



Budget & Administration Committee Meeting Agenda

Thursday, November 17, 2022



Budget & Administration Committee Meeting

Thursday, November 17, 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** – 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
– September 15, 2022
 - 5.2. 3rd Quarter 2022 WSIB Injury Statistics
 - 5.3. 2023 B&A Meeting Schedule
- 6. Business Arising from the Minutes**
- 7. Staff Reports/Memorandums**

Memorandums to be received

 - 7.1 3rd Quarter Financial Results – Operating – Scott Fleming
 - 7.2 3rd Quarter Financial Results
– Capital & Major Maintenance – Scott Fleming
 - 7.3 3rd Quarter Vendor Report – Scott Fleming

Reports for recommendation

 - 7.4 2023 Mileage Rate – Nancy Watts

- 8. New Business**
- 9. In-Camera Items**
- 10. Next Meeting – December 15, 2022**
- 11. Adjournment**

Hamilton Conservation Authority Minutes

Budget & Administration Committee

September 15, 2022

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

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

Regrets: None

Staff Present: Lisa Burnside, Scott Fleming, Matt Hall, 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. Lisa Burnside advised of an addendum that was circulated to the members relating to item 8.1 on the agenda.

BA 2235

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 items were adopted:

5.1. Approval of Budget & Administration Committee Minutes
– August 18, 2022

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda

7.1. 2023 Capital Budget

Scott Fleming presented a summary of the staff report and answered the members' questions. Funding for capital projects and major maintenance is requested from the City of Hamilton Public Works Department under their block funding program. HCA is requesting block funding of \$2 million dollars. HCA has held this block funding request at \$2M since 2009, despite inflation continuing to impact the purchasing power of these funds. The block funding request is divided between Special Projects and Major Maintenance. Special Projects are further broken down into four groups: Safety and Legislation, Revenue Increase / Cost Reduction, Maintenance of Viability, and Strategic Priorities. Details of specific projects were noted. The 2023 Capital budget is also utilizing monies from the HCA unplanned capital reserve to fund a joint project with the City of Hamilton for a total budget of \$2.3M.

BA 2236**MOVED BY: Jim Cimba
SECONDED BY: Maria Topalovic****THAT the Budget & Administration Committee
recommends to the Board of Directors:****THAT the 2023 Capital Budget request as presented
herein be approved and submitted to the City of Hamilton
for consideration and be included in their block funding
budget of 2023.****CARRIED****7.2. 2023 Operating Budget**

Scott Fleming provided the members with a high-level overview of considerations that will be considered in the development of the upcoming 2023 operating budget. Challenges associated with crafting a budget with the changing inflation rates as well as no guideline for levy increase provided by the City of Hamilton were discussed.

BA 2237**MOVED BY: Dan Bowman
SECONDED BY: Maria Topalovic****THAT the memorandum entitled 2023 Operating Budget –
Items of Note, be received.****CARRIED****8. New Business****8.1. Admin By-Law Review: Ability to Chair Using Hybrid Meetings**

The Chair highlighted a clause in the Administrative By-law noting no person participating in a meeting electronically shall chair a meeting of the Board of Directors unless the meeting is held in its entirety by telephonic or electronic means. It was noted that this section has not been updated to reflect evolution in technology in our auditorium that now provides for hybrid participation by all members. Members discussed amending the clause to allow the Chair of a hybrid meeting to participate electronically and endorsed the following motion.

BA 2238**MOVED BY: Jim Cimba
SECONDED BY: Maria Topalovic****THAT the B&A recommends to the Board of Directors
that the HCA administrative bylaw be amended to permit**

any member of the Board of Directors or advisory committee participating electronically to Chair a hybrid meeting.

CARRIED

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

There were no in-camera items.

10. Next Meeting

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

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

MEETING DATE: November 17, 2022

RE: Workplace Safety & Insurance Board (WSIB)
Nine month review report for 2022

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 – nine month review (January through September 2022)
There are 6 approved claims reported January through September 2022

Claim type	January thru Sept 2022	January thru Sept 2021	Comments – 2022 incidents
	<i>Full time staff</i>	<i>Full time staff</i>	
Medical Aid	1	1	-Worker hurt his back while loading lumber into loader
Lost Time	0	0	
	<i>Casual Staff</i>	<i>Casual Staff</i>	
Medical Aid	4	2	-Worker lost footing while walking on icy trail, slipped and fell, hurting trail bone and wrists. - worker developed a rash on her neck during weed whipping along trail -Lifeguard hurt her wrist while assisting a patron that had fallen - worker experienced eye irritation from equipment fume
Lost Time	1	2	-Worker experienced symptoms related to heat exhaustion working outside, stayed home next day with same symptoms.
Year to date Total	6	5	

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Providing a positive and safe environment for both staff and visitors

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

HCA generally has a good safety record with minor reportable incidents. Once an injury has occurred it is important to return the injured worker to work as quickly and safely as possible and HCA has a strong early return to work program administered through human resources.

CONCLUSIONS

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



Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE: November 17, 2022

RE: 2023 Meeting Schedule

The Budget & Administration Committee meetings are held on the 3rd 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 3rd Thursday of each month in 2023 are as follows. Members will be advised of any cancellations due to lack of agenda items.

January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

June 15, 2023

July 20, 2023

August 17, 2023

September 21, 2023

October 19, 2023

November 16, 2023

December 21, 2023

Memorandum

TO: Budget & Administration Committee

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

MEETING DATE: November 17, 2022

RE: HCA 3rd Quarter Financial Results – Operating

Hamilton Region Conservation Authority

	9 mos. <u>2022</u>	9 mos. <u>2021</u>	\$ <u>Variance</u>	-	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Watershed Management & Services	\$ (231)	\$ 689	\$ (920)		\$ -	\$ -	\$ -
Conservation Areas	\$ 2,507	\$ 2,789	\$ (282)		\$ 1,243	\$ 2,422	\$ (1,179)
Westfield Heritage Village CA	\$ 317	\$ 103	\$ 214		\$ -	\$ 93	\$ (93)
Central Support Services	\$ (311)	\$ 887	\$ (1,197)	-	\$ (1,236)	\$ 490	\$ (1,726)
Net surplus	<u>\$ 2,282</u>	<u>\$ 4,467</u>	<u>\$ (2,185)</u>	-	<u>\$ -</u>	<u>\$ 3,005</u>	<u>\$ (3,005)</u>

Summary of Results

The summer results in Conservation Areas were again very strong and surpassed our budgeted expectations. WMS is in a deficit position as timing transfers from reserves to cover fully funded projects has not yet occurred (Q4).

Given our strong surplus position at present, it appears we are headed for a surplus once again in 2022.

Watershed Management Services

	9 mos. <u>2022</u>	9 mos. <u>2021</u>	\$ <u>Variance</u>		Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues							
Levy	\$ 1,670	\$ 1,469	\$ 201		\$ 1,698	\$ 1,159	\$ 539
Transfer from reserves	676	-	676		22	280	(258)
Grants	184	343	(159)		203	474	(271)
Conservation Foundation	-	1	(1)		-	1	(1)
Permits, fees & misc.	<u>244</u>	<u>228</u>	<u>16</u>	-	<u>280</u>	<u>314</u>	<u>(34)</u>
Total	<u>2,775</u>	<u>2,042</u>	<u>733</u>	-	<u>2,203</u>	<u>2,228</u>	<u>(25)</u>
Expenses							
Contracts & Consultants	1,592	38	1,553		10	127	(117)
Staff	1,281	1,211	70		1,969	1,644	325
Materials & Supplies	32	4	27		52	23	30
Utilities	18	12	6		24	17	7
Transfer to reserves	-	-	-		-	283	(283)
Other	<u>83</u>	<u>87</u>	<u>(4)</u>	-	<u>148</u>	<u>136</u>	<u>13</u>
Total	<u>3,006</u>	<u>1,353</u>	<u>1,653</u>	-	<u>2,203</u>	<u>2,228</u>	<u>(25)</u>
Net surplus / (deficit)	<u>\$ (231)</u>	<u>\$ 689</u>	<u>\$ (920)</u>	-	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenues

Levy for the quarter 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 and 4 of the 4 instalments have been received. Additional transfers from reserves to occur in Q4.

Permits and fees were trending slightly ahead of both budget and last year.

Expenses

Contractors and consultant costs are higher than last year but all for fully funded projects. Staff costs are higher than last year, as expected, and will grow as the full compliment is brought on to address the remaining scheduled work.

Net surplus / (deficit)

The third quarter deficit is due to the timing of reserve funding transfers. A balanced Budget for the year is still anticipated.

Conservation Area Services

	9 mos. <u>2022</u>	9 mos. <u>2021</u>	\$ <u>Variance</u>	-	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues							
Admissions	\$ 2,801	\$ 3,327	\$ (525)		\$ 3,179	\$ 3,935	\$ (756)
Marina	1,699	1,766	(67)		1,507	1,555	(48)
Camping	1,582	1,364	219		1,409	1,592	(182)
Concessions	221	160	61		226	171	55
Other	<u>368</u>	<u>331</u>	<u>37</u>	-	<u>444</u>	<u>380</u>	<u>65</u>
Total	6,671	6,946	(276)		6,765	7,632	(867)
Expenses							
Staff	2,201	2,144	56		3,046	2,739	306
Equipment	548	532	16		684	688	(4)
Utilities	266	203	63		298	301	(3)
Materials & Supplies	200	210	(10)		391	573	(182)
Contracts & Consultants	91	91	0		131	106	24
Other	<u>858</u>	<u>978</u>	<u>(120)</u>	-	<u>973</u>	<u>804</u>	<u>170</u>
Total	<u>4,164</u>	<u>4,158</u>	<u>6</u>	-	<u>5,523</u>	<u>5,211</u>	<u>312</u>
Net surplus / (deficit)	<u>\$ 2,507</u>	<u>\$ 2,789</u>	<u>\$ (282)</u>	-	<u>\$ 1,243</u>	<u>\$ 2,421</u>	<u>\$ (1,179)</u>

Revenues

Gate admissions and pass sales declined 16% from last year. However, admission revenue was up 51% from 2019 (pre-covid comparison).

Marina operations were once again at full capacity and camping continued to exceed previous highs, albeit short of last year, but exceeding budget.

The majority of the concession revenue increase came from Valens Lake.

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

Compared to 2019, total revenue was up by \$1,203K, or 22%.

Expenses

Staffing costs were up slightly from last year but not expected to exceed budgeted levels.

All other costs were flat to slightly lower and trending to stay within budget.

Total costs were higher than 2019, by less than 14%, \$496K, which over three years is acceptable.

Net surplus / (deficit)

A softness in attendance was expected but the new heights of camping was unexpected.

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.

For comparative purposes, the surplus for the 9 months ended June, 2019 (pre-pandemic), was \$496K. This equates to less than one fifth of the current year's surplus.

Westfield Heritage Village Conservation Area

	9 mos. <u>2022</u>	9 mos. <u>2021</u>	\$ <u>Variance</u>	-	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues							
Levy	\$ 624	\$ 464	\$ 160		\$ 624	\$ 614	\$ 10
Events	66	-	66		42	-	42
Admissions	57	57	1		74	69	5
School Programs	15	-	15		20	-	20
Other	<u>97</u>	<u>111</u>	<u>(14)</u>	-	<u>74</u>	<u>128</u>	<u>(54)</u>
Total	859	631	227		834	811	23
Expenses							
Staff	371	366	4		554	512	42
Advertising & Promotion	16	21	(5)		60	29	31
Utilities	43	33	10		52	46	6
Materials & Supplies	20	17	3		36	21	15
Equipment	40	49	(9)		51	64	(14)
School Programs	8	1	8		20	1	19
Other	<u>44</u>	<u>41</u>	<u>3</u>	-	<u>61</u>	<u>42</u>	<u>19</u>
Total	<u>542</u>	<u>529</u>	<u>14</u>	-	<u>834</u>	<u>718</u>	<u>116</u>
Net surplus / (deficit)	<u>\$ 317</u>	<u>\$ 103</u>	<u>\$ 214</u>	-	<u>\$ -</u>	<u>\$ 93</u>	<u>\$ (93)</u>

Revenues

City support remains the primary revenue source, with 4 of 4 payments received.
 Events have returned, opening with the Maple Syrup program, incorporating the reservation system.
 Admission have leveled out from Q2 and are now tracking similar to last year.
 Other revenue was bolstered by a special grant for historical operations that offset the lack of any major filming project in the first three quarters of the year.

Expenses

Staff expense are the largest cost component and continue the year as expected.
 All other expenses were within reasonable tolerances.

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 known for.
 More events are planned for the last quarter which should bolster results.

Central Support Services

	9 mos. <u>2022</u>	9 mos. <u>2021</u>	\$ <u>Variance</u>		Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Revenues							
Levy	\$ 2,448	\$ 2,701	\$ (253)		\$ 2,418	\$ 2,908	\$ (490)
Equipment	934	1,002	(68)		1,141	1,313	(172)
Foundation	98	81	17		185	92	93
Management fees	448	186	263		400	202	198
School Fees	65	64	1		70	86	(16)
Interest	206	67	139		90	92	(2)
Rental houses	125	129	(4)		178	177	1
Other	<u>28</u>	<u>2</u>	<u>27</u>	-	<u>4</u>	<u>2</u>	<u>3</u>
Total	4,352	4,231	121		4,487	4,872	(385)
Expenses							
Staff	2,297	2,269	28		3,595	3,187	408
Utilities	285	214	71		313	321	(8)
Equipment	61	36	24		84	51	33
Materials & supplies	44	54	(10)		101	71	30
Other	<u>1,976</u>	<u>771</u>	<u>1,205</u>	-	<u>1,629</u>	<u>752</u>	<u>877</u>
Total	<u>4,663</u>	<u>3,344</u>	<u>1,319</u>	-	<u>5,723</u>	<u>4,382</u>	<u>1,341</u>
Net surplus / (deficit)	<u>\$ (311)</u>	<u>\$ 887</u>	<u>\$ (1,197)</u>	-	<u>\$ (1,236)</u>	<u>\$ 490</u>	<u>\$ (1,726)</u>
Land, Vehicle & equipment activity							
Donations & misc.	-	-	-		-	-	-
Transfer from Reserves	<u>1,030</u>	<u>250</u>	<u>780</u>	-	<u>300</u>	<u>478</u>	<u>(178)</u>
	<u>\$ 1,030</u>	<u>\$ 250</u>	<u>\$ 780</u>	-	<u>\$ 300</u>	<u>\$ 478</u>	<u>\$ (178)</u>
Land	3,057	5	3,052		-	47	(47)
Vehicles & misc.	<u>266</u>	<u>342</u>	<u>(76)</u>	-	<u>300</u>	<u>431</u>	<u>(131)</u>
	<u>\$ 3,323</u>	<u>\$ 347</u>	<u>\$ 2,976</u>	-	<u>\$ 300</u>	<u>\$ 478</u>	<u>\$ (178)</u>

Revenues

Levy, with all payments received, was lower than last year, still consistent with the budget.

Equipment revenue was down from last year as last year had catch-up work from the prior years, but also trending to meet budget. Management fees were higher than a year ago as the Waterpark readied for opening and interest income rose reflecting higher bank balances and higher interest rates.

Expenses

Staffing is the major cost in Central Support Services and it remains favourable to budget.

Other expenses rose from higher insurance premiums and equipment purchases.

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, far less of a decline than expected has resulted.

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

Two used pickups, two tractors, and a trailer were purchased to replace aged equipment.

Memorandum

TO: Budget & Administration Committee

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

MEETING DATE: November 17, 2022

RE: HCA 3rd Quarter Financial Results – Capital & Major Maintenance

Appended in the following pages are the third quarter results for HCA capital and major maintenance costs.

CAPITAL WORKS: JANUARY THROUGH SEPTEMBER 2022

Christie Lake Conservation Area

Major Maintenance	19.8%		
Roads & Trails		\$ 66,133	
Forestry		27,894	
Utilities		18,408	
Building Maintenance		3,711	
Bridges		3,307	
Other		3,003	
Project	80.2%		
Entrance road rebuild		431,238	
Webster Pay & Display, fencing, gate		65,006	
			618,700

Dundas Valley Conservation Area & Woodend

Major Maintenance	37.2%		
Forestry		20,072	
Roads & trails		12,309	
Building maintenance		1,429	
Bridges		1,375	
Other		2,018	
Project	62.8%		
Tiffany Falls bridge replacement		47,364	
Tiffany Falls parking improvements		12,758	
Other		2,581	
			99,906

Fifty Point Conservation Area

Major Maintenance	61.4%		
Roads & trails		\$ 28,732	
Building maintenance		17,946	
Forestry		5,316	
Masterplans		4,832	
Bridges		4,460	
Other		1,232	
Project	38.6%		
Marina channel dredging		11,757	
Boat launch ramp repair		11,507	
Lake and marina shoreline repair		8,236	
Restaurant exhaust fan		7,802	
			101,820

Hamilton Mountain Conservation Area

Major Maintenance	59.9%		
Bridges/Boardwalks		\$ 132,180	
Masterplans		53,128	
Forestry		31,012	
Fencing/Gates		15,824	
Roads & trails		2,997	
Project	40.1%		
Devil's Punchbowl fencing		87,441	
60 Arbour Road demolition		54,032	
Devil's Punchbowl lookout		10,019	
HMCA Karst autogates		5,641	
			392,274

Valens Lake Conservation Area

Major Maintenance	36.5%		
Roads & Trails		\$ 190,560	
Utilities		24,837	
Building Maintenance		15,066	
Forestry		13,739	
Gates/Fences		201	
Other		6,856	
Project	63.5%		
Cabins		426,091	
West campground expansion		5,497	
Other		5,153	
			\$ 688,000

Westfield Heritage Village Conservation Area

Major Maintenance	59.1%		
Roads & trails		\$ 64,735	
Building maintenance		38,540	
Forestry		5,567	
Fencing/Gates		556	
Project	40.9%		
Potts admin office		61,946	
New Trail Development		11,594	
Volunteer building conversion		1,183	
Ironwood interior upgrades		763	
Traincar stairs		200	
			185,084
<u>Nine months Capital and MM</u>		\$ 2,085,784	
Total Major Maintenance		817,975	39.2%
Total Projects		1,267,809	60.8%

Memorandum

TO: Budget & Administration Committee

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

MEETING DATE: November 17, 2022

RE: HCA 3rd Quarter Vendor Report

Vendor Summary for Payments July - September, 2022

LAND ACQUISITION	2,298,500	East Mountain
OAKRIDGE GROUP INC.	1,078,323	Saltfleet construction
BRANTCO CONSTRUCTION	231,175	Christie Road Rebuild
CORNELL CONSTRUCTION LIMITED	210,261	Christie, Confed, Valens Tar & Chip
FREW ENERGY INC	186,053	Gas & Diesel
KEY WEST INDUSTRIES INC.	124,157	Autogate Equipment
ONTARIO GENERAL & MARINE	110,694	Marina Channel Dredging
FLANAGAN FOOD SERVICE INC.	66,067	Product for resale
CAMIS INC	62,310	Reservation fees
AJ-SSIS SECURITY INC.	60,548	Christie Security
NET ACCESS SYSTEMS INC	60,188	Internet services
TECHNOLOGIES CONNECT & GO INC.	49,369	WWW Wristbands
BEARDER CONSTRUCTION INC	46,567	Westfield Service

BOULDING DEVELOPMENTS INC.	44,928	Valens Supplies
GOLDEN HORSESHOE WHOLESALE INC	36,835	Product for resale
FAIRWAY ELECTRICAL SERVICES	34,232	Electrical -various locations
EMTERRA ENVIRONMENTAL	32,992	Waste Removal
ELOQUIP LTD.	32,784	Truck mini-dump box
HAMILTON, CITY OF, TAX SECTION	32,772	Tax instalments
MARSH CANADA LIMITED	30,943	Marine Liability
CORPORATE EXPRESS CANADA INC.	27,866	Janitorial Services - Parks
LAFARGE CANADA INC	24,849	Gravel -various locations
AUDCOMP GROUP INC.	24,311	Computer equipment & services
WATER & ICE NORTH AMERICA INC.	22,096	Chemicals
ZUZEK INC.	21,581	Shoreline study
SAMFIRI TUMARKIN LLP, IN TRUST	21,000	Corporate Matter
DURABOND JANITORIAL SERVICES LTD	17,967	Janitorial services
BINBROOK PLUMBING & HEATING	17,824	Plumbing Services - Parks
CENTRE LINE SIGNS	17,277	Conservation Area Signage
GARDEN CITY ROOFING	16,611	Valens Rental Roof
BRENNTAG CANADA INC	16,118	WWW chlorine
BEST LOCKERS	15,327	WWW locker rental processing
CARTER LEASE & RENTALS	14,434	Confed Vehicle Rental
JOHNSTON MASONRY	14,351	Christie Dam
WES MABEE MECHANICAL	14,034	HVAC -various locations

D.M. WILLS ASSOCIATES LIMITED	13,605		Christie & Valens Dams		
MARCO'S PAINTING & DÉCOR	12,995		Valens, Westfield, & Woodend		
ICEE CANADA INC	12,701		Product for resale		
RONA INC	12,298		Miscellaneous various locations		
AQUAFOR BEECH LIMITED	11,104		Red Hill Floodplain Mapping		
METROLAND MEDIA GROUP LTD.	<u>10,356</u>		Advertising		
	5,188,404	92.8%	# OF LARGE VENDORS	41	16.0%
All other < \$10,000	<u>400,465</u>	7.2%	# OF SMALL VENDORS	<u>215</u>	84.0%
	\$5,588,869			256	

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE: November 17, 2022

RE: 2023 Mileage Rate

STAFF RECOMMENDATION

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

THAT the mileage rate of 56 cents per kilometre be increased to 58 cents per kilometre effective January 1, 2023.

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 based on 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 2022 year over year CPI for Private Transportation in Ontario did increase by 8.58% from September of 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>
St. Clair	61
Upper Thames	50
Lake Simcoe	61
Grand River	58
Credit Valley	58
Niagara	62
Halton	58
Quinte	.61
Average	58.6

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 2022, that guideline is 61 cents for the first 5,000 km and 55 cents per km thereafter.

Based on the above information, increasing the mileage rate to 58 cents per km is recommended for 2023 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 \$1,500.

CONCLUSIONS

Based on the above information, it is recommended that the 2022 mileage rate of 56 cents per kilometre be increased to 58 cents per km for 2023.