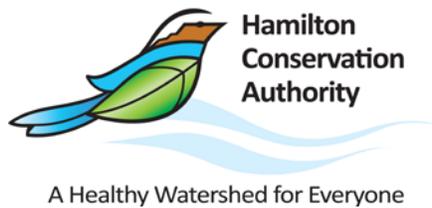




# Budget & Administration Committee Meeting Agenda

Thursday, April 23, 2020



## **Budget & Administration Committee Meeting**

**April 23, 2020 at 6:00 P.M.**

**This meeting will be held entirely by teleconference.  
To access the meeting, please dial 1-866-219-8638.  
Please then enter the conference access code: 4987945 and the # key.**

1. **Chairman'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 21, 2019
  - 5.2. WSIB Injury Statistics
  - 5.3. Health and Safety Coordinator Secondment
6. **Chairman's Report on Board of Directors Actions** – Moccio
  - BA 1935 Mileage Rate
  - BA 1937 Honorariums and Per Diems
7. **Business Arising from the Minutes**
8. **Staff Reports/Memorandums**

Reports to be Approved:

  - 8.1. 2019 – Report by the Auditors – Melanie Dugard
  - 8.2. 2019 – 12 Month Financial Results – Audited Financial Statements – McDougall

Reports and Results to be Received:

- 8.3. 2019 – 12 Month Financial Results – Operating – McDougall
- 8.4. 2019 – 12 Month Financial Results – Capital  
& Major Maintenance – McDougall
- 8.5. Reserve Funds and Balances – McDougall
- 8.6. 2019 – 12 Month Vendor Report – McDougall
- 8.7. Asset Disposition Report – McDougall
- 8.8. Rental Properties – Revenues and Costs – McDougall

**9. New Business**

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

**11. Next Meeting – May 21, 2020**

**12. Adjournment**

## Hamilton Conservation Authority

### Minutes

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#### Budget & Administration Committee

**November 21, 2019**

Minutes of the Budget & Administration Committee meeting held on Thursday, November 21, 2019 at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario, at 6:00 p.m.

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

**Regrets:**                **None**

**Staff Present:**        **Lisa Burnside, Gord Costie, Bruce Harschnitz, Neil McDougall,**  
                                 **and Jaime Tellier**

**Others Present:**    **None**

#### **1. Chairman's Remarks**

The Chair welcomed members and staff to the meeting.

#### **2. Declarations of Conflicts of Interest**

There were none.

#### **3. Approval of Agenda**

The Chair requested the name of the Budget & Administration Committee be added for discussion under new business, as item 9.1.

**BA1930****MOVED BY: Jim Cimba  
SECONDED BY: Maria Topalovic****THAT the November 21, 2019 Budget & Administration Committee meeting agenda be approved, as amended.****CARRIED****4. Chairman's Report on Board of Directors Actions**

The Chair advised the committee that all recommendations from the September 19, 2019 meeting were approved by the Board of Directors, including the HCA Purchasing Policy and Procedures document and 2020 Capital Budget.

**5. Delegations**

There were none.

**6. Minutes of Previous Meeting (September 19, 2019)****BA1931****MOVED BY: Dan Bowman  
SECONDED BY: Jim Cimba****THAT the minutes of the Budget & Administration Committee meeting held on September 19, 2019 be approved as written.****CARRIED****7. Business Arising from the Minutes**

There was none.

**8. Staff Reports/Memorandums****8.1. 2019 – 3<sup>rd</sup> Quarter Financial Results – Operating**

Neil McDougall presented the memorandum, highlighting a positive financial position and confidence for the remainder of the year. Neil responded to members' questions regarding HCA's surplus position, indicating the \$3.5 million surplus will be reduced in the fourth quarter due to decreased revenues, continued expenses and some project funds being moved to reserves for future projects.

**BA1932**                    **MOVED BY: Lloyd Ferguson**  
 **SECONDED BY: Jim Cimba**

**THAT the memorandum entitled 3<sup>rd</sup> Quarter Financial Results – Operating be received as information.**

**CARRIED**

8.2. 2019 – 3<sup>rd</sup> Quarter Financial Results – Capital & Major Maintenance

Neil McDougall presented a summary of the report, highlighting projects that have been completed or that are in progress using capital funds and answered the member's questions.

The members requested a listing of HCA's reserves and the account balances, suggesting the content be added to this report, moving forward. Staff noted the request for subsequent meetings.

**BA1933**                    **MOVED BY: Dan Bowman**  
 **SECONDED BY: Maria Topalovic**

**THAT the memorandum entitled 3<sup>rd</sup> Quarter Financial Results – Capital & Major Maintenance be received as information.**

**CARRIED**

8.3. 2019 – 3<sup>rd</sup> Quarter Vendor Report

Neil McDougall presented a summary of the memorandum and answered the member's questions. The members' expressed their continued appreciation for and interest in this report.

**BA1934**                    **MOVED BY: Jim Cimba**  
 **SECONDED BY: Dan Bowman**

**THAT the memorandum entitled 3<sup>rd</sup> Quarter Vendor Report be received as information.**

**CARRIED**

#### 8.4. Mileage Report

Lisa Burnside presented a summary of the report and answered the member's questions. Following comparison with the practices of other Conservation Authorities, staff recommended a \$0.01 increase in mileage, from \$0.53 to \$0.54.

**BA1935**

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

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

**THAT the current mileage rate increase from 53 cents to 54 cents per kilometre effective January 1, 2020.**

**CARRIED**

#### 8.5. WSIB Nine-month Review Report for 2019

Lisa Burnside presented a summary of the memorandum, highlighting a reduced number of incidents this year to-date compared with last year. Lisa attributed the reduction to staff regularly communicating safety messaging, completing safety audits and training, as well as a number of other health and safety-focused efforts. Gord Costie highlighted comprehensive training for Conservation Area staff and the regular practice of conducting and documenting safety audits.

The concept of regular tailgate or toolbox training was raised. Bruce Harschnitz advised that many Conservation Areas have morning safety briefings or conduct job safety analyses prior to undertaking work. Bruce also highlighted in-field light-equipment training, specific to summer-student activities.

**BA1936**

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

**THAT the memorandum entitled WSIB Nine-month Review Report for 2019 be received as information.**

**CARRIED**

### 8.6. Honorariums and Per Diems

Lisa Burnside presented a summary of the report and answered the member's questions. On review of the honorariums and per diems of nearby Conservation Authorities, included in the staff report, Jim Cimba proposed that the committee consider the compensation for the Chair and Vice-Chair of the Board of Directors be commensurate with comparable Conservation Authorities, in recognition of the increased time commitments and responsibilities of the Chair and Vice Chair.

The members directed that the recommendation in the staff report be amended to indicate that the honorariums for the Chair and Vice-Chair of the Board of Directors be changed to match those of Conservation Halton. The recommendation was moved, as amended with the Vice Chair abstaining from the vote.

**BA1937**

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

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

**THAT HCA's honorarium rates for the Chair and Vice-Chair of the Board of Directors be changed to match those of Conservation Halton and the per diem rate for Board of Directors and Advisory Board and Committee members be increased to \$75.00 per meeting, effective January 1, 2020.**

**CARRIED**

### 8.7. 2020 Meeting Schedule

Lisa Burnside presented the 2020 meeting schedule, indicating meeting dates were selected primarily to coincide with quarterly reports and capital and operating budgets.

**BA1938**

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

**THAT the 2020 Meeting Schedule be received as information.**

**CARRIED**

## 9. New Business



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

**CARRIED**

### **11. Next Meeting**

The next meeting is scheduled for March 19, 2020. The meeting will begin at 6:00 p.m. and take place at HCA Main Office, Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

### **12. 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

**DATE:** April 23, 2020

**RE:** Workplace Safety & Insurance Board (WSIB)  
Three-month review report for 2020

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## 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 – Three-month review (January through March 2020)***

<b>Claim type</b>	<b>January thru March 2020</b>	<b>January thru March 2019</b>	<b>Comments</b>
	<b><i>Full time staff</i></b>	<b><i>Full time staff</i></b>	
Medical Aid	0	0	
Lost Time	1	0	-Worker suffered a back injury and lost 3 days; worker was walking backward dragging deer carcass off trail and fell
	<b><i>Casual Staff</i></b>	<b><i>Casual Staff</i></b>	
Medical Aid	2	0	-Worker got debris in eye from wind and sought medical attention
Lost Time	0	0	-Worker trying to pull door open fell back and hurt hand and sought medical attention
<b>Year to date Total</b>	<b>3</b>	<b>0</b>	

**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:** Lisa Burnside, Chief Administrative Officer (CAO)

**DATE:** April 23, 2020

**RE:** Health and Safety Audit & Coordinator Position

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## BACKGROUND

This information is coming forward as an update. In April 2019, HCA staff brought a memorandum forward to the Budget & Administration Committee in regard to undertaking an audit of our current health and safety program to identify strengths and areas of opportunity where our program could be enhanced. The Budget & Administration Committee was advised that an external audit would be undertaken by Public Services Health and Safety Association and that this audit and final recommendations would be completed in December 2019. The audit consisted of a review of HCA internal safety management processes, interviews with staff and random site validation inspections.

## STAFF COMMENT

With the completion of the audit, a number of recommendations have been made to help improve our health and safety management system. HCA did score very well for our health and safety policy, documentation of worker and supervisor responsibilities, training, joint health and safety committee and early and safe return to work program. Areas for improvement range from the relatively minor, such as ensuring bulletin boards are kept current and uncluttered and enhancing inspections, to more substantial items that will take time to review and implement including undertaking risk assessments and hazard analysis to identify tasks that have the probability of resulting in a serious injury and that associated safe working policies and procedures be created and/or updated. In order to action the findings of the health and safety audit, an HCA staff person has been seconded for a one-year appointment to coordinate the implementation of the recommendations flowing from the audit.

We are fortunate that we have an internal staff talent that we can draw upon, who is presently one of our certified Joint Health & Safety Committee worker representatives and who is also currently working towards obtaining the Canadian Registered Safety Technician designation. The first order of business will be to prioritize the audit recommendations and set out deliverables over the next 12 months. The position has a dual reporting relationship to both myself, and Neil McDougall, Secretary-Treasurer and began in mid-March, 2020 on a telework basis, reflecting current pandemic working conditions for main office staff.

## **STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Organizational Excellence**
  - Initiatives – Support a dynamic and resilient culture of learning, safety and engagement through professional development, training and ongoing assessment

## **AGENCY COMMENTS**

The Workplace Safety & Insurance Board has launched a program called the “Health & Safety Excellence Program” for employers to participate in. The program connects businesses with approved providers to help them successfully complete safety initiatives that have been identified to make improvements to health and safety at the workplace. HCA has signed up for this program to provide additional support to achieve the audit recommendations. Additionally, upon successful completion, HCA may qualify for rebates on our WSIB premiums.

## **LEGAL/FINANCIAL IMPLICATIONS**

As noted in our 2020 budget presentation to our Board, we included funding for a 1-year contract position dedicated to health and safety.

## **CONCLUSIONS**

HCA staff look forward to implementing the important work on improving our health and safety management system and processes as identified by the auditor and positively impacting HCA’s overall health and safety culture.



# Report

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**DATE:** April 23, 2020

**RE:** Report by the Auditors and  
2019 Twelve-Month Audited Financial Statements

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## STAFF RECOMMENDATION

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

**THAT the Report by the Auditors be approved; and further**

**THAT the 2019 Twelve-Month Audited Financial Statements for Hamilton Conservation Authority and Confederation Beach Park be approved.**

**Hamilton Region Conservation Authority**

**Financial Statements**

December 31, 2019

DRAFT

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# Independent auditor's report

TO BE PROVIDED AT MEETING

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TO BE PROVIDED AT MEETING

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# Hamilton Region Conservation Authority Statement of Financial Position

December 31

2019

2018

## Financial assets

Cash and cash equivalents (Note 4)	\$ 14,281,084	\$ 12,787,441
Accounts receivable	675,348	863,974
Due from Hamilton Conservation Foundation	<u>61,978</u>	<u>27,758</u>

Total financial assets	<u>\$ 15,018,410</u>	<u>\$ 13,679,173</u>
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## Liabilities

Accounts payable and accrued liabilities	\$ 1,686,477	\$ 1,315,641
Due to Confederation Park	316,111	480,012
Employee future benefit costs (Note 7)	219,889	277,213
Deferred revenues (Note 8)	569,116	566,776
Long-term debt (Note 9)	<u>395,901</u>	<u>605,167</u>

Total liabilities	<u>\$ 3,187,494</u>	<u>\$ 3,244,809</u>
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<b>Net financial assets</b>	<b>\$ 11,830,916</b>	<b>\$ 10,434,364</b>
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## Non-financial assets

Inventory	100,394	103,804
Prepaid expenses	226,428	169,089
Tangible capital assets (Page 7)	<u>45,109,687</u>	<u>43,522,347</u>

Total non-financial assets	<u>\$ 45,436,509</u>	<u>\$ 43,795,240</u>
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<b>Accumulated surplus (Note 10)</b>	<b><u>\$ 57,267,425</u></b>	<b><u>\$ 54,229,604</u></b>
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Contingent liabilities, contractual obligations and commitments (Notes 14 and 15)

On behalf of the Authority

\_\_\_\_\_ Chair \_\_\_\_\_ Vice Chair

See accompanying notes to the financial statements

# Hamilton Region Conservation Authority

## Statement of Operations

For the Year Ended December 31	2019	2019	2018
	<u>Budget</u> (Note 16)	<u>Actual</u>	<u>Actual</u>
<b>Revenues</b>			
Municipal levy & special projects	\$ 6,513,750	\$ 6,513,964	\$ 6,947,876
Admissions, product, service & program fees	5,308,454	5,823,145	5,374,530
Rentals	1,190,751	981,780	955,535
Hamilton Conservation Foundation	195,600	649,716	190,305
Management fees	425,000	447,976	415,388
Regulatory fees	300,000	282,382	354,734
Federal & Provincial grants	215,412	268,262	437,718
Interest	75,000	255,389	189,088
Private and In-Kind donations (Note 11)	6,000	5,235	76,476
Other income	61,977	112,562	182,112
	<u>14,291,944</u>	<u>15,340,411</u>	<u>15,123,762</u>
<b>Expenditures</b>			
Wages & benefits	7,841,018	6,667,384	6,857,625
Staff expenses	227,225	1,258,714	1,105,942
Contractors / consultants	504,400	640,506	1,125,284
Utilities	692,814	611,759	603,482
Materials & supplies	500,020	480,540	563,767
Professional fees	376,325	306,217	392,633
Products for resale	276,300	280,865	325,971
Miscellaneous expense (Note 13)	1,405,184	882,749	1,033,708
	<u>11,823,286</u>	<u>11,128,734</u>	<u>12,008,412</u>
Amortization	<u>1,050,000</u>	<u>1,173,855</u>	<u>1,049,351</u>
	<u>12,873,286</u>	<u>12,302,589</u>	<u>13,057,763</u>
Annual surplus for the year	<u>\$ 1,418,658</u>	<u>\$ 3,037,822</u>	<u>\$ 2,065,999</u>
Accumulated surplus, beginning of year	54,229,604	54,229,604	52,163,604
Accumulated surplus, end of year	<u>\$55,648,262</u>	<u>\$ 57,267,425</u>	<u>\$ 54,229,604</u>

See accompanying notes to the financial statements

# Hamilton Region Conservation Authority

## Statement of Cash Flows

December 31

2019

2018

Change in cash and cash equivalents

### Operating

Annual surplus	\$ 3,037,822	\$ 2,065,999
Non-cash changes to operations		
Amortization	1,173,855	1,049,351
Other non-cash charges	(16,848)	(451)
Change in accounts receivable	188,626	822,202
Change in inventory	3,410	(33,208)
Change in prepaid expenses	(57,339)	23,029
Change in employee future benefit costs	(57,324)	14,586
Change in accounts payable and accrued liabilities	370,836	(143,665)
Change in Due from		
Hamilton Conservation Foundation	(34,220)	71,800
Change in Due to (from) from Confederation Park	(163,901)	207,009
Change in deferred revenues	2,340	46,500
	<u>4,447,258</u>	<u>4,123,152</u>

### Financing

Repayment of long term debt	<u>(209,266)</u>	<u>(202,528)</u>
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### Capital

Proceeds on disposal of tangible capital assets	39,368	27,639
Purchase of tangible capital assets	<u>(2,783,716)</u>	<u>(1,259,767)</u>
	<u>(2,744,348)</u>	<u>(1,232,128)</u>

Net change in cash and cash equivalents	1,493,644	2,688,496
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Cash and cash equivalents

Beginning of year	<u>12,787,441</u>	<u>10,098,945</u>
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End of year	<u>\$ 14,281,084</u>	<u>\$12,787,441</u>
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See accompanying notes to the financial statements

# Hamilton Region Conservation Authority

## Statement of Changes in Net Financial Assets

For the year ended December 31

	2019	2019	2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Annual surplus	\$ 1,418,658	\$ 3,037,822	\$ 2,065,999
Purchase of tangible capital assets	(2,000,000)	(2,783,716)	(1,259,767)
Gain on sale of tangible capital assets	-	(16,848)	(451)
Net proceeds on disposal of tangible capital assets	-	39,368	27,639
Amortization	1,050,000	1,173,855	1,049,351
Change in inventory	-	3,410	(33,208)
Change in prepaid expenses	-	(57,339)	23,029
	<u>(950,000)</u>	<u>(1,641,270)</u>	<u>(193,407)</u>
Change in net financial assets	468,658	1,396,552	1,872,592
Net financial assets, beginning of year	<u>10,434,364</u>	<u>10,434,364</u>	<u>8,561,772</u>
Net financial assets, end of year	<u>\$ 10,903,022</u>	<u>\$11,830,916</u>	<u>\$10,434,364</u>

See accompanying notes to the financial statements

**Hamilton Region Conservation Authority  
Schedule of Tangible Capital Assets**

Cost	Land	Land Improvements	Infrastructure	Building & Building Improvements	Machinery & Equipment	Vehicles	Work In Progress (WIP)	December 31 2019	December 31 2018
	Beginning of year	\$ 28,268,195	\$ 3,769,515	\$ 20,483,557	\$ 7,831,309	\$ 1,399,294	\$ 2,546,568	\$ 407,619	\$ 64,706,057
Additions	404,552	64,206	59,596	242,257	519,390	163,161	1,330,554	2,783,716	1,259,767
Disposals	-	-	(1,012)	(11,397)	(2,000)	(176,859)	-	(191,268)	(175,194)
Transfer from WIP	-	-	207,885	11,397	16,994	-	(236,276)	-	-
End of year	<u>28,672,747</u>	<u>3,833,721</u>	<u>20,750,026</u>	<u>8,073,566</u>	<u>1,933,678</u>	<u>2,532,870</u>	<u>1,501,897</u>	<u>67,298,505</u>	<u>64,706,057</u>
<b>Accumulated Amortization</b>									
Beginning of year	-	2,511,206	12,332,083	3,940,047	453,468	1,946,906	-	21,183,710	20,282,366
Annual amortization	-	127,317	488,054	192,088	163,001	203,395	-	1,173,855	1,049,351
Disposals	-	-	-	-	(1,000)	(167,747)	-	(168,747)	(148,007)
End of year	<u>-</u>	<u>2,638,523</u>	<u>12,820,137</u>	<u>4,132,135</u>	<u>615,469</u>	<u>1,982,554</u>	<u>-</u>	<u>22,188,818</u>	<u>21,183,710</u>
Net book value	<u>\$ 28,672,747</u>	<u>\$1,195,198</u>	<u>\$ 7,929,889</u>	<u>\$3,941,431</u>	<u>\$ 1,318,209</u>	<u>\$ 550,316</u>	<u>\$ 1,501,897</u>	<u>\$ 45,109,687</u>	<u>\$ 43,522,347</u>

See accompanying notes to the financial statements

# Hamilton Region Conservation Authority

## Notes to the Financial Statements

December 31, 2019

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### 1. Nature of operations

The Hamilton Region Conservation Authority (the "Authority") was established in 1966 under the Conservation Authorities Act of Ontario to manage a designated watershed of approximately 112,000 acres of which the Authority owns 11,000. The Authority is financed from municipal contributions, government grants, donations, user fees, product sales and services.

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### 2. Summary of significant accounting policies

#### Basis of accounting and management responsibility

The financial statements of the Hamilton Region Conservation Authority are the responsibility of and prepared by management in accordance with Canadian Public Sector Accounting Standards ("PSAS"). The more significant accounting policies are summarized as follows:

#### Accrual accounting

These statements reflect the incorporation of the full accrual basis of accounting and the reporting of the change in net financial assets and accumulated surplus. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt of payment of cash or its equivalent. Accrual accounting recognizes a liability until the obligation or condition(s) underlying the liability is partially or wholly satisfied. Accrual accounting recognized an asset until the future economic benefit underlying the asset is partially or wholly used or lost.

#### Revenues and expenditures

Revenues are comprised of grants, contributions, user fees, management fees, regulatory fees and revenue from other Authority services. Revenues are recorded in the period in which the transactions or events occurred that gave rise to the revenues. Expenditures are recorded in the period that the goods or services are acquired, whether or not revenues for those expenditures are raised in the current or following periods.

#### Donations

Donations are recorded in income in the period they are received, unless designated for a specific purchase that is to occur in a later period at which time the related revenue will be recognized. Donated tangible capital assets, materials and services are recorded at fair market value when fair value can be reasonably estimated.

#### Cash and cash equivalents

Cash and cash equivalents includes cash on hand and balances held in the bank.

# Hamilton Region Conservation Authority

## Notes to the Financial Statements

December 31, 2019

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### 2. Summary of significant accounting policies – continued

#### Pension plans

The Authority maintains a defined contribution plan for employees with more than one year service and who were hired subsequent to January 1, 2006.

Under the plan, the Authority matches employee contributions to a maximum of 6% of gross income.

#### Tangible capital assets

Tangible capital assets are comprised of property, plant and equipment and are recognized as assets in the period they are acquired. Tangible capital assets are recorded at cost which includes all amounts directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided on a straight-line basis, declining balance for vehicles, over the estimated useful life for all assets except land which is not amortized. Work in progress assets are not amortized until the asset is available for productive use.

Service life of tangible capital assets is estimated as follows:

Land improvements	10 - 20 years
Infrastructure	20 - 75 years
Building & building improvements	40 years
Machinery, equipment	3 - 10 years
Vehicles (light and heavy duty)	15 - 35 percent

The Authority has a collection of art and historical buildings which now include a multitude of artifacts and chattels which came with the acquisition of the Westfield Heritage Village. None of these are included as part of the tangible capital assets due to the lack of any objective value comparatives.

#### Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

#### Inventory

Inventories for resale are valued at the lower of cost or net realizable value.

#### Use of estimates

The preparation of financial statements in conformity with PSAS accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

# Hamilton Region Conservation Authority

## Notes to the Financial Statements

December 31, 2019

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### 2. Summary of significant accounting policies – continued

#### Contaminated sites

The Authority has implemented PS3260, Liability for contaminated sites. This requires organizations to record a liability if they have a contaminated site that meets the specified criteria. The standard defines contamination as the introduction into air, soil, water or sediment of a chemical, organic or radioactive or live organism that exceeds a prescribed environmental level. The standard generally applies to sites that are not in productive use. Sites that are in productive use are only considered contaminated if there was an unexpected event that resulted in contamination.

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### 3. Confederation Beach Park

These statements do not include the operating revenues and expenditures relating to Confederation Beach Park which is a separate and distinct operation owned by the City of Hamilton and managed by the Authority under a formal management agreement with the municipality.

All existing real and personal Confederation Beach Park property as at January 1, 1980, all subsequently acquired properties, and any surpluses or deficits generated during a fiscal year will remain the exclusive property of the City of Hamilton.

Under the terms of the management agreement, the Hamilton Region Conservation Authority has exclusive authority to manage specifically defined areas of Confederation Beach Park for the City of Hamilton. In payment for the management function, the Authority receives a management fee of 15% of operating expenditures. This management fee accrues to the Authority for its own purposes. The newest version of the management agreement has been agreed to and signed by both the City of Hamilton and the Hamilton Region Conservation Authority and runs from January 1<sup>st</sup>, 2017 until December 31<sup>st</sup>, 2026, inclusive.

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### 4. Restricted cash

Included in cash and cash equivalents is \$263,803 (2018 – \$258,439) that was received as an endowment fund which has been externally restricted by the organization that contributed the amount.

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### 5. Government remittances payable

Included in accounts receivable, accounts payable and accrued liabilities are government remittances payable of \$2,618 (2018 – receivable \$26,111).

# Hamilton Region Conservation Authority

## Notes to the Financial Statements

December 31, 2019

### 6. Related party transactions

	<u>2019</u>	<u>2018</u>
Municipal funding recognized as revenue in the current year	<b>\$ 6,513,964</b>	\$ 6,947,876
Receivable from the City of Hamilton	<b>359,209</b>	577,387
Management fees from Confederation Beach Park	<b>447,976</b>	415,388
Funding from the Hamilton Conservation Foundation	<b>649,716</b>	190,305
Municipal taxes paid to the City of Hamilton and Township of Puslinch	<b>(96,650)</b>	(133,975)

### 7. Employee future benefit costs

	<u>2019</u>	<u>2018</u>
Accumulated Sick Leave Liability	<b>\$ 38,168</b>	\$ 70,912
Supplemental early retirement package	<b>107,735</b>	105,920
Post-retirement benefits	<b>73,986</b>	100,381
	<b><u>\$ 219,889</u></b>	<b><u>\$ 277,213</u></b>

Under the Authority's sick leave plan, certain employees hired prior to January 1, 1993 become entitled to a cash payment when they leave the Authority's employment. The liability for these accumulated days, to the extent they are vested and could be taken in cash by employees on termination, is funded by operations.

The Authority committed in October, 2002 to pay a former general manager a supplemental early retirement package. At the end of the current year, the cost of an annuity to satisfy this obligation was \$107,735 (2018 - \$105,920) based on competitive quotes received from several insurance companies.

The Authority is committed to provide full health, life and vision coverage for all employees who have retired prior to the age of 65 for the period until they reach 65 years of age. A liability has been set up based on the current benefit rates for those retirees eligible for this coverage. The estimated value of these benefits in the current year is \$73,986 (2018 - \$100,381).

### 8. Deferred revenues

Revenue received but not earned at year-end is as follows:

	<u>2019</u>	<u>2018</u>
Storage fees and deposits	<b>\$ 569,116</b>	\$ 566,776

# Hamilton Region Conservation Authority

## Notes to the Financial Statements

December 31, 2019

### 9. Long term debt

	<u>2019</u>	<u>2018</u>
City of Hamilton 0% loan - Veldhuis property reclamation \$44,000 payable annually, matures March 2020	\$ 44,000	\$ 88,000
City of Hamilton 4.25% loan - Wind-up DB pension plan \$187,245 payable annually, matures June, 2021	<u>351,901</u>	<u>517,167</u>
	<u>\$ 395,901</u>	<u>\$ 605,167</u>
Principal repayments in future years are due as follows:		
2020	216,289	
2021	<u>179,612</u>	
	<u>\$ 395,901</u>	

Interest on long term debt of \$18,468 (2018 - \$25,348) was paid during the year.

### 10. Accumulated surplus

	<u>2019</u>	<u>2018</u>
Reserve Funds		
Acquisitions of provincially significant lands or eligible water related projects	\$ 3,772,184	\$ 2,458,356
Future projects and operating areas	6,908,459	5,205,486
Tangible Capital Assets	45,109,687	43,522,347
Unfunded long term debt	(395,901)	(605,167)
Operating surplus	<u>1,872,996</u>	<u>3,648,582</u>
Accumulated surplus	<u>\$ 57,267,425</u>	<u>\$ 54,229,604</u>

### 11. Donations in kind

During the year, in addition to cash donations, the Authority was the beneficiary through donations in kind of tangible capital assets with a total appraised value of \$2,525 (2018 - \$63,244).

### 12. Defined contribution pension plan

Employer contributions to the Authority's defined contribution pension plan for the year was \$281,589 (2018 - \$286,911). The Plan is designed whereby employee contributions, ranging from 2% to 6% of gross salary, are matched by the employer.

# Hamilton Region Conservation Authority

## Notes to the Financial Statements

December 31, 2019

### 13. Miscellaneous expense breakdown

	2019	2018
Communications & advertising	\$ 182,374	\$ 219,155
Postage, printed material & supplies	118,290	124,906
Property taxes	110,279	141,771
Mechanical & garage supplies	102,034	114,488
Memberships & subscriptions	83,519	83,444
Computer software, hardware & support	69,382	106,149
Interest & banking	36,190	39,518
Third party equipment rental	18,108	119,603
All other	162,573	84,676
	<u>\$ 882,749</u>	<u>\$ 1,033,708</u>

### 14. Contingent liabilities

The Authority is involved from time to time in litigation, which arises in the normal course of business. In respect of any outstanding claims, the Authority believes that insurance coverages are adequate and that no material exposure exists on the eventual settlement of such litigation, therefore no provision has been made in the accompanying financial statements.

### 15. Contractual obligations and commitments

As at December 31, 2019, the Authority is committed to \$22,444 (2018 - \$18,350) with respect to ongoing contracts for equipment in the following years:

2020	\$ 8,983
2021	4,998
2022	4,463
2023	3,241
2024 and beyond	759
	<u>\$ 22,444</u>

# Hamilton Region Conservation Authority

## Notes to the Financial Statements

December 31, 2019

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### 16. Budget figures

The budgeted figures are presented for comparison purposes and were adopted by the Authority on January 23<sup>rd</sup>, 2018. The adopted budget conforms to the Canadian Public Sector Accounting Standards except for the effect of the acquisition and amortization of tangible capital assets and principal repayment on debt. A reconciliation of the adopted and reported budgets is as presented below.

#### Adopted budget:

Budgeted annual surplus for the year	\$ 209,000
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#### Adjustments to adopted budget:

Amortization of tangible capital assets	(1,050,000)
Block funding for major maintenance and capital projects	2,000,000
Removal of intercompany and funding from reserves	<u>259,658</u>

#### Restated budgeted surplus

	<u>\$ 1,418,658</u>
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### 17. Subsequent Event

Since January 1, 2020, the spread of Covid-19 has severely impacted many local economies around the globe. In many countries, including Canada, organizations and businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to organizations worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The Authority has determined that these events are a non-adjusting subsequent event. Accordingly, the financial position and results of operations as of and for the year ended December 31, 2019 have not been adjusted to reflect their impact. The duration and impact of the Covid-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences as well as their impact on the financial position and results of the Authority, if any, for future periods.

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### 18. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation.

# Hamilton Region Conservation Authority

## Schedule of Corporate Support

For the Year Ended December 31	2019	2019	2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenues</b>			
Municipal levy & special projects	\$2,578,775	\$ 2,650,004	\$ 3,147,469
Private and In-Kind donations	-	999	62,465
Rentals	590,468	254,939	274,395
Management fees	425,000	447,976	415,388
Hamilton Conservation Foundation	180,600	163,484	118,627
Admissions, product, service & program fees	90,000	104,767	92,561
Federal & Provincial grants	-	-	7,594
Interest	75,000	255,389	189,088
Other income	29,092	46,478	53,058
	<u>3,968,935</u>	<u>3,924,036</u>	<u>4,360,645</u>
<b>Expenditures</b>			
Wages & benefits	2,802,497	2,313,634	2,301,623
Staff expenses	154,200	694,608	586,446
Utilities	356,900	319,359	287,025
Contractors / consultants	107,000	67,713	22,746
Materials & supplies	111,150	84,646	71,786
Professional fees	229,450	140,006	192,888
Miscellaneous expense (Note 13)	821,800	503,721	506,337
	<u>4,582,997</u>	<u>4,123,687</u>	<u>3,968,851</u>
Amortization	<u>200,000</u>	<u>287,476</u>	<u>190,722</u>
	<u>4,782,997</u>	<u>4,411,163</u>	<u>4,159,573</u>
Annual surplus (deficit)	<u>\$ (814,062)</u>	<u>\$ (487,127)</u>	<u>\$ 201,072</u>

# Hamilton Region Conservation Authority

## Schedule of Watershed Planning and Engineering Operations

For the Year Ended December 31	2019	2019	2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenues</b>			
Municipal levy & special projects	\$1,524,448	<b>\$1,453,219</b>	\$1,408,607
Federal & Provincial grants	205,012	<b>218,650</b>	329,422
Regulatory fees	300,000	<b>282,382</b>	354,734
Hamilton Conservation Foundation	-	<b>76,592</b>	6,782
Private and In-Kind donations	1,000	<b>663</b>	6,199
Other income	500	<b>40,153</b>	81,612
	<u>2,030,960</u>	<u><b>2,071,659</b></u>	<u>2,187,356</u>
<b>Expenditures</b>			
Wages & benefits	1,757,717	<b>1,296,069</b>	1,419,874
Staff expenses	33,000	<b>249,326</b>	204,682
Contractors / consultants	17,200	<b>304,444</b>	505,619
Materials & supplies	35,270	<b>89,677</b>	78,630
Utilities	20,114	<b>20,114</b>	25,157
Professional fees	9,500	<b>8,423</b>	11,004
Miscellaneous expense (Note 13)	113,559	<b>63,775</b>	97,800
	<u>1,986,360</u>	<u><b>2,031,828</b></u>	<u>2,342,766</u>
Annual surplus (deficit)	<u>\$ 44,600</u>	<u><b>\$ 39,831</b></u>	<u>\$ (155,410)</u>

# Hamilton Region Conservation Authority

## Schedule of Land Management Operations

For the Year Ended December 31	2019	2019	2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenues</b>			
Municipal levy & special projects	\$ 1,615,000	\$ 1,615,000	\$ 1,705,000
Federal & Provincial grants	5,000	49,612	93,171
Hamilton Conservation Foundation	15,000	409,640	64,896
Admissions, product, service & program fees	4,847,954	5,284,012	4,883,100
Rentals	578,383	707,578	648,899
Other income	32,385	25,931	47,442
	<u>7,093,722</u>	<u>8,091,773</u>	<u>7,442,508</u>
<b>Expenditures</b>			
Wages & benefits	2,727,199	2,594,847	2,617,094
Staff expenses	36,500	257,776	250,821
Contractors / consultants	358,700	252,182	573,500
Utilities	269,350	227,735	247,723
Materials & supplies	285,750	245,117	364,005
Products for resale	264,600	269,467	308,149
Professional fees	116,725	141,624	171,319
Miscellaneous expense (Note 13)	384,175	243,106	351,084
	<u>4,442,999</u>	<u>4,231,854</u>	<u>4,883,695</u>
Amortization	<u>800,000</u>	<u>825,966</u>	<u>803,045</u>
	<u>5,242,999</u>	<u>5,057,820</u>	<u>5,686,740</u>
Annual surplus	<u>\$ 1,850,723</u>	<u>\$ 3,033,953</u>	<u>\$ 1,755,768</u>

# Hamilton Region Conservation Authority

## Schedule of Westfield Heritage Village

For the Year Ended December 31 2019 2019 2018

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenues</b>			
Federal and Provincial grants	\$ 5,400	\$ -	\$ 7,531
Municipal contributions	795,527	<b>795,741</b>	686,800
User fees	343,500	<b>411,925</b>	374,289
Donations	5,000	<b>3,573</b>	3,027
Grants	-	-	4,785
Food and novelty	27,000	<b>22,441</b>	24,580
Property rental	12,600	-	12,387
Other Authority generated	9,300	19,263	19,854
	<u>1,198,327</u>	<u><b>1,252,943</b></u>	<u>1,133,253</u>
<b>Expenditures</b>			
Wages & benefits	553,606	<b>462,834</b>	519,034
Staff expenses	3,525	<b>57,004</b>	63,993
Utilities	46,450	<b>44,551</b>	43,577
Products for resale	11,700	<b>11,397</b>	17,822
Materials & supplies	67,850	<b>61,100</b>	49,345
Contractors / consultants	21,500	<b>16,167</b>	23,419
Professional fees	20,650	<b>16,164</b>	17,422
Miscellaneous expense (Note 13)	85,650	<b>72,147</b>	78,486
	<u>810,931</u>	<u><b>741,364</b></u>	<u>813,099</u>
Amortization	50,000	<b>60,413</b>	55,583
	<u>860,931</u>	<u><b>801,777</b></u>	<u>868,682</u>
Annual surplus	<u>\$ 337,396</u>	<u><b>\$ 451,166</b></u>	<u>\$ 264,571</u>

# **Confederation Beach Park**

## **Financial Statements**

December 31, 2019

DRAFT

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# Independent auditor's report

TO BE PRESENTED AT BOARD MEETING

DRAFT

Independent Auditor's Report (cont'd)

Hamilton, Canada

May 2, 2019

Chartered Professional Accountants

DRAFT

# Confederation Beach Park Statement of Financial Position

December 31

2019

2018

## Financial assets

Due from Hamilton Region Conservation Authority	<u>\$ 316,111</u>	<u>\$ 480,012</u>
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## Liabilities

Deferred revenues (Note 3)	<u>36,064</u>	<u>35,293</u>
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Total liabilities	<u>36,064</u>	<u>35,293</u>
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<b>Net financial assets</b>	<u><b>280,047</b></u>	<u>444,719</u>
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## Non-financial assets

Tangible capital assets	<u>5,316,021</u>	<u>5,701,600</u>
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<b>Accumulated surplus (Note 5)</b>	<u><b>\$ 5,596,068</b></u>	<u>\$ 6,146,319</u>
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Contingencies (Note 7)

On behalf of the Authority

\_\_\_\_\_ Chair \_\_\_\_\_ Vice Chair

# Confederation Beach Park Statement of Operations

For the Year Ended December 31	2019	2019	2018
	Budget (Note 8)	Actual	Actual
<b>Revenues</b>			
Municipal contributions	\$ 845,000	\$ 775,762	\$ 743,548
Admissions, product and service fees	2,314,995	2,509,981	2,559,138
Lease and rentals	533,003	567,994	556,885
Other income	12,100	45,661	54,465
Total revenues	<u>3,705,098</u>	<u>3,899,398</u>	<u>3,914,036</u>
<b>Expenditures (Note 6)</b>			
Marketing	196,065	118,163	203,488
Operating	2,885,113	3,030,728	2,632,513
Management fees	448,920	447,975	415,388
	<u>3,530,098</u>	<u>3,596,866</u>	<u>3,251,389</u>
Amortization	<u>450,000</u>	<u>408,064</u>	<u>442,658</u>
Total expenses	<u>3,980,098</u>	<u>4,004,930</u>	<u>3,694,047</u>
Net annual (deficit) surplus for the year	\$ (275,000)	\$ (105,532)	\$ 219,989
Operating surplus distribution (Note 10)	-	(444,719)	(254,331)
Deficit for the year	<u>\$ (275,000)</u>	<u>\$ (550,251)</u>	<u>\$ (34,342)</u>
Accumulated surplus, beginning of year	6,146,319	6,146,319	6,180,661
Accumulated surplus, end of year	<u>\$ 5,871,319</u>	<u>\$ 5,596,068</u>	<u>\$ 6,146,319</u>

See accompanying notes to the financial statements

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# Confederation Beach Park

## Statement of Changes in Net Financial Assets

For the Year Ended December 31	2019	2019	2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Annual (deficit) surplus for the year	\$ (275,000)	\$ (105,532)	\$ 219,989
Acquisition of tangible capital assets	(225,000)	(22,485)	(217,928)
Amortization	450,000	408,064	442,658
Operating surplus distribution (Note 10)	<u>(254,331)</u>	<u>(444,719)</u>	<u>(254,331)</u>
Change in net financial assets	(304,331)	(164,672)	190,388
Net financial assets, beginning of the year	<u>444,719</u>	<u>444,719</u>	<u>254,331</u>
Net financial assets, end of year	<u>\$ 140,388</u>	<u>\$ 280,047</u>	<u>\$ 444,719</u>

## Confederation Beach Park Schedule of Tangible Capital Assets

Year Ended December 31

	Land Improvements	Infrastructure	Building & Building Improvements	Machinery & Equipment	Work In Progress (WIP)	Total 2019	Total 2018
<b>Cost</b>							
Beginning of year	\$ 27,589	\$ 12,244,156	\$ 5,246,415	\$ 259,681	\$ -	\$ 17,777,841	\$ 17,559,913
Additions	-	-	-	22,485	-	22,485	217,928
Transfer from WIP	-	-	-	-	-	-	-
End of year	<u>27,589</u>	<u>12,244,156</u>	<u>5,246,415</u>	<u>282,166</u>	<u>-</u>	<u>17,800,326</u>	<u>17,777,841</u>
<b>Accumulated amortization</b>							
Beginning of year	6,070	9,499,867	2,452,993	117,311	-	12,076,241	11,633,583
Amortization for year	<u>1,103</u>	<u>248,614</u>	<u>123,971</u>	<u>34,376</u>	<u>-</u>	<u>408,064</u>	<u>442,658</u>
End of year	<u>7,173</u>	<u>9,748,481</u>	<u>2,576,964</u>	<u>151,687</u>	<u>-</u>	<u>12,484,305</u>	<u>12,076,241</u>
<b>Net book value</b>	<u>\$ 20,416</u>	<u>\$ 2,495,675</u>	<u>\$ 2,669,451</u>	<u>\$ 130,479</u>	<u>\$ -</u>	<u>\$ 5,316,021</u>	<u>\$ 5,701,600</u>

See accompanying notes to the financial statements

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# Confederation Beach Park

## Notes to the Financial Statements

December 31, 2019

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### 1. Nature of operations

Under the terms of a management agreement originating December 1, 1991, the Hamilton Region Conservation Authority (the "Authority") has exclusive authority to manage Confederation Beach Park (the "Organization") for the City of Hamilton. In payment of the management function, the Authority receives a management fee of 15% of operating expenditures. This management fee accrues to the Authority for its own purposes. All existing real and personal Confederation Beach Park property as at December 1, 1991, all subsequently acquired properties, and any surpluses or deficits generated during a fiscal year will remain the exclusive property of the City of Hamilton. The newest version of the management agreement has been agreed to and signed by both the City of Hamilton and the Hamilton Region Conservation Authority and runs from January 1<sup>st</sup>, 2017 until December 31<sup>st</sup>, 2026, inclusive.

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### 2. Summary of significant accounting policies

#### Basis of accounting and management responsibility

The financial statements of the Confederation Beach Park are the responsibility of and prepared by management of the Hamilton Region Conservation Authority in accordance with Canadian Public Sector Accounting Standards. The more significant accounting policies are summarized as follows:

#### Accrual accounting

These statements reflect the incorporation of the full accrual basis of accounting and the reporting of the change in net financial assets and accumulated surplus. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt of payment of cash or its equivalent. Accrual accounting recognizes a liability until the obligation or condition(s) underlying the liability is partially or wholly satisfied. Accrual accounting recognized an asset until the future economic benefit underlying the asset is partially or wholly used or lost.

#### Revenues and expenditures

Revenues are comprised of municipal contributions, admissions, product and service fees and leases, rentals and other activities. Revenues are recorded in the period in which the transactions or events occurred that gave rise to the revenues. Expenditures are recorded in the period that the goods or services are acquired, whether or not revenues for those expenditures are raised in the current or following periods.

#### Donations

Donations are recorded in income in the period they are received. Donation pledges are recognized when a realizable value can be determined and collection is assured. Donated tangible capital assets, materials and services are recorded at fair market value when fair value can be reasonably estimated.

# Confederation Beach Park

## Notes to the Financial Statements

December 31, 2019

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### 2. Summary of significant accounting policies - continued

#### Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided on a straight-line basis over the estimated useful life for all assets. Work in progress assets are not amortized until the asset is available for productive use.

Service life of tangible capital assets is as follows:

Land improvements	10 - 20 years
Building & building improvements	40 years
Machinery, equipment	3 - 10 years
Infrastructure	20 - 40 years

#### Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

#### Internal vehicle and equipment rentals

Authority owned vehicles and equipment are charged on an hourly basis to the appropriate expenditure categories at rates comparable to prevailing rates in the private business sector.

#### Use of estimates

The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

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### 3. Deferred revenues

Revenue received but not earned at year-end is as follows:

	<u>2019</u>	<u>2018</u>
For Wild Waterworks season passes:	<u>\$ 36,064</u>	<u>\$ 35,293</u>

# Confederation Beach Park

## Notes to the Financial Statements

December 31, 2019

### 4. Related party transactions

The Organization paid \$447,975 (2018 - \$415,388) in management fees to the Hamilton Region Conservation Authority. These amounts were calculated in accordance with the management agreement.

### 5. Accumulated surplus

	<u>2019</u>	<u>2018</u>
Accumulated surplus consists of:		
Tangible capital assets	\$ 5,316,021	\$ 5,701,600
Operating surplus	<u>280,047</u>	<u>444,719</u>
Accumulated surplus	<u>\$ 5,596,068</u>	<u>6,146,319</u>

### 6. Expenditures by object

	<u>2019</u>	<u>2018</u>
Salaries, wages & employee benefits	\$ 1,810,606	\$ 1,689,768
Contracts/consulting	160,630	105,228
Materials, goods, supplies and utilities	1,177,655	1,041,005
Management fees	<u>447,975</u>	<u>415,388</u>
	<u>\$ 3,596,866</u>	<u>3,251,389</u>

### 7. Contingencies

Confederation Beach Park is involved from time to time in litigation which arises in the normal course of business. In respect of any outstanding claims, the organization believes that insurance coverage is adequate and that no material exposure exists on the eventual settlement of such litigation. Therefore, no provision has been made in the accompanying financial statements.

# Confederation Beach Park Notes to the Financial Statements

December 31, 2019

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## 8. Budget figures

The budgeted figures are presented for comparison purposes and were adopted by the City of Hamilton on October 29<sup>th</sup>, 2018. The adopted budget conforms to the Canadian Public Sector Accounting Standards except for the effect of the acquisition and amortization of tangible capital assets and principle repayment on debt. A reconciliation of the adopted and reported budgets is as presented below.

### Adopted budget:

Net annual surplus for the year	\$ -
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### Adjustments to adopted budget

Less:

Amortization expense	(450,000)
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Plus:

Capital & special maintenance funding	175,000
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Annual (deficit)/surplus per Statement of Operations	<u>(275,000)</u>
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## 9. Absence of Cash Flow Statement

As part of the management agreement referenced in Note 1, Confederation Beach Park has no separate bank account and all cash transactions and changes in working capital are handled by the Authority and are reflected solely in the Due to/from account. Consequently, a cash flow statement for this entity would serve no value and is purposely omitted.

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## 10. Operating surplus distribution

As required under article 15. Trust Monies, Surplus Funds and operating deficits of the Confederation Beach Park Management agreement "(2) Any operating surplus shall be transferred to the Waterpark Reserve fund in accordance with the resolutions approved by City Council on December 9, 2015 in response to Report PW11005c/FCS15090". The Waterpark Reserve fund is in the custody of, and managed by, the City of Hamilton.

# Confederation Beach Park Schedule of Operating Activity

December 31, 2019

	Budget (unaudited)	2019 (unaudited)	2018 (unaudited)
<b>Open Greenspace Park and Lakeland Centre</b>			
Revenues			
Levy	\$ 670,000	<b>\$ 670,000</b>	\$ 670,000
Lakeland centre	119,900	<b>119,382</b>	117,978
Facilities, films, etc.	64,760	<b>72,344</b>	86,661
	<u>854,660</u>	<u><b>861,726</b></u>	<u>874,639</u>
Expenses			
Park operations	564,484	<b>481,394</b>	471,527
Lakeland centre	162,531	<b>106,153</b>	118,605
Adv, G&A, ins.	17,238	<b>11,079</b>	14,705
Management fees	109,594	<b>88,132</b>	88,520
	<u>853,847</u>	<u><b>686,758</b></u>	<u>693,357</u>
Open Greenspace Park surplus	<u>\$ 813</u>	<u><b>\$ 174,968</b></u>	<u>\$ 181,282</u>
<b>Commercial Operations</b>			
Revenues			
Wild Waterworks admissions	\$ 1,936,735	<b>\$ 2,083,402</b>	\$ 2,108,836
Wild WaterWorks food	348,700	<b>423,833</b>	444,576
Park commercial tenants	390,003	<b>424,674</b>	412,436
	<u>2,675,438</u>	<u><b>2,931,909</b></u>	<u>2,965,848</u>
Expenses			
Water park operations	1,722,998	<b>1,774,465</b>	1,455,723
Concession operations	336,100	<b>380,892</b>	364,552
Marketing & Advertising	186,262	<b>112,255</b>	193,314
Admin/Ins/Water	91,565	<b>167,048</b>	153,443
Management fees	339,326	<b>359,843</b>	326,868
	<u>2,676,251</u>	<u><b>2,794,503</b></u>	<u>2,493,900</u>
Commercial surplus/(deficit)	<u>\$ (813)</u>	<u><b>\$ 137,406</b></u>	<u>\$ 471,948</u>
<b>Combined operations surplus</b>	<b>\$ -</b>	<b>\$ 312,374</b>	<b>\$ 653,230</b>
Less:			
Amortization expense	(450,000)	<b>(408,064)</b>	(442,658)
Capital and special maintenance expense	(175,000)	<b>(138,089)</b>	(282,059)
Plus:			
Capital & special maintenance funding	175,000	<b>105,762</b>	73,548
Capital addback	175,000	<b>22,485</b>	217,928
<b>Surplus / (deficit) per Statement of Operations</b>	<u><b>\$ (275,000)</b></u>	<u><b>\$ (105,532)</b></u>	<u>\$ 219,989</u>

# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**DATE:** April 23, 2020

**RE:** HCA 2019 Twelve-Month Financial Results – Operating

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## Hamilton Region Conservation Authority

	Fiscal <u>2019</u>	Budget <u>2019</u>	\$ <u>Var.</u>	Fiscal <u>2019</u>	Fiscal <u>2018</u>	\$ <u>Var.</u>
Watershed Planning & Eng.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation Areas	\$ 1,555	\$ 457	\$ 1,098	\$ 1,555	\$ 1,105	\$ 450
Westfield Heritage Village CA	\$ 271	\$ 126	\$ 145	\$ 271	\$ 256	\$ 15
Corporate Support - Consolidated	<u>\$ 598</u>	<u>\$ (374)</u>	<u>\$ 972</u>	<u>\$ 598</u>	<u>\$ 697</u>	<u>\$ (99)</u>
	\$ 2,424	\$ 209	\$ 2,215	\$ 2,424	\$ 2,058	\$ 366
Loan principle repayment	<u>(209)</u>	<u>(209)</u>	<u>-</u>	<u>(209)</u>	<u>(203)</u>	<u>(6)</u>
Net surplus	<u>\$ 2,215</u>	<u>\$ -</u>	<u>\$ 2,215</u>	<u>\$ 2,215</u>	<u>\$ 1,855</u>	<u>\$ 360</u>

### Net Results

Another great year which provides additional funds for development of important projects such as Saltfleet. At the end of 2019 the reserves were flush and given the reduced availability of grants it left us still in a strong position to move forward on the wetlands. However, at this point in time we have been presented with a new threat which has jeopardized the 2020 performance and will certainly impact our reserves. To what extent it is hard to tell, but certainly better to have started from a position of strength.

### Watershed Planning and Engineering

	Fiscal <u>2019</u>	Budget <u>2019</u>	\$ <u>Var.</u>	Fiscal <u>2019</u>	Fiscal <u>2018</u>	\$ <u>Var.</u>
<b>Revenues</b>						
Levy	\$ 1,453	\$ 1,494	\$ (41)	\$ 1,453	\$ 1,353	\$ 100
Transfer from reserves	156	94	61	156	767	(611)
Grants	321	326	(4)	321	405	(84)
Conservation Foundation	8	-	8	8	7	1
Other	<u>289</u>	<u>311</u>	<u>(21)</u>	<u>289</u>	<u>422</u>	<u>(133)</u>
Total	2,227	2,225	3	2,227	2,954	(727)
<b>Expenses</b>						
Staff	1,534	1,581	(47)	1,534	1,618	(84)
Contracts & Consultants	304	302	3	304	506	(202)
Materials & Supplies	90	170	(80)	90	79	11
Utilities	20	23	(3)	20	25	(5)
Transfer to reserves	176	-	176	176	594	(418)
Other	<u>103</u>	<u>149</u>	<u>(45)</u>	<u>103</u>	<u>132</u>	<u>(29)</u>
Total	<u>2,227</u>	<u>2,225</u>	<u>3</u>	<u>2,227</u>	<u>2,954</u>	<u>(727)</u>
<b>Net surplus / (deficit)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

#### Revenues

Levy variance to budget reflects a minor reallocation to follow expenses  
 Transfers and grants, while above Budget, were well below 2018 as fewer qualifying projects were underway.  
 Permit fees, the majority of the Other, were slower this year \$18K below Budget , \$72K below 2018's level.

#### Expenses

Staffing costs ended below both Budget and Last Year due to staff turnover and vacancies but still represent around 70% of expenses, excluding transfer to reserves.  
 Project work was much lower this year compared to 2018 which reduces contractor and consultant work as those do move in parallel. The Budget had anticipated the lower levels.

#### Net deficit

The two key areas are staffing and fees and both were lower than Budget by similar amounts.  
 Carryforward to 2020 for existing projects also similar to project work at the beginning of 2019.

**Conservation Areas**

	Fiscal	Budget	\$		Fiscal	Fiscal	\$
	<u>2019</u>	<u>2019</u>	<u>Var.</u>		<u>2019</u>	<u>2018</u>	<u>Var.</u>
<b>Revenues</b>							
Admissions	\$ 2,475	\$ 2,180	\$ 295		\$ 2,475	\$ 2,197	\$ 278
Marina	1,381	1,368	13		1,381	1,386	(5)
Camping	1,207	1,041	166		1,207	1,089	118
Concessions	272	254	18		272	233	39
Events	249	234	14		249	242	7
Other	<u>563</u>	<u>401</u>	<u>162</u>		<u>563</u>	<u>560</u>	<u>3</u>
Total	6,146	5,479	668		6,146	5,707	439
<b>Expenses</b>							
Staff	2,544	2,597	(53)		2,544	2,509	35
Equipment	613	635	(22)		613	562	51
Utilities	228	269	(42)		228	248	(20)
Materials & Supplies	219	286	(67)		219	227	(8)
Contracts & Consultants	293	359	(66)		293	271	22
Other	<u>694</u>	<u>876</u>	<u>(182)</u>		<u>694</u>	<u>785</u>	<u>(91)</u>
Total	4,591	5,022	(431)		4,591	4,602	(11)
<b>Net surplus</b>	<u><u>1,555</u></u>	<u><u>457</u></u>	<u><u>1,099</u></u>		<u><u>1,555</u></u>	<u><u>1,105</u></u>	<u><u>450</u></u>

**Revenues**

All areas were up over both Budget and Last Year with Dundas Valley leading with \$128K increase over Budget while Christie Lake recorded a \$119K increase over last year. Valens Lake camping continued to grow recording growth of \$165K and \$136K over Budget and L.Y. Concessions at Valens followed the rise in camping and added \$25K over Budget and \$34K over L.Y. Marina operations were stable, dealing with another high water year. Only decline was in fuel sales.

**Expenses**

Staffing costs represent 55% of the Conservation Areas' costs which were held to a 1% increase from last year, which was 2% below Budget. Equipment charges reflect rate and use charges of the HCA owned fleet and also tracked Budget. Other expenses include advertising, credit card charges, etc. and variances occurred throughout.

**Net surplus**

Another great year. At the nine month mark the surplus ahead of 2018 was \$250K and the superior Fall added another \$200K.

**Westfield Heritage Village & Conservation Area**

	Fiscal <u>2019</u>	Budget <u>2019</u>	\$ <u>Var.</u>	Fiscal <u>2019</u>	Fiscal <u>2018</u>	\$ <u>Var.</u>
<b>Revenues</b>						
Levy	\$ 591	\$ 591	\$ 0	\$ 591	\$ 582	\$ 9
Events	91	130	(39)	91	138	(47)
Admissions	99	102	(2)	99	87	12
School Programs	74	72	2	74	71	3
Other	<u>176</u>	<u>99</u>	<u>76</u>	<u>176</u>	<u>141</u>	<u>35</u>
Total	1,031	993	37	1,031	1,019	12
<b>Expenses</b>						
Staff	482	522	(40)	482	481	1
Advertising & Promotion	31	80	(49)	31	67	(36)
Utilities	45	46	(2)	45	44	1
Materials & Supplies	43	68	(25)	43	39	4
Equipment	62	52	9	62	49	13
School Programs	33	32	1	33	32	1
Other	<u>64</u>	<u>66</u>	<u>(2)</u>	<u>64</u>	<u>52</u>	<u>12</u>
Total	760	867	(107)	760	763	(3)
<b>Net surplus</b>	<u>\$ 271</u>	<u>\$ 126</u>	<u>\$ 145</u>	<u>\$ 271</u>	<u>\$ 256</u>	<u>\$ 15</u>

**Revenues**

Levy support for operating the village portion of the conservation area continues as identified in the Agreement of Purchase between HCA and the City of Hamilton.  
 Due to weather, Maple Syrup and Halloween event attendance was soft in 2019.  
 School programs remained consistent edging up over both Budget and Last Year.  
 Other income represents another strong season with the film industry contributing \$134K in the year.

**Expenses**

Staff expenses represent 63% of expenditures in 2019. The total was even with last year but below Budget due to staffing turnover.  
 Advertising costs were less than expected as marketing staff time allocation was reduced.  
 Material costs were less than expected as existing stock was sufficient to cover the year's needs.

**Net Surplus**

The film shoot program was at its highest level, offsetting the event attendance and keeping revenues above both Budget and Last Year.  
 Promotion costs had a tighter year but that will be expanded in 2020 with the new event parking communication requirements.

### Corporate Support - Consolidated

	Fiscal <u>2019</u>	Budget <u>2019</u>	\$ <u>Var.</u>	Fiscal <u>2019</u>	Fiscal <u>2018</u>	\$ <u>Var.</u>
<b>Revenues</b>						
Levy	\$ 2,650	\$ 2,579	\$ 71	\$ 2,650	\$ 2,647	\$ 3
Equipment	1,048	1,214	(166)	1,048	1,149	(101)
Management Fees	448	425	23	448	415	33
Grants	-	-	-	-	8	(8)
School Fees	87	83	5	87	81	6
Conservation Foundation	163	181	(17)	163	119	44
Other	<u>522</u>	<u>277</u>	<u>245</u>	<u>522</u>	<u>579</u>	<u>(57)</u>
Total	4,918	4,758	161	4,918	4,998	(80)
<b>Expenses</b>						
Staff	2,963	2,848	115	2,963	2,825	138
Utilities	307	347	(40)	307	286	21
Equipment	215	427	(213)	215	470	(255)
Materials & Supplies	104	111	(7)	104	92	12
Other	<u>731</u>	<u>1,398</u>	<u>(668)</u>	<u>731</u>	<u>628</u>	<u>102</u>
Total	4,320	5,132	(811)	4,320	4,301	19
Net surplus / (deficit)	<u>\$ 598</u>	<u>\$ (374)</u>	<u>\$ 972</u>	<u>\$ 598</u>	<u>\$ 697</u>	<u>\$ (99)</u>

#### Land Activity

Donations	8	-	8	8	557	(550)
Transfer from Reserves	<u>439</u>	<u>-</u>	<u>439</u>	<u>439</u>	<u>207</u>	<u>232</u>
	447	-	447	447	764	(317)
				-		
Acquisitions	434	-	434	434	264	170
Fees/transfer to reserves	<u>13</u>	<u>-</u>	<u>13</u>	<u>13</u>	<u>500</u>	<u>(487)</u>
	447	-	447	447	764	(317)

#### Revenues

Levy share to corporate was above Budget reflecting a minor reallocation to follow expenses. Equipment charges, which are an internal transfer, were down slightly through rate changes. Management fees, coming from Confederation Beach Park were up due to CBP higher spending. The Foundation contribution was below Budget due to lower need in Outdoor Education. In the Other category, income was higher than Budget due to interest and lower than last year due to last year's use of reserves in education.

#### Expenses

Staff expenses represent 69% of Corporate expenses. The 4% increase in this expense reflects a change in allocation of costs to other divisions through better tracking methods. The reduction in equipment expense is primarily as a result of an allocation correction in 2019. Other costs, which are a collection of professional fees, insurance, marketing, training, etc. stayed well below Budget but did exceed 2018 by 17%.

#### Net surplus

By keeping expenses in check, as was done last year, there is a surplus available in this division to assist with paying the loans and contribute to the building of the Saltfleet reserve which will be needed within the next two years.

#### Land Activity

One purchase was completed this year, located on the East Mountain, just east of Saltfleet Conservation Area. It was funded from the East Mountain Land Acquisition Reserve.

# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**DATE:** April 23, 2020

**RE:** HCA 2019 Twelve-Month Financial Results – Capital & Major Maintenance

## Valens Lake Conservation Area

<b>Major Maintenance</b>	<b>40.7%</b>		
Masterplan		\$	46,070
Building maintenance			3,733
Roads			6,542
Trails			18,745
Bridges/Boardwalks			42,956
Forestry			24,351
Fences & gates			13,945
Utilities and services			10,901
<b>Project</b>	<b>59.3%</b>		
Beach house upgrades			50,337
Cabins			183,786
Canoes			9,480
			<hr/>
		\$	410,846

## Christie Lake Conservation Area

<b>Major Maintenance</b>	<b>81.6%</b>		
Roads		\$	20,501
Building maintenance			38,479
Trails			34,368
Utilities			12,715
Forestry			49,329
Gates & fencing			13,297
Bridges & boardwalks			16,405
Other			164
<b>Project</b>	<b>18.4%</b>		
Dundas Peak trail fencing			6,245
Beach house upgrades			459
Tew autogate & gatehouse			35,113
			<hr/>

## Dundas Valley Conservation Area & Woodend

### **Major Maintenance 37.3%**

Masterplan/mgmt plan	\$ 1,561
Building maintenance	44,706
Roads & trails	9,864
Signage	11,316
Utilities	22,935
Forestry	93,596
Gates & fencing	10,464
Other	1,675

### **Project 62.7%**

Canal Park platform	187,509
Woodend workshop office improvements	70,624
Trail centre upgrades	29,264
Trail centre train car rehabilitation	544
Hermitage site improvements	7,443
Merrick cider shack	34,057

525,558

## Fifty Point Conservation Area

### **Major Maintenance 70.1%**

Building maintenance	\$ 21,537
Roads & trails	6,736
Utilities	3,822
Forestry	59,140
Other	738

### **Project 29.9%**

Dock connection repairs	134
Lake shoreline repair	38,941
Boat launch ramp repair	41
Group area picnic structures	41
Beach house trellis replacement	144

131,274

**Hamilton Mountain Conservation Area**

<b>Major Maintenance</b>	<b>86.9%</b>		
Roads & trails		\$ 10,152	
Bridges/Boardwalks		357,043	
Fencing/Gates		59,597	
Utilities		6,447	
Other		2,790	
<b>Project</b>	<b>13.1%</b>		
Saltfleet cleanup		121	
Karst buffer & restoration		64,206	
Eramosa Karst autogates		1,628	
			501,984

**Westfield Heritage Village Conservation Area**

<b>Major Maintenance</b>	<b>30.9%</b>		
Building maintenance		\$ 3,501	
Gates & fencing		33,145	
Roads & trails		60,519	
Forestry		9,274	
Utilities		41,418	
Other		622	
<b>Project</b>	<b>69.1%</b>		
Ironwood building upgrades		30,017	
Autogates		69,927	
Volunteer change building		7,928	
Parking lot building cleanup		82,376	
New lands cleanup		510	
Water well supply		140,992	
			480,229

**Watershed Planning and Engineering**

**Project**

Christie dam paint & corrosion removal	109,528	
Floodplain mapping	42,061	
East Mountain wetland design	68,759	
Valens dam piezometers	23,176	
Valens dam safety assessment	11,600	
Fifty Point watercourse & pond improve	3,562	
Stream monitoring equipment	4,177	
Surface water study	11,665	
CLCA Low flow valve	12,330	
Stewardship & other	24,245	
	<u>311,103</u>	

**Twelve months capital and major maintenance** \$2,588,069

Total Projects \$1,103,502  
42.6%

Total MM \$1,484,567  
57.4%

# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**DATE:** April 23, 2020

**RE:** Reserve Funds and Balances

## Reserve Funds and Balances

The Reserve Funds are made up of the following pools:

(\$,000)	2018 Year End	2019 Year End	2019 Operating Surplus	2020 Opening Available
Construction Capital and Major Maintenance projects	\$ 1,727	\$ 1,931	\$ -	\$ 1,931
Watershed Engineering projects	1,365	1,386	-	1,386
East Mountain wetland land acquisition project	2,200	1,806	500	2,306
General land acquisition funds	2,000	1,966	-	1,966
Major equipment replacement fund	800	442	-	442
Westfield specific funds (half of which is an endowment)	550	442	-	442
Seasonal operating shortfall protection	1,600	1,635	1,373	3,008
Human resources fund (safety, sick plan, severance)	500	500	-	500
Legal issues	300	300	-	300
Records management implementation (consulting & software)	270	273	-	273
	<u>\$ 11,312</u>	<u>\$ 10,681</u>	<u>\$ 1,873</u>	<u>\$12,554</u>

# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**DATE:** April 23, 2020

**RE:** 2019 HCA Vendor Report

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Vendor Summary for the year ended December 31st, 2019

VENDNAME	AMOUNT	
HAMILTON, CITY OF	768,591.39	Confed Beach Park surplus; loan payments
LAND PURCHASE	364,551.55	East mountain acquisition
KROPF INDUSTRIAL INC	360,537.80	Mobile marine lift
FREW ENERGY INC	326,702.58	Gas & diesel
MARSH CANADA LIMITED	267,921.12	Insurance premiums
HANFORD LUMBER LIMITED	193,084.24	Boardwalk materials
COCO PAVING INC.	188,826.55	Canal Park viewing platform
ATTRIDGE TRANSPORTATION INC	121,630.78	Shuttle buses
SUMMIT FOOD SERVICE	119,723.37	Goods for resale
TRADE-MARK INDUSTRIAL INC.	116,579.53	Christie Lake low-flow valve install
HAMILTON, CITY OF, TAX SECTION	103,548.31	Property taxes
KEY WEST INDUSTRIES INC.	90,897.20	Autogates
WATER'S EDGE ENVIRONMENTAL SOLU	83,557.85	Consultant for Saltfleet design
SWEERS MASONRY INC	80,569.00	Rental homes repairs
CONSERVATION ONTARIO	75,620.73	Membership fees
NET ACCESS SYSTEMS INC	71,068.08	Internet service
ROY-AL RENTALS LIMITED	69,069.82	Antique show tents
CORUS RADIO SALES INC. RE CING-FM	67,802.30	Advertising
ALEXANIAN CARPET AND FLOORING	63,963.35	Flooring for DV workshop
CAMIS INC	62,736.51	Reservation system

CORPORATE EXPRESS CANADA INC.	56,056.82	Janitorial services
GRANT THORNTON LLP	54,127.00	Audit fees
HAMILTON SPECTATOR	53,536.02	Notices and advertising
TORONTO AUTO SALES & LEASING LTD.	52,947.05	Chipper truck
GOLDEN HORSESHOE WHOLESALE INC.	48,774.08	Goods for resale
DIAMOND SOFTWARE INC.	47,708.96	Accounting software
GOWLING WLG (CANADA) LLP	46,574.05	Legal services
RONA INC	46,240.16	Miscellaneous hardware
LAFARGE CANADA INC	45,851.36	Aggregate
MODERN LANDFILL INC.	44,701.36	Waste handling
BINBROOK PLUMBING & HEATING	44,496.98	Plumbing services
SUPERIOR PROPANE INC	42,219.13	Propane
OUTFRONT MEDIA CANADA LP	40,680.00	Advertising / signage
LAND PURCHASE (deposit)	40,000.00	Land vendor representative
WATER & ICE NORTH AMERICA INC.	39,589.74	Goods for resale
ENTZ FENTZ LTD	39,251.37	Fencing for Westfield Conservation area
HAMILTON POLICE SERVICE	38,494.84	Spencer Gorge, WWW, Antique show
JASEN ENTERPRISES	35,137.36	Miscellaneous equipment
WES MABEE MECHANICAL	33,868.52	Water heaters, heat pump, HVAC venting repairs
GOODFELLOW INC (OLIVER LUMBER)	33,000.00	Fall wood order
DURHAM RADIO INC.	32,609.54	Advertising
UNIFIRST CANADA LTD.	32,348.29	Uniforms
GORDON COMPANY	32,175.51	Trees and shrubs for planting programs
BEATTIES BASICS OFFICE PRODUCTS	31,852.04	Office supplies
MARCOS ROMERO	30,617.36	Painting
DA-LEE DUST CONTROL LTD	30,294.66	Liquid calcium chloride applications for dust control
BENTLEY SYSTEMS, INC.	29,946.85	Construction design software
FIREWOOD GUYS	29,917.88	Goods for resale
TICKETOPS CORPORATION	29,066.16	Wild Waterworks online
FIRST BASE SOLUTIONS INC	28,839.86	Floodplain mapping consultant
BRYAN'S AUCTION SERVICES LTD.	28,589.00	Pick up truck
CONSERVATION HALTON	28,506.69	Grant sharing program
ANTIQUUE SHOW FLOAT	28,500.00	Cash for change
CENTRE LINE SIGNS	28,486.36	Signs
BARRY CULLEN CHEVROLET CADILLAC	28,446.35	Pickup truck
APC AUTO PARTS CENTRES	28,115.11	Garage supplies
COLVOY ENTERPRISES 2012 LTD.	26,693.99	Boom mower
HCE TELECOM	26,474.18	Fifty Point internet infrastructure
FAIRWAY ELECTRICAL SERVICES	26,137.51	Back up power at woodend
COCA-COLA BOTTLING LTD	25,831.22	Goods for resale

AECOM CANADA LIMITED	25,570.38		Valens piezometer project		
ALLAN HAWKINS ELECTRICAL SERVICE	25,071.91		Miscellaneous electrical		
NEPTUNE SECURITY SERVICES INC	24,593.89		WWW security		
ROBERTS TECHNICAL SERVICES	23,341.21		Pumps etc. for WWW		
COURTNEY'S DISTRIBUTING INC.	22,398.11		Goods for resale		
WEIRFOULDS LLP	21,592.11		Legal services		
WILD WATERWORKS	21,000.00		Float for operations		
WOLSELEY CANADA INC.	20,910.15		Westfield water treatment system		
HERITAGE HOUSEHOLD SERVICES	20,724.20		Cleaning service		
COMPLETE ROOFING	20,680.00		DV trail centre repairs		
MARTIN WELL DRILLING INC.	20,550.01		Westfield water system deep well		
COOPER EQUIPMENT RENTALS	20,069.75		Miscellaneous equipment		
LARGE VENDORS	<u>\$ 5,330,187</u>	74.4%	# of large vendors	72	9.4%
ALL OTHER< \$10,000	<u>1,838,221</u>	25.6%	# of other vendors	<u>690</u>	90.6%
	<u>\$ 7,168,408</u>			<u>762</u>	

# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**DATE:** April 23, 2020

**RE:** 2019 Asset Disposal Summary

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## 2019 Disposals

	<u>Book Value</u>	<u>Proceeds</u>	<u>Gain / (Loss)</u>	<u>Sold to or through</u>
Snowex salter	\$ 1,000	\$ 240	\$ (760)	Brian's Auction
Self propelled mower	1,190	3,879	2,689	Brian's Auction
mower	3	-	(3)	Scrapped
Tractor 80 Hp	3,746	6,033	2,287	Brian's Auction
Mobile boat lift	989	10,000	9,011	Kropf marine
Gator 4X2 utility vehicle	774	3,313	2,539	Brian's Auction
2002 Cube van	534	1,963	1,429	Brian's Auction
Fork lift	1,876	3,135	1,259	Brian's Auction
Tree Spade	-	7,061	7,061	Brian's Auction
Tractor mower	<u>2,296</u>	<u>3,744</u>	<u>1,448</u>	Brian's Auction
	\$ 12,408	\$ 39,368	\$ 26,960	

# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**DATE:** April 23, 2020

**RE:** Rental Properties – Revenues and Costs

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## Residential

Properties: 13      Annual rent: \$184,000      monthly rent: \$15,354 /month  
 Average rent:      \$1,181 / month;      \$14,173 / year  
 Rate range:      high of \$1,750 / month      low of \$617 / month

## Farmland

Properties: 15      Annual rent: \$36,000      monthly rent \$3,000 / month  
 Total Acreage: 390 acres  
 Average land rental: 26 acres      \$93/acre      \$2,419/ year  
 Size range:      large of 53 acres      small of 2 acres  
 Rate range:      high of \$395 / acre      low of \$35 /acre

## Easements

Properties: 9      Annual rent: \$23,700      monthly rent: \$1,975 /month  
 Average rental:      \$220/month      \$2,634/ year  
 Rate range:      high of \$5,069 / year      low of \$210 / year

## Business

Properties: 1  
 Restaurant at Fifty Point      \$25,200

## 2019 Total Revenues and Costs

Revenues:      \$218,312  
 Costs:      111,205  
                  \$107,107