

February 28, 2024

**City of Hamilton  
Haldimand County  
Regional Municipality of Niagara  
Local Area Municipalities**

***SENT ELECTRONICALLY***

**Report No. FA-07-24 RE: NPCA Annual General Meeting 2024**

At the Board of Directors meeting held on February 16, 2024, the Board passed the following recommendation:

Resolution No. FA-09-24

THAT Report No. FA-07-24 RE: NPCA Annual General meeting BE RECEIVED;  
AND THAT the NPCA Annual General Meeting BE SCHEDULED April 19, 2024  
as an exemption to the NPCA Administrative By-Law;  
AND FURTHER THAT the NPCA Meeting Schedule approved December 15,  
2023 BE REVISED and circulated to participating local area municipalities for  
information.

The revised NPCA Board of Directors' Meeting Calendar has been attached, along with a copy of Report No. FA-07-24 for your reference.

Sincerely,



Melanie Davis  
Manager, Office of the CAO & Board  
Niagara Peninsula Conservation Authority

cc: Chandra Sharma, CAO / Secretary - Treasurer  
Gina Shaule, Administrative Assistant, Corporate Administration

# NPCA Board of Directors' Meeting Calendar 2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			




August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

-  Full Authority Board Meeting
-  Public Advisory Committee
-  Statutory Holiday / Office Closure

-  Governance Committee, following Full Authority
-  Finance Committee

## **Full Authority Board Meetings**

Friday February 16  
Friday, March 22  
Friday, April 19 – **Annual General Meeting**  
Friday, May 17  
Friday, June 21  
Friday, July 19  
Friday, September 20  
Friday, October 18  
Friday, November 15  
Friday, December 13 \*(if required)

Note: there will be a Source Protection Authority Board meeting scheduled for Friday April 19<sup>th</sup> to coincide with the Full Authority Board meeting.

## **Committees of the Board**

### **Finance Committee Meetings**

Wednesday, April 3  
Wednesday, July 24  
Wednesday, September 25

### **Governance Committee Meetings**

Friday, February 16  
Friday, May 17  
Friday, October 18

### **Public Advisory Committee Meetings**

Tuesday, February 27  
Tuesday, May 28  
Tuesday, September 17  
Tuesday, November 26

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**Report To: Board of Directors**

**Subject: NPCA Annual General Meeting 2024**

**Report No: FA-07-24**

**Date: February 16, 2024**

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**Recommendation:**

**THAT** Report No. FA-07-24 RE: NPCA Annual General Meeting 2024 Meeting **BE RECEIVED**;

**AND THAT** the NPCA Annual General Meeting **BE SCHEDULED** April 19, 2024 as an exemption to NPCA Administrative By-Law;

**AND FURTHER THAT** NPCA Meeting Scheduled approved December 15, 2023 **BE REVISED** and circulated to participating and local area municipalities for information.

**Purpose:**

This report seeks approval from the Board of Directors to change the 2024 Annual General Meeting (AGM) date to April 19, 2024, as an exemption to NPCA's Administrative By-Law.

**Background:**

As per Section 3.1 of the NPCA Administrative By-Law "The annual meeting of the NPCA Board will occur on the third Friday of February."

At the December 15, 2023 meeting of the Board, members verbally agreed to move the AGM to coincide with the grand opening of the Authority's head office relocation at 3350 Merrittville Hwy in March 2023.

**Discussion:**

The NPCA Head Office Transition Team has been working diligently on a seamless relocation for staff and regularly provides status updates internally. It was recently

indicated that work required to ensure technological requirements are in place and tested would not be completed to appropriately facilitate the AGM at the new location by March 22, 2024. Staff anticipate that all work required will be completed in early April and suggest that the Board consider revising the date of the AGM to April 19, 2024.

The proposed April 2024 date also coincides with the 65<sup>th</sup> anniversary of the establishment of NPCA in April 1959, presenting an excellent opportunity to include the celebration along with the head office relocation.

The recommendation does not alter the number or frequency of meetings for the Board. Full Authority Meeting would carry on as scheduled for both February 16, and March 22, 2024.

### **Financial Implications:**

There are no financial implications pertaining to the proposed recommendations.

### **Links to Policy/Strategic Plan**

Recommendations outlined in this report promote Organizational Excellence by promoting transparency and effectively communicating scheduling changes with participating and local area municipalities.

### **Related Reports and Appendices:**

Report No. FA-51-23 RE: Board of Directors' 2024 Meeting Schedule

### **Authored by:**

*Original Signed By:*

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**Melanie Davis**

Manager, Office of the CAO & Board

### **Submitted by:**

*Original Signed By:*

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**Chandra Sharma**

Chief Administrative Officer/Secretary-Treasurer