

**NIAGARA PENINSULA CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes**  
**December 13, 2024, 9:00a.m.**  
**Carolinian Hall**  
**3350 Merrittville Hwy., Thorold ON**

**MEMBERS PRESENT:** J. Metcalfe, Chair  
S. Beattie, Vice Chair  
B. Clark  
D. Cridland  
R. Foster  
B. Grant  
M. Seaborn  
M. Tadeson  
A. Witteveen

**MEMBERS ABSENT:** P. O'Neill

**STAFF PRESENT:** L. Lee-Yates, CAO/Secretary-Treasurer  
E. Baldin, Manager, Land Planning  
B. Buggeln, Manager, Natural Hazard Management & Resiliency  
A. Christie, Director, Conservation Areas  
C. Coverdale, Manager, Financial Services  
J. Culp, Manager, Compliance & Enforcement  
M. Davis, Manager, Office of the CAO & Board  
D. Deluce, Director, Planning & Development  
M. Ferrusi, Manager, People & Performance  
L. Gagnon, Director, Corporate Services  
E. Gervais, Manager, Corporate Support Services  
N. Green, Director, Watershed Strategies & Climate Change  
A. Powell, Manager, Conservation Areas Programs & Services  
G. Shaule, Administrative Assistant  
S. Zavarella, Manager, Communications & PR

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**The meeting was called to order at 9:05 a.m.**

**1. APPROVAL OF AGENDA**

Resolution No. FA-125-2024

Moved by: Brian Grant

Seconded by: Michelle Seaborn

**THAT** the agenda for the Full Authority Board meeting held on December 13, 2024  
**BE AMENDED** to address Item 9.4 immediately following Item 6.1 and Item 9.5  
immediately following Item 6.2.

**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

None.

## 3. APPROVAL OF MINUTES

Resolution No. FA-126-2024

Moved by: Donna Cridland

Seconded by: Stew Beattie

**THAT** the Minutes of the Full Authority Meeting Minutes and the Closed Session Minutes of the Full Authority Meeting dated November 15, 2024 **BE APPROVED.**

**CARRIED**

## 4. CHAIR'S UPDATE

- Niagara Region has received and approved NPCA's apportionment for 2025, the budget will be presented to Haldimand County and Hamilton in the new year.
- Chair expressed gratitude to Board Members, staff, and the Niagara Peninsula Conservation Foundation for a wonderful 2024.
- Yield the floor to CAO/Secretary-Treasurer, Leilani Lee-Yates, to introduce the newest member of the Senior Leadership Team, Director, Watershed Strategies & Climate Change, Natalie Green.

## 5. CORRESPONDENCE

None.

## 6. PRESENTATIONS

### 6.1. Watershed-based Resource Management Strategy

CAO/Secretary-Treasurer Lee-Yates provided an introductory overview. Senior Manager, Integrated Watershed Strategies, Geoffrey Verkade, presented on the above noted item. Discussion ensued.

Resolution No. FA-127-2024

Moved by: Albert Witteveen

Seconded by: Robert Foster

**THAT** the presentation RE: Watershed-based Resource Management Strategy **BE RECEIVED.**

**CARRIED**

### 9.1. Report No. FA-62-24 RE: Watershed-based Resource Management Strategy

Resolution No. FA-128-2024

Moved by: Brad Clark

Seconded by: Michelle Seaborn

**THAT** Report No. FA-62-24 RE: Watershed-based Resource Management Strategy **BE RECEIVED**;

**AND THAT** the Watershed-based Resource Management Strategy, as presented in Appendix 1, **BE APPROVED**;

**AND THAT** staff **BE AUTHORIZED** to publish the Watershed Strategy on the NPCA website;

**AND FURTHER THAT** the Watershed Strategy **BE CIRCULATED** to upper-tier, single-tier, and local area municipalities within the Niagara Peninsula Watershed.

**CARRIED**

## **6.2. Conservation Area Strategy**

CAO/Secretary-Treasurer Lee-Yates provided an introductory overview. Manager, Land Planning, Eric Baldin, presented on the above noted item.

Resolution No. FA-129-2024

Moved by: Donna Cridland

Seconded by: Brian Grant

**THAT** the presentation regarding the Conservation Area Strategy **BE RECEIVED**.

**CARRIED**

## **9.2. Report No. FA-63-24 RE: Conservation Area Strategy**

Resolution No. FA-130-2024

Moved by: Stew Beattie

Seconded by: Mark Tadeson

**THAT** Report No. FA-63-24 RE: Conservation Area Strategy **BE RECEIVED**;

**AND THAT** the Conservation Area Strategy, as presented in Appendix 1, **BE APPROVED**;

**AND THAT** staff **BE AUTHORIZED** to publish the Conservation Area Strategy on the NPCA website;

**AND FURTHER THAT** the Conservation Area Strategy **BE CIRCULATED** to the NPCA watershed upper-tier, single-tier and local municipalities.

**CARRIED**

## **7. DELEGATIONS**

None.

## 8. CONSENT ITEMS

None.

## 9. DISCUSSION ITEMS

### 9.1. Report No. FA-60-24 RE: Banking and Borrowing Resolution

Director, Corporate Services, Lise Gagnon, provided a brief overview. Discussion ensued.

Resolution No. FA-131-2024

Moved by: Brad Clark

Seconded by: Mark Tadeson

**WHEREAS** Section 3 (5) of the *Conservation Authorities Act* authorizes Conservation Authorities, for its purposes, to borrow on the promissory note of the authority such money as may be required until payment to the authority of any grants and of sums to be paid to the authority by the participating municipalities,

**WHEREAS** the Niagara Peninsula Conservation Authority deems it appropriate to borrow such sums, with the total borrowed amount not to exceed \$1,000,000 at any one time to meet approved administration, maintenance and capital expenditures;

**BE IT RESOLVED THAT** Report No. FA-60-24 RE: Bank Borrowing Resolution **BE RECEIVED;**

**AND THAT** the Niagara Peninsula Conservation Authority **BE AUTHORIZED** to borrow from time to time from the Toronto Dominion Bank by way of a Demand Operating Facility Agreement executed and signed by the Chair, Vice-Chair, CAO/Secretary-Treasurer and Director of Corporate Services with the total amount not exceeding \$1,000,000 at any one time to meet approved administration, maintenance and capital expenditures;

**AND FURTHER THAT** the Board of Directors **AUTHORIZE** the Chair, Vice-Chair, CAO/Secretary-Treasurer and the Director of Corporate Services to execute the required agreements and documents.

**CARRIED**

### 9.2. Report No. FA-65-24 RE: Public Advisory Committee Member Recruitment

Manager, Office of the CAO & Board, Melanie Davis, provided an overview of the report and answered questions regarding the recruitment process.

Resolution No. FA-132-2024

Moved by: Donna Cridland

Seconded by: Michelle Seaborn

**THAT** Report FA-65-24 RE: Public Advisory Committee Member Recruitment **BE RECEIVED;**

**AND THAT** staff **BE DIRECTED** to proceed with Public Advisory Committee member recruitment as outlined herein;

**AND FURTHER THAT** Report No. FA-65-24 and the Public Advisory Committee Terms of Reference **BE CIRCULATED** to partner and local area municipalities to support committee member recruitment.

**CARRIED**

**9.3. Report No. FA-65-24 RE: Planning and Permitting Policy Review Work Plan**  
Director, Planning & Development, David Deluce provided an overview of the above noted report.

Resolution No. FA-133-2024

Moved by: Stew Beattie

Seconded by: Mark Tadeson

**THAT** Report No. FA-61-24 RE: Planning and Permitting Policy Review Work Plan **BE RECEIVED**;

**AND THAT** the proposed Planning and Permitting Policy Review Work Plan, as outlined in Appendix 1, **BE APPROVED**;

**AND FURTHER THAT** the proposed Permitting Procedure Manual Review Work Plan, as outlined in Appendix 2, **BE RECEIVED** for information.

**CARRIED**

## **10. COMMITTEE REPORTS**

### **10.1. Governance Committee Minutes, dated November 15, 2024**

Resolution No. FA-134-2024

Moved by: Stew Beattie

Seconded by: Mark Tadeson

**THAT** the Governance Committee minutes, dated November 15, 2024 **BE APPROVED**.

**CARRIED**

### **10.2. Public Advisory Committee Minutes, dated November 26, 2024**

Resolution No. FA-135-2024

Moved by: Michelle Seaborn

Seconded by: Stew Beattie

**THAT** the Public Advisory Committee Minutes, dated November 26, 2024 **BE APPROVED**.

**CARRIED**

## **11. MOTIONS**

None.

## 12. NOTICES OF MOTION

None.

## 13. NEW BUSINESS

### 13.1. Verbal update RE: Niagara Peninsula Conservation Foundation

- Womenchant Winter Solstice Concert is scheduled for December 19, 2024 at Ball's Falls. Information on silent auction and more can be found online.

## 14. CLOSED SESSION

Resolution No. FA-136-2024

Moved by: Donna Cridland

Seconded by: Stew Beattie

**THAT** the Full Authority Meeting on December 13, 2024 **PROCEED INTO CLOSED SESSION** at 10:19a.m.

**CARRIED**

Resolution No. FA-137-2024

Moved by: Mark Tadeson

Seconded by: Donna Cridland

**THAT** the Full Authority Meeting on December 13, 2024 **PROCEED INTO OPEN SESSION** at 10:45a.m.

**CARRIED**

Resolution No. FA-138-2024

Moved by: Mark Tadeson

Seconded by: Stew Beattie

**THAT** staff **PROCEED AS DIRECTED** in closed session regarding Report No. FA-64-24.

**CARRIED**

## 14. ADJOURNMENT

**Chair Metcalfe adjourned the meeting at 10:46 a.m.**