Hamilton Conservation Authority

A Healthy Watershed for Everyone

Board of Directors

Addendum

November 5, 2026 at 5:00 p.m.

This meeting will be hybrid; in-person and virtually via Webex Platform

All hybrid meetings can be viewed live on HCA's You Tube Channel:
https://www.youtube.com/user/HamiltonConservation

10. Other Staff Reports/Memorandums

10.4 Project Technical Advisory Committee – Insurance Coverage for 2027 – Mike Stone Page 1

10.5 2027 Mileage Reimbursement Rate – Marlene Ferreira Page 5

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Hamilton Conservation Authority

A Healthy Watershed for Everyone

Report to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer and Director, Watershed Management Services

Prepared By: Mike Stone, MCIP, RPP, Senior Manager, Watershed Planning, Stewardship & Ecological Services

Meeting Date: November 5, 2026

Subject: Project Technical Advisory Committee – Insurance Coverage for 2027

Recommendation:

THAT the Project Technical Advisory Committee members be submitted for annual insurance coverage purposes.

Executive Summary:

The Project Technical Advisory Committee (PTAC) was formally established by the Advisory Boards and the full Boards of Directors of the Hamilton Conservation Authority and Conservation Halton in 2009. PTAC acts as a review and approval committee for funding applications under the Hamilton-Halton Watershed Stewardship Program's (HHWSP) Water Quality and Habitat Improvement Projects (WQHIP) grant program, which supports stewardship projects on private lands.

The purpose of this report is to recognize the volunteer committee members, as identified in Appendix A, for insurance purposes.

Staff Comment / Discussion:

Staff of the HHWSP appreciate the commitment of PTAC members to assist in the delivery of the HHWSP to watershed landowners. This report serves to formally recognize their work, as well as to identify committee membership for insurance purposes.

Strategic Plan Linkage:

The initiative refers directly to the HCA Strategic Plan 2025 – 2029:

- **Strategic Priority Area – Water Resources Management**
    - Initiative - Promote our Watershed Stewardship Program to further strengthen landowner education and restoration efforts on private lands and to align with the heightened public focus on climate change.
- **Strategic Priority Area – Natural Heritage Conservation**
    - Initiative - Engage our watershed residents and stakeholders to enhance and restore natural features through participation in stewardship programs, education initiatives, and adoption of best management practices.
- **Strategic Priority Area – Connecting People to Nature**
    - Initiative - Enhance volunteer engagement opportunities and outreach efforts, promoting a sense of stewardship and community involvement.

Agency Comments:

N/A

Legal / Financial Implications:

The members on the committee are not paid for their services, but they are undertaking work on behalf of Hamilton Conservation Authority. The committee has been formally recognized since its establishment in 2009, and the volunteer committee members can be provided with insurance for their decisions through the Hamilton Conservation Authority's insurer. Adding the members as volunteers to our insurance does not affect HCA's premiums.

Related Reports and Appendices:

- Appendix A, Project Technical Advisory Committee Members

Appendix A

PROJECT TECHNICAL ADVISORY COMMITTEE MEMBERS

City of Hamilton

Shauna Hasselman

Fisheries and Oceans Canada

Sarah Matchett

Ontario Federation of Agriculture

Kate Belbeck

Watershed Resident Members

Paul Smith

Sheila O'Neil

Alba Dicenso

Graham Buck

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Hamilton Conservation Authority

A Healthy Watershed for Everyone

Report to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By and Prepared By: Marlene Ferreira, Director, Human Resources and Wellness Services

Meeting Date: November 5, 2026

Subject: 2027 Mileage Reimbursement Rate

Recommendation:

THAT the Hamilton Conservation Authority Board of Directors approve an increase to the HCA mileage reimbursement rate from $0.61 per kilometre to $0.65 per kilometre, effective January 1, 2027.

Executive Summary:

It is recommended that HCA increase its mileage reimbursement rate from $0.61 to $0.65 per kilometre January 1, 2027.

The proposed adjustment reflects increases in private transportation costs and would align HCA's mileage reimbursement rate with the average rate of surrounding conservation authorities while remaining below Canada Revenue Agency (CRA) prescribed automobile allowance rates.

Based on historical mileage reimbursement volumes the proposed can be accommodated within the 2027 budget allocations.

Staff Comment / Discussion:

HCA's current mileage reimbursement rate is $0.61 per kilometre. Staff reviewed private transportation cost trends, neighbouring conservation authority reimbursement rates, and Canada Revenue Agency (CRA) automobile allowance benchmarks to assess the appropriateness of the current rate.

The proposed increase of four cents represents a measured response to rising private transportation costs and would align HCA's reimbursement rate with the average rate among neighbouring conservation authorities.

Private Transportation Costs
According to Statistics Canada, Ontario's Consumer Price Index (CPI) for Private Transportation increased by approximately 7.2% year over year as of August 2026.

The proposed adjustment is generally consistent with recent increases in private transportation costs while remaining measured and fiscally responsible. The recommended rate provides reasonable reimbursement for employees using their personal vehicles for HCA business and supports alignment with current market conditions.

Conservation Authority Mileage Rates
The following table summarizes mileage reimbursement rates among neighbouring conservation authorities:

Conservation Authority	Rate per km ($)
Niagara	0.61
Grand River (effective January 2027)	0.60
Halton	0.73
Average	**0.65**

Increasing HCA's reimbursement rate to $0.65 per kilometre would align the organization with the average rate of surrounding conservation authorities.

Canada Revenue Agency Automobile Allowance Rates
For 2026, the CRA prescribed automobile allowance rates are $0.73 per kilometre for the first 5,000 kilometres driven for business purposes and $0.67 per kilometre for each additional kilometre.

These rates provide a useful benchmark when assessing reasonable reimbursement levels for employees using personal vehicles for work-related travel. The proposed HCA rate of $0.65 per kilometre remains below CRA prescribed rates.

Based on increases in private transportation costs, alignment with comparable conservation authorities, and continued positioning below CRA benchmarks, staff recommend increasing the HCA mileage reimbursement rate to $0.65 per kilometre effective January 1, 2027.

Strategic Plan Linkage:

The initiative refers directly to the HCA Strategic Plan 2025 – 2029:

- **Strategic Priority Area – Organizational Excellence:** Focused on our organizational resources to ensure efficient and responsive operations are available to meet the needs of the future.

Agency Comments:

None

Legal / Financial Implications:

The proposed increase of $0.04 per kilometre represents a 6.6% increase in HCA's mileage reimbursement rate.

Based on historical mileage reimbursement volumes of approximately 66,000 kilometres annually, the proposed adjustment would result in an estimated additional annual cost of approximately $2,640. For every 10,000 kilometres reimbursed, the increase would represent an additional cost of approximately $400.

The financial impact is considered modest and can be accommodated within the 2027 budget allocations.

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