



Budget & Administration Committee Meeting Agenda

Thursday, June 16, 2022



Budget & Administration Committee Meeting

Thursday June 16, 2022 at 6:00 P.M.

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

The public may view the meeting live on HCA's You Tube Channel:
<https://www.youtube.com/user/HamiltonConservation>

1. **Welcome** – Moccio
2. **Declaration of Conflict of Interest**
3. **Approval of Agenda**
4. **Delegations**
5. **Consent Items**
 - 5.1. Approval of Budget & Administration Committee Minutes
– April 21, 2022
6. **Business Arising from the Minutes**
7. **Staff Reports/Memorandums**

Memorandums to be received

 - 7.1 Annual Statistical Reporting for Freedom of Information Requests – Tellier

Reports for recommendation

 - 7.2 Increase to HCA Casual Wage Rates – Watts
 - 7.3 Increase to Health Care Spending Account – McDougall
8. **New Business**
9. **In-Camera Items**
10. **Next Meeting – July 21, 2022**
11. **Adjournment**

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

April 21, 2022

Minutes of the Budget & Administration Committee meeting held on Thursday, April 21, 2022 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: **Gord Costie, Matt Hall, Neil McDougall, Scott Peck, and Jaime Tellier**

Others Present: **Melanie Dugard – Grant Thornton**

1. Welcome

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 2215**MOVED BY: Maria Topalovic
SECONDED BY: Jim Cimba****THAT the agenda be approved.****CARRIED****4. Delegations**

There were none.

5. Consent Items

The following consent items were adopted:

5.1. Approval of Budget & Administration Committee Minutes
– March 17, 2022

5.2. 1st Quarter 2022 WSIB Injury Statistics

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda**7.1. Status Update – 2022 Job Evaluation**

Scott Peck presented a summary of the memorandum and answered the members' questions. The definition of internal equity and how it will be determined were clarified. It was defined as ensuring that all positions within the organization are within appropriate job classifications and salary ranges based on their level of responsibilities. It will be determined through the consultant's market analysis, ensuring HCA's classifications and salary ranges for the various positions are comparable to municipalities and other Conservation Authorities.

BA 2216**MOVED BY: Maria Topalovic
SECONDED BY: Jim Cimba****THAT the memorandum entitled Status Update - Job Evaluation and Competitive Market Salary Survey 2022 be received.**

CARRIED**7.2. 1st Quarter Financial Results – Operating**

Neil McDougall presented a summary of the memorandum and answered the members' questions. A comparison to the first quarter of last year was discussed. It was noted that the first quarter is often lower as it is the start of the season. In addition, softening of day use visitation and pass sales were expected due to the pandemic-related reopening of the province. HCA's revenues are still trending above the same quarter in 2019, prior to the pandemic where we began to experience extremely high visitation. Staff expect to retain some of the gains made during the pandemic due to the raised awareness of HCA's facilities, however not to the same level as during the pandemic. The members appreciated the comparison to 2019 for pre-pandemic values and continued benchmarking against 2019 throughout the year.

The deficit under the Watershed Management category was discussed. Neil advised that the deficit is related to timing of accounting as it includes expenses related to the Saltfleet wetland construction and installation of a safety boom at Christie Lake dam. The funds are in the reserve account.

7.3. 1st Quarter Financial Results – Capital & Major Maintenance

Neil McDougall presented a summary of the memorandum highlighting the near completion of the cabins and associated landscaping at Valens Lake, forestry work at Christie Lake, installation of a pay and display machine and fencing at Webster Falls, continued work on the Dofasco boardwalk refurbishment, and safety fencing installation at the Devil's Punchbowl.

7.4. 1st Quarter Vendor Report

Scott Peck presented a summary of the memorandum highlighting expenditures during the first quarter relating to capital improvements.

7.5. Asset Disposition Report

Scott Peck presented a summary of the memorandum. It was noted the disposals resulted in a favourable net gain.

BA 2217**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,
and Asset Disposition Report, be received.**

CARRIED

**7.6. 2021 Report by the Auditors for Hamilton Conservation Authority and
Confederation Beach Park**

Melanie Dugard of Grant Thornton, presented a summary of the report, noting there were no matters of concern identified, no adjustments were required and no unadjusted differences were identified. There were also no internal control weaknesses noted around financial reporting. The audit resulted in a clean and unqualified opinion.

Melanie also highlighted changes to accounting standards for public institutions that will come into effect in 2023. Of particular note are asset retirement obligations, requiring public sector organizations to investigate costs associated with retiring assets and to set up a liability for those potential costs, as well as changes to financial disclosure statements.

The members inquired about any future industry concerns. Melanie noted that a common challenge is with staffing, including recruitment and retention and sufficient staff resources. She also noted that that continued generation of revenues to match costs is also a concern, as costs continue to increase in all goods and services.

The members thanked Melanie and the auditors for the presentation and work undertaken, and congratulated staff on the financial reports.

7.7. 2021 12-Month Financial Results – Audited Financial Statements

Neil McDougall presented a summary of the audited 12-month financial statements, noting the \$3.1 million surplus. Clarification was sought regarding the accumulated surplus (note 10). Neil advised that the accumulated surplus is equivalent to equity in public sector reporting. On the statement of financial position, the accumulated surplus is the retained earnings which is then broken down into funds in bank accounts, tangible capital assets and other smaller accounts.

The Confederation Beach Park financial statements were also noted. They are completed and reviewed by the auditors separately, as required by the management agreement with the City of Hamilton. Once approved, they will be sent to the City of Hamilton for their information.

BA 2218

MOVED BY: Jim Cimba

SECONDED BY: Neil McDougall

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

THAT the Report by the Auditors be approved; and further

THAT the 2021 Twelve-Month Audited Financial Statements for Hamilton Conservation Authority and Confederation Beach Park be approved.

CARRIED

7.8. Reserve Funds and Balances Report

Neil McDougall presented a summary of the report, outlining staff recommendations for the allocation of the 2021 surplus funds. The majority of the funds are recommended to be allocated to the East Mountain wetland construction and land acquisition to continue the development of the Saltfleet Conservation Area, with other funds to seasonal operating shortfall protection, capital and engineering projects, general land acquisition, major equipment, and unscheduled capital. The Chair thanked Neil for the presentation.

The impact of recent surplus funds to advance the construction of wetlands at the Saltfleet Conservation Area was discussed. Scott noted the first wetland is expected to be completed in June and the design of the second wetland is currently being finalized. The surplus funds enable construction of the first two wetlands as the designs are completed. land acquisition for additional lands for the project. The surplus funds also allow for land acquisition as properties become available.

BA 2219

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

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

THAT the allocation of the 2021 operating surplus primarily be directed to the East Mountain (Saltfleet) wetland project with minor adjustments to other reserves as outlined in the table report and further;

THAT the Westfield regular projects are recategorized to be part of Construction Capital and Major Maintenance projects keeping the monies from the Friends of Westfield and the Westfield Endowment fund separately.

CARRIED**8. New Business**

There was none.

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

There were none.

10. Next Meeting

The next meeting of the Budget and Administration Committee will be held on Thursday, May 19, 2022 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)

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

MEETING DATE: June 16, 2022

RE: Annual Statistical Reporting for Freedom of Information Requests

BACKGROUND

Freedom of Information (FOI) requests are formal requests for records of the HCA. The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) establishes a general right of access to the information held by local governments and institutions and HCA is subject to this Act. HCA provides the following to individuals or organizations in regard to FOI requests:

- A non-refundable \$5 application fee is required to submit an FOI request. Additional fees are applicable for processing and photocopying.
- You will receive a response within 30 days from the time you submit your request and non-refundable \$5 application fee, unless a time extension is needed. You may be contacted for clarification on the HCA records you are looking for.
- There are some exceptions to what you can obtain through the FOI process. Specific exemptions are listed in the Act

Under the Act, HCA is required to submit an annual report to the Information and Privacy Commissioner of Ontario (IPC) and collects statistics on the following parameters:

- Request source (e.g., individual, agent, business, media, academic, association, government);
- Number of requests transferred to or from another institution;

- Number of requests responded to within 30 days, 31-60 days, 61-90 days and more than 90 days;
- Number of requests where timelines were extended under allowable time extension;
- Number of requests where notices to affected parties were issued;
- Number of requests completed within legislated timelines, including extended timelines;
- Disposition of request:
 - All information disclosed
 - Partial information disclosed
 - No information disclosed
 - Request withdrawn or abandoned
 - No records exist
- Frequency of application of exemptions or exclusions to a request; and
- Fees collected and fees waived.

STAFF COMMENTS

Staff are bringing forward a new information memorandum to the B&A committee in regard to our annual FOI statistics. While, HCA generally receives few FOI requests, the variety and complexity of these requests may impact the timelines associated with administering the program.

Staff regularly track the above-listed statistics and submit them annually to the IPC via the online survey. HCA is generally in good standing with respect to compliance with the legislation.

Year	Number of FOI Requests
2017	9
2018	2
2019	2
2020	1
2021	0

HCA received one information request in 2020 and responded within the required timeframe. HCA did not receive any information requests in 2021. All of the above information has been submitted to the IPC.

MFIPPA requirements align with HCA's efforts to modernize our records management program, as improvements to records management will assist with responding to information requests in an efficient and timely manner.

The Information and Privacy Commissioner of Ontario in their latest 2020 annual statistical report noted that there were 44,167 FOI requests filed across Ontario in 2020, with 66.8% of requests completed within 30 days. Requests are filed from many

sources ranging from individuals of the public, business, academic/researchers, media etc.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Modernize records management and digitize historical records and archives

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

N/A

CONCLUSIONS

HCA strives to respond to all information requests well within required timeframes set out in MFIPPA. HCA's efforts with respect to modernizing its records management program will assist with maintaining this service commitment. As required, HCA regularly submits the annual statistical report to the IPC, by the specified deadline. The 2021 report has been submitted, indicating that no requests were received last year. Staff will bring forward this annual report on FOI requests to keep the B&A informed of our volume of annual requests.

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 16, 2022

RE: Increase to HCA Casual Wage Rates

STAFF RECOMMENDATION

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

THAT the revised Casual/Seasonal wage grids for Hamilton Conservation Authority, Confederation Beach Park, Wild Waterworks and Construction/Forestry and Fleet as outlined be approved, which provides for the following:

- a) The Provincially mandated 50 cent scheduled inflationary increase to minimum wage effective October 1, 2022 which will be applied across all wage categories, and additionally**
- b) A further 25 cents be applied January 1, 2023 across all wage categories and steps to enhance HCA's competitiveness, particularly in the minimum wage market for the 2023 hiring year.**

BACKGROUND

The Ontario government has announced that Minimum wage rates in Ontario will increase on October 1, 2022. This increase is tied to the Ontario Consumer Price Index for 2022.

The increase to the general minimum wage will be 50 cents, which will bring the new rate to \$15.50 an hour. The student minimum wage will increase to \$14.60 an hour.

HCA must meet any increase to minimum wage as legislated.

Additionally, given challenges recruiting and retaining casual and summer staff in 2022, in the competitive minimum wage market, staff are proposing an additional 25 cent increase.

STAFF COMMENT

Summer student general labourers play a vital role in supporting Operations during the period of May to September, with some local area students working until October each year.

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

HCA competes with various other employers in the area for the available pool of summer students. In 2022, with pandemic conditions easing, it has been widely reported in the media about the record low unemployment and the summer job market challenge for employers. While HCA has managed to secure its full complement of students in most of our areas, there has been a noticeable decrease in the volume of applications and hiring timelines extended. As such, staff are recommending that a further 25 cents be applied January 1, 2023 across all wage categories and steps to enhance HCA's competitiveness, particularly in the minimum wage market for the 2023 hiring year.

HCA also hires a complement of casual staff to assist with construction, forestry and fleet and that grid was similarly increased to reflect the 50 cent minimum wage increase and additional 25 cents to maintain the pay grades.

Wild Waterworks and Lakeland Pool operations are being impacted by the national shortage of lifeguards for the 2022 year. It is anticipated that this shortage may persist for a few years as swimmers in many cases have missed two years of lessons. For the first time in our operating history of managing the WWW and Lakeland pool for the city, HCA undertook lifeguard certification training in an effort to secure individuals for these positions; positions which are legislatively required to operate the pool and water

attractions. As permitted by the HCA Personnel Policy when competitive market conditions may interfere with HCA's ability to recruit/retain talent for a particular position, the CAO can establish a pay level to suit the prevailing market conditions for the position. As such, effective June 5, 2022, the rate for lifeguards (33 in total) was increased to the amount shown on the 2023 Wild Waterworks casual wage grid to align with rates paid by waterparks and other pools to better recruit and retain these positions along with the categories for all team leaders and supervisors (10 in total) for retention and to maintain the internal pay grade at the facility.

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 of 50 cents and additional increase of 25 cents to all service levels is estimated to have an impact of approximately \$32,000 for casual staffing expenses in 2023 for the HCA operating budget.

As Confederation Beach Park and Wild Waterworks is owned by the City of Hamilton, a separate budget is prepared and the staffing expenses are not borne by HCA.

It is estimated that the 2022 change to lifeguard and team leader/supervisors will have an impact of \$25,000 in 2022 and an additional impact of approximately \$32,000 for casual staffing expenses in 2023.

Staff have advised the City PMRT of the 2022 impact and will advise of the 2023 impact at its next meeting.

CONCLUSIONS

The change to the 2023 casual/seasonal wage grids will provide for the required increase to minimum wage and also provide a further increase to assist with recruitment and retention of summer staff and lifeguards to successfully run our operations.

January 1, 2023 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: _____ CELL PHONE: _____

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	14.85	15.10	15.75	16.00	16.25	16.50
Includes titles – Park/Grounds Maintenance, Gate/Campground/Marina/Boat Rental Attendants, Food Service, Cashier, Cook, Customer Service						
Conservation Area Services Level 2			16.75	17.00	17.25	17.50
Includes titles – Accounting/Payroll Staff, Historical Interpreter, Team Leader						
Conservation Area Services Level 3			17.75	18.00	18.25	18.50
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, 2023 HCA Hiring Request – Confederation Beach Park

* PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME *

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

EMPLOYEE NAME: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

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
Confederation Beach Park Level 1	14.85	15.10	15.75	16.00	16.25	16.50
Park / Grounds Maintenance						
Confederation Beach Park Level 2			16.75	17.00	17.25	17.50
Team Leader						

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, 2023 HCA Hiring Request – WWW

* PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME *

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

EMPLOYEE NAME: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

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
Wild Waterworks Level 1	14.85	15.10	15.75	16.00	16.25	16.50
Includes titles – Park / Grounds Maintenance, Food Service, Cashier, Cook, Slide Attendant						
Wild Waterworks Level 2			16.75	17.00	17.25	17.50
Includes titles – Assistant Plant Operator, Guest Services Representative						
Wild Waterworks Level 3			18.00	18.25	18.50	18.75
Includes titles – NLS Lifeguard, Team Leader (starting at 3rd Step)						
Wild Waterworks Level 4			19.50	19.75	20.00	20.25
Includes titles – WWW Supervisors - Maintenance / Cash / Food / Lifeguard						

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, 2023 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: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

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	18.75	19.75	20.75	
Labourer for construction, carpentry, electrical, landscaping, forestry and fleet				
Level 2: Semi-Skilled Labourer	21.00	22.50	24.00	
Light equipment operator with 2+ years of experience, certified/trained labourer with 2+ years of experience				
Level 3: Licensed Truck Driver/Heavy Equipment and/or Skilled Operators	24.25	26.25	28.25	
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	19.75	21.75	23.75	25.75
Skilled Trades (i.e. carpentry, electrical etc.)				

SPECIFIC POSITION TITLE: _____ SUPERVISOR: _____

WORK LOCATION: Millgrove Works Yard, 594 5th Concession Road West, Waterdown ON L8B 1L5

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: Neil McDougall, Director of Finance & Central Support Services

MEETING DATE June 16, 2022

RE: Increase to Health Care Spending Account

STAFF RECOMMENDATION

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

THAT the current health care spending account allocation be increased effective January 1st, 2023 to new maximums as follows:

- \$500 annually for full time staff with family coverage
- \$300 annually for staff with single coverage
- \$100 annually for staff under contract / early retiree coverage

BACKGROUND

HCA provides a comprehensive extended health and dental plan for its full-time staff and contract staff.

Over a decade ago, HCA introduced a health care spending account (HCSA) component to its extended health and dental plan to remain current and competitive with industry benchmarks and standards.

An HCSA provides a fixed dollar amount that staff can use to pay for or top up certain health, vision and dental care expenses that aren't covered, or covered completely, by our group benefits or OHIP.

STAFF COMMENT

The HCSA provides staff with a level of flexible benefits in recognition that not all individuals have similar needs. This allows members to use the account on the coverage that they need, rather than HCA undertaking periodic reviews and undertaking changes to any specific benefit coverage in hopes of matching what members would find useful.

It has been well received by staff and has saved HCA time and resources from making ad hoc benefit enhancements. However, it has been over a decade since the HCSA was put in place and it is timely to review the annual maximum allocation as costs for health care, such as prescription eye glasses, major dental and medical supplies etc., continue to increase and HCA has not made any amendments to the maximums provided in its extended health and dental plans or to the HCSA annual maximum.

In review with our benefits broker, it has been discussed that effective January 1 2023, HCA increase its annual maximum HCSA by \$100 for each category as follows:

- **\$500 annually for full time staff with family coverage**
- **\$300 annually for staff with single coverage**
- **\$100 annually for staff under contract / early retiree coverage**

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

Given that the HCA extended health and dental plan is on an administrative service only basis (HCA only pays for actual claims submitted plus an administrative fee), costs are only experienced when the benefit is actually utilized. Past experience has been that of a potential exposure of \$36,000, less than 60% has been utilized. On this basis, the increase is estimated to have an impact of approximately \$10,000 for benefit costs in 2023.

CONCLUSIONS

The increase ensures HCA extended health and dental plans remain competitive and reflects current annual HCSA maximums in the industry.

