



NIAGARA PENINSULA CONSERVATION AUTHORITY
Board of Directors Meeting Minutes
July 25, 2025, 10:01a.m.
Carolinian Hall
3350 Merrittville Hwy., Thorold ON

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

MEMBERS ABSENT: J. Metcalfe, Chair
P. O'Neill
M. Tadeson

STAFF PRESENT: L. Lee-Yates, CAO/Secretary-Treasurer
B. Buggeln, Manager, Natural Hazard Management & Resiliency
W. Catterick, GIS Technician
A. Christie, Director, Conservation Areas
M. Davis, Manager, Office of the CAO & Board
D. Deluce, Director, Planning & Development
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

The meeting was called to order at 10:01 a.m.

1. APPROVAL OF AGENDA

Resolution No. FA-73-2025

Moved by: Brad Clark

Seconded by: Michelle Seaborn

THAT the agenda for the Full Authority Board meeting held on July 25, 2025 **BE AMENDED** to address Item 9.1. immediately following Item 6.1.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None.

3. APPROVAL OF MINUTES

Resolution No. FA-74-2025

Moved by: Donna Cridland

Seconded by: Brian Grant

THAT the Minutes of the Full Authority Meeting and the Closed Session Minutes dated June 27, 2025 **BE APPROVED.**

CARRIED

4. CHAIR'S UPDATE

- NPCA hosted a launch event showcasing the Lake Ontario Coastal Resilience Pilot Project on July 22nd in Lincoln, joined by First Nations, Conservation Authorities, municipalities, and federal and provincial representatives to highlight the importance of this shoreline work in their respective communities.
- Acting Chair Beattie thanked Mississauga's of the Credit First Nation's Chief Salt, Regional Chair Jim Bradley, Town of Lincoln's Mayor Easton, and Conservation Halton's CEO, Chandra Sharma, for providing their insights and expertise. Fellow Board Members were acknowledged for showing such strong support for this initiative.
- Acting Chair Beattie announced a new week-long celebration, Song to the Waters, is taking place from August 12th to 16th with a series of events across Niagara. This week of immersive cultural and musical programming is presented by Niagara Parks Commission, Niagara Peninsula Conservation Authority, Kakekalanicks Consulting, and international producers and performing artists Corrina Bonshek & Collaborators, and Oktoecho.
- Acting Chair Beattie yielded the floor to CAO/Secretary-Treasurer, Leilani Lee-Yates, who provided an update on removal of signage at Beamer Memorial Conservation Area that may have caused visitors any confusion. She further noted that staff are exploring interim solutions for washroom access while the permanent washrooms are closed due to vandalism incidents.

5. CORRESPONDENCE

Resolution No. FA-75-2025

Moved by: Robert Foster

Seconded by: Brad Clark

THAT the following correspondence items **BE RECEIVED:**

- 5.1. Correspondence dated June 19, 2025 from Regional Municipality of Niagara RE: Woodland Conservation By-Law Update PDS-4-2025; and

5.2. Correspondence dated June 27, 2025 from Regional Municipality of Niagara RE: 2026 Budget Planning CSD-31-2025.

CARRIED

6. PRESENTATIONS

6.1. Oswego Creek Floodplain Mapping

Manager, Natural Hazard Management and Resiliency, Brendan Buggeln, provided a presentation on the proposed floodplain mapping updates for Oswego Creek.

Resolution No. FA-76-2025

Moved by: Brian Grant

Seconded by: Donna Cridland

THAT the Oswego Creek Floodplain Mapping presentation **BE RECEIVED.**

CARRIED

9.1. Report No. FA-37-25 RE: Oswego Creek Floodplain Mapping Approval

Resolution No. FA-77-2025

Moved by: Michelle Seaborn

Seconded by: Robert Foster

THAT Report No. FA-37-25 RE: Oswego Creek Floodplain Mapping Approval **BE RECEIVED;**

AND THAT the NPCA Board of Directors **APPROVE** the Oswego Creek Floodplain Mapping reports and associated flood maps for use in the implementation of Ontario Regulation 41/24 and policies;

AND THAT the approved flood maps of Oswego Creek **BE MADE PUBLICLY AVAILABLE;**

AND FURTHER THAT Report No. FA-37-25 **BE CIRCULATED** to Haldimand County and the Township of Wainfleet for Information.

CARRIED

7. DELEGATIONS

None.

8. CONSENT ITEMS

Resolution No. FA-78-2025

Moved by: Albert Witteveen

Seconded by: Donna Cridland

THAT the following consent items **BE RECEIVED:**

8.1. Report No. FA-33-25 RE: Compliance and Enforcement Q2 Statistics 2025; and

8.2. Report No. FA-35-25 RE: NPCA Planning and Development Semi-Annual Report.

CARRIED

9. DISCUSSION ITEMS

9.2. Report No. FA-34-25 RE: Binbrook Comfort Station – Contract Award

Director, Conservation Areas, Adam Christie, provided a brief overview of the report.

Resolution No. FA-79-2025

Moved by: Donna Cridland

Seconded by: Brad Clark

THAT Report No. FA-34-25 RE: Binbrook Comfort Station – Contract Award **BE RECEIVED;**

AND THAT a capital contract award to Duomax Developments Inc. in the amount of \$681,400 (plus non-recoverable HST) for the Binbrook Comfort Station **BE APPROVED;**

AND FURTHER THAT a contingency of 10% for the capital project **BE ALLOCATED** to address any unanticipated costs during the project implementation process.

CARRIED

9.3. Report No. FA-32-25 RE: Long Beach Workshop – Contract Award

Director, Conservation Areas, Adam Christie, provided a brief overview of the report. Discussion ensued regarding the timeline to complete works in preparation for the busy season in 2026.

Resolution No. FA-80-2025

Moved by: Brian Grant

Seconded by: Robert Foster

THAT Report No. FA-32-25 RE: Long Beach Workshop – Contract Award **BE RECEIVED;**

AND THAT a capital contract award to Duomax Developments Inc. in the amount of \$718,900 (plus non-recoverable HST) for the Long Beach Workshop **BE APPROVED;**

AND FURTHER THAT a contingency of 10% for the capital project **BE ALLOCATED** to address any unanticipated costs during the project implementation process.

CARRIED

9.4. Report No. FA-38-25 RE: 2026 Budget Assumptions and Process

Director, Corporate Services, Lise Gagnon, provided a brief overview of the report.

Resolution No. FA-81-2025

Moved by: Brian Grant

Seconded by: Michelle Seaborn

THAT Report No. FA-38-25 RE: 2026 Budget Assumptions and Process **BE RECEIVED**;

AND THAT the budget assumptions for the 2026 Operating and Capital Budgets as identified in the report **BE APPROVED** for use in the development of the 2026 budgets;

AND THAT staff **BE DIRECTED** to continue discussions relative to known funding gaps and service level agreements with municipal partners;

AND THAT a list of current known unfunded priorities **BE PREPARED** for the Board's consideration in conjunction with 2026 budgets;

AND THAT the Preliminary 2026 Budget **BE REVIEWED** by the Finance Committee and brought to the Board of Directors at the October 24, 2025 meeting for review and approval;

AND FURTHER THAT the funding municipalities **BE ADVISED** thirty days in advance of the Levy vote in accordance with the Conservation Authorities (CA) Act and Ontario Regulation 402/22.

CARRIED

9.5. Report No. FA-39-25 RE: 2026-2027 Wedding and Facilities Rental Fees

Discussion ensued regarding fees reflecting costs appropriately and opportunity to compare to other conservation authorities that provide similar services.

Resolution No. FA-82-2025

Moved by: Albert Witteveen

Seconded by: Brad Clark

THAT Report No. FA-39-25 regarding the 2026-2027 Wedding and Facilities Rental Fees **BE RECEIVED**;

AND THAT the 2026-2027 Wedding and Facilities Rental Fees outlined in Appendix 1 of Report No. FA-39-24 **BE APPROVED**.

CARRIED

9.6. Report No. FA-40-25 RE: Agreement of Services between the Corporation of the Town of Grimsby and Niagara Peninsula Conservation Authority

Resolution No. FA-83-2025

Moved by: Brian Grant

Seconded by: Michelle Seaborn

THAT Report No. FA-40-25 regarding the Agreement of Services between the Corporation of the Town of Grimsby and Niagara Peninsula Conservation Authority **BE RECEIVED**;

AND THAT the Agreement of Services between the Corporation of the Town of Grimsby and Niagara Peninsula Conservation Authority **BE APPROVED**;

AND THAT the CAO/Secretary – Treasurer and NPCA Chair **BE AUTHORIZED** to sign required documents to execute said agreement;

AND FURTHER THAT the final executed Agreement of Services between the Corporation of the Town of Grimsby and Niagara Peninsula Conservation Authority **BE MADE PUBLICLY AVAILABLE** on NPCA's website.

CARRIED

10. COMMITTEE REPORTS

10.1. Governance Committee Minutes, dated June 27, 2025

Resolution No. FA-84-2025

Moved by: Donna Cridland

Seconded by: Brian Grant

THAT the Minutes of the Governance Committee, dated June 27, 2025 **BE APPROVED**.

CARRIED

10.2. Finance Committee Minutes, dated July 16, 2025

Resolution No. FA-85-2025

Moved by: Michelle Seaborn

Seconded by: Robert Foster

THAT the Minutes of the Finance Committee, dated July 16, 2025 **BE APPROVED**.

CARRIED

11. MOTIONS

None.

12. NOTICES OF MOTION

None.

13. NEW BUSINESS

- Member Witteveen inquired about any updates on the provincial appointment of an Agricultural Representative to the Full Authority Board. CAO/Secretary-Treasurer Lee-Yates advised that conservation authorities have not received notice of appointments and timing may be impacted by the transition from Ministry of Natural Resources to Ministry of Environment, Conservation, and Parks.
- Member Foster commended NPCA for the success of the Lake Ontario Coastal Resilience Pilot Project event and noted that further engagement with Great Lakes and St. Lawrence Cities Initiative may be of interest.
- Member Cridland noted that the Green Herons were nominated by NPCF for the Canadian Wildlife's Wade Luzny Youth Conservation Award and shared that they had won the prestigious award. Two members travelled to Yellowknife, NWT in June to accept the award on behalf of the club.

14. CLOSED SESSION

Resolution No. FA-86-2025

Moved by: Brian Grant

Seconded by: Michelle Seaborn

THAT the Full Authority Meeting scheduled on July 25, 2025 **NOW MOVE INTO CLOSED SESSION** at 10:54a.m.

Resolution No. FA-87-2025

Moved by: Brian Grant

Seconded by: Robert Foster

THAT the Full Authority Meeting scheduled July 25, 2025 **RESUME** open session at 11:07a.m.

CARRIED

Resolution No. FA-88-2025

Moved by: Brad Clark

Seconded by: Michelle Seaborn

THAT staff **PROCEED AS DIRECTED** in closed session regarding Confidential Report No. FA-36-25.

CARRIED

15. ADJOURNMENT

Acting Chair Beattie adjourned the meeting at 11:08 a.m.