



**NIAGARA PENINSULA CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes**  
**October 24, 2025, 10:00a.m.**  
**Carolinian Hall**  
**3350 Merrittville Hwy., Thorold ON**

**MEMBERS PRESENT:** J. Metcalfe, Chair  
S. Beattie, Vice Chair  
B. Clark  
D. Cridland  
B. Grant  
P. O'Neill  
M. Seaborn  
M. Tadeson  
A. Witteveen

**MEMBERS ABSENT:** R. Foster

**STAFF PRESENT:** L. Lee-Yates, CAO/Secretary-Treasurer  
A. Christie, Director, Conservation Areas  
J. Culp, Manager, Compliance & Enforcement  
Z. Dadson, Manager, Grants & Project Coordination  
M. Davis, Manager, Office of the CAO & Board  
D. Deluce, Director, Planning & Development  
M. Ferrusi, Manager, People & Performance  
L. Gagnon, Director, Corporate Services  
N. Green, Director, Watershed Strategies & Climate Change  
S. Pfeifer, Investment & Donor Relations Officer, NPCF  
G. Shaule, Administrative Assistant

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**The meeting was called to order at 10:02 a.m.**

**1. APPROVAL OF AGENDA**

Resolution No. FA-101-2025

Moved by: Stew Beattie

Seconded by: Brian Grant

**THAT** the agenda for the Full Authority Board meeting held on October 24, 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-102-2025

Moved by: Brian Grant

Seconded by: Donna Cridland

**THAT** the Minutes of the Full Authority Meeting and the Closed Session Minutes dated September 19, 2025 **BE APPROVED**.

**CARRIED**

### 4. CHAIR'S UPDATE

- Chair Metcalfe acknowledged the loss of an admirable public servant and strong advocate for conservation, Regional Chair Jim Bradley, whose dedication to the Niagara Region has made a significant impact on the community.
- Chair Metcalfe expressed gratitude to all the staff, Board Members, volunteers, and the Niagara Peninsula Conservation Foundation for their incredible work at the Ball's Falls Thanksgiving Festival earlier this month. The weather was on our side, and the grounds were full of engaged visitors from near and far.
- Chair Metcalfe yielded the floor CAO Lee-Yates, who recognized Kim Frolich for her dedicated service to NPCA and congratulated her for her recent retirement. CAO Lee-Yates also introduced NPCA's new Manager, Grant & Project Coordination, Zach Dadson.

### 5. CORRESPONDENCE

Resolution No. FA-103-2025

Moved by: Brad Clark

Seconded by: Albert Witteveen

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

**5.1.** Correspondence dated October 1, 2025 from the Niagara Region RE: 2026 Legislative Schedule of Regular Meetings; and

**5.2.** Correspondence dated October 8, 2025 from the City of Hamilton RE: 2026 Budget Directive.

**CARRIED**

### 6. PRESENTATIONS

#### **6.1. 2026 Draft Budgets and Municipal Levies**

CAO/Secretary-Treasurer, Leilani Lee-Yates, and Director, Corporate Services, Lise Gagnon, provided a presentation on the 2026 Draft Budgets and Municipal Levies.

Resolution No. FA-104-2025

Moved by: Stew Beattie

Seconded by: Brian Grant

**THAT** the 2026 Draft Budgets and Municipal Levies presentation **BE RECEIVED.**  
**CARRIED**

**9.1. Report No. FA-47-25 RE: 2026 Draft Budgets and Municipal Levies**

Chair Metcalfe noted that a weighted vote will be conducted in accordance with Ontario Regulation 402/22 under the *Conservation Authorities Act*.

Manager, Office of the CAO & Board, Melanie Davis, conducted a roll call and provided members present with the value of their weighted vote.

Resolution No. FA-105-2025

Moved by: Stew Beattie

Seconded by: Michelle Seaborn

**THAT** Report No. FA-47-25 RE: 2026 Draft Budgets and Municipal Levies **BE RECEIVED;**

**AND THAT** the 2026 Draft Budgets & Municipal Levies **BE APPROVED BY WEIGHTED LEVY VOTE** for discussion with municipal staff, in accordance with Board approved Budget Assumptions;

**AND THAT** the list of 2026 unfunded pressures **BE PROVIDED** to partner municipalities for any future opportunities outside the 2026 budget through collaborative projects or external funding;

**AND FURTHER THAT NPCA** staff **REPORT** the results of discussions with municipal staff to the 2026 Q2 Finance Committee and Board of Directors meetings.

**CARRIED UNANIMOUSLY**

**7. DELEGATIONS**

**7.1. NPCF – Call for Board of Directors’ Applications**

Sharon Pfeifer, Investor & Donor Relations Officer, NPCF provided a delegation regarding a Call for Board of Directors at the Niagara Peninsula Conservation Foundation.

Resolution No. FA-106-2025

Moved by: Mark Tadeson

Seconded by: Michelle Seaborn

**THAT** the delegation from Niagara Peninsula Conservation Foundation regarding a Call for Board of Directors’ Applications **BE RECEIVED.**

**CARRIED**

**8. CONSENT ITEMS**

**8.1. Report No. FA-49-25 RE: Compliance and Enforcement Q3 Statistics 2025**

Director, Planning & Development, David Deluce, provided a brief overview of the report.

Resolution No. FA-107-2025

Moved by: Stew Beattie

Seconded by: Brian Grant

**THAT** Item 8.1. Report No. FA-49-25 RE: Compliance and Enforcement Q3 Statistics 2025  
**BE RECEIVED.**

**CARRIED**

## **9. DISCUSSION ITEMS**

### **9.2. Report No. FA-48-25 RE: Financial Report – Q3 – 2025**

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

Resolution No. FA-108-2025

Moved by: Donna Cridland

Seconded by: Stew Beattie

**THAT** Report FA-48-25 RE: Financial Report – Q3 – 2025 **BE RECEIVED** for information.

**CARRIED**

### **9.3. Report No. FA-50-25 RE: Agreement of Services between the Corporation of the Town of Lincoln and Niagara Peninsula Conservation Authority**

Resolution No. FA-109-2025

Moved by: Donna Cridland

Seconded by: Mark Tadeson

**THAT** Report No. FA-50-25 RE: Agreement of Services between the Corporation of the Town of Lincoln and Niagara Peninsula Conservation Authority **BE RECEIVED;**

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

**CARRIED**

### **9.4. Report No. FA-51-25 RE: Agreement of Services between the Corporation of the Town of Fort Erie and Niagara Peninsula Conservation Authority**

Resolution No. FA-110-2025

Moved by: Brad Clark

Seconded by: Brian Grant

**THAT** Report No. FA-51-25 RE: Agreement of Services between the Corporation of the Town of Fort Erie and Niagara Peninsula Conservation Authority **BE RECEIVED**;

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

**CARRIED**

## **10. COMMITTEE REPORTS**

None.

## **11. MOTIONS**

None.

## **12. NOTICES OF MOTION**

None.

## **13. NEW BUSINESS**

None.

## **14. CLOSED SESSION**

**14.1. Litigation, or potential litigation, including matters before administrative tribunals, affecting the NPCA (Compliance & Enforcement – *verbal update*)**

Resolution No. FA-111-2025

Moved by: Stew Beattie

Seconded by: Mark Tadeson

**THAT** the Full Authority Meeting scheduled on October 24, 2025 **NOW** move into closed session at **10:59 a.m.**

**CARRIED**

Resolution No. FA-112-2025

Moved by: Stew Beattie

Seconded by: Mark Tadeson

**THAT** the Full Authority Meeting scheduled October 24, 2025 **RESUME** open session at **11:40 a.m.**

**CARRIED**

**15. ADJOURNMENT**

**Chair Metcalfe adjourned the meeting at 11:41 a.m.**