

Report To: Board of Directors

Subject: Board of Directors' 2021 Meeting Schedule

Report No: FA-06-21

Date: February 18, 2021

Recommendation:

1. **THAT** Report No. FA-06-21 RE: Board of Directors' 2021 Meeting Schedule **BE RECEIVED**.
2. **THAT** Appendices 1 and 2 to Report No. FA-06-21 RE: Board of Directors' 2021 Meeting Schedule **BE APPROVED**.
3. **THAT** the meeting schedule **BE MADE** available on the NPCA website and **PROVIDED** to the participating and local area municipalities.

Purpose:

The purpose of this report is to establish the NPCA Board of Directors' 2021 meeting schedule for internal business planning purposes and public awareness, accessibility and transparency.

Background:

Although the calendar of regular Board meetings for the year is typically approved at the Annual General Meeting (AGM), postponement of the AGM does not invalidate the need to establish an annual schedule early in the calendar year. The schedule attached as Appendix 1 maintains the practice of convening meetings at 9:30 a.m. but instead moves the meetings to the third Friday of the month. As per past practice, the December timeslot is scheduled tentatively with the option to forego a meeting and an August meeting is not planned. The proposed calendar now before the Board does however schedule a May Board meeting that abuts the Victoria Day long weekend. With the pandemic ongoing, the calendar also provides for a meeting during March Break which allows for adequate spacing around a strategic planning session to be scheduled later in March.

Discussion:

In establishing the calendar, to the extent possible, staff considered the individual calendars of Members, the meeting schedules of the local municipalities and the member municipalities with the intent to minimize any known scheduling conflicts. With twenty Directors and the schedules of municipal councillors evolving during the ongoing pandemic, finding consistent and available meeting dates has proven a challenge. The only known recurring conflict in scheduling occurs with the Niagara Regional

Housing Board of Directors meetings, however there are no NPCA Board Members on their Board. There are also occasional conflicts with individual Members' various other meeting commitments but these are limited overall.

Financial Implications:

There are no new or additional financial implications posed by adoption of the Board of Directors' 2021 Meeting Schedule as presented.

Links to Policy/Strategic Plan:

Approving and publicizing the Board of Directors' 2021 Meeting Schedule promotes the awareness of public meetings and enhances accessibility to the NPCA while aligning with the Strategic Plan Mission Statement to remain a responsive and accountable organization.

Related Reports and Appendices:

Appendix 1: NPCA Board of Directors' 2021 Meeting Schedule

Appendix 2: NPCA Board of Directors' 2021 Meeting Calendar

Authored by:

Original Signed by:

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Submitted by:

Original Signed by:

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

NPCA Board of Directors' 2021 Meeting Schedule

Full Authority Board Meetings (9:30 a.m.): Friday, March 19
Friday, April 16 (includes Source Protection Authority)
Friday, May 21
Friday, June 18
Friday, July 16
Friday, September 17
Friday, October 15
Friday, November 19
Friday, December 17 (optional)

There will be an additional Source Protection Authority Board meeting scheduled for the Fall, 2021 to co-incide with a regular Full Authority Board meeting.

Committee Meetings:




Finance Committee (9:30 a.m.): Wednesday, February 24
Wednesday, April 28
Wednesday, July 28
Wednesday, October 27

Governance Committee (9:30 a.m.): Thursday, March 11
Thursday, June 24
Thursday, September 23
Thursday, December 16

Public Advisory Committee (5:00 p.m.): Thursday, February 25
Thursday, April 29
Thursday, June 17
Thursday, September 30
Thursday, November 25

Strategic Planning Committee: Strategic Planning Committee meetings will be slated to occur immediately after Full Authority Board Meetings as may be required unless otherwise specified.

NPCA BOARD OF DIRECTORS' 2021 MEETING CALENDAR

	Governance Meeting (9:30 a.m.)		Board Meeting/Strat Plan (9:30 a.m.)
	Public Advisory Meeting (5:00 p.m.)		Finance Committee Meeting (9:30 a.m.)

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