

Governance Committee Meeting
MEETING MINUTES
Niagara Peninsula Conservation Authority
February 16, 2024

CALL TO ORDER – ROLL CALL

Chair Seaborn called the meeting to order at **10:51 a.m.**

MEMBERS PRESENT: R. Foster
D. Cridland
M. Seaborn, Governance Committee Chair
P. O'Neill
B. Clark
S. Beattie

MEMBERS ABSENT: J. Metcalfe

STAFF PRESENT: C. Sharma, CAO / Secretary - Treasurer
M. Davis, Manager, Office of the CAO & Board
M. Ferrusi, Manager, People and Performance
G. Shaule, Administrative Assistant

1. APPROVAL OF AGENDA

Resolution No. GC-01-2024
Moved by Donna Cridland
Seconded by Stew Beattie

THAT The Governance Committee Meeting Agenda dated Thursday
November 9, 2023 **BE APPROVED.**

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None.

3. APPROVAL OF THE MINUTES

Resolution No. GC-02-2024
Moved by Brad Clark
Seconded by Rob Foster

THAT the following Governance Committee Minutes **BE APPROVED:**

- Minutes of the Governance Committee Meeting dated September 15, 2023; and
- Closed Session Minutes from Governance Committee Meeting dated September 15, 2023.

CARRIED

4. CORRESPONDENCE

None.

5. PRESENTATIONS

None.

6. DELEGATIONS

None.

7. CONSENT ITEMS

7.1. Verbal Update RE: Salary Disclosures

7.2. Verbal Update RE: Integrity Commissioner

Resolution No. GC-03-2024

Moved by Brad Clark

Seconded by Donna Cridland

THAT both Verbal Updates RE: Salary Disclosures and Integrity Commissioner Services **BE RECEIVED;**

AND THAT staff explore costs of service provision through the agreement between the Regional Municipality of Niagara and their Integrity Commissioner Services and report back to the Governance Committee.

CARRIED

8. DISCUSSION ITEMS

8.1. Report No. GC-01-24 RE: Delegations of the Responsibilities the *Municipal Freedom of Information and Protection of Privacy Act*

Melanie Davis, Manager, Office of the CAO & Board, provided a brief overview.

Resolution No. GC-04-2024

Moved by Donna Cridland

Seconded Brad Clark

THAT Report No. GC-01-24 regarding the delegation of responsibilities under the *Municipal Freedom of Information and Protection of Privacy Act* **BE RECEIVED**;

AND THAT the responsibilities of the Head under the *Municipal Freedom of Information and Protection of Privacy Act* be delegated to the Manager, Office of the CAO & Board, who shall serve as the Freedom of Information (FOI) Coordinator;

AND THAT staff prepare correspondence outlining the delegation of responsibilities to be sent to the Information and Privacy Commissioner of Ontario for their records;

AND FURTHER THAT the FOI Coordinator complete an annual statistical report to be provided to the Board for information, and report to the Governance Committee on FOI and privacy matters as deemed necessary or appropriate.

CARRIED

8.2. Report No. GC-02-24 RE: Governance Committee – 2024 Work Plan

Melanie Davis, Manager, Office of the CAO & Board provided a brief overview. Discussion regarding priorities identified in the Work Plan ensued.

Resolution No. GC-05-2024

Moved by Stew Beattie

Seconded by Rob Foster

THAT Report No. GC-02-24 RE: Governance Committee – 2024 Work Plan **BE RECEIVED**;

AND THAT the Governance Committee – 2024 Work Plan attached as Appendix 1 **BE APPROVED**.

CARRIED

9. NEW BUSINESS

Chandra Sharma, CAO / Secretary – Treasurer, provided an update on a Memorandum of Understanding presented to the Authority by the **Hamilton-Oshawa Port Authority** to launch a collaborative forum on a potential brown field development for a future Great Lakes Innovation Centre in Port Colborne.

10. CLOSED SESSION

None.

11. ADJOURNMENT

The Governance Committee Meeting was **ADJOURNED** at **11:22 a.m.**