



Budget & Administration Committee Meeting Agenda

Thursday, March 17, 2022



Budget & Administration Committee Meeting

Thursday March 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 view the meeting 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
– February 17, 2022
 - 5.2. WSIB Injury Statistics from January – 12 months (2021)
- 6. Business Arising from the Minutes**
- 7. Staff Reports/Memorandums**

Memorandums to be received

7.1 12-month Financial Results – Operating	– McDougall
7.2 12-month Financial Results – Capital & Major Maintenance	– McDougall
7.3 4 th Quarter Vendor Report	– McDougall

Reports for recommendation

7.4 Hybrid Meeting Participation and Livestreaming	– Burnside
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- 8. New Business**
- 9. In-Camera Items**
- 10. Next Meeting – April 21, 2022**
- 11. Adjournment**

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

February 17, 2022

Minutes of the Budget & Administration Committee meeting held on Thursday, February 17, 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 – by phone

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. The Chair proposed to remove item 8.1 on the agenda to return to a future meeting with discussion on the topic.

BA 2207

MOVED BY: Dan Bowman

SECONDED BY: Jim Cimba

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 – January 20, 2022

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda

There were none.

8. New Business

8.1. Board member sign up for advisory committees at AGM

The item was deferred to a future meeting.

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

BA 2208

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, one personnel and one legal matter were discussed.

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

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

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

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

BA 2209

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

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, March 17, 2022 at 6:00 p.m.

11. Next Meeting Adjournment

On motion, the meeting adjourned.

Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Nancy Watts, Director of Human Resources & Wellness

MEETING DATE: March 17, 2022

RE: Workplace Safety & Insurance Board (WSIB)
Twelve month review report for 2021

BACKGROUND

Workplace safety and insurance is a no-fault insurance system for work-related injuries and diseases. It is governed by the *Workplace Safety and Insurance Act, 1997* (WSIA), and is managed by the WSIB.

STAFF COMMENT

How the WSIB defines “accident”

- a chance event caused by a physical or natural incident, i.e., falling off a ladder or frostbite
- a wilful and intentional act, but not an act of the worker, i.e., being assaulted by a co-worker, and
- a disablement, which may be a condition that has emerged gradually over time, and cannot be attributed to a clearly defined time or place, i.e., carpal tunnel syndrome,
- is an “unexpected result” of the worker’s duties, wherein an accident that was originally believed to be minor resulted in disablement at a later date, i.e., a back injury from bending over to pick up equipment.

How the WSIB defines “occupational disease”

- a disease resulting from exposure to a substance that is related to a particular industrial process, trade or occupation
- a disease peculiar to, or characteristic of, a particular industrial process, trade or occupation,

- a medical condition that, in the WSIB's opinion, requires a worker to be removed either temporarily or permanently from exposure to a substance because the condition may be a precursor to an occupational disease
- a disease listed in the WSIB applicable to firefighters and fire investigators.

A worker who suffers from, and is impaired by, an occupational disease is entitled to receive benefits under the WSIB as if the disease were a personal injury by accident.

WSIB reportable Injuries – twelve month review (January through December 2021)
There are 8 approved claims reported January through December 2021

Claim type	January thru December 2021	January thru December 2020	Comments – 2021 incidents
	<i>Full time staff</i>	<i>Full time staff</i>	
Medical Aid	3	3	-Worker twisted knee while digging with a shovel - Worker had a small woodchip fall through helmet/face shield and safety glasses, landing in their eye -Worker had an embedded tick that couldn't be removed by themselves and sought medical attention.
Lost Time	0	2	
	<i>Casual Staff</i>	<i>Casual Staff</i>	
Medical Aid	3	5	-Worker experienced eye irritation when water splashed in eye during water sample collection duties -Worker chipped a tooth when a rescue aid hit worker in the mouth while dismounting lifeguard chair at Lakeland pool to provide aid -Worker was exposed to poison ivy which worsened and spread
Lost Time	2	1	- Worker cut thumb while removing tree sapling and needed stitches -Worker rolled/sprained ankle stepping out of cart stepped in rut
Year to date Total	8	11	

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**

- Providing a positive and safe environment for both staff and visitors

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

HCA generally has a good safety record with minor reportable incidents. Once an injury has occurred it is important to return the injured worker to work as quickly and safely as possible and HCA has a strong early return to work program administered through human resources.

CONCLUSIONS

It is important that HCA as an employer, maintain a healthy and safe workplace and to prevent workplace injuries and occupational diseases.

Memorandum

TO: Budget & Administration Committee

FROM: Neil McDougall, Secretary-Treasurer

MEETING DATE: March 17, 2022

RE: HCA Twelve-Month Financial Results – Operating

Hamilton Region Conservation Authority

	12 mos. <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>	Budget <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>
Watershed Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation Areas	\$ 2,422	\$ 1,822	\$ 600	\$ 617	\$1,822	\$(1,205)
Westfield Heritage Village CA	\$ 93	\$ 73	\$ 20	\$ -	\$ 73	\$ (73)
Corporate Services	<u>\$ 490</u>	<u>\$ 1,174</u>	<u>\$ (683)</u>	<u>\$ (437)</u>	<u>\$1,174</u>	<u>\$(1,611)</u>
	\$ 3,005	\$ 3,068	\$ (64)	\$ 180	\$3,068	\$(2,888)
Loan principle repayment	<u>(180)</u>	<u>(216)</u>	<u>36</u>	<u>(180)</u>	<u>(216)</u>	<u>36</u>
Net surplus	<u>\$ 2,825</u>	<u>\$ 2,852</u>	<u>\$ (28)</u>	<u>\$ 0</u>	<u>\$2,852</u>	<u>\$(2,852)</u>

Summary of Results

The second year of the pandemic brought with it similar results to the first. The conservation areas, allowed to be open all year improved over 2020 as daily admissions grew as did pass sales. One has to expect that at some point the pass sales will cannibalize the daily admissions. Just not in 2021.

The film industry is regaining momentum which has helped Westfield tread water until its events can return. Watershed Management Services continue to make strides in the accomplishment of goals outlined in the Strategic Plan.

Corporate Services costs were steady while revenue soften with reduced grants. The last of the loan payments have now been made.

Corporate Services

	12 mos. <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>	Budget <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 2,908	\$ 2,618	\$ 291	\$ 2,494	\$ 2,618	\$ (124)
Equipment	1,313	1,032	281	1,100	1,032	68
Foundation	92	158	(65)	181	158	24
Management fees	202	183	19	426	183	243
School Fees	86	39	47	41	39	2
Interest	91	114	(23)	75	114	(39)
Grants	-	893	(893)	-	893	(893)
Other	<u>180</u>	<u>205</u>	<u>(26)</u>	<u>240</u>	<u>205</u>	<u>35</u>
Total	<u>4,872</u>	<u>5,241</u>	<u>(369)</u>	<u>4,558</u>	<u>5,241</u>	<u>(683)</u>
Expenses						
Staff	3,187	3,110	77	3,380	3,125	255
Utilities	321	232	89	301	240	61
Equipment	51	45	6	331	45	286
Materials & supplies	71	67	4	112	67	45
Other	<u>752</u>	<u>613</u>	<u>139</u>	<u>871</u>	<u>627</u>	<u>244</u>
Total	<u>4,382</u>	<u>4,068</u>	<u>315</u>	<u>4,995</u>	<u>4,068</u>	<u>927</u>
Net surplus / (deficit)	<u>\$ 490</u>	<u>\$ 1,174</u>	<u>\$ (683)</u>	<u>\$ (437)</u>	<u>\$ 1,174</u>	<u>\$ (1,611)</u>
Land, Vehicle & equipment activity						
Donations & misc.	-	-	-	-	-	-
Transfer from Reserves	<u>478</u>	<u>174</u>	<u>304</u>	<u>250</u>	<u>174</u>	<u>76</u>
	<u>\$ 478</u>	<u>\$ 174</u>	<u>\$ 304</u>	<u>\$ 250</u>	<u>\$ 174</u>	<u>\$ 76</u>
Land	47	12	35	-	12	(12)
Vehicles & misc.	<u>431</u>	<u>162</u>	<u>269</u>	<u>250</u>	<u>162</u>	<u>88</u>
	<u>\$ 478</u>	<u>\$ 174</u>	<u>\$ 304</u>	<u>\$ 250</u>	<u>\$ 174</u>	<u>\$ 76</u>

Revenues

Levy was received as expected in total with more allocated to Corporate Services.
Equipment revenue was above 2020 as staff have been busy with fewer shutdowns this year.
The impact of interest rate shifts to help stabilize the economy did reduce interest income throughout the year.
This year we have had no negative impact to operations from the pandemic, consequently we did not qualify for any federal grant assistance in 2021.

Expenses

Staffing is the major cost in Corporate Services and it ended under budget.
Higher activity levels in 2021 brought with it higher expense costs, across the board.

Net surplus / (deficit)

The reduction in operating surplus is entirely due to the absence of the federal grant received last year to allow the HCA to avoid layoffs.

Conservation Areas

	12 mos. <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>	Budget <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>
Revenues						
Admissions	\$ 3,935	\$ 3,063	\$ 872	\$ 2,533	\$ 3,063	\$ (530)
Marina	1,555	1,233	323	1,411	1,233	178
Camping	1,592	1,346	245	1,229	1,346	(117)
Concessions	171	195	(24)	222	195	27
Events	(0)	1	(1)	50	1	49
Other	<u>380</u>	<u>263</u>	<u>116</u>	<u>401</u>	<u>263</u>	<u>138</u>
Total	7,632	6,101	1,531	5,846	6,101	(255)
Expenses						
Staff	2,739	2,265	475	3,074	2,265	809
Equipment	688	555	133	564	555	9
Utilities	301	278	23	283	278	5
Materials & Supplies	573	434	139	476	434	41
Contracts & Consultants	106	175	(69)	244	175	68
Other	<u>803</u>	<u>573</u>	<u>230</u>	<u>589</u>	<u>573</u>	<u>17</u>
Total	<u>5,211</u>	<u>4,279</u>	<u>931</u>	<u>5,229</u>	<u>4,279</u>	<u>950</u>
Net surplus / (deficit)	<u>\$ 2,422</u>	<u>\$ 1,822</u>	<u>\$ 600</u>	<u>\$ 617</u>	<u>\$ 1,822</u>	<u>\$ (1,205)</u>

Revenues

Attendance continued at unprecedented rates throughout the year as the impact of restrictions caused by the pandemic forced people to the one safe option available, the conservation areas. Having the Spencer Gorge area open all year was a definite help (closed 2020 until Sept. for fencing). Marina operations returned to normal in 2021. Camping was immediately sold out as soon as the restrictions were lifted.

Expenses

Staffing was higher in 2021 as there were no area closures and normal work schedules returned. The higher activity drove all cost categories up but they are expected to remain within the budget. Other costs increased, reflecting the higher volume of system reservation fees accompanying the surge in bookings of campsites as visitors wish to avoid the sold out situations of last year.

Net surplus

The pandemic and accompanying restrictions did not leave in 2021. With strong pass sales and day admissions, solid camping reservations and marina operations, this year did not soften compared to 2020 as had been expected. All signs are pointing to a return to normalcy for 2022 so results are expected to soften.

Westfield Heritage Village Conservation Area

	12 mos. <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>	Budget <u>2021</u>	Actual <u>2020</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 614	\$ 602	\$ 12	\$ 614	\$ 602	\$ 12
Events	-	16	(16)	-	16	(16)
Admissions	69	37	33	63	37	26
School Programs	0	7	(7)	-	7	(7)
Other	<u>127</u>	<u>76</u>	<u>51</u>	<u>45</u>	<u>76</u>	<u>(31)</u>
Total	811	738	73	722	738	(16)
Expenses						
Staff	512	470	42	516	470	46
Advertising & Promotion	29	28	0	32	28	4
Utilities	46	46	0	49	46	2
Materials & Supplies	21	21	0	27	21	6
Equipment	64	51	13	56	51	4
School Programs	1	7	(6)	-	7	(7)
Other	<u>45</u>	<u>42</u>	<u>3</u>	<u>44</u>	<u>42</u>	<u>2</u>
Total	<u>718</u>	<u>665</u>	<u>53</u>	<u>722</u>	<u>665</u>	<u>57</u>
Net surplus / (deficit)	<u>\$ 93</u>	<u>\$ 73</u>	<u>\$ 20</u>	<u>\$ -</u>	<u>\$ 73</u>	<u>\$ (73)</u>

Revenues

Levy has been received as expected.

Utilization of the trail system and day revenue is growing as Westfield becomes more than a village.

Film shoot activity has rebounded strongly, accounting for the Other category's jump in revenue.

Events and school programs down in 2021 with expectations high for 2022.

Expenses

Staffing accounts for the majority of expenses and has been on budget.

All other expenses have remained similar to a year ago and as per budget.

Net surplus

Through cost control and strong filming contracts, a surplus was once again achieved.

Watershed Management Services

	12 mos. <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>	Budget <u>2021</u>	12 mos. <u>2020</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 1,159	\$ 1,411	\$ (252)	\$ 1,484	\$ 1,411	\$ 73
Transfer from reserves	280	328	(47)	84	328	(243)
Grants	474	243	231	195	243	(48)
Conservation Foundation	1	31	(30)	-	31	(31)
Permits, fees & misc.	<u>314</u>	<u>250</u>	<u>64</u>	<u>300</u>	<u>250</u>	<u>50</u>
Total	2,228	2,263	(35)	2,064	2,263	(199)
Expenses						
Staff	1,644	1,678	(34)	1,828	1,686	142
Contracts & Consultants	127	401	(274)	52	489	(437)
Materials & Supplies	23	22	1	45	22	23
Utilities	17	19	(2)	25	19	6
Transfer to reserves	283	50	233	-	-	-
Other	<u>136</u>	<u>93</u>	<u>43</u>	<u>113</u>	<u>46</u>	<u>67</u>
Total	2,228	2,263	(35)	2,064	2,263	(199)
Net surplus / (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenues

Levy needs were less than Budgeted allowing for some funds to slide over to Corporate Services.

This year's grants are mostly in support of the Water Quality Monitoring programs.

Permits rebounded as private construction projects once again began to be planned.

Expenses

Staffing had fluctuated in the early going as positions were being formalized and searches undertaken resulting in less than expected expenses for the year.

Contractor work has been down this year while there had been significant project work in 2020.

Net surplus

Staffing and Plans are now in place and funding is set so that much work will be accomplished in 2022 with a quick start expected.

Memorandum

TO: Budget & Administration Committee

FROM: Neil McDougall, Secretary-Treasurer

MEETING DATE: March 17, 2022

RE: HCA Twelve-Month Financial Results – Capital & Major Maintenance

CAPITAL WORKS: JANUARY THROUGH DECEMBER, 2021

Valens Lake Conservation Area

Major Maintenance	9.4%		
Signage		\$	3,192
Bridges			7,489
Roads & Trails			15,302
Gates & Fencing			-
Forestry			34,544
Other			1,166
Project	90.6%		
West campground expansion			6,658
Service Road Culvert replacement			33,598
Cabins			548,145
Other			9,616
			<hr/>
		\$	659,710

Christie Lake Conservation Area

Major Maintenance	85.7%		
Bridges		\$	9,921
Signage			8,349
Utilities			29,218
Roads & Trails			71,458
Forestry			28,392
Other			6,065
Project	14.3%		
Tews Falls EIS			3,408
Dundas Peak safety fencing			3,574
Pay & Display (Webster / Middletown)			18,537
			<hr/>
			178,922

Dundas Valley Conservation Area & Woodend

Major Maintenance	59.0%		
Bridges & boardwalks			38,949
Signage			35,931
Roads & trails			48,541
Forestry			125,194
Other			5,401
Project	41.0%		
Woodend WP&E lab renovations			15,553
Tiffany Falls parking improvements			37,774
Artaban parking improvements			74,549
Other			48,801
			<hr/>
			430,693

Fifty Point Conservation Area

Major Maintenance 28.5%

Signage	\$	1,197
Building maintenance		14,672
Bridges/Boardwalks		9,280
Roads & trails		20,647
Masterplans		39,609
Forestry		65,097
Other		2,217

Project 71.5%

Boat launch ramp repair		32,286
Equipment		17,895
Lake and marina shoreline repair		333,422

536,322

Hamilton Mountain Conservation Area

Major Maintenance 62.9%

Signage	\$	3,949
Fencing/Gates		7,062
Forestry		57,281
Roads & trails		19,071
Bridges/Boardwalks		154,673

Project 37.1%

Mt. Albion Pay & Display		2,386
60 Arbour Road demolition		7,518
HMCA Karst autogates		24,795
Karst equipment		16,057
Saltfleet parking & trail		92,079

384,871

Westfield Heritage Village Conservation Area

Major Maintenance 62.1%

Utilities	\$	267
Signage		650
Building maintenance		6,418
Roads & trails		10,960
Forestry		10,766

Project 37.9%

Water well supply	<u>17,767</u>	
		<u>46,828</u>

Twelve month Capital and MM \$ 2,237,346

Total Major Maintenance	904,020	40.4%
Total Projects	1,333,326	59.6%

Memorandum

TO: Budget & Administration Committee

FROM: Neil McDougall, Secretary-Treasurer

MEETING DATE: March 17, 2021

RE: HCA 4th Quarter Vendor Report

Vendor Summary for Payments October - December, 2021

FREW ENERGY INC	\$ 111,586	Gas & diesel
NEPTUNE SECURITY SERVICES INC	51,292	Spencer Gorge, Fifty Point security
KEY WEST INDUSTRIES INC.	46,121	Autogate equipment
CENTRALSQUARE CANADA SOFTWARE INC.	36,501	Annual software maintenance
PETO MAC CALLUM LTD	33,505	Jerseyville landfill monitoring
LAND PURCHASE DEPOSIT	30,333	Puslinch property
GOODFELLOW INC (OLIVER LUMBER)	26,666	Rough-cut lumber
CAMIS INC	25,949	Reservation fees
RONA INC	23,997	Miscellaneous
MARCO'S PAINTING & DECOR O/A		Wild
MARCOS ROMERO	20,679	Waterworks
MINISTER OF FINANCE	18,262	Licence plate renewals
ADVANCE OFFICE SOLUTIONS INC	17,692	Boardroom sound system
EMTERRA ENVIRONMENTAL	17,077	Waste removal
GOWLING WLG (CANADA) LLP		
OTTAWA	16,865	Legal fees
ABOUD & ASSOCIATES INC.	16,158	EIS Studies

DURABOND JANITORIAL SERVICES LTD	13,577		Cleaning service		
EVOLUTION WINDOW FILMS	13,407		Woodend		
			Woodend anti-bird strike decals		
KING FENCE SYSTEMS	12,769		Confederation Office		
			gates		
CORPORATE EXPRESS CANADA INC.	12,540		Janitorial services -		
ALEXANIAN CARPET AND FLOORING	12,065		Parks		
BELL MEDIA INC	11,302		Valens cabins		
TREEFROG INC	11,187		Advertising		
			Trail app license		
CANADIAN TODS LTD.	10,848		Highway info		
NET ACCESS SYSTEMS INC	10,124		signage		
			Internet services		
PLANMAC ENGINEERING INC	10,096		Fifty Point launch ramp		
			design		
	610,599	64.1%	# OF LARGE		
			VENDORS	25	11.0%
			# OF SMALL		
All other < \$10,000	341,513	35.9%	VENDORS	<u>203</u>	89.0%
	<u>\$ 952,112</u>			<u>228</u>	



Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED AND PREPARED BY: Jaime Tellier, Executive Assistant / Records Management Coordinator
Neil McDougall, Secretary-Treasurer

MEETING DATE: March 17, 2022

RE: Hybrid Meeting Participation and Livestreaming

STAFF RECOMMENDATION

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

THAT the Board of Directors approve the livestreaming of Board of Director and Advisory Board meetings when in-person meetings resume to provide for an additional method of public participation once the new audio visual technology in the HCA auditorium is finalized; and

THAT staff be directed to bring a report to an upcoming Budget & Administration Committee to address any necessary revisions or clarifications in HCA's Administrative By-law as a result of the addition to livestream and any housekeeping amendments related to hybrid participation.

BACKGROUND

The coronavirus pandemic necessitated a shift to virtual Board of Director and Advisory Board meetings. During these fully virtual meetings held by WebEX, HCA met the requirements to have meetings open to the public by livestreaming.

The experience has also demonstrated that due to the configuration of HCA's meeting space in the main office auditorium, existing teleconferencing equipment was found to provide inconsistent sound quality for meeting participants, particularly for those

telephoning into the meeting when hybrid in-person meetings were attempted. Additionally, HCA did not have the equipment in place to provide for a hybrid meeting where some could participate in-person and others virtually through online videoconferencing platforms, such as WebEX.

Over the past few months, staff have undertaken the purchase and installation of updated equipment and are currently testing and incorporating final equipment components to ensure good sound quality. As we finalize and test the equipment, the timing aligns to discuss and set the strategic direction for consideration for ongoing livestreaming to allow, and support, an additional method of public participation.

STAFF COMMENT

Throughout the pandemic, HCA livestreamed Board, Advisory Board and Committee meetings that were held via WebEx, to YouTube, with the recordings remaining posted until the minutes of the meetings were approved at subsequent meetings. Per HCA's Administrative By-law, the minutes are the official record of the meeting.

With the equipment installation required to facilitate hybrid meetings now complete, the practice of livestreaming and posting to HCA's YouTube channel the recorded videos of Board meetings, Conservation Advisory Board and Budget & Administration Committee meetings, is being recommended by staff to continue. Prior to the pandemic, livestreaming and posting recordings of meetings was already a regular practice for both of our participating municipalities, the City of Hamilton and Township of Puslinch, as well as one of our adjacent CAs, the Niagara Peninsula Conservation Authority. During the pandemic, all local Conservation Authorities moved to meeting virtually and making the meetings viewable live through various means.

Similar to HCA, with a return to in-person meetings on the horizon in 2022, our neighbouring CA's (Grand River and Conservation Halton) are also considering future use of technology to facilitate hybrid meeting participation and/or enhance public participation.

While the Conservation Authorities Act, does not require Board of Directors meetings to be recorded or livestreamed, provision of this additional means of making the meetings open to the public will improve accessibility to HCA's meetings.

HCA has received feedback from the public, noting the public has grown accustomed to the flexibility to view the meetings remotely, rather than attending in-person. Particularly, some have noted the remote location of HCA's office and lack of access by public transit as factors limiting public access to its meetings. The ability to listen by phone does not provide visuals that may be shown on screen such as maps, photos or presentations.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery.
 - Identify opportunities to engage the community, adjacent landowners and Indigenous Peoples

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

HCA's current administrative by-law provides for members of the Board of Directors and Advisory Boards and Committees to participate in meetings electronically whether fully electronic / telephonic or hybrid.

Any additional provisions to clarify procedures associated with hybrid meetings and livestreaming will also be undertaken. These amendments will be brought through the Budget & Administration Committee at an upcoming meeting.

CONCLUSIONS

As HCA updates its audiovisual technology in its auditorium to facilitate hybrid meetings and sound quality, staff recommend that live streaming of Board of Director and Advisory Board meetings continue to further enhance how these meetings are made available to the public.