



## City of Hamilton

# AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

**Meeting #:** 18-002  
**Date:** February 12, 2018  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

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	<b>Pages</b>
<b>1. APPROVAL OF AGENDA</b>	
(Added Items, if applicable, will be noted with *)	
<b>2. DECLARATIONS OF INTEREST</b>	
<b>3. APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
3.1 January 22, 2018	5
<b>4. DELEGATION REQUESTS</b>	
*4.1 Scott Arbuckle, MCIP, RP, IBI Group respecting Request for Development Charge and Parkland Dedication Reduction, 390 Aberdeen Ave (FCS18017) (City Wide) (Outstanding Business List Item) (For today's meeting)	15
*4.2 Mike Canal, GFL Environmental, respecting Minimum Wage	17
<b>5. CONSENT ITEMS</b>	
5.1 Minutes of Various Advisory Committees:	
5.1.a Hamilton Mundialization Committee - November 15, 2017	19
5.1.b Hamilton Mundialization Committee - December 20, 2017	23

5.1.c	Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee - October 19, 2017	27
5.1.d	Lesbian, Gay, Bisexual, Transgender, and Queer Advisory Committee - November 16, 2017	33
5.1.e	Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee - December 14, 2017	39
5.1.f	Committee Against Racism - October 24, 2017	43
5.1.g	Committee Against Racism - December 5, 2017	49
5.1.h	Hamilton Aboriginal Advisory Committee - November 2, 2017	53
5.1.i	Advisory Committee for Immigrants and Refugees - October 12, 2017	59
5.1.j	Hamilton Status of Women Advisory Committee - November 23, 2017	65
5.2	2019 Development Charges (DC) Study and Initial meeting of the DC Stakeholders Sub-Committee (FCS18022) (City Wide)	69

## 6. PUBLIC HEARINGS / DELEGATIONS

6.1	John Livingstone, Canadian Corps of Commissionaires (Hamilton) respecting an adjustment to Contract C5-09-14 in light of the Minimum Wage Increase. (Approved January 22, 2018)	71
6.2	James Bonotti and Scott Zeller, Star Security Inc. respecting the passage of Bill 148, and the impact the increase to the minimum wage will have on the contracts they have with the City. (Approved January 22, 2018)	
*6.2.a	Presentation document	77
6.3	Doug Goodrow, ServiceMaster Contract Services respecting the increased minimum wage and requesting a price increase. (Approved January 22, 2018)	83
6.4	Bill Houston, Sunshine Building Maintenance regarding the new minimum wage legislation. (Approved January 22, 2018) (no copy)	
6.5	Roman Kaczmarek, Romex Security Inc. respecting the raise in the Ontario minimum wage and requesting a rate increase. (Approved January 22, 2018) (no copy)	

\*6.6 Scott Arbuckle, MCIP, RP, IBI Group respecting Request for Development Charge and Parkland Reduction, 390 Aberdeen Ave (FCS18017) (City Wide) (Outstanding Business List Item) (Pending Approval of Item 4.1) 87

\*6.7 Mike Canal, GFL Environmental, respecting Minimum Wage

## 7. STAFF PRESENTATIONS

## 8. DISCUSSION ITEMS

8.1 Correspondence from the Region of Halton requesting support of the Region of Halton's resolution respecting MPAC Service Delivery Shortcomings (Referred from January 24, 2018 Council Meeting) 95

8.2 Request for Development Charge and Parkland Dedication Reduction, 390 Aberdeen Ave (FCS18017) (City Wide) (Outstanding Business List Item) 99

8.3 Governance Review Sub-Committee Report 18-001 - January 31, 2018 107

8.4 Grants Sub-Committee Report 18-001 - February 5, 2018 111

## 9. MOTIONS

## 10. NOTICES OF MOTION

## 11. GENERAL INFORMATION / OTHER BUSINESS

11.1 Outstanding Business List

11.1.a Item requiring a new due date:

Concerns with HPS Accounting Records

Due date: December 7, 2017

New due date: March 26, 2018

11.1.b Items considered complete and needing to be removed:

Financial Charges Reduction for 390 Aberdeen Ave (Item 8.2 on today's agenda)

## 12. PRIVATE AND CONFIDENTIAL

12.1 January 22, 2018 - Closed Minutes

12.2 Impact of Bill 148 on Service Contracts (LS18009/FCS18001) (City Wide)

Pursuant to Section 8.1, Sub-sections (e) and (f) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (e), (f) and (k) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the City; advice that is subject to solicitor/client privileges affecting the City; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

12.3 Flamboro Downs Assessment Review Board Appeals (FCS18020/LS18006) (City Wide)

Pursuant to Section 8.1, Sub-sections (e) and (f) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (e) and (f) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the City; and advice that is subject to solicitor/client privileges affecting the City.

13. **ADJOURNMENT**



## **AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 18-001**

**9:30 a.m.  
January 22, 2018  
Council Chambers  
Hamilton City Hall**

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**Present:** Councillors A. Vanderbeek (Chair), D. Skelly (Vice-Chair),  
A. Johnson, C. Collins, M. Pearson, B. Johnson and L. Ferguson

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### **THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:**

**1. 2018 Interim Levy and Temporary Borrowing By-Laws (FCS18007) (City Wide) (Item 5.4)**

**(Pearson/Ferguson)**

- (a) That Appendix "A" attached to Report FCS18007 "By-law to Authorize the Temporary Borrowing of Monies to Meet Current Expenditures Pending Receipt of Current Revenues for 2018", be passed;
- (b) That Appendix "B" attached to Report FCS18007 "By-law to Authorize an Interim Tax Levy for 2018", be passed.

**CARRIED**

**2. Tax Appeals Under Sections 357 and 358 of the Municipal Act (2001) (FCS18008) (City Wide) (Item 5.5)**

**(Ferguson/Pearson)**

- (a) That Appendix "A" to Report FCS18008 respecting the Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*, in the amount of \$38,681 be approved;
- (b) That Appendix "B" to Report FCS18008 respecting the Tax Appeals, due to a Gross or Manifest Clerical Error, Pursuant to Section 358 of the *Municipal Act, (2001)*, in the amount of \$3,861 be approved.

**CARRIED**

**3. Whistleblower Information Update for Q4 2017 (AUD18001) (City Wide) (Item 5.6)**

**(Skelly/Ferguson)**

That Report AUD18001 respecting the Whistleblower Information Update for Q4 2017, be received.

**CARRIED**

**4. Revised Building Permit Fee Reserve Policy (FCS18004) (City Wide) (Item 5.7)**

**(Pearson/A. Johnson)**

That the Building Permit Fee Reserve Policy Attached as Appendix "A" to Report FCS18004 be approved.

**CARRIED**

**5. HMRF/HWRF Pension Administration Sub-Committee – Report 17-001 (Item 8.1)**

**(Pearson/Skelly)**

**(a) HMRF/HWRF/HSR Pension Plans – Investigation of Transfer to OMERS (FCS17096) (City Wide) (Item 4.1)**

That Report FCS17096 respecting HMRF/HWRF/HSR Pension Plans – Investigation of Transfer to OMERS (FCS17096) (City Wide), attached hereto as Appendix A, be received.

**(b) Financial Statements of the Hamilton Municipal Retirement Fund Pension Plan and Financial Statements of the Hamilton Wentworth Retirement Fund Pension Plan (Added Item 4.2)**

That the Financial Statements of the Hamilton Municipal Retirement Fund Pension Plan and Financial Statements of the Hamilton Wentworth Retirement Fund Pension Plan, attached hereto as Appendix B, be received.

**(c) Hamilton-Wentworth Retirement Fund (HWRF) Valuation at December 31, 2016 (FCS17095) (City Wide) (Item 5.1)**

That Report FCS17095 respecting the Hamilton-Wentworth Retirement Fund (HWRF) Valuation at December 31, 2016 (FCS17095) (City Wide), attached hereto as Appendix C, be received.

**(d) 2017 Master Trust Pension Statement of Investment Policies and Procedures (FCS17079) (City Wide) (Item 6.1)**

- (a) That the 2016 Master Trust Statement of Investment Policies and Procedures be deleted and replaced with the 2017 Master Trust Statement of Investment Policies and Procedures, attached hereto as Appendix D;
- (b) That the 2017 Master Trust Statement of Investment Policies and Procedures, attached hereto as Appendix D, be forwarded to the Hamilton Street Railway Pension Advisory Committee for their information.

**(e) Master Trust Pension Investment Performance Report June 30, 2017 (FCS17088) (City Wide) (Item 6.2)**

That Report FCS17088 respecting the Master Trust Pension Investment Performance, June 30, 2017, attached hereto as Appendix E, be received.

**(f) Master Trust Pension Investment Performance Report December 31, 2016 (FCS16060(a)) (City Wide) (Item 6.3)**

That Report FCS16060(a) respecting the Master Trust Pension Investment Performance, December 31, 2016, be received.

**CARRIED**

**6. City of Hamilton / Ministry of Transportation 2017-2018 Dedicated Gas Tax Funding Agreement (FCS18013) (City Wide) (Item 8.2)**

**(Pearson/Ferguson)**

- (a) That the Mayor and General Manager, Finance and Corporate Services be authorized and directed to enter into an Agreement between the City of Hamilton and the Province of Ontario related to the funding commitment made by the Province of Ontario to the municipality under the Dedicated Gas Tax Funds For Hamilton's Public Transportation Program;
- (b) That the Mayor and General Manager, Finance and Corporate Services be authorized and directed to execute the Letter of Agreement attached as Appendix "A" to Report FCS18013;
- (c) That the By-law attached as Appendix "C" to Report FCS18013 authorizing and directing the Mayor and General Manager, Finance and Corporate Services to sign a Letter of Agreement between the City of Hamilton and the Province of Ontario with respect to funding under the Dedicated Gas Tax Funds for Public Transportation Program, be passed;
- (d) That, upon being passed, a certified copy of the By-law, together with two copies of the signed Letter of Agreement, be forwarded to the Ministry of Transportation.

**CARRIED**

**7. Hamilton Status of Women Advisory Committee Membership (Added Item 10.2)**

**(Skelly/B. Johnson)**

- (a) That the letters of resignation from Laura Cattari from the Hamilton Status of Women Advisory Committee, and attached hereto, be received; and
- (b) That the membership number of the Hamilton Status of Women Advisory Committee be adjusted accordingly in order to obtain quorum.

**CARRIED**

**8. Development Charges Complaint under Section 22(2) of the Development Charges Act – Mattamy Waterdown Limited, 22 Spring Creek Live / Works Units (LS18001 / FCS18010) (City Wide) (Item 12.2)**

**(Pearson/Ferguson)**

- (a) That staff be directed to oppose the appeal to the Ontario Municipal Board made under Section 22(2) of the Development Charges Act by Mattamy Waterdown Limited dated December 4, 2017 in regard to development charges paid with respect to development at 22 Spring Creek Drive, Flamborough;
- (b) That the staff of Legal Services be authorized to retain expert witnesses, as required, including staff from Watson & Associates Economists Ltd. and charge the costs to DC By-laws OMB Appeals (3381255201);
- (c) That Report LS18001 / FCS18010 remain confidential.

**CARRIED**

**9. Centralization of Information Technology Services (FCS18016) (City Wide) (Item 12.3)**

**(Pearson/Collins)**

- (c) That Council approve a temporary Project Manager for 24 months to support the IT centralization review and that this temporary position is funded through the Tax Stabilization Reserve 110046;

**(d) That Report FCS18016 remain confidential.**

**Main Motion as Amended CARRIED**

**FOR INFORMATION:**

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

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



**1. DELEGATION REQUESTS**

- 4.5 Delegation Request from Roman Kaczmarek of Romex Security Inc regarding the changes to minimum wage and requesting a rate increase (for the February 12, 2018 meeting).
- 4.6 Delegation Request from Viv Saunders regarding the 2018 Capital Budget (for today's meeting).

**2. CONSENT ITEMS**

- 5.6 The agenda face page had a typographical error in the audit report number – please note that the Report is AUD18001 (and not AUD180010).

**3. NOTICES OF MOTION**

- 10.1 Supplement Taxes and Assessment Complaints Respecting 500 Eastport Blvd.
- 10.2 Hamilton Status of Women Advisory Committee Membership

**4. PRIVATE AND CONFIDENTIAL**

- 12.1 Commercial Relationship between the City of Hamilton and M.J. Dixon Construction Limited (LS13018(b))/FCS13041(b)) (City Wide)

At the request of M.J. Dixon Construction and the support of staff, it is proposed that this Item be further tabled until the March 26, 2018 meeting in order to allow M.J. Dixon Construction Limited an opportunity to attend the meeting.

**(B. Johnson/Skelly)**

That the agenda for the January 22, 2018 Audit, Finance and Administration Committee meeting be approved, as amended.

**CARRIED**

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

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**

**(i) December 7, 2017 (Item 3.1)**

**(Pearson/A. Johnson)**

That the Minutes of the December 7, 2017 meeting of the Audit, Finance and Administration Committee be approved, as presented.

**CARRIED**

**(d) DELEGATION REQUESTS (Item 4)**

**(A. Johnson/Pearson)**

That Items 4.1 through 4.5 being delegation requests regarding the changes to minimum wage and requesting a rate increase, be approved for the February 12, 2018 meeting:

- (i) John Livingstone (Canadian Corps of Commissionaires – Hamilton) (Item 4.1)**
- (ii) Jim Bonotti (Star Security) (Item 4.2)**
- (iii) Doug Goodrow (ServiceMaster Contract Services) (Item 4.3)**
- (iv) Bill Houston (Sunshine Building Maintenance) (Item 4.4)**
- (v) Roman Kaczmarek (Romex Security Inc) (Added Item 4.5)**

**CARRIED**

**(Skelly/Pearson)**

That Item 4.6, a delegation request from Viv Saunders regarding the 2018 Capital Budget (Item 5.3), be approved for today's meeting:

- (vi) Viv Saunders regarding the 2018 Capital Budget (Added Item 4.6)**

**CARRIED**

**(e) CONSENT ITEMS (Item 5)**

- (i) Minutes of the Aboriginal Advisory Committee meeting of October 5, 2017 (Item 5.1)**

**(A. Johnson/Pearson)**

That the minutes of the Aboriginal Advisory Committee meeting of October 5, 2017, be received.

**CARRIED**

- (ii) Minutes of the Committee Against Racism meeting of September 26, 2017 (Item 5.2)**

**(Skelly/A. Johnson)**

That the minutes of the Committee Against Racism meeting of September 26, 2017, be received.

**CARRIED**

- (iii) Correspondence from Viv Saunders respecting the 2018 Capital Budget (referred to Audit, Finance and Administration Committee by Council on December 8, 2017) (Item 5.3)**

Viv Saunders addressed the Committee respecting the 2018 Capital Budget.

**(Pearson/Skelly)**

That the delegation from Viv Saunders respecting the 2018 Capital Budget, be received.

**CARRIED**

**(B. Johnson/Skelly)**

(a) That the correspondence from Viv Saunders, be received; and

(b) That staff be directed to report back to the Audit Finance and Administration Committee with a report to:

- (i) Clarify the items referenced in Item 5.3 (being the correspondence from Viv Saunders);
- (ii) Provide details on sponsorship and infrastructure capital projects spending; and
- (iii) Provide recommendations to align the policies related to: Area Rating Funding, Minor Rehabilitation Funding, and the Cell Phone Tower Funding.

**CARRIED**

**(f) PUBLIC HEARINGS/DELEGATIONS**

- (i) Robert Homier respecting purchasing of City vehicles (approved December 7, 2017) (no copy) (Item 6.1)**

Robert Homier was not able to attend due to illness and was advised to contact the Clerk's office to reschedule at a later date.

- (ii) Susan Canning respecting Property Tax Penalties (approved on December 7, 2017) (Item 6.2)**

The Committee Clerk advised that Susan Canning was not able to attend and therefore provided a letter respecting Property Tax Penalties.

**(Pearson/Skelly)**

That the letter from Susan Canning respecting Property Tax Penalties, be received.

**CARRIED**

- (iii) Viv Saunders respecting the 2018 Capital Budget (Added Item 6.3)**

For disposition of this matter refer to Item (e)(iii).

**(g) MOTIONS**

- (i) Staff Reports Respecting Supplement Taxes and Assessment Complaints Respecting 500 Eastport Blvd (Added Item 10.1)**

**(Ferguson/Skelly)**

That staff be directed to review the correspondence from Steve M. Pocrnic, President & CEO of Pocrnic Realty Advisors Inc., respecting 500 Eastport Blvd., Hamilton, supplement taxes for 2013-2016; and, assessment complaints 2013-2018 (attached hereto), and report back to the Audit, Finance & Administration Committee with recommended options as to how to resolve the matter.

**CARRIED**

**(h) NOTICES OF MOTION**

**(i) Supplement Taxes and Assessment Complaints Respecting 500 Eastport Blvd (Added Item 10.1)**

Councillor Ferguson introduced a Notice of Motion regarding Supplement Taxes and Assessment complaints respecting 500 Eastport Blvd.

**(Ferguson/A. Johnson)**

That the Rules of Order be waived to allow for the introduction of a Motion regarding Supplement Taxes and Assessment complaints respecting 500 Eastport Blvd.

**CARRIED**

For disposition of this matter refer to Information Item (g)(i).

**(ii) Hamilton Status of Women Advisory Committee Membership (Added Item 10.2)**

Councillor Skelly introduced the following a Notice of Motion regarding Supplement Taxes and Assessment complaints respecting the Hamilton Status of Women Advisory Committee Membership.

**(Skelly/B. Johnson)**

That the Rules of Order be waived to allow for the introduction of a Motion regarding the Hamilton Status of Women Advisory Committee Membership.

**CARRIED**

For disposition of this matter refer to Item 7.

**(i) PRIVATE AND CONFIDENTIAL**

**(Pearson/Collins)**

That Committee move into Closed Session respecting Items 12.2 & 12.3, pursuant to Section 8.1, Sub-sections (b), (e) and (f) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (b), (e) and (f) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City

employees and litigation or potential litigation, including solicitor/client privileges, including matters before administrative tribunals, affecting the City.

**CARRIED**

**(j) ADJOURNMENT (Item 13)**

**(Ferguson/B Johnson)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:56 a.m.

**CARRIED**

Respectfully submitted,

Councillor VanderBeek, Chair  
Audit, Finance and Administration  
Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk



## 4.1

**Form: Request to Speak to Committee of Council**  
Submitted on Thursday, February 8, 2018 - 8:35 am

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Scott Arbuckle, MCIP, RP

**Name of Organization:** IBI Group

**Contact Number:** 905-546-1010 :

**Email Address:** [scott.arbuckle@ibigroup.com](mailto:scott.arbuckle@ibigroup.com)

**Mailing Address:**

360 James Street N

Suite 200

Hamilton, L8L 1H5

**Reason(s) for delegation request:**

Request for Development Charge and Parkland Dedication  
Reduction, 390 Aberdeen Ave (FCS18017) (City Wide)  
(Outstanding Business List Item)

**Will you be requesting funds from the City? Yes**

**Will you be submitting a formal presentation? No**





**Form: Request to Speak to Committee of Council**

Submitted on Thursday, February 8, 2018 - 2:27 pm

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Mike Canal**Name of Organization:** GFL Environmental**Contact Number:** 416-275-7409**Email Address:** [mcanal@gflenv.com](mailto:mcanal@gflenv.com)**Mailing Address:**

100 New Park Place #500

Vaughan, Ontario

L4K 0H9

**Reason(s) for delegation request:** Minimum Wage**Will you be requesting funds from the City?** Yes**Will you be submitting a formal presentation?** No



**MINUTES: Hamilton Mundialization Advisory Committee  
Wednesday, November 15, 2017 – 6:00 p.m.  
Hamilton City Hall, Room 192**

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**Present:** Rein Ende, Jan Lukas, Pat Semkow, Bob Semkow, Ron Vine, Nick van Velzen, Arlene VanderBeek

**Regrets:** Jeff Bonner (LOA), Leo Johnson, Ramon Petgrave

**Absent:** n/a

**Also Present:** Nadia Olivieri, Staff Liaison

**Guests:** n/a

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**WELCOME & INTRODUCTIONS**

The Chair welcomed everyone to the meeting

**1. APPROVAL OF AGENDA  
(J. Lukas /P. Semkow)**

That the Hamilton Mundialization Advisory Committee agenda of November 15, 2017 be approved as revised.

(i) Add 6.4.3 Communication. **CARRIED**

**2. DECLARATIONS OF INTEREST –None declared.**

**3. APPROVAL OF MINUTES**

3.1. Minutes of October 18, 2017

**(R. Ende/N. van Velzen)**

That the minutes of October 18, 2017 meeting of the Mundialization Committee be approved as is. **CARRIED**

**4. CONSENT ITEMS –None**

**5. PRESENTATIONS –none**

**6. DISCUSSION ITEMS**

6.1. Kids for Kaga Report to Council (status update)

Staff Liaison advised that the transfer of funds from the reserve was approved by AF&A Committee and ratified by Council. The invoices for the outstanding 2015 and 2016 grants are being processed.



**MOTION:** Appreciation to Council

The Members of the Hamilton Mundialization Committee would like to thank Council for its ongoing support for Kids for Kaga, especially during this 50<sup>th</sup> anniversary year. **CARRIED UNANIMOUSLY**

6.2. 2018 Activity Plan

50<sup>th</sup> Anniversary Hamilton (Dundas)/Kaga twinning: Members agreed that with the receipt of the outstanding 2015/2016 grant money, the 2018 grant and the typical community support, ongoing financial support for Kids for Kaga can be limited. Members agreed that the Hiroshima-Nagasaki Vigil will be Mundialization's contribution to the 50<sup>th</sup> Anniversary events. Member will provide volunteer support and attend events as requested.

World Citizen Award/ Photo contest: Members agree that additional information is required to determine the timing of the photo contest. Additional information will be collected and presented at January meeting.

Twinning: 2018 Activity plan should focus on nurturing current twinning agreements which may include participating in additional twinning anniversary events (60<sup>th</sup> for Shawinigan, Quebec and 50<sup>th</sup> for Mangalore, India . Assuming that twinning arrangements are at the direction of the Mayor's office the Members agreed to discuss the development of a checklist that would provide advise on appropriate factors that need to be considered prior to Council approving any new twinning. Members also agreed to determine the feasibility of considering twinning arrangements with communities that have an Indigenous component to the community structure.

**MOTION:** Mundialization endorsed twinning consideration checklist  
**(J. Lucas/R. Ende)**

That the Mundialization Committee create a checklist for Council's reference when Council is considering a twinning relationship.

6.3. 2018 Budget submission

The budget was reviewed. Minor changes were made to the text in the document. Request for \$1,500.00 from reserve in the event of anniversary celebration participation is requested. Budget signed. Budget will be submitted for AF&A approval.

6.4 Meeting Schedule for 2017 & 2018

6.4.1. Members agreed to December 20, 2017 meeting with a celebratory meal.



6.4.2 The 2018 meeting dates (3<sup>rd</sup> Wednesday of the month) did not conflict with any known holidays.

6.4.3 Communication

The chair had all members, Cllr. Vanderbeek and the Staff Liaison sign a consent form providing permission to share member emails with him.

Twin City communication will be discussed in detail at another meeting.

Communication protocol will be relayed by Liaison after meeting with the Communication's Division

**7. NOTICE OF MOTIION –None**

**8. MOTIONS – noted above**

**9. OTHER BUSINESS**

9.1. World Citizenship Award – discussed in 6.1

9.2. Gandhi Peace Festival – no update

9.3. Hiroshima – Nagasaki Event –confirmed rooms and added Cllr. Vanderbeek's name to calendar holds.

9.4. Twinning Events

9.4.1.50<sup>th</sup> Anniversary Kaga/Hamilton(Dundas) twinning-discussed in 6.1

9.4.2.Other Twinning Anniversaries – discussed in 6.3

9.5. Other Mundialization 2018 Activities – discussed above

9.6. Information sharing - defer

**10. ADJOURNMENT**

**(P. Semkow/B. Semkow)**

That the Hamilton Mundialization Committee meeting be adjourned.

**8:00 pm. CARRIED**

**NEXT MEETING**

**Wednesday, December 20, 2017**

**6:00 p.m. – Room 192, City Hall**

\* 2018 Dates:





**MINUTES: Hamilton Mundialization Advisory Committee  
Wednesday, December 20, 2017 – 6:00 p.m.  
Hamilton City Hall, Room 192**

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- Present:** Rein Ende, Jan Lukas, Pat Semkow, Bob Semkow, Ron Vine, Nick van Velzen, Jeff Bonner (Chair), Leo Johnson, Ramon Petgrave
- Regrets:** Councilor Arlene VanderBeek
- Absent:** n/a
- Also Present:** Nadia Olivieri, Staff Liaison
- Guests:** n/a
- 

**WELCOME & INTRODUCTIONS**

The Vice Chair welcomed everyone to the meeting and in particular welcomed Chair Jeff Bonner and member Leo Johnson.

**1. APPROVAL OF AGENDA**

**(P. Semkow/ R. Petgrave)**

That the Hamilton Mundialization Advisory Committee agenda of December 20, 2017 be approved as revised.

- (i) Date corrected in title to December 20, 2017
- (ii) Addition of 5.0 – 2018 Meeting dates
- (iii) Next meeting date corrected to January 17, 2018. **CARRIED**

**2. DECLARATIONS OF INTEREST –None declared.**

**3. APPROVAL OF MINUTES**

3.1. Minutes of November 15, 2017

**(R. Ende/N. van Velzen)**

That the minutes of November 15, 2017 meeting of the Mundialization Committee be approved as revised

- (i) Date corrected to November 15, 2017
- (ii) Grammatical and/or spelling errors corrected

**CARRIED**

**4. PRESENTATIONS –none**

**5. DISCUSSION ITEMS**

5.0. 2018 Hamilton Mundialization Committee Meeting Dates

Upon review of 2018 meeting date, the 3<sup>rd</sup> week in September falls on Yom Kippur.



**MOTION:** Move September meeting date  
**(R. Ende/ N. van Velzen)**

That the Hamilton Mundialization Committee September 19, 2018 meeting be moved to Wednesday September 12, 2018. **CARRIED**

5.1. 2018 Activity Plan

Members agree to assign each of the following items priority at specific 2018 meetings.

5.1.1. World Citizenship Award

Defer discussion to January 2018 meeting. NB: Award ceremony date to be confirmed.

5.1.2. Media Release status- Staff Liaison advised that media release as provided by interim chair approved by Communication. Staff Liaison to provide copy to member J. Lukas for distribution. Staff Liaison to request for Media Release to be posted on City Enet.

5.1.3. Gandhi Peace Festival

Defer discussion to March 2018 meeting.

5.1.4. Hiroshima – Nagasaki Event (Dundas City Council Aug 9 10:00 am – 3:00pm).

Defer discussion to February 2018 meeting.

5.1.5. Twinning events

5.1.5.1. 50th anniversary of original Dundas/Kaga twinning

Defer discussion to March 2018 meeting

Liaison shared email from Kaga City Twin City Liaison.

Current situation over the 50th anniversary (August 2018) project expressed as follows:

In 2018, Kaga City is planning to send three groups in Canada.

1. Students and Chaperones for the homestay program (approx. 20 people) (10-12 days)

2. Mayor and city officers (3~4 people)(3-4days)

3. A group of adults who either used to visit Dundas as a student or hosted Canadian students in Japan. (10-30 people) (5-6days)

Actual numbers to be confirmed by April or May.

All three groups would like to participate in Cactus Festival Parade 2018 (August 16th) since it has been a long standing tradition with the exchange. Also, we are planning to participate in a celebratory dinner planned by the Kids for Kaga organization.

Staff Liaison to advise Mayor's Office of Kaga City Anniversary plans.





5.1.5.2. Other twinning anniversaries

Defer discussion to March 2018 meeting.

5.1.5.3. Other twinning events

Defer discussion to March 2018 meeting.

5.1.6. Twining standards protocol

Defer discussion to January 2018 meeting. Existing document with relevant information will be forward to Liaison by member Rein Ende. Liaison will distribute document to members prior to next meeting.

5.2. Food & Beverage Guidelines

Defer discussion to February 2018 meeting

5.3. Membership status

Due to workload change, member Ramon Petgrave is requesting a 6 month leave of absence (LOA) from the Hamilton Mundialization Committee (HMC).

**MOTIONS:** LOA approval

**(J. Bonner/N. van Velzen)**

That the HMC approve a 6 month LOA for member Ramon Petgrave **CARRIED**

**6. OTHER BUSINESS**

6.1. Information sharing- none.

**7. ADJOURNMENT**

**(P. Semkow/B. Semkow)**

That the Hamilton Mundialization Committee meeting be adjourned.

**6:45 pm.** Wishing all the best of the holiday season. **CARRIED**

**NEXT MEETING**

**Wednesday, January 17, 2018**

**6:00 p.m. – Room 192, City Hall**

2018 Dates: February 21, March 21, April 18, May 16, June 20, (July 18, August 12\*) September 12\*\*, October 17, November 21, and December 19.

\*Summer dates if meetings are required

\*\* Adjusted date to accommodate holiday





## Hamilton

### **Minutes**

#### **LGBTQ Advisory Committee**

**Thursday, October 19, 2017, 6:30 p.m.**

**City Hall, 71 Main St. W., Room 192**

**Present:** Marlon Picken (Chair), Ron Vine, Hibbs Briscoe, Kristeen Sprague, James Diemert

**Regrets:** Violetta Nikolskaya, Kate Dalton, David DaSilva

**Absent:** Councillor Aidan Johnson, Councillor Matthew Green

**Staff:** Jessica Bowen, Human Rights, Diversity & Inclusion  
Betsy Pocop, Human Rights, Diversity & Inclusion

**Guests:** Autumn Getty, Joel Perryment, Chris Borst (LGBTQ Needs Assessment Team Member)

**Recorder:** Jessica Bowen

**1. Welcome**

M. Picken welcomed everyone

**2. Acceptance of Resignations**

- The Committee received the resignations of Daniel Anderson and Keisha Joseph

**K. Sprague/H. Briscoe**

The Committee accepts the resignations of D. Anderson and K. Joseph; and requests that the Staff Liaison forward a letter to D. Anderson and K. Joseph on behalf of the Committee and Council thanking them for their service to the LGBTQ Committee.

**CARRIED.**

**3. Introductions**

- Round of introductions where Committee members, staff and guests presented themselves

**3.1 First Nations, Metis, Inuit Recognition**

- Recognition of territory done by R. Vine

**4. Declaration of Interest**

- J. Diemert abstain from any potential vote involving the Community Needs Assessment
- J. Diemert and M. Picken involved in Needs Assessment Planning Team
- K. Sprague declaring interest for Trans Day of Remembrance

**5. Review and Approval of Agenda**

- Add Item 8.1: presentation by Chris Borst
- Item 9.5: Discuss A. Getty's application to the Committee
- Move Items 6.11 and 6.12 to Items 9.2 and 9.3
- Item 9.8 : Discuss what the learning moment is
- Move Item 6.8 to Item 3.1

**K. Sprague/H. Briscoe**

That the agenda of October 19, 2017 be approved, as amended.

**CARRIED.**

**6. Approval of Minutes**

**6.1 June 15, 2017**

- Typo of H. Briscoe's name, needs to be corrected
- Main focus of meeting was Pride
- R. Vine should be noted under regrets
- K. Sprague should be noted as present
- Councillor Green could not attend, will aim to be present for November 2017 meeting

**K. Sprague/J. Diemert**

That the minutes of June 15, 2017 be approved, as amended.

**CARRIED.**

**R. Vine/J. Diemert**

That the minutes of September 21, 2017 be approved as presented.

**CARRIED.**

**7. Consent Items**

- None noted
- Committee members request that a Legislative Clerk attend the November 16, 2017 meeting to explain the agenda items.

**8. Presentations**

**8.1 Presentation – Chris Borst, Needs Assessment Planning Team**

- There was a previous discussion about the needs assessment, presented by Marina;
- There is a plan to do a survey with LGBTQ2SIA+ community and the survey is almost complete;
- The survey will go through the Ethics Review process at McMaster University;
- Want to be able to provide incentives to people to complete the survey;

- The survey is lengthy as it is intended to be a comprehensive needs assessment;
- A key challenge is reaching all members of the community;
- The Needs Assessment Planning Team requests that the survey be shared with members' networks;
- Looking to deliver survey by means other than only handwritten submissions;
- The goal is consult with several stakeholders before finalizing the survey;
- The Planning Team is volunteer based and is partnered with McMaster University for delivery;
- Request to the LGBTQ Committee for allocation of \$10,000 to support the needs assessment survey;
- M. Picken thanked C. Borst for the presentation and will put K. Sprague in touch with C. Borst to discuss alternative methods for survey delivery
- Previous staff liaise obtained \$10,000 funding for research in the previous term; only \$5000.00 used and there remains \$5000.00 outstanding;
- Once an update is provided by the staff liaison regarding the earmarked funds then the Committee can explore if funds are available in their budget to support the needs assessment survey

**9. Business/Discussion Items:**

**9.1 Matters Arising from Previous Minutes**

**9.1.1 Access and Equity Office**

Deferred to November 16, 2017

**9.1.2 Hamilton Immigration Partnership Council request**

Deferred to November 16, 2017 meeting

**9.2 Report on Canada 2017 Conference**

R. Vine provided an update; spoke to the privilege and marginalization within the LGBTQ2SIA+ community

Committee should consider when updating budget, ways in which members can access funds to attend a conference

**9.3 Advisory name change**

Deferred to November 16, 2017 meeting

**9.4 Terms of Reference Review**

Deferred to November 16, 2017 meeting

**9.5 Committee Roles and Responsibilities Review**

Deferred to November 16, 2017 meeting

**9.6 Attendance**

A. Getty's application to join the committee – Staff provided update from the Clerk's office regarding A. Getty's application indicating that application was received however the application process is closed; members discussed contacting Councillor Green regarding A. Getty's admittance to the Committee.

**R. Vine/K. Sprague**

That M. Picken contact Councillor Green regarding A. Getty's membership to the LGBTQ Committee

**CARRIED.**

**R. Vine/ K. Sprague**

That the meeting of October 19, 2017 be extended by 15 minutes to 8:45pm

**CARRIED.**

**9.7 Trans Day of Remembrance**

A. Getty provided the following update:

- met with SPECTRUM Hamilton and discussed format of the event; there will be 2 entertainers, 1 motivational speaker and 3 storytellers from the youth community
- it is important the individuals be paid and in a timely manner;
- looking to have an interpreter or live transcription done and cost for that would be incurred by SPECTRUM; other ancillary costs covered by SPECTRUM;
- SPECTRUM has offered to pay upfront costs and be reimbursed by the City;
- Security – looking at different options; concern about hate groups present and the need for security; A. Getty and J. Diemert to discuss having allies at the door for security

**9.8 Learning Moment**

Committee members discussed whether this agenda item should remain an ongoing agenda item.

Committee members shared their view on the learning moment as part of the meeting agenda.

**R. Vine/ K. Sprague**

That the learning moment be permanently removed from the Committee's agenda

**DEFEATED.**

**9.9 Pride and Trans Flag Raising Ceremony- Follow up****9.10 Equity and Inclusion Lens Consultation**

Deferred to November 16, 2017

**9.11 Budget**

- Present for a 1% increase to the Committee's budget
- The composition needs to be amended.
- Budget is not ready to be signed.
- Update needed regarding reserved funds and the Committee's balance.

**H. Briscoe/K. Sprague**

That the Committee propose a budget increase of 1%

**CARRIED.**

**9.12 Announcements/Information Sharing**

- Staff requested Committee members to RSVP with their planned attendance at Committee Meetings so that quorum can be confirmed ideally 48 hours in advance to order food and at least by 8:30 am day of meeting to confirm Staff support.
- Committee members inquired about the possibility of ordering food for the next meeting through Karam Kitchen; staff advised this requires confirmation of attendance one week prior to the meeting.

**10. Next Meeting**

The meeting of November 16, 2017 is to be held at 6:00pm.

**11. Adjournment**

**K. Sprague/H. Briscoe**

That the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee meeting of October 19, 2017 be adjourned at 9:00pm.

**CARRIED.**







## Hamilton

**Minutes**  
**LGBTQ Advisory Committee**  
**Thursday, November 16, 2017, 6:00 p.m.**  
**City Hall, 71 Main St. W., Room 192**

**Present:** Marlon Picken (Chair), Ron Vine, Hibbs Briscoe, Kristeen Sprague, James Diemert, Debbie Wooldridge, Violetta Nikolskaya, David DaSilva, Kate Dalton, Autumn Getty

**Absent:** Councillor Aidan Johnson, Councillor Matthew Green

**Staff:** Jessica Bowen, Betsy Pocop

**Guests:** Loren Kolar, Legislative Coordinator – City Clerk

**Recorder:** Jessica Bowen

### **Opening**

K. Sprague did an opening

### **Welcome/Introductions**

M. Picken welcomed members and guests. A round of introductions was done.

#### **1. Changes to the Agenda**

- Item 5.4: R. Vine to present on the item – criminalization at 6:45pm, this will be a timed item
- Addition of Item 4.1- By Name Priority List – V. Nikolskaya

#### **H. Briscoe/V. Nikolskaya**

That the LGBTQ Advisory Committee accepts the agenda of November 16, 2017, as amended.

**CARRIED**

#### **2. Declaration of Interest**

- D. Wooldridge declared conflict for item 4.1- By Name Priority List

#### **3. Review and Approval of Minutes**

##### **K. Sprague/ R. Vine**

That the minutes of October 19, 2017 be approved.

**CARRIED**

#### **4. Presentations**

#### 4.1 **By Name Priority List – V. Nikolskaya**

- The list is for housing individuals experiencing homelessness
- Individuals who access housing services are to be put on a list based on availability and urgency of needs
- It is a pragmatic system being adopted throughout North America
- An individual must consent to be put on the list
- The data collected is by consent and distributed for housing purposes; it includes a person's gender
- What does this mean for persons who are gender non-binary, transgender?
- Lisa Bell is the contact person; possibility that L. Bell attend a future meeting to discuss
- V. Nikolskaya requested that the information of obtaining gendered data be shared with members' networks for feedback about the process and obtaining gendered data
- Questions/Comments:
  - Shouldn't look to what others are doing, should set what others do
  - Why do the work if input is not valued or implemented?
  - If the process is automated, how to ensure lived gender is considered?
- The List was activated about two weeks ago, L. Bell and the City are receptive to changes and amendments suggested by the community

#### **H. Briscoe/ K. Sprague**

The LGBTQ Advisory Committee recommends two of its members to discuss the By Name Priority List with City Staff, Lisa Bell.

**CARRIED**

### 5. **Business/Discussion Items**

#### 5.1 **Business Arising from Previous Minutes**

##### 5.1.1 **Access and Equity Office**

- Due to scheduling conflicts, this item will be tabled

##### 5.1.2 **Hamilton Immigration Partnership Council Request**

- Due to personal reasons, a representative from HIPC has been unable to attend the LGBTQ meeting to discuss request further, however the Committee extends an invitation to the January 2018 committee meeting

#### 5.2 **Advisory Name Change**

- The Committee discussed acronyms used by other community organizations
- Members expressed they feel strongly about including 2S in the Committee's acronym
- Keeping the name as close to the current acronym is important for outreach and visibility to youth and new members to City of Hamilton
- From last meeting, need to consider all communities and letters that represent the communities as certain groups face marginalization with the larger community

- Marginalized Orientations Gender Alignments and Intersex (MOGAI) – acronym being used by some organizations, however not as well- known and need to consider name for visibility in the community
- Expressed need for a community consultation prior to deciding on new name for the Committee

#### **H. Briscoe/R. Vine**

That the LGBTQ Advisory Committee defers the Advisory name change until a community consultation has occurred.

**CARRIED**

#### **5.3 Learning Moment – R. Vine**

- History of criminalization and criminalization of sexuality and HIV related
- Recent article in the Hamilton Spectator
  - Related to HIV, charges are related to disclosure to partners not transmission
  - Importance of public apologies- i.e. PM Trudeau’s apology to LGBTQ community
  - Legalise and ethics around disclosure and prosecution

#### **5.4 Terms of Reference Review**

- Need to add to the Terms of Reference that the meeting space is still available regardless of quorum being met by the Committee because it is open to community members. Refer to motion made in September 2017 by V. Nikolskaya.
- The Committee will table discussion for the Terms of Reference and Advisory Name Change for the future

#### **5.5 Committee Roles and Responsibilities Review**

- Important as a reminder for existence and attendance

#### **5.6 Trans Day of Remembrance**

- Update provided by A. Getty
- The space at NGen has been confirmed
- Event to take place Nov. 20 at 7pm-9pm
- Presenters confirmed however there are logistics outstanding
- A. Getty to send J. Bowen email with event details for distribution to the group

#### **5.7 Pride and Trans Flag Raising Ceremony – Follow-up**

- This item was struck

#### **5.8 Equity and Inclusion Lens Consultation**

- Feedback:
  - Needs to ensure it’s easy and practical for staff to have resources as needed
  - Feedback is important and can be given to Evelyn Myrie via email
  - The Committee needs more time to review the Tool Kit and to meet with E. Myrie to share feedback
  - Communities were not involved in the creation of the document

**V. Nikolskaya/D. Wooldridge**

That the LGBTQ Committee welcomes E. Myrie to discuss the Equity and Inclusion Tool Kit with the Committee outside the Committee's regular meeting time.

**CARRIED****5.9 Work Plan Follow-up**

- Main points of the Committee's Work Plan:
  - Collaboration with the Hamilton Public Library
  - Collaboration with the schools (Public and Catholic) for youth engagement
  - Addiction and Substance Use
  - LGBTQ Community Calendar
- Interest in having a joint meeting with the Committee Against Racism

**5.10 Trans Job Working Group Request**

- The Trans Job Working Group requests financial assistance from the LGBTQ Committee to support their first annual Open Door Job Fair
- The Working Group will include the Committee's logo on promotional material

**R. Vine/D. Wooldridge**

That the LGBTQ Advisory Committee authorize \$550 to the Trans Job Working Group to support the Open Doors Job Fair.

**CARRIED****5.11 Resignation****V. Nikolskaya/K. Sprague**

That the LGBTQ Advisory Committee accepts the resignation of Neil Turner.

**CARRIED****5.12 Trans Flag Raising**

- The flag will be raised on November 17, 2017 at 8:30am.
- There will be no formal ceremony

**5.13 Budget**

- \$2,050.00 for trans related activities
- Accessing reserve funds for:
  - Conferences
  - Research
  - End of year celebration
- Agreement from Committee to request 1% increase
- Agreement for re-establishment of the end of year celebration for equity seeking groups

**R. Vine/ H. Briscoe**

That the LGBTQ Advisory Committee support BentQ with its website with the condition that the Committee's logo be included on its website.

**CARRIED**

- J. Diemert abstained from the vote

**V. Nikolskaya/ D. DaSilva**

That the LGBTQ Advisory Committee earmark \$2000.00 from reserve funds to cover a community consultation, with any surplus earmarked funds go to BentQ, a partner in the community.

**CARRIED**

- J. Diermert abstained from the vote

**H. Briscoe/D. Wooldridge**

That the LGBTQ Advisory Committee earmark \$300 for the year-end celebration (2017).

**CARRIED****D. Wooldridge/ H. Briscoe**

That the LGBTQ Advisory Committee accepts the 2018 Budget proposal.

**CARRIED****5.14 “In-camera” session**

- The Committee held an “in camera session”, Human Rights, Diversity and Inclusion Office staff left the room; L. Kolar present during the session.

**6. Announcements/ Information Sharing**

- No announcements noted

**7. Adjournment**

The meeting of November 16, 2017 was adjourned at 9:05pm.





## Hamilton

**Minutes**  
**LGBTQ Advisory Committee**  
**Thursday, December 14, 2017, 6:00 p.m.**  
**City Hall, 71 Main St. W., Room 860**

**Present:** Marlon Picken, Hibbs Briscoe, Kristeen Sprague, Debbie Wooldridge, Violetta Nikolskaya, Kate Dalton, Autumn Getty

**Regrets:** Ron Vine, David DaSilva

**Absent:** James Diemert, Councillor Aidan Johnson, Councillor Matthew Green

**Staff:** Betsy Pocop

**Guests:** Jennifer Talbot, Program Manager, Native Women's Centre  
 Abdi Aden, Trans Job Working Group, Mohawk College

**Recorder:** Betsy Pocop

**Chair:** H. Briscoe

### **First Nations, Metis, Inuit Recognition**

K. Sprague did an opening

### **Welcome/Introductions**

H. Briscoe welcomed members and guests.

#### **1. Changes to the Agenda**

- Date for next meeting should read: January 18, 2018
- Removal of Item 5.4 – Learning Moment
- Addition of Item – Pride Hamilton Community Call-In event

### **Motion #1**

#### **D. Wooldridge/M. Picken**

That the LGBTQ Advisory Committee accepts the agenda of December 14, 2017, as amended.

**CARRIED**

#### **2. Declaration of Interest**

- None declared

#### **3. Review and Approval of Minutes**

- Correction of spelling for organization is BentQ

### **Motion #2**

#### **M. Picken/K. Sprague**

That the minutes of November 16, 2017 be approved, as amended.

**CARRIED****4. Presentations**

- None
- Introduction of guests

**5. Business/Discussion Items****5.1 Business Arising from Previous Minutes****5.1.1 Equity and Inclusion Lens Toolkit Consultation**

- B. Pocop to follow up regarding E. Myrie speaking with the Committee

**5.2 Advisory Name Change**

- Committee will hold a community consultation in 2018 regarding changes to the name of the advisory committee

**5.3 Terms of Reference**

- The Committee deferred discussion of the item to the January 2018 meeting

**Motion #3****M. Picken/ K. Sprague**

That the LGBTQ Committee defer the discussion regarding the Terms of Reference until the January 2018 meeting.

**CARRIED****5.4 Trans Day of Remembrance Update**

- A. Getty provided an update
- There were 3 speakers and 3 youth speakers
- Over 100 attendees to the event
- The Committee discussed the successes and challenges of the event and learnings for future planning

**5.5 Learning Moment**

- Item removed from agenda

**5.6 End of Year Celebration**

- Committee members discussed food options
- Looking to make bus tickets available for individuals who attend the Open House event

**5.7 2018 Point in Time Connection**

- A request was forwarded to the Committee for a representative to speak to the Committee regarding the 2018 Point in Time Connection at the January 2018 meeting
- The Committee welcomes the guest speaker and requests that time be allocated for a Q&A and feedback session to discuss issue of homelessness within the LGBTQ community

**5.8 Communicating with Media**

- K. Sprague requested clarification regarding members speaking about the Advisory Committee to the media
- Chair speaks on behalf of the committee, individuals are able to speak on their own behalf if looking to share own opinions and experiences

**5.9 Pride Hamilton Community Call-In event**

- K. Dalton/M. Picken provided information



- There is a call -in for community members who are interested in joining Pride Hamilton committee; it is also a consultation for Pride programming
- Sessions to be held on January 10 and January 13 at Evergreen Community Centre
- Community members are encouraged to attend if they are interested in joining the committee and running for executive positions – election of executive positions will happen following the two sessions

## **6 Announcements/ Information Sharing**

- K. Sprague asked to attend Hamilton Police Service Pride events
- Committee discussed historical relationship between LGBTQ community and police services
- M. Picken to discuss the historical relationship further during learning moment at January 2018 meeting

## **7 Adjournment**

### **Motion #4**

#### **M. Picken/D. Wooldridge**

That the LGBTQ Committee adjourns their meeting of December 14, 2017.

**CARRIED**

The meeting of December 14, 2017 was adjourned at 7:45pm.





Hamilton

**- MINUTES -**  
**COMMITTEE AGAINST RACISM**  
**Tuesday, October 24, 2017, 6:30 p.m.**  
**City Hall, 71 Main Street West, Room 192**

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**Present:** Marlene Dei-Amoah, Janice Webster, Joseph Scott, Tyrone Childs, Jessica Brennan, Winston Morrison, Taimur Qasim, Daniel Ramos, Louic LeBlanc, Steve Petgrave, Councillor Doug Conley

**Regrets:** Ashok Kumar

**Absent:** Roger-Wayne Cameron, Nerene Virgin

**Also Present:** Jodi Koch, Betsy Pocop – staff, Human Rights, Diversity and Inclusion

**Guests:** Evelyn Myrie, Consultant – Equity and Inclusion Tool Kit

**Chair:** M. Dei-Amoah

**1. Presentation – Equity and Inclusion Toolkit - Evelyn Myrie**

- This item was moved to the start of agenda due to scheduling issues
- The documentation includes a number of checklists for community engagement; it adds to existing operationalized documents
- The document offers a guideline
- Feedback should be sent to J. Koch who will forward it to E. Myrie
- Discussion included questions regarding next steps following completion of the toolkit, timing, and whether or not there will be community consultation
- Recommendation made to consider Canadian Standards Association for formatting and design guide on
  - Deadline for feedback is end of October so it can move forward with the next step of the process

**2. Welcome and Introductions**

- All were welcomed; introduction of new staff person – Betsy Pocop

**3. Declaration of Interest**

- None declared

**4. Review and Approval of Agenda**

- Addition of Item 7.1 – Leadership, Management and Structure/Resignation
- Addition of Item 7.2 - Committee Against Racism Brochure

**J. Webster/L. LeBlanc**

That the Committee Against Racism's agenda for October 24, 2017 be accepted as amended.

**CARRIED.****5. Approval of Minutes****5.1 September 26, 2017**

- Clarification for Work Plan discussion; the minutes should reflect discussion about Lincoln Alexander Day
- Committee's goal is to focus on 3 activities: Lincoln Alexander Day, Black History Month and support for the launch of the Anti-Racism Resource Centre (ARRC)
- Minutes to indicate preparation for 2018-2022 Committee term
- Change to Item 6.3: the first motion should specify the 3 priorities that the Committee plans to work on; the second motion should indicate that the Work Plan of 2014-2018 will be discussed in the spring of 2018
- Correction to spelling of Committee member's name – Louic LeBlanc
- Correction to spelling of chair's name- M. Dei-Amoah

**J. Brennan/L. LeBlanc**

That the Committee Against Racism's minutes of September 26, 2017 be accepted as amended.

**CARRIED.****5.2 Business Arising from Minutes**

None

**6. Business Items****6.1 Budget**

- Staff provided Committee members with copies of 2017 budget, Year to Date Actuals and 2018 budget template
- Staff provided update that the Committee's reserve funds were \$5000 at the beginning of 2017
- Members discussed the following about Lincoln Alexander Day (LINC Day):
  - City Council committed \$2000 to fund LINC Day
  - In 2016 the event was organized and run by the Access and Equity Office
  - J. Brennan and R.W. Cameron on the LINC Day planning committee
  - A need to clarify the expectations for LINC Day
  - A committee was approved by Council which included the mayor, councilors, Committee members with a planned budget of \$5000, however it was never formed

- There is documentation available for the event held in 2016 and 2017
- Committee members expressed interest in contacting the Alexander family to inquire on how to proceed with celebrations
- J. Koch/B. Pocop will look into information available from previous correspondence regarding LINC Day event and to obtain confirmation of funds approved from clerks for LINC Day
- Members discussed the need to identify the 3 specific activities in the budget
- Committee members discussed the Anti-Racism Research Centre as a separate entity from the Committee for funding purposes
  - Members discussed that it is important to specify that the Committee is supporting the launch of ARRC but it is not an ongoing funding source

### **J. Webster/ J. Brennan**

That the initiatives of the Committee Against Racism to include: Lincoln Alexander Day, Black History Month and support for the launch of the Anti-Racism Research Centre.

**CARRIED.**

### **D. Ramos/ T. Childs**

That allocated funds for incidental costs be reduced to \$900 and the remaining funds of \$3000 for the 2018 budget be allocated to special events/project costs.

**CARRIED.**

## **6.2 Lincoln Alexander Day**

- D. Ramos and J. Brennan volunteered to be on the subcommittee for LINC Day
- Contact information for the Alexander family needed
- Intention is to contact Lincoln Alexander's church as well for commemoration
- Staff tasked with looking for contact information and providing it to D. Ramos and J. Brennan

### **J. Brennan/D. Ramos**

That the Committee supports D. Ramos and J. Brennan in contacting the family of Lincoln Alexander to plan for Lincoln Alexander Day.

**CARRIED**

## **6.3 Work Plan discussion**

- Staff provided Committee with Work Plan for 2010-2014
- The Committee tabled the Work Plan to Spring 2018

**6.4 Anti-Racism Resource Centre Steering Committee Update**

- J. Koch provided an update regarding communication on behalf of the ARRC: the Legal Department advised the need to include that information collected is subject to Municipal Freedom of Information & Privacy Protection Act; staff is awaiting direction from Communications Department
- Members discussed AARC having its own brand
- The Committee has an active email account that is being monitored by staff
- Staff provided update for status of interview process for ARRC Officer position

**7. New Business****7.1 Leadership, Membership and Structure**

- Committee members expressed concern for the Chair – R. W. Cameron as he has not responded to recent communications
- Staff advised that they have attempted contact but no response received yet
- Members concerned M. Dei- Amoah chairing the Committee without full recognition
- The Committee can decide how to proceed after third consecutive meeting missed
- In August 2017, Committee meeting cancelled as staff did not receive a response from the Chair
- R.W. Cameron is recognized by the Committee and the larger community as the Chair and there is likely communication being missed for community events and general correspondence that the Committee is unaware of, this is a concern for the Committee
- Staff provided resignation of Amirah Hassan, the resignation will go before Council for approval

**7.2 CAR Brochure**

- Staff provided current copy of Committee's Brochure: brochure needs to be updated with the Committee's vision and mission; staff to investigate revised wording with City Clerks Department
- Committee members present provided consent to sharing of personal emails with the group

**8. Correspondence****8.1 Coalition Against Racism**

Item deferred to November 28 meeting

**9. Next Meeting**

- The next meeting will occur on November 28, 2017 at 6:30 pm

**10. Adjournment**

**J. Brennan/L. LeBlanc**

That the Committee Against Racism adjourn the meeting of October 25, 2017.

**CARRIED.**







Hamilton

**- MINUTES -**  
**COMMITTEE AGAINST RACISM**  
**Tuesday, December 5, 2017, 7:00 p.m.**  
**City Hall, 71 Main Street West, Room 193**

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**Present:** Marlene Dei-Amoah, Janice Webster, Nerene Virgin, Tyrone Childs, Jessica Brennan, Taimur Qasim, Daniel Ramos, Louic LeBlanc, Steve Petgrave, David Jacob

**Regrets:** Ashok Kumar, Joseph Scott, Winston Morrison

**Absent:** Roger-Wayne Cameron

**Also Present:** Jodi Koch, Betsy Pocop – staff, Human Rights, Diversity and Inclusion

**Chair:** M. Dei-Amoah

**1. Changes to the Agenda**

- Addition of Item 1.3 – Anti-Racism Resource Centre Officer (ARRO) Hiring Update
- Addition of Item 1.4- Anti-Racism Resource Centre Steering Committee Update
- Addition of Item 1.5- Community Presentation
- Addition of Item 1.6- Committee Chair position

**2. Business/ Discussion Items**

**1.1 2018 Budget Submission**

**Motion#1**

**J. Brennan/J. Webster**

That the 2018 Budget submission include a \$5000 request for Lincoln Alexander Day.

**CARRIED**

**1.2 Lincoln Alexander Day**

- Update provided from J. Brennan and D. Ramos regarding planning meeting attended at Stewart Memorial Church on November 30
- There were two thoughts: 1) what can be done for January 2018  
2) What can the Committee do further on in the future
- For January 21, 2018:
  - The event is low key however with CAR involvement there could be an enhancement

- M. Dei-Amoah, as acting Chair, invited to speak at memorial event at Stewart Memorial Church
- CAR could potentially contribute funds to the event
- CAR could help with invitational element
- Moving forward:
  - The intent will be to commit to the motion passed and look to start planning event in February/March and involving schools
  - Importance of attendance from key political figures in the City of Hamilton
- CAR members discussed the possibility of collaborating with the Lincoln Alexander Centre and that this collaboration would be separate from Stewart Memorial Church; J. Brennan and D. Ramos to contact the Centre to discuss collaboration further
- As the event is on January 21<sup>st</sup>, it would be difficult to bring school participation in on a Sunday
- M. Dei-Amoah to attend January 21<sup>st</sup> event at Stewart Memorial Church
- B. Pocop to send contact information for A. Duncan and Lincoln Alexander Centre to M. Dei-Amoah, J. Brennan, D. Ramos

**Motion #2****T. Childs/J. Brennan**

That the acting Chair of the Committee Against Racism extend an invitation to A. Duncan of Stewart Memorial Church to attend the Committee's next scheduled meeting.

**CARRIED****Motion #3****J. Brennan/T. Childs**

That the Committee Against Racism, pending approval of their 2018 budget, support Stewart Memorial Church with up to \$2000 for a Lincoln Alexander Day commemorative event.

**CARRIED****Motion #4****D. Ramos/ L. Louic**

That the Committee Against Racism, pending approval of their 2018 budget, reach out to the Lincoln Alexander Centre to determine a potential collaboration between the Committee and the Centre and provide support of up to \$2000 for an event to commemorate Lincoln Alexander Day.

**CARRIED****1.3 Anti-Racism Resource Officer Hiring Update**

- J. Koch provided an update
- Expected announcement late this week or early next week

- The target for an anticipated start date is January 2018
- All parties were represented on the hiring committee

#### **1.4 ARRC Steering Committee Update**

- Update provided by J. Webster, T. Qasim, T. Childs
- McMaster University will be assigning a staff person to the Steering Committee
- Once the ARRO is hired will be looking at objectives and goals
- Looking at social media outreach as first goals
- Finding grants could be done jointly with HCCI – this to be parked for a later date
- For the Centre's launch – attendees will be kept to a minimum because of the small space
- Discussion with wider CAR regarding roles and responsibilities of steering community
- CAR representatives on steering committee can share tasks with wider CAR membership
- The City to include representative on the steering committee
- Discussion related to amendments of the Terms of Reference for the Steering Committee related to partners involved

#### **1.5 Community Presentation**

- Presented by J. Webster
- "Speed Meet" event on December 10 open to all
- An opportunity to learn more about 16 different faith and belief backgrounds
- Event flyer to be distributed to committee members

#### **1.6 Committee Chair position**

- Chair has now been absent for three Committee meetings; members are concerned for the Chair's wellbeing but also feel that the acting chair should receive appropriate recognition
- Members are prepared to grant the Chair a Leave of Absence until further notice and ask that the Chair be notified of this decision via a letter sent by mail

#### **Motion #5**

#### **J. Brennan/ L. Leblanc**

That in absence of the Chair, the Committee Against Racism appoint M. Dei-Amoah chair of the Committee.

**CARRIED**

#### **10. Adjournment**

Meeting adjourned at 8:30pm.





## Hamilton

### **MINUTES**

#### **Aboriginal Advisory Committee Thursday, November 2, 2017 – 5:30 P.M. City Hall, 71 Main St. W., Room 264**

**Present:** Marilyn Wright, Connie Bellamy, Allan Loft, Scott Cruickshank, Deborah Elmes  
**Regrets:** Patty Lawlor, Khitanya Petgrave  
**Absent:** Sheryl Green  
**Also Present:** Jodi Koch & Betsy Pocop – Human Rights, Diversity & Inclusion (staff)  
Shylo Elmayan - Urban Indigenous Strategy; Community and Emergency Services

**Chairperson:** Marilyn Wright

#### **Opening**

- D. Elmes did an opening

#### **Welcome and Introductions**

- All were welcomed

#### **1. Changes to the Agenda**

- Addition of Item 6.5 – Aboriginal Literature Display Update

#### **Motion #1**

#### **C. Bellamy/A. Loft**

That the Aboriginal Advisory Committee accepts the Agenda of November 2, 2017, as amended.

**CARRIED**

#### **2. Declaration of Interest**

- There were no declarations of interest

#### **3. Approval of Previous Minutes**

- Change to Item 5 – That the minutes reflect the feedback for the Equity Toolkit on how to deal with conflicting agendas for example scent free and smudging is missing, was provided by K. Petgrave

Aboriginal Advisory Cmt. Mtg.

2

November 2, 2017

**MOTION #2****C. Bellamy/A. Loft**

That the Aboriginal Advisory Committee's minutes of October 5, 2017 be approved, as amended.

**CARRIED****4. Consent Items**

- J. Koch provided an explanation of what consent items are and the implementation of a standardized agenda format moving forward for all VACs
- There were no consent items

**5. Presentations**

- There were no presentations

**6. Discussion Items****6.1 Budget**

- J. Koch/ B. Pocop provided copies of 2017 Budget, YTD Actuals, and template for 2018 Budget
- Committee members discussed:
  - 2018 Homelessness Partnering Strategy (HPS) conference to be held in Hamilton; possibility of partnering or collaborating on this initiative, looking specifically at Aboriginal homelessness issue; no further details available yet
  - HPS also planning Point in Time Count with Social Planning and Research Council in April; Amanda DiFalco (City staff) is the contact person; the Committee discussed if it would be possible to accommodate members to participate
  - Committee events for 2018 to include: National Aboriginal Day, Homelessness conference, TRC projects, and the municipal election
  - The Housing First Model and its effectiveness
  - Committee members discussed that the Committee aligns itself with all corporate goals outlined in the budget proposal
- Committee members were in agreement to request 1.5% increase for the 2018 budget
- Committee asked for clarification to access reserve funds:
  - Staff clarified that reserve funds can be accessed by making a request to Council for the funds to be distributed and the Committee would need to advise what the funds are to be used for
- Committee members discussed reducing incidental costs to \$1000 and allocating the remaining funds to projects and events for 2018
- A. Loft opposed the motion

**Motion #3****D. Elmes/C. Bellamy**

That the Aboriginal Advisory Committee allocates \$1000.00 for incidental costs and allocates the remaining funds including the request for 1.5% budget increase to project and event costs.

**CARRIED****6.2 Truth and Reconciliation Calls to Action**

- S. Elmayan provided an update
- There will be a community consult on December 13, 2017 from 10am-1pm at the Regional Indian Centre with Indigenous community members only; discussion will be about the community strategy and what reconciliation means to community members in attendance; S. Elmayan will send invitation to J. Koch to circulate once prepared; once invitation has been circulated AAC can go on record to say it supports the initiative and the Urban Indigenous Strategy
- Committee discussed showing support for the consult through member participation for those who are able to attend

**6.3 Urban Indigenous Strategy Update**

- S. Elmayan is working on Indigenous medicine policy
- Work is being done to hire someone to work with S. Elmayan
- There was recently a partnership circle and additional calls to action for municipalities were identified, an updated list will be shared with the Committee

**6.4 Feedback on Equity Lens Toolkit**

- Consultation is ongoing
- Committee members advised guests from McMaster University who attended the October meeting took a copy of the Toolkit document with them and they may have feedback; feedback provided by the guests is separate from the Committee's feedback

**6.5 Aboriginal Literature Display**

- J. Koch/ B. Pocop provided copy of memo from P. Lawlor
- Committee members provided positive feedback for the Literature display
- Committee requested the Literature display remain for one more month if possible; this request is contingent on book availability from HPL and Goodminds.com
- Committee discussed having photographs taken of the display with the possibility of sending them to Aboriginal organizations in the community or to put on a website
- J. Koch/B. Pocop tasked with contacting the City's Communications Department to see if photographs can be taken of the book display
- Copy of the complete book list is still outstanding but will be uploaded to the HPL site once completed, as well as, distributed to the Committee

Aboriginal Advisory Cmt. Mtg.

4

November 2, 2017

- Discussion regarding P. Lawlor's proposed motion to draft and send letters of thanks to those involved in putting together the literature display- Committee discussed that a motion is not needed as it would be considered common courtesy to send letters thanking those involved
- The Committee discussed reimbursement for P. Lawlor's expenses associated with organizing the literature display
- Staff informed the Committee of the City's travel expense procedure for mileage reimbursement

**Motion #4****C. Bellamy/ D. Elmes**

That the Committee reimburse P. Lawlor for her expenses associated with organizing the book display.

**CARRIED****7. Other Business****7.1 Correspondence from Native Women's Centre**

- Staff distributed letters from the Native Women's Centre to each Committee member
- Correspondence requested a financial contribution
- Committee members discussed providing individual donations or supporting the Native Women's Centre Gala by purchasing a ticket and making the ticket available for a community member to attend

**Motion #5****D. Elmes/C. Bellamy**

That the Aboriginal Advisory Committee purchases a ticket to the Native Women's Centre's gala and donate the ticket for a community member to attend.

**CARRIED****7.2 Next Meeting**

- Next meeting scheduled for December 7, 2017
- Committee members decided to have a seasonally appropriate potluck at the next meeting
- An email will be sent to coordinate what members will each be bringing
- J. Koch/B. Pocop will arrange for beverages – coffee and tea

**7.3 Sharing Email Addresses**

- Members present at the meeting who were not present at the October meeting consented to sharing their email addresses with the group for correspondence

**Closing**

- A. Loft did a closing



Aboriginal Advisory Cmt. Mtg.

5

November 2, 2017

**8. Adjournment**

The meeting was adjourned at 7:50 p.m.





Hamilton

**MINUTES**

**IMMIGRANT & REFUGEE ADVISORY COMMITTEE (I&R)**

**Thursday, October 12, 2017 - 6:30 p.m.**

**City Hall, 71 Main St. W., Room 192**

**Present:** Dena Honig, Grace Maciak, Beau Daniels, Marie Robbins, Eman Ismail-Elmasri, Holly McKean, Huzaifa Saeed, Suad Badri, Ahmed Farah

**Also Present:** Jessica Bowen, Human Rights, Diversity & Inclusion

**Regrets:** Mané Arratia, Ramon Petgrave, Sylvia Gill, Noor Nizam, Councillor Donna Skelly, Zenaida Roque Cruz, Leo Johnson, Mir Islam, Aspy Ayrton, Sam Abraham, Yohana Otite,

**Absent:** Funmi Akiode, Juanita Maldonado

**Guests:**

**Chair Person :** Aspy Ayrton

**1. Welcome and Introductions**

The Chair welcomed everyone, calling the meeting to order at 6:40 p.m.

**2. Declaration of Interest**

No declarations of interest.

**3. Approval of Agenda**

**(S. Abraham/A.Farah)**

That the Immigrant and Refugee Advisory Committee approve the agenda of June 8, 2017 as presented.

**CARRIED**

**4. APPROVAL OF MINUTES**

**(H.McKean/E. Ismail-Elmasri)**

That the minutes of June XX, 2017 be approved as presented.

**CARRIED**

**Q: will we be doing all the items outlined in the Terms of Reference**

**Accreditation, connect between provincial level and city level**

- **Clerks: Quorum: with resignation. What is the process?**

**Next steps after we accept resignation – do we write a letter?**

**If we are sincere with the workgroups, we need to have more structure. The same day I was advised of the working group meeting. The meeting happened at the last meeting.**

**Do we have to have quorum to accept the resignation?**

- **Newcomer Day in May 2018 - partnership with HIPC.**

**Clerks – What do we do when someone is ill/on a leave – does this count against quorum.**

## **5. Presentation**

Jessica Bowen, Human Rights Specialist, addressed the Committee respecting the Human Rights, Diversity and Inclusion Strategic Plan. A copy of the handout was distributed to Committee members. Comments included, but were not limited to the following:

- Vision
- Mission
- Principles
- Links to City Strategic Plan
- Priorities
- Legislative and Policy Compliance
- Workplace Diversity
- Workplace Inclusion
- Database and Metric Tracking
- Goals

**(D.Honig/H.McKean)**

That the Human Rights, Diversity and Inclusion Strategic Plan, be received.

**CARRIED**

## **6. Business Items**

### **6.1 Workplan Structure Sub-Committees**

Working Groups:

The Committee discussed assigning designated Coordinators for each working group. Each meeting should have minutes and the minutes should be circulated to all committee members at the beginning of the next month's Immigrant and Refugee Committee meeting.

The group confirmed the following working groups and designated coordinators:

- Juanita Maldonado: Open House working Groups
- Zenaida Roque Cruz: Housing Working Group.
- Mané Arratia: Education Working Group
- Suad Badri: Employment Working Group

### **6.2 Open House working group update:**

The working group indicated that they have had two subcommittee meetings regarding the Open House Event. The group identified that the purpose of the event is to provide immigrants and refugees with access to resources and information, which aligns with the Committee's mandate: "To make recommendations regarding policies, procedures and guidelines that address the needs and concerns of people who are immigrants or refugees."

The group explained that they did not think they could develop and execute a successful event for the Fall of 2017 as originally anticipated. They provided a revised date of Spring 2018.

The notes from the working group meetings will be shared at the July 13, 2017, Immigrant and Refugee Committee meeting with all members.

Some highlights of the two meetings are included below:

- Create interactive events with activities such as roundtables, hands-on workshops, how-to's, Q & A sessions, "Did you know?"
- Discussed the logistics, including the use of social media (twitter, Facebook, etcetera)
- Consideration to resources such as food, entertainment, daycare, etcetera.

The Committee discussed having the event on a Saturday to ensure full availability of committee members and suggestions were made to invite students to assist in a volunteer capacity.

**(S. Abraham and H.McKean)**

That the Housing Working Group Report, be received.

**CARRIED**

**7. Correspondence**

No Correspondence

**8. New Business**

**8.1 Evelyn Myrie, Mayor's Equity Report.**

The committee agreed to invite E. Myrie to attend the September 2017 meeting for a 15 minute presentation/feedback session.

**9.0 Information Sharing**

**9.1 Hamilton Immigration Partnership Council (HIPC) Information Sharing**

J. Bowen informed the committee that Hamilton Immigration Partnership Council representatives have expressed interest in continuing to attend the committee meetings to contribute information as appropriate. HIPC is interested in a collaborative relationship with the committee in the future to enhance resources for Immigrant and Refugees in the Hamilton community.

**10.0 Next Meeting Date**

Thursday, July 13, 2017

**11.0 Adjournment**

**(H.McKean/ E. Ismail-Elmasri)**

The meeting adjourned at 8:35 p.m.









Hamilton

**Status of Women**  
**Thursday, November 23, 2017 5:30 p.m.**  
**City Hall, 71 Main St. W., Room 193**

**Present:** Denise Christopherson, Janice Lukas, Katie Hood, Laura Cattari, Miracle Chukwu, Yulena Wan, Councillor Donna Skelly

**Regrets:** Doreen Ssenabulya, Marie Robbins, Zenaida Roque Cruz

**Absent:** Matthew Green, Aidan Johnson, Katherine Kalinowski

**Also Present:** Nadia Olivieri (Staff Liaison)

**Guests:** Brianna Bharath, McMaster University Student (observer), Jennifer Willis and Mia Imelda (Sisters Circle Canada)

**Chair:** Laura Cattari

**WELCOME AND INTRODUCTIONS**

The Chair Laura Cattari welcomed everyone to the meeting.

**1. CHANGES TO THE AGENDA**

**(Y. Wan/ K. Hood)**

That the Status of Women Committee agenda of November 23, 2017 be accepted as presented (typos corrected). **CARRIED**

**2. DECLARATION OF INTEREST**

None Declared

**3. APPROVAL OF MINUTES**

**(J. Lukas/ D. Christopherson)**

That the Status of Women Committee approves the minutes October 26, 2017 as presented. **CARRIED**

**4. PRESENTATIONS – None**

**5. DISCUSSION ITEMS**

- 5.1.** Elect More Women 2017 Conference – final SWC contribution \$1,152.24. Evaluation forms from the Conference were reviewed by YWCA staff. Feedback suggests that women are interested in how to volunteer and support women candidates. Staff at the YWCA will collate feedback. Emerging themes and suggestions will be presented to the SWC by YWCA staff at a future SWC meeting.  
 Councillor Skelly offered that any young women interested in politics be referred to her to discuss opportunities to job shadow a few days in her office.

**5.2.** Member feedback on other relevant events/conferences –see 5.1

## **6. OTHER BUSINESS**

### **6.1.** 2017 Budget

6.1.1. Expenditures to date ~1,500.00

6.1.2. Outstanding expenditures –Purchase of 2018 Women of Distinction Award Dinner tickets which will go on sale next week– Next year will be significant as the Award Dinner will occur on International Women’s Day (March 8, 2017).

### **MOTION:** 2018 Women of Distinct Award Dinner

**(J. Lukas/ M. Chukwu)**

That the SWC purchase 2 tables of 10 so that some SWC members can attend and tickets to the event can be provided to women of Hamilton who may not otherwise be able to attend. **CARRIED**

Staff Liaison will connect with Ashley from the YWCA to arrange for ticket purchase.

At January’s meeting the SWC members agreed to develop a strategy to appropriately identify the women who will be the recipient of the available tickets. Cllr. Skelly suggested that the Committee also consider other factors that may contribute to a positive experience for the ticket recipient.

### **6.2.** Work Plan Discussion (copy of plan previously provided)

#### 6.2.1. Child Care Policy

The SWC members have used the Child Care services presently funded by Cllr. Skelly’s office.

The YWCA can offer child care services at a cost of \$25.00 per hour, with appropriate notice, to any Volunteer Advisory Committee Member. SWC Members agreed that Child care should be available to all VOC members so that child care is not a barrier to meeting participation.

### **MOTION:** VAC Child care support

**(M. Chukwu/ J. Lukas)**

That after agreeing that all VAC members have access to child care support on meeting nights, a SWC delegation be brought forward to support Cllr. Skelly at AF&A meeting, when she motions that any committee that is struck by Council, work with the YWCA, to insure its members have access to child minding services during the time of their committee meeting. **CARRIED**

Staff Liaise, N. Olivieri, is to provide information presently used for child care services to the YWCA staff so that formal child care request form can be developed.

*Status of Women Committee*

There was an additional request to have a SWC delegation present the work of the SWC to Council. The SWC Chair agreed to draft a presentation to Council. The Chair offered to review draft at the next SWC meeting.

## 6.2.1 Gender Equity Budget Conference

**MOTION:** Table Gender Equity Budget Conference**(D. Christopherson/ Y. Wan)**

That SWC support for the Gender Equity Budget Conference be tabled in light of the Committee's ongoing commitment to support ideas emerging from the Elect More Conference. **CARRIED**

**6.3.** Work Plan Discussion (copy of updated work plan provided)

6.3.1. Feedback on Child Care request process- see 6.2.1

6.3.2. Feedback on accessible parking request process indicated that members had positive feedback \ accessible parking. SWC member suggested that the Staff Liaison use a 'goggle form" to simplify correspondence needed to set up parking and child care services. Member offered to collect information for Staff.

**6.4.** Information Sharing (relevant to SWC activities)

Cllr. Skelly asked SWC members to consider how the committee will position itself with respect to the ever increasing emerging stories of workplace sexual harassment/assault. Recent media stories suggest that there is a barrage of pending workplace sexual harassment/assault cases to be investigated in government workplaces. Statistics point to 1 in 3 women as having experienced sexual harassment. The SWC needs to be an appropriate spokesperson on this issue and serve as "a go to place and a soft place to land". The SWC needs to support women who don't have the access points or know where to look for resources – we need to insure that women who have been harassed and/or assaulted get the proper support. Don't know what is going to happen with this momentum that is developing but as a women's issues Committee, the Committee must try anticipate what the need will be and how to engage all genders towards the necessary change to eliminate sexual harassment and assaults.

The YWCA has been looking at this issue. Through member D. Christopherson, ideas will be shared with SWC. As Activist we need to come up with solutions. We need to ENCOURAGE women to take up SPACE. SWC members are encourage to review the EXCLerator report (Study initiated in 2014) which demonstrates that the Hamilton and Halton areas still have a ways to go when it comes to female representation in decision making roles. The 2017 report is the second installment of the Women & Diversity EXCLerator Project. This report analyzed findings against the initial 2014 benchmark data. There has

*Status of Women Committee*

not been significant amount of change in women's leadership trajectories across nine employment sectors. Nothing is going to change until women with all points of view are in decision making positions. Encouraging women into leadership roles also requires establishing inclusive and respectful working environments.

Sisters Circle Canada – Jennifer Willis and Mia Imelda provided some information regarding this organization:

- conversation circles continuing from this Summer's conference
- it is a grass root organization aimed at eliminating a women's anxiety when faced with barriers (legal, housing, health) and providing tailored support in order to identify appropriate solutions
- Serve women where gaps are identified with very simple everyday solutions
- They support reform and accountability
- They are looking to collaborate and connect with other women's committees and gear efforts towards individualized solutions

National Housing Advocacy announcement: -adequate housing has been approved as a Human Right

December 6, 2017 there are two events that may be of interest to the SWC:

1. Jan's event - information to be forwarded to Staff Liaison to disperse
2. The Honouring the Circle – Montreal Massacre vigil  
Staff Liaison, N. Olivieri is to forward information to SWC members.

**7. ADJOURNMENT****Time: 7:30pm****(D. Christopherson/ Y. Wan)**

That the Status of Women Committee meeting be adjourned at 7:30pm. **CARRIED**

**NEXT MEETING****Thursday, January 26th, 2017****5:30 p.m. – Room 193, City Hall**



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	February 12, 2018
<b>SUBJECT/REPORT NO:</b>	2019 Development Charges (DC) Study and Initial meeting of the DC Stakeholders Sub-Committee (FCS18022) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Lindsay Gillies (905) 546-2424 Ext. 2790
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager Finance and Corporate Services
<b>SIGNATURE:</b>	

## Council Direction:

On October 23, 2017, the Audit, Finance and Administration Committee directed staff, through the approval of Report FCS17086, to initiate a new Development Charges (DC) Background Study for all City Services in accordance with the *Development Charges Act, 1997*.

## Information:

This Information Report is to inform Council through the Audit, Finance and Administration Committee that the DC Stakeholders Sub-Committee will be convening for the first time in the 2014 – 2018 term.

The *Development Charges Act, 1997* was updated through the *Smart Growth for Our Communities Act, 2015 (Bill 73)* which received Royal Assent on December 3, 2015. One of the new requirements for municipalities is that Council must consider the use of area rating.

The purpose of the first DC Stakeholders Sub-Committee meeting will be to review the results of applying area rated calculations to water, wastewater and storm services and recommend a direction for the 2019 DC Study calculation to move forward with.

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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.*

**SUBJECT: 2019 Development Charges (DC) Study and Initial meeting of the DC Stakeholders Sub-Committee (FCS18022) (City Wide) – Page 2 of 2**

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A notice will be sent out shortly to the members of the DC Stakeholder Sub-Committee, as well as to members of Council. The results of this meeting are anticipated to be returned to the Audit, Finance and Administration Committee meeting of March 26, 2018.

For reference, the current members of the DC Stakeholder Sub-Committee are:

Councillor M. Pearson  
Councillor B. Johnson  
Councillor J. Partridge  
Councillor D. Conley  
Citizen Member, Yonatan Rozenszajn  
Citizen Member, Jamie Summers  
1 Representative from the Hamilton-Halton Homebuilders Association  
1 Representative from the Hamilton-Burlington Real Estate Board  
1 Representative from the Hamilton and District Chamber of Commerce

**Appendices and Schedules Attached**

None

LG/dt

12 February 2017

Audit, Finance and Administration Committee

Good day I'm John Livingstone CEO of the Canadian Corps of Commissionaires (Hamilton) a not - for - profit corporation with a social mandate to employ former members of the Canadian Forces and the RCMP by providing security and bylaw services to all three levels of government and the private sector.

I am a retired soldier myself having served in the Regular Force for 22 years with 2 six month tours of United Nations peacekeeping duty in the Golan Heights, six years of NATO duty in the Federal Republic of Germany and operations and exercises throughout the world including the high Arctic. I have been a member of the Commissionaires for the past 20 years and the CEO for the past 8 years.

Commissionaires has existed as a not- for- profit with the same social mandate nationally since 1925 and locally as the Hamilton Division for over 80 years since 1937. We have provided security and parking bylaw enforcement services to the City of Hamilton since the 1950s.

I'm here to convince you to come on board with the increase in minimum wage as mandated by the Government of Ontario.

The history is this, in July 2017 Commissionaires Hamilton prepared and sent letters to all clients, including Ontario Works in the City of Hamilton, who would be affected by the minimum wage increase. This letter detailed the increase required to implement the decision as forecasted by the province and showed the simple calculation necessary to arrive at a new bill rate. This letter has been provided to you in the information package delivered last week.

Throughout the summer and early fall my account managers under the direction of my Director of Operations met with the affected clients and secured agreements in principle with all of these clients including the City of Hamilton's Ontario Works representative who has since retired.

I say in principle because although the provincial government had floated this plan there was no definitive timeline and since the government was in the process of holding public meetings and consultations with all concerned parties there was ostensibly no guaranteed implementation.

When the provincial government announced the implementation timeline we again met with our clients and they signed off on the increase forecasted in our original letter.

There was one notable exception and this was the Purchasing Department of the City of Hamilton who informed us that since there was no record of an agreement with the retired member that the City would not honour the requested change.

This is not a large amount of money for an entity with a budget as large as the City of Hamilton and will make no material difference to the bottom line financial numbers of any department within the City.

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## CANADIAN CORPS OF COMMISSIONAIRES (HAMILTON)

Maj M.A. Rehill, SBSJ, CD  
 Chair

LCol J.L. Livingstone, CD  
 Chief Executive Officer

HCol M.D. McKay, SBSJ, CD, AdeC  
 1<sup>st</sup> Vice Chair

LCdr G. E. Swing, CD  
 2<sup>nd</sup> Vice Chair

We though are a not for profit which returns over 90% of our bill rates in the form of pay and benefits to our employees.

When we have an operating surplus at the end of our Fiscal Year we turn this back to our members in the form of a dispersal pro- rated on the number of hours worked within that year.

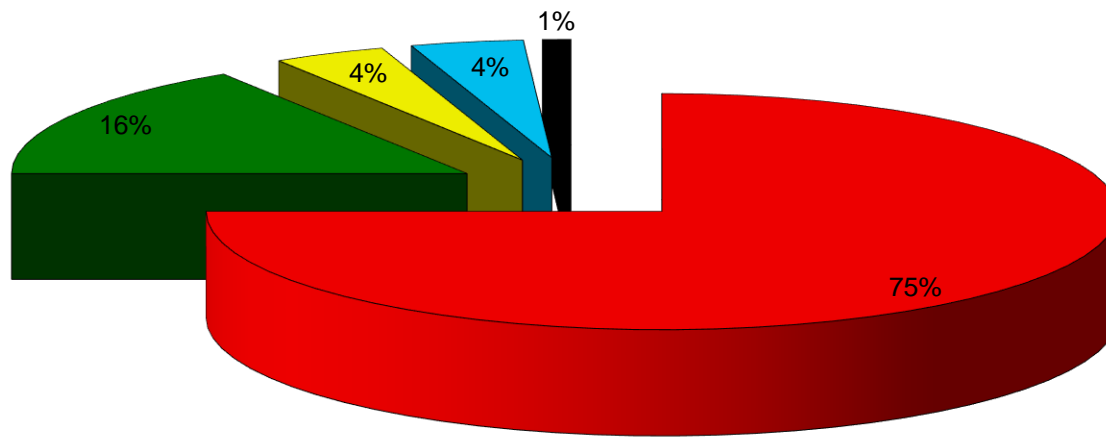
The bottom line cost for the City of Hamilton to honour the discussion between us and its retired representative and to follow the direction imposed by the provincial Government would total \$13,473.78 over the course of the year from 1 January - 31 December 2018 for the four Ontario Works locations we service.

I ask that this Committee do the right thing and direct the Purchasing Department to take this action as outlined in our letter dated July 2017.





## Canadian Corps of Commissioners (Hamilton) 2018 Financial Allocation



- Commissionaire Wages 75%
- Commissionaire Costs include EI, WSIB, EHT, CPP, Vacation 16%
- Staff Costs include EI, WSIB, EHT, CPP, Vacation 4%
- Administration Costs include Rent, Equipment, Vehicles 4%
- Net Income 1%

Commissionaire Wages	75%
Commissionaire Costs include EI, WSIB, EHT, CPP, Vacation	16%
Staff Costs include EI, WSIB, EHT, CPP, Vacation	4%
Administration Costs include Rent, Equipment, Vehicles	4%
Net Income	1%



# Request to Appear before the Audit, Finance and Administration Committee



STAR SECURITY LEGISLATED MINIMUM WAGE INCREASE FOR

**C3-10-16 (Provision of Cashiering and Security Services for the  
Hamilton Convention Centre Parking Garage and York Boulevard  
Parkade)**

**C11-56-15 Event Security Guard Services  
Tim Hortons Field**

# Original bid 2017 for City of Hamilton contracts

- February 2017 - Ontario Minimum wage
- \$11.40/ Hr
- Bill rate accepted January 23<sup>rd</sup>, 2017 at a rate of \$17/hr
- STAR Security bid on this contract as minimum wage being our starting benchmark to our pay rates. So minimum wage is instrumental to our pay structure

## C3-10-16 (Provision of Cashiering and Security Services for the Hamilton Convention Centre Parking Garage and York Boulevard Parkade) Bill 148 Increases (Not in original quote)

- Minimum wage Increase from \$11.40 - \$14.00 = 22.8%
- Parody spread of minimum wage increase is 22.8%
- Additional 2% for vacation pay with employees over five years.
- New statutory holiday calculations. Statutory holiday entitlement is calculated differently under the new Bill 148. Pay is based on total amount of regular wages earned in the pay period immediately before the stat, then divided by the number of of days the employee worked in that period. This increases our costs for all major events leading into a holiday.
- New Sick Day payout legislation- Two paid sick days to every employee.
- Vac pay (6%) Stat entitlement (5%) CPP (4.95%) EI (1.63%) WSIB (1.65%) EHT (1.95%) = 21.18%
- Vacation Pay at an average of 6%, 80% of onsite employees have over 5 years seniority.

# C11-56-15 Event Security Guard Services

## Tim Hortons Field Bill 148 Increases (Not in original quote)

- January 2018 (Year 3 of contract)– \$17/HR Bill Rate
- Minimum wage Increase from \$11.40 - \$14.00 = 22.8%
- Parody spread of minimum wage increase is 22.8%
- Additional 2% for vacation pay with employees over five years.
- New statutory holiday calculations. Statutory holiday entitlement is calculated differently under the new Bill 148. Pay is based on total amount of regular wages earned in the pay period immediately before the stat, then divided by the number of of days the employee worked in that period. This increases our costs for all major events leading into a holiday.
- New Sick Day payout legislation- Two paid sick days to every employee.
- Vac pay (6%) Stat entitlement (5%) CPP (4.95%) EI (1.63%) WSIB (1.65%) EHT (1.95%) = 21.18%
- Vacation Pay at an average of 6%, 80% of onsite employees have over 5 years seniority.



# Requested Increase with Bill 148 Increases

2018

Old Bill Rate	Bill 148 % Increase	New Bill Rate to City
\$17.40	22.8%	\$21.38

2019

2018 Bill Rate	Bill 148 % Increase	Star Overhead Increase	2019 Bill Rate to City
\$21.38	7.14%	1.5%	\$23.25





**Janitorial  
Management  
Services**

**ServiceMaster  
Contract Services**  
Div. of DOUGORD Limited  
3245 Harvester Road, Unit 11  
Burlington, ON L7N 3T7  
TEL: 905-637-1411  
877-637-1499  
FAX: 905-637-7033  
helpdesk@smgoodrow.ca

**Memo To: City of Hamilton  
Audit, Finance and Administration Committee**

**Memo From: Doug Goodrow  
General Manager/Owner  
ServiceMaster Contract Services**

*An independent business  
licensed to serve you by  
ServiceMaster Clean of Canada*

**Subject: Contract Numbered: C12-03-16**

**Date: February 12, 2018**

In the spring of 2016 our Company was awarded contract C12-03-16 to provide Janitorial Services for the following City of Hamilton facilities:

**Section B**

1. Aquatic Facilities  
-20 sites
2. Community Centre/Town Hall  
-9 sites
3. Senior Recreation Facilities  
-5 Sites

**Section D1**

1. Tourism & Culture Division  
-5 Sites

**Section D3**

1. Career Development  
-1 Site

When preparing our Tender Proposal for submitting we based our price analysis on the Provincial Employment Standards Act requirements that were current and competitive at the date of the submission. This includes the Bill 7 Information that was provided by the City of Hamilton in the Tender documents.



As you are aware the Provincial Government has made significant changes to the Employment Standards Act effective January 1, 2018. The following pages contain a brief summary of the changes.

**Minimum Wage Increase:**

October 1, 2017 increase from \$11.40 to \$11.60 per hour.

January 1, 2018 increase from \$11.60 to \$14.00 per hour.

January 1, 2019 increase from \$14.00 to \$15.00 per hour

October 1, 2019 increase from \$15.00 to (value based on the Consumer Price Index)

**Equal Pay for Equal Work:**

All Employees must be paid the same when they perform substantially the same kind of work. When the skills, abilities and working conditions of the job are similar Equal Pay for Equal Work applies.

**Leave of Absence**

Leave for an Employee who has suffered a still birth or miscarriage has been increased from 6 weeks to 12 weeks. Parental leave has been increased from 35 to 61 weeks for employees who take pregnancy leave. Parental leave for those who have not taken pregnancy leave has increased from 37 weeks to 63 weeks.

**Personal Emergency Leave:**

The elimination of the 50-employee threshold now makes available to all employees Personal Emergency Leave of up to 10 days, 2 of these days will be paid by their employer. An employee who is the victim of domestic or sexual violence will be entitled to Personal Emergency Leave of up to 15 weeks.

Employers are no longer permitted to request "sick notes" from an employee who has requested Personal Emergency Leave.

**Scheduling and Hours of Work:**

When an employer cancels a scheduled shift within 48 hours of its commencement the employee must be paid 3 hours wages at the regular rate of pay. An employee must also receive 3 hours of pay at the regular rate if they arrive for a scheduled shift and are provided with less than 3 hours. An employee can refuse a work or on call assignment made within 96 hours of the start of the shift. The only exception would be working to deal with an emergency to remedy or reduce a threat to public safety.

**Vacation Entitlement:**

After one year of employment an employee is entitled to two weeks of vacation and 4% pay. Effective January 1, 2018 an employee with 5 years of service will be entitled to 15 days of vacation, 3 weeks or 6% vacation pay.

**Public Holidays:**

A standard formula will be used to calculate an employee's public holiday pay entitlement. It will be based on the hours worked and regular pay earned before the scheduled holiday

**Record Keeping:**

To be compliant, employee files are to include a record of regular schedule of work (dates and hours), recorded changes made to a work or on-call to work schedule, record of any overtime hours that an employee has worked, payment for overtime hours worked and the rates for which overtime payment was calculated. The dates/times of any scheduled shift or scheduled on-call shift that was cancelled. Any written notices provided to an employee regarding substitute holiday. Employers must now document the amount of vacation pay an employee has earned during an entitlement year, vacation time used, and vacation pay that has been paid out. Any documents related to an employee taking Personal Emergency Leave or leave due to Domestic or Sexual violence that are provided by the employee must be filed.



The previously noted changes to the Provincial Employment Standards Act have significantly increased our operating cost to the point that we can no longer provide the services as listed in the Tender Documents without bearing significant financial losses over the next three years.

Based on the Tender Document Information the value of our Contract for the period defined as Term 2 - April 2017 - March 2018 is as follows:

Per Month	\$ 81, 440.00
Per Year	\$ 977, 280.00

Going forward we respectfully request that the Audit, Finance and Administration Committee and or Council instruct the Procurement to increase our contract value to the following:

2018	January to December
Per Month	\$ 101,705.00
Per Year	\$1,220,460.00

2019	January to December
Per Month	\$ 109,530.00
Per Year	\$1, 314, 360.00

2020	January to December
Per Month	\$112,375.00
Per Year	\$1,348, 500.00

2021	January to March
Per Month	\$115,185.00
3 Months	\$345, 555.00

Should the City of Hamilton not wish to renegotiate Contract Number C12-03-16 our company will have no choice but to suspend our service at all city facilities once Term 2 has ended on March 31, 2018.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Douglas Goodrow", is written over the typed name.

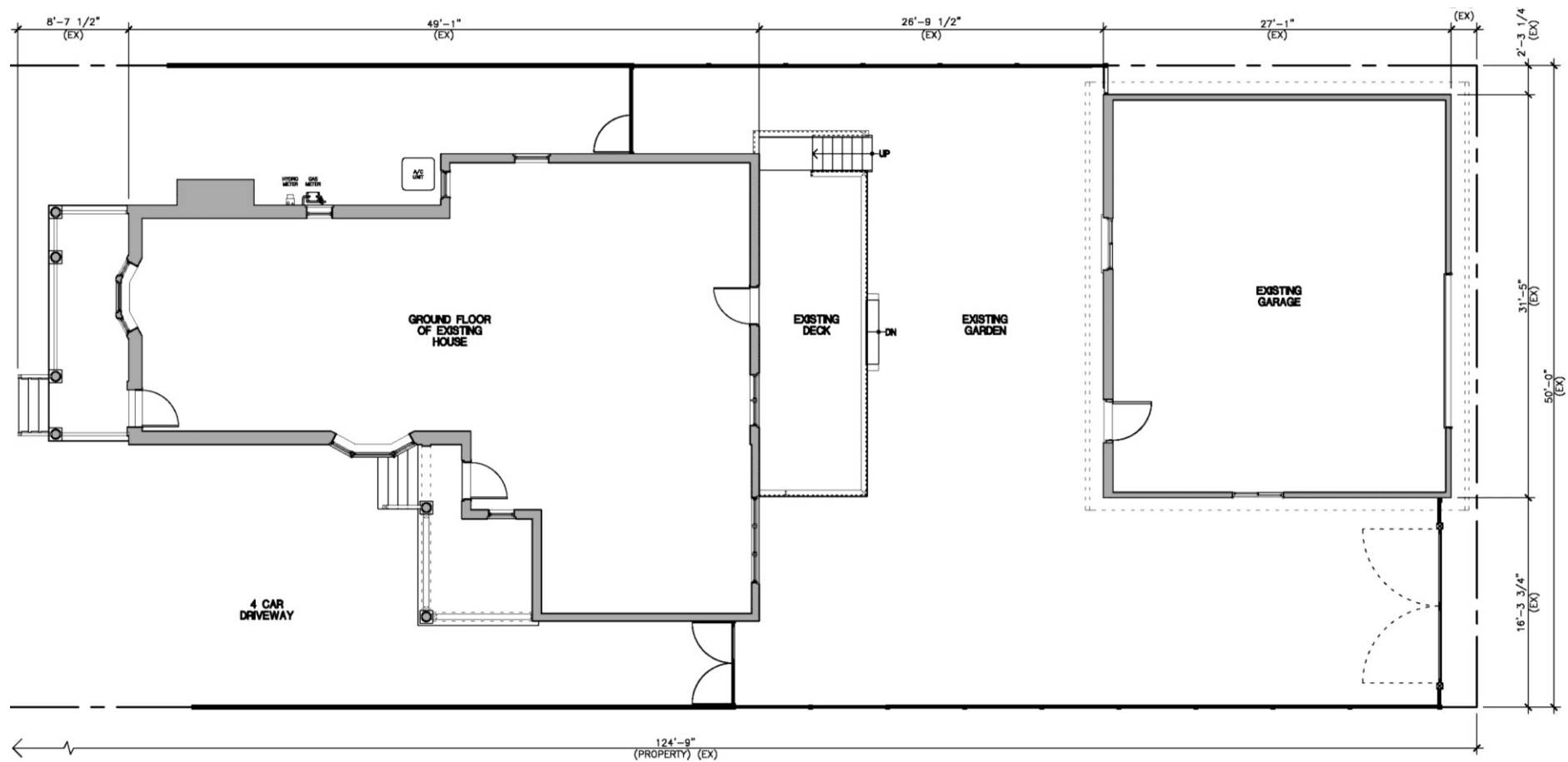
Douglas Goodrow  
ServiceMaster Contract Services

# 390 Aberdeen Avenue Second Dwelling Unit

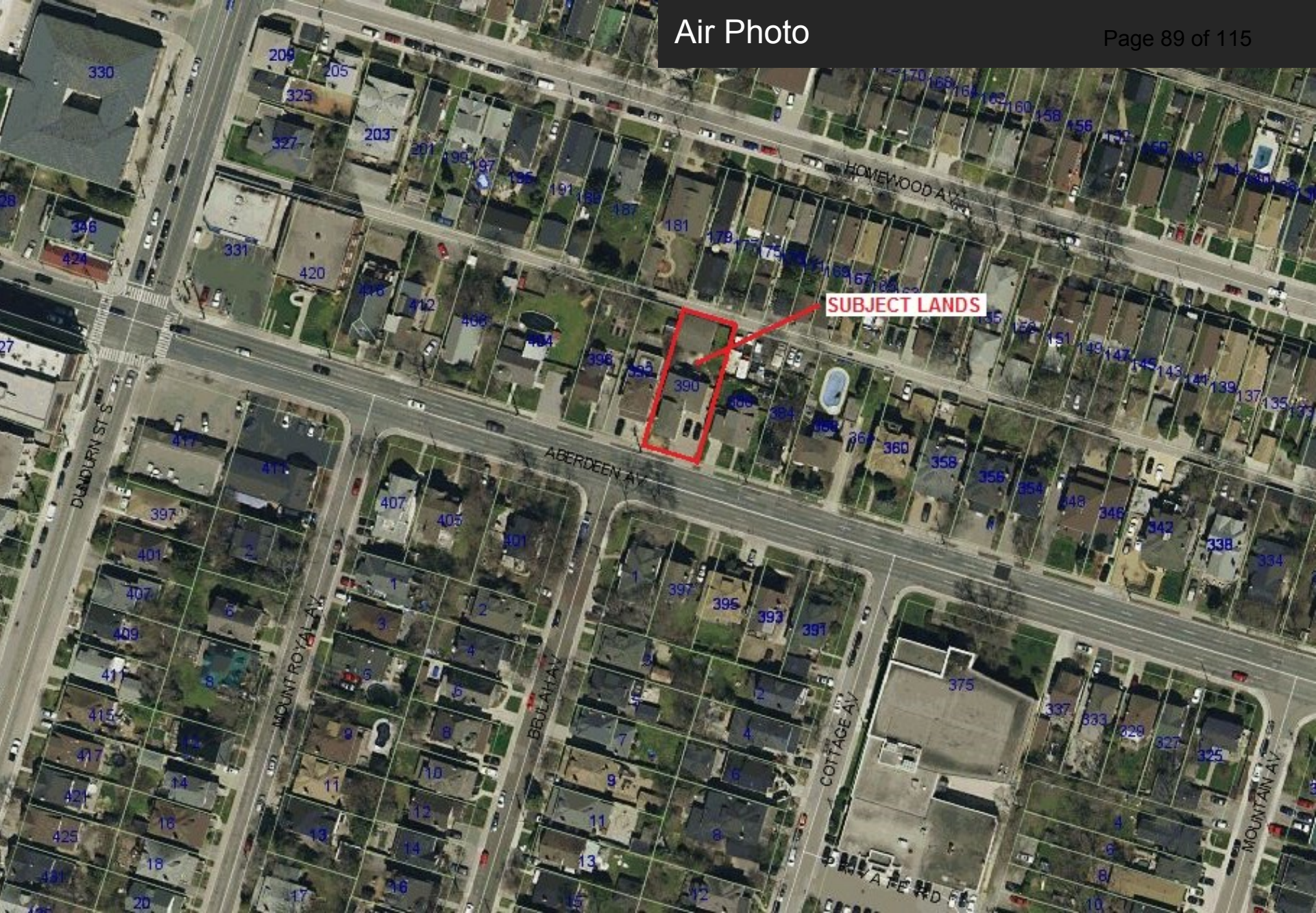
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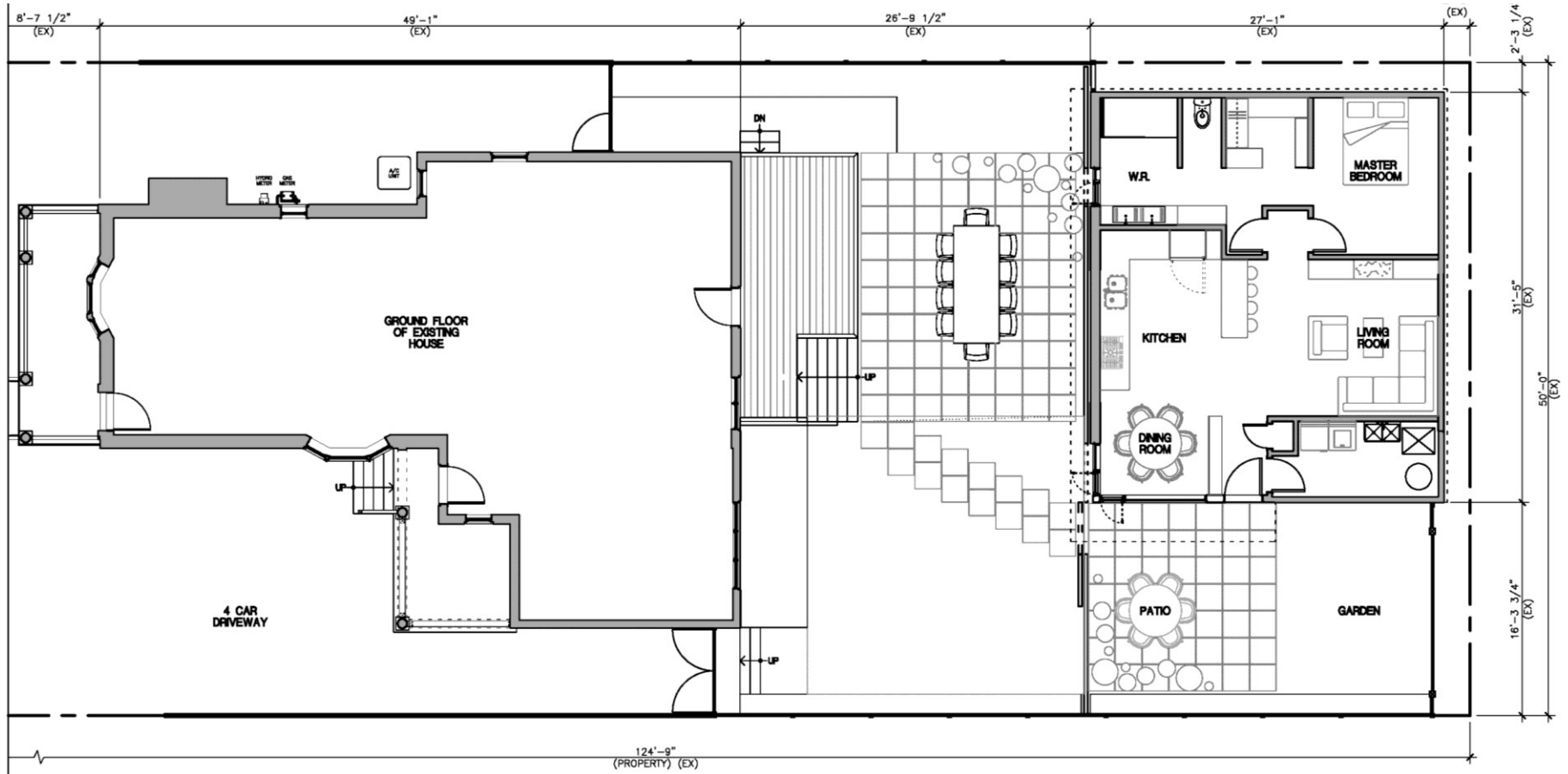


Audit, Finance, & Administration Committee  
February 12, 2018











Planning Act requires municipalities to allow provisions for second dwelling units within detached, semi-detached, or rowhouse dwellings

Second dwellings within a building or structure ancillary to the above unit types are permitted if the detached, semi-detached, or rowhouse **only** contains one unit

## Planning Act

The fundamental basis for the application of a development charge is to recover the growth-related costs associated with the capital infrastructure needed to service new development and redevelopment within the municipality.

It is our respectful submission that there is no difference between the exemption that would apply if this unit had been developed in the basement of the existing home, and the unit created in the existing accessory structure.

## Development Charges Act



**VIA EMAIL**

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

December 20, 2017

The Honourable Michael Chong, MP, Wellington-Halton Hills  
 The Honourable Karina Gould, MP, Burlington  
 The Honourable Lisa Raitt, MP, Halton  
 Pam Damoff, MP, Oakville-North Burlington  
 John Oliver, MP, Oakville  
 The Honourable Kevin Flynn, MPP, Oakville  
 The Honourable Eleanor McMahon, MPP, Burlington  
 The Honourable Indira Naidoo-Harris, MPP, Halton  
 Ted Arnott, MPP, Wellington-Halton Hills  
 Victor Fedeli, MPP, Nippising  
 John Vanthof, MPP, Timiskaming—Cochrane  
 Regional Municipality of Peel, Kathryn Lockyer  
 Regional Municipality of York, Christopher Raynor  
 Regional Municipality of Durham, Ralph Walton  
 City of Toronto, Ulli S. Watkiss  
 City of Hamilton, Rose Caterini  
 City of Burlington, Angela Morgan  
 Town of Halton Hills, Suzanne Jones  
 Town of Milton, Troy McHarg  
 Town of Oakville, Vicki Tytaneck

Please be advised that at its meeting held Wednesday, December 13, 2017, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION:       MPAC Service Delivery Shortcomings**

**WHEREAS** Halton Region and municipalities across the Province rely on the information provided by MPAC in order to prepare annual budgets, property tax rates and accurately bill for property taxes;

**AND WHEREAS** there have been shortcomings identified by municipalities of the services provided by MPAC that has caused challenges for the Region and local municipalities with respect to obtaining accurate and reliable information;

**AND WHEREAS** in the current MPAC online system (Municipal Connect 2.0) used by the Region and local municipalities for assessment values (eg. Control totals), these values can fluctuate significantly, as properties are reviewed providing inconsistent totals which cause challenges for the Region and the local municipalities while preparing annual budgets;

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866

**AND WHEREAS** MPAC provides reports with growth forecasts for municipalities which do not align with the timing of preparing municipal budgets in Halton;

**AND WHEREAS** Section 9(1) of the Municipal Property Assessment Corporation Act, 1997, (MPAC Act) provides that the Municipal Property Assessment Corporation shall perform the duties assigned to it under the Assessment Act or any other Act and assigned to property assessors under any other Act;

**AND WHEREAS** the Assessment Act section 1(1) defines the Municipal Property Assessment Corporation as the assessment corporation; **AND WHEREAS** Section 14(1) of the Assessment Act provides that the assessment corporation shall prepare an assessment roll for each municipality;

**AND WHEREAS** Section 12(1) the MPAC Act provides that MPAC shall require each municipality, other than a lower-tier municipality, to pay for services in the amount as required by the Act;

**AND WHEREAS** due to the provisions of the MPAC Act and Assessment Act, municipalities are not permitted to choose an alternate service provider;

**AND WHEREAS** MPAC's total levy request from all municipalities in 2018 is an increase of 2.65% from the approved 2017 levy, above the rate of inflation, which is projected to result in a cost of \$9,243,400 to the Region, an increase to the Region's budget for these services of \$459,500 or 5.2% over the 2017 budget;

**THEREFORE BE IT RESOLVED:**

1. **THAT** the Regional Chair write to the Minister of Finance to express the concerns raised with MPAC's service provided to municipalities and request a review of MPAC's service level agreement (SLA) to ensure it clearly outlines the required MPAC deliverables to municipalities;
2. **AND THAT** staff forward a copy of this resolution to the Minister of Finance, all Halton MPs and MPPs, the Provincial Opposition Finance critics, the Regional Municipalities of Peel, York and Durham, the City of Toronto, the City of Hamilton, the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville.

As per the above resolution, please accept this correspondence for your information and consideration.



Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)





## HALTON REGION

### MOTION

DATE: December 13, 2017

DATE OF MEETING

MOTION TO BE

CONSIDERED: Council Meeting – December 13, 2017

MOVED BY: Mayor R. Bonnette

WHEREAS Halton Region and municipalities across the Province rely on the information provided by MPAC in order to prepare annual budgets, property tax rates and accurately bill for property taxes;

AND WHEREAS there have been shortcomings identified by municipalities of the services provided by MPAC that has caused challenges for the Region and local municipalities with respect to obtaining accurate and reliable information;

AND WHEREAS in the current MPAC online system (Municipal Connect 2.0) used by the Region and local municipalities for assessment values (eg. Control totals), these values can fluctuate significantly, as properties are reviewed providing inconsistent totals which cause challenges for the Region and the local municipalities while preparing annual budgets;

AND WHEREAS MPAC provides reports with growth forecasts for municipalities which do not align with the timing of preparing municipal budgets in Halton;

AND WHEREAS Section 9(1) of the Municipal Property Assessment Corporation Act, 1997, (MPAC Act) provides that the Municipal Property Assessment Corporation shall perform the duties assigned to it under the Assessment Act or any other Act and assigned to property assessors under any other Act;

AND WHEREAS the Assessment Act section 1(1) defines the Municipal Property Assessment Corporation as the assessment corporation;

AND WHEREAS Section 14(1) of the Assessment Act provides that the assessment corporation shall prepare an assessment roll for each municipality;

AND WHEREAS Section 12(1) the MPAC Act provides that MPAC shall require each municipality, other than a lower-tier municipality, to pay for services in the amount as required by the Act;

AND WHEREAS due to the provisions of the MPAC Act and Assessment Act, municipalities are not permitted to choose an alternate service provider;

AND WHEREAS MPAC's total levy request from all municipalities in 2018 is an increase of 2.65% from the approved 2017 levy, above the rate of inflation, which is projected to result in a cost of \$9,243,400 to the Region, an increase to the Region's budget for these services of \$459,500 or 5.2% over the 2017 budget;

THEREFORE BE IT RESOLVED THAT the Regional Chair write to the Minister of Finance to express the concerns raised with MPAC's service provided to municipalities and request a review of MPAC's service level agreement (SLA) to ensure it clearly outlines the required MPAC deliverables to municipalities;

AND THAT staff forward a copy of this resolution to all Halton MPs, MPPs, the Regional Municipalities of Peel, York and Durham, the City of Toronto, the City of Hamilton, the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville.



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

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	February 12, 2018
<b>SUBJECT/REPORT NO:</b>	Request for Development Charge and Parkland Dedication Reduction, 390 Aberdeen Ave (FCS18017) (City Wide) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Lindsay Gillies (905) 546-2424 Ext. 2790 Alicia Li (905) 546-2424 Ext. 1434
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the request for a reduction of the Development Charges assessed for converting the existing accessory structure into a dwelling unit at 390 Aberdeen Avenue be denied;
- (b) That the request for a reduction of the Parkland Dedication assessed for converting the existing accessory structure into a dwelling unit at 390 Aberdeen Avenue be denied;
- (c) That the subject matter respecting “Request for Development Charge and Parkland Dedication Reduction, 390 Aberdeen Avenue” be identified as complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

### EXECUTIVE SUMMARY

City Council, at its meeting on November 8, 2017, received as Item 5.1 a letter from John Ariens, Associate Director / Planning Lead, IBI Group, requesting a reduction of the Development Charges (DCs) and Parkland Dedication levied for the additional dwelling unit at 390 Aberdeen Avenue. Council directed staff to report back to the Audit, Finance and Administration Committee on the matter. The letter has been attached as Appendix “A” to Report FCS18017.

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**SUBJECT: Request for Development Charge and Parkland Dedication Reduction,  
390 Aberdeen Avenue (FCS18017) (City Wide) – Page 2 of 6**

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The owners of the subject property, Karen Dearness and Andy Stone, delegated John Ariens from IBI Group to request a reduction of the DCs and Parkland Dedication for the conversion of their detached accessory structure at 390 Aberdeen Avenue into a dwelling unit. The conversion triggered DCs and Parkland Dedication fees for the creation of a new single family dwelling.

The owner is of the opinion that the unit is akin to a basement apartment and should be treated in the same manner. The definitions in DC By-law 14-153 classify the structure as a single family dwelling.

DCs are assessed based on the physical structure of a residential dwelling. The size (gross floor area) of a dwelling unit does not impact the applicable DC. A decision related to DCs has a city wide impact since the funds collected through DCs are used to fund the growth related portions of capital projects throughout the City.

Parkland Dedication By-law 09-124, as amended, provides a flat rate of \$750 where one additional dwelling unit is being added to an existing single family dwelling. Since the subject dwelling is physically separate from the existing single detached dwelling on the same lot, the flat rate is not applicable.

Staff recommend that the request for a reduction in the DCs and Parkland Dedication applicable to the conversion at 390 Aberdeen Avenue be denied.

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The DCs and Parkland Dedication assessed and paid for 390 Aberdeen Avenue are consistent with DC By-law 14-153 and Parkland Dedication By-law 09-124, as amended.

A summary of the relevant fees that were paid prior to the building permit issuance are:

City DC	\$37,169
GO Transit DC	\$244
Public Education DC	\$1,039
Catholic Education DC	<u>\$885</u>
Total DCs	\$39,337
 Parkland Dedication	 \$11,250

**Staffing:** None

**Legal:** None

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**SUBJECT: Request for Development Charge and Parkland Dedication Reduction,  
390 Aberdeen Avenue (FCS18017) (City Wide) – Page 3 of 6**

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## **HISTORICAL BACKGROUND**

May 10, 2017	By-law 17-085, being an amendment to Zoning By-law 6593, comes into effect which permits the accessory building at 390 Aberdeen Avenue, Hamilton to be converted to one dwelling unit.
September 8, 2017	Application for building permit received.
September / October 2017	Owners question the DC payable. Finance staff confirms that full DCs are applicable under the DC By-law 14-153. Legal Services staff confirms that By-law 14-153 does not permit a reduction to be made by staff or Council.
October 19, 2017	DCs and Parkland Dedication are paid and the permit is issued.
November 8, 2017	The request for a reduction of DCs and Parkland Dedication is made to Council attached as Appendix "A" to Report FCS18017.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Staff recommendation is consistent with the existing DC By-law 14-153 and Parkland Dedication By-law 09-124, as amended.

## **RELEVANT CONSULTATION**

Planning and Economic Development Department, Building Division, Plan Examination Section

Planning and Economic Development Department, Economic Development Division, Real Estate Section

Corporate Services Department, Legal Services Division, Commercial / Development / Policy Section

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

DCs are collected to recover the growth related costs associated with the capital infrastructure needed to service new development or redevelopment, for example, increasing water main sizes to accommodate growth in already developed areas.

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**SUBJECT: Request for Development Charge and Parkland Dedication Reduction,  
390 Aberdeen Avenue (FCS18017) (City Wide) – Page 4 of 6**

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The request for reduction lists three reasons for the request. Staff has addressed these reasons in the analysis below and has worked to address other concerns raised through discussions with the developer.

#### Second Dwelling Unit

The owner views the second dwelling unit akin to a basement apartment and that it should receive the same treatment.

Section 15 of DC By-law 14-153 states that no development charge shall be imposed where the only effect is to permit the creation of one or two additional dwelling units within an existing single detached dwelling. This exemption is a requirement under the *DC Act, 1997* and the key factor is that the additional dwelling unit be located within the existing dwelling.

The subject dwelling unit is a detached structure and therefore, is not within the existing dwelling unit on the same property. Note that this property could still convert the basement in the existing dwelling unit to an apartment and receive this exemption. Legal Services has advised that there is no way to restrict this right.

Further note, that while the City is required to exempt charges for a basement apartment, this exemption does not mean that there are no capital costs associated with the basement apartment but rather that the City is required to fund the costs through other sources. Annually, the statutory and Council directed DC exemptions provided in the preceding year are summarized along with any funding that supported the DC exemptions.

The DC assessed was for a single family dwelling. A single family dwelling is defined in the DC By-law 14-153 as follows:

“means a residential building containing one dwelling unit and not attached to another building or structure, whether or not the single detached dwelling is situated on a single lot.”

The subject dwelling unit meets this definition and was appropriately assessed.

Parkland Dedication By-law 09-124, as amended, provides a flat rate of \$750 where one additional dwelling unit is being added to an existing single family dwelling. Since the subject dwelling is physically separate from the existing single detached dwelling on the same lot, the flat rate is not applicable.

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**SUBJECT: Request for Development Charge and Parkland Dedication Reduction,  
390 Aberdeen Avenue (FCS18017) (City Wide) – Page 5 of 6**

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The dwelling was also treated as a single family dwelling from an Ontario Building Code perspective. The building permit was issued with the following description:

“To convert the existing accessory structure into a one-storey, 78.80m<sup>2</sup> single family dwelling.”

#### Affordable Housing

The owner proposes that this represents a form of affordable housing. Staff agrees that this development is one way to aid in the supply and demand for housing within the City. The DC By-law 14-153 provides an exemption for Affordable Housing Projects that are through CityHousing or receiving funding from a Provincial or Federal Affordable Housing Program. The Parkland Dedication By-law 09-124, as amended, provides a similar exemption. Under both the DC and Parkland Dedication By-laws, this development does not qualify.

#### Size of Dwelling / Structure

The size (gross floor area) of this dwelling is smaller than what would generally be expected for a new single family dwelling. The gross floor area is approximately 850 square feet. While this seems small, there are other similar size or smaller single family dwellings existing on their own lots within the City.

The size of a dwelling does not and cannot factor into the calculation of a DC charge. The DC calculation uses averages from Statistics Canada regarding the number of occupants by dwelling type. The gross floor area is not a factor. Further, under the *DC Act, 1997*, a development charge cannot be imposed where the only effect is to increase the size of an existing dwelling.

The structure was applied for and built as a permanent structure. Had the structure been built as a “granny flat”, then a lower DC would have been applicable. Through discussions, it was discovered that a “granny flat” was rejected by the owner due to its temporary nature and the owners plan to rent out the dwelling unit in the future.

#### Specific Infrastructure Required / Amount of Charge

DCs are calculated on a city wide basis and applied based on average service levels. Section 7 of DC By-law 14-153 specifically states that “the development charges applicable to a development as determined pursuant to this By-law shall apply without regard to the services required or used by an individual development”.

Legal Services confirmed that there are no provisions in DC By-law 14-153, that would authorize staff or Council to approve a lower charge.

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**SUBJECT: Request for Development Charge and Parkland Dedication Reduction,  
390 Aberdeen Avenue (FCS18017) (City Wide) – Page 6 of 6**

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Legal Services confirmed that Section 12 of the Parkland Dedication By-law 09-124, as amended, provides Council the ability, by passing resolution, to vary from the existing payment in lieu requirements. However, the intent of the Section appears not to contemplate property specific exemptions.

In order to provide financial assistance, the only option would be some form of grant. A program does not currently exist.

**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.*

**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” – Request for Financial Charges Reduction, 390 Aberdeen Avenue, Hamilton

LG/AL/dt





**IBI GROUP**  
200 East Wing-360 James Street North  
Hamilton ON L8L 1H5 Canada  
tel 9055461010 fax 9055461011  
[ibigroup.com](http://ibigroup.com)

October 20, 2017

Hamilton City Council  
c/o Rose Caterini, City Clerk  
City of Hamilton  
71 Main Street West  
Hamilton ON L8P4Y5

Dear Ms. Caterini & Council Members:

**REQUEST FOR FINANCIAL CHARGES REDUCTION  
390 ABERDEEN AVENUE HAMILTON**

Municipal address 390 Aberdeen Avenue is the home of Karen Dearness and Andy Stone and their daughter. This property contains a single family dwelling and at the rear there is a detached accessory structure. In May of this year we appeared before the Planning and Development Committee and secured zoning approval which would allow them to convert this detached accessory structure into a separate one-bedroom apartment unit which will initially be the home for Andy's mom and ultimately a rental unit. Since receiving the zoning approval their architects have been designing the detached apartment and the building permit application has been made. Through the processing of the building permit it has come to our attention that the construction of this one-bedroom apartment will be subject to the full development charge and park fees of a new single detached dwelling. This is simply not appropriate and in our opinion is excessive.

On behalf of the owners we hereby respectfully request that this one-bedroom apartment unit in the detached structure be treated the same as any other accessory second apartment unit and be fully exempted from these financial costs. We have met with staff and understand that this request would be forwarded to them for the preparation of a report to the Finance Committee. We also respectfully request that when this report has been prepared and placed on the agenda that we be allowed to register as a delegation in order to address this matter.

Our reasons in support of this request include but are not limited to the following:

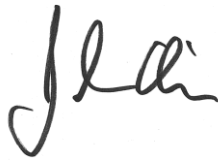
- the proposal is essentially a second dwelling unit and as such would be permitted as of right within the existing dwelling without these fees;
- the physical changes to the property are minimal and this represents an appropriate form of affordable housing;
- no additional municipal infrastructure is required to accommodate this second dwelling unit.

IBI GROUP

Hamilton City Council – October 20, 2017

I trust that you will forward this request to the appropriate Staff and we look forward to this matter proceeding to Committee for a final decision.

Regards,  
IBI Group

A handwritten signature in black ink, appearing to read 'John Ariens', written in a cursive style.

John Ariens, MCIP, RPP  
Associate Director/Planning Lead

Cc: Councillor Aiden Johnson (Ward 1) [Aidan.Johnson@hamilton.ca](mailto:Aidan.Johnson@hamilton.ca)  
Mike Zegarac, General Manager of Finance & Corporate Services [Mike.Zegarac@hamilton.ca](mailto:Mike.Zegarac@hamilton.ca)  
Brian McMullen, Director, Finance, Planning, Administration and Policy  
[Brian.McMullen@hamilton.ca](mailto:Brian.McMullen@hamilton.ca)  
Joe Spiler, Manager of Capital Budgets & Development [Joe.Spiler@hamilton.ca](mailto:Joe.Spiler@hamilton.ca)  
Lindsay Gillies, Senior Financial Analyst [Lindsay.Gillies@hamilton.ca](mailto:Lindsay.Gillies@hamilton.ca)  
Karin Dearness and Andy Stone [astone.necsis@gmail.com](mailto:astone.necsis@gmail.com)  
Philip Toms

Kab/39811



## Hamilton

### **GOVERNANCE REVIEW SUB-COMMITTEE REPORT 18-001**

**Wednesday, January 31, 2018  
3:00 p.m., Room 192  
Hamilton City Hall**

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**Present:** Councillors M. Pearson (Chair), L. Ferguson, J. Partridge and A. VanderBeek, M. Green

**Also in  
Attendance:** Mayor F. Eisenberger

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#### **THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 18-001 AND RESPECTFULLY RECOMMENDS:**

1. **Hamilton Waterfront Trust Board Reorganization Proposal LS18005 (City Wide)(Item 12.1)**
  - (a) That the City Manager or his delegate be authorized and directed to advise the Hamilton Waterfront Trust (HWT) and the Hamilton Port Authority (HPA) that the City of Hamilton consents to the removal of the HPA board member as outlined in the HWT's January 10, 2017 resolution, with the exception of the HPA Board member remaining as a member of the HWT Board until the review of the HWT's governance model is completed by Council.
  - (b) That Report LS18005 remain confidential.

#### **FOR INFORMATION:**

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

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

**1. NOTICES OF MOTION**

10.1 Parental Leave for Elected Officials

Item 12.1 was moved up on the agenda to follow the approval of the previous minutes.

**Audit, Finance and Administration Committee – February 12, 2018**

The January 31, 2018 Agenda of the Governance Review Sub-Committee was approved, as amended.

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

There were no declarations of interest.

**(c) APPROVAL OF MINUTES (Item 3)**

**November 21, 2017 (Item 3.1)**

The Minutes of the November 21, 2017 meeting of the Governance Review Sub-Committee, were approved.

**(d) DELEGATIONS (Item 6)**

There were no delegations.

**(e) DISCUSSION ITEMS (Item 8)**

**Memorandum of Understanding - City of Hamilton and Royal Botanical Gardens (LS18002)(City Wide)(Item 8.1)**

Item 8.1 respecting the Memorandum of Understanding - City of Hamilton and Royal Botanical Gardens Committee was TABLED in order for staff to report back with further clarification on current Royal Botanical Gardens membership versus proposed membership, and to provide further details on federal and provincial funding.

**(f) MOTIONS (Item 9)**

**Election of a Speaker and Deputy Speaker to preside over Hamilton City Council and all General Interest Committees (Item 9.1)**

Councillor Green introduced his motion respecting the Election of a Speaker and Deputy Speak to preside over Hamilton City Council and all General Interest Committees, and it was not seconded.

**(g) NOTICES OF MOTION (Item 10)**

**(i) Parental Leave for Elected Officials (Added Item 10.1)**

Councillor Green introduced the following Notice of Motion regarding Parental Leave for Elected Officials.

WHEREAS, the Hamilton Municipal Election is scheduled for October 22, 2018;

WHEREAS, systemic and structural barriers and current Council bylaws deter a diverse range of Council candidates to seek elected office;

WHEREAS, the Council chambers have been used three times in the past 12 months to build civic leadership and discuss participation of under-represented people including first nation, racialized people, women, non-binary individuals and youth in policy development, implementation and Council decision making;

WHEREAS, the absence of a full paid leave for pregnancy, childbirth and adoption for elected officials being in place poses a specific barrier for women, non-binary individuals, and young people from pursuing elected office;

WHEREAS, Bill 68 has been given Royal Assent by the Government of Ontario and has amended the *Municipal Act* to ~~mandate municipalities~~ provide up to 20 weeks leave for municipal Councillors for pregnancy, child birth, and adoption;

WHEREAS, Bill 68 also stipulates that municipalities are required to adopt and maintain a policy with respect to Pregnancy Leave and Parental Leave for Members of Council by March 1, 2019;

WHEREAS, a paid parental leave bylaw for Councillors will help ensure a diverse range of Council candidates participate in our democratic process.

THEREFORE BE IT RESOLVED:

That City staff report back to City Council before the 2018 Municipal Election with a draft parental leave bylaw which establishes the following: 20 weeks leave for pregnancy, child birth and adoption for elected officials with full salary, benefits, and compensation and a procedure for representation during leave wherein the Councillor on leave will determine the best approach for providing interim coverage.

**(ii) City of Hamilton's Indemnification Policy (Added Item 10.2)**

Councillor Green introduced the following Notice of Motion regarding the City of Hamilton's Indemnification Policy.

That staff be directed to report back to Governance Review Sub-Committee with the City of Hamilton's Indemnification Policy complete with all instances it has been used and by whom, along with the associated total legal fees for the past 10 years inclusive of all associated boards and agencies.

**(h) PRIVATE AND CONFIDENTIAL (Item 12)**

Committee moved into Closed Session respecting Item 12.1, pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 14-300, and Section 239(2), Sub-section (f) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to the receiving of advice that is subject to solicitor/client privileges, including communications necessary for that purpose, affecting the City.

**Hamilton Waterfront Trust Board Reorganization Proposal LS18005 (City Wide)(Item 12.1)**

For disposition of this matter, please refer to Item 1.

**(i) ADJOURNMENT (Item 13)**

Being no further business, the Governance Review Sub-Committee meeting was adjourned at 4:12 p.m.

Respectfully submitted,

Councillor M. Pearson, Chair  
Governance Review Sub-Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk



Hamilton

**GRANTS SUB-COMMITTEE  
REPORT 18-001**

2:30 p.m.

February 5, 2018

Council Chambers, Hamilton City Hall

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**Present:** Councillors B. Johnson (Chair), M. Green (Vice Chair)  
L. Ferguson, S. Merulla, T. Jackson, T. Whitehead

**Absent with  
Regrets:** Councillor VanderBeek – Other City Business

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**THE GRANTS SUB-COMMITTEE PRESENTS REPORT 18-001 AND  
RESPECTFULLY RECOMMENDS:**

- 1. City Enrichment Fund – Established vs. Emerging Needs Organizations/Applicants Clarification Follow Up (GRA18001) (City Wide) (Item 4.1)**

That Report GRA18001, respecting the City Enrichment Fund – Established vs. Emerging Needs Organizations/Applicants Clarification Follow Up, be received.

- 2. 2017 City Enrichment Fund Update (GRA18002) (City Wide) (Item 6.1)**

That the overall 2017 City Enrichment Fund surplus (attached as Appendix “A” to Report 18-001), in the amount of \$63,766 be transferred to the City Enrichment Fund Reserve # 112230.

**FOR INFORMATION:****(a) CHANGES TO THE AGENDA (Item 1)**

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

**1. DISCUSSION ITEMS (Item 6)**

- 6.1 2017 City Enrichment Fund Update (GRA18002) (City Wide) – Appendix “A” has been deleted and replaced with the REVISED copy on yellow before you.

The February 5, 2018 agenda for the Grants Sub-Committee was approved, as amended.

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

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)****(i) October 12, 2017 (Item 3.1)**

The Minutes of the October 12, 2017 Grants Sub-Committee meeting were approved, as presented.

**(d) OTHER BUSINESS / GENERAL INFORMATION (Item 9)****(i) City Enrichment Fund – Established vs. Emerging Needs Organizations/Applicants Clarification Follow Up (GRA18001) (City Wide) (Item 4.1)**

The matter, respecting the City Enrichment Fund – Established vs. Emerging Needs, was considered complete and removed from the Grants Sub-Committee’s Outstanding Business List.



**(e) ADJOURNMENT (Item 10)**

There being no further business, the Grants Sub-Committee adjourned at 2:44 p.m.

Respectfully submitted,

Councillor B. Johnson  
Chair, Grants Sub-Committee

Stephanie Paparella  
Legislative Coordinator  
Office of the City Clerk



## 2017 City Enrichment Fund SUMMARY - REVISED

Category	No. of Apps	2017 Total Funds Available	2017 Total Payments	Variance
Community Services Total	120	\$ 2,175,491	\$ 2,278,543	-\$ 103,052
Agriculture Total	19	\$ 139,820	\$ 143,537	-\$ 3,717
Environment Total	12	\$ 146,390	\$ 120,043	\$ 26,347
Sport and Active Lifestyles Total	46	\$ 274,120	\$ 337,429	-\$ 63,309
Arts Total	88	\$ 2,725,060	\$ 2,772,542	-\$ 47,482
CCH Total	68	\$ 528,789	\$ 566,881	-\$ 38,092
<b>Total Traditional Grant Requests</b>	<b>353</b>	<b>\$ 5,989,670</b>	<b>\$ 6,218,976</b>	<b>-\$ 229,306</b>
CEF - One time Reserve Funding		229,306	-	\$ 229,306
<b>Unallocated Balances <sup>1</sup></b>				
CEF Administration		\$ 50,000	\$ 16,011	\$ 33,989
2017 Uncollected Grants		\$ -	-\$ 26,533	\$ 26,533
Returned Grants		\$ -	-\$ 3,110	\$ 3,110
Tipping Fee Adjustments		\$ -	-\$ 134	\$ 134
<b>Total City Enrichment Fund</b>		<b>\$ 6,268,976</b>	<b>\$ 6,205,210</b>	<b>\$ 63,766</b>

<sup>1</sup> Refer to Appendix "B" to GRA18002 for line item details.