

Governance Committee Agenda
March 27, 2026, 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 June 27, 2025

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5. CORRESPONDENCE

6. PRESENTATIONS

7. DELEGATIONS

8. CONSENT ITEMS

9. DISCUSSION ITEMS

9.1. Report No. GC-01-26 RE: Governance Committee – 2026 Work Plan

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9.2. Report No. GC-02-26 RE: Freedom of Information Statistical Report 2025

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10. NEW BUSINESS

11. CLOSED SESSION

12. ADJOURNMENT

Governance Committee
June 27, 2025
Carolinian Hall
3350 Merrittville Hwy., Thorold ON
MEETING MINUTES

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

STAFF PRESENT: L. Lee-Yates, CAO/Secretary–Treasurer
M. Davis, Manager, Office of the CAO & Board
N. Green, Director, Watershed Strategies & Climate Change
G. Shaule, Administrative Assistant

The meeting was called to order at 10:35 a.m.

1. APPROVAL OF AGENDA

Resolution No. GC-08-2025
Moved by: Stew Beattie
Seconded by: John Metcalfe

THAT the Agenda for the Governance Committee Meeting held on June 27, 2025
BE APPROVED.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None.

3. PREVIOUS MEETING MINUTES

Resolution No. GC-09-2025
Moved by: Mark Tadeson
Seconded by: Michelle Seaborn

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

CARRIED

4. CORRESPONDENCE

None.

5. PRESENTATIONS

5.1. Indigenous Engagement Guidelines

Director, Watershed Strategies & Climate Change, Natalie Green, and Manager, Office of the CAO & Board, Melanie Davis, provided a presentation on the development process of NPCA's Indigenous Engagement Guidelines.

Discussion regarding duty to consult, roles and responsibilities of volunteers, and broader engagement opportunities ensued.

Resolution No. GC-10-2025

Moved by: John Metcalfe

Seconded by: Stew Beattie

THAT the Indigenous Engagement Guidelines Presentation **BE RECEIVED.**

CARRIED

6. DELEGATIONS

None.

7. CONSENT ITEMS

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

Resolution No. GC-11-25

Moved by: Michele Seaborn

Seconded by: Mark Tadeson

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

CARRIED

8. DISCUSSION ITEMS

None.

9. NEW BUSINESS

None.



10. CLOSED SESSION

None.

11. ADJOURNMENT

The meeting was adjourned at 11:17 a.m.

Report To: Governance Committee

Subject: Governance Committee – 2026 Work Plan

Report No: GC-01-26

Date: March 27, 2026

Recommendation:

THAT Report No. GC-01-26 RE: Governance Committee – 2026 Work Plan **BE RECEIVED;**

AND THAT the Governance Committee – 2026 Work Plan attached as Appendix 1 **BE APPROVED.**

Purpose:

The purpose of this report is to identify governance objectives and timelines for approval through the establishment of a Work Plan for the 2026 Governance Committee.

Background:

The Governance Committee began receiving an annual report that included a proposed Work Plan in 2021 to clearly communicate the integration of Board objectives into day-to-day operations of the NPCA.

Discussion:

It has become common practice for the Governance Committee to receive a proposed Work Plan outlining items for review and approval at the first meeting of the year. Attached as Appendix 1 is the proposed 2026 work plan for the Committee's consideration.

The proposed work plan for 2026 has been developed collaboratively with NPCA staff to identify items of priority within the role of the Committee, focusing Committee engagement on supporting the proposed transition to a regional conservation authority framework and key priority items identified in the *2021-2031 Strategic Plan*.

Given the anticipated work associated with the proposed transition to a regional conservation authority framework, NPCA's Governance Committee has two additional meetings scheduled throughout 2026, for a total of five. Should a scheduled meeting not be required, or additional meetings are deemed necessary, staff will consult with the Chair to adjust at their call.

Financial Implications:

There are no financial implications pertaining to the approval of the 2026 Work Plan.

Links to Policy/Strategic Plan

Approving a Governance Committee Work Plan supports the advancement of the 2021-2031 strategic plan by promoting Organizational Excellence. Providing clear guidance for progress and reporting to Committees allows for thorough development of internal workplans and prioritization of workflow.

Recommendations contained herein also support the Strategic Plan's Core Value of conducting business with transparency to achieve high quality Customer Service.

Related Reports and Appendices:

Appendix 1: 2026 Proposed Work Plan

Report No. GC-05-20 RE: Board Evaluation Process

Report No. GC-05-22 RE: Board Evaluation Summary

Report No. GC-02-23 RE: Governance Committee – 2023 Work Plan

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

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

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

Appendix 1 to Report No. GC-01-26 RE: Governance Committee – 2026 Work Plan

Governance Committee Annual Work Plan - 2026

	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
DRAFT - SUBJECT TO APPROVAL												
Governance Committee			27-Mar		22-May		24-Jul		25-Sep		27-Nov	
Full Authority Board												
1. Work Plan												
Workplan Approval			X									
2. Legislative Updates												
Regional consolidation of Ontario's conservation authorities			X	X								
Transition Committee Updates					X		X		X		X	
3. Corporate Policies and Procedures												
Planning & Permitting Policy Document Review									X			
4. Strategic Plan												
Indigenous Engagement Guidelines							X					
Digital Transformation Strategy							X					
Government Relations Strategy					X				X			
5. Other												
FOI Statistical Reporting			X									
Insurance Update											X	

Report To: Governance Committee

Subject: Freedom of Information Statistical Report 2025

Report No: GC-02-26

Date: March 27, 2026

Recommendation:

THAT Report No. GC-02-26 RE: Freedom of Information Statistical Report 2025 **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 2025 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 2025, the NPCA received six new records requests under MFIPPA, for a total completion of eight. Two received near the end of 2024 were completed in January 2025 which are captured in the 2025 statistical report. The number of FOI requests NPCA received remains consistent with those received in 2024.

Of the eight completed FOI requests, two required an extension beyond the 30-day record provision to provide Notice to Affected Person(s). Five requests produced responsive records provided to the requestor, and three requests resulted in no responsive records.

With the completion of the eight FOI requests, there was no exercise of exemptions or exclusions in 2025.

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.

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 2025 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