



# **Budget & Administration Committee Meeting Agenda**

Thursday, November 18, 2021



## **Budget & Administration Committee Meeting**

**November 18, 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  
– October 21, 2021
  - 5.2. WSIB Injury Statistics from January – October 2021
- 6. Business Arising from the Minutes**
- 7. Staff Reports/Memorandums**

Reports for Recommendation:

  - 7.1. 2022 Mileage Rate – Watts
  - 7.2. 2022 Casual Wage Rates – Watts
  - 7.3. 2022 Honorariums and Per Diems – Burnside
- 8. New Business**
  - 8.1. 2022 Meeting Schedule – Moccio
- 9. In-Camera Items**
- 10. Next Meeting – January 20, 2022**
- 11. Adjournment**



# Hamilton Conservation Authority

## Minutes

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### Budget & Administration Committee

**October 21, 2021**

Minutes of the Budget & Administration Committee meeting held on Thursday, October 21, 2021 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and by teleconference.

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

**Regrets:**                **None**

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

**Others Present:**    **None**

#### **1. Chair's Remarks**

The Chair called the meeting to order and welcomed everyone present.

#### **2. Declarations of Conflict of Interest**

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

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

The Chair requested any additions or deletions to the agenda. There were none.

**BA 2135**

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

**THAT the agenda be approved.**

**CARRIED**

**4. Delegations**

There were none.

**5. Consent Items**

The following consent item was adopted:

- 1.1. Approval of Budget & Administration Committee Minutes  
– September 16, 2021

**6. Business Arising from the Minutes**

There was none.

**7. Staff Reports/Memoranda**

7.1. 9-month Capital & Major Maintenance

Neil McDougall presented a summary of the memorandum and answered the members' questions. It was noted that maintenance and project work is done on a priority basis across the organization so efforts are made where there is the greatest need.

7.2. 3<sup>rd</sup> Quarter Vendor Report

Neil McDougall reviewed the report and answered the members' questions. Increased insurance costs were noted. Industry-wide increases in insurance costs were discussed.

7.3. Provincial Update to the Conservation Authorities Act

Lisa Burnside presented a summary of the memorandum and reviewed the table enclosed to the report. It was noted the transition plan is a simple document that

outlines key timelines in each phase of the changes. There are requirements to post the transition plans on our website and share them with member municipalities.

The contents of the plans were also discussed. Lisa advised that little additional information is available at this time, however HCA will work with the province and Conservation Ontario to understand the requirements. Of primary importance is understanding what will be identified as mandatory and non-mandatory programs and services. Lisa added that as an organization, HCA is lean and has focussed on its mandate and core programming. HCA is not proposing to do anything differently in terms of our programs and services; they will instead need to be categorized according to the provincial framework. It is anticipated that most Watershed Planning and Engineering programs and passive recreation will be considered mandatory. HCA's more active conservation areas are already sustained through self generating revenue. There are some challenges to assigning central administrative support to the appropriate category.

**BA 2136**

**MOVED BY: Jim Cimba**

**SECONDED BY: Maria Topalovic**

**THAT the memorandums entitled 9-month Capital & Major Maintenance, 3<sup>rd</sup> Quarter Vendor Report, and Provincial Update to the Conservation Authorities Act, be received.**

**CARRIED**

#### **7.4. 2022 Operating Budget**

Neil McDougall presented the 2022 operating budget. The proposed budget adheres to the 2% increase set by the City of Hamilton. It was noted the projected surplus will assist with offsetting costs of non-mandatory programming as identified under the legislative changes. With regard to the surplus, it was suggested that unforeseeable risks may emerge in the future, such as supply chain limitations, rising fuel costs, and inflation. In this regard, it was suggested staff revise the deduction of a \$180K loan from the budget request and assign these funds to a reserve account for emergencies. The members were supportive of this staff direction to revise the budget.

**BA 2137**

**MOVED BY: Maria Topalovic**

**SECONDED BY: Dan Bowman**

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

**THAT the 2022 Operating Budget as presented be approved, subject to and including any further revisions as noted during the October 21, 2021 meeting.**

**CARRIED**

**7.5. Amendments to the Conservation Authorities Act Hearing Guidelines**

Lisa Burnside presented a summary of the report and answered the members' questions. It was clarified that Conservation Ontario struck a committee to review and make the suggested edits to the document. Each Conservation Authority is able to make edits to reflect their practices. Conservation Ontario Council has adopted the amendments. HCA made some minor revisions. HCA's edits were reviewed. It was noted in the future that HCA's edits should be in a different colour from Conservation Ontario's proposed changes.

References to an Executive Committee on page 48 of the document were identified as needing to be changed to Board of Directors as HCA does not have an Executive Committee.

An amended motion was moved to adopt the Section 28(3) Conservation Authorities Act Hearing Guidelines, as revised

**BA 2138**

**MOVED BY: Jim Cimba**

**SECONDED BY: Lloyd Ferguson**

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

**THAT the *Section 28(3) Conservation Authorities Act Hearing Guidelines*, as contained in the HCA Administrative By-Law, be adopted as revised.**

**CARRIED**

**8. New Business**

There was none.

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

**BA 2139**

**MOVED BY: Maria Topalovic**

**SECONDED BY: Jim Cimba**



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

**CARRIED**

**During the *in camera* session, one personnel matter was discussed.**

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

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

**BA 2140**

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

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

**CARRIED**

**10. Next Meeting**

The next meeting of the Budget and Administration Committee will be held on Thursday, November 18, 2021 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

**11. Next Meeting Adjournment**

On motion, the meeting adjourned.



# Memorandum

**TO:** Budget & Administration Committee

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

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

**MEETING DATE:** November 18, 2021

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

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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 – ten month review (January through October 2021)***

***There are 7 approved claims reported January through October 2021***

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



# Report

**TO:** Budget & Administration Committee

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

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

**MEETING DATE:** November 18, 2021

**RE:** 2022 Mileage Rate

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## STAFF RECOMMENDATION

**THAT HCA staff recommends to the Budget and Administration Committee:**

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

## BACKGROUND

As approved by the Budget & Administration Committee in June 2007 and the Board of Directors in July 2007, a yearly review of mileage is to take place with any change effective January 1. The rate of mileage compensation shall be subject to an annual adjustment taking into consideration the year-over-year change in the Consumer Price Index for Private Transportation in Ontario. An increase will take place only if the change would result in a minimum half cent increase in the rate. Staff will also monitor mileage rates from area conservation authorities to ensure our rate does not fall below the average.

## STAFF COMMENT

### Consumer Price Index (CPI)

The September 2021 year over year CPI for Private Transportation in Ontario did increase by 9.0% from last year, mainly to the increase in gas prices.

### Area Conservation Authority Mileage Rates

The table below shows a summary of mileage rates from area conservation authorities:

<u>Conservation Authority</u>	<u>Rate – cents per km</u>
Upper Thames	50
Lake Simcoe	59
Grand River	58
Credit Valley	58
Niagara	50
Halton	58
Quinte	58
<b>Average</b>	<b>55.86</b>

### Canada Revenue Agency

Canada Revenue Agency publishes a guideline for calculating what is a “reasonable allowance” that would not be deemed to be taxable income. For 2021, that guideline is 59 cents for the first 5,000 km and 53 cents per km thereafter.

Based on the above information, increasing the mileage rate to 56 cents per km is recommended for 2022 as this meets average reimbursement rate with other area Conservation Authorities and recognizes that there has been a substantial increase in the CPI Private Transportation Index.

### **STRATEGIC PLAN LINKAGE**

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- Strategic Priority Area - Organization Excellence
  - Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery

### **AGENCY COMMENTS**

Not applicable.

### **LEGAL/FINANCIAL IMPLICATIONS**

Using past average mileage reimbursement figures, the two cent increase would increase annual mileage costs by approximately \$2,500.

### **CONCLUSIONS**

Based on the above information, it is recommended that the 2021 mileage rate of 54 cents per kilometre be increased to 56 cents per km for 2022.



# Report

**TO:** Budget & Administration Committee

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

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

**MEETING DATE** November 18, 2021

**RE:** Proposed Minimum Wage Increase to Casual Wage Rates

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## STAFF RECOMMENDATION

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

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

## BACKGROUND

As part of the 2021 Fall Economic Statement, the Ontario government will introduce legislation that, if passed, would raise the general minimum wage from \$14.35 to \$15.00 per hour effective January 1, 2022. The student minimum wage is currently \$13.50/hr and will increase to \$14.10/hr. While there was a modest increase to minimum wage October 1, 2021, the province has stated that the annual minimum wage increase was based on the 2020 annual Consumer Price Index increase, which does not reflect the recent increases.

## STAFF COMMENT

HCA has a casual wage grid for seasonal staff hired to assist our owned and managed operations.

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. All levels of the wage grids are impacted by the minimum wage increase to maintain the pay grade separations.

HCA also hires a complement of casual staff to assist with construction, forestry and fleet and that grid was similarly increased to reflect the 65 cent minimum wage increase to maintain the pay grades.

## **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 corresponding increase to all service levels is estimated to have an impact of approximately \$50,000 for casual staffing expenses in 2022.

## **CONCLUSIONS**

The change to the 2022 casual/seasonal wage grids will provide for the required increase to minimum wage that is proposed effective January 1 and maintain pay grades to assist with recruitment and retention of staff to successful run our operations.

## January 1, 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:

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 <sup>nd</sup> step <18	Minimum Wage	2 <sup>nd</sup> step	3 <sup>rd</sup> Step	4 <sup>th</sup> step
Conservation Area Services Level 1	14.10	14.35	15.00	15.25	15.50	15.75
includes titles – Park/Grounds Maintenance, Gate/Campground/Marina/Boat Rental Attendants, Food Service, Cashier, Cook, Customer Service						
Conservation Area Services Level 2			16.00	16.25	16.50	16.75
includes titles – Accounting/Payroll Staff, Historical Interpreter, Team Leader						
Conservation Area Services Level 3			17.00	17.25	17.50	17.75
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)





## January 1, 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:

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 <sup>nd</sup> step <18	Minimum Wage	2 <sup>nd</sup> step	3 <sup>rd</sup> Step	4 <sup>th</sup> step
Conservation Area Services Level 1	14.10	14.35	15.00	15.25	15.50	15.75
includes titles – Park / Grounds Maintenance, Food Service, Cashier, Cook						
Conservation Area Services Level 2			16.00	16.25	16.50	16.75
includes titles –Assistant Plant Operator, Guest Services Representative						
Conservation Area Services Level 3			16.50	16.75	17.00	17.25
includes titles – NLS Lifeguard, Team Leader, Security,						
Conservation Area Services Level 4			18.00	18.25	18.50	18.75
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 <sup>st</sup> step	2 <sup>nd</sup> step	3 <sup>rd</sup> Step	
<b>Level 1: General Labourer</b>	<b>18.00</b>	<b>19.00</b>	<b>20.00</b>	
Labourer for construction, carpentry, electrical, landscaping, forestry and fleet				
<b>Level 2: Skilled Labourer/Light Equipment Operator</b>	<b>20.25</b>	<b>21.75</b>	<b>23.25</b>	
Light equipment operator with 2+ years of experience, certified/trained labourer with 2+ years of experience				
<b>Level 3: Licensed Truck Driver/Heavy Equipment</b>	<b>23.50</b>	<b>25.50</b>	<b>27.50</b>	
DZ driver, AZ driver or an experienced heavy equipment operator				
POSITION CATEGORY:	1 <sup>st</sup> step	2 <sup>nd</sup> step	3 <sup>rd</sup> Step	4 <sup>th</sup> step
<b>Apprentice Program</b>	<b>19.00</b>	<b>21.00</b>	<b>23.00</b>	<b>25.00</b>
Skilled Trades (i.e. carpentry, electrical etc.)				

SPECIFIC POSITION TITLE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

WORK LOCATION: Millgrove Works Yard – 594 5<sup>th</sup> 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)





# Report

**TO:** Budget & Administration Committee

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

**PREPARED BY:** Jaime Tellier, Executive Assistant / Records Management Coordinator

**MEETING DATE:** November 18, 2021

**RE:** 2022 Remuneration of Board of Directors and Advisory Board and Committee Members

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## STAFF RECOMMENDATION

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

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

## BACKGROUND

Hamilton Conservation Authority's administrative by-law, as approved by the Board of Directors on October 7, 2021, requires the Authority to establish a per-diem rate to be paid to Directors for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-Chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

Per the administrative by-law, the Budget and Administration Committee is responsible for investigating, reviewing and making recommendations to the Board of Directors on personnel related matters, including reviewing and making recommendations on members per diems and honorariums.

## STAFF COMMENT

Significant increases were put in place for 2020 to bring our honorariums and per diems in line with area conservation authorities, and as a result, no changes were made for 2021 as our rates were comparable to other conservation authorities.

As shown below, HCA's remuneration scheme continues to be comparable with its neighbouring Conservation Authorities for each category. Table 1 is a comparison chart of the 2021 remuneration rates for nearby Conservation Authorities. Staff have reached out to our neighbouring conservation authorities and note the majority do not intend to increase their rates for 2022. GRCA typically applies a 1.5% inflationary increase, however a decision has not been made at this time.

**Table 1: Comparison of 2021 Honorariums and Per Diems**

<b>Conservation Authority</b>	<b>Honorarium Chair, Board of Directors</b>	<b>Honorarium Vice-Chair, Board of Directors</b>	<b>Per Diem Rate</b>
Conservation Halton	\$10,000.00	\$3,000.00	\$75.00
HCA	\$10,000.00	\$3,000.00	\$75.00
GRCA	\$27,842.23	\$2,784.64	\$153.64
NPCA	\$6,891.53	\$1,344.21	\$76.10

It should be noted that elected officials for the City of Hamilton do not receive honorariums, per diems, or reimbursement for mileage.

## STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- Strategic Priority Area - Organization Excellence
  - Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery

## AGENCY COMMENTS

Not applicable.

## LEGAL/FINANCIAL IMPLICATIONS

The honorariums, per diems and mileage expenses for Board and Advisory Board members are accommodated in HCA annual operating budgets.

## CONCLUSIONS

It is recommended that the honorariums for the Chair and Vice Chair of the Board of Directors and per diems for Board and CAB members remain constant for 2022.

## Memorandum

**TO:** Budget & Administration Committee

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

**PREPARED BY:** Jaime Tellier, Executive Assistant / Records Management Coordinator

**MEETING DATE:** November 18, 2021

**RE:** 2022 Meeting Schedule

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The Budget & Administration Committee meetings are held on the 3<sup>rd</sup> Thursday of the month at 6:00 p.m., subject to change or as directed by the Chair of the Budget and Administration Committee.

For member reference, the 3<sup>rd</sup> Thursday of each month in 2022 are as follows. Members will be advised of any cancellations due to lack of agenda items.

January 20, 2022

February 17, 2022

March 17, 2022

April 21, 2022

May 19, 2022

June 16, 2022

July 21, 2022

August 18, 2022

September 15, 2022

October 20, 2022

November 17, 2022

December 15, 2022