



Budget & Administration Committee Meeting Agenda

Thursday, February 17, 2022



Budget & Administration Committee Meeting

February 17, 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 access the meeting by teleconference.
To access the meeting, please dial 1-647-749-5890**

Please then enter the conference access code: 509 232 04#

- 1. Chair's Remarks** – Moccio
- 2. Declaration of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
- 5. Consent Items**
 - 5.1. Approval of Budget & Administration Committee Minutes
– January 20, 2022
- 6. Business Arising from the Minutes**
- 7. Staff Reports/Memorandums**
- 8. New Business**
 - 8.1. Board member sign up for advisory committees at AGM – Moccio
- 9. In-Camera Items**
- 10. Next Meeting** – March 17, 2022
- 11. Adjournment**

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

January 20, 2022

Minutes of the Budget & Administration Committee meeting held on Thursday, January 20, 2022 at 6:00 p.m., by videoconference and livestreamed on YouTube.

Present: Santina Moccio, in the Chair
Dan Bowman
Jim Cimba
Lloyd Ferguson
Maria Topalovic

Regrets: None

Staff Present: Lisa Burnside, Gord Costie, Matt Hall, Neil McDougall, Scott Peck, and Jaime Tellier, and Nancy Watts

Others Present: None

1. Chair's Remarks

The Chair called the meeting to order and welcomed everyone present.

2. Declarations of Conflict of Interest

The Chair asked members to declare any conflicts under the HCA Administrative By-law. There were none.

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda. Lisa Burnside advised of two addendums to the agenda, item 7.1.1. a document supplementary to the staff

report for item 7.1 and a confidential staff report regarding a legal/personnel matter to be discussed in camera.

BA 2201

MOVED BY: Jim Cimba

SECONDED BY: Dan Bowman

THAT the agenda be approved, as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items

The following consent items were adopted:

- 5.1. Approval of Budget & Administration Committee Minutes – November 18, 2021

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda

7.1. HCA Draft Inventory of Programs and Services

7.1.1. HCA Draft Inventory of Programs and Services

Lisa Burnside provided a summary of the report. The inventory was broken into the categories created by MECP and show sources of funding based on HCA's 2022 trial budget. The inventory reflects a status quo budget based on our 2022 trial balance and works within the current levies provided by the City of Hamilton and Township of Puslinch, as well as the capital block funding received from the City of Hamilton.

MECP advised that non-mandated programs and services such as education and active recreation, that are valuable and important to local communities, can continue as an authority determines as advisable through an MOU for municipal funding or other agreement or can be self funded.

HCA already has several funding arrangements and agreement with the City of Hamilton in regard to water quality testing, management agreement for CBP, ownership for WHV and block funding for capital and major maintenance, which were captured in the inventory.

It is important to note the inventory is subject to consultation with municipalities and may be amended based on feedback and consultation from our participating municipalities.

Upon agreement to the inventory we will need to enter into formal agreements for any Category 2 and 3 programs and services where municipal funding or levy is proposed to be used. Staff insured that we are only undertaking category 2 or 3 programs that support our strategic plan and can be reliably funded.

Neil McDougall provided a detailed overview of how costs were determined, and represented in the table.

The members thanked staff for the significant amount of time and effort to taken to complete the inventory.

BA 2202

MOVED BY: Maria Topalovic

SECONDED BY: Jim Cimba

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT the Board of Directors approve the attached HCA Draft Inventory of Programs and Services, subject to and including any further revisions as noted during the January 20th, 2022 meeting.

CARRIED

7.2. Records Retention Schedule Update

Jaime Tellier provided a summary of the memorandum and answered the members' questions.

A back up system for electronic records in the event of a catastrophic event was discussed. Jaime advised that all servers are backed up monthly to a network attached storage device in a building separate from the main office. There is an additional cloud backup system. Neil McDougall added that all servers are in Canada.

The protection of HCA's physical records was also discussed. Jaime reported that the former carpenter's workshop adjacent to HCA's main office was formally

established as a Records Room for appropriate storage and control records where records are better protected from potential damage due to flooding, mould, vermin, and various other elements. In addition, in 2019, all past Board of Directors and Advisory Committee records were digitized into PDF format, providing additional protection through the electronic copies that are stored on HCA's servers.

Fire protection for the physical records was also inquired after. Jaime advised that a fire suppression system for the records room is in the capital budget for this year.

BA 2203

**MOVED BY: Dan Bowman
SECONDED BY: Maria Topalovic**

THAT the memorandum entitled HCA Records Management Program Update be received.

CARRIED

8. New Business

There was none.

9. In-Camera Items for Matters of Law, Personnel and Property

BA 2204

**MOVED BY: Jim Cimba
SECONDED BY: Lloyd Ferguson**

THAT the Budget and Administration Committee moves *in camera* for matters of law, personnel and property.

CARRIED

During the *in camera* session, two legal matters, one personnel / legal matter, one personnel matter and were discussed.

9.1. Confidential Verbal Update – BA/Jan 01-2022

Lisa Burnside provided a verbal update regarding a legal matter and answered the members' questions.

9.2. Confidential Verbal Update – BA/Jan 02-2022

9.2.1 Confidential Report – BA/Jan 02-2022

Lisa Burnside provided a verbal update and summary of the report regarding a legal/personnel matter and answered the members' questions.

9.3. Confidential Verbal Update – BA/Jan 03-2022

Scott Peck provided a verbal update regarding a legal matter and answered the members' questions.

9.4. Confidential Verbal Update – BA/Jan 04-2022

Lisa Burnside provided a verbal update regarding a personnel matter.

BA 2205

**MOVED BY: Lloyd Ferguson
SECONDED BY: Maria Topalovic**

THAT the Budget and Administration Committee moves out of *in camera*.

CARRIED

The following motion was made out of in camera:

BA2206

**MOVED BY: Dan Bowman
SECONDED BY: Jim Cimba**

THAT the Budget & Administration Committee recommends to the Board of Directors:

- 1. That the HCA Mandatory Vaccination Verification and Testing Policy be amended to require proof of being fully vaccinated in the workplace for all categories of staff (full time, contract, casual, volunteers, students).**
- 2. THAT the definition of “fully vaccinated” for the purposes of this Policy be defined as having received the full series of a COVID-19 vaccine, subject to change as defined by the Ontario Ministry of Health and Long Term Care.**
- 3. THAT any current unvaccinated staff will have until April 18, 2022 to provide proof of full vaccination**

or an approved human rights or medical exemption, at which time any failure to do so will result in their termination of employment with HCA.

4. **THAT any employees with an approved human rights or medical exemption will continue to follow the previous testing measures.**
5. **THAT this report remain in-camera and the recommendations come out of camera.**

CARRIED

10. Next Meeting

The next meeting of the Budget and Administration Committee will be held on Thursday, February 17, 2022 at 6:00 p.m.

11. Next Meeting Adjournment

On motion, the meeting adjourned.

Appendix 3 - Procedure for Election and Appointment of Officers

1. Voting

Except in the case of appointments by acclamation of Directors to sit as members of the Budget and Administration Committee or the Conservation Advisory Board, voting shall be by secret ballot. No Directors may vote by proxy.

2. Acting Chair

The Board of Directors shall appoint a person, who is not a voting Director, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Directors of the Authority, to act as scrutineers. A Director, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. Appointment by acclamation of Directors to sit as members of Committees and Advisory Boards

At the Annual General Meeting each year, Directors may nominate themselves to be one of the three Director members of the Budget and Administration Committee or the Conservation Advisory Board. A sign up sheet for Directors wishing to self-nominate shall be available at the Annual General Meeting for this purpose. If more Directors sign up for the Budget and Administration Committee or Conservation Advisory Board than the number of vacancies, there shall be an election for those positions at the next Board meeting following the Annual General Meeting. If the number of Directors who sign up is less than or equal to the number of vacancies, the Acting Chair shall declare those positions filled by acclamation. Any remaining vacancies may be filled by acclamation or election at any subsequent Board meeting.

5. Election Procedures

The Acting Chair shall advise the Directors that the election will be conducted in accordance with the Act as follows:

- a) The elections at the Annual General Meeting shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Director of the Authority and serve as a member of the Budget and Administration Committee.
 - ii. Election of the Vice-Chair, who shall be a Director of the Authority and serve as Chair of the Budget and Administration Committee
 - iii. If applicable, appointment by acclamation of three Budget and Administration Committee members, who shall be Directors of the Authority.
 - iv. If applicable, appointment by acclamation of three Conservation Advisory Board members, who shall be Directors of the Authority.
 - v. Election of Chair of the Conservation Advisory Board, who shall be a Director of the Authority.
- b) The elections at the Board meeting immediately following the Annual General Meeting (if made necessary as a result of more Directors having self-nominated for