



**City of Hamilton**  
**GENERAL ISSUES COMMITTEE REVISED**

**Meeting #:** 18-003(k)  
**Date:** March 2, 2018  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

Stephanie Paparella, Legislative Coordinator (905) 546-2424 ext. 3993

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## **GENERAL ISSUES COMMITTEE (BUDGET) MINUTES 18-003(i)**

9:30 a.m.

Tuesday, February 27, 2018

Council Chambers

Hamilton City Hall

71 Main Street West

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**Present:** Mayor F. Eisenberger, Deputy Mayor T. Jackson (Chair),  
Councillors D. Skelly, C. Collins, S. Merulla, M. Green, A. Johnson,  
D. Conley, M. Pearson, B. Johnson, J. Partridge

**Absent with  
Regrets:** Councillors T. Whitehead, J. Farr, VanderBeek, R. Pasuta –  
Personal

Councillor L. Ferguson – Other City Business

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### **FOR INFORMATION:**

#### **(a) CHANGES TO THE AGENDA (Item 1)**

The Committee Clerk advised of the following changes to the agenda:

##### **1. DELEGATIONS (Item 4)**

- 4.8 Don McLean, respecting the 2018 Budget
- 4.9 Christine Yachouh, respecting the 2018 HSR Budget
- 4.10 Deanna Allain, respecting the 2018 HSR Budget
- 4.11 Ryan Plestid, respecting the 2018 HSR Budget
- 4.12 Marsha Duncan, respecting the 2018 HSR Budget
- 4.13 Hans Jensen, respecting the 2018 Budget for Roads, Police and Transit
- 4.14 Ian Borsuk, Environment Hamilton, respecting the 2018 Budget
- 4.15 Jennette Lukasik, respecting the 2018 Municipal Budget

- 4.16 Tracy Smoke, Victoria Gardens Long Term Care, respecting the proposed elimination of ARBOC buses and the replacement of ProMaster buses, as it affects group trips by residents of long-term care / retirement homes.

**(Skelly/Green)**

That the agenda for the February 27, 2018 General Issues Committee (Budget) meeting be approved, as amended.

**CARRIED**

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**(c) DELEGATIONS (Item 4)**

- (i) Sandra Walker, CUPE Local 5167, respecting the Transit Budget as it relates to DARTS Accessible Transit (Item 4.1)**

Sandra Walker, CUPE Local 5167, addressed Committee respecting the 2018 Transit budget, as it relates to DARTS Accessible Transit.

- (ii) Mark Mindorff, DARTS, respecting DARTS Accessible Transit (Item 4.2)**

Mark Mindorff, DARTS, addressed Committee and provided a PowerPoint presentation respecting DARTS Accessible Transit.

**(A. Johnson/Pearson)**

That the delegation by Mark Mindorff, DARTS, respecting DARTS Accessible Transit, be permitted an additional 15 minutes to provide the presentation for Item 4.2.

**(A. Johnson/Pearson)**

That the motion, respecting the additional time for Mark Mindorff, DARTS, respecting DARTS Accessible Transit, be withdrawn.

**CARRIED**

- (iii) Karl Andrus, respecting the HSR Budget (Item 4.3)**

Karl Andrus addressed Committee respecting the HSR Budget.



**(iv) Dave Cherkewski, respecting the 2018 Budget (Item 4.4)**

Dave Cherkewski addressed Committee respecting the 2018 Budget.

**(v) Craig Burley, 2018 Budget with Focus on the HSR and LRT (Item 4.5)**

Craig Burley addressed Committee respecting the 2018 Budget, with Focus on the HSR and LRT.

**(vi) Ute Schmid-Jones, respecting the HSR Budget (Item 4.6)**

Ute Schmid-Jones addressed Committee respecting the HSR Budget.

**(vii) Stephanie Bertolo, on behalf of Ryan Deshpande, McMaster Student Union, respecting the McMaster Student Union's Priorities for the City of Hamilton's 2018 Budget (Item 4.7)**

Stephanie Bertolo, on behalf of Ryan Deshpande, McMaster Student Union, addressed Committee respecting the McMaster Student Union's Priorities for the City of Hamilton's 2018 Budget.

**(viii) Don McLean, respecting the 2018 Budget (Item 4.8)**

Don McLean addressed Committee respecting the 2018 Budget.

**(ix) Christine Yachouh, respecting the 2018 HSR Budget (Item 4.9)**

Christine Yachouh addressed Committee respecting the 2018 HSR Budget.

**(x) Deanna Allain, respecting the 2018 HSR Budget (Item 4.10)**

Deanna Allain addressed Committee respecting the 2018 HSR Budget.

**(xi) Ryan Plestid, respecting the 2018 HSR Budget (Item 4.11)**

Ryan Plestid was not in attendance when called upon.

**(xii) Marsha Duncan, respecting the 2018 HSR Budget (Item 4.12)**

Marsha Duncan addressed Committee respecting the 2018 HSR Budget.

**(xiii) Hans Jensen, respecting the 2018 Budget for Roads, Police and Transit (Item 4.13)**

Hans Jensen addressed Committee respecting the 2018 Budget for Roads, Police and Transit.

**(xiv) Ian Borsuk, Environment Hamilton, respecting the 2018 Budget (Item 4.14)**

Ian Borsuk, Environment Hamilton, addressed Committee respecting the 2018 Budget.

**(xv) Jennette Lukasik, respecting the 2018 Municipal Budget (Item 4.15)**

Jennette Lukasik addressed Committee respecting the 2018 Municipal Budget.

**(xvi) Tracy Smoke, Victoria Gardens Long Term Care, respecting the proposed elimination of ARBOC buses and the replacement of ProMaster buses, as it affects group trips by residents of long-term care / retirement homes. (Item 4.16)**

Tracy Smoke, Victoria Gardens Long Term Care, addressed Committee respecting the proposed elimination of ARBOC buses and the replacement of ProMaster buses, as it affects group trips by residents of long-term care / retirement homes.

**(Green/Eisenberger)**

That the delegations, respecting the 2018 Operating Budget, be received.

**CARRIED**

(d) **DISCUSSION ITEMS (Item 5)**

(i) **Conservation Authority Levies (FCS18029) (City Wide) (Item 5.1)**

**(Eisenberger/Conley)**

- (a) That staff be authorized to appeal any apportionment levied by a conservation authority against the City which staff determines does not comply with the *Conservation Authorities Act* and Ontario Regulation 670/00, in the discretion of the General Manager of Finance and Corporate Services and City Solicitor; and,
- (b) That any levy payment which the City is required to make pursuant to the *Conservation Authorities Act* pending the appeals shall be made under protest.

**CARRIED**

This matter was added (as a Notice of Motion), independent of the Budget Report, to the February 28, 2018 Council meeting for consideration.

(e) **ADJOURNMENT (Item 8)**

**(A. Johnson/B. Johnson)**

That, there being no further business, the General Issues Committee, be adjourned at 4:51 p.m.

**CARRIED**

Respectfully submitted,

T Jackson, Deputy Mayor  
Chair, General Issues Committee

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Stephanie Paparella  
Legislative Coordinator  
Office of the City Clerk



# INFORMATION REPORT

<b>TO:</b>	Chair and Members of the General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	Freedom of Information Requests (CL18001) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Lisa Barroso, Manager, Records & Freedom of Information
<b>SUBMITTED BY:</b>	Rose Caterini, City Clerk Corporate Services Department
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

At its meeting of February 16, 2018, members of the General Issues Committee requested that staff provide information respecting:

- a) the number of Freedom of Information requests identified as frivolous
- b) the percentage of requests submitted by the same person

## INFORMATION

The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* is provincial legislation that applies to all municipal Institutions.

A request is frivolous or vexatious if it is:

- a) part of a pattern of conduct that amounts to an abuse of the right of access or interferes with the operations of the institution;
- b) made in bad faith;
- c) made for a purpose other than to obtain access.

To establish frivolous and vexatious, an Institution must maintain detailed records of their interactions with the requester including information about the number of requests, nature and size of the requests, timing of the requests and their relationship to other events, apparent or stated purpose of the request, nature and quality of the interaction between the requester and staff.

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**SUBJECT: Freedom of Information Requests (CL18001) (City Wide)- Page 2 of 2**

In considering whether or not a request qualifies as frivolous or vexatious an Institution must be able to demonstrate a pattern of behaviour orchestrated by the requester. A pattern of behaviour is one that would interfere with the operations of an institution or obstruct or hinder the institution's activities.

Since amalgamation in 2001, there is no record of the City of Hamilton issuing a frivolous or vexatious notice to a requester.

The provisions of *MFIPPA* do not preclude an individual or organization from filing multiple requests. The Information and Privacy Commissioner of Ontario (IPC) does not request this information from Institutions for the purpose of its Annual Report.

**Summary**

*MFIPPA* provides individuals with the right to access their own information and general records held by an Institution, unless an exemption applies, or the request is determined to be frivolous or vexatious.

The legislation prescribes that written notice be provided to the person making the request within 30 days of the Institution receiving the request.

The steady increase in the number of FOI requests filed with the City has led to the recommendation that the current temporary FTE in the Records and FOI section be made a full-time complement to manage these requests and satisfy the City's legislated obligations.

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# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	2018 Budget Drivers - Creative Industries (PED18068) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Anna M. Bradford (905) 546-2424 Ext. 3967
<b>SUBMITTED BY:</b>	Anna M. Bradford Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

## Council Direction:

At the General Issues Committee Budget Meeting of February 16, 2018, staff was directed to provide information as to when Creative Industries was identified as a sector for development in Hamilton.

## Information:

### 1998

In 1998, the City of Hamilton hosted “Downtown: A Marketplace for Ideas.” This workshop was facilitated by Gianni Longo, of American Communities Partnership. The ensuing report identified some strategies which involved the cultural sector.

The conclusion was that Hamilton could transform itself into a “Creative City,” using its cultural economy as a tool for economic development. The City was recognized as being positively positioned geographically, historically and culturally to begin the steps necessary to support and grow this emerging cluster.

### 2005 - 2010

In 2005, City Council adopted an Economic Development Strategy for the City of Hamilton - Hamilton’s Clusters of Innovation 2005 - 2010, which for the first time included a focus on creativity.

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**SUBJECT: 2018 Budget Drivers - Creative Industries (PED18068) (City Wide) -  
Page 2 of 4**

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<http://www.investinhamilton.ca/wp-content/uploads/2011/06/EcDevStrategyFinal2005.pdf>

The Strategy acknowledged Film and Cultural Industries as an emerging economic cluster. The strategy recommended that staff, with a view to growing the Cultural Industries in Hamilton, work with other City Departments and community stakeholders to nurture the creative businesses, organizations, and services in this sector.

The 2005 Plan identified a list of Short and Long-Term Deliverables for the **Film and Cultural Industries Cluster**.

### **2011**

December 13, 2011, Council received Report CM11018 – Corporate Organizational Changes and Sustainable Efficiencies creating the new Tourism and Culture Division, reporting to the Planning and Economic Development Department.

In addition to the functions of the former Culture Division, the responsibility for the development of the Creative Industries and Tourism is assigned to the new Division.

### **2010 - 2015**

In 2010, the Hamilton Economic Development Strategy 2010-2015 was received by Council;

<http://www.investinhamilton.ca/wp-content/uploads/2011/06/Hamilton-EcDev-Strategy2010.pdf>.

The Strategy identified the **Hamilton Creative Industries Cluster** as:

- Film/Video/Broadcasting
- Design and Digital Media
- Music
- Festivals and Events
- Performing Arts
- Visual Arts

The Hamilton Economic Development Strategy 2010-2015 identified a list of Short and Long-Term Deliverables.

[As part of the Hamilton Creative Industries Cluster deliverables, Council approved the Hamilton Music Strategy \(PED14001\) and, as part of the actions, directed staff to create a Music Office.](#)

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**SUBJECT: 2018 Budget Drivers - Creative Industries (PED18068) (City Wide) -  
Page 3 of 4**

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**2016 - 2020**

In 2016, the Economic Development Action Plan 2016-2020 was received by Council. **Creative/Cultural Industries** is identified as a key industry sector.

<http://www.investinhamilton.ca/wp-content/uploads/2017/05/Hamilton-2016-2020-Ec-Dev-Action-Plan.pdf>

The Action Plan identified six specific actions for the Creative/Cultural Industries Sector. Over the past five years, the primary focus had been on the film and the music sector. The Action Plan acknowledges that a Creative/Cultural Industries sector profile is currently under development and that the results will determine which additional Creative Industries will be in-focus on growth in Hamilton.

Currently the Hamilton Creative Industries Cluster includes:

- Film/Video/Broadcasting
- Design and Digital Media
- Music
- Festivals and Events
- Performing Arts
- Visual Arts
- Fashion

**Terminology Changes over the years:**

**2005 - Film and Cultural Industries Cluster**

Focus:

- Film
- Research - Cultural Industries

**2010 - Creative Industries Cluster**

Focus:

- Film/Video/Broadcasting
- Design and Digital Media
- Music
- Festivals and Events
- Performing Arts
- Visual Arts

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**SUBJECT: 2018 Budget Drivers - Creative Industries (PED18068) (City Wide) -  
Page 4 of 4**

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**2016 - Creative/Cultural Industries**

Focus:

- Film/Video/Broadcasting
- Design and Digital Media
- Music
- Festivals and Events
- Performing Arts
- Visual Arts
- Fashion

**Budget**

2017 Budget for Creative/Cultural Industries Programming in Tourism and Culture:

- \$6,200 annual

NOTE: The Music category under Creative/Cultural Industries had seed funding from Capital of \$50,000 approved in 2014.

AB:ro

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**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
*Financial Planning, Administration and Policy Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	2018 Tax Supported Operating Budget - Recommendations (FCS18009(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Tom Hewitson (905) 546-2424 Ext. 4159 Kayla Petrovsky (905) 546-2424 Ext. 1335
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager Finance and Corporate Services
<b>SIGNATURE:</b>	

## RECOMMENDATIONS

- (a) Council Referred Items, Business Cases and 2019 – 2021 Multi-Year Outlook
  - (i) That Appendix “A” – 2018 Council Referred Items, be received;
  - (ii) That Appendix “B” – 2018 Business Cases, be received;
  - (iii) That Appendix “G” – 2019 – 2021 Multi-Year Outlook, be received;
- (b) Boards and Agencies
  - (i) That the Boards and Agencies operating budget Appendix “C”, \$203,322,576, inclusive of approved amendment as per Appendix “D”, be approved;
- (c) Planning and Economic Development Department
  - (i) That the Planning and Economic Development operating budget (Book 2 – 2018 – 2021 Business Plans), page 6, \$27,404,140, be approved;

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**SUBJECT: 2018 Tax Supported Operating Budget - Recommendations  
(FCS18009(a)) (City Wide) – Page 2 of 5**

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- (d) Public Health Services Department
- (i) That the Public Health Services operating budget (Book 2 - 2018 – 2021 Business Plans), page 80, \$12,477,980, be approved;
  - (ii) That the General Manager of Healthy and Safe Communities Department or his delegate or the Medical Officer of Health or her delegate be authorized and directed to execute all Federal and Provincial Program Service Level Funding Agreements and any ancillary agreements required to give effect thereto and contracts, relating to Public Health Services as provided for in Book 2 - 2018 – 2021 Business Plans, until such time Council approves the subsequent budget. This also includes the authority to authorize the submission of budgets and quarterly/year end reporting;
- (e) Community and Emergency Services Department
- (i) That the Community and Emergency Services operating budget (Book 2 - 2018 – 2021 Business Plans), page 120, \$225,000,040, be approved;
  - (ii) That the General Manager of Healthy and Safe Communities Department or his delegate be authorized and directed to execute all Federal and Provincial Program Service Level Funding Agreements and any ancillary agreements required to give effect thereto and contracts as provided for in Book 2 - 2018 – 2021 Business Plans, until such time Council approves the subsequent budget. This also includes the authority to authorize the submission of budgets and quarterly/year end reporting;
- (f) Public Works Department
- (i) That the Public Works operating budget (Book 2 - 2018 – 2021 Business Plans), page 200, \$232,273,370, be approved;
- (g) City Manager's Office
- (i) That the City Manager's operating budget (Book 2 - 2018 – 2021 Business Plans), page 260, \$10,556,460, be approved;
- (h) Corporate Services Department
- (i) That the Corporate Services operating budget (Book 2 - 2018 – 2021 Business Plans), page 302, \$27,615,460, be approved;

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**SUBJECT: 2018 Tax Supported Operating Budget - Recommendations  
(FCS18009(a)) (City Wide) – Page 3 of 5**

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- (i) Legislative
  - (i) That the Legislative operating budget (Book 2 - 2018 – 2021 Business Plans), page 361, \$4,875,090, be approved;
- (j) Hamilton Entertainment Facilities
  - (i) That the Hamilton Entertainment Facilities operating budget (Book 2 - 2018 – 2021 Business Plans), page 368, \$3,617,990, be approved;
- (k) Corporate Financials – Expenditures / Non Program Revenues
  - (i) That the Corporate Financials - Expenditures operating budget (Book 2 - 2018 – 2021 Business Plans), page 363, \$23,818,790 inclusive of approved amendments as per Appendix “D”, be approved;
  - (ii) That the Non Program Revenues operating budget (Book 2 - 2018 – 2021 Business Plans), page 378, (\$46,082,630), inclusive of approved amendments as per Appendix “D”, be approved;
- (l) Capital Financing
  - (i) That the Capital Financing operating budget (Book 2 - 2018 – 2021 Business Plans), page 370, \$122,979,090, be approved;
- (m) 2018 By-Law Authorization
  - (i) That the City Solicitor and Corporate Counsel be authorized and directed to prepare all necessary by-laws, for Council approval, for the purposes of establishing the tax levy;
- (n) Budgeted Complement Transfer Schedule
  - (i) That in accordance with the “Budgeted Complement Control Policy”, the requested complement transfers from one department/division/cost category to another, as outlined in Appendix “E”, be approved;
- (o) Budget Exclusions Related to Regulation 284/09
  - (i) That the budget exclusions related to Regulation 284/09 of the *Municipal Act* titled “Budget Matters – Expenses”, as per Appendix “F”, be received.

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**SUBJECT: 2018 Tax Supported Operating Budget - Recommendations  
(FCS18009(a)) (City Wide) – Page 4 of 5**

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## **EXECUTIVE SUMMARY**

The 2018 Preliminary Tax Supported Operating Budget was submitted to the General Issues Committee (GIC) at its meeting on January 19, 2018. The Average Municipal Residential tax impact, excluding the reassessment impact, was 2.3%. Each department then provided GIC with an in-depth presentation of their 2018 budget. Boards and Agencies also presented their 2018 budgets. During this time, a few amendments were proposed, which reduced the average Municipal Residential tax impact to 2.2%. Combined with the updated reassessment / policy related tax impacts and updated growth impact, the Municipal Residential tax impact is 1.7%. The amendments are identified in Appendix “D” to Report FCS18026.

The recommendations to this Report ask Council to approve the budget as submitted in the preliminary document, including the approved amendments contained in the attached Appendix “D” to Report FCS18026. Council may approve additional changes which would then be added to this amendment list (Appendix “D”).

**Note: The average Municipal Residential tax impact of 1.7% does NOT include potential approval of any Council Referred Items or Business Cases in Recommendation (a): Appendix “A” and “B”.** Should Council wish to approve items from the Council Referred Items (Appendix “A”) or Business Cases (Appendix “B”), it may do so by motion, and these would then be added to Appendix “D” of this Report (the amendment schedule).

### ***Alternatives for Consideration – Not Applicable***

## **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Full financial information can be found in Books 1 and 2 of the 2018 Preliminary Tax Supported Operating Budget.

Staffing: A complement summary can be found in Appendix “1 – 4” of the 2018 Preliminary Tax Supported Operating Budget (Book 1).

Legal: N/A

## **HISTORICAL BACKGROUND**

The 2018 Committee calendar includes a number of scheduled General Issues Committee (GIC) meetings for the 2018 Tax Operating Budget. The budget kick-off took place on January 19, 2018, followed by various other GIC dates which allowed for departmental budget presentations.

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**SUBJECT: 2018 Tax Supported Operating Budget - Recommendations  
(FCS18009(a)) (City Wide) – Page 5 of 5**

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As of the writing of this Report, the remaining scheduled GIC budget deliberation meeting dates are as follows:

- February 27<sup>th</sup>, March 2<sup>nd</sup>, March 5<sup>th</sup>
- March 6<sup>th</sup>, 8<sup>th</sup> (if required)
- March 28<sup>th</sup> (Council Budget Approval)

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

The budget has been developed in conjunction with internal and external partners.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

N/A

**ALTERNATIVES FOR CONSIDERATION**

As part of the budget deliberations, Council can direct changes to the budget as required.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement and Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

**Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

**APPENDICES AND SCHEDULES ATTACHED**

- Appendix “A” – 2018 Council Referred Items
- Appendix “B” – 2018 Business Cases
- Appendix “C” – 2018 Boards and Agencies Operating Budget
- Appendix “D” – 2018 Tax Supported Operating Budget Amendments
- Appendix “E” – Budgeted Complement Transfer Schedule
- Appendix “F” – Budget Exclusions Related to Regulation 284/09
- Appendix “G” – 2019 – 2021 Multi-Year Outlook

KP/dt

**CITY OF HAMILTON  
2018 COUNCIL REFERRED ITEMS  
SUMMARY**

FORM #	DIVISION	SERVICE / PROGRAM	DESCRIPTION OF REFERRED ITEM	2018 IMPACT		FTE Impact
				\$ GROSS	\$ NET	
<b>PLANNING &amp; ECONOMIC DEVELOPMENT</b>						
CR-01	Tourism and Culture	Music	Music and Creative Industries Operations and Programming	\$ 25,000	\$ 25,000	0.00
CR-02	Tourism and Culture	Tourism	Phase III Tourism Enhancement	\$ 100,000	\$ -	0.00
<b>PLANNING &amp; ECONOMIC DEVELOPMENT SUBTOTAL</b>				<b>\$ 125,000</b>	<b>\$ 25,000</b>	<b>0.00</b>
<b>PUBLIC WORKS</b>						
CR-03	Forestry and Horticulture	Horticultural Programs	Equalization of Horticulture Services to BIAs in the 2018 Public Works Operating Budget	REFERRED to BIA Advisory Committee (\$224K Gross, \$224K Net, 1.0 FTE - Feb 16/18 GIC)		
CR-04	Transportation	Parks	Identified Tobogganing Locations on City Property	\$ 110,000	\$ 110,000	-
<b>PUBLIC WORKS SUBTOTAL</b>				<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>0.00</b>
<b>CORPORATE SERVICES</b>						
CR-05	Corporate Financials	Corporate Financials	Allocation of savings resulting from changes in the vacancy rebate program.	APPROVED (((\$1.25M) Gross, (\$1.25M) Net, 0 FTE to be used to reduce net levy - Feb 16/18 GIC)		
<b>CORPORATE SERVICES SUBTOTAL</b>				<b>\$ -</b>	<b>\$ -</b>	<b>0.00</b>
<b>TOTAL - BUDGET BOOK</b>				<b>\$ 235,000</b>	<b>\$ 135,000</b>	<b>0.00</b>
<b>POST BUDGET BOOK</b>						
<b>PLANNING &amp; ECONOMIC DEVELOPMENT</b>						
CR-06a)	Licensing & By-Law	Municipal Law Enforcement	Parks Patrol and Waterfalls Enforcement Team	\$ 80,080	\$ 80,080	1.32
CR-06b)	Licensing & By-Law	Municipal Law Enforcement	Parks Patrol and Waterfalls Enforcement Team - one-time capital cost for the purchase of two vehicles (fund from unallocated capital levy reserve).	\$ 52,802	\$ -	-
CR-07	Growth Management	Development Engineering	Seek to align resourcing with the achievement of the Department's Key Performance Target through the addition of 4 FTEs.	\$ 333,333	\$ 100,000	4.00
<b>PLANNING &amp; ECONOMIC DEVELOPMENT SUBTOTAL</b>				<b>\$ 466,215</b>	<b>\$ 180,080</b>	<b>5.32</b>

**CITY OF HAMILTON  
 2018 COUNCIL REFERRED ITEMS  
 SUMMARY**

FORM #	DIVISION	SERVICE / PROGRAM	DESCRIPTION OF REFERRED ITEM	2018 IMPACT		FTE Impact
				\$ GROSS	\$ NET	
<b>PUBLIC WORKS</b>						
CR-08	Energy, Fleet and Facilities	Facilities Planning and Business Support	Enhancement to support the "on-demand" production services for select meetings.	\$ 90,000	\$ 90,000	\$ -
<b>PUBLIC WORKS SUBTOTAL</b>				<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00</b>
<b>TOTAL - POST BUDGET BOOK</b>				<b>\$ 556,215</b>	<b>\$ 270,080</b>	<b>5.32</b>
<b>GRAND TOTAL</b>				<b>\$ 791,215</b>	<b>\$ 405,080</b>	<b>5.32</b>



**CITY OF HAMILTON  
2018 BUSINESS CASES  
SUMMARY**

FORM #	DIVISION	SERVICE / PROGRAM	BUSINESS CASE DETAILS	2018 IMPACT		FTE Impact
				\$ GROSS	\$ NET	
<b>PLANNING &amp; ECONOMIC DEVELOPMENT</b>						
BC-01	Building	Building Permits and Zoning By-Law Review	Zoning Section Program Enhancement	\$ 293,700	\$ 293,700	3.00
BC-02	Licensing and By-Law Services	Municipal Law Enforcement	Parks Patrol and Waterfalls Enforcement Team	Item moved from Business Case to Council Referred Post Budget Book (\$132K Gross, \$80K Net, 1.32 FTE)		
<b>PLANNING &amp; ECONOMIC DEVELOPMENT SUBTOTAL</b>				<b>\$ 293,700</b>	<b>\$ 293,700</b>	<b>3.00</b>
<b>PUBLIC HEALTH</b>						
BC-03	Healthy Environments	Healthy Environments	Raccoon Rabies Response	\$ 327,160	\$ -	2.00
<b>PUBLIC HEALTH SUBTOTAL</b>				<b>\$ 327,160</b>	<b>\$ -</b>	<b>2.00</b>
<b>COMMUNITY &amp; EMERGENCY SERVICES</b>						
BC-04a)	Hamilton Paramedic Service	Paramedic Service	Paramedic Service Staffing	\$ 894,920	\$ 447,460	7.50
BC-04b)	Hamilton Paramedic Service	Paramedic Service	For the purchase of a one time capital cost of a paramedic ambulance (fund from unallocated capital levy reserve)	\$ 250,000	\$ -	-
<b>COMMUNITY &amp; EMERGENCY SERVICES SUBTOTAL</b>				<b>\$ 1,144,920</b>	<b>\$ 447,460</b>	<b>7.50</b>
<b>CORPORATE SERVICES</b>						
BC-05	Office of the City Clerk	Information Management	Administration of Freedom of Information	\$ 76,000	\$ 76,000	1.00
BC-06	Financial Services, Taxation & Corporate Controller	Financial Management	Oversight of City Procurement and Contract Management	\$ 77,000	\$ 77,000	1.50
BC-07	Customer Service & Provincial Offences Administration	Provincial Offences Administration	Relocation of Provincial Offences Administration Courtrooms and Offices – Addition of 1 Court Room	\$ 110,000	\$ -	4.00
BC-08	Legal and Risk Management Services	Risk Management	Risk Assistant	\$ -	\$ -	1.00
<b>CORPORATE SERVICES SUBTOTAL</b>				<b>\$ 263,000</b>	<b>\$ 153,000</b>	<b>7.50</b>
<b>TOTAL</b>				<b>\$ 2,028,780</b>	<b>\$ 894,160</b>	<b>20.00</b>

<b>2018 Boards and Agencies Operating Budget</b>		
<b>#</b>	<b>Board/Agency</b>	<b>2018 NET Preliminary Budget \$</b>
<b>City Boards:</b>		
1	Hamilton Police Services	160,470,586
2	Hamilton Public Library	29,979,390
3	Farmers' Market	111,100
	<b>Subtotal</b>	<b>190,561,076</b>
<b>Conservation Authorities:</b>		
4	Niagara Peninsula Conservation Authority	557,300
5	Grand River Conservation Authority	271,570
6	Conservation Halton	209,100
7	Hamilton Conservation Authority	3,796,880
8	HCA: Westfield Heritage Village	581,800
	<b>Subtotal</b>	<b>5,416,650</b>
<b>Grants:</b>		
9	Hamilton Beach Rescue Unit Inc.	132,360
10	Royal Botanical Gardens	625,340
	<b>Subtotal</b>	<b>757,700</b>
<b>Other Items:</b>		
11	MPAC	6,587,150
	<b>Subtotal</b>	<b>6,587,150</b>
<b>Total for All Boards and Agencies</b>		<b>203,322,576</b>

Note - anomalies in totals due to rounding.

**CITY OF HAMILTON  
2018 TAX SUPPORTED OPERATING BUDGET AMENDMENTS**

<u>Department</u>	<u>Description</u>	FTE	Preliminary Budget	Net Levy Adjustment	Levy Increase \$	Residential Impact Municipal
<b>Recommended Operating Levy Impact Preliminary Budget - Budget Book - (Jan. 19 GIC)</b>		<b>7,147.96</b>	<b>\$ 856,374,350</b>		<b>\$ 23,579,210</b>	<b>2.4%</b>
<b>AMENDMENTS APPROVED:</b>						
<b>Feb 16 GIC</b>						
Non-Prog Rev	Vacancy Rebate Savings to be applied to reduce net levy	-		\$ (1,250,000)		
B&A	Hamilton Police Service - Per Board Approval	10.50		\$ (886,294)		
Corp Fin	Contingency Adjustment	-		\$ 1,210,000		
Corp Fin	Reduction of 50% for Personal Emergency Leave (PEL) payouts	-		\$ (630,000)	<b>\$ (1,556,294)</b>	
						<b>(0.2)%</b>
<b>AVERAGE RESIDENTIAL TAX IMPACT (Approved to Date)</b>		<b>7,158.46</b>	<b>\$ 854,818,056</b>		<b>\$ 22,022,916</b>	<b>2.2%</b>
Updated Assessment Growth Impact: (Note 1)						<b>(0.4)%</b>
Updated Reassessment/tax policies: (Note 2)						<b>(0.1)%</b>
<b>AVERAGE RESIDENTIAL TAX IMPACT (Inclusive of above)</b>						<b>1.7%</b>

1. Assessment Growth as reported in the Budget Book of 1.0% has been updated to 1.4%.
2. Reassessment and Tax policies as reported in Budget Book of 0.5% has been updated to 0.4%.

Note - anomalies in totals due to rounding.

## CITY OF HAMILTON BUDGETED COMPLEMENT TRANSFER SCHEDULE

### STAFF COMPLEMENT CHANGE

#### Complement Transfer to another division or department <sup>(1)</sup>

ITEM #	TRANSFER FROM				TRANSFER TO			
	Department	Division	Position Title (2)	FTE	Department	Division	Position Title (2)	FTE
1.1	Public Works	Hamilton Water	Laboratory Field Technician	1.00	Public Works	Hamilton Water	Laboratory Technologist	1.00
	<b>Explanation:</b> The Technologist position will assist the Microbiologist with coordinating and scheduling work and will also run regulatory micro testing for both drinking water and wastewater samples. This position is required in order to maintain current workloads and to provide consistency across all chemistry labs, as there is currently a technologist level position in the other 2 labs (Organic and Inorganic/metals). We are anticipating that this new position will be filled internally and will leave a Lab Field Technician position vacant, which will then become redundant. The difference of between these positions of \$7,030 will be mitigated through Hamilton Water's existing budget.							
1.2	Public Works	Hamilton Water	Laboratory Field Technician	1.00	Public Works	Hamilton Water	Inorganic Chemist	1.00
	<b>Explanation:</b> The Inorganic Chemist was created as a temporary trial in order to determine whether the lab structure needed to be modified. Currently all lab technician positions (16 FTE's) report to 1 supervisor. The results of the trial concluded that in order to efficiently manage scheduling, vacation coverage, performance, and benchwork troubleshooting, there is a need for a second Inorganic Chemist. The difference between these positions of \$9,875 will be mitigated through Hamilton Water's existing budget.							
1.3	Public Works	Hamilton Water	Techl WW Capital Delivery CO-OP Student	1.00	Public Works	Hamilton Water	Technologist, Source Protection Planning	1.00
	<b>Explanation:</b> To meet the regulatory requirements of the Clean Water Act a full time permanent technologist position must be filled. The difference between these positions of \$48,260 will be mitigated through Hamilton Water's existing budget.							

**Note** - Complement transfers include the transfer of corresponding budget.

**(1)** - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

**(2)** - If a position is changing, the impact of the change is within 1 pay band unless specified.

### Budget Exclusions Related to Regulation 284/09

On June 5, 2009, the Provincial Government of Ontario approved Bill 162 - *An Act Respecting the Budget Measures and Other Matters* and Schedule 18 *Municipal Act, 2001*. On July 31, 2009, Regulation 284/09 titled "*Budget Matters – Expenses*" was filed with the Ontario Registrar of Regulations.

Regulation 284/09 states that municipalities may exclude certain estimated expenses from their budget.

These excluded expenses relate to:

- Amortization expenses on tangible capital assets
- Post-employment benefits expenses
- Solid waste landfill closure and post-closure expenses

As per Public Sector Accounting Board (PSAB) standards, which follows the full accrual basis of accounting, these expenses are reported on in the City's annual financial statements. Although these expenses do not need to be budgeted for, there is a requirement under Ontario Regulation 284/09 to report on the excluded expenses before adopting a budget.

Below is summary of these excluded expenses:

**TABLE 1**  
**Excluded Expenses**

(Amounts are representative of 2016 expenses and are reported in \$millions)

1. Amortization expenses on tangible capital assets	\$185.7M
2. Increase in post-employment benefits liability	7.8M
3. Decrease in solid waste landfill closure and post closure liability	<u>(1.3)M</u>
Total	\$192.2M

The Table above outlines the expenses as reported in the City's audited 2016 financial statements. Expenses for 2017 and 2018 have not yet been determined and will be reported in the 2017 and 2018 financial statements respectively.

#### 1. Amortization Expenses on Tangible Capital Assets

Amortization expenses on tangible capital assets were recorded in the 2016 financial statements of \$185.7 million as required by PSAB standards. Amortization expenses represent the cost of tangible capital assets allocated to the financial period, based on the *original* cost of the assets when they were originally constructed or purchased.

Although the City's 2018 Budget does not include amortization expenses on tangible capital assets, provisions are made in the 2018 tax and rate Operating Budgets for transfers to capital of \$159 million and transfers to capital reserves of \$24.2 million resulting in an infrastructure funding deficit estimated at \$2.8 million when compared to the amortization expenses. However, information provided as part of the 2018 capital budget workshops estimates the infrastructure repair deficit to be approximately \$195 million, annually, in *today's* dollars. The City's tangible capital asset spending requirements, funding requirements and capital financing policies are presented annually during the budget process.

## 2. Post-Employment Benefits Expenses

The PSAB standards do not require liabilities associated with post-employment benefits to be fully funded by setting aside any portion as reserves and reserve funds. The City's 2016 consolidated financial statements report liabilities of \$356.8 million and expenses increases of \$7.8 million while the City's 2018 budget includes expenses for expected 2018 payments for retirement benefit plans, sick leave benefit plans, long-term disability plans, *Workplace Safety and Insurance Act* benefits, vacation agreements and non-OMERS pension plans.

As of the end of 2016, the City has reserves associated with these liabilities of \$66.1 million which represent 19% funding for these liabilities. The future payments for these liabilities and expenditures for transfers to reserves will continue to be included in the operating budget as these unfunded liabilities are addressed.

## 3. Solid Waste Landfill Closure and Post-Closure Expenses

The PSAB standards do not require liabilities associated with solid waste landfill closure and post-closure care activities to be fully funded by setting aside any portion as reserves and reserve funds. The City's 2016 consolidated financial statements report liabilities of \$24.5 million and reduction in expenses of \$1.3 million for landfill closure and post-closure. As of the end of 2016, the City has reserves associated with these liabilities of \$1.0 million which represent 4.1% funding for these liabilities.

To conform to the PSAB standard, future liabilities reported on the City's financial statements have been estimated. As actual work is planned and undertaken related to the City's closure and post-closure care, the associated costs will be included in the budget.

**CITY OF HAMILTON**  
**2019 - 2021 MULTI-YEAR OUTLOOK**  
**(Maintenance Budget Only - Excludes Business Cases)**

	Multi-Year Outlook					
	2019		2020		2021	
	\$	%	\$	%	\$	%
<b><u>PLANNING &amp; ECONOMIC DEVELOPMENT</u></b>						
General Manager	352,770	15.7%	391,500	11.0%	425,940	8.8%
Transportation, Planning and Parking	927,860	37.4%	1,135,120	22.3%	1,185,760	4.5%
Building	1,003,980	4.0%	1,037,300	3.3%	1,071,700	3.3%
Economic Development	5,818,120	3.0%	5,947,960	2.2%	6,061,550	1.9%
Growth Management	681,480	38.5%	860,770	26.3%	925,800	7.6%
Licensing & By-Law Services	7,071,230	4.4%	7,303,810	3.3%	7,532,460	3.1%
Planning	4,150,200	15.2%	4,364,590	5.2%	4,501,750	3.1%
Tourism & Culture	9,148,670	2.3%	9,323,280	1.9%	9,491,860	1.8%
<b>TOTAL PLANNING &amp; ECONOMIC DEVELOPMENT</b>	<b>29,154,310</b>	<b>6.4%</b>	<b>30,364,330</b>	<b>4.2%</b>	<b>31,196,820</b>	<b>2.7%</b>
<b><u>PUBLIC HEALTH SERVICES</u></b>						
Medical Officer of Health	6,087,200	2.6%	6,171,590	1.4%	6,251,580	1.3%
Communicable Disease Control & Wellness	8,014,650	2.8%	8,227,400	2.7%	8,437,580	2.6%
Healthy Environments	8,622,690	2.9%	8,838,130	2.5%	9,057,530	2.5%
Healthy Families	8,394,010	4.6%	8,717,340	3.9%	9,044,300	3.8%
Mandatory Public Health Subsidy	(22,650,700)	0.0%	(22,650,700)	0.0%	(22,650,700)	0.0%
Planning & Business Improvement	5,210,280	4.2%	5,392,180	3.5%	5,558,850	3.1%
<b>TOTAL PUBLIC HEALTH SERVICES</b>	<b>13,678,130</b>	<b>9.6%</b>	<b>14,695,940</b>	<b>7.4%</b>	<b>15,699,140</b>	<b>6.8%</b>
<b><u>COMMUNITY &amp; EMERGENCY SERVICES</u></b>						
Administration - CES	2,426,550	4.5%	2,513,410	3.6%	2,601,810	3.5%
Children's & Home Management Services	6,830,460	1.3%	6,905,320	1.1%	6,977,150	1.0%
Hamilton Fire Department	91,819,290	2.8%	94,119,790	2.5%	96,493,460	2.5%
Hamilton Paramedic Service	22,208,290	2.2%	22,672,530	2.1%	23,203,950	2.3%
Housing Services	46,912,550	3.2%	46,647,420	(0.6)%	47,612,720	2.1%
Macassa Lodge	8,280,650	6.9%	8,620,830	4.1%	8,979,524	4.2%
Neighbourhood & Community Initiatives	1,916,780	3.2%	2,000,830	4.4%	2,039,670	1.9%
Ontario Works	12,360,380	3.1%	12,607,830	2.0%	12,951,320	2.7%
Recreation	33,389,620	3.3%	34,293,590	2.7%	35,227,790	2.7%
Wentworth Lodge	5,878,466	7.0%	6,132,956	4.3%	6,379,350	4.0%
<b>TOTAL COMMUNITY &amp; EMERGENCY SERVICES</b>	<b>232,023,036</b>	<b>3.1%</b>	<b>236,514,506</b>	<b>1.9%</b>	<b>242,466,744</b>	<b>2.5%</b>

**CITY OF HAMILTON**  
**2019 - 2021 MULTI-YEAR OUTLOOK**  
**(Maintenance Budget Only - Excludes Business Cases)**

	Multi-Year Outlook					
	2019		2020		2021	
	\$	%	\$	%	\$	%
<b><u>PUBLIC WORKS</u></b>						
PW-General Administration	(1,712,710)	(1.0%)	(1,696,830)	(0.9%)	(1,680,320)	(1.0%)
Energy Fleet and Facilities	9,472,980	3.6%	9,560,160	0.9%	9,729,950	1.8%
Engineering Services	6,334,220	0.1%	6,342,620	0.1%	6,351,420	0.1%
Environmental Services	79,101,800	3.7%	81,362,510	2.9%	83,687,870	2.9%
Operations	65,391,940	2.2%	66,695,120	2.0%	68,031,390	2.0%
Transit	70,702,450	6.3%	77,304,460	9.3%	79,401,720	2.7%
Transportation	11,879,860	1.3%	12,006,570	1.1%	12,142,650	1.1%
<b>TOTAL PUBLIC WORKS</b>	<b>241,170,540</b>	<b>3.8%</b>	<b>251,574,610</b>	<b>4.3%</b>	<b>257,664,680</b>	<b>2.4%</b>
<b><u>LEGISLATIVE</u></b>						
Legislative General	(352,410)	(9.0%)	(346,320)	(1.7%)	(340,040)	(1.8%)
Mayors Office	1,157,990	3.4%	1,189,010	2.7%	1,221,660	2.7%
Volunteer Committee	105,820	0.0%	105,820	0.0%	105,820	0.0%
Ward Budgets	4,121,700	2.1%	4,197,010	1.8%	4,275,870	1.9%
<b>TOTAL LEGISLATIVE</b>	<b>5,033,100</b>	<b>3.2%</b>	<b>5,145,519</b>	<b>2.2%</b>	<b>5,263,309</b>	<b>2.3%</b>
<b><u>CITY MANAGER</u></b>						
Audit Services	1,098,010	1.7%	1,120,960	2.1%	1,141,390	1.8%
CMO - Administration	5,670	(202.9%)	16,420	189.6%	27,570	67.9%
Communications, Corp Initiatives	2,449,680	3.9%	2,529,840	3.3%	2,588,890	2.3%
Human Resources	7,259,530	3.3%	7,458,740	2.7%	7,653,070	2.6%
Strategic Partnerships & Revenue Generation	115,140	16.0%	130,220	13.1%	145,480	11.7%
<b>TOTAL CITY MANAGER</b>	<b>10,928,030</b>	<b>3.5%</b>	<b>11,256,180</b>	<b>3.0%</b>	<b>11,556,400</b>	<b>2.7%</b>
<b><u>CORPORATE SERVICES</u></b>						
City Clerk's Office	2,425,420	2.9%	2,478,400	2.2%	2,531,760	2.2%
Corporate Services - Administration	(233,340)	(4.7%)	(222,120)	(4.8%)	(210,370)	(5.3%)
Customer Service	4,722,990	2.8%	4,821,520	2.1%	4,924,590	2.1%
Financial Planning, Admin & Policy	5,065,550	4.5%	5,246,880	3.6%	5,419,030	3.3%
Financial Services	4,109,970	4.9%	4,265,050	3.8%	4,432,940	3.9%
Information Technology	9,329,820	5.9%	9,675,750	3.7%	10,003,410	3.4%
Legal Services	3,497,470	4.8%	3,641,590	4.1%	3,791,050	4.1%
<b>TOTAL CORPORATE SERVICES</b>	<b>28,917,880</b>	<b>4.7%</b>	<b>29,907,070</b>	<b>3.4%</b>	<b>30,892,410</b>	<b>3.3%</b>



**CITY OF HAMILTON**  
**2019 - 2021 MULTI-YEAR OUTLOOK**  
**(Maintenance Budget Only - Excludes Business Cases)**

	Multi-Year Outlook					
	2019		2020		2021	
	\$	%	\$	%	\$	%
<b><u>CORPORATE FINANCIALS</u></b>						
Non Program Expenditures	26,614,460	14.4%	28,094,060	5.6%	29,745,300	5.9%
<b>TOTAL CORPORATE FINANCIALS</b>	<b>26,614,460</b>	<b>14.4%</b>	<b>28,094,060</b>	<b>5.6%</b>	<b>29,745,300</b>	<b>5.9%</b>
<b><u>HAMILTON ENTERTAINMENT FACILITIES</u></b>						
Operating	3,709,030	2.5%	3,804,330	2.6%	3,904,100	2.6%
<b>TOTAL HAMILTON ENTERTAINMENT FACILITIES</b>	<b>3,709,030</b>	<b>2.5%</b>	<b>3,804,330</b>	<b>2.6%</b>	<b>3,904,100</b>	<b>2.6%</b>
<b>TOTAL CITY EXPENDITURES</b>	<b>591,228,516</b>	<b>4.3%</b>	<b>611,356,545</b>	<b>3.4%</b>	<b>628,388,903</b>	<b>2.9%</b>
<b><u>CAPITAL FINANCING</u></b>						
Debt-Community & Emergency Services	3,300,570	0.0%	3,300,570	0.0%	3,300,570	0.0%
Debt-Corporate Financials	68,907,880	8.7%	73,007,880	5.9%	77,107,880	5.6%
Debt-Planning & Economic Development	567,200	0.0%	567,200	0.0%	567,200	0.0%
Debt-Public Health Services	632,770	0.0%	632,770	0.0%	632,770	0.0%
Debt-Public Works	41,666,800	0.0%	41,666,800	0.0%	41,666,800	0.0%
Infrastructure Renewal Levy	13,428,870	0.0%	13,428,870	0.0%	13,428,870	0.0%
<b>TOTAL CAPITAL FINANCING</b>	<b>128,504,090</b>	<b>4.5%</b>	<b>132,604,090</b>	<b>3.2%</b>	<b>136,704,090</b>	<b>3.1%</b>
<b><u>BOARDS &amp; AGENCIES</u></b>						
<b>TOTAL POLICE SERVICES</b>	<b>165,606,500</b>	<b>2.2%</b>	<b>168,716,500</b>	<b>1.9%</b>	<b>171,946,500</b>	<b>1.9%</b>

## CITY OF HAMILTON

### 2019 - 2021 MULTI-YEAR OUTLOOK

*(Maintenance Budget Only - Excludes Business Cases)*

	Multi-Year Outlook					
	2019		2020		2021	
	\$	%	\$	%	\$	%
<b>Other Boards &amp; Agencies</b>						
Library	30,692,570	2.4%	31,231,440	1.8%	31,754,990	1.7%
Conservation Authorities	5,511,300	1.5%	5,593,980	1.5%	5,677,890	1.5%
Hamilton Beach Rescue Unit	132,360	0.0%	132,360	0.0%	132,360	0.0%
Royal Botanical Gardens	634,720	1.5%	644,240	1.5%	653,900	1.5%
MPAC	6,685,960	1.5%	6,786,250	1.5%	6,888,050	1.5%
Farmers Market	112,770	1.5%	114,460	1.5%	116,170	1.5%
<b>Total Other Boards &amp; Agencies</b>	<b>43,769,680</b>	<b>2.1%</b>	<b>44,502,730</b>	<b>1.7%</b>	<b>45,223,360</b>	<b>1.7%</b>
<b>Capital Financing - Other Boards &amp; Agencies</b>	<b>187,290</b>	<b>0.0%</b>	<b>187,290</b>	<b>0.0%</b>	<b>187,290</b>	<b>0.0%</b>
<b>City Enrichment Fund</b>	<b>6,022,690</b>	<b>0.0%</b>	<b>6,022,690</b>	<b>0.0%</b>	<b>6,022,690</b>	<b>0.0%</b>
<b>TOTAL BOARDS &amp; AGENCIES</b>	<b>215,586,160</b>	<b>2.1%</b>	<b>219,429,210</b>	<b>1.8%</b>	<b>223,379,840</b>	<b>1.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>935,318,766</b>	<b>3.6%</b>	<b>963,389,845</b>	<b>3.0%</b>	<b>988,472,833</b>	<b>2.6%</b>
<b>NON PROGRAM REVENUES</b>						
Payment In Lieu	(15,588,700)	0.0%	(15,588,700)	0.0%	(15,588,700)	0.0%
Penalties and Interest	(10,500,000)	0.0%	(10,500,000)	0.0%	(10,500,000)	0.0%
Right of Way	(3,211,000)	0.0%	(3,211,000)	0.0%	(3,211,000)	0.0%
Senior Tax Credit	623,000	4.2%	648,000	4.0%	673,000	3.9%
Supplementary Taxes	(9,125,000)	0.0%	(9,125,000)	0.0%	(9,125,000)	0.0%
Tax Remissions and Write Offs	11,148,000	0.0%	11,148,000	0.0%	11,148,000	0.0%
Hydro Dividend and Other Interest	(5,300,000)	0.0%	(5,300,000)	0.0%	(5,300,000)	0.0%
Investment Income	(4,100,000)	0.0%	(4,100,000)	0.0%	(4,100,000)	0.0%
Slot Revenues	(5,000,000)	0.0%	(5,000,000)	0.0%	(5,000,000)	0.0%
POA Revenues	(3,461,780)	(7.8%)	(3,577,000)	3.3%	(3,691,540)	3.2%
<b>TOTAL NON PROGRAM REVENUES</b>	<b>(44,515,480)</b>	<b>(0.7%)</b>	<b>(44,605,700)</b>	<b>0.2%</b>	<b>(44,695,240)</b>	<b>0.2%</b>
<b>TOTAL LEVY REQUIREMENT</b>	<b>890,803,286</b>	<b>4.0%</b>	<b>918,784,145</b>	<b>3.1%</b>	<b>943,777,593</b>	<b>2.7%</b>
<b>TOTAL MUNICIPAL TAXES</b>		<b>3.6%</b>		<b>2.7%</b>		<b>2.3%</b>

	<b>2017 Approved Budget</b>
<b>Planning &amp; Economic Development</b>	
GM, Finance & Support Services	1,938
Building	944
Clearing P&ED	0
Economic Development	6,078
Growth Management	526
Licensing & By-Law Services	6,805
LRT Office	0
Parking/School Crossing	351
Planning	3,837
Tourism & Culture	8,760
<b>Total Planning &amp; Economic Development</b>	<b>29,239</b>
<b>Public Health Services</b>	
Medical Officer of Health	5,834
Communicable Disease Control & Wellness	7,766
Healthy Environments	8,335
Healthy Families	7,885
Mandatory Public Health Subsidy	(22,651)
Planning & Business Improvement	5,267
<b>Total Public Health Services</b>	<b>12,436</b>
<b>Community &amp; Emergency Services</b>	
Administration - CES	3,428
Childrens & Home Management Services	6,769
Hamilton Fire Department	88,008
Hamilton Paramedic Service	21,190
Housing Services	46,257
Macassa Lodge	7,353
Neighbourhood & Community Initiatives	1,877
Ontario Works	15,068
Recreation	31,926
Wentworth Lodge	5,250
<b>Total Community &amp; Emergency Services</b>	<b>227,126</b>
<b>Public Works - Tax</b>	

PW-General Administration	193
Energy Fleet and Facilities	10,568
Engineering Services	7,075
Environmental Services	76,670
Operations	62,765
Transit	61,228
Transportation	11,591
<b>Total Public Works - Tax</b>	<b>230,090</b>
Legislative	
Legislative General	(310)
Mayors Office	1,104
Volunteer Committee	106
Ward Budgets	3,976
<b>Total Legislative</b>	<b>4,876</b>
City Manager	
Audit Services	1,020
CMO - Administration	214
Communications, Corp Initiatives	1,474
Human Resources	6,167
Strategic Partnerships & Revenue Generation	73
<b>Total City Manager</b>	<b>8,948</b>
Corporate Services	
Corporate Services - Administration	322
City Clerk's Office	2,353
Customer Service	4,526
Financial Planning, Admin & Policy	1,059
Financial Services	4,087
Information Technology	8,432
Legal Services	3,271
<b>Total Corporate Services</b>	<b>24,050</b>
Corporate Financials - Expenditures	
Corp Fin Clearing	
Corp Fin Clearing	0
Non Program Expenditures	
Corporate Initiatives	3,723
Corporate Pensions, Benefits & Contingency	16,074
Corporate Wage Gapping Target	(4,540)
<b>Total Corporate Financials - Expenditures</b>	<b>15,257</b>
Hamilton Entertainment Facilities	
Contract Management	1,351
Mgr:Carmen Group	597
Mgr:Global Spectrum	1,816

<b>Total Hamilton Entertainment Facilities</b>	<u>3,764</u>
<b>TOTAL CITY EXPENDITURES</b>	<u>555,786</u>
Capital Financing - Tax	
Debt-Community & Emergency Services	3,301
Debt-Corporate Financials	55,883
Debt-Planning & Economic Development	567
Debt-Public Health Services	633
Debt-Public Works	41,666
Infrastructure Renewal Levy	13,429
<b>Total Capital Financing - Tax</b>	<u>115,479</u>
<b>BOARDS &amp; AGENCIES</b>	
Police	
Community Policing	103,516
Field Support	52,900
Office of the Chief	1,254
Police Services Board	346
Revenues	(7,143)
Unallocated	5,744
<b>Total Police</b>	<u>156,617</u>
Police Capital Financing	
Police Capital Financing	717
<b>Total Police Capital Financing</b>	<u>717</u>
<b>Total Police Services</b>	<b>157,334</b>
<b>Other Boards &amp; Agencies</b>	
Library	<b>29,340</b>
Boards and Agencies	
Conservation Authorities	
Grand River Conservation Authority	264
Halton Region Conservation Authority	202
Hamilton Conservation Authority	4,314
Niagara Peninsula Conservation Authority	549
Other Agencies	
Farmers Market	109
Hamilton Beach Rescue Unit	130
MPAC	6,417
Royal Botanical Gardens	616
<b>Total Boards and Agencies</b>	<u>12,601</u>
<b>Total Other Boards &amp; Agencies</b>	<u>41,941</u>

Debt-Library

Debt - Library	187
<b>Total Debt-Library</b>	<b>187</b>
City Enrichment Fund	
Administration CEF	50
Agriculture	140
Arts	2,728
Communities Culture and Heritage	537
Community Services	2,162
Environment	141
Sports & Active Lifestyles	282
<b>Total City Enrichment Fund</b>	<b>6,040</b>
<b>TOTAL BOARDS &amp; AGENCIES</b>	<b>205,502</b>
<b>TOTAL EXPENDITURES</b>	<b>876,767</b>
Non Program Revenues	
Corporate Revenues	
Hydro Dividend and Other Interest	(5,300)
Investment Income	(4,100)
Other Revenue	0
Slot Revenues	(5,000)
POA Revenues	
POA Revenues	(3,745)
Tax Adjustments	
Payment In Lieu	(15,047)
Penalties and Interest	(10,500)
Right of Way	(3,202)
Senior Tax Credit	598
Supplementary Taxes	(9,125)
Tax Remissions and Write Offs	24,046
<b>Total Non Program Revenues</b>	<b>(31,375)</b>
<b>TOTAL LEVY REQUIREMENT</b>	<b>845,392</b>

2017 Actuals July YTD	Projected Actuals to Dec.31	2017 Projected Actuals .vs Approved Budget \$
1,237	1,991	(53)
(1,032)	946	(2)
0	0	0
2,767	5,978	100
(1,604)	218	308
3,491	6,624	181
3,086	0	0
504	336	15
942	3,668	169
5,298	8,529	231
14,689	28,290	949
3,350	5,778	56
4,420	7,785	(19)
4,779	8,243	92
4,564	7,888	(3)
(13,320)	(22,651)	0
3,137	5,205	62
6,930	12,248	188
2,476	3,396	32
3,518	6,728	41
49,863	87,980	28
12,608	21,133	57
23,897	44,848	1,409
4,335	7,487	(134)
1,169	2,153	(276)
6,469	14,497	571
17,498	30,842	1,084
2,713	4,980	270
124,546	224,044	3,082

208	193	0
7,328	12,195	(1,627)
3,751	7,075	0
40,866	76,654	16
30,988	58,487	4,278
39,871	63,544	(2,316)
7,661	11,446	145
<u>130,673</u>	<u>229,594</u>	<u>496</u>

(160)	(310)	0
573	1,104	0
44	106	0
2,193	3,976	0
<u>2,650</u>	<u>4,876</u>	<u>0</u>

472	1,020	0
115	214	0
977	1,474	0
3,575	6,167	0
490	68	5
<u>5,629</u>	<u>8,943</u>	<u>5</u>

202	318	4
1,101	2,448	(95)
2,810	4,769	(243)
719	1,072	(13)
1,823	3,531	556
5,096	8,019	413
1,869	3,203	68
<u>13,620</u>	<u>23,360</u>	<u>690</u>

(17)	0	(157)
2,409	3,964	(241)
7,548	16,004	70
0	(1,457)	(3,083)
<u>9,940</u>	<u>15,585</u>	<u>(328)</u>

939	1,351	0
308	597	0
898	1,816	0



2,145	3,764	0
<b>310,822</b>	<b>553,630</b>	<b>2,156</b>
(1,252)	3,297	4
51,260	54,912	971
(61)	523	44
0	633	0
(7,598)	37,685	3,981
13,429	13,429	0
55,778	110,479	5,000
29,711	103,519	(3)
17,888	52,900	0
363	1,254	0
91	346	0
(1,720)	(7,146)	3
1,248	5,744	0
47,581	156,617	0
(311)	717	0
(311)	717	0
<b>47,270</b>	<b>157,334</b>	<b>0</b>
<b>17,145</b>	<b>29,110</b>	<b>230</b>
175	264	0
133	202	0
3,216	4,314	0
1,002	549	0
(143)	109	0
70	130	0
4,813	6,417	0
409	616	0
9,675	12,601	0
<b>26,820</b>	<b>41,711</b>	<b>230</b>

(281)	187	0
(281)	187	0
15	50	0
104	140	0
1,846	2,728	0
369	537	0
1,571	2,162	0
75	141	0
190	282	0
4,170	6,040	0
<b>77,979</b>	<b>205,272</b>	<b>230</b>
<b>444,579</b>	<b>869,381</b>	<b>7,386</b>
2,659	(5,300)	0
(9,293)	(4,100)	0
(88)	0	0
(2,619)	(5,000)	0
(1,597)	(3,154)	(591)
(17,026)	(15,602)	555
(6,604)	(11,700)	1,200
(3,210)	(3,209)	7
661	593	5
(3,732)	(9,125)	0
5,211	26,836	(2,790)
(35,638)	(29,761)	(1,614)
<b>408,941</b>	<b>839,620</b>	<b>5,772</b>

2017 Projected Actuals .vs Approved Budget %	Comments/Explanation
(2.7%)	
(0.2%)	
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1.6%	
58.6%	
2.7%	
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4.3%	
4.4%	
2.6%	
3.2%	
1.0%	
(0.2%)	
1.1%	
(0.0%)	
0.0%	
1.2%	
1.5%	
0.9%	
0.6%	
0.0%	
0.3%	
3.0%	
(1.8%)	
(14.7%)	
3.8%	
3.4%	
5.1%	
1.4%	

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 (15.4%)  
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 6.8%  
 (3.8%)  
 1.3%  


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 4.9%  
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(3.7%)

(11.4%)

(0.2%)

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(11.6%)

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5.1%

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**0.7%**

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**2018 BUDGET RECOMMENDATIONS**  
**FCS18009(a)**

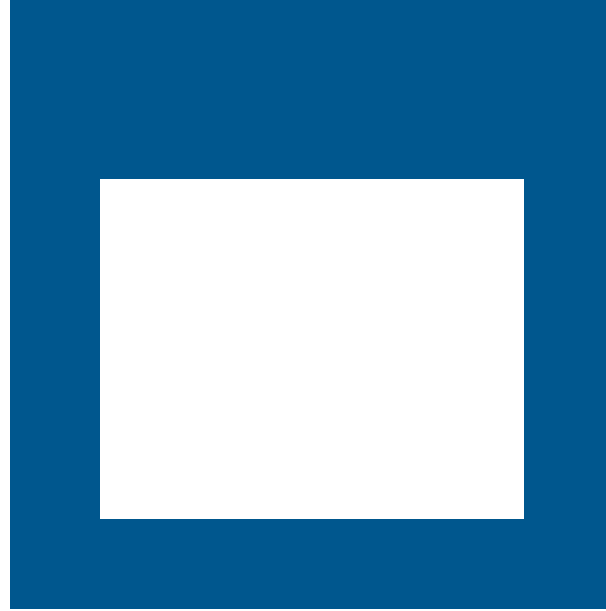
***BUDGET UPDATE***

**March 2, 2018**

# PROCESS DATES

- March 2 GIC
  - Current Position
  - Deliberations – Council Referred & Business Cases
- March 5 GIC
- March 6 GIC (if required)
- March 8 GIC (if required)
- March 28 Council – Targeted Budget Approval





# 2018 OPERATING BUDGET CURRENT POSITION

# 2018 CURRENT TAX IMPACT

			Residential Tax Impact
<b>Preliminary Residential Tax Increase - Budget Book</b>		<b>\$ 23,579,210</b>	<b>2.4%</b>
<b>AMENDMENTS APPROVED:</b>			
<b>Feb 16 GIC</b>			
Non-Prog Rev	Vacancy Rebate Savings to be applied to reduce net levy	\$ (1,250,000)	
B&A	Hamilton Police Service - Per Board Approval	\$ (886,294)	
Corp Fin	Contingency Adjustment	\$ 1,210,000	
Corp Fin	Reduction of 50% for Personal Emergency Leave (PEL) payouts	\$ (630,000)	
		<b>\$ (1,556,294)</b>	<b>(0.2%)</b>
<b>AVERAGE RESIDENTIAL TAX IMPACT (Approved to Date)</b>		<b>\$ 22,022,916</b>	<b>2.2%</b>
Updated Assessment Growth Impact (from 1.0% to 1.4%)			<b>(0.4%)</b>
Updated Reassessment/tax policies (from 0.5% to 0.4%)			<b>(0.1%)</b>
<b>AVERAGE RESIDENTIAL TAX IMPACT (Inclusive of above)</b>			<b>1.7%</b>
Education Impact			<b>(0.1%)</b>
<b>AVERAGE TOTAL TAX IMPACT (Inclusive of above)</b>			<b>1.6%</b>

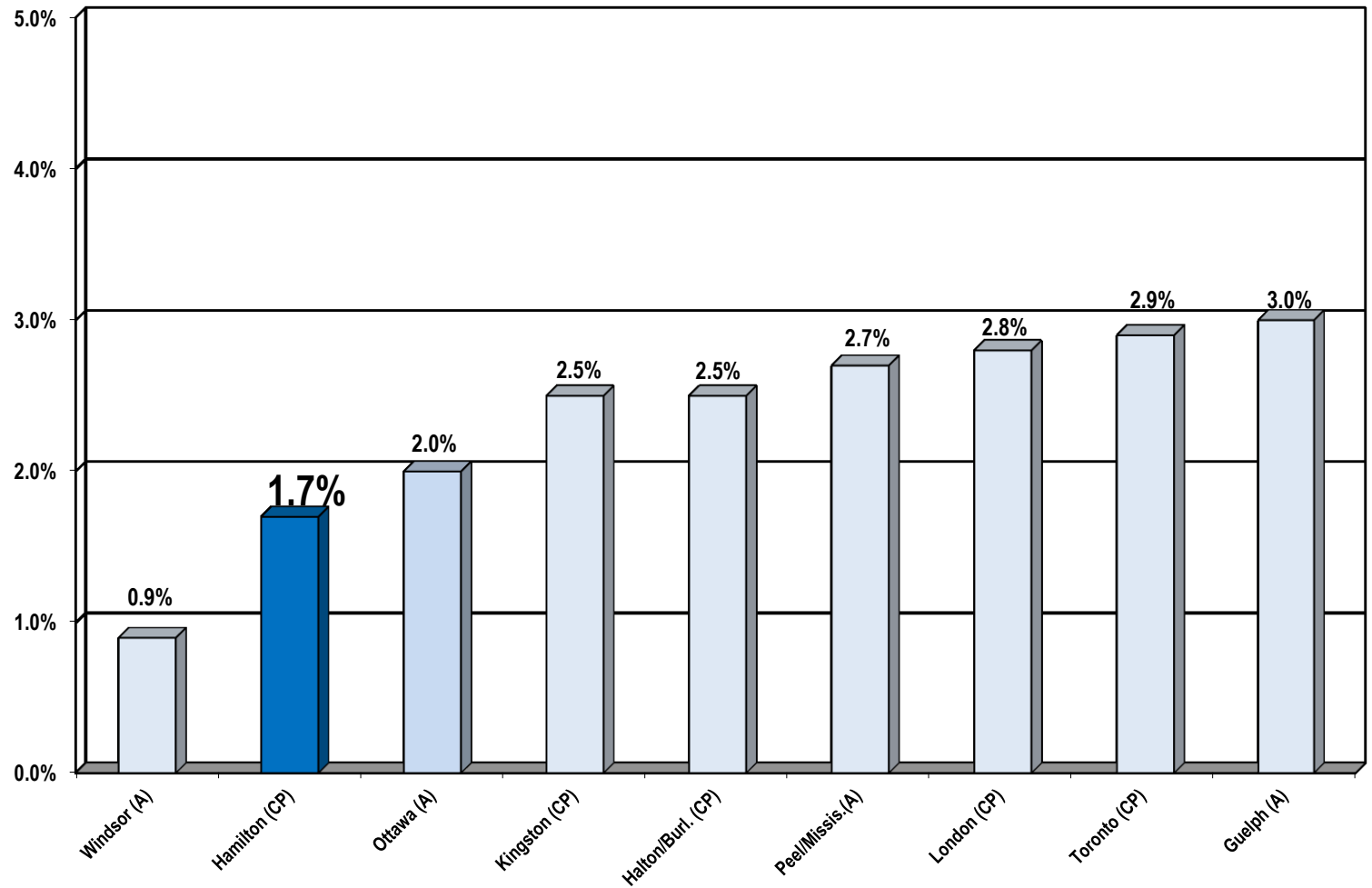
# 2018 RESIDENTIAL TAX IMPACT

## 2018 Municipal Preliminary Impact For the Average Residential Property Tax Bill

	2018	\$	%
Municipal Taxes			
City Departments		\$ 16	0.5%
Boards & Agencies		\$ 10	0.3%
Capital Financing		\$ 17	0.5%
Capital Financing - PTIF		\$ 14	0.4%
<b>Sub-Total Municipal Taxes</b>	<b>\$ 3,441</b>	<b>\$ 57</b>	<b>1.7%</b>
Education Taxes	\$ 573	\$ 5	1.0%
<b>Total Taxes</b>	<b>\$ 4,014</b>	<b>\$ 62</b>	<b>1.6%</b>

*Exclude Council Referred Items & Enhancements*

# 2018 RESIDENTIAL MUNICIPAL TAX IMPACTS



*T = Target*  
*CP = Current Position*  
*A = Approved*

# Potential Impact Including Council Referred Items and Business Cases

## Potential Residential Tax Impact

Total Tax Impact	1.56%
Council Referred Items	0.05%
Business Cases	0.10%
<b>Potential Impact</b>	<b>1.71%</b>

# MULTI-YEAR OUTLOOK

- During the 2018 budget process a Multi-year Outlook was developed for years 2019 to 2021 and was presented to GIC on January 19<sup>th</sup>
- The Multi-year Outlook is provided in Appendix G of the 2018 Budget Recommendation Report to be received as information
- The chart below highlights the municipal tax impact:

	OUTLOOK		
	2019	2020	2021
TOTAL MUNICIPAL TAXES	3.6%	2.7%	2.3%

- Staff will consult with the Multi- year Budget / Business Planning Sub-Committee to develop next steps during 2018 for the upcoming 2019 Budget Process



# 2018 COUNCIL REFERRED ITEMS

## 2018 COUNCIL REFERRED ITEMS

- Items previously considered at Council and referred to the budget process for further discussion.
- 7 council referred items:

<b>Department</b>	<b># of Items</b>	<b>Gross (\$)</b>	<b>Net (\$)</b>	<b>FTE</b>
Planning & Economic Development	5	591,215	205,080	5.32
Public Works	2	200,000	200,000	
	7	791,215	405,080	5.32

- If approved, would result in a 0.05% tax impact
- See Appendix 1-5 in the Preliminary Tax Supported Operating Budget Book for further details



# 2018 COUNCIL REFERRED ITEMS

		2018 Amount				
Department/Service	Referred Item	Gross Impact	Net Impact	FTE	Feb 16 Decision	
<b>BUDGET BOOK</b>						
1	PED: Tourism & Culture: Music	Music and Creative Industries Operations and Programming	\$25,000	\$25,000	0.00	<i>Tabled</i>
2	PED: Tourism & Culture: Tourism	Phase III Tourism Enhancement	\$100,000	\$0	0.00	<i>Tabled</i>
3	PW: Forestry & Horticulture: Horticultural Programs	Equalization of Horticulture Services to BIAs in the 2018 Public Works Operating Budget	\$224,000	\$224,000	1.00	<i>Referred back to advisory committee</i>
4	PW: Transportation: Parks	Identified Tobogganing Locations on City Property	\$110,000	\$110,000	0.00	<i>Tabled</i>
5	CS: Corporate Financials	Allocation of savings resulting from changes in the vacancy rebate program	<b>Apply the \$1.25 M to reduce the 2018 levy, (0.2%) tax impact</b>			<i>Option a) Approved</i>
<b>SUB TOTAL</b>			<b>\$235,000</b>	<b>\$135,000</b>	<b>0.00</b>	

# 2018 COUNCIL REFERRED ITEMS

			2018 Amount			
	Department/Service	Referred Item	Gross Impact	Net Impact	FTE	Feb 16 Decision
<b>POST BUDGET BOOK</b>						
6a)	PED: Municipal Law Enforcement	Parks Patrol and Waterfalls Enforcement Team	\$80,080	\$80,080	1.32	<i>Tabled</i>
6b)	PED: Municipal Law Enforcement	Parks Patrol and Waterfalls Enforcement Team - one-time capital cost for the purchase of two vehicles.	\$52,802	\$0	0.00	<i>Tabled</i>
7	PW: On-Demand Production Services for City Meetings	Enhancement to support the "on-demand" production services for select meetings.	\$90,000	\$90,000	0.00	<i>Tabled</i>
8	PED: Development Engineering	Seek to align resourcing with the achievement of the Department's Key Performance Target through the addition of 4 FTEs.	\$333,333	\$100,000	4.00	<i>Tabled</i>
<b>GRAND TOTAL</b>			<b>\$791,215</b>	<b>\$405,080</b>	<b>5.32</b>	



# 2018 BUSINESS CASES

(FORMERLY ENHANCEMENTS)

# 2018 BUSINESS CASES

- 7 business cases for consideration in the 2018 budget process:

Department	# of Items	Gross (\$)	Net (\$)	FTE
Planning & Economic Development	1	293,700	293,700	3.00
Public Health	1	327,160	-	2.00
Community & Emergency Services	1	1,144,920	447,460	7.50
Corporate Services	4	263,000	153,000	7.50
	7	2,028,780	894,160	20.00

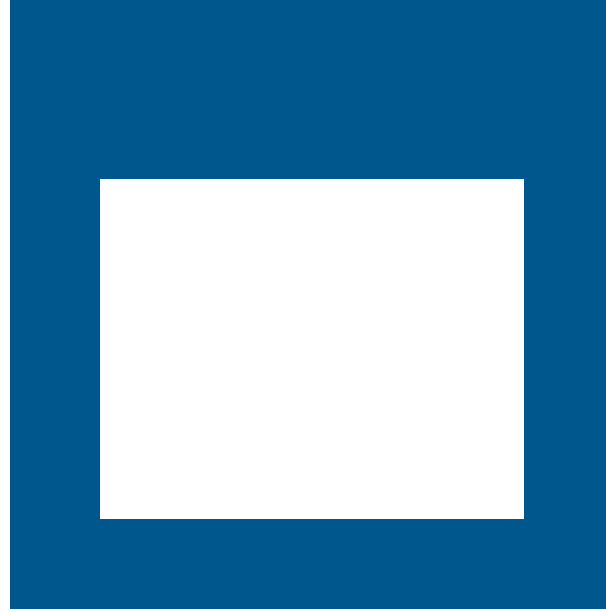
- If approved, would result in a 0.1% tax impact
- See Appendix 1-6 in the Preliminary Tax Supported Operating Budget Book for further details

# 2018 BUSINESS CASES

	Department/Service	Business Case Details	2018 Amount			Feb 16 Decision
			Gross Impact	Net Impact	FTE	
1	PED: Building Permits and Zoning By-Law Review	Zoning Section Program Enhancement	\$293,700	\$293,700	3.00	<i>Tabled</i>
2	PH: Healthy Environments	Raccoon Rabies Response	\$327,160	\$0	2.00	<i>Tabled</i>
3a)	CES: Paramedic Service	Paramedic Service Staffing	\$894,920	\$447,460	7.50	<i>Tabled</i>
3b)	CES: Paramedic Service	Paramedic Ambulance – one time capital cost funded from unallocated capital levy reserve	\$250,000	\$0	0.00	<i>Tabled</i>
4	CS: Office of the City Clerk	Administration of Freedom of Information	\$76,000	\$76,000	1.00	<i>Tabled</i>
5	CS: Financial Services, Taxation & Corporate Controller: Financial Management	Oversight of City Procurement and Contract Management	\$77,000	\$77,000	1.50	<i>Tabled</i>

# 2018 BUSINESS CASES

			2018 Amount			
	Department/Service	Business Case Details	Gross Impact	Net Impact	FTE	Feb 16 Decision
6	CS: Customer Services & Provincial Offences Administration	Relocation of Provincial Offences Administration Courtrooms and Offices – Addition of 1 Court Room	\$110,000	\$0	4.00	<i>Tabled</i>
7	CS: Legal & Risk Management Services	Risk Assistant	\$0	\$0	1.00	<i>Tabled</i>
<b>TOTAL</b>			<b>\$2,028,780</b>	<b>\$894,160</b>	<b>20.00</b>	



THANK YOU



# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	2017 Assessment Growth (FCS18003) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Gloria Rojas (905) 546-2424 Ext. 6247
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager Finance and Corporate Services
<b>SIGNATURE:</b>	

## Council Direction:

N/A

## Information:

The final 2017 net assessment growth used for 2018 taxation purposes is 1.4%, which is equivalent to approximately \$10.0 M in new tax revenue as shown in Table 1. This net assessment growth is the result of new assessment, changes in assessment due to Requests for Reconsiderations (RfR) and Appeals, as well as MPAC's proactive and ongoing reviews of key property sectors.

TABLE 1

2017 Growth (Gross / Net)		
Increases	\$ 13,164,000	1.8%
Decreases	-\$ 3,094,000	-0.4%
Total	\$ 10,069,000	1.4%

For presentation purposes and to maintain consistency with comparisons to previous years, the assessment growth of 1.4% includes a restatement of \$429.0 M in assessment that was reclassified as Exempt.

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**SUBJECT: 2017 Assessment Growth (FCS18003) (City Wide) – Page 2 of 6**

The General Issues Committee (GIC) at its meeting of December 12, 2016 approved staff Report CES16061, “Municipal and Education Property Tax Exemptions for CityHousing Hamilton” which authorized the City to enter into a Municipal Capital Facilities Agreement with CityHousing Hamilton (CHH) to exempt eligible municipal properties from municipal and education taxes. This Agreement resulted in the reclassification of \$429.0 M in assessment and a \$12.6 M reduction in tax revenue which is fully offset by a reduction in the annual subsidy provided by the City to CHH. There was also a reduction of Education taxes in the amount of \$866 K which the City and CHH can now use to support capital infrastructure. Including this exemption, the final 2017 net assessment growth used for 2018 taxation purposes is a decrease of -0.2%. However, as mentioned, for presentation purposes the assessment growth has been restated to exclude the exemption resulting in growth of 1.4%.

Table 2 provides a historical look at the City’s recent assessment growth.

TABLE 2

	Assessment Growth (Net)				
	2013	2014	2015	2016	2017
<b>Total Growth</b>	<b>0.8%</b>	<b>1.3%</b>	<b>1.6%</b>	<b>0.7%</b>	<b>1.4%</b>
Residential	0.9%	1.0%	1.3%	0.6%	1.4%
Non-Residential	-1.0%	0.3%	0.3%	0.1%	0.0%

Note – 2017 has been restated to exclude CHH exemption.

It is important to note that the 1.4% growth is a net figure which takes into account both new construction / supplementary taxes (increase in assessment), as well as, write-offs / successful appeals, etc., (decrease in assessment). An existing property’s assessment can change for many reasons, some of which include: as a result of a Request for Reconsideration or Assessment Review Board decision; a change to the actual property (i.e. new structure, addition, removal of old structure); or a change in classification (i.e. property class change). In addition, MPAC conducts regular reviews of properties, both individually and at the sector level, analyzing changing market conditions and economic trends to determine any potential changes in valuation in order to ensure that assessments are up to date and are reflective of the properties’ current state.

A major factor negatively affecting the City’s growth is the assessment appeals and reductions in the Industrial class. For example, in 2017, the Municipal Property Assessment Corporation (MPAC) initiated a review of its own valuation of the properties owned by Stelco Inc. resulting in an assessment reduction of \$44 M which is equivalent to 0.2% growth.

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**SUBJECT: 2017 Assessment Growth (FCS18003) (City Wide) – Page 3 of 6**

Since each property class has its own specific tax ratio, some assessment changes have a larger impact on the net growth than others. An assessment change on an Industrial property (with a 2017 tax ratio of 3.4122) has a far greater impact on the net growth than a similar assessment change on a Residential property (with a tax ratio of 1.0000). As such, assessment reductions on a few properties (particularly in the Industrial, Large Industrial, Commercial and Multi-Residential property classes) can significantly reduce the overall net assessment growth, in spite of large growth in the Residential property class.

**Assessment Growth by Class**

Table 3 breaks down the 2017 assessment growth into major property classes.

TABLE 3

**2017 TOTAL ASSESSMENT GROWTH  
BY CLASS**

	Change in Unweighted Assessment	Change in Municipal Taxes	% Class Change <sup>1</sup>	% of Total Change
Residential	\$ 917,864,000	\$ 9,583,000	1.7%	1.3%
Multi-Residential	\$ 74,049,000	\$ 684,000	0.9%	0.1%
Commercial	\$ 51,579,000	\$ 1,124,000	0.8%	0.2%
Industrial	\$ (32,192,000)	\$ (1,562,000)	-3.6%	-0.2%
Other	\$ 11,438,000	\$ 240,000	3.3%	0.0%
<b>Total</b>	<b>\$ 1,022,738,000</b>	<b>\$ 10,069,000</b>	<b>1.4%</b>	<b>1.4%</b>

<sup>1</sup> % change in respective property class  
Anomalies due to rounding

**Residential Property Class**

Continuing with the trend observed in the last several years, the Residential property tax class is the main driver of the assessment growth in the City with an increase of 1.7% from last year, which represents additional tax revenue of \$9.6 M. Wards 9, 10, 11 (Glanbrook) and 15 continue to be the areas with higher residential assessment growth in the City. The Residential property class contributed 1.3% to the total assessment growth of 1.4%.

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**SUBJECT: 2017 Assessment Growth (FCS18003) (City Wide) – Page 4 of 6**

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## Multi-Residential Property Class

The Multi-Residential Property class had an assessment increase of \$74.0 M which is reflected in additional taxes of \$684 K or 0.1% of the City's assessment growth. The City has seen a number of rental buildings being built or renovated in the last several years which are now ready for occupancy. The most significant developments during 2017 were the building at 140 Main Street West and the rental units at 220 Dundurn Street (former National Hosiery Mills building). These new developments are classified as New Multi-Residential which have a tax ratio equal to the Residential property class. Multi-Residential growth was realized primarily in wards 1 and 2.

Some declines observed in the Multi-Residential property class are due to successful appeals and change in the use of the properties. Changing the use of the property may change the classification to one that has a lower tax ratio (from Multi-Residential of 2.6913 to Residential of 1.0000).

## Commercial Property Class

Assessment growth in the Commercial property class is driven by new developments as well as renovations and expansions. During 2017, the Commercial property class had a net increase in assessment of \$51.6 M which represents \$1.1 M in additional tax revenue to the City, contributing 0.2% to the overall assessment growth.

This net increase is the result of both assessment increases (either expansions, previously reflected as vacant land or partial development) and assessment decreases (successful assessment appeals, partial demolitions or due to properties moving from taxable to exempt).

The most significant commercial development in 2017 was the Mountain Shopping Plaza which had an assessment increase of approximately \$27 M.

Other significant increases in the commercial property class include:

- Commercial Units at 150 Main Street West
- Canadian Tire at Rymal and Upper Centennial
- Dundas Self Storage
- Trinity Wilson Common at Wilson Street West, Ancaster (Longos, Lowe's, McDonalds)
- Fortinos at Upper Centennial Parkway
- Heritage Hill Plaza at Mud and Paramount (Winners, Home Sense, Bouclair)
- Walmart Superstore, Ancaster
- NoFrills Supermarket (Flamborough)

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**SUBJECT: 2017 Assessment Growth (FCS18003) (City Wide) – Page 5 of 6**

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Some notable decreases are:

- Jackson Square (change in tenants)
- Wentworth Arenas (Request for Reconsideration)
- Home Depot at Stone Church Road East (excess land adjustment / incorrect facts)

At this moment, we do not have sufficient information to analyze the impact of the closing of the three Sears stores in the City. This impact will likely be reflected for the 2019 taxation year.

Other changes in the Commercial property class are due to reclassification to tax qualifiers with lower tax rates (from fully taxable to excess) or from Industrial to Commercial (and vice versa). Additional explanations can be found later in this Report.

### Industrial Property Class

The Industrial property class had an overall assessment decrease of -\$32.2 M resulting in forgone revenue of -\$1.6 M and reducing the overall assessment growth by -0.2%. The largest reduction is due to an independent review initiated by MPAC of its own previous valuation of the properties owned by Stelco. As a result of this review, unleased lands were re-evaluated from about \$101,000 to \$100 per acre for a total assessment decrease of -\$44 M, which had a negative impact of -0.2% in the total assessment growth. MPAC also corrected its valuation of ArcelorMittal Long Products reducing it by -\$2.7 M which reduced the total assessment growth by -0.01%.

On a positive note, there is a wide variety of industries that are experiencing growth which partially mitigates the decreases in the Industrial property class assessment. Some examples include:

- Sorcast Development Corp. (Fibracast)
- Coco Paving
- Costa's Wine Country Inc.
- Canada Bread

### Changes between Industrial and Commercial Property Class

Some of the mixed-used properties (properties with more than one property class) have assessment changes with one or more property classes increasing and the remaining property classes decreasing. The total change may be either an increase or decrease to the property's total assessment as a whole. The reason for the change in assessment may be due to a successful assessment appeal, a change in class or a change in use of the property. The change for each individual class is recorded in its respective category.

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**SUBJECT: 2017 Assessment Growth (FCS18003) (City Wide) – Page 6 of 6**

## Other Classes

The increase in assessment in the Other classes of \$11.4 M is mostly the result of Union Gas pipeline expansions which is partially mitigated by reduction in the Farm property class. Overall, the changes in the Other classes are not substantial and don't have a significant impact on the City's assessment growth.

**Assessment Growth by Ward**

Table 4 breaks down the 2017 assessment growth by Ward.

TABLE 4

**2017 TOTAL ASSESSMENT GROWTH  
BY WARD**

	Change in Unweighted Assessment	Change in Municipal Taxes	% Ward Change <sup>1</sup>	% of Total Change
Ward 1	\$ 27,330,000	\$ 265,000	0.5%	0.0%
Ward 2	\$ 108,967,000	\$ 1,213,000	2.2%	0.2%
Ward 3	\$ (38,615,000)	\$ (1,908,000)	-4.4%	-0.3%
Ward 4	\$ 18,000	\$ (11,000)	0.0%	0.0%
Ward 5	\$ 17,847,000	\$ 281,000	0.5%	0.0%
Ward 6	\$ 11,439,000	\$ 153,000	0.3%	0.0%
Ward 7	\$ 93,413,000	\$ 1,324,000	1.5%	0.2%
Ward 8	\$ 33,943,000	\$ 345,000	0.5%	0.0%
Ward 9	\$ 109,774,000	\$ 1,147,000	2.7%	0.2%
Ward 10	\$ 82,316,000	\$ 744,000	1.8%	0.1%
Ward 11	\$ 170,516,000	\$ 2,215,000	2.8%	0.3%
Ward 12	\$ 174,913,000	\$ 1,910,000	2.4%	0.3%
Ward 13	\$ 25,499,000	\$ 271,000	0.7%	0.0%
Ward 14	\$ 17,338,000	\$ 110,000	0.5%	0.0%
Ward 15	\$ 188,040,000	\$ 2,011,000	3.6%	0.3%
<b>Total</b>	<b>\$ 1,022,738,000</b>	<b>\$ 10,069,000</b>	<b>1.4%</b>	<b>1.4%</b>

<sup>1</sup> % change in respective property class  
Anomalies due to rounding

Additional assessment growth tables by tax class and ward are available in the Appendices.

**Appendices and Schedules Attached**

Appendix "A" – 2017 Assessment Growth by Ward and Class

GR/dt

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## Appendix "A" to Report FCS18003

Page 1 of 2

**2017 ASSESSMENT GROWTH BY WARD AND CLASS****2017 RESIDENTIAL ASSESSMENT GROWTH****BY WARD**

	<b>Change in Unweighted Assessment</b>	<b>Change in Municipal Taxes</b>	<b>% Ward Change<sup>1</sup></b>	<b>% of Total Change</b>
Ward 1	\$ 6,022,000	\$ 68,000	0.2%	0.0%
Ward 2	\$ 48,560,000	\$ 551,000	2.7%	0.1%
Ward 3	\$ 3,034,000	\$ 34,000	0.1%	0.0%
Ward 4	\$ 3,753,000	\$ 43,000	0.2%	0.0%
Ward 5	\$ 13,645,000	\$ 155,000	0.5%	0.0%
Ward 6	\$ 3,176,000	\$ 36,000	0.1%	0.0%
Ward 7	\$ 69,273,000	\$ 785,000	1.3%	0.1%
Ward 8	\$ 35,674,000	\$ 404,000	0.7%	0.1%
Ward 9	\$ 112,149,000	\$ 1,160,000	3.9%	0.2%
Ward 10	\$ 88,006,000	\$ 911,000	3.1%	0.2%
Ward 11	\$ 155,719,000	\$ 1,535,000	2.6%	0.3%
Ward 12	\$ 173,675,000	\$ 1,800,000	2.8%	0.3%
Ward 13	\$ 24,337,000	\$ 254,000	0.8%	0.0%
Ward 14	\$ 12,937,000	\$ 119,000	0.6%	0.0%
Ward 15	\$ 167,904,000	\$ 1,727,000	4.0%	0.3%
<b>Total</b>	<b>\$ 917,864,000</b>	<b>\$ 9,583,000</b>	<b>1.7%</b>	<b>1.7%</b>

<sup>1</sup> % Change in respective property class  
Anomalies due to rounding

**2017 MULTI-RESIDENTIAL ASSESSMENT GROWTH****BY WARD**

	<b>Change in Unweighted Assessment</b>	<b>Change in Municipal Taxes</b>	<b>% Ward Change<sup>1</sup></b>	<b>% of Total Change</b>
Ward 1	\$ 23,561,000	\$ 249,000	2.7%	0.3%
Ward 2	\$ 61,032,000	\$ 654,000	3.4%	0.8%
Ward 3	\$ (97,000)	\$ (3,000)	-0.1%	0.0%
Ward 4	\$ (15,000)	\$ -	0.0%	0.0%
Ward 5	\$ 1,634,000	\$ 50,000	0.5%	0.1%
Ward 6	\$ (5,000)	\$ -	0.0%	0.0%
Ward 7	\$ (509,000)	\$ (16,000)	-0.2%	0.0%
Ward 8	\$ (2,535,000)	\$ (77,000)	-1.7%	-0.1%
Ward 9	\$ -	\$ -	0.0%	0.0%
Ward 10	\$ (3,452,000)	\$ (96,000)	-12.0%	-0.1%
Ward 11	\$ -	\$ -	0.0%	0.0%
Ward 12	\$ -	\$ -	0.0%	0.0%
Ward 13	\$ -	\$ -	0.0%	0.0%
Ward 14	\$ (4,291,000)	\$ (40,000)	-11.3%	-0.1%
Ward 15	\$ (1,274,000)	\$ (36,000)	-1.0%	0.0%
<b>Total</b>	<b>\$ 74,049,000</b>	<b>\$ 684,000</b>	<b>0.9%</b>	<b>0.9%</b>

<sup>1</sup> % Change in respective property class  
Anomalies due to rounding

## Appendix "A" to Report FCS18003

Page 2 of 2

## 2017 COMMERCIAL ASSESSMENT GROWTH

BY WARD

	Change in Unweighted Assessment	Change in Municipal Taxes	% Ward Change <sup>1</sup>	% of Total Change
Ward 1	\$ (2,251,000)	\$ (50,000)	-0.8%	0.0%
Ward 2	\$ (2,015,000)	\$ (45,000)	-0.3%	0.0%
Ward 3	\$ 752,000	\$ 18,000	0.2%	0.0%
Ward 4	\$ (820,000)	\$ (8,000)	-0.1%	0.0%
Ward 5	\$ 4,932,000	\$ 114,000	0.8%	0.1%
Ward 6	\$ 12,471,000	\$ 280,000	3.0%	0.2%
Ward 7	\$ 24,513,000	\$ 544,000	3.1%	0.4%
Ward 8	\$ 809,000	\$ 18,000	0.3%	0.0%
Ward 9	\$ (1,360,000)	\$ (16,000)	-0.2%	0.0%
Ward 10	\$ (464,000)	\$ (9,000)	-0.1%	0.0%
Ward 11	\$ 6,240,000	\$ 128,000	1.2%	0.1%
Ward 12	\$ 3,251,000	\$ 47,000	0.4%	0.0%
Ward 13	\$ 2,457,000	\$ 52,000	1.6%	0.0%
Ward 14	\$ (992,000)	\$ (18,000)	-0.9%	0.0%
Ward 15	\$ 4,056,000	\$ 69,000	1.0%	0.0%
<b>Total</b>	<b>\$ 51,579,000</b>	<b>\$ 1,124,000</b>	<b>0.8%</b>	<b>0.8%</b>

<sup>1</sup> % Change in respective property class  
Anomalies due to rounding

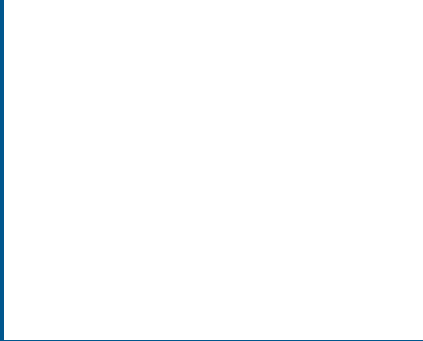
## 2017 INDUSTRIAL ASSESSMENT GROWTH

BY WARD

	Change in Unweighted Assessment	Change in Municipal Taxes	% Ward Change <sup>1</sup>	% of Total Change
Ward 1	\$ (3,000)	\$ (2,000)	-0.2%	0.0%
Ward 2	\$ 1,390,000	\$ 54,000	13.9%	0.1%
Ward 3	\$ (42,304,000)	\$ (1,957,000)	-29.1%	-4.5%
Ward 4	\$ (2,899,000)	\$ (46,000)	-0.4%	-0.1%
Ward 5	\$ (587,000)	\$ (23,000)	-0.9%	-0.1%
Ward 6	\$ (4,205,000)	\$ (163,000)	-8.8%	-0.4%
Ward 7	\$ -	\$ -	0.0%	0.0%
Ward 8	\$ -	\$ -	0.0%	0.0%
Ward 9	\$ -	\$ -	0.0%	0.0%
Ward 10	\$ (1,681,000)	\$ (62,000)	-1.1%	-0.1%
Ward 11	\$ 16,242,000	\$ 561,000	6.9%	1.3%
Ward 12	\$ 2,928,000	\$ 102,000	3.6%	0.2%
Ward 13	\$ 23,000	\$ -	0.0%	0.0%
Ward 14	\$ 12,000	\$ -	0.0%	0.0%
Ward 15	\$ (1,107,000)	\$ (26,000)	-1.6%	-0.1%
<b>Total</b>	<b>\$ (32,192,000)</b>	<b>\$ (1,562,000)</b>	<b>-3.6%</b>	<b>-3.6%</b>

<sup>1</sup> % Change in respective property class  
Anomalies due to rounding





# **2017 ASSESSMENT GROWTH**

## **FCS18003**

**March 2, 2018**



## 2017 Assessment Growth

- Final 2017 net growth = 1.4% or \$10.0 M in tax revenue:

2017 Assessment Growth (*)		
Increases	\$ 13,064,000	1.8%
Decreases	-\$ 2,995,000	-0.4%
Total	\$ 10,069,000	1.4%

\* Note: Includes restatement for CHH exemption

- Includes new assessment, changes in assessment due to Request for Reconsiderations (RfR) and Appeals, as well as MPAC's proactive and ongoing reviews of key property sectors

# 2017 Assessment Growth by Ward

	Change in Unweighted Assessment	Change in Municipal Taxes	% Ward Change <sup>1</sup>	% of Total Change
Ward 1	\$ 27,330,000	\$ 265,000	0.5%	0.0%
Ward 2	\$ 108,967,000	\$ 1,213,000	2.2%	0.2%
Ward 3	\$ (38,615,000)	\$ (1,908,000)	-4.4%	-0.3%
Ward 4	\$ 18,000	\$ (11,000)	0.0%	0.0%
Ward 5	\$ 17,847,000	\$ 281,000	0.5%	0.0%
Ward 6	\$ 11,439,000	\$ 153,000	0.3%	0.0%
Ward 7	\$ 93,413,000	\$ 1,324,000	1.5%	0.2%
Ward 8	\$ 33,943,000	\$ 345,000	0.5%	0.0%
Ward 9	\$ 109,774,000	\$ 1,147,000	2.7%	0.2%
Ward 10	\$ 82,316,000	\$ 744,000	1.8%	0.1%
Ward 11	\$ 170,516,000	\$ 2,215,000	2.8%	0.3%
Ward 12	\$ 174,913,000	\$ 1,910,000	2.4%	0.3%
Ward 13	\$ 25,499,000	\$ 271,000	0.7%	0.0%
Ward 14	\$ 17,338,000	\$ 110,000	0.5%	0.0%
Ward 15	\$ 188,040,000	\$ 2,011,000	3.6%	0.3%
<b>Total</b>	<b>\$ 1,022,738,000</b>	<b>\$ 10,069,000</b>	<b>1.4%</b>	<b>1.4%</b>

# 2017 Assessment Growth by Class

	Change in Unweighted Assessment	Change in Municipal Taxes	% Class Change <sup>1</sup>	% of Total Change
Residential	\$ 917,864,000	\$ 9,583,000	1.7%	1.3%
Multi-Residential	\$ 74,049,000	\$ 684,000	0.9%	0.1%
Commercial	\$ 51,579,000	\$ 1,124,000	0.8%	0.2%
Industrial	\$ (32,192,000)	\$ (1,562,000)	-3.6%	-0.2%
Other	\$ 11,438,000	\$ 240,000	3.3%	0.0%
<b>Total</b>	<b>\$ 1,022,738,000</b>	<b>\$ 10,069,000</b>	<b>1.4%</b>	<b>1.4%</b>

- A major factor negatively affecting the City's growth is the assessment appeals and reductions in the Industrial class.

## Residential and Multi-Residential property class

- Continued reliance on the Residential class = 1.3% of total and \$9.6 M in additional taxes.
- The Multi-Residential property class had an assessment increase of 0.9% = 0.1% of total and \$684,000 in additional taxes.
- New developments include 140 Main St. West and the rental units at 220 Dundurn St. (former National Hosiery Mills building).

## Commercial property class

- Assessment growth in the Commercial property class is driven by new developments as well as renovations and expansions.
- During 2017 the Commercial property class had a net increase in assessment of 0.8% = 0.2% of the overall assessment growth which represents \$1.1 M in additional tax revenue.

# Industrial property class

- Some examples of industries that are experiencing growth are:
  - Sorcast Development Corp. (Fibracast)
  - Coco Paving
  - Costa's Wine Country Inc.
  - Canada Bread

# Commercial property class

- Significant developments include:
  - Canadian Tire at Rymal & Upper Centennial
  - Commercial Units at 150 Main St. West
  - Trinity Wilson Common at Wilson St. West, Ancaster
  - Dundas Self Storage
  - Fortinos at Upper Centennial Pkwy
  - Heritage Hill Plaza at Mud & Paramount
  - Walmart Superstore Ancaster
  - NoFrills Supermarket (Flamborough)

# Commercial property class

- Some notable decreases are:
  - Jackson Square
  - Wentworth Arenas
  - Home Depot @ Stone Church Rd. East



## Industrial property class


- The Industrial property class had an overall assessment decrease of 3.6% resulting in forgone revenue of -\$1.6 M and reducing the overall assessment growth by -0.2%.
- The largest reduction is due a re-evaluation of the properties owned by Stelco resulting in an assessment decrease of -\$44 M, which had a negative impact of -0.2% in the total assessment growth.
- ArcelorMittal Long Products was also re-evaluated



Hamilton

6.13

## INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	2018 Budget Drivers - Tourism Bid Attraction (PED18056) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Anna M. Bradford (905) 546-2424 Ext. 3967
<b>SUBMITTED BY:</b>	Anna M. Bradford Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

### Council Direction:

At the General Issues Committee Budget Meeting of February 16, 2018, staff was directed to provide information on attracting the conference, meeting, and sports sector to Hamilton including spending on bid fees.

### Information:

#### Importance of Tourism to Hamilton

Hamilton is a dynamic city with unique geographic and cultural attributes. Tourism is becoming increasingly important to the economic health of the City and is a platform for building further economic growth. The City attracts over 4.5 million person visits annually mainly from near-in markets, and these visitors spend an estimated \$359.5 million per year.

In 2014 the City of Hamilton's Tourism and Culture Division undertook a strategic planning process based on extensive consultation with industry and City staff. The intent of the process and this Strategy is to establish a strategic approach to the growth and development of tourism – one that is cohesive and partnership-based, designed to enhance the image and competitiveness of Hamilton as a visitor destination, grow visitation, meet visitor expectations, and generate economic and social benefits for the whole community.

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**SUBJECT: 2018 Budget Drivers – Tourism Bid Attraction (PED18056) (City Wide) -  
Page 2 of 5**

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## **VISION**

Hamilton is a distinctive destination recognized for creativity, authentic experiences and people, and outstanding hosting capability.

## **GOALS**

- Increase the appeal of Hamilton;
- Enhance Hamilton's image as a destination;
- Attract new visitors;
- Inspire visitors to stay longer and spend more money;
- Deliver authentic experiences; and,
- Excel in the provision of hospitality.

## **STRATEGIC PRIORITIES**

### **LEADERSHIP:**

Developing a sustainable and collaborative tourism leadership structure.

### **MARKETING AND COMMUNICATIONS:**

Establishing a positive destination identity and growing Hamilton's share of the markets with the highest potential for return.

### **DESTINATION DEVELOPMENT:**

Creating a great destination and enhancing Hamilton's 'welcome.'

## **DEMAND GENERATORS**

### **PRIMARY**

- Meetings and conventions
- Sport tourism
- Arts, culture, and entertainment

### **SECONDARY**

- Nature-based tourism, heritage and the waterfront – sites and related attractions

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**SUBJECT: 2018 Budget Drivers – Tourism Bid Attraction (PED18056) (City Wide) -  
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## **HOW DO WE ATTRACT VISITORS**

### **Leisure Marketing:**

#### Tactics:

- Tourism Hamilton Web
- Social Media
- Advertising and Promotion such as Visit Hamilton Magazine
- Digital Marketing
- Media Relations – pitching stories – proactive and reactive by example New York Times, West Jost Magazine, Globe & Mail, Huffington Post, Toronto Star, On Route Magazine, Canadian Geographic, etc.
- Tourism Hamilton Blogs
- Fam Tours – Influencers
- Collateral materials

### **Conferences, Meeting, and Sports Market:**

#### Tactics:

- Tradeshows
- Sales Missions
- Sales Calls ( new and repeat business)
- Fam Tours
- Attendance at local events, such as those hosted by the Chamber of Commerce, to promote bringing conference, meeting and sports events to Hamilton
- Convention Building
- Collateral materials
- Tri-city bids initiatives
- Multi-year pitches

### **Bids**

Competition for securing conferences, meeting and sports events is aggressive. Many events require a confirmed bid fee for Hamilton to even be considered. Similar to a construction tender the funds for a bid fee must be identified and available. Currently, staff are bidding on events into 2024/25. Bids are sometimes due now for conferences, meeting and sports events taking place five or even ten years in the future. However, any bid fee funding identified, although not paid out now, must still be identified and secure. Therefore the Tourism reserves must be sufficient and stable.

In 2016/17 staff identified approximately \$418,216 in both bid fees pending, confirmed and paid out.

**SUBJECT: 2018 Budget Drivers – Tourism Bid Attraction (PED18056) (City Wide) -  
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To provide an understanding of volume of activity the list below represents Conferences, Meeting and Sports Events activity levels in 2017. The list represents a combination of won, active and lost bids managed by staff.

2017 Gyro International Annual Convention  
 2017 Parks and Recreation Ontario MBA Symposium  
 2017 Canadian Association of Research Libraries  
 2017 Badminton Canada Junior National Training Camp  
 2017 Canada Quest 3 x 3 Tournament – hosted by McMaster University  
 2018 Canadian Country Music Awards  
 2018 Canadian Hard of Hearing Association  
 2018 Ontario Physiotherapy  
 2018 Canadian Society of Palliative Care Physicians  
 2018 National Touch Football Championships  
 2018 Hockey Canada Gala and Golf Tournament  
 2018 CUCCOA Conference and AGM  
 2018 Canadian Alliance to End Homelessness  
 2018/2019/2020 Ontario Federation of Agriculture  
 2018 International Association of Airport Executives  
 2018 Canadian Merchandising Association  
 2018 Badminton Canada Jr. National Training Camp  
 2018 Eye Recommend Conference  
 2018 Craft Breweries Conference  
 2018 MasterCard Memorial Cup  
 2018 Watchtower Conference  
 2018 Canadian Beef Industry Conference  
 2018 U16 Eastern Football Championships  
 2018 OHF Hockey Championships  
 2018 Nanowire Conference  
 2018 Quidditch Canada National Championships  
 2018 CanSpex Annual Conference  
 2019 Ontario Tourism Summit  
 2019 Canadian Country Music Awards  
 2019 JUNO Awards  
 2019 Ontario Motorcoach Association  
 2019 U Sports Men's National Volleyball Championships  
 2019 Canadian Association of Paediatric Health Centres  
 2019 Academy of Sports Dentistry Annual Symposium  
 2019 Ontario Motorcoach Association  
 2019 Canadian Association of Pathologists  
 2019 Badminton Canada Jr. National Training Camp  
 2019 U18 Football Canada Cup  
 2019 U16 Eastern Football Championships

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2020 FCM Sustainable Communities Conference  
2020 Ontario Architects Association  
2020 North American Indigenous Games  
2020 North American Indigenous Games  
2020 Kin Canada National Convention  
2021 Ontario Nurse Practitioners Association  
2022 Building Officials  
2026 FIFA Men's Soccer Championships

AB:ro



# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	Annual Tax Arrears as of December 31, 2017 (FCS18027) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maria Di Santo (905) 546-2424 Ext. 5254
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Finance and Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Not Applicable.

## Information:

Property Taxation is the main revenue source for the City of Hamilton to fund its operations. As such, the City must ensure that this major source of revenue is protected and monitored closely. This report shows the level of arrears as of December 31, 2017 and the steps in the collection process to protect these receivables. The tax process is a highly regulated process under the Municipal Act. This information report focusses on a five year analysis of the tax arrears and the steps taken by Taxation staff to ensure the collection of these arrears.

While the information in this report illustrates rather large tax arrears, for the most part, the City is protected in that it has priority lien status on the property and eventually will collect the property taxes, and other charges added to the tax roll, should it come down to the eventual tax sale of a property. This report will show that over the last 5 years, the City has collected 99.9% of all property tax revenues levied.

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Table 1 is an analysis of the tax arrears from 2013 to 2017.

**Table 1**

**5 Year Analysis of Tax Arrears**

	<b>12/31/2017</b>	<b>12/31/2016</b>	<b>12/31/2015</b>	<b>12/31/2014</b>	<b>12/31/2013</b>
Total Arrears <sup>1</sup>	\$68,792,042	\$82,770,634	\$81,008,372	\$83,100,003	\$78,410,723
Increase/(Decrease) Over Previous Year	(\$13,978,592)	\$1,762,262	(\$2,091,631)	\$4,689,280	\$124,527
Percentage Increase/(Decrease)	(16.89%)	2.18%	(2.51%)	5.98%	0.02%
Current Taxes Levied Plus Additions to Tax Roll	\$1,049,614,426	\$1,039,473,707	\$1,011,641,806	\$975,197,854	\$948,684,445
Increase/(Decrease) Over Previous Year	\$10,140,719	\$27,831,901	\$36,443,952	\$26,513,409	\$28,235,319
Percentage Increase/(Decrease)	0.98%	2.75%	3.74%	2.79%	3.07%
% of Total Arrears to Current Taxes Levied	6.55%	7.96%	8.01%	8.52%	8.27%
<b>Municipal Benchmarking Network Canada (MBNC) – Current Year's Tax Arrears as a % of Current Year Levy</b>					
Hamilton	TBD	4.3%	3.8%	4.2%	4.1%
Municipal Average <sup>2</sup>	TBD	2.6%	2.6%	2.6%	2.6%
<b>Municipal Benchmarking Network Canada (MBNC) – Prior Year's Tax Arrears as a % of Current Year Levy</b>					
Hamilton	TBD	3.1%	3.5%	3.2%	3.3%
Municipal Average <sup>2</sup>	TBD	1.8%	2.0%	1.5%	1.2%

**Total Arrears<sup>1</sup>** is inclusive of current and prior years, penalty and interest charges and charges added to the tax roll (i.e. water arrears, property standards charges, etc.).

**Municipal Average<sup>2</sup>** of comparator municipalities across Canada

As identified in Table 1, 2017 saw a significant decrease in total arrears from the previous year, primarily due to significant payment of arrears received for three large industrial properties. These three large industrial properties had combined arrears of \$20.8 million as of December 31, 2016, significantly reduced to \$7.1 million as of December 31, 2017.

The percentage of Total Arrears to Current Taxes Levied also improved in 2017 (6.55% compared to 7.96% in 2016) due in part to both a decrease in total arrears and a significantly lower increase in current taxes levied.

When looking at the results of the Municipal Benchmarking Network Canada (MBNC), Hamilton continues to be well above the average of the comparator municipalities. It should be noted that MBNC splits out tax arrears between current year and prior year

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tax arrears. MBNC also does not take into account penalty and interest charges added to the tax roll account as part of the arrears calculation, which, on average, can equate to an additional 1%.

**Breakdown of Tax Receivable by Property Class**

The following, Table 2, provides a breakdown of annual tax receivable by major property class and the respective share to the overall total taxes receivable. The second portion of Table 2 identifies the number of properties with balances owing at the end of the year by major property class and the respective share to the overall total number of properties with a balance owing at yearend.

**Table 2**  
**5 Year Analysis of Tax Receivable by Major Property Class**

	12/31/2017	12/31/2016	12/31/2015	12/31/2014	12/31/2013
Tax Receivable <sup>3</sup>	<b>\$79,954,701</b>	<b>\$89,282,439</b>	<b>\$91,059,641</b>	<b>\$86,800,951</b>	<b>\$80,804,462</b>
Vacant Land	\$2,580,918 3.23%	\$2,331,508 2.61%	\$2,198,808 2.41%	\$2,446,105 2.82%	\$2,062,300 2.55%
Farm/Managed Forest	\$1,931,372 2.42%	\$2,228,680 2.50%	\$2,050,572 2.25%	\$2,075,802 2.39%	\$1,936,389 2.40%
Residential	\$48,675,560 60.88%	\$45,664,994 51.15%	\$49,830,344 54.72%	\$50,808,433 58.53%	\$50,327,794 62.28%
Commercial	\$14,458,260 18.08%	\$14,085,536 15.78%	\$14,341,232 15.75%	\$9,945,973 11.46%	\$10,410,405 12.88%
Industrial	\$12,143,278 15.19%	\$24,951,991 27.95%	\$22,621,460 24.84%	\$19,668,087 22.66%	\$15,015,276 18.58%
Other	\$165,313 0.21%	\$19,732 0.02%	\$17,225 0.02%	\$1,856,550 2.14%	\$1,052,298 1.30%
<b># of Properties</b>	<b>17,582</b>	<b>16,239</b>	<b>16,505</b>	<b>15,926</b>	<b>16,273</b>
Vacant Land	645 3.67%	528 3.25%	661 4.0%	568 3.57%	674 4.14%
Farm/Managed Forest	382 2.17%	403 2.48%	411 2.49%	386 2.42%	406 2.49%
Residential	15,395 87.56%	14,162 87.21%	14,373 87.08%	13,829 86.84%	14,073 86.48%
Commercial	825 4.69%	839 5.17%	784 4.75%	736 4.62%	733 4.50%
Industrial	329 1.87%	305 1.88%	274 1.66%	339 2.13%	345 2.12%
Other	6 0.03%	2 0.01%	2 0.01%	52 0.33%	42 0.26%

**Tax Receivable<sup>3</sup>** is inclusive of supplementary/omitted billings levied but not yet due and exclusive of credit balances.

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Although the number of properties in arrears by property class is fairly consistent year to year, the reduction in overall taxes receivable is primarily as a result of the industrial property class. As shown in Table 2, while the 2017 taxes receivable has significantly dropped when compared to the previous years, the actual number of properties with an amount owing at yearend has increased.

**Penalty and Interest Analysis**

Table 3 identifies the penalty and interest charges applied to tax roll accounts for amounts not paid by the due dates. In adherence to By-law 13-136 “A By-law to Set Penalty and Interest Rates”, taxpayers are charged 1.25% per month (15% per year) for any taxes that are past due. This is the maximum allowable under the Municipal Act, and is consistent with what other Ontario municipalities charge. The high interest rate does act as a deterrent for taxpayers paying late or accumulating arrears, however, some taxpayers will continue to pay late or allow the arrears to grow.

As identified in Table 3 below, over the last five years, penalty and interest revenue has averaged approximately \$11.6 million per year. Approximately \$2.5 million of the 2016 total penalty and interest revenue was attributed to three large industrial properties that were in arrears. The significant reduction in penalty and interest revenue in 2017 is due primarily to the settling of some of the arrears for these large industrial properties.

**Table 3**

**5 Year Analysis of Penalty and Interest Charges**

	12/31/2017	12/31/2016	12/31/2015	12/31/2014	12/31/2013*
P&I charges added to the Tax Roll	\$11,368,557	\$12,534,763	\$11,904,628	\$11,748,414	\$10,477,042
<b>Increase/(Decrease) over Previous Year</b>	(\$1,166,206)	\$630,135	\$156,214	\$1,271,372	\$1,260,913
<b>% Increase/(Decrease) over Previous Year</b>	(9.30%)	5.29%	1.33%	12.13%	13.68%

\*rate increased from 1% per month to 1.25% per month as of July, 2013

Even with the reduction in arrears experienced in 2017, significant revenue continues to be generated through penalties and interest charges for late payments. This is a cost borne exclusively by taxpayers who choose to pay late. The City’s collections effort ultimately has an impact on this revenue. The more aggressive the City’s collections efforts are, the less penalty and interest revenue.

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**Tax Collection Efforts**

There are a number of steps taken to ensure the City's taxes receivable are ultimately collected and protected:

- Arrears are indicated on both tax billings (Interim tax bill mailed out in early February, and Final tax bill mailed out in early June).
- Setting the penalty and interest rate at the maximum allowable under the Municipal Act (1.25% per month / 15% per year) – this rate is identified on all tax bills and remainder notices, so taxpayers are aware of the cost of falling into arrears.
- Starting in 2015, the City now issues four reminder notices per year (in March, May, July and October, being the months following each instalment due date) versus the two reminder notices mailed out previously. The additional reminder notices does have some positive effect in collections, as well as, enhances customer service by advising taxpayers earlier where a potential problem may exist (i.e. bill not received in the mail, new owner who did not get a bill from previous owner, misapplied payment to another tax roll account, etc).
- Letters mailed out to new owners of properties advising of any arrears and of upcoming instalments due. When property ownership changes, Tax staff send letters to the new owners when there is no upcoming billing or reminder notice. This avoids new owners falling into arrears where their lawyer failed to settle any arrears on closing or where new owners were not made aware of upcoming instalments.
- An annual letter is sent to all properties in 3+ years in arrears, advising the taxpayer a lien will be registered should the arrears not be dealt with. Taxpayers are made aware that should a lien be registered, that any interested parties registered on title, such as a mortgage company, will be notified of these arrears.
- For taxpayers who ignore the three years in arrears letters, liens get registered on title and notices are sent to anyone on title including mortgage holders. The approved user fee to cover the City's costs for the registration of delinquent accounts is also added to the tax roll account. Tax staff monitor all properties in 3+ years in arrears, registering liens in order of largest arrears.
- On average, the City runs two tax sales per year. This is the last step in the collection of tax arrears. For the most part, arrears are settled before the tax sale by either the property owner or their mortgage company. For properties that do go to tax sale, the arrears are generally paid by the successful bidder.

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Table 4 identifies the number of reminder notices mailed out in March, May, July and October, as well as, the number of properties in arrears as of yearend.

**Table 4**

**5 Year Analysis of Reminder Notices issued**

	2017	2016	2015	2014	2013
# of March Reminders	19,859	18,660	20,016	N/A	N/A
# of May Reminders	22,723	22,380	21,371	21,674	22,336
# of July Reminders	21,125	20,630	19,929	N/A	N/A
# of Oct Reminders	24,544	23,579	23,176	24,509	24,285
# of Properties Billed	175,961	174,634	172,841	170,928	169,588
# of Properties in Arrears at year-End	17,582	16,239	16,505	15,926	16,273
% of Properties in Arrears	9.99%	9.30%	9.55%	9.32%	9.60%

As Table 4 above illustrates, although the additional reminder notices have not yet resulted in less properties in arrears, they do assist greatly in resolving issues sooner rather than later, for such things as a missed payment, a misapplied payment, misplaced or lost tax bills, etc. There is typically an increase in reminder notices mailed out in May and October, due to taxpayers forgetting the second instalment of their interim or final tax bill. A newspaper ad is also published in the Hamilton Spectator to remind taxpayers of the upcoming instalment due date. Regardless of this collection effort, some taxpayers will continue to misplace or lose their tax bills, sell/purchase property and pay on their previous roll number in error, or simply ignore the reminder notices.

By year end, the number of taxpayers in arrears does drop off significantly. By the end of the year, approximately 10% of the total number of properties billed have not paid their taxes in full. This percentage has remained relatively steady, with a slight increase in 2017.

**Tax Registration**

Table 5 breaks down the number of properties, on a yearly basis, that are three years in arrears. The annual 3+ years in arrears letters (typically mailed out mid to late January), elicit a number of responses ranging from promises to pay, payment arrangements, payment of the minimum amount required to discharge the lien (third year in arrears only) and payment in full. Unfortunately, some taxpayers simply ignore the City's letter.

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Taxation staff sorts and monitors these arrears into different categories (i.e. properties with payment arrangements, properties that will pay in full, properties that can only settle the third year, properties that have not contacted the City, etc.). Staff then begin to register liens on those who have ignored their arrears, starting with the largest arrears. Staff also monitor arrears of taxpayers who have made promises and move them into the registration process, if those promises are not kept. It has been the practice of Tax staff to show compassion for taxpayers in financial difficulty and will work with the taxpayer to allow them some time, within reason, to sort out their financial affairs.

The tax registration and sale of properties is regulated under Part XI of the *Municipal Act, 2001*. Once a property is eligible to be registered, an extensive title check is required to determine who is registered on title. Once the lien is registered, Taxation staff must send notices within 60 days to all parties registered on title. In many cases, Mortgage companies will take action to protect their interest and work with the taxpayer on the arrears or use their Power of Sale legislation. The full costs of this process is added to the tax roll account, as per the annual Council approved user fee by-law.

If the tax arrears are not addressed on receiving the Notice of Registration, then Final Notices must be sent after 280 days of registering a lien and a tax sale cannot take place before one year (365 days) has passed since the registration of the lien.

Table 5 identifies how many properties, per year, receive 3-years in arrears letters versus how many are actually registered.

**Table 5**

**5 Year Analysis of Tax Registration / 3 years in Arrears Letters issued**

	2017	2016	2015	2014	2013
3-years in Arrears letters	1,288	1,284	1,408	1,604	1,446
Increase / (Decrease) over Prior Year	4	(124)	(196)	158	(394)
Properties Registered with Tax Lien	310	400	500	500	500
% Registered Per Year	24.06%	31.15%	35.51%	31.17%	34.58%

The number of properties falling behind on their taxes, three or more years, continues to be a concern, as does the number of tax liens the City places on properties and the number of properties that eventually go to tax sale every year. In many cases, the taxpayers sell their properties to satisfy their debts or their mortgage companies have to get involved, either re-financing the property or going to power of sale. Tax staff typically register approximately 500 liens per year. The lower number of liens registered

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in 2017 is primarily due to staff vacancies. These vacancies are expected to be filled by the end of the first quarter of 2018.

**Note** that effective 2017, the Municipal Act has been amended to now allow the registration of liens for properties in two years arrears. Doing so would increase the number of properties that could potentially be registered by over 2.5 times. For now, staff will continue to register at three years in arrears until the impacts of moving to two years can be determined. As the City is protected via the priority lien status and ultimately has collected 99.9% of the taxes levied, any proposed change to the status quo would need to balance the expected resulting reduction in total tax arrears with the added costs for additional staff resources required, potential loss of penalty and interest revenue and impacts to taxpayers in financial difficulty.

### **Tax Sale of Properties**

The actual tax sale of a property is the final step of the process and one with serious consequences. When a property goes to tax sale, a number of the properties generally get rectified by the owners and pulled from the actual sale. Every effort possible is made to allow property owners to keep their properties by paying their taxes. On many of the properties that go to sale, properties may also have large property standard charges and/or metered water charges added to the tax roll, as well as Federal and/or Provincial liens. The City also runs into a number of estate issues where no will exists. A further issue is where slivers of properties that should never have been created and have been over-valued and where the only means to rectify the problem is through the tax sale process.

Of the properties that end up going through to the final bidding process, these can have three results:

1. They sell for at least the minimum bid (taxes owing including all charges and fees) and the City recovers all that is owed.
2. They do not sell (no acceptable bids are received) and the City does not vest the property over to the City due to liability concerns. These properties are then dealt with by our process for potentially contaminated properties, or re-valued by Municipal Property Assessment Corporation (MPAC) to a reasonable value for un-buildable land and left in the current owner's name.
3. They do not sell (no acceptable bids are received) and the City then vests the property. City Real Estate staff would then attempt to sell the properties vested, at which time a report goes to Council to write-off any difference between what it sold for and the taxes owing.

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Table 6 confirms that most arrears are generally settled, with relatively very few properties actually going to tax sale.

**Table 6**

**5 Year Analysis of Tax Sales**

	2017	2016	2015	2014	2013
Letters sent advising of impending tax sale	42	85	121	62	72
Properties Advertised for tax sale	8	25	28	32	20
% to Tax Sale	19.05%	29.41%	23.14%	54.84%	27.78%
Rectified by Taxpayer	5	18	19	22	14
% Rectified	62.50%	72.00%	67.86%	64.70%	70.00%
Sold at Tax Sale	3	6	4	7	4
% Sold at Tax Sale	37.50%	24.00%	14.29%	21.87%	20.00%
No Bids Received	0	1	5	3	2
% with No Bids	0.00%	3.84%	17.85%	14.70%	10.00%
Sold at a later date by Real Estate	0	0	2	1	1

**Tax Write-Offs**

Table 7 shows, on a yearly basis, the amount of taxes that have been written off, by Council approval, as uncollectible.

**Table 7**

**5 Year Analysis of Council Approved Write-Offs under Section 354 of the Municipal Act**

	2017	2016	2015	2014	2013
Write-Offs Approved by Council	\$202,828*	\$397,842	\$7,928	\$2,015	\$164,062
Current Taxes Levied Plus Additions to Tax Roll	\$1,049,614,426	\$1,039,473,707	\$1,011,641,806	\$965,362,097	\$945,963,819
% of Taxes Levied – Collected	99.98%	99.96%	99.99%	99.99%	99.98%

\*property vested to City after failed tax sale – staff report to go in 2018

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As Table 7 illustrates, even though the City's total arrears are high, the City will eventually collect, on average, 99.9% of the taxes levied.

MD/cr





# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	Annual Assessment Appeals as of December 31, 2017 (FCS18028) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maria Di Santo (905) 546-2424 Ext. 5254
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Finance and Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Not Applicable.

## Information:

Appeals of assessment value and classification have a large impact on the municipality's annual budgeted tax revenue. As property taxes are based on an assessment value multiplied by a tax rate, any reduction in the assessment value or classification (primarily a class change to a lower taxed property class) will have a negative impact on the municipality's tax revenues. Recent years have shown a continued upward trend in large commercial and industrial appeals that result in significant property tax reductions.

This report is intended to keep Committee and Council apprised of the trends over the last five years. Trends continue to show large industrial and commercial appeals that have off-set, in part, the growth in these property classes. Through the budget process, the City recognizes that assessments will be challenged and lost. As such, an annual budget is approved (2017 budget = \$7.3 million) for regular, on-going losses due to appeals. In addition to this, an allowance is set up where there is a potential for a significant loss of assessment that covers multiple years.

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**SUBJECT: Annual Assessment Appeals as of December 31, 2017 (FCS18028)  
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As assessment appeals are not unique to the City of Hamilton, the Province has been looking at this issue and ways to strengthen the assessment end of valuations for the larger commercial and industrial type properties. The issue of the loss of commercial and industrial assessments is province-wide. As the Municipal Property Assessment Corporation (MPAC) is responsible for the property valuations, municipal tax revenues hinge on how well their valuations hold up when challenged by taxpayers and highly trained appraisal consultants. Further complicating matters is the fact that large province-wide appeals are being delayed due to their complexity and the time it is taking to be heard at the Assessment Review Board (ARB). An appeal that takes five to seven years for a decision can lead to a significant cumulative tax revenue loss, if a reduction in assessment value is warranted.

The ARB introduced new Rules of Practice and Procedure which came into effect on April 1, 2017. The new rules were developed in consultation with Board stakeholders, which included representatives from both small and large municipalities, and member of the executive of Ontario Municipal Tax and Revenue Association (OMTRA). The changes impact all parties in the process, including municipalities, and were introduced to streamline the property tax appeal process and promote fairness and efficiency. The new rules will help to ensure that appeals, both old and new, will commence within the current four year cycle and be completed on a timely basis. Under the new rules, a commencement date is assigned to each appeal. This commencement date is when work is expected to begin as the appeal proceeds through the schedule of events. This is a robust and rigid schedule that must be complied with.

During the consultations, municipal stakeholders identified that a municipality may prefer that appeals respecting “sensitive” properties be heard earlier than later in the assessment cycle (2017-2020). As a result, municipalities were asked to provide the ARB with a short list of sensitive and priority properties which the Board would consider in the scheduling process. While the Board would attempt to accommodate a municipality’s preference, a number of factors would be considered and the final determination would remain with the Board. Municipalities were able to develop their own criteria in determining what appeals they considered sensitive or priority. Taxation staff provided a list of properties to the ARB in August, 2017. When compiling the list, Taxation staff considered factors such as political sensitivity, age of appeal, quantity of appeals for a property and properties with significantly high assessment value.

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**SUBJECT: Annual Assessment Appeals as of December 31, 2017 (FCS18028)  
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Table 1 below shows the number of properties with outstanding ARB appeals by Current Value Assessment (CVA) Cycle:

**Table 1**

**Outstanding appeals by Assessment Value and Number**

	<b>2017 (Year 1 of new Assessment Cycle) (2016 CVA)</b>	<b>2016 – 2013 Assessment Cycle (2012 CVA)</b>	<b>2012 – 2009 Assessment Cycle (2008 CVA)</b>	<b>2008 – 2006 Assessment Cycle (2005 CVA)</b>
CVA under Appeal	4,484,869,843	4,128,214,327	1,306,658,822	59,099,920
# of properties by taxation year <sup>1</sup>	707	381	96	4

<sup>1</sup>a property will be identified multiple times if the appeal extends multiple taxation years

Table 1 highlights the magnitude of the number of current outstanding appeals for properties within the City of Hamilton. The assessment values in Table 1 are the cumulative property values under appeal. Some of these appeals will be withdrawn or settled for no reduction, while others may be settled anywhere from a loss of 1% to 30% of the value, leading to a loss in City tax dollars. Currently, the largest appeals are in the big box category, along with the neighbourhood shopping plaza category. Many of these appeals are province-wide appeals as to the valuation issues being challenged and are cumbersome due to the number of owners, municipalities and tenants involved.

Table 2 highlights the loss of municipal tax dollars over the last five years, as a result of successful appeals. Expected loss of property tax revenues due to challenges to assessment values is budgeted annually, with additional allowances set aside for more significant multi-year appeals. As legislation permits the challenge of a property's assessment, and as there are a number of highly trained appraisal consultants, it is inevitable that adjustments will be made to property values that inevitably reduce the City's property tax revenues. For business properties, it is common practice for their appraisal consultants to automatically file appeals, regardless of the value returned by MPAC. As the valuation of business properties is complex, with multiple variables, appraisal consultants simply need to prove the inaccuracy of one of these multiple variables, which, in most cases, may ultimately warrant some type of reduction in the value returned by MPAC. Some of these variables, which are challenged, may include external factors such as the economy and the functional obsolescence of a process.

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**SUBJECT: Annual Assessment Appeals as of December 31, 2017 (FCS18028)  
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**Table 2****5 Year Analysis of Appeals/Tax Reduction by Property Type**

	12/31/2017	12/31/2016	12/31/2015	12/31/2014	12/31/2013
Loss due to Appeals	-\$19,842,700	-\$9,799,900	-\$7,680,900	-\$11,404,300	-\$8,146,600
<b>Taxes Lost by Property Type</b>					
Commercial	-\$4,095,000 20.6%	-\$1,946,600 19.9%	-\$3,982,500 51.8%	-\$958,500 8.4%	-\$2,025,100 24.9%
Taxable to Exempt	-\$12,646,400 <sup>1</sup> 63.7%	-\$1,024,900 10.5%	-\$315,600 4.1%	-\$58,700 0.5%	-\$133,500 1.6%
Farm/Managed Forest	-\$217,000 1.1%	-\$305,400 3.1%	-\$330,400 4.3%	-\$145,900 1.3%	-\$277,000 3.4%
Industrial	-\$1,506,500 7.6%	-\$5,176,400 52.8%	-\$1,136,800 14.8%	-\$8,705,500 76.3%	-\$4,099,500 50.3%
Residential	-\$1,377,800 6.9%	-\$1,346,600 13.7%	-\$1,915,600 24.9%	-\$1,535,700 13.5%	-\$1,611,500 19.8%

<sup>1</sup>primarily due to City Housing properties now exempt from taxation (via Municipal Capital Facility by-law)

As can be seen from Table 2, appeal numbers can vary widely from year to year and by property class. As such, it is difficult to predict annual losses, as the loss would depend on when the appeal is ultimately settled. The longer it takes for appeals to settle, the more significant the potential loss (due to multiple years). An increase in the municipal tax revenue loss is typically experienced in the year in which significant multi-year appeals are settled. As stated previously, to account for this volatility, funds are also set aside in an allowance account where staff feel the potential for a higher than average reduction may be warranted, or where an appeal for a group of properties is on-going for a number of years.

The 2017 total loss, due to appeals identified in Table 2, is skewed due to City Housing properties being made exempt from taxation. Exclusive of the City Housing exemptions, the 2017 total municipal loss due to appeals would equate to approximately \$7.2 million, a decrease compared to 2016, however higher than 2013-2015. The five year average municipal loss due to appeals (factoring out the 2017 exemption of City Housing properties) equates to approximately \$8.9 million per year. This average annual loss represents approximately 1% of the municipal tax levy.

The more significant appeals settled in 2016 include; Max Aicher North America (for taxation years 2011-2012 and 2014-2016), various gravel pits (for taxation years 2009-2016), Lowes (for taxation years 2013-2016), Siemens (for taxation years 2013-2015), Rona (taxation years 2013-2016) and Parrish and Heimbecker (for taxation years 2011-2013). Also occurring in 2016, were non-profit long-term care homes being made exempt from taxation (Ontario Regulation 429/15). To offset the resulting

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**SUBJECT: Annual Assessment Appeals as of December 31, 2017 (FCS18028)  
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negative impact of this exemption, the City of Hamilton was provided with a one-time Provincial grant of \$972,300.

Of significance, in 2017, was the CityHousing Hamilton Municipal Housing Project Facilities Tax Exemption By-law 16-335 passed by City Council, thereby making the over 500 properties operated by CityHousing Hamilton Corporation eligible municipal capital facilities, and therefore exempt from taxation. The CityHousing property tax budget was used to fully offset the municipal tax reduction of approximately \$12.6 million in 2017, while the savings in education taxes will be re-invested for infrastructure improvements.

The more significant appeals settled in 2017 include; Max Aicher North America (for taxation year 2013), Home Depot (for taxation years 2009-2016), ArcelorMittal (for taxation year 2017), Canadian Tire (for taxation years 2009-2016) and a landfill property (for taxation years 2010-2016).

In light of the new ARB rules, the Municipal Property Assessment Office, along with the Province, are continuing to work towards setting some standard rules and procedures around assessment methodologies that hopefully will take some of the volatility out of the assessment challenges the City has seen to date. MPAC has committed to providing the larger property holders comprehensive guides that explain assessment methodology and how the methodology was applied to value their property, as well as the detailed information used to value the property. MPAC have made this data available in mid-2016, and then through consultations with those taxpayers, hopefully will have agreed upon values before issuing the final assessment roll to the City. If MPAC gets the co-operation of the other parties, future returned assessment rolls should hopefully be fairly accurate with less appeals of significant value. City staff will continue to monitor and report back to Council annually.

In light of Council's concerns with respect to the volatility of the assessment base, resources within the Taxation section have recently been realigned to dedicate more time both protecting the City's interests within ARB proceedings and holding MPAC more accountable to defend their values, as well as ensuring MPAC captures new growth within acceptable timelines.

Commencing in 2018, more staff time will be allotted to closely monitor the outstanding appeals and ensure the City is actively involved in the larger commercial and industrial appeals. Before appeals are signed off on any Minutes of Settlement, Taxation staff will continue to discuss the reasons for any reductions with MPAC to ensure there are valid reasons for the reductions. Staff also attend many of the settlement meetings between MPAC staff, property owners and/or their agents to ensure the reasons for an appeal are valid, and to challenge any potential settlements based on facts.

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It should be noted that, some of the assessment reductions identified in this report may, in fact, eventually lead to potential assessment growth. In some cases, there may be losses on a property due to an appeal or demolition, only to then have growth on the same property due to development of the property reflected in supplementary assessments and taxes.

On the industrial side, while the City may experience losses due to tenants or structures at the Port Authority, gains are then realized through supplementary revenues with new tenants moving in and new buildings being built to accommodate larger tenants. Staff work closely with the Hamilton Port Authority and the Airport to ensure all tenant information is correct and picked up on a timely basis by MPAC. Taxation staff also work closely with the City's Planning and Economic Development Department and MPAC to ensure developments are picked up through MPAC's supplementary/omitted assessment process, or updated for inclusion on the assessment roll for the following tax year.

Table 3 shows the positive gains over the last five years due to supplementary/omitted billing revenues. Under the Assessment and Municipal Acts, assessments and taxes can be retroactively billed after the final roll is returned for the current year (referred to as supplementary taxes) and prior two years (referred to as omitted taxes). Taxation staff are pro-active in ensuring that large developments are picked up as quickly as possible, while also looking for areas where the tax classifications and values for new developments may be incorrect.

**Table 3**  
**Five Year Analysis of Supplementary/Omitted Tax Revenues**

	12/31/2017	12/31/2016	12/31/2015	12/31/2014	12/31/2013
Supplementary/ Omitted Revenues	\$11,211,100	\$7,915,400	\$15,017,000	\$12,096,000	\$9,355,500
Loss due to Appeals	-\$7,229,500*	-\$9,799,900	-\$7,680,900	-\$11,404,300	-\$8,146,600
Net – Supplementary Revenues less Appeals	\$3,981,600	-\$1,884,500	7,336,100	691,700	\$1,208,900

\*Exclusive of City Housing properties exemption from property taxes in 2017 (Municipal Capital Facility by-law)

The above table shows that the City's supplementary and omitted tax revenues have, for the most part, resulted in a net positive increase in taxes. This increase is further supplemented by growth, only reflected on the year-end assessment return, which is not part of this report, and is reported yearly during the budget process.

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The five year average for supplementary/omitted revenue is approximately \$11.1 million. Similar to the appeals, this revenue is also difficult to predict accurately. This revenue is contingent on the volume of new development, the type of development (due to the different valuation methods and tax rates depending on the property tax class), the period of construction (length of time between building permit and occupancy) and ultimately when MPAC reflects the new development on the tax roll.

In recent years, the City of Hamilton has experienced record building permit revenues which unfortunately do not always translate into increased assessments and property taxes. Some of the factors in reconciling building permits to assessment growth include:

- Construction value does not equate to assessed value – property taxes are calculated based on current value assessment (not construction value). Depending on the type of development, the difference between the two can be significant. This also does not take into account that the current value assessment determined by MPAC can then be challenged and subsequently reduced if the appeal is successful.
- Institutional/Government development may ultimately be exempt from taxation.
- Alterations, plumbing, sewage building permits that increase construction value, may not affect the assessed value.
- Demolition permits increase the over construction value, while having the opposite effect, for the most part, on assessed value.
- Timing – total construction value reported for one year (i.e. \$1,364,145,418 for 2017) will not be added all at once to the tax roll. MPAC will only pick up the development (if it affects current value) when occupancy is granted. As such, it is more of a staggered increase over a period of 1 to 3 years.

MD/cr



# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	Savings Generated from Funded Projects (FCS18012) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Ashley Bono (905) 546-2424 Ext. 4169
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Council has requested information regarding the status of projects that have been approved on the basis of generating savings for the City.

## Information:

### Executive Summary

Report FCS18012 updates Council on the savings generated from a number of projects that have been previously approved with the expectation that these savings be used to pay back the funds invested and subsequently, direct the savings to increase the reserves or to reduce the operating levy. These projects are funded from a combination of City reserves, the capital budget and various incentive programs.

Report FCS18012 identifies 29 projects approved since 2011 which required investment and an expected return. In total, the group of projects listed in Appendix "A" to Report FCS18012 "Savings Generated from Funded Projects" have a repayment requirement of about \$21.8 M, returning annual savings of about \$4.2 M (\$3.6 M in operating savings and \$600 K in reserve contribution) when completed. Of the projects completed to date, approximately \$2.9 M has been saved of which \$2.4 M has been used to reduce the levy, \$400 K has been used to offset expenditures in the Rate Budget and \$65 K has been reinvested in the energy reserve.

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**SUBJECT: Savings Generated from Funded Projects (FCS18012) (City Wide) -  
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Other benefits are also derived from many of the projects. For example, many of these projects are part of the Corporate Energy Program and the Climate Change Action Plan that result in reduced energy usage as well as greenhouse emissions reduction. The use of new, efficient technology also brings benefits such as reduced maintenance and operating costs, service improvements, longer lifespan of the City's assets, water usage reduction and the possibility of taking advantage of provincial incentive programs such as "Save on Energy" and the "Demand Response Program" from the Ontario Power Authority.

In addition to the savings generated through the funded projects, the City has realized savings of approximately \$8.1 M through contracts negotiated and managed by the IT Division (network printers, cellular and desktops). Details of these savings can be found in Report FCS17020 "Annual Performance Reporting – Savings Generated from the Management of Information Technology Contracts".

#### Funded Projects

Appendix "A" to Report FCS18012 "Savings Generated from Funded Projects" lists the details of 29 efficiency projects that are currently being tracked. The approximate investment in all these projects is \$33.0 M. After incentives and rebates, the repayment required is \$21.8 M of which \$12.1 M has already been paid back. The balance will be paid within the next ten years (2019 to 2028).

The chart below identifies the seven projects that have been completed to date. These projects required \$9.3 M in funding and have generated about \$2.9 M in annual savings, \$2.4 M in tax operating budget savings, \$400 K in rate budget savings and \$65 K reinvested in reserves.

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**Savings Generated from Completed Projects**

**A. Savings to Tax Operating Budget**

<b>Department</b>	<b>Project</b>	<b>Savings After Repayment Required</b>	<b>Repayment (Annual)</b>	<b>Year Savings Begin</b>
Public Works	Energy Retrofit Pilot Program Pilot Program	\$3,335,000	(\$297,040)	2011
CMO / Corporate Services	Appointment of Managers for former HECFI Facilities	2,400,000	(1,065,000)	2014
Public Works	Traffic Signal LED Replacement System Efficiency	2,375,500	(294,585)	2016
Public Works	LED Street Light Retrofit	1,144,000	(750,000)	2018
<b>Total Reductions to Tax Operating Budget</b>			<b>(\$2,406,625)</b>	

**B. Savings to Rate Budget**

Public Works	High Lift Pumping Station at Woodward Treatment Plant	\$2,518,000	(\$400,000)	2018
<b>Total Reductions to Rate Budget</b>			<b>(\$400,000)</b>	

**C. Savings Invested in Energy Reserve**

Public Works	Macassa Lodge Water Conservation	\$85,400	(\$28,000)	2016
Public Works	Arena Lighting and and Controls	137,943	(37,152)	2017
<b>Total Investments in Reserves</b>			<b>(\$65,152)</b>	

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As repayment progresses, additional savings are expected. These are highlighted by projected tax operating budget savings of \$157 K in 2020 and \$480 K ranging from years 2021 to 2029.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" – Savings Generated From Funded Projects

AB/dt

## SAVINGS GENERATED FROM FUNDED PROJECTS

	Project	Repayment Required	Projected Savings after Repayment (annual)	Year Savings Begin	Comments
Public Works	Macassa Lodge Water Conservation	\$85,400	(\$28,000)	2016	Energy Reserve
Public Works	Arena Lighting & Controls	\$137,943	(\$37,152)	2017	Energy Reserve
Public Works	Low Emissivity Ceilings - Arenas	\$55,770	(\$55,900)	2018	Energy Reserve
Public Works	Fire Stations Lighting & Controls	\$570,300	(\$140,000)	2018	Energy Reserve
Public Works	Wentworth Operating Centre Lighting & Controls	\$147,000	(\$37,000)	2018	Energy Reserve
Public Works	Transit Centre EE Lighting	\$255,406	(\$87,000)	2020	Energy Reserve
Public Works	Hamilton Convention Centre Lighting & Controls	\$308,800	(\$51,000)	2020	Energy Reserve
Public Works	EE Lighting Parking Garage	\$474,445	(\$125,000)	2021	Energy Reserve
Public Works	EE Lighting Aquatic Centres	\$305,514	(\$52,000)	2022	Energy Reserve
Public Works	Energy Retrofit Pilot Program	\$3,335,000	(\$297,040)	2011	Operating Budget

## SAVINGS GENERATED FROM FUNDED PROJECTS

	Project	Repayment Required	Projected Savings after Repayment (annual)	Year Savings Begin	Comments
CMO/ Corporate Services	Appointment of Managers for former HECFI Facilities	\$2,400,000	(\$1,065,000)	2014	Operating Budget
Public Works	Traffic Signal LED Replacement - System Efficiency	\$2,375,500	(\$294,585)	2016	Operating Budget
Public Works	High Lift Pumping Station at Woodward Treatment Plant	\$2,518,000	(\$400,000)	2018	Rate Operating Budget
Community & Emergency Services	Power Assisted Ambulance Stretcher Replacement	\$1,556,662	(\$112,000)	2016	Operating Budget
Public Works	LED Street Light Retrofit	\$1,144,000	(\$750,000)	2018	Operating Budget
Public Works	Ice Plant Optimization Arenas - Head Pressure Control	\$313,600	(\$157,000)	2019	Operating Budget
Corporate Services	Call Handling Implementation Project	\$2,753,000	TBD	2022	Operating Budget
Public Works	Hamilton Place LED Lighting	\$590,000	(\$75,000)	2026	Operating Budget
Public Works	First Ontario Centre LED Lighting	\$530,000	(\$65,000)	2027	Operating Budget
Public Works	Fire Stations LED Lighting	\$215,000	(\$36,000)	2024	Operating Budget
Public Works	Parkdale Arena & Morgan Firestone Arena Low-E Ceilings	\$90,000	(\$30,000)	2021	Operating Budget

## SAVINGS GENERATED FROM FUNDED PROJECTS


	Project	Repayment Required	Projected Savings after Repayment (annual)	Year Savings Begin	Comments
Public Works	Aquatic Centres Exterior LED Lighting	\$106,000	(\$10,000)	2029	Operating Budget
Public Works	Valley Park Aquatic Centre LED Lighting	\$220,000	(\$30,000)	2026	Operating Budget
Public Works	Ice Arena LED Lighting	\$1,221,000	(\$205,000)	2024	Operating Budget
Public Works	Olympic Arena Infra-red Heater	\$25,000	(\$3,500)	2026	Operating Budget
Public Works	Dundas Lion's Memorial Community Centre LED Lighting	\$25,000	(\$9,000)	2021	Operating Budget
Public Works	Macassa Lodge Building Automation System (BAS) Upgrade	\$0	(\$9,000)	TBD	Operating Budget
Public Works	Ancaster Senior Achievement Centre Lighting	\$40,000	(\$6,000)	2025	Operating Budget
Public Works	Sackville Hill Recreation Centre Exterior Lighting	\$25,000	(\$4,000)	2025	Operating Budget
<b>TOTAL</b>		<b>\$21,823,340</b>	<b>(\$4,171,177)</b>		

TBD - payback schedule will be completed once the project has been finalized and project cost is known.



Hamilton

**CITY OF HAMILTON**  
**PUBLIC HEALTH SERVICES**  
 Healthy Environments Division

<b>TO:</b>	Mayor and Members Board of Health
<b>COMMITTEE DATE:</b>	November 13, 2017
<b>SUBJECT/REPORT NO:</b>	Food Advisory Committee 2018 Budget (BOH17043) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Claire Lechner (905) 546-2424, Ext. 4181
<b>SUBMITTED BY &amp; SIGNATURE:</b>	Kevin McDonald Acting Director, Healthy Environments Division Public Health Services Department 

**RECOMMENDATION**

- (a) That the Food Advisory Committee 2018 base budget submission attached as Appendix "A" to Report BOH17043 in the amount of \$1,500 be approved and referred to the 2018 budget process for consideration; and,
- (b) That any remaining 2017 funds be returned to the Advisory Committee reserve for consideration for use by the Food Advisory Committee in subsequent years.

**EXECUTIVE SUMMARY**

The Food Advisory Committee requests that a base budget of \$1,500 be referred to the 2018 budget process for consideration. It is anticipated that the 2017 budget will be fully spent as the committee has a 2018 planning meeting in November 2017 where they will be utilizing the remaining 2017 budget. Once the committee further develops their work plan there may be additional requests for funds in subsequent years by the committee.

***Alternatives for Consideration – See Page 2*****FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** There are no financial implications at this time as the Food Advisory Committee budget is to be referred to the 2018 budget process for Advisory Committees.

**Staffing:** There are no staffing implications.

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**SUBJECT: Food Advisory Committee 2018 Budget (BOH17043) (City Wide)**Page 2 of 3

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**Legal:** There are no legal implications.

**HISTORICAL BACKGROUND**

Following a review and reorganization of advisory committees across the City of Hamilton, the Food Advisory Committee was formed to ensure that one committee focused on food related matters to:

- Support and advise on the implementation of the Food Strategy.
- Identify and inform regarding innovative community food security policies and programs that align with the vision and goals of the Hamilton Food Strategy, Hamilton Food Charter, and other City strategies.
- Identify and advise on emerging issues affecting Hamilton's food system.

The complete Terms of Reference is attached as Appendix B.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

No policy implications or legislated requirements.

**RELEVANT CONSULTATION**

Corporate Finance Services were consulted regarding the process and templates to use for submitting Advisory Committee budget requests.

The Food Advisory Committee provided input into the draft 2018 Food Advisory Committee budget.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The Food Advisory Committee has put forward a base budget request of \$1500 to cover basic expenses. See attached budget (Appendix A - Advisory Committee Budget template).

**ALTERNATIVES FOR CONSIDERATION**

Not referring the Food Advisory Committee budget to the budget process for Advisory Committees.

**Financial:** Food Advisory Committee would not have budget to operate.

**Staffing:** There are no staffing implications.

**Legal:** There are no legal implications.

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**SUBJECT: Food Advisory Committee 2018 Budget (BOH17043) (City Wide)****Page 3 of 3**

**Policy:** Community Engagement has been initiated by forming this committee in 2016 and not funding it could be seen as not adhering to community engagement plans.

**Pros:** Not funding the committee may leave additional funds in the Advisory Committee Reserve to be used by other citizen committees.

**Cons:** Not funding the committee may result in lower or inequitable engagement and potential loss of volunteer members if basic funds to support the committee such as parking reimbursement, refreshments, training/education and meeting supplies are not available. Committee will not have funds to support and advise Food Strategy implementation.

The Advisory Committee review recommendations of reforming and amalgamation of food related committees would not be followed if budget was not assigned to this newly formed committee.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN****Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

**Economic Prosperity and Growth**

*Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.*

**Healthy and Safe Communities**

*Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.*

**Built Environment and Infrastructure**

*Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.*

**Culture and Diversity**

*Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report BOH17043 - Food Advisory Committee 2018 Budget Submission

Appendix B to Report BOH17043 - Terms of Reference Food Advisory Committee 2016

*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**FOOD ADVISORY COMMITTEE**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

Katherine (Kate) Flynn	Lynn Gates
Nancy Henley	Tracy Hutchings
Vijay Jos	Hannah Pahuta
Laurie Nielsen	Ravi Shah
Luc Peters	Lauren Beeler
Steve Robinson	Bill Slowka
Clare Wagner	
Bill Wilcox	

### **MANDATE:**

As a volunteer advisory committee to the Board of Health, the Food Advisory Committee will support and advise on the implementation of Hamilton's Food Strategy, and the development of inclusive and comprehensive food related policies and programs at the individual, household, and community/population level based on internationally recognized principles of healthy public policy and best practices/available evidence.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

- Identify and inform, where appropriate, innovative community food security policies and programs that align with the vision and goals of the Hamilton Food Strategy, Hamilton Food Charter, and other City strategies
- Identify and advise on emerging issues affecting Hamilton's food system
- Facilitate connections and share information and resources between members, the Board of Health, City staff, and as appropriate, further disseminate these lessons and resources among community organizations, businesses, citizens, and other groups that have an impact on community food security
- Support research, monitoring, and evaluation efforts, and identify gaps and opportunities that may inform community food security policies and program modifications
- Facilitate the cross-promotion of community food security within existing programs, events, policies, services, and other actions

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance			

**PART C: Budget Request****INCIDENTAL COSTS:**

Parking	600.00
Meeting refreshments	200.00
Materials, supplies & printing	100.00
<b>SUB TOTAL</b>	<b>\$900</b>

**SPECIAL EVENT/PROJECT COSTS:**

Training/Education and/or learning events	600.00
<b>SUB TOTAL</b>	<b>\$ 600</b>

<b>TOTAL COSTS</b>	<b>\$1500.00</b>
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<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)</b>	<b>\$ 0.00</b>
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 1,500</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$ )</b>	<b>\$ 1,500</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: VIJAY JOSSignature: Date: 25 OCTOBER 2017Telephone #: 905 923 6863

## **Food Advisory Committee Terms of Reference**

### **Committee Mandate**

As a volunteer advisory committee to the Board of Health, the Food Advisory Committee will support and advise on the implementation of Hamilton's Food Strategy, and the development of inclusive and comprehensive food related policies and programs at the individual, household, and community/population level based on internationally recognized principles of healthy public policy and best practices/available evidence.

More generally, the Food Advisory Committee will:

- Identify and inform, where appropriate, innovative community food security policies and programs that align with the vision and goals of the Hamilton Food Strategy, Hamilton Food Charter, and other City strategies;
- Identify and advise on emerging issues affecting Hamilton's food system;
- Facilitate connections and share information and resources between members, the Board of Health, City staff, and as appropriate, further disseminate these lessons and resources among community organizations, businesses, citizens, and other groups that have an impact on community food security;
- Support research, monitoring, and evaluation efforts, and identify gaps and opportunities that may inform community food security policies and program modifications; and
- Facilitate the cross-promotion of community food security within existing programs, events, policies, services, and other actions.

### **Membership**

The Food Advisory Committee will be comprised of 13 to 18 voting members, striving for a balance of representation from all the components within the food system as follows:

- Food Production: 2-3 members (e.g., representation from rural and urban agriculture, including large and small scale farmers, gardeners, soil specialists, horticulturalists);
- Processing & Distribution: 2-3 members (representation from large and small scale food production and distribution, including food entrepreneurs, managers/operators of incubators, food banks, food hubs, food box delivery programs, warehousing, storage, etc.);
- Buying & Selling: 2-3 members (e.g., representation from large and small scale food retail, including grocers, restaurateurs, Farmers Markets managers, social enterprise food entrepreneurs, specialty food stores owners, street vendors, etc.);
- Consumption: 2-3 members (e.g., representation from community and neighbourhood based food programs and cultural groups, including food literacy

- educators, consumers, chefs, food enthusiasts, etc.);
- Food Waste Management: 2-3 members (representation from food waste management, including researchers/consultants, managers, operators of environmental groups, gleaning programs, experts/experienced individuals in composting/resource management, etc.);
- 3 members at large (citizens at large, local food advocates, etc.); and
- 2 City Councillors ( non-voting, one representing urban and one representing rural wards).

Committee members will be selected through the City of Hamilton's standardized application process for Advisory Committees. New members will be formally appointed by the Board of Health at the beginning of each term of Council, or as needed. Individuals who do not live in Hamilton but work in the City of Hamilton in a food-related business or organization would be eligible for membership on the Food Advisory Committee based on their ability to provide valuable expertise to advise on food policies and programs in the City.

Food Advisory Committee members are appointed based on their individual qualifications in the following areas:

- Their professional or community work reflects the values and principles within the Hamilton Food Strategy, Hamilton Food Charter, Food Advisory Committee, and Public Health Services;
- They bring skills and experience (including lived experience) in at least one aspect of community food security that allows them to contribute to progressive and innovative policy and program development within the Committee;
- They have skills, knowledge, experience, or a genuine interest in at least one area of Hamilton's food system;
- They represent at least one element of the rich diversity of the Hamilton population's food security skills, talents, and needs;
- They can help the Food Advisory Committee facilitate dialogue and partnerships with at least one distinct population grouping in Hamilton's urban, suburban, and rural communities;
- They respect the complexity and sensitivity of the Food Advisory Committee's work with diverse partners, and appreciate the need for personal and group skills, problem-solving, and "getting to yes;" and
- They are able to attend monthly meetings of the Food Advisory Committee on a regular basis and can participate in occasional working group meetings.

### **Roles & Responsibilities**

Members of the Food Advisory Committee shall endorse the Vision, Mission, Goals, and Values of the City of Hamilton Food Charter and make themselves familiar with the committee's Terms of Reference and mandate. General expectations of members include the following:

- Submit an annual progress report of the Committee's activities by November of

each calendar year to the Board of Health and consider various options to keep Council up to date on the committee's activities;

- Demonstrate a respect for governance and protocol;
- *Active participation and a commitment to attend meetings on a regular basis;*
- Be accountable to other members and to citizens;
- Work as a team and follow through with commitments;
- Communicate appropriately and be clear about which interest are represented when speaking;
- Communicate all information occurring at the Food Advisory Committee to contacts within their sector, as appropriate; and
- Bring issues/concerns and represent their sector's interests at the Committee.

### **Chair/ Co-Chair**

Members will, at the beginning of each term, elect from its membership two Co-Chairs, one of which shall be a Citizen member and one a Councillor Liaison member.

In addition to the general roles and responsibilities, Co-Chairs are expected to:

- Build the meeting agendas following the City of Hamilton template;
- Invite guests, in consultation with members and Staff Liaison;
- Preside at meetings;
- Facilitate dialogue among members between meetings;
- Liaise with City Staff Liaison and keep them informed of all Committee issues and actions; and
- Act as spokespeople on behalf of the Food Advisory Committee, as per Standard Operating Procedure #08-001.

### **Secretary**

Members will, at the beginning of each term, elect from its membership a Secretary, which shall be a Citizen member.

In addition to the general roles and responsibilities, the Secretary is expected to:

- Provide relevant information, ideas, and opinions as a participant in the meeting;
- Record without note or comment all resolutions, decisions, and other proceedings at the meeting (as per the Municipal Act, 2001);
- Keep an accurate set of minutes of each meeting;
- Keep an up-to-date membership/contact list;
- Distribute minutes to members and notifying them of upcoming meetings;
- Keep a list of all advisory committees and members;
- Help the Chair with preparing the agenda, advise on meeting procedure, and reference materials and information retrieved from the records; and
- Make meeting and physical set-up arrangements (Note: room bookings with City Facilities will be coordinated through the Advisory Committee's Staff Liaison).



### **City Staff Liaisons**

City of Hamilton staff will be assigned to this committee as non-voting members to provide technical and content expertise and support, including:

- Public Health Services: 1 - 2 with expertise in nutrition, food systems, policy, and health protection;
- Emergency and Community Services: 1 - 2 with expertise in social policy and community programs;
- Planning and Economic Development: 1 – 2 with expertise in land use planning, licensing, and economic development related to agriculture and food; and
- Public Works Department: 1 – 2 with expertise in urban agriculture and food waste management.

### **Staff Liaison Role**

The role of the Staff Liaison is to function as system experts. The City of Hamilton Public Health Services will appoint personnel with knowledge of nutrition policy, community food systems, and food security to provide support and coordination to the Food Advisory Committee.

The duties of the staff liaison include

- Coordinate, develop, and deliver the Orientation Session for the Advisory Committee;
- Liaise with Food Advisory Committee members, providing technical advice from Public Health Services for the preparation of reports, correspondence, etc.;
- Assist with the preparation of reports to the Board of Health, including an annual progress report of the Committee's activities by November of each calendar year;
- Assist with agenda preparation, review minutes, and ensure approved minutes are submitted to the Board of Health; and
- Provide background information, advice, and context for implementation of priorities.

City of Hamilton may assign staff to work on specific projects for a specific period of time.

### **Councillor Liaisons**

Two (2) members of City Council will be appointed as representatives to the Food Advisory Committee with a requirement for each Councillor to attend a minimum of (but not limited to) one (1) meeting per year. Council members who are appointed as liaisons would not count toward the committee's quorum and do not have voting privileges.

**Staff Clerk/ Other Staff Support(s)**

The duties of the staff clerk include providing procedural process advise to the Staff Liaison and Co-Chairs as needed.

**Term of Membership**

Food Advisory Committee members are appointed for four (4) year terms with the possibility of renewal. Effort will be made to stagger appointments to ensure continuity.

- Members who miss three (3) consecutive meetings without Committee approval shall be considered as resigning from the committee;
- Any member who is absent for more than fifty percent (50%) of the meetings during their term shall not be eligible for reappointment; and
- Upon appointment to the Food Advisory Committee, members are required to sign an Acknowledgement (Declaration) Form and return it to the Office of the City Clerk prior to attending the first meeting of this committee.

**Meeting Frequency**

Meetings will occur monthly, with the exception of the months of July, August, and December (minimum of five and maximum of nine times per year). At the call of the Co- Chairs, additional meetings can occur on an 'as-needed' basis.

Should the Food Advisory Committee not meet a minimum of three times during a Council term, the Committee will be automatically disbanded at the end of the Council Term.

**Decision Making**

Food Advisory Committee members value and will make every effort to reach consensus in decision making, including a full discussion of the issue, review of all relevant information, discussion of possible solutions or actions, and the formulation of a statement of general agreement/consensus, or develop a motion and vote on it. The Committee requires consensus to make formal decisions and must follow the procedural processes outlined in the Advisory Committee Procedural Handbook, May 2015.

City of Hamilton staff are non-voting members.

**Quorum**

Quorum consists of half the voting members plus one. In order to ensure a broad range of perspectives are included in discussions and decision making, this minimum threshold must include a representative from each of the food system components, plus a minimum of one member at large.

**Code of Conduct/Conflicts of Interest**

All members shall adhere to all City of Hamilton policies, including those respecting code of conduct and conflict of interest. At a minimum, it is expected that members are to

- Maintain an atmosphere of respectful discussion and professionalism;
- Respect the confidentiality of all matters before the Food Advisory Committee;
- Actively contribute their expertise, resources, and individual experiences to further the mandate of the Committee; and
- Declare a conflict of interest when it arises so it may be recorded in the minutes.

**Reports to**

- Board of Health

**Review of Terms of Reference**

- To be reviewed on an annual basis, at a minimum.


**Approved on:**

- *Insert date*



Hamilton

**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
 Transportation Division

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	December 4, 2017
<b>SUBJECT/REPORT NO:</b>	2018 Volunteer Committee Budget - Keep Hamilton Clean and Green Committee (PW17098) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Diedre Rozema 905-546-2424, Extension 5089  Jennifer DiDomenico 905-546-2424, Extension 5596
<b>SUBMITTED BY:</b>	John Mater Associate General Manager and Director of Transportation Public Works Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Keep Hamilton Clean and Green Advisory Committee's 2018 base budget submission attached as Appendix A to Report PW17098 in the amount of \$18,250, be approved and referred to the 2018 budget process for consideration;
- (b) That, in addition to the base funding, a one-time budget allocation for 2018 of \$2,000, funded by the Keep Hamilton Clean & Green Committee reserve, be approved and referred to the 2018 budget process for consideration.

**EXECUTIVE SUMMARY**

The Keep Hamilton Clean & Green Committee (KHC&G) has prepared a request for annual funding for proposed activities in 2018. With the endorsement of the Committee members, this request for funding is submitted to Public Works Committee (Appendix A to Report PW17098) for review and consideration during the 2018 budget process.

The Keep Hamilton Clean & Green Committee is requesting a \$20,250 budget for 2018. The request is consistent with previous years' base budget subsidies of \$18,250, with a request for an additional \$2,000 funded by the KHC&G Committee reserve to be directed toward enhanced support for victims of graffiti.

**Alternatives for Consideration – See Page 5**

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**SUBJECT: 2018 Volunteer Committee Budget - Keep Hamilton Clean and Green  
Committee (PW17098) (City Wide) - Page 2 of 5**

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**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The Keep Hamilton Clean & Green Committee is requesting a 2018 budget of \$20,250 - department ID 300361. This request is consistent with previous budget allocations.

The funds will allow the committee to continue to deliver on its mandate to affect behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action. Specifically, the funds will support the Committee's on-going work of engaging citizens to take greater responsibility for improving our community environments through programs and initiatives aimed at litter prevention, illegal dumping prevention, graffiti management, neighbourhood beautification, and environmental stewardship.

Expenditures in 2017 included Team Up to Clean Up supplies, the awarding of four (4) Clean & Green Neighbourhood Grants and two (2) Environmental Stewardship Grants, the Keep America Beautiful (KAB) affiliate fee and expenses associated with one volunteer committee member's attendance at the KAB National conference.

The Committee is requesting a one-time budget allocation of \$2,000 from the KHC&G Committee Volunteer Coordinating Committee Reserve to fund additional activities in 2018. The Committee's reserve balance as of December 2017 is \$36,520.00. The additional activities planned anticipated in 2018 include graffiti victim assistance measures to complement the Committee's existing beautification and graffiti prevention efforts, and will align with the graffiti victim assistance program to be developed by the City's internal Graffiti Working Group, led by Policy & Programs, Public Works.

**Staffing:** Public Works staff will continue to act as staff liaison to the KHC&G Committee. Due to its cross-program mandate, the Keep Hamilton Clean & Green Committee also includes staff representation as required from Municipal Law Enforcement, Hamilton Police Services, and various divisions of the Planning and Economic Development and Public Works departments.

**Legal:** N/A

**HISTORICAL BACKGROUND**

A Council-endorsed citizen volunteer group has existed since municipal amalgamation to address litter, graffiti and beautification issues across the City. The committee's name was changed in October 2013 from the Clean City Liaison Committee to the KHC&G Committee to better reflect its alignment with the vision, principles and objectives of the Clean & Green Hamilton Strategy.

The Keep Hamilton Clean & Green Committee coordinates and promotes litter and graffiti remediation and prevention programs, as well as beautification and environmental stewardship initiatives in the community. Acting as the Board of the City's Keep America Beautiful (KAB) affiliate, Keep Hamilton Clean & Green has initiated KAB

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**SUBJECT: 2018 Volunteer Committee Budget - Keep Hamilton Clean and Green Committee (PW17098) (City Wide) - Page 3 of 5**

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programming such as the Cigarette Litter Prevention Program and has been successful in obtaining KAB grants and other benefits as a KAB affiliate.

In the fall of each year the City's Volunteer Committees are requested to submit a proposed budget for the following operating year. The 2018 Budget Request attached to Report PW17098 as Appendix A was produced in consultation with the members of the Keep Hamilton Clean & Green Committee.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The recommendations provided in this report support the Vision and Mission of the City of Hamilton's 2016-2025 Strategic Plan and are fully aligned with the Clean and Green Priority.

The recommendations also support the three key principles of the Clean & Green Hamilton Strategy, as they:

- Contribute to an enhanced quality of life for our citizens through clean and green initiatives;
- Support community and stakeholder engagement through partnerships, collaboration and consultation;
- Contribute to the social, economic and environmental wellbeing of Hamilton.

**RELEVANT CONSULTATION**

In preparation of this report, Policy & Programs staff consulted with the members of the Keep Hamilton Clean & Green Committee. The 2018 budget request was approved at the KHC&G October 17, 2017 meeting, based on discussions from previous KHC&G committee meetings and through discussions at a working group meeting held on September 29, 2017.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The Keep Hamilton Clean & Green Committee is representative of Hamilton's citizen and business community, education sector and youth. Its mandate includes providing input and advice to staff and Council on engaging citizens to take greater responsibility for improving our community environments. Keep Hamilton Clean & Green's primary focus is on effecting behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

Keep Hamilton Clean & Green's strategic objectives are categorized under the five focus areas of the Clean & Green Hamilton Strategy: litter, illegal dumping, graffiti, beautification and environmental stewardship as follows:

**Litter**

- Lead the development and marketing of a coordinated cigarette litter prevention program.
- Lead the promotion and collaboration with community partners for the implementation of Team Up to Clean Up.

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**SUBJECT: 2018 Volunteer Committee Budget - Keep Hamilton Clean and Green Committee (PW17098) (City Wide) - Page 4 of 5**

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- Administer Keep America Beautiful's Community Appearance Index survey in 2017.
- Support and promote City and community litter remediation and prevention initiatives.

#### Illegal Dumping

- Support the development of educational and communications tools to prevent illegal dumping.

#### Graffiti

- Support stakeholder engagement strategies and victim assistance initiatives with prevention and remediation tools and programs.

#### Beautification

- Recognize volunteer contributions to beautification initiatives and projects that support the Clean & Green Hamilton Strategy.
- Support neighbourhood beautification and greening initiatives as needed.

#### Environmental Stewardship

- Support and promote the engagement of citizen volunteers in programs and initiatives that encourage ecological integrity and minimize human impact on natural habitats and ecosystems on public and private properties.

The proposed 2018 KHC&G base budget supports the strategic objectives through seed funding and subsidies for community-based clean and green initiatives. Investments in community engagement initiatives results in cost avoidance for operating groups. Seed funding for neighbourhood development projects and large scale clean-ups also contributes to neighbourhood and community social, economic and environmental renewal.

For example, in 2016 one of the Committee's citizen engagement programs, Team Up To Clean Up, resulted in over 5,000 bags of waste and 2,500 bags of recycling collected from public spaces in Hamilton through the efforts of over 27,000 volunteers.

The Keep Hamilton Clean & Green Committee also acts as the Board of Directors of the Keep America Beautiful affiliate. As such, the Board's mission is to engage citizens to take greater responsibility for improving our Hamilton community environments.

Report PW17078/PED17198, prepared for Public Works Committee November 13, 2017, provided Council with an update on the Graffiti Management Strategy and sought approval for recommendations to develop and undertake a proactive graffiti enforcement strategy and victim assistance program. As graffiti assistance initiatives fall within the KHC&G Committee's strategic objectives, the Committee is requesting \$2,000 from the Committee reserve to support the victim assistance program to be developed by the City's internal Graffiti Working Group, led by Policy & Programs.

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**SUBJECT: 2018 Volunteer Committee Budget - Keep Hamilton Clean and Green  
Committee (PW17098) (City Wide) - Page 5 of 5**

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**ALTERNATIVES FOR CONSIDERATION**

An alternative for consideration would be to eliminate or reduce support for the Keep Hamilton Clean & Green Committee in 2018. If the KHC&G Committee's 2018 budget requests are not approved, the Committee would have to adjust its 2018 work plans to accommodate a lower funding level. The Committee's 2018 activities would have to be reassessed and/or alternate forms of funding found for community initiatives such as the Team Up to Clean Up events, sustainability for clean and green activities, the Committee's support of beautification and greening programs, the anticipated graffiti victim assistance program and existing litter, graffiti and illegal dumping prevention programs. The continuation of grant programs for greening and beautification initiatives and for large-scale clean-up initiatives would also have to be reassessed. As the Board of the Keep Hamilton Beautiful affiliate, the Keep Hamilton Clean & Green Committee and City staff would further need to reassess the City's affiliation with the Keep America Beautiful organization.

It is the opinion of staff that the KHC&G Committee's budget request of \$18,250 plus \$2,000 from Committee reserves as an investment in grassroots neighbourhood development initiatives, environmental stewardship initiatives and behaviour modification represents good value for the City and should be approved for the purpose of including it in the 2018 budget deliberations. For these reasons, staff does not recommend eliminating or reducing support for the Keep Hamilton Clean & Green Committee in 2018.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement & Participation**

*Hamilton* has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

**Healthy and Safe Communities**

*Hamilton* is a safe and supportive city where people are active, healthy, and have a high quality of life.

**Clean and Green**

*Hamilton* is environmentally sustainable with a healthy balance of natural and urban spaces.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A – 2018 Advisory Committees Budget Submission for the Keep Hamilton Clean & Green Advisory Committee

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# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**Keep Hamilton Clean and Green Advisory Committee**

**Appendix A  
To Report PW17098**

## PART A: General Information

### ADVISORY COMMITTEE MEMBERS:

Larry Husack, Chair	Rick Lipsitt
Ron Speranzini, Vice Chair	Marisa DiCenso, HWCDSB Rep
Lennox Toppin	Clr. Chad Collins – Council Rep
Bruce Thomson	Clr. Tom Jackson – Council Rep
Mallory Pace	Clr. Maria Pearson – Alternate Council Rep
Allan Mills	Diedre Rozema (Staff Liaison)
Dave Bazowsky	

### MANDATE:

Reporting through the Public Works Committee, the Keep Hamilton Clean & Green (KHCG) committee will provide input and advice to staff and Council on engaging citizens to take greater responsibility for improving our community environments. The KHCG's primary focus is on effecting behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

The committee will provide input and guidance to City staff, Council and other stakeholders on community involvement, private sector involvement and identification of resources to sustain Clean & Green Hamilton programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

## PART B: Strategic Planning

### STRATEGIC OBJECTIVES:

#### Litter

- Lead the development and marketing of a coordinated cigarette litter prevention program.
- Lead the promotion and collaboration with community partners for the implementation of Team Up to Clean Up.
- Administer Keep America Beautiful's Community Appearance Index survey in 2017.
- Support and promote City and community litter remediation and prevention initiatives.

#### Illegal Dumping

- Support the development of educational and communication tools to prevent illegal dumping.

#### Graffiti

- Support stakeholder engagement strategies and victim assistance initiatives with prevention and remediation tools.

#### Beautification

- Recognize volunteer contributions to beautification initiatives and projects that support the Clean & Green Hamilton Strategy.
- Support neighbourhood beautification and greening initiatives as needed.

#### Environmental Stewardship

- Support and promote the engagement of citizen volunteers in programs and initiatives that encourage ecological integrity and minimize human impact on natural habitats and ecosystems on public and private properties.

**Appendix A  
To Report PW17098**

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	✓	2) Economic Prosperity & Growth	
3) Healthy & Safe Communities	✓	4) Clean & Green	✓
5) Built Environment & Infrastructure		6) Culture & Diversity	
7) Our People & Performance			

<b>PART C: Budget Request</b>
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**INCIDENTAL COSTS:**

Meeting Refreshments	\$1,375
Keep America Beautiful Network Service Fee	525
Training/Workshops	2,750
Parking	250
<b>SUB TOTAL</b>	<b>\$4,900</b>

**SPECIAL EVENT/PROJECT COSTS:**

Litter/Illegal Dumping prevention, citizen engagement and public education initiatives.	\$8,175
Graffiti prevention and victim assistance initiatives.	2,000
Beautification and greening, volunteer recognition and neighbourhood initiatives.	3,175
Environmental stewardship citizen engagement.	2,000
<b>SUB TOTAL</b>	<b>\$15,350</b>

<b>TOTAL COSTS</b>	<b>\$20,250</b>
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<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)</b>	<b>\$2,000</b>
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$20,250</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$18,250)</b>	<b>\$18,250</b>

**Appendix A  
To Report PW17098**

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** Larry Husack, Chair



**Signature:** \_\_\_\_\_

**October 17, 2017**

**Date:** \_\_\_\_\_

**Telephone # :**

Staff Liaison Diedre Rozema, extension 5089



Hamilton

**CITY OF HAMILTON**  
**COMMUNITY AND EMERGENCY SERVICES DEPARTMENT**  
**Housing Services Division**

<b>TO:</b>	Chair and Members Emergency & Community Services Committee
<b>COMMITTEE DATE:</b>	December 7, 2017
<b>SUBJECT/REPORT NO:</b>	2018 Budget Submission - Housing and Homelessness Advisory Committee (CES17049) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	James O'Brien (905) 546-2424 ext. 3728
<b>SUBMITTED BY:</b>	David Brodati Acting Director, Housing Services Division Community & Emergency Services Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the Housing and Homelessness Advisory Committee 2018 base budget submission attached as Appendix A to Report CES17049 in the amount of \$1,000 be approved and referred to the 2018 budget process for consideration.

**EXECUTIVE SUMMARY**

The Housing and Homelessness Advisory Committee has prepared and approved their budget submission for 2018, in the amount of \$1,000. This submission is consistent with the 2017 approved budget for the committee.

***Alternatives for Consideration – Not Applicable*****FINANCIAL – STAFFING – LEGAL IMPLICATIONS****Financial:**

The budget request is the same as the approved budget for the Housing and Homelessness Committee 2017. The \$1,000 will be used for meeting costs, including meeting rooms, refreshments, photocopying, parking, printing and transportation.

**Staffing:**

There are no staffing implications. Community & Emergency Services Department, Housing Services Division staff will continue to act as staff liaisons to the Housing and Homelessness Advisory Committee.

**Legal:**

There are no staffing implications associated with Report CES17049.

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**SUBJECT: 2018 Budget Submission - Housing and Homelessness Advisory  
Committee (CES17049) (City Wide) - Page 2 of 3**

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## **HISTORICAL BACKGROUND**

The Housing and Homelessness Advisory Committee was established by the Emergency and Community Service Committee in November 2015 (Report CES15053) with a mandate to:

- *Communicate and work to address the needs of citizens within the community for whom barriers exist to accessing safe, suitable, and affordable housing, including the supports needed to enable citizens to obtain and retain their homes, and;*
- *Support the City of Hamilton's 10-year Housing and Homelessness Action Plan by providing information, advice, and recommendations to the Emergency & Community Services Committee regarding the Action Plan's successful and implementation.*

At their November 7, 2017 meeting, the Housing and Homelessness Advisory Committee gave consideration to their 2018 budget needs. Their budget submission is attached as Appendix A to Report CES17049. This budget covers meeting costs, including meeting rooms, refreshments, photocopying, parking, printing and transportation. The committee is requesting the same budget they had in 2016 and 2017 in the amount of \$1,000.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The committee has outlined a meeting schedule for 2018, and this budget will provide them support to undertake specific activities in their workplan. This includes transportation and parking support for committee members and speakers. The committee has not yet determined all of their activities for 2018, and should additional funding be required in 2018 and be available in the Housing and Homelessness Advisory Committee reserves, requests for reserve funding will be made at the appropriate time.

## **RELEVANT CONSULTATION**

The Housing and Homelessness Advisory Committee discussed their 2018 budget needs at the November 7, 2017 meeting. After a thoughtful discussion they approved a budget submission that was consistent with their 2017 budget.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

This budget allocation will provide funding for the operation of the Housing and Homelessness Advisory Committee and enable them to fulfil their mandate. The committee is not asking for an increase to their budget.

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**SUBJECT: 2018 Budget Submission - Housing and Homelessness Advisory  
Committee (CES17049) (City Wide) - Page 3 of 3**

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**ALTERNATIVES FOR CONSIDERATION**

None

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

**Healthy and Safe Communities**

*Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report CES17049: Housing & Homelessness Advisory Committee  
2018 Budget Submission

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# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**Housing & Homelessness Advisory Committee (HHAC)**



**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

Eileen Campbell	Michael Cameron
Chelsea MacDonald	Michael Slusarenko
Tyson Benn	Thomas Mobley
Marie Raftis	Sandy Leyland
Elske de Visch Eybergen	Lance Dingman
Julia Verbitsky	Stephanie Greenaway
Obaid Shah	Trevor Jaundoo
Yim Chung	

**MANDATE:**

Communicate and work to address the needs of citizens within the community for whom barriers exist to accessing safe, suitable, and affordable housing, including the supports needed to enable citizens to obtain and retain their homes, and;

Support the City of Hamilton’s 10-year Housing and Homelessness Action Plan by providing information, advice, and recommendations to the Emergency & Community Services Committee regarding the Action Plan’s successful and meaningful implementation.

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

The following objectives have been established for the HHAC to facilitate its efforts in achieving the mandate.

1. Assist with the coordination and implementation of Council approved recommendations, including the City of Hamilton’s 10-year Housing and Homelessness Action Plan.
2. Ensure that recommendations regarding issues relating to people who are experiencing homelessness or who may be at risk of becoming homeless are brought forward to Council in a timely manner.
3. Devise and recommend to Council innovative and preventative measures to assist in addressing homelessness within the community;
4. Identify emerging trends, potential gaps and best practices in emergency housing needs.
5. Provide Council and staff with information, advice, and recommendations about residential

landlord and tenant issues and policies that would improve the overall well-being of tenants in Hamilton and support landlords in the provision of safe, quality, and affordable rental units.

6. Identify housing-related supports available in the community and facilitate relationship-building between community partners, citizens and government to ensure that people have the individualized supports needed to help them obtain and retain housing.

7. Regularly update Council about homelessness and affordable housing issues through the discussion and analysis that takes place at HHAC.

8. Respond to requests and direction from staff and Council.

9. Collaborate and cooperate with other City of Hamilton committees and community groups doing work around issues that impact homelessness and affordable housing to stay apprised of relevant initiatives and contribute information and advice as needed.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	x	2) Economic Prosperity & Growth	
3) Healthy & Safe Communities	x	4) Clean & Green	
5) Built Environment & Infrastructure		6) Culture & Diversity	
7) Our People & Performance			

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Meeting costs– meeting room, refreshments, photocopying, printing, parking, transportation	\$1,000
<b>SUB TOTAL</b>	<b>\$1,000</b>

N/A	\$0
<b>SUB TOTAL</b>	<b>\$0</b>
<b>TOTAL COSTS</b>	<b>\$1,000</b>
<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)</b>	<b>\$0</b>
<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$1000</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2016 Request \$1000 )</b>	<b>\$1,000</b>


**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:**

Julia Verbitsky

**Signature:**



**Date:**

Nov 16, 2017

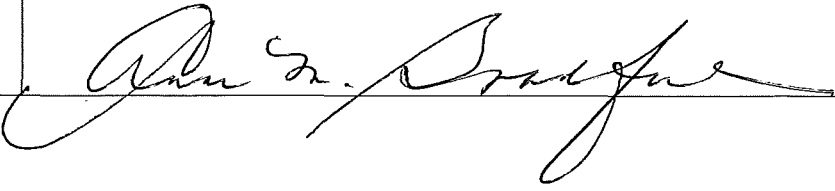
**Telephone # :**

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Hamilton

**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
 Tourism and Culture Division

<b>TO:</b>	Chair and Members Emergency and Community Services Committee
<b>COMMITTEE DATE:</b>	December 7, 2017
<b>SUBJECT/REPORT NO:</b>	City of Hamilton Veterans Committee 2018 Budget Submission (PED17212) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Brydie Huffman (905) 546-2424 Ext. 4122
<b>SUBMITTED BY:</b>	Anna M. Bradford Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the Hamilton Veterans Committee 2018 base budget submission, attached as Appendix 'A' to Report PED17212, in the amount of \$30,000, be approved and referred to the 2018 Budget process for consideration.

**EXECUTIVE SUMMARY**

The Hamilton Veterans Committee (HVC) oversees the planning and delivery of military remembrance and commemoration activities on behalf of the City of Hamilton. When directed by Council, the Committee will provide input on projects and issues that are of concern to Hamilton Veterans. The Committee also acts as a liaison between the City and its Veterans.

The Hamilton Veterans Committee is requesting the amount of \$30,000 (the same as 2017) to coordinate various Veterans' activities throughout the year. These events include but are not limited to Remembrance Day, Decoration Day ceremonies and Youth Education initiatives. Costs associated with policing these events are covered through the Tourism and Culture Division, Events Office operating budget. The remaining safety factors such as road closures, traffic warning signs and fencing for members of the public are covered through the Hamilton Veterans Committee approved budget.

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**SUBJECT: City of Hamilton Veterans Committee 2018 Budget Submission  
(PED17212) (City Wide) - Page 2 of 4**

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Other expenses for the events that the Hamilton Veterans Committee coordinates include wreaths, chairs and equipment, sun protection, appropriate sound systems, program printing, and programming elements such as warbird "fly past" services.

In June 2017, Council approved the revised mandate of the Hamilton Veterans Committee to include the objective to maximize the engagement of youth in the act of Remembrance through projects and events. It is anticipated that additional funds will be required in order to meet this objective in the future.

Working with the Hamilton Veterans Committee, staff closely monitors the Advisory Committee budget to determine if future increases will be necessary as each year the Hamilton Veterans Committee is asked to support an increasing number of Remembrance and Commemoration events throughout the City of Hamilton.

***Alternatives for Consideration – Not Applicable***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** For 2018, the Hamilton Veterans Committee has asked for their annual base budget of \$30,000.

**Staffing:** N/A

**Legal:** N/A

**HISTORICAL BACKGROUND**

The City of Hamilton Veterans Committee was first appointed by the Council of The Corporation of the City of Hamilton in February 1972. At that time the responsibility of the Committee was to:

- i) Act as liaison for the Veterans of the City of Hamilton and the Hamilton Parks Board (re: Cenotaph); and the Hamilton Cemetery Board (re: Field of Honour, Woodland Cemetery);
- ii) Co-ordinate all parades in the City involving Veterans; and,
- iii) Deal with all other matters directly relating to or of concern to Veterans.

In July of 2015, City Council established the Hamilton Veterans Committee for the 2014-2018 Term of Council. The mandate of the Hamilton Veterans Committee continues to include overseeing the planning and delivery of military remembrance and commemoration activities on behalf of the City of Hamilton. When directed by Council,

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**SUBJECT: City of Hamilton Veterans Committee 2018 Budget Submission  
(PED17212) (City Wide) - Page 3 of 4**

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the Committee provides input on projects and issues that are of concern to Hamilton Veterans.

Since 2001, military remembrance and commemoration activities have included organizing the City of Hamilton Remembrance ceremonies in addition to assisting with the coordination of annual ceremonies in Ancaster, Dundas, Glanbrook, Stoney Creek and Waterdown. Other annual events include the Dieppe Memorial Ceremony and Decoration Day. The Hamilton Veterans Committee also led the coordination of one-time events that included the 60<sup>th</sup> Anniversary of D-Day in 2004 and the 60<sup>th</sup> Anniversary of VE Day in 2005.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

- Hamilton Veterans Committee: The HVC Annual Advisory Committee Budget Submission is attached as Appendix 'A' to Report PED17212.
- Financial Coordinator, Financial Planning, Administration and Policy Division, Corporate Services Department: Provided reserve balance for Hamilton Veterans Committee.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

There is an expectation from the citizens of Hamilton for Remembrance services to be provided in order to properly honour the sacrifices made by our veterans and those currently serving. Without adequate funding provided by Council, these expectations cannot be met.

**ALTERNATIVES FOR CONSIDERATION**

N/A

**ALIGNMENT TO THE 2017 – 2025 STRATEGIC PLAN**

**Community Engagement & Participation**

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**SUBJECT: City of Hamilton Veterans Committee 2018 Budget Submission  
(PED17212) (City Wide) - Page 4 of 4**

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**Healthy and Safe Communities**

*Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.*

**Culture and Diversity**

*Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix 'A' to Report PED17212 – Hamilton Veterans Committee 2018 Budget Submission

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# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**“HAMILTON VETERANS COMMITTEE”**



<b>PART A: General Information</b>
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**ADVISORY COMMITTEE MEMBERS:**

<b>Dave Steckham, Chair</b>	<b>Ed Sculthorpe (Vice-Chair)</b>
<b>Marko Babic</b>	<b>Keven Ellis</b>
<b>(Robert) Geordie Elms</b>	<b>Dan Muir</b>
<b>(Victor) Rod Paddon</b>	<b>Art Tompkins</b>
<b>Councillor Brenda Johnson</b>	<b>Councillor Robert Pasuta</b>

**MANDATE:**

"Provide the Advisory Committee's mandate"

Reporting to council, the Hamilton Veterans Committee oversees the planning and delivery of military remembrance and commemoration activities on behalf of the City of Hamilton.

When directed by Council, the Committee provides input on projects and issues that are of concern to Hamilton Veterans.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

"Indicate the Advisory Committee's goals and objectives, how they will be achieved and who will benefit"

#### **Goals and objectives:**

Act as a liaison for the veterans of the City of Hamilton on all matters that fall within Council's jurisdiction.

Coordinate Decoration Day and Remembrance Day Parades and Memorial Services.

Maximize the engagement of youth in the act of Remembrance through projects and events.

#### **How will they be achieved:**

Coordinate the remembrances for significant anniversaries such as Decoration Day, Remembrance Day, VE Day and including but not limited to parades and memorial services.

Administer all other matters directly relating to or of concern to Hamilton Veterans that fall within Council's jurisdiction.

Oversee the criteria for burial of veterans in the Field of Honour (Woodland Cemetery)

Veterans Committee advises on the use and care of the cenotaph – Veterans Place at Gore Park including but not limited to the placement of wreaths.

Present opportunities for the engagement of youth in acts of Remembrance in the City of Hamilton.

#### **Who will benefit:**

All citizens of the City of Hamilton as well as local Veterans. Several thousand people attend the Remembrance Day services and parades coordinated by the Veterans Committee.

All residents of Hamilton will have the opportunity to show respect for Veterans' service to our country.

The youth of Hamilton will be given the opportunity to be engaged with Acts of Remembrance outside of the classroom setting.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	✓	2) Economic Prosperity & Growth	
3) Healthy & Safe Communities	✓	4) Clean & Green	
5) Built Environment & Infrastructure		6) Culture & Diversity	✓
7) Our People & Performance			

**PART C: Budget Request****INCIDENTAL COSTS:**

Meeting Costs: <ul style="list-style-type: none"> <li>- postage, printing, parking</li> <li>- 7 regular meetings, 4 event planning meetings and 1 meeting with all Veteran Organizations within the City of Hamilton</li> <li>- Name tags and arms bands</li> </ul>	\$2,000
<b>SUB TOTAL</b>	<b>\$2,000</b>

**SPECIAL EVENT/PROJECT COSTS:**

Ceremonies/Services: <ul style="list-style-type: none"> <li>- Hamilton (Gore Park Cenotaph), ceremony and garrison parade</li> <li>- Remembrance Day Ceremonies (Ancaster, Glanbrook, Dundas, Stoney Creek, Waterdown)</li> <li>- Dieppe Veterans' Memorial Service</li> <li>- Decoration Day</li> <li>- Communications and Marketing</li> </ul>	\$14,100  \$4,200  \$3,000  \$4,500  \$2,200
<b>SUB TOTAL</b>	<b>\$28,000</b>

<b>TOTAL COSTS</b>	<b>\$30,000</b>
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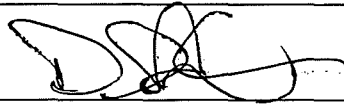
Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)	\$
<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$30,000</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$ )</b>	<b>\$30,000</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** David Steckham

**Signature:**



**Date:**

17 Nov 2017



Hamilton

**CITY OF HAMILTON**  
*City Manager's Office*  
*Human Resources*

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 7, 2017
<b>SUBJECT/REPORT NO:</b>	Volunteer Advisory Committee 2018 Budget Submission (HUR17026) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jessica Bowen (905) 546-2424 Ext. 5164
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources & Organizational Development
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the Volunteer Advisory Committee 2018 budget base submission be approved as follows and forwarded to the 2018 budget process (General Issues Committee (GIC)):

- (a) Advisory Committee on Immigrant & Refugees in the amount of \$3500.00;
- (b) Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee in the amount of \$3942.00;
- (c) Aboriginal Advisory Committee in the amount of \$3552.00
- (d) Hamilton Mundialization Committee in the amount of \$5890.00;
- (e) Hamilton Status of Women Committee in the amount of \$3500.00;
- (f) Committee Against Racism (includes Lincoln Alexander Day Celebration) in the amount of \$8900.00

**EXECUTIVE SUMMARY**

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Human Resources Volunteer Advisory Committee Budgets for 2018 in the amount of \$29,284.00 are being submitted with the recommendation that they be approved. Three (3) of the budget requests are the same amounts as the 2017

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approved budgets and three (3) of the budget requests have increased by at most 1.5% to accommodate additional events for 2018.

**Alternatives for Consideration – See Page 3**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The base budget requested for 2018 for three (3) of the advisory committees is the same as the budget requested and approved for 2017. Three (3) of the Committees have requested an increase of 1.5% to accommodate for additional events that have planned in 2018.

Staffing: N/A

Legal: N/A

**HISTORICAL BACKGROUND**

At their September, October and November 2017 meetings, the Human Resources Volunteer Advisory Committees gave consideration to their budget needs for 2018. Their base budget submissions are attached as Appendices A through F to Report HUR17026 as approved.

The budget includes both incidental costs to support the Committees, as well as additional costs for specific events, programs and initiatives. The following is a summary of the request and detailed requests are attached as Appendices A to F to Report HUR17026.

Committee Name	2017 Approved	2017 Base	2018 Increase	2018 Request
Advisory Committee on Immigrant & Refugees (Appendix A)	\$3500.00	\$3500.00	-	\$3500.00
Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee (Appendix B)	\$3890.00	\$3890.00	\$35.00	\$3942.00
Aboriginal Advisory Committee (Appendix C)	\$3500.00	\$3500.00	\$52.00	\$3552.00
Hamilton Mundialization Committee (Includes Kids for Kaga) (Appendix D)	\$5890.00	\$5890.00	-	\$5890.00
Hamilton Status of Women Committee(Appendix E)	\$3500.00	\$3500.00	-	\$3500.00
Committee Against Racism (includes Lincoln Alexander Day Celebrations) (Appendix F)	\$8890.00	\$8890.00	\$10.00	\$8900.00

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*OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.*

In accordance with the volunteer committee budget process, the budgets are recommended for approval.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The Volunteer Advisory Committees are able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, for specific activities. This provides the Committees with an opportunity to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. Some of the committees have not yet determined all of their activities for 2018. Should additional funding for any of the Advisory Committees be required in 2018 and be available in the volunteer advisory committee reserves, requests for reserve funding will be made at the appropriate time.

## **RELEVANT CONSULTATION**

The Volunteer Advisory Committees discussed their 2018 budget needs at their September, October and November 2017 Committee meetings.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The recommendation will provide funding for the operations of the Volunteer Advisory Committees to enable them to continue to fulfil their terms of reference. Three (3) of the Volunteer Advisory Committees are requesting an increase in their base budget.

## **ALTERNATIVES FOR CONSIDERATION**

The alternative would be not to fund the operations of the Advisory Committees. This is not recommended as they provide valuable service and advice to both Council and staff of the City, and bring voices to our deliberations that might otherwise not be heard.

## **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

### **Community Engagement & Participation**

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

### **Economic Prosperity and Growth**

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

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### **Healthy and Safe Communities**

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

### **Clean and Green**

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

### **Built Environment and Infrastructure**

Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

### **Culture and Diversity**

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

### **Our People and Performance**

Hamiltonians have a high level of trust and confidence in their City government.

### **APPENDICES ATTACHED**

Appendix A to Report HUR17026 – Immigrants & Refugees Advisory Committee Budget Submission

Appendix B to Report HUR17026 – Lesbian, Gay, Bisexual, Transgender & Queer Advisory Committee Budget Submission

Appendix C to Report HUR17026 – Aboriginal Advisory Committee Budget Submission

Appendix D to Report HUR17026 – Hamilton Mundialization Advisory Committee Budget Submission

Appendix E to Report HUR17026 – Status of Women Advisory Committee Budget Submission

Appendix F to Report HUR17026 – Committee Against Racism Advisory Committee Budget Submission

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# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**ADVISORY COMMITTEE FOR IMMIGRANTS & REFUGEES**

## **PART A: General Information**

### **VOLUNTEER COMMITTEE MEMBERS:**

Sam Abraham	Beau Daniels
Maria-Ines (Mané) Arratia	Sylvia Gill
Suad Badri	Mir Nazmul Islam
Dena Honig	Leo Johnson
Eman Ismail-Elmasri	Holly McKean
Noor Nizam	Yohana Otite
Ramon Petgrave	Marie Robbins
Zenaida Roque Cruz	Huzaifa Saeed
Funmi Akiode	
Aspy Ayrton	

### **MANDATE:**

The Advisory Committee on Immigrants & Refugees, through the appropriate Standing Committee of Council, is a mandated advisory committee of the City of Hamilton, making recommendations to City Council and staff about policies, procedures and guidelines which address the needs and concerns of people who are immigrants or refugees.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

To ensure co-ordination and information sharing about immigrant and refugee issues throughout the City government.

To complement and collaborate with the work of the City of Hamilton's Committee Against Racism, wherever possible.

To liaise with community agencies and committees to encourage a more co-ordinated and responsive community services network of services dealing with multicultural issues.

To ensure the right of access for immigrants and refugees to City of Hamilton programs, services and facilities.

To provide a forum where immigrants, refugees, service providers and the broader community can express concerns, share information and recommend improvements to service levels for immigrants and refugees, through the appropriate Standing Committee of Council.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Volunteer Committee supports			
1) Community Engagement & Participation	X	5) Built Environment & Infrastructure	X
2) Economic Prosperity & Growth	X	6) Culture & Diversity	X
3) Healthy & Safe Communities	X	7) Our People & Performance	X
4) Clean & Green	X		

**PART C: Budget Request****INCIDENTAL COSTS:**

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,500.00
<b>SUB TOTAL</b>	<b>\$1,500.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

Hosting the annual Newcomer Open House and preparing and disseminating the Newcomer Guide to Hamilton.	\$2,000.00
<b>SUB TOTAL</b>	<b>\$2,000.00</b>

<b>TOTAL COSTS</b>	<b>\$3,500.00</b>
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Funding from Volunteer Committee Reserve (only available to Volunteer Committees with reserve balances)	\$ N/A
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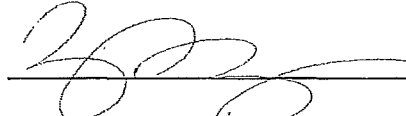
<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$3,500.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$3,500.00)</b>	<b>\$3,500.00</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** Zenaida Roque Cruz

**Signature:**



**Date:**

NOV. 9/11.

# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**“LESBIAN, GAY, BISEXUAL, TRANSGENDER & QUEER (LGBTQ)  
ADVISORY COMMITTEE”**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

<b>Hibbert Briscoe</b>	<b>James Diemert</b>
<b>David DaSilva</b>	
<b>Violetta Nikolskaya</b>	
<b>Marlon Picken</b>	
<b>Kristeen Sprague</b>	
<b>Ronald Vine</b>	
<b>Debbie Wooldridge</b>	
<b>Kate Dalton</b>	

### **MANDATE:**

The Lesbian, Gay Bisexual, Transgender and Queer Advisory Committee (LGBTQ), through its appropriate Standing Committee of Council, is a mandated advisory committee of the City of Hamilton. To eliminate barriers experienced by LGBTQ communities by giving voice to the perspective of LGBTQ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the LGBTQ communities.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

To provide opportunities for members of Hamilton's diverse LGBTQ communities to share stories, impart information, raise concerns and recommend changes as they relate to the way the City develops by-laws, policies, programs and services that impact LGBTQ communities, through the appropriate Standing Committee of Council.

To provide advice and recommendations to City council and staff with respect to the implementation of by-laws, policies, programs and services that impact LGBTQ communities.

To educate and increase the awareness and understanding of City Council and staff on issues that impact LGBTQ communities.

To facilitate access to accurate information about LGBTQ communities, including an up-to-date list of LGBTQ positive spaces, programs, resources and organizations.

To acknowledge and respect the diversity of Hamilton's LGBTQ communities, including those voices not represented at the Committee table, with respect to gender identity, sexual orientation, age, ability, ethno-cultural background and socio-economic status.

To review the progress and measure of success of the Committee and its activities on a regular basis.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,500.00
<b>SUB TOTAL</b>	<b>\$1,500.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

Partnership in development and sharing of community resources and information.	\$2,425.00
Social marketing regarding positive spaces, including materials, focus groups, awareness, etc.	
Partner with community groups for awareness campaigns at significant	

events in the LGBTQ community. Subsidizing member participation in workshops/conference relevant to committee objectives Other – to be determined by the Committee.	
<b>SUB TOTAL:</b>	<b>\$2425.00</b>
<b>TOTAL COSTS</b>	<b>\$3925.00</b>
<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances) To support a community consultation / conference</b>	<b>\$ 2000.00</b>
<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 3942.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$3,890.00)</b>	<b>\$ 3890.00</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name: Marlon Picken**

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**Signature:**

---

**Date:**

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**Bowen, Jessica**

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**From:** Marlon Picken <marlonpicken@gmail.com>  
**Sent:** November-17-17 11:51 AM  
**To:** Bowen, Jessica  
**Subject:** Re: 2018 Advisory Committee Business Planning -LGBTQ Final

Hi Jessica,

Please accept this email as an electronic signature for the attached budget submission document. I have read the document and confirm its content.

In solidarity

Marlon Picken  
Chairperson,  
LGBTQ Citizens' Advisory Committee for the City of Hamilton



# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**ABORIGINAL ADVISORY COMMITTEE**

## PART A: General Information

### ADVISORY COMMITTEE MEMBERS:

Connie Bellamy	
Scott Cruickshank	
Deborah Elmes	
Sheryl Green	
Patty Lawlor	
Marilyn Wright	
Allan Loft	
Khitanya Petgrave	

### MANDATE:

The Aboriginal Advisory Committee is a Council mandated advisory committee of the City of Hamilton. To address issues of mutual interest and/or concern and to enhance and to empower the Aboriginal community.

## PART B: Strategic Planning

### STRATEGIC OBJECTIVES:

To assist the City in achieving and demonstrating progress or positive change in support of the equitable economic, social, health and overall wellbeing of Aboriginal citizens.

To provide a forum and mechanism for co-ordinated dialogue and consultation between and among Aboriginal leaders and other stakeholders, acting as a catalyst for the development of positive relationships and open, transparent dialogue between and among the City and these stakeholders.

To offer input, advice and recommendations informed by stakeholder consultation to support the City in determining effective municipal strategies and/or policies on issues of importance to Aboriginal peoples.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

**PART C: Budget Request****INCIDENTAL COSTS:**

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,000.00
<b>SUB TOTAL</b>	<b>\$1,000.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

To include: - National Aboriginal Day - Homelessness Survey – "Point in Time" - Housing First projects and events - Truth & Reconciliation projects and community workshops - Promote Indigenous participation in 2018 municipal election	\$2,552.00
<b>SUB TOTAL</b>	<b>\$2,552.00</b>

<b>TOTAL COSTS</b>	<b>\$3,552.00</b>
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Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)	\$ N/A
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$3,552.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$ 3,500.00)</b>	<b>\$3,500.00</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: Marilyn Wright

Signature: Marilyn Wright

Date: November 9, 2017

Telephone #: 905-544-4320 x246

# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**HAMILTON MUNDIALIZATION COMMITTEE**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

Jeff Bonner (temp leave of absence)	
Ronald Vine (interim chair)	Rein Ende
Leo Johnson	Jan Lukas
Ramon Petgrave	Patricia Semkow
Robert Semkow	Nick van Velzen

### **MANDATE:**

To facilitate and support peace initiatives and the twinning relationships between Hamilton and its ten twin-cities around the world.

To assist Council in implementing its Mundialization resolution.

To complement and affirm the objectives of the "Strengthening Hamilton Community Initiative" of the City.

To support any and all relationships with City of Hamilton Twin Cities.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

**"Indicate the Advisory Committee's goals and objectives, how they will be achieved and who will benefit"**

To carry out the mandate of committee with activities such as:

Kaga/ Hamilton(50<sup>th</sup> Anniversary and Mayor's visit)

Anniversary of twinning of Shawinigan, Quebec

Anniversary of twinning of Mangalore India

World Citizenship award

Photo Contest

Hiroshima-Nagasaki Vigil

Committee member participation in events related to our twin cities.

Ongoing review of Mundialization relationships and processes therefor.

The benefit of participation is the enhancement of relationship between the citizens of our twin communities both locally and internationally and the citizens of the City of Hamilton.



**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	
5) Built Environment & Infrastructure		6) Culture & Diversity	X
7) Our People & Performance	X		

**PART C: Budget Request****INCIDENTAL COSTS:**

Printing, postage, office supplies, promotional materials and meeting expenses (including food for meetings).	\$ 1,500.00
<b>SUB TOTAL</b>	<b>\$ 1,500.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

World Citizenship Award and/or photo contest. Hiroshima- Nagasaki Vigil. Committee member participation in events related to our twin cities.	\$ 2,390.00
Kids for Kaga support for exchange program.	\$ 2,000.00
<b>SUB TOTAL</b>	<b>\$ 4,390.00</b>

<b>TOTAL COSTS</b>	<b>\$ 5,890.00</b>
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<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances) To cover expenses related to special events and Mundialization Committee member participation for Shawinigan (60<sup>th</sup>), Mangalore (50<sup>th</sup>) and Kaga (50<sup>th</sup>) anniversary year .</b>	<b>\$ 1,500.00</b>
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 5,890.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$ )</b>	<b>\$ 5,890.00</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name:

Ronald Vine

Signature:

Ronald Vine

Date:

Nov. 15, 2017

Telephone #:

905-543-0367

# **CITY OF HAMILTON**

**2018**

## **ADVISORY COMMITTEES**

### **BUDGET SUBMISSION**

**Status of Women Committee (CWC)**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

<b>Denise Christopherson</b>	<b>Laura Cattari</b>
<b>Miracle Chakwu</b>	<b>Katherine Kalinowski</b>
<b>Katie Hood</b>	<b>Jan Lukas</b>
<b>Marie Robbins</b>	<b>Zenaida Roque Cruz</b>
<b>Yulena Wan</b>	

### **MANDATE:**

The Status of Women Committee is a Council mandated advisory committee of the City of Hamilton. To act as an advisory committee of Council on matters pertaining to women and to provide input with respect to matters of municipal concern.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

To define, investigate, study, and make recommendations on issues of concern affecting women of the City of Hamilton and matters of social or municipal concern including matters referred to this Committee by City Council, staff and any City of Hamilton committees.

To inform citizens of the City of Hamilton on issues affecting women

To actively encourage women to participate in all aspects of society and support them in their life choices.

To advise citizens of the City of Hamilton of decisions made by City Council, matters of social concern and those matters referred to City Council by this Committee which may impact on women.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	<input checked="" type="checkbox"/>	2) Economic Prosperity & Growth	<input checked="" type="checkbox"/>
3) Healthy & Safe Communities	<input checked="" type="checkbox"/>	4) Clean & Green	<input type="checkbox"/>
5) Built Environment & Infrastructure	<input type="checkbox"/>	6) Culture & Diversity	<input checked="" type="checkbox"/>
7) Our People & Performance	<input checked="" type="checkbox"/>		<input type="checkbox"/>

**PART C: Budget Request****INCIDENTAL COSTS:**

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,000.00
<b>SUB TOTAL</b>	<b>\$1,000.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

Initiatives to be determined by the Committee	\$2,500.00
<b>SUB TOTAL</b>	<b>\$2,500.00</b>

<b>TOTAL COSTS</b>	<b>\$3,500.00</b>
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Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)	\$N/A
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$3,500.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$ \$3,500)</b>	<b>\$3,500.00</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** Laura Cattari

**Signature:** Laura Cattari

**Date:** Thurs Nov 16, 2017

**Telephone # :** (905) 528-3677

# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**COMMITTEE AGAINST RACISM**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

Jessica Brennan	Roger-Wayne Anthony Cameron
Tyrone Childs	Marlene Dei-Amoah
Ashok Kumar	David Jacob
Louic LeBlanc	Daniel Ramos
Winston Morrison	Joseph Scott
Steve Petgrave	Nerene Virgin
Taimur Qasim	Janice Webster

### **MANDATE:**

The Committee Against Racism is a volunteer advisory Committee of the City of Hamilton, appointed by Council. Members comprise of residents of the City of Hamilton, representing diverse background and cultures. The mandate of the Committee Against Racism is to advise, advocate and consult on relevant issues in the community of Hamilton relating to racism and its consequences, including anti-racism strategies.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

To work actively with institutions and all other relevant organizations, including education, police services, emergency services, public, private, voluntary sector and all levels of government to advise, consult, advocate and to promote proactive measures pertaining to racism and its consequences.

To initiate and facilitate discussions between individuals and/or groups to address issues and concerns of racism and/or while promoting respect and understanding in the community.

To make recommendations to the City of Hamilton on issues relating to Equity in Employment as well as issues relating to anti-racism.



**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

**PART C: Budget Request****INCIDENTAL COSTS:**

Monthly meetings expenses (photocopying, refreshments, advertising, postage, etc.)	
<b>SUB TOTAL</b>	<b>\$900.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

Initiatives by the Committee, including:	
1) Lincoln Alexander Day	\$5000.00
2) Black History Month	\$3000.00
3) Support for launch of the Anti-Racism Research Centre	
<b>SUB TOTAL</b>	<b>\$8000.00</b>
<b>TOTAL COSTS</b>	<b>\$8,900.00</b>

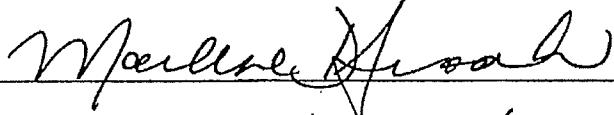
Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)	\$ N/A
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 8,900.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$8,890.00)</b>	<b>\$ 8,890.00</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: MARLENE DEI-AMOAH

Signature: 

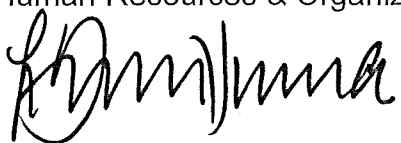
Date: November 16/17

Telephone #: \_\_\_\_\_



Hamilton

**CITY OF HAMILTON**  
**CITY MANAGER'S OFFICE**  
*Human Resources*

<b>TO:</b>	Chair and Members Emergency & Community Services Committee
<b>COMMITTEE DATE:</b>	December 7, 2017
<b>SUBJECT/REPORT NO:</b>	Seniors Advisory Committee 2018 Budget Submission (HUR17027) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jessica Bowen (905) 546-2424 Ext. 5164
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources & Organizational Development
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the Seniors Advisory Committee (SAC) 2018 base budget submission in the amount of \$1,500.00 be approved and forwarded to the 2018 budget process (General Issues Committee (GIC)).

**EXECUTIVE SUMMARY**

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Seniors Advisory Committee budget of \$1500.00 for 2018, is being submitted with the recommendation that it be approved as there is no increase requested from the 2017 budget.

***Alternatives for Consideration – See Page 2*****FINANCIAL – STAFFING – LEGAL IMPLICATION**

**Financial:** As the budget request is the same as was provided in 2017, there are no additional budget implications.

**Staffing:** N/A

**Legal:** N/A

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*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

*OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.*

**SUBJECT: Seniors Advisory Committee 2018 Budget Submission  
(HUR17027) (City Wide)**Page 2 of 3

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**HISTORICAL BACKGROUND**

At their September 8, 2017 meeting, the Seniors Advisory Committee gave consideration to their budget needs for 2018. Their budget submission is attached as Appendix A to Report HUR17027. The budget includes incidental costs to support the Committee. The Seniors Advisory Committee is requesting the same budget they had in 2017 in the amount of \$1,500.00.

In accordance with the volunteer committee budget process, the budget is recommended for approval.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The Volunteer Advisory Committees are able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, for specific activities. This provides the Committees with the opportunity to plan ahead to undertake specific projects or initiatives, while minimizing increases in their budgets. The Seniors Advisory Committee has not yet determined all of their activities for 2018. Should additional funding be required in 2018 and be available in the Seniors Advisory Committee reserves, requests for reserve funding will be made at the appropriate time.

**RELEVANT CONSULTATION**

The Seniors Advisory Committee discussed their 2018 budget needs at their September 8, 2017 committee meeting.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The recommendation will provide funding for the operations of the Seniors Advisory Committee to enable them to continue to fulfil their terms of reference. The Seniors Advisory Committee is not asking for an increase in their base budget.

**ALTERNATIVES FOR CONSIDERATION**

The alternative would be not to fund the operations of the Seniors Advisory Committee. This is not recommended as it provides valuable service and advice to both Council and staff of the City, and brings voices to our deliberations that might otherwise not be heard.

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*OUR Vision: To be the best place to raise a child and age successfully.*

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*OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.*

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN****Community Engagement & Participation**

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

**Economic Prosperity and Growth**

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

**Healthy and Safe Communities**

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

**Clean and Green**

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

**Built Environment and Infrastructure**

Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

**Culture and Diversity**

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

**Our People and Performance**

Hamiltonians have a high level of trust and confidence in their City government.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report HUR17027 – Seniors Advisory Committee 2018 Budget Submission

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*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

*OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.*

# CITY OF HAMILTON

2018

ADVISORY  
COMMITTEES

BUDGET SUBMISSION

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SENIOR ADVISORY  
COMMITTEE

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**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

Margaret Cheyne	Lou DeStephanis
Carolann Fernades	George Hough
Ramanth Karnath	Paula Kilburn
Jeanne Mayo	Dahlia Petgrave
Penelope Petrie	Barry Spinner
Doug Stone	Basharat Tayyab
Bob Thomson	Karen Tomson
Marjorie Wahlman	Emmy Weisz
John Winslow	

**MANDATE:**

The Senior Advisory Committee is a Council mandated advisory committee of the City of Hamilton. To be a credible communication vehicle that will reflect and translate the ongoing needs that affects the quality of life for all older persons. It will provide a forum for consumers and deliverers of services and facilities to identify issues, explore possible remedies, and work to implement them.

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

- To assist Council in decision making as it pertains to Senior's issues in Hamilton.
- To respond and advocate concerns affecting policies, services and facilities for seniors delivered by and funded by all levels of government.
- To promote and disseminate all decisions relating to access, the provision of services programs and facilities for seniors in the City of Hamilton.
- To liaise with other organized groups when there are matters of mutual concerns.
- To promote and advocate, wherever appropriate, the concept of healthy aging by encouraging improved and responsive programs and services in a timely fashion.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	
<b>SUB TOTAL</b>	<b>\$1,500.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

<b>SUB TOTAL</b>	<b>\$ NIL</b>
<b>TOTAL COSTS</b>	<b>\$1,500.00</b>

Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)	<b>\$ N/A</b>
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$1,500.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$1,500.00)</b>	<b>\$1,500.00</b>



**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** **Robert Thomson (Senior Advisory Committee Chair)**

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**Signature:**



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**Date:**

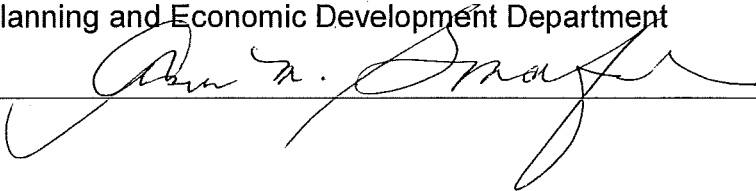
**October 6, 2017**

**Telephone # :**

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**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
 Tourism and Culture Division

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 6, 2017
<b>SUBJECT/REPORT NO:</b>	2018 Arts Advisory Commission Annual Budget Submission (PED17209) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Ken Coit (905) 546-2424 Ext. 6281
<b>SUBMITTED BY:</b>	Anna M. Bradford Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

#### RECOMMENDATION

That the Arts Advisory Commission 2018 base budget submission, attached as Appendix 'A' to Report PED17209, in the amount of \$9,000, be approved and referred to the 2018 budget process for consideration.

#### EXECUTIVE SUMMARY

The 2018 budget request will enable the Arts Advisory Commission (AAC) to fulfil its mandate and is consistent with the previous years' budget requests.

#### *Alternatives for Consideration – Not Applicable*

#### FINANCIAL – STAFFING – LEGAL IMPLICATIONS:

**Financial:** For 2018, the AAC has requested a base budget of \$9,000. The 2017 base budget was \$9,000.

**Staffing:** N/A

**Legal:** N/A

**SUBJECT: 2018 Arts Advisory Commission Annual Budget Submission  
(PED17209) (City Wide) - Page 2 of 3**

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**HISTORICAL BACKGROUND**

The Arts Advisory Commission has the following mandate:

To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program.

In 2015-16 the AAC Mandate and Terms of Reference were reviewed and revised requiring fewer members and meetings. A new AAC was appointed in 2016 with only one member of the previous AAC returning.

In 2017, the Arts Advisory Commission undertook outreach and consultation with the arts community to identify issues important to the community. Issues such as artists living and work space costs, sustaining and growing the arts community, and promoting the arts community were identified among others. The work included a symposium type event called the Big Picture 2017 that brought the community together along with interviews and online surveys.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

- Arts Advisory Commission: The AAC Annual Advisory Committee Budget Submission is attached as Appendix 'A' to Report PED17209.
- Financial Coordinator, Financial Planning, Administration and Policy Division, Corporate Services Department: Provided reserve balance for Arts Advisory Commission.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

In 2018, the Arts Advisory Commission (AAC) will continue to work with the arts community to refine and better understand some of the issues discussed at the Big Picture 2017 outreach event. They will also be undertaking a number of initiatives, identified in the Big Picture 2017 Arts Community Consultation Report, needed for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

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*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

**SUBJECT: 2018 Arts Advisory Commission Annual Budget Submission  
(PED17209) (City Wide) - Page 3 of 3**

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In addition, the AAC will continue to fulfil its on-going responsibilities with regards to the City of Hamilton Arts Awards, the Public Art Program and to deal with relevant issues as they arise.

**ALTERNATIVES FOR CONSIDERATION**

N/A

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

**Economic Prosperity and Growth**

*Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.*

**Culture and Diversity**

*Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix 'A' to Report PED17209 - 2018 Arts Advisory Commission Budget Submission

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# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**ARTS ADVISORY COMMISSION**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

Kyle Skinner – Co-Chair	Monika Ciolek – Co-Chair
Christine Braun	Elena Balaska
Patricia LeClair	Peter Malysewich
Ray Rivers	Sara Dickenson
Councillor Donna Skelly	Councillor Sam Merulla
Councillor Arlene VerderBeek - Alternate	

### **MANDATE:**

To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

In 2018 the Arts Advisory Commission (AAC) will be undertaking a number of initiatives, identified in the Big Picture 2017 Arts Community Consultation Report needed for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

The AAC continues its work monitoring and assisting with the implementation of the Public Art Program and the City of Hamilton Arts Awards Program.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement and Participation	X	2) Economic Prosperity & Growth	X
3) Healthy and Safe Communities		4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture and Diversity	X
7) Our People & Performance			

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Refreshments for Committee Meetings (6 regular AAC meetings and Sub Committee meetings)	\$1,750
Off-site Meetings	\$ 200
Refreshments for Training Sessions and Sub-Committees	\$ 500
Binders, office supplies, printing, etc.	\$ 500
Printing costs for reports, etc.	\$ 550
<b>SUB TOTAL</b>	<b>\$3500</b>

**SPECIAL EVENT/PROJECT COSTS:**

Arts community support and outreach events	\$5500
<b>SUB TOTAL</b>	<b>\$9000</b>

<b>TOTAL COSTS</b>	<b>\$9000</b>
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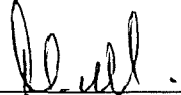
Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)	\$0
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TOTAL 2018 BUDGET REQUEST (net of reserve funding)	\$9,000
PREVIOUS YEAR (2017) APPROVED BUDGET (2018 Request \$9,000)	\$9,000

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: KYLE ANDREW SKINNER MONIKA CIOZEK

Signature:  

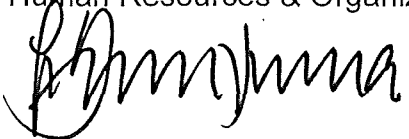
Date: OCT 31<sup>ST</sup>/2017 OCT 31 / 2017





Hamilton

**CITY OF HAMILTON**  
*City Manager's Office*  
*Human Resources Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 6, 2017
<b>SUBJECT/REPORT NO:</b>	Advisory Committee for People with Disabilities 2018 Budget Submission (HUR17028) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jessica Bowen (905) 546-2424 Ext. 5164
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources & Organizational Development
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the Advisory Committee for People with Disabilities (ACPD) 2018 base budget submission in the amount of \$6100.00 be approved and forwarded to the 2018 budget process (General Issues Committee (GIC)).

**EXECUTIVE SUMMARY**

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Advisory Committee for People with Disabilities budget for 2018, in the amount of \$6100.00, is being submitted for approval.

***Alternatives for Consideration – See Page 2*****FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The budget request for 2018 has increased by \$4600 in order to cover the cost of refreshments for the Advisory Committee for People with Disabilities as well as its four (4) subcommittees.

**Staffing:** N/A

**Legal:** N/A

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*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

*OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.*

## **HISTORICAL BACKGROUND**

At their November 15, 2017 meeting, the Advisory Committee for People with Disabilities gave consideration to their budget needs for 2018. Their budget submission is attached as Appendix A to Report HUR17028. The budget includes incidental costs to support the Committee as well as additional costs for specific events, programs and initiatives. The Advisory Committee for People with Disabilities is requesting a budget increase of \$4600.00 for a 2018 budget request of \$6100.00. In 2017, the Committee requested and was approved a budget in the amount of \$1500.00, which was allocated in whole for conference participation and related travel costs. The increase of \$4600.00 has been included to cover the cost of the following:

1. \$300 for Administrative Assistance (note taking) or staff available, for special meetings
2. \$4300 for food/refreshments for the following:
  - a. Advisory Committee for People with Disabilities: \$1500.00
  - b. Built Environment Working Group: \$750.00
  - c. Transportation Working Group: \$850.00
  - d. Housing Working Group: \$600.00
  - e. Outreach Working Group: \$600.00

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The Advisory Committee for People with Disabilities is able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, for specific activities. This provides the Advisory Committee for People with Disabilities to undertake future specific projects or initiatives, while minimizing increases in their budgets. The Advisory Committee for People with Disabilities has not yet determined all of their activities for 2018. Should additional funding be required and available in 2017 the Advisory Committee for People with Disabilities reserves, requests for reserve funding will be made at the appropriate time.

## **RELEVANT CONSULTATION**

The Advisory Committee for People with Disabilities discussed their 2018 budget needs at their November 15, 2017 committee meeting.

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## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The recommendation will provide funding for the operations of the Advisory Committee for People with Disabilities to enable them to continue to fulfil their terms of reference. The Advisory Committee for People with Disabilities is asking for an increase in their base budget. The Committee identified that several of their meetings are scheduled between the hours of 4:00pm-6:00pm, which is a timeframe members would be having a substantial dinner meal. Accordingly, the Committee has cited the need to have nourishment during these meeting times. In addition, the Committee has identified that their members have dietary restrictions which require accommodation to be equitable to the Committee as a whole.

## **ALTERNATIVES FOR CONSIDERATION**

1. The Committee could adjust the time of their meeting to reduce the likelihood that a conflict will exist with meal times
2. Decrease the working group meetings from two hours to 90 minutes to reduce the likelihood of nutritional issues arising
3. Fund the Committee as per the 2017 approved budget of \$1500.00 consistent with the recommended 1.5% guideline (to \$1525.00)
4. Not to fund the operations of the Advisory Committees. This is not recommended as the Committee provides valuable service and advice to both Council and staff of the City, and brings voices to our deliberations that might otherwise not be heard.

## **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

### **Community Engagement & Participation**

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

### **Economic Prosperity and Growth**

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

### **Healthy and Safe Communities**

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

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### **Clean and Green**

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

### **Built Environment and Infrastructure**

Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

### **Culture and Diversity**

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

### **Our People and Performance**

Hamiltonians have a high level of trust and confidence in their City government.

### **APPENDICES ATTACHED**

Appendix A to Report HUR17028 – Advisory Committee for People with Disabilities  
2018 Budget Submission

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# **CITY OF HAMILTON**

**2018**

**VOLUNTEER COMMITTEES**

**BUDGET SUBMISSION**

**ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES**

## **PART A: General Information**

### **Volunteer Committee Members:**

Patricia Cameron	Elizabeth (Jayne) Cardno
Clare Cruickshank	Al Nicolls
Paula Kilburn	Patty Lynes
Aznive Mallett	Thomas Manzuk
Tim Murphy	Kim Nolan
Tim Nolan	Robert Semkow
Mary Sinclair	Sylvia Soto
Terri Wallis	

### **Mandate:**

The Advisory Committee for Persons with Disabilities recommends to the City of Hamilton policies, procedures and guidelines that address the needs and concerns of persons with disabilities.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

#### Terms of Reference

1. To advise Council annually about the preparation, implementation, and effectiveness of its accessibility plan required pursuant to the Ontarians with Disabilities Act, the Accessibility for Ontarians with Disabilities Act, and related regulations.
2. To provide advice and recommendations to City Council and staff with respect to the implementation of Provincial standards, and policies, procedures and guidelines that address the needs and concerns of persons with disabilities.
3. To ensure that the right of access for persons with disabilities to programs and services provided by the City is sustained, maintained, and/or improved in accordance with Provincial legislation, regulations and City standards.

4. To review and comment to Council and other levels of government on pertinent reports, proposed legislation and studies which affect all persons with disabilities, where appropriate.
5. To provide a forum where persons with disabilities and service representatives can express their concerns, share information and recommend improvements to the existing level of City services for persons with disabilities.
6. To educate and increase awareness of the City on issues which affect people with disabilities.
7. To support the work of the committee through sub-committees and working groups, as required, and specifically related to the Provincial standards, including Customer Service, Transportation, Employment, Built Environment, and Information and Communications.
8. To maintain knowledge of the work of the committee through attendance at meetings and review of agendas and supporting materials.
9. To regularly review the progress and measure the success of the committee and its activities.

### Alignment with Corporate Goals:

Please check off which Council approved Strategic Commitments your Advisory Committee supports

<b>1) Community Engagement &amp; Participation</b>	x	<b>5) Built Environment &amp; Infrastructure</b>	x
<b>2) Economic Prosperity &amp; Growth</b>	x	<b>6) Culture &amp; Diversity</b>	x
<b>3) Healthy &amp; Safe Communities</b>	x	<b>7) Our People &amp; Performance</b>	x
<b>4) Clean &amp; Green</b>	x		

<b>PART C: Budget Request</b>
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**INCIDENTAL COSTS:**

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	
Administrative Assistance (note-taking) or staff available, for special meetings such as Roundtable.	\$300.00
Refreshments:	
<ul style="list-style-type: none"> <li>• Advisory Committee for People with Disabilities \$1500.00</li> <li>• Built Environment Working Group EWG \$750.00</li> <li>• Transportation Working Group \$850.00</li> <li>• Housing Working Group \$600.00</li> <li>• Outreach \$600.00</li> </ul>	\$4300.00
<b>SUB TOTAL</b>	<b>\$4,600.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

Conferences and related travel expenses	\$1500.00
<b>SUB TOTAL</b>	<b>\$1500.00</b>

<b>TOTAL COSTS</b>	<b>\$6100.00</b>
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Funding from Volunteer Committee Reserve (only available to Volunteer Committees with reserve balances)	\$ N/A
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$6,100.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$1,500.00)</b>	<b>\$1,500.00</b>

**CERTIFICATION:**



Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** **Aznive Mallett**

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**Signature:**

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**Date:**

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**Bowen, Jessica**

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**From:** Aznive <aznive@cogeco.ca>  
**Sent:** November-17-17 3:07 PM  
**To:** Bowen, Jessica  
**Subject:** RE: ACPD Budget Submission 2018 & Request to Meet

Hi Jessica,  
I think the document is fine. Would you please submit it today. I am unable to come in to sign it but perhaps this email will confirm that I have approved it and agree that it should be submitted. Thank you for all your work.  
Aznive



Hamilton

**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
 Transportation Division

<b>TO:</b>	Chair and Members Public Work Committee
<b>COMMITTEE DATE:</b>	January 15, 2018
<b>SUBJECT/REPORT NO:</b>	2018 Volunteer Committee Budget Submission – Hamilton Cycling Committee (PW18004) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Daryl Bender, B.E.S. (905) 546-2424, Extension 2066  Martin White, C.E.T. (905) 546-2424, Extension 4345
<b>SUBMITTED BY:</b>	John Mater, C.E.T. Associate General Manager and Director of Transportation Public Works Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Hamilton Cycling Committee (HCyC) 2018 base budget submission, in the amount of ten thousand dollars (\$10,000), as described in Appendix "A" to report PW18004, be approved and referred to the 2018 budget process for consideration;
- (b) That, in addition to the base funding, a one-time budget allocation for 2018 of two thousand five hundred dollars (\$2,500), funded by the Hamilton Cycling Committee (HCyC) reserve, be approved and referred to the 2018 budget process for consideration.

**EXECUTIVE SUMMARY**

The Hamilton Cycling Committee (HCyC) has developed a request for funding, for planned activities in 2018. With the endorsement of the HCyC members, this request for funding is submitted to Public Works Committee as Appendix "A". This report presents this proposed budget to Public Works Committee for consideration as part of the 2018 budget process.

The HCyC is proposing a 2018 budget of twelve thousand five hundred dollars (\$12,500). Their proposed budget would be financed with \$10,000 from the levy and \$2,500 from their Reserve. This budget would therefore have a zero impact on the 2018 budget as their approved budget in 2017 also had ten thousand dollars (\$10,000) funded from the levy.

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**SUBJECT: 2018 Volunteer Committee Budget Submission – Hamilton Cycling Committee (PW18004) (City Wide) - Page 2 of 4**

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**Alternatives for Consideration – See page 3**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** For 2018, the HCyC has requested a budget of twelve thousand five hundred dollars (\$12,500). The proposed budget will finance community educational activities plus the production of safety and promotional materials.

A comparison of the budgeted projects for 2018 versus 2017 reveals that the HCyC continues to focus on safety and cycling promotions.

Item	2017 Budget	Proposed 2018 Budget	Difference
Share the Road ad campaign	0	\$1500	+ \$1500
Cycling Safety promotions	\$3000	\$3000	0
Local Cycling promotions	\$2000	\$500	- \$1500
Special Cycling Events	\$2000	\$4000	+ \$2000
International Bike Show booth	\$1500	\$1500	0
Cycling Conferences	\$500	\$1000	+ \$500
Meeting expenses	\$1000	\$1000	0
Total	\$10,000	\$12,500	+ \$2500
Funds from levy	\$10,000	\$10,000	0
Funds from reserve	0	\$2500	+ \$2500

**Staffing:** Public Works Traffic Engineering staff will continue to act as a staff liaison to the HCyC, thus no changes to staffing.

**Legal:** N/A

**HISTORICAL BACKGROUND**

The HCyC advises the City of Hamilton on all matters related to cycling - monitoring the implementation of the Hamilton Cycling Master Plan (2009), providing input to the 2017 Cycling Master Plan update, planning for bicycling facilities (e.g. bike parking), educating citizens on matters of traffic safety, and promoting cycling both for recreation and commuting. Cycling helps to maintain personal health, thus it helps to foster a healthier community. In 2017 approximately forty thousand (40,000) bike maps were distributed and approximately sixteen kilometres (16 km) of cycling infrastructure was installed in Hamilton. The HCyC provided valuable input into these cycling projects. The HCyC's activities also help to achieve the objectives of the Transportation Master Plan.

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**SUBJECT: 2018 Volunteer Committee Budget Submission – Hamilton Cycling Committee (PW18004) (City Wide) - Page 3 of 4**

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## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

This report strongly aligns with the City's Vision Statement, the City's Mission Statement, and the City's Priorities in the Strategic Plan; as these statements make reference to engaged citizens, children, health, safety, and sustainability. The City's Transportation Master Plan and Cycling Master Plan both advance a well-connected cycling network, the promotion of active transportation, and safety education; all supported by an engaged HCyC.

## **RELEVANT CONSULTATION**

In preparation of this report, Public Works staff consulted the HCyC and Corporate Services Finance and Administration staff.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Feedback received by members of the HCyC ensures cycling projects are well vetted by the community, thereby improving the quality of cycling facilities - both for recreation and commuting.

The committee promotes cycling safety through their very successful distribution of "Share the Road" car magnets and stickers; and the distribution of bicycle lights at special events, to stress the message of improved visibility. They also plan to continue coordination with City staff on a broader cycling safety campaign during Bike Month in June 2018.

Committee members in conjunction with community groups promote cycling in Hamilton during events like "Bike for Mike", "Bike-to-Work Day", "Supercrawl", and other city festivals. The HCyC also proposes to grow the profile of cycling in Hamilton by promoting the "Jane's Ride: Trail of Two Cities" around Hamilton Harbour; and host an annual lecture in Hamilton, attracting an audience from across southern Ontario.

The committee members serve as volunteer staff for the HCyC booth at the Toronto International Bike Show, promoting Hamilton as a cycling destination and receiving feedback from people that cycle on Hamilton facilities – including Hamilton residents attending the show. The committee works with Tourism Hamilton to promote the city's recreational assets by distributing the City map "Bike Routes, Trails & Parks", pamphlets printed by the Hamilton Conservation Authority, and other materials.

The Committee plans to host the 2018 meeting of western Lake Ontario cycling committees, and to send a representative to one or two cycling-related conferences in 2018 to share Hamilton successes and to learn from other communities.

## **ALTERNATIVES FOR CONSIDERATION**

The Public Works Committee could choose to modify the funding level of this Volunteer Committee of Council. If the HCyC's 2018 budget request is not approved, they would have to adjust their proposed 2018 work plan to accommodate the approved funding level. The members feel that their planned budget for 2018 reflects a commitment to

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**SUBJECT: 2018 Volunteer Committee Budget Submission – Hamilton Cycling  
Committee (PW18004) (City Wide) - Page 4 of 4**

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improving safety in Hamilton, promoting cycling as an economic engine in tourism, and fostering a healthier community.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement & Participation**

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

**Economic Prosperity and Growth** Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

**Healthy and Safe Communities**

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

**Clean and Green**

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

**Built Environment and Infrastructure**

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**Culture and Diversity**

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**Our People and Performance**

Hamiltonians have a high level of trust and confidence in their City government.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A – 2018 Volunteer Committee Budget Submission HCyC

# **CITY OF HAMILTON**

**2018**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**Hamilton Cycling Committee (HCyC)**

**PART A: General Information****ADVISORY COMMITTEE MEMBERS:**

Pierre Barras	Sharon Gibbons
Kate Berry	Kevin Love
Greg Blunsdon	Ann McKay
Jason Copple	Linda Meerveld
Robert Corsini	Cora Muis
Brandon Curtas	Brad Tyleman

**MANDATE:**

The purpose of the Hamilton Cycling Committee (HCyC) is to advise the City Government on all matters related to cycling, to monitor implementation of the Hamilton Cycling Master Plan, to encourage and participate in planning for bicycling facilities, to encourage citizens to cycle instead of drive, to educate the public on the benefits and necessities of cycling, and to integrate the work of neighbouring municipal bicycle committees.

**PART B: Strategic Planning****STRATEGIC OBJECTIVES:**

The Committee's goals are:

- Review progress in implementing the City of Hamilton Cycling Master Plan and to take action to influence progress if necessary;
- Ensure community input on specific details associated with implementing the Master Plan;
- Ensure that cycling needs are emphasized in all transportation related decisions;
- Encourage legislation and policy changes that are supportive of cycling;
- Promote cycling for transportation and recreation through relevant events;
- Educate the public on the benefits, necessities and safety aspects of cycling;
- Assist in establishing secure, adequate bicycle parking facilities;
- Represent the cycling community at City of Hamilton sponsored functions/events;
- Encourage the formation of, and liaise with other municipal cycling committees; and
- Foster a mutual respect between cyclists and other road users.



**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	<input checked="" type="checkbox"/>	2) Economic Prosperity & Growth	<input checked="" type="checkbox"/>
3) Healthy & Safe Communities	<input checked="" type="checkbox"/>	4) Clean & Green	<input checked="" type="checkbox"/>
5) Built Environment & Infrastructure	<input checked="" type="checkbox"/>	6) Culture & Diversity	<input checked="" type="checkbox"/>
7) Our People & Performance	<input checked="" type="checkbox"/>		

**PART C: Budget Request****INCIDENTAL COSTS:**

Meeting expenses	\$ 1000
<b>SUB TOTAL</b>	<b>\$ 1000.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

Share the Road campaign	\$ 1500
Promotions – cycling safety	\$ 3000
Promotions – local cycling	\$ 500
Special Cycling Events	\$ 4000
International Bike Show booth (Toronto)	\$ 1500
Conferences	\$ 1000
<b>SUB TOTAL</b>	<b>\$ 11,500.00</b>

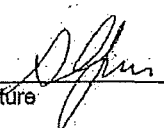
<b>TOTAL COSTS</b>	<b>\$ 12,500.00</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$ 2500.00</b>
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<b>TOTAL 2018 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 10,000.00</b>
<b>PREVIOUS YEAR (2017) APPROVED BUDGET (2017 Request \$10,000.00)</b>	<b>\$ 10,000.00</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.


**Representative's Name:** Sharon Gibbons**Signature:**  
Signature**Date:**October 25, 2017**Telephone # :** \_\_\_\_\_



Hamilton

6.13

## INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	2018 Budget Drivers - Tourism Bid Attraction (PED18056) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Anna M. Bradford (905) 546-2424 Ext. 3967
<b>SUBMITTED BY:</b>	Anna M. Bradford Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

### Council Direction:

At the General Issues Committee Budget Meeting of February 16, 2018, staff was directed to provide information on attracting the conference, meeting, and sports sector to Hamilton including spending on bid fees.

### Information:

#### Importance of Tourism to Hamilton

Hamilton is a dynamic city with unique geographic and cultural attributes. Tourism is becoming increasingly important to the economic health of the City and is a platform for building further economic growth. The City attracts over 4.5 million person visits annually mainly from near-in markets, and these visitors spend an estimated \$359.5 million per year.

In 2014 the City of Hamilton's Tourism and Culture Division undertook a strategic planning process based on extensive consultation with industry and City staff. The intent of the process and this Strategy is to establish a strategic approach to the growth and development of tourism – one that is cohesive and partnership-based, designed to enhance the image and competitiveness of Hamilton as a visitor destination, grow visitation, meet visitor expectations, and generate economic and social benefits for the whole community.

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**SUBJECT: 2018 Budget Drivers – Tourism Bid Attraction (PED18056) (City Wide) -  
Page 2 of 5**

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## **VISION**

Hamilton is a distinctive destination recognized for creativity, authentic experiences and people, and outstanding hosting capability.

## **GOALS**

- Increase the appeal of Hamilton;
- Enhance Hamilton's image as a destination;
- Attract new visitors;
- Inspire visitors to stay longer and spend more money;
- Deliver authentic experiences; and,
- Excel in the provision of hospitality.

## **STRATEGIC PRIORITIES**

### **LEADERSHIP:**

Developing a sustainable and collaborative tourism leadership structure.

### **MARKETING AND COMMUNICATIONS:**

Establishing a positive destination identity and growing Hamilton's share of the markets with the highest potential for return.

### **DESTINATION DEVELOPMENT:**

Creating a great destination and enhancing Hamilton's 'welcome.'

## **DEMAND GENERATORS**

### **PRIMARY**

- Meetings and conventions
- Sport tourism
- Arts, culture, and entertainment

### **SECONDARY**

- Nature-based tourism, heritage and the waterfront – sites and related attractions

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**SUBJECT: 2018 Budget Drivers – Tourism Bid Attraction (PED18056) (City Wide) -  
Page 3 of 5**

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## **HOW DO WE ATTRACT VISITORS**

### **Leisure Marketing:**

#### Tactics:

- Tourism Hamilton Web
- Social Media
- Advertising and Promotion such as Visit Hamilton Magazine
- Digital Marketing
- Media Relations – pitching stories – proactive and reactive by example New York Times, West Jost Magazine, Globe & Mail, Huffington Post, Toronto Star, On Route Magazine, Canadian Geographic, etc.
- Tourism Hamilton Blogs
- Fam Tours – Influencers
- Collateral materials

### **Conferences, Meeting, and Sports Market:**

#### Tactics:

- Tradeshow
- Sales Missions
- Sales Calls ( new and repeat business)
- Fam Tours
- Attendance at local events, such as those hosted by the Chamber of Commerce, to promote bringing conference, meeting and sports events to Hamilton
- Convention Building
- Collateral materials
- Tri-city bids initiatives
- Multi-year pitches

### **Bids**

Competition for securing conferences, meeting and sports events is aggressive. Many events require a confirmed bid fee for Hamilton to even be considered. Similar to a construction tender the funds for a bid fee must be identified and available. Currently, staff are bidding on events into 2024/25. Bids are sometimes due now for conferences, meeting and sports events taking place five or even ten years in the future. However, any bid fee funding identified, although not paid out now, must still be identified and secure. Therefore the Tourism reserves must be sufficient and stable.

In 2016/17 staff identified approximately \$418,216 in both bid fees pending, confirmed and paid out.

**SUBJECT: 2018 Budget Drivers – Tourism Bid Attraction (PED18056) (City Wide) -  
Page 4 of 5**

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To provide an understanding of volume of activity the list below represents Conferences, Meeting and Sports Events activity levels in 2017. The list represents a combination of won, active and lost bids managed by staff.

2017 Gyro International Annual Convention  
 2017 Parks and Recreation Ontario MBA Symposium  
 2017 Canadian Association of Research Libraries  
 2017 Badminton Canada Junior National Training Camp  
 2017 Canada Quest 3 x 3 Tournament – hosted by McMaster University  
 2018 Canadian Country Music Awards  
 2018 Canadian Hard of Hearing Association  
 2018 Ontario Physiotherapy  
 2018 Canadian Society of Palliative Care Physicians  
 2018 National Touch Football Championships  
 2018 Hockey Canada Gala and Golf Tournament  
 2018 CUCCOA Conference and AGM  
 2018 Canadian Alliance to End Homelessness  
 2018/2019/2020 Ontario Federation of Agriculture  
 2018 International Association of Airport Executives  
 2018 Canadian Merchandising Association  
 2018 Badminton Canada Jr. National Training Camp  
 2018 Eye Recommend Conference  
 2018 Craft Breweries Conference  
 2018 MasterCard Memorial Cup  
 2018 Watchtower Conference  
 2018 Canadian Beef Industry Conference  
 2018 U16 Eastern Football Championships  
 2018 OHF Hockey Championships  
 2018 Nanowire Conference  
 2018 Quidditch Canada National Championships  
 2018 CanSpes Annual Conference  
 2019 Ontario Tourism Summit  
 2019 Canadian Country Music Awards  
 2019 JUNO Awards  
 2019 Ontario Motorcoach Association  
 2019 U Sports Men's National Volleyball Championships  
 2019 Canadian Association of Paediatric Health Centres  
 2019 Academy of Sports Dentistry Annual Symposium  
 2019 Ontario Motorcoach Association  
 2019 Canadian Association of Pathologists  
 2019 Badminton Canada Jr. National Training Camp  
 2019 U18 Football Canada Cup  
 2019 U16 Eastern Football Championships

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**SUBJECT: 2018 Budget Drivers – Tourism Bid Attraction (PED18056) (City Wide) -  
Page 5 of 5**

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2020 FCM Sustainable Communities Conference  
2020 Ontario Architects Association  
2020 North American Indigenous Games  
2020 North American Indigenous Games  
2020 Kin Canada National Convention  
2021 Ontario Nurse Practitioners Association  
2022 Building Officials  
2026 FIFA Men's Soccer Championships

AB:ro



Hamilton

# INFORMATION REPORT

<b>TO:</b>	Chair and Members General Issues Committee – Budget Deliberations
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	Priority Methods for Road Repairs due to Winter Damages (PW18020) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Gord McGuire Geomatics & Corridor Management (905) 546-2424, Extension 2439
<b>SUBMITTED BY:</b>	Gord McGuire Geomatics & Corridor Management
<b>SIGNATURE:</b>	

## Council Direction:

N/A

## Information:

The winter of 2018 has accelerated serious roadway surface deterioration on a number of roads across Hamilton. As a result, staff undertook a process to inspect road segments and identify those which are not within the near term capital budget forecast and require short term interventions as a result of accelerated decline.

While Public Works routinely analyzes the City's road network to develop the capital replacement program, the experience over this winter suggests that temporary, more agile, actions may be needed over the near term to respond to these conditions.

The primary goals of this effort will be to maintain and / or increase service levels while reducing impacts on maintenance and operating budgets.

The following is an outline of the criteria that will be considered in responding to these road failures. Important criteria staff will consider in assessing these roads include;

- (1) Condition of the road – staff from both Roads & Traffic as well as Engineering Services have inspected a number of sites and developed a priority list based on observations made in the field;
- (2) Risk management claims – Staff are also evaluating risk management claims to prioritize the list to reflect the occurrence of claims from the motoring public;

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**SUBJECT: Priority Methods for Road Repairs due to Winter Damages  
(PW18020) (City Wide) Page 2 of 2**

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- (3) Traffic volumes – traffic count data is being used to prioritize the list to recognize the increased risk relative to increased usage of any of the road segments being considered for action;
- (4) Speed limit – the condition of the road surface and the integrity of it becomes more important at higher speeds;
- (5) Profile of the traffic, heavy trucks, transit vehicles and equipment using the road that will accelerate the decline of already jeopardized road surfaces;
- (6) Capital programming – staff will also review the existing capital program to understand where the affected road segment may reside in our program to inform whether or not immediate, short term or longer term interventions should be undertaken. For example; as LRT is expected to be undertaken within the corridor on Main Street West within the next 3-5 years any intervention at this location will be designed to ensure the roadway is able to provide service for intervening period of time.

To maximize the effectiveness of this program best efforts will be made to coordinate with potential underground works such as sewer, water or other affected utility infrastructure. The programs priority however is meant to address the surface deficiencies of the identified road segments and provide a rehabilitation strategy that repairs the current road surface in its existing configuration.

Through this process staff intend to report back to Committee with a prioritized comprehensive list of roads throughout Hamilton that require short term intervention as a result of applying the criteria 1-6 above.

While the capital budget program is already established for 2018 there may be opportunity to make minor additions to it in season, some projects identified may be delivered in 2019, and projects that require significant rehabilitation and coordination with other utilities may not be delivered until 2020.

**Appendices and Schedules Attached**

None

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# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	March 2, 2018
<b>SUBJECT/REPORT NO:</b>	Budget Referred Item: \$90,000 operating budget enhancement to support “on-demand” production services (PW18027) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Delfina Duarte (905) 546-2424, Extension 6627
<b>SUBMITTED BY:</b>	Rom D'Angelo C.E.T.; CFM Director, Energy, Fleet and Facilities Management Public Works Department
<b>SIGNATURE:</b>	

## Council Direction:

On July 14, 2017, Council approved all of the recommendations made in Report CM16006(a)/PW17058 (Copy hereto attached as Appendix A) including recommendation (c) as follows:

“(c) That staff be authorized to issue a new Request for Proposal for “on-demand” production services for select meetings including Council Meetings and some Committee meetings with an upset limit of \$90,000 annually funded from the City Hall Facilities Operating Budget Department ID#791501 and that staff put forward a 2018 operating budget enhancement of \$90,000/annually to support this service moving forward.”

At the General Issues Committee budget meeting of February 16, 2018, the above noted \$90,000 enhancement was presented and discussed as a Referred Budget Item. The General Issues Committee tabled the item subject to receiving a staff report with further information justifying the request.

This report provides the requested information in support of justifying the need for the operating budget enhancement of \$90,000 annually to be used for procuring “on-demand” production services (Audio Visual (AV) Specialist) in order to fully optimize the use of the new high definition live streaming system.

## Information:

In January of 2018, the City made an investment of approximately \$350,000 into a sophisticated system that integrates high definition audio visual streaming equipment

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**SUBJECT: Budget Referred Item: \$90,000 operating budget enhancement to support “on-demand” production services (PW18027) (City Wide)**  
**Page 2 of 6**

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with customized software. The system is installed in both Council Chambers and in Room 264 at City Hall.

For the first time, the City is capable of broadly broadcasting its own video on mass. This is a new and exciting opportunity that helps raise Hamilton to a new level but it should be managed carefully and with some prudence to ensure that technically it is of the highest professional quality so that it can become the factual (unedited) “go-to” reliable record on Council business.

However, the system is fairly complicated and includes microphones driven by software that control 5 cameras. The audio output is mixed with the video in real time to produce a live stream. There are outputs to the new agenda management system (Escribe), to Cable 14 and, soon, to the City’s dedicated YouTube channel.

The system is, in fact, designed to operate automatically. Often an operator has very little to do during a meeting and may even leave the meeting after it is well underway. However, from the beginning of the project, staff has strongly recommended that the services of an AV Specialist (operator) are still required “on-demand” in order to ensure that Council is professionally represented. Council was first informed of this recommendation at the beginning of the project, through the July 10, 2017 report (see Appendix A page 2 of 6).

“In addition, while the new video system is designed to work in automated mode, meaning that the cameras will pan to the speakers based on microphone activation, staff recommends issuing a further Request for Proposal for on-demand production services whereby an operator would manage the camera switching and ensure a high quality production including the correct speaker is on camera, proper graphics (speakers names) and real time camera switching occurs during the livestreaming of meetings.”

**Reasons for recommending AV Specialist Services:**

The staff recommendation for funding and procuring these services is based on the following reasons:

- a) For the first time, the video feed is leaving the City’s network and entering into the public realm, *in real time*. Once it is out in public it cannot be retrieved. Therefore, it is prudent to monitor and have control over the quality of the product going out.
- b) Camera adjustments can be necessary at any time during the meetings. For example, if an on-camera Speaker has moved positions and is no longer on camera, the operator can make the required adjustments or if a speaker has left his microphone on and has forgotten that they are on camera the operator can make the required adjustment.

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**SUBJECT: Budget Referred Item: \$90,000 operating budget enhancement to support “on-demand” production services (PW18027) (City Wide)**  
**Page 3 of 6**

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- c) During meetings the operator can make adjustments to the audio system when there are mixing problems, such as lip syncing issues.
- d) Since January of 2018, Cable 14 is using the City’s video feed to broadcast Council Meetings and this is a benefit to the City. Cable 14 has high standards for their production requirements. Adjustments have to be made on a periodic basis to support the broadcast. Cable 14 has informed the City that if the quality of outgoing feed does not meet their standards they may abandon the use of the City feed.

Without a knowledgeable operator (the AV Specialist), the system will work but over time it will degrade. This is, in fact, what happened with the previous camera/audio system in Council Chambers. Over time the functionality of the 4 cameras was reduced to one camera that was fixed wide shot mode. The audio degraded and the voting system was abandoned. The same outcome is likely if the performance of this new system is not continuously monitored and managed.

**What are the responsibilities of the AV Specialist (Scope of Work)?**

The services provided by the AV Specialist will be “on-demand” meaning that the AV Specialist will be called in as needed. Staff expects that the Specialist will be required for all Council Meetings, General Issues Committee Meetings and Public Works Committee Meetings and may be required for other select meetings. The AV Specialist may be asked to attend the full meeting or only until the production quality is assured.

The main responsibility of the AV Specialist will be to monitor the output video feed and to ensure that the highest possible quality is produced.

The following tasks will be performed:

- a) At start of meeting ensure all equipment is turned on, tested and operating as designed. Ensure that the feeds are transmitting properly to the distribution channels including (Escribe, Cable 14, YouTube etc.)
- b) Ensuring that the lighting is on and adjusted to provide the best video quality without lighting distortion
- c) Verify that the presentation equipment is working as designed and optimized as required
- d) Consult with Speakers as necessary before and after meetings to assist with tips to ensure everyone presents at their best
- e) Address any media concerns
- f) During the meetings adjust camera views to ensure speakers are in frame and that the chosen frame configuration is suitable for the meeting in question, as well as, that the audio system is optimized during meetings

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**SUBJECT: Budget Referred Item: \$90,000 operating budget enhancement to support “on-demand” production services (PW18027) (City Wide)**  
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- g) Using expertise and judgement make adjusts to the camera frames based on changes in workflows or in order to make improvements considering the end user’s experience and feedback received
- h) During meetings handle unforeseen situations and adjust the video shots as necessary to protect privacy or other sensitivity matters
- i) Monitor the outgoing feeds to make sure no interruption of service or mixing issues occur
- j) After meetings, ensure that the local back up of the video is completed successfully
- k) Provide on-demand video clipping services for Staff and Council only
- l) Provide staff with ongoing expertise and recommendations related to any issues/change requirements (software and hardware)
- m) Provide ongoing training to new Staff and Council on the current system
- n) Ensure the titling and voting system (soon to be deployed) is updated and accurately reflects current meeting configurations (Clerks may also perform this function). Where ongoing changes become permanent (such as new positions filled) make changes permanent in pre-defined pick lists for easier selection by users.
- o) Provides minor adjustments to system and minor repairs including ensuring audio jacks work and microphones are replaced if not working
- p) On request perform camera switching services in Room 264 (Room 264 does not have automatic camera switching)
- q) Be available to staff and Councillors during meetings to handle any malfunctions
- r) Interact with IT Services to facilitate, support and assist with any IT related requirements
- s) Troubleshoot any other issues that affect quality. For example, recently doors opening cause vibration in the cameras, this was a troubleshooting issue currently being addressed.
- t) Make minor changes to the code as required or authorized by Crestron or MacLean Media
- u) Order spare parts as required to keep on hand for repairs

The AV Specialist will be expected to be a Crestron certified technician (Crestron is the manufacturer of system) with previous experience in the video production industry.

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**SUBJECT: Budget Referred Item: \$90,000 operating budget enhancement to support “on-demand” production services (PW18027) (City Wide)**  
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**Can these services be performed by City staff?**

In some municipalities with similar systems these functions are performed by in-house staff. Information Technology (IT) resources were engaged during the implementation of the livestreaming solution. IT will continue to provide services to support the software and hardware components of the solution. However, IT does not have the subject matter expertise, skill sets or the resource capacity required to deliver the services of an AV Specialist.

In addition, given that the services would be used only as required, it is expected that a full time position is not warranted for this role. However, a minimum of two skilled people would be required to fulfil the function due to expected schedule of hours and to cover vacations/absences.

**What are the benefits of contracting out this service (vs in-house)?**

Contracting out these services will provide the following benefits:

- a) assures subject matter expertise in Crestron specific systems with ongoing training provided by the successful vendor
- b) provides flexibility (1 year contract term with renewal options, if services are not need or deemed not valuable there is no long term commitment)
- c) provides flexibility to cover evenings, partial meetings and ad-hoc scheduled meetings
- d) ensures that the City fully optimizes and fully uses the new system to its full extent

**What alternatives were considered?**

The following alternatives were considered:

- a) Use the system only in fully automated mode and accept the inherent risks (previously identified) of sending out a live feed with no quality monitoring or control. This option is not recommended.
- b) Call on the original vendor (MacLean Media) for support as required. Without a competitively procured contract, however, the rates for service (outside of warranty work) cannot be guaranteed.
- c) Approve a lower budget enhancement –the \$90,000 budget request was calculated by reviewing the number of select meetings for the year and estimating the length of the meetings. The \$90,000 was calculated as an “upset” limit and can be reduced, understanding, however, that contractor service levels will be adjusted proportionately. In addition, given that we are now two months into the 2018 year, a reduction in the \$90,000 is feasible for 2018. \$75,000 may be considered a reasonable option.

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**SUBJECT: Budget Referred Item: \$90,000 operating budget enhancement to support “on-demand” production services (PW18027) (City Wide)**  
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- d) Require that staff perform some functions despite having limited skills and resources to support the time commitment required. This option was the one exercised with the previous camera system and is not recommended because the system will degrade over time.

**Appendices and Schedules Attached**

**Appendix A** – General Issues Committee Report (CM16006(a)/PW17058) dated July 10, 2017 –Modernizing the City of Hamilton’s Live Streaming Capabilities and Experience

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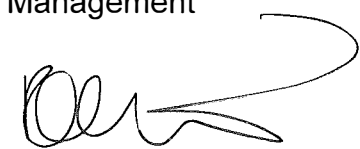
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**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
*and*  
**PUBLIC WORKS DEPARTMENT**  
*Energy, Fleet and Facilities Management Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	July 10, 2017
<b>SUBJECT/REPORT NO:</b>	Modernizing the City of Hamilton's Live Streaming Capabilities and Experience (CM16006(a)/PW17058) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Janet Pilon (905) 546-2424, Extension 4304 Delfina Duarte (905)546-2424, Extension 6627
<b>SUBMITTED BY:</b>	Rose Caterini City Clerk City Manager's Office Rom D'Angelo, C.E.T., CFM Director, Energy, Fleet & Facilities Management Public Works
<b>SIGNATURE:</b>	 

**RECOMMENDATION**

- (a) That Council approve the awarding of the additional scope of work as identified in Provisional Item #6, "Audio System Enhancements" of the Request for Proposal C11-01-17 to Maclean Media Systems as defined in Appendix A to this report at the additional one-time cost of \$146,000 + applicable HST funded from the 2017 City Hall Facilities Operating Budget Dept ID #791501, and charged to #54935-791501;
- (b) That the General Manager, Public Works Department be authorized to negotiate, enter into and execute any required Contract and any ancillary documents required to give effect thereto with Maclean Media Systems, in a form satisfactory to the City Solicitor;
- (c) That staff be authorized to issue a new Request for Proposal for "on-demand" production services for select meetings including Council Meetings and some Committee meetings with an upset limit of \$90,000/annually funded from the City Hall Facilities Operating Budget Department ID# 791501 and that staff put forward a



**SUBJECT: Modernizing the City of Hamilton’s Livestreaming Capabilities and Experience (CM16006(a)/PW17058) (City Wide) - Page 2 of 6**

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2018 operating budget enhancement of \$90,000/annually to support this service moving forward.

**EXECUTIVE SUMMARY**

In accordance with Council’s April 2016 direction and Council’s approved 2017 capital project of \$320,000 (\$200,000 for audio/visual equipment and \$120,000 for agenda management software, including livestreaming) a Request for Proposal (RFP) was issued for the audio/visual equipment component of the project.

The *minimum scope* of the RFP included providing all equipment necessary to enable high definition livestreaming. Additional provisional items were also included for items that could be selected at the City’s discretion. One of those provisional items was for upgrades to the audio system. Maclean Media Systems was the successful proponent in the RFP process. The award for the *minimum scope* portion of the contract is effective July 1, 2017 and work is set to begin during the third week of July with a target date for completion in the first week of August, 2017.

While the minimum scope upgrades fall within the 2017 approved capital budget allocation of \$200,000, the pricing for provisional audio upgrades (microphones and ancillary systems) exceeds the approved capital budget allocation. Staff recommend replacing the audio systems at this time for the following reasons:

- a) The current audio system (including the microphones), while still operational, have become outdated and is becoming increasingly difficult to maintain due to the difficulty in the sourcing of replacement parts. This item was not included in the *minimum scope* due to concerns that the cost of the audio system would exceed the budget and further delay the entire project;
- b) Replacement of the current system will significantly improve the quality of the end product for the public. Staff constantly receives complaints from the public with respect to the quality of the audio system during the live streaming of the meetings;
- c) Upgrading the audio system now, will avoid some challenges associated with integration of an old system with the new video system components; and
- d) A competitive procurement process has been completed, thereby posing an opportunity to avoid repeating this process in the future, which also ensures that the same contractor works on the system holistically and that the two year warranty on the new video system is not voided.

In addition, while the new video system is designed to work in automated mode, meaning that the cameras will pan to the speakers based on microphone activation, staff recommends issuing a further Request for Proposal for on-demand production services whereby an operator would manage the camera switching and ensure a high quality production including the correct speaker is on camera, proper graphics (speakers names) and real time camera switching occurs during the live streaming of meetings.

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**SUBJECT: Modernizing the City of Hamilton's Livestreaming Capabilities and Experience (CM16006(a)/PW17058) (City Wide) - Page 3 of 6**

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***Alternatives for Consideration – See Page 6*****FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: An additional one-time cost of \$146,000 + applicable HST is recommended to be funded from the City Hall operating budget and an annual \$90,000 enhancement be made to the operating budget effective to the 2018 operating budget.

Staffing: There will be no additional staffing requirements. The project implementation phase will be managed using in-house Facilities Management expertise.

Legal: There are no legal implications.

**HISTORICAL BACKGROUND**

In January 2017 the capital budget was approved for the project consisting of \$320,000 (\$200,000 for audio/visual equipment and \$120,000 for agenda management software including live streaming).

In April 2017, a Request for Proposal ("RFP") was issued for the audio/visual equipment with minimum scope consisting of basic components required to upgrade the system to high definition video including 3 pan/tilt/zoom cameras, as well as, upgraded controllers/switches, video distribution equipment and a new presentation system. The minimum scope also included the ability for the cameras to automatically pan to the speaker based on microphone activation.

In addition, the following provisional items were included in the RFP to be selected at the City's sole discretion:

1. Additional cameras on a per unit basis as more cameras may provide better coverage;
2. Automatic Titling Feature (to provide Speakers Name on screen);
3. Pre-Council Meeting Setup – to ensure all equipment is working and set up properly;
4. On Demand Media Production – to provide an onsite operator that would switch the cameras and manage the system production for a higher quality production not achievable through the automatic mode;
5. Lighting enhancements – if required to ensure good video quality;
6. Audio enhancements including new longer neck microphones and amplifiers; and
7. Camera/Streaming system for Room 264 (audio system to be re-used).

Three proposals were received, with Maclean Media Systems being the successful proponent, meeting all of the City's criteria as a fully qualified media integrator with extensive experience in the industry since 1990 and fulfilling other similar projects including a similar installation in the Town of Markham, Richmond Hill and Caledon. In

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*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

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**SUBJECT: Modernizing the City of Hamilton's Livestreaming Capabilities and Experience (CM16006(a)/PW17058) (City Wide) - Page 4 of 6**

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addition, Maclean Media Systems proposed an inventory of equipment that is robust, modular and of high quality consistent for the environment of a Council Chamber.

The minimum scope of the Contract was awarded to Maclean Media Systems effective July 1, 2017 including an additional camera and new high definition video capabilities for Room 264, at the cost of \$219,150 (\$200,000 will be funded from the 2017 Approved Capital Budget (Account #3381757507) and \$19,150.00 will be funded from the Operating Budget (Account #54935-791501).

Replacing the audio system in the Council Chamber will cost an additional \$146,000 and the solution proposed by Maclean Media includes the following built in features:

1. enhanced sound quality (echoing, noise cancellation and feedback fixes);
2. state of the art software controls to manage features quality features such as speaker's natural voice volume;
3. speaker's queuing list with touch screen control features for the mayor's dais;
4. 38 new longer gooseneck microphones;
5. microphone 5 time-out, re-queuing and in-camera isolation;
6. Councillor's & SLT touchscreen visual preview screens (of streaming feed); and
7. voting system

Some of these features were *not* requested in the Request for Proposal (such as a new voting system) however, they are inherently part of the new audio system which was the solution submitted in the request for proposal, as being the most suitable for a state of the art Council Chamber.

While the new audio/visual system is designed to function in an automated mode with the Clerks providing some basic system control such as switching to presentation mode, staff recommends procuring on demand production services that will provide on-site video switching and quality control for Council and some high profile Committee meetings. Procuring these "on demand" services will provide the City with the flexibility to manage the budget constraints and use the services only as needed.

The new audio/visual system being installed in Council Chamber consists of the integration of a number of complicated technology components that run on a combination of software and hardware. The system will need ongoing and in-time adjustments to produce a professional live stream and to take full advantage of all the features available, beyond better video quality, the quality of the overall production will be dependent on human expertise. For example:

1. While the cameras will pan to the active speaker automatically there will be some panning movement evident in the video – making the production seem amateurish – an operator would ensure higher quality switching (as opposed to panning). With 4 cameras installed switching is a key part of the production;

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**SUBJECT: Modernizing the City of Hamilton's Livestreaming Capabilities and Experience (CM16006(a)/PW17058) (City Wide) - Page 5 of 6**

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2. When a speaker inadvertently moves off camera, the automated system will not follow the speakers movement but an operator would be able to make the required adjustment;
3. When speakers do not sit in their regular seats, the graphics may need to be adjusted during meetings;
4. Some systems features, such as adding multiple in screen video to the presentations works optimally only with operator intervention;
5. An operator would troubleshoot and fix minor issues such as audio adjustments; and
6. An operator would ensure that the streaming/agenda management and video feed all function optimally together including, for example, the hearing impaired devices.

This on demand service was quoted by proponents as a provisional item, however staff believe that this service can be procured more economically through a new competitive RFP process geared to organizations that provide this type of service.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not applicable.

**RELEVANT CONSULTATION**

The RFP was issued in accordance with By-law 17-064, the Procurement Policy.

The project is a joint venture between the City Clerk's Office, Information Technology and Facilities Management.

The Public was consulted through an On-line Survey that was posted on the City's website from May 17<sup>th</sup> to June 20<sup>th</sup>, 2016. The survey focused on asking the public how important different aspects of the live streaming of Committee and Council meetings are to them, such as preferred camera angles and whether they would like to see presentations integrated into the live stream.

The City received a total of 112 responses, which are summarized in Appendix B, attached to this Report.

A Working Group, consisting of representatives from the following departments:

1. City Clerks & Records
2. Communications
3. Facilities Management
4. Information Technology
5. Procurement

Members of the Working Group were consulted in order to develop the scope of the project as well as identifying various improvements that were desired to be fixed and the preparation of the RFP;

**SUBJECT: Modernizing the City of Hamilton's Livestreaming Capabilities and Experience (CM16006(a)/PW17058) (City Wide) - Page 6 of 6**

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The Proposal Evaluation Team, worked under the guidance of the Procurement Section to evaluate the proposals and consisted of representation from the following departments:

1. City Clerk's office
2. Facilities Management
3. Information Technology

Cable 14 was consulted to determine their challenges with the current system and provided input on improvements.

**ALTERNATIVES FOR CONSIDERATION**

The alternative to replacing the audio system at this time would be to continue using the current audio system. While this is a feasible option, it will only delay the inevitable as the current system will need to be replaced at a future date, at which time parts may no longer be available for purchase due to obsolescence.

In addition, the public's experience will be improved with an enhanced audio feed that complements the new high definition video.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

**Built Environment and Infrastructure**

*Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.*

**Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A – Provisional Item #6 – Audio System Enhancements, Audio System

Appendix B – Public Survey

Appendix C – Visual Depiction of Councillors Station

**APPENDIX A**  
**Report CM16006(a)/PW17058**

***Provisional item #6 –Audio System Enhancements:***  
***Audio System:***

- a) The existing Telvic Microphone system is functionally obsolete and difficult to acquire replacement parts for. In addition, the City wishes to avoid dead spots in the audio during streaming when all microphones are off.
- b) Provide Unit Prices for 38 new microphones (wired or wireless) to replace the existing microphones including a microphone at the presentation station.
- c) Microphones shall operate with a 5 minute timeout feature and a 3 minute warning feature before timing out. Two microphones shall have a priority over-ride of the other microphones whenever the Mayor or City Clerk is speaking.
- d) Provide a solution to avoid dead/silence audio when all microphones are in off position. Solution may include having one general background noise open microphone that acts as the default when all other microphones are off.
- e) As necessary, if different locations for microphones are proposed, Successful Proponent shall be responsible to professionally repair/restore or cover wood where old microphones are removed, so as to make the areas visually acceptable within a council chambers environment.
- f) Provide a safety over-ride feature to “kill all” audio/video streaming when meetings go into “in-camera” sessions.
- g) Provide audio speaker adjustments and control mechanism for presentations with audio such as videos embedded in the presentations. Speakers shall be clearly audible in all areas of the chambers.
- h) The selection of audio equipment shall include requirements for managing mixing, feedback control and acoustic echo cancelation.
- i) Successful Proponent shall provide and install all required equipment to ensure seamless live integration of audio with video signal without human intervention.

## RESPONSES TO THE ON LINE SURVEY

**How important are the following aspects of video production for Committee Meeting videos to you?**

**1. Multiple camera angles are used vs. a single static shot**

Slightly	11
Moderately	21
Very	31
Extremely	42
Not at all	7

**2. Ability to click on an agenda item link and it takes you to that specific spot in the video**

Slightly	8
Moderately	10
Very	36
Extremely	57
No Response	1

**3. Councillors and delegates have title cards and identifier graphics**

Slightly	8
Moderately	25
Very	36
Extremely	40
No opinion	2
No Response	1

**4. Presentations are integrated in the video vs. projected on a screen in the meeting room and recorded**

Slightly	7
Moderately	22
Very	33
Extremely	49
No opinion	1

**5. Video zooms in on whoever is speaking**

Slightly	17
Moderately	29
Very	24
Extremely	38
No opinion	2
No Response	2

**6. Ability to correspond in real-time with City staff during the meeting**

Slightly	27
Moderately	25
Very	17
Extremely	32
No opinion	10
No Response	1

**7. Videos of Committee meetings are available (live and archived)**

Slightly	1
Moderately	6
Very	18
Extremely	83
No opinion	1
No Response	3

**8. Audio only version of Committee meetings are available (live and archived)**

Slightly	29
Moderately	18
Very	15
Extremely	38
No opinion	12







# CITY OF HAMILTON

## NOTICE OF MOTION

General Issues Committee: March 2, 2018

**MOVED BY MAYOR EISENBERGER.....**

### Road Infrastructure Deficit

WHEREAS, the City of Hamilton's road network has an overall condition index rating of 62 out of 100 which, at the current level of funding, is projected to decline to a rating of 54 over the next ten years;

WHEREAS, the City currently has an annual roads infrastructure funding deficit of \$85 million;

WHEREAS, modern winters appear to be accelerating the deterioration of roadway surfaces, as a result of increased frequency of freeze/thaw cycles and more extreme variability of temperatures; and,

WHEREAS, it appears that rising risk management claims may be indicative of where attention should be focused in our capital planning in this regard;

THEREFORE BE IT RESOLVED:

- (a) That the 2018 Tax Supported operating levy be increased by \$1.64M (0.2% impact) to address road deficiencies;
- (b) That the 0.2% Tax Supported operating levy increase be applied to leverage approximately \$19.4M in roads/infrastructure investments;
- (c) That the \$19.4M to support infrastructure investments be funded from the Investment Stabilization Reserve (Account No.112300) and be repaid over a 15 year term, at a cost to borrow of 3.1%;
- (d) That capital roads projects of \$19.4M be established and categorized accordingly, as \$5.9M in city-wide road priorities and \$13.5M in neighbourhood road priorities, applied equally across all 15 wards; and,
- (e) That staff be directed to review the road infrastructure, in consultation with all Ward Councillors, and report to the Public Works Committee respecting the road priorities, with that report to include any considerations as it relates to the Procurement Policy.

**Pilon, Janet**

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**Subject:** Letter to Council re: 2018 City of Hamilton budget

-----Original Message-----

From: Joshua Weresch

Sent: January 24, 2018 6:15 AM

To: clerk@hamilton.ca

Cc: Gord Bowes <gordbowes@hamiltonnews.com>; Matthew Van Dongen <mvandongen@thespec.com>

Subject: Letter to Council re: 2018 City of Hamilton budget

Dear Rose Caterini, City Clerk:

Good afternoon. I hope this finds you well. My name is Joshua Weresch, a resident in Ward 7. I write in regards to the upcoming approval, in the next two months, of the City of Hamilton's budget, particularly in regards to the Boards & Agencies meetings happening today and this coming Thursday at 0930 hours. Please include this letter in the correspondence to City Council at Council's next meeting. I have carbon-copied my letter to workers at the Hamilton News and the Hamilton Spectator, for their interest.

This past year, our house was assessed at a value of \$270,500, rising from \$252,000 the year before that; our property taxes rose from \$3,444.38 to \$3,549.43 in the same time period. While I do not mind paying higher property taxes for services received by the city, I do mind the manner in which those portions are allocated, particularly within the Boards & Agencies portion of our tax bill. City and Provincially Shared Programs, Area Rated Services and Education Tax rates certainly deserve my taxes' support; however, the Boards & Agencies portion needs to be more clearly addressed.

Currently, Hamilton Police Services receives \$517 -- the largest percentage of all listed services -- 15 cents of every tax dollar heading in that direction. The Library receives \$102 and Boards, Agencies, and the City Enrichment Fund receive \$77. I would recommend that funding continues, as it has, if not increased toward public health, community-based programs for mental-health care, and, especially, residential-care facilities -- see, in this latter regard, this article in the Hamilton Spectator: <https://www.thespec.com/news-story/8086789-residential-care-facilities-squeezed-by-minimum-wage-hike/> -- as well as all the arts (and public housing for the poor, the construction of which should be celebrated by the city instead of the same celebration wasted on the passing of one million dollars' worth of condominium and commercial building). I would recommend, more, that Hamiltonians invert that particular pyramid, either by pressuring the city to give its police services \$77 of taxes -- 2 cents of every tax dollar instead of its customary 15 cents -- or by refusing to pay that \$517 altogether in a concerted tax strike, a venerable tactic of non-cooperation that has had, according to Wikipedia's 'annals' and, better, Gene Sharp's work on non-violence, a long, rich, and fruitful history.

Thank you for your time and attention in these regards. I certainly hope and will work toward this year's municipal budget reflecting what are surely the priorities of most Hamiltonians: a love of the arts and the compassionate community they engender as against the increased militarization and arming of a police force and the fearful fiefdoms such actions create.

Sincerely,

Joshua Weresch