



Budget & Administration Committee Meeting Agenda

Thursday, June 17, 2021



Budget & Administration Committee Meeting

June 17, 2021 at 6:00 P.M.

This meeting will be held in person for Budget and Administration committee members and designated, limited staff only.

The public may access the meeting by teleconference.

To access the meeting, please dial 1-866-219-8638.

Please then enter the conference access code: 4987945 and the # key.

- 1. Chair's Remarks** – Moccio
- 2. Declaration of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
- 5. Consent Items**
 - 5.1. Approval of Budget & Administration Committee Minutes – May 20, 2021
 - 5.2. WSIB Injury Statistics from January – June 2021
- 6. Chair's Report on Board of Directors Actions** – Moccio
 - BA 2113 Cootes to Escarpment Memorandum of Understanding
 - BA 2114 Request for Quote – Job Evaluation and Market Survey Services
- 7. Business Arising from the Minutes**
 - 7.1 MECP Minister Exceptions Response Letter – Burnside
- 8. Staff Reports/Memorandums**

Reports to be Approved:

 - 8.1. Minimum Wage Increase to Casual Wage Rates – Burnside/Watts

9. New Business

9.1. Board agenda and meeting time – verbal discussion – Moccio

10. In-Camera Items

11. Next Meeting – August 19, 2021

12. Adjournment

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

May 20, 2021

Minutes of the Budget & Administration Committee meeting held on Thursday, May 20, 2021 at 6:00 p.m., by videoconference and livestreamed on YouTube.

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

Regrets: Dan Bowman

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

Others Present: None

1. Chairman's Remarks

The Chair called the meeting to order and welcomed everyone present. It was noted that Dan Bowman sent regrets for the evening.

2. Declarations of Conflict of Interest

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

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda. Lisa Burnside advised of an additional in camera item to discuss a legal matter, to be added as item 10.2.

BA 2111

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

THAT the agenda be approved, as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items

The following consent item was adopted, as amended.

5.1. Approval of Budget & Administration Committee Minutes – April 15, 2021

It was noted there were two corrections required in the minutes, item 10, the resolutions to move in and out of camera indicate the Board of Directors where they should state the Budget and Administration Committee. The minutes were approved as amended.

6. Chairman's Report on Board of Directors Actions

The Chair advised that the following reports were approved at the Board of Directors meeting on May 6, 2021.

BA 2105 Report by the Auditors and Twelve-month Financial Results Audited Financial Statements

BA 2106 Reserve Funds and Balances as of December 31, 2020

7. Business Arising from the Minutes

7.1. HCA Planning and Permitting User Fee Review – Next Steps

Scott present a summary of the memorandum and answered the members questions. It was confirmed that Conservation Authorities are not allowed to profit from planning and regulations applications and can only apply fees to recover the costs of implementing the processes. Scot noted that a previous fee review did not completely capture the amount of staff hours involved in application review and that the recommended changes are bringing the fees to the levels needed to meet the

cost recovery targets. Staff costs required to process applications were discussed. Costs not currently recovered through fees are subsidized through other funds, for example municipal levy and surplus revenues from the Conservation Areas. The safeguard against recovering more than the recovery targets is the detailed analysis completed by the experienced consultants HCA is has retained.

HCA's move toward coming in line with the 80% and 100% targets is in line with other CA's and municipalities and with previous Board direction for cost recovery. The relative fee increase has been compared with the overall costs of development and neighbouring CA fees. Staff will need to consult with stakeholders to understand their reception to the fee changes and phased in approach.

The members considered waiting to consult until potential changes to the planning and permit review processes resulting from the upcoming changes to the CA Act are understood. Staff recommending consulting early to solicit feedback. The process and range of stakeholders for consultation was discussed.

Any potential fee changes will be brought to the Budget & Administration committee and the Board of Directors for approval in the 2022 fee schedule.

BA 2112

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

THAT the memorandum entitled HCA Planning and Permitting User Fee Review – Next Steps be received for information.

CARRIED

8. Staff Reports/Memoranda

8.1. Cootes to Escarpment Memorandum of Understanding

Lisa Burnside presented a summary of the report and answered the members' questions.

Jim Cimba inquired about First Nations participation in the Cootes to Escarpment project. Staff were directed to ask the Cootes to Escarpment secretariat for information in this regard and report back to the Committee.

BA 2113

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

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

THAT the renewal of the Memorandum of Understanding regarding the Cootes to Escarpment Eco Park System for 2022 to 2026 be approved.

CARRIED

8.2. Request for Quote – Job Evaluation and Market Survey Services

Lisa Burnside provided a summary of the report.

BA 2114

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

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

THAT staff be directed to undertake a request for quotes to carry out a job evaluation and market salary survey; and further

THAT the results of the review be presented back to the Budget & Administration Committee for consideration and implications for future budgets.

CARRIED

8.3. 1st Quarter Financial Results – Operating

Neil McDougal presented a summary of the memorandum. With current operations and the program openings we are expecting to see in the middle of June, staff expect a solid performance and to meet budget projections.

Recent provincial announcements were discussed. Camping and major events are currently still not permitted. Staff are hopeful camping will be able to open mid June. Major events not likely until much later this year or 2022.

8.4. 1st Quarter Financial Results – Capital & Major Maintenance

Neil McDougal presented a summary of the memorandum highlighting significant projects and regular major maintenance undertaken, adding that HCA will continue to invest funds in HCA's Conservation Areas and facilities in the months to come.

8.5. 1st Quarter Vendor Report

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

Property taxes paid for HCA properties were discussed. HCA pays taxes on all properties, with significant reductions for natural lands that qualify for the Conservation Land Tax and Managed Forest Tax Incentive Programs.

BA 2115

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

THAT the memorandums entitled 1st Quarter Financial Results – Operating, 1st Quarter Financial Results – Capital & Major Maintenance, 1st Quarter Vendor Report, be received for information.

CARRIED

9. New Business

There was none.

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

BA 2016

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

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

CARRIED

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

10.1. Confidential Memorandum – BA/May 01-2021

Neil McDougall provided a summary of the memorandum regarding a legal matter and answered the members' questions.

BA 2017

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

THAT the confidential memorandum entitled BA/May 01-2021 be received and remain in camera.

CARRIED

10.2. Confidential Memorandum – BA/May 02-2021

Lisa Burnside provided a summary of the memorandum regarding a legal matter and answered the members' questions.

BA 2018

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

THAT the confidential memorandum entitled BA/May 02-2021 be received and remain in camera.

CARRIED

BA 2019

MOVED BY: Lloyd Ferguson

SECONDED BY: Maria Topalovic

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

CARRIED

11. Next Meeting

The next meeting of the Budget and Administration Committee will be held on Thursday, June 17, 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

MEETING DATE: June 17, 2021

RE: Workplace Safety & Insurance Board (WSIB)
six 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 – six month review (January through June 2021)

There are 2 approved claims reported January through June 2021

Claim type	January thru June 2021	January thru June 2020	Comments – 2021 Lost time
	<i>Full time staff</i>	<i>Full time staff</i>	
Medical Aid	1	1	Worker twisted knee while digging with a shovel
Lost Time	0	1	-
	<i>Casual Staff</i>	<i>Casual Staff</i>	
Medical Aid	0	2	
Lost Time	1	0	Worker cut her thumb while removing tree sapling and needed stitches
Year to date Total	2	4	

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.

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et
des Parcs

Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

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June 3, 2021

357-2021-902

Lloyd Ferguson, Chair
Hamilton Region Conservation Authority
Lloyd.Ferguson@hamilton.ca

Lisa Burnside, CAO
Hamilton Region Conservation Authority
Lisa.Burnside@conservationhamilton.ca

Dear Ms. Burnside and Mr. Ferguson,

Thank you for your application submitted on March 9, 2021 on behalf of the Hamilton Region Conservation Authority (HRCA), seeking a Minister's exception under the *Conservation Authorities Act* related to recently proclaimed legislative amendments affecting chair and vice-chair appointments.

After carefully considering your application regarding the appointment of a chair and vice-chair, I am granting the HRCA an exception to subsections 17 (1.1) and (1.2) of the *Conservation Authorities Act* pursuant to my authority under clauses 17(1.3) (a) and (b). This exception allows the current chair and vice-chair to be re-appointed for a total of two more years, subject to re-election in both 2021 and 2022, and to therefore hold office for more than two consecutive terms. I am also granting an exception to allow the HRCA to re-appoint as chair and vice-chair members who have been appointed by the same participating municipality. This would mean there would be no rotation of the chair and vice-chair amongst participating municipalities for the next two years for the duration of the re-appointment, subject to re-elections in 2021 and 2022.

I note that the intent of the changes made through Bill 229, the *Protect, Support and Recover from COVID-19 Act (Budget Measures)*, 2020, to section 17 of the *Conservation Authorities Act* were to encourage fuller representation and perspectives from participating municipalities in a conservation authority. I encourage the HRCA membership to take this into account when considering future appointments to the positions of chair and vice-chair. I would ask that you share this correspondence with all members of the HRCA, and please invite the Town of Puslinch to contact me in writing regarding the rotational requirements, should this be of concern.

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Ms. Burnside and Mr. Ferguson

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I appreciate the dedication of the HRCA for your continued work and contributions to protecting people and property from natural hazards, the conservation and management of conservation authority-owned lands, and your role in drinking water source protection. I look forward to continuing to work with you.

Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

C: clerk@hamilton.ca
gschwendinger@puslinch.ca
ted.arnottco@pc.ola.org
donna.skelly@pc.ola.org
Debbie Scanlon, Manager, Conservation Authority Office, MECP
Chloe Stuart, Assistant Deputy Minister, Land and Water Division, MECP

**Ministry of the Environment,
Conservation and Parks**

Conservation and Source Protection
Branch

14th Floor
40 St. Clair Ave. West
Toronto ON M4V 1M2

**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**

Direction de la protection de la nature et
des sources

14^e étage
40, avenue St. Clair Ouest
Toronto (Ontario) M4V 1M2

357-2021-1364

May 17, 2021

Fred Eisenberger
Mayor
City of Hamilton
Email: mayor@hamilton.ca

Dear Mayor Eisenberger:

Thank you for your emailed letter to Minister Yurek on behalf of the City of Hamilton seeking a Minister's exception under the *Conservation Authorities Act* related to recently proclaimed legislative amendments requiring 70 per cent of municipal appointments of authority members to be members of council. I am pleased to respond on behalf of the Minister.

Based on the subsequent information that City of Hamilton staff provided to me on April 27, we understand that the non-elected members representing the City of Hamilton have current terms of appointment that run through June 2023. As a result, there is no need for an exception at this time, as these members can continue to serve out their existing terms. Should the City of Hamilton want to seek an exception closer to the end of the current terms, we would encourage this request be made approximately 3-4 months ahead of the City's preferred appointment date.

Thank you again for writing.

Best regards,

Debbie Scanlon

Debbie Scanlon
Manager, Conservation Authority Office
Conservation and Source Protection Branch

Cc: Jaime Tellier, Executive Assistant / Records Management Coordinator
Hamilton Conservation Authority

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE June 17, 2021

RE: Minimum Wage Increase to Casual Wage Rates

STAFF RECOMMENDATION

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

THAT the revised October 1, 2021 Casual/Seasonal wage grids for Hamilton Conservation Authority, Confederation Beach Park/Wild Waterworks and Construction/Millgrove as outlined in the June 17, 2021 report be approved.

BACKGROUND

HCA has a casual wage grid for seasonal staff hired to assist our owned and managed operations. Effective, October 1, 2021, the Provincial Government has legislated a \$0.10 increase to the general and student minimum wages. The general minimum wage is currently \$14.25/hr and will increase to \$14.35. The student minimum wage is currently \$13.40/hr and will increase to \$13.50/hr. Subsequently, all service levels have increased by .10 cents.

STAFF COMMENT

HCA hires approximately 225 casual/seasonal staff each year, distributed as follows:

Area	Number of casual staff
HCA conservation areas	80
Confederation Beach Park non wave pool	20
Confederation Beach Park Wild Waterworks	125

The majority of staff are hired using rates based on the minimum wage, noted as Service Level 1. Service Level 2 encompasses positions that require some credential or higher levels of skill or qualification such as security.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Attracting and retaining a skilled workforce and promoting staff training, mentoring and succession planning

AGENCY COMMENTS

None

LEGAL/FINANCIAL IMPLICATIONS

The minimum wage increase and 0.10 cent increase to all service levels is estimated to have an impact of approximately \$10,000 to \$15,000 for casual staffing expenses in 2022.

CONCLUSIONS

The change to the 2021/2022 casual/seasonal wage grids will provide for the required increase to minimum wage effective October 1 and maintain a standard \$0.25 step increase for staff to reward their experience and assist with recruitment efforts.

October 1, 2021 / 2022 HCA Hiring Request – Seasonal CA and Office Staff

PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME

ENSURE THAT AN EMAIL IS NOTED TO RECEIVE E-PAY STATEMENTS

EMPLOYEE NAME: _____ Ms. Mr.

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

FIRST TIME EMPLOYEE? Yes No EXTENSION OF EMPLOYMENT? Yes No

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Conservation Area Services Level 1	13.50	13.75	14.35	14.60	14.85	15.10
includes titles – Park/Grounds Maintenance, Gate/Campground/Marina/Boat Rental Attendants, Food Service, Cashier, Cook, Customer Service						
Conservation Area Services Level 2			15.35	15.60	15.85	16.10
includes titles – Accounting/Payroll Staff, Historical Interpreter, Team Leader						
Conservation Area Services Level 3			16.35	16.60	16.85	17.10
includes titles – Conservation Area Worker, Licenced Security						

SPECIFIC POSITION TITLE: _____

SUPERVISOR: _____

WORK LOCATION: (Cons. Area, Workplace)

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date)

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

DRIVER'S LICENCE CHECK REQUIRED (check one box) Yes No

REPLACEMENT FOR: (If replacing another employee, give name of employee being replaced and date they left)

REVISION OF EMPLOYMENT: (State revision, i.e. rate of pay/position, supervisor, etc.)

REQUESTED BY: _____

(Name)

(Title)

(Signature)

(Date)

APPROVAL: _____ (Date): _____

(Director of Conservation Area Services or Human Resources)



October 1, 2021 / 2022 HCA Hiring Request – Confederation Beach Park/WWW

*** PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME ***

*** ENSURE THAT AN EMAIL IS NOTED TO RECEIVE E-PAY STATEMENTS ***

EMPLOYEE NAME: _____ Ms. _____ Mr. _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

FIRST TIME EMPLOYEE? Yes _____ No _____ EXTENSION OF EMPLOYMENT? Yes _____ No _____

POSITION CATEGORY: _____

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Conservation Area Services Level 1	13.50	13.75	14.35	14.60	14.85	15.10
includes titles – Park / Grounds Maintenance, Food Service, Cashier, Cook						
Conservation Area Services Level 2			15.35	15.60	15.85	16.10
includes titles – Security, Assistant Plant Operator, Food Concession, Guest Services Representative, Team Leader						
Conservation Area Services Level 3			15.85	16.10	16.35	16.60
includes titles – NLS Lifeguard and Lifeguard Team Leader						
Conservation Area Services Level 4			17.35	17.60	17.85	18.10
Includes titles – WWW Maintenance / Cash / Food / Lifeguard Supervisors						

SPECIFIC POSITION TITLE: _____

SUPERVISOR: _____

WORK LOCATION: (Cons. Area, Workplace) _____

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date) _____

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes _____ No _____

DRIVER'S LICENCE CHECK REQUIRED (check one box) Yes _____ No _____

REPLACEMENT FOR: (If replacing another employee, give name of employee being replaced and date they left) _____

REVISION OF EMPLOYMENT: (State revision, i.e. rate of pay/position, supervisor, etc.) _____

REQUESTED BY: _____

(Name)

(Title)

(Signature)

(Date)

APPROVAL: _____ (Date): _____

(Director of Conservation Area Services or Human Resources)

2022 HCA Hiring Request – Construction, Forestry & Fleet Casual Staff

PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME

ENSURE THAT AN EMAIL IS NOTED TO RECEIVE E-PAY STATEMENTS

EMPLOYEE NAME: _____ Ms. Mr.

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

FIRST TIME EMPLOYEE? Yes No EXTENSION OF EMPLOYMENT? Yes No

POSITION CATEGORY:

HOURLY RATES				
POSITION CATEGORY:	1 st step	2 nd step	3 rd Step	
Level 1: General Labourer	17.35	18.35	19.35	
Labourer for construction, carpentry, electrical, landscaping, forestry and fleet				
Level 2: Skilled Labourer/Light Equipment Operator	19.60	21.10	22.60	
Light equipment operator with 2+ years of experience, certified/trained labourer with 2+ years of experience				
Level 3: Licensed Truck Driver/Heavy Equipment	22.85	24.85	26.85	
DZ driver, AZ driver or an experienced heavy equipment operator				
POSITION CATEGORY:	1 st step	2 nd step	3 rd Step	4 th step
Apprentice Program	18.35	20.35	22.35	24.35
Skilled Trades (i.e. carpentry, electrical etc.)				

SPECIFIC POSITION TITLE: _____

SUPERVISOR: _____

WORK LOCATION: Millgrove Works Yard – 594 5th Concession W. Waterdown, Ont.

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date)

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

DRIVER'S LICENCE CHECK REQUIRED (check one box) Yes No

REPLACEMENT FOR: (If replacing another employee, give name of employee being replaced and date they left)

REVISION OF EMPLOYMENT: (State revision, i.e. rate of pay/position, supervisor, etc.)

REQUESTED BY: _____

(Name)

(Title)

(Signature)

(Date)

APPROVAL: _____ (Date): _____

(Director of CaPSS, Secretary Treasurer or Human Resources)

