



Budget & Administration Committee Meeting Agenda

Thursday, January 20, 2022



Budget & Administration Committee Meeting

January 20, 2022 at 6:00 P.M.

This meeting will be held by WebEx videoconference.

The meeting can be viewed live on HCA's You Tube Channel:

<https://www.youtube.com/user/HamiltonConservation>

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
– November 18, 2021
6. **Business Arising from the Minutes**
7. **Staff Reports/Memorandums**

Reports for Recommendation:

 - 7.1. HCA Draft Inventory of Programs and Services – McDougall/Burnside

Memorandums to Receive:

 - 7.2. Records Retention Schedule Update – Tellier
8. **New Business**
9. **In-Camera Items**
10. **Next Meeting** – February 17, 2022
11. **Adjournment**

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

November 18, 2021

Minutes of the Budget & Administration Committee meeting held on Thursday, November 18, 2021 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and by teleconference.

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

Regrets: **None**

Staff Present: **Lisa Burnside, Gord Costie, 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.

BA 2141

MOVED BY: Maria Topalovic

SECONDED BY: Dan Bowman

THAT the agenda be approved.

CARRIED

4. Delegations

There were none.

5. Consent Items

The following consent items were adopted:

5.1. Approval of Budget & Administration Committee Minutes – October 21, 2021

5.2. WSIB Injury Statistics from January – October 2021

Lloyd Ferguson congratulated staff on having no lost time incidents.

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda

7.1. 2022 Mileage Rate

Nancy Watts presented a summary of the report and answered the members' questions. The variation between the comparable rates was discussed. Nancy advised that HCA typically aims to remain in the middle of the range.

BA 2142

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

**THAT the Budget and Administration Committee
recommends to the Board of Directors:**

**THAT the mileage rate of 54 cents per kilometre be
increased to 56 cents per kilometre effective January 1,
2022.**

CARRIED

7.2. 2022 Casual Wage Rates

Nancy Watts provided an overview of the report and answered the members' questions. It was clarified that the minimum wage increase will be instituted when the legislation is enacted.

BA 2143

**MOVED BY: Maria Topalovic
SECONDED BY: Jim Cimba**

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

THAT the revised January 1, 2022 Casual/Seasonal wage grids for Hamilton Conservation Authority, Confederation Beach Park/Wild Waterworks and Construction/Forestry and Fleet as outlined in the November 18, 2021, report be approved, should the proposed increase to minimum wage be implemented by the Province.

CARRIED

7.3. 2022 Honorariums and Per Diems

Lisa Burnside presented the report and answered the members' questions.

BA 2144

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

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

THAT the current HCA's honorarium rates for the Chair and Vice-Chair of the Board of Directors and per diem rate for Board of Directors and Advisory Board, remain in effect for 2022.

CARRIED

8. New Business

8.1. 2022 Meeting Schedule

The Chair presented the 2022 meeting schedule, noting that any meetings where there are insufficient agenda items will be cancelled.

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

BA 2145

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

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

CARRIED

During the *in camera* session, two personnel matters were discussed.

9.1. Confidential Verbal Update – BA/Nov 01-2021

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

9.2. Confidential Verbal Update – BA/Nov 02-2021

Nancy Watts provided a verbal update regarding a personnel matter and answered the members' questions.

BA 2146

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

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

CARRIED

10. Next Meeting

The next meeting of the Budget and Administration Committee will be held on Thursday, January 20, 2022 at 6:00 p.m.

11. Next Meeting Adjournment

On motion, the meeting adjourned.

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

**PREPARED WITH
INPUT FROM:** Scott Peck, Deputy CAO/Director of WP&E
Neil McDougall, Secretary-Treasurer

MEETING DATE: January 20, 2022

RE: HCA Draft Inventory of Programs and Services

STAFF RECOMMENDATION

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.

BACKGROUND

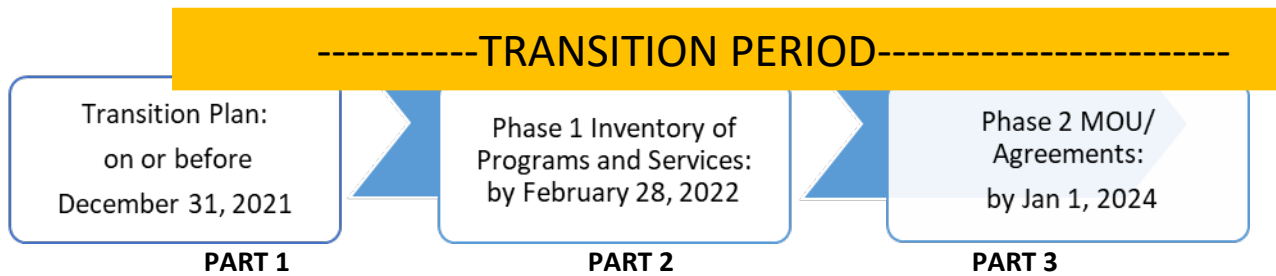
On October 7th, 2021, three (3) new regulations were instituted under the *Conservation Authorities Act*.

- Ontario Regulation 686/21: Mandatory Programs and Services. This regulation prescribes the mandatory programs and services conservation authorities would be required to provide, including core watershed-based resource management strategies.
- Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act. This regulation requires each authority to have a 'transition plan' that would outline the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy, among other things. It also establishes the transition period to enter into those agreements.

- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas. This regulation consolidates the current individual conservation authority 'Conservation Area' regulations made under Section 29 of the *Conservation Authorities Act* into one Minister's regulation that regulates the public use of authority owned land.

The recently proclaimed provisions within the *Conservation Authorities Act* and these accompanying regulations establish the requirements for Transition Plans and Agreements for Programs and Services (see Section 21.1.2 of the Act and Regulation 687/21).

The key components and deadlines for the Transition Plan are illustrated in the figure below. The purpose of the transition period is to provide conservation authorities and municipalities the time to address changes to the budgeting and levy process prior to implementation of the new provisions on January 1st, 2024.



In order to be in compliance with Regulation 687/21, the Board of Directors approved the HCA Transition Plan at its November 4th, 2021 meeting, following the requirements set out by MECP.

As shown in the figure above, the Inventory of Programs and Services is required by February 28th, 2022 and staff have now completed a draft inventory of programs and services to stay in compliance with that schedule.

STAFF COMMENT

As indicated in Regulation 687/21, each conservation authority is to develop an inventory of services and programs they currently offer, broken into three categories defined as follows:

Category 1 – Mandatory programs and services provided by the CA Act (municipal levy used without any agreement)

Category 2 – Municipal programs and services provided at the request of a municipality (with municipal funding through an MOU/Agreement)

Category 3 – Other programs and services that an authority determines are advisable (self funded through user fees, grants, donations and sponsorships; any use of municipal funding requires agreement/MOU with participating municipalities and subject to cost apportioning).

MECP indicated at information webinars held in the Fall of 2021 that the government understands that programs and services, other than those mandated by the province, currently provided by many conservation authorities are valuable and important to local communities, such as education and / or active recreation. It was noted that conservation authorities can continue to provide these programs and services that the conservation authority determines are advisable either through an MOU or other agreement or, on a self funded basis.

HCA already has several funding arrangements and agreements with the City of Hamilton in regard to water quality testing, management agreement for Confederation Beach Park, ownership agreement for Westfield Heritage Village and block funding for capital and major maintenance, all of which have been captured in the inventory.

HCA Inventory

In order to promote consistency across the 36 conservation authorities, Conservation Ontario (CO) developed a high-level program naming convention that describes the mandatory programs and services (Category 1) required by the Province. HCA adopted this template in preparing its draft inventory. The CO template uses the mandatory programs and services subtitles outlined in Section 21.1 of the *Conservation Authorities Act*:

- Natural Hazard Management
- Conservation Lands and Conservation Areas
- Drinking Water Source Protection
- Water Quality and Quantity Monitoring
- Core Watershed-based Resource Management Strategy

Staff then added municipally agreed-to-programs (Category 2) and other programs and services (Category 3) that are currently provided and deemed worthy of continuance.

The inventory is required to show sources of funding and an average amount of spending that has been used to deliver these programs and services. It is permitted to use some other methodology than the 5-year historical average if accompanied with explanation and in this regard, staff felt it was more realistic and accurate to use projected costing from the 2022 Budget trial balance, rather than including past costs which don't reflect inflation or other current factors. It was also felt that the inventory is a forward-looking document intended to capture and reflect up to date costs to deliver the programs and services. To do so requires the use of current budget costs and existing municipal funding, available provincial grants and self generated income sources, and not ones based in the past.

All program and service costing ties back, in total, directly to the 2022 Budget presented and approved by the Board in November of 2021. Each department was reviewed individually and assigned to one or more programs within the inventory. In many instances, one department covered several programs; and in these cases, a best and reasonable estimate was made to allocate the service costs amongst the related programs. In several other situations, one department would have activities which supported more than one category. Here too, an allocation between categories was done, with a reasonable estimate that was reviewed and approved by the divisional director.

Central Support Services such as Finance, IT, Human Resources, Marketing and general administrative and overhead costs were first divided amongst the categories and then assigned to individual programs and services based on a percent of cost basis within the category. Any general income, such as interest or grants were used to reduce the overall costs prior to allocations. This, staff believes, is the most equitable way to distribute the common costs. Conservation Ontario has referenced these costs as “Enabling Costs” which are listed on the last page of the inventory and the Province is to release details as part of the future Phase 2 regulations of the *Conservation Authorities Act* in regard to details about funding, but this has not happened as yet. It would be anticipated that the methodology for inclusion of these types of services would be part of the Phase 2 regulations. Again, to reference the webinars held by the Province last Fall, the province acknowledges that individual Authorities are in the best position to know what would be most appropriate for their individual situation and supports them in doing so.

Inventory Goals

Similar to our annual budget process, staff set out overarching goals for the inventory process as follows:

- Work within and require no increase to the current levy provided by City of Hamilton and Township of Puslinch
- Work within and require no increase to the current capital and major maintenance block funding provided by the City of Hamilton
- Undertake municipal programs (Category 2) other programs and services (Category 3) that support the 2019 – 2023 Strategic Plan and can be reliably funded

STRATEGIC PLAN LINKAGE

The proposed updates refer directly to the HCA Strategic Plan 2019-2023:

- **Strategic Goal – Organizational Excellence**

AGENCY COMMENTS

The inventory of programs and services is required to be circulated to all participating municipalities in the authority's area of jurisdiction and be published on the conservation authority's website or made available to the public by other means, by February 28, 2022. The inventory may be amended after the February 28th deadline based on feedback received from participating municipalities.

It is anticipated that municipalities will offer feedback and seek any clarification and refinements on the inventory during the balance of the transition phase from the February 28, 2022 deadline to December 31, 2023. As the inventory is reviewed with our participating municipalities, the City of Hamilton and Township of Puslinch, comments, modifications and updates may be made which will be summarized in the required progress reports that are to be submitted to MECP through 2022 and 2023. Upon agreement to the inventory, municipal partners will need to enter into formal agreements for any Category 2 and 3 programs and services where municipal levy or funding is proposed to be used.

Category 1 (mandatory programs and services) are not subject to, nor do they require, any municipal agreement.

LEGAL/FINANCIAL IMPLICATIONS

All required conservation authority/municipal MOUs/agreements would need to be in place by January 1, 2024, unless an extension is requested on or before October 1, 2023.

CONCLUSIONS

The passage of Regulation 687/21 "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act" requires the development of Transition Plans and an inventory of programs and services by each Conservation Authority. HCA has drafted the attached inventory in compliance with the Act and upon approval by the Board of Directors, it will be circulated to the City of Hamilton and Township of Puslinch.

Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Jaime Tellier, Executive Assistant & Records Management Coordinator

MEETING DATE: January 20, 2022

RE: HCA Records Management Program Update

BACKGROUND

In 2019, HCA began the modernization of its records management practices. Initial steps in the development of a comprehensive records management program involved expansion of the Executive Assistant position to include the records management portfolio and the subsequent approval of a Records Management Policy and Draft Records Retention Schedule by the Board of Directors. This memorandum provides an update on staff progress in regard to records management.

STAFF COMMENT

When the Records Management Policy and Retention Schedule were presented to the Board of Directors, staff advised the next step in the records management program would be a complete physical inventory of HCA's records and subsequent refinement of the retention schedule. Staff worked toward the completion of detailed records inventories for the various business units within HCA in 2019 and 2020. In total, 27 inventories were completed. It was observed that HCA's records reflect the complexity of the organization. Over 400 unique records series were identified, providing a substantial amount of information to update the Records Retention Schedule with a more comprehensive list of HCA's record holdings.

HCA's current Records Retention Schedule (RRS) was based on a retention schedule created by Grand River Conservation Authority. Using the data collected through the recently completed physical records inventories, an updated retention schedule that is more specific to HCA's operations and records has been drafted and reviewed by the Records Management Committee.

At the same time, Lake Simcoe Region Conservation Authority(LSRCA) and Credit Valley Conservation (CVC) were also developing draft retention schedules. These Conservation Authorities approached Ken Jull at Gardiner Roberts LLP to provide a legal review of their draft schedules to ensure they met all legal requirements. Ken commented on the complexity of the work undertaken by Conservation Authorities and recommended that all Conservation Authorities develop a retention schedule collectively in order to ensure consistency and share costs of a legal review.

LSRCA and CVC contacted other Conservation Authorities to gauge interest in this regard and it was positively accepted by most authorities, including HCA. HCA submitted its draft retention schedule to the coordinators of the review, should it be of assistance in the review. Staff are currently awaiting further information regarding the timeframe for the legal review.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Modernize records management and digitize historical records and archives

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

LSRCA and CVC offered to pay a larger share of the legal review cost. The upper limit of the cost estimate provided by Ken Jull is \$40,000. The remaining cost has been divided among other Conservation Authorities, based on their sizes. HCA's contribution to the legal review is \$2,500.00.

CONCLUSIONS

Staff continue to make steady progress toward the development of our records management program, including completing the physical records inventories and updating the records retention schedule. Staff will assist with the legal review of the draft retention schedules and any development of a common template and policy that may be created as a result.