

**Governance Committee**  
**November 15, 2024**  
**Carolinian Hall**  
**3350 Merrittville Hwy., Thorold ON**  
**MEETING MINUTES**

**MEMBERS PRESENT:** S. Beattie  
B. Clark  
D. Cridland  
R. Foster  
J. Metcalfe  
M. Seaborn, Chair

**STAFF PRESENT:** L. Lee-Yates, CAO/Secretary–Treasurer  
M. Davis, Manager, Office of the CAO & Board

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The meeting was called to order at 10:48 a.m.

**1. APPROVAL OF AGENDA**

Resolution No. GC-11-2024

Moved by: Donna Cridland

Seconded by: Stew Beattie

**THAT** the Agenda for the Governance Committee Meeting held on November 15, 2024 **BE APPROVED.**

**CARRIED**

**2. DECLARATIONS OF CONFLICT OF INTEREST**

None.

**3. APPROVAL OF THE MINUTES**

Resolution No. GC-12-2024

Moved by: John Metcalfe

Seconded by: Donna Cridland

**THAT** the Minutes of the Governance Committee Meeting, dated May 17, 2024 **BE APPROVED.**

**CARRIED**

#### 4. CORRESPONDENCE

None.

#### 5. PRESENTATIONS

None.

#### 6. DELEGATIONS

None.

#### 7. CONSENT ITEMS

None.

#### 8. DISCUSSION ITEMS

##### 8.1. Report No. GC-06-24 RE: Administrative By-Law Revisions

Manager, Office of the CAO & Board, Melanie Davis, provided an overview of the above noted report. Discussion ensued regarding revision of appendices and next steps.

Resolution GC-13-24:

Moved by: Stew Beattie

Seconded by: John Metcalfe

**THAT** Report No. GC-06-24 RE: Administrative By-Law Review **BE RECEIVED**;

**AND THAT** the *DRAFT* Niagara Peninsula Conservation Authority Administrative By-Law **BE ENDORSED**;

**AND FURTHER THAT** the updated Administrative By-Law and associated Appendices be brought forward **FOR FULL AUTHORITY APPROVAL** on or before February 21, 2025.

**CARRIED**

#### 9. NEW BUSINESS

None.

#### 10. CLOSED SESSION

None.

## **11. ADJOURNMENT**

The meeting was adjourned at 10:58 a.m.