

Governance Committee Agenda
June 27, 2025, following Full Authority meeting.
Carolinian Hall
3350 Merrittville Hwy., Thorold ON
AGENDA

1. APPROVAL OF AGENDA

2. DECLARATIONS OF CONFLICT OF INTEREST

3. APPOINTMENT OF CHAIR & VICE-CHAIR

4. PREVIOUS MEETING MINUTES

4.1. Minutes of the Governance Committee Meeting dated March 21, 2025

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5. CORRESPONDENCE

6. PRESENTATIONS

6.1. Indigenous Engagement Guidelines

Presented by Director, Watershed Strategies & Climate Change, Natalie Green and
Manager, Office of the CAO & Board, Melanie Davis.

7. DELEGATIONS

8. CONSENT ITEMS

8.1. Report No. GC-04-25 RE: Freedom of Information Statistical Report 2024

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9. DISCUSSION ITEMS

10. NEW BUSINESS

11. CLOSED SESSION

12. ADJOURNMENT

Governance Committee
March 21, 2025
Carolinian Hall
3350 Merrittville Hwy., Thorold ON
MEETING MINUTES

MEMBERS PRESENT: S. Beattie
D. Cridland
J. Metcalfe
M. Seaborn, Chair
M. Tadeson

STAFF PRESENT: L. Lee-Yates, CAO/Secretary–Treasurer
M. Davis, Manager, Office of the CAO & Board
D. Deluce, Director, Planning & Development
M. Ferrusi, Manager, People & Performance
K. Peters, Manager, Environmental Planning & Policy

The meeting was called to order at 12:50 p.m.

1. APPROVAL OF AGENDA

Resolution No. GC-01-2025

Moved by: Donna Cridland

Seconded by: Stew Beattie

THAT the Agenda for the Governance Committee Meeting held on March 21, 2025
BE AMMENDED to address Item 9.2 immediately following Item 6.1.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None.

3. APPOINTMENT OF CHAIR & VICE CHAIR

Member Seaborn yielded the floor to Manager, Office of the CAO & Board, Melanie Davis, to proceed with appointments of Chair and Vice Chair of the Committee for 2025.

Nomination

Moved by: John Metcalfe

THAT Member Michelle Seaborn **BE NOMINATED** for Chair of the Governance Committee for 2025.

Nomination

Moved by: John Metcalfe

Resolution No. GC-02-2025

Moved by: Stew Beattie

Seconded by: John Metcalfe

THAT Michelle Seaborn **BE APPOINTED** Chair of the Governance Committee for 2025;

AND THAT Donna Cridland **BE APPOINTED** Vice Chair of the Governance Committee for 2025.

CARRIED

4. PREVIOUS MEETING MINUTES

Resolution No. GC-03-2025

Moved by: Donna Cridland

Seconded by: Stew Beattie

THAT the Minutes of the Governance Committee Meeting, dated November 15, 2024 **BE RECEIVED**.

CARRIED

5. CORRESPONDENCE

None.

6. PRESENTATIONS

6.1. Planning & Permitting Policy Review Workshop

Director, Planning & Development, David Deluce, and Manager, Environmental Planning & Policy, Kim Peters, provided a presentation on the Planning & Permitting Policy Review.

Discussion regarding potential process changes that may impact the Policy Review and engaging the City of Hamilton's Agricultural & Rural Committee and other relevant community groups ensued.

Resolution No. GC-04-2025

Moved by: Donna Cridland

Seconded by: John Metcalfe

THAT the Planning & Permitting Policy Review Workshop Presentation **BE RECEIVED.**

CARRIED

9.2. Report No. GC-02-25 RE: NPCA Policy Document and Procedural Manual Update

Resolution No. GC-05-2025

Moved by: Stew Beattie

Seconded by: John Metcalfe

THAT Report No. GC-02-25 RE: NPCA Policy Document and Procedural Manual Update **BE RECEIVED.**

CARRIED

7. DELEGATIONS

None.

8. CONSENT ITEMS

8.1. Report No. GC-03-25 RE: Public Sector Salary Disclosure

Resolution No. GC-06-25

Moved by: Donna Cridland

Seconded by: Stew Beattie

THAT Report No. GC-03-25 RE: Public Sector Salary Disclosure **BE RECEIVED.**

CARRIED

9. DISCUSSION ITEMS

9.1. Report No. GC-01-25 RE: Governance Committee – 2025 Work Plan

Resolution GC-07-25:

Moved by: Stew Beattie

Seconded by: Mark Tadeson

THAT Report No. GC-01-25 RE: Governance Committee – 2025 Work Plan **BE RECEIVED;**

AND THAT the Governance Committee – 2025 Work Plan attached as Appendix 1 **BE APPROVED.**

CARRIED

10. NEW BUSINESS

None.

11. CLOSED SESSION

None.

12. ADJOURNMENT

The meeting was adjourned at 1:46 p.m.

Report To: Governance Committee

Subject: Freedom of Information Statistical Report 2024

Report No: GC-04-25

Date: June 27, 2025

Recommendation:

THAT Report No. GC-04-25 RE: Freedom of Information Statistical Report 2024 **BE RECEIVED.**

Purpose:

The purpose of this report is to provide the Governance Committee with statistical information submitted to the Information and Privacy Commissioner regarding applications made to the Niagara Peninsula Conservation Authority (NPCA) in 2024 under the *Municipal Freedom of Information and Protection of Privacy Act*.

Background:

As a public institution, the NPCA is bound by the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), provincial legislation enacted to provide the public with access to information and to protect the privacy of individuals and organizations.

Section 49(1) of the MFIPPA authorizes the head of an institution to delegate a power or duty granted to them to an officer or officers of the institution.

On February 16, 2024, the Governance Committee passed the following recommendation GC-04-2024 that delegated responsibilities of the Head under MFIPPA to the Manager, Office of the CAO & Board who will serve as the FOI Coordinator.

Section 26 of MFIPPA stipulates that institutions under the legislation's purview shall submit an annual report to the Commissioner of the Information and Privacy Commission (IPC). This report summarizes the volume, response times, revenues, nature of requests and appeals of decisions made by institutions subject to MFIPPA.

Discussion:

In 2024, the NPCA received six records requests under MFIPPA. Four of said requests were completed within the calendar year, and two received near the end of 2024 were completed in January 2025. These two completions will be captured in the 2025 statistical report.

Of the four completed FOI requests, one required an extension beyond the 30-day record provision due to the complex nature of the file. Two requests produced responsive records provided to the requestor, one request resulted in no responsive records, and one request deemed associated records as excluded from MFIPPA per section 52(2.1):

“This Act does not apply to a record relating to a prosecution if all proceedings in respect of the prosecution have not been completed.”

There was one appeal submitted to the IPC pertaining to the outcome of FOI requests submitted to the NPCA. The appeal was dismissed as records requested related to ongoing prosecution, which are subject to exclusion under section 52(2.1) of MFIPPA.

The following exemptions outlined in MFIPPA were exercised in the completion of FOI requests in 2024:

- Section 7(1): disclosure would reveal advice or recommendations of an officer or employee of an institution or consultant retained by the institution;
- Section 8(2)(a): a report prepared in the course of law enforcement, inspections, or investigations by an agency which has the function of enforcing and regulating compliance with a law;
- Section 12: a record that is subject to solicitor-client privilege; and
- Section 14(3)(b): disclosure of personal information presumed to constitute an unjustified invasion of personal privacy if the information was compiled and is identifiable as part of an investigation into a possible violation of law.

Staff are committed to working with requestors to ensure requests are understood in full and carried out with due diligence while maintaining privacy where it is required. Where possible, staff direct requestors to publicly available information. These efforts reduce the need for completing FOIs as staff proactively seek to provide records in a forthcoming manner.

While NPCA received a slight increase in requests in 2024 (four received in 2023), much of the requests submitted are from professional representatives and/or have a high level of complexity that requires more resources to fulfill the request.

Financial Implications:

While there are no immediate financial implications in receiving this report, it is prudent to recognize that fees beyond the \$5.00 application fee have not previously been collected for the works required to complete submitted requests. The total amount of fees collected related to FOI requests in 2024 was \$30.00.

Related Reports and Appendices:

None.

Authored by:

Original Signed by:

Melanie Davis, M.A.
Manager, Office of the CAO & Board

Reviewed and Submitted by:

Original Signed by:

Leilani Lee-Yates, BES, MSPL.RPD, MCIP, RPP
Chief Administrative Officer/Secretary-Treasurer