



## **Nottawasaga Valley Conservation Authority**

### **Board of Directors BOD-05-17**

#### **Minutes**

**Friday April 28, 2017 9:00 a.m. to 12:00 AGENDA**

**Location: Suite Works, 92 Caplan Ave., Barrie**

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#### **NVCA Board Members Present:**

Councillor Doug Loughheed, Chair	Innisfil (Town)
Deputy Mayor Gail Ardiel, Vice Chair	Blue Mountains (Town)
Councillor Bob Meadows	Adjala-Tosorontio (Township)
Councillor Gail Little	Amaranth (Township)
Councillor Deb Doherty	Collingwood (Town)
Councillor Connie Leishman	Clearview (Township)
Councillor Terry Mokriy	Grey Highlands (Municipality)
Councillor James Webster	Melancthon (Township)
Councillor Fred Nix	Mono (Town)
Councillor Keith Lowry	Mulmur (Township)
Councillor Donna Jebb	New Tecumseth (Town)
Councillor Phil Hall	Oro-Medonte (Township)
Councillor Walter Benotto	Shelburne (Town)
Mayor Bill French	Springwater (Township)
Deputy Mayor Nina Bifolchi	Wasaga Beach (Town)

#### **Regrets:**

Councillor Rose Romita	Barrie (City)
Councillor Ron Orr	Bradford West Gwillimbury (Town)
Councillor Keith White, 2 <sup>nd</sup> Vice Chair	Essa (Township)

#### **Staff Present:**

D. Gayle Wood, Chief Administrative Officer, Sheryl Flannagan, Director, Corporate Services, Chris Hibberd, Director, Planning Services, Barb Perreault, Manager, Regulations and Enforcement, Aleksandra (Ola) Panczyk, Regulations Technician, Glenn Switzer, Director, Engineering and Technical Services, Byron Wesson, Director, Land, Education and Stewardship Services, Spencer Macdonald, Lands Technician, Heather Kepran, Communications Coordinator, Laurie Barron, Coordinator, CAO and Corporate Services.

#### **Guests:**

Mayor Darren White, Township of Melancthon, Warden of Dufferin County  
Tiffany Cecchetto, Senior Manager, KPMG LLP Chartered Accountants

## 1. ADOPTION OF THE AGENDA

Moved by: B. French

Seconded by: T. Mokriy

RES: 43-17 RESOLVED THAT: the agenda for Board of Directors Meeting BOD-05-17 dated April 28, 2017 be approved, as amended to include an additional item under the closed session to provide a legal issue update.

Carried;

## 2. DECLARATIONS OF PECUNIARY AND CONFLICT OF INTEREST

None declared.

## 3. ANNOUNCEMENTS

- a) Councillor James Webster, newly appointed member for the Township of Melancthon was welcomed by the Board.
- b) Vice Chair Gail Ardiel updated the board regarding Conservation Ontario's Queens Park Day on April 4, 2017. The day was well attended.

Vice Chair Ardiel also promoted the upcoming Ontario Small Urban Municipalities Conference taking place on May 3-5 at the Village Conference Centre at the Blue Mountain Resort.

The NVCA will donate a bottle of maple syrup as a door prize.

- c) Formal approval to change the Board Meeting from May 26, 2017 to May 19, 2017

Moved by: K. Lowry

Seconded by: D. Jebb

RES: 44-17 RESOLVED THAT: the Board of Directors approve the Board Meeting date in May to be changed to May 19, 2017 at the Tiffin Conservation Centre.

Carried;

- d) Aleksandra (Ola) Panczyk was congratulated on her completion of the Provincial Offences Officers training and will be appointed as an Officer for the NVCA under the *Conservation Authorities Act*.
- e) Congratulations were extended to John Goodfellow and Casey Hooymans who received the Ontario Volunteer Service Award for their 5 years committed to the NVCA Maple Syrup Program.

- f) Springwater Mayor Bill French invited everyone to the Elmvale Maple Syrup festival being held at the Elmvale fair grounds on April 29 to 30, 2017.

#### 4. PRESENTATIONS

- a) Mayor Darren White, Township of Melancthon/Warden, County of Dufferin was recognized for his six + years including 1 year as Second Vice Chair and 1 year as Vice Chair with the NVCA Board of Directors. Mayor White advised the board that due to his commitments he found it necessary to step down at this time but hoped to be back in the future. Chair Lougheed thanked Mayor White for his commitment to the NVCA.

**b) 2016 NVCA Financial Statements**

Tiffany Cecchetto, Senior Manager, Audit, KPMG LLP Chartered Accountants

Moved by: W. Benotto

Seconded by: T. Mokriy

RES: 45-17 RESOLVED THAT: the Board receive the 2016 NVCA Financial Statements as presented by KPMG LLP Chartered Accountants; and

FURTHER THAT: a copy be sent to the Ministry of Natural Resources and Forestry, Conservation Ontario and be placed on the NVCA website.

Carried;

#### 5. DEPUTATIONS

**Maple Syrup at Tiffin**

Spencer Macdonald, Lands & Operations Technician provided an overview of the NVCA's Maple Syrup operation and "Spring Tonic Festival".

The NVCA has been producing maple syrup at Tiffin since 1974. The success of this program has been largely due to the contribution of volunteers.

The Maple Syrup Education Program at Tiffin is a big hit with the children who see the process from beginning to end and are treated to a sip of syrup at the conclusion of the tour.

The Spring Tonic Festival saw 1700 visitors in 2017 with 300 volunteer hours contributing to its success.

Moved by: D. Doherty

Seconded by: J. Webster

RES: 46-17 RESOLVED THAT: the Board of Directors receive the deputation regarding the NVCA Maple Syrup Operation and Spring Tonic Festival as presented by Spencer Macdonald, Lands and Operations Technician.

Carried;

## 6. DELEGATIONS

There were no delegations requested for this meeting.

## 7. HEARINGS

There were no Hearings requested under Section 28 of the *Conservation Authorities Act* for this meeting.

## 8. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Board Members will be requested to identify those items from the Consent List that they wish to have considered for separate discussion.

## 9. CONSENT LIST

### A) Adoption of Minutes

A.1) Minutes of the Board of Directors Meeting BOD-04-17 held March 24, 2017.

Approved by consent.

RESOLVED THAT: the Board of Directors approve the minutes of the BOD-04-17 Board meeting held on March 24, 2017.

A.2) Minutes of the Nottawasaga Valley Source Protection Authority Meeting NVSPA-01-17 held on March 24, 2017.

Approved by consent.

RESOLVED THAT: the minutes of the Nottawasaga Valley Source Protection Authority Meeting NVSPA-01-17 held on March 24, 2017 be received.

- A.3) Minutes of the Conservation Ontario Council Meeting #1/17 held on April 3, 2017.

Approved by consent.

RESOLVED THAT: the minutes of the Conservation Ontario Council Meeting #1/17 held on April 3, 2017 be received.

**C) Staff Reports**

- C.3) Staff Report No. 26-05-17-BOD from the Director, Corporate Services regarding Employee Handbook Policy Update.

Approved by consent.

RESOLVED THAT: Staff Report No. 26-05-17-BOD regarding NVCA's Employee Handbook Policy update be approved by the Board of Directors.

- C.4) Staff Report No. 27-05-17-BOD from the Director, Corporate Services regarding 2017 First Quarter Budget Report

Approved by consent.

RESOLVED THAT: the Board of Directors receive Staff Report No. 27-05-17-BOD regarding the 2017 first quarter financials; and

FURTHER THAT: staff continue to monitor budget activities.

- C.5) Staff Report No. 28-05-17-BOD from the Chief Administrative Officer regarding NVCA Communications Mar. 13 to Apr. 17, 2017.

Approved by consent.

RESOLVED THAT: Staff Report No. 28-05-17-BOD regarding NVCA Communications – Mar. 13 to Apr. 17, 2017 be received.

- C.6) Staff Report No. 29-05-17-BOD from the Chief Administrative Officer regarding NVCA Climate Change Strategy and Action Plan - Stakeholder Advisory Group Meeting #2 - Summary

Approved by consent.

RESOLVED THAT: Staff Report No. 29-05-17-BOD regarding comments from the Stakeholder Advisory Group Meeting #2 on the NVCA *Climate Change Strategy and Action Plan* be received for information; and

FURTHER THAT: staff prepare a Draft NVCA *Climate Change Strategy and Action Plan* for consideration at the May 19, 2017 Board of Directors' meeting.

- C.7) Staff Report No. 30-05-17-BOD from the Chief Administrative Officer regarding Recommendation 3 – Service Delivery and Operational Review – Primary Mandate - Outsourcing

Approved by consent.

RESOLVED THAT: the Board of Directors receive, for information, Staff Report No. 30-05-17-BOD regarding Recommendation 3 of the Service Delivery and Operational Review regarding the NVCA's primary mandate and outsourcing.

- C.8) Staff Report No. 31-05-17-BOD from the Chief Administrative Officer regarding Recommendation 15 – Service Delivery and Operational Review – Staff Retention.

Approved by consent.

RESOLVED THAT: the Board of Directors receive, for information, Staff Report No. 31-05-17-BOD regarding Recommendation 15 of the Service Delivery and Operational Review regarding the NVCA's succession planning.

- C.9) Staff Report No. 32-05-17-BOD from the Chief Administrative Officer regarding Recommendation 10 – Service Delivery and Operational Review – Sustainable Funding.

Approved by consent.

RESOLVED THAT: the Board of Directors receive, for information, Staff Report No. 32-05-17-BOD regarding Recommendation 10 of the Service Delivery and Operational Review regarding a NVCA Sustainable Funding Model.

## 10. **ADOPTION OF CONSENT LIST AND IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Moved by: F. Nix

Seconded by: K. Lowry

RES: 47-17 RESOLVED THAT: agenda items number(s) **B1, C1, and C2**, having been identified as requiring separate discussion, be referred for discussion under Agenda Item #10; and

FURTHER THAT: all Consent List Agenda Items not referred for separate discussion be adopted as submitted to the board and staff be authorized to take all necessary action required to give effect to same; and

FURTHER THAT: any items in the consent list not referred for separate discussion, and for which conflict has been declared, are deemed not to have been voted on or discussed by the individual making the declaration.

Carried;

## **B) Correspondence**

- B.1) An email dated Dec 20/16 (included in the Conservation Ontario April 3, 2017 agenda) from Minister McGarry, Ministry of Natural Resources and Forestry to Conservation Ontario and colleagues acknowledging a letter regarding the *Conservation Authorities Act Review*.

Moved by: K. Lowry

Seconded by: W. Benotto

RES: 48-17 RESOLVED THAT: the correspondence listed in the April 28, 2017 Board of Directors' agenda be received for information.

Carried;

## **Staff Reports**

- C.1) Staff Report No. 24-05-17-BOD from the Director, Planning Services regarding the Appointment of Officers under the *Conservation Authorities Act*

Moved by: D. Jebb

Seconded by: P. Hall

RES: 49-17 RESOLVED THAT: Staff Report No. 24-05-17-BOD appointing Aleksandra Panczyk as an officer for NVCA as per Section 10 of Ontario Regulation 172/06; Sections 28(1) (d) and (e) of the *Conservation Authorities Act*, be approved.

Carried;

- C.2) Staff Report No. 25-05-17-BOD from the Director, Engineering and Technical Services regarding a Memorandum of Understanding – NVCA/LSRCA Source Water Protection

Moved by: D. Doherty

Seconded by: P. Hall

RES: 50-17 RESOLVED THAT: Staff Report No. 25-05-17-BOD regarding the Memorandum of Understanding between NVCA and LSRCA concerning Technical and Administrative Support to the Source Water Protection Planning Initiative be received; and

FURTHER THAT: NVCA Chair and Chief Administrative Officer be authorized to enter into the Memorandum of Understanding with the Lake Simcoe Region Conservation Authority regarding Source Water Protection dated April 3, 2017.

Carried;

## 11. CLOSED SESSION

Moved by: G. Little

Seconded by: C. Leishman

RES: 51-17 RESOLVED THAT: this meeting of the Board of Directors No. 05-17-BOD move into closed session at 10:57 a.m. to address matters pertaining to:

- Litigation or potential litigation, including matters before administrative tribunals, affecting the Authority

Verbal update

- Dunncapital Corporation; and

THAT: D. Gayle Wood, Chief Administrative Officer, Chris Hibberd, Director, Planning Services and Sheryl Flannagan, Director, Corporate Services be in attendance.

- Personal matters about an identifiable individual, including Authority staff
  - Staff Report No. 24-04-17-BOD (revised) regarding Recommendation 1, Service Delivery and Operational Review – Organizational Realignment.
  - Update from the Chair regarding the new CAO employment offer.

THAT: D. Gayle Wood, Chief Administrative Officer and Sheryl Flannagan, Director, Corporate Services be in attendance.

Carried;

Moved by: B. French

Seconded by: D. Doherty

RES: 52-17 RESOLVED THAT: the Board of Directors rise from closed session at 11:49 a.m. and report progress.

Carried;



Moved by: T. Mokriy

Seconded by: D. Jebb

RES: 53-17 RESOLVED THAT: the verbal updates discussed in closed session be received.

Carried;

Moved by: D. Jebb

Seconded by: P. Hall

RES: 54-17 RESOLVED THAT: the Board of Directors receive the Chair's report regarding the CAO's employment offer; and

FURTHER THAT: Mr. Doug Hevenor be appointed as the Chief Administrative Officer/Secretary-Treasurer of the Nottawasaga Valley Conservation Authority effective May 15, 2017.

Carried;

Moved by: J. Webster

Seconded by: W. Benotto

RES: 55-17 RESOLVED THAT: Staff Report No. 22-04-17-BOD (Revised) in response to the Organizational Realignment recommendation from the NVCA Service Delivery and Operational Review, 2014 be approved by the Board of Directors.

Carried;

## 12. OTHER BUSINESS

None noted.

## 13. ADJOURN

Moved by: D. Jebb

Seconded by: K. Lowry

RES: 56-17 RESOLVED THAT: the Board of Directors adjourn at 11:51 a.m. until the next scheduled meeting on May 19, 2017 at the Tiffin Conservation Centre, or at the call of the chair.

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Doug Lougheed, Chair

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D. Gayle Wood,  
Chief Administrative Officer

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017