

**Hybrid Finance Committee  
Meeting Minutes  
Niagara Peninsula Conservation Authority  
Wednesday April 3, 2024, 9:00 a.m.**

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MEMBERS PRESENT: S. Beattie  
D. Cridland, Chair  
R. Foster  
B. Grant  
D. Huson

REGRETS: J. Metcalfe  
M. Tadeson

STAFF PRESENT: A. Christie, Director, Conservation Areas  
C. Coverdale, Financial Analyst  
M. Davis, Manager, Office of the CAO & Board  
L. Gagnon, Director, Corporate Services  
E. Gervais, Manager, Corporate Support Services  
C. Sharma, Chief Administrative Officer/Secretary –  
Treasurer  
G. Shaule, Administrative Assistant

OTHERS PRESENT: D. Marks, Partner, Audit, KPMG  
D. Glasbergen, Audit Manager, KPMG

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Donna Cridland, Finance Committee Chair, called the meeting to order at 9:00 a.m.

**1. APPROVAL OF AGENDA**

Recommendation FC-01-2024:

Moved by: Stewart Beattie

Seconded by: Brian Grant

**THAT** the Finance Committee April 3, 2024 Agenda be amended by moving Item 8.3. for discussion following Item 5.1.

**CARRIED**

**2. DECLARATIONS OF CONFLICT OF INTEREST**

None.

### 3. APPROVAL OF THE MINUTES

#### 3.1. Minutes of the NPCA Finance Committee dated September 27, 2023

Recommendation FC-02-24:

Moved by: Stewart Beattie

Seconded by: Diana Huson

**THAT** the minutes of the Finance Committee meeting dated September 27, 2023 **BE APPROVED.**

**CARRIED**

### 4. CORRESPONDENCE

None.

### 5. PRESENTATIONS

#### 5.1. Presentation by KPMG RE: Audited Financial Statements and Audit Findings Report for 2023 Fiscal Year

David Marks and Daniel Glasbergen from KPMG provided an overview of the NPCA's Audited Financial Statements and Audit Findings Report for the 2023 fiscal year.

Recommendation FC-03-24:

Moved by: Stewart Beattie

Seconded by: Brian Grant

**THAT** the presentation RE: Audited Financial Statements and Audit Findings Report for the 2023 be accepted.

**CARRIED**

#### 8.2 Report No. FC-03-24 RE: 2023 Audited Financial Statements and Audit Findings Report

Lise Gagnon, Director, Corporate Services, and Cathy Coverdale, Financial Analyst provided a brief overview and answered questions regarding the breakdown of revenue streams. Discussion regarding future benefits and associated factors that result in increases to this figure.

Recommendation FC-04-24:

Moved by: Robert Foster

Seconded by: Stewart Beattie

**THAT** Report No. FC-03-24 RE: 2023 Audited Financial Statements **BE RECEIVED**;

**AND THAT** the 2023 Audited Financial Statements and the 2023 Audit Findings Report attached hereto as Appendices 1 and 2 respectively **BE RECOMMENDED** to the Board of Directors for approval.

**CARRIED**

## **6. DELEGATIONS**

None.

## **7. CONSENT ITEMS**

**7.1. Report No. FC-04-24 RE: Banking and Investments – 2023 Activity**

**7.2. Report No. FC-05-24 Procurement – 2023 Activity**

Recommendation FC-05-24:

Moved by: Brian Grant

Seconded by: Stewart Beattie

**THAT** the Reports noted as Items 7.1 and 7.2 be received and accepted for information.

**CARRIED**

## **8. DISCUSSION ITEMS**

**8.1. Report No. FC-01-24 RE: Finance Committee Workplan**

Lise Gagnon, Director, Corporate Services provided a brief overview of the proposed workplan for the Committee. Discussion regarding desire for a debrief on the administrative office move ensued, expressing that this would be suited for presentation to the Governance Committee or the Full Authority Board.

Recommendation FC-06-24:

Moved by: Stewart Beattie

Seconded by: Diana Huson

**THAT** Report No. FC-01-24 RE: Finance Committee – 2024 Work Plan **BE RECEIVED**;

**AND THAT** the Finance Committee - 2024 Work Plan attached as Appendix 1 **BE APPROVED**.

**CARRIED**

### **8.2. Report No. FC-02-24 RE: Financial Report – Q4 – 2023**

Lise Gagnon, Director, Corporate Services, provided the Committee an overview of the report. Discussion ensued regarding HR shortages, recruitment and retention challenges resulting in a decline in salary, benefits, and professional fees costs.

Chandra Sharma, CAO/Secretary – Treasurer, noted that capital projects in 2023 have a completion rate of 94%, discussion ensued.

#### Recommendation FC-07-24:

Moved by: Stewart Beattie

Seconded by: Robert Foster

THAT Report No. FC-02-24 RE: Financial Report – Q4 – 2023 **BE RECEIVED.**

**CARRIED**

### **8.3. Report No. FC-06-24 RE: 2024 Operating and Capital Budgets and Municipal Levies**

Lise Gagnon, Director, Corporate Services, provided an overview of the report noted above. Discussion ensued regarding the operating impact of the compensation strategy, capital funding and the unfunded priorities list. Discussion ensued regarding a semi-annual status update on capital projects to allow for prioritization and redirection where appropriate.

#### Recommendation FC-08-24:

Moved by: Diana Huson

Seconded by: Stewart Beattie

**THAT** Report No. FC-06-24 RE: 2024 Operating and Capital Budgets – FINAL **BE APPROVED;**

**AND THAT** in accordance with the Board approved Reserves Policy, the amount of \$1,848,946 **BE ALLOCATED** from Reserves (Capital and Operating) to fund ongoing initiatives carried over from 2023 as per details provided in this report;

**AND FURTHER THAT** the 2024 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**

## 9. NEW BUSINESS

### 9.1. Ball's Falls Festival Fees – Discussion

Adam Christie, Director, Conservation Areas, provided an overview of the discussion item and financial implications of the elevated festival events. The Committee was presented a recommendation based on the subject noted above.

#### Recommendation FC-09-24:

Moved by: Diana Huson

Seconded by: Robert Foster

**WHEREAS** the 50<sup>th</sup> anniversary of Ball's Falls Thanksgiving Festival is being hosted from October 11<sup>th</sup> to the 14<sup>th</sup> with an elevated program offering resulting in increased costs;

**THEREFORE IT IS RESOLVED THAT** staff be authorized to adjust the event ticket costs to increase 50 cents in 2024, and up to \$1/year in future years to adjust for inflation;

**AND THAT** revenue from this adjusted ticket costs in 2024 and future years be directed to the Niagara Peninsula Conservation Foundation (NPCA) as a restricted fund to be allocated towards financing NPCA conservation areas infrastructure assets State-of-Good Repair gap, and to reduce reliance on municipal levy;

**AND FURTHER THAT** staff prepare positive messaging to raise public awareness of this measure through various communication mediums and promotion through the NPCF.

#### Amendment 1, Recommendation FC-09-24:

Moved by: Stewart Beattie

Seconded by: Robert Foster

That the second paragraph of Recommendation FC-09-24 be amended to read:

**“THEREFORE BE IT RESOLVED THAT** staff be authorized to adjust the event ticket costs to increase 50 cents in 2024;”

**CARRIED**

Amendment 2, Recommendation FC-09-24:

Moved by: Diana Huson

Seconded by: Robert Foster

That the second paragraph of Recommendation FC-09-24 be amended to read:

**“THEREFORE BE IT RESOLVED THAT** staff be authorized to adjust the event ticket costs to increase \$1.00 in 2024;”

**CARRIED**

Amendment 3, Recommendation FC-09-24:

Moved by: Diana Huson

Seconded by: Brian Grant

That the second paragraph of Recommendation FC-09-24 be amended to read:

**“THEREFORE BE IT RESOLVED THAT** staff be authorized to adjust the general admission event ticket costs to increase \$1.00 in 2024 to a total of \$10.50;”

**CARRIED**

Recommendation FC-09-24:

Moved by: Diana Huson

Seconded by: Robert Foster

**WHEREAS** the 50<sup>th</sup> anniversary of Ball’s Falls Thanksgiving Festival is being hosted from October 11<sup>th</sup> to the 14<sup>th</sup> with an elevated program offering resulting in increased costs;

**THEREFORE IT IS RESOLVED THAT** staff be authorized to adjust the general admission event ticket costs to increase \$1.00 in 2024 to a total of \$10.50;

**AND THAT** revenue from this adjusted ticket costs in 2024 and future years be directed to the Niagara Peninsula Conservation Foundation (NPCA) as a restricted fund to be allocated towards financing NPCA conservation areas infrastructure assets State-of-Good Repair gap, and to reduce reliance on municipal levy;

**AND FURTHER THAT** staff prepare positive messaging to raise public awareness of this measure through various communication mediums and promotion through the NPCF.

**CARRIED**

Member Foster acknowledged a significant report regarding Heritage Designation of Ball's Falls that is being deliberated in May and expressed appreciation for NPCA staff's efforts on the file.

Discussion regarding fixed tap machines for donation receipt at Ball's Falls ensued. Staff informed the Committee that a prior assessment of the up-front costs and administrative fees deemed the endeavor not financially viable at the time of review.

## **10. CLOSED SESSION**

None.

## **11. ADJOURNMENT**

The meeting was adjourned at 10:51am.