



Budget & Administration Committee Meeting Agenda

Thursday, March 18, 2021

Budget & Administration Committee Meeting

March 18, 2021 at 6:00 P.M.

This meeting will be held by WebEx videoconference.

**The meeting can be viewed live on HCA's You Tube Channel:
<https://www.youtube.com/user/HamiltonConservation>**

- 1. 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 19, 2020
 - 5.2. WSIB Injury Statistics
- 6. Chairman's Report on Board of Directors Actions** – Moccio
 - BA 2015 2021 HCA Operating Budget
 - BA 2016 Mileage Report
 - BA 2017 Honorariums and Per Diems
- 7. Business Arising from the Minutes**
- 8. Staff Reports/Memorandums**

Reports and Results to be Received:

 - 8.1. Twelve-month Financial Results – Operating – McDougall
 - 8.2. Twelve-month Financial Results – Capital & Major Maintenance – McDougall
 - 8.3. Twelve-month Vendor Report – McDougall
- 9. New Business**
- 10. In-Camera Items for Matters of Law, Personnel and Property**
- 11. Next Meeting – April 15, 2021**
- 12. Adjournment**

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

November 19, 2020

Minutes of the Budget & Administration Committee meeting held on Thursday, November 19, 2020 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and by teleconference.

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

Regrets: **None**

Staff Present: **Lisa Burnside, Neil McDougall, Scott Peck, and Jaime Tellier**
 Gord Costie, Bruce Harschnitz, and Nancy Watts – by
 telephone

Others Present: **None**

1. Chairman's Remarks

The Chair called the meeting to order and welcomed everyone present. The Chair then congratulated HCA and staff for winning the Hamilton Spectator's 2020 Readers Choice Awards for Best Marina (Diamond) and Best Outdoor Tourist Attraction (Gold). She also thanked staff for safety precautions related to Covid-19, including physical distancing and sanitization.

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 the following items be added to the agenda:

Item 8.4 (a) Backgrounder from Conservation Ontario entitled Concerns About Changes to the *Conservation Authorities Act* and Planning Act Which Affect Conservation Authorities, dated November 13, 2020;

Item 8.4 (b) Four news articles about proposed Changes to the Conservation Authorities Act; and

Item 8.4(c) Lisa Burnside's notes from viewing the Township of Puslinch Council meeting on November 18, 2020 and Township of Puslinch Council Resolution No. 2020-331 regarding Proposed Changes to the Conservation Authorities Act: Schedule 6 of Bill 229.

BA 2014

MOVED BY: Maria Topalovic

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 – September 17, 2020

5.2. WSIB Injury Statistics

With respect to the WSIB injury statistics, J. Cimba inquired about a procedure or protocol document instructing staff on how to remove deer carcasses. Lisa Burnside advised that HCA does have a policy addressing heavy lifting but the staff member was alone and underestimated the difficulty of removing the deer; it was an isolated incident.

6. Chairman's Report on Board of Directors Actions

The Chair reported that the Board of Directors approved the Quote for Audit Services, 2021 Fee Schedule, and 2021 Capital Budget at the October 1, 2020 meeting.

7. Business Arising from the Minutes

There was none.

8. Staff Reports/Memoranda

8.1. 2021 Operating Budget

Neil McDougall presented the operating budget. L. Ferguson inquired about the percentage levy increase requested for 2021. Neil advised that due to the end of loan payments for Canal Park, this annual expense was removed before applying the 2% levy increase, which then has the year over year impact of 1% increase in levy. J. Cimba commented on the commendable approach, that it demonstrates good governance.

J. Cimba inquired about the nature of flood control infrastructure operated by HCA. Neil confirmed that the Christie Lake and Valens Lake Conservation Area dams are our major flood control structures, as well as the Mineral Springs berm. Scott added that dedicated staff will be working on Water and Erosion Control Infrastructure (WECI) funding applications to the Province for dam safety reviews and improvements.

L. Ferguson requested a breakdown of principle funding sources and that a slide be added to the presentation in this regard for the Board and City of Hamilton budget presentation.

BA 2015

MOVED BY: Jim Cimba

SECONDED BY: Dan Bowman

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

THAT the 2021 Operating Budget as presented herein, and with the addition of a slide including the breakdown of principle funding sources, be approved.

CARRIED

8.2. 2021 Mileage Rate

Lisa Burnside presented a summary of the report.

BA 2016

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

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

**THAT the mileage rate remain at the current rate of 54
cents per kilometre for 2021.**

CARRIED

8.3. 2021 Honorariums and Per Diems

Lisa Burnside presented a summary of the report.

Lisa advised that City of Hamilton councillors are not permitted to receive per diems or honorariums and that they apply only to citizens and Township of Puslinch Councillors. L. Ferguson commented that these costs would change with the proposed legislative changes in Schedule 6 of Bill 229 that eliminate citizen representatives on Conservation Authority Boards of Directors, should those changes be enacted as they currently stand.

BA 2017

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

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

**THAT the current HCA's honorarium rates for the Chair
and Vice-Chair of the Board of Directors and per diem
rate for Board of Directors and Advisory Board, remain in
effect for 2021.**

CARRIED

8.4. Proposed changes to the Conservation Authorities Act

Scott Peck presented a summary of the memorandum and tables of proposed changes from the Environmental Registry of Ontario.

Members discussed possible conflicts municipal councillors may encounter between their municipal responsibilities and their fiduciary responsibilities.

L. Ferguson advised that Lisa is drafting a letter to the province outlining HCA's concerns and that he is preparing a motion in support of the Authority to bring to City of Hamilton Council next week.

M. Topalovic offered support for the letter and Council motion; adding there is a narrow timing window to voice our concerns.

The members collaborated to review and refine the language of the letter to the province and motion to City of Hamilton Council.

D. Bowman also voiced his strong support, sharing that he is proud of the work staff do, not only at HCA but also at other Conservation Authorities, as well his concerns with the lack of public consultation on the proposed changes. He suggested a clause in the draft Council motion be amended to request that the province remove Schedule 6 from Bill 229.

M. Topalovic inquired about public awareness and media exposure for the letter. Lisa advised that a press release outlining HCA's preliminary response to the proposed changes was sent out on November 13th and was also circulated to MPP's Donna Skelly and Ted Arnott. It was also circulated to the Township of Puslinch Council and will be distributed to the City of Hamilton Council at their meeting next week. Staff will post the letter to the Premier on HCA's website and social media, and will forward copies to local media outlets.

8.5. 3rd Quarter Financial Results - Operating

Neil McDougall presented a summary of the memorandum and answered the members' questions. It is expected that revenues will soften in the fourth quarter due to seasonal changes and cancelled events. HCA will have a surplus at the end of the year. The surplus will be moved into accounts for land acquisition and the Saltfleet Conservation Area wetland creation project.

BA 2019

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

THAT the memorandum entitled 3rd Quarter Financial Results – Operating be received as information.

CARRIED

8.6. 3rd Quarter Financial Results – Capital & Major Maintenance

Neil McDougall presented a summary of the memorandum and answered the members' questions.

BA 2020

MOVED BY: Dan Bowman

SECONDED BY: Maria Topalovic

THAT the memorandum entitled 3rd Quarter Financial Results – Capital & Major Maintenance be received as information.

CARRIED

8.7. 3rd Quarter Vendor Report

Neil McDougall presented a summary of the memorandum and answered the members' questions.

BA 2021

MOVED BY: Jim Cimba

SECONDED BY: Lloyd Ferguson

THAT the memorandum entitled 3rd Quarter Vendor Report be received as information.

CARRIED

8.8. 2021 Meeting Schedule

Lisa Burnside presented the meeting schedule for 2021.

9. New Business

There was none.

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

There were none.

11. Next Meeting

The next meeting of the Budget and Administration Committee will be held on Thursday, February 18, 2021 at 6:00 p.m.

12. 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

DATE: March 18, 2021

RE: Workplace Safety & Insurance Board (WSIB)
three 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 –There were no claims from January - March 2021

Claim type	January thru March 2021	January thru March 2020	Comments on 2020 incidents
	<i>Full time staff</i>	<i>Full time staff</i>	
Medical Aid	0	0	- back injury
Lost Time	0	1	
	<i>Casual Staff</i>	<i>Casual Staff</i>	
Medical Aid	0	2	- debris in eye and hand injury from slip and fall
Lost Time	0	0	
Year to date Total	0	3	

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 18, 2021

RE: HCA 4th Quarter Financial Results – Operating

Hamilton Region Conservation Authority

	12 mos. <u>2020</u>	12 mos. <u>2019</u>	\$ <u>Variance</u>	Budget <u>2020</u>	Actual <u>2019</u>	\$ <u>Variance</u>
Watershed Planning & Eng.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation Areas	\$ 1,815	\$ 1,555	\$ 260	\$ 468	\$ 1,555	\$ (1,087)
Westfield Heritage Village CA	\$ 50	\$ 271	\$ (221)	\$ 116	\$ 271	\$ (156)
Corporate Services	\$ 1,041	\$ 774	\$ 267	\$ (199)	\$ 774	\$ (973)
	\$ 2,906	\$ 2,600	\$ 306	\$ 385	\$ 2,600	\$ (2,215)
Loan principle repayment	<u>(216)</u>	<u>(209)</u>	<u>(7)</u>	<u>(216)</u>	<u>(209)</u>	<u>(7)</u>
Net surplus	<u>\$ 2,690</u>	<u>\$ 2,391</u>	<u>\$ 299</u>	<u>\$ 169</u>	<u>\$ 2,391</u>	<u>\$ (2,222)</u>

Summary of Results

The year started out like any other and just before the end of the first quarter the commercial areas were closed and practically all employees were working from home. After two months of total turmoil there appeared to be a light at the end of the tunnel and operations were then busier than ever from mid-June until the end of the year.

With the successful application for the wage subsidy program, the \$0.9 million in grant support received mostly offset the near \$1.2 million in revenue shortfall that was recorded by the various commercial operations in the first five months.

Under the worst case scenario projected in May it was assumed that operations would not be restarted until July 1st, at the earliest, and then revenues would be at half the level of 2019. It was also assumed the wage subsidy would only be available for two months. The projected indicated a deficit of \$1.5 million. However, the actual scenario differed on all counts. Reopening took place in mid-June, not July 1st and revenues exceeded last year in the months to follow. Conservation areas were the place to go to get some space. The one hit taken was the postponement of events due to restrictions on group sizes. Financial results quickly caught up to 2019 levels and stayed that way throughout the balance of the year.

Watershed Planning & Engineering

	12 mos. <u>2020</u>	12 mos. <u>2019</u>	\$ <u>Variance</u>	Budget <u>2020</u>	Actual <u>2019</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 1,454	\$ 1,453	\$ 0	\$ 1,470	\$ 1,453	\$ 17
Transfer from reserves	353	156	197	17	156	(139)
Grants	202	219	(17)	189	321	(132)
Conservation Foundation	-	77	(77)	-	8	(8)
Permits, fees & misc.	<u>241</u>	<u>323</u>	<u>(81)</u>	<u>304</u>	<u>289</u>	<u>15</u>
Total	2,250	2,227	23	1,980	2,227	(937)
Expenses						
Staff	1,686	1,534	152	1,740	1,534	206
Contracts & Consultants	489	304	185	32	304	(272)
Materials & Supplies	22	90	(67)	34	90	(56)
Utilities	19	20	(1)	25	20	5
Transfer to reserves	-	176	(176)	-	176	(176)
Other	<u>33</u>	<u>103</u>	<u>(70)</u>	<u>149</u>	<u>103</u>	<u>45</u>
Total	<u>2,250</u>	<u>2,227</u>	<u>23</u>	<u>1,980</u>	<u>2,227</u>	<u>(247)</u>
Net surplus / (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenues

Levy provides support for regulatory and monitoring activities.

Transfers are in support of two major projects, Christie dam gate repair and Saltfleet design.

Grant revenue was received in support of the MOE water quality program, stewardship projects and the provincial flood control program.

Permits and fees lower than budgetted due to project delays caused by COVID impacts.

Expenses

Staffing, as always, represents the largest portion of the WP & E expenses and remained within budget.

Christie Lake dam gate rehabilitation and Saltfleet design work was completed this year by third party contractors.

Net surplus

Sufficient levy was budgetted to cover staff work while all projects are prefunded by grants or levy resulting in no surplus nor deficit. The only real exposure to a negative variance is with the permitting and that has been covered by lower supplies cost.

Conservation Areas

	12 mos. <u>2020</u>	12 mos. <u>2019</u>	\$ <u>Variance</u>	Budget <u>2020</u>	Actual <u>2019</u>	\$ <u>Variance</u>
Revenues						
Admissions	\$ 3,063	\$ 2,342	\$ 721	\$ 2,104	\$ 2,342	\$ (238)
Marina	1,233	1,381	(148)	1,399	1,381	18
Camping	1,346	1,207	140	1,247	1,207	40
Concessions	195	272	(77)	251	272	(20)
Events	1	382	(381)	381	382	(1)
Other	<u>263</u>	<u>563</u>	<u>(300)</u>	<u>455</u>	<u>563</u>	<u>(108)</u>
Total	6,101	6,146	(45)	5,837	6,146	(309)
Expenses						
Staff	2,273	2,544	(271)	2,980	2,544	436
Equipment	555	613	(59)	617	613	4
Utilities	278	228	50	264	228	36
Materials & Supplies	198	219	(21)	253	219	34
Contracts & Consultants	175	293	(118)	454	293	161
Other	<u>808</u>	<u>694</u>	<u>114</u>	<u>801</u>	<u>694</u>	<u>107</u>
Total	<u>4,287</u>	<u>4,591</u>	<u>(305)</u>	<u>5,369</u>	<u>4,591</u>	<u>778</u>
Net surplus / (deficit)	<u>\$ 1,815</u>	<u>\$ 1,555</u>	<u>\$ 259</u>	<u>\$ 468</u>	<u>\$ 1,555</u>	<u>\$ (1,087)</u>

Revenues

Despite total closure of the conservation areas in April and May, admissions rebounded and exceeded last year in Valens, Dundas Valley and Fifty Point. Christie results were lower due initially to the closure of Spencer Gorge for the safety fencing installation and then reflecting the constraints imposed by the reservation system. Valens camping was very strong once reopened while Fifty Point camping which is predominantly full season, suffered due to the COVID Spring closure. Events, concessions, facility rentals, boat rentals and summer camps were all hit by the COVID rules.

Expenses

Staffing represented full time staff only until late May when casual staff began to be brought back on as the phased opening took hold and the properties returned to "normal". Equipment and contractors were down due to work restrictions within the properties while utilities were higher due to a correction in hydro billings at Fifty Point. Other expense were up due to a collection of increased insurance, property taxes, banking service charges and reservation fees. All of which were anticipated in the budget.

Net surplus / (deficit)

At the end of the 1st qtr there was a deficit of \$129K, this was replaced by a small surplus of \$93K at the six month point and then at nine months there was a surplus of \$2,127K; \$326k ahead of last year. By year end we were still sitting with a greater surplus than last year. This will go on record as one of the most unique years ever for the conservation areas.

Westfield Heritage Village Conservation Area

	12 mos. <u>2020</u>	12 mos. <u>2019</u>	\$ <u>Variance</u>	Budget <u>2020</u>	Actual <u>2019</u>	\$ <u>Variance</u>
Revenues						
Lewy	\$ 602	\$ 591	\$ 12	\$ 602	\$ 591	\$ 12
Events	16	91	(75)	109	91	17
Admissions	37	99	(62)	109	99	10
School Programs	7	74	(67)	72	74	(2)
Other	<u>59</u>	<u>176</u>	<u>(117)</u>	<u>105</u>	<u>176</u>	<u>(70)</u>
Total	721	1,031	(310)	997	1,031	(34)
Expenses						
Staff	470	482	(12)	527	481	46
Advertising & Promotion	31	31	(0)	117	31	86
Utilities	49	45	4	49	45	4
Materials & Supplies	21	43	(22)	40	43	(3)
Equipment	51	62	(11)	57	62	(5)
School Programs	7	33	(27)	33	33	-
Other	<u>42</u>	<u>64</u>	<u>(21)</u>	<u>60</u>	<u>64</u>	<u>(4)</u>
Total	<u>671</u>	<u>760</u>	<u>(89)</u>	<u>881</u>	<u>760</u>	<u>122</u>
Net surplus / (deficit)	<u>\$ 50</u>	<u>\$ 271</u>	<u>\$ (221)</u>	<u>\$ 116</u>	<u>\$ 271</u>	<u>\$ (156)</u>

Revenues

Events, school programs and general admissions were all impacted by the shutdown of the facilities in response to the pandemic. The emphasis is now on Westfield as a hiking opportunity until the schools and programming situations get figured out.

Expenses

Staffing is always the largest expense area and this continues.
Other expenses are reduced as much as possible but there are limits.

Net surplus / (deficit)

The levy funding was as budgetted but all other revenues suffered.
Historically, so much of the activity has circled around events. Efforts in 2021 will be focused on developing the trails and natural side of the location as well as finding technological applications that make the historical side of Westfield available seven days a week and without crowding. Lessening the dependance on events.

Corporate Services

	12 mos. <u>2020</u>	12 mos. <u>2019</u>	\$ <u>Variance</u>	Budget <u>2020</u>	Actual <u>2019</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 2,546	\$ 2,650	\$ (104)	\$ 2,530	\$ 2,650	\$ (120)
Equipment	1,032	1,048	(16)	1,100	1,048	52
Foundation	158	163	(6)	184	163	21
Management fees	183	448	(265)	426	448	(22)
School Fees	39	87	(48)	83	87	(5)
Interest	74	255	(181)	190	255	(65)
Grants	893	-	893	-	-	-
Other	<u>221</u>	<u>68</u>	<u>153</u>	<u>183</u>	<u>68</u>	<u>115</u>
Total	5,146	4,720	426	4,696	4,720	(24)
Expenses						
Staff	3,125	2,963	162	3,035	2,963	72
Utilities	240	307	(67)	299	307	(8)
Equipment	45	81	(35)	248	215	33
Materials & supplies	67	104	(37)	111	104	7
Other	<u>627</u>	<u>491</u>	<u>137</u>	<u>1,201</u>	<u>554</u>	<u>647</u>
Total	4,105	3,946	159	4,895	3,946	751
Net surplus / (deficit)	<u>\$ 1,041</u>	<u>\$ 774</u>	<u>\$ 267</u>	<u>\$ (199)</u>	<u>\$ 774</u>	<u>\$ (973)</u>
Land, Vehicle & equipment activity						
Donations & misc.	-	8	(8)	-	8	(8)
Transfer from Reserves	<u>16</u>	<u>439</u>	<u>(423)</u>	<u>-</u>	<u>439</u>	<u>(439)</u>
	<u>\$ 16</u>	<u>\$ 447</u>	<u>\$ (431)</u>	<u>\$ -</u>	<u>\$ 447</u>	<u>\$ (447)</u>
Land	12	434	(422)	-	434	(434)
Vehicles & misc.	<u>151</u>	<u>189</u>	<u>(38)</u>	<u>-</u>	<u>189</u>	<u>(189)</u>
	<u>\$ 163</u>	<u>\$ 623</u>	<u>\$ (460)</u>	<u>\$ -</u>	<u>\$ 623</u>	<u>\$ (623)</u>

Revenues

The wage subsidy program contributed \$893K towards offsetting the lost revenue caused by the COVID-19 Spring shutdown.

Management fees are lower due to the closure of Wild Waterworks for the 2020 season.

School program fees and interest income were also impacted by COVID-19 and economics.

Expenses

Staffing represents 74% of costs incurred and is tracking Budget.

Other expenses are lower reflecting reduced activity in marketing and education,

Net surplus

The support of the government program in the early days allowed the HCA to maintain all of its fulltime employees and offset the impacts of low interest and reduced management fees.

Memorandum

TO: Budget & Administration Committee

FROM: Neil McDougall, Secretary-Treasurer

MEETING DATE: March 18, 2021

RE: HCA 4th Quarter Financial Results – Capital & Major Maintenance

CAPITAL WORKS: JANUARY THROUGH DECEMBER 2020

Valens Lake Conservation Area

Major Maintenance 16.7%

Masterplan	\$ 26,132
Utilities	8,848
Roads/Trails	11,819
Forestry	12,956
Other	7,749

Project 83.3%

Cabins	<u>336,639</u>	\$ 404,143
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Christie Lake Conservation Area

Major Maintenance 30.5%

Roads/Trails	\$ 6,459
Forestry	109,069
Gates & fencing	413
Signage	10,367
Bridges	13,216

Project 69.5%

Dundas Peak trail fencing	88,505
Tew autogate & gatehouse	<u>229,632</u>

457,661

Dundas Valley Conservation Area & Woodend

Major Maintenance 70.8%

Building maintenance	21,004
Roads & trails	35,728
Signage	6,486
Utilities	10,944
Forestry	77,441
Bridges & boardwalks	2,497
Fencing	1,827

Project 29.2%

Artaban/Tiffany parking	10,647
Hermitage site improvements	8,370
Woodend WP&E lab renovations	45,293

220,237

Fifty Point Conservation Area

Major Maintenance 79.9%

Building maintenance	\$ 10,078
Masterplans	12,252
Roads & trails	27,106
Forestry	53,790
Signage	2,652
Tools	9,807
Other	786

Project 20.1%

Lake and marina shoreline repair	21,777
Dock connection repairs	7,586

145,834

Hamilton Mountain Conservation Area

Major Maintenance 88.0%

Roads & trails	\$ 7,124
Bridges/Boardwalks	228,699
Fencing/Gates	3,256
Utilities	2,197
Forestry	15,959

Project 12.0%

Saltfleet parking & cleanup	24,834
Karst buffer & restoration	10,158

292,227

Westfield Heritage Village Conservation Area

Major Maintenance 27.6%

Gates & fencing	370
Roads & trails	21,335
Forestry	7,537

Project 72.4%

Parking lot building cleanup	668
Water well supply	<u>76,208</u>

106,118

Watershed Planning and Engineering

Project

East Mountain wetland design	180,039
Christie dam lead removal	158,201
CLCA dam electrical	56,835
Floodplain mapping	30,469
Valens dam piezometers	15,459
Christie dam public safety measures	13,614
Stewardship projects	12,009
VL & CL dam safety	10,947
Surface water study	4,076
Other	<u>2,647</u>

484,296

12 months capital and major maintenance \$ 2,110,516

Memorandum

TO: Budget & Administration Committee

FROM: Neil McDougall, Secretary-Treasurer

MEETING DATE: March 18, 2021

RE: HCA 4th Quarter Vendor Report

Vendor Summary for Payments October - December, 2020

HAMILTON, CITY OF (Cheque)	\$ 280,047	Surplus funds from CBP 2019
PPL AQUATIC, FITNESS & SPA GROUP INC.	140,242	CBP Lazy River paint
AJ-SSIS SECURITY INC.	98,088	Spencer Gorge, various areas
FREW ENERGY INC	51,936	Gas, diesel
MAXIMUM FENCE INCORPORATED	44,086	Dundas Peak fencing
STOLTZ SALES & SERVICE(LISTOWEL)	29,085	Valens tractor
MARSH CANADA LIMITED	27,810	Marine insurance
ELP ENVIRONMENTAL INC.	26,397	Christie Lake plantings
CAMIS INC	21,926	Reservation system
TULLOCH ENGINEERING INC.	21,533	Valens dam study
METROLAND WEST MEDIA GROUP	18,097	Advertising
CHAMBERLAIN PLUMBING AND MECH.	18,040	Valens cabins
ROYAL BOTANICAL GARDENS (HAMILTON)	17,003	Cootes 2 Escarpment membership
WASTECO/SOUTHERN SANITATION INC	16,874	Garbage & waste pickup
MINISTER OF FINANCE	15,861	Fleet license & plates
C I P CONTRACT SERVICES	15,255	WWW sandblasting & painting
CANADIAN TODS LTD.	10,848	Transport Ontario signage
WASS, A B	10,724	Alarm monitoring system
SWEERS MASONRY INC	10,565	Webster bridge/CBP rental home
	<u>\$ 874,417</u>	70.3% # OF LARGE VENDORS 19 8.6%
All other (< \$10,000)	<u>369,570</u>	29.7% # OF SMALL VENDORS 202 91.4%
	<u>\$ 1,243,987</u>	221