



— NIAGARA PENINSULA —
CONSERVATION FOUNDATION

Board of Directors Meeting Agenda FDN–BOD-03-23

Date | Time **5/19/2023 11:30 AM** | Location **3292 Sixth Avenue, Jordan, ON**

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. Adoption of Agenda

- 1.1. Addition of Items
- 1.2. Change in Order of Items
- 1.3. Motion to Approve Agenda

Recommended:

THAT the agenda for the NPCF Board of Directors Meeting dated May 19, 2023,
BE APPROVED as presented.

2. Declarations of Conflict of Interest

3. Approval of Foundation Minutes

- 3.1. Approval of the NPCF Board of Directors Meeting Minutes dated April 6, 2023
- 3.2. Approval of the NPCF Board of Directors Closed Session Meeting Minutes dated April 6, 2023 (To be provided under separate cover – to remain private and confidential)

Recommended:

THAT the following minutes **BE ADOPTED**:

- Minutes of the NPCF Board of Directors Meeting dated April 6, 2023; and
- Closed session minutes of the NPCF Board of Directors Meeting dated April 6, 2023 to remain private and confidential.

4. Comments from the Chair

5. Comments from NPCA Chief Administrative Officer

6. Correspondence

7. Deputations and Presentations

8. Consent items

9. Discussion Items

9.1. Update on Member Recruitment (Verbal)

Recommended:

THAT _____ and _____ **BE APPOINTED** to the Board of Directors for the 2023-2026 term of office.

9.2. Development and Donor Relations Officer Update (Verbal)

Recommended:

THAT _____ **BE APPOINTED** as the Development and Donor Relations Officer for the Niagara Peninsula Conservation Foundation.

9.3. Scheduling of the Annual General Meeting (Verbal)

Recommended:

THAT the Annual General Meeting for the NPCF Board of Directors Meeting **BE SCHEDULED** for June _____, 2023.

9.4. Review of the Administrative By-Law (to be provided under separate cover)

Recommended:

1. **THAT** suggested revisions to the Administrative By-Law **BE RECEIVED** for Board input and discussion.
2. **AND THAT** the revisions to the Administrative By-law as discussed **BE PRESENTED** at the Annual General Meeting for formal adoption.

9.5. Year-End Financial Update and Draft Budget

Recommended:

1. **THAT the** Year-end Financial update be **RE RECEIVED** for information.
2. **AND FURTHER THAT** the Draft 2023 Budget **BE RECEIVED** for member input.

10. New Business

11. Closed Session

12. Adjournment

Recommended:

THAT this Meeting of the Niagara Peninsula Conservation Foundation **BE**
ADJOURNED at _____ a.m./p.m..



— NIAGARA PENINSULA —
CONSERVATION FOUNDATION

BOARD OF DIRECTORS MEETING

FDN-BOD-02-23

April 6, 2023

11:00 a.m.

Hybrid Meeting

250 Thorold Road, Welland

MINUTES

Due to technical difficulties, the meeting was called to order at 11:20 a.m. with Member Cridland serving as chair.

ATTENDANCE

BOARD OF DIRECTORS

Mike Balsom, Director

Donna Cridland, Treasurer

Rob Foster, NPCA Chair (departed 12:00 p.m.)

Barbara Greenwood, Vice-Chair (attended 11:30 a.m.)

Diana Huson, Director

NPCA

Chandra Sharma, CAO

Grant Bivol, Clerk

Lise Gagnon, Director, Corporate Services, NPCF Assistant Treasurer

Jeff Sinibaldi, Manager, Strategic Business Planning and Public Relations

Adam Christie, Director, Conservation Areas

ABSENT (WITH REGRETS)

Tom Insinna, Chair

1. ADOPTION OF AGENDA

1.1 Addition of items

A request was made to add an item to the closed session to discuss a proposed or pending acquisition or disposition of land.

- 1.2 Change in order of items
- 1.3 Motion to approve agenda

Resolution No. BOD-09-23:

Moved by: Diana Huson

Seconded by: Mike Balsom

THAT the agenda for the NPCF Board of Directors' Meeting dated April 6, 2023, **BE APPROVED** with an addition to the closed session to allow discussion of a proposed or pending acquisition or disposition of land.

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest during this meeting.

3. APPROVAL OF FOUNDATION MINUTES

- 3.1 Approval of the NPCF Board of Directors Meeting's minutes dated February 2, 2022
- 3.2 Approval of the NPCF Major Giving Campaign Committee Meeting Minutes dated February 2, 2023

Resolution No. BOD-10-23:

Moved by: Mike Balsom

Seconded by: Diana Huson

THAT the following minutes **BE ADOPTED:**

- NPCF Board of Directors Meeting Minutes dated February 2, 2023; and
- NPCF Major Giving Campaign Committee Meeting Minutes dated February 2, 2023.

CARRIED

4. COMMENTS FROM THE CHAIR

No comments were provided.

5. COMMENTS FROM NPCA CHIEF ADMINISTRATIVE OFFICER

CAO Sharma introduced Jeff Sinibaldi, the NPCA's new Manager, Strategic Business Planning and Public Relations. Mr. Sinibaldi addressed the proceedings.

Resolution No. BOD-11-23:

Moved by: Diana Huson

Seconded by: Mike Balsom

THAT the comments of the NPCA Chief Administrative Officer **BE RECEIVED.**

CARRIED

6. CORRESPONDENCE

6.1. Correspondence from the NPCA Appointing Diana Huson to NPCF Board

6.2. Correspondence from the NPCA Appointing Donna Cridland to NPCF Board

Resolution No. BOD-12-23:

Moved by: Mike Balsom

Seconded by: Diana Huson

1. **THAT** the correspondence from the NPCA appointing Donna Cridland and Diana Huson to the NPCF Board **BE RECEIVED**.
2. **AND FURTHER**, having been previously appointed by the NPCF as a citizen Member to the Board, **THAT** Donna Cridland's status **BE HEREBY RE-DESIGNATED** as NPCA representative on the NPCF Board.

CARRIED

7. DEPUTATIONS AND PRESENTATIONS

There were no Deputations or Presentations at this Meeting.

8. ITEMS FOR INFORMATION

There were no Items for Information at this Meeting.

9. DISCUSSION ITEMS

9.1 Board of Director Draft Terms of Reference

Resolution No. BOD-13-23:

Moved by: Mike Balsom

Seconded by: Diana Huson

THAT the Board **APPROVES** that the attached Draft Terms of Reference to be added to the Board Recruitment Package.

CARRIED

9.2 Verbal Discussion on St. John's Pond Opening Event - Adam Christie, Director, Conservation Areas presented. Discussion ensued with respect to the onsite benches, diversifying onsite fundraising initiatives to provide multiple price points and volunteer opportunities.

9.3 Verbal Update on Donations – C.A.O. Sharma spoke about the Comfort Maple pens, recognizing Marv Ens for his contribution in making them and the funds raised through this initiative.

9.4 Verbal Update on Staff Recruitment – C.A.O. Sharma provided a status update on the Development and Donor Relations Officer and sought Board Member involvement in the interview process. Discussion ensued.

10. NEW BUSINESS

Attendees provided verbal updates on the Niagara Community Foundation, outreach on a potential gala fundraiser and the recent presentation to Lincoln Council by A. Christie, NPCA's Director of Conservation Areas.

11. CLOSED SESSION

11.1 Discussion on Identifiable Individual(s) - Board Recruitment

11.2 A Proposed or Pending Acquisition or Disposition of Land

Resolution No. BOD-14-23:

Moved by: Mike Balsom

Seconded by: Diana Huson

THAT the Board **PROCEED** into closed session at 11:56 a.m. for discussion on:

- Identifiable individual(s) in relation to Board Member Recruitment; and
- A proposed or pending acquisition or disposition of land.

CARRIED

Resolution No. BOD-15-23:

Moved by: Diana Huson

Seconded by: Mike Balsom

THAT the Board **RECONVENE** in open session at 12:34 p.m..

CARRIED

Resolution No. BOD-16-23:

Moved by: Diana Huson

Seconded by: Mike Balsom

THAT staff **BE DIRECTED** to proceed as instructed in closed session.

CARRIED

12. ADJOURNMENT

The Chair called the meeting adjourned at 12:35 p.m..

Niagara Peninsula Conservation Foundation

Statement of Operations and Fund Balances - December 2022 (unaudited)

	Fund Balance			2022						
	Endowment	Externally Restricted	Unrestricted	December (unaudited)	Audited					
				2021	2020	2019	2018	2017		
Revenue										
General Donations			7,588	7,588	3,999					
Major Donations (> \$500)			15,107	15,107	10,676					
Designated Donations		323		323	17,389	22,404	9,483	\$ 7,916	\$ 4,776	
Fundraising and Special Events			3,033	3,033	886	6,221	4,041	55,427	140,935	
Nevada Proceeds		-		-	413	2,599	8,328	11,741	29,933	
Investment Income/(Loss)	- 10,882			10,882	7,941	6,584	14,717	- 1,982	9,363	
Interest Income		1,480	1,164	2,644	566	1,002		-	-	
Comfort Maple Pens			1,236	1,236	3,194	2,381	1,648	3,550	26,971	
Memorial Benches			9,000	9,000	1,000	13,500	1,500			
Education Bursary				-			300			
Total Revenue	-\$ 10,882	\$ 1,803	\$ 37,129	\$ 28,050	\$ 46,064	\$ 54,691	\$ 40,018	\$ 76,652	\$ 211,978	
Expenses										
Administration, General and Miscellaneous			11,508	11,508	37,630	16,754	24,805	49,797	75,087	
Consulting			14,574	14,574						
Designated Donation Payout		323		323	2,243	-	-	-	-	
Direct Nevada Expenses		-		-	61	470	3,492	5,088	17,548	
Education Bursary				-	12,000					
Fundraising, Special Events, CMP and Benches			6,000	6,000	900	18,500	10,513	53,799	129,733	
Total Expenses	\$ -	\$ 323	\$ 32,082	\$ 32,406	\$ 52,835	\$ 35,724	\$ 38,810	\$ 108,684	\$ 222,368	
NPCA Designated Donations					\$ 15,100					
Excess of revenue over expenses/(expenses over revenue)	-\$ 10,882	\$ 1,480	\$ 5,047	-\$ 4,356	-\$ 21,870	\$ 18,967	\$ 1,208	-\$ 32,032	-\$ 10,390	
Fund balance, beginning	\$ 87,768	\$ 68,644	\$ 38,086	\$ 194,498	\$ 216,368	\$ 219,151	\$ 217,943	\$ 249,975	\$ 260,365	
Transfers to NPCA				\$ -		-\$ 21,750				
Fund balance, end	\$ 76,886	\$ 70,124	\$ 43,133	\$ 190,142	\$ 194,498	\$ 216,368	\$ 219,151	\$ 217,943	\$ 249,975	

Niagara Peninsula Conservation Foundation

2022 Budget

2022 - YTD (unaudited)

	2021		2022 BUDGET	YTD - DECEMBER 2022		YTD Variance to Budget	
	Budget	Actual		Budget	Actual	Amount	%
Revenues							
=====							
John Turner Gala	-	-		-	-	-	
180 - Donations							
008001 General Donations	12,500	3,999	4,000	4,000	7,588	3,588	
008002 Major Donations		10,676	15,000	15,000	15,107	107	
008010 Designated Donations		17,389	10,570	10,570	323	(10,247)	
008003 Donated Services-Auth							
008004 Donated Materials							
Total Donations	12,500	32,064	29,570	29,570	23,019	(6,551)	-22.2%
181 Interest							
008010 General Account	200	244	350	350	1,164	814	
008011 Trust Account	3,000	7,941	-	-	(10,882)	(10,882)	
Total Interest	3,200	8,185	350	350	(9,719)	(10,069)	-2876.7%
182 Special Events							
008023 Wild Game Dinner							
008024 Envirothon (OPG)	2,000						
008025 Children's Water Festival	-						
Reawakening All Our Relations					3,033		
Chair's Breakfast (New - 2021)	3,000						
Speaker Series (New - 2021)	4,500	886					
Holiday Trail (New - 2021)	5,000						
Conservation Legacy Golf Tournament (2022)					-		
Total Special Events		886	-	-	3,033	3,033	0.0%
184 Break Open Lotteries							
008040 Niagara Falls							
008043 Niagara-On-The-Lake							
008046 Caledonia							
008050 Lincoln	-						
008049 Interest - Nevada Bank Account	750	322	430	430	1,480	1,050	
Total Break Open Lotteries	750	735	430	430	1,480	1,050	244.2%
185 Special Programs							
008060 Education Bursary							
008062 Memorial Benches	18,000	1,000	19,000	19,000	9,000	(10,000)	
008063 Comfort Maple Pens	1,200	3,194	2,310	2,310	1,236	(1,073)	
008064 Bass Pro BBQ							
008066 Capital Contribution - Enbridge							
008035 WomEnchant Concert							
0080676 Federal Grants							
Total Revenue	35,650	46,064	51,660	51,660	28,050	(23,610)	-45.7%

Niagara Peninsula Conservation Foundation

2022 Budget

2022 - YTD (unaudited)

	2021		2022 BUDGET	YTD - DECEMBER 2022		YTD Variance to Budget	
	Budget	Actual		Budget	Actual	Amount	%
Expenditures							
=====							
009126 Staffing	46,046	28,805					
Total Salaries	46,046	28,805	-	-	-	0.0%	
JT Gala							
009112 Office Supplies/Equipment		32	-				
009113 Service Agreements			-				
009115 Commissions Expense			-				
Total Office/Equipment Supplies	200	448	500	500	-	(500)	-100.0%
192 General							
009120 Bank Charges	1,800	1,139	960	960	1,192	232	
009119 Online Donation Portal Fees	500	553	400	400	458	59	
009121 Legal/Audit Fees	4,000	4,788	4,000	4,000	9,858	5,858	
009124 Miscellaneous		635	500	500		(500)	
009125 Donated Services						-	
009244-198 Consulting Fees			16,838	16,838	14,574	(2,264)	
Total General	6,300	7,115	22,698	22,698	26,082	3,384	14.9%
193 Travel & Allowences							
009130 Meeting Expenses		33	80	80	-	(80)	
009133 Staff Travel and Expenses	200	29					
Total Travel & Allowences	200	63	80	80	-	(80)	-100.0%
194 Special Programs							
009140 Advertising/Marketing	-						
009142 Donor Recognition	-						
009143 Printing/Graphics/Photo	-						
Total Special Programs	-	-	-	-	-	-	0.0%
197 & 199 Special Events/Programs							
009180 Education Bursary	-	-					
Niagara Regional Chair Outdoor Fund	-						
Water & Leadership Award (JTurner)							
009181 Thanks Giving Festival	500						
009182 Donor Recognition	1,500						
009183 Memorial Benches	14,000		14,000	14,000	6,000	(8,000)	
009317 CA Capital Projects							
009321 Children's Water Festival							
009186 Bass Pro BBQ							
009326 St. John's Capital Project							
009128 Designated Donation Payouts - GCC		2,243			323	323	
Glanbrook Conservation Club - Materials/Supplies	700						
Total Special Events/Programs	30,600	29,542	19,000	19,000	6,323	(11,843)	-62.3%
190 Special Events							
009175 Elimination Draw	-		-				
Chair's Breakfast (New - 2021)	1,200						
Speaker Series (New - 2021)	1,700	918					
Holiday Trail (New - 2021)							
Conservation Legacy Golf Tournament (2022)							
009178 Other	-						
Total Special Events	2,900	918	-	-	-	-	0.0%

Niagara Peninsula Conservation Foundation

2022 Budget

2022 - YTD (unaudited)

	2021		2022 BUDGET	YTD - DECEMBER 2022		YTD Variance to Budget	
	Budget	Actual		Budget	Actual	Amount	%
196 Break Open Lotteries							
009160 Retail Commissions	-		-				
009164 Niagara-On-The-Lake							
009167 Caledonia							
009169 Port Colborne							
009171 Lincoln		61					
009170 Other							
009174 Comfort Maple Pen	420	984	800	800	-	(800)	
009175 Nevada Grant Program							
Total Break Open Lotteries	420	1,045	800	800	-	(800)	-100.0%
Total Expenditures	86,666	67,935	43,078	43,078	32,406	(9,839)	-22.8%
Surplus/(Deficit)	(51,016)	(21,870)	8,581	8,581	(4,356)	(13,771)	-50.8%