



Budget & Administration Committee Meeting

Addendum

Thursday, September 15, 2022 at 6:00 p.m.

This meeting will be held in person for Budget and Administration Committee members and designated, limited staff only.

**The public may view the meeting live on HCA's You Tube Channel:
<https://www.youtube.com/user/HamiltonConservation>**

8. New Business

8.1. Memorandum Re. Admin By Law Review: Ability to Chair Using Hybrid Meetings

Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

MEETING DATE: September 15, 2022

RE: Administrative Bylaw review – Ability to Chair Using Hybrid Meetings

Background:

HCA's administrative bylaws, provide for electronic meetings as noted below:

Section C Meeting Procedures

9. Electronic Meetings and Participation

Electronic meetings are permitted and must follow/accommodate all Section C Meeting Procedures identified in this by-law or in the case of Hearings, the Section 28(3) Conservation Authorities Act Hearing Guidelines in Appendix 5.

A Director may participate in a meeting of the Board of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director so participating in a meeting is deemed to be present at the meeting, and shall have the ability to register a vote, be counted towards determining quorum, and participate in any portion of the meeting, including portions closed to the public. However, no person so participating shall chair a meeting of the Board of Directors unless the meeting is held in its entirety by telephonic or electronic means.

Staff Comment:

Given the evolution to hybrid meeting participation the question has been raised to keep/amend the last sentence in the bylaw paragraph above, regarding the ability to chair a meeting having to occur in its entirety by telephone or video if the Chair can't attend in person. HCA now has hybrid capacity for video and in-person participation to occur at the same time, whereas previously meetings had to be fully electronic with only the alternative ability to participate by telephone.