

**Finance Committee
MINUTES
Hybrid Meeting
Niagara Peninsula Conservation Authority
3350 Merrittville Hwy., Thorold ON
Wednesday, April 16, 2025, 9:00 a.m.**

ATTENDANCE: S. Beattie
D. Cridland
R. Foster, Chair
J. Metcalfe

REGRETS: M. Seaborn

STAFF PRESENT: L. Lee-Yate, CAO & Secretary-Treasurer
L. Gagnon, Director, Corporate Services
A. Christie, Director, Conservation Areas
M. Davis, Manager, Office of the CAO & Board
E. Gervais, Manager, Corporate Support Services
N. Green, Director, Watershed Strategies & Climate Change
C. Coverdale, Manager, Financial Services

OTHERS PRESENT: D. Marks, Partner, Audit, KPMG
A. Crowe, Manager, Audit, KPMG

Chair Foster called the meeting to order at 9:00 a.m.

1. APPROVAL OF AGENDA

Recommendation No. FC-01-2025
Moved by: Donna Cridland
Seconded by: Stew Beattie

THAT the agenda for the NPCA Finance Committee dated April 16, 2025 **BE AMENDED** to address Item 9.4. immediately following Item 6.1.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None.

3. APPOINTMENT OF CHAIR & VICE CHAIR

Member Foster yielded the floor to Manager, Office of the CAO & Board, Melanie Davis, to proceed with appointments of Chair and Vice Chair of the Committee for 2025.

Nomination

Moved by: Donna Cridland

THAT Member Robert Foster **BE NOMINATED** for Chair of the Finance Committee for 2025.

Recommendation No. FC-02-2025

Moved by: John Metcalfe

Seconded by: Stew Beattie

THAT Member Robert Foster **BE APPOINTED** Chair of the Finance Committee for 2025.

CARRIED

Nomination

Moved by: Robert Foster

THAT Member Donna Cridland **BE NOMINATED** for Vice Chair of the Finance Committee for 2025.

Recommendation No. FC-03-2025

Moved by: John Metcalfe

Seconded by: Robert Foster

THAT Member Donna Cridland **BE APPOINTED** Vice Chair of the Finance Committee for 2025.

CARRIED

4. PREVIOUS MEETING MINUTES

4.1. Minutes of the NPCA Finance Committee dated September 25, 2024

Recommendation No. FC-04-2025

Moved by: John Metcalfe

Seconded by: Donna Cridland

THAT the Finance Committee minutes dated September 25, 2024 **BE RECEIVED FOR INFORMATION.**

CARRIED

5. CORRESPONDENCE

None.

6. PRESENTATIONS

6.1. Presentation by KPMG RE: Audited Financial Statements and Audit Findings Report for the 2024 Fiscal Year

David Marks, Partner, Audit, KPMG and Aydan Crowe, Manager, Audit, KPMG, presented the Audited Financial Statements and Audit Findings Report for the 2024 fiscal year. Discussion regarding benchmarking for materiality and the process of accounting grant revenues ensued.

Recommendation No. FC-05-2025

Moved by: Donna Cridland

Seconded by: Stew Beattie

THAT the Presentation by KPMG RE: Audited Financial Statements and Audit Findings Report for the 2024 Fiscal Year **BE RECEIVED**.

CARRIED

9.4. Report No. FC-03-25 RE: 2024 Audited Financial Statements and Audit Findings Report

Recommendation No. FC-06-2025

Moved by: John Metcalfe

Seconded by: Stew Beattie

THAT Report No. FC-03-25 RE: 2024 Audited Financial Statements and Audit Findings Report **BE RECEIVED**;

AND THAT the 2024 Audited Financial Statements and the 2024 Audit Findings Report attached hereto as Appendices 1 and 2 respectively **BE RECOMMENDED** to the Board of Directors for approval.

Amendment, Recommendation No. FC-06-2025

Moved by: Robert Foster

Seconded by: Donna Cridland

That a third paragraph of Recommendation No. FC-09-2025 be added to read:

“AND FURTHER THAT Finance Committee acknowledges the work of staff in maintaining the NPCA financial records for the year and commends them on a job well done in producing stellar audit and financial reports.”

CARRIED

Recommendation No. FC-06-2025

Moved by: John Metcalfe

Seconded by: Stew Beattie

THAT Report No. FC-03-25 RE: 2024 Audited Financial Statements and Audit Findings Report **BE RECEIVED**;

AND THAT the 2024 Audited Financial Statements and the 2024 Audit Findings Report attached hereto as Appendices 1 and 2 respectively **BE RECOMMENDED** to the Board of Directors for approval.

AND FURTHER THAT Finance Committee acknowledges the work of staff in maintaining the NPCA financial records for the year and commends them on a job well done in producing stellar audit and financial reports.

CARRIED

7. DELEGATIONS

None.

8. CONSENT ITEMS

Recommendation No. FC-07-2025

Moved by: Stew Beattie

Seconded by: Donna Cridland

THAT the following items **BE RECEIVED**:

- 8.1. Report No. FC-04-25 RE: Banking and Investments – 2024 Activity; and**
- 8.2. Report No. FC-05-25 RE: Procurement – 2024 Activity.**

CARRIED

9. DISCUSSION ITEMS

9.1. Report No. FC-01-25 RE: Finance Committee Workplan

Lise Gagnon, Director, Corporate Services, provided an overview of the report noted. Discussion ensued regarding capacity requirements with increased grant funding and contract management, and potential timeline adjustments due to changing budget timelines at Niagara Region.

Recommendation No. FC-08-2025

Moved by: John Metcalfe

Seconded by: Donna Cridland

THAT Report No. FC-01-25 RE: Finance Committee Workplan **BE RECEIVED**;

AND THAT the Finance Committee – 2025 Work Plan as attached as Appendix 1 **BE APPROVED**.

CARRIED

9.2. Report No. FC-08-25 RE: Procurement Policy – Amendment

Eric Gervais, Manager, Corporate Support Services, provided an overview of the report noted. Discussion ensued regarding aligning thresholds in the procurement activity report and capital approvals.

Recommendation No. FC-09-2025

Moved by: Donna Cridland

Seconded by: Stew Beattie

THAT Report No. FC-08-25 RE: Procurement Policy – Amendment **BE RECEIVED**;

AND THAT the revised Procurement Policy, as appended, **BE ENDORSED**;

AND FURTHER THAT the revised Procurement Policy be brought forward **FOR FULL AUTHORITY APPROVAL** at the next scheduled meeting.

CARRIED

9.3. Report No. FC-09-25 RE: Delegation of Authority Policy – Amendment

Lise Gagnon, Director, Corporate Services, provided an overview of the report noted.

Recommendation No. FC-10-2025

Moved by: Donna Cridland

Seconded by: Stew Beattie

THAT Report No. FC-08-25 RE: Procurement Policy – Amendment **BE RECEIVED**;

AND THAT the revised Procurement Policy, as appended, **BE ENDORSED**;

AND FURTHER THAT the revised Procurement Policy be brought forward **FOR FULL AUTHORITY APPROVAL** at the next scheduled meeting.

CARRIED

9.5. Report No. FC-02-25 RE: Financial Report – Q4 – 2024

Lise Gagnon, Director, Corporate Services, provided an overview of the report noted. Discussion ensued regarding 97.24% capital project completion rate and Conservation Areas operating revenue.

Recommendation No. FC-11-2025

Moved by: Donna Cridland

Seconded by: John Metcalfe

THAT Report No. FC-02-25 RE: Financial Report – Q4 – 2024 **BE RECEIVED**.

CARRIED

9.6. Report No. FC-06-25 RE: 2025 Operating and Capital Budgets and Municipal Levies

Lise Gagnon, Director, Corporate Services, provided an overview of the report noted.

Recommendation No. FC-12-2025

Moved by: John Metcalfe

Seconded by: Stew Beattie

THAT Report No. FC-06-25 RE: 2025 Operating and Capital Budgets and Municipal Levies **BE RECEIVED**;

AND THAT in accordance with the Board approved Reserves Policy, the amount of \$2,233,007 **BE ALLOCATED** from Reserves (Capital, Operating, and Land Securement) to fund ongoing initiatives carried over from 2024 as per details provided in this report;

AND FURTHER THAT the 2025 Unfunded Budget Priorities list attached as Appendix 1 **BE ADOPTED** and staff **BE AUTHORIZED** to update the list and address critical pressures as funding becomes available through external funding sources and/or within the approved budget.

CARRIED

10. NEW BUSINESS

- Member Cridland inquired about any direction required to shift procurements to focus on Canadian purchasing amidst tariffs and trade uncertainty. Manager Gervais noted that the Government of Ontario has implemented a Procurement Restriction Policy through BPS Procurement Directives. NPCA is not mandated to follow such directives but has consistently aligned with them as best practice.
- Discussion ensued regarding parking fees at Rockway Conservation Area.
- Discussion ensued about electrical upgrades underway at NPCA campgrounds.

11. CLOSED SESSION

None.

12. ADJOURNMENT

The Finance Committee meeting was adjourned at 10:36 a.m.