



Budget & Administration Committee Meeting Agenda

Thursday, March 16, 2023

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Budget & Administration Committee Meeting

Thursday, March 16, 2023 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** – Santina Moccio
2. **Declaration of Conflict of Interest**
3. **Approval of Agenda**
4. **Delegations**
5. **Consent Items**
 - 5.1. Approval of Budget & Administration Committee Minutes – December 15, 2022 Page 1
 - 5.2. 12 Month WSIB Injury Statistics Page 5
 - 5.3. Annual Information Statistics re: 2022 Freedom of Information Requests Page 9
6. **Business Arising from the Minutes**
7. **Staff Reports/Memorandums**

Memorandums to be received

 - 7.1 12 Month Financial Results – Operating – Scott Fleming Page 11
 - 7.2 12 Month Financial Results – Capital & Major Maintenance – Scott Fleming Page 17
 - 7.3 12 Month Vendor Report – Scott Fleming Page 21

Reports for recommendation

 - 7.4 Casual Staff Eligibility for “other holidays” – Nancy Watts Page 23

- 8. New Business**
- 9. In-Camera Items**
- 10. Next Meeting – April 20, 2023**
- 11. Adjournment**

Hamilton Conservation Authority Minutes

Budget & Administration Committee

December 15, 2022

Minutes of the Budget & Administration Committee meeting held on Thursday, December 15, 2022 at 6:00 p.m., by Webex videoconference and livestreamed on YouTube.

Present: **Santina Moccio, in the Chair**
 Dan Bowman
 Maria Topalovic

Regrets: **Jim Cimba**

Staff Present: **Lisa Burnside, Scott Fleming, Matt Hall, Scott Peck, Jaime**
 Tellier, and Nancy Watts

Others Present: **None**

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.

BA 2245**MOVED BY: Maria Topalovic
SECONDED BY: Dan Bowman****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 –
November 17, 2022

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memorandums

7.1. Annual General Meeting 2023

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

Clarification was sought regarding the protocol as the position of Chair of the Board of Directors is vacant. Lisa Burnside advised that as provided for in our administrative by-laws, the Vice-Chair assumes the duties of Chair during an absence until a new Chair is appointed. Past practice has been that the Vice-Chair has continued as the Acting Chair until the Annual General Meeting.

BA 2246**MOVED BY: Maria Topalovic
SECONDED BY: Dan Bowman****THAT the Budget & Administration Committee
recommend to the Board of Directors:**

THAT the HCA Annual General Meeting (AGM) be postponed until the completion of all appointments from HCA's participating municipalities.

CARRIED

8. New Business

8.1. Email Voting

Santina Moccio presented a summary of the motion proposing amended language for the administrative by-law to address email voting.

BA 2247

MOVED BY: Dan Bowman

SECONDED BY: Maria Topalovic

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

THAT the Administrative By-law under Section C - Meeting Procedures related to Electronic Meetings and Participation for electronic votes be revised with the following wording:

The Chair or the Chair's designate may administer a vote on a motion by electronic means if the motion is required on an urgent basis, or for any other reason as deemed necessary by the Chair or the Chair's designate. A deadline will be prescribed within which the votes must be cast, and the motion will pass by a majority vote; and further

THAT staff be directed to amend the Administrative Bylaw with this update.

CARRIED

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

BA 2248

MOVED BY: Dan Bowman

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, one personnel and one personnel matter and one property matter were discussed.

9.1. Confidential Verbal Update – BA/Dec 01-2022
Personnel Matter

Lisa Burnside provided a verbal update regarding a personnel matter.

9.2. Confidential Verbal Update – BA/Dec 02-2022
Property Matter

Scott Peck provided a verbal update regarding a property matter and answered the members' questions.

BA 2249

**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, January 19, 2023 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: March 16, 2023

RE: Workplace Safety & Insurance Board (WSIB)
Year end review report for 2022

SUMMARY

It is important that HCA as an employer, maintain a healthy and safe workplace and take reasonable precautions and efforts to prevent workplace injuries and occupational diseases.

In 2022, HCA had 7 approved WSIB claims as detailed in the table below.

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 – 2022 year-end review (January through December 2022)

There are 7 approved claims reported January through December 2022

Claim type	January thru Dec 2022	January thru Dec 2021	Comments – 2022 incidents
	<i>Full time staff</i>	<i>Full time staff</i>	
Medical Aid	1	3	-Worker hurt back while loading lumber into loader
Lost Time	0	0	
	<i>Casual Staff</i>	<i>Casual Staff</i>	
Medical Aid	5	3	-Worker lost footing while walking on icy trail, slipped and fell, hurting tail bone and wrists. -Worker while weed whipping on a trail developed a rash on neck -Lifeguard hurt wrist while assisting a patron that had fallen -Worker experienced eye irritation from equipment smoke - Worker experienced shoulder pain in course of regular duties while pulling a chain from one post to another, to close a parking lot
Lost Time	1	2	-Worker left dizzy and light headed while working on hot/humid day outside, lost 1 shift the following day with lingering symptoms
Year to date Total	7	8	

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.

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Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE: March 16, 2023

RE: 2022 Annual Statistical Reporting for Freedom of Information Requests

SUMMARY

HCA submits an annual statistical report to the Information and Privacy Commissioner of Ontario (IPC), as required by a specified deadline. The 2022 report has been submitted, indicating that no requests were received last year.

HCA strives to respond to all information requests within required timeframes set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

BACKGROUND

Freedom of Information (FOI) requests are formal requests for records of the HCA. 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 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

HCA generally receives few FOI requests and did not receive any information requests in 2022. This has been reported to the IPC within the required timeframe.

The variety and complexity of these requests can impact timelines associated with administering the program.

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.

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

Memorandum

TO: Budget & Administration Committee

FROM: Scott Fleming, Director of Finance & Central Support Services

MEETING DATE: March 16, 2023

RE: HCA Twelve-Month Financial Results – Operating

Hamilton Region Conservation Authority

	12 mos. <u>2022</u>	12 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Watershed Management & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation Areas	\$ 2,288	\$ 2,422	\$ (134)	\$ 1,243	\$ 2,422	\$ (1,180)
Westfield Heritage Village CA	\$ 160	\$ 93	\$ 67	\$ -	\$ 93	\$ (93)
Central Support Services	\$ (891)	\$ 490	\$ (1,381)	\$ (1,236)	\$ 490	\$ (1,726)
Net surplus	<u>\$ 1,557</u>	<u>\$ 3,005</u>	<u>\$ (1,448)</u>	<u>\$ -</u>	<u>\$ 3,005</u>	<u>\$ (3,005)</u>

Summary of Results

The strong summer results in Conservation Areas were again very strong and surpassed our expectations, nearly reaching 2021 revenue levels. The Goldilocks weather provided the ideal weather to drive visitors into our Conservation Areas as pandemic restrictions were no longer in place during the summer months.

Westfield Heritage Village exceeded expectations for a second straight year, aided in part by a special grant.

Central Support Services performed favourable to budget using fewer Levy dollars than the prior year.

Central Support Services

	12 mos. <u>2022</u>	12 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 2,707	\$ 2,908	\$ (201)	\$ 2,418	\$ 2,908	\$ (490)
Equipment	1,233	1,313	(80)	1,141	1,313	(172)
Foundation	128	92	36	185	92	93
Management fees	438	202	236	400	202	198
School Fees	102	86	16	70	86	(16)
Interest	361	91	270	90	91	(1)
Rental houses	170	177	(7)	178	177	1
Other	<u>28</u>	<u>3</u>	<u>25</u>	<u>4</u>	<u>3</u>	<u>2</u>
Total	5,166	4,872	294	4,487	4,872	(385)
Expenses						
Staff	3,020	3,187	(167)	3,595	3,187	408
Utilities	365	321	44	313	321	(8)
Equipment	60	51	9	84	51	33
Materials & supplies	72	71	1	101	71	30
Other	<u>2,539</u>	<u>752</u>	<u>1,787</u>	<u>1,629</u>	<u>752</u>	<u>877</u>
Total	<u>6,057</u>	<u>4,382</u>	<u>1,674</u>	<u>5,723</u>	<u>4,382</u>	<u>1,341</u>
Net surplus / (deficit)	<u>\$ (891)</u>	<u>\$ 490</u>	<u>\$ (1,381)</u>	<u>\$ (1,236)</u>	<u>\$ 490</u>	<u>\$ (1,726)</u>
Land, Vehicle & equipment activity						
Donations & misc.	-	-	-	-	-	-
Transfer from Reserve:	<u>3,638</u>	<u>478</u>	<u>3,160</u>	<u>300</u>	<u>478</u>	<u>(178)</u>
	<u>\$ 3,638</u>	<u>\$ 478</u>	<u>\$ 3,160</u>	<u>\$ 300</u>	<u>\$ 478</u>	<u>\$ (178)</u>
Land	3,104	47	3,057	-	47	(47)
Vehicles & misc.	<u>534</u>	<u>431</u>	<u>103</u>	<u>300</u>	<u>431</u>	<u>(131)</u>
	<u>\$ 3,638</u>	<u>\$ 478</u>	<u>\$ 3,160</u>	<u>\$ 300</u>	<u>\$ 478</u>	<u>\$ (178)</u>

Revenues

Levy, with all payments received, was lower than last year, unfavourable to budget, with a larger portion having gone to support WMS this year.

Equipment revenue was down from last year, as catchup work was performed in 2021 from 2020 pandemic backlog, but landed favourable to budget by more than \$90k.

Management fees were higher than a year ago as the Waterpark re-opened in 2022.

Interest income rose significantly in 2022, as a result of increasingly higher interest rates.

Expenses

Staffing is the major cost in Central Support Services and ended the year significantly favourable to budget

Other expenses rose from higher insurance premiums and other unbudgeted expenditures.

Net surplus / (deficit)

The budget for 2022 anticipated a decline from 2021 levels, so it is not surprising that this is reflected in the results, however, the decline was not as deep as expected, ending the year \$345k better than budget.

The land purchase reflects the consumption of the land secured in Puslinch late last year and the the Devil's Punchbowl property.

Various vehicles and pieces of equipment were purchased to replace aged equipment.

Conservation Areas

	12 mos. <u>2022</u>	12 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues						
Admissions	\$ 3,485	\$ 3,935	\$ (450)	\$ 3,179	\$ 3,935	\$ (756)
Marina	1,477	1,555	(79)	1,507	1,555	(48)
Camping	1,802	1,592	210	1,409	1,592	(182)
Concessions	234	171	63	226	171	55
Other	<u>530</u>	<u>380</u>	<u>150</u>	<u>444</u>	<u>380</u>	<u>65</u>
Total	7,528	7,632	(105)	6,765	7,632	(867)
Expenses						
Staff	2,803	2,739	64	3,046	2,739	306
Equipment	685	688	(3)	684	688	(4)
Utilities	336	301	36	298	301	(3)
Materials & Supplies	295	258	37	391	258	133
Contracts & Consultants	138	106	32	131	106	24
Other	<u>981</u>	<u>1,119</u>	<u>(138)</u>	<u>973</u>	<u>1,119</u>	<u>(145)</u>
Total	<u>5,239</u>	<u>5,211</u>	<u>29</u>	<u>5,523</u>	<u>5,211</u>	<u>312</u>
Net surplus / (deficit)	<u>\$ 2,288</u>	<u>\$ 2,422</u>	<u>\$ (134)</u>	<u>\$ 1,243</u>	<u>\$ 2,421</u>	<u>\$ (1,179)</u>

Revenues

Gate admissions and pass sales declined 11% from 2021. However, admission revenue was up from pre-pandemic years.

Marina operations were once again at full capacity and camping continued to exceed previous highs, although landing slightly short of last year, combining to exceed budget.

The majority of the concession revenue increase came from Valens Lake, landing slightly favourable to budget.

Other revenues benefitted from a Foundation contribution to the Eramosa Karst and a healthy combination of facility rentals, film shoots, and summer camps.

Expenses

Staffing costs were favourable, ending \$243k under budget.

All other costs were very close to budgeted expectations, with no concerns noted.

Net surplus / (deficit)

A softness in attendance was expected, with the new highs in camping were unexpected, exceeding budget by nearly \$400k.

Camping at both Valens Lake and Fifty Point indicate the desire for the activity continues despite alternative recreational activities being widely available at the start of Q2, as pandemic restrictions lifted.

With the Cabins having launched in Q1 of 2023, we expect Camping revenues to continue on to new highs in 2023.

Westfield Heritage Village Conservation Area

	12 mos. <u>2022</u>	12 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues						
Ley	\$ 624	\$ 611	\$ 12	\$ 624	\$ 614	\$ 10
Events	101	-	101	42	-	42
Admissions	71	69	1	74	69	5
School Programs	32	0	31	20	0	20
Other	<u>117</u>	<u>130</u>	<u>(13)</u>	<u>74</u>	<u>128</u>	<u>(54)</u>
Total	943	811	132	834	811	23
Expenses						
Staff	521	512	9	554	512	42
Advertising & Promotio	21	29	(8)	60	29	31
Utilities	59	46	13	52	46	6
Materials & Supplies	46	21	25	36	21	15
Equipment	54	64	(11)	51	64	(14)
School Programs	16	1	15	20	1	19
Other	<u>66</u>	<u>45</u>	<u>21</u>	<u>61</u>	<u>42</u>	<u>19</u>
Total	<u>784</u>	<u>718</u>	<u>66</u>	<u>834</u>	<u>718</u>	<u>116</u>
Net surplus / (deficit)	<u>\$ 160</u>	<u>\$ 93</u>	<u>\$ 67</u>	<u>\$ -</u>	<u>\$ 93</u>	<u>\$ (93)</u>

Revenues

City support remains the primary revenue source, amounting to \$624k of support.

Events have returned, opening with the Maple Syrup program, incorporating the reservation system.

Admissions landed similar to last year, falling only \$3k short.

Other revenue was bolstered by a special grant for operations that offset the lack of any major filming project during the year.

Expenses

Staff expense are the largest cost component and ended the year favourable to budget by \$33k.

All other expenses were within reasonable tolerances given the special grant funding received to offset costs.

Net surplus / (deficit)

It is hoped the regular admission volume grows as we expand Westfield into a hiking destination as well as the heritage village it is already known for.

Watershed Management Services

	12 mos. <u>2022</u>	12 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues						
Lewy	\$ 1,448	\$ 1,159	\$ 289	\$ 1,698	\$ 1,159	\$ 539
Transfer from reserves	2,638	280	2,358	22	280	(258)
Grants	301	474	(173)	203	474	(271)
Conservation Foundation	-	1	(1)	-	1	(1)
Permits, fees & misc.	<u>304</u>	<u>314</u>	<u>(11)</u>	<u>280</u>	<u>314</u>	<u>(34)</u>
Total	4,691	2,228	2,462	2,203	2,228	(25)
Expenses						
Contracts & Consultants	2,684	127	2,557	10	127	(117)
Staff	1,750	1,644	107	1,969	1,644	325
Materials & Supplies	55	23	32	52	23	30
Utilities	23	17	6	24	17	7
Transfer to reserves	46	283	(237)	-	283	(283)
Other	<u>133</u>	<u>136</u>	<u>(3)</u>	<u>148</u>	<u>136</u>	<u>13</u>
Total	<u>4,691</u>	<u>2,228</u>	<u>2,462</u>	<u>2,203</u>	<u>2,228</u>	<u>(25)</u>
Net surplus / (deficit)	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenues

Lewy for the year was above last year as more has been allocated to the division in support of the additional activities taken on to accomplish targets set within the Strategic Plan.

Transfers from reserves have taken place during Q4.

Permits and fees ended the year favourable to budget, however slightly unfavourable to 2021.

Expenses

Contractors and consultant costs are significant but all for fully funded projects.

Staff costs are higher than prior year, as expected, but are significantly favourable to budget.

Net surplus / (deficit)

A balanced Budget for the year has been achieved.

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Memorandum

TO: Budget & Administration Committee

FROM: Scott Fleming, Director of Finance & Central Support Services

MEETING DATE: March 16, 2023

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

CAPITAL WORKS: JANUARY THROUGH DECEMBER 2022

Valens Lake Conservation Area

Major Maintenance	33.6%		
Roads & Trails		\$	194,243
Utilities			24,837
Building Maintenance			15,066
Forestry			14,832
Gates/Fences			201
Other			8,031
Project	66.4%		
Cabins			473,044
Lookout platform replacement			11,445
West campground expansion			9,968
Other			14,618
		\$	766,285

Christie Lake Conservation Area

Major Maintenance	19.9%		
Roads & Trails		\$	79,756
Forestry			31,787
Utilities			15,037
Building Maintenance			13,511
Bridges			6,979
Other			11,578

Project 80.1%

Entrance road rebuild	481,939
Webster Pay & Display, fencing, gate	64,207
Webster autogate & gatehouse	24,971
Other	65,821

795,586

Dundas Valley Conservation Area & Woodend

Major Maintenance 37.4%

Forestry	\$ 30,410
Bridges	19,944
Roads & trails	19,627
Building maintenance	1,429
Other	788

Project 62.6%

Tiffany Falls bridge replacement	55,401
Tiffany Falls parking improvements	45,115
Other	20,355

193,069

Fifty Point Conservation Area

Major Maintenance 8.5%

Roads & trails	\$ 34,982
Building maintenance	17,946
Forestry	7,895
Masterplans	4,832
Bridges	4,460
Other	943

Project 91.5%

Boat launch ramp repair	493,343
Marina channel dredging	207,504
Ingleddale House Roof	46,593
Restaurant exhaust fan	7,994
Other	14,176

840,668

Hamilton Mountain Conservation Area

Major Maintenance 60.7%

Bridges/Boardwalks	\$ 132,854
Masterplans	70,851
Forestry	35,256
Fencing/Gates	46,489
Roads & trails	12,403

Project 39.3%

Devil's Punchbowl fencing	87,441
60 Arbour Road demolition	52,612
Devil's Punchbowl lookout	11,044
HMCA Karst autogates	5,641
Other	35,716

490,307

Westfield Heritage Village Conservation Area

Major Maintenance 21.1%

Roads & trails	\$ 5,139
Building maintenance	67,317
Forestry	7,740
Fencing/Gates	722

Project 78.9%

New Trail Development	152,164
Potts admin office	105,910
Volunteer building conversion	5,477
Ironwood interior upgrades	15,159
Traincar stairs	11,983
Other	11,805

383,416

Twelve months Capital and MM

\$ 3,469,331

Major Maintenance
Projects

27%
73%

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Memorandum

TO: Budget & Administration Committee

FROM: Scott Fleming, Director of Finance & Central Support Services

MEETING DATE: March 16, 2023

RE: HCA 4th Quarter Vendor Report

Vendor Summary for Payments October - December, 2022

OAKRIDGE GROUP INC.	\$ 763,670	Saltfleet Construction
ONTARIO GENERAL & MARINE	197,720	Marina Channel Dredging
KEY WEST GATES INC.	125,014	Autogate Equipment
PARADIGM AUTOMOTIVE CORPORATION	112,078	Vehicle Purchase(s)
FREW ENERGY INC.	89,937	Gas & Diesel
GENIGLACE INC.	83,727	Engineering Services
RANKIN CONSTRUCTION INC.	81,844	Construction services
GARDEN CITY ROOFING - MARK D SPIERS	68,817	Roofing Services
MARK WILSON'S BETTER USED CARS	50,632	Vehicle Purchase(s)
ZUZEK INC.	46,847	Shoreline Study
HAUDENOSAUNEE DEVELOPMENT INSTITUTE	40,121	Saltfleet consulting
DOR-CONTROL CRAFTSMEN LTD	39,301	Construction services
CENTRALSQUARE CANADA SOFTWARE INC.	37,799	Annual software maintenance
TECHNOLOGIES CONNECT & GO INC.	34,707	WWW Wristbands
HOLLOWFORD FENCING	30,649	Fencing Services
GALER FARM EQUIPMENT LIMITED	30,538	Vehicle Purchase(s)
AQUAFOR BEECH LIMITED	30,091	Floodplain Mapping
CAMIS INC.	29,632	Reservation fees

NET ACCESS SYSTEMS INC.	25,775	Internet services
MAXIMUM ROOFING	22,990	Roofing Services
LAFARGE CANADA INC.	19,009	Gravel, various locations
DURABOND JANITORIAL SERVICES LTD	17,967	Janitorial services
MISSISSAUGAS OF THE CREDIT FIRST NATION	16,733	Saltfleet consulting
AJ-SSIS SECURITY INC.	16,403	Christie Security
SKYWAY LAWN EQUIPMENT LTD	16,374	Equipment rental(s)
MARIANNE LOVE CONSULTING SERVICES INC	16,272	Consulting
EMTERRA ENVIRONMENTAL	15,725	Waste Removal
MINISTER OF FINANCE	15,458	License plate renewals
CANADIAN PROTECTION SERVICES INC.	14,386	Security
ROYAL BANK OF CANADA	14,001	Corporate matter
CRUSH MEDIA	13,912	Advertising
KPMG LAW LLP	13,300	Corporate matter
HR DOWNLOADS INC.	12,824	Staff training platform
GFL ENVIRONMENTAL SERVICES INC.	12,647	Waste Removal
RONA INC	12,121	Miscellaneous various locations
GP HERITAGE CONSULTING	12,023	Consulting
PHOENIX MEASUREMENT SOLUTIONS INC.	11,164	Consulting
JOHNSTON MASONRY	11,074	Masonry Services
FIREWOOD GUYS	10,905	Valens Firewood
CANADIAN TODS LTD.	10,848	Signage
BEATTIES BASICS OFFICE PRODUCTS	10,423	Various locations, miscellaneous
DETRITUS CONSULTING LIMITED	10,102	Saltfleet consulting
BRANTCO CONSTRUCTION	10,064	Construction services
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	2,255,622	82.9%
All other < \$10,000	464,769	17.1%
	<hr/>	
	\$ 2,720,392	
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Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Scott Fleming, Director of Finance & Central Services
Nancy Watts, Director of Human Resources & Wellness

MEETING DATE March 16, 2023

RE: Casual Staff Eligibility for “other holidays”

STAFF RECOMMENDATION

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

THAT casual staff eligibility for the three “other holidays” provided by HCA be effective immediately upon commencement of employment as of April 1st, 2023.

BACKGROUND

HCA provides for all Public holidays as per the *Employments Standards Act* for all staff. The nine Public holidays currently are: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day. Employees are paid for the nine public holidays in accordance with the *Employment Standards Act*.

HCA also provides for staff three "other holidays" which are Easter Monday, Civic Holiday and Remembrance Day. However, for casual staff, eligibility for these three “other holidays” are currently limited to those staff returning for a third consecutive season and become eligible immediately upon commencement of their third season of employment.

STAFF COMMENT

The HCA policy in regard to the three “other holidays” provided to staff has been in place for many years and it is timely to review the policy given the increasingly competitive market for summer students and seasonal staff.

The original intent of extending eligibility to casual staff for the three “other holidays” was to provide an incentive for students to return year over year to assist with seasonal staff retention. In the current tight market for seasonal staff, organizations are providing various incentives to attract and retain staff in any hiring year and the three-year waiting period to gain eligibility to the “other holidays” is no longer seen as an enticement.

Over 90% of casual staff hired each year would have an employment period that would include the one additional “other holiday”, the August Civic holiday. Consequently, it takes time by supervisors and human resources to explain why some summer staff qualify and receive remuneration for the “other holidays” and why others do not. This does not help with our team building goals and creates a level of inequity.

Furthermore, on the practical side, it takes considerable administrative time by payroll to track and apply eligibility criteria by individual as this must be undertaken manually as it cannot be automated within the existing payroll system.

Given the operational considerations above, staff recommend a policy change that provides immediate eligibility for casual staff for the three “other holidays” those being Easter Monday, Civic Holiday and Remembrance Day, effective April 1, 2023.

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

HCA includes benefit costs in its operating budget to cover all mandatory employer required contributions and other benefit outlays. As the cost would vary in any given year to provide the “other holidays” to casual staff, an estimation was made to include some cost to cover casual staff. As noted above, the greatest cost applies for the Civic Holiday. The additional cost based on 2022 casual staff is approximately \$16,000 to the HCA budget and \$16,000 to the Confederation Beach Park budget which both budgets will be capable of handling. It is noted that HCA has been very successful with federal grant programs in the past few years for summer student hiring and these grants are not factored into our budget process. In 2022, HCA qualified for over \$250,000 and grant applications have again be submitted for 2023.

CONCLUSIONS

The policy change to extend immediate eligibility for the three 'other holidays' to casual staff ensures HCA remains competitive in the summer and casual staff market, provides equity, and streamlines the administrative workload.