



**SPECIAL FULL AUTHORITY
ONLINE TELECONFERENCE
MEETING MINUTES
Thursday, April 16, 2020
9:30 A.M.**

NOTE: The archived recorded meeting is available on the NPCA website. The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority Board. *NPCA Administrative By-law Section 14.5*

MEMBERS PRESENT: B. Johnson (Chair)
S. Beattie
R. Brady
D. Bylsma
B. Clark
D. Coon-Petersen
D. Cridland
L. Feor
R. Foster
J. Hellinga
K. Kawall
B. Mackenzie
W. Rapley
R. Shirton
B. Steele
M. Woodhouse
B. Wright

MEMBERS ABSENT: D. Huson
J. Ingrao
J. Metcalfe
E. Smith

STAFF PRESENT: C. Sharma, CAO / Secretary – Treasurer
G. Bivol, Executive Co-ordinator to the C.A.O./Board
R. Bisson, Manager, Communications and Public Relations
A. Christie, Director, Operations and Strategic Initiatives
D. Deluce, Senior Manager, Planning and Regulations
M. Ferrusi, Manager, Human Resources
L. Gagnon, Director, Corporate Services
E. Gervais, Procurement Specialist
D. MacKenzie, Director, Watershed Management
S. Miller, Senior Manager, Water Resources
E. Navarro, Communications Specialist
T. Proks, Source Water Protection Co-ordinator
R. Petruzzo, Multimedia Specialist

K. Royer, Co-ordinator, Community Outreach and Volunteers
G. Verkade, Senior Manager, Integrated Watershed Planning and
Information Management

OTHERS: B. Hodgson, Chair, Niagara Peninsula Source Protection Committee

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

1. APPROVAL OF AGENDA

Resolution No. FA-37-20

Moved by Board Member Beattie

Seconded by Board Member Brady

THAT the agenda be hereby **APPROVED** as presented.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

3. DISCUSSION ITEMS

- a) Report No. FA-21-20 RE: Administrative By-law Amendments and Adoption of Emergency Provisions for Electronic Meetings and Teleconferencing

Resolution No. FA-38-20

Moved by Board Member Bylsma

Seconded by Board Member Clark

1. **THAT** Report No. FA-21-20 RE: Administrative By-Law Amendments and Adoption of Emergency Provisions for Electronic Meetings and Teleconferencing **BE RECEIVED**.
2. **THAT** the Board **ADOPTS** the following provisions for inclusion in the Administrative By-Law under Section C – Meeting Procedures to be numbered accordingly:

“Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a. register a vote;*
- b. be counted towards determining quorum; and*
- c. participate in meetings closed to the public.*

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement

established under any Section in this By-Law shall be postponed until such time as the General Membership can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-Law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.”

3. **THAT** in a Declared State of Emergency, unless under extenuating circumstances as otherwise determined by the Chair in consultation with the C.A.O./ Secretary - Treasurer, any and all Delegations to the Board **SHALL BE** only in the form of written submissions.
4. **THAT** with regard to closed sessions for electronic meetings and teleconferences held during a Declared State of Emergency, the Board **SHALL ADOPT AND ADHERE** to Appendix 2 of Report FA-21-20 entitled “Excerpt from Conservation Ontario Procedural Best Practices #1 for CA Board Meetings Further to Minister’s Direction (March 26, 2020)”.
5. **THAT** any pre-existing provisions of the Administrative By-Law inconsistent with the aforementioned amendments **BE DEEMED** superseded and/or revised accordingly.
6. **AND FINALLY, THAT** the aforementioned amendments and all other previously approved changes to the NPCA Administrative By-Law **BE INCORPORATED** into a final document to be brought forward to the Board for formal ratification in the Fall of 2020.

CARRIED

4. ADJOURNMENT

Resolution No. FA-39-20

Moved by Board Member Coon-Petersen

Seconded by Board Member Cridland

THAT this meeting **BE** hereby **ADJOURNED** at 9:38 a.m..

CARRIED

Brenda Johnson
Chair
Niagara Peninsula Conservation Authority

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