in 2025. In response, the NPCA requested a draft event management plan, including reference to risk and traffic management/ parking plan and a proposal on the implementation of the event around Ball's Falls' existing event and bookings calendar.

365 Sports has since returned to NPCA staff with a fulsome event management plan that satisfies NPCA staff requirements and recommendations. The proposed 2024 and 2025 events have been planned to ensure the delivery of safe, inclusive and accessible family recreation, along a course route with minimal environmental and operational impacts. Further, event organizers are flexible and will adapt the program to the NPCA's site needs and operations at Ball's Falls Conservation Area. The proposed event timeline has been designed to accommodate regular site use, including day-use visitation, Bruce Trail access, educational programming, and wedding venue rentals. This will ensure that regular area operations and revenue-generating activities at Ball's Falls will not be negatively affected.

In 2024 and 2025, 365 Sports Inc. anticipates approximately 3,000-4,000 participants at the Niagara event. Participants arrive and participate in the event in two-hour heats over an eight-hour period. This is approximately half of the number of visitors observed at the Thanksgiving Festival daily.

NPCA staff recommend the approval of this third-party event at Ball's Falls Conservation Area in August 2024 and 2025, should all NPCA requirements be met in 2024. Staff make this recommendation as the proposed event aligns with the current Master Plan for the Conservation Area, involves minimal staff involvement, and will create a minimal impact on the site and operations. Further, this large-scale family event is considered low-risk, and is promoted to participants from across southern Ontario, supporting the increased profile of the NPCA as well as Ball's Falls. The alignment of the Family 5k Foam Fest with Make-A-Wish Canada children's charity is synergistic with Goal 3.1 of the NPCA's Strategic Plan and supports the delivery of inclusive and accessible active recreation within a natural setting.

Financial Implications:

There are no additional operating costs for NPCA to provide site use and access for this third-party event. A net revenue of approximately \$12,000 plus HST in site rental fees is anticipated through this agreement for 2024. In addition, non-tangible benefits will be accrued, such as increasing awareness of the NPCA, introducing new visitors to Ball's Falls Conservation Area, as well as supporting fundraising efforts directed towards children's health and wellbeing through Make-A-Wish Canada.

Links to Policy/Strategic Plan

Goal 3.1 – Create equitable access to greenspace for the health and well-being of people.
Goal 3.4 – Promote the watershed as a destination of choice for adventure, culture, and ecological tourism.
Goal 4.2 – Collaborate with non-government organizations, businesses, agriculture, and industry on projects/initiatives that enhance stewardship and advance mutual goals.
Goal 6.2 – Optimize self-generating revenue using innovative approaches.

Related Reports and Appendices:

None.

Authored by:

Original Signed By:

Alicia Powell
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Reviewed by:

Original Signed By:

Adam Christie
Director, Conservation Areas

Submitted by:

Original Signed By:

Chandra Sharma
Chief Administrative Officer/Secretary-Treasurer

Report To: Board of Directors

Subject: Solar Eclipse Planning

Report No: FA-03-24

Date: February 16, 2024

Recommendation:

THAT Report No. FA-03-24 RE: Solar Eclipse Planning Update **BE APPROVED**;

THAT staff continue **TO COORDINATE** with all levels of government and other agencies to ensure effective management of this historic event in NPCA's watershed;

AND FURTHER THAT a report **BE PRESENTED** to the Board of Directors after the event for information.

Purpose:

The purpose of this report is to provide the NPCA Board of Directors an update on the organization's strategy for managing the total solar eclipse on April 8, 2024.

Background:

On April 8, 2024, a total solar eclipse will take place across the Niagara Watershed. This extraordinary and infrequent celestial occurrence is poised to unfold over Canada, the United States, and Mexico. A total solar eclipse occurs when the Moon passes directly between the Earth and the Sun, blocking the Sun's entire disk from view. This celestial alignment results in a temporary darkening of the sky as the Moon obscures the Sun's light. During a total solar eclipse, the Moon casts a shadow on Earth, and observers within the shadow's path experience a brief period of complete darkness known as totality. During this event, the moon will perfectly align between earth and the sun, casting temporary darkness over select regions of the country and enchanting a multitude of spectators. The anticipated commencement of the solar eclipse is at 2:04pm, spanning approximately 2.5 hours. The sun will reach a complete eclipse between 3:20pm and 3:23 pm.

Notably, the Niagara Watershed is one of the prime locations in Canada to witness this celestial spectacle, providing over three minutes of total eclipse. Significantly, Fort Erie is within the Line of Totality, in which a complete eclipse can be observed. A century has passed since Niagara last experienced a full solar eclipse in 1925, and this phenomenon is not expected to recur until the year 2144.

Caution is paramount when observing the solar eclipse. Directly viewing the sun with the naked eye poses risks, as exposure to solar UV and IR radiation can lead to retina damage and eyesight impairment. To safely witness the solar eclipse, it is imperative to utilize international standard (ISO) certified eye protection glasses equipped with special filters. These glasses ensure the safe observation of all phases of the solar eclipse and mitigate potential harm to one's eyesight.

Discussion:

The NPCA has been actively involved with key stakeholders in planning for the solar eclipse on April 8th. Key NPCA staff participate on the Niagara Region's Emergency Management Committee and the NPCA supported the committee by hosting a solar eclipse emergency exercise that allowed response organizations an opportunity to practice their responses to scenarios. NPCA staff have also collaborated with municipalities through the Parks and Recreation Committee. Due to the Niagara Watershed being one of the prime locations to witness the total solar eclipse the NPCA has taken several initiatives to provide safe viewing as well as precautions to enhance health and safety for park visitors and NPCA staff.

Programming at NPCA's Active Conservation Areas

The NPCA's four active parks will present a unique opportunity for visitors to witness a total solar eclipse. To facilitate this extraordinary experience, all four parks will temporarily open before their traditional season, allowing individuals to marvel at this celestial event amidst the stunning natural landscapes of the Niagara Watershed.

At Long Beach, CA, a total of 75 tented camping sites will be available in the main day use areas, accompanied by 50 day-use vehicle spots for optimal viewing in the beach area. Ball's Falls will provide 75 tented campsites in their campground area (Festival Parking) and accommodate day-use vehicles within the Centre for Conservation Parking Lot. Chippawa Creek is set to offer 20 tented campsites in their Riverview camping area and an additional 60 day-use vehicle spaces for observing the eclipse in the main day use area. Binbrook CA will make available 200 day-use vehicle spots for viewing in the main day use area.

Access to the four Active CAs for overnight camping and day-use on April 7th and 8th will be managed and issued in advance through the NPCA's Reservation website and system operated by Camis. Potential overnight guests and day-use visitors will be required to purchase their tent camping permit or day-use pass in advance through the NPCA's Reservation system. Camping and day-use permits are limited and "walk-ins" or day-of arrivals will not be permitted. The NPCA is employing a strategic informational marketing plan to both advertise and promote these opportunities to observe the solar eclipse safely from within the NPCA's active conservation areas, as well as advise the public that access is limited to permit holders only on the day of the eclipse.

These service offerings have been thoughtfully determined, employing a balanced approach to provide a significant number of individuals with the opportunity to witness the eclipse, all

while maintaining the integrity of the grounds and prioritizing the health and safety of the visitors.

Closure of NPCA's "high-risk" Conservation Areas

NPCA staff will collaborate with municipal emergency services to restrict access to high-risk conservation areas during the solar eclipse event to minimize risk to health and safety. Those high-risk areas include all of NPCA's conservation areas which feature trails in close proximity to significant cliffs, primarily NPCA's escarpment properties, as well as those areas adjacent to or featuring significant watercourses or waterbodies. These properties, such as Woolverton, Beamer, Mountainview, Cave Springs, Jordan Harbour, E.C. Brown, Louth, Rockway, St. Johns, Wainfleet Wetlands, and Woodend, will be subject to measures aimed at ensuring public safety. In addition to implementing physical barricades, the NPCA will employ signage and leverage communication channels through its website, mailing lists, and social media platforms to disseminate information and discourage visitors from entering these specific parks during the day of the solar eclipse.

Updated Park Emergency Plans

In collaboration with the NPCA's Joint Health and Safety Committee (JHSC), NPCA park staff will conduct a thorough review of the existing park emergency plans, incorporating a dedicated section to address the nuances of operation during a unique, high-risk event, such as a solar eclipse. The revised emergency plans will encompass detailed provisions for emergency and notification procedures, evacuation protocols, coordination with emergency services, medical response, weather-related contingencies, and strategies for public communication.

To ensure the effectiveness and compliance of these updates, the emergency plans will be updated in consultation with and approval from the JHSC. This collaborative effort aims to enhance the emergency preparedness of the parks, specifically tailoring the plans to address the distinctive challenges associated with hosting a solar eclipse event.

Communications

The NPCA is set to establish a dedicated page on its website to relay information to the public regarding the upcoming solar eclipse. This webpage will serve as a central hub, offering details on service offerings and reservation procedures for parks providing specific programming. Additionally, it will provide crucial information about park closures and essential safety guidelines, ensuring the public is well-informed and can plan their eclipse experience.

Additional precautions for NPCA staff

As NPCA staff regularly work in the field, we will be taking extra precautions to ensure the safety of our staff. All staff will be provided with ISO certified eye protection glasses. As we anticipate that traffic may be severely congested during the period of the solar eclipse,

NPCA will be advising staff to not schedule any site visits on that date unless necessary and additionally encouraging all those that are able to, to work remotely on April 8th. Staff that will be working in the field will additionally be involved in a thorough review of the updated emergency response plan. All staff will receive educational guidance on safety precautions to take during this unique event.

Financial Implications:

The NPCA has allocated funds for the total solar eclipse within its 2024 operating budget. There are no financial implications outside of the operating budget.

Links to Policy/Strategic Plan:

Goal 3.1 – Create equitable access to greenspace for the health and well-being of people
Goal 3.4 – Optimize visitor experience at NPCA properties
Goal 4.1 – Partner with government agencies to advance mutual goals
Goal 5.1 – Implement health and safety and corporate wellness programs for staff well being

Related Reports and Appendices:

None.

Authored by:

Original Signed by:

Adam Christie
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Authored by:

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Misti Ferrusi.
Manager, People and Performance

Submitted by:

Original Signed by:

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

Report To: Board of Directors

Subject: Completed Acquisition – Lathrop Parcel

Report No: FA-05-24

Date: February 16, 2024

Recommendation:

THAT Report No. FA-05-24 RE: Completed Acquisition – Lathrop Parcel **BE RECEIVED;**

AND THAT the Town of Pelham and Regional Municipality of Niagara **BE INFORMED.**

Purpose:

The purpose of this report is to update the Board of Directors on the completed acquisition of the Lathrop Parcel located at 130 Luffman Drive, Part Lot 3 Concession 4, Town of Pelham, Regional Municipality of Niagara. The report further recommends that NPCA's local and regional municipality, within which the property is located, be informed of this acquisition.

Background:

The Niagara Peninsula Conservation Authority (NPCA) Board of Directors approved the Land Securement Strategy (LSS) in December 2022 via Resolution No. FA-128-2022. Approval of the LSS was a significant achievement for NPCA and supports Goal 1.4 of NPCA's 2021-2031 Strategic Plan – Managing NPCA lands to increase biodiversity, habitat connectivity, and natural cover. The NPCA has adopted a minimum of 180 hectares by 2031.

Through two separate Resolutions in 2023 (No. FA-59-2023 and No. FA-95-2023), the NPCA Board of Directors directed staff to pursue and negotiate the acquisition of 8 parcels throughout the watershed based on an estimated value for each property and an overall upset limit for all priority parcels. One potential acquisition, the Lathrop successfully negotiated in 2023, with final transfer on January 12, 2024.

Discussion:

The Lathrop Parcel is 26 hectares (64 acres) that includes a mix of natural features, agricultural land, and residential improvements. The landowner is from the same family that sold the original Lathrop Conservation Area to NPCA in 2011. NPCA was interested in a roughly 18 hectare (44 acre) portion of the property that included most of the natural features, while the landowner would retain 8 hectares (20 acres) that included their residence and other property improvements.

The parcel is located within the Niagara Escarpment Plan area and designated Escarpment Natural and Escarpment Protection. The parcel is also part of the Effingham Forest Life Science ANSI. It provides cold water fish habitat and has presence of one Species at Risk (American Chestnut) on the north part of the parcel. Informal trails already exist and may be ideal to connect to adjacent NPCA properties with additional acquisitions. This property is also within one of the six landowner outreach focus areas (St. Johns/Shorthills) as identified in the LSS.

The landowner connected with NPCA staff in late 2022 and expressed interest in selling a portion of their escarpment property. After an appraisal was completed to determine fair market value, NPCA staff were able to negotiate a per acre purchase price within market value. With verbal agreement on the per acre value, NPCA staff completed several due diligence studies including a Phase 1 Environmental Site Assessment and legal survey. After the property survey was completed the final property size to be purchased by NPCA was assessed at 17.8 hectares or 43.96 acres.

There are no immediate plans to open the property for public access. Future uses will be determined through a management plan process. Land Care staff will ensure property boundaries are marked with NPCA signage as needed to limit risk and liability.

The landowner intends to work with NPCA and Niagara Peninsula Conservation Foundation (NPCF) staff to share their story and connection to the watershed. This story will be one part of support materials used by staff and Board members from NPCA and NPCF to secure additional acquisition opportunities and solicit private donations in support of NPCA's Land Securement Strategy and the NPCF Nature For All campaign.

Financial Implications:

Funding to support this project was leveraged between two funding sources – the 2023 Niagara Region land acquisition support of \$234,000 and the Ministry of Environment and Climate Change Canada (MOECCC).

With support from Conservation Ontario, the MOECCC is providing acquisition funding through the Nature Smart Climate Solutions Fund (NSCSF). The NSCSF is a funding

program implemented to help achieve several Federal targets for habitat enhancement, restoration, stewardship, protection, and others. This includes Canada's 30x30 targets to protect 30% of lands and waters by 2030. The Lathrop parcel will further enhance NPCA's existing contribution of over 1600 hectares to the 30x30 initiative.

Links to Strategic Plan:

Securement of the Lathrop Property supports the NPCA strategic plan that led to the development and implementation of a LSS to achieve Goal 1.4: "*Manage lands to increase biodiversity, habitat connectivity, and natural cover*". Implementing the LSS through securement of properties also directly supports achieving Goal 3.1 "*Create equitable access to greenspace for the health and well-being of people*" as well as several other NPCA strategic goals and performance measures related to natural hazard protection, ecosystem improvements, and building relationships with partners, stakeholders, and Indigenous peoples.

Related Reports and Appendices:

None.

Authored by:

Original Signed by:

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Submitted by:

Original Signed by:

Chandra Sharma MCIP RPP
Chief Administrative Officer/Secretary-Treasurer

Report To: Board of Directors

Subject: NPCA Annual General Meeting 2024

Report No: FA-07-24

Date: February 16, 2024

Recommendation:

THAT Report No. FA-07-24 RE: NPCA Annual General Meeting 2024 Meeting **BE RECEIVED**;

AND THAT the NPCA Annual General Meeting **BE SCHEDULED** April 19, 2024 as an exemption to NPCA Administrative By-Law;

AND FURTHER THAT NPCA Meeting Scheduled approved December 15, 2023 **BE REVISED** and circulated to participating and local area municipalities for information.

Purpose:

This report seeks approval from the Board of Directors to change the 2024 Annual General Meeting (AGM) date to April 19, 2024, as an exemption to NPCA's Administrative By-Law.

Background:

As per Section 3.1 of the NPCA Administrative By-Law "The annual meeting of the NPCA Board will occur on the third Friday of February."

At the December 15, 2023 meeting of the Board, members verbally agreed to move the AGM to coincide with the grand opening of the Authority's head office relocation at 3350 Merrittville Hwy in March 2023.

Discussion:

The NPCA Head Office Transition Team has been working diligently on a seamless relocation for staff and regularly provides status updates internally. It was recently

indicated that work required to ensure technological requirements are in place and tested would not be completed to appropriately facilitate the AGM at the new location by March 22, 2024. Staff anticipate that all work required will be completed in early April and suggest that the Board consider revising the date of the AGM to April 19, 2024.

The proposed April 2024 date also coincides with the 65th anniversary of the establishment of NPCA in April 1959, presenting an excellent opportunity to include the celebration along with the head office relocation.

The recommendation does not alter the number or frequency of meetings for the Board. Full Authority Meeting would carry on as scheduled for both February 16, and March 22, 2024.

Financial Implications:

There are no financial implications pertaining to the proposed recommendations.

Links to Policy/Strategic Plan

Recommendations outlined in this report promote Organizational Excellence by promoting transparency and effectively communicating scheduling changes with participating and local area municipalities.

Related Reports and Appendices:

Report No. FA-51-23 RE: Board of Directors' 2024 Meeting Schedule

Authored by:

Original Signed By:

Melanie Davis

Manager, Office of the CAO & Board

Submitted by:

Original Signed By:

Chandra Sharma

Chief Administrative Officer/Secretary-Treasurer