

STRATEGIC PLANNING COMMITTEE MEETING  
ON-LINE TELECONFERENCE  
MEETING MINUTES  
Thursday, July 23, 2020  
9:30 a.m.

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**MEMBERS PRESENT:** S. Beattie  
D. Bylsma  
J. Hellinga  
D. Huson  
B. Johnson  
K. Kawall  
B. Mackenzie  
W. Rapley  
E. Smith  
M. Woodhouse  
B. Wright

**MEMBERS ABSENT** R. Brady

**STAFF PRESENT:** C. Sharma, C.A.O. / Secretary – Treasurer  
G. Bivol, Executive Co-ordinator to the C.A.O. / Board  
R. Bisson, Manager, Communications and Public Relations  
N. Green, Project Manager

Niagara Peninsula Conservation Authority Chief Administrative Officer / Secretary - Treasurer  
Chandra Sharma called the meeting to order at 9:30 a.m..

## 1. APPROVAL OF AGENDA

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Recommendation No. SPC-01-2020

Moved by Member Beattie

Seconded by Member Smith

**THAT** the Strategic Planning Committee Meeting agenda dated Thursday, July 23, 2020  
**BE APPROVED** as presented.

**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

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None declared.

## 3. APPOINTMENT OF CHAIR AND VICE CHAIR

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a) Appointment of Scrutineers

Recommendation No. SPC-02-2020

Moved by Member Johnson

Seconded by Member Bylsma

**THAT** Grant Bivol and Natalie Green **BE APPOINTED** as scrutineers.

**CARRIED**

- b) Election of Chair – Ms. Sharma called for nominations for the position of Chair and received the following:

Nomination:

Moved by Member Smith

**THAT** Member Kawall **BE NOMINATED** as Chair of the Niagara Peninsula Conservation Authority Strategic Planning Committee.

Ms. Sharma called a second time for nominations to the position of Chair with the following received:

Nomination:

Moved by Member Johnson

**THAT** Member Huson **BE NOMINATED** as Chair of the Niagara Peninsula Conservation Authority Strategic Planning Committee.

With no further nominations coming after a third and final call for nominees, an electronic vote was conducted via email while C.A.O. Sharma presided concurrently over the remaining agenda items. The result of the election of Chair was announced subsequent to agenda item 8. entitled Discussion Items.

#### 4. CORRESPONDENCE

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None.

#### 5. DELEGATIONS

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None.

#### 6. PRESENTATIONS

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- a) Strategic Planning Governance and Approach – Presentation by Natalie Green, Project Manager – Ms. Sharma introduced Ms. Green who presented via PowerPoint with Renee Bisson, Manager, Communications and Public Relations. Discussion ensued.

Recommendation No. SPC-03-2020

Moved by Member Bylsma

Seconded by Member Hellinga

**THAT** the Strategic Planning Committee Kick-off Meeting PowerPoint presentation by Natalie Green dated July 23, 2020 and related documents on the strategic planning and governance approach with suggestions made by Members **BE RECEIVED**.

**CARRIED**

## 7. CONSENT ITEMS

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None.

## 8. DISCUSSION ITEMS

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- a) Report No. SPC-01-2020 RE: Strategic Planning Committee Terms of Reference and Work Plan – Discussion ensued.

Recommendation No. SPC-04-2020

Moved by Member Huson

Seconded by Member Kawall

1. **THAT** Report No. SPC-01-20 RE: Strategic Planning Committee Terms of Reference and Work Plan **BE RECEIVED**.
2. **THAT** the revised Strategic Planning Committee Terms of Reference attached as Appendix 1 to Report No. SPC-01-20 **BE APPROVED**.
3. **THAT** the Strategic Planning 2020 Work Plan attached as Appendix 2 to Report No. SP-01-20 **BE APPROVED**.
4. **THAT** the final Strategic Planning Committee Terms of Reference **BE APPENDED** to the updated NPCA Administrative By-Law to be presented for Board approval in 2020.
5. **AND FURTHER THAT** the Strategic Planning Committee **INITIATE** the strategic planning process immediately upon adoption of their Terms of Reference and Workplan dated July 23, 2020.

**CARRIED**

- b) Motion Establishing a 2020 Strategic Planning Committee Meeting Calendar – Ms. Sharma spoke to this item.

Recommendation No. SPC-05-2020

Moved by Member Rapley

Seconded by Member Smith

**THAT** proposed meeting dates based on the workplan be established and circulated to Members for ratification at the next Committee meeting.

**CARRIED**

## 3. APPOINTMENT OF CHAIR AND VICE CHAIR (CONTINUED)

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With final receipt of votes electronically, Member Kawall was announced as the new Strategic Planning Committee Chair.

- c) Election of Vice Chair– Ms. Sharma called for nominations for the position of Vice Chair and received the following:

Nomination:

Moved by Member Bylsma

**THAT** Member Huson **BE NOMINATED** as Vice Chair of the Niagara Peninsula Conservation Authority Strategic Planning Committee.

Ms. Sharma called a second time for nominations to the position of Vice Chair with the following received:

Nomination:

Moved by Member Kawall

**THAT** Member Hellinga **BE NOMINATED** as Vice Chair of the Niagara Peninsula Conservation Authority Strategic Planning Committee

With no further nominations coming after a third and final call for nominees, the Committee voted on the following:

Recommendation No. SPC-06-2020

Moved by Member Bylsma

Seconded by Member Beattie

**THAT** an electronic vote for Vice Chair **BE CONDUCTED** via email with formal appointment of the Chair and Vice Chair to be ratified subsequently through a motion at the next meeting of the Committee.

**CARRIED**

## 9. NEW BUSINESS

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None.

## 10. ADJOURNMENT

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Recommendation No. SPC-07-2020

Moved by Member Woodhouse

Seconded by Member Wright

**THAT** the Strategic Planning Committee meeting of July 23, 2020 be hereby adjourned at 11:11 a.m..

**CARRIED**

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K. Kawall  
Committee Chair

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C. Sharma  
C.A.O. / Secretary - Treasurer