



Budget & Administration Committee Meeting Agenda

Thursday, August 17, 2023

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Budget & Administration Committee Meeting

Thursday, August 17, 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** – Susan Fielding
2. **Declaration of Conflict of Interest**
3. **Approval of Agenda**
4. **Delegations**
5. **Election of Vice Chair** – Susan Fielding
6. **Consent Items**
 - 6.1. Approval of Budget & Administration Committee Minutes – April 20, 2023 Page 1
 - 6.2. 6 Month WSIB Injury Statistics Page 7
7. **Business Arising from the Minutes**
8. **Staff Reports/Memorandums**

Memorandums to be received

 - 8.1. 1st 6 Months Financial Results – Operating – Scott Fleming Page 9
 - 8.2. 1st 6 Months Financial Results – Capital & Major Maintenance – Scott Fleming Page 15
 - 8.3. 1st Quarter Vendor Report – Scott Fleming Page 19
 - 8.4. 2nd Quarter Vendor Report – Scott Fleming Page 21
 - 8.5. Asset Disposition Report – Scott Fleming Page 23

Report for recommendation

8.6. 2024 Budget Assumptions & Process

– Scott Fleming

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9. New Business

10. In-Camera Items

11. Next Meeting – To Be Confirmed

12. Adjournment

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

April 20, 2023

Minutes of the Budget & Administration Committee meeting held on Thursday, April 20, 2023 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and livestreamed on YouTube.

Present: **Santina Moccio, in the Chair**
 Dan Bowman
 Jim Cimba
 Maria Topalovic - Webex

Regrets: **None**

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

Others Present: **Marianne Love – ML Consulting**

Note: For clarity, the minutes are recorded in the order they originally appeared on the agenda.

1. Welcome

The Chair called the meeting to order and welcomed everyone present. The Chair also recognized National Volunteer Week and thanked HCA's volunteers for their unique skills and perspectives that strengthen the fabric of HCA.

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. The Chair asked that in-camera items, 9.1 and 9.2, be moved immediately following Business Arising from the Minutes to accommodate attendees.

BA 2307

MOVED BY: Dan Bowman

SECONDED BY: Jim Cimba

THAT the agenda be approved, as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items

The following consent items were adopted:

5.1. Approval of Budget & Administration Committee Minutes –
March 16, 2023

5.2. 3 Month WSIB Injury Statistics

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda

7.1. Information Technology (IT) Modernization Strategy

Scott Fleming presented a summary of the report and answered the members' questions. There was discussion about procurement procedures for the proposed infrastructure improvements. Staff noted that costs for hardware are relatively similar across manufacturers and HCA receives a discounted rate for project labour through our IT Managed Services Provider, which is beneficial to maintain a cohesive system, however staff will obtain quotes for higher cost upgrades per HCA's purchasing policy.

BA 2308**MOVED BY: Dan Bowman
SECONDED BY: Maria Topalovic****THAT the Budget & Administration Committee
recommends to the Board of Directors:****THAT the IT Modernization Strategy in Appendix A of this
report dated April 20, 2023 be approved and further;****THAT funds from the 2022 budget surplus be allocated to
IT infrastructure improvements in the amount
\$212,000.00 to fund and expediate additional 2023 IT
enhancements that have been identified.****CARRIED****8. New Business****8.1. Section 28 Hearings Schedule**

Lisa Burnside presented a summary of the report and answered the members' questions. All members were supportive of the proposed meeting schedule.

BA 2309**MOVED BY: Jim Cimba
SECONDED BY: Maria Topalovic****THAT the Budget & Administration Committee
recommends to the Board of Directors:****THAT Section 28 hearings be scheduled on a day
separate from regular board meetings and further;****THAT Section 28 hearing dates for the remainder of 2023
be designated on alternate months from the
Conservation Advisory Board, those dates being
Thursday May 11, Thursday July 13, Thursday September
14, and Thursday November 9, 2023, beginning at 6pm.****CARRIED****8.2. Per Diem for Members of Council**

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

BA 2310**MOVED BY: Jim Cimba
SECONDED BY: Dan Bowman****THAT the memorandum entitled Per Diems for Members of Council Appointed to Boards and Agencies be received.****CARRIED****9. In-Camera Items for Matters of Law, Personnel and Property****BA 2311****MOVED BY: Maria Topalovic
SECONDED BY: Dan Bowman****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 and one negotiation matter containing confidential financial information were discussed.****9.1. Confidential Report – BA/Apr 01-2023
(Personnel Matter)**

Lisa Burnside presented an overview of the report and answered the members questions.

BA 2312**MOVED BY: Jim Cimba
SECONDED BY: Dan Bowman****THAT the confidential report entitled BA/Apr 01-2023 be approved and remain in camera.****CARRIED****9.2. Confidential Report – BA/Apr 02-2023
(Negotiation containing confidential financial information)**

Scott Fleming and Gord Costie presented a summary of the report and answered the members' questions.

BA 2313**MOVED BY: Jim Cimba
SECONDED BY: Maria Topalovic****THAT the confidential report entitled BA/Apr 02-2023 be approved and remain in camera.****CARRIED****BA 2314****MOVED BY: Dan Bowman
SECONDED BY: Jim Cimba****THAT the Budget and Administration Committee moves out of closed session.****CARRIED****10.Next Meeting**

The next meeting of the Budget and Administration Committee will be held on Thursday, May 18, 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.

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Memorandum

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE: August 17, 2023

RE: Workplace Safety & Insurance Board (WSIB)
6-month report for 2023

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 the first six months of 2023, HCA had five 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 – 6-month report (January through July 2023)

There are 5 approved claims reported January through July 2023

Claim type	January thru July 2023	January thru July 2022	Comments – 2023 incidents
	<i>Full time staff</i>	<i>Full time staff</i>	
Medical Aid	2	1	<ul style="list-style-type: none">- Worker cut right hand & finger while installing a drop ceiling- Worker injured finger while drilling a screw into a railing
Lost Time	2	0	<ul style="list-style-type: none">- Worker experienced back pain moving box- Worker injured ankle pushing mower onto trailer
	<i>Casual Staff</i>	<i>Casual Staff</i>	
Medical Aid	0	3	
Lost Time	1	1	<ul style="list-style-type: none">- Worker twisted/sprained knee when changing position from a kneeling to standing
Year to date Total	5	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

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. In this regard, HCA has a strong early return to work program administered through human resources.

Memorandum

TO: Budget & Administration Committee

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

MEETING DATE: August 17, 2023

RE: HCA First Half Financial Results – Operating

Hamilton Region Conservation Authority

	6 mos. <u>2023</u>	6 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Watershed Management & Services	\$ 926	\$ 576	\$ 350	\$ -	\$ -	\$ -
Conservation Areas	\$ 991	\$ 1,199	\$ (208)	\$ 1,393	\$ 2,317	\$ (924)
Westfield Heritage Village	\$ 192	\$ 291	\$ (99)	\$ -	\$ 160	\$ (93)
Central Support Services	\$ 536	\$ 446	\$ 90	\$ (1,393)	\$ (797)	\$ (596)
Net surplus	<u>\$ 2,645</u>	<u>\$ 2,513</u>	<u>\$ 132</u>	<u>\$ -</u>	<u>\$ 1,680</u>	<u>\$ (1,680)</u>

Summary of Results

The first half results in all areas was strong and exceeded budgeted expectations.

Camping and Marina operations within Conservation Areas performed particularly well, with good spring weather, with general Admissions showing softness through the first half.

Our operating position remains strong with a \$2,645K surplus, leaving HCA in a good position to head into the busiest summer months when expenditures are at their highest.

Watershed Management Services

	6 mos. <u>2023</u>	6 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 1,628	\$ 1,252	\$ 376	\$ 2,267	\$ 1,448	\$ 818
Transfer from reserves	-	676	(676)	22	2,638	(2,616)
Permits, fees & misc.	206	168	37	380	303	77
Grants	195	39	156	242	301	(58)
Other	-	-	-	-	0	(0)
Total	<u>2,029</u>	<u>2,135</u>	<u>(106)</u>	<u>2,911</u>	<u>4,691</u>	<u>(1,779)</u>
Expenses						
Staff	817	839	(21)	2,585	1,750	835
Materials & Supplies	27	20	6	115	55	60
Utilities	15	14	0	24	23	1
Equipment	22	14	8	35	31	4
Contracts & Consultants	176	624	(448)	30	2,684	(2,654)
Other	46	48	(2)	123	149	(25)
Total	<u>1,103</u>	<u>1,559</u>	<u>(456)</u>	<u>2,911</u>	<u>4,691</u>	<u>(1,779)</u>
Net surplus / (deficit)	<u>\$ 926</u>	<u>\$ 576</u>	<u>\$ 350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenues

Levy for the first half of 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 budget, with 3 of the 4 instalments having been received. Transfers from reserves to occur in Q3
 Permits and fees are trending slightly favourable to budget and higher than last year by 23%, although fees were increased.
 Grants are tracking on budget for the year.

Expenses

Contractors and consultant costs are lower than last year as work on Saltfleet wetland had a spend of \$461K vs. this year's \$45K. Costs which had been covered by transfers from reserves last year, but have not been covered from transfers from reserves this year (timing - transfers to occur in Q3 & Q4)
 Staff costs are similar to last year, however, some roles were vacant for part of the the first half and will grow as the full compliment is brought on to address the scheduled work.

Net surplus / (deficit)

A balanced Budget for the year is still anticipated within Watershed Management Services.

Conservation Areas

	6 mos. <u>2023</u>	6 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Revenues						
Admissions	\$ 1,337	\$ 1,360	\$ (23)	\$ 3,309	\$ 3,485	\$ (176)
Marina	1,143	1,062	81	1,538	1,477	61
Camping	823	709	115	1,741	1,802	(61)
Cabins	64	-	64	188	-	188
Concessions	63	61	2	210	234	(24)
Other	216	239	(23)	412	530	(118)
Total	<u>3,645</u>	<u>3,431</u>	<u>215</u>	<u>7,397</u>	<u>7,528</u>	<u>(130)</u>
Expenses						
Staff	1,366	1,182	185	3,349	2,803	545
Equipment	364	308	56	827	685	141
Utilities	147	126	20	383	336	47
Materials & Supplies	170	106	64	329	573	(244)
Contracts & Consultants	53	37	16	122	138	(16)
Other	556	473	83	996	675	321
Total	<u>2,655</u>	<u>2,231</u>	<u>424</u>	<u>6,005</u>	<u>5,211</u>	<u>794</u>
Net surplus / (deficit)	<u>\$ 991</u>	<u>\$ 1,199</u>	<u>\$ (209)</u>	<u>\$ 1,393</u>	<u>\$ 2,317</u>	<u>\$ (924)</u>

Revenues

Overall revenues are up 6% over 2022, with the Camping, Marina, and the new Cabins performing well, this overall level of revenue is 12% higher than 2021 as well.

Marina operations were once again at full capacity.

Camping continued to exceed previous highs, with the Cabins opening to the public part way through Q1.

Other revenues are down primarily due to fewer rentals compared to prior year first half.

Expenses

Staffing costs are up as expected over last year and are tracking well to budgeted levels.

All other costs are tracking to budget, or only tracking slightly higher.

Net surplus / (deficit)

Admissions softness was expected but Camping & Marina performance surpassed expectations.

Camping at both Valens Lake and Fifty Point indicate the desire for the activity continues despite alternative recreational activities being widely available with pandemic restrictions now absent.

A nearly \$1M surplus is less than the prior year at this point, as expenses are higher, however, a busy summer quarter is still upcoming, recognizing that Admissions to our CAs can be weather dependent and subject to fluctuations.

Westfield Heritage Village Conservation Area

	6 mos. <u>2023</u>	6 mos. <u>2022</u>	\$ <u>Variance</u>	Budget <u>2023</u>	Actual <u>2022</u>	\$ <u>Variance</u>
Revenues						
Levy	\$ 474	\$ 466	\$ 9	\$ 624	\$ 614	\$ 10
Events	83	51	32	78	101	(23)
Admissions	29	36	(7)	72	69	3
School Programs	43	15	28	30	32	(2)
Other	<u>4</u>	<u>97</u>	<u>(93)</u>	<u>78</u>	<u>128</u>	<u>(50)</u>
Total	633	664	(32)	881	943	(62)
Expenses						
Staff	277	244	33	558	521	37
Advertising & Promotion	16	13	4	100	21	80
Utilities	33	38	(5)	60	59	1
Materials & Supplies	22	13	9	33	46	(13)
Equipment	28	26	2	59	54	5
School Programs	18	6	12	15	16	(1)
Other	<u>47</u>	<u>34</u>	<u>13</u>	<u>57</u>	<u>42</u>	<u>15</u>
Total	<u>440</u>	<u>373</u>	<u>67</u>	<u>881</u>	<u>784</u>	<u>98</u>
Net surplus / (deficit)	<u>\$ 192</u>	<u>\$ 291</u>	<u>\$ (99)</u>	<u>\$ -</u>	<u>\$ 160</u>	<u>\$ (160)</u>

Revenues

City support remains the primary revenue source, with 3 of 4 payments having been received.

Events have fully returned, opening with the Maple Syrup event, having already exceeded annual budget expectations.

Admissions have declined from the first half last year, and are tracking unfavourably to expectations.

School programs have returned, and have already exceeded budgeted expectations for the year.

Expenses

Staff expense are the largest cost component and are tracking to budget at present.

All other expenses are within reasonable tolerances and tracking to budget overall.

Net surplus / (deficit)

Currently, with a surplus, it is hoped the regular admissions volume grows as we continue to expand Westfield into a hiking destination, in addition to the heritage village it is well-known for.

Central Support Services

	6 mos. 2023	6 mos. 2022	\$ Variance	Budget 2023	Actual 2022	\$ Variance
Revenues						
Levy	\$ 1,479	\$ 1,831	\$ (352)	\$ 1,943	\$ 2,677	\$ (733)
Equipment	602	553	49	1,325	1,233	92
Foundation	81	85	(5)	188	128	60
Management fees	226	163	64	500	438	62
Interest	356	88	268	235	361	(126)
Rental houses	82	84	(2)	180	170	10
Other	39	92	(53)	74	(763)	837
Total	<u>2,865</u>	<u>2,896</u>	<u>(32)</u>	<u>4,445</u>	<u>4,243</u>	<u>202</u>
Expenses						
Staff	1,567	1,452	115	3,467	3,020	446
Utilities	170	167	3	402	365	37
Equipment	18	18	(0)	83	60	22
Materials & supplies	35	28	7	107	72	35
Other	539	785	(247)	1,779	1,523	257
Total	<u>2,329</u>	<u>2,450</u>	<u>(122)</u>	<u>5,838</u>	<u>5,040</u>	<u>797</u>
Net surplus / (deficit)	<u>\$ 536</u>	<u>\$ 446</u>	<u>\$ 90</u>	<u>\$ (1,393)</u>	<u>\$ (797)</u>	<u>\$ (596)</u>
Land, Vehicle & equipment activity						
Donations & misc.	1,250	-	1,250	-	-	-
Transfer from Reserves	-	1,030	(1,030)	300	3,638	(3,338)
	<u>\$ 1,250</u>	<u>\$ 1,030</u>	<u>\$ 220</u>	<u>\$ 300</u>	<u>\$ 3,638</u>	<u>\$ (3,338)</u>
Land	-	758	(758)	-	3,054	(3,054)
Vehicles & misc.	330	263	67	300	517	(217)
	<u>\$ 330</u>	<u>\$ 1,021</u>	<u>\$ (691)</u>	<u>\$ 300</u>	<u>\$ 3,571</u>	<u>\$ (3,271)</u>

Revenues

Levy, with 3 of 4 payments received, was lower than last year, as fewer dollars were budgeted to CSS.
Equipment revenue is up from last year as an increase in fees was budgeted to cover higher maintenance costs and is tracking to meet budget.
Management fees are higher than prior year as Lakeland Pool is now open, after 2022's closure.
Interest income rose dramatically reflecting 2023's higher interest rates.

Expenses

Staffing is the major cost within CSS, and it remains favourable to budget, although higher than prior year.

Net surplus / (deficit)

The Budget for 2023 anticipated a decline from 2022 levels, however, thus far this has not materialized.
We are expecting a slight decline to occur during the more active remaining summer months when expenditures are at their highest.

Land, Vehicle & equipment activity

Funding from Environment and Climate Change amounting to \$1.25M was received in Q1 in relation to land acquisition.
Two pickups, a dump truck, and various pieces of small equipment were purchased to replace aging equipment.

Memorandum

TO: Budget & Administration Committee

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

MEETING DATE: August 17, 2023

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

CAPITAL WORKS: JANUARY THROUGH JUNE 2023

Valens Lake Conservation Area

Major Maintenance 48.7%

Utilities	\$ 24,378
Bridges	16,866
Forestry	7,228
Other	4,461

Project 51.3%

West campground expansion	33,754
Lookout platform replacement	16,138
Other	5,819
	<hr/>
	\$ 108,644

Christie Lake Conservation Area

Major Maintenance 56.3%

Roads & Trails	\$ 64,095
Building maintenance	\$ 11,105
Bridges	7,060
Other	5,852

Project 43.7%

Webster autogate & gatehouse	57,770
Causeway Culvert Review	5,179
Other	5,580

156,641

Dundas Valley Conservation Area & Woodend**Major Maintenance 92.7%**

Building maintenance	\$ 63,982
Forestry	26,591
Roads & Trails	21,202
Other	1,195

Project 7.3%

Artaban Parking Area	4,598
Lower Lion's Club Parking	3,495
Other	800

121,863

Fifty Point Conservation Area**Major Maintenance 47.7%**

Bridges	\$ 33,240
Roads & Trails	25,649
Forestry	13,847
Other	6,881

Project 52.3%

Baseline Road Access	37,365
Equipment Non-Fleet	18,156
Lake & Marina Shoreline	13,405
Other	18,493

167,036

Hamilton Mountain Conservation Area**Major Maintenance 71.4%**

Bridges	\$ 92,251
Roads & Trails	39,570
Forestry	3,443
Other	2,710

Project 28.6%

Saltfleet Masterplan	20,609
Master & Management Plans	16,851
Mt. Albion Plantings	14,319
Other	3,449

193,202

Westfield Heritage Village Conservation Area**Major Maintenance 63.5%**

Building Maintenance	\$ 37,501
Roads & Trails	10,587
Forestry	1,571
Other	437

Project 36.5%

Trail Improvements	28,738
Other	-

78,834

Six months Capital and MM\$ 826,220

Major Maintenance	63%
Projects	37%

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Memorandum

TO: Budget & Administration Committee

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

MEETING DATE: August 17, 2023

RE: HCA 1st Quarter Vendor Report

Vendor Summary for Payments January - March, 2023

RANKIN CONSTRUCTION INC.	\$ 388,065	Fifty Point Boat Launch
BENNETT CHEVROLET CADILLAC BUICK GMC LTD	134,572	Purchase of 2 Pickup Trucks
DETRITUS CONSULTING LIMITED	108,593	Archaeological Assessment - Saltfleet
PARADIGM AUTOMOTIVE CORPORATION	76,483	Purchase of Cube Van
SHEEHAN'S TRUCK CENTRE INC.	73,595	Purchase of Dump Truck
TECHNOLOGIES CONNECT & GO INC.	70,036	WWW Wristbands
FREW ENERGY INC	63,448	Gas & Diesel
WILTSIE TRUCK BODIES	53,431	Truck Body Replacement
BRANTCO CONSTRUCTION	50,420	Christie Road Rebuild
NET ACCESS SYSTEMS INC	49,411	Internet services & hardware purchases
GOWLING WLG (CANADA) LLP OTTAWA	45,462	Admin Bylaw Training, 136 Ridge Rd, Injury Claim, etc.
AQUAFOR BEECH LIMITED	40,622	Red Hill Floodplain Mapping
WATER'S EDGE ENVIRONMENTAL SOLUTIONS TEAM	36,731	Saltfleet Wetland Design
HAMILTON, CITY OF, TAX SECTION	30,469	Tax instalments
BEATTIES BASICS OFFICE PRODUCTS	29,619	Office supplies
CONSERVATION ONTARIO	29,134	Levy instalment
ALLSTEEL FABRICATION INC.	27,629	Westfield Trail Bridge Frames
ZUZEK INC.	25,837	Shoreline study
SIX NATIONS OF THE GRAND RIVER ELECTED COUNCIL	23,344	Saltfleet Wetland Site Monitoring
SUPERIOR PROPANE INC	23,265	Heating Propane for Parks
ONTARIO GENERAL & MARINE CONSTRUCTION INC	21,969	Marina Channel Dredging

TAMARACK LUMBER INC	20,630	Lumber for Fifty Point & Westfield Projects
FAIRWAY ELECTRICAL SERVICES	19,671	Electrical - various locations
HAMILTON, CITY OF (Cheque)	18,869	Septic Waste Tickets & Hydro One License
GRANICUS CANADA HOLDINGS ULC	18,137	Website engagement platform
DURABOND JANITORIAL SERVICES LTD	17,967	Janitorial services
CAMIS INC	15,979	Reservation fees
JNE CONSULTING LTD.	15,230	Professional Service for Valens Lookout
GALER FARM EQUIPMENT LIMITED	14,598	Purchase of Equipment & Repair Parts
ONTARIO INFRASTRUCTURE AND LANDS CORP.	14,497	Confederation Property Tax
MINISTER OF FINANCE	14,192	Employer health tax
M L CONSULTING	13,560	Pay equity consultant
A J CLARKE AND ASSOCIATES LTD.	13,436	Architectual services
HAMILTON, CITY OF (EFT)	13,196	Water Testing
NORTHERN ALARM PROTECTION CO. LTD - WASS, /	12,560	Yearly Security Monitoring
OLIVER LUMBER (GOODFELLOW INC.)	12,317	Dofasco Trail - Douglas Fir
CONSERVATION HALTON	12,000	Shared Grant for GLPI - Ham Harbour & Stewardship
MARCO'S PAINTING & DECOR O/A MARCOS ROMEF	11,922	Painting of CAAPS Office
WES MABEE MECHANICAL	11,576	New Furnace for Rental Property & WHV
	1,672,472	81.9%
All other < \$10,000	369,138	18.1%
	<u>\$ 2,041,610</u>	

Memorandum

TO: Budget & Administration Committee

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

MEETING DATE: August 17, 2023

RE: HCA 2nd Quarter Vendor Report

Vendor Summary for Payments April - June 2023

HAMILTON, CITY OF	\$ 448,177	Confederation Beach Park Operating Surplus Payment
MARCH CANADA LIMITED	313,467	Annual Insurance Payment
FREW ENERGY INC	86,387	Gas & Diesel
MANION WILKINS & ASSOCIATES LTD.	70,051	Staff Health Benefits
GRANT THORNTON LLP	68,659	Audit & Advisory Fees
HAMILTON, CITY OF, TAX SECTION	64,042	Annual Municipal Taxes
JASEN ENTERPRISES	60,463	Road repair and Westfield trails
NET ACCESS SYSTEMS INC	57,985	Internet services & hardware purchases
RANKIN CONSTRUCTION INC.	52,212	Fifty point boat launch release of holdback funds
ONTARIO RUBBER INSTALLATIONS	47,476	Lakeland Splash Pad
ZUZEK INC.	44,447	Shoreline study
FAIRWAY ELECTRICAL SERVICES	38,669	Electrical - various locations
ALLSTEEL FABRICATION INC.	32,793	Devils Punch Bowl Railing
CAMIS INC	31,422	Reservation fees
UNIFIRST CANADA LTD.	31,046	Staff uniforms
CONSERVATION ONTARIO	30,948	Annual membership instalment
FIREWOOD GUYS	30,905	Valens lake firewood
HAUDENOSAUNEE DEVELOPMENT INSTITUTE	26,155	Saltfleet Wetland Site Monitoring
CONSERVATION HALTON	23,150	Shared Grant for GLPI - Hamilton Harbour & Stewardship
LAFARGE CANADA INC	19,670	Gravel - various locations
GOLDEN HORSESHOE WHOLESALE INC.	19,589	Product for resale
MARCO'S PAINTING & DECOR O/A MARCOS ROMEF	19,210	Painting at Ironwood, Fifty Point
CORPORATE EXPRESS CANADA INC.	19,026	Office supplies
DURABOND JANITORIAL SERVICES LTD	17,967	Janitorial services

BINBROOK PLUMBING & HEATING	17,770	Fifty Point water heaters and various maintenance
CHAMBERLAIN PLUMBING AND MECHANICAL INC.	16,271	Lakeland & Tenant house water heater
ROYAL BOTANICAL GARDENS	16,256	C2E Ecopark
WILD WATERWORKS FLOATS	16,000	Opening cash floats
ROBERTS TECHNICAL SERVICES	15,990	Work at Christie Lake
BAUER SYSTEMS INC.	15,814	Computer hardware
DVC CONTRACTING	15,794	Motor for Grader
ROYAL BANK OF CANADA	15,297	Bank draft for equipment purchase for Christie Lake
SODERHOLM MARITIME SERVICES INC	15,257	Fifty Point Bridges and Boardwalk repairs
TERRAFIX GEOSYNTHETICS INC	14,772	Fifty Point supplies
RONA INC	13,101	Lumber supplies - various locations
ULINE CANADA CORPORATION	13,000	Janitorial supplies - various locations
CENTRE LINE SIGNS	12,090	Park signage
KETCHUM CANADA (2002) INC.	11,865	Feasibility Study Insallment
BEATTIES BASICS OFFICE PRODUCTS	11,357	Office supplies
NELSON AGGREGATE CO.	11,348	Aggregates - various locations
ALLEGRA	11,271	Park Brochures
EMTERRA ENVIRONMENTAL	10,634	Garbage Removal
AJ-SSIS SECURITY INC.	<u>10,342</u>	WWW Parking Lot Security
	1,918,145	82.1%
All other < \$10,000	<u>418,013</u>	17.9%
	<u><u>\$ 2,336,158</u></u>	

Memorandum

TO: Budget & Administration Committee

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

DATE: August 17, 2023

RE: 2022 Asset Disposal Summary

<u>Asset Description</u>	<u>Initial Value</u>	<u>Cumulative Amortization</u>	<u>Net Book Value</u>	<u>Proceeds</u>	<u>Net Loss</u>	<u>Where Disposed</u>
Valens - Washroom B Addition	\$ 17,952	\$ -	\$ -	\$ -	(17,951)	N/A
DV - Tiffany Falls Bridge	70,993	55,020	15,973	-	(15,973)	Recycled
East Mountain Dofasco Trail Boardwalk	683,326	392,912	290,414	-	(290,414)	Recycled
Christie Auto Gate	36,075	19,651	16,424	-	(16,424)	Recycled
Saltfleet CA Pay & Display Machine	35,630	1,782	33,849	-	(33,849)	Recycled
Cord Trimmer Unit 41	330	330	-	-	-	Recycled
Chain Saw Unit 789	809	445	364	-	(364)	Recycled
Fleet Dump Truck 1-Ton	17,000	10,023	6,977	6,000	(977)	Traded in
	<u>862,115</u>	<u>480,162</u>	<u>364,001</u>	<u>6,000</u>	<u>(375,953)</u>	

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Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer

**RECOMMENDED &
PREPARED BY:** Scott Fleming, Director of Finance & Central Support Services

MEETING DATE: August 17, 2023

RE: 2024 Budget Assumptions and Process

STAFF RECOMMENDATION:

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

THAT this report be received for information and further;

THAT the budget assumptions for the 2024 Operating and Capital Budgets as identified be approved for use in the development of the 2024 budgets and further;

THAT the 2024 draft budget be reviewed by the Budget and Administration Committee at their September 2023 meeting and brought to the Board of Directors at the October 2023 meeting for approval; and further.

THAT the City of Hamilton and Township of Puslinch be advised 30 days in advance of the of the final budget vote in accordance with the *Conservation Authorities Act* and Ontario Regulation 402/22.

BACKGROUND AND PURPOSE

The purpose of this report is to seek Board approval on the 2024 budget assumptions and process. Changes to the *Conservation Authorities Act* also require a new approach to the traditional process used by HCA.

HCA has typically followed the City of Hamilton budget process of first preparing and approving the capital budget, followed by the operating budget. The capital budget was prepared outlining funding for capital and major maintenance from the City of Hamilton under their block funding program, which has been \$2.0 million in each fiscal year since 2009 to address the asset needs of the Authority. The operating budget followed separately and was prepared noting the revenues and expenses of each major division within HCA, and following City of Hamilton levy guidelines.

However, new regulations that came into effect require HCA to adapt some new budget practices. While HCA will continue to draft capital and operating budgets, these will now come forward together as a draft budget taking into account:

Ontario Regulation 687/21: Transition plans and Agreement for Programs and Services which define three categories of CA programs and services and require Agreements for Category 2 (municipal programs) and Category 3 (other programs and services) which utilize municipal funding; and

Ontario Regulation 402/22: Budget and Apportionment which adapts current methods of apportioning CA expenses/costs included in the *Conservation Authorities Act* and existing levy regulations to the new CA programs and services funding framework and overlays a phased budgetary process. This requires approval of a draft budget by the Board for consultation purposes. Once our two participating municipalities have had an opportunity to review the draft budget and consult with HCA, a board meeting will take place to approve the budget and amounts and reflect any matters agreed to during the consultation process.

STAFF COMMENT

2024 Budget Process

The budget process is underway at HCA, with the various department leads working through their figures for the upcoming year. In accordance with the Budget & Apportionment regulation and our internal process, a draft budget will be prepared for review by the Budget & Administration Committee at the September 2023 meeting which will then be brought to the Board of Directors at the October 2023 meeting approving it for consultation purposes.

Once approved for consultation, it will be provided to the City of Hamilton and Township of Puslinch for review and consultation. CAs are required to provide a minimum 30 days notice to municipalities prior to approving the final CA budget. With the 30 day notice period in mind, it is anticipated that the final budget will return to the board for the December 2023 meeting.

HCA will proceed to build its full budget while we continue to finalize category 2 and 3 program and service agreements.

2024 Budget Assumptions

Some key items of note are highlighted below as part of the recommendation during this budgeting cycle. It is anticipated that additional items may come forward as we continue to build the budget and review third quarter results from 2023 and operating trends and needs for 2024, which will be highlighted in the draft budget brought to the Budget & Administration committee in September.

Expenses:

- COLA increase for full time staff wages of 2%, (benchmarked against area conservation authorities and taking into consideration CPI) and grid step increases for eligible staff implemented as part of the board approved job evaluation results
- Legislated increase to minimum wage of 6.7%; with 2024 casual wage grids already approved by the board at the July 6, 2023 meeting
- Ongoing inflationary costs for supplies and materials projected at 2%
- Network and computer infrastructure upgrades identified through the board approved HCA IT Modernization Strategy
- Development of a funding stream for work priorities that are identified through the board approved HCA Corporate Climate Change Strategy
- In efforts to support key initiatives internally to enhance service delivery, program pressures and internal efficiencies, there will be consideration for development of secondment positions for existing staff and a review of some current contract positions for conversion to full time
- Particular areas of focus for these considerations involve records management /digital initiatives, corporate asset management inventory, succession planning, invasive species and ecological work plans

Revenues:

- Municipal levy – At this time, City of Hamilton council has not provided a specific guideline or direction regarding 2024 budget increases for agencies. Staff will review and work with the guideline once it is provided
- Full management fee for Confederation Beach Park with assumption that Wild Waterworks will be operating
- Additional revenues from inflationary planning and permit fee increase as well as some fee increases to conservation areas, largely focused on camping and marina fees
- Continued \$2.0M capital and major maintenance funding through City block funding program
- Ongoing balancing act attempting to project revenues from our Conservation Areas reflecting new higher levels since the pandemic

STRATEGIC PLAN LINKAGE

The 2024 budget assumptions and process refers directly to all the key strategic priority areas in the HCA Strategic Plan 2019 – 2023:

- **Strategic Priority Areas – Organizational Excellence, Water Management, Natural Heritage Conservation, Conservation Area Experience and Education and Environmental Awareness**